

## School Board of Clay County

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

### June 29, 2023 - Regular School Board Meeting

**Date:** Jun 29 2023 (6:00 p.m.)

**Student Showcase** (None)

**Invocation** (Pastor Jeth Looney, DOXA Church, Green Cove Springs)

**Pledge of Allegiance**

**Call to Order**

**Recognitions and Awards**

[1. Recognize 2022-2023 Retirees](#)

**Presenters**

**School Showcase** (None)

**Presentations from the Audience (Public Comment)**

**Consent Agenda**

**Superintendent**

[2. C1 - Minutes of School Board Workshop on May 23, 2023; Student Discipline Hearings and Regular Meeting on June 1, 2023](#)

[2023 May 23 Workshop.pdf](#)

[2023 Jun 1 Student Hearings.pdf \(Confidential\)](#)

[2023 Jun 1 Regular Meeting.pdf](#)

[3. C2 - Payment of Annual Membership Dues for 2023-2024 to Florida Association of District School Superintendents](#)

**School Board Member**

[4. C3 - Payment of Annual Membership Dues for 2023-2024 to Florida School Boards Association](#)

[FSBA Invoice #12724.pdf](#)

**Information Technology Services**

[5. C4 - Amendment to Edupoint Contract to Reflect First In State Discounts](#)

[230155 Edupoint Amendment 5.pdf](#)

**Human Resources**

[6. C5 - Personnel Consent Agenda](#)

[Ⓞ Personnel Consent Agenda 6 29 2023.pdf](#)

**Instruction-Academic Services**

[7. C6 - K-12 Academic Services Out of State and Overnight Student Travel](#)

[Ⓞ June 29, 2023 Student Travel.pdf](#)

[8. C7 - Agreement between the School Board of Clay County and AMI Kids](#)

[Ⓞ 230168 AMI Kids.pdf](#)

[9. C8 - Lexia® LETRS® \(Language Essentials for Teachers of Reading and Spelling\)](#)

[Ⓞ 230153 Lexia Learning.pdf](#)

**Instruction-Career and Technical Education**

[10. C9 - CTE Out-of-State and Overnight Field Trips](#)

**Instruction-Instructional Resources**

[11. C10 - Library Book Challenged Titles Committees Recommendations](#)

[Ⓞ 06.29.23 Remove from the Shelf.pdf](#)

[Ⓞ 06.29.23 Return To or Remain On Shelf.pdf](#)

**Instruction-Climate and Culture**

[12. C11 - MOA with DOH-Clay & State of Florida, CDC Crisis Response Cooperative Agreement \( CoAG\) providing 11 extra nurses to assist in assigned schools](#)

[Ⓞ COAG2023 STAFFING MOA CHD and CCDS Approved by LEGAL6.8.2023.pdf](#)

**Business Affairs**

[13. C12 - Review & Approve the renewal of the District's third party adjusters, Johns Eastern Company](#)

[Ⓞ 230164 Johns Eastern Co.pdf](#)

[14. C13 - Approve the 2023-2024 District's Property/Casualty/Active Assailant Insurance renewal submitted by Arthur J. Gallagher & Co. \(broker\)](#)

[15. C14 - 2023-24 PowerSchool Contract Renewals](#)

[Ⓞ Q-735984-202324 \(1\) \(1\).pdf](#)

[Ⓞ Q-736007-202324 \(1\) \(1\).pdf](#)

[Ⓞ Q-736018-202324 \(1\) \(1\).pdf](#)

[Ⓞ Q-736047-202324 \(1\) \(1\).pdf](#)

[Ⓞ Q-736058-202324 \(1\) \(1\).pdf](#)

[Ⓞ Q748291.pdf](#)

[Ⓞ Q-753599-202324 ELF CLay \(1\) \(2\).pdf](#)

[16. C15 - Proposed Allocation Changes for 2023-2024](#)

[Ⓞ 23-24 Allocation Summary 06.29.23.pdf](#)



## **Business Affairs-Accounting**

### 17. C16 - Monthly Financial Reports for May, 2023

- ☉ [May 2023 Monthly Board Property Reports.pdf](#)
- ☉ [May 2023 Monthly Board Financial Reports.pdf](#)
- ☉ [Contracts \\$50,000 - \\$100,000 Signed by Superintendent.pdf](#)

### 18. C17 - Budget Amendment Report for May 31, 2023

- ☉ [Budget Amendment May 2023.pdf](#)

## **Business Affairs-Property**

### 19. C18 - DELETION OF CERTAIN ITEMS REPORT JUNE, 2023

- ☉ [DELETION OF CERTAIN ITEMS REPORT JUNE, 2023.pdf](#)

## **Business Affairs-Purchasing**

### 20. C19 - BID Award

### 21. C20 - District Print Center Equipment Refresh

## **Operations**

### 22. C21 - 2023-2024 School Safety Interlocal Agreement Among the School Board of Clay County, Florida, City of Green Cove Springs Florida, and Green Cove Springs Police Department.

- ☉ [Interlocal Agreement City of GCS and GCS Police Department.pdf](#)

### 23. C22 - 2023-2024 School Safety Interlocal Agreement Among the School Board of Clay County, Florida; and Town of Orange Park and the Town of Orange Park Police Department.

- ☉ [Interlocal Agreement Town of OP and OP Police Department.pdf](#)

### 24. C23 - Restated Interlocal Agreement for Emergency Shelters in Clay County between the Clay County School Board and the Clay County Board of County Commissioners.

- ☉ [Emergency Shelters Interlocal Agreement 6.29.23.pdf](#)

### 25. C24 - 2022-2023 Local Department of Health Inspection Reports

- ☉ [Health Dept. Inspection 2023 #1.pdf](#)
- ☉ [Health Dept. Inspections 2023 #2.pdf](#)

### 26. C25 - 2022-2023 S.R.E.F. Casualty, Safety, Sanitation, Relocatable, and Fire Safety Inspection Report

- ☉ [2023 SREF #1.pdf](#)
- ☉ [2023 SREF #2.pdf](#)
- ☉ [2023 SREF #3.pdf](#)

### 27. C26 - Transportation Bus Purchase Agreement

- ☉ [Bus Purchase 6.29.23.pdf](#)

## **Operations-Facilities**

### 28. C27 - Clay County Utility Authority Closeout Documents for Spring Park Elementary School

[☉ Contract - Closeout Documents for Spring Park Elementary School.pdf](#)

[29. C28 - Prequalification of Contractors](#)

[☉ Table for Board Backup Contractor Prequal, 6.29.23](#)

[30. C29 - Resolution for 95 Acre Land Purchase on Russell Road](#)

[☉ Property Purchase Resolution 6.29.2023.pdf](#)

[☉ Ennis Appraisal Russell Rd\\_95.pdf](#)

[☉ Appraisal\\_2770 Russell Rd, Green Cove Springs, FL.pdf](#)

[31. C30 - Change Order #3 for Spring Park Elementary School](#)

[☉ Change Order #3 for Spring Park Elementary School](#)

**Operations-Food & Nutrition**

[32. C31 - 2023-2024 Food and Nutrition Services Proposed Meal Price Increase.](#)

**Adoption of Consent Agenda**

**CCEA Update** (Victoria Kidwell)

**CESPA Update** (Lonnie Roberts)

**Superintendent's Update and Presentations**

**Discussion Agenda**

**Superintendent**

[33. D1 - Approval of the 2023-2028 Strategic Plan](#)

**Human Resources**

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

[35. D3 - Human Resources Special Action B](#)

**Instruction-Climate and Culture**

[36. D4 - Public Hearing to Approve as Advertised 2023-2024 Student & Family Handbook and Code of Student Conduct](#)

[☉ Legal Adv. Notice of PH 23-24 Code of Student Conduct.pdf](#)

[☉ Summary of Changes - 23\\_24 Code of Conduct.pdf](#)

[☉ Board Redline Final - 2023\\_2024 - CCDS Student and Family Handbook and Code of Student Conduct.pdf](#)

**School Board Attorney Remarks**

**School Board Member Remarks**

**Adjournment**



## School Board of Clay County

### June 29, 2023 - Regular School Board Meeting

**Title**

Recognize 2022-2023 Retirees

**Description**

The Clay County School Board recognizes district employees who retired in the 2022-2023 school year by offering congratulations and expressing appreciation for their years of faithful service to the district.

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

For recognition only.

**Strategic Plan Goal**

N/A

**Recommendation**

Recognition. No action required.

**Contact**

Brenda G. Troutman, Assistant Superintendent for Human Resources, (904) 336-6701, [brenda.troutman@myoneclay.net](mailto:brenda.troutman@myoneclay.net)

**Financial Impact**

NONE

**Review Comments**

**Attachments**

DRAFT

June 29, 2023 - Regular School Board Meeting

**Title**

C1 - Minutes of School Board Workshop on May 23, 2023; Student Discipline Hearings and Regular Meeting on June 1, 2023

**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**

- 📎 [2023 May 23 Workshop.pdf](#)
- 📎 [2023 Jun 1 Student Hearings.pdf \(Confidential\)](#)
- 📎 [2023 Jun 1 Regular Meeting.pdf](#)



## School Board of Clay County

District Multi-Purpose Center, Corner Walnut Street & Gratio Place, Green Cove Springs, FL

### May 23, 2023 - School Board Workshop

**Date:** May 23 2023 (9:00 a.m.)

**Invocation** (Mary Bolla)

**Call to Order** (Present: Erin Skipper, District 1; Mary Bolla, District 2; Beth Clark, District 3, Michele Hanson, District 4; Ashley Gilhousen, District 5; and Superintendent David S. Broskie)

#### Workshop Items

[1. Review Draft Agenda for Regular School Board Meeting on June 1, 2023](#)

[June-1-2023-regular-school-board-meeting\\_agenda\\_packet \(2\).pdf](#)

#### Minutes:

##### Recognitions:

- Recognize Students with Perfect Attendance, K-6, K-8, and K-12 - no discussion;
- Recognize Recipients of Superintendent's Florida Pre-Paid Scholarship - no discussion;
- 2023-2024 Drug Free Schools Calendar Winners - no discussion;
- Recognize Winners of the 2023 Math Field Day - no discussion;
- Recognition of FHSAA State Championship Boys Weightlifting Winners - no discussion;
- Recognize Social Studies Teachers of the Year - no discussion;
- Ceremonial Signing of the Ratified Fraternal Order of Police, Florida State Lodge Contract - no discussion;

##### Consent Agenda:

- C1 Minutes of School Board Workshop and School Board Special Meeting on March 25, 2023; Student Discipline Hearings and Regular Meeting on May 4, 2023 - no discussion;
- C2 Personnel Consent Agenda - no discussion;
- C3 Daily Hours for Teachers and Students for School Year 2023-24 - no discussion;
- C4 K-12 Academic Services Out of State and Overnight Student Travel - no discussion;
- C5 Approval to Advertise and Notice of Public Hearing to Approve Modifications to the 2022-2023 Student Progression Plan - Mrs. Hanson expressed concerns re truancy, mastery of standards, retention, and the number of students who are not reading on grade level, as well as specific concerns with the elementary portion of the plan including lack of guidelines for homework and grades; accountability is critical to the success of the plan; would like to examine how to improve if the plan is worked at the local level in the schools with support from the school board and district offices; would like to get the community on board with training at the parent level; Mr. Broskie noted the improvement seen in attendance over the past year, advised there is a task force working on the grading policy, and agreed that reading is key to student improvement; advertising the policy now will allow the public hearing and adoption necessary to incorporate required legislative changes in time for the next school year and the board may propose revisions at any time in future;
- C6 2023-24 Interagency Agreement Between the School Board of Clay County, Florida and the Department of Military Affairs; State of Florida - no discussion;
- C7 Affiliation Agreement between Clay County District Schools and Central State University (CSU) - no discussion;
- C8 Affiliation Agreement between Clay County District Schools and Florida Gateway College (FGC) - no discussion;

- C9 Affiliation Agreement between Clay County District Schools and Oklahoma State University (OSU) - no discussion;
- C10 Affiliation Agreement between Clay County District Schools and University of Phoenix (UoP) - no discussion;
- C11 Ratify 230122 Lutheran Services Florida Standard Agreement with the School Board of Clay County, FL-SEDNET - no discussion;
- C12 Proposed Allocation Changes for 2022-2023 - discussion included the duties of the proposed allocation, "coordinator of assessment", how these tasks have been handled historically, the necessity of having testing coordinators at each school, and the process of having allocations approved;
- C13 Proposed Allocation Changes for 2023-2024 - no discussion;
- C14 Monthly Financial Reports for April, 2023 - no discussion;
- C15 Budget Amendment Report for April 30, 2023 - no discussion;
- C16 Deletion of Certain Items Report May, 2023 - no discussion;
- C17 BID Renewal - no discussion;
- C18 BID Award - no discussion;
- C19 Appointments for the Citizens Oversight Committee - a typographical error on the item attachment was noted and will be corrected;
- C20 Resolution to Dispose of Relocatable Buildings at Keystone Heights Elementary School - no discussion;
- C21 Purchase Agreement for Four (4) Relocatable Buildings at Keystone Heights Elementary School - no discussion;
- C22 Purchase Agreement for Four (4) Sets of Ramps and Stairs at Keystone Heights Elementary School - no discussion;
- C23 Change Order #3 for Clay High School Restroom Renovations - Mrs. Hanson questioned whether extra costs are anticipated for projects such as these and Bryce Ellis, Assistant Superintendent of Operations, confirmed allowances for extra costs due to finding unforeseen items as well as having to bring things up to code and calculate market swings;
- C24 Change Order #1 for Middleburg High School Cafeteria Expansion - no discussion;
- C25 Change Order #6 for Orange Park High School Stadium Repair/Replacement - no discussion;
- C26 Prequalification of Contractors - no discussion;
- C27 Ridgeview High School Roof Repair/replacement Building 2 Contract Award - no discussion;
- C28 Change Order #1 (Direct Purchasing) for Wilkinson Elementary School Kitchen/Cafeteria Renovations (Freezer/Cooler Replacement Ceiling) - brief discussion of the Citizens Advisory Committee's duties and projects identified on the Educational Facilities Plan, to include EDFirst projects and expenditures;
- C29 Change Order #1 (Direct Purchasing) for Ridgeview Elementary School Roof Repair/replacement Buildings 1, 2, & 3 - Shingles and Kitchen/Cafeteria Renovations - no discussion;
- C30 Change Order #5 for Middleburg Transportation Facility Fuel system Repair/Replacement - no discussion;
- C31 Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Fleming Island High School Replace Batting Practice Building (Erosion) - no discussion;

#### Discussion Agenda:

- D1 Public Hearing to Approve as Advertised Proposed School Board Policy 1.16, "Designation of User Gender for Bathrooms/Restrooms, Locker Rooms and Dressing Rooms" - brief discussion on signage replacement on bathrooms to ensure rules are followed;
- D2 Human Resources Special Action A -
- D3 Human Resources Special Action B -
- D4 Human Resources Special Action C -
- D5 Public Hearing to Approve as Advertised Revisions to Use of Facilities & Grounds Manual - no discussion

## [2. Discussion of Policy For Student Surveys \(Mrs. Skipper\)](#)

### **Minutes:**

School Board Attorney, Bruce Bickner, introduced a proposed policy he drafted at the request of Mrs. Skipper.

Mrs. Skipper advised she felt that the original policy she had given to Mr. Bickner was more direct and that she had wanted an opt-in policy rather than an opt-out policy. Her concern is that surveys can result in students' information being sold to a third party, and stated that is the reasoning behind a bill that was just passed re the collection of data on children. She believes parental notification of surveys should be given and the survey sent home to provide parents with the opportunity to know about all surveys.

Mrs. Hanson stated that the original policy provided by Mrs. Skipper is more procedural and the one drafted by Mr. Bickner leaves open questions. She is concerned with the ability to hold accountability to a policy that lacks procedures. She suggested a letter or form could be sent home at the beginning of the year, by grade level, that discusses the surveys and programs and allows parents to indicate the ones in which they choose to have their children participate. She does not

support an opt-in policy because of the potential for a busy parent to sign permission without fully realizing what they are signing. She supports communicating to parents in a more effective way. Mr. Broskie advised that the communication of the surveys and information can certainly be examined to enable it to be more clearly provided to parents.

Mr. Bickner advised the policy is a framework and procedures are how the policy would be implemented. The implementation of the policy would rest with the superintendent. Mrs. Hanson advised it is necessary to implement details in the policy to ensure procedures are there. Mrs. Skipper also recommends specificity in policy language.

Mrs. Gilhousen noted the importance of policy language so expectations are clear, but that care must be taken about the degree of specificity in policy so that the policy can withstand changes of time and flexibility, recommending procedures are not incorporated into policy.

Board members will further examine the proposed policy and discuss it at the next board meeting.

### 3. Discussion of School Board Meetings (Mrs. Hanson)

#### **Minutes:**

Mrs. Hanson proposed some changes for the board's consideration regarding board meetings as follows:

- hold "informal" meetings to include town halls, community input meetings, and meetings during which board members may discuss issues not on the formal agenda in order to have sufficient time for healthy discourse among board members
- preserve time at workshops by the board members reviewing the agenda items and asking only necessary questions, either to the superintendent or to the item submitters, preserving discussion time for difficult issues
- hold student awards and recognitions on a different day from the regular monthly meeting to enable discussion earlier and lengthier discussions to take place
- adjust the order of the meeting agenda so that public speakers are heard and the board can discuss/address what the speakers said earlier in the evening, more closely to the time of the public comments
- consider holding student discipline hearings on an alternate day from the regular monthly meeting, possibly on the same day as student awards and recognitions

Mrs. Bolla indicated the agenda reviews done at workshops include all personnel that contribute to the agenda and that the superintendent's review of each agenda item gives the board an opportunity to discuss it in open public forum and allows public transparency as to the operations of the district. The public has the opportunity to see and hear the workshop review and constituents can call with concerns. She believes the student celebrations and recognitions are extremely important and does not support them being moved to an alternate evening. Student discipline hearings have been lengthy, at times, but one can prepare ahead of time for this important work.

Mrs. Clark is accustomed to long hours but would appreciate more time to review the agenda to fully digest all of the information. Student hearings times can be revisited in the future if they continue to be lengthy. She does regret that board member comments are not always heard by the public speakers.

Mrs. Skipper feels that public comments should be addressed as the public make up the constituency. She would like to change the public's perception and current culture that the board speaks very little and have more discussion and communication.

Mrs. Gilhousen indicated that the workshop is also a time for the board members to engage in any desired discussion. She does like the student awards and recognitions but suggested considering how many are being placed on the agenda each month. She is neutral re the suggestion to move student hearings to an alternate night.

All regular, special, and workshop meetings must have an agenda and be legally advertised. The board determined to evaluate moving student discipline hearings at a future date if still needed and desired.

**Questions from the Audience** (None)

**Superintendent Comments** (None)

**School Board Attorney Comments** (None)

**School Board Comments**

[4. School Board Member Comments](#)

**Minutes:**

Mrs. Hanson noted that recent legislation has passed re student cell phone usage and questioned the need to update the Code of Student Conduct to reflect the new law. Mr. Broskie will read the language to determine if the statute requires us to change our current policy. Mrs. Skipper noted a different county that was experiencing issues related to cell phone usage and had success in restricting the usage with clear expectations communicated to the parents and community.

Mrs. Bolla shared information re a fundraiser at Texas Roadhouse to support the Dolly Parton Imagination Library in an effort to expand the current program.

A workshop on safety and security may be scheduled in the future to update the board members on that procedure and allow discussion during what will likely be a closed meeting.

**Adjournment** (11:23 a.m.)

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**Superintendent of Schools**

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**School Board Chair**

DRAFT



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

## June 1, 2023 - Regular School Board Meeting

**Date:** Jun 01 2023 (6:00 p.m.)

**Student Showcase** (None)

**Invocation** (Pastor Mason Dorsey, Trinity Community Church-Fleming Island)

**Pledge of Allegiance**

**Call to Order** (Present: Erin Skipper, District 1; Mary Bolla, District 2, Beth Clark, District 3; Michele Hanson, District 4; Ashley Gilhousen, District 5; Superintendent David Broskie)

**Recognitions and Awards**

### [1. Recognize Students with Perfect Attendance, K-6, K-8, and K-12](#)

**Minutes:**

Superintendent Broskie recognized students with perfect attendance K-6, K-8, and K-12. These students have been present in school, with no absences or tardies, for 7 years, 9 years, or 13 years.

Kindergarten - 6th Grade (7 years)

- Joseph Erickson (Rideout Elementary)
- Jaden Lee (Wilkinson Elementary)

Kindergarten - 8th Grade (9 years)

- Cadence Bandor (Lake Asbury Junior)

Kindergarten - 12th Grade (13 years)

- Timothy Walker (Clay High)

### [2. Recognize Recipients of Superintendent's Florida Pre-Paid Scholarships](#)

**Minutes:**

Superintendent Broskie recognized recipients of Superintendent's Florida Prepaid Scholarship winners as follows:

- Zoey Watson (Rising Kindergartener) - 2023 Florida Prepaid Superintendent Scholarship Art Contest award of \$1,000 in a Florida Prepaid 529 savings account
- Cathleen Kivett Smith (Graduating Senior) - 2023 Florida Prepaid Superintendent Scholarship Essay Contest award of a 2-year college scholarship valued at \$8,000

### [3. 2023-2024 Drug Free Schools Calendar Winners](#)

**Minutes:**

Donna Wethington, Executive Director, Clay Action Coalition, recognized the winners of the 2023 Drug-Free Schools Prevention Calendar. Their artwork will be showcased in the 2023-2024 Drug-Free calendar.

- Amelia Harris (5th - Orange Park Elementary) - Front cover
- Gabriella Garcia (5th - Orange Park Elementary) - Inside Cover
- Haven Tomalis (3rd - Orange Park Elementary) - August
- Gianna AP (4th - Tynes Elementary) - September
- Daltynn Lee (5th - Middleburg Elementary) - October
- Jenner Moses (2nd - Thunderbolt Elementary) - November
- Avanni Vega (K - Coppergate School of the Arts) - December
- Emma Winkle-Ballard (1st - Coppergate School of the Arts) - January
- Hailey Nalepa (6th - Shadowlawn Elementary) - February
- Olivia McDonald (4th - Coppergate School of the Arts) - March
- Meggie Liu (K - Orange Park Elementary) - April
- Brooke Wern (3rd - Thunderbolt Elementary) - May
- Lila Mathis (2nd - Orange Park Elementary) - June
- Natalie Patrone (6th - Coppergate School of the Arts) - July

#### 4. Recognize Winners of the 2023 Math Field Day

##### **Minutes:**

April Shipley, Elementary Math Curriculum Coach, recognized the winners of the 2023 Math Field Day as follows:

##### **Fourth Grade**

1st Place - R.M. Paterson Elementary

- Avryl Akers
- Stanley Hon
- Brandon Hohrath
- Finlay Cusick
- Elizabeth Longworth
- John Sikes

2nd Place - Orange Park Elementary (tie)

- Cohen Cook
- Lydia Cunningham
- Elene Hellmuth
- Brooklyn Watt
- Maya Westfall
- Chloe Williamson

2nd Place - Thunderbolt Elementary (tie)

- Chloe Barrett
- Grayson Moore
- Jensen Lauer
- Ralph MacKritis
- Wriston Senna
- Matthew Thompson

3rd Place - Swimming Pen Creek Elementary

- Davey Gornewicz
- Khloe Buckler
- Alaric Brock
- Payton Burns
- David Foster
- Wynn Weeks

## **Fifth Grade**

1st Place - R.M. Paterson Elementary

- Nathan Hancock
- Wyatt Lundy
- JonJon Nosse
- Ella Weflen
- Alan Stevenson
- Kian Summerlin

2nd Place - Lake Asbury Elementary

- Logan DeMartinis
- Shane Espaldon
- Jacob Cormier
- Ashby Combs
- Michael Pollard
- Jayden Sparrow

3rd Place - Fleming Island Elementary

- Lucas Harrell
- Colton Gall
- James Judycki
- Jiro Untivero
- Bella Hartzell
- Ansley Sandefer

## **Sixth Grade**

1st Place - Orange Park Elementary

- Josue Ybarra Verenzuela
- Miguel Sanchez
- Smir Abosini
- Aidan Watt
- Jaeden Sims
- Addison McGarva

2nd Place - Thunderbolt Elementary

- Karas Boktor
- Carlo Beam
- Eve Schlotthauer
- Jeter Slaymon
- Ashley Warner
- Braden White

3rd Place - Fleming Island Elementary

- Tripp Patin
- Graham Sauer
- Darla Hartzell
- Daniel Watkins
- David Watkins
- Blake Wiggains

## **Muggins Winner**

- Aubrey Dale (W.E. Cherry Elementary)

## 5. Recognition of FHSAA State Championship Boys Weightlifting Winners

### **Minutes:**

John Sgromolo, Coordinator of District Athletics, recognized winners of the FHSAA State Championship Boys Weightlifting as follows:

#### Fleming Island High School

- Kevin Reyes - Individual State Champion
- Tyler Beverly - Individual State Champion
- Jered Rhodes - Individual State Champion
- Zach Davis - Individual State Champion
- Tyler Williams
- Braden Cunningham
- Gage Isbell
- Nico Cruz
- Josh Pereira

#### Keystone Heights High School

- Brian Overton - Individual State Champion
- Larry Jeffries III - Individual State Champion
- Colton Hollingsworth
- Jed Tisdale
- Declan Shine
- Reid Begue
- Wyatt VanZant
- Sam Ulsch
- Davin Adams
- Landon Hovsepian
- Bryar Schenck
- Dakota Roper
- Bryson Wester
- Jaydon Goodman
- Tyeler Rozier
- Jackson Herman
- Brayden Wester
- Tyler Duncan

## 6. Recognize Social Studies Teachers of the Year

### **Minutes:**

Mary Owen, Social Studies Specialist, and Stephanie Navarro, Social Studies Curriculum Coach, recognized the following Social Studies Teachers of the Year, sponsored by the Florida Council for Social Studies, for their facilitation and inspiration of student learning in grades K-12:

- Stacey Jeffries (Charles E. Bennett) - Clay County's nominee for FCSS's Outstanding Social Studies Teacher of the Year in the Elementary Division
- Jennifer Brymer (Keystone Heights High) - Clay County's nominee for FCSS's Outstanding Social Studies Teacher of the Year in the Middle School Division
- Rita Peterson (Clay High) - Clay County's nominee for FCSS's Outstanding Social Studies Teacher of the Year in the Senior High Division
- Justin Daniels (Orange Park High) - Clay County's nominee for the Excellence in Teaching History Award
- Breyana Stilts (Middleburg High) - Clay County's nominee for the Warren Tracy Beginning Teacher Award
- Michael Taft (Green Cove Springs Junior) - Clay County's nominee for Clay Civics Champion Award

Mr. Daniels and Ms. Stilts are in the process of completing their paperwork as they compete for state awards, which will be announced in October.

## 7. Ceremonial Signing of the Ratified Fraternal Order of Police, Florida State Lodge Contract

### **Minutes:**

Brenda Troutman, Assistant Superintendent of Human Resources, Kenneth Wagner, Police Chief Clay County District Schools, J. J. Dixon, Fraternal Order of Police, John Revis, Labor Council Chief of Staff for FOP, Chapter President Mike Tucker, Vice President Christopher Kesting, Middleburg High School, and Treasurer Rob Troxel, Orange Park High School, participated in a ceremonial signing of the ratified Fraternal Order of Police, Florida State Lodge, and Clay County District Schools contract.

### **Presenters**

**School Showcase** (None)

### **Presentations from the Audience (Public Comment)**

#### 8. Public Comment

### **Minutes:**

Public Speakers:

- Bruce Friedman
- Victoria Tompkins
- Summer Grace
- Madison Hilt
- DeAnn Dockery
- William Whigham
- Cherie McKay
- Judith Chapple

### **Consent Agenda**

#### **Superintendent**

9. C1 - Minutes of School Board Workshop and School Board Special Meeting on March 25, 2023; Student Discipline Hearings and Regular Meeting on May 4, 2023

[2023 Apr 25 Workshop.pdf](#)

[2023 Apr 25 Special Mtg.pdf](#)

[2023 May 4 Regular Mtg.pdf](#)

2023 May 4 Student Hearings.pdf (Confidential)

#### **Human Resources**

10. C2 - Personnel Consent Agenda

[Personnel Consent Agenda 6.1.2023.pdf](#)

#### **Instruction-Academic Services**

11. C3 - Daily Hours for Teachers and Students for School Year 2023-24

[CCSD School-hours-2023-2024.pdf](#)

12. C4 - K-12 Academic Services Out of State and Overnight Student Travel

[June 2023 Student Travel.pdf](#)

13. C5 - Approval to Advertise and Notice of Public Hearing to Approve Modifications to the 2022-2023 Student Progression Plan

[Approval to Advertise Notice of PH Student Progression Plan.pdf](#)

[Student Progression Plan 2023 - 2024-Board DRAFT .pdf](#)

[Summary of Changes - 23-24 SPP.pdf](#)

14. C6 - Approve Interlocal Agreement Between The School Board of Clay County, Florida and Rolling Hills Community Development District Regarding Usage of District Recreational Facilities.

[The Clay High School Swim Team Pool Use Interlocal Agreement.\(2023\).\(3\).pdf](#)

#### **Instruction-Adult Education**

15. C7 - 2023-24 Interagency Agreement Between the School Board of Clay County, Florida and the Department of Military Affairs; State of Florida

[230143 FLYCA Adult Ed Interagency Agreement.pdf](#)

[Executed 230143 FLYCA Adult Ed.pdf](#)

#### **Instruction-Professional Development**

16. C8 - Affiliation Agreement between Clay County District Schools and Central State University.(CSU).

[230126 Central State Univ MOU.pdf](#)

17. C9 - Affiliation Agreement between Clay County District Schools and Florida Gateway College (FGC).

[230115 FL Gateway College \(1\).pdf](#)

18. C10 - Affiliation Agreement between Clay County District Schools and Oklahoma State University.(OSU).

[230130 Oklahoma State Univ MOU.pdf](#)

19. C11 - Affiliation Agreement between Clay County District Schools and University of Phoenix (UoP).

[230108 Univ of Phoenix \(1\).pdf](#)

#### **IN-SEDNET**

20. C12 - Ratify 230122 Lutheran Services Florida Standard Agreement with the School Board of Clay County, FL-SEDNET

[230122 Lutheran Services Amendment 108.pdf](#)

#### **Business Affairs**

21. C13 - Proposed Allocation Changes for 2022-2023

[06.01.23 - 22 23 Allocation Summary.pdf](#)

22. C14 - Proposed Allocation Changes for 2023-2024

[06.01.23 - 23-24 Allocation Summary\(1\).pdf](#)

#### **Business Affairs-Accounting**

23. C15 - Monthly Financial Reports for April, 2023

[April 2023 Monthly Board Financial Report.pdf](#)

[April 2023 Monthly Board Property Report.pdf](#)

[Contracts \\$50,000 - \\$100,000 Signed by Superintendent.pdf](#)

24. C16 - Budget Amendment Report for April 30, 2023

**Business Affairs-Property**

[25. C17 - DELETION OF CERTAIN ITEMS REPORT MAY, 2023](#)

[DELETION OF CERTAIN ITEMS REPORT MAY, 2023.pdf](#)

**Business Affairs-Purchasing**

[26. C18 - BID Renewal](#)

[27. C19 - BID Award](#)

**Operations**

[28. C20 - Appointments for the Citizens Oversight Committee](#)

[Citizens Advisory Committee 1 June 23.pdf](#)

[29. C21 - Brightly Contract Agreement - Facility Asset Management Software](#)

[230144 Brightly Software \(1\).pdf](#)

**Operations-Facilities**

[30. C22 - Resolution to Dispose of Relocatable Buildings at Keystone Heights Elementary School](#)

[Resolution to Dispose of Relocatables 6.1.23.pdf](#)

[31. C23 - Purchase Agreement for Four \(4\) Relocatable Buildings at Keystone Heights Elementary School](#)

[Purchase Agreement for Relocatables.pdf](#)

[32. C24 - Purchase Agreement for Four \(4\) Sets of Ramps and Stairs at Keystone Heights Elementary School](#)

[Purchase Agreement for Ramps and Stairs.pdf](#)

[33. C25 - Change Order #3 for Clay High School Restroom Renovations](#)

[CO #3 CHS Restroom Renovation.pdf](#)

[34. C26 - Change Order #1 for Middleburg High School Cafeteria Expansion](#)

[CO #1 MHS Cafeteria Expansion.pdf](#)

[35. C27 - Change Order #6 for Orange Park High School Stadium Repair/Replacement](#)

[CO #6 OPH Stadium Repair.Replacement.pdf](#)

[36. C28 - Prequalification of Contractors](#)

[Table for Board Backup Contractor Prequal, 6.1.23.pdf](#)

[37. C29 - Ridgeview High School Roof Repair/Replacement Building 2 Contract Award](#)

[RHS Roof Repair.Renovations - Building 2 Bid Tab.pdf](#)

[RHS Roof Contractor Executed Contract.pdf](#)

[38. C30 - Change Order #1 \(Direct Purchasing\) for Wilkinson Elementary School Kitchen/Cafeteria Renovations \(Freezer/Cooler Replacement/Ceiling\)](#)

[Change Order #1 \(Direct Purchasing\) WES Kitchen Cafeteria Renovations.pdf](#)

[39. C31 - Change Order #1 \(Direct Purchasing\) for Ridgeview Elementary School Roof Repair/Replacement Buildings 1, 2, & 3 - Shingles and Kitchen/Cafeteria Renovations](#)

[Change Order #1 \(Direct Purchasing\) RVE Roof Repair Replacement and Kitchen Cafeteria Renovations.pdf](#)

[40. C32 - Change Order #5 for Middleburg Transportation Facility Fuel System Repair/Replacement](#)

[CO #5 MB Transportation Fuel System Repair,Replacement.pdf](#)

[41. C33 - Schematic/Preliminary/Final \(Phase I, II, and III\) Plans and Specifications for Fleming Island High School Replace Batting Practice Building.\(Erosion\)](#)

### Adoption of Consent Agenda

#### [42. Adoption of Consent Agenda](#)

##### **Motion**

Motion to Adopt Consent Agenda

##### **Vote Results** ( *Approved* )

Motion: Mary Bolla

Second: Michele Hanson

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Beth Clark

- Aye

Michele Hanson

- Aye

Erin Skipper

- Aye

**CCEA Update** (Victoria Kidwell)

**CESPA Update** (Lonnie Roberts)

### Superintendent's Update and Presentations

#### [43. Superintendent's Update](#)

##### **Minutes:**

Superintendent Broskie shared the attached visual presentation, highlighting the following:

- 2023 Graduation
- Summer Learning Program
- Summer Meals Program
- Preparing for 2023-2024
- Upcoming Events

### Discussion Agenda

#### **School Board Member**

[44. D1 - Public Hearing to Approve as Advertised Proposed School Board Policy 1.16, "Designation of User Gender for Bathrooms/Restrooms, Locker Rooms and Dressing Rooms"](#)

[Proposed SB Policy 1.16 Use of Designated Accommodations.pdf](#)

[Legal Adv Notice of PH for SB Policy 1.16 Designation of User Gender for Bathrooms etc..pdf](#)

##### **Minutes:**

Chair Gilhousen opened the public hearing. With no one coming forward to speak to the item, the public hearing was closed.

Following the motion and second, Mrs. Bolla expressed her concern with the policy having a punishment attached to it that may serve to punish some of the most vulnerable students who have not had necessary support, pushing them further into vulnerability. She commented that, because the governor has signed this into law, our policies must be based on that law and requested that any single-use restroom be labeled "restroom" with no gender specificity. She emphasized the need to realize the differences in the student population and view those differences with open minds.



Mrs. Skipper commented that students (children) do not always make the right decisions and this matter pertains to the safety of all students no matter the viewpoint one may have.

Mrs. Hanson requested and received confirmation from Bruce Bickner, School Board Attorney, that the proposed policy accurately reflects the law and will satisfy the April 1, 2024 reporting requirements. The proposed policy does codify what has been put in place as practice. The State Board of Education should provide a rule by January 1, 2024, and Mr. Bickner advised that the future rule may serve to alter the ground, requiring an amendment of the proposed policy. Mrs. Hanson supports engaging the community's ideas to provide redress from this policy.

**Motion**

Motion to Approve as Advertised Proposed School Board Policy 1.16, "Designation of user Gender for Bathrooms/Restrooms, Locker Rooms"

**Vote Results** ( *Approved* )

Motion: Erin Skipper

Second: Beth Clark

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Beth Clark

- Aye

Michele Hanson

- Aye

Erin Skipper

- Aye

**Human Resources**

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

Special Action A 6.1.2023.pdf (Confidential)

**Motion**

Motion to Approve Human Resources Special Action A

**Vote Results** ( *Approved* )

Motion: Mary Bolla

Second: Erin Skipper

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Beth Clark

- Aye

Michele Hanson

- Aye

Erin Skipper

- Aye

[46. D3 - Human Resources Special Action B](#)

Special Action B 6.1.2023.pdf (Confidential)

**Motion**

Motion to Approve Human Resources Special Action B

**Vote Results** ( *Approved* )

Motion: Erin Skipper

Second: Beth Clark

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Beth Clark - Aye  
Michele Hanson - Aye  
Erin Skipper - Aye

[47. D4 - Human Resources Special Action C](#)

**Minutes:**

There was no Human Resources Special Action C.

**Business Affairs**

[48. D5 - Public Hearing to Approve as Advertised Revisions to Use of Facilities & Grounds Manual](#)

[Proposed Facility Use 3.3.23.docx](#)

[Legal Adv. PH Proposed Revisions to Use of Facilities & Grounds Manual.pdf](#)

**Minutes:**

Chair Gilhousen opened the public hearing. With no one coming forward to speak to the item, the public hearing was closed.

**Motion**

Motion to Approve as Advertised Revisions to Use of Facilities & Grounds Manual

**Vote Results** ( *Approved* )

Motion: Beth Clark

Second: Mary Bolla

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Beth Clark

- Aye

Michele Hanson

- Aye

Erin Skipper

- Aye

**School Board Attorney Remarks** (None)

**School Board Member Remarks**

[49. School Board Member Comments](#)

**Minutes:**

Mrs. Skipper requested a safety and security (shade) meeting, and this will be added to the June 20, 2023 board workshop. She believes the library associations and unions are responsible for the current library book predicament but provided assurance that inappropriate books will be removed. She supports teachers having a voice and thanked administrators for their efforts.

Mrs. Clark supports the bathroom policy as a matter of common sense and safety in support of the governor's intent to stop those who create problems. She wants all books to be reviewed prior to returning them to shelves, whether in classroom libraries or media centers and lamented the lack of a penalty for publishers who sent inappropriate materials to schools.

Mrs. Hanson requested information re the scope and process of logging all books into the Destiny system. Mr. Broskie advised that approximately 50% of books have been logged into Destiny, and this will include all books in both classroom and school libraries. Mrs. Hanson distributed some information packets and would like to engage in further discussion on book procedures at a future workshop. She noted the importance of graduation and enjoyed participating in that event.

Mrs. Bolla pointed out that parents in Clay County have always had the opportunity to say no and that it is a parent's right to choose. She noted the incredible work done by the Dolly Parton Imagination Library and appreciated an ice cream treat at

Swimming Pen Creek Elementary. She extended appreciation to the public speakers who allow the understanding of multiple perspectives on an issue.

Mrs. Gilhousen requested thoughts from fellow board members on how they wish to proceed with continued efforts to retain a school board attorney. After a thorough discussion of the options, it was determined that Human Resources will re-initiate discussions to assess the interest of a previously considered candidate, post the job opportunity again in multiple locations, and consider retaining a head hunter if this option is not cost prohibitive. Interviews will be scheduled for June 20, 2023.

There was brief discussion of Mrs. Skipper's proposed policy re student surveys and it was then determined to continue the discussion of that policy at a future time.

**Adjournment** (8:43 p.m.)

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**Superintendent of Schools**

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**School Board Chair**

DRAFT

June 29, 2023 - Regular School Board Meeting

**Title**

C2 - Payment of Annual Membership Dues for 2023-2024 to Florida Association of District School Superintendents

**Description**

Membership dues to the Florida Association of District School Superintendents (FADSS allows participation and networking with superintendents statewide. FADSS is the support and training organization for superintendents, as well as an effective and persistent voice on the issues that are important to Florida school districts. The school district reaps benefits by participating in the Association, including state-of-the-art leadership training.

**Gap Analysis**

**Previous Outcomes**

**Expected Outcomes**

**Strategic Plan Goal**

**Recommendation**

Budgeted item - for information only

**Contact**

David S. Broskie, Superintendent of Schools; david.broskie@myoneclay.net

**Financial Impact**

Budgeted item - \$16,500.00 (estimated)

**Review Comments**

**Attachments**

DRAFT

June 29, 2023 - Regular School Board Meeting

**Title**

C3 - Payment of Annual Membership Dues for 2023-2024 to Florida School Boards Association

**Description**

The Florida School Boards Association (FSBA) provides valuable services to local school boards. These services include researching legislative issues important to school systems in Florida and representing their views before the Legislature, the State Board of Education, and other organizations interested in public education. FSBA also provides valuable leadership training for school board members.

**Gap Analysis**

**Previous Outcomes**

**Expected Outcomes**

**Strategic Plan Goal**

**Recommendation**

Approve payment of FSBA dues.

**Contact**

Ashley Gilhousen, Board Chair, [ashley.gilhousen@myoneclay.net](mailto:ashley.gilhousen@myoneclay.net)

**Financial Impact**

Budgeted item - \$19,579.00

**Review Comments**

**Attachments**

 [FSBA Invoice #12724.pdf](#)

**FLORIDA SCHOOL BOARDS ASSOCIATION**  
**(850) 414-2578 FAX (850) 414-2585**  
**203 S. MONROE STREET**  
**TALLAHASSEE, FL 32301**  
**www.fsba.org**

<b>INVOICE</b>	
INVOICE DATE Mar 7, 2023	INVOICE NO. 12724

CLAY CO SCHOOL BOARD  
 814 WALNUT STREET  
 GREEN COVE SPRINGS, FL 32043-3199

<b>PURCHASE ORDER NO.</b>
---------------------------

ITEM DESCRIPTION	PRICE
2023-24 Annual FSBA Dues (7/1/2023 - 6/30/2024) Should an individual board member wish to invoke 617.221 (2) F.S., please adjust invoice accordingly.	19,579.00
<b>TOTAL AMOUNT DUE</b>	
	<b>\$19,579.00</b>

DRAFT

For your convenience FSBA now accepts payment via ACH  
 Account Name: Florida School Boards Association  
 Bank Name: Servis First Bank  
 Account Number: 5001388627  
 Routing number: 062006505  
 Remittance: dunlap@fsba.org



School Board of Clay County

June 29, 2023 - Regular School Board Meeting

**Title**

C4 - Amendment to Edupoint Contract to Reflect First In State Discounts

**Description**

Clay County District Schools was the first district in the state of Florida to implement Edupoint’s Synergy Student Information System. CCDS has been utilizing the Synergy platform for two years. CCDS received the first-in-state-discount, as well as the agreement of additional discounts as more Florida districts implement Synergy. Hillsborough County has now gone live with the Synergy platform which entitled Clay County to a discount of \$10,558.40 which will be reflected as a refund. The \$10,558.40 discount was calculated based on 40% of the cost of TeacherVUE (\$26,396 x .40 = \$10,558.40). The cost to the district for TeacherVue will perpetually be discounted by 40%.

Total Florida Students Served	Discount on Subscription License
35,000 – 100,000	30%
100,001 – 250,000	35%
250,001 – 500,000	40%
500,001 – 1,000,000	45%
1,000,001 +	50%

**Gap Analysis**

The fee schedule for the current contract does not reflect Clay County’s First in State status. This amendment will revise the fee schedule to reflect the discounts.

**Previous Outcomes**

This is the fifth amendment to the original contract.

**Expected Outcomes**

As more districts utilize Edupoint Synergy, the cost to Clay County will decrease up to a 50% discount for each component.

**Strategic Plan Goal**

GOAL 2 - Improve management of district-wide operations and facilities.

Strategy 2.1: Improve technology in all classrooms and district buildings.

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

Initiative 2.4.1: Design and implement fiscal practices and policies that enable the district to maximize efficiency.

**Recommendation**

To approve the Amendment to the Edupoint contract.

**Contact**

Ethan Caren, Director of Information Services, ethan.caren@myoneclay.net

**Financial Impact**

The district will receive a \$10,558.40 refund for the 22-23 school year since Hillsborough went live with the Synergy Gradebook component, TeacherVue. TeacherVue will continue to be discounted by %40. Additional discounts will be applied as more districts go live with additional components.

**Review Comments**

**Attachments**

📎 [230155 Edupoint Amendment 5.pdf](#)

**FOLLOW ALL PROCEDURES ON BACK OF THIS FORM**

Contract # 230155  
 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 \$100,000.00

Date Submitted: 4/18/2023  
 Name of Contract Initiator: Ethan Caren Telephone #: 904-336-9603  
 School/Dept Submitting Contract: Information & Technology Cost Center # 9040  
 Vendor Name: Edupoint  
 Contract Title: Edupoint 1st in State pricing discount, Amendment 5 for Amendment 1  
 Contract Type: New  Renewal  **Amendment**  Extension  Previous Year Contract # 190128 and 220135  
 Contract Term: 5 years Renewal Option(s): Through 6/30/2024  
 Contract Cost: Discounted percentages vary from original cost as first in state.

**BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**  
 Funding Source: Budget Line # 370-7408-0691-9040-3706-0000-000-3  
 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) - **When using the Addendum A, 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)  
 Release and Hold Harmless (If Applicable)

RECEIVED  
MAY 17 2023  
PURCHASING

RECEIVED  
SBAO 5/24/2023

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department <u>B78</u>	<u>Amendment 5 to Original Agreement (190128 Amend # 1-4)</u>
Review Date <u>5/23/23</u>	
School Board Attorney <u>cnb</u>	
Review Date <u>6/5/23</u>	
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"/> <b>APPROVED</b> DATE: <u>6-6-23</u>



# CONTRACT REVIEW PROCESS FOR "ALL" CONTRACTS

A contract is defined as an agreement between two or more parties that is intended to have legal effect. This may include MOUs, Interlocal Agreements, Service Agreements and Contracts. Contracts document the mutual understanding between the parties as to the terms and conditions of their agreement, contain mutual obligations, and clearly state the agreement's consideration. The term consideration includes the cost of the services and/or products to be provided by second party (vendor or service provider) and any non-monetary performance. No school, department, or other organizational unit has authority to contract in its own name. All Board contracts must be made in the legal name of the Board, "The School Board of Clay County, Florida". The School or Department may extend this name to include the school or department as follows, "The School Board of Clay County, Florida o/b/o \_\_\_\_\_ (insert the school or department name)" where o/b/o means "on behalf of".

**All contracts shall be reviewed and approved by the School Board Attorney and/or the Supervisor of Purchasing to ensure legality, compliance with Board policy, and to ensure the Board interests are protected before the authorized signatory may execute the contract.**

All contracts having a value of \$100,000 or more shall be authorized by the Board at a regular or special meeting and signed by the Board Chairman. All approved contracts having a value of less than \$100,000 may be executed by the Superintendent or appropriate District administrator based on the value of the contract.

1. All approved contracts having a value of \$50,000 or more, but less than \$100,000 shall be signed by the Superintendent, or the person who has been designated, in writing by the Superintendent, as the Superintendent's Designee at the time of the contract signing. All contracts executed pursuant to this subparagraph shall be reported to the School Board in a separate entry as part of the monthly financial report.
2. All approved contracts having a value of \$25,000 or more, but less than \$50,000, shall be signed by the Superintendent, or the Assistant Superintendent for Business Affairs.
3. All approved contracts having a value of less than \$25,000 and contracts of any value described in Board Authorized Contracts above that are exempt from the requirement for Board approval, may be signed by the Superintendent, or the Assistant Superintendent for their Division, or Chief Officers, or Directors, or Principals.
4. The Superintendent is authorized to approve contract amendments or change orders for the purchase of commodities and services up to the amount of ten (10) percent or \$50,000, whichever is less, of the original contract amount that was previously approved by the Board.

Employees who enter into agreements without authority may be personally liable for such agreements, whether oral or written.

**Step 1:** Contract Initiator and Vendor prepare draft contract  
(School Board Attorney Office (SBAO) Template Contracts available on SBAO webpage are strongly encouraged)

**Step 2:** Complete Contract Review Form, attach Required Documents to include the UNSIGNED Contract by the District / School.

**For Contracts using Budgeted Funds or For No Cost / Master (County Wide) Contracts:**  
Initiator submits Contract Review Package to Purchasing Department - See Step 3

**For Contracts using Internal Funds Individual to each School:**  
Initiator submits Contract Review Package direct to SBAO - See Step 4

**IMPORTANT**

**Step 3:** If Funded by Budgeted Funds, submit the Contract Review Package to the Purchasing Department. Purchasing will begin the contract review process and submit the contract to the SBAO for review. SBAO may reach out to Initiator and/or other Departments (Risk, IT,) with questions or concerns and will assist with contract revisions. SBAO will send the Contract Review Package back to the Purchasing Department for final processing and the return to Initiator.

Purchasing will log "District" Contracts (Cost/No Cost) on Contract Review Log and save copy of the Contract Review Package PLUS the Final Signed Contract you've return to Purchasing in the Contract Review Team Drive.

**Step 4:** If Funded by Internal Account (IA), submit the Contract Review Package directly to SBAO.

Email: [contractreview@myoneclay.net](mailto:contractreview@myoneclay.net)

The SBAO will begin the contract review process and return it directly to Initiator

**Step 5:** The Initiator is responsible for finalizing the Contract which includes:

Addressing Comments/Revisions, Obtaining Required Signatures, Send District Final Signed Contract to Purchasing OR Retain Internal Accounts Final Signed Contract at School per School Board Record Policy.

If there is a Cost associated with Contract, the Initiator must work with their Bookkeeper to finalize the Purchasing Process.  
**Budgeted Funds require a District Purchase Order. Internal Accounts require an IA Purchase Order.**

For assistance with legal-related matters, please visit the [School Board Attorney's Office \("SBAO"\) webpage](#) or call 904-336-6507  
For assistance with insurance-related matters, please visit the [Business Affairs - Risk Management webpage](#) or call 904-336-6745  
For assistance with District Purchasing, please visit the [Business Affairs - Purchasing webpage](#) or call 904-336-6736

Amendment 5  
To  
**EDUPOINT SOFTWARE LICENSE AGREEMENT**

**SUBSCRIPTION**

Version 22.0

1. Amendment 1, item 1 is amended to clarify the first-in-state discounts available to the Licensee.

First-in-state pricing includes additional discounts based on total Florida students served as detailed below:

- Student counts used to determine discount tier will be based on the student count enumerated in new SIS agreements in Florida as well as Licensee’s student count.
- “Total Florida Students Served” is determined by the date the Synergy SIS becomes the system of record and tier discounts are applied annually at time of renewal.
- First-in-state discounts are applicable only to the base SIS modules (includes Synergy SIS, ParentVUE/Student VUE, and Gradebook) and not any optional modules.

Total Florida Students Served	Discount on Subscription License
35,000 – 100,000	30%
100,001 – 250,000	35%
250,001 – 500,000	40%
500,001 – 1,000,000	45%
1,000,001 +	50%

In acknowledgement of Gradebook being the system of record for more than 250,001 students beginning in the 2022-2023 school year, Company will issue a credit to Licensee for the additional discount. Additional discount will be given in future invoices according to the table above.

All other terms, conditions and provisions to the Software License Agreement remain in force and unchanged.

Edupoint Educational Systems  
1955 S. Val Vista Drive, Suite 200  
Mesa, AZ 85204  
(480) 633-7500, (800) EDUPOINT  
Fax (480) 633-7501

Rob Wilson \_\_\_\_\_ President

Printed Name \_\_\_\_\_ Title

\_\_\_\_\_  
Printed name \_\_\_\_\_ Title

\_\_\_\_\_  
Signature \_\_\_\_\_ Date Signed

\_\_\_\_\_  
Signature \_\_\_\_\_ Date Signed

DRAFT

Amendment 1 Copy  
To

**EDUPOINT SOFTWARE LICENSE AGREEMENT**

**SUBSCRIPTION**

Version 17.0

1. This Agreement represents first-in-state pricing for Licensee and, as such, represents special discounts available only to Licensee.
2. This Agreement may be used by other Florida entities (school districts or consortiums) to license Synergy through Florida Intergovernmental or piggyback provisions. Subscription license pricing for future Licensees will be based on the following price structure:

<b>Core SIS</b>	
PK-12 Student Information TeacherVUE with Gradebook ParentVUE/StudentVUE portals and mobile applications	\$5.50/student
<b>Optional Modules</b>	
PK-12 Student Special Education	\$1.75/student
Online Student Registration	\$1.50/student
Assessment	\$1.75/student
LessonVUE Learning Management System	\$1.75/student
RTI	\$2.50/student
Analytics	\$3.75/student

*For Districts with greater than 20,000 students, volume discounts ranging from 5-15% may be applied based on modules licensed in original contract.*

3. Item 3.1, Payment Terms, is amended as follows:  
Licensee will pay Company or Company's authorized licensor the License Fees as provided in Exhibit A. All payments are due within 45 days of the invoice date.
4. Item 3.2, Taxes, is amended as follows:  
All amounts set forth for payment are exclusive of applicable sales and similar taxes. Licensee is currently a tax-exempt organization, but should that change in the future, Licensee agrees to pay any and all amounts equal to taxes resulting from the licensing of the Edupoint Products or the services to be performed pursuant to this Agreement, exclusive of taxes based on the net income of Company.
5. Item 4.0, Indemnification and Warranty, is amended to include Addendum A.
6. Item 6.0, Choice of Law, is amended as follows:  
This Agreement shall be governed by, interpreted under and construed in accordance with the Internal laws of the State of Florida, without reference to the rules of conflicts of law thereof.





**Supplementary  
Payments**  
(continued)

- b. release attachments;  
but only for bond amounts within the available Limit Of Insurance. We do not have to furnish these bonds.
- C. reasonable expenses incurred by the **insured** at our request to assist us in the investigation or defense of such claim or **suit**, including actual loss of earnings up to \$1000 a day because of time off from work.
- D. costs taxed against the **insured** in the **suit**, except any:
1. attorney fees or litigation expenses; or
  2. other loss, cost or expense;
- in connection with any injunction or other equitable relief.
- E. prejudgment interest awarded against the **insured** on that part of a judgment we pay. If we make an offer to pay the applicable Limit Of Insurance, we will not pay any prejudgment interest based on that period of time after the offer.
- F. interest on the full amount of a judgment that accrues after entry of the judgment and before we have paid, offered to pay or deposited in court the part of the judgment that is within the applicable Limit Of Insurance.

Supplementary Payments does not include any fine or other penalty.

These payments will not reduce the Limits Of Insurance.

Our obligation to make these payments ends when we have used up the applicable Limit Of Insurance.

**Coverage Territory**

This insurance applies anywhere, provided the **insured's** responsibility to pay damages, to which this insurance applies, is determined in a **suit** on the merits brought in the United States of America (including its possessions and territories), Canada or Puerto Rico, or in a settlement to which we agree.

**Who Is An Insured**

**Sole Proprietorships**

If you are an individual, you and your spouse are **insureds**; but you and your spouse are **insureds** only with respect to the conduct of a business of which you are the sole owner.

If you die:

- persons or organizations having proper temporary custody of your property are **insureds**; but they are **insureds** only with respect to the maintenance or use of such property and only for acts until your legal representative has been appointed; and
- your legal representatives are **insureds**; but they are **insureds** only with respect to their duties as your legal representatives. Such legal representatives will assume your rights and duties under this insurance.



June 29, 2023 - Regular School Board Meeting

**Title**

C5 - 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 6 29 2023.pdf](#)



**DIVISION OF HUMAN RESOURCES**  
**PERSONNEL CONSENT AGENDA**  
June 29, 2023  
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**I. Administrative Actions**

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**A. APPOINTMENT**

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<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
MCKENZIE, BRITTANY NICOLE OHS ASST PRIN 12 MO SH 12 MONTH	Oakleaf High School	Effective 2023-06-12 12 MONTH / Annual
MILLS, STEPHEN ERIC SUPV OPERATION/SAFETY/SECURITY 12 MONTH	SAFETY AND SECURITY	Effective 2023-06-08 12 MONTH / Annual

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I. Administrative Actions

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B. RE-APPOINTMENT

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<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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I. Administrative Actions

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C. RE-DESIGNATION

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<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
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**I. Administrative Actions**

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**D. TRANSFER**

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<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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**I. Administrative Actions**

**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
DRYDEN, ELIZABETH A TBE MGR SELF CONTAINED I CAFETERI	Thunderbolt Elementary	Effective 2023-05-30 RETIREMENT
GARCIA, CANDIDO ITS SUPV, IT 12 MONTH	INFORMATION AND TECH SERVICES	Effective 2023-06-30 RETIREMENT
MCKENZIE, BRITTANY NICOLE DEAN-SH 10 MONTH	Oakleaf High School	Effective 2023-05-30 RESIGNATION
SEGRETO, DEBORAH L OHS ASST PRIN 12 MO SH 12 MONTH	Oakleaf High School	Effective 2023-05-30 RETIREMENT
WALSH, PATRICIA DIANNE OPJ MGR SATELLITE BASE I CAFETERI	Orange Park Jr High	Effective 2023-05-30 CONCLUDE EMPLOYMENT

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I. Administrative Actions

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F. SUPPLEMENT

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<u>Name/Assignment</u>	<u>Site</u>	
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**I. Administrative Actions**

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**A. APPOINTMENT**

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<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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**I. Administrative Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BARKER, BRYSON GILBERT RHS ASST PRIN 12 MO SH 12 MONTH	Ridgeview High School	12 MONTH / Annual
CAREN, ETHAN ROGERS ITS DIRECTOR, IT 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual
MCKENZIE, BRITTANY NICOLE OHS ASST PRIN 12 MO SH 12 MONTH	Oakleaf High School	12 MONTH / Annual
MILLS, STEPHEN ERIC SUPV OPERATION/SAFETY/SECURITY 12 MONTH	SAFETY AND SECURITY	12 MONTH / Annual
REED, ADELE ELLEN CHE PRINCIPAL, ELEMENTARY 12 MONTH	Clay Hill Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
RICHARDSON, CATHERINE B DIRECTOR, HUMAN RESOURCE 12 MONTH	Human Resources	12 MONTH / Annual+PSC as Teacher, Admin only

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
ALLEN-ROHR, JENNIFER N CHS VE SELF-CONTAINED-IND 10 MONTH	Clay High	Effective 2023-05-30 RESIGNATION
BAEZ, JOSELYN MARIE MRE TEACHER, SC, KINDERGARTEN 10 MONTH	Mcrae Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
BLAND, RICHARD LEWIS KHH TEACHER, SOC STUD, JH 10 MONTH	Keystone Heights High School	Effective 2023-05-30 RETIREMENT
BRESHEARS, BROCK VANCE OLJ TEACHER, SCIENCE, JH 10 MONTH	Oakleaf Junior High School	Effective 2023-05-30 RESIGNATION
BRIGHT, JORDAN A FIH TEACHER, VE/INCLUSION 10 MONTH	Fleming Island High School	Effective 2023-05-30 RESIGNATION
BROOKS, VICTORIA LEIGH CHS TEACHER, VE/INCLUSION 10 MONTH	Clay High	Effective 2023-05-30 RESIGNATION
BURNS, ASHLEY BROOKE POE VE SELF-CONTAINED-ASD 10 MONTH	Plantation Oaks Elementary	Effective 2023-05-30 RESIGNATION
CARTER, KIMBERLY JOE ANNE CEB TEACHER, CURRICULUM COACH 10 MONTH	Charles E. Bennett Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
CHAPUT, WAYNE HENRY RHS TEACHER, BUSINESS ED 10 MONTH	Ridgeview High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT
COLE, DAMIEN THOMAS WES TEACHER, VE/INCLUSION 10 MONTH	Wilkinson Elementary	Effective 2023-05-30 RESIGNATION
CONSIDINE, FRANCIS ROBERT OHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT
COWHERD, VALERIE HOPE SLE TEACHER, PRE-KDG ESE 10 MONTH	Shadowlawn Elementary	Effective 2023-05-30 RESIGNATION
DANKMEYER, RYAN LEE OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
DEMEO JR, STEPHEN JULIAN POE TEACHER, SC, SIXTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2023-05-30 RESIGNATION
DJAVAHARI, STEVEN A MHS TEACHER, INDUSTRIAL ED 10 MONTH	Middleburg High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
EICHELBERGER, TAMEKA LASHAUNE LJH TEACHER, READING, JH 10 MONTH	Lakeside Junior High	Effective 2023-05-30 RESIGNATION
ERBA, FLAVIA E FIH TEACHER, FOREIGN LANG, SH 10 MONTH	Fleming Island High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT

**III. Instructional Actions**

**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
GAINES, SPENCER LORING RHS TEACHER, INDUSTRIAL ED 10 MONTH	Ridgeview High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT
GERBER, CHARLES FREDRICK CHS TEACHER, MATHEMATICS, SR 10 MONTH	Clay High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
GILBERT, ERIKA STAMPER STS SCHOOL COUNSELING SP 12 MO 12 MONTH	CLIMATE AND CULTURE	Effective 2023-06-20 RESIGNATION
GILLIS, DEVAN DANIELLE PES TEACHER, SC, FIFTH GR 10 MONTH	Robert M. Paterson Elementary	Effective 2023-05-30 RESIGNATION
GOODING, TERRI LYNN MBE TEACHER, VE/INCLUSION 10 MONTH	Middleburg Elementary	Effective 2023-05-30 RESIGNATION
GORDON, DEBORAH ANN WES TEACHER, SC, KINDERGARTEN 10 MONTH	Wilkinson Elementary	Effective 2023-05-30 RESIGNATION
GRIMM, PAUL JAY WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
HANCOCK, TARA LEIGH PES TEACHER, GIFTED 10 MONTH	Robert M. Paterson Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
HOWE, ANDREA BELLE CEB TEACHER, VE/INCLUSION 10 MONTH	Charles E. Bennett Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
HUTCHINSON, LISA TORSHAE GPE TEACHER, SC, SIXTH GR 10 MONTH	Grove Park Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
JONES, AMY LYNN GREGORY GPE TEACHER, SC, FIFTH GR 10 MONTH	Grove Park Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
KEETON, ERIC-MICHAEL LESTER WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Wilkinson Jr High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
KIMBALL, CYNTHIA WOODEN LAJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lake Asbury Junior High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT
LADE, ERIKA PARKS INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2023-05-30 CONCLUDE EMPLOYMENT
LAROSSI, AHMED AFIA ESE STAFFING SPECIALIST 10 MO 10 MONTH	Exceptional Student Education	Effective 2023-05-30 CONCLUDE EMPLOYMENT
LERCHE, AMY G PES TEACHER, SC, FIFTH GR 10 MONTH	Robert M. Paterson Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
LEVINE, HILLARY MICHELLE LAJ TEACHER, LANGUAGE	Lake Asbury Junior High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT

**III. Instructional Actions**

**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
ARTS, JH 10 MONTH		
LUMAN, SAVANNAH ROSE SPC TEACHER, COMBINATION, EL 10 MONTH	Swimming Pen Creek Elem	Effective 2023-05-30 RESIGNATION
MANDELL, KEVIN BRIAN OPJ TEACHER, VE/INCLUSION 10 MONTH	Orange Park Jr High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
MASON, LISA ANN GCJ COUNSELOR, JH 10 MONTH 10 MONTH	Green Cove Springs Junior High	Effective 2023-05-30 RESIGNATION
MATOS, DAMARIS JAQUELINE OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
MCCONNELL, ERICA O GPE TEACHER, SC, SIXTH GR 10 MONTH	Grove Park Elementary	Effective 2023-05-30 RESIGNATION
MCCULLOUGH, MATTHEW SETH PES TEACHER, PHYSICAL ED EL 10 MONTH	Robert M. Paterson Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
MCKELVAIN, DENNIS JOHN OPJ TEACHER, VE/INCLUSION 10 MONTH	Orange Park Jr High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
MIFSUD, MADISON GABRIELLA WJH TEACHER, VE/INCLUSION 10 MONTH	Wilkinson Jr High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
MOORE, REGAN DIANE OLJ TEACHER, VE/INCLUSION 10 MONTH	Oakleaf Junior High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT
MORGAN, REBECCA RAE PES TEACHER, SC, KINDERGARTEN 10 MONTH	Robert M. Paterson Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
MULLIS, SHANNON KAYE KHH TEACHER, SCIENCE, JH 10 MONTH	Keystone Heights High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT
NADDAF, GRETTA CHS TEACHER, SCIENCE, SH 10 MONTH	Clay High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
NOWALK, MIKAELA TARYN WES VE SELF-CONTAINED-LI 10 MONTH	Wilkinson Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
PARKES, MARIELLEN SLE TEACHER, SC, SECOND GR 10 MONTH	Shadowlawn Elementary	Effective 2023-05-30 RESIGNATION
PHILLIPS, ADARSHAUNA JEBRUN OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
PHILLIPS, JEFFREY MICHAEL WJH TEACHER, LANGUAGE ARTS, JH	Wilkinson Jr High	Effective 2023-05-30 CONCLUDE EMPLOYMENT

**III. Instructional Actions**

**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
10 MONTH RAY, AUTUMN NICOLE GCJ TEACHER, SCIENCE, JH 10 MONTH	Green Cove Springs Junior High	Effective 2023-05-30 CONCLUDE EMPLOYMENT
RHODES, LINDA H OPH TEACHER, SOC STUD, SH 10 MONTH	Orange Park High	Effective 2023-05-30 RESIGNATION
ROBINSON, BRYAN JERMAINE DOE TEACHER, PHYSICAL ED EL 10 MONTH	Discovery Oaks Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
RODRIGUES, BRANDY LEA WEC TEACHER, SC, FOURTH GR 10 MONTH	W.E. Cherry Elementary	Effective 2023-05-30 RESIGNATION
ROSSI, MICHAEL P POE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
SCOTTA, CHRISTY NICOLE OPE TEACHER, SC, FOURTH GR 10 MONTH	Orange Park Elementary	Effective 2023-05-30 RESIGNATION
SHAH, JIGNA HARISH FIH TEACHER, SCIENCE, SH 10 MONTH	Fleming Island High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT
SMITH, JACKLYN P OVE TEACHER, SC, SIXTH GR 10 MONTH	Oakleaf Village Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
SMITH, MAKAYLA ROSE KHH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Keystone Heights High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT
SPANGLER, JAMMI V KHH TEACHER, SUPP FACIL 10 MONTH	Keystone Heights High School	Effective 2023-05-30 RESIGNATION
SPEAKE, MELISSA LYNN OVE TEACHER, SC, FIFTH GR 10 MONTH	Oakleaf Village Elementary	Effective 2023-05-30 RESIGNATION
TATHAM, ANGELA KRISTINE SLE TEACHER, SC, SECOND GR 10 MONTH	Shadowlawn Elementary	Effective 2023-05-30 RESIGNATION
THIBODEAUX, NICOLE LYNN RHS TEACHER, SOC STUD, SH 10 MONTH	Ridgeview High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT
THOMPSON, BRITTANY MAY LAJ TEACHER, SOC STUD, JH 10 MONTH	Lake Asbury Junior High School	Effective 2023-05-30 CONCLUDE EMPLOYMENT
TRIMM, TIFFANY MARIA RVE VE SELF-CONTAINED-IND 10 MONTH	Ridgeview Elementary	Effective 2023-05-30 RESIGNATION
WALKER, KAITLYN ANN MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2023-05-26 RESIGNATION
WALKER, MEGHAN DEARING	Lake Asbury Elementary	Effective 2023-05-30

**III. Instructional Actions**

**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

	<b>Name/Assignment</b>	<b>Site</b>	<b>Effective/Action</b>
	LAE TEACHER, SC, SIXTH GR 10 MONTH		CONCLUDE EMPLOYMENT
	WARFLE, BRIAN JEFFREY OVE TEACHER, SC, FIFTH GR 10 MONTH	Oakleaf Village Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
	WATKINS, CHELSEA INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2023-05-30 CONCLUDE EMPLOYMENT
	WELCH, JOHNAISHA LESLIE OPH TEACHER, VE/INCLUSION 10 MONTH	Orange Park High	Effective 2023-05-30 RESIGNATION
	WILLIAMS, KRISTINA R TES TEACHER, PRE-KDG/ASD ESE 10 MONTH	Tynes Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
	WILLIAMS, VANESSA MARIA AES VE SELF-CONTAINED-EBD 10 MONTH	Argyle Elementary	Effective 2023-05-30 RESIGNATION
	WILSON, JACK GAUDRY CGE TEACHER, SC, SIXTH GR 10 MONTH	Coppergate Elementary	Effective 2023-05-30 CONCLUDE EMPLOYMENT
0.5	WUCHER, VICKIE M MCE TEACHER, TITLE I, ELEM SPECIAL	Montclair Elementary	Effective 2023-05-30 RESIGNATION

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### III. Instructional Actions

#### F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	ADAMS II, STEPHEN DOUGLAS OHS BASEBALL ASST SH SUPPLEME	Oakleaf High School	Appointment
0.5	BRESHEARS, BROCK VANCE MHS FOOTBALL ASST HS 25% SUPPLEME	Oakleaf Junior High School	Resignation
	BROWN, CANDICE LACHELLE OLJ CO-CURR CLUB SUPPLEME	Oakleaf Junior High School	Appointment
	CROSS, KASSIDY A OHS SOFTBALL FP HD JV SUPPLEME	Oakleaf High School	Resignation
	HARVEY, BRADLEY SCOTT KHH FOOTBALL ASST JH 25% SUPPLEME	Keystone Heights High School	Resignation
	HAWKINS, COREY D RHS FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
	KINDLE, GERARD KRISHAWN WJH FOOTBALL ASST JH 25% SUPPLEME	Wilkinson Jr High	Appointment
	LAWRENCE, CHARLYNE DELUS OHS TRACK ASST SH SUPPLEME	Oakleaf High School	Appointment
	LIGHTSEY, CHRISTOPHER MACKINZIE MHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
	MARSHALL, DARRIUS DEON CURRIE RHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
0.5	O STEEN, BOY E OHS BASEBALL ASST SH SUPPLEME	Oakleaf High School	Appointment
	PRATHER, REGINA G OHS SOFTBALL FP ASST SH SUPPLEME	Oakleaf High School	Resignation
	PRATHER, REGINA G OHS SOFTBALL FP HD JV SUPPLEME	Oakleaf High School	Appointment
	PRATHER, REGINA G OHS WRESTLING ASST SH SUPPLEME	Oakleaf High School	Appointment
	RAPOZA, ADAM REID CHS BASEBALL ASST SH SUPPLEME	Green Cove Springs Junior High	Appointment
	SCHARF, EVAN S FIH FOOTBALL HD JV 25% SUPPLEME	Fleming Island High School	Appointment
	SERRANO, JADRIANA OHS SOFTBALL FP ASST SH SUPPLEME	Oakleaf High School	Appointment
	WEISKOPF, CHASE MICHAEL MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment



III. INSTRUCTIONAL ACTIONS 2022-2023

G. PENDING APPOINTMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
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None

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III. Instructional Actions

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A. APPOINTMENT

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<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
DUBOSE, RODNEY JEROME OHS ATHLETIC DIRECTOR 12 MONTH	Oakleaf High School	Effective 2023-07-03 12 MONTH / Instructional Probationary Annual

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III. Instructional Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	ALLARD-SOUTER, CASSANDRA OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	S. Bryan Jennings Elementary	10 MONTH / Annual
	BISSON, SHARON ELIZABETH CGE TEACHER, VE/INCLUSION 10 MONTH	Coppergate Elementary	10 MONTH / Annual
	BOBIAS, MARICRIS R LES TEACHER, SC, FOURTH GR 10 MONTH	Lakeside Elementary	10 MONTH / Annual
	CONCEPCION, LATISHA A OLJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
	DEMARCO, MARY ELLEN OPH TEACHER, TECHNOLOGY ED 10 MONTH	Orange Park High	10 MONTH / Annual
	FITZSIMONS, KRISTINA ANNE RVE TEACHER, SC, FIRST GR 10 MONTH	Ridgeview Elementary	10 MONTH / Annual
0.5	GLADFELTER, NICOLE MARIE TBE TEACHER, SC, KINDERGARTEN SPECIAL	Thunderbolt Elementary	SPECIAL / Annual
	GROGAN, JAIME A MRE TEACHER, SC, FIRST GR 10 MONTH	Mcrae Elementary	10 MONTH / Annual
	HUGHES, JESSICA LYNN POE TEACHER, SC, FIRST GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Professional Services
	KNOWLES, VALERIE S GCJ TEACHER, VE//INCLUSION 10 MONTH	Green Cove Springs Junior High	10 MONTH / Professional Services
	MACDONALD, JENNIFER J TES TEACHER, SC, SIXTH GR 10 MONTH	Tynes Elementary	10 MONTH / Professional Services
	MCCORD, AMY C SPC TEACHER, SC, SECOND GR 10 MONTH	Swimming Pen Creek Elem	10 MONTH / Annual
	ODDY, COLLEEN MARIE CGE TEACHER, SC, SECOND GR 10 MONTH	Grove Park Elementary	10 MONTH / Annual
	OHANNESIAN, JOEY MICHAEL POE TEACHER, SC, FIFTH GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
	PEREZ-MANSO, KIMBERLIE ROSE LAE VE SELF-CONTAINED-ASD 10 MONTH	Lake Asbury Elementary	10 MONTH / Annual
	REPLOGLE, CHERYL DYANN ROE TEACHER, SC, FOURTH GR 10 MONTH	Argyle Elementary	10 MONTH / Annual
	SEIN, NAOMI ALIZABETH	Oakleaf High School	10 MONTH / Annual

**III. Instructional Actions**

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**B. RE-APPOINTMENT**

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<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
OHS VE SELF-CONTAINED-IND 10 MONTH		
STACHULSKI, LAWRENCE C OPJ TEACHER, SOC STUD, JH 10 MONTH	Orange Park Jr High	10 MONTH / Professional Services

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III. Instructional Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
0.8	ADERHOLD, ERIN ELIZABETH STS STUD SERV PSYCH 12 MO SPECIAL	CLIMATE AND CULTURE	EFFECTIVE 07/01/2023 / REDESIGNATE FROM STS STUD SERV PSYCH / 12 MONTH
0.6	VELEZ TAVERAS, JULISSA MARIA ESE OCCUPATIONAL THERAPIST SPECIAL	Ridgeview Elementary	EFFECTIVE 08/02/2023 / REDESIGNATE FROM ESE OCCUPATIONAL THERAPIST/ 10 MONTH
0.6	WILLIAMS, CASSANDRA LYNN RHS TEACHER, FAMILY/CONSUMER 10 MONTH	Lake Asbury Junior High School	EFFECTIVE 08/02/2023 / REDESIGNATE FROM .4 LAJ TEACHER, MATHEMATICS, JH / 10 MONTH

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
ADKINS, STACY LEIGH FIH TEACHER, STRATEGIC INT 10 MONTH	Fleming Island Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM FIE VE SELF- CONTAINED-ASD / 10 MONTH
BELL-ABBOTT, CHERYL ANN RHS TEACHER ESE APP TECH 10 MONTH	Lake Asbury Junior High School	EFFECTIVE 08/02/2023 / TRANSFER FROM LAJ VE SELF-CONTAINED-ASD / 10 MONTH
BLANTON, MARGO DEEANN RVE VE SELF-CONTAINED-ASD 10 MONTH	W.E. Cherry Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM WEC TEACHER, SC, KINDERGARTEN / 10 MONTH
BORCHERDING, KAREN LOUISE OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Discovery Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM DOE TEACHER, SC, THIRD GR / 10 MONTH
BUNN, RANDY C LES TEACHER, SC, FIFTH GR 10 MONTH	Rideout Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM ROE TEACHER, SC, SIXTH GR / 10 MONTH
COLON, ERIN LEIGH STS SCHOOL COUNSELING SP 12 MO 12 MONTH	Discovery Oaks Elementary	EFFECTIVE 07/01/2023 / TRANSFER FROM DOE COUNSELOR, ELEM / 10 MONTH
CONWAY, LINDA CAROL KHE VE SELF-CONTAINED-LI 10 MONTH	Mcrae Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM MRE TEACHER, VE/INCLUSION / 10 MONTH
FARLEY, KRISTA CRUISE MHS VE SELF-CONTAINED-IND 10 MONTH	Lake Asbury Junior High School	EFFECTIVE 08/02/2023 / TRANSFER FROM RHS TEACHER ESE APP TECH/ 10 MONTH
GABB, DANIELLE MICHELE OLJ TEACHER, READING, JH 10 MONTH	Thunderbolt Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM TBE TEACHER, SC, THIRD GR/ 10 MONTH
GEISLER, JUNE ANITA LES TEACHER, SC, KINDERGARTEN 10 MONTH	Grove Park Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM GPE TEACHER, SC, FIRST GR / 10 MONTH
GODWIN, JENNIFER JOYCE WES TEACHER, VE/INCLUSION 10 MONTH	Grove Park Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM GPE TEACHER, VE/INCLUSION/ 10 MONTH
GOOLSBY, APRIL DENISE KHH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay Hill Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM CHE TEACHER, SC, KINDERGARTEN / 10 MONTH
GOOLSBY, GRAYSON LANE KHH TEACHER, SUPP FACIL	Coppergate Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM CGE

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
10 MONTH		TEACHER, VE//INCLUSION/ 10 MONTH
GREENE, ROBERT ANTHONY SPS TEACHER SC FOURTH GR 10 MONTH	Charles E. Bennett Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM CEB TEACHER, TITLE I, ELEM / 10 MONTH
GUGEL, CHRISTOPHER MICHAEL CURR SPEC SCH IMP/PD - 12 MO 12 MONTH	Oakleaf High School	EFFECTIVE 07/01/2023 / TRANSFER FROM OHS TEACHER, MUSIC, SH / 10 MONTH
HARRIS, SHERRONDA N OHS TCH, FAM CONS/CHILD CC DIR 10 MONTH	Oakleaf Junior High School	EFFECTIVE 08/02/2023 / TRANSFER FROM OLJ TEACHER, PHYSICAL ED JH/ 10 MONTH
HAUBER, JENA NICOLE OPJ TEACHER, ART, JH 10 MONTH	Rideout Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM ROE TEACHER, ART, ELEM / 10 MONTH
HILTON, TERESA G POE TEACHER, SC, KINDERGARTEN 10 MONTH	Keystone Heights Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM KHE TEACHER, SC, SECOND GR/ 10 MONTH
IVEY, KELSEY ANN RLA CURRICULUM SPEC. 12 MO 12 MONTH	PROFESSIONAL DEVELOPMENT	EFFECTIVE 07/01/2023 / TRANSFER FROM SIP CURR SPEC SCH IMP/PD - 12 MONTH
KENNY, KELLY LOUISE FIH TEACHER, VE//INCLUSION 10 MONTH	Lakeside Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM LES TEACHER, VE//INCLUSION / 10 MONTH
MATEI, DANUT G MCE TEACHER, SC, SIXTH GR 10 MONTH	Wilkinson Jr High	EFFECTIVE 08/02/2023 / TRANSFER FROM WJH TEACHER, MATHEMATICS, JH / 10 MONTH
PURCELL, KAREN ANNE KHE TEACHER, SC, SECOND GR 10 MONTH	Wilkinson Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM WES VE SELF-CONTAINED-LI / 10 MONTH
RIOU, SHAWNATA AMISHA CGE TEACHER, VE//INCLUSION 10 MONTH	Lakeside Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM LES TEACHER, VE//INCLUSION/ 10 MONTH
SAD, MANDY LYNNE STS COUNSELOR SH 10 MO 10 MONTH	Robert M. Paterson Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM PES COUNSELOR, ELEM/ 10 MONTH
SELBY, LYNDA MARIE ROE TEACHER, SC, SIXTH GR 10 MONTH	Coppergate Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM CGE TEACHER, SC, FIFTH GR/ 10 MONTH

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
TAICLET-JETT, MELISSA LYNN SPS TEACHER SC FIFTH GR 10 MONTH	Oakleaf Village Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM OVE TEACHER, SC, FIFTH GR/ 10 MONTH
TRUDE, KATHRYN ELAINE RVE TEACHER, SC, FOURTH GR 10 MONTH	W.E. Cherry Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM WEC TEACHER, SC, FIFTH GR / 10 MONTH
UNDERWOOD, JENNIFER ELIZABETH LAE TEACHER, SC, FOURTH GR 10 MONTH	Rideout Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM ROE TEACHER, SC, FIFTH GR / 10 MONTH
VINER, MICHELLE LEE ROE TEACHER, SC, SECOND GR 10 MONTH	Swimming Pen Creek Elem	EFFECTIVE 08/02/2023 / TRANSFER FROM SPC VE SELF-CONTAINED-ASD/ 10 MONTH
WHITE, MOLLY JANE LAE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM POE TEACHER, SC, FOURTH GR/ 10 MONTH
WHYTE, MARGO-LYN STS COUNSELOR SH 10 MO 10 MONTH	Ridgeview High School	EFFECTIVE 08/02/2023 / TRANSFER FROM RHS COUNSELOR, SH / 11 MONTH
YOWELL, SHELLIE BROOK RHS TEACHER, SP DE PE 10 MONTH	Ridgeview High School	EFFECTIVE 08/02/2023 / TRANSFER FROM ESE BEHAVIOR SITE COACH/ 10 MONTH



III. Instructional Actions

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E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

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<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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III. Instructional Actions

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F. SUPPLEMENT

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<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
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III. INSTRUCTIONAL ACTIONS 2022-2023

H. OUT OF FIELD

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
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None

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**III. INSTRUCTIONAL ACTIONS 2023-2024**

**G. PENDING APPOINTMENTS**

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
None				

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**III. INSTRUCTIONAL ACTIONS 2023-2024**

**H. OUT OF FIELD**

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
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None

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## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
ANLOAGUE, ARNOLD TORRES SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
ANWAY, SYMONE RENEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
ARMSTRONG, NIKITA MICHELLE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
BARBER, KALISHA RENEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
BELDA JR, DONALD VINCENT TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
BLANCHETT, KIMBERLY JO TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
BOREE, WENDY MICHELLE LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
BRADLEY, LORI BETH TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
BRISBANE, DEANA SUZANNE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
BROWN, HEATHER ANNE TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
BROWN, SAQUANA NIREE' TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
BURLEY, JEANETTE MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
BURNSD, ALYSSA E SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
CADET, VALERIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
CANTLON, VICKI LEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
CETOUTE, FRANTZ TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
CHESSER, JACKUELYN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
CLYMER, WANDA GAIL TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
COCKFIELD, KIMBERLY D TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
COFFEY, STACY LYNN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
CORDINGLEY, MANDY ELAINE TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
CORTEZ, MARIA DE JESUS TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
CURRIN, ASHLEY A SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
DILLARD, LALANA JEAN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
DONALDSON, ANGELA LYNN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
EVANS, APRIL MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
FOGARTY, SARAH RUTH TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
GOODSON, JOSHUA D TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
GRAY, DOREEN MARIE TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
GREENFIELD, KENYUTTA HONORE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
GRIFFIS, MILDRED MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
HALL, TAMSIN R TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
HARGROVE, ROBIN ARCHBELL TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
HARRIS, TAMMY LYNN LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
HARRISON, KIMBERLY KINSEY MRE GEN CLRM ASST SS	Mcrae Elementary	Effective 2023-05-31 - 2023-06-30
HASSELD, DAVID L TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
HIRSCH, LISA MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
HOUGHTON, JENNIFER LYNNE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
HUBBARD, SHELBY L DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30
JACKSON, TIFFANY VONTRECIA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
JONES, AMY LYNN GREGORY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
JONES-SMITH, SHAWAN TRANESE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
KEHL, NATALIE ELIZABET TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
KINCHEN, ARTHUR M TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
KINCHEN, NANCY LEONA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
LAFORTUNE, DAMOCLES TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
LAIDLER, MARK E TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
LANGLEY, MICHAEL EUGENE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
LAVIGNE, PATRICIA ANNE DIS REGISTERED NURSE	Doctors Inlet Elementary	Effective 2023-06-08 - 2023-06-30
LEE, ROBERT E TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
LOWERY, JENNIFER LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MCCLURE, KELLY REGINA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
MCFARLAND, GLORIA MARY TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
MCGLAMERY, KEVIN DAVID TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
MERCHAN CAJAS, GUSTAVO E TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
METZLER, TAMARA DAWN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
MILLER, VICTORIA NICOLE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
MIRACLE, CATRINA RENEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
MOCK, BRENDA LEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
NEEL, ANNE MARIE TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
NOTO, MELISSA ANN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
O KEEFE, KAREN MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
OLSON, BECKY LEA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
PARKER, RANDY CLAYWELL TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
PERKINS, DERNELL TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
POWELL, DEANNA SHRI DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30
POWERS, KARLA ANN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-05-31 - 2023-06-30
REPPER, KIMBERLI DAWN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
REWINKEL, ROBERT EDWARD TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
RIVERA, IRENE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
RODGERS, GLENN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
RODRIGUEZ SICKLER, MAYRA MEMIJE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
RODRIGUEZ, SEAN A TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
ROUNDTREE, MADISON ADAIR SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
SAD, MANDY LYNNE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
SAVOY, MELISSA ANN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
SCHAEDEL, LAURA A SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
SHAKIR, KIMBERLY D TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30



## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
SHIPLEY, AMY JEAN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
SMITH, MARSHALL ANTHONY TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
SMITH, RUTH RENEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
SWORDS, ALEXIS VICTORIA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
TAYLOR, KRISTEN BLAIR TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
THOMAS, JESSICA LYNN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
THOMAS, LYNN THROWER TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
TROXELL, CASSIE MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
TUCKER, BRIAN ALLEN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
VINER, MICHELLE LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
WARNER, AMANDA BETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
WARREN, LORI MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
WATERS, SUZANNE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
WEAVER, BELINDA KAY TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
WISSEMAN, NANCY ELAINE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
YEARWOOD, GLADYS ECHEVARRIA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
YORK, DEBRA BRIANNE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-05-31 - 2023-06-30
ZEIGLER JR, RICHARD E LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
ZURLO, VINCENT J SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2022-2023**

**B. COMMUNITY EDUCATION**

**Appointments**

NONE

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2022-2023

C. ADULT EDUCATION

Appointments

NONE

DRAFT

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
ANLOAGUE, ARNOLD TORRES SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
ANWAY, SYMONE RENEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
ARMSTRONG, NIKITA MICHELLE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
BARBER, KALISHA RENEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
BELDA JR, DONALD VINCENT TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
BLANCHETT, KIMBERLY JO TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
BOREE, WENDY MICHELLE LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-20
BRADLEY, LORI BETH TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
BRISBANE, DEANA SUZANNE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
BROWN, HEATHER ANNE TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
BROWN, SAQUANA NIREE' TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
BURLEY, JEANETTE MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
BURNSD, ALYSSA E SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
CADET, VALERIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
CANTLON, VICKI LEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
CETOUTE, FRANTZ TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
CHESSER, JACKUELYN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
CLYMER, WANDA GAIL TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
COCKFIELD, KIMBERLY D TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
COFFEY, STACY LYNN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
CORDINGLEY, MANDY ELAINE TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
CORTEZ, MARIA DE JESUS TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
CURRIN, ASHLEY A SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
DILLARD, LALANA JEAN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
DONALDSON, ANGELA LYNN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
EVANS, APRIL MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
FOGARTY, SARAH RUTH TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
GOODSON, JOSHUA D TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
GRAY, DOREEN MARIE TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
GREENFIELD, KENYUTTA HONORE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
GRIFFIS, MILDRED MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
HALL, TAMSIN R TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
HARGROVE, ROBIN ARCHBELL TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
HARRIS, TAMMY LYNN LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-12
HARRISON, KIMBERLY KINSEY MRE GEN CLRM ASST SS	Mcrae Elementary	Effective 2023-07-01 - 2023-07-31
HASSELD, DAVID L TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
HIRSCH, LISA MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
HOUGHTON, JENNIFER LYNNE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
HUBBARD, SHELBY L DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-20
JACKSON, TIFFANY VONTRECIA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
JONES, AMY LYNN GREGORY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
JONES-SMITH, SHAWAN TRANESE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
KEHL, NATALIE ELIZABET TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
KINCHEN, ARTHUR M TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
KINCHEN, NANCY LEONA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
LAFORTUNE, DAMOCLES TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
LAIDLER, MARK E TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
LANGLEY, MICHAEL EUGENE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
LAVIGNE, PATRICIA ANNE DIS REGISTERED NURSE	Doctors Inlet Elementary	Effective 2023-07-01 - 2023-07-31
LEE, ROBERT E TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
LOWERY, JENNIFER LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-30
MCCLURE, KELLY REGINA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
MCFARLAND, GLORIA MARY TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
MCGLAMERY, KEVIN DAVID TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
MERCHAN CAJAS, GUSTAVO E TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
METZLER, TAMARA DAWN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
MILLER, VICTORIA NICOLE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
MIRACLE, CATRINA RENEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
MOCK, BRENDA LEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
NEEL, ANNE MARIE TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
NOTO, MELISSA ANN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
O KEEFE, KAREN MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
OLSON, BECKY LEA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
PARKER, RANDY CLAYWELL TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
PERKINS, DERNELL TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
POWELL, DEANNA SHRI DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-20
POWERS, KARLA ANN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2023-07-01 - 2023-07-28
REPPER, KIMBERLI DAWN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
REWINKEL, ROBERT EDWARD TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
RIVERA, IRENE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
RODGERS, GLENN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
RODRIGUEZ SICKLER, MAYRA MEMIJE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
RODRIGUEZ, SEAN A TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
ROUNDTREE, MADISON ADAIR SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
SAD, MANDY LYNNE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
SAVOY, MELISSA ANN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
SCHAEDEL, LAURA A SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-30
SHAKIR, KIMBERLY D TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
SHIPLEY, AMY JEAN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
SMITH, MARSHALL ANTHONY TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
SMITH, RUTH RENEE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
SWORDS, ALEXIS VICTORIA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
TAYLOR, KRISTEN BLAIR TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
THOMAS, JESSICA LYNN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
THOMAS, LYNN THROWER TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
TROXELL, CASSIE MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
TUCKER, BRIAN ALLEN TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
VINER, MICHELLE LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
WARNER, AMANDA BETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
WARREN, LORI MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
WATERS, SUZANNE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
WEAVER, BELINDA KAY TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
WISSEMAN, NANCY ELAINE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
YEARWOOD, GLADYS ECHEVARRIA TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
YORK, DEBRA BRIANNE TRN BUS DRIVER SUMMER	Transportation	Effective 2023-07-01 - 2023-07-28
ZEIGLER JR, RICHARD E LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-12
ZURLO, VINCENT J SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2023-2024**

**B. COMMUNITY EDUCATION**

**Appointments**

NONE

DRAFT



IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2023-2024

C. ADULT EDUCATION

Appointments

NONE

DRAFT

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2022-2023**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

NONE

DRAFT

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2023-2024**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

NONE

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**VI. Support Actions**

**A. APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
ALISME, VENITE RHS CUSTODIAN 12 MO SU	Ridgeview High School	Effective 2023-05-26 12 MO SU / Annual
GASID, RYAN TORIO TRN ROUTING SPECIALIST 12 MO SU	Transportation	Effective 2023-05-23 12 MO SU / Annual
PASS, LANDER KEVIN TRN MECHANIC 12 MO SU	Transportation	Effective 2023-05-15 12 MO SU / Annual
TOWERS JR, WILLIAM TROY MNT PLUMBER 12 MO SU	Division of Support Svcs	Effective 2023-05-30 12 MO SU / Annual

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VI. Support Actions

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B. RE-APPOINTMENT

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<u>Name/Assignment</u>	<u>Site</u>	
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VI. Support Actions

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C. RE-DESIGNATION

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<u>Name/Assignment</u>	<u>Site</u>	
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**VI. Support Actions**

**D. TRANSFER**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	BANKS, MARVIN C OLJ HEAD CUSTODIAN 12 MO SU	Oakleaf Junior High School	EFFECTIVE 2023-07-01 TRANSFER FROM OLJ HEAD CUSTODIAN
	BILLINGS, YVONNE FAITH TRN ASSISTANT PARTS MANAGER 12 MO SU	Transportation	EFFECTIVE 2023-07-01 TRANSFER FROM TRN ASST PARTS MANAGER
	BOLE, CHARLENA MARIE OHS CUSTODIAN 12 MO SU	Oakleaf High School	EFFECTIVE 2023-05-26 TRANSFER FROM OHS CAFE ASST 3.75
0.9	BRYAN, BRENDA JEAN LAE GENERAL ASSISTANT 9 MON SU	Lake Asbury Elementary	EFFECTIVE 2023-05-17 TRANSFER FROM TRN ASST PARTS MANAGER
	GONZALEZ, OLGA TERESA TRN ADMIN SUPPORT ASSISTANT 12 MO SU	Transportation	EFFECTIVE 2023-06-05 TRANSFER FROM TRN ESE BUS MONITOR
	POPIELARZ, TERA L TRN ADMIN SUPPORT ASSISTANT 12 MO SU	Transportation	EFFECTIVE 2023-05-29 ADMIN SUPPORT ASST
	SMITH, BARBARA ARMSTRONG TRN ROUTING DISPATCHER 12 MO SU	Transportation	EFFECTIVE 2023-06-01 TRANSFER FROM TRN ROUTING SPECIALIST
	WITTMAN, RACHEL LORAIN TRN ROUTING SPECIALIST 12 MO SU	Transportation	Effective 2023-06-05 /transfer from / TRN ADMIN SUPPORT ASSISTANT

## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	ALBINANA-AVILA, CHLOEE MADISON MHS GENERAL HEALTH ASSISTA LNG TRM	Middleburg High	Effective 2023-05-19 RESIGNATION
0.9	BOLICK, MEGAN LEIGH FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2023-05-26 RESIGNATION
	BRUTON, GEORGENA M TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-05-19 RESIGNATION
	BYRD, EZEKIEL ALEXANDER SPC CUSTODIAN 12 MO SU	Swimming Pen Creek Elem	Effective 2023-06-02 RESIGNATION
	CADY, HEATHER NICOLE MHS CAFE ASSISTANT 4.5 HOURS 9 MON CA	Middleburg High	Effective 2023-05-12 CONCLUDE EMPLOYMENT
	CHURCHILL, LARISA E CGE REGISTERED NURSE 10 MONTH	Coppergate Elementary	Effective 2023-05-16 RESIGNATION
0.9	DANIELS, LISA R FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2023-05-26 RESIGNATION
	DEATON, REBEKAH TEETER TBE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Thunderbolt Elementary	Effective 2023-05-11 RESIGNATION
	E0117914 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2023-05-26 RESIGNATION
	E0200699 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2023-05-26 RESIGNATION
	FERGUSON, TAMMY DARNELL PES CUSTODIAN 12 MO SU	Robert M. Paterson Elementary	Effective 2023-05-09 RESIGNATION
	FRANCOIS, JACQUES TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-05-26 RESIGNATION
	GASID, RYAN TORIO TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-05-22 RESIGNATION
0.9	GELINAS, HARTSON LUKE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2023-05-11 RESIGNATION
0.9	HERRINGTON, CARMEN RENEE MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2023-05-05 RESIGNATION
	HILT, GERALDINE LAJ CAFE ASSISTANT 3.75 HOURS 9 MON CA	Lake Asbury Junior High School	Effective 2023-05-10 CONCLUDE EMPLOYMENT
	HOEGER HOLIEN, SARAH DAWN	Green Cove Springs Junior High	Effective 2023-05-31 CONCLUDE EMPLOYMENT



## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	GCJ SECRETARY 11 MO 11 MONTH		
0.9	HOGUE, PATRICK LYLE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2023-05-26 RESIGNATION
0.9	JOHNSON, COLLEEN ELIZABETH MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2023-05-26 RESIGNATION
0.9	JONES, AMANDA JO SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2023-05-26 RESIGNATION
0.8	KING BAILEY, NAKIYA BENA GPE TITLE I ASSISTANT 9 MON SU	Grove Park Elementary	Effective 2023-05-26 RESIGNATION
0.9	LABERIS, SEAN CHRISTOPHER OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2023-05-26 RESIGNATION
0.9	LOOMAN, DOROTHY KATE WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2023-05-26 RESIGNATION
0.9	MATUSCHKE, ALISHIA RENEE KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	Effective 2023-05-26 RESIGNATION
	MCDANIEL, LINDA H OPJ CAFE ASSISTANT 6.5 HOURS 9 MON CA	Orange Park Jr High	Effective 2023-05-25 RESIGNATION
	MCLAIN JR, FREDRICK KEITH SLE CUSTODIAN 12 MO SU	Shadowlawn Elementary	Effective 2023-04-19 RESIGNATION
0.9	MCLEOD, ASHLEY NICOLE LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Elementary	Effective 2023-05-26 RESIGNATION
	NELSON, SAVANNAH MARIE MNT CUSTODIAN 12 MO SU	Division of Support Svcs	Effective 2023-06-12 CONCLUDE EMPLOYMENT
0.9	O SHIELDS, MICAH L ROE GENERAL HEALTH ASSISTA 9 MON SU	Rideout Elementary	Effective 2023-05-26 CONCLUDE EMPLOYMENT
	PATTERSON, PEGGY LES SECRETARY 11 MO 11 MONTH	Lakeside Elementary	Effective 2023-06-05 RESIGNATION
	REESE, VIVIAN ROZITA FIE CUSTODIAN LNG TRM	COUNTY-WIDE LEAVE	Effective 2023-06-30 RETIREMENT
0.9	REID, ANTOINETTE CASANDRA OVE GENERAL ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2023-05-26 RESIGNATION

**VI. Support Actions**

**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	RIDDLE, BRANDI LEA LAJ INSTRUCTIONAL ASSISTANT 9 MON SU	Lake Asbury Junior High School	Effective 2023-05-26 RESIGNATION
	SAMS, DOREEN FRANCES TRN ROUTING SPECIALIST 12 MO SU	Transportation	Effective 2023-05-11 RESIGNATION
	SILVA MEJIA, LAURA CECILIA GCJ CAFE ASSISTANT 3.5 HOURS 9 MON CA	Green Cove Springs Junior High	Effective 2023-04-26 RESIGNATION
0.9	STANSBERRY, ABIGAIL G RVE GENERAL HEALTH ASSISTANT 9 MON SU	Ridgeview Elementary	Effective 2023-05-26 RESIGNATION
	SWENSON, ANNE-MARIE OPE CAFE ASSISTANT 5.5 HOURS 9 MON CA	Orange Park Elementary	Effective 2023-05-26 RESIGNATION
	SYLLON JEAN, STANIA OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2023-05-30 RESIGNATION
0.8	THOMAS YOUNG, STARR IMAN MCE GENERIC CLASSROOM ASSISTANT 9 MON SU	Montclair Elementary	Effective 2023-05-26 RESIGNATION
	THOMAS, JESSICA LYNN MRE MEDIA TECHNICAL ASST 10 MONTH	Mcrae Elementary	Effective 2023-05-30 RESIGNATION
	TIRADO, SUSANA ACE ADMINISTRATIVE SUPPORT ASST 12 MO SU	Adult/Community Education	Effective 2023-06-15 RESIGNATION
	ULYSSE MARCELLUS, LUCIE DOE CUSTODIAN 12 MO SU	Discovery Oaks Elementary	Effective 2023-06-30 CONCLUDE EMPLOYMENT
	WILLIAMS, IVAN J FNS SFS SUPPORT ASSISTANT 12 MO SU	Food & Nutrition Srvc	Effective 2023-06-29 RETIREMENT
	WORTHINGTON II, HUNTER RODGER TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-05-05 CONCLUDE EMPLOYMENT
0.9	WRIGHT, TONYA L FIE GENERAL HEALTH ASSISTANT 9 MON SU	Fleming Island Elementary	Effective 2023-05-26 RESIGNATION

## VI. Support Actions

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### F. SUPPLEMENT

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Name/Assignment	Site	Previous
MCNEILL, MOLLY DIANE FIH DISCRETIONARY SUPPLEME	Fleming Island High School	Appointment
RODRIGUEZ, STACEY L OLJ DISCRETIONARY SUPPLEME	Oakleaf Junior High School	Appointment
WALKER, ERIC CHRISTOPHER OLJ BASEBALL ASST JH SUPPLEME	Oakleaf Junior High School	Appointment

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**VI. Support Actions**

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**A. APPOINTMENT**

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<u>Name/Assignment</u>	<u>Site</u>	
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## VI. Support Actions

### B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	ADAMS, PEARLINE PATRICIA WEC CUSTODIAN 12 MO SU	W.E. Cherry Elementary	12 MO SU / Multi-Year Conditional
	ALISME, VENITE RHS CUSTODIAN 12 MO SU	Ridgeview High School	12 MO SU / Annual
0.9	BECK, DAWN RENE OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	9 MON SU / Multi-Year Conditional
	BRANDON, AMBER ROSE WES CAFE ASSISTANT 3 HOURS 9 MON SU	Wilkinson Elementary	9 MON SU / Annual
	BROCK, SAMANTHA ELIZABETH WES CAFE ASSISTANT 5.5 HOURS 9 MON SU	Wilkinson Elementary	9 MON SU / Annual
0.9	BROWN, LYNNE R LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Elementary	9 MON SU / Multi-Year Conditional
	CAGLE, COLTON FIE CUSTODIAN 12 MO SU	Fleming Island Elementary	12 MO SU / Annual
	CASTERLINE, ROBERT P MNT CUSTODIAN 12 MO SU	Division of Support Srvc	12 MO SU / Annual
0.9	CONLEY, GARY M WEC GENERAL ASSISTANT 9 MON SU	W.E. Cherry Elementary	9 MON SU / Multi-Year Conditional
	CORREA, MARTHA YAZMIN OVE CAFE ASSISTANT 5 HOURS 9 MON SU	Oakleaf Village Elementary	9 MON SU / Annual
	DE JESUS, NOEL AGUILAR OPJ CAFE ASSISTANT 3.5 HOURS 9 MON SU	Orange Park Jr High	9 MON SU / Annual
0.9	FELIX, ASHLEY SARAH WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	9 MON SU / Annual
	GASID, RYAN TORIO TRN ROUTING SPECIALIST 12 MO SU	Transportation	12 MO SU / Annual
	GIDEON, DORIAN JORDAN GCJ CAFE ASSISTANT 4 HOURS 9 MON SU	Green Cove Springs Junior High	9 MON SU / Annual
0.8	GRANT, YVETTE AES ESOL CLASSROOM ASSISTANT 9 MON SU	Argyle Elementary	9 MON SU / Annual
	GREEN, PAMELA J AES ST RECORD SEC 12 MO 12 MO SU	Argyle Elementary	12 MO SU / Multi-Year Conditional

## VI. Support Actions

### B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	HARKINS JR, JERMAINE BAF WAREHOUSER 12 MO SU	Lake Asbury Junior High School	12 MO SU / Annual
	HERRERA, DULCE MARIA SPC CAFE ASSISTANT 5.5 HOURS 9 MON SU	Swimming Pen Creek Elem	9 MON SU / Annual
	HINSON, WENDICE ANN SBJ LICENSED PRAC NURSE 10 MONTH	S. Bryan Jennings Elementary	10 MONTH / Multi-Year Conditional
	LOCKETTE, DEBORAH LENICE SPC CUSTODIAN 12 MO SU	Swimming Pen Creek Elem	12 MO SU / 3rd year annual, support
0.9	MARRIOTT, ROBYN LYNN AES GENERAL ASSISTANT 9 MON SU	Argyle Elementary	9 MON SU / Annual
	MONROE, TOMMIE O BRIAN TES CUSTODIAN 12 MO SU	Tynes Elementary	12 MO SU / Annual
	OWENS, BRUCE B SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	12 MO SU / AC Safety and Security
0.9	POWELL, PAISLEY HOPE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	9 MON SU / Annual
0.9	QUINONES, JASMIN CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	9 MON SU / Annual
0.9	REPPER, ROBIN P LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	9 MON SU / Multi-Year Conditional
	RODRIGUEZ, SARAH MARIE WJH SCHOOL SECRETARY 10 MONTH 10 MONTH	Wilkinson Jr High	10 MONTH / Annual
	ROQUEMORE, CHRISTOPHER LEIGH GPE CUSTODIAN 12 MO SU	Grove Park Elementary	12 MO SU / Annual
	SCHNIREL, KELLY LYNN TES LICENSED PRAC NURSE 10 MONTH	Tynes Elementary	10 MONTH / Annual
0.9	SILIAC, TORI CHANTAE LES BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island High School	9 MON SU / 3rd year annual, support
0.9	SKEELS, VICTORIA ELIZABETH ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	9 MON SU / Annual
0.9	STEWART, RONDA KATHYN KHH GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights High School	9 MON SU / Annual

**VI. Support Actions**

**B. RE-APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
0.9	SUBER, DEIDRA RAQUEL SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	9 MON SU / Annual
	TOVAR, TEXSY I FIH CAFE ASSISTANT 7.5 HOURS 9 MON SU	Fleming Island High School	9 MON SU / Annual
	TOWERS JR, WILLIAM TROY MNT PLUMBER 12 MO SU	Division of Support Srvc	12 MO SU / Annual
	UPTON, AMANDA MICHELLE FIH BOOKKEEPER 12 MO SU	Fleming Island High School	12 MO SU / Annual

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VI. Support Actions

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C. RE-DESIGNATION

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<u>Name/Assignment</u>	<u>Site</u>	
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## VI. Support Actions

### D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	ADAMS, STACEY MARIE ROE SECRETARY 11 MO 11 MONTH	Rideout Elementary	EFFECTIVE 2023-07-17 TRANSFER FROM ROE MEDIA TECH
	ALVES, CHRISTOPHER DAVID OHS CUSTODIAN 12 MO SU	Oakleaf Village Elementary	EFFECTIVE 2023-07-01 TRANSFER FROM OVE CUSTODIAN
	BANKS, MARVIN C OLJ HEAD CUSTODIAN 12 MO SU	Oakleaf Junior High School	EFFECTIVE 2023-07-01 TRANSFER FROM OLJ HEAD CUSTODIAN
	BILLINGS, YVONNE FAITH TRN ASSISTANT PARTS MANAGER 12 MO SU	Transportation	EFFECTIVE 2023-07-01 TRANSFER FROM TRN ASST PARTS MANAGER
	BOLE, CHARLENA MARIE OHS CUSTODIAN 12 MO SU	Oakleaf High School	EFFECTIVE 2023-05-26 TRANSFER FROM OHS CAFE ASST 3.75
	BRADSHAW, CHRISTINA LYNN SPS CAFE ASSISTANT 4 HOURS 9 MON SU	Wilkinson Elementary	EFFECTIVE 2023-08-09 TRANSFER FROM WES .9 GENERAL HEALTH ASST
0.9	BRYAN, BRENDA JEAN LAE GENERAL ASSISTANT 9 MON SU	Lake Asbury Elementary	EFFECTIVE 2023-05-17 TRANSFER FROM TRN ASST PARTS MANAGER
0.9	BUCKLEY, AMANDA SUE FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM FIE BEHAVIORAL HEALTH
	CRAWFORD, ERIN C LAJ PRINCIPAL SECRETARY CONFIDEN	Lake Asbury Junior High School	EFFECTIVE 2023-07-10 TRANSFER FROM LAJ PRINCIPAL SECRETARY
0.8	DEVERATURDA, FANY ROSALES CEB ESOL CLASSROOM ASSISTANT 9 MON SU	Ridgeview High School	EFFECTIVE 2023-08-08 TRANSFER FROM RHS .9 GENERAL HEALTH ASST
0.9	ELDER, CHERYL LOUISE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park Jr High	EFFECTIVE 2023-08-08 TRANSFER FROM LJH .9 BEHAVIORAL HEALTH ASST
	GONZALEZ, OLGA TERESA TRN ADMIN SUPPORT ASSISTANT 12 MO SU	Transportation	EFFECTIVE 2023-06-05 TRANSFER FROM TRN ESE BUS MONITOR
	HARKINS, JERMAINE MNT LOCKSMITH 12 MO SU	Business Affairs	Effective 2023-07-01 /transfer from /
	HARMON, GLENDA E CHS CAFE ASSISTANT 6.75 HOURS 9 MON SU	Clay High	EFFECTIVE 2023-08-09 TRANSFER FROM CHS CAFETERIA ASST 6.75
	HAYS, JOSEPHINE B CHS CAFE ASSISTANT 6.5 HOURS 9 MON SU	Clay High	EFFECTIVE 2023-08-09 TRANSFER FROM CHS CAFETERIA ASST 6.50
	KNOTTS, DEBRA ANN LES SECRETARY 11 MO 11 MONTH	Lakeside Elementary	EFFECTIVE 2023-07-17 TRANSFER FROM LES RECORDS SECRETARY

**VI. Support Actions**

**D. TRANSFER**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	MANN, MARY A FIE CAFE ASSISTANT 4.5 HOURS 9 MON SU	Clay High	EFFECTIVE 2023-08-09 TRANSFER FROM FIE CAFETERIA ASST 4.50
0.9	ORTIZ-GRACIA, WALESKA WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM WEC ESE GENERAL ASST
0.9	PHILLIPS, JUSTIN MICHAEL RHS BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	EFFECTIVE 2023-08-08 TRANSFER FROM LJH .9 BEHAVIORAL HEALTH ASST
	POPIELARZ, TERA L TRN ADMIN SUPPORT ASSISTANT 12 MO SU	Transportation	EFFECTIVE 2023-05-29 ADMIN SUPPORT ASST
0.8	RIVAS, ERICKA NINOSKA SPS ESOL CLASSROOM ASSISTANT 9 MON SU	Fleming Island Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM FIE CAFETERIA ASST 4.50
0.9	ROBERSON, ASHLEY RENEE OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM OVE .9 GENERAL HEALTH ASST
	ROSARIO, BERLYN OVE CAFE ASSISTANT 5 HOURS 9 MON SU	Ridgeview High School	EFFECTIVE 2023-08-09 TRANSFER FROM RHS CAFETERIA ASST 7.25
	SMITH, BARBARA ARMSTRONG TRN ROUTING DISPATCHER 12 MO SU	Transportation	EFFECTIVE 2023-06-01 TRANSFER FROM TRN ROUTING SPECIALIST
0.9	STRAVATO, DEBORAH L LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM LAE .9 BEHAVIORAL HEALTH ASST
	TERRY, ERICA M ITS TECH SPECIALIST 12 MO SU	Ridgeview High School	EFFECTIVE 2023-07-01 TRANSFER FROM RHS PRINCIPAL SECRETARY
0.9	WILLEY, HANNAH VIVIAN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM WEC CAFETERIA ASST 4.50

**VI. Support Actions**

**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
CARTER, RACHEL ELIZABETH GPE ST RECORD SEC 12 MO 12 MO SU	Grove Park Elementary	Effective 2023-07-27 RESIGNATION
CREWS, ALICE F LAJ PRINCIPAL SECRETARY CONFIDEN	Lake Asbury Junior High School	Effective 2023-07-06 RETIREMENT
WILSON, DONALD LEE TRN MECHANIC 12 MO SU	Transportation	Effective 2023-07-05 RETIREMENT

DRAFT

VI. Support Actions

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F. SUPPLEMENT

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<u>Name/Assignment</u>	<u>Site</u>	
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DRAFT



School Board of Clay County

June 29, 2023 - Regular School Board Meeting

**Title**

C6 - 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
Fleming Island High School	7/17 - 7/19/23	Lakeland, FL	Football Team	FCA Team Football Camp

**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**

Ⓞ [June 29, 2023 Student Travel.pdf](#)

SCHOOL DISTRICT OF C  
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL

June 29, 2023

1. School Requesting: Fleming Island High
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\*: July 17-19 Destination\*: Southeastern University
5. Group Taking Trip: Football team
6. If using private vehicles, list approved driver(s): \_\_\_\_\_
7. Educational Value of Field Trip: Summer camp, time management skills, team work, self-discipline.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): \_\_\_\_\_
9. Number of Students\*: 50 Number of Chaperones\*: 8-10
10. Cost Per Student: \$180<sup>00</sup> Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 7:00 AM (17<sup>th</sup>) Returning Time\*: 6:00 PM (19<sup>th</sup>)

\*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

5-17-23  
Date

5-17-23  
Date

5/17/23  
Date

5/17/23  
Date

64  
Date



# FCA TEAM FOOTBALL CAMP

SOUTHEASTERN UNIV. | LAKELAND, FL

JULY 15 - 16



**\$125**  
PER PERSON

JULY 17 - 19



**\$180**  
PER PERSON



- 11v11 Padded Competition
- \$1,000 Deposit
- 12 Team Maximum (Both)

- T-Shirt and Bible Included
- Chapel Services (Optional)
- Coaches Devotional Time

Contact Andrew Baker: [AndrewBaker@fca.org](mailto:AndrewBaker@fca.org) | (904) 438-8657



# Fellowship of Christian Athletes

email: [andrewbaker@fca.org](mailto:andrewbaker@fca.org)  
website: [www.nefloridafca.org](http://www.nefloridafca.org)

DONATION / Invoice

DATE: 03/24/2023

Andrew Baker, Nassau and Baker County Area Director

NE Florida FCA

**TO: Fleming Island High School Football**

Email: [flemingislandfb@gmail.com](mailto:flemingislandfb@gmail.com)

2233 Village Square Pkwy  
Fleming Island, FL 32003

QUANTITY	DESCRIPTION	PRICE/UNIT	TOTAL AMOUNT
1	FCA Football Camp Deposit	\$1,000	\$1,000
SUBTOTAL: \$1,000.00			\$1,000.00
<b>TOTAL DUE: \$1,000.00</b>			<b>\$1,000.00</b>

Make all checks payable to: Fellowship of Christian Athletes

Mail checks to: Fellowship of Christian Athletes  
Attn: Andrew Baker  
164 Sawgrass Dr.  
Yulee, FL 32097

Thank you so much for your support of NE Florida FCA. Please call if you have any questions concerning this invoice, (904) 438-86



June 29, 2023 - Regular School Board Meeting

**Title**

C7 - Agreement between the School Board of Clay County and AMI Kids

**Description**

A collaborative agreement between the School Board of Clay County and the AMI Kids Clay County, Inc., to address the needs of male students in Clay County. This program works in conjunction with the Department of Juvenile Justice, to provide an educational program and related services for eligible male students (up to 44 students). This program focuses on student needs dealing with specialized counseling, credit recovery services, life skills, positive gender identification, community service learning projects, and career exploration. Students attend the program for approximately 1 year. The collaboration between the two organizations has allowed students to seek an alternative setting to a previously unsuccessful environment.

**Gap Analysis**

The district monitors the program and their intervention strategies in order to yield positive results in the areas of academics, social behavior, and the number of students who successfully return to their home school.

**Previous Outcomes**

AMI Kids earned a school accountability rating of "Commendable" in the 2021-22 DJJ Accountability Report.

**Expected Outcomes**

By continuing the collaboration with AMI Kids, it is expected that students will be identified by the secondary schools, Bannerman Learning Center, recommended by parents, and/or the student volunteers for the program. AMI Kids is notified by any of these sources and students are oriented to the program. Once the students are enrolled, they begin the counseling program offered and then the credit/course recovery program begins. Periodic meetings take place to review outcomes and to communicate with the District on proposed return dates of the students. Through the District plan, students are able to recoup credits and, therefore, remain on track to either be promoted or to earn the necessary credits towards graduation. Curriculum deficiencies are addressed, counseling and behavior therapy takes place, increasing the likelihood of success for the students.

**Strategic Plan Goal**

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

Strategy 3.1: Engage stakeholders to strengthen and build a collaborative and constructive environment that encourages high expectations for all.

**Recommendation**

That the Clay County School Board approve the agreement between AMI Kids and the School Board of Clay County.

**Contact**

Roger Dailey, Chief Academic Officer; roger.dailey@myoneclay.net, 904-336-6905

Treasure Pickett, Director of K-12 Academic Services; treasure.pickett@myoneclay.net, 904-336-6918

**Financial Impact**

Clay County allocates 95% of an FTE to AMI Kids; 5% of an FTE is allocated to the School Board of Clay County.

**Review Comments**

**Attachments**

[230168 AMI Kids.pdf](#)

**FOLLOW ALL PROCEDURES ON BACK OF THIS FORM**

Contract # 230168  
 Number Assigned by Purchasing Dept.



**CONTRACT REVIEW**

BOARD MEETING DATE:  
6/29/2023  
 WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED  
 Must Have Board Approval over \$100,000.00

Date Submitted: 6-7-23

Name of Contract Initiator: Treasure Pickett Telephone #: 336 6918

School/Dept Submitting Contract: Academic Services Cost Center # 9007

Vendor Name: AMI Kids

Contract Title: AMI Kids Agreement w/ SBCC

Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # 220118

Contract Term: 1 year 2023-2024 Renewal Option(s):

Contract Cost: 340,000.00 AMI receives 95% FTE - SBCC receives 5% FTE

**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) - When using the Addendum A, 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)

\_\_\_\_ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date: <u>4/7/2023</u> <i>BTS</i>	<u>Need COI + corrections in blue. Done</u> <u>Contract submitted had many issues. SBCC Retyped and updated section 19.</u>
School Board Attorney Review Date: <u>6/12/23</u> <i>JTB</i>	<u>Reviewed the Amended Contract Submission attached. &gt; DONE ✓</u>
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"/> <b>APPROVED</b> <i>[Signature]</i> DATE: <u>6-12-23</u>

**AGREEMENT BETWEEN THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA  
AND  
AMIKIDS dba AMIKIDS CLAY COUNTY, INC.**

This Agreement, made and entered into this July 1, 2023, by and between THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, hereinafter referred to as the "BOARD," and AMIKIDS CLAY COUNTY, INC., to provide community-based, gender specific prevention and intervention services for boys in Clay County, Florida to be provided by AMIKIDS, Inc. at 501 Lemon Street, Green Cove Springs, FL 32043.

WITNESSETH:

WHEREAS, AMIKIDS is a non-profit agency contracted by the Department of Juvenile Justice (DJJ) to provide an educational program and related services for students eligible for this program by the State Board of Education Rule 6A-6.05281 and Florida Statute 1003.52; and,

WHEREAS, the BOARD is committed to providing appropriate educational programs for school age children in the Department of Juvenile Justice dropout prevention programs when school enrollment in their regular school program is not desired, available, recommended, or allowed; and,

WHEREAS, AMIKIDS is committed to providing an educational and therapeutic gender specific program for male students, who would benefit from an alternative educational setting, specialized counseling, credit recovery services, life skills, foster positive gender identification development, community service-learning projects, and career exploration at AMIKIDS, Inc.

WHEREAS, the parties to this agreement desire a maximum degree of cooperation and administrative planning in order to provide high quality educational services for students placed in this program by eligibility under Florida Statute 1003.52.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. AMIKIDS will provide services including instructional personnel<sup>1</sup> materials, and transportation for a maximum of 44 male students identified by the Department of Juvenile Justice, referred by school principals or Clay County District officials, and parents of students. Enrollment in the program shall be voluntary.
2. The BOARD will retain 5% of all applicable funds generated through the Florida Education Finance Program (FEFP) by eligible students enrolled at AMIKIDS to offset the cost of providing support and administrative services to include the following itinerant Services: ESE Specialist, Administrative Support; and Testing Coordinator.
3. The BOARD will pay AMIKIDS 95% of applicable funds generated through the Florida Education Finance Program (FEFP) by eligible students enrolled at AMIKIDS for the period beginning July 1, 2023 and ending June 30, 2024. Initial BOARD payments will be based on AMIKIDS share of an estimated number of students (44) in attendance, for the 2023-24 year, divided into 12 monthly payments. If the number of students in attendance is below the maximum of "44" referred to in "Section 1", payments will be adjusted accordingly based on the actual number of enrolled students. AMIKIDS agrees that a student is in membership when he is officially assigned to a course or program by AMIKIDS. To be reported for funding each student must be enrolled and scheduled appropriately in the Synergy system. Payments will be made monthly by the 10th of each month upon receipt of invoices from AMIKIDS. The balance of the remaining AMIKIDS share and ongoing monthly payments will be adjusted based on actual FTE at the time of each respective FTE survey. Should an audit indicate



that a funding adjustment is necessary and an over-payment of FEFP has been made to the AMIKIDS program for whatever reason, AMIKIDS shall be liable for and shall indemnify the District for any repayment of funds it has received.

4. AMIKIDS will provide transportation for students, in which case, AMIKIDS shall be entitled to state and federal reimbursement for travel costs for such transportation. AMIKIDS will submit in a timely manner the required transportation documentation to the District's Transportation department for each survey to Include Survey 2 (October), Survey 3 (February) and Survey 4 (June). The BOARD will submit to the state the transportation FTE for AMIKIDS students and issue payment to AMIKIDS as part of the monthly FEFP payment in paragraph 3 above. Keystone Heights students will be transported to and from AMIKIDS campus through the Clay County School District with a specific assignment vehicle. The driver will be provided through the Clay County School District. AMIKIDS Clay County will not be eligible to collect FTE transportation funds for these specific Keystone Heights students or any students transported by the BOARD services.
5. AMIKIDS shall provide a program of education, training, and related gender-specific services to the referred students based in an experiential education model designed to increase hands-on educational opportunities, encourage appropriate masculine identify development and effect positive behavior change that may include regular physical activities and Clay County Schools approved field trips and other extracurricular activities. AMIKIDS will be responsible for the supervision and control of the students while in their educational program and any other school sites. The program will provide the District with a copy of the rules and procedures they utilize for classroom management.
6. AMIKIDS shall be staffed by qualified personnel as defined in FAC 6A-t.0503, 6A-4.003, 6A-1.050 and 6A-4.004. AMIKIDS shall employ three Florida certified teachers, AMIKIDS will provide the District certification documentation for each member of its instructional staff. AMIKIDS certified teachers shall be responsible for the supervision of instructional activities and must certify mastery of student performance objectives of courses for credit towards a standard high school diploma. The teachers will be responsible for District reports and procedures typically required of the BOARD's teachers at dropout prevention programs. AMIKIDS teachers will be eligible to attend and receive credit for professional development and trainings conducted by the BOARD at no additional cost to AMIKIDS.
7. If AMIKIDS certified teachers are absent, substitutes will be assigned using Clay County School Board's automated substitute system. The cost of substitutes provided by the BOARD will be paid by AMIKIDS. The BOARD will deduct the cost of the substitutes utilized from the monthly FEFP payment. The BOARD will provide AMIKIDS with the substitutes' names, dates utilized, and daily cost at the time of each deduction.
8. AMIKIDS shall have final authority regarding the placement of any male in the program based on AMIKIDS' intake assessment and screening.
9. AMIKIDS will accurately report student enrollment to the BOARD as required ins. 1011.62, F.S., and in accordance with the definitions ins. 1011.61, F.S., at the agreed upon intervals and using the method used by the BOARD when recording and reporting cost data by program. The BOARD agrees to include AMIKIDS enrollment in the BOARD's district report of student enrollment. AMIKIDS shall provide all required information within the same schedule required for all other of the BOARD's schools.
10. The BOARD will utilize its existing automated reporting system to collect data required for various reports required by the Department of Education. The data elements shall include but not be limited to, the following:
  - a. Demographic information
  - b. ESE data

- c. Grade level assignment
  - d. Required health information
  - e. Required discipline codes/incident data
  - f. Daily attendance
  - g. Transportation
  - h. Student schedule
  - i. Teacher demographics
  - j. Master schedule
  - k. ESOL migrant codes
  - l. Grades/grading period/grading scale
  - m. ERW (entry, withdrawal information)
  - n. Test scores- Common Assessments
  - o. Academic history and transcripts, and
  - p. Student lunch information as required
11. AMIKIDS shall maintain student records in accordance with State requirements for Dropout Prevention/Department of Juvenile Justice Programs, as well as the information for data reporting requirements requested by the BOARD and State and Federal agencies, and shall communicate and exchange appropriate student information in a manner consistent with Florida Statutes, rules and professional ethics. AMIKIDS will notify any students who file intent to terminate school enrollment of the option of enrolling in a program to attain the GED. In addition, upon a student's withdrawal from the program or upon completion of the program, AMIKIDS will award credits and grades earned and issue a final cumulative transcript.
  12. The Board (Clay County Food and Nutrition Services Department) will provide all students with breakfast and lunch. For the 2023-24 school year, AMIKIDS will provide the district with daily meal counts and the district will prepare and deliver breakfast to Bannerman for AMIKIDS to pick up, while the district will deliver lunch directly to AMIKIDS. The district also provides meals on days when Clay County schools are out, but AMIKIDS is in session. For summer months, meals will be delivered to AMIKIDS at 501 Lemon Street, Green Cove Springs. Breakfast and lunch will be packaged in approved containers and rosters provided to account for the USDA Federal Reimbursement regulations.
  13. No student under the age of sixteen (16) may be terminated from the program until an alternative educational placement has been determined. Alternative educational placement shall be determined by the BOARD within ten (10) business days following notification by AMIKIDS that a student is to be removed from placement. Students sixteen (16) years of age or older who desire to withdraw without a next school placement or diploma must 1) meet in person with BOARD's Dropout Prevention Office staff regarding the proposed withdrawal; and 2) have a Student Declaration of Intent to Terminate School Enrollment form signed by a parent or guardian prior to their withdrawal. If the Student Declaration of Intent to Terminate School Enrollment is not signed, the student will be assigned to an alternative educational placement by the BOARD in accordance with the procedure. AMIKIDS will follow procedures in Board policy.
  14. The BOARD will provide access to online instructional programming, including Clay Virtual School, Edgenuity, Achieve 3000 and computer hardware or other online curriculum programs adopted by the District for the purpose of student instruction at no cost to AMIKIDS. Students assigned to AMIKIDS may utilize online courses in a significant capacity. AMIKIDS shall utilize academic and vocational assessments approved by the FDOE that are age appropriate and administered according to publisher's guidelines, and will notify the District of which assessment is being used.
  15. AMIKIDS agrees to comply with Florida Statutes, applicable State Board of Education Rules, and federal legislation including but not limited to the Civil Rights Act of 1964 as amended; Section 504 of

the Rehabilitative Act of 1973, amended; Title IX of the Education Amendment Act of 1974; and the Individual with Disabilities Act. In the event AMIKIDS violates any State Law, FDOE rule, District policy, and/or other covenant set forth herein, and said violation results in a loss of funding to the District, AMIKIDS shall reimburse the District for the full amount of the loss. This provision shall remain in force, even if the contract is terminated, for a period of three (3) years or until all state audits are conducted, whichever occurs first.

16. The staff of the BOARD will be permitted to review the program provided by AMIKIDS and procedures and guidelines developed and mutually agreed upon by both parties regarding the implementation of this contract. In addition, AMIKIDS agrees to develop a Transition Plan for each student upon entry. The Transition Plan must include academic reentry goals, career and employment goals, and the recommended next educational placement. AMIKIDS will have an "Exit Portfolio" for all students which will contain, at a minimum, all the academic records of credits earned, entry/withdrawal information, grades in progress, schedule, IEP, assessments, examples of student's work, and any other agreed upon documents.
17. AMIKIDS is responsible for meeting applicable safety, health, and sanitation standards of authorized state and local agencies.
18. The BOARD and AMIKIDS will collaboratively develop a School Safety Plan. The plan will include provisions for ensuring the safety of educational personnel, students and BOARD equipment.
19. AMIKIDS, its officer, agents, employees and subcontractors, shall comply at all times during the term of the Agreement at AMIKIDS' own cost with the background screening requirements of Sections 1012.32(2), 1012.465, and 1012.56, F.S. (2014), as applicable, and to follow applicable District procedures for compliance with such laws. The procedures are available for viewing at the Clay County District Schools website, by clicking on "Departments," "Human Resources," "HR Go-To Links," and then "Fingerprinting." A printed version may be obtained from the District contact listed in this Agreement.
20. AMIKIDS shall draft a calendar, containing a minimum of 250 days of instruction, for submission to the administrator of dropout prevention services by July 1 for the contract year beginning July 1, 2023. AMIKIDS must notify the administrator of dropout prevention services any deviation from this calendar must be done in coordination with the administrator of dropout prevention services or designee.
21. In the event that the BOARD and AMIKIDS are unable to agree upon a function not specified in this agreement, the Executive Director and the District Dropout Prevention Administrator will attempt to resolve any differences which may arise under this agreement. In the event such differences cannot be resolved between the personnel described herein, any such disagreement shall be submitted to the Assistant Superintendent of Curriculum and Instruction and the Regional Director of AMIKIDS for resolution.
22. Neither party shall assign this agreement, however, it may be modified in writing by the parties/ mutual consent.
23. This agreement shall be effective July 1, 2023, for the school year 2023-2024, and shall terminate June 30, 2024. Either party may terminate this agreement by giving sixty (60) days' notice, in writing, to the other party. It is further agreed that a substantial breach of any section of the agreement shall be the basis for immediate termination upon no less than twenty-four (24) hours written notice. Such notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. This Cooperative Agreement between the School Board of Clay County, Florida and the Department of

Juvenile Justice dated June 14, 2011. The Cooperative Agreement states eleven (11) requirements of P.L. 107-110, Section 1425, which are incorporated herein by reference. and made a part hereof.

24. The parties agree to be fully responsible for their own acts of negligence, or their respective agents' acts of negligence when acting within the scope of their employment; and agree to be liable for any damages proximately caused thereby; provided, however, the parties agree that BOARD's liability is subject to the monetary limitations and defenses imposed by Section 768.2.8, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by BOARD, nor shall anything herein be construed as consent by BOARD or AMIKIDS to be sued by any third party for any cause or matter arising out of or related to this Agreement.
25. AMIKIDS is an authorized provider of services through the Department of Juvenile Justice to provide educational programs and related services for students eligible for the program under State Board of Education Rule 6A-6.05281 and Florida Statute 1003.52.
26. Required Insurance. Without limiting any of the other obligations or liabilities of AMIKIDS, the program will (and shall also require of any of its subcontractors), at their sole expense, procure, maintain and keep in force the amounts and types of insurance conforming to the minimum requirements set forth herein. Except as may be otherwise expressly specified in documents provided to AMIKIDS, the insurance shall commence at or prior to the execution of this contract by the District and shall be maintained in force throughout the term of this Contract. AMIKIDS will provide to the Board a "Certification of Insurance" each year showing the minimum levels of Insurance provided by insurers that meet or exceed an "A" rating by the District. In addition, AMIKIDS will list SBCC as certificate holders and "additionally insured."
27. 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.

In WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.


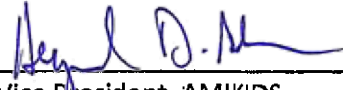
Witnesses Agreement

AMIKIDS Clay County and the School Board of Clay County, Florida

\_\_\_\_\_  
By: \_\_\_\_\_  
SBCC Chair

\_\_\_\_\_  
Attest: \_\_\_\_\_

Approved as to for:

 6/13/23 By:   
Executive Director, AMIKIDS Clay County Vice President, AMIKIDS

\_\_\_\_\_  
Executive Vice-President, AMIKIDS





**"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 ("SBCC") shall be interpreted to include the School Board of Clay County, Florida, Clay County District Schools ("District"), and all Board officers and employees.

1. The Company, Vendor, Agency, or Consultant, of Contract with the School Board of Clay County, hereafter collectively and individually referred to as the "CONTRACTOR".
2. CONTRACTOR represents that it is an independent contractor and that it requires that the SBCC treat it as such. CONTRACTOR agrees:
  - a. That it has no rights to any benefits extended by the SBCC to its employees [including without limitation, sick leave, vacation time, insurance coverage, etc.];
  - b. That it will not take a position contrary to their status as an independent contractor, and agrees to accept the responsibilities placed on independent contractors by federal and state law accordingly, the SBCC will not make the deductions or contributions that an employer may be required to make with respect to its employees, and the undersigned will be responsible for all federal and state tax and fund obligations, including without limitation, income tax, Social Security, unemployment compensation, etc.];
  - c. CONTRACTOR agrees, as an independent contractor and not an employee of the SBCC, it is responsible for providing their own Worker's Compensation Insurance and social security/self-employment contributions.
3. CONTRACTOR acknowledges and accepts responsibility for all risks of injury and loss associated with the performance of this Agreement. In addition to any other statutory or common law obligation to indemnify and defend the SBCC, CONTRACTOR shall indemnify, defend, and hold harmless the SBCC, its officers, and employees from any claim, loss, damage, penalty, or liability arising from the negligent acts, omissions, misfeasance, malfeasance, or intentionally wrongful conduct of CONTRACTOR, its employees, or agents relating to the performance of duties imposed upon CONTRACTOR by this Agreement. Such indemnity shall not be limited by benefits payable by or for CONTRACTOR under worker's compensation, disability, or any other employee benefits or insurance programs or policies. Contractor shall timely provide to the SBCC written notice of any claim, complaint, or demand asserted against CONTRACTOR related to the performance of this Agreement. CONTRACTOR's obligations under this section shall survive the termination of this Agreement.
4. CONTRACTOR agrees to be bound by, and at its own expense comply with, all federal, state, and local laws, ordinances, and regulations applicable to the services. CONTRACTOR shall review and comply with the confidentiality requirements of federal and state law and the SBCC policy regarding access to and use of records.
5. 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 SBCC'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 SBCC's sovereign immunity from suit, or to require the SBCC to indemnify CONTRACTOR 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 SBCC. The SBCC expressly reserves all other protections and privileges related to its sovereign immunity.
6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.



7. Method of Payment (if applicable): Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
- a. 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 shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
  - b. Services and/or Products, as authorized and approved by SBCC, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs*) / Flat Rate (*cost for scope of work*) / etc.
  - c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable the SBCC policies.
  - d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
  - e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.
8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.
9. 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.
10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.
11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.
12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.
13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.
14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.
15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.
16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.
17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.

18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to Clay County District Schools website for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.

20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

<u>General Liability Policy:</u>	<u>Auto Liability Policy:</u>	<u>Worker's Compensation Policy:</u>
\$1,000,000.00 per occurrence	\$1,000,000.00 combined single limit	\$100,000
\$2,000,000.00 aggregate	\$5,000,000.00 (if charter or common carrier)	<i>*Exempt, need signed WCAF</i>

*\*If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1.*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC."* CONTRACTOR is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.



22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.
23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.
24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
- 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 this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
  - b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
  - c. Ensure that all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
  - d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
  - e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.071(5)(a)2 and 3, Florida Statutes):
    - a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.071(5)(a)6]
    - b) Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9 [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.61091, and Fla. Stat. § 119.071(5)(a)2 and 6]

CONTRACTOR's failure to comply with the provisions set forth in this section shall constitute a default and material breach of this Agreement, which may result in termination by the SBCC without penalty.

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 SBCC'S CUSTODIAN OF PUBLIC RECORDS AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, OR AT 904-336-6500, OR AT: [PRR@myoneclay.net](mailto:PRR@myoneclay.net)

25. Government Funding (if Applicable): Funding for this Agreement may be provided in whole or in part by one or more Government funding agencies (Federal, State, Local). As a result, CONTRACTOR shall comply with applicable Laws, Regulations, Executive Orders, and Governmental Agency Rules and Policies included but not

limited to Titles: 2 – Grants and Agreements (2 C.F.R. §200), Title 7 – Agriculture (NSLP), Title 34 – Education (EDGAR, FERPA), Title 44 – Emergency Management and Assistance (FEMA); U.S. Code Titles: 20,31,40,41.

To the extent that the SBCC is using Government Funds as a source of payment for this Agreement, CONTRACTOR shall execute and deliver to the SBCC the following forms, attached hereto as Exhibit # 2: (a) EDGAR Certification; (b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; (c) Drug-Free Workplace Certification; (d) Non-Collusion Affidavit; and (e) Disclosure of Potential Conflict of Interest.

SBCC'S Representative with CONTRACTOR is: Treasure Pickett  
School/Department Name: K12 Director, Secondary Education  
Mailing Address: 23 South Green Street, Green Cove Springs, FL 32043  
Phone #: 904-336-6919 Email Address: treasure.pickett@myoneclay.net

**Accepted and Agreed to:**

**SCHOOL BOARD OF CLAY COUNTY**

By: \_\_\_\_\_  
Print Name: Ashley Gilhousen  
Title: SBCC Chair  
Date: \_\_\_\_\_

**CONTRACTOR**

By: Maria Przybylski  
Print Name: Maria Przybylski  
Title: Executive Director  
Date: 6/6/2023

Exhibit # 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor ("Contractor") represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "District"), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contractor had an opportunity to review and consult with legal counsel regarding this document.
10. Contractor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

Name of Contractor/Vendor: AMKids Clay County

Signature of Authorized Representative: *Maria Przybylski*

Printed Name of Authorized Representative: Maria Przybylski

Title of Authorized Representative: Executive Director

Date: 6/6/2023



## Exhibit # 2 (a)

### EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations ("EDGAR"). The following certifications and provisions are required and apply when the School Board of Clay County, Florida ("SBCC" "School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

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#### **REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II to C.F.R. PART 200**

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**(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

**(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.**

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of \$10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

**(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

**(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29**



## EDGAR CERTIFICATIONS (continued)

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

**(F) Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

**(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387),** as amended Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

**(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236).** Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

**(I) Debarment and Suspension (Executive Orders 12549 and 12689)—**A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

**(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—**Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been



**EDGAR CERTIFICATIONS (continued)**

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

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**RECORDS ACCESS AND RETENTION**

**Records Access (34 CFR 80.36 (i)(10):** All vendors, 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 vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

**Records Retention (2 C.F.R. § 200.333):** Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

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**RECOVERED MATERIALS**

**Recovered Materials (2 CFR §200.322):** Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

Vendor's Name:

AMIkids Clay County

Signature of Authorized Representative:

*Maria Przybylski*

Print Name of Authorized Representative:

Maria Przybylski



**Exhibit # 2 (b)**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS**

*This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.*

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

**Instructions for Certification:**

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:
  - a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
  - b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
  - d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor: AMIkids Clay County

Maria Przybylski  
Printed Name

Maria Przybylski  
Signature:

Executive Director  
Title of Authorized Representative

Date: 6/6/2023

Exhibit # 2 (c)

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Florida Stat. as follows:

**Preference to businesses with drug-free workplace programs** - Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tied bids, proposal, or replies shall be followed if none of the tied vendor has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

**CONTRACTOR NAME:** AMlkids Clay County

**AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE:**

Maria Przybylski  
(Printed Name)

Maria Przybylski  
(Signature)

Executive Director  
(Title)

6/6/2023  
(Date)



**Exhibit # 2 (d)**

**NON-COLLUSION AFFIDAVIT**

State of FLORIDA)  
County of CLAY)

My name is (INSERT NAME  Maria Przybylski ). I hereby attest that I am authorized to execute this affidavit on behalf of my firm, its owners, directors, and officers. I have personal knowledge of the price(s), guarantees and the total financial commitment represented in the firm's offer and/or contract.

- (1) The firm's prices and amounts offered have been arrived at independently and without consultation, communication or agreement with any other contractor or respondent.
- (2) Neither the final nor approximate prices or amounts offered have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.
- (3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.

(4) (INSERT NAME OF COMPANY  AMIkids Clay County ) its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

I attest that (INSERT NAME OF COMPANY  AMIkids Clay County ) understands and acknowledges that the above representations are material and important, and will be relied on by The School Board of Clay County, Florida, in awarding the contract for which this offer is submitted. I understand and my firm understands that any misstatement of material representations herein shall be treated as fraudulent or otherwise intentional concealment of the true facts relating to submission of offers for this contract.

**CONTRACTOR NAME:**  AMIkids Clay County

**AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:**

Maria Przybylski   
(Printed Name)

Maria Przybylski   
(Signature)

Executive Director   
(Title)

6/6/2023   
(Date)

Exhibit # 2 (e)

**DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND  
CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP**

Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBCC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBCC. It also places restrictions on SBCC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBCC.

Contractor must disclose the names of any employees who are employed by Contractor who are also an employees of SBCC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Contractor's Employee	SBCC Title or Position of Contractor's Employee	SBCC Department/School of Contractor's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

I hereby affirm that there are no known persons employed by Contractor who are also an employee of SBCC.

I hereby affirm that all known persons who are employed by Contractor who are also an employee of SBCC have been identified above.

*Maria Przybylski*

Signature

AMIkids Clay County

Company Name

June 29, 2023 - Regular School Board Meeting

**Title**

C8 - Lexia® LETRS® (Language Essentials for Teachers of Reading and Spelling)

**Description**

The LETRS® (Language Essentials for Teachers of Reading and Spelling) Suite is professional learning provides educators and administrators with deep knowledge to be literacy and language experts in the school of reading. Developed by renowned literacy experts Dr. Louisa Moats, Dr. Carol Tolman, and Dr. Lucy Hanover Paulson, it is a flexible literacy professional learning solution for educators and administrators. LETRS® teaches the skills needed for developing the fundamentals of reading instruction—phonological awareness, phonics, fluency, vocabulary, comprehension, writing, and language.

**Gap Analysis**

Districts must ensure that intensive reading interventions are delivered by instructional personnel who are certified or endorsed in reading (Section 1011.62(8)(d), F.S.), and that Summer Reading Camp instruction for grade 3 students who score Level 1 on the statewide standardized assessment for ELA is provided by a highly effective teacher endorsed or certified in reading. The Language Essentials for Teachers of Reading and Spelling (LETRS®) is a state approved professional development course of study for the reading endorsement. The LETRS® course of study assists educators with developing, increasing, and demonstrating knowledge of explicit, systematic, sequential, and multi-sensory approaches to reading instruction as outlined in the in-service requirement identified in Florida Statute s. 1012.585(3) F.S. Additionally, the LETRS® course of study assists educators with effectively meeting the needs of students with reading difficulties and disabilities, including dyslexia outlined in the in-service requirement for teaching students with disabilities (SWD) per Senate Bill 1108 (SB 1108). Reporting of data elements is required by Rule 6A.6.053(7)(e) of the District K-12 Comprehensive Evidence-Based Reading Plan within the Comprehensive Management Information System as provided in Rule 6A-1.0014, F.A.C. These data elements include: 1. Student Enrollment in Reading Intervention; 2. Reading Endorsement competency status for teachers; and 3. Reading Certification progress status for teachers.

**Previous Outcomes**

- Based on 2022-2023 district MTSS reporting data, 502 scholars are currently being provided tier 3 reading interventions requiring a reading endorsed teacher.
- Based on 2021-2022 district MTSS reporting data, 439 scholars are currently being provided tier 3 reading interventions requiring a reading endorsed teacher.
- Based on 2020-2021 district Mid-Year i-Ready Diagnostic Data for grades K through sixth grade, 17% of students were at-risk for Tier 3 intervention (two or more grade levels below).
- Based on 2019-2020 district Mid-Year i-Ready Diagnostic Data for grades K through sixth grade, 15% of students were at-risk for Tier 3 intervention (two or more grade levels below).
- Based on 2019-2020 district Mid-Year i-Ready Diagnostic Data for grades K through sixth grade, 15% of students were at-risk for Tier 3 intervention (two or more grade levels below).

**Expected Outcomes**

The expected outcomes include increasing the number of teachers in the district who are reading endorsed to provide reading intervention to students identified with substantial reading deficiencies (tier 3 instruction and intervention) in accordance with Section 1011.62(8)(d), F.S. requiring intensive reading interventions must be delivered by instructional personnel who are certified or endorsed in reading.

**Strategic Plan Goal**

Goal 1: Develop Great Educators and Leaders

Strategy 1.2: Provide diagnostic and prescriptive interventions for differentiated instruction in reading.

**Recommendation**

That the Clay County School Board approve the purchase of Lexia® LETRS® (Language Essentials for Administrators and Teachers of Reading and Spelling) for supporting teachers and administrators with obtaining the requirements for adding the reading endorsement to their teaching certificate.

**Contact**

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

Heather Teto, Chief of Elem. Educ. , 904-336-6906 heather.teto@myoneclay.net

**Financial Impact**

For 07/01/2023-06/30/2024, the fiscal impact of the Lexia® LETRS® (Language Essentials for Administrators and Teachers of Reading and Spelling) participant materials bundle (print + license) with face-to-face or live webinar professional learning will not exceed \$300,000.00 from the 2023-2024 Florida Education Finance Program (FEFP) Evidence-Based Reading Instruction Allocation for professional development and training material.

**Review Comments**

**Attachments**

📎 [230153 Lexia Learning.pdf](#)

DRAFT



**FOLLOW ALL PROCEDURES ON BACK OF THIS FORM**

Contract # 230153  
 Number Assigned by Purchasing Dept.



# CONTRACT REVIEW

BOARD MEETING DATE:  
6-29-23  
 WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED  
 Must Have Board Approval over \$100,000.00

Date Submitted: May 13, 2023

Name of Contract Initiator: Heather Teto Telephone #: 904-336-6909

School/Dept Submitting Contract: Reading Dept. Cost Center # 9015

Vendor Name: Lexia Learning Systems, LLC

Contract Title: LETRS - For Reading Endorsement

Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # 220120

Contract Term: July 1, 2023 - June 30, 2024 Renewal Option(s): None

Contract Cost: \$208,340.00 *Not to Exceed \$300,000*

BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

Funding Source: Budget Line # 445.6400310.9015.0000.4916.0003 100.6400310.9015.1192.000

Funding Source: Budget Line # 100.6400310.9015.1191.0000.000 100.6400590.9015.1191.000

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) - When using the Addendum A, 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. *Do not exempt vendor/contractor must provide Workers' Compensation coverage.*]
- State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexemot/>) (If Applicable)
- Release and Hold Harmless (If Applicable)

**RECEIVED**  
 June 14, 2023  
**PURCHASING**

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department <u>BTB</u>	<u>Same as last contract SBAO (5/23/2023) with Lexia</u>
Review Date <u>6/14/2023</u>	<u>Vendor signed in the wrong place on pg 5.</u>
School Board Attorney <u>JD</u>	
Review Date <u>6/14/2023</u>	
Other Dept. as Necessary <u>9040 ✓</u>	<u>On Approved Lists - BTB</u>
Review Date <u>9003 ✓</u>	
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR</b>
FINAL STATUS	<input checked="" type="checkbox"/> <b>APPROVED</b> <u>[Signature]</u> DATE: <u>6-14-23</u>

DONE



## INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This CONTRACTOR Services Agreement ("Agreement") is made as of the effective date set forth below, by and between the SCHOOL BOARD OF CLAY COUNTY, Florida (hereinafter referred to as "SBCC"), a body corporate pursuant to s. 1001.40, Florida Statute, whose principal place of business is 900 Walnut Street, Green Cove Springs, Florida 32043 and Lexia Learning Systems LLC (hereinafter referred to as "CONTRACTOR"), whose principal place of business is 300 Baker Avenue, Suite 320, Concord, MA 01742.

WHEREAS, the SBCC is engaged in the activity of providing educational opportunities to children; and

WHEREAS, CONTRACTOR has experience, skill, and expertise in delivering the services and/or products described in this Agreement; and

WHEREAS, the SBCC is interested in procuring the services and/or products of CONTRACTOR, as best fits the needs of the school district as determined by the SBCC; and

WHEREAS, CONTRACTOR desires to provide their services and/or products to the Clay County School/Department as described in the Scope of Services and/or Products attached hereto as Attachment A,

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. The Company, Vendor, Agency, or Consultant, of Contract for Goods and Services, hereafter collectively and individually referred to as the "Contractor".
2. CONTRACTOR represents that it is an independent contractor and that it requires that the SBCC treat it as such. CONTRACTOR agrees:
  - a. That it has no rights to any benefits extended by the SBCC to its employees [including without limitation, sick leave, vacation time, insurance coverage, etc.];
  - b. That it will not take a position contrary to their status as an independent contractor, and agrees to accept the responsibilities placed on independent contractors by federal and state law [accordingly, the SBCC will not make the deductions or contributions that an employer may be required to make with respect to its employees, and the undersigned will be responsible for all federal and state tax and fund obligations, including without limitation, income tax, Social Security, unemployment compensation, etc.];
  - c. CONTRACTOR agrees, as an independent contractor and not an employee of the SBCC, it is responsible for providing their own Worker's Compensation Insurance and social security/self-employment contributions.
3. CONTRACTOR acknowledges and accepts responsibility for all risks of injury and loss associated with the performance of this Agreement. In addition to any other statutory or common law obligation to indemnify and defend the SBCC, CONTRACTOR shall indemnify, defend, and hold harmless third party claims against the SBCC, its officers, and employees from any claim, loss, damage, penalty, or liability arising from the negligent acts, omissions, misfeasance, malfeasance, or intentionally wrongful conduct of CONTRACTOR, its employees, or agents relating to the performance of duties imposed upon CONTRACTOR by this Agreement. Such indemnity shall not be limited by benefits payable by or for CONTRACTOR under worker's compensation, disability, or any other employee benefits or insurance programs or policies. Contractor shall timely provide to the SBCC written notice of any claim, complaint, or demand asserted against CONTRACTOR related to the performance of this Agreement. CONTRACTOR's obligations under this section shall survive the termination of this Agreement.
4. CONTRACTOR agrees to be bound by, and at its own expense comply with, all federal, state, and local laws, ordinances, and regulations applicable to the services. CONTRACTOR shall review and comply with the confidentiality requirements of federal and state law and the SBCC policy regarding access to and use of records.



5. 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 SBCC'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 SBCC's sovereign immunity from suit, or to require the SBCC to indemnify CONTRACTOR 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 SBCC. The SBCC expressly reserves all other protections and privileges related to its sovereign immunity.
6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.
7. Method of Payment: Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
  - a. 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 shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
  - b. Services and/or Products, as authorized by and listed in Attachment A, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs*) / Flat Rate (*cost for scope of work*) / etc.
  - c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable SBCC policies.
  - d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
  - e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.
8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.
9. 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.
10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.
11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.
12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.
13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.

14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.
15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.
16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.
17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment as per our records retention or destruction policy. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.
18. Jessica Lunsford Act: SBCC is required to conduct background screening of on-site CONTRACTOR (including its employees, agents, and sub-contractors who will be performing any part of the Services to Clay County District Schools on location) (go to [Clay County District Schools website](#) for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors who may be required to perform the services on site will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.
20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.
21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

<u>General Liability Policy:</u>	<u>Auto Liability Policy:</u>	<u>Worker's Compensation Policy:</u>
\$1,000,000.00 per occurrence	\$1,000,000.00 combined single limit	\$100,000
\$2,000,000.00 aggregate	\$5,000,000.00 (if charter or common carrier)	<i>*Exempt, need signed WCAF</i>



*\*If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1.*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC."* CONTRACTOR is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.
23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.
24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
  - 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 this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
  - b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
  - c. Ensure all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
  - d. Upon completion of its obligations under the Agreement and request from SBCC, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
  - e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.07(5)(a)2 and 3, Florida Statutes):
    - a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.07(5)(a)6]

b) CONTRACTOR that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9 [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.61091, and Fla. Stat. § 119.07(5)(a)2 and 6)

CONTRACTOR's failure to comply with the provisions set forth in this section shall constitute a default and material breach of this Agreement, which may result in termination by the SBCC without penalty.

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 SBCC'S CUSTODIAN OF PUBLIC RECORDS AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, OR AT 904-336-6500, OR AT: [PRR@myoneclay.net](mailto:PRR@myoneclay.net)

25. Government Funding: Funding for this Agreement may be provided in whole or in part by one or more Government funding agencies (Federal, State, Local). As a result, CONTRACTOR shall comply with applicable Laws, Regulations, Executive Orders, and Governmental Agency Rules and Policies included but not limited to Florida Department of Education (DMS, SREF); Florida Statutes Chapter 287, 489; Code of Federal Regulations Titles: 2 - Grants and Agreements (2 C.F.R. §200), Title 7 -Agriculture (NSLP), Title 34 -Education (EDGAR, FERPA), Title 44 - Emergency Management and Assistance (FEMA); U.S. Code Titles: 20, 31, 40, 4.

To the extent that the SBCC is using Government Funds as a source of payment for this Agreement, CONTRACTOR shall execute and deliver to the SBCC the following forms, attached hereto as Exhibit# 2: (a) EDGAR Certification; (b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; (c) Drug-Free Workplace Certification; (d) Non-Collusion Affidavit; and (e) Disclosure of Potential Conflict of Interest.

\*\*\*\*\*

**In the event of any conflict or inconsistency between the terms and conditions of this Agreement and any terms or conditions set forth in any other document relating to the transactions contemplated by this Agreement, the terms and conditions set forth in this Independent Contractor Services Agreement shall prevail.**


SBCC'S Representative with CONTRACTOR is: Heathel Teto  
School/Department Name: Clay County School District  
Mailing Address: 900 Walnut St, Green Cove Springs, FL 32043 US  
Phone#: (904) 336-6965 Email Address: heather.teto@myoneclay.net

**Accepted and Agreed to:**

**SCHOOL BOARD OF CLAY COUNTY**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CONTRACTOR**

**Lexia Learning Systems LLC**  
By:   
Print Name: Nick Gaehde  
Title: President  
Date: 14-June-2023

**Attachment A**

**SCOPE OF SERVICES AND/OR PRODUCTS**

1. **Description of Services and/or Products** (If sufficient space is not available on Attachment A, CONTRACTOR may provide information and append it to the Agreement as Attachment A-1, Attachment A-2, etc)

**LETRS is the State Approved Reading Endorsement Pathway**

The **LETRS** Suite of Professional Learning

The **LETRS** Suite of products helps literacy educators:

- Distinguish between the research base for best practices and other competing ideas not supported by scientific evidence
- Understand how language, reading, and writing are related to one another
- Make instructional decisions and program choices with reference to scientific research evidence, strategic use of assessments, and observations of students
- Deliver comprehensive, integrated, language, and literacy instruction as defined by standards and by research for a given grade, age, or ability level
- Facilitate early identification and intervention with reading problems, including dyslexia

**Professional Development shall be purchased as needed via a SBCC Purchase Order upon the receipt and approval of a Vendor Quote.** ALL Vendor Quotes shall have the following clause: "This quote shall be subject to and incorporate the terms and conditions of the Independent Contractor Services Agreement ("SBAO (5/23/2023): ICSA between LEXIA & SBCC") between the School Board of Clay County, FL ("SBCC"), and Lexia Learning Systems LLC ("CONTRACTOR"). Vendor Quote Template attached hereto as Attachment A-1.

Each quote shall provide a detailed description of the Professional Development requested, Start Date and End Date, Quantity and Pricing. All Purchase Orders shall contain the corresponding Quote Number of the Professional Development being purchased.

2. **Term:**  
The term of this Agreement shall commence on July 1, 2023 and continue until June 30, 2024, unless earlier terminated as set forth in Agreement.
3. **Fee:**  
The CONTRACTOR shall provide services and/or products described in Attachment A, at the rate of \$ Specified On Vendor Quote(s) (Flat Rate (cost for scope of work)). The total compensation under this agreement shall not exceed \$ 300,000.00.



**Attachment A-1**

**VENDOR QUOTE**

*\*All Lexia Quotes under this Agreement shall have the agreed upon clause in the Comments: This quote shall be subject to and incorporate the terms and conditions of the Independent Contractor Services Agreement ("SBAO (5/23/2023): ICSA between LEXIA & SBCC) between the School Board of Clay County, FL ("SBCC"), and Lexia Learning Systems LLC ("CONTRACTOR").*

**QUOTE**



**Lexia Learning Systems LLC**  
300 Baker Avenue, Suite 320  
Concord, MA 01742 USA  
Phone: (978) 402-3620  
Fax: (978) 402-3621

Quote #: Q-548304-4  
Created Date: 4/18/2023

Prepared By: Cheryl McLaughlin  
Email: cheryl.mclaughlin@lexialearning.com

Ship To:  
Clay Co School District  
900 Walnut St  
Green Cv Spgs, FL 32043 US

Bill To:  
Blanca Montoro  
Clay Co School District  
814 Walnut St  
ACCT PAYABLE  
Green Cv Spgs, FL 32043 US

Quantity	Line Item Description	Product Code	Version	Volume	Term	Sales Price	Total Price
8	LETRS Face-to-Face Professional Learning Days	LF2FPLDA	Administrator		2 year	\$5,500.00	\$44,000.00
50	LETRS Participant Materials Bundle (Print + License)	387049	Administrator		2 year	\$250.00	\$12,500.00

Total Price \$56,500.00  
Est. Tax \$0.00  
Total Due \$56,500.00

For LETRS for ADMIN there are 25 Participants per Cohort. Each Cohort completes 4 PD Days. This quote is for a grand total of 50 ADMIN Participants and 8 In Person PD Days

Prices quoted are inclusive of Shipping and Handling.

*If you are Tax-Exempt, please send a copy of your Tax-Exempt Certification with your PO. Please note that if you have previously provided this certificate to Voyager Sopris, we will need a new certificate issued to Lexia Learning Systems.*

Fax or email Purchase Orders with quote number Q-548304-4 to the following:  
Attn: Cheryl McLaughlin  
Email: cheryl.mclaughlin@lexialearning.com  
Fax: 978-287-0062

**PLEASE NOTE THE QUOTE NUMBER MUST APPEAR ON PURCHASE ORDER(S) IN ORDER TO PROCESS.**

**TERMS AND CONDITIONS**

Attachment A-1  
VENDOR QUOTE

<sup>4</sup> Prices include all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of Customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax exempt status upon request. Pricing is valid for 60 days. Unless otherwise provided herein, Lexia will invoice the total fees set forth above upon receipt of customer's PO/acceptance. Payment is due on 10 days of invoice.

1-Year licenses expire 12 months from the date of activation; 3-Year licenses expire 24 months from the date of activation

- All digital content licenses purchased separately from subscription licenses/packages (e.g., webinars or additional mobile and/or virtual meeting hours) must be used within 12 months from the receipt date of the PO acceptance of the applicable quote

- A customer-designated account administrator contact name and email address are required for all subscriptions and service orders.

**ORDER TERM**

This quote and the associated ordering purchase order or other customer confirmation of this quote serve as an agreement for this order, which becomes effective upon its acceptance by both parties. Unless otherwise agreed by Lexia and customer in writing, the licenses, products and/or services purchased pursuant to this order will begin on or about the start date and continue in effect for the applicable period set forth in this quote. Unless otherwise set forth here or agreed to by Lexia and customer in writing, all subscriptions and services are deemed subject upon provision of license, materials, and all subscription licenses and services must be used within the applicable subscription or service period having longest subscription license or service term and shall be subject to terms and conditions set forth in the applicable subscription or service period having longest subscription license or service term and shall be subject to terms and conditions set forth in the applicable subscription or service period having longest subscription license or service term. Without prejudice to the other rights, Lexia may suspend delivery of the subscriptions, products and/or services in the event that customer fails to make any payment when due following terms.

**ORDER PROCESS**

To submit an order, please fax the quote along with the applicable Purchase Order to (876) 287-8883, or send by email to your sales representative's email address listed above. NOTE: EACH PURCHASE ORDER MUST INCLUDE THE CORRECT QUOTE NUMBER PROVIDED ON THIS QUOTE, AND THE QUOTE SHOULD BE ATTACHED.

**ACCEPTANCE**

All subscriptions, products and services hereunder are offered subject to the Lexia Application License Agreement, terms, conditions of the Lexia Application License Agreement, as well as all applicable laws and regulations (the "License"), as supplemented by the terms herein. By placing any order, customer certifies its acceptance of the License and the terms and conditions herein, which, together with any previously executed proposal and/or any other associated agreement entered into by Lexia and customer regarding the subscription, products and services and as supplemented by this quote, constitute the entire agreement between customer and Lexia regarding such subscriptions, products and services (the "Agreement"). Customer and Lexia agree that the terms and conditions of this Agreement supersede any additional or inconsistent terms or conditions in any customer placed purchase order, which shall be void and of no effect, or any correspondence, whether written or oral, between customer and Lexia relating to the subject matter hereof. In the event of any conflict, the terms of the Agreement shall govern.

<sup>4</sup> Comments

This quote shall be subject to and incorporate the terms and conditions of the Independent Contractor Services Agreement ("SBAO (5/23/2023): ICSA between LEXIA & SBCC) between the School Board of Clay County, FL ("SBCC"), and Lexia Learning Systems LLC ("CONTRACTOR").

**Attachment A-1**  
**VENDOR QUOTE**

**QUOTE**



**Lexia Learning Systems LLC**  
300 Baker Avenue, Suite 320  
Concord, MA 01742 USA  
Phone: (978) 402-3620  
Fax: (978) 402-3621

Quote #: Q-548292-5  
Created Date: 4/18/2023

Prepared By: Cheryl McLaughlin  
Email: cheryl.mclaughlin@lexialearning.com

Ship To:  
Clay Co School District  
900 Walnut St  
Green Cv Spgs, FL 32043 US

Bill To:  
Blanca Montoro  
Clay Co School District  
814 Walnut St  
ACCT PAYABLE  
Green Cv Spgs, FL 32043 US

Quantity	Line Item Description	Product Code	Version	Volume	Term	Sales Price	Total Price
80	LETRS Participant Materials Bundle (Print + License)	354087	3E	1+2	2 year	\$798.00	\$63,840.00
0	LETRS Face-to-Face Professional Learning Days	LF2FPLD1	3E	1	1 year	\$5,500.00	\$44,000.00
8	LETRS Face-to-Face Professional Learning Days	LF2FPLD2	3E	2	1 year	\$5,500.00	\$44,000.00

Total Price \$151,840.00  
Est. Tax \$0.00  
Total Due \$151,840.00

\*This is for the purchase of 1 Cohort of 40 Participants and 8 in person PD Days

Prices quoted are inclusive of shipping and handling.

*If you are Tax-Exempt, please send a copy of your Tax-Exempt Certification with your PO. Please note that if you have previously provided this certificate to Voyager Sopris, we will need a new certificate issued to Lexia Learning Systems.*

Fax or email Purchase Orders with quote number Q-548292-5 to the following:

Attn: Cheryl McLaughlin  
Email: cheryl.mclaughlin@lexialearning.com  
Fax: 978-287-0062

**PLEASE NOTE THE QUOTE NUMBER MUST APPEAR ON PURCHASE ORDER(S) IN ORDER TO PROCESS.**

**TERMS AND CONDITIONS**



**Attachment A-1**

**VENDOR QUOTE**

\* Prices include delivery and installation of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of Customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax credit status upon request. Pricing is valid for 60 days. Unless otherwise provided herein, Lexia will invoice the total fees set forth above upon receipt of customer's PO/acceptance. Payment is due net 30 days of invoice.  
1-Year licenses expire 12 months from the date of activation; 2-Year licenses expire 24 months from the date of activation.  
Additional Support Services purchased separately from subscription licenses/packages (e.g., training or additional onsite or virtual training hours) must be used within 12 months from the received date of the PO acceptance of the applicable quote.  
A customer-designated account administrator contact name and email address are required for all subscriptions and service orders.

**ORDER TERM**

This quote and the associated corresponding purchase order or other customer confirmation of this quote serve as an agreement for the order, which becomes effective upon its acceptance by both parties. Unless otherwise agreed by Lexia and customer in writing, the license, product and/or services purchased pursuant to this order will begin on or about the start date and continue in effect for the applicable period set forth in this quote. Unless otherwise set forth in or agreed to by Lexia and customer in writing, all subscriptions and services are deemed authorized upon provisioning of license, activation, and all subscription licenses and services must be used within the applicable subscription or service period unless stated otherwise. Licenses and services are not eligible for refund or credit. Onsite training is provided only when training is needed. Without prejudice to all other rights, Lexia may suspend delivery of the subscriptions, products and/or services in the event that customer fails to make any payment when the following notice:

**ORDER PROCESS**

To order an order please fax the quote along with the applicable Purchase Order to: (877) 287-0067, or send by email to your sales representative's email address listed above.  
NOTE: EACH PURCHASE ORDER MUST INCLUDE THE CORRECT QUOTE NUMBER PROVIDED ON THIS QUOTE, AND THE QUOTE SHOULD BE ATTACHED.

**ACCEPTANCE**

All subscriptions, products and services provided are offered subject to the Lexia Application License Agreement terms, available at [http://lexialearning.com/licenses/usa/usa\\_license/](#), as supplemented by the terms herein. By placing any order, customer certifies its acceptance of the license and the terms and fees in this quote, which, together with any previously awarded proposal and/or any other associated agreement(s) entered into by Lexia and customer regarding the subscription, products and/or services and as supplemented by this quote, constitute the entire agreement between customer and Lexia regarding such subscriptions, products and services (the "Agreement"). Customer and Lexia agree that the terms and conditions of this Agreement supersede any additional or inconsistent terms or conditions in any customer issued purchase order, which shall be void and of no effect, or any communications, whether written or oral, between customer and Lexia relating to the subject matter herein, in the event of any conflict, the terms of this Agreement shall govern.

**\* Comments**

This quote shall be subject to and incorporate the terms and conditions of the Independent Contractor Services Agreement ("SBAO (5/23/2023): ICSA between LEXIA & SBCC) between the School Board of Clay County, FL ("SBCC"), and Lexia Learning Systems LLC ("CONTRACTOR").

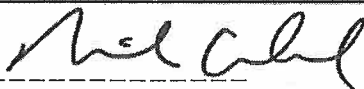
Exhibit# 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor ("Contractor") represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "District"), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contractor had an opportunity to review and consult with legal counsel regarding this document.
10. Contractor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

Name of Contractor/Vendor: Lexia Learning Systems LLC

Signature of Authorized Representative: 

Printed Name of Authorized Representative: Nick Gaehde

Title of Authorized Representative: President

Date: 13-Jun-2023

## Exhibit # 2 (a)

### EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations ("EDGAR"). The following certifications and provisions are required and apply when the School Board of Clay County, Florida ("SBCC" "School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

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#### **REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II to C.F.R. PART 200**

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**(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

**(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.**

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of \$10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

**(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

**(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29**



## EDGAR CERTIFICATIONS (continued)

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

**(F) Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

**(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387),** as amended Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

**(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236).** Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

**(I) Debarment and Suspension (Executive Orders 12549 and 12689)—**A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

**(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—**Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

**EDGAR CERTIFICATIONS (continued)**

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

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**RECORDS ACCESS AND RETENTION**

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Records Access (34 CFR 80.36 (i)(10): All vendors, 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 vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

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**RECOVERED MATERIALS**

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Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

Vendor's Name: Lexia Learning Systems LLC

Signature of Authorized Representative: 

Print Name of Authorized Representative: Nick Gaehde, President



**Exhibit# 2 (b)**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS**

*This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85 for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.10.*

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

**Instructions for Certification:**

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:
  - a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
  - b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
  - d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor: Lexia Learning Systems LLC \_\_\_\_\_

Nick Gaehde  
Printed Name

Signature:  \_\_\_\_\_

President  
Title of Authorized Representative

Date: 13-Jun-2023 \_\_\_\_\_

Exhibit# 2 {c}

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Fla. Stat., as follows:

IDENTICAL TIE BIDS - A bid or contract received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids shall be followed if none of the tied vendors has a drug-free workplace program. To obtain such preference, a business shall:


1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction or plea of guilty or no contest to any violation of Chapter 893 or of any controlled substance laws of the United States or the State of Florida, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

I certify that this firm complies fully with the above requirements.

**CONTRACTOR NAME:** Lexia Learning Systems LLC

**AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:**

Nick Gaehde  
(Printed Name)

  
(Signature)

President  
(Title)

13-Jun-2023  
(Date)

**Exhibit# 2 (d)**

**NON-COLLUSION AFFIDAVIT**

STATE OF MASSACHUSETTS )  
COUNTY OF MIDDLESEX )

My name is *Nick Gaehde*, I hereby attest that I am authorized to execute this affidavit on behalf of my firm, its owners, directors, and officers. I have personal knowledge of the price(s), guarantees and the total financial commitment represented in the firm's offer and/or contract.

- 1) The firm's prices and amounts offered have been arrived at independently and without consultation, communication or agreement with any other contractor or respondent.
- 2) Neither the final nor approximate prices or amounts offered have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.
- 3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.
- 4) *Lexia Learning Systems LLC* its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

I attest that *Lexia Learning Systems LLC* understands and acknowledges that the above representations are material and important, and will be relied on by the School Board of Clay County, Florida, in awarding the contract for which this offer is submitted. I understand and my firm understands that any misstatement of material representations herein stated shall be treated as intentional concealment of the true facts relating to submission of offers for this contract.

**CONTRACTOR NAME: Lexia Learning Systems LLC**

**AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:**

Nick Gaehde  
(Printed Name)

  
(Signature)

President  
(Title)

13-Jun-2023  
(Date)



Exhibit# 2 {e}

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND  
CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBCC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBCC. It also places restrictions on SBCC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBCC.

Contractor must disclose the names of any employees who are employed by Contractor who are also an employees of SBCC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Contractor's Employee	SBCC Title or Position of Contractor's Employee	SBCC Department/School of Contractor's Employee
N/A		

Check one of the following and sign:

I hereby affirm that there are no known persons employed by Contractor who are also an employee of SBCC.

I hereby affirm that all known persons who are employed by Contractor who are also an employee of SBCC have been identified above.



Lexia Learning Systems LLC

Signature  
Nick Gaehde, President 13-Jun-2023

Company Name



School Board of Clay County

June 29, 2023 - Regular School Board Meeting

**Title**

C9 - CTE Out-of-State and Overnight Field Trips

**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.

Group	Function	Date	Destination
FCCLA	State Conference	April 5-8, 2024	Orlando, FL
	National Conference	June 29-July 3, 2024	Seattle, WA
TSA	Leadership Training Conference	October 25-28, 2023	Altamonte Springs, FL
	State Conference	February 21-25, 2024	Orlando, FL
	National Conference	June 2024 (TBD)	Orlando, FL
FFA	Chapter President Conference	August 2023 (TBD)	Orlando, FL
	State Conference	June 10-14, 2024	Orlando, FL
	National Conference	November 1-4, 2023	Indianapolis, IN
	Sunbelt AG Expo	October 17-20, 2023	Moultrie, GA
FBLA	Fall Leadership Conference	October or November 2023 TBD	Orlando, FL
	State Conference	March 15-18, 2024	Orlando, FL
	National Conference	June 29-July 2, 2024	Orlando, FL
HOSA	State Conference	April 4-7, 2024	Orlando, FL
	National Conference	June 26-29, 2024	Houston, TX
Skills USA	State Conference	April 14-17, 2024	Jacksonville, FL
	National Conference	June 24-28, 2024	Atlanta, GA

\*Trips might require students/teachers to travel a day prior to or after conference starting/ending date.

**Gap Analysis**

Career and Technical Student Organizations (CTSO) are co-curricular organizations for CTE students such as FFA, TSA, FBLA, HOSA, SkillsUSA, FCCLA. CTSO's extend teaching and learning through innovative programs, business and community partnerships and leadership experiences at the school, state and national levels. CTSO's are a powerful avenue for helping our nation address key challenges such as workforce development, student achievement, economic vitality and global competitiveness. CTSO's are authorized by the U.S. Congress in the Carl D. Perkins Career and Technical Education Improvement Act.

**Previous Outcomes**

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

**Expected Outcomes**

It is important to recognize that CTSO's provide students leadership development skills as well as hands on learning through project based activities. CTSO events expose students to new experiences which increases their engagement within their educational experience.

**Strategic Plan Goal**

Strategy 1.3: Prepare all students to be full option graduates who are prepared for college, eligible to enlist in military services, or able to compete in the workforce.

**Recommendation**

The CTE Department recommends the school board approves out-of-state or overnight travel for any events on the official CTSO state calendars.

**Contact**

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

**Financial Impact**

None

**Review Comments**

**Attachments**

DRAFT

June 29, 2023 - Regular School Board Meeting

**Title**

C10 - Library Book Challenged Titles Committees Recommendations

**Description**

Pursuant to the April 2023 procedural update for challenged materials, the School Board shall be notified of the final decision by the Superintendent’s designee, and at the next meeting for which there is sufficient time to provide the public with proper notice pursuant to F.S.120, shall review the Committee/Superintendent’s Designee’s decisions as a matter of course. At the time of review by the School Board, the decisions of the Committee and Superintendent’s Designee shall carry a presumption that they are correct. The Challenges which have been decided shall be placed on the School Board meeting consent agenda as a single item under which each challenged book title presented for review is listed separately but without elaboration.

Books recommended to remain on the shelf do not obviously violate Chapter 847, other pertinent statute, or current district policy. Using state guidelines to err on the side of caution when selecting materials for libraries, books recommended for removal were found in possible violation of current state statute. Using those same guidelines no obvious violation of statute was found in the books recommended for retention.

Titles listed on the 04.23 Remove from Shelf were recommended by either the Oversight or District Curriculum Council for Reconsideration Committees for removal between September 2022 and April 2023. Titles listed on the 04.23 Return/Remain on the Shelf Items were recommended by either the Oversight or District Curriculum Council for Reconsideration Committees between September 2022 and April 2023 to retain the titles at the designated levels as they were not found to violate statute. According to Florida HB 1069 (lines 270-277), each district school board is responsible for all library materials.

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

N/A

**Strategic Plan Goal**

Goal 3: Establish a respectful climate and culture that provides equity and access to all. Strategy 3.3 Address the needs of all students with multiple opportunities for enrichment.

**Recommendation**

That the School Board approves the committee recommendations.

**Contact**

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

**Financial Impact**

\$0

**Review Comments**

**Attachments**

- Ⓞ [06.29.23 Remove from the Shelf.pdf](#)
- Ⓞ [06.29.23 Return To or Remain On Shelf.pdf](#)

<b>June 29 Board Agenda Item: Remove from Shelf</b>	
<b>Title</b>	<b>Author</b>
<i>33 Snowfish</i>	Adam Rapp
<i>A Court of Frost and Starlight</i>	Sarah Maas
<i>A Court of Silver Flames</i>	Sarah Maas
<i>A Court of Thorns and Roses</i>	Sarah Maas
<i>A Court of Wings and Ruin</i>	Sarah Maas
<i>All the Things We Do in the Dark</i>	Saundra Mitchell
<i>America: A Novel</i>	E.R. Frank
<i>Americanah: a Novel</i>	Chimamanda Ngozi Adichie
<i>Anatomy of a Single Girl: A Novel</i>	Daria Snadowsky
<i>Any Way the Wind Blows</i>	Rainbow Rowell
<i>Blankets</i>	Craig Thompson
<i>Boy Toy</i>	Barry Lyga
<i>Choke</i>	Chuck Palahniuk
<i>Concrete Rose</i>	Angie Thomas
<i>Damsel</i>	Elana Arnold
<i>Empire of Storms</i>	Sarah Maas
<i>Fade</i>	Lisa McMann
<i>Flamer</i>	Mike Curato
<i>Graceling</i>	Kristin Cashore
<i>Grown</i>	Tiffany D. Jackson
<i>History is All You Left Me</i>	Adam Silvera
<i>Hold Me Closer</i>	David Levithan
<i>Home After Dark: A Novel</i>	David Small
<i>House of Earth and Blood</i>	Sarah Maas
<i>I'll Give You the Sun</i>	Jandy Nelson
<i>Julian is a Mermaid</i>	Jessica Love
<i>Kingdom of Ash</i>	Sarah Maas
<i>L8R, G8R</i>	Lauren Myracle
<i>Leah on the Offbeat</i>	Becky Albertai
<i>Life is Funny: A Novel</i>	E.R. Frank
<i>Lighter Than My Shadow</i>	Katie Green
<i>Like a Love Story</i>	Abdi Naze
<i>Living Dead Girl</i>	Elizabeth Scott
<i>Milk and Honey</i>	Rupi Kaur
<i>Neanderthal Opens the Door to the Universe</i>	Preston Norton
<i>Out of Darkness</i>	Ashley Pérez
<i>People Kill People</i>	Ellen Hopkins
<i>Perfectly Good White Boy</i>	Carrie Mesrobian
<i>Ramona Blue</i>	Julie Murphy
<i>Ready Player One</i>	Ernest Cline
<i>Red at the Bone</i>	Jacqueline Woodson
<i>Red Hood</i>	Elana Arnold
<i>Sold</i>	Patricia McCormick
<i>The Black Flamingo</i>	Dean Alta
<i>The Handmaid's Tail: Graphic Novel</i>	Margaret Atwood
<i>The Haters</i>	Jesse Andrews
<i>The Lovely Bones</i>	Alice Sebold
<i>The Nowhere Girls</i>	Amy Reed
<i>The Sun and Her Flowers</i>	Rupi Kaur
<i>We Are the Ants</i>	Shaun David Hutchinson
<i>You Too? 25 Voices Share Their Me Too</i>	Janet Gurtler

**June 29, 2023 Board Agenda Item: Return to/Remain on Shelf**

<b>Title</b>	<b>Author</b>
<i>10,000 Dresses</i>	Marcus Ewert
<i>A Certain Slant of Light</i>	Laura Whitcomb
<i>A Family is a Family is a Family</i>	Sara O'Leary
<i>A Good Kind of Trouble</i>	Lisa Moore Ramee
<i>A Little Piece of Ground</i>	Elizabeth Laird
<i>A Song Below Water</i>	Bethany Morrow
<i>Ace of Spades</i>	Faridah áAbíké-Íyímídé
<i>Al Capone Does My Shirts</i>	Gennifer Choldenko
<i>All Because You Matter</i>	Tami Charles
<i>All the Bright Places</i>	Jennifer Niven
<i>Alt Ed</i>	Catherine Atkins
<i>American Born Chinese</i>	Gene Luen Yang
<i>And Tango Makes Three</i>	Justin Richardson & Peter Parnell
<i>Angel of Greenwood</i>	Randi Pink
<i>Ask the Passengers</i>	A.S. King
<i>Ban This Book</i>	Alan Gratz
<i>Banned Book Club</i>	Kim Hyun Sook & Ryan Estrada
<i>Baseball Saved Us</i>	Ken Mochizuki
<i>Beetle &amp; the Hollowbones</i>	Aliza Layne
<i>Before I Die</i>	Jenny Downham
<i>Before I Let Go</i>	Marieke Nijkamp
<i>Before She Was Harriet</i>	Lesia Cline-Ransome
<i>Between the World and Me</i>	Ta-Nehisi Coates
<i>Black Boy Joy</i>	Edited by Kwame Mbalia
<i>Black Brother, Black Brother</i>	Jewell Parker Rhodes
<i>Blended</i>	Sharon Draper
<i>Boy Meets Boy</i>	David Levithan
<i>Can I Touch Your Hair</i>	Irene Latham
<i>Cemetery Boys</i>	Aiden Thomas
<i>Cheer Up! Love and Pompoms</i>	Crystal Frasier
<i>Cinderella is Dead</i>	Kalynn Bayron
<i>City of Heavenly Fire</i>	Cassandra Clare
<i>Class Act</i>	Jerry Craft
<i>Clockwork Princess</i>	Cassandra Clare
<i>Closer to Nowhere</i>	Ellen Hopkins
<i>Concealed</i>	Christina Diaz Gonzalez
<i>Crown of Midnight</i>	Sarah Maas
<i>Cut</i>	Patricia McCormick
<i>Dear Justyce</i>	Nic Stone
<i>Dear Martin</i>	Nic Stone
<i>Death Wind</i>	William Bell

**June 29, 2023 Board Agenda Item: Return to/Remain on Shelf**

<b>Title</b>	<b>Author</b>
<i>Drama</i>	Raina Teigmeier
<i>Dreamers</i>	Yuyi Morales
<i>Embrace</i>	Jessica Shirvington
<i>Every Day</i>	David Levithan
<i>Extra Credit</i>	Andrew Clements
<i>Fable</i>	Adrienne Young
<i>Fangirl</i>	Rainbow Rowell
<i>Far From the Tree: How Children and Their Parents Learn to Accept One Another</i>	Andrew Solomon or Laurie Calkhoven
<i>Five Nights at Freddy's Fazbear Frights</i>	Scott Cawthon & Kira Breed-Wrisley
<i>From the Desk of Zoe Washington</i>	Janae Marks
<i>Front Desk</i>	Kelly Yang
<i>Gabi: A Girl in Pieces</i>	Isabel Quintero
<i>George</i>	Alex Gino
<i>Ghost Boys</i>	Jewell Parker Rhodes
<i>Girl in Pieces</i>	Kathleen Glasglow
<i>Go Ask Alice</i>	Anonymous
<i>Gradad's Camper</i>	Harry Woodgate
<i>Grit</i>	Gillian French
<i>Ground Zero</i>	Alan Gratz
<i>Heartstopper 1</i>	Alice Oseman
<i>Heartstopper 2</i>	Alice Oseman
<i>Heartstopper 3</i>	Alice Oseman
<i>Her Royal Highness, #2</i>	Rachel Hawkins
<i>Heroine</i>	Mindy McGinnis
<i>Hope Nation</i>	Edited by Rose Brock
<i>How to Be Antiracist</i>	Ibram Kendi
<i>Huda F Are You</i>	Huda Fahmy
<i>Hurricane Child</i>	Kacen Callender
<i>I am Alfonso Jones</i>	Tony Medina
<i>I Am Not Your Perfect Mexican Daughter</i>	Erika L. Sanchez
<i>I is for Immigrants</i>	Selina Alko
<i>If You Come Softly</i>	Jacqueline Woodson
<i>Infinity Son</i>	Adam Silvera
<i>Instructions For Dancing</i>	Nicola Yoon
<i>Islandborn</i>	Junot Diaz
<i>Katie the Catsitter, Best Friends for Never</i>	Colleen AF Venable
<i>Kneel</i>	Candace Buford
<i>Lady Midnight</i>	Cassandra Clare
<i>Laura Dean Keeps Breaking Up With Me</i>	Mariko Tamaki
<i>Light It Up</i>	Kekla Magoon



**June 29, 2023 Board Agenda Item: Return to/Remain on Shelf**

<b>Title</b>	<b>Author</b>
<i>Lily and Dunkin</i>	Donna Gephart
<i>Literary Newsmakers for Students V.01</i>	Editor: Anne Marie Hacht
<i>Long Way Down</i>	Jason Reynolds
<i>Making Friends</i>	Kristen Gudsruk
<i>Making Friends: Back to the Drawing Board</i>	Kristen Gudsruk
<i>Making Friends: Third Times a Charm</i>	Kristen Gudsruk
<i>Marvin Redpost: Is He a Girl?</i>	Louis Sachar
<i>Masked (Electronic Resource)</i>	Norah McClintock
<i>Midnight Jewel</i>	Richelle Mead
<i>My Life as an Ice Cream Sandwich</i>	Ibi Zoboi
<i>New Kid</i>	Jerry Craft
<i>Not Otherwise Specified</i>	Hannah Moskowitz
<i>Notes from a Young Black Chef</i>	Kwame Onwuachi
<i>Notes From Young Black Chef: Adapted for Young Adults</i>	Kwame Anwuachi
<i>Novels for Students Commonly Studies Novels V. 55</i>	Editor: Kristin B. Mallegg
<i>Novels for Students Commonly Studies Novels V. 60</i>	Editors: Melissa Sue Hill and Michelle Lee
<i>Novels for Students Commonly Studies Novels V. 61</i>	Editors: Melissa Sue Hill and Michelle Lee
<i>Novels for Students: Volume 9</i>	Deborah A. Stanley
<i>Num8ers</i>	Rachel Ward
<i>One Person, No Vote: How Not All Voters are Treated Equally</i>	Carol Anderson
<i>Percepolis</i>	Marjane Satrapi
<i>Percy Jackson's Greek Gods</i>	Rick Riordan
<i>Protest Movement: Then and Now</i>	Eric Braun
<i>Punching the Air</i>	Ibi Zoboi
<i>Radiant Child: The Story of Young Artist Jean-Michel Basquiat</i>	Javaka Steptoe
<i>Red: A Crayon's Story</i>	Michael Hall
<i>Rules</i>	Cynthia Lord
<i>Rumble</i>	Ellen Hopkins
<i>Russian Hacking in American Elections</i>	Duchess Harris
<i>Scars</i>	Cheryl Rainfield
<i>Separate is Never Equal</i>	Duncan Tontiu
<i>Shadowshaper</i>	Daniel Jose Older
<i>Shiver</i>	Maggie Stiefvater
<i>Someday</i>	David Levithan
<i>Something Happened in our Town</i>	Marianne Celano
<i>Something to Say</i>	Lisa Ramée
<i>Spider-Man in Face-to-Face</i>	Stan Lee
<i>Stamped (for kids): Racism, Antiracism, and You</i>	Ibram X. Kendi and Jason Reynolds
<i>Stamped From the Beginning</i>	Ibram X. Kendi
<i>Stamped: Racism, Antiracism, and You</i>	Jason Reynolds
<i>Stella</i>	McCall Hoyle

**June 29, 2023 Board Agenda Item: Return to/Remain on Shelf**

<b>Title</b>	<b>Author</b>
<i>Stella Brings the Family</i>	Miriam Baker Schiffer
<i>Storm and Fury</i>	Jennifer Armentrout
<i>Sulwe</i>	Lupita Nyong'o
<i>Take the Mic</i>	Jason Reynolds and Samira Ahmed
<i>The 57 Bus</i>	Dasha Slater
<i>The Adventures of Honey and Leon</i>	Alan Cumming
<i>The Assassin's Blade</i>	Sarah Maas
<i>The Beast and the Bethany</i>	Jack Meggitt-Phillips
<i>The Black Friend: On Being a Better White Person</i>	Frederick Joseph
<i>The Boy and Girl Who Broke the World: A Novel</i>	Amy Reed
<i>The Detour</i>	S.A. Bodeen
<i>The Elephant in the Room</i>	Holly Goldberg Sloan
<i>The Fire This Time: A New Generation Speaks About Race</i>	Jasmyn Ward
<i>The Girl From the Sea</i>	Molly Knox Ostertag
<i>The Glittering Court</i>	Richelle Mead
<i>The God Box</i>	Alex Sanchez
<i>The Hate U Give</i>	Angie Thomas
<i>The Heartbreak Bakery</i>	A.R. Capetta
<i>The House on Mango Street</i>	Sandra Cisneros
<i>The Lottery's More or Less</i>	Emma Donoghue
<i>The Lottery's Plus One</i>	Emma Donoghue
<i>The Music of What Happens</i>	Bill Konigsherg
<i>The Only Black Girls in Town</i>	Brandy Colbert
<i>The Other Talk: Reckoning with our White Privilege</i>	Brendan Kiely
<i>The Prince and the Dressmaker</i>	Jen Wang
<i>The Remarkable Journey of Coyote Sunrise</i>	Dan Gemeinhart
<i>The Sacrifice of Darkness</i>	Roxane Gay
<i>The Season of Styx Malone</i>	Kekla Magoon
<i>The Truth Is</i>	NoNiequa Ramos
<i>The Upside of Unrequited</i>	Rebecca Albertalli
<i>Thirteen Reasons Why</i>	Jay Asher
<i>This Book is Anti-Racist: 20 Lessons on How to Wake Up</i>	Tiffany Jewell
<i>Tiger Eyes</i>	Judy Blume
<i>Tower of Dawn</i>	Sarah Maas
<i>Trans Teen Survival Guide</i>	Owl Fisher
<i>TTYL</i>	Lauren Myracle
<i>Twisted</i>	Laurie Halse Anderson
<i>Uncomfortable Conversations with a Black Boy</i>	Emmanuel Acho
<i>Unravel Me</i>	Tahereh Mafi
<i>Wayward Son</i>	Rainbow Rowell
<i>We Are Here to Stay: Voices of Undocumented Young Adults</i>	Susan Kuklin

**June 29, 2023 Board Agenda Item: Return to/Remain on Shelf**

<b>Title</b>	<b>Author</b>
<i>We Are Not Yet Equal: Understanding Our Racial Divide</i>	Carol Anderson
<i>We Are Okay</i>	Nina LaCour
<i>We Rise, We Resist, We Raise our Voices</i>	Wade & Cheryl Hudson
<i>When I Was the Greatest</i>	Jason Reynolds
<i>Where She Went</i>	Gayle Forman
<i>Wintergirls</i>	Laurie Halse Anderson
<i>Woke: A Young Poet's Call to Justice</i>	Mahogeny L. Browne
<i>You Asked for Perfect</i>	Laura Silverman
<i>Zen Shorts</i>	Jon J. Muth
<i>Zenobia July</i>	Lisa Bunker

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June 29, 2023 - Regular School Board Meeting

**Title**

C11 - MOA with DOH-Clay & State of Florida, CDC Crisis Response Cooperative Agreement ( CoAG) providing 11 extra nurses to assist in assigned schools

**Description**

This is an agreement between Clay County District Schools and the State of Florida, the Department of Health, and the Clay County Department of Health. The CoAG agreement is a grant with funds allocated to support Nursing and Mental Health Professional staff for use in school systems across the state. The State Health Office, School Health Program will contract with a staffing agency to provide these staffing resources statewide. The requirements for provider nursing staff must be licensed professionals such as registered nurses or licensed practical nurses with a clear and active nursing license to practice nursing in the State of Florida. Have a minimum of one year of experience working in the nursing field, experience in providing nursing services to children and adolescents, professional communication skills, and the ability to provide comprehensive nursing services for students. Each individual staff provided by the staffing agency will have documentation that the contractor has completed the department's approved school nurse training. They will also complete any additional required training applicable to their specific local School Health programs.

**Gap Analysis**

Provide additional nurses and nursing services to schools listed on the CoAG grant mission request. All Contracted nurses in this CoAG grant will adhere to Clay County District Schools, School Health Services Program, and all procedures and protocols set forth.

**Previous Outcomes**

N/A

**Expected Outcomes**

This agreement will provide additional nursing staff to schools in need.

**Strategic Plan Goal**

N/A

**Recommendation**

Approve as submitted.

**Contact**

Laura Fogarty, Director of Climate & Culture, [laura.fogarty@myoneclay.net](mailto:laura.fogarty@myoneclay.net), 904-336-6513, Kristin Riebe, Coordinator of Nursing Services, [kristin.riebe@myoneclay.net](mailto:kristin.riebe@myoneclay.net), 904-336-6884

**Financial Impact**

N/A

**Review Comments**

**Attachments**

[COAG2023 STAFFING MOA CHD and CCDS Approved by LEGAL6.8.2023.pdf](#)

**Memorandum of Agreement Between**  
**The State of Florida, Department of Health,**  
**Clay County Health Department**  
**And The School Board of Clay County, Florida**

This Memorandum of Agreement ("Agreement") is entered into between the STATE OF FLORIDA, DEPARTMENT OF HEALTH, CLAY COUNTY HEALTH DEPARTMENT, hereinafter referred to as the "DOH-CLAY," and THE SCHOOL BOARD OF CLAY COUNTY, Florida, hereinafter referred to as the "SCHOOL BOARD," jointly referred to as the "Parties".

**WHEREAS**, the SCHOOL BOARD provides school health services to students in Clay County ("County"), in accordance with its approved school health services plan, which includes the use of licensed nursing and/or mental health professionals; and

**WHEREAS**, the DOH-CLAY is responsible for the public health system in the County and engages contracted medical providers, including registered nurses, licensed practical nurses and licensed mental health counselors to provide health-related services, including school health nursing and mental health services; and

**WHEREAS**, the Parties wish to collaborate to enhance students' health and well-being in the County by providing the SCHOOL BOARD additional licensed nursing and/or mental health professionals to further support the provision of school health services to their students.

**NOW THEREFORE**, in consideration of the mutual promises and other consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

- I. **Recitals:** The above recitals are incorporated and made a part of this Agreement.
- II. **Statutory Authority:** section 381.005 and Chapters 1003 and 1006, Florida Statutes.
- III. **Term:** This Agreement shall begin on the date on which the Agreement has been signed by both Parties and will remain in effect from the date signed by the last signor until June 10, 2024, subject to the availability of funds, unless modified in writing by the Parties.
- IV. **Parties' Responsibilities:**
  - A. The DOH-CLAY agrees to:
    - 1) Assign a DOH-CLAY School Health Coordinator, Jacqueline Copeland, to coordinate services under this Agreement in collaboration with the Clay County District Schools Coordinator of Nursing Services, Kristin Riebe.
    - 2) Provide the contracted staff as available per the DOH-CLAY's CoAg2023 mission request approval.
    - 3) Require contracted providers to have all appropriate and necessary licensures and certificates required under Florida law.  
  
Ensure the Contractor completes Level 2 background screening and drug screening prior to assigning a contracted provider for placement at the SCHOOL BOARD.

B. The SCHOOL BOARD agrees to:

- 1) Assign an employee to coordinate with the DOH-CLAY's assigned School Health Coordinator, Jacqueline Copeland. At the time of signing said Coordinator of Nursing Services with the SCHOOL BOARD is Kristin Riebe.
- 2) Coordinate with the DOH-CLAY's School Health Coordinator to schedule dates and times for contracted providers to report for orientation and training.
- 3) Provide training to contracted providers on local policies, procedures, and guidelines to be followed to complete assigned tasks, including but not limited to maintaining medical records that shall be in strict compliance with all federal, state, and local regulations.
- 4) Provide adequate space and furniture for use by the contracted providers. Provision of space and furniture will be dependent upon site location and available funding.
- 5) Assign contracted staff to specific schools within the County. Once assigned to a particular school, contracted staff shall not be reassigned without the DOH-CLAY's approval, which approval shall not be unreasonably withheld if reassignment is requested by the School Health Coordinator.
- 6) Provide supervision and oversight of assigned contracted providers to ensure compliance with policies and procedures and completion of assigned tasks.
- 7) Grant contracted providers access to enrolled students for the provisions of school health services.
- 8) Notify the DOH-CLAY in writing if additional screening requirements must be met prior to the contracted provider being allowed to begin services under the Agreement.
- 9) Prepare monthly services reports, reported by grade level, and submit them to DOH-CLAY no later than 15 days from the end of each month. Reports must include:
  - a. For nursing staff: The aggregate number of the below services performed in each month by each contracted provider:
    1. Number of Medication Administrations (5030)
    2. Number of First Aid Administration (5031)
    3. Number of Licensed Practical Nurse Services (4050)
    4. Number of Nursing Assessment and Counseling (5000)
    5. Number of Health Record Reviews (0598)
  - b. Ensure the following information is provided for mental health staff:
    1. The aggregate number of students served in the month by each contracted provider, reported by grade level.
    2. The aggregate number of referrals provided.

3. The aggregate number of parent educational workshops provided.

## V. **Special Provisions**

- A. **Confidentiality.** Where applicable the Parties will comply with the Health Insurance Portability and Accountability Act as well as regulations promulgated thereunder (45 CFR Parts 160, 162, and 164).
- B. **Liability.** Each party will be liable for any damages resulting from the negligence of its employees or agents acting within the scope of their employment or agency, in accordance with Section 768.28, Fla. Stat. Nothing herein is intended to waive sovereign immunity. Nothing herein shall be construed as consent by any party to be sued by a third party in any matter arising out of any contract.
- C. **Modifications.** Modifications of this Agreement shall only be valid when they have been reduced to writing, agreed to by the Parties, and duly signed by both Parties.
- D. **Termination:**
  1. **Termination at Will:** This Agreement may be terminated by either party without cause upon no less than 30 calendar days' notice in writing to the other party unless a lesser time is mutually agreed upon in writing by both Parties.
  2. **Termination Because of Lack of Funds:** In the event funds to finance DOH-CLAY's engagement of contracted providers becomes unavailable, the DOH-CLAY may terminate this Agreement upon no less than 24 hours' notice in writing to the SCHOOL BOARD Notice. The DOH-CLAY will be the final authority as to the availability and adequacy of funds.
  3. **Termination for Breach:** This Agreement may be terminated for either party's non-performance upon no less than 24 hours' notice in writing by the non-breaching party. Waiver of breach of any provisions of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement.
- E. **Independent Contractor.** By this Agreement, the Parties intend to establish between them the relationship of mutually independent contractors. Each party and the officers, employees, agents, subcontractors or other contractors thereof shall not be deemed by virtue of the Agreement to be officers, agents, or employees of the other party.
- F. **Cooperation with the Inspector General:** The Parties acknowledge and understand that they have a duty to and will cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing, pursuant to Section 20.055 (5), Florida Statutes.



- G. Contacts and Notices: All, notices or correspondence to be given under this Agreement shall be made in writing and mailed, emailed or hand-delivered to the other party at its address set forth below:

For DOH-CLAY:

Jacqueline Copeland, Senior Community Health Nursing Supervisor/  
School Health Coordinator  
Florida Department of Health in Clay County  
1845 Town Center Boulevard, Suite 405  
Fleming Island, FL 32003  
(904) 529-2870  
email: Jacqueline.Copeland@flhealth.gov

For SCHOOL BOARD:

Kristin Riebe, Coordinator of Nursing Services  
Clay County District Schools  
900 Walnut Street  
Green Cove Springs, Florida 32043  
Phone: (904)336-6884  
email: Kristin.riebe@myoneclay.net

- H. Controlling Law: This Agreement shall be governed by the laws of the State of Florida without regard to conflicts of law provisions. Venue for any legal action arising from this Agreement shall be in Clay County, Florida.
- I. Attachments; Counterparts; Facsimile: Each attachment, exhibit or other document referenced herein and/or attached to this Agreement is incorporated herein as if the same was set out in full in the text of this Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Delivery of an executed signature page of the is Agreement by facsimile or electronic transmission shall be effective as delivery or a manually executed counterpart hereof.
- J. All Terms and Conditions Included: This Agreement contains all the terms and conditions agreed upon by the Parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and the Agreement shall supersede all previous communications, representations, or agreements, either verbal or written between the Parties. If any term or provision of the Agreement is found to be illegal or unenforceable, the remainder of the Agreement shall remain in full force and effect and such term or provision shall be stricken.

**IN WITNESS THEREOF**, the Parties hereto have caused this five-page Agreement to be executed by their undersigned officials as duly authorized.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
CLAY COUNTY HEALTH DEPARTMENT

THE SCHOOL BOARD OF CLAY COUNTY,  
FLORIDA

\_\_\_\_\_  
Heather Huffman, MS, RDN, LD/N, IBCLC

\_\_\_\_\_  
Ashley Gilhousen

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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School Board of Clay County

June 29, 2023 - Regular School Board Meeting

**Title**

C12 - Review & Approve the renewal of the District's third party adjusters, Johns Eastern Company

**Description**

Three Year renewals... Workers' Compensation pricing is not increasing, and the Liability increase is in line with market value. This Renewal pricing will remain the same for the next three years. Claims above 231 will be billed proportionately.

2023-2024 Workers Compensation Claims up to 35 claims	196 claims	\$80,935	Automobile, general liability, and property claims up to \$21,071
2024-2025 Workers Compensation Claims up to 35 claims	196 claims	\$80,935	Automobile, general liability, and property claims up to \$21,071
2025-2026 Workers Compensation Claims up to 35 claims	196 claims	\$80,935	Automobile, general liability, and property claims up to \$21,071

**Gap Analysis**

The District has a mandatory obligation to contract with a TPA to assist in the management of our self-insurance programs. JECO is a proven industry leader in providing expert claims adjusting and administration services. Their TPA services assist the District with workers' compensation claims, medical bill reviews, as well as major property and casualty claims. The District has utilized JECO's services since 2000. During this time, their pricing has stayed competitive.

2014-2015	220 Claims	\$85,098
2015-2016	220 Claims	\$87,651
2016-2017	220 Claims	\$87,651
2017-2018	220 Claims	\$87,651
2018-2019	220 Claims	\$87,651
2019-2020	220 Claims	\$92,638
2020-2021	220 Claims	\$92,638
2021-2022	220 Claims	\$92,638
2022-2023	220 Claims	\$92,638

**Previous Outcomes**

It has been normal practice to negotiate pricing with JECO and present a three-year addendum to the original contract dated July 2000. This is our 13th extension with JECO.

**Expected Outcomes**

The three-year extension is intended to provide the Clay County District Schools with the type claims management that is needed to maintain business as required by Florida laws & statutes while minimizing the district's exposure to losses.

**Strategic Plan Goal**

The district ensures fiscal responsibility and equitable distribution of resources.

**Recommendation**

To obtain the School Board's approval and acceptance of the Superintendent's recommendation of Johns Eastern Company's Service Contract for Multiple Lines Claims Handling, 3-year Third Party Adjuster renewal.

**Contact**

Dr. Susan M. Legutko Assistant Superintendent for Business Affairs 284-6571 susan.legutko@myoneclay.net

**Financial Impact**

\$306,018 (total of 3-year agreement). Funded from Self Insurance Program

\* Year 1 = \$102,006

\* Year 2 = \$102,006

\* Year 3 = \$102,006

**Review Comments**

**Attachments**

📎 [230164 Johns Eastern Co.pdf](#)

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**FOLLOW ALL PROCEDURES ON BACK OF THIS FORM**

Contract # 230164  
Number Assigned by Purchasing Dept.



**CONTRACT REVIEW**

BOARD MEETING DATE:  
6/29/2023  
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED  
 Must Have Board Approval over \$100,000.00

Date Submitted: 06/05/2023

Name of Contract Initiator: Dr. S. Legutko / C. Deeley-Isais Telephone #: ext 66722 / 66745

School/Dept Submitting Contract: Business Affairs Division Cost Center # 9000

Vendor Name: Johns Eastern Co. (a Davies Company)

Contract Title: Service Contract for Multiple Lines Claims Handling (Third Party Adjuster for W/C and Liability claims handling)

Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # 180025

Contract Term: Three years 6-30-26 Renewal Option(s): yes

Contract Cost: in excess of \$102,006 (base cost only)(other fees will apply but numbers cannot be predicted)

**BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**  
Funding Source: Budget Line # 711 7100310 9000 0000  
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) - When using the Addendum A, 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.fidfs.com/bocexempt/>) (If Applicable)

Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department <u>BTS</u>	<u>3rd Party Administrator / Direct Contract</u>
Review Date <u>6/7/23</u>	<u>See page 6 "Florida"</u>
School Board Attorney <u>B</u>	<u>The reviewed contract is attached</u>
Review Date <u>6/12/23</u>	<u>to the back</u>
Other Dept. as Necessary	
Review Date	
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR</b>
FINAL STATUS	<input checked="" type="checkbox"/> <b>APPROVED</b> <u>[Signature]</u> DATE: <u>6-12-23</u>

RECEIVED JUN 05 2023 PURCHASING



# CONTRACT REVIEW PROCESS FOR "ALL" CONTRACTS

A contract is defined as an agreement between two or more parties that is intended to have legal effect. This may include MOUs, Interlocal Agreements, Service Agreements and Contracts. Contracts document the mutual understanding between the parties as to the terms and conditions of their agreement, contain mutual obligations, and clearly state the agreement's consideration. The term consideration includes the cost of the services and/or products to be provided by second party (vendor or service provider) and any non-monetary performance. No school, department, or other organizational unit has authority to contract in its own name. All Board contracts must be made in the legal name of the Board, "The School Board of Clay County, Florida". The School or Department may extend this name to include the school or department as follows, "The School Board of Clay County, Florida o/b/o \_\_\_\_\_ (insert the school or department name)" where o/b/o means "on behalf of".

**All contracts shall be reviewed and approved by the School Board Attorney and/or the Supervisor of Purchasing to ensure legality, compliance with Board policy, and to ensure the Board interests are protected before the authorized signatory may execute the contract.**

All contracts having a value of \$100,000 or more shall be authorized by the Board at a regular or special meeting and signed by the Board Chairman. All approved contracts having a value of less than \$100,000 may be executed by the Superintendent or appropriate District administrator based on the value of the contract.

1. All approved contracts having a value of \$50,000 or more, but less than \$100,000 shall be signed by the Superintendent, or the person who has been designated, in writing by the Superintendent, as the Superintendent's Designee at the time of the contract signing. All contracts executed pursuant to this subparagraph shall be reported to the School Board in a separate entry as part of the monthly financial report.
2. All approved contracts having a value of \$25,000 or more, but less than \$50,000, shall be signed by the Superintendent, or the Assistant Superintendent for Business Affairs.
3. All approved contracts having a value of less than \$25,000 and contracts of any value described in Board Authorized Contracts above that are exempt from the requirement for Board approval, may be signed by the Superintendent, or the Assistant Superintendent for their Division, or Chief Officers, or Directors, or Principals.
4. The Superintendent is authorized to approve contract amendments or change orders for the purchase of commodities and services up to the amount of ten (10) percent or \$50,000, whichever is less, of the original contract amount that was previously approved by the Board.

Employees who enter into agreements without authority may be personally liable for such agreements, whether oral or written.

**Step 1:** Contract Initiator and Vendor prepare draft contract  
(School Board Attorney Office (SBAO) Template Contracts available on SBAO webpage are strongly encouraged)

**Step 2:** Complete Contract Review Form, attach Required Documents to include the UNSIGNED Contract by the District / School.

**For Contracts using Budgeted Funds or For No Cost / Master (County Wide) Contracts:**  
Initiator submits Contract Review Package to Purchasing Department - See Step 3

**For Contracts using Internal Funds Individual to each School:**  
Initiator submits Contract Review Package direct to SBAO - See Step 4

**IMPORTANT**

**Step 3:** If Funded by Budgeted Funds, submit the Contract Review Package to the Purchasing Department. Purchasing will begin the contract review process and submit the contract to the SBAO for review. SBAO may reach out to Initiator and/or other Departments (Risk, IT,) with questions or concerns and will assist with contract revisions. SBAO will send the Contract Review Package back to the Purchasing Department for final processing and the return to Initiator.

Purchasing will log "District" Contracts (Cost/No Cost) on Contract Review Log and save copy of the Contract Review Package PLUS the Final Signed Contract you've return to Purchasing in the Contract Review Team Drive.

**Step 4:** If Funded by Internal Account (IA), submit the Contract Review Package directly to SBAO.  
Email: [contractreview@myoneclay.net](mailto:contractreview@myoneclay.net)  
The SBAO will begin the contract review process and return it directly to Initiator

**Step 5:** The Initiator is responsible for finalizing the Contract which includes:  
Addressing Comments/Revisions, Obtaining Required Signatures, Send District Final Signed Contract to Purchasing OR Retain Internal Accounts Final Signed Contract at School per School Board Record Policy.  
If there is a Cost associated with Contract, the Initiator must work with their Bookkeeper to finalize the Purchasing Process.  
**Budgeted Funds require a District Purchase Order. Internal Accounts require an IA Purchase Order.**

For assistance with legal-related matters, please visit the [School Board Attorney's Office \("SBAO"\) webpage](#) or call 904-336-6507  
For assistance with insurance-related matters, please visit the [Business Affairs - Risk Management webpage](#) or call 904-336-6745  
For assistance with District Purchasing, please visit the [Business Affairs - Purchasing webpage](#) or call 904-336-6736





**SERVICE CONTRACT FOR MULTIPLE LINES**  
**CLAIMS HANDLING**

THIS SERVICE CONTRACT FOR AUTOMOBILE LIABILITY, GENERAL LIABILITY, AUTOMOBILE PHYSICAL DAMAGE, PROPERTY AND WORKERS' COMPENSATION CLAIMS HANDLING is made and entered into this 12th day of June, 2023, but is effective for all purposes as of the 1st day of July, 2023, by and between the School Board of Clay County, FL (referred to as the "Client"), and JOHNS EASTERN COMPANY, INC. (referred to as the "Service Agent").

**WITNESSETH:**

**WHEREAS**, the Client has undertaken to self-insure its Automobile Liability, General Liability, Automobile Physical Damage, and Workers' Compensation liability in accordance with the Florida Workers' Compensation Law and other applicable Florida statutes and regulations; and

**WHEREAS**, the Service Agent is engaged in the supervision and administration of programs for self-insured Clients;

**WHEREAS**, the Client desires to engage the Service Agent for, and the Service Agent desires to assist the Client in, automobile liability, general liability, automobile physical damage, and workers' compensation claims handling;

**NOW, THEREFORE**, for and in consideration of the premises and of the mutual obligations, performance of services, and payment of compensation set forth herein, the parties agree as follows:

1. **Engagement.** The Client hereby engages the Service Agent to supervise and administer the Self-Insured Liability and Workers' Compensation Programs of the Client in accordance with the applicable rules and regulations as adopted and amended by the State of Florida.
2. **Term.** Subject to termination pursuant to Paragraph 9, the term of this Agreement shall begin as of July 1, 2023 and shall terminate on June 30, 2026; provided, however, that this Agreement shall renew for terms mutually agreed upon unless otherwise terminated.
3. **Fund for Payment of Claims.** The Client has the sole obligation and responsibility for funding the payment of claims under the Law and Rules. The Service Agent assumes no duty to fund any such claims at any time and shall have no obligation to advance funds for any such payment. The Client agrees to maintain all necessary funds for payment of claims in accordance with the Law and Rules and to inform the Service Agent of all relevant details with respect to any such accounts in order for the Service Agent to perform its duties under this Agreement. The Client shall add to or increase the amount



in any such accounts as needed, and, in any event, within five (5) business days from the Service Agent's notice to the Client to such effect. The Client shall be responsible for all fees, fines or claims incurred and/or any loss or damages sustained by the Service Agent in the event Client does not meet its obligations under this paragraph 3.

4. **Allocated Claims Expenses.** Charges for services below are billed at negotiated rates for vendors selected by CLIENT/SERVICE AGENT unless otherwise outlined below. "Allocated Claims Expenses" shall be defined as expenses arising in connection with the settlement of claims, which shall be defined as expenses directly allocated to a particular claim to be discharged from the accounts funded by the Client specified in Paragraph 3, including, but not limited to:
- a. Attorneys' and legal assistants' fees for claim and any lawsuits, before and at trial, on appeal, or otherwise;
  - b. Court and other litigation and settlement expenses, including, without limitation:
    - (i) Medical examinations to determine extent of liability;
    - (ii) Expert medical and other testimony;
    - (iii) Laboratory, X-ray and other diagnostic tests;
    - (iv) Autopsy, surgical reviews, and other pathology services;
    - (v) Physician and related fees and expenses in reading, interpreting, or performing any of the foregoing tests or services;
    - (vi) Stenographer, process server, and other related trial preparation, trial, settlement, and court costs;
    - (vii) Witnesses fees and expenses before and at trial, deposition, settlement discussions, or otherwise;
  - c. Fees and expenses for surveillance, private investigators, or otherwise;
  - d. Fees for the indexing of injured employees and third party claimants;
  - e. Fees for any work done outside the office, including, but not limited to, field investigations necessary to determine compensability, liability, Special Disability Trust Fund or subrogation recoverability, claimant control, attendance at mediations, hearings and depositions, attendance at medical consultations or hearings, and appraisals;
  - f. Fees for any field investigation will be \$85.00 per hour, \$0.45 a mile and \$1.00 per color photograph. We will bill at these rates all activities involving handling, controlling, or settling a Client's liability on a claim and fees are charged back to

and paid from the claim file; Field work for first party property losses will be billed based on the attached Property Schedule; or the schedule in effect at the time of accident. Catastrophe fees will be billed on the attached Catastrophe Schedule; or the schedule in effect at the time of the catastrophe.

- g. Fees for over-night or special mail service for various documents;
  - h. Fees for examining and reducing hospital and medical bills as appropriate will be \$7.95 per bill and 30% of savings over and above fee schedule savings;
  - i. Telephonic medical management will be \$250.00 per medical only and lost time exposures. This option requires all medical only and lost time exposures be handled through medical management ;
  - j. Photocopying and/or CD-ROM copies and review of relevant documentation;
  - k. Fees for Pre-Certification of Hospital Admissions, On-Site Case Management, Peer Review, Medical Care Audits, and Hospital Bill Audits; and
  - l. Medicare Set-Aside (MSA) services to include; recommendation for MSA submission, MSA cost projection, MSA submission, liability MSA services, comprehensive drug utilization review, lien search, conditional lien dispute, projection update.
5. **Compensation for the Service Agent.** For performing its services under this Agreement, the Service Agent shall be entitled to the following compensation:
- a. Fees for workers' compensation claims handling for the Client for exposures whose dates of loss fall between July 1, 2023 and June 30, 2026 will be an annual minimum and deposit of \$80,935.00. This fee will be billed on a quarterly basis and contemplates handling 196 exposures annually. If the number of exposures exceeds 196, the additional fee will be billed proportionately.
  - b. Fees for automobile, general liability and property claims handling for the Client for exposures whose dates of loss fall between July 1, 2023 and June 30, 2026 will be an annual minimum and deposit of \$21,071.00. This fee will be billed quarterly and contemplates handling 35 automobile liability, general liability and property exposures annually. If the number of exposures exceeds 35, then the fees will be billed proportionately.
  - c. Service Agent will provide Information management services including standard reports, OSHA reports, state reporting, internet access to claims system and document imaging for up to four users, online FROI/FNOL, Medicare secondary payer reporting, claim EDI reporting, medical EDI reporting, and Ad Hoc reporting at no additional cost the client.
  - d. Reports- Standard Johns Eastern PDF reports are provided at no charge. However, if specific custom reports are needed and programming is required there will be an



hourly fee of \$245.00 billed. The programming quote will be provided to the CLIENT prior to completion for approval to proceed with programming.

6. **Excess Reporting Obligation.** Unless otherwise specified in this Agreement, Service Agent agrees that reporting claims to excess insurance carrier is the Service Agent's responsibility. It is the responsibility of the Client to provide accurate coverage information regarding any insurance policies insuring claims covered by this contract. The information for all claim years that the Service Agent is handling will be made available to the Service Agent within 90 days of contract inception. New insurance information on renewal years will be made within 90 days of renewal date. Excess information will include name and claims reporting address and phone number of all carriers, policy number, effective dates, limits of liability, deductibles, specific retentions and loss funds. Actual policies will be provided. The excess information is required for each claim year that the Service Agent is handling for the Client. If the excess information is not made available as outlined in this paragraph, Service Agent will not be responsible for any penalties, interest, or reductions in excess recoveries, or any other liabilities because of late reporting as a result of or in connection therewith. The Service Agent shall not be responsible for costs, judgments', settlements, damages, etc. resulting from the excess carrier's denial of a claim due to untimely reporting at the fault of the prior administrator(s) for claims assumed under the current contract. The Service Agent shall not be responsible for reporting to excess or collecting recoverable(s) for closed claims at time of contract inception, unless so directed by Client.

7. **Continuing Handling of Claims After Termination of Contract or Legally Imposed Mandates.** Upon termination of this Agreement as set forth in paragraph 9, the Service Agent agrees to continue handling all claims that have been made and reported to it prior to such date of termination for thirty (30) days unless the parties have agreed otherwise in writing.

Upon repeal of any service mandated by the workers' compensation law and/or other applicable statutes and/or regulations, the Service Agent agrees to continue handling all claims under the repealed service that have been reported to it prior to the date of such repeal for thirty (30) days unless the parties have agreed otherwise in writing.

Upon exiting, client data will be provided to the new TPA either by a series of attachments to one or more email messages containing zip files which can be password-protected or via CD ROMS. The claim files may exist as paper files and will be shipped as such. If the claim files are stored as images in a document retrieval system, they will be provided via CD ROM or the most current means of providing data at the Service Agent's option. The cost for this will be no greater than \$3,500.00. The Client will be billed for any additional programming to help in data transfer.

8. **Disputes Subject to Arbitration.** Any dispute or claim arising out of or relating to this Agreement or any breach thereof shall be resolved by submission of such dispute or claim to arbitration, by a party giving notice to the other party, of its demand for arbitration. The Client and the Service Agent shall each select one member of the

arbitration panel and the two selected members shall select a third neutral member for the arbitration panel. In the event that either party fails to appoint an arbitrator within thirty (30) days of the other party's request for it to do so, the party requesting the appointment may appoint the other party's arbitrator. If the two party appointed arbitrators are unable to agree on the third neutral arbitrator, the third neutral arbitrator shall be selected by the American Arbitration Association. All arbitrators shall be experienced or knowledgeable of insurance claims administration related to the type of insurance subject to this Agreement. The arbitration shall be conducted in accordance with the Commercial Arbitration Rules and Mediation Procedures of the American Arbitration Association. The determination of the arbitrators shall be binding on all parties and the arbitration award or decision shall be binding on all parties and the arbitration award or decision shall be enforceable by any court having jurisdiction over the parties.

9. **Termination.** This Agreement may be terminated by either the Client or the Service Agent by giving prior written notice of ninety (90) days. In the event of such termination, compensation paid or payable to Service Agent under Paragraph 5 shall be prorated as applicable. Notwithstanding anything in this Paragraph 9 to the contrary, the insolvency or filing for relief from creditors of any party pursuant to the United States Bankruptcy Code or the material breach of a material provision of this Agreement by any party shall permit the other party to cancel this Agreement immediately upon written notice.
10. **Covenants of the Service Agent and the Client.** Each of the Service Agent and the Client agrees to use reasonable industry standards in the performance of its duties under this Agreement and will use its best efforts to comply at all times with the Law and the Rules.
11. **Indemnification.** The Client shall indemnify and hold harmless the Service Agent and the Service Agent's directors, officers, employees, stockholders, and agents against any and all claims, lawsuits, settlements, judgments, costs, penalties, and expenses, including, without limitation, all reasonable attorneys' and legal assistants' fees, resulting from the (a) breach of, or negligence or misconduct in performing any provision of this Agreement, by the Client or the Client's directors, officers, employees, stockholders or agents, whether acting alone or in collusion or in concert with others; or (b) the Service Agent's compliance with any instructions or directions given by the Client to the Service Agent.

The Service Agent shall indemnify and hold harmless the Client and the Client's directors, officers, employees, stockholders, and agents against any and all claims, lawsuits, settlements, judgments, costs, penalties, and expenses, including, without limitations, all reasonable attorneys' and legal assistants' fees, resulting from the breach, or negligence or misconduct in performing any provision, of this Agreement by the Service Agent or the Service Agent's directors, officers, employees, stockholders or agents, whether acting alone or in collusion or concert with others.





interpretation which renders the term or provision valid shall be favored.

- d. This Agreement constitutes the entire Agreement, and supersedes all prior agreements and understandings, oral and written among the parties to this Agreement with respect to the subject matter hereof.
- e. (i) If, within ten (10) days after demand to comply with the obligations of one of the parties to this Agreement served in writing on the other, compliance or reasonable assurance of compliance is not forthcoming, and the other party takes steps to enforce rights under this Agreement pursuant to paragraph 9 or otherwise, the prevailing party in any action shall be entitled to recover all reasonable costs and expenses (including all reasonable attorneys' and legal assistants' fees).
- (ii) If any monies shall be due either of the parties to this Agreement hereunder and shall not be paid within forty-five (45) days from the due date of such payment, interest shall accrue on such unpaid amount at the rate of 1% per month in accordance with the Florida Prompt Payment Act - F.S.218.70-79.
- f. This Agreement shall be binding upon and inure to the benefit of the successors in interest and assigns of the parties.
- g. The parties to this Agreement will execute and deliver, or cause to be executed and delivered, such additional or further documents, agreements, or instruments and shall cooperate with one another in all respects for the purpose of carrying out the transactions contemplated by this Agreement.
- h. This Agreement may be executed in any number of counterparts, each of which shall be considered an original, but all of which together shall constitute one and the same instrument and shall become effective when each of the parties has executed at least one of the counterparts even if all the parties have not executed the same counterpart.

IN WITNESS WHEREOF, the parties have executed this Agreement effective for all purposes as of July 1, 2023

***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***

WITNESSES:

School Board of Clay County, FL

\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_



WITNESSES:

Krista Brown

Gary Grant

JOHNS EASTERN COMPANY, INC.

Beverly Adkins  
Beverly Adkins, AIM, AIC  
Executive Vice President



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## **"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 ("SBCC") shall be interpreted to include the School Board of Clay County, Florida, Clay County District Schools ("District"), and all Board officers and employees.

1. The Company, Vendor, Agency, or Consultant, of Contract with the School Board of Clay County, hereafter collectively and individually referred to as the "CONTRACTOR".
2. CONTRACTOR represents that it is an independent contractor and that it requires that the SBCC treat it as such. CONTRACTOR agrees:
  - a. That it has no rights to any benefits extended by the SBCC to its employees [including without limitation, sick leave, vacation time, insurance coverage, etc.];
  - b. That it will not take a position contrary to their status as an independent contractor, and agrees to accept the responsibilities placed on independent contractors by federal and state law accordingly, the SBCC will not make the deductions or contributions that an employer may be required to make with respect to its employees, and the undersigned will be responsible for all federal and state tax and fund obligations, including without limitation, income tax, Social Security, unemployment compensation, etc.];
  - c. CONTRACTOR agrees, as an independent contractor and not an employee of the SBCC, it is responsible for providing their own Worker's Compensation Insurance and social security/self-employment contributions.
3. CONTRACTOR acknowledges and accepts responsibility for all risks of injury and loss associated with the performance of this Agreement. In addition to any other statutory or common law obligation to indemnify and defend the SBCC, CONTRACTOR shall indemnify, defend, and hold harmless the SBCC, its officers, and employees from any claim, loss, damage, penalty, or liability arising from the negligent acts, omissions, misfeasance, malfeasance, or intentionally wrongful conduct of CONTRACTOR, its employees, or agents relating to the performance of duties imposed upon CONTRACTOR by this Agreement. Such indemnity shall not be limited by benefits payable by or for CONTRACTOR under worker's compensation, disability, or any other employee benefits or insurance programs or policies. Contractor shall timely provide to the SBCC written notice of any claim, complaint, or demand asserted against CONTRACTOR related to the performance of this Agreement. CONTRACTOR's obligations under this section shall survive the termination of this Agreement.
4. CONTRACTOR agrees to be bound by, and at its own expense comply with, all federal, state, and local laws, ordinances, and regulations applicable to the services. CONTRACTOR shall review and comply with the confidentiality requirements of federal and state law and the SBCC policy regarding access to and use of records.
5. 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 SBCC'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 SBCC's sovereign immunity from suit, or to require the SBCC to indemnify CONTRACTOR 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 SBCC. The SBCC expressly reserves all other protections and privileges related to its sovereign immunity.
6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.



7. Method of Payment (if applicable): Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
  - a. 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 shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
  - b. Services and/or Products, as authorized and approved by SBCC, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs*) / Flat Rate (*cost for scope of work*) / etc.
  - c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable the SBCC policies.
  - d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
  - e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.
8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.
9. 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.
10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.
11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.
12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.
13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.
14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.
15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.
16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.
17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.



18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to [Clay County District Schools website](#) for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.
20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.
21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

<u>General Liability Policy:</u>	<u>Auto Liability Policy:</u>	<u>Worker's Compensation Policy:</u>
\$1,000,000.00 per occurrence	\$1,000,000.00 combined single limit	\$100,000
\$2,000,000.00 aggregate	\$5,000,000.00 (if charter or common carrier)	<i>*Exempt, need signed WCAF</i>

*\*If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1.*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC."* CONTRACTOR is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.



22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.
23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.
24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
  - 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 this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
  - b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
  - c. Ensure that all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
  - d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
  - e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.071(5)(a)2 and 3, Florida Statutes):
    - a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.071(5)(a)6]
    - b) Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9 [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.61091, and Fla. Stat. § 119.071(5)(a)2 and 6]

CONTRACTOR's failure to comply with the provisions set forth in this section shall constitute a default and material breach of this Agreement, which may result in termination by the SBCC without penalty.

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 SBCC'S CUSTODIAN OF PUBLIC RECORDS AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, OR AT 904-336-6500, OR AT: [PRR@myoneclay.net](mailto:PRR@myoneclay.net)

25. Government Funding (if Applicable): Funding for this Agreement may be provided in whole or in part by one or more Government funding agencies (Federal, State, Local). As a result, CONTRACTOR shall comply with applicable Laws, Regulations, Executive Orders, and Governmental Agency Rules and Policies included but not

limited to Titles: 2 – Grants and Agreements (2 C.F.R. §200), Title 7 – Agriculture (NSLP), Title 34 – Education (EDGAR, FERPA), Title 44 – Emergency Management and Assistance (FEMA); U.S. Code Titles: 20,31,40,41.

To the extent that the SBCC is using Government Funds as a source of payment for this Agreement, CONTRACTOR shall execute and deliver to the SBCC the following forms, attached hereto as Exhibit # 2: (a) EDGAR Certification; (b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; (c) Drug-Free Workplace Certification; (d) Non-Collusion Affidavit; and (e) Disclosure of Potential Conflict of Interest.

SBCC'S Representative with CONTRACTOR is: \_\_\_\_\_

School/Department Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Accepted and Agreed to:**

**SCHOOL BOARD OF CLAY COUNTY**

**CONTRACTOR**

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

By: Beverly Adkins

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

Print Name: Beverly Adkins, AIC, AIM

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

Title: Executive Vice President

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

Date: June 12, 2023

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**Exhibit # 1**

**WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)**

The undersigned Contractor/Vendor (“Contractor”) represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the “Board” or “District”), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an “Employee” as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor’s election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contractor had an opportunity to review and consult with legal counsel regarding this document.
10. Contractor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

Name of Contractor/Vendor: Johns Eastern Company, Inc.

Signature of Authorized Representative: 

Printed Name of Authorized Representative: Beverly Adkins, AIC, AIM

Title of Authorized Representative: Executive Vice President

Date: June 12, 2023



## Exhibit # 2 (a)

### EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations ("EDGAR"). The following certifications and provisions are required and apply when the School Board of Clay County, Florida ("SBCC" "School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

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#### **REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II to C.F.R. PART 200**

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**(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

**(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.**

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of \$10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

**(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

**(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29**



## **EDGAR CERTIFICATIONS (continued)**

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

**(F) Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

**(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

**(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236).** Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

**(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

**(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been







**Exhibit # 2 (b)**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS**

*This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.*

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

**Instructions for Certification:**

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:
  - a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
  - b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
  - d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor: Johns Eastern Comapny, Inc.

Beverly Adkins, AIC, AIM

Printed Name

Signature: \_\_\_\_\_



Executive Vice President

Title of Authorized Representative

Date: June 12, 2023



**Exhibit # 2 (c)**

**DRUG-FREE WORKPLACE CERTIFICATION**

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Florida Stat. as follows:

**Preference to businesses with drug-free workplace programs** - Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tied bids, proposal, or replies shall be followed if none of the tied vendor has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

**CONTRACTOR NAME:** Johns Eastern Company, Inc.

**AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE:**

Beverly Adkins, AIC, AIM  
(Printed Name)

  
(Signature)

Executive Vice President  
(Title)

June 12, 2023  
(Date)



**Exhibit # 2 (d)**

**NON-COLLUSION AFFIDAVIT**

State of FLORIDA)  
County of CLAY)

My name is (INSERT NAME Beverly Adkins). I hereby attest that I am authorized to execute this affidavit on behalf of my firm, its owners, directors, and officers. I have personal knowledge of the price(s), guarantees and the total financial commitment represented in the firm's offer and/or contract.

(1) The firm's prices and amounts offered have been arrived at independently and without consultation, communication or agreement with any other contractor or respondent.

(2) Neither the final nor approximate prices or amounts offered have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.

(3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.

(4) (INSERT NAME OF COMPANY Johns Eastern Company, Inc.) its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

I attest that (INSERT NAME OF COMPANY Johns Eastern Company, Inc.) understands and acknowledges that the above representations are material and important, and will be relied on by The School Board of Clay County, Florida, in awarding the contract for which this offer is submitted. I understand and my firm understands that any misstatement of material representations herein shall be treated as fraudulent or otherwise intentional concealment of the true facts relating to submission of offers for this contract.

**CONTRACTOR NAME:** Johns Eastern Company, Inc.

**AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:**

Beverly Adkins, AIC, AIM  
(Printed Name)

  
(Signature)

Executive Vice President  
(Title)

June 12, 2023  
(Date)

Exhibit # 2 (e)

**DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND  
CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP**

Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBCC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBCC. It also places restrictions on SBCC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBCC.

Contractor must disclose the names of any employees who are employed by Contractor who are also an employees of SBCC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Contractor's Employee	SBCC Title or Position of Contractor's Employee	SBCC Department/School of Contractor's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

- I hereby affirm that there are no known persons employed by Contractor who are also an employee of SBCC.
- I hereby affirm that all known persons who are employed by Contractor who are also an employee of SBCC have been identified above.

  
\_\_\_\_\_  
Signature

Johns Eastern Company, Inc.  
\_\_\_\_\_  
Company Name





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 06/13/2023

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.

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.

Table with PRODUCER (MARSH USA, LLC), CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, and NAIC #.

COVERAGES CERTIFICATE NUMBER: ATL-005610923-03 REVISION NUMBER: 4

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.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is included as an additional insured with respects General Liability where required by contract

CERTIFICATE HOLDER

CANCELLATION

Table with Certificate Holder details (The School Board of Clay County, FL) and Cancellation details (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions).

June 29, 2023 - Regular School Board Meeting

**Title**

C13 - Approve the 2023-2024 District's Property/Casualty/Active Assailant Insurance renewal submitted by Arthur J. Gallagher & Co. (broker)

**Description**

Annual renewal of the District's Property/Casualty/Active Assailant Insurance policies

**Gap Analysis**

Annually, the District undergoes a comprehensive analysis of its current insurable property and personnel. Our broker (Arthur J. Gallagher) obtains competitive quotes based on current insurance trends and needs for the next fiscal year. The goal is to obtain the best coverage possible while maintaining a manageable budget for the coverage. This year, the policy includes renewal for Property, General Liability, Auto Liability, School Leaders, Employment Practices Liability, Worker's Compensation, Crime, Cyber Risk, Boiler & Machinery, Storage Tank Liability, and Active Assailant Liability. The overall cost is a 30% increase of \$487,617 from the prior year's premium. The increase is primarily due to the rise in property values, payroll expenditures, and active assailant premiums.

**Previous Outcomes**

It is a standard operating practice to negotiate and present insurance renewals for approval based on needs, trends, and financial availability.

2015-2016 =	\$1,200,697
2016-2017 -	\$1,040,615
2017-2018 -	\$1,045,627
2018-2019	\$1,095,983
2019-2020	\$1,160,753
2020-2021	\$1,229,394
2021-2022	\$1,347,185
2022-2023	\$1,629,327
2023-2024	\$2,116,944

**Expected Outcomes**

To approve the Superintendent's recommendation to renew the 2023-2024 Property & Casualty Insurance Program option #2 as presented.

**Strategic Plan Goal**

The district ensures fiscal responsibility and equitable distribution of resources.

**Recommendation**

To obtain the School Board's approval of the District's Property, Liability, and Active Assailant insurance renewal policies, option #2 as presented.

**Contact**

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

**Financial Impact**

Estimated at \$2,116,944 funded through Self Insurance Program

**Review Comments**

**Attachments**

June 29, 2023 - Regular School Board Meeting

**Title**

C14 - 2023-24 PowerSchool Contract Renewals

**Description**

These Contracts will allow continued use of Powerschool products required for 2023-24 Fiscal Year.

**Gap Analysis**

Maintaining these contracts will ensure continued annual renewal discount of 1.5% per year (approximately \$5330.89 per year savings.)

**Previous Outcomes**

PowerSchool supplies Clay County Schools with ERP software (Business Plus), Evaluation and Professional Development Documentation and Record keeping (Elevate), HR Hiring and Onboarding software (Talent Ed Hire and Records and School Spring Job Board access.)

These products have been in use in Clay County since 2017 but over the years all products have been purchased by PowerSchool.

**Expected Outcomes**

Upon Approval Clay County District Schools will continue with all services provided by PowerSchool resulting in cost savings as well as time savings for individuals involved with invoices and purchase orders.

**Strategic Plan Goal**

GOAL 2 - Improve management of district-wide operations and facilities  
Strategy 2.2 Improve efficiency and reliability of operations to all district stakeholders  
Strategy 2.4 Ensure effective and efficient use of resources for fiscal stability

**Recommendation**

Approve the proposal in its entirety.

**Contact**

Susan Legutko, Assistant Superintendent of Business Affiars

**Financial Impact**

\$510,447.37

**Review Comments**

**Attachments**

- ☞ [Q-735984-202324 \(1\) \(1\).pdf](#)
- ☞ [Q-736007-202324 \(1\) \(1\).pdf](#)
- ☞ [Q-736018-202324 \(1\) \(1\).pdf](#)
- ☞ [Q-736047-202324 \(1\) \(1\).pdf](#)
- ☞ [Q-736058-202324 \(1\) \(1\).pdf](#)
- ☞ [Q748291.pdf](#)
- ☞ [Q-753599-202324 ELF CLay \(1\) \(2\).pdf](#)



Prepared By: Kathy Morash  
 Customer Name: Clay County School District - FL  
 Contract Term: 12 Months  
 Start Date: 1-AUG-2023  
 End Date: 31-JUL-2024  
 Billing Frequency: Annually

Customer Contact: John Mescall  
 Title: ITS Coordinator  
 Address: 900 Walnut Street  
 City: Green Cove Springs  
 State/Province: Florida  
 Zip Code: 32043  
 Phone #: (904) 336-9581

Product Description	Quantity	Unit	Unit Price	Extended Price
<b>Initial Term 1-AUG-2023 - 31-JUL-2024</b>				
<b>License and Subscription Fees</b>				

Unified Admin BusinessPlus Custom Development M/S	Amazon to Punch Out (PO)	1.00	Hour	USD 759.14
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License and Subscription Totals: **USD 759.14**

<b>Quote Total</b>	
<b>Initial Term</b>	<b>1-AUG-2023 - 31-JUL-2024</b>
<b>Amount To Be Invoiced</b>	<b>USD 759.14</b>

Fees charged in subsequent periods after the duration of this quote will be subject to a 3.5% annual uplift over the subscription fees for the then-current subscription period. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be paid in accordance with the Local Government Prompt Payment Act (218.70, st seq., Florida Statutes). All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. This renewal quote will continue to be subject to and incorporate the terms and conditions of the Addendum to the MSA and the PowerSchool Main Services (MSA) (January 1, 2021 version), known as the Master Agreement between PowerSchool Group, LLC ("PowerSchool") and Clay County School District - FL ("Customer") entered into on or around July 21, 2022.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Clay County School District - FL

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 24-JAN-2023

Date:

PO Number: \_\_\_\_\_

DRAFT

Prepared By: Kathy Morash  
 Customer Name: Clay County School District - FL  
 Contract Term: 12 Months  
 Start Date: 1-AUG-2023  
 End Date: 31-JUL-2024  
 Billing Frequency: Annually

Customer Contact: John Mescall  
 Title: ITS Coordinator  
 Address: 900 Walnut Street  
 City: Green Cove Springs  
 State/Province: Florida  
 Zip Code: 32043  
 Phone #: (904) 336-9581

Product Description	Quantity	Unit	Unit Price	Extended Price
<b>Initial Term 1-AUG-2023 - 31-JUL-2024</b>				
<b>License and Subscription Fees</b>				
Unified Admin BusinessPlus General Ledger Hosting	1.00	Students		USD 131,259.56
License and Subscription Totals:				<b>USD 131,259.56</b>

<b>Quote Total</b>	
<b>Initial Term</b>	<b>1-AUG-2023 - 31-JUL-2024</b>
<b>Amount To Be Invoiced</b>	<b>USD 131,259.56</b>

Fees charged in subsequent periods after the duration of this quote will be subject to a 3.5% annual uplift over the subscription fees for the then-current subscription period. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be paid in accordance with the Local Government Prompt Payment Act (218.70, st seq., Florida Statutes). All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. This renewal quote will continue to be subject to and incorporate the terms and conditions of the Addendum to the MSA and the PowerSchool Main Services (MSA) (January 1, 2021 version), known as the Master Agreement between PowerSchool Group, LLC ("PowerSchool") and Clay County School District - FL ("Customer") entered into on or around July 21, 2022.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Clay County School District - FL

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 24-JAN-2023

Date:

PO Number: \_\_\_\_\_

DRAFT

Prepared By: Kathy Morash  
 Customer Name: Clay County School District - FL  
 Contract Term: 12 Months  
 Start Date: 1-AUG-2023  
 End Date: 31-JUL-2024  
 Billing Frequency: Annually

Customer Contact: John Mescall  
 Title: ITS Coordinator  
 Address: 900 Walnut Street  
 City: Green Cove Springs  
 State/Province: Florida  
 Zip Code: 32043  
 Phone #: (904) 336-9581

Product Description	Quantity	Unit	Unit Price	Extended Price
<b>Initial Term 1-AUG-2023 - 31-JUL-2024</b>				
<b>License and Subscription Fees</b>				
Evaluation Choice - Certificated		3,100.00	Each	USD 88,908.00
PD Choice - Certificated License		3,100.00	User	USD 68,231.00
License and Subscription Totals:				<b>USD 157,139.00</b>

**Quote Total**

<b>Initial Term</b>	<b>1-AUG-2023 - 31-JUL-2024</b>
<b>Amount To Be Invoiced</b>	<b>USD 157,139.00</b>

Fees charged in subsequent periods after the duration of this quote will be subject to a 3.5% annual uplift over the subscription fees for the then-current subscription period. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be paid in accordance with the Local Government Prompt Payment Act (218.70, st seq., Florida Statutes). All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. This renewal quote will continue to be subject to and incorporate the terms and conditions of the Addendum to the MSA and the PowerSchool Main Services (MSA) (January 1, 2021 version), known as the Master Agreement between PowerSchool Group, LLC ("PowerSchool") and Clay County School District - FL ("Customer") entered into on or around July 21, 2022.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.



POWERSCHOOL GROUP LLC

Clay County School District - FL

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 24-JAN-2023

Date:

PO Number: \_\_\_\_\_

DRAFT

Prepared By: Kathy Morash  
 Customer Name: Clay County School District - FL  
 Contract Term: 12 Months  
 Start Date: 1-AUG-2023  
 End Date: 31-JUL-2024  
 Billing Frequency: Annually

Customer Contact: John Mescall  
 Title: ITS Coordinator  
 Address: 900 Walnut Street  
 City: Green Cove Springs  
 State/Province: Florida  
 Zip Code: 32043  
 Phone #: (904) 336-9581

Product Description	Quantity	Unit	Unit Price	Extended Price
<b>Initial Term 1-AUG-2023 - 31-JUL-2024</b>				
<b>License and Subscription Fees</b>				
UT Applicant Tracking		36,000.00	Students	USD 14,400.00
License and Subscription Totals:				<b>USD 14,400.00</b>

<b>Quote Total</b>	
<b>Initial Term</b>	<b>1-AUG-2023 - 31-JUL-2024</b>
<b>Amount To Be Invoiced</b>	<b>USD 14,400.00</b>

Fees charged in subsequent periods after the duration of this quote will be subject to a 3.5% annual uplift over the subscription fees for the then-current subscription period. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be paid in accordance with the Local Government Prompt Payment Act (218.70, st seq., Florida Statutes). All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. This renewal quote will continue to be subject to and incorporate the terms and conditions of the Addendum to the MSA and the PowerSchool Main Services (MSA) (January 1, 2021 version), known as the Master Agreement between PowerSchool Group, LLC ("PowerSchool") and Clay County School District - FL ("Customer") entered into on or around July 21, 2022.

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POWERSCHOOL GROUP LLC

Clay County School District - FL

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 24-JAN-2023

Date:

PO Number: \_\_\_\_\_

DRAFT

Prepared By: Kathy Morash  
 Customer Name: Clay County School District - FL  
 Contract Term: 12 Months  
 Start Date: 1-AUG-2023  
 End Date: 31-JUL-2024  
 Billing Frequency: Annually

Customer Contact: John Mescall  
 Title: ITS Coordinator  
 Address: 900 Walnut Street  
 City: Green Cove Springs  
 State/Province: Florida  
 Zip Code: 32043  
 Phone #: (904) 336-9581

Product Description	Quantity	Unit	Unit Price	Extended Price
<b>Initial Term 1-AUG-2023 - 31-JUL-2024</b>				
<b>License and Subscription Fees</b>				
Unified Admin BusinessPlus Budgeting M/S	1.00	Students		USD 5,036.99
Unified Admin BusinessPlus Form Printing M/S	1.00	Students		USD 1,383.28
Unified Admin BusinessPlus Form Printing M/S	1.00	Students		USD 3,598.06
Unified Admin BusinessPlus Click, Drag and Drill M/S	1.00	Students		USD 5,853.32
Unified Admin BusinessPlus Job/Project Ledger M/S	1.00	Students		USD 3,598.06
Unified Admin BusinessPlus Purchasing M/S	1.00	Students		USD 5,036.99
Unified Admin BusinessPlus Work Order Management M/S	1.00	Students		USD 0.00
Unified Admin BusinessPlus PunchOut M/S	1.00	Students		USD 3,598.06
Unified Admin BusinessPlus Documents Online M/S	1.00	Students		USD 3,598.06
Unified Admin BusinessPlus Payroll M/S	1.00	Students		USD 6,282.34
Unified Admin BusinessPlus Module Software M/S	1.00	Year		USD 0.00
Unified Admin BusinessPlus Accounts Recvble/Cash Recpt M/S	1.00	Students		USD 3,598.06
Unified Admin BusinessPlus Regulatory Reporting M/S	1.00	Students		USD 14,326.38
Unified Admin BusinessPlus Work Order Management M/S	1.00	Students		USD 3,598.06
Unified Admin BusinessPlus Contract Management M/S	1.00	Students		USD 3,598.06
Unified Admin BusinessPlus Fixed Assets M/S	1.00	Students		USD 3,598.06
Unified Admin BusinessPlus Human Resources M/S	1.00	Students		USD 6,282.34
Unified Admin BusinessPlus Accounts Payable/Bank Recon M/S	1.00	Students		USD 5,036.99
Unified Admin Analytics BusinessPlus M/S	1.00	Students		USD 15,033.86
Unified Admin BusinessPlus General Ledger M/S	1.00	Students		USD 8,995.75

License and Subscription Totals: **USD 102,052.72**

**Quote Total**

<b>Initial Term</b>	<b>1-AUG-2023 - 31-JUL-2024</b>
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<b>Amount To Be Invoiced</b>	<b>USD 102,052.72</b>
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Fees charged in subsequent periods after the duration of this quote will be subject to a 3.5% annual uplift over the subscription fees for the then-current subscription period. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be paid in accordance with the Local Government Prompt Payment Act (218.70, st seq., Florida Statutes). All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. This renewal quote will continue to be subject to and incorporate the terms and conditions of the Addendum to the MSA and the PowerSchool Main Services (MSA) (January 1, 2021 version), known as the Master Agreement between PowerSchool Group, LLC ("PowerSchool") and Clay County School District - FL ("Customer") entered into on or around July 21, 2022.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

DRAFT

POWERSCHOOL GROUP LLC

Clay County School District - FL

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 24-JAN-2023

Date:

PO Number: \_\_\_\_\_



Prepared By: Kathy Morash  
 Customer Name: Clay County School District - FL  
 Contract Term: 12 Months  
 Start Date: 1-AUG-2023  
 End Date: 31-JUL-2024  
 Billing Frequency: Annually

Customer Contact: John Mescall  
 Title: ITS Coordinator  
 Address: 900 Walnut Street  
 City: Green Cove Springs  
 State/Province: Florida  
 Zip Code: 32043  
 Phone #: (904) 336-9581

Product Description	Quantity	Unit	Unit Price	Extended Price
<b>Initial Term 1-AUG-2023 - 31-JUL-2024</b>				
<b>License and Subscription Fees</b>				
Unified Talent Records		36,000.00	Students	USD 56,880.00
UT Records Data Export Custom		1.00	Each	USD 0.00
UT Records Data Import Custom		1.00	Each	USD 0.00
UT Records Integration		1.00	Each	USD 0.00
Unified Talent (TalentEd) Perform Enterprise Classified		36,000.00	Students	USD 39,600.00
UT SchoolSpring Job Board Unlimited		36,000.00	Students	USD 6,120.00
License and Subscription Totals:				<b>USD 102,600.00</b>

<b>Quote Total</b>	
<b>Initial Term</b>	<b>1-AUG-2023 - 31-JUL-2024</b>
<b>Amount To Be Invoiced</b>	<b>USD 102,600.00</b>

Fees charged in subsequent periods after the duration of this quote will be subject to a 3.5% annual uplift over the subscription fees for the then-current subscription period. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be paid in accordance with the Local Government Prompt Payment Act (218.70, st seq., Florida Statutes). All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the Addendum to the MSA and the PowerSchool Main Services (MSA) (January 1, 2021 version), known as the Master Agreement between PowerSchool Group, LLC ("PowerSchool") and Clay County School District - FL ("Customer") entered into on or around July 21, 2022.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Clay County School District - FL

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 3-FEB-2023

Date:

PO Number: \_\_\_\_\_

DRAFT

Prepared By: Kathy Morash  
 Customer Name: Clay County School District - FL  
 Contract Term: 12 Months  
 Start Date: 1-AUG-2023  
 End Date: 31-JUL-2024  
 Billing Frequency: Annually

Customer Contact: John Mescall  
 Title: ITS Coordinator  
 Address: 900 Walnut Street  
 City: Green Cove Springs  
 State/Province: Florida  
 Zip Code: 32043  
 Phone #: (904) 336-9581

Product Description	Quantity	Unit	Unit Price	Extended Price
<b>Initial Term 1-AUG-2023 - 31-JUL-2024</b>				
<b>License and Subscription Fees</b>				

Unified Admin BusinessPlus Custom Development M/S	ELF Layouts Created for 3 AP Check Stocks	1.00	Hour	USD 2,236.95
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License and Subscription Totals: **USD 2,236.95**

**Quote Total**

<b>Initial Term</b>	<b>1-AUG-2023 - 31-JUL-2024</b>
<b>Amount To Be Invoiced</b>	<b>USD 2,236.95</b>

Fees charged in subsequent periods after the duration of this quote will be subject to a 3.5% annual uplift over the subscription fees for the then-current subscription period. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be paid in accordance with the Local Government Prompt Payment Act (218.70, st seq., Florida Statutes). All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. This renewal quote will continue to be subject to and incorporate the terms and conditions of the Addendum to the MSA and the PowerSchool Main Services (MSA) (January 1, 2021 version), known as the Master Agreement between PowerSchool Group, LLC ("PowerSchool") and Clay County School District - FL ("Customer") entered into on or around July 21, 2022.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Clay County School District - FL

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 7-FEB-2023

Date:

PO Number: \_\_\_\_\_

DRAFT

June 29, 2023 - Regular School Board Meeting

**Title**

C15 - Proposed Allocation Changes for 2023-2024

**Description**

Staff allocation documents clarify how each school, district department and division is staffed for the 2023-2024 school year. The School Board is required to take action on all staff allocation changes.

**Gap Analysis**

These allocation changes 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 staff allocation plan as submitted.

**Contact**

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

**Financial Impact**

Reflected in attachment.

**Review Comments**

**Attachments**

[23-24 Allocation Summary 06.29.23.pdf](#)



School	Add	Delete	Allocation	Comment	Salary	Benefits	Total Cost	
<b>2023-2024 ACTIONS</b>								
<b>General Funds</b>								
IT - 9040	1.0		Director of Information and Network Security	Reorganization of IT to reflect areas of leadership needs.	\$95,450	\$33,427	\$128,877	
IT - 9040		-1.0	Director of Assessment and Accountability	Reorganization of IT to reflect areas of leadership needs.	(\$95,450)	(\$33,427)	(\$128,877)	
SPS - 0671		-0.9	ESE Assistant, General	Student needs	(\$21,150)	(\$7,407)	(\$28,557)	
Academic Svs 9009		-1.0	Curriculum Specialist, 11-Month	Program needs	(\$55,708)	(\$19,509)	(\$75,217)	
Academic Svs 9009	1.0		Curriculum Coach, 10-Month	Program needs	\$48,450	\$16,967	\$65,417	
					<b>TOTAL:</b>	<b>(\$28,408)</b>	<b>(\$9,948)</b>	<b>(\$38,356)</b>
<b>Federal Funds (420/4100/4) IDEA</b>								
SPS - 0671	0.9		ESE Assistant, BH	Student needs	\$21,150	\$7,407	\$28,557	
					<b>TOTAL:</b>	<b>\$21,150</b>	<b>\$7,407</b>	<b>\$28,557</b>

DRAFT

June 29, 2023 - Regular School Board Meeting

**Title**

C16 - Monthly Financial Reports for May, 2023

**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 May 31, 2023.

**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: Ensures 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 May, 2023.

**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**

- ☉ [May 2023 Monthly Board Property Reports.pdf](#)
- ☉ [May 2023 Monthly Board Financial Reports.pdf](#)
- ☉ [Contracts \\$50,000 - \\$100,000 Signed by Superintendent.pdf](#)

MAY, 2023

LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
9004-C&C	\$ 53,454.00						\$ 53,454.00		\$ -
9005-ESE	\$ 26,512.00						\$ 26,512.00		\$ -
9006-ELED	\$ 26,512.00						\$ 26,512.00		\$ -
9010-TRANSPORTATION	\$ 30,849,747.15	\$ 147,150.00				\$ 106,478.00			\$ 31,103,375.15
TOTAL	\$ 30,956,225.15	\$ 147,150.00				\$ 106,478.00	\$ 106,478.00		\$ 31,103,375.15

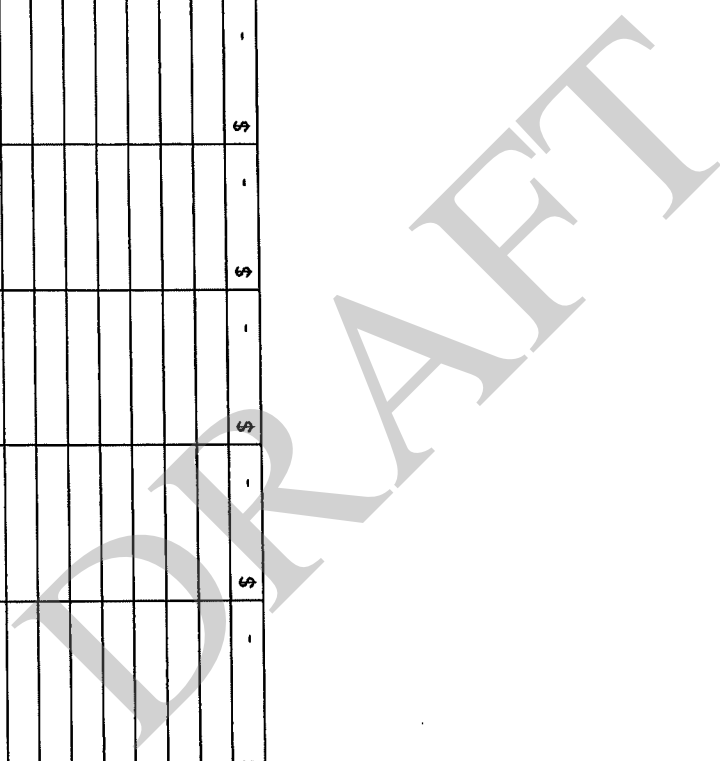
DRAFT

MAY, 2023

LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0111 BANNERMAN LEARNING CENTER	\$ 2,402.11							\$ 2,402.11
0252 ORANGE PARK HIGH	\$ 9,958.90							\$ 9,958.90
0311 KEYSTONE HEIGHTS JR/SR HIGH	\$ 1,792.00							\$ 1,792.00
0341 CLAY HIGH SCHOOL	\$ 17,812.00							\$ 17,812.00
0351 LAKESIDE JUNIOR HIGH	\$ 2,500.82							\$ 2,500.82
0361 ORANGE PARK JUNIOR HIGH	\$ 1,149.00							\$ 1,149.00
0391 MIDDLEBURG HIGH SCHOOL	\$ 18,208.40							\$ 18,208.40
0431 RIDGEVIEW HIGH SCHOOL	\$1,293.43							\$ 1,293.43
0481 LAKE ASBURY JUNIOR HIGH	\$ 11,237.85							\$ 11,237.85
0551 FLEMING ISLAND HIGH SCHOOL	\$ 1,231.99							\$ 1,231.99
0621 OAKLEAF VILLAGE ELEMENTARY	\$ 1,900.00						\$ 1,900.00	\$ -
0661 OAKLEAF HIGH SCHOOL	\$ 6,202.66							\$ 6,202.66
9005 EXCEPTIONAL STUDENT EDUCATION	\$ 1,900.00							\$ 1,900.00
TOTAL	\$ 77,589.16						\$ 1,900.00	\$ 75,689.16

MAY, 2023

LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0341 CLAY HIGH SCHOOL	\$ 5,599.00								\$ 5,599.00
0431 RIDGEVIEW HIGH	\$ 3,450.00								\$ 3,450.00
0541 RIDEOUT ELEMENTARY	\$ 7,605.95								\$ 7,605.95
0611 OAKLEAF JUNIOR HIGH	\$ 37,921.00								\$ 37,921.00
9008 ADULT COMMUNITY EDUCATION	\$ 1,295.00								\$ 1,295.00
9010 TRANSPORTATION	\$ 38,383.84								\$ 38,383.84
9020 OPERATIONS	\$ 4,495.38								\$ 4,495.38
9021 MAINTENANCE	\$ 13,800.00								\$ 13,800.00
9040 INFORMATION & TECH SERVICES	\$ 4,569,653.74								\$ 4,569,653.74
9110 FOOD & NUTRITION SERVICES	\$ 39,100.00								\$ 39,100.00
TOTAL	\$ 4,721,303.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,721,303.91





FURNITURE/EQUIPMENT

MAY, 2023

LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0020 FL YOUTH CHALLENGE ACADEMY	\$ 6,217.40								\$ 6,217.40
0021 GREEN COVE SPRINGS JUNIOR HIGH	\$ 331,017.67	\$ 9,952.56							\$ 340,970.23
0071 CHARLES E BENNETT ELEMENTARY	\$ 157,965.64							\$ 1,177.57	\$ 156,788.07
0111 BANNERMAN LEARNING CENTER	\$ 172,417.58	\$ 3,248.28				\$ 1,510.91			\$ 177,176.77
0113 AMI KIDS	\$ 7,461.21								\$ 7,461.21
0201 ORANGE PARK ELEMENTARY	\$ 137,920.61								\$ 137,920.61
0232 GROVE PARK ELEMENTARY	\$ 214,902.24	\$ 2,861.00						\$ 2,479.00	\$ 215,284.24
0241 W E CHERY ELEMENTARY	\$ 184,550.25	\$ 6,923.76							\$ 191,474.01
0252 ORANGE PARK HIGH	\$ 1,340,535.23	\$ 23,490.52							\$ 1,364,025.75
0261 DOCTORS INLET ELEMENTARY	\$ 183,370.40							\$ 2,141.28	\$ 181,229.12
0271 MIDDLEBURG ELEMENTARY	\$ 178,095.20	\$ 2,861.00							\$ 180,956.20
0301 KEYSTONE HEIGHTS ELEMENTARY	\$ 309,726.74	\$ 11,097.60						\$ 1,030.00	\$ 319,794.34
0311 KEYSTONE HEIGHTS JR/SR HIGH	\$ 800,120.39	\$ 8,904.22							\$ 809,024.61
0331 S BRYAN JENININGS ELEMENTARY	\$ 157,639.19								\$ 157,639.19
0341 CLAY HIGH SCHOOL	\$ 962,165.13	\$ 29,294.95				\$ 1,920.00			\$ 993,380.08
0351 LAKESIDE JUNIOR HIGH	\$ 382,402.70	\$ 17,033.65						\$ 1,168.00	\$ 398,268.35
0352 LAKESIDE ELEMENTARY	\$ 255,636.91								\$ 255,636.91
0361 ORANGE PARK JUNIOR HIGH	\$ 498,114.35	\$ 6,621.20							\$ 504,735.55
0371 WILKINSON JUNIOR HIGH	\$ 484,045.07	\$ 6,923.76						\$ 10,901.75	\$ 480,067.08
0381 MONTCLAIR ELEMENTARY	\$ 167,082.29	\$ 9,556.95							\$ 176,639.24
0391 MIDDLEBURG HIGH SCHOOL	\$ 1,228,255.55	\$ 1,269.54						\$ 20,807.00	\$ 1,208,718.09
0401 RIDGEVIEW ELEMENTARY	\$ 303,029.32					\$ 2,635.60			\$ 300,393.72
0411 CLAY HILL ELEMENTARY	\$ 270,723.25								\$ 270,723.25
0431 RIDGEVIEW HIGH SCHOOL	\$ 1,065,988.50	\$ 10,489.17						\$ 1,089.19	\$ 1,075,388.48
0451 LAKE ASBURY ELEMENTARY	\$ 182,796.66	\$ 3,307.91							\$ 186,104.57
0471 ROBERT M PATERSON ELEMENTARY	\$ 235,636.46								\$ 235,636.46
0481 LAKE ASBURY JUNIOR HIGH	\$ 635,099.22	\$ 3,509.98				\$ 1,920.00		\$ 2,265.99	\$ 634,423.21
0491 WILKINSON ELEMENTARY	\$ 379,112.39								\$ 379,112.39
0501 TYNES ELEMENTARY	\$ 291,236.53	\$ 6,525.00							\$ 297,761.53
0511 MCRAE ELEMENTARY	\$ 214,694.47								\$ 214,694.47
0521 FLEMING ISLAND ELEMENTARY	\$ 198,256.41	\$ 1,889.48							\$ 200,145.89
0531 THUNDERBOLT ELEMENTARY	\$ 224,705.38	\$ 5,915.28							\$ 230,620.66
0541 RIDEOUT ELEMENTARY	\$ 182,870.53							\$ 7,768.28	\$ 175,102.25
0551 FLEMING ISLAND HIGH SCHOOL	\$ 1,270,475.41							\$ 16,536.97	\$ 1,253,938.44
0571 SWIMMING PEN CREEK ELEMENTARY	\$ 144,126.49							\$ 4,494.16	\$ 144,126.49
0591 ARGYLE ELEMENTARY SCHOOL	\$ 162,490.07	\$ 4,519.70				\$ 3,002.30			\$ 162,515.61
0601 COPPERGATE ELEMENTARY	\$ 220,638.45	\$ 6,005.39							\$ 229,646.14
0611 OAKLEAF JUNIOR HIGH	\$ 545,151.14	\$ 8,642.56						\$ 11,059.00	\$ 542,734.70
0621 OAKLEAF VILLAGE ELEMENTARY	\$ 297,910.22	\$ 1,191.35							\$ 299,101.57
0631 SHADOWLAWN ELEMENTARY	\$ 229,457.69	\$ 1,870.60							\$ 231,328.29
0641 DISCOVERY OAKS ELEMENTARY	\$ 651,721.05								\$ 651,721.05

FURNITURE/EQUIPMENT

MAY, 2023

LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0651 PLANTATION OAKS ELEMENTARY	\$ 611,222.80							\$ 7,439.65	\$ 603,783.15
0661 OAKLEAF HIGH SCHOOL	\$ 1,588,966.10	\$ 9,527.25			\$ 2,635.60			\$ 28,604.05	\$ 1,572,524.90
0769 ST. JOHNS COUNTRY DAY	\$ 11,345.00								\$ 11,345.00
1409 ANNUNCIATION CATHOLIC SCHOOL	\$ 1,059.00								\$ 1,059.00
7005 CLAY VIRTUAL ACADEMY	\$ 21,941.48								\$ 21,941.48
9000 SCHOOL BOARD	\$ 18,118.86								\$ 18,118.86
9002 CAREER & TECHNICAL EDUCATION	\$ 22,297.96								\$ 22,297.96
9003 INSTRUCTIONAL RESOURCES	\$ 44,565.78								\$ 44,565.78
9004 CLIMATE & CULTURE	\$ 82,404.59							\$ 1,183.39	\$ 81,221.20
9005 EXCEPTIONAL STUDENT EDUCATION	\$ 179,745.39								\$ 179,745.39
9006 DEPT OF ELEMENTARY EDUCATION	\$ 42,876.27				\$ 1,114.14				\$ 43,990.41
9007 K12 ACADEMIC SERVICES	\$ 5,946.87								\$ 5,946.87
9008 ADULT COMMUNITY EDUCATION	\$ 93,149.53								\$ 93,149.53
9009 PROFESSIONAL DEVELOPMENT	\$ 73,935.73					\$ 1,114.14			\$ 72,821.59
9010 TRANSPORTATION	\$ 582,723.04	\$ 3,059.70						\$ 9,271.51	\$ 576,511.23
9015 READING & EARLY LITERACY	\$ 28,922.65								\$ 28,922.65
9016 SUPERINTENDENT	\$ 40,675.76							\$ 1,707.91	\$ 38,967.85
9020 OPERATIONS	\$ 24,564.93								\$ 24,564.93
9021 MAINTENANCE DEPARTMENT	\$ 692,320.05	\$ 70,210.00						\$ 2,850.19	\$ 759,679.86
9022 SAFETY & SECURITY	\$ 131,755.72	\$ 1,605.00							\$ 133,360.72
9023 FACILITY PLANNING & CONSTRUCT	\$ 62,105.08								\$ 62,105.08
9024 CODE ENFORCEMENT	\$ 9,145.53								\$ 9,145.53
9025 SCHOOL POLICE DEPARTMENT	\$ 385,988.98								\$ 385,988.98
9030 PRINT CENTER	\$ 57,689.79								\$ 57,689.79
9040 INFORMATION & TECH SERVICES	\$ 1,711,780.52	\$ 3,406.36						\$ 1,689.67	\$ 1,713,497.21
9050 BUSINESS AFFAIRS DIVISION	\$ 152,289.00	\$ 1,191.39				\$ 1,510.91			\$ 151,969.48
9060 HUMAN RESOURCES	\$ 67,885.34								\$ 67,885.34
9106 TITLE 1	\$ 24,062.08								\$ 24,062.08
9110 FOOD & NUTRITION SERVICES	\$ 232,361.28	\$ 18,329.64				\$ 3,002.30		\$ 1,822.52	\$ 245,866.10
9111 CURRICULUM & INSTRUCTION	\$ 28,411.83								\$ 28,411.83
9113 TEACHER TRAINING CENTER FIH	\$ 17,734.72								\$ 17,734.72
9114 TEACHER LEARNING CENTER OPHS	\$ 4,382.44								\$ 4,382.44
9252 SEDNET	\$ 34,723.19	\$ 2,799.00							\$ 37,522.19
TOTAL	\$ 22,952,858.68	\$ 304,033.75	\$ -	\$ -	\$ 10,182.95	\$ 10,182.95	\$ 10,182.95	\$ 137,487.08	\$ 23,119,405.35

GLFTR REPORT NON ASSET CREDITS  
 \$6850.00 - \$6850.00 Reclassed and offset each other  
 -555.80 Discount given by vendor  
 -14.55 Non asset  
 -7420.35 TOTAL

**CLAY COUNTY SCHOOL BOARD**  
**SUMMARY OF CASH INVESTMENTS**  
**07/01/2022 thru 05/31/2023**

	CASH BALANCE	INVESTMENT AMOUNT	TYPE	GRAND TOTAL
General Fund(3)	5,003.00	23,701,108.06	(1) & (4) SBA/OTH	23,706,111.06
Debt Services(5)	0.00	513,945.36	SBA/OTH	513,945.36
Capital Projects	0.00	53,062,569.31	SBA/OTH	53,062,569.31
Special Rev. - Other	0.00	0.00	SBA	0.00
Spec. Rev - Food Service	12,344,950.58	955,791.98	SBA	13,300,742.56
Self Insurance	0.00	7,253,227.60	SBA	7,253,227.60
<b>GRAND TOTAL</b>	<b>12,349,953.58</b>	<b>85,486,642.31</b>		<b>97,836,595.89</b>

NOTES:

1. The rate of interest earned on investments with the State Board of Administration (PRIME) during the month of May, 2023 was 5.23%.
2. For comparison purposes with the General Fund Statement of Revenue, we have completed 91.67% 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 \$1,491,333.86 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 May, 2023 was 5.14%.
5. Trustee Accounts - Amounts placed with SBA by the Florida Department of Education for investment of debt service moneys.

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**CLAY COUNTY SCHOOL BOARD**  
**GENERAL FUNDS**  
**STATEMENT OF REVENUE**  
**07/01/2022 thru 05/31/2023**

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Federal Impact Aid	3121	500,000.00	500,000.00	502,875.00	100.58%
	R O T C	3191	375,000.00	375,000.00	358,779.90	95.67%
<b>Federal Direct - Total</b>			<b>875,000.00</b>	<b>875,000.00</b>	<b>861,654.90</b>	
Fed thru Local and State	Medicaid	3202	2,000,000.00	2,000,000.00	1,461,285.15	73.06%
	Federal Through Local Revenue	3280	300,000.00	366,927.40	354,734.77	96.68%
<b>Fed thru Loc State - Total</b>			<b>2,300,000.00</b>	<b>2,366,927.40</b>	<b>1,816,019.92</b>	
State Sources	Florida Educ Finance Program	3310	215,042,001.00	211,314,281.00	182,734,970.00	86.48%
	Workforce Development	3315	730,888.00	730,888.00	669,988.00	91.67%
	Workforce Performance Incentive	3317	0.00	0.00	12,314.00	NA
	CO&DS Withheld/Admin Expense	3323	22,000.00	22,000.00	0.00	0.00%
	State License Tax	3343	20,000.00	40,000.00	39,128.78	97.82%
	Class Size Reduction	3355	37,661,135.00	37,485,693.00	34,376,508.00	91.71%
	School Recognition	3361	0.00	3,007,741.00	3,007,741.00	100.00%
	Voluntary Pre-K High Schools	3370	103,000.00	103,000.00	82,628.55	80.22%
	Voluntary Pre-K	3371	750,000.00	750,000.00	480,220.50	64.03%
	Miscellaneous State Revenue	3390	770,000.00	1,035,409.77	656,486.47	63.40%
<b>State Sources - Total</b>			<b>255,099,024.00</b>	<b>254,489,012.77</b>	<b>222,059,985.30</b>	
Local Sources	District School Taxes	3411	62,285,636.34	62,174,384.00	61,159,573.82	98.37%
	Prior Year Coll School Taxes	3419	30,000.00	30,000.00	29,634.69	98.78%
	Tax Redemptions	3421	1,000,000.00	1,000,000.00	0.00	0.00%
	Rent	3425	600,000.00	600,000.00	553,303.93	92.22%
	Interest Incl Profit On Investment	3430	200,000.00	200,000.00	2,636,024.39	1,318.01%
	Gifts Grants & Bequests	3440	188,531.29	279,849.17	159,849.17	57.12%
	Adult Gen Educ Course Fee-GED	3461	45,120.00	78,381.72	33,538.37	42.79%
	Postsecondary Voc Course Fees	3462	0.00	2,798.98	2,799.03	100.00%
	Lifelong Learning Fees	3466	0.00	0.00	425.88	NA
	Other Student Fees	3469	0.00	7,305.00	12,282.06	168.13%
	Preschool Program Fees	3471	350,000.00	350,000.00	476,539.53	136.15%
	Other Schl Class Fees	3479	25,320.00	48,342.08	23,342.08	48.29%
	Miscellaneous Local Sources	3490	1,064,768.57	1,701,951.99	2,167,150.07	127.33%
	Receipt Of Fed Indirect Cost	3494	1,000,000.00	1,000,000.00	852,915.46	85.29%
	Other Misc Local Sources	3495	300,000.00	300,000.00	360,132.15	120.04%
	Refund Of Prior Year's Expense	3497	50,000.00	50,000.00	152,628.12	305.26%
	Lost Damaged & Sale Of Textbook	3498	100.00	100.00	186.02	186.02%
Receipt Of Food Serv Ind Cost	3499	400,000.00	400,000.00	194,556.72	48.64%	
<b>Local Sources - Total</b>			<b>67,539,476.20</b>	<b>68,223,112.94</b>	<b>68,814,881.49</b>	
Transfers	Transfer From Capital Projects	3630	4,394,750.00	4,394,750.00	4,356,947.80	99.14%
	Transfer From Internal Service	3670	3,000,000.00	3,000,000.00	0.00	0.00%
<b>Transfers - Total</b>			<b>7,394,750.00</b>	<b>7,394,750.00</b>	<b>4,356,947.80</b>	
Other Financing Sources	Sale Of Equipment	3733	100,000.00	100,000.00	42,597.71	42.60%
	Insurance Loss Recoveries	3740	5,000.00	5,000.00	93,255.88	1,865.12%
<b>OFS - Total</b>			<b>105,000.00</b>	<b>105,000.00</b>	<b>135,853.59</b>	
<b>Revenues - Total</b>			<b>333,313,250.20</b>	<b>333,453,803.11</b>	<b>298,045,343.00</b>	<b>89.38%</b>
Fund Balance	Restricted Fund Balance	2720	0.00	0.00	0.00	
	Fund Balance 7-1-2022	2750	31,117,992.99	31,117,992.99	31,117,992.99	
<b>Grand Total</b>			<b>364,431,243.19</b>	<b>364,571,796.10</b>	<b>329,163,335.99</b>	<b>90.29%</b>

**CLAY COUNTY SCHOOL BOARD**  
**GENERAL FUNDS**  
**STATEMENT OF EXPENDITURES AND TRANSFERS**  
**07/01/2022 thru 05/31/2023**

Expense	Acc#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Emm Services	Mat & Supplies	Cap Outlay	Other Misc.	Totals	% OF Budget
Basic FEFP K-12	5100	187,428,029.23	180,919,603.84	90,275,849.18	29,209,927.06	18,481,800.25	1,270.62	5,583,257.78	575,530.89	1,021,132.71	145,128,767.99	90.19%
Exceptional Education	5200	51,408,670.30	52,056,096.04	35,058,523.80	11,658,716.13	2,538,490.19	3,444.07	361,660.60	120,468.09	36,890.66	49,778,213.34	95.62%
Career, Technical Education	5300	10,168,582.01	10,829,633.47	5,494,366.26	1,786,221.64	460,908.02	4,128.13	325,323.17	647,308.60	80,643.48	8,798,899.30	81.25%
Adult General	5400	276,350.77	42,823,75	140,377.02	42,174.85	18,410.02	0.00	7,877.38	3,843.32	18,461.12	231,143.71	56.02%
Voluntary Pre K	5500	1,026,668.84	1,059,389.02	704,583.59	229,357.13	33,175.20	0.00	36,021.31	133.19	0.00	1,003,270.42	94.70%
Other Instruction	5900	0.00	101,778.35	1,079,173.26	189,681.76	0.00	0.00	39,602.88	2,811.55	650.00	1,291,719.45	1,269.15%
Student Support Services	6100	18,279,709.29	18,557,551.66	12,358,981.58	3,850,467.90	453,128.92	2,721.00	147,304.14	148,339.63	24,423.56	16,985,366.73	91.53%
Instructional Media Services	6200	4,644,256.03	4,710,847.89	2,994,387.09	1,019,091.58	225,981.62	0.00	72,807.37	128,114.16	2,237.00	4,442,618.82	94.31%
Inst. & Curric. Dev Services	6300	4,729,462.99	4,671,461.69	3,022,421.89	930,088.36	62,827.91	847.00	36,222.15	26,436.71	14,842.84	4,093,686.86	87.63%
Inst. Staff Training Services	6400	2,861,629.96	3,352,984.02	1,920,300.80	557,183.63	400,783.11	0.00	67,577.81	6,427.22	29,361.50	2,981,634.07	88.82%
Instruction Related Technology	6500	5,798,794.65	5,769,522.10	2,276,481.95	755,270.83	1,631,643.00	0.00	46,098.88	375,313.93	0.00	5,084,808.59	88.13%
Board	7100	1,045,176.20	1,157,176.20	369,737.86	174,716.72	243,956.74	0.00	1,491.46	0.00	23,817.50	813,720.28	70.32%
General Administration	7200	485,955.38	485,955.38	351,535.16	154,826.26	16,790.52	447.00	3,699.18	0.00	17,709.01	545,007.13	112.15%
School Administration	7300	17,237,122.21	17,479,199.52	12,279,533.32	3,849,492.20	48,689.39	0.00	65,777.15	133,677.35	26,416.90	16,403,726.31	93.65%
Facilities Acquisition and Construction	7400	4,131,187.30	5,342,649.92	873,410.19	276,401.06	386,512.73	19,306.69	9,417.98	1,187,884.14	709,175.20	3,462,107.99	64.80%
Fiscal Services	7500	1,813,394.37	1,666,852.55	954,531.76	301,473.81	34,965.55	0.00	9,911.02	11,594.72	31,448.90	1,343,925.76	80.63%
Food Services	7600	145,385.15	262,724.55	248,632.82	54,482.46	0.00	0.00	0.00	0.00	0.00	303,115.08	115.37%
Central Services	7700	4,896,565.81	5,144,457.01	2,290,555.66	722,758.47	202,429.40	6,287.90	81,936.05	569,196.91	22,108.00	3,895,272.39	75.72%
Pupil Transportation Services	7800	12,626,872.07	13,296,229.36	7,415,885.23	2,365,817.79	535,662.97	1,775,581.01	834,426.97	413,565.81	3,574.22	13,344,513.60	100.36%
Operation of Plant	7900	24,728,568.32	25,387,684.12	6,438,728.53	2,377,647.02	4,744,033.73	6,942,382.71	741,718.72	259,208.35	354.76	21,504,083.82	84.70%
Maintenance Of Plant	8100	7,400,412.57	7,399,343.19	3,347,323.68	1,164,646.64	1,746,968.98	130,508.67	971,507.62	193,291.91	10,557.63	6,964,204.93	94.12%
Administrative Technology Svcs	8200	1,646,968.36	1,612,874.91	1,094,237.21	354,587.41	7,046.58	11,906.00	10,324.21	4,637.18	232.27	1,482,980.86	91.95%
Community Services	9100	639,724.21	674,242.46	288,858.49	124,087.76	581.10	0.00	37,735.05	73.69	10,967.25	462,403.34	68.58%
Debt Service	9200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	NA
<b>Total Expense</b>		<b>333,419,486.02</b>	<b>342,350,876.00</b>	<b>191,278,515.93</b>	<b>62,129,128.47</b>	<b>31,654,385.13</b>	<b>8,899,840.80</b>	<b>9,491,658.88</b>	<b>4,807,656.85</b>	<b>2,085,004.71</b>	<b>310,345,190.77</b>	<b>90.65%</b>
Nonspendable Fund Balance	6/30/2023	1,000,000.00	1,000,000.00								1,000,000.00	
Restricted Fund Balance	6/30/2023	5,902,730.53	4,902,730.53								4,902,730.53	
Assigned Fund Balance	6/30/2023	7,815,247.00	3,815,247.00								3,815,247.00	
Unassigned Fund Balance	6/30/2023	16,293,779.64	12,502,942.57								9,100,167.69	
<b>Total Fund Balance</b>	6/30/2023	<b>31,011,757.17</b>	<b>22,220,920.10</b>								<b>18,818,145.22</b>	
<b>Grand Totals</b>		<b>364,431,243.19</b>	<b>364,571,796.10</b>								<b>329,163,335.99</b>	<b>90.29%</b>



**CLAY COUNTY SCHOOL BOARD**  
**GENERAL FUNDS - Additional Millage Fund**  
**STATEMENT OF REVENUE**  
**07/01/2022 thru 05/31/2023**

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Local Sources	District School Taxes	3411	15,893,247.34	15,893,247.34	15,287,280.29	96.19%
<b>Local Sources - Total</b>			<b>15,893,247.34</b>	<b>15,893,247.34</b>	<b>15,287,280.29</b>	
<b>Revenue</b>			<b>15,893,247.34</b>	<b>15,893,247.34</b>	<b>15,287,280.29</b>	
Fund Balance	Fund Balance	2750	9,703,736.47	9,703,736.47	9,703,736.47	
<b>Fund Balance - Total</b>			<b>9,703,736.47</b>	<b>9,703,736.47</b>	<b>9,703,736.47</b>	
<b>Fund Balance July 1, 2022</b>			<b>9,703,736.47</b>	<b>9,703,736.47</b>	<b>9,703,736.47</b>	
<b>Grand Total</b>			<b>25,596,983.81</b>	<b>25,596,983.81</b>	<b>24,991,016.76</b>	<b>97.63%</b>

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**CLAY COUNTY SCHOOL BOARD**  
**GENERAL FUNDS - Additional Millage Fund**  
**STATEMENT OF EXPENDITURES AND TRANSFERS**  
**07/01/2022 thru 05/31/2023**

Expense	Acc#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Eng Services	Mat/Supplies	Cap Outlay	Other Misc.	Totals	% OF Budget
Facilities Aquisition & Const	7400	7,954,833.55	7,954,833.55	0.00	0.00	133,000.00	0.00	0.00	4,150,826.37	0.00	4,285,826.37	53.88%
Facilities (S D )	7700	1,000.00	2,000.00	0.00	0.00	2,846.17	0.00	0.00	0.00	0.00	2,846.17	141.48%
Pupil Transportation Services	7800	109,736.60	109,736.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Operation Of Plant	7900	5,040,959.19	5,039,959.19	2,582,266.91	1,089,171.36	539,653.88	59,555.32	31,484.27	50,730.20	389.60	4,353,251.54	86.37%
Maintenance Of Plant	8100	148,184.18	148,184.18	104,533.11	32,868.51	0.00	0.00	0.00	0.00	0.00	137,401.62	92.72%
<b>Total Expense</b>		<b>13,254,713.52</b>	<b>13,254,715.52</b>	<b>2,686,800.02</b>	<b>1,122,039.87</b>	<b>677,500.05</b>	<b>59,555.32</b>	<b>31,484.27</b>	<b>4,201,556.57</b>	<b>389.60</b>	<b>8,779,325.70</b>	<b>66.24%</b>
Restricted Fund Balance	6/30/2023	12,342,270.29	12,342,268.29								16,211,691.06	
Unassigned Fund Balance	6/30/2023	0.00	0.00								0.00	
<b>Total Fund Balance</b>	<b>6/30/2023</b>	<b>12,342,270.29</b>	<b>12,342,268.29</b>								<b>16,211,691.06</b>	
<b>Grand Totals</b>		<b>25,596,983.81</b>	<b>25,596,983.81</b>								<b>24,991,016.76</b>	<b>97.63%</b>

**CLAY COUNTY SCHOOL BOARD**  
**DEBT SERVICE FUND**  
**STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS**  
**07/01/2022 Thru 05/31/2023**

**REVENUE AND TRANSFERS**

**Local Sources**

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investment	3430	0.00	125.00	14,680.08	11,744.06%
<b>Total Local Sources</b>		0.00	125.00	14,680.08	

**State Sources**

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
CO & DS Withhd For SBE Bonds	3322	61,800.00	61,800.00	0.00	0.00%
Racing Commission Funds	3341	215,473.76	215,473.76	223,250.00	103.61%
<b>Total State Sources</b>		277,273.76	277,273.76	223,250.00	

**Transfers**

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Transfer From Capital Projects	3630	6,805,195.91	6,805,195.91	2,034,591.39	29.90%
<b>Total Transfers</b>		6,805,195.91	6,805,195.91	2,034,591.39	
<b>Total REVENUE AND TRANSFERS</b>		7,082,469.67	7,082,594.67	2,272,521.47	32.09%
Fund Balance July 1, 2022		484,244.57	484,244.57	484,244.57	
<b>GRAND TOTAL</b>		7,566,714.24	7,566,839.24	2,756,766.04	36.43%

**EXPENDITURES**

**Debt Service**

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Redempt Of Prnc	710	6,034,367.09	6,034,367.09	1,644,367.09	27.25%
Interest	720	1,033,227.58	1,033,227.83	609,046.24	58.95%
Dues And Fees	730	15,000.00	15,000.00	9,268.88	61.79%
<b>Total Debt Service</b>		7,082,594.67	7,082,594.92	2,262,682.21	
<b>Total EXPENDITURES</b>		7,082,594.67	7,082,594.92	2,262,682.21	31.95%

**FUND BALANCE**

**Fund Balance**

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2023	2750	484,119.57	484,244.32	494,083.83	
<b>GRAND TOTAL</b>		7,566,714.24	7,566,839.24	2,756,766.04	36.43%

**CLAY COUNTY SCHOOL BOARD**  
**CAPITAL IMPROVEMENTS FUNDS**  
**STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS**  
**07/01/2022 Thru 05/31/2023**

**REVENUE AND TRANSFERS**

<b>Local Sources</b>					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
District Local Cap Improv Taxes	3413	23,839,871.00	23,839,871.00	23,411,646.49	98.20%
Local Sales Taxes	3418	15,500,000.00	15,500,000.00	14,691,593.28	94.78%
Tax Redemptions	3421	0.00	0.00	0.00	0.00%
Interest Incl Profit On Investment	3430	0.00	0.00	568,796.13	NA
Impact Fees	3496	12,700,000.00	12,700,000.00	6,623,749.47	52.16%
<b>Total Local Sources</b>		<b>52,039,871.00</b>	<b>52,039,871.00</b>	<b>45,295,785.37</b>	
<b>State Sources</b>					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
CO & DS Distribud To District	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	39,446.35	84.83%
Charter Sch Capital Outlay Revenue	3397	796,000.00	796,000.00	773,739.00	97.20%
<b>Total State Sources</b>		<b>2,142,500.00</b>	<b>2,142,500.00</b>	<b>813,185.35</b>	
<b>Total REVENUE AND TRANSFERS</b>		<b>54,182,371.00</b>	<b>54,182,371.00</b>	<b>46,108,970.72</b>	<b>85.10%</b>
Fund Balance July 1, 2022		69,832,204.22	69,832,204.22	69,832,204.22	
<b>GRAND TOTAL</b>		<b>124,014,575.22</b>	<b>124,014,575.22</b>	<b>115,941,174.94</b>	<b>93.49%</b>

**EXPENDITURES**

<b>Debt Service</b>					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Redempt Of Prnc	710	568,094.77	568,094.77	112,320.00	19.77%
Interest	720	106,192.33	106,192.33	0.00	0.00%
Dues And Fees	730	0.00	0.00	0.00	0.00%
<b>Total Debt Service</b>		<b>674,287.10</b>	<b>674,287.10</b>	<b>112,320.00</b>	
<b>Gen Sup Srvc</b>					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Tech Other Purchased Services	399	0.00	12,274.10	12,274.10	100.00%
Books New Library	611	0.00	135,000.00	0.00	0.00%
AV Mat L/T \$1000	622	3,000.00	2,840.00	2,840.00	100.00%
Bldgs & Fixed Equipment	630	41,918,241.51	44,797,678.09	27,235,269.29	60.80%
Dir Purch Bldgs	631	18,108,598.04	18,108,598.04	12,426,508.92	68.62%
Equip \$1000 Over	641	1,418,526.92	631,449.35	46,634.36	7.39%
Equip L/T \$1000	642	1,119,672.78	1,251,644.39	74,943.82	5.99%
Comp Hdw > \$1000	643	4,399.00	148,061.88	5,451.50	3.68%
Cptr Hdw <\$1000	644	113,634.18	1,420,193.18	1,353,701.81	95.32%
TechRel FFE >\$1000	648	0.00	55,519.70	0.00	0.00%
TechRel FFE<\$1000	649	247.39	28,859.62	5,832.92	20.21%
School Buses	651	1,594,260.00	1,594,260.00	0.00	0.00%
Land	660	1,216,500.00	1,325,051.25	0.00	0.00%
Cap Imprv Other Than Bldgs.	671	1,818,723.80	1,538,329.89	364,996.30	23.73%
Non-Cap Imprv Other Than Bldgs.	672	2,638,856.36	5,279,440.56	1,314,039.16	24.89%
Cap Remodlg	681	18,950,761.39	15,050,952.09	7,457,890.88	49.55%
Non-Cap Remodlg/Renovations	682	6,917,315.29	8,895,728.59	3,787,842.61	42.58%
Dir Purch-Non-Cap Remodlg	684	0.00	195,000.00	0.00	0.00%
Software >\$1000	691	573,732.66	583,143.20	485,885.00	83.32%
Software <\$1000	692	28,335.73	29,137.52	0.00	0.00%
CHARTER Cap TAX	795	0.00	39,615.38	586,849.19	1,481.37%
<b>Total Gen Sup Srvc</b>		<b>96,424,805.05</b>	<b>101,122,776.83</b>	<b>55,160,959.86</b>	

**Xfer Of Funds**

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Xfer To Gen Fnd	910	4,394,750.00	4,394,750.00	4,356,947.80	99.14%
Xfer To Dbt Svc	920	6,805,195.51	6,805,195.51	2,034,591.39	29.90%
<b>Total Xfer Of Funds</b>		<b>11,199,945.51</b>	<b>11,199,945.51</b>	<b>6,391,539.19</b>	
<b>Total EXPENDITURES</b>		<b>108,299,037.66</b>	<b>112,997,009.44</b>	<b>61,664,819.05</b>	<b>54.57%</b>

**Fund Balance**

Fund Balance June 30, 2023	2750	15,715,537.56	11,017,565.78	54,276,355.89	
<b>GRAND TOTAL</b>		<b>124,014,575.22</b>	<b>124,014,575.22</b>	<b>115,941,174.94</b>	<b>93.49%</b>

**CLAY COUNTY SCHOOL BOARD**  
**SPECIAL REVENUE FUNDS - FOOD SERVICES**  
**STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS**  
**07/01/2022 Thru 05/31/2023**

**REVENUE AND TRANSFERS**

<b>Local Sources</b>					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investments	3430	10,000.00	10,000.00	160,706.82	1,607.07%
Student Lunches	3451	2,471,000.00	2,471,000.00	2,512,313.90	101.67%
Student Breakfasts	3452	217,500.00	217,500.00	537,929.86	247.32%
Adult Breakfasts/Lunches	3453	1,800.00	1,800.00	310.00	17.22%
Student A La Carte	3454	1,500,000.00	1,500,000.00	1,688,548.85	112.57%
Miscellaneous Local Sources	3490	5,000.00	5,000.00	43,553.69	871.07%
<b>Total Local Sources</b>		<b>4,205,300.00</b>	<b>4,205,300.00</b>	<b>4,943,363.12</b>	
<b>Federal thru Local and State</b>					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
School Lunch Reimbursement	3261	10,607,500.00	10,607,500.00	10,607,328.01	100.00%
School Breakfast Reimbursement	3262	2,793,250.00	2,793,250.00	2,147,993.47	76.90%
After School Snack Reimb	3263	20,000.00	20,000.00	6,180.84	30.90%
U S D A Donated Commodities	3265	1,900,000.00	1,900,000.00	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	62,470.00	62.47%
Food Service Misc	3269	0.00	0.00	1,825,978.28	NA
<b>Total Fed thru Local and State</b>		<b>15,425,750.00</b>	<b>15,425,750.00</b>	<b>14,649,950.80</b>	
<b>State Sources</b>					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
School Breakfast Supplement	3337	60,000.00	60,000.00	68,373.00	113.96%
School Lunch Supplement	3338	85,000.00	85,000.00	100,765.00	118.55%
<b>Total State Sources</b>		<b>145,000.00</b>	<b>145,000.00</b>	<b>169,138.00</b>	
<b>Total REVENUE AND TRANSFERS</b>		<b>19,776,050.00</b>	<b>19,776,050.00</b>	<b>19,762,451.72</b>	
Fund Balance July 1, 2022		10,512,592.73	10,512,592.73	10,512,592.73	
<b>GRAND TOTAL</b>		<b>30,288,642.73</b>	<b>30,288,642.73</b>	<b>30,275,044.45</b>	<b>99.96%</b>

**EXPENDITURES**

<b>Gen Sup Svc</b>					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Administrator	110	2,061,619.16	2,061,619.16	2,056,308.26	99.74%
Other Support	160	4,329,816.03	4,338,836.03	4,936,885.28	113.78%
Retirement	210	735,492.92	735,492.92	851,106.86	115.72%
Social Security	220	485,145.79	485,835.82	510,910.90	105.16%
Group Insurance	230	1,896,097.32	1,896,097.32	1,303,680.31	68.76%
Workmans Comp	240	67,148.88	67,277.87	96,165.51	142.94%
Pro & Tech Services	310	0.00	7,700.00	7,517.50	97.63%
Prof Svcs - Substitutes	313	108,500.00	108,500.00	37,959.96	34.99%
Travel-In cnty	331	6,300.00	8,800.00	3,638.01	41.34%
Travel-Out Cnty	332	2,500.00	2,500.00	2,192.05	87.68%
Trvl-Out State	333	2,500.00	2,500.00	0.00	0.00%
Travel-Reg Fees	334	0.00	145.00	145.00	100.00%
Repairs And Maintenance	350	25,000.00	25,000.00	12,480.79	49.92%
Rentals	360	5,000.00	5,000.00	2,312.85	46.26%
Tech Rentals	369	44,000.00	44,000.00	38,338.46	87.13%
Stamps	371	25,000.00	25,000.00	9,263.30	37.05%
Cell Phones	378	1,000.00	1,000.00	603.59	60.36%
Other Purch Svc	390	59,700.00	44,200.00	35,860.01	81.13%
Printing	391	25,000.00	25,000.00	7,510.22	30.04%
Bottled Gas	420	500.00	1,000.00	97.85	9.77%
Electricity	430	192,500.00	192,500.00	131,267.69	68.19%
Gasoline	450	4,000.00	4,000.00	5,958.00	148.95%
Diesel Fuel	460	2,000.00	2,000.00	3,520.82	176.04%
Supplies	510	828,500.00	958,093.80	818,462.69	85.43%
TonerType Fee	515	30,000.00	10,500.00	6,018.13	57.32%
Tech Supplies	519	800.00	1,100.00	996.35	90.58%
Oil & Grease	540	1,000.00	1,000.00	137.00	13.70%
Repair Parts	550	7,500.00	7,500.00	2,390.00	31.87%
Tires & Tubes	560	8,000.00	8,000.00	0.00	0.00%
Food	570	7,276,300.00	8,799,550.00	8,262,458.13	93.90%
Commodities	580	1,900,000.00	1,900,000.00	0.00	0.00%
AV Mat L/T \$1000	622	0.00	400.00	368.30	92.08%
Equip \$1000 Over	641	150,000.00	464,050.00	460,719.82	99.28%
Equip L/T \$1000	642	10,000.00	170,000.00	56,243.58	33.08%
Comp Hdw > \$1000	643	25,000.00	7,000.00	2,382.78	34.04%
Cptr Hdw <\$1000	644	25,000.00	55,161.20	51,380.91	93.15%
TechRel FFE<\$1000	649	2,500.00	2,500.00	420.92	16.84%
Cap Remodig	681	87,000.00	681,060.98	301,816.38	44.32%
Non-Cap Remodig/Renovallons	682	0.00	30,000.00	27,454.49	91.51%
Software >\$1000	691	2,500.00	2,500.00	0.00	0.00%
Dues And Fees	730	30,000.00	30,500.00	28,504.34	93.46%
Misc Ex/Ind Cst	792	250,000.00	250,000.00	194,556.72	77.82%
<b>Total Gen Sup Svc</b>		<b>20,712,920.10</b>	<b>23,462,920.10</b>	<b>20,268,033.56</b>	
<b>Total EXPENDITURES</b>		<b>20,712,920.10</b>	<b>23,462,920.10</b>	<b>20,268,033.56</b>	<b>86.38%</b>
Fund Balance June 30, 2023	2750	9,575,722.63	6,825,722.63	10,007,010.89	
<b>Total Fund Balance</b>		<b>9,575,722.63</b>	<b>6,825,722.63</b>	<b>10,007,010.89</b>	
<b>GRAND TOTAL</b>		<b>30,288,642.73</b>	<b>30,288,642.73</b>	<b>30,275,044.45</b>	<b>99.96%</b>



**CLAY COUNTY SCHOOL BOARD**  
**SPECIAL REVENUE FUNDS - OTHER**  
**STATEMENT OF REVENUE**  
**07/01/2022 thru 05/31/2023**

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Miscellaneous Federal Direct	3199	363,349.96	363,349.96	50,359.85	12.77%
<b>Federal Direct - Total</b>			<b>363,349.96</b>	<b>363,349.96</b>	<b>50,359.85</b>	
Fed thru Local and State	Career And Technical Education	3201	685,086.06	378,098.33	289,994.30	63.59%
	Adult General Education	3221	267,582.23	302,229.03	202,738.87	58.77%
	English Literacy And Civics Ed	3222	24,738.19	146,979.00	105,796.04	67.37%
	Title II	3226	1,401,642.60	1,662,688.40	998,522.75	55.01%
	I D E A	3230	8,113,997.62	8,831,204.22	8,139,949.04	78.19%
	Title I - Elem & Secondary Edu	3240	7,832,042.76	4,994,980.64	4,276,853.41	71.01%
	Title III	3241	503,805.66	288,070.00	219,740.57	72.04%
	Twenty-First Century Schools	3242	581,244.82	610,845.96	370,469.61	32.05%
	Other Federal Thru State	3290	329,854.51	197,892.00	75,186.75	33.77%
<b>Fed thru Local &amp; State - Total</b>			<b>19,739,994.45</b>	<b>17,412,987.58</b>	<b>14,679,251.34</b>	
Local Sources	Interest Incl Profit On Investment	3430	0.00	0.00	0.00	0.00%
<b>Local Sources - Total</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total</b>			<b>20,103,344.41</b>	<b>17,776,337.54</b>	<b>14,729,611.19</b>	<b>82.86%</b>

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**CLAY COUNTY SCHOOL BOARD**  
**SPECIAL REVENUE FUNDS - OTHER**  
**STATEMENT OF EXPENDITURES AND TRANSFERS**  
**07/01/2022 thru 05/31/2023**

Expense	Acc#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Eng Services	Mat Supplies	Cap Outlay	Other Transfers	Totals	% OF Budget
Basic FEFP K-12	5100	7,411,374.51	5,006,458.09	2,382,679.39	753,735.97	193,990.50	0.00	203,935.29	399,429.16	2,321.50	3,936,089.81	78.62%
Exceptional	5200	5,234,905.35	5,173,872.81	3,443,645.12	1,231,699.81	219,401.88	0.00	34,996.10	39,367.87	0.00	4,969,110.78	96.04%
Career Technical Education	5300	310,017.96	315,517.96	1,195.38	250.89	5,000.00	0.00	78,888.98	143,488.91	26,829.84	255,654.00	81.03%
Adult General	5400	116,475.76	264,979.70	48,025.12	24,598.78	20,290.80	29.32	7,224.99	41,720.30	32,649.50	174,538.81	65.87%
Other Instruction	5900	59,375.37	59,375.37	29,697.78	6,271.87	0.00	0.00	50,072.16	0.00	0.00	86,041.81	144.91%
Student Support Services	6100	1,656,763.83	1,656,684.79	939,778.35	331,138.26	100,132.86	0.00	47,003.57	63.98	1,624.50	1,419,741.52	85.70%
Instructional Media	6200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Inst & Curric Dev Services	6300	2,083,653.79	2,114,300.57	1,488,115.99	451,997.14	2,929.14	0.00	105.95	237.37	0.00	1,923,365.59	90.97%
Inst Staff Training Services	6400	2,473,452.25	2,468,310.67	880,659.49	271,076.63	338,346.41	0.00	46,976.16	11,709.46	7,927.10	1,566,695.25	63.07%
Instruction Related Technology	6500	0.00	3,975.85	3,288.40	687.45	0.00	0.00	0.00	0.00	0.00	3,975.85	100.00%
General Administration	7200	568,511.99	569,513.54	0.00	0.00	0.00	0.00	0.00	0.00	317,249.27	317,249.27	53.82%
School Administration	7300	85,008.49	34,657.92	32,512.77	2,487.23	0.00	0.00	0.00	0.00	0.00	35,000.00	100.99%
Facilities Acquisition and Construction	7400	0.00	0.00	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	0.00	3,684.97	99.00	8.97	2,964.36	0.00	0.00	0.00	0.00	3,072.33	83.37%
Pupil Transportation Services	7800	102,903.31	83,396.96	2,126.13	0.00	46,475.87	0.00	0.00	0.00	0.00	48,602.00	58.28%
Operation Of Plant	7900	901.80	1,635.80	258.75	96.94	0.00	0.00	98.48	0.00	0.00	454.17	27.76%
Maintenance Of Plant	8100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	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	0.00%
Community Services	9100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
<b>Total Expense</b>		<b>20,103,344.41</b>	<b>17,776,365.00</b>	<b>9,232,081.67</b>	<b>3,074,047.94</b>	<b>929,531.82</b>	<b>29.32</b>	<b>469,301.68</b>	<b>636,017.05</b>	<b>388,601.71</b>	<b>14,729,611.19</b>	<b>82.86%</b>

**CLAY COUNTY SCHOOL BOARD**  
**CARES ACT AND ARP FUNDS - 44X**  
**STATEMENT OF REVENUE**  
**07/01/2022 thru 05/31/2023**

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Fed thr Loc State	CARES ACT ESSER	3271	32,623,171.53	36,885,952.39	16,263,013.21	41.71%
<b>Federal thru Local and State</b>						
Local Sources	Interest Incl Profit On Investment	3430	0.00	0.00	0.00	0.00%
<b>Local Sources - Total</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Revenue</b>			<b>32,623,171.53</b>	<b>36,885,952.39</b>	<b>16,263,013.21</b>	<b>41.71%</b>

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**CLAY COUNTY SCHOOL BOARD**  
**CARES ACT AND ARP FUNDS - 44X**  
**STATEMENT OF EXPENDITURES AND TRANSFERS**

07/01/2022 thru 05/31/2023

Expense	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Eng Services	Mat/Supplies	Cap Outlay	Other Misc.	Totals	% OF Budget
Basic FEPP K-12	5100	19,244,474.51	20,803,004.63	2,557,606.09	308,558.03	1,674,061.46	0.00	1,064,196.00	3,164,478.91	8,425.00	8,797,325.49	42.29%
Exceptional Education	5200	1,594,125.12	2,376,751.21	1,179,834.22	105,106.11	28,954.14	0.00	68,042.44	140,374.65	0.00	1,522,311.56	64.05%
Career Technical Education	5300	629,319.04	518,679.12	110,400.00	8,445.57	0.00	0.00	-19,623.74	287,141.12	17,859.48	443,469.91	85.50%
Adult General	5400	0.00	8,992.55	17,096.16	601.98	0.00	0.00	0.00	0.00	0.00	17,698.14	196.81%
Voluntary Pre K	5500	0.00	9,419.37	8,750.00	689.37	0.00	0.00	0.00	0.00	0.00	9,419.37	100.00%
Other Instruction	5900	8,750.00	0.00	45,575.23	9,773.84	0.00	0.00	0.00	0.00	0.00	56,349.07	NA
Student Support Services	6100	1,140,066.00	841,150.29	457,241.13	49,980.77	3,570.78	50.00	728.85	0.00	0.00	511,571.53	60.82%
Instructional Media Services	6200	0.00	95,754.73	88,950.00	6,804.73	0.00	0.00	0.00	0.00	0.00	95,754.73	100.00%
Inst & Curric Dev Services	6300	16,827.00	360,341.65	152,897.21	26,306.72	315.23	0.00	2,342.00	0.00	8,262.50	190,123.66	52.76%
Inst. Staff Training Services	6400	621,624.11	1,086,015.01	451,128.60	56,119.60	204,170.48	0.00	6,222.25	0.00	275.00	717,915.93	66.11%
Instruction Related Technology	6500	0.00	93,176.25	64,500.00	4,994.25	5,250.00	0.00	0.00	18,482.00	0.00	93,176.25	100.00%
Board	7100	0.00	3,229.50	3,000.00	229.50	0.00	0.00	0.00	0.00	0.00	3,229.50	100.00%
General Administration	7200	995,933.99	1,042,375.48	4,500.00	344.25	0.00	0.00	0.00	0.00	535,029.19	539,873.44	51.79%
School Administration	7300	0.00	342,434.65	318,100.00	24,334.65	0.00	0.00	0.00	0.00	0.00	342,434.65	100.00%
Facilities Acquisition and Construction	7400	8,171,421.25	7,471,695.50	16,500.00	1,282.25	0.00	0.00	0.00	1,315,692.51	0.00	1,333,454.76	17.85%
Fiscal Services	7500	0.00	25,836.00	24,000.00	1,836.00	0.00	0.00	0.00	0.00	0.00	25,836.00	100.00%
Food Services	7600	0.00	404,445.18	376,000.00	28,077.18	0.00	0.00	0.00	0.00	0.00	404,027.18	99.90%
Central Services	7700	31,893.40	106,702.22	63,245.50	4,899.73	0.00	0.00	0.00	0.00	0.00	68,145.23	63.86%
Pupil Transportation Services	7800	149,753.21	1,063,591.07	425,899.14	46,610.36	2,971.25	1,687.50	0.00	0.00	0.00	477,188.25	44.86%
Operation of Plant	7900	18,883.90	382,925.28	409,882.08	30,947.68	0.00	0.00	244.53	0.00	0.00	441,074.29	115.19%
Maintenance Of Plant	8100	0.00	134,024.25	124,500.00	9,524.25	0.00	0.00	0.00	0.00	0.00	134,024.25	100.00%
Administrative Technology Svcs	8200	0.00	24,221.25	22,500.00	1,721.25	0.00	0.00	0.00	0.00	0.00	24,221.25	100.00%
Community Services	9100	0.00	13,994.50	13,000.00	1,408.77	0.00	0.00	0.00	0.00	0.00	14,408.77	102.96%
<b>Total Expense</b>		<b>32,623,171.53</b>	<b>37,208,759.69</b>	<b>6,936,105.36</b>	<b>728,446.84</b>	<b>1,919,293.34</b>	<b>1,737.50</b>	<b>1,161,399.81</b>	<b>4,946,179.19</b>	<b>569,851.17</b>	<b>16,263,013.21</b>	<b>43.71%</b>

**CLAY COUNTY SCHOOL BOARD**  
**PROPERTY AND CASUALTY SELF INSURANCE FUND 711**  
**STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS**  
**07/01/2022 Thru 05/31/2023**

**REVENUE AND TRANSFERS**

**Local Sources**

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investment	3430	25,000.00	25,000.00	206,707.47	826.83%
Charges For Services	3481	3,894,168.00	3,894,168.00	2,920,496.07	75.00%
Total Local Sources		3,919,168.00	3,919,168.00	3,127,203.54	
Total REVENUE AND TRANSFERS		3,919,168.00	3,919,168.00	3,127,203.54	79.79%
Fund Balance July 1, 2022		7,335,665.00	7,335,665.00	7,335,665.00	
<b>GRAND TOTAL</b>		<b>11,254,833.00</b>	<b>11,254,833.00</b>	<b>10,462,868.54</b>	<b>92.96%</b>

**EXPENDITURES**

**Gen Sup Srvc**

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Workmans Comp	240	2,000,000.00	2,000,000.00	1,032,268.99	51.61%
Pro & Tech Serv	310	240,342.00	240,950.00	161,206.67	66.90%
Ins & Bond Prem	320	1,394,148.00	2,394,148.00	2,016,165.28	84.21%
Total Gen Sup Srvc		3,634,490.00	4,635,098.00	3,209,640.94	

**Xfer Of Funds**

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Xfer To Gen Fnd	910	3,000,000.00	3,000,000.00	0.00	0.00%
Total Xfer Of Funds		3,000,000.00	3,000,000.00	0.00	
Total EXPENDITURES		6,634,490.00	7,635,098.00	3,209,640.94	

**FUND BALANCE**

**Fund Balance**

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2023	2750	4,620,343.00	3,619,735.00	7,253,227.60	
<b>GRAND TOTAL</b>		<b>11,254,833.00</b>	<b>11,254,833.00</b>	<b>10,462,868.54</b>	<b>92.96%</b>



**CLAY COUNTY SCHOOL BOARD**  
**HEALTH SELF INSURANCE FUND 712**  
**STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS**  
**07/01/2022 Thru 5/31/2023**

**REVENUE AND TRANSFERS**

<b>Local Sources</b>					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investment	3430	0.00	6,000.00	42,962.43	716.04%
Charges For Services	3481	0.00	35,634,998.00	27,854,734.39	78.17%
Miscellaneous Local Sources	3490	0.00	0.00	88,548.73	NA
Total Local Sources		0.00	35,640,998.00	27,986,245.55	
Total REVENUE AND TRANSFERS		0.00	35,640,998.00	27,986,245.55	78.52%

**EXPENDITURES**

<b>Gen Sup Srvc</b>					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Pro & Tech Services (ASO Fee)	310	0.00	3,000,000.00	1,556,703.66	51.89%
Insurance Claims & Premiums	320	0.00	30,329,841.37	17,083,199.70	56.32%
Board Stamps	371	0.00	3,000.00	2,900.00	96.67%
Total Gen Sup Srvc		0.00	33,332,841.37	18,642,803.36	

<b>WELLNESS DEPARTMENT</b>					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Administrator	110	0.00	52,549.24	47,268.60	89.95%
Retirement	210	0.00	8,344.82	5,629.66	67.46%
Social Security	220	0.00	5,360.03	3,482.17	64.97%
Group Insurance	230	0.00	11,381.60	5,645.12	49.60%
Workmans Comp	240	0.00	1,001.94	675.89	67.46%
Pro & Tech Serv	310	0.00	110,945.00	63,474.00	57.21%
Insurance Claims & Premiums	320	0.00	1,560,000.00	1,002,887.18	64.29%
Travel	330	0.00	3,575.00	0.00	0.00%
Repairs And Maintenance	350	0.00	50.00	0.00	0.00%
Cell Phone Fee	378	0.00	1,000.00	367.90	36.79%
Othr Purch Srvc	390	0.00	444,050.00	24,934.73	5.62%
Printing	391	0.00	50.00	0.00	0.00%
Gasoline	450	0.00	1,200.00	267.00	22.25%
Supplies	510	0.00	94,010.00	90,346.18	96.10%
Oil & Grease	540	0.00	0.00	0.00	0.00%
Repair Parts	550	0.00	20.00	0.00	0.00%
Equip \$1000 Over	641	0.00	3,800.00	3,786.77	99.65%
Equip L/T \$1000	642	0.00	1,460.00	1,432.24	98.10%
Computer Hardware \$1000 Over	643	0.00	1,400.00	1,354.40	96.74%
Computer Hardware L/T \$1000	644	0.00	720.00	566.32	78.66%
Tech Related FFE L/T \$1000	649	0.00	500.00	0.00	0.00%
Dues And Fees	730	0.00	739.00	0.00	0.00%
Sub-Total		0.00	2,302,156.63	1,252,118.16	
Total EXPENDITURES		0.00	35,634,998.00	19,894,921.52	55.83%

**FUND BALANCE**

<b>Fund Balance</b>					
	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2023	2750	0.00	6,000.00	8,091,324.03	
<b>GRAND TOTAL</b>		0.00	35,640,998.00	27,986,245.55	78.52%

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

CONTRACT #	SUBMITTED BY	DEPT	COST	PO #	VENDOR
<u>230001</u>	M Sanders	9005	\$52,000.00	P2302543	First Coast Mobile Audiology
<u>230005</u>	M Sanders	9005	\$90,000.00	P2302530	Family Services & Resource Center
<u>230021</u>	H Teto	9006	\$56,700.00	P230021	QuaverEd
<u>230042</u>	M Sanders	9005	\$90,000.00	P2304130	DNA Comprehensive Therapy Services, LLC
<u>230027</u>	S Raucci	9024	\$75,000.00	P2304618	North Florida Building Code Svcs
<u>230058</u>	R Widdowson	9106	00Total \$43,500 + \$33,000 = \$76,500	P2305355	Imagine Learning LLC - Addendum to 220127 \$43,500
<u>230099</u>	D Broskie	9016	\$60,000.00	P2306898	The Southern Group (Lobbying)

June 29, 2023 - Regular School Board Meeting

**Title**

C17 - Budget Amendment Report for May 31, 2023

**Description**

Florida State Board of Education Administrative Rule 6A-1.006 requires that the School Board approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board form are changed from the original budget approved by the School Board. The Budget Amendments are procedurally necessary to update our budget to reflect changes as outlined in the attached statements.

**Gap Analysis**

The monthly budget amendment 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**

Reported as per Florida State Board of Education Administrative Rule 6A-1.006.

**Expected Outcomes**

The monthly budget amendment is provided to meet the stewardship responsibilities of the district for reporting and accountability of the district's budget.

**Strategic Plan Goal**

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

**Recommendation**

Approval of the Budget Amendments for May 2023 as presented.

**Contact**

Dr. Susan M. Legutko, Assistant Superintendent for Business Affairs

**Financial Impact**

See attached statements for a complete analysis of the financial impact.

**Review Comments**

**Attachments**

 [Budget Amendment May 2023.pdf](#)



## CLAY COUNTY DISTRICT SCHOOLS

900 WALNUT STREET, GREEN COVE SPRINGS, FL 32043

P (904) 336-6500 F (904) 336-6536 W [oneclay.net](http://oneclay.net)

**SUPERINTENDENT OF SCHOOLS**

David S. Broskie

### BOARD MEMBERS:

Erin Skipper, District 1  
 Mary Bolla, District 2  
 Beth Clark, District 3  
 Michele Hanson, District 4  
 Ashley Gilhausen, District 5

### CLAY COUNTY SCHOOLS RESOLUTION TO AMEND DISTRICT BUDGET FISCAL YEAR 2022-2023 FOR MONTH ENDING May 31, 2023

Florida State Board of Education Administrative Rule 6A-1.006 requires that the School Board approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board form are changed from the original budget approved by the School Board. The Budget Amendments are procedurally necessary to update our budget to reflect changes outlined in the attached statements.

FUND	DESCRIPTION
GENERAL FUND (100)	THE GENERAL FUND IS THE LARGEST FUND WITHIN THE ACCOUNTING STRUCTURE OF THE SCHOOL DISTRICT. THIS FUND IS USED TO REPORT THE DISTRICT'S DAILY, MONTHLY AND ANNUAL FINANCIAL OPERATIONS OF THE SCHOOLS AND DISTRICT OFFICE.
GENERAL FUND VOTED MILLAGE (105)	THE VOTED MILLAGE FUND ARE FUNDS APPROVED BY THE CLAY COUNTY VOTERS TO SUPPORT SAFETY AND SECURITY AND OTHER OPERATIONAL EXPENDITURES.
DEBT SERVICE (2XX)	DEBT SERVICE FUNDS ARE USED TO ACCOUNT FOR AND REPORT FINANCIAL RESOURCES THAT ARE RESTRICTED, COMMITTED, OR ASSIGNED TO EXPENDITURES FOR THE DISTRICT'S PRINCIPAL AND INTEREST PAYMENTS FOR ITS OUTSTANDING DEBT.
CAPITAL PROJECTS FUND(3XX)	CAPITAL PROJECT FUNDS ARE USED TO ACCOUNT FOR AND REPORT FINANCIAL RESOURCES THAT ARE RESTRICTED, COMMITTED, OR ASSIGNED TO EXPENDITURES FOR MAJOR CAPITAL OUTLAYS, INCLUDING THE ACQUISITION OR CONSTRUCTION OF CAPITAL FACILITIES AND THEIR CAPITAL ASSETS.
SPECIAL REVENUE FOOD SERVICE (410)	SPECIAL REVENUE FUNDS, FOOD SERVICES ARE USED TO ACCOUNT FOR AND REPORT THE PROCEEDS OF SPECIFIC REVENUE SOURCES THAT ARE RESTRICTED OR COMMITTED TO EXPENDITURES FOR THE FOOD SERVICES OPERATIONS.
SPECIAL REVENUE OTHER (420,44X)	SPECIAL REVENUE FUNDS, OTHER ARE USED TO ACCOUNT FOR AND REPORT THE PROCEEDS OF SPECIFIC FEDERAL REVENUE SUCH AS TITLE I, TITLE II, TITLE III, CARES ACT FUNDING THAT ARE RESTRICTED OR COMMITTED TO EXPENDITURES FOR THE SPECIFIC PROGRAM.



# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

**FISCAL YEAR 2022-2023**

**GENERAL FUND**

**FUND 100**

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**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*



SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 GENERAL FUND REVENUE  
 FUND 100  
 Month Ending May 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
3120	Federal Impact Funds	\$500,000	\$500,000	\$0	\$500,000
3190	Other Federal Direct	\$375,000	\$375,000	\$0	\$375,000
3202	Medicaid	\$2,000,000	\$2,000,000	\$0	\$2,000,000
3280	Federal Through Local Revenue	\$300,000	\$334,148	\$32,779	\$366,927
3310	Florida Educ Finance Program	\$211,526,754	\$211,314,281	\$0	\$211,314,281
3315	Workforce Development	\$495,645	\$730,888	\$0	\$730,888
3317	Workforce Performance Incentiv	\$0	\$0	\$0	\$0
3320	State Auto License CO and DS	\$22,000	\$22,000	\$0	\$22,000
3340	Other State Revenues	\$20,000	\$40,000	\$0	\$40,000
3350	Other Categorical	\$37,661,135	\$37,485,693	\$0	\$37,485,693
3360	School Recognition	\$0	\$3,007,741	\$0	\$3,007,741
3370	VPK	\$853,000	\$853,000	\$0	\$853,000
3390	Miscellaneous State Revenues	\$770,000	\$1,035,410	\$0	\$1,035,410
3410	Taxes	\$62,315,636	\$62,204,384	\$0	\$62,204,384
3421	Tax Redemptions	\$1,000,000	\$1,000,000	\$0	\$1,000,000
3425	Rent	\$600,000	\$600,000	\$0	\$600,000
3430	Interest Incl Profit On Inves	\$200,000	\$200,000	\$0	\$200,000
3440	Gifts Grants & Bequests	\$188,531	\$264,674	\$15,175	\$279,849
3460	Student Fees	\$45,120	\$84,884	\$3,601	\$88,486
3470	Other Fees	\$375,320	\$396,542	\$1,800	\$398,342
3490	Misc Local Resources	\$2,814,868	\$3,451,051	\$1,001	\$3,452,052
3630	Transfer From Capital Projects	\$4,394,750	\$4,394,750	\$0	\$4,394,750
3670	Transfer From Internal Srvc FD	\$0	\$3,000,000	\$0	\$3,000,000
3733	Sale of Capital Asset	\$100,000	\$100,000	\$0	\$100,000
3740	Insurance Loss Recoveries	\$5,000	\$5,000	\$0	\$5,000
<b>Revenue - Totals</b>		<b>\$326,562,759</b>	<b>\$333,399,447</b>	<b>\$54,356</b>	<b>\$333,453,803</b>



SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR -2022-2023  
 GENERAL FUND EXPENSES  
 FUND 100  
 Month Ending May 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>5000</b>	<b>Instruction</b>				
100	Salaries	\$137,048,344	\$144,872,396	\$4,732	\$144,877,128
200	Employee Benefits	\$44,840,977	\$44,720,426	\$3,550	\$44,723,976
300	Purchased Services	\$24,371,883	\$25,308,308	(\$2,675)	\$25,305,632
400	Energy Services	\$8,197	\$9,981	\$6,557	\$16,538
500	Material and Supplies	\$10,716,946	\$6,082,256	(\$64,632)	\$6,017,623
600	Capital Outlay	\$1,136,093	\$1,890,349	(\$39,907)	\$1,850,440
700	Other	\$2,185,892	\$2,580,618	\$7,163	\$2,587,782
<b>Total Expenses Function 5000</b>		<b>\$220,308,332</b>	<b>\$225,464,334</b>	<b>(\$85,212)</b>	<b>\$225,379,119</b>
Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>6100</b>	<b>Pupil Personnel Services</b>				
100	Salaries	\$12,595,791	\$12,659,834	\$42,037	\$12,701,871
200	Employee Benefits	\$4,201,977	\$4,241,162	\$0	\$4,241,162
300	Purchased Services	\$853,484	\$808,942	(\$1,963)	\$806,980
400	Energy Services	\$3,500	\$3,500	\$0	\$3,500
500	Material and Supplies	\$243,701	\$373,132	\$2,125	\$375,258
600	Capital Outlay	\$222,227	\$240,575	\$271	\$240,846
700	Other	\$4,800	\$6,823	\$0	\$6,823
<b>6140</b>	<b>Psychological Services</b>				
300	Purchased Services	\$1,600	\$1,600	\$0	\$1,600
<b>6150</b>	<b>Parent Involvement</b>				
100	Salaries	\$0	\$16,000	\$0	\$16,000
200	Employee Benefits	\$0	\$4,383	\$0	\$4,383
300	Purchased Services	\$0	\$2,000	\$0	\$2,000
500	Material and Supplies	\$0	\$4,500	\$0	\$4,500
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$0	\$0	\$0	\$0
<b>6190</b>	<b>Guidance Administration</b>				
100	Salaries	\$113,725	\$113,725	\$0	\$113,725
200	Employee Benefits	\$38,905	\$38,905	\$0	\$38,905
<b>6200</b>	<b>Instructional Media</b>				
100	Salaries	\$2,951,981	\$3,007,572	\$0	\$3,007,572
200	Employee Benefits	\$1,136,994	\$1,141,252	\$0	\$1,141,252
300	Purchased Services	\$274,027	\$216,683	(\$1,035)	\$215,648
500	Material and Supplies	\$78,801	\$86,148	\$1,343	\$87,490
600	Capital Outlay	\$199,402	\$259,381	(\$2,832)	\$256,549
700	Other	\$3,050	\$2,487	(\$150)	\$2,337
<b>6300</b>	<b>Inst &amp; Curric Dev Services</b>				
100	Salaries	\$3,194,080	\$3,166,042	\$0	\$3,166,042
200	Employee Benefits	\$1,071,195	\$1,130,371	\$0	\$1,130,371
300	Purchased Services	\$255,441	\$109,440	(\$3,407)	\$106,034
400	Energy Services	\$700	\$700	\$60	\$760
500	Material and Supplies	\$131,388	\$185,271	(\$3,455)	\$181,817
600	Capital Outlay	\$54,065	\$67,424	(\$2,000)	\$65,424
700	Other	\$22,594	\$20,990	\$25	\$21,015
<b>6400</b>	<b>Inst Staff Training Services</b>				

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR -2022-2023  
 GENERAL FUND EXPENSES  
 FUND 100  
 Month Ending May 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
100	Salaries	\$1,708,732	\$1,955,350	\$3,100	\$1,958,450
200	Employee Benefits	\$531,984	\$558,283	\$350	\$558,633
300	Purchased Services	\$455,796	\$599,990	\$13,578	\$613,568
500	Material and Supplies	\$136,592	\$140,183	\$9,869	\$150,052
600	Capital Outlay	\$16,926	\$43,129	\$0	\$43,129
700	Other	\$11,600	\$29,053	\$100	\$29,153
<b>6500</b>	<b>Instruction Related Technology</b>				
100	Salaries	\$2,262,628	\$2,266,026	\$0	\$2,266,026
200	Employee Benefits	\$842,090	\$842,600	\$0	\$842,600
300	Purchased Services	\$1,977,440	\$1,925,280	\$19,000	\$1,944,280
500	Material and Supplies	\$123,621	\$126,121	(\$35,000)	\$91,121
600	Capital Outlay	\$593,015	\$609,494	\$16,000	\$625,494
<b>7100</b>	<b>Board</b>				
100	Salaries	\$387,176	\$387,176	\$0	\$387,176
200	Employee Benefits	\$162,858	\$162,858	\$0	\$162,858
300	Purchased Services	\$462,302	\$569,802	\$0	\$569,802
500	Material and Supplies	\$4,841	\$4,841	\$0	\$4,841
600	Capital Outlay	\$1,500	\$1,500	\$0	\$1,500
700	Other	\$26,500	\$31,000	\$0	\$31,000
<b>7200</b>	<b>General Administration</b>				
100	Salaries	\$286,443	\$286,443	\$0	\$286,443
200	Employee Benefits	\$136,863	\$136,863	\$0	\$136,863
300	Purchased Services	\$33,811	\$33,811	\$0	\$33,811
400	Energy Services	\$1,000	\$1,000	\$0	\$1,000
500	Material and Supplies	\$7,588	\$7,588	\$0	\$7,588
600	Capital Outlay	\$2,750	\$2,650	\$0	\$2,650
700	Other	\$17,500	\$17,600	\$0	\$17,600
<b>7300</b>	<b>School Administration</b>				
100	Salaries	\$12,572,549	\$12,737,914	\$0	\$12,737,914
200	Employee Benefits	\$4,342,525	\$4,360,715	\$0	\$4,360,715
300	Purchased Services	\$108,796	\$109,461	(\$4,141)	\$105,320
400	Energy Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$82,320	\$84,453	\$1,242	\$85,695
600	Capital Outlay	\$109,761	\$164,696	(\$2,706)	\$161,990
700	Other	\$21,172	\$27,849	(\$283)	\$27,566
<b>7400</b>	<b>Facilities Aquisition &amp; Const</b>				
100	Salaries	\$885,583	\$886,619	\$0	\$886,619
200	Employee Benefits	\$309,537	\$309,754	\$0	\$309,754
300	Purchased Services	\$1,207,005	\$1,181,939	(\$24,118)	\$1,157,821
400	Energy Services	\$4,100	\$4,100	\$4,000	\$8,100
500	Material and Supplies	\$24,933	\$24,583	\$1,215	\$25,798
600	Capital Outlay	\$1,697,230	\$2,010,856	\$97,788	\$2,108,644
700	Other	\$2,800	\$845,914	\$0	\$845,914
<b>7500</b>	<b>Fiscal Services</b>				
100	Salaries	\$984,824	\$984,824	\$0	\$984,824
200	Employee Benefits	\$311,382	\$311,382	\$0	\$311,382
300	Purchased Services	\$493,995	\$331,192	(\$868)	\$330,323



SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR -2022-2023  
 GENERAL FUND EXPENSES  
 FUND 100  
 Month Ending May 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
500	Material and Supplies	\$17,031	\$17,031	\$1,056	\$18,087
600	Capital Outlay	\$5,312	\$19,386	\$0	\$19,386
700	Other	\$850	\$2,850	\$0	\$2,850
<b>7600</b>	<b>Food Services</b>				
100	Salaries	\$103,741	\$210,432	\$0	\$210,432
200	Employee Benefits	\$41,645	\$52,293	\$0	\$52,293
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$0	\$0	\$0	\$0
<b>7700</b>	<b>Central Services</b>				
100	Salaries	\$2,284,699	\$2,439,840	\$412	\$2,440,252
200	Employee Benefits	\$849,274	\$889,167	\$92	\$889,259
300	Purchased Services	\$706,835	\$701,171	(\$8,119)	\$693,052
400	Energy Services	\$7,715	\$7,715	\$0	\$7,715
500	Material and Supplies	\$86,011	\$113,733	\$8,064	\$121,797
600	Capital Outlay	\$883,972	\$914,263	\$0	\$914,263
700	Other	\$78,060	\$78,068	\$50	\$78,118
<b>7800</b>	<b>Pupil Transportation Services</b>				
100	Salaries	\$7,032,506	\$7,037,468	\$0	\$7,037,468
200	Employee Benefits	\$1,813,940	\$1,814,783	\$0	\$1,814,783
300	Purchased Services	\$692,910	\$704,572	\$12,399	\$716,971
400	Energy Services	\$1,578,001	\$1,609,201	\$297,405	\$1,906,606
500	Material and Supplies	\$1,179,000	\$1,042,458	(\$6,853)	\$1,035,606
600	Capital Outlay	\$243,969	\$757,668	\$15,545	\$773,213
700	Other	\$86,546	\$24,182	(\$12,600)	\$11,582
<b>7900</b>	<b>Operation Of Plant</b>				
100	Salaries	\$6,310,957	\$6,285,986	\$1,945	\$6,287,931
200	Employee Benefits	\$2,725,419	\$2,761,535	\$155	\$2,761,690
300	Purchased Services	\$7,427,646	\$7,549,916	(\$1,048)	\$7,548,868
400	Energy Services	\$7,174,238	\$7,545,263	\$40,590	\$7,585,853
500	Material and Supplies	\$807,166	\$886,114	\$5,217	\$891,330
600	Capital Outlay	\$282,643	\$315,097	(\$3,650)	\$311,447
700	Other	\$500	\$545	\$19	\$564
<b>8100</b>	<b>Maintenance Of Plant</b>				
100	Salaries	\$3,063,917	\$3,068,835	\$0	\$3,068,835
200	Employee Benefits	\$1,225,978	\$1,226,990	\$0	\$1,226,990
300	Purchased Services	\$1,390,198	\$1,390,198	(\$20,000)	\$1,370,198
400	Energy Services	\$166,059	\$166,059	\$0	\$166,059
500	Material and Supplies	\$1,128,541	\$1,104,841	\$44,972	\$1,149,813
600	Capital Outlay	\$410,719	\$427,419	(\$24,972)	\$402,447
700	Other	\$15,000	\$15,000	\$0	\$15,000
<b>8200</b>	<b>Administrative Technology Svcs</b>				
100	Salaries	\$1,142,070	\$1,142,130	\$0	\$1,142,130
200	Employee Benefits	\$397,014	\$397,027	\$0	\$397,027
300	Purchased Services	\$81,800	\$32,300	\$0	\$32,300
400	Energy Services	\$7,200	\$16,700	\$0	\$16,700
500	Material and Supplies	\$8,852	\$14,237	\$0	\$14,237
600	Capital Outlay	\$9,031	\$9,481	\$0	\$9,481

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR -2022-2023  
 GENERAL FUND EXPENSES  
 FUND 100  
 Month Ending May 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
700	Other	\$1,000	\$1,000	\$0	\$1,000
<b>9100</b>	<b>Community Services</b>				
100	Salaries	\$323,163	\$344,973	\$0	\$344,973
200	Employee Benefits	\$154,662	\$161,890	\$0	\$161,890
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$142,400	\$145,125	\$0	\$145,125
600	Capital Outlay	\$0	\$75	\$0	\$75
700	Other	\$19,500	\$22,180	\$0	\$22,180
<b>9200</b>	<b>Debt Service</b>				
700	Other	\$0	\$0	\$0	\$0
<b>Total Expenses Function 6000 to 9900</b>		<b>\$113,111,185</b>	<b>\$116,490,934</b>	<b>\$480,824</b>	<b>\$116,971,757</b>

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# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

**FISCAL YEAR 2022-2023**  
**GENERAL FUND – ONE MILL**  
**FUND 105**

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**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 ONE MILL  
 FUND 105  
 Month Ending May 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>3400</b>	<b>Revenue from Local Sources</b>				
000	Revenue	\$15,893,247	\$15,893,247	\$0	\$15,893,247
<b>Total Revenue</b>		<b>\$15,893,247</b>	<b>\$15,893,247</b>	<b>\$0</b>	<b>\$15,893,247</b>
<b>7400</b>	<b>Facilities Aquisition &amp; Const</b>				
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$7,954,831	\$7,954,834	\$0	\$7,954,834
<b>7700</b>	<b>Central Services</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$1,000	\$1,000	\$0	\$1,000
<b>7800</b>	<b>Pupil Transportation Services</b>				
600	Capital Outlay	\$109,737	\$109,737	\$0	\$109,737
<b>7900</b>	<b>Operation Of Plant</b>				
100	Salaries	\$2,798,810	\$2,798,808	\$0	\$2,798,808
200	Employee Benefits	\$1,220,451	\$1,220,451	\$0	\$1,220,451
300	Purchased Services	\$695,897	\$695,898	\$0	\$695,898
400	Energy Services	\$63,000	\$63,000	\$0	\$63,000
500	Material and Supplies	\$62,608	\$62,608	\$0	\$62,608
600	Capital Outlay	\$194,194	\$194,194	\$0	\$194,194
700	Other	\$6,000	\$6,000	\$0	\$6,000
<b>8100</b>	<b>Maintenance Of Plant</b>				
100	Salaries	\$109,941	\$109,941	\$0	\$109,941
200	Employee Benefits	\$38,243	\$38,243	\$0	\$38,243
<b>Total Expenses</b>		<b>\$13,254,712</b>	<b>\$13,254,714</b>	<b>\$0</b>	<b>\$13,254,714</b>





# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

**FISCAL YEAR 2022-2023**

**DEBT SERVICE**

**FUND 2XX**

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**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 DEBT SERVICE  
 FUND 2XX  
 Month Ending May 31, 2023

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
210	3320	State Auto License CO and DS	000	Revenue	\$61,800	\$61,800	\$0	\$61,800
222	3340	Other State Revenues	000	Revenue	\$215,474	\$215,474	\$0	\$215,474
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
290	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
	3630	Transfer From Capital Projects	000	Revenue	\$372,145	\$372,145	\$0	\$372,145
292	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
	3630	Transfer From Capital Projects	000	Revenue	\$3,938,863	\$3,938,863	\$0	\$3,938,863
293	3430	Interest Incl Profit On Inves	000	Revenue	\$125	\$125	\$0	\$125
	3630	Transfer From Capital Projects	000	Revenue	\$878,629	\$878,629	\$0	\$878,629
299	3630	Transfer From Capital Projects	000	Revenue	\$1,615,559	\$1,615,559	\$0	\$1,615,559
<b>Total Revenue</b>					<b>\$7,082,595</b>	<b>\$7,082,595</b>	<b>\$0</b>	<b>\$7,082,595</b>

210	9200	Debt Service	710	Redemption of Principal	\$61,800	\$61,800	\$0	\$61,800
			730	Dues and Fees	\$0	\$0	\$0	\$0
222	9200	Debt Service	710	Redemption of Principal	\$215,474	\$215,474	\$0	\$215,474
			730	Dues and Fees	\$0	\$0	\$0	\$0
290	9200	Debt Service	710	Redemption of Principal	\$367,145	\$367,145	\$0	\$367,145
			730	Dues and Fees	\$5,000	\$5,000	\$0	\$5,000
292	9200	Debt Service	710	Redemption of Principal	\$3,933,863	\$3,933,863	\$0	\$3,933,863
			730	Dues and Fees	\$5,000	\$5,000	\$0	\$5,000
293	9200	Debt Service	710	Redemption of Principal	\$873,754	\$873,754	\$0	\$873,754
			730	Dues and Fees	\$5,000	\$5,000	\$0	\$5,000
298	9200	Debt Service	730	Dues and Fees	\$0	\$0	\$0	\$0
299	9200	Debt Service	710	Redemption of Principal	\$1,615,559	\$1,615,560	\$0	\$1,615,560
			730	Dues and Fees	\$0	\$0	\$0	\$0
<b>Total Expenses</b>					<b>\$7,082,595</b>	<b>\$7,082,595</b>	<b>\$0</b>	<b>\$7,082,595</b>

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# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2022-2023

CAPITAL PROJECTS

FUND 3XX

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**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 CAPITAL PROJECTS  
 FUND 3XX  
 Month Ending May 31, 2023

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
340	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
360	3320	State Auto License CO and DS	000	Revenue	\$1,300,000	\$1,300,000	\$0	\$1,300,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
370	3410	Taxes	000	Revenue	\$22,886,277	\$22,886,277	\$953,594	\$23,839,871
	3421	Tax Redemptions	000	Revenue	\$0	\$0	\$0	\$0
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
	3724	Capital Lease Agreements	000	Revenue	\$0	\$0	\$0	\$0
380	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
	3490	Misc Local Resources	000	Revenue	\$12,700,000	\$12,700,000	\$0	\$12,700,000
391	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
392	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
394	3390	Miscellaneous State Revenues	000	Revenue	\$0	\$0	\$0	\$0
	3397	Charter School Capital Outlay	000	Revenue	\$796,000	\$796,000	\$0	\$796,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
395	3390	Miscellaneous State Revenues	000	Revenue	\$46,500	\$46,500	\$0	\$46,500
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
396	3410	Taxes	000	Revenue	\$15,500,000	\$15,500,000	\$0	\$15,500,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
398	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
399	3390	Miscellaneous State Revenues	000	Revenue	\$0	\$0	\$0	\$0
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
<b>Total Revenue</b>					<b>\$53,228,777</b>	<b>\$53,228,777</b>	<b>\$953,594</b>	<b>\$54,182,371</b>
340	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
360	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$3,759,464	\$4,212,464	\$0	\$4,212,464
			640	Furniture Fixtures & Equipment	\$453,000	\$0	\$0	\$0
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
	9200	Debt Service	730	Dues and Fees	\$0	\$0	\$0	\$0
370	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$27,594,575	\$27,775,167	\$0	\$27,775,167
			690	Computer Software	\$554,000	\$554,000	\$0	\$554,000
			640	Furniture Fixtures & Equipment	\$32,665	\$933,172	\$0	\$933,172
			670	Improvements other than Bldg	\$3,069,468	\$3,524,188	(\$27,000)	\$3,497,188
			660	Land	\$1,216,500	\$1,325,051	\$0	\$1,325,051
			650	Motor Vehicles	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$10,876,052	\$9,231,681	\$27,000	\$9,258,681
	7800	Pupil Transportation Services	650	Motor Vehicles	\$1,594,260	\$1,594,260	\$0	\$1,594,260
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
	7900	Operation Of Plant	680	Remodeling and Renovations	\$0	\$0	\$0	\$0
	9200	Debt Service	710	Redemption of Principal	\$674,287	\$674,287	\$0	\$674,287
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	\$1,981,479	\$1,981,479	\$0	\$1,981,479
			910	Transfers to General Fund	\$4,394,750	\$4,394,750	\$0	\$4,394,750
380	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$14,584,955	\$16,818,943	\$0	\$16,818,943
			690	Computer Software	\$0	\$5,000	\$0	\$5,000
			640	Furniture Fixtures & Equipment	\$2,037,535	\$2,711,967	(\$359,959)	\$2,352,008
			670	Improvements other than Bldg	\$0	\$1,509,524	\$359,959	\$1,869,483
			610	Library Books	\$0	\$135,000	\$0	\$135,000
			680	Remodeling and Renovations	\$10,000	\$110,412	\$0	\$110,412
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	\$4,823,717	\$4,823,717	\$0	\$4,823,717
392	7400	Facilities Aquisition & Const	620	Audiovisual Materials	\$3,000	\$2,840	\$0	\$2,840
			630	Buildings and Fixed Equip	\$0	\$0	\$0	\$0
			690	Computer Software	\$26,143	\$53,281	\$0	\$53,281
			640	Furniture Fixtures & Equipment	\$133,281	\$115,954	\$0	\$115,954
			650	Motor Vehicles	\$0	\$0	\$0	\$0
			390	Other Purchased Services	\$21,925	\$12,274	\$0	\$12,274
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
			360	Rentals	\$0	\$0	\$0	\$0
	9200	Debt Service	710	Redemption of Principal	\$0	\$0	\$0	\$0
393	7400	Facilities Aquisition & Const	680	Remodeling and Renovations	\$0	\$0	\$0	\$0
394	9700	Transfer Of Funds	910	Transfers to General Fund	\$0	\$0	\$0	\$0
395	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	\$430,295	\$430,295	\$0	\$430,295
396	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$14,087,846	\$14,249,702	(\$150,000)	\$14,099,702
			640	Furniture Fixtures & Equipment	\$0	\$134,594	\$0	\$134,594
			670	Improvements other than Bldg	\$937,440	\$1,000,427	\$0	\$1,000,427



SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 CAPITAL PROJECTS  
 FUND 3XX  
 Month Ending May 31, 2023

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
			790	Miscellaneous	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$14,452,335	\$14,092,898	\$150,000	\$14,242,898
398	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
399	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	\$20,377	\$20,377	\$0	\$20,377
			790	Miscellaneous	\$0	\$39,615	\$0	\$39,615
			680	Remodeling and Renovations	\$529,689	\$529,689	\$0	\$529,689
<b>Total Expenses</b>					<b>\$108,299,038</b>	<b>\$112,997,009</b>	<b>\$0</b>	<b>\$112,997,009</b>

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# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2022-2023

CAPITAL PROJECTS-SALES TAX

FUND 396

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**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 CAPITAL PROJECTS  
 FUND 396  
 Month Ending May 31, 2023

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
396	3410	Taxes	000	Revenue	\$15,500,000	\$15,500,000	\$0	\$15,500,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
<b>Total Revenue</b>					<b>\$15,500,000</b>	<b>\$15,500,000</b>	<b>\$0</b>	<b>\$15,500,000</b>
396	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$14,087,846	\$14,249,702	(\$150,000)	\$14,099,702
			640	Furniture Fixtures & Equipment	\$0	\$134,594	\$0	\$134,594
			670	Improvements other than Bldg	\$937,440	\$1,000,427	\$0	\$1,000,427
			790	Miscellaneous	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$14,452,335	\$14,092,898	\$150,000	\$14,242,898
<b>Total Expenses</b>					<b>\$29,477,621</b>	<b>\$29,477,621</b>	<b>\$0</b>	<b>\$29,477,621</b>

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# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2022-2023

SPECIAL REVENUE – FOOD SERVICE

FUND 410

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**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 SPECIAL REVENUE FOOD SERVICE  
 FUND 410  
 Month Ending May 31, 2023

Func	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>National School Lunch Act</b>						
3260	000	Revenue	\$15,425,750	\$15,425,750	\$0	\$15,425,750
<b>Categorical State Sources</b>						
3330	000	Revenue	\$145,000	\$145,000	\$0	\$145,000
<b>Interest Incl Profit On Inves</b>						
3430	000	Revenue	\$10,000	\$10,000	\$0	\$10,000
<b>Food Services</b>						
3450	000	Revenue	\$4,190,300	\$4,190,300	\$0	\$4,190,300
<b>Misc Local Resources</b>						
3490	000	Revenue	\$5,000	\$5,000	\$0	\$5,000
<b>Total Revenue</b>			<b>\$19,776,050</b>	<b>\$19,776,050</b>	<b>\$0</b>	<b>\$19,776,050</b>
<b>Basic FEFP K-12</b>						
5100	100	Salaries	\$0	\$0	\$0	\$0
	200	Employee Benefits	\$0	\$0	\$0	\$0
<b>Food Services</b>						
7600	100	Salaries	\$6,368,035	\$6,368,035	\$0	\$6,368,035
	200	Employee Benefits	\$3,169,006	\$3,169,006	\$0	\$3,169,006
	300	Purchased Services	\$304,500	\$312,345	(\$13,000)	\$299,345
	400	Energy Services	\$199,000	\$199,500	\$0	\$199,500
	500	Material and Supplies	\$10,052,100	\$11,433,344	\$252,400	\$11,685,744
	600	Capital Outlay	\$302,000	\$1,652,572	(\$239,900)	\$1,412,672
	700	Other	\$280,000	\$280,000	\$500	\$280,500
<b>Central Services</b>						
7700	100	Salaries	\$0	\$9,020	\$0	\$9,020
	200	Employee Benefits	\$0	\$819	\$0	\$819
<b>Operation Of Plant</b>						
7900	100	Salaries	\$23,400	\$23,400	\$0	\$23,400
	200	Employee Benefits	\$14,879	\$14,879	\$0	\$14,879
<b>Total Expenses</b>			<b>\$20,712,920</b>	<b>\$23,462,920</b>	<b>\$0</b>	<b>\$23,462,920</b>



# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

**FISCAL YEAR 2022-2023**  
**SPECIAL REVENUE – OTHER**  
**FUND 42X**

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**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*



SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 SPECIAL REVENUE OTHER  
 FUND 42X  
 Month Ending May 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>3201</b>	<b>Vocational Ed</b>				
3201	Revenue	\$371,166	\$371,166	\$6,932	\$378,098
<b>3220</b>	<b>Workforce Investment Act</b>				
3220	Revenue	\$287,326	\$449,208	\$0	\$449,208
<b>3226</b>	<b>Eisenhower Math And Science</b>				
3226	Revenue	\$1,401,643	\$1,401,643	\$261,046	\$1,662,688
<b>3230</b>	<b>I.D.E.A.</b>				
3230	Revenue	\$8,750,828	\$8,803,090	\$28,115	\$8,831,204
<b>3240</b>	<b>Title I - Elem &amp; Secondary Edu</b>				
3240	Revenue	\$8,720,432	\$8,818,252	(\$2,924,356)	\$5,893,897
<b>3290</b>	<b>Other Federal Thru State</b>				
3290	Revenue	\$203,605	\$197,892	\$0	\$197,892
<b>3190</b>	<b>Other Federal Direct</b>				
3190	Revenue	\$363,350	\$363,350	\$0	\$363,350
<b>3430</b>	<b>Interest Incl Profit On Inves</b>				
3430	Revenue	\$0	\$0	\$0	\$0
<b>Total Revenue</b>		<b>\$20,098,350</b>	<b>\$20,404,601</b>	<b>(\$2,628,263)</b>	<b>\$17,776,338</b>
<b>5000</b>	<b>Instruction</b>				
100	Salaries	\$6,973,964	\$5,828,346	\$11,033	\$5,839,380
200	Employee Benefits	\$3,079,635	\$2,116,397	\$6,548	\$2,122,946
300	Purchased Services	\$1,111,653	\$1,013,641	(\$1,506)	\$1,012,135
400	Energy Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$1,443,066	\$856,948	(\$23,725)	\$833,224
600	Capital Outlay	\$460,251	\$836,116	\$79,359	\$915,474
700	Other	\$55,389	\$84,532	\$12,493	\$97,025
<b>6100</b>	<b>Student Personnel Services</b>				
100	Salaries	\$1,020,118	\$1,025,276	(\$35,215)	\$990,061
200	Employee Benefits	\$360,571	\$364,098	(\$7,050)	\$357,048
300	Purchased Services	\$7,950	\$92,255	\$0	\$92,255
500	Material and Supplies	\$1,530	\$1,800	\$0	\$1,800
600	Capital Outlay	\$0	\$0	\$8,412	\$8,412
700	Other	\$3,500	\$3,300	\$0	\$3,300
<b>6110</b>	<b>Social Work</b>				
200	Employee Benefits	\$22,701	\$20,276	\$0	\$20,276
300	Purchased Services	\$3,030	\$2,400	\$0	\$2,400
700	Other	\$0	\$0	\$0	\$0
<b>6120</b>	<b>Guidance Services</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
<b>6130</b>	<b>Health Services</b>				
100	Salaries	\$0	\$0	\$0	\$0

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 SPECIAL REVENUE OTHER  
 FUND 42X  
 Month Ending May 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>6150</b>	<b>Parent Involvement</b>				
100	Salaries	\$0	\$3,750	\$0	\$3,750
200	Employee Benefits	\$0	\$987	\$0	\$987
300	Purchased Services	\$125,985	\$109,938	\$4,242	\$114,180
500	Material and Supplies	\$108,895	\$58,680	\$1,487	\$60,169
600	Capital Outlay	\$0	\$65	\$0	\$65
700	Other	\$2,500	\$2,000	\$0	\$2,000
<b>6200</b>	<b>Instructional Media</b>				
200	Employee Benefits	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>6300</b>	<b>Inst &amp; Curric Dev Services</b>				
100	Salaries	\$1,533,784	\$1,563,107	\$0	\$1,563,107
200	Employee Benefits	\$518,575	\$525,241	\$0	\$525,241
300	Purchased Services	\$29,884	\$25,618	(\$3,577)	\$22,041
500	Material and Supplies	\$176	\$2,676	\$0	\$2,676
600	Capital Outlay	\$237	\$237	\$0	\$237
700	Other	\$1,000	\$1,000	\$0	\$1,000
<b>6400</b>	<b>Inst Staff Training Services</b>				
100	Salaries	\$1,396,519	\$1,188,521	(\$64,197)	\$1,124,324
200	Employee Benefits	\$371,076	\$356,293	(\$14,375)	\$341,918
300	Purchased Services	\$615,561	\$597,628	(\$38,863)	\$558,765
500	Material and Supplies	\$84,340	\$90,623	\$77,690	\$168,314
600	Capital Outlay	\$51	\$20,584	\$238,952	\$259,536
700	Other	\$14,550	\$15,165	\$289	\$15,454
<b>6500</b>	<b>Instruction Related Technology</b>				
100	Salaries	\$0	\$3,288	\$0	\$3,288
200	Employee Benefits	\$0	\$688	\$0	\$688
300	Purchased Services	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>7200</b>	<b>General Administration</b>				
700	Other	\$568,513	\$589,066	\$448	\$589,514
<b>7300</b>	<b>School Administration</b>				
100	Salaries	\$69,966	\$19,615	\$0	\$19,615
200	Employee Benefits	\$15,042	\$15,042	\$0	\$15,042
<b>7400</b>	<b>Facilities Aquisition &amp; Const</b>				
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>7600</b>	<b>Food Services</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 SPECIAL REVENUE OTHER  
 FUND 42X  
 Month Ending May 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>7700</b>	<b>Central Services</b>				
100	Salaries	\$0	\$99	\$0	\$99
200	Employee Benefits	\$0	\$9	\$0	\$9
300	Purchased Services	\$0	\$0	\$3,577	\$3,577
<b>7800</b>	<b>Pupil Transportation Services</b>				
100	Salaries	\$25,907	\$0	\$0	\$0
200	Employee Benefits	\$5,060	\$0	\$0	\$0
300	Purchased Services	\$71,937	\$79,937	\$2,000	\$81,937
400	Energy Services	\$0	\$1,460	\$0	\$1,460
<b>7900</b>	<b>Operation Of Plant</b>				
100	Salaries	\$705	\$1,210	\$0	\$1,210
200	Employee Benefits	\$197	\$326	\$0	\$326
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$100	\$0	\$100
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$0	\$0	\$0	\$0
<b>8100</b>	<b>Maintenance Of Plant</b>				
500	Material and Supplies	\$0	\$0	\$0	\$0
<b>8200</b>	<b>Administrative Technology Svcs</b>				
300	Purchased Services	\$0	\$0	\$0	\$0
<b>9100</b>	<b>Community Services</b>				
500	Material and Supplies	\$0	\$0	\$0	\$0
<b>Total Expenses</b>		<b>\$20,103,818</b>	<b>\$17,518,338</b>	<b>\$258,022</b>	<b>\$17,776,365</b>





# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2022-2023

SPECIAL REVENUE

FEDERAL CARES ACT FUNDING

FUND 44X

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**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 SPECIAL REVENUE OTHER  
 FUND 44X  
 Month Ending May 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>3271</b>	<b>CARES Act ESSER</b>				
3271	Revenue	\$32,623,171	\$34,668,048	\$2,217,905	\$36,885,952
<b>3430</b>	<b>Interest Incl Profit On Inves</b>				
3430	Revenue	\$0	\$0	\$0	\$0
<b>Total Revenue</b>		<b>\$32,623,171</b>	<b>\$34,668,048</b>	<b>\$2,217,905</b>	<b>\$36,885,952</b>
<b>5000</b>	<b>Instruction</b>				
100	Salaries	\$11,183,410	\$7,907,183	\$1,185,999	\$9,093,182
200	Employee Benefits	\$677,150	\$1,132,636	\$248,831	\$1,381,467
300	Purchased Services	\$2,685,350	\$2,988,362	\$396,551	\$3,384,913
500	Material and Supplies	\$3,404,514	\$5,025,576	\$384,682	\$5,410,258
600	Capital Outlay	\$3,439,840	\$4,347,990	\$11,626	\$4,359,616
700	Other	\$86,400	\$67,400	\$20,000	\$87,400
<b>6100</b>	<b>Student Personnel Services</b>				
100	Salaries	\$759,967	\$597,517	\$0	\$597,517
200	Employee Benefits	\$239,800	\$71,307	\$0	\$71,307
300	Purchased Services	\$0	\$3,600	\$0	\$3,600
600	Capital Outlay	\$58,000	\$0	\$0	\$0
<b>6110</b>	<b>Social Work</b>				
200	Employee Benefits	\$22,337	\$22,425	\$0	\$22,425
<b>6130</b>	<b>Health Services</b>				
300	Purchased Services	\$6,000	\$6,000	\$0	\$6,000
500	Material and Supplies	\$3,963	\$3,963	\$0	\$3,963
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>6150</b>	<b>Parent Involvement</b>				
100	Salaries	\$0	\$25,000	\$0	\$25,000
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$50,000	\$25,000	\$0	\$25,000
400	Energy Services	\$0	\$500	\$0	\$500
500	Material and Supplies	\$0	\$81,000	\$0	\$81,000
<b>6190</b>	<b>Guidance Administration</b>				
100	Salaries	\$0	\$4,500	\$0	\$4,500
200	Employee Benefits	\$0	\$344	\$0	\$344
<b>6200</b>	<b>Instructional Media</b>				
100	Salaries	\$0	\$88,950	\$0	\$88,950
200	Employee Benefits	\$0	\$6,800	\$0	\$6,800
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>6300</b>	<b>Inst &amp; Curric Dev Services</b>				
100	Salaries	\$5,285	\$244,965	\$0	\$244,965
200	Employee Benefits	\$1,897	\$49,408	\$0	\$49,408
300	Purchased Services	\$0	\$40,000	\$0	\$40,000
500	Material and Supplies	\$0	\$3,000	\$0	\$3,000
600	Capital Outlay	\$1,875	\$15,100	\$0	\$15,100
700	Other	\$7,870	\$7,870	\$0	\$7,870
<b>6400</b>	<b>Inst Staff Training Services</b>				



SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 SPECIAL REVENUE OTHER  
 FUND 44X  
 Month Ending May 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
100	Salaries	\$132,785	\$449,915	\$117,000	\$566,915
200	Employee Benefits	\$19,038	\$73,556	\$0	\$73,556
300	Purchased Services	\$453,632	\$404,499	\$6,000	\$410,499
500	Material and Supplies	\$13,619	\$32,496	\$0	\$32,496
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$2,550	\$2,550	\$0	\$2,550
<b>6500</b>	<b>Instruction Related Technology</b>				
100	Salaries	\$0	\$64,500	\$0	\$64,500
200	Employee Benefits	\$0	\$4,934	\$0	\$4,934
300	Purchased Services	\$0	\$5,250	\$0	\$5,250
600	Capital Outlay	\$0	\$18,492	\$0	\$18,492
<b>7100</b>	<b>Board</b>				
100	Salaries	\$0	\$3,000	\$0	\$3,000
200	Employee Benefits	\$0	\$230	\$0	\$230
<b>7200</b>	<b>General Administration</b>				
100	Salaries	\$0	\$4,500	\$0	\$4,500
200	Employee Benefits	\$0	\$344	\$0	\$344
300	Purchased Services	\$72,000	\$68,400	(\$68,400)	\$0
700	Other	\$923,934	\$942,766	\$94,766	\$1,037,532
<b>7300</b>	<b>School Administration</b>				
100	Salaries	\$0	\$318,100	\$0	\$318,100
200	Employee Benefits	\$0	\$24,328	\$0	\$24,328
<b>7400</b>	<b>Facilities Aquisition &amp; Const</b>				
100	Salaries	\$0	\$16,500	\$0	\$16,500
200	Employee Benefits	\$0	\$1,263	\$0	\$1,263
600	Capital Outlay	\$8,171,422	\$7,453,934	\$0	\$7,453,934
<b>7500</b>	<b>Fiscal Services</b>				
100	Salaries	\$0	\$24,000	\$0	\$24,000
200	Employee Benefits	\$0	\$1,836	\$0	\$1,836
<b>7600</b>	<b>Food Services</b>				
100	Salaries	\$0	\$375,800	\$0	\$375,800
200	Employee Benefits	\$0	\$28,639	\$0	\$28,639
<b>7700</b>	<b>Central Services</b>				
100	Salaries	\$26,600	\$94,450	\$0	\$94,450
200	Employee Benefits	\$5,293	\$12,255	\$0	\$12,255
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>7800</b>	<b>Pupil Transportation Services</b>				
100	Salaries	\$78,250	\$624,760	\$75,000	\$699,760
200	Employee Benefits	\$22,558	\$104,033	\$15,744	\$119,777
300	Purchased Services	\$3,000	\$3,000	\$0	\$3,000
400	Energy Services	\$45,946	\$191,059	\$50,000	\$241,059
700	Other	\$0	\$0	\$0	\$0
<b>7900</b>	<b>Operation Of Plant</b>				
100	Salaries	\$0	\$343,179	\$0	\$343,179

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2022-2023  
 SPECIAL REVENUE OTHER  
 FUND 44X  
 Month Ending May 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
200	Employee Benefits	\$0	\$26,193	\$0	\$26,193
300	Purchased Services	\$7,611	\$0	\$0	\$0
500	Material and Supplies	\$11,273	\$10,864	\$2,700	\$13,564
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>8100</b>	<b>Maintenance Of Plant</b>				
100	Salaries	\$0	\$124,500	\$0	\$124,500
200	Employee Benefits	\$0	\$9,524	\$0	\$9,524
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$0	\$0
<b>8200</b>	<b>Administrative Technology Svcs</b>				
100	Salaries	\$0	\$22,500	\$0	\$22,500
200	Employee Benefits	\$0	\$1,721	\$0	\$1,721
<b>9100</b>	<b>Community Services</b>				
100	Salaries	\$0	\$13,000	\$0	\$13,000
200	Employee Benefits	\$0	\$994	\$0	\$994
<b>Total Expenses</b>		<b>\$32,623,169</b>	<b>\$34,668,260</b>	<b>\$2,540,499</b>	<b>\$37,208,759</b>

DRAFT

June 29, 2023 - Regular School Board Meeting

**Title**

C18 - DELETION OF CERTAIN ITEMS REPORT JUNE, 2023

**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 May, 2023.

**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 - JUNE, 2023 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 OF CERTAIN ITEMS REPORT JUNE, 2023.pdf](#)

Monthly Deletion Analysis / June 2022 2023			
Cost Center	Asset	Item, Reason for Deletion	Type of Deletion
CEB - 0071	12000217	COPIER: W/FINISHER - RICOH / BROKEN	D1
KHE - 0301	00088347	SMARTBOARD: 77 " W/FLOOR STAND / BROKEN	D1
	00095771	SMARTBOARD: 77 " W/FLOOR STAND / BROKEN	D1
	00092495	SMARTBOARD: 77 " W/FLOOR STAND / BROKEN	D1
	00088339	SMARTBOARD: 48 " W/FLOOR STAND / BROKEN	D1
	00088344	SMARTBOARD: 64 " MOUNTED" / BROKEN	D1
	00092492	SMARTBOARD: 77 " INTERACTIVE / BROKEN	D1
	10001569	SMARTBOARD: 64 " INTERACTIVE / BROKEN	D1
	10001566	SMARTBOARD: 64 " INTERACTIVE / BROKEN	D1
	00092488	SMARTBOARD: 77 " W/FLOOR STAND / BROKEN	D1
	00088342	SMARTBOARD: 77 " W/FLOOR STAND / BROKEN	D1
	00092480	SMARTBOARD: 77 " W/FLOOR STAND / BROKEN	D1
	00088345	SMARTBOARD: 64 " INTERACTIVE / BROKEN	D1
	00095766	SMARTBOARD: 77 " W/FLOOR STAND / BROKEN	D1
KHH - 0311	11000523	PRESS:PRINT 4 STATION-RILEY / OBSOLETE	D1
	11000423	PACER:LARGE W/ACCESSORIES-RIFT / BROKEN	D1
	00096012	CHAIR: ADVANCEMENT LARGE / BROKEN	D1
MHS - 0391	00083516	LAPTOP: IBOOK - APPLE 14.1 / BROKEN	D1
	13100177	LAPTOP - DELL LATITUDE E6420 / BROKEN	D5
PES - 0471	10000252	BOARD: DISPLAY BLACK/CHARCOAL / BROKEN	D5
	10000253	BOARD: DISPLAY BLACK/CHARCOAL / BROKEN	D5
MRE - 0511	09000818	TEACHER STATION: C/M/K / BROKEN	D5
FIE - 0521	00062704	PIANO:BALDWIN / BROKEN	D5
	00059479	PRINTER:BRAILLE VERSA POINT / BROKEN	D1
	00096558	BRAILLE EMBOSSER: PORTABLE / BROKEN	D1
	00091687	LAPTOP: LATITUDE D820 / BROKEN	D5
CGE - 0601	00093161	CART: MILK MOBILE / BROKEN	D5
DOE - 0641	19000153	TOWER: DELL PRECISION T3420 / BROKEN	D1
MAINTENANCE - 9021	00089884	FORKLIFT: BATTERY POWERED / BROKEN	D5
FOOD SERVICE - 9110	00081938	FOOD WARMER / BROKEN	D5
	00081939	FOOD WARMER / BROKEN	D5

D1 = PARTED OUT/JUNK

D5 = SURPLUS SALES

Clay County Public Schools  
 Monthly Deletion Report  
 For Month Ending: 06/30/2023

<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>
Junk/Parts	12000217	CHARLES E BENNETT ELEMENTARY COPIER: W/FINISHER - RICOH MPC	11/10/2011	06/01/2023	5,161.00	5,161.00
<b>0071 CHARLES E BENNETT ELEMENTARY</b>						
<b>0301 KEYSTONE HEIGHTS ELEMENTARY</b>						
Junk/Parts	00088339	SMARTBOARD: 48 " W/FLOOR STAND	02/09/2007	06/01/2023	1,091.00	1,091.00
Junk/Parts	00088342	SMARTBOARD: 77 " MOUNTED	10/10/2007	06/01/2023	1,399.00	1,399.00
Junk/Parts	00088344	SMARTBOARD: 64 " MOUNTED"	09/13/2007	06/01/2023	1,199.00	1,199.00
Junk/Parts	00088345	SMARTBOARD: 64 " MOUNTED"	09/13/2007	06/01/2023	1,199.00	1,199.00
Junk/Parts	00088347	SMARTBOARD: 77 " W/FLOOR STAND	09/13/2007	06/01/2023	1,617.00	1,617.00
Junk/Parts	00092480	SMARTBOARD: 77 " MOUNTED"	09/13/2007	06/01/2023	1,399.00	1,399.00
Junk/Parts	00092488	SMARTBOARD: 77 " INTERACTIVE W	02/28/2008	06/01/2023	1,294.00	1,294.00
Junk/Parts	00092492	SMARTBOARD: 77 " INTERACTIVE W	02/28/2008	06/01/2023	1,294.00	1,294.00
Junk/Parts	00092495	SMARTBOARD: 77 " INTERACTIVE W	02/28/2008	06/01/2023	1,294.00	1,294.00
Junk/Parts	00095766	SMARTBOARD: 77 " INTERACTIVE W	09/25/2008	06/01/2023	1,294.00	1,294.00
Junk/Parts	00095771	SMARTBOARD: 77 " INTERACTIVE W	01/22/2009	06/01/2023	1,399.00	1,399.00
Junk/Parts	10001566	SMARTBOARD: 64 " INTERACTIVE W	06/29/2010	06/01/2023	1,039.35	1,039.35
Junk/Parts	10001569	SMARTBOARD: 64 " INTERACTIVE W	06/29/2010	06/01/2023	1,039.35	1,039.35
<b>0311 KEYSTONE HEIGHTS JR/SR HIGH</b>						
Junk/Parts	00096012	CHAIR: ADVANCEMENT LARGE - RUF	10/23/2008	06/01/2023	1,843.50	1,843.50
Junk/Parts	11000423	PACER:LARGE W/ACCESSORIES-RIFT	11/23/2010	06/01/2023	2,486.25	2,486.25
Junk/Parts	11000523	PRESS:PRINT 4 STATION-RILEY HO	11/10/2010	06/01/2023	1,995.00	1,995.00
<b>0391 MIDDLEBURG HIGH</b>						
Junk/Parts	00083516	LAPTOP: IBOOK - APPLE 14.1	06/30/2006	06/01/2023	1,605.00	1,605.00
Junk/Parts	13100177	LAPTOP - DELL LATITUDE E6420 +	10/25/2012	06/01/2023	1,123.54	1,123.54
<b>0471 ROBERT M PATERSON ELEMENTARY</b>						
Surplus Sale	10000252	BOARD: DISPLAY BLACK/CHARCOAL	01/28/2010	06/01/2023	2,196.50	2,196.50
Surplus Sale	10000253	BOARD: DISPLAY BLACK/CHARCOAL	01/28/2010	06/01/2023	2,196.50	2,196.50



Clay County Public Schools  
 Monthly Deletion Report  
 For Month Ending: 06/30/2023

<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>
Surplus Sale	09000818	TEACHER STATION: C/M/K/PRT/WEB	08/13/2009	06/01/2023	2,924.58	2,924.58
		MCRÆE ELEMENTARY			2,924.58	2,924.58
		0511				
		FLEMING ISLAND ELEMENTARY				
		0521				
Junk/Parts	00059479	PRINTER: BRAILLE VERSA POINT	04/23/1996	06/01/2023	3,305.00	3,305.00
Surplus Sale	00062704	PIANO: BALDWIN STUDIO W/BENC	04/01/1996	06/01/2023	2,400.00	2,400.00
Surplus Sale	00091687	LAPTOP: LATTITUDE D820 - DELL	05/24/2007	06/01/2023	1,349.00	1,349.00
Junk/Parts	00096558	BRAILLE EMBOSSE: PORTABLE - R	08/28/2008	06/01/2023	2,065.00	2,065.00
		COPPERGATE ELEMENTARY			9,119.00	9,119.00
		0601				
Surplus Sale	00093161	CART: MILK MOBILE - ATLAS META	05/15/2007	06/01/2023	5,052.00	5,052.00
		DISCOVERY OAKS ELEMENTARY				
		0641				
Junk/Parts	19000153	TOWER: DELL PRECISION T3420	08/08/2018	06/01/2023	1,113.94	340.35
		MAINTENANCE DEPARTMENT				
		9021				
Surplus Sale	00089884	FORKLIFT: BATTERY POWERED - YA	06/28/2006	06/01/2023	19,200.00	19,200.00
		FOOD & NUTRITION SERVICES				
		9110				
Surplus Sale	00081938	CABINET: MOBILE HOLDING - SHAAM	07/22/2004	06/01/2023	1,951.67	1,951.67
Surplus Sale	00081939	CABINET: MOBILE HOLDING - SHAAM	07/22/2004	06/01/2023	1,951.67	1,951.67
		Furniture, Fixtures & Equipment			3,903.34	3,903.34

Clay County Public Schools  
 Monthly Deletion Report  
 For Month Ending: 06/30/2023

<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>
	<b>Total Furniture</b>				<b>Totals for Deletion Report</b>	
	76,477.85				76,477.85	75,704.28
	<b>Total Vehicles</b>					
	0.00					
	<b>Total Audio Visual</b>					
	0.00					
	<b>Total Software</b>					
	0.00					

Note:

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)



June 29, 2023 - Regular School Board Meeting

**Title**

C19 - BID Award

**Description**

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

a. Exceptional Student Educational Services - County Wide Bid #23-SCH-93: Contract Period is for a three (3) year period from July 1, 2023 through June 30, 2026 with the option to renew for three (3) additional one (1) year contract periods upon mutual agreement, in writing. Bid established to provide all labor, materials, transportation and supervision for sign language, speech, mental, behavioral, occupational and physical therapy services countywide, on an as-needed basis. The vendors awarded are the lowest, most responsive and responsible bidders meeting specifications.

**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**

No prior bids have been awarded for Exceptional Student Educational Services, services were previously procured by exception.

**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 Bid.

**Strategic Plan Goal**

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

### **Recommendation**

\*Tentatively\* Award BID as follows:

a. Exceptional Student Educational Services - County Wide Bid #23-SCH-93:

- AGAPE Interpreting Services, Inc., 146 Alegria Cir, St. Augustine, FL 32095
- AHS Staffing, LLC, 3051 Willowood Rd., Edmond, OK 73034
- Allied Instructional Services, PO Box 2214, Ashland, VA 23005
- Alonzo Sign Language Interpreting, LLC, PO Box 351888, Palm Coast FL 32135
- AMN Allied Services LLC, 2999 Olympus Blvd., Suite 500, Coppell, TX 75019
- ATC Healthcare Svc, 1983 Marcus Ave, Suite E122, Lake Success, NY 11042
- Behavior Management Consultants, Inc., PO Box 10827, Tallahassee, FL 32302
- Broad Horizons Speech Therapy, 9191 R G Skinner Pkwy, Unit 103, Jacksonville, FL 32256
- Cirrus, Inc., 7 Aretna Street, St Augustine, FL 32084
- CompHealth Medical Staffing, 5557 28th Street, Suite B, PMB 318, Grand Rapids, MI 43512
- Connections Therapy for Kids, 2833 Executive Park Dr, Suite 300, Weston, FL 33331
- CRA Therapy, PO Box 56120, St Petersburg, FL 33732
- Florida Kids Therapy Services LLC, 11512 Lake Mead Ave, Suite 604, Jacksonville, FL 32256
- INVO Healthcare, 10014 N Dale Mabry Hwy, Suite C-100, Tampa, FL 33618
- Maxim Healthcare Staffing, 7227 Lee Deforest Drive, Columbia, MD 21046
- New Hope LLC dba Helping Hands Therapy, 2703 University Blvd E, Tuscaloosa, AL 35404
- Pediatric Developmental Services, 115 Sudbrook Lane, Suite A, Pikesville, MD 21208
- PHYST LLC, 5447 Shady Pine St S, Jacksonville, FL 32244
- Positive Behavior Supports, Corp., 7108 S Kanner Hwy, Stuart, FL 34997
- Talk of the Town Speech Therapy LLC, 56 Water Street, St Augustine, FL 32084
- The Stepping Stones Group, 123 N Wacker Dr, Suite 1150, Chicago, IL 60606

### **Contact**

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

### **Financial Impact**

a. Exceptional Student Educational Services - County Wide Bid #23-SCH-93: The total estimated annual expenditure is estimated at \$2,480,000.00 from General and Federal Revenue, for a total estimated value of \$7,440,000.00 for the entirety of the three (3) year contract period.

### **Review Comments**

### **Attachments**

June 29, 2023 - Regular School Board Meeting

**Title**

C20 - District Print Center Equipment Refresh

**Description**

The District Print Center currently services our Schools and Departments by providing Black & White and Full Color printed material at a reasonable cost. A few on the items produced are FIC cards, Free and Reduced Lunch Applications, Title 1 Information Letters, No Child Left Behind Information, Employee Handbooks and Forms, CCEA and CESPA Contract Books, MIS Forms, Training/Workshop Material, Supplemental Curriculum for Students, Tardy/Clinic/Hall Passes, Graduation Programs, Flyers, Certificates, Booklets and Envelopes. School year 2022/2023 the Print Center had an estimated 3,000 job requests totaling over \$24,000. The economical pricing the Print Center offers our Schools and Departments is based on the material, supplies and equipment cost that the Print Center incurs.

**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 been using Xerox production equipment for the past twenty plus years. The smooth operation and reliability of the equipment allows the Print Center to meet the needs of District Departments and Schools. Xerox provides us with Service Technicians that are experienced and respond in a timely manner.

**Expected Outcomes**

Upon approval by the Board, we expect the vendor to provide quality services and products so the District Print Center can continue providing quality services and products to the Schools and Departments.

**Strategic Plan Goal**

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

**Recommendation**

Authorize the Superintendent to finalize and execute the Lease Agreements and Pool Plan Agreement utilizing the State of Florida Agreement #44000000-NASPO-19-ACS, NASPO Master Agreement # 140606.

**Contact**

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

**Financial Impact**

Estimated \$9,613.30 a month for 72 months from General Revenue

**Review Comments**

**Attachments**



**June 29, 2023 - Regular School Board Meeting**

**Title**

C21 - 2023-2024 School Safety Interlocal Agreement Among the School Board of Clay County, Florida, City of Green Cove Springs Florida, and Green Cove Springs Police Department.

**Description**

Proposed funding and contract options to meet the requirements of the Marjory Stoneman Douglas High School Public Safety Act, Ch. 2018-3. The draft agreement between the City of Green Cove Springs, the Green Cove Springs Police Department (GCSPD) School Resource Officer (SRO) program shall include one full time police officer at each of the two schools within the city boundaries for Charles E. Bennett and Green Cove Springs Junior High for the 2023-2024 academic year. The City of Green Cove Springs Police Department Dispatch Center and four communications officers, Green Cove Springs Police Department, which will meet all the criteria set forth in, Green Cove Springs Police Department.

**Gap Analysis**

The City of Green Cove Springs has contracted with the Clay County District Schools to provide a School Resource Officer at the two schools within their municipality for the school year 2023-2024. The City of Green Cove Springs will continue (with the school system) to enhance the connectedness between the local Police Department and the families of students living in Green Cove Springs attending one of the two schools.

**Previous Outcomes**

During the 2022-2023 school year the Green Cove Springs Police Department planned and implemented Drug Abuse Resistance Education (“DARE”) in collaboration with District personnel. The Green Cove Springs Police Department was also successful in launching a pedestrian safety program at Charles E. Bennett and Green Cove Springs Junior High.

**Expected Outcomes**

The presence of the SRO’s on the two campuses will strengthen relationships between the local Police Department, students and families, in the community. Resulting in higher quality interactions within the neighborhoods creating a more cohesive and secure campus environment. Students will continue to be educated on the law and illegal activities. The number of aggressive and violent conduct referrals overall is expected to decline.

**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 Interlocal Agreement between the Green Cove Springs Police Department, City of Green Cove Springs Florida, and School Board of Clay County with the one attached.

**Contact**

Bryce Ellis, Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net,  
Kenneth Wagner, Chief of Police, (904) 336-0101, kenneth.wagner@myoneclay.net

**Financial Impact**

\$216,179.95 to be paid out in twelve (12) equal installments for School Resource Officers 2023-2024  
\$155,698.00 to be paid out in twelve (12) equal installments for (4) Dispatchers for GCSPD 2023-2024

**Review Comments**

**Attachments**

📎 [Interlocal Agreement City of GCS and GCS Police Department.pdf](#)

23-245R

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 230141  
Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:  
6/1/2023  
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED  
 Must Have Board Approval over \$100,000.00

Date Submitted: April 19, 2023 *Kenneth J Wagner*

Name of Contract Initiator: Kenneth J Wagner Sr - Chief of Police Telephone #: 904-336-0101

School/Dept Submitting Contract: Clay County District Schools Police Dept. Cost Center # 9025

Vendor Name: ~~City of Green Cove Springs and Green Cove Springs Police Department~~

Contract Title: School Safety Interlocal Agreement SBCC and City of GCS

Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # 220141

Contract Term: 1 year 23-24 Schol Year Renewal Option(s):

Contract Cost: \$371,877.95

BUDGETED FUNDS - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT  
 Funding Source: Budget Line # 105.7915310.9055.1205.0000.000.0  
 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) - When using the Addendum A, 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 to the End of the Contract, vendor/contractor must provide Workers' Compensation coverage].

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

\_\_\_\_ Release and Hold Harmless (If Applicable)

RECEIVED  
APR 20 2023  
PURCHASING

RECEIVED  
4/20/2023  
SBAO

AREA BELOW FOR DISTRICT PERSONNEL ONLY

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department BFS Review Date 4/24/2023 5/15/23	Need 23-24 Contract Written (See Draft attached) Yellow = change, added number 12 per Wagner ✓
School Board Attorney JB Review Date 5/24/23	See yellow ✓
Other Dept. as Necessary	
Review Date	

PENDING STATUS:  YES  NO IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR

FINAL STATUS:  APPROVED DATE: 5/3/23

2023-2024

SCHOOL SAFETY INTERLOCAL AGREEMENT AMONG  
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA;  
CITY OF GREEN COVE SPRINGS, FLORIDA; AND  
GREEN COVE SPRINGS PARK POLICE DEPARTMENT

THIS AGREEMENT is made among and executed by the School Board of Clay County, Florida ("School Board"), City of Green Cove Springs, Florida ("City"), and the City of Green Cove Springs Department ("GCSPD"), collectively referred to hereinafter as "the Parties."

WHEREAS, the Parties have historically entered into annual "School Safety Interlocal Agreement" whereby GCSPD Officers are assigned to certain public schools within Clay County District Schools ("District") to maintain safety and provide certain educational resource services in exchange for the School Board's payment of sums to the City for the benefit of GCSPD; and

WHEREAS, the Parties are currently performing one such agreement known as the 2022-2023 School Safety Interlocal Agreement among the School Board of Clay County, Florida; City of Green Cove Springs, Florida; and the Green Cove Springs Police Department, a complete and accurate copy of which is attached hereto as Exhibit A; and

WHEREAS, under this 2023-2024 School Safety Interlocal Agreement, GCSPD's educational resource services include assistance and support to District personnel in planning and implementing school programs such as Drug Abuse Resistance Education ("DARE"), health and substance abuse education, and traffic and pedestrian safety programs at Charles E. Bennett Elementary School and Green Cove Springs Junior High School; and

WHEREAS, Florida's recently-enacted Marjory Stoneman Douglas High School Public Safety Act, Ch.2018-3, Laws of Florida ("the Act"), as amended in 2019, made significant school safety reforms and imposed upon all Florida public school districts numerous additional requirements to achieve greater safety and security for all public school students and staff; and

WHEREAS, one requirement of the Act, codified in part under section 1006.12 of the Florida Statutes (2018), calls for school boards to partner with law enforcement agencies to establish or assign at least one "school safety officer" at each public school within a school district by implementing one or any combination of three four statutory options going into the 2023-2024 school year; and

WHEREAS, a District-wide combination School Safety Officer/School Resource Officer "SRO" program presents one statutory option, though state funding committed to the District for a program of this nature is substantially insufficient; and

WHEREAS, the School Board and Superintendent in collaboration with local law enforcement agencies, officials, and community stakeholders – have collectively explored (and continue to explore) avenues by which adequate funding may be raised and mandates of the Act may be met without compromising the level of services provided by each of the public agencies involved; and

WHEREAS, the Parties have, in fact, partnered with each other, and desire to enter into an agreement under which GCSPD provides SRO services at Charles E. Bennett Elementary School and Green Cove Springs Junior High School, and continues to deliver the above-referenced educational resource services to said schools throughout the 2023-2024 school year, and also creates, sets up and staffs a combined Police Dispatch Center to jointly serve GCSPD and the Clay County District Schools Police Department in exchange for payment of certain sums by the School Board.

NOW, THEREFORE, IN CONSIDERATION of the foregoing and the mutual promises and obligations stated herein, the Parties agree as follows:

1. The School Board upon approval of this Agreement by all Parties shall pay to the City the sum of \$371,877.95 in exchange for certain services provided to the School Board by GCSPD from July 1, 2023, through June 30, 2024, as specified below. Such payment shall be made in twelve (12) monthly payments upon receipt of a monthly detailed invoice submitted by GCSPD to the School Board. The above total sum includes payment for the existing School Resource Officers in the total amount of \$216,179.95 and payment for all salaries and all other expenses for four dispatchers in the total amount of \$155,698.00.

2. The City agrees to accept payment of such funds for the benefit and use of GCSPD.

3. Included under this Agreement shall be GCSPD's assignment of a School Resource Officer ("SRO") per site to provide public safety, law enforcement, and educational resource services at Charles E. Bennett Elementary School and Green Cove Springs Junior High School. The educational resources services shall include GCSPD assistance and support to District personnel in planning and implementing school programs such as Drug Abuse Resistance Education ("DARE"), health and substance abuse education, and traffic and pedestrian safety programs at these schools.

4. Also Included under this Agreement, the City and GCSPD shall implement a combined Police Dispatch Center to serve to facilitate communications between 911 services, the Clay County District Schools Police Department and the Green Cove Springs Police Department, which Dispatch Center shall be staffed by four (4) communications Officers who shall be employees of the Green Cove Springs Police Department. Said dispatch officers shall be hired by the Green Cove Springs Police Department and shall meet all of the criteria set forth in the GCSPD job description for "Communications Officer 110-3."

5. The School Board, the Clay County District Schools Police Department, and GCSPD will collaborate and work together with other government agencies to ensure that the services contemplated herein are appropriately and effectively delivered. General orders and directives will be reviewed and updated to enhance the working relationship between District and GCSPD staff and encourage early intervention strategies and activities.

6. GCSPD agrees to comply with the requirements of the Jessica Lunsford Act by requiring that all GCSPD personnel and agents who come into contact with students are fingerprinted and have passed a Level II background check at no cost to the School Board.

7. GCSPD shall maintain records concerning the performance of services provided by the GCSPD Officers assigned as SROs. In accordance with the Law Enforcement Officers Bill of Rights, Chapter 112, Fla. Stat., complaints against a GCSPD Officer shall be referred to and appropriately addressed by GCSPD.

8. This Agreement is entered into and governed by the *Florida Inter-local Cooperation Act of 1969*, section 163.01, Fla. Stat., and all applicable portions of the same are hereby incorporated by reference.

9. Subject to and within the limitations of the sections 163.01 and 768.28, Fla. Stat., GCSPD agrees to indemnify and hold harmless the School Board and its officers, employees, and agents from and against any and all loss, damage, or liability which arises as a result of the negligent or intentional acts of GCSPD personnel which occur in connection with the services contemplated by this Agreement.

10. This Agreement shall become effective upon the date it is fully executed by all the Parties.

11. Upon full execution of this Agreement, the Parties' 2022-23 School Safety Interlocal Agreement shall be deemed terminated and rendered void without penalty or any further obligations of any party. Otherwise, the 2022-23 School Safety Interlocal Agreement will remain in full force and effect through September 30, 2023.



**12. It is further agreed:**

A. To work cooperatively with each other to proactively address and report school security issues and to provide students, faculty, and parents with quality law enforcement services and the safest learning environment possible.

B. School Resource officer shall serve on school Threat Assessment Team (Behavioral Threat Assessment) in accordance with Florida Statute 1006.07 and shall notify Clay County District Schools Police Chief or designee upon completion of an assessment, document such threat assessment in an incident report, and conduct off campus threat assessment if necessary.

C. In all situations wherein the reporting, SRO contemplates criminal charges involving any employee of Clay County District Schools or a student's arrest for a felony occurring on the school grounds during the school day, the matter shall be brought to the attention of the Principal and the Chief of Police for the Clay County District Schools Police Department or designee.

D. To the extent allowed by law and as practicable, the PARTIES agree to give advance Notice to the other and the opportunity for input prior to the release of any press release, media statements, or social media post on all matters related to law enforcement action taken on school grounds or dealing with Clay County District Schools faculty.

E. All body-worn camera recordings, if applicable, captured by the Green Cove Springs Police Department within the school remain the property and work product of the Green Cove Springs Police Department. Any request made to Clay County District Schools by a third party for copies of video recordings shall be referred to the Records Division for the Green Cove Springs Police Department for handling in accordance with Florida law. The Green Cove Springs Police Department and Clay County District Schools further agree that if equipped with the use of a body-worn camera, then the camera operation is part of the officer's uniform. It is understood that within the school setting and when possible, the body-worn cameras will be used when taking law enforcement action, such as but not limited to, interviewing victims or witnesses, making arrests on the school campus, or as otherwise authorized by the policies or procedures of the Green Cove Springs Police Department.

F. The Green Cove Springs Police Department shall notify the Chief of Police of the Clay County District Schools Police Department or designee by June 1, of each subsequent contract year, if the provision of school safety pursuant to F.S. 1006.12 by use of a Green Cove Springs Police Department officer will not be used for the upcoming school year.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date(s) hereinafter indicated.

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

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

Ashley Gilhousen, Chair  
900 Walnut Street  
Green Cove Springs, Florida 32043

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

David Broskie, Superintendent of Schools

CLAY COUNTY DISTRICT SCHOOLS POLICE DEPARTMENT

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

Kenneth Wagner, Chief  
900 Walnut Street  
Green Cove Springs, Florida 32043

POLICE DEPARTMENT OF GREEN COVE SPRINGS, FLORIDA

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

E.J. Guzman, Chief

CITY OF GREEN COVE SPRINGS, FLORIDA

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

Matt Johnson, Mayor  
321 Walnut Street  
Green Cove Springs, Florida 32073

CITY OF GREEN COVE SPRINGS, FLORIDA

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

Steve Kennedy, City Manager

2022-2023

SCHOOL SAFETY INTERLOCAL AGREEMENT AMONG  
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA;  
CITY OF GREEN COVE SPRINGS, FLORIDA; AND  
GREEN COVE SPRINGS POLICE DEPARTMENT

THIS AGREEMENT is made among and executed by the School Board of Clay County, Florida ("School Board"), the City of Green Cove Springs, Florida ("City"), and the City of Green Cove Springs Police Department ("GCSPD"), collectively referred to hereinafter as "the Parties."

WHEREAS, the Parties have historically entered into annual "School Safety Interlocal Agreement" whereby GCSPD Officers are assigned to certain public schools within Clay County District Schools ("District") to maintain safety and provide certain educational resource services in exchange for the School Board's payment of sums to the City for the benefit of GCSPD; and

WHEREAS, the Parties are currently performing one such agreement known as the 2021-2022 School Safety Interlocal Agreement among the School Board of Clay County, Florida; City of Green Cove Springs, Florida; and Green Cove Springs Police Department, a complete and accurate copy of which is attached hereto as Exhibit A; and

WHEREAS, under this 2022-2023 School Safety Interlocal Agreement, GCSPD's educational resource services include assistance and support to District personnel in planning and implementing school programs such as Drug Abuse Resistance Education ("DARE"), health and substance abuse education, and traffic and pedestrian safety programs at Charles E. Bennett Elementary School and Green Cove Springs Junior High School; and

WHEREAS, Florida's recently-enacted Marjory Stoneman Douglas High School Public Safety Act, Ch.2018-3, Laws of Florida ("the Act"), as amended in 2019, made significant school safety reforms and imposed upon all Florida public school districts numerous additional requirements to achieve greater safety and security for all public school students and staff; and

WHEREAS, one requirement of the Act, codified in part under section 1006.12 of the Florida Statutes (2018), calls for school boards to partner with law enforcement agencies to establish or assign at least one "school safety officer" at each public school within a school district by implementing one or any combination of three four statutory options going into the 2022-2023 school year; and

WHEREAS, a District-wide combination School Safety Officer/School Resource Officer "SRO" program presents one statutory option, though state funding committed to the District for a program of this nature is substantially insufficient; and

WHEREAS, the School Board and Superintendent in collaboration with local law enforcement agencies, officials, and community stakeholders -- have collectively explored (and continue to explore) avenues by which adequate funding may be raised and mandates of the Act may be met without compromising the level of services provided by each of the public agencies involved; and

WHEREAS, the Parties have, in fact, partnered with each other, and desire to enter into an agreement under which GCSPD provides SRO services at Charles E. Bennett Elementary School and Green Cove Springs Junior High School, continues to deliver the above-referenced educational resource services to said schools throughout the 2022-2023 school year, and also creates, sets up and staffs a combined Police Dispatch Center to jointly serve GCSPD and the Clay County District Schools Police Department in exchange for payment of certain sums by the School Board,

NOW, THEREFORE, IN CONSIDERATION of the foregoing and the mutual promises and obligations stated herein, the Parties agree as follows:

1. The School Board upon approval of this Agreement by all Parties shall pay to the City the sum of \$348,087.96 in exchange for certain services provided to the School Board by GCSPD from July 1, 2022, through June 30, 2023, as specified below. Such payment shall be made in twelve (12) equal installments after execution of this Agreement and upon receipt of a monthly detailed invoice submitted by GCSPD to the School Board. The above total sum includes payment for the existing School Resource Officers in the total amount of \$146,050.63 and payment for all salaries and all other expenses for four dispatchers in the total amount of \$202,037.33

2. The City agrees to accept payment of such funds for the benefit and use of GCSPD.

3. Included under this Agreement shall be GCSPD's assignment of a School Resource Officer ("SRO") per site to provide public safety, law enforcement, and educational resource services at Charles E. Bennett Elementary School and Green Cove Springs Junior High School. The educational resources services shall include GCSPD assistance and support to District personnel in planning and implementing school programs such as Drug Abuse Resistance Education ("DARE"), health and substance abuse education, and traffic and pedestrian safety programs at these schools.

4. Also Included under this Agreement, the City and GCSPD shall implement a combined Police Dispatch Center to serve to facilitate communications between 911 services, the Clay County District Schools Police Department and the Green Cove Springs Police Department, which Dispatch Center shall be staffed by four (4) communications Officers who shall be employees of the Green Cove Springs Police Department. Said dispatch officers shall be hired by the Green Cove Springs Police Department and shall meet all of the criteria set forth in the GCSPD job description for "Communications Officer 110-3,"

5. The School Board, the Clay County District Schools Police Department, and GCSPD will collaborate and work together with other government agencies to ensure that the services contemplated herein are appropriately and effectively delivered. General orders and directives will be reviewed and updated to enhance the working relationship between District and GCSPD staff and encourage early intervention strategies and activities.

6. GCSPD agrees to comply with the requirements of the Jessica Lunsford Act by requiring that all GCSPD personnel and agents who come into contact with students are fingerprinted and have passed a Level II background check at no cost to the School Board.

7. GCSPD shall maintain records concerning the performance of services provided by the GCSPD Officers assigned as SROs. In accordance with the Law Enforcement Officers Bill of Rights, Chapter 112, Fla. Stat., complaints against a GCSPD Officer shall be referred to and appropriately addressed by GCSPD.

8. This Agreement is entered into and governed by the *Florida Inter-local Cooperation Act of 1969*, section 163.01, Fla. Stat., and all applicable portions of the same are hereby incorporated by reference.

9. Subject to and within the limitations of the sections 163.01 and 768.28, Fla. Stat., GCSPD agrees to indemnify and hold harmless the School Board and its officers, employees, and agents from and against any and all loss, damage, or liability which arises as a result of the negligent or intentional acts of GCSPD personnel which occur in connection with the services contemplated by this Agreement.

10. This Agreement shall become effective upon the date it is fully executed by all the Parties.

11. Upon full execution of this Agreement, the Parties' 2021-22 School Safety Interlocal Agreement shall be deemed terminated and rendered void without penalty or any further obligations of any party. Otherwise, the 2021-22 School Safety Interlocal Agreement will remain in full force and effect through September 30, 2022.



IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date(s) hereinafter indicated.

THE SCHOOL BOARD OF CLAY  
COUNTY, FLORIDA

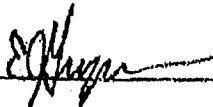
By: Mary Silhouse Date: 6/30/22  
Mary Bolla, Chair *for Mary Bolla*  
900 Walnut Street  
Green Cove Springs, Florida 32043

By: David Broskie Date: 6/30/22  
DAVID BROSKIE  
Superintendent of Schools  
\*\*\*\*\*

CLAY COUNTY DISTRICT SCHOOLS  
POLICE DEPARTMENT

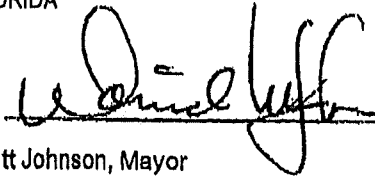
By: Kenneth Wagner Date: 06-21-22  
KENNETH WAGNER, Chief  
900 Walnut Street  
Green Cove Springs, Florida 32043  
\*\*\*\*\*

POLICE DEPARTMENT OF GREEN  
COVE SPRINGS, FLORIDA

By:  #1673 Date: 7/12/22  
EJ. GUZMAN, Chief

\*\*\*\*\*

CITY OF GREEN COVE SPRINGS,  
FLORIDA

By:  Date: 7/27/22  
Matt Johnson, Mayor

321 Walnut Street  
Green Cove Springs, Florida 32043

\*\*\*\*\*

CITY OF GREEN COVE SPRINGS,  
FLORIDA

By:  Date: 7/20/22

STEVE KENNEDY,  
City Manager

**June 29, 2023 - Regular School Board Meeting**

**Title**

C22 - 2023-2024 School Safety Interlocal Agreement Among the School Board of Clay County, Florida; and Town of Orange Park and the Town of Orange Park Police Department.

**Description**

Proposed funding and contract options to meet the requirements of the Marjory Stoneman Douglas High School Public Safety Act, Ch. 2018-3. The draft agreement between the Town of Orange Park School Resource Officer (SRO) program shall include one full time police officer at each of the three schools within the city boundaries for Grove Park Elementary School, Orange Park Elementary School and Orange Park Junior High for the 2023-2024 academic year.

**Gap Analysis**

The Town of Orange Park has contracted with the Clay County District Schools to provide a School Resource Officer at the three schools within their municipality for the school year 2022-2023. The Town of Orange park will continue (with the school system) to enhance the connectedness between the local Police Department and the families of students living in Orange Park attending one of the three schools.

**Previous Outcomes**

During the 2022-2023 school year the Town of Orange Park Police Department planned and implemented Drug Abuse Resistance Education (“DARE”) in collaboration with District personnel. The Town of Orange Park Police Department was also successful in launching a pedestrian safety program at Grove Park Elementary, Orange Park Elementary and Orange Park Junior High.

**Expected Outcomes**

The presence of the SRO’s on the three campuses will strengthen relationships between the local Police Department, students, and families in the community. This will result in higher quality interactions within the neighborhoods creating a more cohesive and secure campus environment. Students will continue to be educated on the law and illegal activities. The number of aggressive and violent conduct referrals is expected to decline overall.

**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 agreement between the Town of Orange Park Police Department and School Board of Clay County that is substantially similar to the one attached.

**Contact**

Bryce Ellis, Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net,  
Kenneth Wagner, Chief of Police, (904) 336-0101, kenneth.wagner@myoneclay.net

**Financial Impact**

\$299,812.00 Total - twelve (12) equal installments for the School Resource Officers.

**Review Comments**

**Attachments**

[Interlocal Agreement Town of OP and OP Police Department.pdf](#)

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 23940  
Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:  
6/1/2023  
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED  
 Must Have Board Approval over \$100,000.00

Date Submitted: April 19, 2023 *Kenneth J Wagner*

Name of Contract Initiator: Kenneth J Wagner Sr - Chief of Police Telephone #: 904-336-0101

School/Dept Submitting Contract: Clay County District Schools Police Dept. Cost Center # 9025

Vendor Name: ~~Town of Orange Park and Orange Park Police Department~~

Contract Title: School Safety Interlocal Agreement SBCC and Town of Orange Park

Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # 220142

Contract Term: 1 year 23-24 Schl Year Renewal Option(s):

Contract Cost: \$299,812.00

BUDGETED FUNDS - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT  
 Funding Source: Budget Line # 106.7915310.9066.1206.0000.000.0  
 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) - When using the Addendum A, 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)

\_\_\_\_ Release and Hold Harmless (If Applicable)

RECEIVED  
APR 19 2023  
PURCHASING  
SBAO

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department BFS Review Date 4/24/2023	Need 23-24 Contract Written (See Draft Attached) yellow = changed, added number 11 per Wagner.
School Board Attorney BFS Review Date 5/24/23	Fix Dollar amount on Page 2, only list 1 amount See yellow OK
Other Dept. as Necessary	
Review Date	

PENDING STATUS:  YES  NO IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR

FINAL STATUS:  APPROVED DATE: 5/23

2023-2024

SCHOOL SAFETY INTERLOCAL AGREEMENT AMONG  
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA;  
THE TOWN OF ORANGE PARK, FLORIDA; AND  
THE TOWN OF ORANGE PARK POLICE DEPARTMENT

THIS AGREEMENT is made among and executed by the School Board of Clay County, Florida ("School Board"), the Town of Orange Park, Florida ("Town"), and the Town of Orange Park Police Department ("OPPD"), collectively referred to hereinafter as "the Parties."

WHEREAS, the Parties have historically entered into annual "School Safety Interlocal Agreement" whereby OPPD Officers are assigned to certain public schools within Clay County District Schools ("District") to maintain safety and provide certain educational resource services in exchange for the School Board's payment of sums to the Town Council of Orange Park, Florida ("Town Council"), for the benefit of OPPD; and

WHEREAS, the Parties are currently performing one such agreement known as the 2022-2023 School Safety Interlocal Agreement among the School Board of Clay County, Florida; the Town of Orange Park, Florida; and the Town of Orange Park Police Department, a complete and accurate copy of which is attached hereto as Exhibit A; and

WHEREAS, under this 2023-2024 School Safety Interlocal Agreement, OPPD's educational resource services include assistance and support to District personnel in planning and implementing school programs such as Drug Abuse Resistance Education ("DARE"), health and substance abuse education, and traffic and pedestrian safety programs at Grove Park Elementary School, Orange Park Elementary School, and Orange Park Junior High School; and

WHEREAS, Florida's recently-enacted Marjory Stoneman Douglas High School Public Safety Act, Ch.2018-3, Laws of Florida ("the Act"), as amended in 2019, made significant school safety reforms and imposed upon all Florida public school districts numerous additional requirements to achieve greater safety and security for all public school students and staff; and

WHEREAS, one requirement of the Act, codified in part under section 1006.12 of the Florida Statutes (2018), calls for school boards to partner with law enforcement agencies to establish or assign at least one "school safety officer" at each public school within a school district by implementing one or any



combination of three four statutory options going into the 2023-2024 school year; and

WHEREAS, a District-wide combination School Safety Officer/School Resource Officer "SRO" program presents one statutory option, though state funding committed to the District for a program of this nature is substantially insufficient; and

WHEREAS, the School Board and Superintendent in collaboration with local law enforcement agencies, officials, and community stakeholders – have collectively explored (and continue to explore) avenues by which adequate funding may be raised and mandates of the Act may be met without compromising the level of services provided by each of the public agencies involved; and

WHEREAS, the Parties have, in fact, partnered with each other, and desire to enter into an agreement under which OPPD provides SRO services at Grove Park Elementary School, Orange Park Elementary School, and Orange Park Junior High School, and continues to deliver the above-referenced educational resource services to said schools throughout the 2023-2024 school year, in exchange for payment of certain sums by the School Board.

NOW, THEREFORE, IN CONSIDERATION of the foregoing and the mutual promises and obligations stated herein, the Parties agree as follows:

1. The School Board upon approval of this Agreement by all Parties shall pay to the Town Council the Sum of \$299,812.00 in exchange for certain services provided to the School Board by OPPD from July 1, 2023, through June 30, 2024, as specified below. Such payment shall be made in twelve (12) monthly payments upon receipt of a monthly detailed invoice submitted by OPPD to the School Board. The above total sum includes payment for the existing School Resource Officers in the total amount of \$299,812.00.

2. The Town agrees to accept payment of such funds for the benefit and use of OPPD.

3. Included under this Agreement shall be OPPD's assignment of a School Resource Officer ("SRO") per site to provide public safety, law enforcement, and educational resource services at Grove Park Elementary School, Orange Park Elementary School, and Orange Park Junior High School. The educational resources services shall include OPPD assistance and support to District personnel in planning and implementing school programs such as Drug Abuse Resistance Education ("DARE"), health and substance abuse education, and traffic and pedestrian safety programs at these schools.

4. The School Board, the Clay County District Schools Police Department, and OPPD will collaborate

and work together with other government agencies to ensure that the services contemplated herein are appropriately and effectively delivered. General orders and directives will be reviewed and updated to enhance the working relationship between District and OPPD staff and encourage early intervention strategies and activities.

5. OPPD agrees to comply with the requirements of the Jessica Lunsford Act by requiring that all OPPD personnel and agents who come into contact with students are fingerprinted and have passed a Level II background check at no cost to the School Board.

6. OPPD shall maintain records concerning the performance of services provided by the OPPD Officers assigned as SROs. In accordance with the Law Enforcement Officers Bill of Rights, Chapter 112, Fla. Stat., complaints against a OPPD Officer shall be referred to and appropriately addressed by OPPD.

7. This Agreement is entered into and governed by the *Florida Inter-local Cooperation Act of 1969*, section 163.01, Fla. Stat., and all applicable portions of the same are hereby incorporated by reference.

8. Subject to and within the limitations of the sections 163.01 and 768.28, Fla. Stat., OPPD agrees to indemnify and hold harmless the School Board and its officers, employees, and agents from and against any and all loss, damage, or liability which arises as a result of the negligent or intentional acts of OPPD personnel which occur in connection with the services contemplated by this Agreement.

9. This Agreement shall become effective upon the date it is fully executed by all the Parties.

10. Upon full execution of this Agreement, the Parties' 2022-23 School Safety Interlocal Agreement shall be deemed terminated and rendered void without penalty or any further obligations of any party. Otherwise, the 2022-23 School Safety Interlocal Agreement will remain in full force and effect through September 30, 2023.

11. It is further agreed:

A. To work cooperatively with each other to proactively address and report school security issues and to provide students, faculty, and parents with quality law enforcement services and the safest learning environment possible.

B. School Resource officer shall serve on school Threat Assessment Team (Behavioral Threat

Assessment) in accordance with Florida Statute 1006.07 and shall notify Clay County District Schools Police Chief or designee upon completion of an assessment, document such threat assessment in an incident report, and conduct off campus threat assessment if necessary.

C. In all situations wherein the reporting, SRO contemplates criminal charges involving any employee of Clay County District Schools or a student's arrest for a felony occurring on the school grounds during the school day, the matter shall be brought to the attention of the Principal and the Chief of Police for the Clay County District Schools Police Department or designee.

D. To the extent allowed by law and as practicable, the PARTIES agree to give advance Notice to the other and the opportunity for input prior to the release of any press release, media statements, or social media post on all matters related to law enforcement action taken on school grounds or dealing with Clay County District Schools faculty.

E. All body-worn camera recordings, if applicable, captured by the Orange Park Police Department within the school remain the property and work product of the Orange Park Police Department. Any request made to Clay County District Schools by a third party for copies of video recordings shall be referred to the Records Division for the Orange Park Police Department for handling in accordance with Florida law. The Orange Park Police Department and Clay County District Schools further agree that if equipped with the use of a body-worn camera, then the camera operation is part of the officer's uniform. It is understood that within the school setting and when possible, the body-worn cameras will be used when taking law enforcement action, such as but not limited to, interviewing victims or witnesses, making arrests on the school campus, or as otherwise authorized by the policies or procedures of the Orange Park Police Department.

F. The Orange Park Police Department shall notify the Chief of Police of the Clay County District Schools Police Department or designee by June 1, of each subsequent contract year, if the provision of school safety pursuant to F.S. 1006.12 by use of an Orange Park Police Department officer will not be used for the upcoming school year.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date(s) hereinafter indicated.

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

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

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

Ashley Gilhousen, Chair  
900 Walnut Street  
Green Cove Springs, Florida 32043

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

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

David Broskie, Superintendent of Schools

CLAY COUNTY DISTRICT SCHOOLS POLICE DEPARTMENT

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

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

Kenneth Wagner, Chief  
900 Walnut Street  
Green Cove Springs, Florida 32043

POLICE DEPARTMENT OF ORANGE PARK, FLORIDA

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

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

Gary Goble, Chief  
2025 Smith Street  
Orange Park, Florida 32073

THE TOWN OF ORANGE PARK, FLORIDA

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

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

Randy Anderson , Mayor  
2042 Park Avenue  
Orange Park, Florida 32073

THE TOWN OF ORANGE PARK, FLORIDA

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

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

Sarah Campbell, Town Manager

2022-2023

**SCHOOL SAFETY INTERLOCAL AGREEMENT AMONG  
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA;  
THE TOWN OF ORANGE PARK, FLORIDA; AND  
THE TOWN OF ORANGE PARK POLICE DEPARTMENT**

THIS AGREEMENT is made among and executed by the School Board of Clay County, Florida ("School Board"), the Town of Orange Park, Florida ("Town"), and the Town of Orange Park Police Department ("OPPD"), collectively referred to hereinafter as "the Parties."

WHEREAS, the Parties have historically entered into annual "School Safety Interlocal Agreement" whereby OPPD Officers are assigned to certain public schools within Clay County District Schools ("District") to maintain safety and provide certain educational resource services in exchange for the School Board's payment of sums to the Town Council of Orange Park, Florida ("Town Council"), for the benefit of OPPD; and

WHEREAS, the Parties are currently performing one such agreement known as the 2021-2022 School Safety Interlocal Agreement among the School Board of Clay County, Florida; the Town of Orange Park, Florida; and the Town of Orange Park Police Department, a complete and accurate copy of which is attached hereto as Exhibit A; and

WHEREAS, under this 2022-2023 School Safety Interlocal Agreement, OPPD's educational resource services include assistance and support to District personnel in planning and implementing school programs such as Drug Abuse Resistance Education ("DARE"), health and substance abuse education, and traffic and pedestrian safety programs at Grove Park Elementary School, Orange Park Elementary School, and Orange Park Junior High School; and

WHEREAS, Florida's recently-enacted Marjory Stoneman Douglas High School Public Safety Act, Ch. 2018-3, Laws of Florida ("the Act"), which Act was amended in 2019, which made significant school safety reforms and imposed upon all Florida public school districts numerous additional requirements to achieve greater safety and security for all public school students and staff; and

**WHEREAS**, one requirement of the Act, codified in part under section 1006.12 of the Florida Statutes (2018), calls for school boards to partner with law enforcement agencies to establish or assign at least one "school safety officer" at each public school within a school district by implementing one or any combination of four statutory options going into the 2022-2023 school year; and

**WHEREAS**, a District-wide combination School Safety Officer/School Resource Officer "SRO" program presents one statutory option, though state funding committed to the District for a program of this nature is substantially insufficient; and

**WHEREAS**, the School Board and Superintendent in collaboration with local law enforcement agencies, officials, and community stakeholders have collectively explored (and continue to explore) avenues by which adequate funding may be raised and mandates of the Act may be met without compromising the level of services provided by each of the public agencies involved; and

**WHEREAS**, the Parties have, in fact, partnered with each other, and desire to enter into an agreement under which OPPD provides SRO services at Grove Park Elementary School, Orange Park Elementary School, and Orange Park Junior High School, and continues to deliver the above-referenced educational resource services to said schools throughout the 2022-2023 school year, in exchange for payment of certain sums by the School Board.

**NOW, THEREFORE, IN CONSIDERATION** of the foregoing and the mutual promises and obligations stated herein, the Parties agree as follows:

1. The School Board shall pay to the Town the sum of \$210,801.00 upon approval of this Agreement by all Parties in exchange for certain services provided to the School Board by OPPD from July 1, 2022 through June 30, 2023, as specified below. Such payment shall be made in twelve (12) installments after execution of this Agreement and upon receipt of a monthly detailed invoice submitted by OPPD to the School Board.

2. The Town agrees to accept payment of such funds for the benefit and use of OPPD.



3. Included under this Agreement shall be OPPD's assignment of a School Resource Officer ("SRO") per site to provide public safety, law enforcement, and educational resource services at Grove Park Elementary School, Orange Park Elementary School, and Orange Park Junior High School. The educational resources services shall include OPPD assistance and support to the Clay County District Schools Police Department and District personnel in planning and implementing school programs such as Drug Abuse Resistance Education ("DARE"), health and substance abuse education, and traffic and pedestrian safety programs at these schools.

4. The School Board, the Clay County District Schools Police Department, and OPPD will collaborate and work together with other government agencies to ensure that the services contemplated herein are appropriately and effectively delivered. General orders and directives will be reviewed and updated to enhance the working relationship between District and OPPD staff and encourage early intervention strategies and activities.

5. OPPD agrees to comply with the requirements of the Jessica Lunsford Act by requiring that all OPPD personnel and agents who come into contact with students are fingerprinted and have passed a Level II background check at no cost to the School Board.

6. OPPD shall maintain records concerning the performance of services provided by the OPPD Officers assigned as SROs; in accordance with the *Law Enforcement Officers Bill of Rights*, Chapter 112, Fla. Stat., complaints against an OPPD Officer shall be referred to and appropriately addressed by OPPD.

7. This Agreement is entered into and governed by the *Florida Interlocal Cooperation Act of 1969*, section 163.01, Fla. Stat., and all applicable portions of the same are hereby incorporated by reference.

8. Subject to and within the limitations of the sections 163.01 and 768.28, Fla. Stat., OPPD agrees to indemnify and hold harmless the School Board and its officers, employees, and agents from and against any and all loss, damage, or liability which arises as a result of the negligent or intentional acts of OPPD personnel which occur in connection with the services contemplated by this Agreement.

9. This Agreement shall become effective upon the date it is fully executed by all the Parties.

10. Upon full execution of this Agreement, the Parties' 2021-2022 School Safety Interlocal Agreement among the School Board of Clay County, Florida; The Town of Orange Park, Florida; and the Town of Orange Park Police Department shall be deemed terminated and rendered void without penalty or any further obligations of any party. Otherwise, the 2021-2022 School Safety Interlocal Agreement will remain in full force and effect through September 30, 2022.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date(s) hereinafter indicated.

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

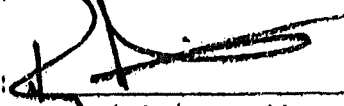
By: Ashley Gilhousen Date: 6/30/22  
Mary Bolla, Chair for Mary Bolla  
900 Walnut Street  
Green Cove Springs, Florida 32043

By: David Broskie Date: 6/3/22  
David Broskie  
Superintendent of Schools

CLAY COUNTY DISTRICT SCHOOLS  
POLICE DEPARTMENT

By: Kenneth Wagner Date: 06-21-22  
Kenneth Wagner, Chief  
900 Walnut Street  
Green Cove Springs, Florida 32043


TOWN OF ORANGE PARK, FLORIDA

By: 

Date: 8/2/2022

Randy Anderson, Mayor  
2042 Park Avenue  
Orange Park, Florida 32073

TOWN OF ORANGE PARK, FLORIDA

By: 

Date: 8/2/22

Sarah Campbell  
Town Manager

POLICE DEPARTMENT OF ORANGE PARK, FLORIDA

By: 

Date: 8/3/22

Gary Goble, Chief  
2025 Smith Street  
Orange Park, Florida 32073

## School Board of Clay County

### June 29, 2023 - Regular School Board Meeting

**Title**

C23 - Restated Interlocal Agreement for Emergency Shelters in Clay County between the Clay County School Board and the Clay County Board of County Commissioners.

**Description**

Interlocal Agreement with the Clay County Board of County Commissioners for the continued use of schools as emergency shelters during times of crisis will expire July 23, 2028.

**Gap Analysis**

N/A

**Previous Outcomes**

Schools utilized as storm shelters.

**Expected Outcomes**

Certain pre-identified schools utilized as storm shelters during a local state of emergency.

**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 sheltering plan and coordination with all first responding agencies.

**Recommendation**

Approve the Restated Interlocal Agreement for Emergency Shelters in Clay County between the Clay County School Board and the Clay County Board of County Commissioners.

**Contact**

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

**Financial Impact**

None

**Review Comments**

**Attachments**

📎 [Emergency Shelters Interlocal Agreement 6.29.23.pdf](#)

230119

# AGREEMENT / CONTRACT REVIEW FORM

BOARD MEETING DATE:  
06/29/2023  
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED

Date Submitted: 06/07/2023

Contact Name (Person Overseeing the Contract): B.HARVIN/K.WAGER Telephone Number: X66848

School/Department Submitting Contract: SAFETY + SECURITY

Vendor Name: CLAY COUNTY BOARD OF COUNTY COMMISSIONERS

Contract Title: RE-STATED + CONSOLIDATED ILA FOR EMER. SHELTERS

Contract Type: New  Renewal  Amendment  Extension

Date Original Contract Approved: ORIGINAL 1990 Prior Year's Pricing: N/A

Contract Term: 5 YRS. CURRENT EXPIRES JULY 23, 2023 Renewal Option(s): 5 YR. EXTEN.

Contract Cost: N/A Payment Schedule (Are the payments made monthly, when task is finished, etc):

Funding Source: N/A

Strategic Plan Tie-In Explanation: TO ENSURE EFFECTIVE MANAGEMENT OF DISTRICT OPERATIONS DURING SHELTER OPERATIONS AS WELL, POST SHELTER OPENINGS

Background/Discussion/Research/Alternatives: AGREEMENT BETWEEN THE CCSD AND THE BOC TO OPEN AND PROVIDE SHELTERS AT CERTAIN SCHOOLS DURING TIMES OF CBIS. ALTHOUGH REIMBURSED FOR ALL SHELTERING RELATED COSTS, THE CCSD ENDORSES THE COSTS UPFRONT

**CONTRACT REVIEW REQUIRED DOCUMENTS ATTACHED**

If more space is needed, please attach Word document.

- Completed Contract Review Form
- Original Contract and all Terms & Conditions that apply with the Contract
- SIGNED SBCC Addendum A \*

\*This Statement MUST BE written on Original Contract: The terms and conditions included in Addendum A shall be incorporate into this agreement. If there are any conflicts in the language provided in the agreement and that of Addendum A, then the language provided in Addendum A shall prevail.)

**Certificate of Insurance (COI) that meet these requirements:**

COI must list the School Board of Clay County as Additional Insured and as 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 they must sign a SBCC Release and Hold Harmless Form. If they are not exempt; they must provide Workers' Compensation COI.

Approvals

Comments

Approvals	Approved	Denied	Comments
Superintendent: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Review Date:			
District's Attorney: <u>JB</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review Date: <u>6/12/23</u>			
Information & Technology: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Review Date:			
Finance: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Review Date:			
Insurance Certificate: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Review Date:			
Purchasing: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>BW</u>
Review Date: <u>6/7/23</u>			

**CLAY COUNTY AGREEMENT/CONTRACT NO. 98/99-139 RESTA2018 EXT1**

**FIRST AMENDMENT AND EXTENSION TO  
RESTATED AND CONSOLIDATED  
INTERLOCAL AGREEMENT  
FOR  
EMERGENCY SHELTERS  
IN CLAY COUNTY**

THIS FIRST AMENDMENT AND EXTENSION TO RESTATED AND CONSOLIDATED INTERLOCAL AGREEMENT FOR EMERGENCY SHELTERS IN CLAY COUNTY ("First Extension"), is made and entered into as of the \_\_\_\_ day of June, 2023, by and between Clay County, a political subdivision of the State of Florida (the "County"), and the School Board of Clay County, a body corporate and political subdivision of the State of Florida ("School Board"), hereinafter referred to collectively as "the Parties".

**RECITALS**

**WHEREAS**, on July 24, 2018, the Parties entered into that certain Restated and Consolidated Interlocal Agreement for Emergency Shelters in Clay County, Clay County Agreement/Contract No.: 98/99-139 RESTA2018 ("2018 Restated and Consolidated Interlocal Agreement"), attached hereto as **Exhibit 1** and incorporated herein by reference, which renewed, restated, and amended the Interlocal Agreement for Emergency Shelters dated June 22, 1990, as amended ("1999 Interlocal Agreement"), and incorporated all amendments to the 1999 Interlocal Agreement into the 2018 Restated and Consolidated Interlocal Agreement; and

**WHEREAS**, the 2018 Restated and Consolidated Interlocal Agreement provides for a five (5) year term that continues through July 23, 2023 with the option to extend for an additional five (5) years upon mutual, written agreement of the Parties; and

**WHEREAS**, the Parties desire to enter into this First Extension to amend paragraph 13 of the 2018 Restated and Consolidated Interlocal Agreement and extend the term for an additional five (5) years as set forth herein.

**NOW THEREFORE** in consideration of the premises and mutual covenants contained herein, and for other good and valuable consideration, the receipt and the adequacy of which are mutually acknowledged, with each Party accordingly waiving any challenge to the sufficiency of such consideration, it is mutually covenanted, promised and agreed by the Parties hereto as follows:

1. Incorporation of Recitals. The Recitals are an integral part of this First Extension and are incorporated herein by reference.
2. Modification. Paragraph 13 of the 2018 Restated and Consolidated Interlocal Agreement shall be amended and replaced in its entirety with the following:



The School Board shall provide annual training for all staff members involved with shelter operations. Those staff members will include all primary and back-up staff members that could potentially be assigned to a shelter or involved with shelter operations. If requested by the School Board, the County will assist with or take the lead in providing training to the School Board's shelter operation teams.

3. Term Extension. The term of the 2018 Restated and Consolidated Interlocal Agreement is hereby extended for an additional five (5) years continuing through July 23, 2028. The term may be extended for an additional five (5) years upon mutual, written agreement of the Parties.
4. Conforming Changes. All provisions in the 2018 Restated and Consolidated Interlocal Agreement and any attachments or exhibits thereto in conflict with this First Extension shall be and hereby are changed to conform to this First Extension.
5. Ratification of Agreement. Except as amended hereby, the 2018 Restated and Consolidated Interlocal Agreement remains unchanged and in full force and effect.
6. Counterparts. This First Extension may be executed in counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute and be one and the same instrument.
7. Entire Agreement. It is mutually acknowledged and agreed by the Parties hereto that this First Extension, together with the 2018 Restated and Consolidated Interlocal Agreement, contains the entire agreement between the County and the School Board with respect to the subject matter of the 2018 Restated and Consolidated Interlocal Agreement, and that there are no verbal agreements, representations, warranties or other understandings affecting the same.
8. Effectiveness. Pursuant to Section 163.01(11), Florida Statutes, this First Extension, once executed by the Parties, shall become effective immediately upon filing with the Clerk of the Circuit Court of Clay County, Florida.
9. Authority. The Parties agree that each Party has the option to utilize electronic signatures and that such digital signatures of the Parties set forth below are intended to authenticate this First Extension and have the same force and effect as manual written signatures. Each person signing on behalf of the Parties represents and warrants that he/she has full authority to execute this First Extension on behalf of such Party and that the First Extension will constitute a legal and binding obligation of such Party.

[Signatures appear on the following page.]

IN WITNESS WHEREOF, the Parties have executed this First Extension to the 2018 Restated and Consolidated Interlocal Agreement as of the date and year first above written.

**CLAY COUNTY, a political subdivision of the State of Florida**

By: \_\_\_\_\_  
Betsy Condon  
Its Chairman

ATTEST:

\_\_\_\_\_  
Tara S. Green  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

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

By: \_\_\_\_\_  
Ashley Gilhousen  
Chairperson

ATTEST:

\_\_\_\_\_  
David Broskie  
Superintendent of Schools

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# EXHIBIT 1

DRAFT

**IN RE: CLAY COUNTY**  
**AGREEMENT/CONTRACT # 98/99-139 RESTA2018**

**RESTATED AND CONSOLIDATED  
INTERLOCAL AGREEMENT  
FOR  
EMERGENCY SHELTERS  
IN CLAY COUNTY**

**Clay County Agreement/Contract # 98/99-139**

**THIS AGREEMENT** is made by and between the Board of County Commissioners of Clay County, Florida ("County"), and the School Board of Clay County, Florida, ("School Board"), hereinafter referred to collectively as "the Parties."

**WHEREAS**, the County and School Board recognize their mutual obligations and responsibility for the sheltering of the citizens of Clay County during a state of declared local emergency; and

**WHEREAS**, it is mutually beneficial for the County and School Board to support efforts that facilitate communication and coordination; and

**WHEREAS**, the County and School Board recognize the mutual benefits which will arise from the School Board providing facilities and staff to assist the County during a state of declared local emergency; and

**WHEREAS**, Section 252.38, Florida Statutes, provides for the use of School Board facilities and necessary personnel to staff such facilities during declared emergencies; and

**WHEREAS**, Section 1013.372, Florida Statutes, requires the incorporation of Enhanced Public Shelter Design Criteria in new educational facilities to serve as public shelters for emergency management purposes; and

**WHEREAS**, Section 1013.372, Florida Statutes, provides exemption criteria from using the Enhanced Shelter Design Criteria; and

**WHEREAS**, Section 252.385, Florida Statutes, defines the State's intent to not have a deficit of safe public shelter space in any region of the State; and

**WHEREAS**, through this Agreement the County and the School Board wish to maintain and enhance their cooperative and productive relationship to serve the citizens of Clay County; and

**WHEREAS**, the Parties have heretofore entered into that certain Interlocal Agreement for Emergency Shelters in Clay County dated June 22, 1999, and designated by the County as Agreement/Contract #98/99-139 ("1999 Interlocal Agreement"); and

**WHEREAS**, the 1999 Interlocal Agreement was renewed and amended in August 2000 to provide for certain reimbursement of costs and design criteria for shelters, in April 2002 to provide for the payment of retrofitting several existing schools to enhance shelter facilities during times of declared emergencies, and in July 2008 to provide for "Pet Friendly Shelters"; and

**WHEREAS**, the Parties desire to again renew, restate and amend the 1999 Interlocal Agreement to extend its term and incorporate all amendments into this Agreement.

**NOW, THEREFORE**, the Parties mutually covenant and agree that the following requirements, criteria, standards and procedures shall be utilized in the preparation and coordination of sheltering needs of the citizens of Clay County during a state of declared local emergency:

1. This Agreement is entered into pursuant to the provisions of Section 163.01, Florida Statutes, commonly known as the "Florida Interlocal Cooperation Act of 1969," and all portions of such Act not expressly in conflict with this Agreement are made a part hereof and are incorporated into this Agreement, including, but not limited to the following provisions of the Act:
  - (a) All of the privileges and immunities and limitations from liability, exemptions from laws, ordinance and rules, and all pensions and relief, disability, workers' compensation and other benefits which apply to the activity of officers, agents, or employees of the parties hereto when performing their respective functions within their respective territorial limits for their respective agencies, shall apply to the same degree and extent to the performance of such functions and duties of such officers, agents or employees extra-territorially under the provisions of this Agreement.
  - (b) This Agreement does not and shall not be deemed to relieve any of the parties hereto of any of their respective obligations or responsibilities imposed upon them by law except to the extent of the actual and timely performance of those obligations or responsibilities by one or more of the parties to this Agreement, in which case performance provided hereunder may be offered in satisfaction of the obligation or responsibility.
2. If any provision of the Agreement shall for any reason be held invalid or unenforceable by a court of competent jurisdiction, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Agreement, and this Agreement shall be enforced as if such invalid and unenforceable provision is not herein contained.
3. The Parties will execute any and all documents or other instruments, and take such other action as is necessary to give effect to the terms and intent of this Agreement.
4. No waiver by either party of any term or condition of this Agreement may be deemed or construed as a waiver of any other term or condition herein stated, nor may a waiver of

any breach of this agreement be deemed or construed as a waiver of any other breach of this Agreement.

5. Subject to applicable laws, rules, and School Board policies, School Board facilities, equipment, materials and personnel shall be made available to assist the County during a state of declared local emergency.
6. The Parties shall work cooperatively to provide sheltering operations. This will include the School Board's provision of core shelter staff, such as administrative, custodial, food service, and school nursing personnel. It may also include necessary School Board support teams for information services, transportation, and maintenance purposes.
7. In the event a state of local emergency is declared by the County:
  - a. The Clay County Director of Emergency Management shall notify the School Board's Office of Safety & Security of the declaration of a state of local emergency.
  - b. The School Board shall, in a manner consistent with the County's Emergency Preparedness Plan, render assistance to the County.
  - c. The Clay County Director of Emergency Management shall coordinate the activities and services included in the Emergency Preparedness Plan, pursuant to Section 252.38, Florida Statutes.
  - d. No school emergency shelter will be opened prior to a law enforcement or school safety officer being present in the shelter.
  - e. The School Board reserves the right to open other shelters at other schools, not to interfere with any mutually agreed upon shelters, at any time for its employees or other deemed necessary personnel. Other shelters opened by the School Board shall be operated at the sole expense of the School Board and will not be considered as a reimbursable shelter expense to the County.
  - f. In order to support shelter operations, the School Board shall provide a liaison in the county's emergency operations center during the time shelters in schools are open.
8. For the duration of such emergency, all School Board employees shall be considered employees of the School Board for the purpose of maintaining medical and workers compensation insurance.
9. The County shall reimburse the School Board for actual costs to the School Board for the hourly wages or overtime wages, including mandatory benefits, paid to School Board employees while assisting the County during a state of local emergency declared pursuant to Section 252.38(3)(a)(5), Florida Statutes. Reimbursement shall be made in a lump sum



amount and shall be conditioned upon the School Board providing the County with individual time records of said employees. In addition, the School Board agrees to provide the County with all necessary documentation in the School Board's control or possession, to enable the County to be reimbursed from other sources. The County shall make the lump sum payment in accordance with the Local Government Prompt Payment Act after correct documentation has been received.


10. The County shall reimburse the School Board for actual costs to the School Board for all supplies, food and materials utilized for the operation of a shelter while assisting the County during a state of local emergency declared pursuant to Section 252.38(5), Florida Statutes. Reimbursement shall be made in a lump sum amount and shall be conditioned upon the School Board providing the County with itemized records of said costs. In addition, the School Board agrees to provide the County with all necessary documentation in the School Board's control or possession, to enable the County to be reimbursed from other sources. The County shall make the lump sum payment in accordance with the Local Government Prompt Payment Act after correct documentation has been received.
11. The County may be requested to pay a utility fee to the School Board, based on the square footage costs and the square footage utilized, for the electricity, water, and sewer of any school shelter while being used by the County during a declared local emergency. An invoice for the stated utility fees and all related back-up documentation shall be delivered to the County as soon as practicable. The County shall make payment in accordance with the Local Government Prompt Payment Act after correct documentation has been received.
12. New School Construction:
  - a. The School Board shall provide to the County by October 1<sup>st</sup> of each year the School Board's Five-Year Capital Projects Plan. Updates or revisions to the Plan that are authorized and approved by the School Board will be immediately forwarded to the County.
  - b. The School Board's Capital Projects Plan shall identify all new schools planned within each Plan's timeframe by grade organization level and general location.
  - c. The County, upon receipt of the School Board's Capital Projects Plan, shall review each new school identified as to the need to include the Enhanced Shelter Standards. Upon concluding that review, but no later than sixty (60) days after receipt of the School Board's Capital Projects Plan, the County shall file with the School Board a written response to the review. The written response shall include consideration to waive or not to waive certain conditions or requirements in accordance with section 1013.375, Florida Statutes.
  - d. Should the County decide not to waive the requirement for Enhanced Shelter Standards, it shall so state that decision within its written response.


- e. Should the County decide to waive the requirements for Enhanced Shelter Standards, it shall so state that decision within its written response. The County shall provide a separate written response for each new school whereby it waives Enhanced Shelter Standards such that a copy of the written response may be attached to transmittal documents which the School Board must provide to the Florida Department of Education.
  - f. The County may choose to waive the full enhancement requirements, but through mutual agreement with the School Board, provide certain enhancements to certain areas of new or existing School Board facilities that serve to provide protection to the public in the event the facility is utilized as a shelter. In this case, funding responsibilities will be split equally between the Parties.
13. The School Board shall provide annual training for all staff members involved with shelter operations. Those staff members will include all primary and back-up staff members that could potentially be assigned to a shelter or involved with shelter operations. If requested by the School Board, the County shall assist with or take the lead in providing training to the School Board's shelter operation teams.
  14. The County and the School Board agree that the County may designate up to three (3) school facilities in the County to be Pet Friendly Shelters ("PFS"). The County agrees to operate the PFS facilities in accord with the Interagency Coordinating Procedure ("ICP") attached as Exhibit A and incorporated herein. References in the ICP to the Clay County Animal Services as the PFS shall also be construed to apply to any educational facilities that are designated as PFS facilities during a declared state of emergency under this Agreement.
  15. This Agreement shall at all times be subordinate to the authority of the State Division of Emergency Management to make available any equipment, services, or facilities pursuant to Section 252.42, Florida Statutes, and to the plans of the federal government and the State of Florida acting through or with the State Division of Emergency Management.
  16. Time is of the essence with respect to this Agreement and each of its terms and provisions.
  17. Each party may seek enforcement and interpretation of this Agreement, and avail itself of all legal and equitable remedies (including declaratory relief) in accordance with the Interlocal Cooperation Act of 1969.
  18. The term of this Agreement shall be for a period of five (5) years. The term may be extended for an additional five (5) years upon mutual, written agreement of the Parties.
  19. Pursuant to Section 163.01(11), Florida Statutes, this Agreement, once executed by the Parties, shall become effective immediately upon filing with the Clerk of the Circuit Court of Clay County, Florida.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by their duly authorized officials as of this 24<sup>th</sup> day of JULY, 2018.

ATTEST:

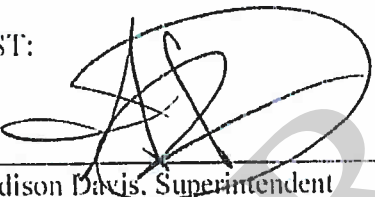
CLAY COUNTY

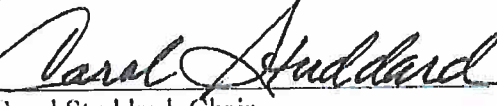
By:   
Stephanie C. Kopelousos,  
County Manager and  
Clerk to the Board of County Commissioners

By:   
Gavin Rollins, Chairman  
Board of County Commissioners

ATTEST:

CLAY COUNTY SCHOOL BOARD

By:   
Addison Davis, Superintendent  
School District of Clay County

By:   
Carol Studdard, Chair  
Clay County School Board

**Attachment "A"**

Operations

Human Services

Pet Friendly Shelter ICP

June 2018

## Responsible Agency

Clay County EM  
John Ward, Director – 904-541-2767  
Clay County Animal  
Christina Sutherin – 904-278-4779

## ICP OVERVIEW

The Pet-Friendly Shelter (PFS) Plan is a strategy that defines the operation of a PFS to accommodate pets. It identifies the potential obstacles and offers recommendations that allow for the opening of such a shelter.

This plan provides for a PFS or safe haven during the storm. Clay County has a large population of residents living in evacuation zones or unsafe structures that tend not to evacuate if it means leaving their pets. This most often occurs with elderly and special needs clients whose pets are a major or sole source of comfort and companionship. This group simply does not abandon their companion animals, even in life-threatening situations.

This PFS plan strives to ensure that those residents that have pets and have historically failed to evacuate out of fear for their pets well being, can now evacuate with peace of mind. In addition, a limited group of small mammals, those normally associated as children's pets, hereby known as pocket pets, are included in this plan. The intent of this action is to make the evacuation procedure less traumatic for younger children.

This plan creates and outlines pertinent procedures for a PFS. *This PFS is a drop-off facility only.*

## HOW TO UTILIZE INTER-AGENCY COORDINATING PROCEDURE

This Inter-agency Coordinating Procedure (ICP) is a guide for individuals responsible for:

- Managing and maintaining a registry of individuals whose pets will require sheltering.

- Operating Clay County Animal Services to be used as a PFS for the reception and care of pets whose owners are evacuees or disaster victims.

This ICP provides a planning structure and support tools for the activation, operation and management of PFS. PFS are for those who require care for their pet(s). In addition this ICP provides guidance for the overall pet-friendly sheltering activities, as carried out by the Clay County Animal Services staff with the coordination and support from the Emergency Operations Center. Due to the variation of needs for different types of disasters, these procedures may vary slightly.

The plan covers only ordinary domestic household pets and common childhood pets.

- Dogs
- Cats
- Ferrets
- Pocket Pets, limited to the following:
  - Gerbils
  - Guinea Pigs
  - Hamsters
  - Rabbits (small, under 10 pounds)
  - Birds (common house-hold varieties, does not include exotics)

For the overall health and welfare of all animals at this facility, animals deemed contagious or dangerous will not be granted access. This includes any animal suffering from a severe flea and tick infestation or any form of active parasitic or fungal infection such as ringworm or mange.

It is important to reiterate that this plan addresses evacuation only for hurricanes. Amendments to this plan will be made should alternate or additional facilities be utilized.

## **CONCEPT OF OPERATIONS**

### ***Registration Process***

All animals will be pre-registered at Clay County Animal Services. The following outlines the process for pre-registration for all those seeking shelter for their pets at the PFS:

All individuals/families wishing to utilize the PFS for a pet(s) must pre-register. Pre-registration must take place prior to the issuance of a hurricane watch prior to any one storm

- Name and address of animal owner.



- Name and description of all animals to be brought to the PFS.
- Clay County Animal Services staff will complete an on-line registration form.
- Registration is complete once CCAC is in receipt of the registration form and the agreement form.
- Periodic training sessions will be conducted by the CCAC Director for the coordination and implementation of this plan.
- If the form is incomplete, the sender (individual seeking shelter for their pet) will be contacted to obtain the missing information.

### ***PFS Operations***

The EOC Director will determine if and when the PFS will open for any one storm. Eligible registrants may vary per storm, as evacuations are not always ordered for every zone. The facilities may or may not be used as a shelter after the storm. Upon departure of tropical storm force winds, all owners must retrieve their pets. The following stipulates general operational procedures for the PFS.

- Operation times are dependant upon the arrival and departure of tropical storm force winds.
- At check-in, pre-registered owners will submit a photo I.D., a current utility bill, a photo of the pet(s) and all required pet(s)' documentation.
- If possible, check-in staff will make two (2) photocopies of the owner's I.D., one to be placed in a plastic sleeve and attached to the animals' crate/cage, the other filed for use by the PFS staff.
- Upon completing the check-in process, owners will proceed to the pet holding area and turn their pet over to PFS staff.
- The pet's owner will immediately leave this area, allowing for a smooth and timely stationing of all animals, unless otherwise requested by PFS staff to assist with crate/cage placement.
- PFS staff will coordinate the departure of any and all pets.

### ***Shelter Residents***

#### **Required Items for Pets**

- A suitable carrier/crate for the animal, which must allow for the animal to stand, turn around, and fully recline;
- A collar, leash, and muzzle, if applicable, owners know how their animals react around strangers and other animals.;

- Dry pet food and water for at least four (4) days for each animal, food must be properly packaged in a airtight plastic container and clearly labeled with both the owner's and the pet's name;
- Appropriate feeding containers for food and water;
- Proof of current vaccines and, when applicable, animal tags as stipulated in each respective section;
- Appropriate bedding materials and toys.
- A current photo of each animal

## ***Animals***

Each qualified family may register up to three (3) eligible animals in any one group or any combination groups. This limit is to deter the use of this shelter by commercial or independent breeders whose intent is the resale of their animals.

As stipulated in this plan's scope, pets are restricted to dogs, cats, small mammals (as listed), and birds. With the exception of the provisions dictated for each pet type, all animals are to be crated/caged for the duration of shelter confinement. Criterion for each pet type follows.

### **Dogs**

*All criteria for the housing of dogs are listed below.*

- Large animals in crates that are not hand-carried may be led to the animal area. They must have sturdy collars and leashes at this time. Dogs not fully socialized are required to be muzzled;
- Crates must provide ample room for the dog to stand up, turn around, and fully recline;
- Crates must be of sturdy construction, such as heavy plastic or wire and be well ventilated;
- Smaller breeds may be crated together as long as they are fully socialized and the aforementioned provisions for room are met;
- Oversized runs and exercise pens will not be allowed;
- All watering, feeding, and cleaning of the cage must be done by an adult;
- All dogs are required to be current in their vaccinations and have their current tag.

The required vaccinations are:

- Rabies
- Distemper/Parvo
- Bordetella/Kennel Cough

### **Cats**

*All criteria for the housing of cats are as follows:*

- Cages must provide ample room for the cat to stand up, turn around, and fully recline;
- Cages must be of sturdy construction, such as heavy plastic or wire and be well ventilated;
- Cats can be caged together as long as they are fully socialized and the aforementioned provisions for room are met;
- Cats must come with their own litter box and cat litter – due to space and disposal constraints, minimal use of litter is allowed;
- All watering, feeding, and cleaning of the cage must be done by an adult;
- All cats are required to have proof of current vaccinations – the required vaccinations include:
  - Rabies
  - Feline Leukemia}
  - Rhinotracheitis} FVRCP
  - Calicivirus}
  - Panleukopenia (distemper)

### **Pocket Pets (gerbils, guinea pigs, hamsters, and rabbits)**

*All criteria for the housing of small mammals, as named above, are as follows:*

- All eligible small mammals are to be caged at all times;
- Cages must provide ample mobility, however oversized cages or pens are not allowed;
- All containers must be chew-proof and have a solid base deep enough to accommodate bedding material;
- Cages must contain an appropriate odor inhibiting bedding material, such as shredded paper, wood chips (non-aromatic), ground corncob, etc.;
- All cages must be well ventilated;
- Watering, feeding, and cleaning of the box/cage must be done by an adult;
- Additional bedding material should be brought in as well as seal tight plastic bags or containers to dispose of used material.

### **Ferrets**

*All criteria for the housing of ferrets are as follows:*

- Cages must provide ample mobility;
- Large cages may house up to three ferrets as long as the cage accommodates free movement for all;
- Cages must be of sturdy construction, such as heavy plastic or wire and have a solid base deep enough for appropriate bedding material;
- Watering, feeding, and cleaning of the cage must be done by an adult;
- Additional bedding material should be brought in as well in seal tight plastic bags or containers to dispose of used material;
- Ferrets are required to be current on their Rabies vaccination;

## ***Birds***

*All criteria for the housing of birds are as follows:*

- Cages must provide for adequate movement, minimal flight, and be fully ventilated;
- Cages may accommodate up to three birds as long as they are fully socialized and ample mobility is allowed for each;
- Cages must be equipped with easily accessible food and water dishes, dishes that do not require the opening of main access;
- Cages are to be covered to deter noise and activity levels.

## **ADD VACCINATIONS**

### ***Public Information***

#### **Media Releases**

All media releases issued by the Emergency Operations Center (EOC) will be circulated with a note to the editor asking that all information be disseminated in an accessible format to all demographic sectors of the population. They will also be asked to broadcast information regarding accessible hurricane PFS and all other programs identified in this ICP. The public must be informed about methods to ensure the safety, care and control of animals during a disaster. TDD phone numbers will be identified in the media releases. All these functions will be coordinated via the EOC Public Information Officer. All information that is distributed by the EOC concerning hurricanes will include information that concerns the sheltering of people with pet(s). Targeting this population along with the generic community information sources, helps to reach as many people as possible.

#### ***Direction and Control***

CCAC, as lead agency, is responsible for the implementation of all PFS activities.

The PFS Coordinator (PFSC) will manage the staffing and operations of the PFS. The PFSC will also manage

- PFS support staff assigned to the EOC

#### ***Evacuation Preparation***

When the EOC is monitoring a situation, the following activities will take place.

#### **The PFS Registry**

The PFSC will:

- Confirm that there are no applicants without shelter assignments.
- Check for any user entry errors

## **Transportation**

All general population evacuees making use of the PFS should provide their own transportation for domestic pets.

## **Resources**

Participating departments/agencies/organizations shall provide resources necessary for the PFS operations.

Funding for needed resources is then obtained by either EPD or the CCAC.

Once funding is identified, the necessary paperwork is created by the Emergency Operations Center's Resource Unit (e.g. purchase request, contract, hiring action, etc.). The documentation is then reviewed/revised by Clay County Animal Control Director until mutual satisfaction is obtained, at which time it is signed and finalized.

## **Activation/Response Phase**

Upon activation of the EOC, several events occur at once:

1. At some point during this phase, the EOC will declare a local state of emergency and the Clay County Animal Control Director will then begin operations to open shelters.
2. Each PFS will be provided with a list of pet(s) assigned to their location.

## **Fatality Procedures**

In the event that a pet(s) expires in the shelter during the emergency, these procedures are to be followed:

1. Once an official declaration of demise has occurred, quietly relocate the expired pet(s) to a temporary morgue away from the general area.
2. The deceased pet should be covered with a blanket and the Veterinary Supervisor should notify the PFS Manager and/or the appropriate authorities.
3. Notify the PFSC at the EOC.

## **Post-Event**

The items discussed in this section will depend greatly on the extent of damages incurred within Clay County and in the immediate area of each field facility.



## Damage Assessment Reports

The PFS will report their damage assessment to the EOC immediately after the event. To facilitate this process, each PFS Manager should receive damage assessment training and/or provided with instructions on how to report damages.

All agencies identified in this ICP must provide to the EOC all costs, insured and uninsured, associated with the event within 72 hours after the event. This should include all costs incurred for emergency protective measures as well as damages. These figures are critical as they provide an overall picture of the damage throughout Clay County and serve as the Initial Damage Assessment (IDA) reported to the Florida Division of Emergency Management. Based on the IDA, a determination will be made to see whether there is sufficient damage to conduct a Preliminary Damage Assessment (PDA) by the Federal Emergency Management Agency. Reimbursement of eligible disaster costs is contingent upon a federal emergency or disaster declaration and is based upon the PDA.

Additional Authorities include (but are not limited to):

1. Federal Emergency Management Agency, [www.fema.org](http://www.fema.org)
2. The Humane Society of the United States, [www.hsus.org](http://www.hsus.org)
3. American Humane Society, [www.americanhumane.org](http://www.americanhumane.org)
4. Professional Pet Sitting, [www.propetsitting.net](http://www.propetsitting.net)

## APPENDICIES

<b>Appendix 1: Pet-Friendly Shelter Coordinator Checklist</b>
<b>Pre-activation:</b>
<ul style="list-style-type: none"><li>• Prepare shelter kits for PFS.</li><li>• Assign clerical support staff to PFS facility.</li><li>• Host multiple PFS training sessions support staff.</li><li>• Prepare personal disaster supply kit.</li></ul>
<b>Activation:</b>
<b>Upon notification of EOC activation:</b> <ul style="list-style-type: none"><li>• Secure home.</li><li>• Pack necessary supplies to take to the EOC.</li><li>• Notify Clay County Animal Control Director of situation.</li><li>• Coordinate the notification of PFS Management staff.</li><li>• Review PFS ICP.</li></ul>
<b>Arrival at EOC:</b> <ul style="list-style-type: none"><li>• Coordinate the notification of PFS opening time to staff. Alert supervisors to begin sending staff home so that they can conduct personal preparedness and arrive at the PFS at the given times.</li><li>• Obtain current list of registered pets by owners assigned by PFS.</li></ul>



**Pre-lockdown Period:**

- Establish initial contact with PFS to verify that opening is running smoothly. Identify any problems.
- Assure the proper documentation of staff and supplies utilized throughout activation for reimbursement purposes.
- Continuously update PFS of information concerning status of the storm and evacuation progress.
- Assure adequate shift changes of PFS staff.
- Advise PFS of EOC lockdown time.

**Post-storm/Closing of PFS:**

- Establish communications with PFS via telephone, ham radio operators or police/fire communications.
- Report to EOC the status of operations of PFS as soon as possible. (Damages incurred, operational capability)
- Report to the PFS the status of operations in the County. Advise them of most affected areas, police checkpoints for re-entry purposes, and the estimated "All Clear" timeframes.
- Obtain a list from PFS of needed resources (water, food, medical supplies).
- Coordinate with the EOC on closing times for PFS.

**Demobilization:**

- Assure the adequate packing of supplies.
- Recover unused medical supplies.
- Ensure that staff remains in PFS to conduct cleanup efforts.
- Schedule staff debriefings for PFS.

**Appendix 3: CCAC Registry Checklist (for the PFSC)**

**Activation:**

**Upon notification of EOC activation:**

- Establish deadline for submission of registration forms. Complete entering any outstanding applications until that time.
- Provide support staff with a current copy of all Last Minute Calls for Assistance procedures and brief them on the process for tracking last minute calls for assistance.

**Prior to Evacuation Order:**

- Assure the readiness of the PFSC. Determine shifts. Instruct the PFS Support Staff to call individuals with registered pets to advise of evacuation, assignments, and what supplies they should bring with them to PFS.
- Print out the following reports based on the PFS openings:
  1. PFS assignment reports
- Obtain current list of animal hospitals

**Once Evacuation has Begun:**

- Print client files from the PFS Database on a regular basis.
- Verify PFS clients live in an evacuation zone.
- Coordinate with PFSC to make sure that the last minute process is running smoothly.
- Advise PFSC of time to stop registering late registrants 12 hours prior to the arrival of tropical storm force winds.

## Appendix 4: Emergency Manager and Command Staff

### Emergency Manager Duties:

- Prioritize and efficiently utilize critical resources.
- Ensure that incident objectives and strategies for special needs clients are established and implemented.
- Ensure that critical facilities (PFS, animal hospitals) are prioritized for restoration of power.
- Schedule Executive Group briefings on PFS information.
- Assess incident situation
- Approve the Incident action plan
- Approve request for additional resources and requests for release of resources
- Ensure development, approval and implementation of demobilization plans.
- Determine public information needs and approve public information releases.

### Public Information Officer :

- Distribute PFS evacuation information to the public including phone numbers, websites, special needs shelter locations and other associated information via local media outlets.

### Liaison Officer:

- Will inform and coordinate PFS efforts with State and federal channels.

### Safety Officer:

- Establish safety protocol and assure safety for all PFS
- Establish system to monitor PFS hazards and risks and take appropriate action.
- Priority of recommendations will start with risks having the highest potential for death, or serious injury, and those of a lesser degree.
- Initiate contact with all PFS to verify that operation is in a safe environment for PFS clients and staff.
- Establish times for safety status reports from the PFS.

## Appendix 5: Planning Section

### Planning Section Chief Duties:

- Supervise preparation of incident action plan.
- Conduct planning meetings
- Assemble information on alternative strategies.
- Prepare recommendations for release of resources.
- Ensure that normal agency information collection and reporting are being met.
- Ensure that demobilization plan and schedule are developed, coordinated and implemented
- Collect and evaluate all PFS assessment data for summarization.
- Disseminate PFS data to emergency manager and executive group.
- Formulate pet-friendly evacuation strategy
- Prepare situation reports and incident action plans related to PFS.
- Prioritize and efficiently utilize critical resources.

## **Appendix 6: Logistics Section**

### ***Logistics Section Chief Duties:***

- Identify service and support requirements for planned and expected PFS operations.
- Advise on current service and support capabilities for PFS.
- Estimate future service and support requirements for PFS.
- Provide facilities, services and material in support of the PFS response.
- Locate and distribute supplies needed to accomplish mission.
- Collect and prioritize PFS resource requests.
- Evaluate all PFS data for specific resources.
- Complete and track PFS requests to the state.
- Recommend release of unit resources in conjunction with demobilization plan.

## **Appendix 7: Finance/Administration Section**

### ***Finance/Administration Section Chief Duties:***

- Ensure verification and documentation of arriving equipment and personnel (including arrival time, departing time and break time duration including dates and times).
- Provide input in all planning sessions on financial and all cost analysis matters.
- Maintain daily contact with all agencies' administrative headquarters on finance matters.
- Ensure that all incident personnel time records are transmitted to agencies.
- Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to demobilizing the PFS
- Responsible for accountability of all activated special need agencies.
- Responsible for all financial and cost analysis aspects of the incident.

## Appendix 8: Operations Section

### *Operations Section Chief Duties:*

- Assist command staff in designating staff to participate in mission
- Identify roles and responsibilities
- Ensure that the Operations Section is set up properly and appropriate personnel, equipment and supplies are in place.
- Supervise PFS coordination with EOC agencies
- Establish action items that need to be accomplished
- Ensure that all media inquires are forwarded to The Public Information Officer.
- Collaborate with Planning Section in the development of incident action plans.
- Conduct periodic briefings to EOC Operations room on objectives for operational period
- Ensure that all fiscal and administrative requirements are coordinated through the Finance Chief.
- Implement goals and objectives for PFS sheltering set forth by Incident Manager via Incident Action Plan.
- Develop daily strategies and tactics for PFS client evacuation.
- Coordinate with Planning Section Chief and Logistics Section Chief to ensure that resource requests submitted in Eteam or on state tracker are monitored and delivered.

## Appendix 10: PFS Agreement

### Agreement

I, the pet(s) owner listed in the attached registration, understand that an emergency exists and that special arrangements have been made to allow my family and pets to remain together in one of the designated Pet Friendly Clay County emergency shelter facilities. I understand and agree to abide by the pet care rules contained in this agreement and have explained them to any other family members accompanying me to the shelter and assisting me with my pet(s).

### Rules

1. My pet will remain contained in its carrier except at scheduled times. During scheduled relief time, my pet will be properly confined with leash, harness, and / or muzzle (as necessary).
2. I agree to properly feed, water and care for my pet. I agree that administration of all medication is my personal responsibility as designated by my veterinarian.
3. I agree to properly sanitize the areas used by my pet: including performing proper waste disposal and disinfecting as instructed by the shelter facility manager.
4. I certify that my pet is current on rabies and all other vaccinations recommended and agree to assume the cost of these vaccinations if given at the shelter because records are not sufficient to show my animal is fully protected.
5. I will maintain proper identification on my pet and its carrier at all times.
6. I will permit my pet to be examined by qualified animal shelter personnel to determine if medical or stress conditions requiring attention are present. I further agree to the administration of medication to alleviate any symptoms.
7. I assume full responsibility and liability for the behavior of my pet at all times.
8. I acknowledge that my failure to follow these rules may result in the removal of my pet to another location. I further understand that if my pet becomes unruly, aggressive, shows signs of contagious disease, is infected by parasites (fleas, ticks, lice, etc ), or begins to show signs of stress-related conditions, it may be removed to a more appropriate location. I understand that the decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the shelter management, whose decisions are final.
9. I understand that pet care (i.e. feeding, watering and removal of waste from the cage/crate) is my responsibility. I understand and agree that should my animal not receive care for 24 hours or if my family leaves the shelter without the pet, the animal(s) will be considered abandoned and will be surrendered to Animal Control for potential adoption, fostering or euthanasia in accordance with Animal Control policy.

I hereby agree to hold harmless all persons, organizations, corporations or government agencies involved in the care and sheltering of my animal(s). I further agree to indemnify any persons or entities which may suffer any loss or damage as a result of my animal(s) or the care and sheltering they receive under this Agreement.

I agree to all the above rules and conditions. \_\_\_\_\_ Yes \_\_\_\_\_ No

If this registration and agreement has been submitted electronically you will be asked to sign a copy when you arrive at the shelter.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please print out a copy of this completed document for your records and bring it to the shelter with you.

You will be required to have picture identification with you at the time you are admitted to the shelter.

### **Appendix 12: PFS Media Fact Sheet**

1. Clay County is working to meet the needs of the community by creating a Pet Friendly Public Evacuation Shelter program. This program is in development as a coordinated project between the various Clay County departments such as, Animal Control, the Emergency Operations Center, and the Clay County Health Department, the Clay County School System and the American Red Cross.
2. Animal Species accepted into the shelters will be:  
Dogs  
Cats  
Rodents (such as hamsters, gerbils, etc.)  
Rabbits  
Birds  
**NO REPTILES WILL BE ALLOWED IN THE SHELTERS**
3. All pets must have proof of vaccination and registration, be properly crated / caged and will be maintained by their owners. Animals may be housed in a separate room than their owners.
4. Owners should provide all necessary supplies to maintain their pet (see attached).
5. We are asking the public to pre-register annually. People will have the option to pre-register online.  
  
People can call 269-6342 to get more information.
6. If people have any questions or concerns they should call 269-6342.



## **Appendix 12: PSF Staffing Guide: Check-in**

1. Make sure pet is secured in an appropriate container and that all dogs have collars and leashes.
  - A. Large breed dogs will not be transported nor presented in crates and need to be presented on leashes. Make sure appropriate crate is brought with pet.
2. Collect:
  - photo I.D. of owner (adult),
  - completed registration,
  - hold-harmless agreement (notarized),
  - two (2) photos of pet(s),
  - proof of residency (current utility bill)
  - and proof of current vaccinations.
3. Check I.D. address against address on current utility bill; must match.
4. Photocopy, if possible, owner's picture I.D. and record proof of current vaccinations. Place in an envelope along with one (1) photo of animal, registration, hold-harmless agreement.
  - A. Front top to bottom (see attachment) print:
    - i. Owner's last name.
    - ii. Pet's name
    - iii. Gender
    - iv. Type (as recorded on vaccination receipt)
  - B. Owner is to retain one (1) photo of pet
5. Starting with the number one, print number on yellow wristband and attach to owner's left wrist.
6. If everything is in order, direct only one adult owner with pet(s) to animal triage area. Direct all other family member to general population staging area.
  - A. If necessary:
    - i. Registration, provide if necessary and have owner fill out on site.
    - ii. Hold-harmless agreement, provide if necessary and have owner fill out.
    - iii. Vaccinations, Up to date and owner in possession.
    - v. Current Photo. Take a photo of each animal, review to make sure clear and identifiable.



## Appendix 13: PFS Supplies Charts

Airline Crates  
Cat Food  
Dog Food  
Litter boxes  
Drinking Water  
Cleaning Water  
Laminator  
Laptop  
Bowls  
laser printers  
Identification Bands - pet and owner  
Cat Litter  
Newspapers  
Plastic Sheets  
Digital cameras  
Polaroid cameras  
Polaroid film  
Microchips  
Microchips scanner  
Paper Towels  
Trifectant Disinfectant (Sprays, solution, wipes)  
Tie Wraps  
Hand Sanitizer  
1st Aid Kits - Human and Animal  
Filing system  
Trash Bags  
Mops and Mop Buckets  
Clorox Hand Wipes  
Blankets  
Towels  
Bleach  
Cat gloves  
Baby Wipes  
Shampoo  
Trash Containers  
Cadaver Bags  
Communication Devices - walkie talkies  
Office Supplies  
Animal Restraint Devices: muzzles, nets, control poles  
Vaccines:  
DHLPP  
Bordatella  
RV  
FVRCP  
Loperamide  
Diphenhydramine  
Pyrantel Pamoate  
Fenbendazole  
Frontline Spray

Revolution  
 Advantage  
 Doxycycline  
 Metronidazole  
 Cephalexin/Amoxicillin/Clavamox  
 Terramycin/Erythromycin  
 GI Diet                      Purina or Eukanuba                      (Tab K)  
 Rimadyl  
 Controlled Substances: Euthanasia solution, sedatives, (Acepromazine, Diazepam, Phenobarbital, Domitor, Telazol  
 1 cc syringes  
 3 cc syringes  
 22 G 3/4 " needles  
 25 G 3/4" needles  
 22 G 1" needles

**Appendix 14: Pet-Friendly Shelter Contact List**

PSF Shelter List and Points of Contact (Information only)			
Shelter/Facility	Contact Name	Contact Phone Number	Capacity / Comments
Clay County Animal Services	Christina Sutherin	904-278-4779	

**Appendix 17: Acronyms and Definitions**

*Note: Acronyms listed below incorporate local, state, and federal agencies.*

- ALF                      Assisted Living Facility
- ARC                      American Red Cross
- CEMP                      Comprehensive Emergency Management Plan
- CCA                      Clay County Animal Services
- CCHD                      Clay County Health Department
- DEM                      Division of Emergency Management
- DMORT                      Disaster Mortuary Response Team
- DOEA                      Department of Elder Affairs
- EMS                      Emergency Medical Services
- EMT                      Emergency Medical Technician
- EOC                      Emergency Operations Center
- FAC                      Florida Administrative Code
- FDLE                      Florida Department of Law Enforcement
- FEMA                      Federal Emergency Management Agency
- FHP                      Florida Highway Patrol
- FNG                      Florida National Guard

HDIC	Health Department Incident Commander
ITD	Information Technology Division
LSA	Logistical Staging Area
NOAA	National Oceanic Atmospheric Administration
SAR	Search and Rescue
SOG	Standard Operating Guideline
PFS	Pet-Friendly Shelter
PFSC	Pet-Friendly Shelter Coordinator
PFSSC	Pet-Friendly Shelter Steering Committee
SWP	State Warning Point
US&R	Urban Search and Rescue
USCG	United States Coast Guard

### Definitions:

**Catastrophic Disaster:** An event or incident that produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

**Duty Officer (DO):** An EPD individual responsible for ensuring that all questions or problems arising from contacts while on call are either directly resolved or responsibility is transferred to the appropriate resource.

**Emergency Operations Center(EOC):** Are serving at the central clearing house for information collection and coordination of response/ recovery resources within the county, including the cities within the county.

**Incident Command System (ICS):** The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

**Mutual Aid Agreement:** A voluntary cooperation agreement, in writing, or a requested operational assistance agreement, in writing, between two or more agencies that permits voluntary cooperation and assistance, of a routine enforcement nature across jurisdictional lines.

**Primary Agency:** Department or agency assigned primary responsibility to manage and coordinate a specific task or function.

**Staging Areas:** Temporary on-site locations designated within the incident areas to temporarily locate and distribute supplies, equipment and medical personnel.

**State Warning Point (SWP):** The responsible DEM control receiving and transmitting messages and information to necessary personnel regarding all types of disaster and catastrophic events.

**Support Agency:** Department(s) or agency (ies) designated to assist a specific primary agency with available resources, capabilities, ore expertise in support of response operations under the coordination of the primary agency.

DRAFT

June 29, 2023 - Regular School Board Meeting

**Title**

C24 - 2022-2023 Local Department of Health Inspection Reports

**Description**

Florida Statute 381.006 requires the local Department of Health to conduct sanitation inspections of group care facilities which includes any public or private school.

**Gap Analysis**

Local Department of Health inspections are required per 381.006(15) Florida Statutes, Group Care facilities.

**Previous Outcomes**

The Local Department of Health inspections were accomplished without disrupting the school for more than a couple of hours. The school custodian is usually available and walks the school with the inspector and takes notes on most deficiencies that are also part of the report. The schools then fix or place work orders for deficiencies found and return a letter stating all items completed or Work Order placed.

**Expected Outcomes**

Local Department of Health inspections are completed annually. The inspector(s) understand the importance of the testing and will always work with the schools with this matter.

**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 2022-2023 Florida Department of Health Inspection Reports.

**Contact**

Bryce Ellis, Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net, Stephanie Raucci, Director of Code Enforcement (904) 336-0636, stephanie.raucci@myoneclay.net

**Financial Impact**

2022-2023 Local Department of Health inspections fees were \$4,100.00.

**Review Comments**

**Attachments**

- 📎 [Health Dept. Inspection 2023 #1.pdf](#)
- 📎 [Health Dept. Inspections 2023 #2.pdf](#)

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 4

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00744 Name of Facility: Argyle Elementary School Address: 2625 Spencer Plantation Boulevard City, Zip: Orange Park 32073  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 555-5555 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 5/1/2023	Begin Time: 10:40 AM End Time: 11:48 AM
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**Additional Information**

FEMALES ..... 373 MALES ..... 468	CENSUS ..... 841
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms OUT 12. Toilet Facilities OUT 13. Handwashing Facilities IN 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source OUT 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

*Melissa Johnson*

Client Signature:

*Stephanie White Williams*



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 4

**General Comments**

Correct all violations listed within prior to next inspection.

Email [Melissa.Johnson@FLHealth.gov](mailto:Melissa.Johnson@FLHealth.gov) if you have any questions or concerns.

Email Address(es): [Easter.Brown@myoneclay.net](mailto:Easter.Brown@myoneclay.net);  
[Stephanie.Raucci@myoneclay.net](mailto:Stephanie.Raucci@myoneclay.net)

DRAFT

Inspector Signature:

*Melissa Johnson*

Client Signature:

*Stephanie White Williams*

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



3 of 4

**Violations Comments**

**Violation #5. Maintenance & Repair**

There are multiple light bulbs that must be replaced within the media center. REPEAT. Correct prior to next inspection.

There are multiple light bulbs that must be replaced within the cafeteria, within the music room, and within rooms 603, 626, 710, and 801. Correct prior to next inspection.

There is one light out within the computer lab and within rooms 706 and 808. Correct prior to next inspection.

One ceiling tile has water damage within the 400 Hallway. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #12. Toilet Facilities**

The girls' restroom 638, room 506, and room 507 are missing paper towels. Correct prior to next inspection.

CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot- high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a. SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

**Violation #13. Handwashing Facilities**

The girls' restroom 638 has three loose faucets. Correct prior to next inspection.

The boys' restroom 635 has one loose faucet. Correct prior to next inspection.

The restroom 506 has a loose faucet. Correct prior to next inspection.

CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

**Violation #18. Drinking Fountains**

There are multiple inoperable exterior water fountains. One of the fountains at the Kindergarten playground is clogged and leaking and the other is inoperable. Also, one of the fountains at the 6th grade playground is inoperable. Correct prior to next inspection.

There is one inoperable drinking fountain and one with low water pressure within the media center. Correct prior to next inspection.

The drinking fountain within room 415 is loose.

The drinking fountain within 418 is inoperable and leaking.

The drinking fountain within 711 is inoperable.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspector Signature:

*Melissa Johnson*

Client Signature:

*Euphonia White Williams*

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



4 of 4

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Stephanie White-Williams  
Date: 5/1/2023

DRAFT

Inspector Signature:

*Melissa Johnson*

Client Signature:

*Stephanie White Williams*

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00031 Name of Facility: C E Bennett Elementary School Address: 1 S Oakridge Avenue City, Zip: Green Cove Springs 32043  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 213-1900 PIC Email: james.marshall@myoneclay.net	<b>Correct By: None</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 3/9/2023	Begin Time: 09:35 AM End Time: 10:15 AM
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**Additional Information**

FEMALES ..... MALES .....	CENSUS ..... 644
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction IN 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers IN 15. Shower Facilities IN 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint IN 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

From last inspection:

1410- classroom in good condition. water fountain in working condition. bathrom supplied with water, soap and paper towels.  
1444 - classroom in good condition. water fountain in working condition. bathrom supplied with water, soap and paper towels.  
1668 - classroom in good condition. water fountain in working condition. bathroom properly supplied.  
staff bathrooms separated and in good condition  
gang bathrooms clean and in good condition. properly supplied with running water paper towels and soap  
water fountains works  
playground 1 - in good condition  
slide playground - work order placed for swings with wear on them. waiting to be fixed. rest of playground in good condition

Email Address(es): james.marshall@myoneclay.net;  
stephanie.raucci@myoneclay.net

**Violations Comments**

No Violation Comments Available

Inspection Conducted By: Morgan Palmer (884987)  
Inspector Contact Number: Work: (904) 529-2924 ex.  
Print Client Name:  
Date: 3/9/2023

Inspector Signature:

Handwritten signature of Morgan Palmer.

Client Signature:

Handwritten signature of James Marshall.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00032 Name of Facility: Clay Hill Elementary School Address: 6345 County Road 218 City, Zip: Jacksonville 32234  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 5/23/2023	Begin Time: 10:57 AM End Time: 11:31 AM
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**Additional Information**

FEMALES ..... 230 MALES ..... 217	CENSUS ..... 447
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**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms OUT 12. Toilet Facilities OUT 13. Handwashing Facilities IN 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

Email Melissa.Johnson@FLHealth.gov when the violations listed within have been corrected and/or if you have any questions or concerns.

Email Address(es): Barbara.Griffis@myoneclay.net;  
Adele.Reed@myoneclay.net

**Violations Comments**

**Violation #5. Maintenance & Repair**

Four lights need to be replaced within room 704. This was corrected as the inspector was on-site.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #12. Toilet Facilities**

One missing sanitary receptacle within the girl's restroom 613. Correct prior to next inspection.

CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot- high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a. SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

**Violation #13. Handwashing Facilities**

One inoperable handwashing sink within boy's restroom 613. A workorder has been created to correct this. Correct prior to next inspection.

CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Barbara Griffis  
Date: 5/23/2023

Inspector Signature:

Client Signature:

**STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT**



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00780  
Name of Facility: Coppergate Elementary  
Address: 2250 County Road 209  
City, Zip: Middleburg 32068

**Correct By: Next Inspection  
Re-Inspection Date: None**

Type: Public Schools  
Owner: Clay County School Board  
Person In Charge: Randall Smith Phone: (904) 336-0677  
PIC Email: Randall.Smith@myoneclay.net

**Inspection Information**

Purpose: Routine  
Inspection Date: 5/1/2023

Begin Time: 10:55 AM  
End Time: 11:50 AM

**Additional Information**

FEMALES ..... 300  
MALES ..... 300

CENSUS ..... 600

*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION	<u>IN</u> 11. Group Toilet Rooms	<u>IN</u> 21. Pest Control
<u>IN</u> 1. School Site	<u>IN</u> 12. Toilet Facilities	SAFETY
<u>IN</u> 2. Playground, Equip & Athletic Fields*	<u>IN</u> 13. Handwashing Facilities	<u>IN</u> 22. First Aid Kit
<u>IN</u> 3. Athletic & Playground Equipment	<u>IN</u> 14. Soap Dispensers	DIAPER CHANGING STATION
BUILDING CONST/MAINT.	<u>NA</u> 15. Shower Facilities	<u>IN</u> 23. Sanitizers
<u>IN</u> 4. Construction	<u>NA</u> 16. Showers Water Temperatures	<u>IN</u> 24. Changing Station & Mats
<u>IN</u> 5. Maintenance & Repair	WATER SUPPLY	<u>IN</u> 25. Hand Sink
<u>IN</u> 6. Lighting Standards	<u>IN</u> 17. Approved Source	<u>IN</u> 26. Garbage Can
<u>IN</u> 7. Heating, Ventilation, A/C Standards	<u>OUT</u> 18. Drinking Fountains	ANIMAL HEALTH & SAFETY
<u>IN</u> 8. Natural Ventilation	LIQUID WASTE & WASTE WATER	<u>IN</u> 27. Animal Maintenance/Aggressive
<u>IN</u> 9. Mechanical Ventilation	<u>IN</u> 19. Sewage Disposal	DORM/RESIDENTIAL FACILITIES
SANITARY FACILITIES	<u>OUT</u> 20. Solid Waste	<u>IN</u> 28. Maintenance/Complaint
<u>IN</u> 10. Provided/Accessible/Separation	PEST CONTROL	<u>IN</u> 29. Other

*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

**General Comments**

Conditions satisfactory

Email Address(es): Randall.Smith@myoneclay.net;  
Stephanie.raucci@myoneclay.net

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**Violations Comments**

**Violation #18. Drinking Fountains**

The fountain in portable 514 was not working

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

**Violation #20. Solid Waste**

The dumpster needs a plug to prevent leakage/vermin entry

CODE REFERENCE: 20. Solid Waste. 5.(1)(e)8.e SREF. Trash and waste containers shall be provided in all areas, sufficient in number and emptied daily. Trash shall be stored in bins or containers in a central waste disposal area until removed. 5(1)(e)8.f SREF. Garbage, trash, & rubbish shall be collected, stored, and disposed of at a frequency and manner that prevents a sanitary nuisance. 5(11)(c)(d) SREF. Waste containers, including dumpsters, shall be accessible for maintenance and sanitation. Collectors and dumpsters shall be located on a concrete slab. Wet garbage shall be stored in impermeable, leak-proof, fly-tight containers. 468.2.3 FBC. A smooth nonabsorbent surface shall be provided for outdoor waste containers.

Inspection Conducted By: Henry Klesh (5622)  
Inspector Contact Number: Work: (904) 278-3786 ex.  
Print Client Name: Randall Smith  
Date: 5/1/2023

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00035 Name of Facility: Doctor s Inlet Elementary Address: 2634 County 220 Road City, Zip: Middleburg 32068  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 10/20/2022	Begin Time: 11:51 AM End Time: 12:26 PM
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**Additional Information**

FEMALES ..... 283 MALES ..... 301	CENSUS .....	584
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction IN 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms OUT 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

Satisfactory conditions at time of inspection.

The right sink in the boys restroom is inoperable. There is a workorder for this.

Email Address(es): neha.dave@myoneclay.net

**Violations Comments**

Violation #12. Toilet Facilities

Both of the exterior girls' restrooms are missing paper towels.

The exterior boys' restroom near the media center is missing paper towels.

The restroom in room 802 needs soap.

CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot- high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a. SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Neha Dave  
Date: 10/20/2022

Inspector Signature:

Client Signature:

**STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT**



\*\*\*\* BarnettP 5/8/2023 11:34:14 AM \*\*\*\*

1 of 2

**Facility Information**

**RESULT: Incomplete**

Permit Number: 10-51-00038  
Name of Facility: Green Cove Springs Junior High  
Address: 1220 Bonaventure Avenue  
City, Zip: Green Cove Springs 32043

**Correct By: None  
Re-Inspection Date: None**

Type: Public Schools  
Owner: Clay County School Board  
Person In Charge: Kamesha Cooper Phone: 336-5175  
PIC Email: Kamesha.Cooper@myoneclay.net

**Inspection Information**

Purpose: Routine  
Inspection Date: 5/2/2023

Begin Time: 11:25 AM  
End Time: 11:35 AM

**Additional Information**

FEMALES .....  
MALES .....

CENSUS ..... 700

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**Violation Markings**

- |   |                                |                                   |
|---|--------------------------------|-----------------------------------|
| SCHOOL SANITATION                       | 11. Group Toilet Rooms         | 21. Pest Control                  |
| 1. School Site                          | 12. Toilet Facilities          | SAFETY                            |
| 2. Playground, Equip & Athletic Fields* | 13. Handwashing Facilities     | 22. First Aid Kit                 |
| 3. Athletic & Playground Equipment      | 14. Soap Dispensers            | DIAPER CHANGING STATION           |
| BUILDING CONST/MAINT.                   | 15. Shower Facilities          | 23. Sanitizers                    |
| 4. Construction                         | 16. Showers Water Temperatures | 24. Changing Station & Mats       |
| 5. Maintenance & Repair                 | WATER SUPPLY                   | 25. Hand Sink                     |
| 6. Lighting Standards                   | 17. Approved Source            | 26. Garbage Can                   |
| 7. Heating, Ventilation, A/C Standards  | 18. Drinking Fountains         | ANIMAL HEALTH & SAFETY            |
| 8. Natural Ventilation                  | LIQUID WASTE & WASTE WATER     | 27. Animal Maintenance/Aggressive |
| 9. Mechanical Ventilation               | 19. Sewage Disposal            | DORM/RESIDENTIAL FACILITIES       |
| SANITARY FACILITIES                     | 20. Solid Waste                | 28. Maintenance/Complaint         |
| 10. Provided/Accessible/Separation      | PEST CONTROL                   | 29. Other                         |

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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 5/8/2023 11:34:14 AM \*\*\*\*

2 of 2

**General Comments**

Inspection not conducted at this time due to testing  
Unable to access several areas  
Lunch 1215

Email Address(es): Kamesha.Cooper@myoneclay.net

**Violations Comments**

No Violation Comments Available

Inspection Conducted By: Henry Klesh (05622)  
Inspector Contact Number: Work: (904) 278-3786 ex.  
Print Client Name: Kamesha Cooper  
Date: 5/2/2023

DRAFT

Inspector Signature:

Handwritten signature of Henry Klesh.

Client Signature:

Handwritten signature of Kamesha Cooper.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 3

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00039 Name of Facility: Grove Park Elementary Address: 1643 Miller Street City, Zip: Orange Park 32073  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 2/14/2023	Begin Time: 11:09 AM End Time: 12:14 PM
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**Additional Information**

FEMALES ..... 211 MALES ..... 229	CENSUS .....	440
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**Violation Markings**

SCHOOL SANITATION <u>IN</u> 1. School Site <u>IN</u> 2. Playground, Equip & Athletic Fields* <u>OUT</u> 3. Athletic & Playground Equipment BUILDING CONST/MAINT. <u>IN</u> 4. Construction <u>OUT</u> 5. Maintenance & Repair <u>IN</u> 6. Lighting Standards <u>IN</u> 7. Heating, Ventilation, A/C Standards <u>IN</u> 8. Natural Ventilation <u>IN</u> 9. Mechanical Ventilation SANITARY FACILITIES <u>IN</u> 10. Provided/Accessible/Separation	<u>IN</u> 11. Group Toilet Rooms <u>OUT</u> 12. Toilet Facilities <u>IN</u> 13. Handwashing Facilities <u>IN</u> 14. Soap Dispensers <u>NA</u> 15. Shower Facilities <u>NA</u> 16. Showers Water Temperatures WATER SUPPLY <u>IN</u> 17. Approved Source <u>OUT</u> 18. Drinking Fountains LIQUID WASTE & WASTE WATER <u>IN</u> 19. Sewage Disposal <u>IN</u> 20. Solid Waste PEST CONTROL	<u>IN</u> 21. Pest Control SAFETY <u>IN</u> 22. First Aid Kit DIAPER CHANGING STATION <u>NA</u> 23. Sanitizers <u>NA</u> 24. Changing Station & Mats <u>NA</u> 25. Hand Sink <u>NA</u> 26. Garbage Can ANIMAL HEALTH & SAFETY <u>NA</u> 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES <u>NA</u> 28. Maintenance/Complaint <u>NA</u> 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

Form Number: DH 4030 12/16A

10-51-00039 Grove Park Elementary

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 3

**General Comments**

Email Melissa.Johnson@FLHealth.gov when the violations listed within have been corrected.

Email Address(es): Melissa.Spurrier@myoneclay.net;  
Stephanie.Raucci@myoneclay.net;

**Violations Comments**

Violation #3. Athletic & Playground Equipment  
Some of the playground equipment is beginning to rust. REPEAT.

One of the swing seats is wrapped on the top. REPEAT.

CODE REFERENCE: 3. Athletic and Playground Equipment. 5(2)(k)4 SREF. Athletic and playground equipment, where provided, shall be structurally sound, maintained firm and stable, vermin-proof, free of pockets or crevices where water will collect or vermin and pests may hide, and free from jagged or sharp projections, edges, or corners. Playground equipment includes the equipment itself (backstops, swings, slides, etc.) and its structural components (foundations, supporting members, exposed fasteners, etc.).

Violation #5. Maintenance & Repair  
Some of the lights within rooms 501, 524 and the library need to be replaced. Correct prior to next inspection.

One light is out in each of the restrooms 142 and 143. Correct prior to next inspection.

P6 is missing one light cover. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

Violation #12. Toilet Facilities  
Two stalls within restroom 712 and one stall within restroom 612 are missing toilet paper. Correct prior to next inspection.

CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot- high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

Violation #18. Drinking Fountains  
The water fountains outside rooms 612 and 712 have low water pressure. Correct prior to next inspection.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



3 of 3

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Sherlyn Shaw  
Date: 2/14/2023

DRAFT

Inspector Signature:

*Melissa Johnson*

Client Signature:

*Sherlyn Shaw*

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00076 Name of Facility: S Bryan Jennings Elementary Address: 215 Corona Drive City, Zip: Orange Park 32073  Type: Public Schools Owner: Clay County School Board Person In Charge: Jeanne Birtel      Phone: 904-203-3529 PIC Email: Jeanne.birtel@myoneclay.net	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 5/4/2023	Begin Time: 10:45 AM End Time: 11:49 AM
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**Additional Information**

FEMALES ..... MALES .....	CENSUS ..... 510
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms OUT 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source OUT 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION IN 23. Sanitizers IN 24. Changing Station & Mats IN 25. Hand Sink IN 26. Garbage Can ANIMAL HEALTH & SAFETY IN 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES IN 28. Maintenance/Complaint IN 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

**General Comments**

Other conditions appear satisfactory  Email Address(es): Jeanne.birtel@myoneclay.net
--

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**Violations Comments**

**Violation #5. Maintenance & Repair**

The water heater is leaking in the cafeteria custodial room , There is also a leak (Sidewalk) by bldg 4 -A work order has been submitted  
The exhaust fan in female restroom 17 B needs repair

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #12. Toilet Facilities**

A toilet is out of order in girls restroom 35 B

CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot- high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a. SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

**Violation #18. Drinking Fountains**

The fountain in 14 B is not working

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspection Conducted By: Henry Klesh (5622)  
Inspector Contact Number: Work: (904) 278-3786 ex.  
Print Client Name:  
Date: 5/4/2023

Inspector Signature:

Client Signature:



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 10/21/2022 10:15:31 AM \*\*\*\*

1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00043 Name of Facility: Keystone Heights Elementary Address: 365 SW Pecan Street City, Zip: Keystone Heights 32656  Type: Public Schools Owner: Clay County School Board Person In Charge: Elizabeth Turbeville      Phone: (904) 336-1398 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 10/20/2022	Begin Time: 10:35 AM End Time: 11:30 AM
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**Additional Information**

FEMALES ..... 413 MALES ..... 435	CENSUS ..... 848
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction IN 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats IN 25. Hand Sink IN 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES IN 28. Maintenance/Complaint OUT 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

**General Comments**

Continue to monitor, repair, replace lighting in classrooms, follow up on existing work orders.  Email Address(es): ipmarney@myoneclay.net
--

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 10/21/2022 10:15:31 AM \*\*\*\*

2 of 2

**Violations Comments**

Violation #29. Other  
Keep cleaning produces out of reach of children. Several lower grade classrooms had cleaning products under sinks.  
CODE REFERENCE: 29. Other. This applies to any other applicable state or local standards.

Inspection Conducted By: Alan Davis (080243)  
Inspector Contact Number: Work: (904) 278-3787 ex.  
Print Client Name:  
Date: 10/20/2022

DRAFT

Inspector Signature:

Handwritten signature of Alan Davis.

Form Number: DH 4030 12/16A

Client Signature:

Handwritten signature of the client.

10-51-00043 Keystone Heights Elementary

Page 331 of 843

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 10/21/2022 10:14:58 AM \*\*\*\*

1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00048 Name of Facility: McRae Elementary Address: 6770 County Road 315 C City, Zip: Keystone Heights 32656  Type: Public Schools Owner: Clay County School Board Person In Charge: Mrs Winkler      Phone: 904-336-2125 PIC Email:	<b>Correct By: None</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 10/18/2022	Begin Time: 10:50 AM End Time: 11:35 AM
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**Additional Information**

FEMALES ..... 231 MALES ..... 302	CENSUS .....	533
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction IN 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION IN 23. Sanitizers IN 24. Changing Station & Mats IN 25. Hand Sink IN 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES IN 28. Maintenance/Complaint IN 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

**General Comments**

Remind teachers to keep cleaning products out of reach of students.
Email Address(es): teresa.barfield@myoneclay.net

Inspector Signature:

Client Signature:

Form Number: DH 4030 12/16A

10-51-00048 McRae Elementary

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 10/21/2022 10:14:58 AM \*\*\*\*

2 of 2

**Violations Comments**

No Violation Comments Available

Inspection Conducted By: Alan Davis (080243)  
Inspector Contact Number: Work: (904) 278-3787 ex.  
Print Client Name:  
Date: 10/18/2022

DRAFT

Inspector Signature:

Handwritten signature of Alan Davis.

Form Number: DH 4030 12/16A

Client Signature:

Handwritten signature of J. Barbell.

10-51-00048 McRae Elementary

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00066 Name of Facility: Middleburg Elementary Address: 3958 Main Street City, Zip: Middleburg 32068  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 11/29/2022	Begin Time: 12:25 PM End Time: 01:10 PM
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**Additional Information**

FEMALES ..... 285 MALES ..... 280	CENSUS ..... 565
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction IN 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms OUT 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source OUT 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

The violations listed within must be corrected prior to the next routine inspection.

Email Melissa.Johnson@FLHealth.gov if you have any questions or concerns.

Email Address(es): Mark.Osbourne@myoneclay.net;  
Stephanie.Raucci@myoneclay.net

**Violations Comments**

**Violation #12. Toilet Facilities**

The girls' restroom 638 is missing paper towels. Correct prior to next inspection.

The boy's and girls' restrooms at 630 are both missing paper towels. Correct prior to next inspection.

CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot- high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a. SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

**Violation #18. Drinking Fountains**

The left exterior water fountain near room 26 has low water pressure. Correct prior to next inspection.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Mark Osbourne  
Date: 11/29/2022

Inspector Signature:

Client Signature:



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00835 Name of Facility: Oakleaf Village Elementary School Address: 410 Oakleaf Village Parkway City, Zip: Orange Park 32065  Type: Public Schools Owner: Clay County School Board Person In Charge: Colette Wyant - Principal      Phone: (904) 291-5458 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 5/1/2023	Begin Time: 12:51 PM End Time: 01:27 PM
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**Additional Information**

FEMALES ..... 572 MALES ..... 611	CENSUS ..... 1183
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**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities OUT 13. Handwashing Facilities IN 14. Soap Dispensers IN 15. Shower Facilities IN 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source OUT 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

Email Melissa.Johnson@FLHealth.gov when the violations listed within have been corrected.

Email Address(es): Vincent.Dudney@myoneclay.net

**Violations Comments**

**Violation #5. Maintenance & Repair**

Multiple ceiling tiles have water damage. These were seen within rooms 300, 600, 719 and within the 600-609 hallway. REPEAT. Correct prior to next inspection.

A cracked light cover and a missing light cover within room 905. REPEAT. Correct prior to next inspection.

Some light bulbs must be replaced within rooms 211, 523, 707, and 719 and within the media center, and within the music room - 301 -. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #13. Handwashing Facilities**

The faucet within room 913 is loose. Correct prior to next inspection.

CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

**Violation #18. Drinking Fountains**

The left water fountain near 905 is inoperable. REPEAT. Correct prior to next inspection.

The fountain within room 913 is inoperable. Correct prior to next inspection.

Two water fountains at the 1st and 2nd grade playground are inoperable. Correct prior to next inspection.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Vincent Dudney  
Date: 5/1/2023

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 3

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00070 Name of Facility: Orange Park Elementary School Address: 1401 Plainfield Avenue City, Zip: Orange Park 32073  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 11/15/2022	Begin Time: 10:54 AM End Time: 12:03 PM
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**Additional Information**

FEMALES ..... 236 MALES ..... 238	CENSUS ..... 474
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION <u>IN</u> 1. School Site <u>IN</u> 2. Playground, Equip & Athletic Fields* <u>OUT</u> 3. Athletic & Playground Equipment BUILDING CONST/MAINT. <u>IN</u> 4. Construction <u>OUT</u> 5. Maintenance & Repair <u>IN</u> 6. Lighting Standards <u>IN</u> 7. Heating, Ventilation, A/C Standards <u>IN</u> 8. Natural Ventilation <u>IN</u> 9. Mechanical Ventilation SANITARY FACILITIES <u>IN</u> 10. Provided/Accessible/Separation	<u>IN</u> 11. Group Toilet Rooms <u>IN</u> 12. Toilet Facilities <u>OUT</u> 13. Handwashing Facilities <u>IN</u> 14. Soap Dispensers <u>NA</u> 15. Shower Facilities <u>NA</u> 16. Showers Water Temperatures WATER SUPPLY <u>IN</u> 17. Approved Source <u>OUT</u> 18. Drinking Fountains LIQUID WASTE & WASTE WATER <u>IN</u> 19. Sewage Disposal <u>IN</u> 20. Solid Waste PEST CONTROL	<u>IN</u> 21. Pest Control SAFETY <u>IN</u> 22. First Aid Kit DIAPER CHANGING STATION <u>NA</u> 23. Sanitizers <u>NA</u> 24. Changing Station & Mats <u>NA</u> 25. Hand Sink <u>NA</u> 26. Garbage Can ANIMAL HEALTH & SAFETY <u>NA</u> 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES <u>NA</u> 28. Maintenance/Complaint <u>NA</u> 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 3

**General Comments**

Correct the violations listed within this report prior to next inspection.

The boy's secondary playground restroom has one leaking toilet. There is a workorder for this.

The library has one light out. There is a workorder for this.

Email Address(es): John.Carignan@myoneclay.net;  
Stephanie.Raucci@myoneclay.net;  
Barbara.Heath@myoneclay.net

**Violations Comments**

**Violation #3. Athletic & Playground Equipment**

One swing set at the secondary playground is disconnected on one side and the chain is wrapped around a pole. Correct prior to next inspection.

CODE REFERENCE: 3. Athletic and Playground Equipment. 5(2)(k)4 SREF. Athletic and playground equipment, where provided, shall be structurally sound, maintained firm and stable, vermin-proof, free of pockets or crevices where water will collect or vermin and pests may hide, and free from jagged or sharp projections, edges, or corners. Playground equipment includes the equipment itself (backstops, swings, slides, etc.) and its structural components (foundations, supporting members, exposed fasteners, etc.).

**Violation #5. Maintenance & Repair**

The 1st grade boy's restroom has one loose ceiling tile. Correct prior to next inspection.

The 1st grade girls' restroom has some loose ceiling tiles. Correct prior to next inspection.

One light is out in Portable 51. Correct prior to next inspection.

Multiple lights are out in Portable 92. One of the lights is missing its shield. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #13. Handwashing Facilities**

The right sink within the 1st grade girls' restroom has low water pressure. Correct prior to next inspection.

The boy's cafeteria restroom is missing paper towels. Correct prior to next inspection.

CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

**Violation #18. Drinking Fountains**

The exterior 6th grade water fountain has low water pressure. Correct prior to next inspection.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



3 of 3

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Shelly Heath  
Date: 11/15/2022

DRAFT

Inspector Signature:

Handwritten signature of Melissa Johnson.

Form Number: DH 4030 12/16A

Client Signature:

Handwritten signature of Shelly Heath.

10-51-00070 Orange Park Elementary School

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00073 Name of Facility: R M Paterson Elementary School Address: 5400 Pine Avenue City, Zip: Fleming Island 32003  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email: tracy.hampshire@myoneclay.net	<b>Correct By: None</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 3/9/2023	Begin Time: 11:00 AM End Time: 11:52 AM
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**Additional Information**

FEMALES ..... 547 MALES ..... 568	CENSUS ..... 1115
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION <input checked="" type="checkbox"/> 1. School Site <input checked="" type="checkbox"/> 2. Playground, Equip & Athletic Fields* <input checked="" type="checkbox"/> 3. Athletic & Playground Equipment BUILDING CONST/MAINT. <input checked="" type="checkbox"/> 4. Construction <input checked="" type="checkbox"/> 5. Maintenance & Repair <input checked="" type="checkbox"/> 6. Lighting Standards <input checked="" type="checkbox"/> 7. Heating, Ventilation, A/C Standards <input checked="" type="checkbox"/> 8. Natural Ventilation <input checked="" type="checkbox"/> 9. Mechanical Ventilation SANITARY FACILITIES <input checked="" type="checkbox"/> 10. Provided/Accessible/Separation	<input checked="" type="checkbox"/> 11. Group Toilet Rooms <input checked="" type="checkbox"/> 12. Toilet Facilities <input checked="" type="checkbox"/> 13. Handwashing Facilities <input checked="" type="checkbox"/> 14. Soap Dispensers <input checked="" type="checkbox"/> 15. Shower Facilities <input checked="" type="checkbox"/> 16. Showers Water Temperatures WATER SUPPLY <input checked="" type="checkbox"/> 17. Approved Source <input checked="" type="checkbox"/> 18. Drinking Fountains LIQUID WASTE & WASTE WATER <input checked="" type="checkbox"/> 19. Sewage Disposal <input checked="" type="checkbox"/> 20. Solid Waste PEST CONTROL	<input checked="" type="checkbox"/> 21. Pest Control SAFETY <input checked="" type="checkbox"/> 22. First Aid Kit DIAPER CHANGING STATION <input checked="" type="checkbox"/> 23. Sanitizers <input checked="" type="checkbox"/> 24. Changing Station & Mats <input checked="" type="checkbox"/> 25. Hand Sink <input checked="" type="checkbox"/> 26. Garbage Can ANIMAL HEALTH & SAFETY <input checked="" type="checkbox"/> 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES <input checked="" type="checkbox"/> 28. Maintenance/Complaint <input checked="" type="checkbox"/> 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

4-6th grade outdoor bathroom violations corrected  
portables in good condition  
all outdoor water fountains near classrooms working appropriately  
all violations from last inspection have been corrected  
playground in good condition  
all bathrooms supplied with running water, paper towels, and soap  
all hallways and classrooms clean and in good condition  
all items satisfactory at time of inspection.

Email Address(es): tracy.hampshire@myoneclay.net

**Violations Comments**

No Violation Comments Available

Inspection Conducted By: Morgan Palmer (884987)  
Inspector Contact Number: Work: (904) 529-2924 ex.  
Print Client Name:  
Date: 3/9/2023

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 11/3/2022 12:24:25 PM \*\*\*\*

1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00046 Name of Facility: Lakeside Elementary School Address: 2752 Moody Avenue City, Zip: Orange Park 32073  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email: christy.fowler@myoneclay.net	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 11/1/2022	Begin Time: 10:17 AM End Time: 10:45 AM
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**Additional Information**

FEMALES ..... 391 MALES ..... 432	CENSUS ..... 823
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**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers IN 15. Shower Facilities IN 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source OUT 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint IN 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 11/3/2022 12:24:25 PM \*\*\*\*

2 of 2

**General Comments**

gang bathrooms clean and in good condition  
classroom 802 - bathroom in good condition, no violations found in classroom  
portable 27 - 1 light out ,classroom in good condition  
portable 22 - 1 light out, classroom in good condition  
water fountains on playground have black substance on spicket - needs cleaned

inspection completed with mary

no other violations found at time of inspection

Email Address(es): christy.fowler@myoneclay.net

**Violations Comments**

Violation #5. Maintenance & Repair

lights out in some classrooms - see above note.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

Violation #18. Drinking Fountains

water fountains on playground have black substance on them

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspection Conducted By: Morgan Palmer (884987)  
Inspector Contact Number: Work: (904) 529-2924 ex.  
Print Client Name:  
Date: 11/1/2022

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00876 Name of Facility: Plantation Oaks Elementary Address: 4150 Plantation Oaks Boulevard City, Zip: Orange Park 32065  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 214-7474 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 10/18/2022	Begin Time: 09:33 AM End Time: 10:22 AM
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**Additional Information**

FEMALES ..... 417 MALES ..... 520	CENSUS .....	937
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**Violation Markings**

SCHOOL SANITATION <u>IN</u> 1. School Site <u>IN</u> 2. Playground, Equip & Athletic Fields* <u>IN</u> 3. Athletic & Playground Equipment BUILDING CONST/MAINT. <u>IN</u> 4. Construction <u>OUT</u> 5. Maintenance & Repair <u>IN</u> 6. Lighting Standards <u>IN</u> 7. Heating, Ventilation, A/C Standards <u>IN</u> 8. Natural Ventilation <u>IN</u> 9. Mechanical Ventilation SANITARY FACILITIES <u>IN</u> 10. Provided/Accessible/Separation	<u>IN</u> 11. Group Toilet Rooms <u>IN</u> 12. Toilet Facilities <u>IN</u> 13. Handwashing Facilities <u>IN</u> 14. Soap Dispensers <u>IN</u> 15. Shower Facilities <u>IN</u> 16. Showers Water Temperatures WATER SUPPLY <u>IN</u> 17. Approved Source <u>OUT</u> 18. Drinking Fountains LIQUID WASTE & WASTE WATER <u>IN</u> 19. Sewage Disposal <u>IN</u> 20. Solid Waste PEST CONTROL	<u>IN</u> 21. Pest Control SAFETY <u>IN</u> 22. First Aid Kit DIAPER CHANGING STATION <u>NA</u> 23. Sanitizers <u>NA</u> 24. Changing Station & Mats <u>NA</u> 25. Hand Sink <u>NA</u> 26. Garbage Can ANIMAL HEALTH & SAFETY <u>NA</u> 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES <u>NA</u> 28. Maintenance/Complaint <u>NA</u> 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

Form Number: DH 4030 12/16A

10-51-00876 Plantation Oaks Elementary

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

Email Melissa.Johnson@FLHealth.gov when the violations listed within have been corrected.

The first grade hallway has multiple lights out. There is a workorder in for this.  
One swing seat has split in two. This has caution tape and there is a workorder in for this.  
One inoperable picnic table. There is a workorder in for this.  
The restroom in the teachers planning room is currently inoperable due to repairs.

Email Address(es): Doris.Ford@myoneclay.net

**Violations Comments**

Violation #5. Maintenance & Repair  
Portables 903 and 913 have some lights out. Correct prior to next inspection.

Two lights are out within the boys restroom near the large playground. Correct prior to next inspection.

Room 723 has one light out. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

Violation #18. Drinking Fountains  
The left water fountain at the small playground has low water pressure. Correct prior to next inspection.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Doris Ford  
Date: 10/18/2022

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Unsatisfactory**

Permit Number: 10-51-00592 Name of Facility: RideOut Elementary School Address: 3560 Apalachicola Boulevard City, Zip: Middleburg 32068  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 291-5430 PIC Email:	<b>Correct By: by 8:00 AM</b> <b>Re-Inspection Date: 2/1/2023</b>
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**Inspection Information**

Purpose: Complaint Inspection Date: 1/4/2023	Begin Time: 12:27 PM End Time: 12:54 PM
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**Additional Information**

FEMALES ..... 247 MALES ..... 257	CENSUS ..... 504
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**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

Portable 20 flooded over the winter break as a pipe within the restroom busted. The carpet has a tear, the paneling on the bottom of the wall is loose, some wall panels near the rear exit are buckling, the plumbing is exposed within the bathroom due to the repairs, and the floor within the bathroom is loose. This portable was actively being repaired at the time of inspection.

The water damaged wood must be removed. Also, the carpet must be removed and the flooring below must be checked for damage.

Email Address(es): Treena.Petrelli@myoneclay.net;  
Stephanie.Raucci@myoneclay.net;

**Violations Comments**

**Violation #5. Maintenance & Repair**

Portable 20 flooded over the winter break as a pipe within the restroom busted. The carpet has a tear, the paneling on the bottom of the wall is loose, some wall panels near the rear exit are buckling, the plumbing is exposed within the bathroom due to the repairs, and the floor within the bathroom is loose.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Roger Anderson  
Date: 1/4/2023

Inspector Signature:

Handwritten signature of Melissa Johnson in black ink.

Form Number: DH 4030 12/16A

Client Signature:

Handwritten signature of Roger Anderson in black ink.

10-51-00592 RideOut Elementary School



Rauci, Stephanie <stephanie.raucci@myoneclay.net>

**RE: Health Department Inspection Results - RideOut Elementary School**

1 message

**Johnson, Melissa A** <Melissa.Johnson@flhealth.gov>  
To: "Rauci, Stephanie" <stephanie.raucci@myoneclay.net>  
Cc: "Treena.Petrelli@myoneclay.net" <Treena.Petrelli@myoneclay.net>, Clayton Anderson <clayton.anderson@myoneclay.net>

Mon, Mar 13, 2023 at 7:33 AM

Hi Stephanie,

Thank you for your diligence. Yes, this will just be checked during the routine inspection.

Take care,



**Melissa Johnson CEHP**  
Environmental Specialist II  
Melissa.Johnson@FLHealth.gov

Division of Environmental Health and Safety  
Florida Department of Health in Clay County

477 Houston St., 3<sup>rd</sup> Floor,  
Green Cove Springs, FL 32043

Office: (904) 529-4761 | Fax: (904) 428-5665



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**Please note:** Florida has a very broad public records law. Most written communications to or from state officials regarding state business are public records available to the public and media upon request. Your e-mail, therefore, may be subject to public disclosure.

Please let me know how I am doing: <https://www.surveymonkey.com/r/FLDOHClayCSS>

**From:** Rauci, Stephanie <stephanie.raucci@myoneclay.net>  
**Sent:** Friday, March 10, 2023 11:11 AM  
**To:** Johnson, Melissa A <Melissa.Johnson@flhealth.gov>

Cc: Treena.Petrelli@myoneclay.net; Clayton Anderson <clayton.anderson@myoneclay.net>  
Subject: Re: Health Department Inspection Results - RideOut Elementary School

EXTERNAL EMAIL: DO NOT CLICK links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Has this been resolved?

Thank you,

---

**Stephanie Raucci**

BUILDING OFFICIAL

OPR

**Clay County District Schools**

| phone 904-336-0636 | ext 6 0636

| mobile 904-862-8055

| web oneclay.net | email stephanie.raucci@myoneclay.net



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



On Mon, Jan 9, 2023 at 7:57 AM Johnson, Melissa A <Melissa.Johnson@flhealth.gov> wrote:

Hello,

I hope all is well! I have attached the inspection report from the complaint investigation that occurred on 01/04/2023. Please let me know if you have any questions or concerns. Also, please let me know when the portable has been corrected so we can complete a satisfactory re-inspection. Thank you!

Take care,



**Melissa Johnson**  
Environmental Specialist II  
Melissa.Johnson@FLHealth.gov

Division of Environmental Health and Safety  
Florida Department of Health in Clay County

477 Houston St., 3<sup>rd</sup> Floor,  
Green Cove Springs, FL 32043

Office: (904) 529-4761 | Cell: (904) 838-8991

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Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. This communication may contain privileged and confidential information intended only for the addressee(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is strictly prohibited. If you are not the intended recipient, please notify the sender by reply email and destroy all copies of the original message.



Raucci, Stephanie <stephanie.raucci@myoneclay.net>

**Re: Health Department Inspection Results - RideOut Elementary School**

1 message

**Petrelli, Treena** <treena.petrelli@myoneclay.net>  
To: "Raucci, Stephanie" <stephanie.raucci@myoneclay.net>

Fri, Mar 10, 2023 at 11:16 AM

Good Morning,  
It has been resolved:) Have a great Spring Break!

On Fri, Mar 10, 2023 at 11:10 AM Raucci, Stephanie <stephanie.raucci@myoneclay.net> wrote:

Good morning,

Has this been resolved?

Thank you,

---

**Stephanie Raucci**  
BUILDING OFFICIAL  
OPR  
**Clay County District Schools**  
| phone 904-336-0636 | ext 6 0636  
| mobile 904-862-8055  
| web oneclay.net | email stephanie.raucci@myoneclay.net



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



On Mon, Jan 9, 2023 at 7:57 AM Johnson, Melissa A <Melissa.Johnson@flhealth.gov> wrote:

Hello,

I hope all is well! I have attached the inspection report from the complaint investigation that occurred on 01/04/2023. Please let me know if you have any questions or concerns. Also, please let me know when the portable has been corrected so we can complete a satisfactory re-inspection. Thank you!

Take care,



**Melissa Johnson**  
Environmental Specialist II  
Melissa.Johnson@FLHealth.gov

Division of Environmental Health and Safety  
Florida Department of Health in Clay County

477 Houston St., 3<sup>rd</sup> Floor,  
Green Cove Springs, FL 32043

Office: (904) 529-4761 | Cell: (904) 838-8991

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---

**Trenea Petrelli**

ROE ASST PRINCIPAL EL 12 MO  
ROE

**Clay County District Schools**

| phone 904-336-2875 | ext 62882

| web oneclay.net | email treena.petrelli@myoneclay.net



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STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00836 Name of Facility: Shadowlawn Elementary School Address: 2945 County Road 218 City, Zip: Green Cove Springs 32043  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 529-1007 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 11/29/2022	Begin Time: 08:53 AM End Time: 09:42 AM
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**Additional Information**

FEMALES ..... 364 MALES ..... 373	CENSUS ..... 737
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**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities OUT 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

There are lights out within the music classroom. There is a workorder in for this.

The violations listed within must be corrected prior to next inspection.

Email Address(es): Angelia.Cruise@myoneclay.net;  
Stephanie.Raucci@myoneclay.net

**Violations Comments**

**Violation #5. Maintenance & Repair**

There are lights out in 510 and 716 and in the art classroom. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #14. Soap Dispensers**

725B and 726B are missing soap dispensers. Correct prior to next inspection.

CODE REFERENCE: 14. Soap Dispensers. 468.3.5.7.2 FBC. Soap dispensers for liquid, foam or powdered soap shall be provided at all handwashing basins. 5(10)(f) SREF. Dispensers for liquid, foam, or powdered soap shall be maintained in a safe & secure condition at all times.

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Angelia Cruise  
Date: 11/29/2022

Inspector Signature:

Client Signature:

**STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT**



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00708  
Name of Facility: Swimming Pen Elementary School  
Address: 1630 Woodpecker Lane  
City, Zip: Middleburg 32068

**Correct By: Next Inspection  
Re-Inspection Date: None**

Type: Public Schools  
Owner: Clay County School Board  
Person In Charge: Cheryl Larson (Fatima Correia) Phone: 904-336-3475  
PIC Email: Cheryl.larson@myoneclay.net

**Inspection Information**

Purpose: Routine  
Inspection Date: 4/28/2023

Begin Time: 10:36 AM  
End Time: 12:48 PM

**Additional Information**

FEMALES ..... 250  
MALES ..... 250

CENSUS ..... 500

*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION	<u>IN</u> 11. Group Toilet Rooms	<u>IN</u> 21. Pest Control
<u>IN</u> 1. School Site	<u>IN</u> 12. Toilet Facilities	SAFETY
<u>IN</u> 2. Playground, Equip & Athletic Fields*	<u>IN</u> 13. Handwashing Facilities	<u>IN</u> 22. First Aid Kit
<u>IN</u> 3. Athletic & Playground Equipment	<u>IN</u> 14. Soap Dispensers	DIAPER CHANGING STATION
BUILDING CONST/MAINT.	<u>IN</u> 15. Shower Facilities	<u>IN</u> 23. Sanitizers
<u>IN</u> 4. Construction	<u>IN</u> 16. Showers Water Temperatures	<u>IN</u> 24. Changing Station & Mats
<u>OUT</u> 5. Maintenance & Repair	WATER SUPPLY	<u>IN</u> 25. Hand Sink
<u>IN</u> 6. Lighting Standards	<u>IN</u> 17. Approved Source	<u>IN</u> 26. Garbage Can
<u>IN</u> 7. Heating, Ventilation, A/C Standards	<u>IN</u> 18. Drinking Fountains	ANIMAL HEALTH & SAFETY
<u>IN</u> 8. Natural Ventilation	LIQUID WASTE & WASTE WATER	<u>IN</u> 27. Animal Maintenance/Aggressive
<u>IN</u> 9. Mechanical Ventilation	<u>IN</u> 19. Sewage Disposal	DORM/RESIDENTIAL FACILITIES
SANITARY FACILITIES	<u>IN</u> 20. Solid Waste	<u>IN</u> 28. Maintenance/Complaint
<u>IN</u> 10. Provided/Accessible/Separation	PEST CONTROL	<u>IN</u> 29. Other

*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

**General Comments**

Condition Satisfactory  
Check for leak in portable 707

Email Address(es): Cheryl.larson@myoneclay.net;  
Stephanie.raucci@myoneclay.net

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**Violations Comments**

**Violation #5. Maintenance & Repair**

There are some stained ceiling tiles in the Montessori hall and in the Admin hall

There is a piece of trim hanging from the stall wall in the 6th grade gang male restroom

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

Inspection Conducted By: Henry Klesh (5622)  
Inspector Contact Number: Work: (904) 278-3786 ex.  
Print Client Name: Cheryl Larson  
Date: 4/28/2023

DRAFT

Inspector Signature:

Handwritten signature of the inspector, Henry Klesh.

Client Signature:

Handwritten signature of the client, Cheryl Larson.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 12/6/2022 4:02:54 PM \*\*\*\*

1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00530 Name of Facility: Thunderbolt Elementary School Address: 2020 Thunderbolt Road City, Zip: Fleming Island 32003  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School District      Phone: 9043363675 PIC Email: jessica.eckels@myoneclay.net	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 12/5/2022	Begin Time: 11:34 AM End Time: 12:19 PM
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**Additional Information**

FEMALES ..... MALES .....	CENSUS ..... 0
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION <input checked="" type="checkbox"/> 1. School Site <input checked="" type="checkbox"/> 2. Playground, Equip & Athletic Fields* <input checked="" type="checkbox"/> 3. Athletic & Playground Equipment BUILDING CONST/MAINT. <input checked="" type="checkbox"/> 4. Construction <input checked="" type="checkbox"/> 5. Maintenance & Repair <input checked="" type="checkbox"/> 6. Lighting Standards <input checked="" type="checkbox"/> 7. Heating, Ventilation, A/C Standards <input checked="" type="checkbox"/> 8. Natural Ventilation <input checked="" type="checkbox"/> 9. Mechanical Ventilation SANITARY FACILITIES <input checked="" type="checkbox"/> 10. Provided/Accessible/Separation	<input checked="" type="checkbox"/> 11. Group Toilet Rooms <input checked="" type="checkbox"/> 12. Toilet Facilities <input checked="" type="checkbox"/> 13. Handwashing Facilities <input checked="" type="checkbox"/> 14. Soap Dispensers <input checked="" type="checkbox"/> 15. Shower Facilities <input checked="" type="checkbox"/> 16. Showers Water Temperatures WATER SUPPLY <input checked="" type="checkbox"/> 17. Approved Source <input checked="" type="checkbox"/> 18. Drinking Fountains LIQUID WASTE & WASTE WATER <input checked="" type="checkbox"/> 19. Sewage Disposal <input checked="" type="checkbox"/> 20. Solid Waste PEST CONTROL	<input checked="" type="checkbox"/> 21. Pest Control SAFETY <input checked="" type="checkbox"/> 22. First Aid Kit DIAPER CHANGING STATION <input checked="" type="checkbox"/> 23. Sanitizers <input checked="" type="checkbox"/> 24. Changing Station & Mats <input checked="" type="checkbox"/> 25. Hand Sink <input checked="" type="checkbox"/> 26. Garbage Can ANIMAL HEALTH & SAFETY <input checked="" type="checkbox"/> 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES <input checked="" type="checkbox"/> 28. Maintenance/Complaint <input checked="" type="checkbox"/> 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

Form Number: DH 4030 12/16A

10-51-00530 Thunderbolt Elementary School

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 12/6/2022 4:02:54 PM \*\*\*\*

2 of 2

**General Comments**

from last inspection:

playground picnic table has been fixed  
- no paper towels in bathrooms by portables and playground - corrected.  
laptop batteries taped together in room 321 - corrected from last inspection

portable 701/703/741/739 - no violations found  
ESE classroom 306 - no thermometer in fridge or freezer: reading at 40.3 by inspectors thermometer  
ese classroom 304 - 38.6/0 - thermometers in both fridge and freezer  
ese classroom 310 - 39 in fridge - no thermometer in freezer  
classroom 316 - 40 in fridge - no thermometer in freezer  
classroom 322 - no thermometer in fridge or freezer

classroom 121/113/105 - no violations found. classroom bathroom in good condition and clean

classroom 111 - water fountain pressure low

bathroom sink in 3rd grade corridor - far right sink not working - water running nonstop. water turned off. work order placed for few months. water fountain by gang bathrooms - out of order x2 weeks. work order placed.

Email Address(es): jessica.eckels@myoneclay.net

**Violations Comments**

Violation #18. Drinking Fountains

low water pressure in classroom 111

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Violation #29. Other

all ESE/IND classrooms need to have a thermometer in their fridge/freezer.

CODE REFERENCE: 29. Other. This applies to any other applicable state or local standards.

Inspection Conducted By: Morgan Palmer (884987)  
Inspector Contact Number: Work: (904) 529-2924 ex.  
Print Client Name:  
Date: 12/5/2022

Inspector Signature:

Client Signature:

Form Number: DH 4030 12/16A

10-51-00530 Thunderbolt Elementary School



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 4

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00079  
Name of Facility: Tynes Elementary School  
Address: 1550 Tynes Boulevard  
City, Zip: Middleburg 32068

**Correct By: Next Inspection**  
**Re-Inspection Date: None**

Type: Public Schools  
Owner: Clay County School Board  
Person In Charge: Clay County School Board      Phone: (904) 284-6500  
PIC Email:

**Inspection Information**

Purpose: Routine  
Inspection Date: 5/22/2023

Begin Time: 12:17 PM  
End Time: 01:30 PM

**Additional Information**

FEMALES ..... 469  
MALES ..... 559

CENSUS ..... 1028

*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION	<u>IN</u> 11. Group Toilet Rooms	<u>IN</u> 21. Pest Control
<u>IN</u> 1. School Site	<u>OUT</u> 12. Toilet Facilities	SAFETY
<u>IN</u> 2. Playground, Equip & Athletic Fields*	<u>OUT</u> 13. Handwashing Facilities	<u>IN</u> 22. First Aid Kit
<u>IN</u> 3. Athletic & Playground Equipment	<u>IN</u> 14. Soap Dispensers	DIAPER CHANGING STATION
BUILDING CONST/MAINT.	<u>NA</u> 15. Shower Facilities	<u>NA</u> 23. Sanitizers
<u>IN</u> 4. Construction	<u>NA</u> 16. Showers Water Temperatures	<u>NA</u> 24. Changing Station & Mats
<u>OUT</u> 5. Maintenance & Repair	WATER SUPPLY	<u>NA</u> 25. Hand Sink
<u>IN</u> 6. Lighting Standards	<u>IN</u> 17. Approved Source	<u>NA</u> 26. Garbage Can
<u>IN</u> 7. Heating, Ventilation, A/C Standards	<u>OUT</u> 18. Drinking Fountains	ANIMAL HEALTH & SAFETY
<u>IN</u> 8. Natural Ventilation	LIQUID WASTE & WASTE WATER	<u>NA</u> 27. Animal Maintenance/Aggressive
<u>IN</u> 9. Mechanical Ventilation	<u>IN</u> 19. Sewage Disposal	DORM/RESIDENTIAL FACILITIES
SANITARY FACILITIES	<u>IN</u> 20. Solid Waste	<u>NA</u> 28. Maintenance/Complaint
<u>IN</u> 10. Provided/Accessible/Separation	PEST CONTROL	<u>NA</u> 29. Other

Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation

Violation Key: \* = 2. Playground, Equipment & Athletic Fields

Inspector Signature:

*Melissa Johnson*

Client Signature:

*[Signature]*

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 4

**General Comments**

Correct the violations listed within prior to next inspection. Email [Melissa.Johnson@FLHealth.gov](mailto:Melissa.Johnson@FLHealth.gov) when the violations listed within have been corrected and/or if you have any questions or concerns.

Satisfactory conditions at time of inspection.

Email Address(es): [Sarah.Brennan@MyOneClay.Net](mailto:Sarah.Brennan@MyOneClay.Net);  
[Stephanie.Raucci@MyOneClay.Net](mailto:Stephanie.Raucci@MyOneClay.Net)

DRAFT

Inspector Signature:

Handwritten signature of Melissa Johnson in cursive.

Client Signature:

Handwritten signature of the client in cursive.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



3 of 4

**Violations Comments**

**Violation #5. Maintenance & Repair**

One light bulb out in the girl's restroom within the library, within the art room, within Portable 62, within room 301, and within room 601. Correct prior to next inspection.

Multiple light bulbs out within Portable 28 and Portable 65. Correct prior to next inspection.

One missing light cover within Portable 41. Correct prior to next inspection.

One cracked and one missing light cover within Portable 10. Correct prior to next inspection.

Two cracked light covers within Portable 22. Correct prior to next inspection.

Signs of water damage on the ceiling of Portable 61. Correct prior to next inspection.

The face plate for one electrical outlet is missing within Portable 41. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #12. Toilet Facilities**

Wainscot tiles are missing near the paper towel dispenser and behind some toilets within the girl's restroom 73 and behind some toilets and near the entrance within boy's restroom 73. Correct prior to next inspection.

CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot-high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a. SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

**Violation #13. Handwashing Facilities**

Room 733 is missing paper towels. Correct prior to next inspection.

Room 527 is missing soap. Correct prior to next inspection.

CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

**Violation #18. Drinking Fountains**

One inoperable drinking fountain near the cafeteria playground. Correct prior to next inspection.

The drinking fountains near Portable 45 are inoperable. Correct prior to next inspection.

Both of the drinking fountains located within each of the playgrounds near the portables are inoperable. Correct prior to next inspection.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



4 of 4

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Robert Johnson  
Date: 5/22/2023

DRAFT

Inspector Signature:

Handwritten signature of Melissa Johnson.

Client Signature:

Handwritten signature of Robert Johnson.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00080 Name of Facility: W E Cherry Elementary School Address: 420 Edson Drive City, Zip: Orange Park 32073  Type: Public Schools Owner: CLAY COUNTY SCHOOL BOARD Person In Charge: CLAY COUNTY SCHOOL BOARD      Phone: (904) 284-6500 PIC Email: angela.whiddon@myoneclay.net	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 12/7/2022	Begin Time: 10:04 AM End Time: 10:47 AM
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**Additional Information**

FEMALES ..... MALES .....	CENSUS ..... 677
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction IN 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms OUT 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source OUT 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint IN 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

gang bathrooms - supplied appropriately with paper towels, soap, and running water - major plumbing issues all over campus. flushing issues and water flow/pressure in sinks and water fountains. 6th grade wing girls gang bathroom leaking into downstairs bathroom. hole in bottom part of wall in boys gang bathroom leftover from replacing a urinal. works orders placed in January - still waiting for Plumbers to come out and complete work orders.  
P49 - all lights working, all ceilings and floors in good condition  
P39 - all lights working, all ceilings and floors in good condition  
P70 - walls ceilings and floors in good condition.  
P67 - walls ceilings and floors in good condition. bathroom properly supplied with paper towels, soap, and running water.

Email Address(es): angela.whiddon@myoneclay.net;  
Matthew.pierce@myoneclay.net;  
Stephanie.Raucci@myoneclay.net

**Violations Comments**

**Violation #12. Toilet Facilities**  
90% of gang bathrooms have 1 stall or urinal out of order due to plumbing issues. 6th grade wing girls gang bathroom (upstairs) leaking into downstairs bathroom. Hole in lower half of wall under urinal in boys gang bathroom left from replacing urinal that was clogged. Middle faucet in downstairs girls gang bathroom rusted and leaking.  
CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot- high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a. SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

**Violation #18. Drinking Fountains**  
Many drinking fountains around campus had flow that was not strong enough to drink from  
CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspection Conducted By: Morgan Palmer (884987)  
Inspector Contact Number: Work: (904) 529-2924 ex.  
Print Client Name:  
Date: 12/7/2022

Inspector Signature:

Client Signature:



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00041 Name of Facility: Wilkinson Elementary Address: 4965 County Road 218 W City, Zip: Middleburg 32068  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 5/23/2023	Begin Time: 12:25 PM End Time: 01:09 PM
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**Additional Information**

FEMALES ..... 368 MALES ..... 360	CENSUS ..... 728
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**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

Email Melissa.Johnson@FLHealth.gov when the violations listed within have been corrected.

Email Address(es): Cassandra.Hall@myoneclay.net

**Violations Comments**

**Violation #5. Maintenance & Repair**

There is one light out within the library. Correct prior to next inspection.

There are four lights out within Portable 45. Correct prior to next inspection.

There is evidence of water damage on the ceiling within Portable 17. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Cassandra Hall  
Date: 5/23/2023

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 3/29/2023 1:17:48 PM \*\*\*\*

1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00729 Name of Facility: Lake Asbury Junior High Address: 2851 Sandridge Road City, Zip: Green Cove Springs 32043  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email: joyce.aldridge@myoneclay.net	<b>Correct By: None</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 3/28/2023	Begin Time: 11:05 AM End Time: 11:39 AM
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**Additional Information**

FEMALES ..... 552 MALES ..... 542	CENSUS ..... 1094
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**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction IN 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers IN 15. Shower Facilities IN 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY IN 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 3/29/2023 1:17:48 PM \*\*\*\*

2 of 2

**General Comments**

all items satisfactory at time of inspection  
all gang bathrooms clean and in good condition - all bathrooms supplied with running water, soap, and paper towels  
all water fountains clean and in working condition  
all classrooms clean and in good condition with proper lighting.  
all staff bathrooms clean and in good condition - properly stocked with soap, running water, and paper towels  
ESE classroom thermometer 32 fridge, 8 freezer.  
portable 404 - proper lighting, in good condition  
portable 393 - proper lighting, clean and in good condition  
building 8 - clean and in good repair, all water fountains working properly, all floors and walls in good condition  
showers in lockers room in good condition - hot water provided to showers  
art room kiln being used appropriately  
Inspection conducted with Joyce - head custodian

Email Address(es): joyce.aldridge@myoneclay.net

**Violations Comments**

No Violation Comments Available

Inspection Conducted By: Morgan Palmer (884987)  
Inspector Contact Number: Work: (904) 529-2924 ex.  
Print Client Name:  
Date: 3/28/2023

Inspector Signature:

Client Signature:

Form Number: DH 4030 12/16A

10-51-00729 Lake Asbury Junior High

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 11/3/2022 12:22:07 PM \*\*\*\*

1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00047 Name of Facility: Lakeside Jr High School Address: 2750 Moody Avenue City, Zip: Orange Park 32073  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email: calvin.dell@myoneclay.net	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 11/1/2022	Begin Time: 11:13 AM End Time: 11:51 AM
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**Additional Information**

FEMALES ..... MALES .....	CENSUS .....
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**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	OUT 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers IN 15. Shower Facilities IN 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\* BarnettP 11/3/2022 12:22:07 PM \*\*\*

2 of 2

**General Comments**

building 3 - plumbing issue - no water in entire building - no bathrooms - work order placed 2 months ago - issue has not been resolved.  
building 2 - girls bathroom on first floor out of order for past month - leak fixed but toilet still not attached to wall and sitting on floor - fix  
ESE portable - fridge 34  
all classrooms in good condition with all lights working  
no other violations found at time of inspection  
gym showers working with hot water available  
Email Address(es): calvin.dell@myoneclay.net

**Violations Comments**

Violation #5. Maintenance & Repair  
no plumbing or working water in building 3  
CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

Violation #11. Group Toilet Rooms  
building 3 has no toilet, building 2 has a girls toilet out of order for 1 month  
CODE REFERENCE: 11. Group Toilet Rooms. 5(16)(b)7 SREF. Group toilet rooms, where provided, shall meet the following requirements: 5(16)(b)7.a SREF. Entrances to group toilet rooms shall be provided with a partition or other shielding device to block occupants from view. 5(16)(b)7.b SREF. A partition shall be placed between each water closet. Water closet stalls shall be provided with doors. The partitions and doors shall be maintained in a safe, secure, and operational condition at all times. 5(10)(e) SREF. Toilet Partitions. Toilet compartments, partitions, and doors may be provided in other areas, such as locker rooms, and shall be finished with noncorrosive, impervious materials. 468.3.5.3.2 FBC. Access to student group toilet rooms shall not be through an occupied space, storage space, or equipment space. 468.3.5.6 FBC. All group toilet rooms shall be provided with at least one (1) floor drain and (1) hose bib. The floor shall be sloped to the drain. Stall urinals do not serve for the required floor drains.

Inspection Conducted By: Morgan Palmer (884987)  
Inspector Contact Number: Work: (904) 529-2924 ex.  
Print Client Name:  
Date: 11/1/2022

Inspector Signature:

Form Number: DH 4030 12/16A

Client Signature:

10-51-00047 Lakeside Jr High School



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00768 Name of Facility: Oakleaf Junior High School Address: 4085 Plantation Oaks Boulevard City, Zip: Orange Park 32065  Type: Public Schools Owner: Clay County School Board Person In Charge: Jimmy Gonzalez      Phone: 904-336-5821 PIC Email: Jimmy.Gonzalez@myoneclay.net	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 4/20/2023	Begin Time: 11:00 AM End Time: 12:30 PM
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**Additional Information**

FEMALES ..... 597 MALES ..... 640	CENSUS ..... 1237
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**Violation Markings**

SCHOOL SANITATION <input checked="" type="checkbox"/> 1. School Site <input checked="" type="checkbox"/> 2. Playground, Equip & Athletic Fields* <input checked="" type="checkbox"/> 3. Athletic & Playground Equipment BUILDING CONST/MAINT. <input checked="" type="checkbox"/> 4. Construction <input checked="" type="checkbox"/> 5. Maintenance & Repair <input checked="" type="checkbox"/> 6. Lighting Standards <input checked="" type="checkbox"/> 7. Heating, Ventilation, A/C Standards <input checked="" type="checkbox"/> 8. Natural Ventilation <input checked="" type="checkbox"/> 9. Mechanical Ventilation SANITARY FACILITIES <input checked="" type="checkbox"/> 10. Provided/Accessible/Separation	<input checked="" type="checkbox"/> 11. Group Toilet Rooms <input checked="" type="checkbox"/> 12. Toilet Facilities <input checked="" type="checkbox"/> 13. Handwashing Facilities <input checked="" type="checkbox"/> 14. Soap Dispensers <input checked="" type="checkbox"/> 15. Shower Facilities <input checked="" type="checkbox"/> 16. Showers Water Temperatures WATER SUPPLY <input checked="" type="checkbox"/> 17. Approved Source <input checked="" type="checkbox"/> 18. Drinking Fountains LIQUID WASTE & WASTE WATER <input checked="" type="checkbox"/> 19. Sewage Disposal <input checked="" type="checkbox"/> 20. Solid Waste PEST CONTROL	<input checked="" type="checkbox"/> 21. Pest Control SAFETY <input checked="" type="checkbox"/> 22. First Aid Kit DIAPER CHANGING STATION <input checked="" type="checkbox"/> 23. Sanitizers <input checked="" type="checkbox"/> 24. Changing Station & Mats <input checked="" type="checkbox"/> 25. Hand Sink <input checked="" type="checkbox"/> 26. Garbage Can ANIMAL HEALTH & SAFETY <input checked="" type="checkbox"/> 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES <input checked="" type="checkbox"/> 28. Maintenance/Complaint <input checked="" type="checkbox"/> 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

There was a large puddle of water outside of one of the showers in the male locker room- Unsure if there is a plumbing issue or problem with the shower curtain

There is some visible ice on the line to the cooling unit at the rear of the cafeteria kitchen

Other conditions were satisfactory

Jimmy.Gonzalez@myoneclay.net

Wilnitra.Dixon@myoneclay.net

Email Address(es): Jimmy.Gonzalez@myoneclay.net;

Wilnitra.Dixon@myoneclay.net;

**Violations Comments**

**Violation #12. Toilet Facilities**

Two toilets in the girls restroom in bldg 400 (8th grade area) were out of order

CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot- high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a. SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

**Violation #18. Drinking Fountains**

The fountain in the male locker room is out of service

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

**Violation #20. Solid Waste**

One of the dumpsters needs a plug to prevent leakage or vermin entry (Drain plug missing)

CODE REFERENCE: 20. Solid Waste. 5.(1)(e)8.e SREF. Trash and waste containers shall be provided in all areas, sufficient in number and emptied daily. Trash shall be stored in bins or containers in a central waste disposal area until removed. 5(1)(e)8.f SREF. Garbage, trash, & rubbish shall be collected, stored, and disposed of at a frequency and manner that prevents a sanitary nuisance. 5(11)(c)(d) SREF. Waste containers, including dumpsters, shall be accessible for maintenance and sanitation. Collectors and dumpsters shall be located on a concrete slab. Wet garbage shall be stored in impermeable, leak-proof, fly-tight containers. 468.2.3 FBC. A smooth nonabsorbent surface shall be provided for outdoor waste containers.

Inspection Conducted By: Henry Klesh (5622)  
Inspector Contact Number: Work: (904) 278-3786 ex.  
Print Client Name: Jimmy Gonzalez  
Date: 4/20/2023

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00072 Name of Facility: Orange Park Jr High Address: 1500 Gano Avenue City, Zip: Orange Park 32073  Type: Public Schools Owner: Clay County School Board Person In Charge: Tania Auguste (Carlton Frazier)      Phone: (904) 336-5975 PIC Email: Carlton.Frazier@myoneclay.net	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 5/3/2023	Begin Time: 11:32 AM End Time: 01:25 PM
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**Additional Information**

FEMALES ..... 450 MALES ..... 450	CENSUS ..... 900
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**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities OUT 13. Handwashing Facilities IN 14. Soap Dispensers IN 15. Shower Facilities IN 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal OUT 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION IN 23. Sanitizers IN 24. Changing Station & Mats IN 25. Hand Sink IN 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 2

**General Comments**

Other conditions satisfactory  
Possible ground hornets/wasps noted near gate to dumpster area-Recommend checking and treating as needed

Email Address(es): Tania.Auguste@myoneclay.net;  
Carlton.Frazier@myoneclay.net

**Violations Comments**

**Violation #5. Maintenance & Repair**

Building 2  
1st floor male gang restroom - 1 toilet out of order - work order in  
CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #13. Handwashing Facilities**

Check water pressure on hand sink in male restroom upstairs in bldg 4  
CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

**Violation #20. Solid Waste**

One of the dumpsters needs a plug to prevent leakage or vermin entry  
CODE REFERENCE: 20. Solid Waste. 5.(1)(e)8.e SREF. Trash and waste containers shall be provided in all areas, sufficient in number and emptied daily. Trash shall be stored in bins or containers in a central waste disposal area until removed. 5(1)(e)8.f SREF. Garbage, trash, & rubbish shall be collected, stored, and disposed of at a frequency and manner that prevents a sanitary nuisance. 5(11)(c)(d) SREF. Waste containers, including dumpsters, shall be accessible for maintenance and sanitation. Collectors and dumpsters shall be located on a concrete slab. Wet garbage shall be stored in impermeable, leak-proof, fly-tight containers. 468.2.3 FBC. A smooth nonabsorbent surface shall be provided for outdoor waste containers.

Inspection Conducted By: Henry Klesh (5622)  
Inspector Contact Number: Work: (904) 278-3786 ex.  
Print Client Name: Tania Auguste (Carlton Frazier)  
Date: 5/3/2023

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 3

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00042 Name of Facility: Wilkinson Jr High Address: 5025 County Road 218 City, Zip: Middleburg 32068  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 3/6/2023	Begin Time: 12:39 PM End Time: 01:47 PM
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**Additional Information**

FEMALES ..... 340 MALES ..... 373	CENSUS ..... 713
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**Violation Markings**

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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 3

**General Comments**

Correct all violations prior to next inspection.

Reach-in Refrigerator: 30 F; 39 F; 37 F  
Reach-in Freezer: -4.7 F; 0.5 F; 0.7 F; 0.5 F  
Chest Freezer: -30 F; -10 F  
Handwashing Sink: 100.3 F; 120.3 F

Email Address(es): Michael.Mosely@myoneclay.net;  
Stephanie.Raucci@myoneclay.net

**Violations Comments**

**Violation #5. Maintenance & Repair**

The floor within the cafeteria is uneven and has jagged ends at the end of the cafeteria closest to the serving lines. A workorder has been created to correct this and the section of floor has been taped off. Correct prior to next inspection.

There is a rotted wood plank in front of the field concession stand. A workorder has been created to correct this and there are cones delineating the hole. Correct prior to next inspection.

There is one light out within room 776. A workorder has been created to correct this. Correct prior to next inspection.

There are multiple lights out within the band room. A workorder has been created to correct this. Correct prior to next inspection.

There is water damage on multiple ceiling tiles within building 600. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #12. Toilet Facilities**

The toilet within the handicap stall within women's restroom 510 is loose to the floor. A workorder has been created to correct this. Correct prior to next inspection.

CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot- high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a. SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

**Violation #13. Handwashing Facilities**

The left faucet within the men's restroom 796 is loose. A workorder has been created to correct this. Correct prior to next inspection.

CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

**Violation #18. Drinking Fountains**

Two water fountains near P25 are inoperable. A workorder has been created to correct this. Correct prior to next inspection.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspector Signature:

Client Signature:

Form Number: DH 4030 12/16A

10-51-00042 Wilkinson Jr High



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



3 of 3

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Michael Moseley  
Date: 3/6/2023

DRAFT

Inspector Signature:

Handwritten signature of Melissa Johnson.

Client Signature:

Handwritten signature of Michael Moseley.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 3

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00033 Name of Facility: Clay High School Address: 2025 State Road 16 W City, Zip: Green Cove Springs 32043  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 3/14/2023	Begin Time: 12:46 PM End Time: 02:52 PM
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**Additional Information**

FEMALES ..... 816 MALES ..... 816	CENSUS ..... 1632
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms OUT 12. Toilet Facilities OUT 13. Handwashing Facilities IN 14. Soap Dispensers OUT 15. Shower Facilities IN 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source OUT 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY IN 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

*Melissa Johnson*

Client Signature:

*Emailed*

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 3

**General Comments**

Correct all violations prior to next inspection.

Fridge: 31 F

Email Address(es): keesha.tyler@myoneclay.net;  
Stephanie.Raucci@myoneclay.net

**Violations Comments**

**Violation #5. Maintenance & Repair**

The boy's restroom 733 is missing one light cover. Correct prior to next inspection.

The weight room is missing some light covers. Correct prior to next inspection.

There is a ceiling tile with water damage within room 773. Correct prior to next inspection.

There is one light out within room 713, within the chorus room, and within P20. Correct prior to next inspection.

There are multiple lights out within the band room, within the gym, and within room 335. Correct prior to next inspection.

P20 has one cracked light cover. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #12. Toilet Facilities**

Two restrooms are currently out of order near the main office. A workorder has been created to address this. Correct prior to next inspection.

The boy's restroom near the carpentry classroom has an out of order toilet. A workorder has been created to address this. Correct prior to next inspection.

A toilet within the girl's restroom near room 510 is leaking. Correct prior to next inspection.

One stall is missing a sanitary box within the women's locker room. Correct prior to next inspection.

The restroom of the men's locker room has a large hole within the floor under the sink. This is not sharp; however, this is a tripping hazard. Correct prior to next inspection.

CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot- high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a. SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

Inspector Signature:

Client Signature:

Emailed

Form Number: DH 4030 12/16A

10-51-00033 Clay High School

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



3 of 3

Violation #13. Handwashing Facilities

One push-in cap is missing on one sink within the girl's restroom 732. Correct prior to next inspection.

The water pressure of one faucet within the girl's restroom 1102 is too low. Correct prior to next inspection.

One faucet within the boy's restroom 1103 is loose. Correct prior to next inspection.

The sink within the girl's restroom within the carpentry hallway is leaking. A workorder has been created to address this. Correct prior to next inspection.

The girl's restroom near room 233 is missing paper towels. Correct prior to next inspection.

CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

Violation #15. Shower Facilities

There is a large hole in the wall in the men's locker room shower area leaving insulation exposed and chunks of the wall on the floor. A workorder has been created to address this. Correct prior to next inspection.

CODE REFERENCE: 15. Shower Facilities. 5(16)(b)10 SREF. Shower facilities, where provided, shall be maintained in a clean and sanitary condition at all times. 5(16)(b)11 SREF. Foot baths shall not be provided unless they are required by a Board-approved educational program. 468.3.5.5 FBC. Walls. Walls in toilet rooms shall be impervious to a height of at least 4 ft. above the floor. Walls in can wash areas, & shower rooms shall be impervious to a height of at least 6 ft. above the floor. Toilet and shower partitions shall be impervious. 468.3.5.8.1 FBC. Shower heads shall be based on the peak load, provided at the ratio of one shower head for each five students, and located at least of 30 inches apart.

Violation #18. Drinking Fountains

The exterior water fountain near room 201 is inoperable. Correct prior to next inspection.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Keesha Tyler  
Date: 3/14/2023

Inspector Signature:

Form Number: DH 4030 12/16A

Client Signature:

Emailed

10-51-00033 Clay High School

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 1/26/2023 12:32:37 PM \*\*\*\*

1 of 4

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00673 Name of Facility: Fleming Island High School Address: 2233 Village Square Parkway City, Zip: Fleming Island 32003  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 541-2100 PIC Email: general.forman@myoneclay.net	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 12/22/2022	Begin Time: 09:10 AM End Time: 10:30 AM
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**Additional Information**

FEMALES ..... 916 MALES ..... 963	CENSUS ..... 1879
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	OUT 11. Group Toilet Rooms IN 12. Toilet Facilities OUT 13. Handwashing Facilities IN 14. Soap Dispensers OUT 15. Shower Facilities IN 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source OUT 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal SANITARY FACILITIES IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION IN 23. Sanitizers IN 24. Changing Station & Mats IN 25. Hand Sink IN 26. Garbage Can ANIMAL HEALTH & SAFETY IN 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 1/26/2023 12:32:37 PM \*\*\*\*

2 of 4

**General Comments**

Correct violations prior to next inspection. Contact Matthew.Bowen2@FLHealth.gov if you have any questions.

Email Address(es): general.forman@myoneclay.net

**Violations Comments**

Violation #5. Maintenance & Repair  
Ramps going up to portables have algae that needs to be cleaned off to remove slip hazard.

Portable 42 3 lights out  
Portable 43 2 lights out  
Portable 63 and 84, 1 light out  
Portable 53 multiple lights out  
Classroom 321 2 lights out  
several ballast covers hanging down in weight room

Classroom 291 multiple damaged chairs, not sharp  
Classroom 1026 cracked desk chair, not sharp  
Classroom 220 2 water damaged ceiling tiles

Push plate on door in boys locker room has been pulled away from door frame.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

Inspector Signature:

Client Signature:



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 1/26/2023 12:32:37 PM \*\*\*\*

3 of 4

Violation #11. Group Toilet Rooms

Gang restroom 26

Male - no soap dispensers, 1 urinal not working

Gang restroom 128

No soap dispensers

Gang Restroom 64

Female - 1 stall missing sanitary box, no soap in handicap stall

Male - no soap in handicap stall

Gang restroom 210

Female - missing sanitary box in handicap stall

Gang restroom 224 sanitary box missing from handicap stall

Gang restroom 278

Female - sanitary buckets with no lid

Male - missing floor tiles in front of urinals

Gang restroom 309

Female - loose faucet

CODE REFERENCE: 11. Group Toilet Rooms. 5(16)(b)7 SREF. Group toilet rooms, where provided, shall meet the following requirements: 5(16)(b)7.a SREF. Entrances to group toilet rooms shall be provided with a partition or other shielding device to block occupants from view. 5(16)(b)7.b SREF. A partition shall be placed between each water closet. Water closet stalls shall be provided with doors. The partitions and doors shall be maintained in a safe, secure, and operational condition at all times. 5(10)(e) SREF. Toilet Partitions. Toilet compartments, partitions, and doors may be provided in other areas, such as locker rooms, and shall be finished with noncorrosive, impervious materials. 468.3.5.3.2 FBC. Access to student group toilet rooms shall not be through an occupied space, storage space, or equipment space. 468.3.5.6 FBC. All group toilet rooms shall be provided with at least one (1) floor drain and (1) hose bib. The floor shall be sloped to the drain. Stall urinals do not serve for the required floor drains.

Violation #13. Handwashing Facilities

Two hand sinks in boys locker room have broken faucets.

CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

Violation #15. Shower Facilities

Floors, drain trench, and drains are dirty with debris in male and female locker room showers. Many drain covers are missing in both locker room showers.

CODE REFERENCE: 15. Shower Facilities. 5(16)(b)10 SREF. Shower facilities, where provided, shall be maintained in a clean and sanitary condition at all times. 5(16)(b)11 SREF. Foot baths shall not be provided unless they are required by a Board-approved educational program. 468.3.5.5 FBC. Walls. Walls in toilet rooms shall be impervious to a height of at least 4 ft. above the floor. Walls in can wash areas, & shower rooms shall be impervious to a height of at least 6 ft. above the floor. Toilet and shower partitions shall be impervious. 468.3.5.8.1 FBC. Shower heads shall be based on the peak load, provided at the ratio of one shower head for each five students, and located at least of 30 inches apart.

Violation #18. Drinking Fountains

Gang 309 restroom water fountain inoperable

Gang 224 restroom water fountain inoperable

2 water fountains are inoperable near gang restroom 221

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 1/26/2023 12:32:37 PM \*\*\*\*

4 of 4

Inspection Conducted By: Matthew Bowen (45622)  
Inspector Contact Number: Work: (904) 278-3786 ex.  
Print Client Name:  
Date: 12/22/2022

DRAFT

Inspector Signature:

Handwritten signature of Matthew Bowen.

Form Number: DH 4030 12/16A

Client Signature:

Handwritten signature of the client.

10-51-00673 Fleming Island High School

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 3/1/2023 8:18:46 AM \*\*\*\*

1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00044 Name of Facility: KEYSTONE HEIGHTS JR/SR HIGH Address: 900 Orchid Avenue City, Zip: Keystone Heights 32656  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 336-7775 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 2/28/2023	Begin Time: 10:45 AM End Time: 12:30 PM
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**Additional Information**

FEMALES ..... 562 MALES ..... 611	CENSUS ..... 1173
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction IN 5. Maintenance & Repair OUT 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers OUT 15. Shower Facilities IN 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source OUT 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION IN 23. Sanitizers NA 24. Changing Station & Mats IN 25. Hand Sink IN 26. Garbage Can ANIMAL HEALTH & SAFETY IN 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES IN 28. Maintenance/Complaint IN 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

**General Comments**

No General Comments Available  Email Address(es): herbert.walls@myoneclay.net
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Inspector Signature:

Client Signature:

Form Number: DH 4030 12/16A

10-51-00044 KEYSTONE HEIGHTS JR/SR HIGH

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 3/1/2023 8:18:46 AM \*\*\*\*

2 of 2

**Violations Comments**

<p>Violation #6. Lighting Standards Need to replace several light bulbs in class rooms several out, worst is in chorus room. CODE REFERENCE: 6. Lighting Standards. 468.3.2. FBC. Sources of natural light in instructional spaces shall be glazed with glare reducing materials or shall be shielded to prevent glare that can interfere with seeing task.</p>
<p>Violation #15. Shower Facilities Safety shower in shop room need braced and adjusted, shower head to low. CODE REFERENCE: 15. Shower Facilities. 5(16)(b)10 SREF. Shower facilities, where provided, shall be maintained in a clean and sanitary condition at all times. 5(16)(b)11 SREF. Foot baths shall not be provided unless they are required by a Board-approved educational program. 468.3.5.5 FBC. Walls. Walls in toilet rooms shall be impervious to a height of at least 4 ft. above the floor. Walls in can wash areas, &amp; shower rooms shall be impervious to a height of at least 6 ft. above the floor. Toilet and shower partitions shall be impervious. 468.3.5.8.1 FBC. Shower heads shall be based on the peak load, provided at the ratio of one shower head for each five students, and located at least of 30 inches apart.</p>
<p>Violation #18. Drinking Fountains Several water fountains need adjusted, low flow not clearing guard. CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned &amp; disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational &amp; ancillary facilities shall have drinking fountains for all occupants, in ratios &amp; accessible as required.</p>

Inspection Conducted By: Alan Davis (080243)  
Inspector Contact Number: Work: (904) 278-3787 ex.  
Print Client Name:  
Date: 2/28/2023

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 4

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00067 Name of Facility: Middleburg High School Address: 3802 County Road 220 City, Zip: Middleburg 32068  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 3/15/2023	Begin Time: 09:28 AM End Time: 11:30 AM
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**Additional Information**

FEMALES ..... 822 MALES ..... 820	CENSUS ..... 1642
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms OUT 12. Toilet Facilities OUT 13. Handwashing Facilities IN 14. Soap Dispensers IN 15. Shower Facilities OUT 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source OUT 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

Form Number: DH 4030 12/16A

10-51-00067 Middleburg High School

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 4

**General Comments**

Email Melissa.Johnson@FLHealth.gov when the violations listed within have been corrected.

Email Address(es): Manuel.Gonzales@myoneclay.net;  
Stephanie.Raucci@myoneclay.net

DRAFT

Inspector Signature:

Handwritten signature of the inspector.

Client Signature:

Handwritten signature of the client.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



3 of 4

**Violations Comments**

**Violation #5. Maintenance & Repair**

Cracked floor tiles within P36. This is a tripping hazard. Correct prior to next inspection.

Missing light cover in boys restroom 73. Correct prior to next inspection.

Cracked light cover in P53. Correct prior to next inspection.

Some lights out within the chorus room, the band room, P72, room 68, room 122, room 135, within the hallway near room 139, within room 139, within room 181, and within room 259. Correct prior to next inspection.

Some lights are out within the library. A workorder has been created to correct this.

One light out within the culinary classroom. Correct prior to next inspection.

One light out within P84. A workorder has been created to correct this.

Some ceiling tiles with water damage within room 181 and within the hallway near room 353. Correct prior to next inspection.

One ceiling tile has water damage within room 139. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #12. Toilet Facilities**

The boy's restroom 73 has one stall that is missing toilet paper. Correct prior to next inspection.

CODE REFERENCE: 12. Toilet Facilities. 5(16)(b)2.c SREF. Deodorizers shall not be used in toilet rooms. 5(10)(f) SREF. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; napkin disposal units; shelving, and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted. 5(13)(f)4 SREF. Toilet facilities shall have a nonslip, impervious floor, impervious base, and minimum four foot- high impervious wainscot. 5(13)(p)2 SREF. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory. 5(14)(b)10.a SREF. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Floor and base in individual or group toilet rooms shall be impervious. 468.3.5.4 FBC. The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer. 5(16)(b)1 SREF. Toilet facilities shall be maintained in a satisfactory state of repair at all times. 5(16)(b)2.a. SREF. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors shall be maintained in a clean & sanitary condition at all times.

**Violation #13. Handwashing Facilities**

The furthest left faucet had low water pressure. This was corrected as the inspector was on-site.

Two faucets are loose within the boy's restroom 353. Correct prior to next inspection.

One faucet within the girl's locker room is inoperable. Correct prior to next inspection.

CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

**Violation #16. Showers Water Temperatures**

The showers are currently inoperable.

CODE REFERENCE: 16. Shower Water Temperature. 5(13)(h)1 SREF. Hot and cold water shall be provided at the shower. 5(16)(b)10 SREF and 468.3.5.8.3 FBC. Water shall be heated and the temperature at the shower head shall not exceed 110°F nor be less than 95°F.

**Violation #18. Drinking Fountains**

Low water pressure at water fountain within Garber Auto Academy. A workorder has been created to address this.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspector Signature:

Client Signature:



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



4 of 4

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Manuel Gonzales  
Date: 3/15/2023

DRAFT

Inspector Signature:

Handwritten signature of Melissa Johnson in black ink.

Form Number: DH 4030 12/16A

Client Signature:

Handwritten signature of Manuel Gonzales in black ink.

10-51-00067 Middleburg High School

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 4

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-1288429  
Name of Facility: Oakleaf High School  
Address: 4035 Plantation Oaks Boulevard  
City, Zip: Orange Park 32065

**Correct By: Next Inspection**  
**Re-Inspection Date: None**

Type: Public Schools  
Owner: Clay County School Board  
Person In Charge: Clay County School Board      Phone: (904) 278-5630  
PIC Email:

**Inspection Information**

Purpose: Routine  
Inspection Date: 1/4/2023

Begin Time: 09:27 AM  
End Time: 11:23 AM

**Additional Information**

FEMALES ..... 1154  
MALES ..... 1181

CENSUS ..... 2335

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**Violation Markings**

SCHOOL SANITATION	<u>OUT</u>	11. Group Toilet Rooms	<u>IN</u>	21. Pest Control
<u>IN</u> 1. School Site	<u>IN</u>	12. Toilet Facilities		SAFETY
<u>IN</u> 2. Playground, Equip & Athletic Fields*	<u>OUT</u>	13. Handwashing Facilities	<u>IN</u>	22. First Aid Kit
<u>IN</u> 3. Athletic & Playground Equipment	<u>IN</u>	14. Soap Dispensers		DIAPER CHANGING STATION
BUILDING CONST/MAINT.	<u>IN</u>	15. Shower Facilities	<u>NA</u>	23. Sanitizers
<u>IN</u> 4. Construction	<u>OUT</u>	16. Showers Water Temperatures	<u>NA</u>	24. Changing Station & Mats
<u>OUT</u> 5. Maintenance & Repair		WATER SUPPLY	<u>NA</u>	25. Hand Sink
<u>IN</u> 6. Lighting Standards	<u>IN</u>	17. Approved Source	<u>NA</u>	26. Garbage Can
<u>IN</u> 7. Heating, Ventilation, A/C Standards	<u>OUT</u>	18. Drinking Fountains		ANIMAL HEALTH & SAFETY
<u>IN</u> 8. Natural Ventilation		LIQUID WASTE & WASTE WATER	<u>IN</u>	27. Animal Maintenance/Aggressive
<u>IN</u> 9. Mechanical Ventilation	<u>IN</u>	19. Sewage Disposal		DORM/RESIDENTIAL FACILITIES
SANITARY FACILITIES	<u>IN</u>	20. Solid Waste	<u>NA</u>	28. Maintenance/Complaint
<u>IN</u> 10. Provided/Accessible/Separation		PEST CONTROL	<u>NA</u>	29. Other

Marking Key: *IN* = the act or item was observed to meet standards; *OUT* = the act or item was observed not to meet standards; *NO* = the act or item was not observed to be occurring at the time of inspection; *NA* = the act or item is not performed by the facility or not part of the operation

Violation Key: \* = 2. Playground, Equipment & Athletic Fields

Inspector Signature:

Client Signature:

Form Number: DH 4030 12/16A

10-51-1288429 Oakleaf High School

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 4

**General Comments**

The men s restroom - 143 - has a leaking toilet within the handicap stall. A work-order had been created to fix this prior to the inspector s arrival.

The men s restroom - 189 - is currently posted as being out of order. This restroom is missing one push-in button on the left sink s faucet, has an inoperable right sink, and has a loose sink faucet within the handicap stall.

Temperatures:

Room 135 Reach-In Fridge: 35 F  
Room 135 Reach-in Freezer: -6.7 F  
Room 152 Reach-in Fridge: 41 F  
Room 152 Reach-in Freezer: 10 F  
Room 153 Reach-in Fridge: 40.8 F  
Room 153 Reach-in Freezer: 8.2 F

Correct the violations listed within prior to next inspection.

Email Address(es): Christine.Fisher@myoneclay.net;  
Stephanie.Raucci@myoneclay.net;

**Violations Comments**

DRAFT

Inspector Signature:

Handwritten signature of Melisa Johnson.

Client Signature:

Handwritten signature of the client.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



3 of 4

Violation #5. Maintenance & Repair

Multiple lights are out within the wrestling room, within the gym hallway near the custodial closet, and within room 240. Correct prior to next inspection.

There are some lights out within the men's locker room, within the weight room, within the 530 hallway, within the men's restroom - R1103 -, in front of the library, within the choir room, within the band room, and within rooms 220, 226, 268, 529, and P51. Correct prior to next inspection.

There are four lights out within the women's locker room. Correct prior to next inspection.

There are three lights out within the main office and within room 532. Correct prior to next inspection.

Two lights are out within the women's restroom - 207 -, within room P21, and within room 213. Correct prior to next inspection.

One light is out in rooms 152, 163, 309, 500, and within the men's restroom - 700 -. Correct prior to next inspection.

Two lights within the men's restroom - 351 - and within room P45 are missing covers. Correct prior to next inspection.

Two lights within the men's restroom - 20A - are missing covers. Correct prior to next inspection.

Multiple lights are missing their covers within the wrestling room. Correct prior to next inspection.

One light within the gym hallway near the custodial closet, one light within room P63, and one light within the men's restroom - 403 - are missing a cover. Correct prior to next inspection.

One light cover is cracked within room 500 and within room P35. Correct prior to next inspection.

Loose ceiling tiles within room P21. Correct prior to next inspection.

One loose ceiling tile in Excalibur Hall. Correct prior to next inspection.

Multiple missing ceiling tiles within the wrestling room. Correct prior to next inspection.

Two missing ceiling tiles within the men's restroom - 20A -. Correct prior to next inspection.

One missing ceiling tile within room 213. Correct prior to next inspection.

There is water damage on the tiles over the water fountains near room 190, within room 532, and within the wrestling room. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

Violation #11. Group Toilet Rooms

The toilet partition within the men's restroom - 20A - is very rusty. The toilet partition was to be finished with noncorrosive materials. Correct prior to next inspection.

CODE REFERENCE: 11. Group Toilet Rooms. 5(16)(b)7 SREF. Group toilet rooms, where provided, shall meet the following requirements: 5(16)(b)7.a SREF. Entrances to group toilet rooms shall be provided with a partition or other shielding device to block occupants from view. 5(16)(b)7.b SREF. A partition shall be placed between each water closet. Water closet stalls shall be provided with doors. The partitions and doors shall be maintained in a safe, secure, and operational condition at all times. 5(10)(e) SREF. Toilet Partitions. Toilet compartments, partitions, and doors may be provided in other areas, such as locker rooms, and shall be finished with noncorrosive, impervious materials. 468.3.5.3.2 FBC. Access to student group toilet rooms shall not be through an occupied space, storage space, or equipment space. 468.3.5.6 FBC. All group toilet rooms shall be provided with at least one (1) floor drain and (1) hose bib. The floor shall be sloped to the drain. Stall urinals do not serve for the required floor drains.

Inspector Signature:

*Melissa Johnson*

Client Signature:

*[Signature]*

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



4 of 4

Violation #13. Handwashing Facilities

The women's restroom - 145A -, the women's restroom - 702 -, and the men's restroom - 700 - are missing a push-in cap on one sink faucet. Correct prior to next inspection.

The women's restroom - 207 - and room 306 are missing two push-in covers for the sink faucets. Correct prior to next inspection.

The water pressure is too low on the right sink in the women's restroom - 402 -. Correct prior to next inspection.

The handwashing sinks within rooms 135, 139, 152, and 153 do not get hot. The recorded temperatures at the time of inspection were 70.2 F, 70.7 F, 73.6 F, and 77.5 F. Correct prior to next inspection.

Room 500 has two loose faucets. Correct prior to next inspection.

The left sink's faucet within the men's restroom - 209 - and one faucet within room 306 are loose. Correct prior to next inspection.

One of the sinks within the women's restroom - 20B - is moderately leaking. Correct prior to next inspection.

The women's rest room - 702 - is missing paper towels. Correct prior to next inspection.

CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

Violation #16. Showers Water Temperatures

The showers within the women's and men's locker room do not get hot. The temperature of the water at the shower head shall be between 95 F and 110 F. The inspector measured the temperatures of the water at the shower heads to be 69.5 F and 70.6 F. Correct prior to next inspection.

CODE REFERENCE: 16. Shower Water Temperature. 5(13)(h)1 SREF. Hot and cold water shall be provided at the shower. 5(16)(b)10 SREF and 468.3.5.8.3 FBC. Water shall be heated and the temperature at the shower head shall not exceed 110°F nor be less than 95°F.

Violation #18. Drinking Fountains

There is one inoperable water fountain within the men's locker room, near room 262, and within room P51. Correct prior to next inspection.

The right water fountain outside the gym near the men's restroom, the right water fountain near room 351 in the hallway between the restrooms, the left water fountain in the 500 hallway, and the water fountains near room 700 have low water pressure. Correct prior to next inspection.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Laurie Almodovar  
Date: 1/4/2023

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 1/26/2023 12:31:40 PM \*\*\*\*

1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00071 Name of Facility: Orange Park High School Address: 2300 Kingsley Avenue City, Zip: Orange Park 32073  Type: Public Schools Owner: Clay County School Board Person In Charge: Daniel Allen      Phone: (904) 891-0655 PIC Email: Daniel.Allen@myoneclay.net	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 12/22/2022	Begin Time: 12:47 PM End Time: 02:05 PM
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**Additional Information**

FEMALES ..... 836 MALES ..... 968	CENSUS .....	1804
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**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	OUT 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers IN 15. Shower Facilities IN 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION IN 23. Sanitizers IN 24. Changing Station & Mats IN 25. Hand Sink IN 26. Garbage Can ANIMAL HEALTH & SAFETY IN 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES IN 28. Maintenance/Complaint IN 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

**General Comments**

No General Comments Available
Email Address(es): Daniel.Allen@myoneclay.net

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 1/26/2023 12:31:40 PM \*\*\*\*

2 of 2

**Violations Comments**

<p>Violation #5. Maintenance &amp; Repair Vocation buildings V102, V106, V134 have water stained ceiling tiles Multiple ceiling tiles in hallways are water stained Classroom 116 water stained tile</p> <p>Building 1 Room 227 and 223 multiple light out - replace bulbs CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components &amp; finishes shall be kept clean &amp; in good repair.</p>
<p>Violation #11. Group Toilet Rooms Gym gang restroom male - 1 faucet not working female - 2 faucets not working</p> <p>Mens Bathroom 255 loose/broken fixture - repair/replace CODE REFERENCE: 11. Group Toilet Rooms. 5(16)(b)7 SREF. Group toilet rooms, where provided, shall meet the following requirements: 5(16)(b)7.a SREF. Entrances to group toilet rooms shall be provided with a partition or other shielding device to block occupants from view. 5(16)(b)7.b SREF. A partition shall be placed between each water closet. Water closet stalls shall be provided with doors. The partitions and doors shall be maintained in a safe, secure, and operational condition at all times. 5(10)(e) SREF. Toilet Partitions. Toilet compartments, partitions, and doors may be provided in other areas, such as locker rooms, and shall be finished with noncorrosive, impervious materials. 468.3.5.3.2 FBC. Access to student group toilet rooms shall not be through an occupied space, storage space, or equipment space. 468.3.5.6 FBC. All group toilet rooms shall be provided with at least one (1) floor drain and (1) hose bib. The floor shall be sloped to the drain. Stall urinals do not serve for the required floor drains.</p>

<p>Inspection Conducted By: Matthew Bowen (45622) Inspector Contact Number: Work: (904) 278-3786 ex. Print Client Name: Daniel Allen Date: 12/22/2022</p>
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Inspector Signature:

Client Signature:



STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



1 of 3

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00075 Name of Facility: Ridgeview High School Address: 466 Madison Avenue City, Zip: Orange Park 32065  Type: Public Schools Owner: Clay County School Board Person In Charge: Clay County School Board      Phone: (904) 284-6500 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
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**Inspection Information**

Purpose: Routine Inspection Date: 12/20/2022	Begin Time: 08:57 AM End Time: 10:45 AM
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**Additional Information**

FEMALES ..... 1026 MALES ..... 995	CENSUS ..... 2021
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction OUT 5. Maintenance & Repair IN 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities OUT 13. Handwashing Facilities IN 14. Soap Dispensers IN 15. Shower Facilities IN 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source OUT 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION NA 23. Sanitizers NA 24. Changing Station & Mats NA 25. Hand Sink NA 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES NA 28. Maintenance/Complaint NA 29. Other
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*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



2 of 3

**General Comments**

Email Melissa.Johnson@FLHealth.gov if you have any questions or concerns.

The water fountain outside of the women s locker room is inoperable. A workorder was created for this prior to inspection.

The right water fountain near room 635 is inoperable. A workorder was created for this prior to inspection.

The men s restroom near portable 41 is out of order.

Email Address(es): Becky.Murphy@myoneclay.net;  
Kelly.Williams@myoneclay.net;  
Donald.Speights@myoneclay.net

**Violations Comments**

**Violation #5. Maintenance & Repair**

Multiple lights are out within the weight room. Correct prior to next inspection.

Some lights are out within room 524, room 557, room 701, and room 1013. Correct prior to next inspection.

One light is out in portabe 6 and portable 69. Correct prior to next inspection.

There is water damage on the ceiling tiles in the hallway near rooms 630, 639, and 649. Correct prior to next inspection.

There is water damage on the ceiling tiles in rooms 550, 524, 701, and 706. Correct prior to next inspection.

There is cracked ceiling tiles within the weight room. Correct prior to next inspection.

There is water damage on the ceiling tiles in computer lab building 3. Correct prior to next inspection.

CODE REFERENCE: 5. Maintenance and Repair. 5(1)(e)8.h SREF. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times. 5(1)(e)8.i. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be in good repair at all times. 5(1)(e)8.j SREF. Building components & finishes shall be kept clean & in good repair.

**Violation #13. Handwashing Facilities**

The push-in cap to operate one of the sinks within the men's locker room is missing. Correct prior to next inspection.

CODE REFERENCE: 13. Handwashing Facilities. 5(13)(h)1 SREF. Hot and cold water shall be provided in toilet rooms at the lavatory. Hot water temperature shall not exceed 110°F. 468.3.5.7.1 FBC. Handwashing facilities shall be located within or adjoining each toilet room.

**Violation #18. Drinking Fountains**

The left water fountain outside the library is inoperable. Correct prior to next inspection.

The water fountain near room 630 has low water pressure. Correct prior to next inspection.

The water fountain near portable 6 is inoperable. Correct prior to next inspection.

The water fountain near portable 66 has low water pressure. Correct prior to next inspection.

CODE REFERENCE: 18. Drinking Fountains. 5(16)(b)9 SREF. Drinking fountains shall be maintained in an operational condition at all times. 5(1)(e)8.b SREF. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned & disinfected daily using an appropriate Germicidal Detergent. Note: Drinking fountains shall be rinsed or flushed with plain water after disinfection. 468.3.5.1 FBC. Educational & ancillary facilities shall have drinking fountains for all occupants, in ratios & accessible as required.

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



3 of 3

Inspection Conducted By: Melissa Johnson (67067)  
Inspector Contact Number: Work: (904) 529-4761 ex.  
Print Client Name: Chris Gallagher  
Date: 12/20/2022

DRAFT

Inspector Signature:

Handwritten signature of Melissa Johnson.

Client Signature:

Handwritten signature of Chris Gallagher.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 1/26/2023 8:34:27 AM \*\*\*\*

1 of 2

**Facility Information**

**RESULT: Satisfactory**

Permit Number: 10-51-00376 Name of Facility: R C Bannerman Learning Center Address: 608 Mill Street City, Zip: Green Cove Springs 32043  Type: Public Schools Owner: Clay County School Board Person In Charge: Stephane Palmer      Phone: 904-336-4975 PIC Email:	<b>Correct By: Next Inspection</b> <b>Re-Inspection Date: None</b>
---	---

**Inspection Information**

Purpose: Routine Inspection Date: 1/25/2023	Begin Time: 09:50 AM End Time: 10:20 AM
--	--

**Additional Information**

FEMALES ..... 83 MALES ..... 181	CENSUS ..... 264
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*This form serves as a "Notice of Non-Compliance" pursuant to section 120.695, Florida Statutes. Items marked below violate one or more of the requirements of Rule 6A-2.0010, of the Florida Administrative Code, Chapter 5, section 5 of the State Requirements for Educational Facilities 2014 (SREF); and sections 453 and 468 of the Florida Building Code 6th Edition (2017). Violations must be corrected within the time period indicated above. Continued operation of this facility without making these corrections is a violation. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.*

**Violation Markings**

SCHOOL SANITATION IN 1. School Site IN 2. Playground, Equip & Athletic Fields* IN 3. Athletic & Playground Equipment BUILDING CONST/MAINT. IN 4. Construction IN 5. Maintenance & Repair OUT 6. Lighting Standards IN 7. Heating, Ventilation, A/C Standards IN 8. Natural Ventilation IN 9. Mechanical Ventilation SANITARY FACILITIES IN 10. Provided/Accessible/Separation	IN 11. Group Toilet Rooms IN 12. Toilet Facilities IN 13. Handwashing Facilities IN 14. Soap Dispensers NA 15. Shower Facilities NA 16. Showers Water Temperatures WATER SUPPLY IN 17. Approved Source IN 18. Drinking Fountains LIQUID WASTE & WASTE WATER IN 19. Sewage Disposal IN 20. Solid Waste PEST CONTROL	IN 21. Pest Control SAFETY IN 22. First Aid Kit DIAPER CHANGING STATION IN 23. Sanitizers IN 24. Changing Station & Mats IN 25. Hand Sink IN 26. Garbage Can ANIMAL HEALTH & SAFETY NA 27. Animal Maintenance/Aggressive DORM/RESIDENTIAL FACILITIES IN 28. Maintenance/Complaint IN 29. Other
---	--	--

*Marking Key: IN = the act or item was observed to meet standards; OUT = the act or item was observed not to meet standards; NO = the act or item was not observed to be occurring at the time of inspection; NA = the act or item is not performed by the facility or not part of the operation*

*Violation Key: \* = 2. Playground, Equipment & Athletic Fields*

**General Comments**

No General Comments Available  Email Address(es): jason.kendall@myoneclay.net
---

Inspector Signature:

Client Signature:

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT  
PUBLIC SCHOOL  
INSPECTION REPORT



\*\*\*\* BarnettP 1/26/2023 8:34:27 AM \*\*\*\*

2 of 2

**Violations Comments**

Violation #6. Lighting Standards  
Need to replace burned out bulbs in classrooms, most not to bad. However p8,5,38 have several lights total not working.  
CODE REFERENCE: 6. Lighting Standards. 468.3.2. FBC. Sources of natural light in instructional spaces shall be glazed with glare reducing materials or shall be shielded to prevent glare that can interfere with seeing task.

Inspection Conducted By: Alan Davis (080243)  
Inspector Contact Number: Work: (904) 278-3787 ex.  
Print Client Name:  
Date: 1/25/2023

DRAFT

Inspector Signature:

Handwritten signature of Alan Davis.

Client Signature:

Handwritten signature of the client.

June 29, 2023 - Regular School Board Meeting

**Title**

C25 - 2022-2023 S.R.E.F. Casualty, Safety, Sanitation, Relocatable, and Fire Safety Inspection Report

**Description**

The School District of Clay County is required to conduct an Annual Casualty, Safety, Sanitation Inspection Report as well as an Annual Relocatable and Fire Safety Inspection by persons licensed and proficient with applicable Rules and Standards. These Inspection Reports were performed by licensed and qualified personnel and are available for public review.

**Gap Analysis**

Local fire officials and public school districts must employ or contract with an individual certified as a fire safety inspector in compliance with Section 633.081, Florida Statutes, in order to conduct a comprehensive fire safety inspector of each public school facility annually. s.1013.12, F.S. and s.1013.38, F.S. became effective on July 1, 2011.

**Previous Outcomes**

The SREF/Fire Safety Inspections were accomplished with two inspectors and completed without disrupting the school for more than a couple of hours. The school custodian is usually available and walks the school with the inspector and takes notes on most deficiencies that are also part of the report. The schools then fix or place work orders for deficiencies found and return a letter stating all items completed or Work Order placed.

**Expected Outcomes**

The SREF/Fire Safety Inspections are completed annually. The inspector(s) understand the importance of the testing and will always work with the schools with this matter.

**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 District 2022-2023 Casualty, Safety, Sanitation, Relocatable, and Fire Safety Inspection Report.

**Contact**

Bryce Ellis, Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net, Stephanie Raucci, Director of Code Enforcement (904) 336-0636, stephanie.raucci@myoneclay.net

**Financial Impact**

All deficiencies will be corrected at the school level or by the Maintenance department and funded by Part III Capital Outlay funds.

**Review Comments**

**Attachments**

- Ⓞ [2023 SREF #1.pdf](#)
- Ⓞ [2023 SREF #2.pdf](#)
- Ⓞ [2023 SREF #3.pdf](#)

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** ARGYLE ELEMENTARY SCHOOL  
 2625 SPENCER PLANTATION BLVD.  
 ORANGE PARK, FL 32073

*Jay Baker*

3/26/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	701	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) You must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					X
92	701A						
92	702	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) You must maintain a clear area in front of the electrical panel 36" deep and 30" wide. Back door was locked by a non-conforming device. This device is only to be used during an emergency situation. This is a major violation. This will be reported to the Fire Marshall.					X
92	702A						
92	703						
92	704	Emergency lights are not working.					X
92	705	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	706	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	706A						
92	707						
92	707A						
92	708						
92	710	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36"). The fire extinguisher is pinned against the wall by bookcase and unable to remove from bracket.					X
92	710A						



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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: ARGYLE ELEMENTARY SCHOOL  
 2625 SPENCER PLANTATION BLVD.  
 ORANGE PARK, FL 32073

*[Signature]*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

3/26/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	710B						
92	711	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) You must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					X
92	711A						
92	713						
92	713A						
92	713B						
92	713C						
92	713D						
92	713E						
92	714						
92	714A						
92	801	Reset button on outlet in bathroom is broken. Heat detector is hanging down from ceiling and light fixture in bathroom missing cover.					X
92	801A						
92	802						
92	802A						
92	803						
92	803A						
92	804						
92	804A						
92	805	Back steps are coming off wall. Needs to be reattached.					X
92	805A						
92	806						
92	806A						
92	807						
92	807A						

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FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: ARGYLE ELEMENTARY SCHOOL  
 2625 SPENCER PLANTATION BLVD.  
 ORANGE PARK, FL 32073

*Jerry Patis*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

3/26/2023

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	808						
92	808A						
92	901						
92	901A						
92	902	Emergency light is covered up by boxes on top of cabinet. Must remove all boxes.					X
92	902A						
92	903						
92	903A						
92	904	Call station and fire extinguisher is blocked by boxes and garbage cans must keep clear at all times. Both exits are blocked by bookshelf and garbage can must keep both clear.					X
92	904A						
92	905						
92	905A						
92	906	Back door was locked by a non-conforming device. This device is only to be used during an emergency situation. This is a major violation. This will be reported to the Fire Marshal.					X
92	906A						
92	907	Back door was locked by a non-conforming device. This device is only to be used during an emergency situation. This is a major violation. This will be reported to the Fire Marshal.					X
92	908	Data cables are on the floor in front of door creating a tripping hazard and must be relocated.					X
92	908A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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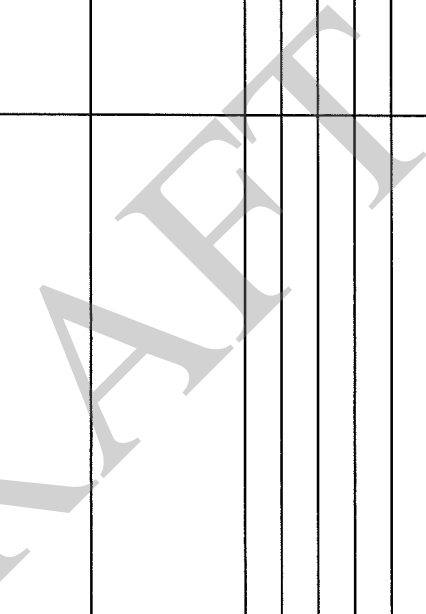
**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: CHARLES E. BENNETT ELEM. - 0071  
 1 SOUTH OAKRIDGE AVENUE  
 GREEN COVE SPRINGS, FL 32043

INSPECTOR SIGNATURE:   
 BUILDING INSPECTION DATE: 10/29/2022  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	040	Cabinet is blocking front door. must have a clear path through front door of 36 inches.					X
92	040A						
92	041	Electrical panel is blocked. Must have 3 feet clearance in front of panel egress. Door is blocked by desk. Must have a clear path to the exit door.					X
92	041A	Electrical panel is blocked. Must have 3 feet clearance in front of panel egress two door is blocked by desk. Must have a clear path to the exit door it's portable has a lot of extra storage.					X
92	042	This portable is being used for storage.					
92	042A						
92	043						
92	045						
92	045A						
92	046						
92	047						
92	047A						
92	048						
92	048A						
92	049	Electrical panel is blocked by row of filing cabinets. Must move cabinets over from in front of electrical panel.					X
92	049A						
92	050						
92	050A						



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: CHARLES E. BENNETT ELEM. - 0071  
 1 SOUTH OAKRIDGE AVENUE  
 GREEN COVE SPRINGS, FL 32043

*[Handwritten Signature]*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

10/29/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	051	Book storage.					
92	051A						
92	052						
92	052A						
92	053						
92	053A						
92	054						
92	055						
92	055A	Portable has treadmills but no weight room.					
92	055B						
92	056						
92	056A						
92	056B						
92	057						
92	057A						
92	057B						
92	501						
92	502	This is a custodial office.					
92	602A	This is a clothes closet portable.					
92	602B						
92	603A						
92	603B						
92	604	GFCI by sink does not trip - see picture. The test button will trip the receptacle but a tester will not Trip GFCI, is wired incorrectly.				X	X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: CHARLES E. BENNETT ELEM. - 0071  
 1 SOUTH OAKRIDGE AVENUE  
 GREEN COVE SPRINGS, FL 32043

*Gay Parks*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

10/29/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	604A						
92	604B						
92	605						
92	605A						
92	702						
92	702A						
92	703	Piano blocking second exit, must relocate piano.					X
92	703A						
92	703B						
92	803						
92	803A						
92	803B						

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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Lake*

12/31/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: W. E. CHERRY ELEMENTARY - 0241  
 420 EDSON DRIVE  
 ORANGE PARK, FLORIDA 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	027	Electrical panel was blocked by tables leaning against the wall.					
92	029	Bathroom is being used for storage. No smoke detector and the shelf is blocking the fire alarm device.					
92	029A						
92	031	Bathroom being used for storage. There's no smoke detector and the shelf in storage is blocking the fire alarm device.					
92	031A						
92	032	Electrical panel is blocked. Electrical must be kept clear at all times. Relocate all items in front of electrical panel. Electrical panel is still blocked. This is the second year violation. A non-approved rug in front of door creates a tripping hazard and no evacuation map.					
92	032A						
92	033						
92	033A						
92	034A						
92	034B						
92	036	Large bushes on side of building needs to be removed.					
92	036A						
92	037						
92	037A						
92	038						

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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Park*

12/31/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: W. E. CHERRY ELEMENTARY - 0241  
 420 EDSON DRIVE  
 ORANGE PARK, FLORIDA 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	038A						
92	039	Emergency light does not work.					
92	039A						
92	040	Siding beside ramp needs to be repaired.					
92	040A						
92	041	Electrical panel is blocked. Electrical must be kept clear at all times.					
92	041A						
92	042A						
92	042B						
92	042C						
92	043						
92	043A						
92	044	Emergency light did not work.					
92	044A						
92	044B						
92	045	No evacuation map.					
92	045A						
92	045B						
92	048						
92	049						
92	050	Non approved rug by front door can be a tripping hazard.					
92	050A						
92	051						
92	051A						



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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Yang Park*

12/31/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: W. E. CHERRY ELEMENTARY - 0241  
 420 EDSON DRIVE  
 ORANGE PARK, FLORIDA 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	053						
92	053A						
92	054						
92	054A						
92	054B						
92	055						
92	055A						
92	056	Electrical panel was blocked by hanging poster and GFCI receptacle has no cover on the outside building.					
92	056A						
92	057	Fire alarm pull station by door is blocked. MUST REMOVE ALL ITEMS AROUND THE FIRE ALARM PULL STATION SO IT IS ACCESSIBLE AT ALL TIMES. Handi cap ramp railing is blocked by vines growing on parts of hand railing. Remove all vines from railing. This is the second year of this violation.					
	057A						
	058						
	058A						
	059	Electrical panel pad poster board covering. Must leave electrical panel exposed at all times.					
	059A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
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F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Beck*

12/31/2022

FISCAL YEAR: 2022/2023  
DISTRICT: CLAY  
FACILITY: W. E. CHERRY ELEMENTARY - 0241  
420 EDSON DRIVE  
ORANGE PARK, FLORIDA 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	060	Time out room is being used as storage without heat detector. This is the second year of this violation.					
	061						
	061A						
	062						
	062A						
	063	Receptacle by sink needs to be GFCI. This is a second year violation.					
	063A						
	064	Emergency light is blocked by items on top of the cabinet. Electrical panel is blocked by book shelf. Remove items from top of cabinet and keep clear at all times. THESE VIOLATIONS HAVE NOT BEEN CORRECTED FROM LAST YEAR.					
	064A						
	065	Electrical panel is blocked by book shelf. Needs to be removed.					
	065A						
	066	Emergency lights do not work and back exit is blocked by filing cabinet.					
	066A						
	067						
	067A						
	068	Desk is blocking the back exit.					
	068A						
	069						

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**INSPECTOR SIGNATURE:  
BUILDING INSPECTION DATE:  
PORTABLE INSPECTION DATE:**

12/31/2022

<b>FISCAL YEAR:</b> 2022/2023
<b>DISTRICT:</b> CLAY
<b>FACILITY:</b> W. E. CHERRY ELEMENTARY - 0241 420 EDSON DRIVE ORANGE PARK, FLORIDA 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	069A						
	070						
	070A						
	026A						
	026B						
	026C						
	030						
	030A						
	030B						
	030C						

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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: CLAY HILL ELEMENTARY - 0411  
 6345 COUNTY ROAD 218  
 JACKSONVILLE, FL 32234

INSPECTOR SIGNATURE: *[Signature]*  
 BUILDING INSPECTION DATE: 3/4/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	682						
92	682A						
92	682B						
92	701						
92	703						
92	704						
92	705	Back door is blocked by desk. Must keep clear access to exit door at all times.					X
92	705A						
92	706						
92	707	Electrical panel was blocked. Must keep clear access at all times. Emergency light does not work.					X
92	707A						
92	707B						
92	708						
92	708A						
92	709						
92	709A						
92	709B						
92	710						
92	710A						
92	712						
92	712A						
92	760						
92	760A						
92	762						
92	762A						



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/202  
 DISTRICT: CLAY  
 FACILITY: COPPERGATE ELEMENTARY - 0601  
 2250 COUNTY ROAD 209 N.  
 MIDDLEBURG, FL 32068

INSPECTOR SIGNATURE: *[Signature]*  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE: 1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	511	Emergency lights do not work and front door is blocked by desk.					X
92	511A						
92	512						
92	512A						
92	514						
92	514A						
92	520						
92	520A						





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**CASUALTY SAFETY & SANITATION INSPECTION**  
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**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: DOCTORS INLET ELEMENTARY - 0261  
 2634 COUNTY ROAD 220  
 MIDDLEBURG, FL 32068

*Yany Pats*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

11/17/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	836	This Portable has swing hanging from ceiling.					X
92	836A						
92	837	LARGE SHRUBS ALONG BUILDING MAY CAUSE DAMAGE TO BUILDING AND MAKE AN UNSAFE CAMPUS. They need to be trimmed so they are off the building or removed. Emergency light does not work.					X
92	838	LARGE SHRUBS ALONG BUILDING MAY CAUSE DAMAGE TO SIDING AND MAKE AN UNSAFE CAMPUS. They need to be trimmed so they are off the building or removed. Toilet is either leaking or overflowing, paper towels are all around the outside of toilet.					X
92	838A						
92	839						
92	840	Emergency light did not work.					X
92	843						
92	844	BACK DOOR EXIT IS BLOCKED BY TREES AND SHRUBS. LIFE SAFETY ISSUE - MUST MOVE ASAP.					X
92	845	Emergency light does not work. Teacher storing umbrella pole in front of emergency light.					X
92	845A						
92	847						
92	847A						

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**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Yamir Pats*

11/17/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: DOCTORS INLET ELEMENTARY - 0261  
 2634 COUNTY ROAD 220  
 MIDDLEBURG, FL 32068

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	849	Portable has weight bench with stacks of heavy weights.					X
92	849A						
92	869						
92	869A						
92	869B						
92	870						
92	870A						
92	870B						
92	871	LARGE SHRUBS ALONG BUILDING MAY CAUSE DAMAGE TO SIDING. They need to be trimmed so they are off the building or removed.					X
92	871A						
92	871B						
92	872						
92	872A						
92	873						
92	874	No DCA sticker and no documentation.		X			
92	876	Emergency light does not work. Emergency light is wired through light switch. When the switch is off the light does not work. Must be directly wired to the electrical panel.					X
92	888	Plants need to be trimmed away from ramp walkway.					X
92	888A						
92	889						

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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Young Pato*

11/17/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: DOCTORS INLET ELEMENTARY - 0261  
 2634 COUNTY ROAD 220  
 MIDDLEBURG, FL 32068

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	889A						
92	890						
92	890A						
92	890B						
92	891	Teacher has bathroom exhaust fan covered up with plastic. Could cause a fire. Hazard needs to be removed.					X
92	891A						
92	893	Emergency light does not work.					X
92	893A						
92	894						
92	895						
92	895A						
92	895B						
92	896						
92	896A						
92	897						
92	897A						
92	899	emergency light does not work					
92	899A						
92	899B						
92	921	Teacher has gas can stored inside along with Rototiller and leaf blower that has gas. These items cannot be stored in a portable.					
92	921A						

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**INSPECTOR SIGNATURE:**

**BUILDING INSPECTION DATE:**

**PORTABLE INSPECTION DATE:**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: DOCTORS INLET ELEMENTARY - 0261

2634 COUNTY ROAD 220

MIDDLEBURG, FL 32068

*Young Pardo*

11/17/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	923	Outside receptacle cover is half on a half out needs to be secured					
92	923A						
92	842A	Emergency light on the portable side "A" does not work. Bushes are overgrown around portable and handicap ramp. They need to be trimmed so they are off the building or removed.					
92	842B						

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**FIRE SAFETY INSPECTION REPORT**  
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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND ELEMENTARY - 0521  
 4425 LAKESHORE DRIVE  
 FLEMING ISLAND, FL 32003

INSPECTOR SIGNATURE: *Jew Parks*  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE: 7/24/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	601	2022 NEED TO REMOVE PALM TREE BY RAMP AS IT HAS LARGE THORNS AND COULD INJURE STUDENTS. THORNS ARE AT EYE LEVEL!!! THIS TREE NEEDS TO BE REMOVED IMMEDIATELY.				X	
92	601A						
92	601B						
92	602						
92	602A						
92	602B						
92	603						
92	603C						
92	603D						
92	604	EMERGENCY LIGHTS DO NOT WORK.					X
92	604A						
92	605	PORTABLE HAS SWING HANGING FROM THE CEILING.CEILING IS SHEETROCK.					X
92	605A						
92	605B						
92	606						
92	606A						
92	606B						
92	607	LARGE SHRUBS ALONG BUILDING MAY CAUSE DAMAGE TO SIDING. RECCOMENDED TO REMOVE SHRUBS.					X

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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND ELEMENTARY - 0521  
 4425 LAKESHORE DRIVE  
 FLEMING ISLAND, FL 32003

INSPECTOR SIGNATURE: *Yany Pate*  
 BUILDING INSPECTION DATE: 7/24/2022  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	607A						
92	607B						
92	608	PORTABLE WALLS HAVE MORE THAN 20% COVERAGE.					X
92	608A						
92	608B						
92	801	BATHROOM FAN DOES NOT WORK.					X
92	801A						
92	801B						
92	802						
92	802A						
92	802B						
92	803						
92	803A						
92	803B						
92	804	EMERGENCY LIGHTS DO NOT WORK.					X
92	804A						
92	804B						
92	805	EMERGENCY LIGHTS DO NOT WORK.					X
92	805A						
92	806	BATHROOM LIGHT DOES NOT WORK.					X
92	806A						
92	807						
92	807A						
92	807B						
92	812	EMERGENCY LIGHTS DO NOT WORK.					X

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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND ELEMENTARY - 0521  
 4425 LAKESHORE DRIVE  
 FLEMING ISLAND, FL 32003

*Jerry Pate*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

7/24/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	812A						
92	812B						
92	821						
92	824	BACK DOOR EGRESS IS PARTIALLY BLOCKED BY FILING CABINET. MUST RELOCATE CABINET. SEE PICTURE THIS VIOLATION IS STILL IN PLACE FROM LAST YEAR!!!					X
92	824A						
92	824B						
92	826	LARGE SHRUBS ALONG BUILDING MAY CAUSE DAMAGE TO SIDING. RECOMMENDED TO REMOVE SHRUBS.					X
92	826A						
92	826B						
92	828						
92	828A						
92	830	MUST REMOVE LATCH OFF BATHROOM DOOR. LARGE SHRUBS ALONG BUILDING MAY CAUSE DAMAGE TO SIDING. RECOMMENDED TO REMOVE SHRUBS.					X
92	830A						
92	830B						
92	832						
92	832A						
92	832B						



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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND ELEMENTARY - 0521  
 4425 LAKESHORE DRIVE  
 FLEMING ISLAND, FL 32003

INSPECTOR SIGNATURE: *[Signature]*  
 BUILDING INSPECTION DATE: 7/24/2022  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	843						
92	843A						
92	844	EMERGENCY LIGHTS DO NOT WORK AND GFCI BY MICROWAVE DOES NOT WORK.					X
92	844A						
92	846		PORTABLE BEING USED FOR STORAGE.				X
92	846A						
92	848		LARGE SHRUBS ALONG BUILDING MAY CAUSE DAMAGE TO SIDING. RECOMMENDED TO REMOVE SHRUBS.				X
92	848A						
92	848B						
92	850						
92	850A						
92	850B						
92	860	EMERGENCY LIGHT DOES NOT WORK AND ELECTRICAL PANEL IS BLOCKED BY BOOK SHELF. MUST KEEP 3" AREA CLEAR IN FRONT OF ELECTRICAL PANEL.					X
92	860A						
92	860B						
92	861						
92	861A						
92	861B						

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**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND ELEMENTARY - 0521  
 4425 LAKESHORE DRIVE  
 FLEMING ISLAND, FL 32003

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

*Jerry Lake*

7/24/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	862	VINES GROWING UP THE SIDE OF BUILDING. THERE IS A BROKEN CEILING TILE THAT NEEDS TO BE REPLACED.					X
92	862A						
92	899	THIS PORTABLE HAS BEEN MOVED!!		X			
92	901						
92	901A						
92	904	LARGE SHRUBS ALONG BUILDING MAY CAUSE DAMAGE TO SIDING SEE PICTURES EMERGENCY LIGHTS DO NOT WORK.					X
92	904A						
92	904B						
92	905						
92	905A						
92	906	EMERGENCY LIGHTS DO NOT WORK.					X
92	906A						
92	906B						
92	907						
92	907A						
92	907B						
92	908	LARGE SHRUBS ALONG BUILDING MAY CAUSE DAMAGE TO SIDING EMERGENCY LIGHTS DO NOT WORK.					X
92	908A						
92	908B						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND ELEMENTARY - 0521  
 4425 LAKESHORE DRIVE  
 FLEMING ISLAND, FL 32003

*[Signature]*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

7/24/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	909	THIS PORTABLE HAS BEEN MOVED!!		X			
92	909A						
92	909B						
92	910	LARGE SHRUBS ALONG BUILDING MAY CAUSE DAMAGE TO SIDING. RECCOMENDED TO REMOVE SHRUBS.					X
92	910A						
92	910B						
92	842	LARGE SHRUBS ALONG BUILDING MAY CAUSE DAMAGE TO SIDING. RECCOMENDED TO REMOVE SHRUBS.					X
92	842A	EMERGENCY LIGHTS DO NOT WORK.					X
92	842B						
92	842C						
92	842D						
92	842E						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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FISCAL YEAR 2022/2023

DISTRICT: CLAY

FACILITY: FLEMING ISLAND ELEMENTARY - 0521

4425 LAKESHORE DRIVE

FLEMING ISLAND, FL 32003

INSPECTOR SIGNATURE: 

6/8/2023

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	Administration	Water fountain across from portable 826 not working.					X
	4	Replace toilet paper holder and door levers in 412 & 416. Low water flow in water fountain near 417. Replace faucet in 436.					X
	4	Outlet cover required in hallway 435.					X
	5	Water fountains near 506, 509, and 525 not working.					X
	Media Center	Right water fountain not working near 311. Toilets in 302 and 308 do not flush well.					X
	Play-grounds	Water fountain on right not working					X
	Play-grounds	Broken swing needs to be replaced. Mulch needs to be filled up to meet the required code depth.					X

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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: GROVE PARK ELEMENTARY - 0232  
 1643 MILLER STREET  
 ORANGE PARK, FL 32073

*[Handwritten Signature]*

1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	009						
92	009A						
92	010	Receptacle by sink in classroom is not GFCI protected.					X
92	010A						
92	010B						
92	027						
92	029						
92	029A						
92	029B						
92	030						
92	030A						
92	030B						
92	031	Back door is blocked. Must keep a clear path at all times.					X
92	031A						
92	031B						
92	043						
92	043A						
92	043B						
92	044						
92	044A						
92	044B						
92	071						

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F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: GROVE PARK ELEMENTARY - 0232

1643 MILLER STREET

ORANGE PARK, FL 32073

*Jung Park*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	071A						
92	500						
92	500A						
92	501						
92	501A						
92	501B						
92	504						
92	505						
92	506						
92	506A						
92	506B						X
92	507	Emergency light does not work.					
92	507A						
92	522						
92	523	The back door was blocked by desk and chairs. Exits must be kept clear at all times. Electrical panel was blocked by filing cabinets and boxes. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					X
92	524						
92	525						
92	525A						

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**INSPECTOR SIGNATURE:**

**BUILDING INSPECTION DATE:**

**PORTABLE INSPECTION DATE:**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: GROVE PARK ELEMENTARY - 0232

1643 MILLER STREET

ORANGE/PARK, FL 32073

*[Handwritten Signature]*

1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	005						
92	005A						
92	005B						
92	005C						
92	006						
92	006A						
92	006B						
92	006C						
92	006D						
92	006E						
92	007						
92	007A						
92	007B						
92	007C						
92	007D						
92	520A						
92	520B						
92	521A	Emergency light in back room does not work.					X
92	521B						
92	008	Room eight - F receptacle by kitchen sink is not GFCI protected.					X
92	008A						
92	008B						



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**FIRE SAFETY INSPECTION REPORT**  
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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: GROVE PARK ELEMENTARY - 0232  
 1643 MILLER STREET  
 ORANGE PARK, FL 32073

INSPECTOR SIGNATURE: *[Signature]*  
 BUILDING INSPECTION DATE: \_\_\_\_\_  
 PORTABLE INSPECTION DATE: 1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	008C						
92	008D						
92	008E						
92	008F						
92	008G						
92	008H						
92	008J						
92	008K						
92	008L						
92	008M						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Pater*

3/4/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: S. BRYAN JENNINGS ELEMENTARY - 0331  
 215 CORONA DRIVE  
 ORANGE PARK, FLORIDA 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	026						
92	027	Electrical panel is blocked by materials. Area in front of electrical panel must be kept clear at all times. 2023 electrical panel now is blocked by cabinets. Complete access is blocked. Must be cleared. Will report this to the Fire Marshal.					X
92	028A	Electrical panel is blocked. Must have access to electrical panel at all times.					X
92	028B						
92	028C						
92	029			X			
92	029A	DCA sticker should be E - 002114.					
92	030						
92	032						
92	033						
92	033A						
92	035						
92	036	Emergency light does not work.					X
92	037	Emergency light did not work.					X
92	037A						
92	039	Emergency light has been removed from wall. Need to replace.					X
92	039A						
92	042						
92	042A						
92	042B						
92	043	Back doors blocked by easel. Must keep access to all exterior doors at all times.					X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: S. BRYAN JENNINGS ELEMENTARY - 0331

215 CORONA DRIVE

ORANGE PARK, FLORIDA 32073

*Young Pata*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

3/4/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	043A						
92	043B						
92	044						
92	044A						
92	044B						
92	075	GFCI by classroom sink needs to be replaced. When tripped and still has power.					X
92	075A						
92	075B						
92	077						X
92	077A	GFCI by classroom sink does not work.					
92	077B						
92	078						
92	078A						
92	078B						
92	080A						
92	080B						X
92	076	This portable is the clinic.					
92	076A						
92	076B						
92	076C						
92	076D						
92	076E						
92	076F						
92	076G						
92	076H						

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F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

**INSPECTOR SIGNATURE:**

*[Handwritten Signature]*

**BUILDING INSPECTION DATE:**

3/4/2023

**PORTABLE INSPECTION DATE:**

**FISCAL YEAR:** 2022/2023

**DISTRICT:** CLAY

**FACILITY:** S. BRYAN JENNINGS ELEMENTARY - 0331

215 CORONA DRIVE

ORANGE PARK, FLORIDA 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	076J						
92	076K						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: KEYSTONE HEIGHTS ELEMENTARY -0301

335 SW PECAN STREET

KEYSTONE HEIGHTS, FL 32656

*Jerry Pats*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

5/14/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	701	Emergency light did not work.					X
92	702	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide. The back exit door was blocked by an object.					X
92	702A						
92	703						X
92	703A	Emergency lights do not work. Electrical receptacle by classroom sink is not a GFCI and polarity is reversed.					
92	704						
92	704A						
92	705A	Fire extinguisher is covered by material.					X
92	705B						
92	706						
92	706A						
92	707						
92	707A						
92	707B						
92	708	Emergency light does not work.					X
92	708A						
92	708B						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
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F.S. 1013.12, 1013.20 & NFPA 101  
AND**

**FIRE SAFETY INSPECTION REPORT  
F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
DISTRICT: CLAY  
FACILITY: KEYSTONE HEIGHTS ELEMENTARY -0301  
335 SW PECAN STREET  
KEYSTONE HEIGHTS, FL 32656

INSPECTOR SIGNATURE: *Jerry Pata*  
BUILDING INSPECTION DATE: 5/14/2023  
PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	709	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide. The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	709A						
92	710	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	710A						
92	712	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide. The back exit door was blocked by an object					X
92	712A						
92	713						
92	713A						
92	714						
92	714A						
92	714B						
92	715						

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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: KEYSTONE HEIGHTS ELEMENTARY -0301  
 335 SW PECAN STREET  
 KEYSTONE HEIGHTS, FL 32656

*Yours Pat*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

5/14/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	716A						
92	716B						
92	716C						
92	717						
92	717A						
92	718						
92	718A	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) You must maintain a clear area in front of the electrical panel 36" deep and 30" wide. The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	719						
92	719A						
92	720						
92	720A						
92	721						
92	724						
92	724A						
92	750						
92	750A						
92	751						
92	751A						
92	751B						



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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Handwritten Signature]*

5/14/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** KEYSTONE HEIGHTS ELEMENTARY -0301  
 335 SW PECAN STREET  
 KEYSTONE HEIGHTS, FL 32656

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	751C						
92	760						
92	760A						
92	770						
92	770A						
92	771						
92	771A						
92	772						
92	772A						
92	773						
92		An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide. The back exit door was blocked by an object					X
92	773A						
92	774	Fire extinguisher needs to be hung on the wall.					X
92	774A						
92	722						
92	722A						
92	722B						
92	722C						
92	722D						
92	001A	This portable is a restroom. Did not inspect.					

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**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** KEYSTONE HEIGHTS ELEMENTARY -0301  
 335 SW PECAN STREET  
 KEYSTONE HEIGHTS, FL 32656

*Gene Pate*

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

5/14/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	001B						

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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Kato*

2/26/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: LAKE ASBURY ELEMENTARY - 0451  
 2901 SANDRIDGE ROAD  
 GREEN COVE SPRINGS, FL 32043

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	009						
92	009A						
92	010						
92	010A						
92	010B						
92	011	Bathroom fan does not work.					X
92	011A						
92	012	Emergency lights not working.					X
92	012A						
92	013						
92	013A						
92	013B						
92	014	Receptacle behind microwave needs to be GFCI protected.					X
92	014A						
92	015						
92	015A						
92	015B						
92	016	Back door is blocked by teachers desk and other tables. Must keep back door clear at all times.					X
92	016A						
92	018						
92	018A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Handwritten Signature]*

2/26/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: LAKE ASBURY ELEMENTARY - 0451  
 2901 SANDRIDGE ROAD  
 GREEN COVE SPRINGS, FL 32043

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	018B						
92	039A						
92	039B						
92	039C						
92	040	Fire extinguisher partially blocked. It needs to be kept clear at all times.					X
92	040A						
92	041	Need to repair electrical box beside microwave. It is pulled out of wall. Exhaust fan does not work in bathroom.					X
92	041A						
92	042						
92	042A						
92	043						
92	043A						
92	044	Electrical panel was blocked by baskets must be kept cleared. Paper was hanging over fire alarm pull station must be visible at all times.					X
92	044A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: LAKE ASBURY ELEMENTARY - 0451  
 2901 SANDRIDGE ROAD  
 GREEN COVE SPRINGS, FL 32043

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Handwritten Signature]*

2/26/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	045	Portable has no DCA sticker. Portable has been repainted but fire extinguisher has never been hung back up.		X			X
92	046	Back exit is blocked by desk and large ball.					X
92	046A						
92	046B						
92	048						
92	048A						
92	048B						
92	069						
92	069A						
92	071	Fan does not work in restroom.					X
92	071A						
92	071B						
92	072	Handrail and loop is loose. Needs to be tightened on ramp at the bottom.					X
92	072A						
92	073						
92	073A						
92	074						
92	075	No exhaust fan in restroom.					X
92	075A						

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**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

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F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: LAKE ASBURY ELEMENTARY - 0451

2901 SANDRIDGE ROAD

GREEN COVE SPRINGS, FL 32043

*Jerry Pate*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

2/26/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	075B						
92	076	Need to remove bush going up ramp in between ramp and building. 2023 Bush still there between ramp - second-year violation.					X
92	076A						
92	077						
92	077A						
92	079						
92	079A						
92	079B						
92	079C						
92	080						
92	080A						
92	081						
92	081A						
92	082						
92	082A						
92	084	Has no DCA sticker and no documentation of missing sticker. Holes by electrical panel has not been repaired and teacher still blocking electrical panel. The GFCI by sink has been repaired.		X			X

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F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**

*Young Patis*

**BUILDING INSPECTION DATE:**

2/26/2023

**PORTABLE INSPECTION DATE:**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: LAKE ASBURY ELEMENTARY - 0451

2901 SANDRIDGE ROAD

GREEN COVE SPRINGS, FL, 32043

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	084A						
92	086	Electrical panel was blocked by storage box and back door drags back ramp.					X
92	086A						
92	087			X			
92	087A	DCA STICKER IS MISSING.					
92	088	DCA STICKER MISSING. HAS DOCUMENTATION FOR STICKER.					
92	088A						
92	089						
92	089A						
92	090	DCA STICKER MISSING. HAS DCA DOCUMENTATION. One ceiling tile needs replacing.					X
92	090A						
92	091						
92	091A						
92	093						
92	093A						
92	094	Electrical panel is blocked. Must keep clear area in front of electrical panel at all times. Relocate stand blocking electrical panel.					X



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FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: LAKE ASBURY ELEMENTARY - 0451

2901 SANDRIDGE ROAD

GREEN COVE SPRINGS, FL 32043

INSPECTOR SIGNATURE:



BUILDING INSPECTION DATE:

2/26/2023

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	094A						
92	094B						
92	095						
92	095A						
92	096						
92	096A						
92	085	This portable is the clinic. All GFCI breakers or receptacles labeled as GFCI are not protected.					X
92	085A						
92	085B						
92	085C						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**FIRE SAFETY INSPECTION REPORT**  
 F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: LAKESIDE ELEMENTARY - 0352  
 2752 MOODY ROAD  
 ORANGE PARK, FL 32073

INSPECTOR SIGNATURE: *[Signature]*  
 BUILDING INSPECTION DATE: 4/8/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	010	Fire extinguisher was not located within five feet of a door. -- 2nd year violation					X
92	011	2023 fire extinguisher is not located within 5 feet of a door This is a 2nd year violation. An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) You must maintain a clear area in front of the electrical					X
92	012						
92	012A						
92	013						
92	014	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	015						
92	016	Emergency light did not work.					X
92	017						
92	018						
92	018A						
92	019						
92	019A						
92	020						
92	021						
92	021A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
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**FIRE SAFETY INSPECTION REPORT  
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FISCAL YEAR: 2022/2023  
DISTRICT: CLAY  
FACILITY: LAKESIDE ELEMENTARY - 0352  
2752 MOODY ROAD  
ORANGE PARK, FL 32073

INSPECTOR SIGNATURE: *Yous Pater*  
BUILDING INSPECTION DATE: 4/8/2023  
PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	022	Fire extinguisher is not within 5 feet of the door. This is a 2nd year violation.					X
92	023						
92	024						
92	025						
92	026	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) You must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					X
92	027	Emergency light did not work.					X
92	042A	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) You must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					X
92	042B						
92	044	Corner support block of portable is being washed out, concrete block is tilted.					X
92	044A						
92	045						
92	045A						
92	046						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101  
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**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jane Pate*

4/8/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: LAKESIDE ELEMENTARY - 0352  
 2752 MOODY ROAD  
 ORANGE PARK, FL 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	046A	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) You must maintain a clear area in front of the electrical panel 36" deep and 30" wide					X
	047	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					
92	047A	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) You must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					X
	047B	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					
	047C	Exit ramp has a gate that blocks the required egress path. This gate needs to be removed.					

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*Jays Park*

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
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4/8/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** LAKESIDE ELEMENTARY - 0352  
 2752 MOODY ROAD  
 ORANGE PARK, FL 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	048	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	048A						
92	051A	One of the two emergency lights did not work.					X
92	051B						
92	051C						
92	052						
92	052A						
92	053						
92	053A						
92	054	Both emergency lights did not work.					X
92	054A						
92	055						
92	055A						
92	056						
92	056A						
92	060						
92	060A						
92	061						
92	061A						
92	062						
92	062A						
92	063	Emergency light did not work.					X
92	063A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Handwritten Signature]*

4/8/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** LAKESIDE ELEMENTARY - 0352  
 2752 MOODY ROAD  
 ORANGE PARK, FL 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	043						
92	57	Restrooms					

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MCRAE ELEMENTARY - 0511  
 6770 COUNTY ROAD 315 C  
 KEYSTONE HEIGHTS, FL 32656

*Jerry Pate*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

5/14/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	401	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	401A						
92	401B						
92	402						
92	402A						
92	403						
92	403A						
92	403B						
92	404						
92	405						
92	406						
92	406A						
92	407						
92	407A						
92	408						
92	408A						
92	701	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					X



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Pate*

5/14/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MCRAE ELEMENTARY - 0511  
 6770 COUNTY ROAD 315 C  
 KEYSTONE HEIGHTS, FL 32656

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	702	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	702A						
92	703						
92	703A						
92	704						
92	704A						
92	705						
92	706						
92		An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide. The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	707						
92	708						
92	708A						
92	801						
92	801A						
92	802						
92	802A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MCRAE ELEMENTARY - 0511  
 6770 COUNTY ROAD 315 C  
 KEYSTONE HEIGHTS, FL 32656

*Yang Pato*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

5/14/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	803	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	803A						
92	804						
92	804A						
92	806						
92	806A						
92	821						
92	821A						
92	821B						
92	823	Fire alarm pull station shield is blocked by cabinet and cannot open it. Must relocate cabinet so you have full access to pull station. This is a second year violation. This will be reported to the Fire Marshall.					X
92	823A						
92	823B						
92	824	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					X
92	825						
92	825A						

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**CASUALTY SAFETY & SANITATION INSPECTION**  
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**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Pate*

5/14/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** MCRAE ELEMENTARY - 0511  
 6770 COUNTY ROAD 315 C  
 KEYSTONE HEIGHTS, FL 32656

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	826	The fire extinguisher was blocked by balls hanging on the wall. Please relocate rubber balls so the fire extinguisher is assessable at all times.					X
92	827						
92	828A						
92	828B						
92	842						
92	842A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: MIDDLEBURG ELEMENTARY - 0271

3958 MAIN STREET

MIDDLEBURG, FL 32068

INSPECTOR SIGNATURE: *Yang Paktas*

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE: 2/25/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	023						
92	023A						
92	024						
92	024A						
92	025						X
92	025A	Storage room.					
92	035						
92	037						
92	037A						
92	038						
92	039	Emergency light did not work.					X
92	040						
92	040A						
92	041						
92	041A						
92	043						
92	043A						
92	055						
92	055A						
92	057						
92	057A						
92	059						
92	059A						
92	064						
92	064A						

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**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MIDDLEBURG ELEMENTARY - 0271  
 3958 MAIN STREET  
 MIDDLEBURG, FL 32068

*Jerry Parks*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

2/25/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	065A						
92	065B						
92	068						
92	068A						
92	069	Back exit is blocked by desk must keep a clear path to the exit at all times.					X
92	069A						
92	026A						
92	026B						
92	029A	Emergency light is blocked by storage on top of cabinet.					X
92	029B						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
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**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** MONTCLAIR ELEMENTARY - 0381  
 2398 MOODY ROAD  
 ORANGE PARK, FL 32073

**INSPECTOR SIGNATURE:** *Jens [Signature]*  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:** 1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	021						
92	022	Emergency light does not work.					X
92	023						
92	023A						
92	024	One of the exits is blocked by a desk. Must keep egress path clear at all times.					X
92	024A						
92	025A						
92	025B						
92	026	The wood ramp does not have the correct handrail. Install correct handrail to meet ADA.				X	X
92	027						
92	028						X
92	028A	GFCI in restroom is broken needs to be replaced.					
92	029						
92	029A	Back door is blocked by students desk must remove and have a clear path to the door					X
92	030	Front door was blocked by rolling cabinet.					X
92	030A						
92	031	Emergency light does not work and there is posterboard stapled to the ceiling and too much paper on the walls. This well exceeds the 20% rule.					X
92	032						
92	032A						
92	033						
92	033A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MONTCLAIR ELEMENTARY - 0381  
 2398 MOODY ROAD  
 ORANGE PARK, FL 32073

INSPECTOR SIGNATURE: *Jerry Baker*  
 BUILDING INSPECTION DATE: 1/29/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	034	Door is blocked by chair from teachers desk. Need to have a clear path.					X
92	035						
92	036	Emergency light does not work.					X
92	036A						
92	036B						
92	037						
92	037A						
92	038						
92	039	Door is falling off hinges.					X
92	039A						
92	039B						
92	040						
92	041						
92	042	Back door was blocked by refrigerator and vacuum cleaner.					X
92	043	Shelf was leaning against fire extinguisher. Please find somewhere to store shelf.					X
92	044						
92	045	Electrical panel is blocked by printer.					X
92	046A						
92	046B	Emergency light does not work in back room.					X
92	047						



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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MONTCLAIR ELEMENTARY - 0381  
 2398 MOODY ROAD  
 ORANGE PARK, FL 32073

INSPECTOR SIGNATURE:   
 BUILDING INSPECTION DATE: 6/7/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
4		Water fountain on right is not working. Repair/replace as needed. (SREF 5.13(b) Plumbing 9.) Drinking fountains shall be maintained in an operational condition at all times.					X
	Exterior	Picnic tables/benches need repairs/replacement. SREF 5.2(6) Wood. Structural wood, casework and cabinets shall meet the following minimum casualty safety and sanitation requirements for structural members, framing, benches, tables, etc. shall be maintained in a safe condition and free from hazards, including loose fastenings, wood rot, chips, splits, cracks and wood-destroying insects.					X
Playgrounds		The sand under the playground equipment needs to be refilled. (SREF 5.2(s)5.) The ground under any playground equipment provided shall be resilient material, either unitary or loose-laid, and maintained to prevent injury.					X
	104 Staff Restroom	Faucet on right side of sink does not work. Repair/replace as needed. (SREF 5.16(b) Plumbing.) Water closets, urinals, lavatories, faucet, flush valves, dispensers, partitions, lower half of walls and floors shall be maintained in a clean and sanitary condition at all times.					X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Yany Palerm*

3/25/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: OAKLEAF VILLAGE ELEMENTARY - 0621  
 410 OAKLEAF VILLAGE PARKWAY  
 ORANGE PARK, FL 32065

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	901	Emergency lights do not work. Emergency light by front doors blocked by hanging posters from ceiling must be removed. Bathroom is still being used for storage with no heat detector. light fixture in bathroom hanging from ceiling is loose. Insignia sticker does not match paperwork.		X			X
92	901A						
92	903						
92	903A						
92	905	Bathroom being used for storage with no heat detector.					X
92	905A						
92	906	Emergency light does not work.					X
92	906A						
92	907						
92	907A						
92	908	DCA sticker should be MB E 010902. Missing certification sticker.		X			X
92	908A						
92	909	Water spot on ceiling tile near back door. Emergency lights are not working.					X
92	909A						
92	910	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	910A						
92	911	GFCI in bathroom and by classroom sink are not wired correctly. Tester says hot and ground reversed.					X
92	911A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Patten*

3/25/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: OAKLEAF VILLAGE ELEMENTARY - 0621  
 410 OAKLEAF VILLAGE PARKWAY  
 ORANGE PARK, FL 32065

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	912						
92	912A						
92	913						
92	913A						
92	914	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	914A						
92	916						
92	916A						
92	902						
92	904						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

*Greg Pate*

1/2/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: ORANGE PARK ELEMENTARY - 0201  
 1401 PLAINFIELD AVENUE  
 ORANGE PARK, FL 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	021						
92	021A						
92	022A						
92	022B						
92	023	Electrical panel is blocked. Must keep a clear opening to the electrical panel at all times.					X
92	023A						
92	024						
92	034	Back exit was blocked by boxes. Must keep a clear path to the door at all times.					X
92	034A						
92	035	Back exit was blocked by materials. Must keep a clear path to the door at all times.					X
92	035A						
92	036						
92	036A						
92	037						
92	038	Emergency light does not work.					X
92	038A						
92	041						
92	041A						
92	042						
92	042A						
92	043						
92	044						
92	044A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**AND**  
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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Rato*

1/2/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: ORANGE PARK ELEMENTARY - 0201  
 1401 PLAINFIELD AVENUE  
 ORANGE PARK, FL 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	045						
92	050						
92	050A						
92	051						
92	051A						
92	052						
92	052A						
92	053						
92	054						
92	039A						
92	039B						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jos Lab*

9/25/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: PATERSON ELEMENTARY - 0471  
 5400 PINE AVENUE  
 FLEMING ISLAND, FL 32003

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
91	001						
91	001A						
92	002						
92	002A						
92	003	NO HEAT DETECTORS IN BIG CLOSET. FAN DOES NOT WORK AND LIGHT ON FAN IS BROKEN.				X	X
92	003A						
92	003B						
92	004A						
92	004B						
92	005	NEED HEAT DETECTOR IN STORAGE ROOM. NO DCA STICKER IN PORTABLE AND DID NOT SEE ANY DCA STICKER DOCUMENTS POSTED.		X		X	X
92	006	OUTSIDE GFCI NOT WORKING, EMERGENCY LIGHTS NOT WORKING.				X	X
92	006A						
92	007						
92	007A						
92	008	EMERGENCY LIGHTS DO NOT WORK. THE BATHROOM FAN DOES NOT WORK. NO HEAT DETECTORS IN LARGE STORAGE ROOM.				X	X
92	011	NO DCA STICKER IN PORTABLE AND DID NOT SEE ANY DCA STICKER DOCUMENTS POSTED.		X			
92	011A						
92	013						
92	013A						
92	014						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

*George P. [Signature]*

9/25/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: PATERSON ELEMENTARY - 0471  
 5400 PINE AVENUE  
 FLEMING ISLAND, FL 32003

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	014A						
92	014B						
92	015	NO HEAT DETECTORS IN BIG CLOSET.				X	X
92	015A						
92	015B						
92	016	NO HEAT DETECTORS IN BIG CLOSET. ROTTING SIDING AT RAMP.				X	X
92	016A						
92	016B						
92	017						
92	017A						
92	018	NO HEAT DETECTORS IN BIG CLOSET.				X	X
92	018A						
92	021						
92	021A						
92	022						
92	022A						
92	023						
92	023A						
92	024	ROTTING SIDING IN SEVERAL PLACES.				X	X
92	024A						
92	025						
92	025A						
92	026	NO HEAT DETECTORS IN BIG CLOSET. EMERGENCY LIGHT DOES NOT WORK.				X	X
92	026A						
92	026B						
92	027						
92	027A						
92	027B						



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: PATERSON ELEMENTARY - 0471  
 5400 PINE AVENUE  
 FLEMING ISLAND, FL 32003

INSPECTOR SIGNATURE:   
 BUILDING INSPECTION DATE: 9/25/2022  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	028	NEED HEAT DETECTOR IN STORAGE ROOM, BACK DOOR EXIT IS BLOCKED!! CLEAR EXIT PATH.				X	X
92	028A						
92	028B						
92	029	SIDDING IS ROTTING ALONG RAMP.				X	X
92	029A						
92	030						
92	030A						
92	041						
92	041A						
92	042						
92	042A						
92	043	BATHROOM FAN DOES NOT WORK. THERE IS WATER ON THE FLOOR BY FILING CABINET, COULD NOT SEE WHERE THE WATER IS COMING FROM. SEE PICTURES.				X	X
92	043A						
92	044	EMERGENCY LIGHT BATTERY IS VERY WEAK.					X
92	044A						
92	044B						
92	045						
92	045A						
92	045B						
92	046						
92	046A						
92	046B						
92	047						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: PATERSON ELEMENTARY - 0471  
 5400 PINE AVENUE  
 FLEMING ISLAND, FL 32003

*Jerry P. [Signature]*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE: 9/25/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	047A						
92	048						
92	048A						
92	048B						
92	049						
92	049A						
92	050						
92	050A						
92	050B						
92	051	NO HEAT DETECTOR IN STORAGE ROOM. SEE PICTURE.				X	X
92	051A						
92	051B						
92	052						
92	053						
92	053A						
92	054						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: PLANTATION OAKS ELEMENTARY - 0651  
 4150 PLANTATION OAKS BOULEVARD  
 ORANGE PARK, FL 32065

INSPECTOR SIGNATURE: *Jay Patel*  
 BUILDING INSPECTION DATE: 3/26/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	803						
92	802						
92	801	Missing cover on bathroom light. The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	915	Emergency lights are not working. Bathroom fan does not work.					X
92	913	Emergency lights are not working.					X
92	907	Emergency lights are not working.					X
843	903	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) You must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					X
92	905	Bathroom fan has excessive noise needs to be replaced.					X
	911	Missing emergency light. See photo.					X
	910						

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**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 CLAY  
 RIDEOUT ELEMENTARY - 0541  
 2065 APALACHICOLA BOULEVARD  
 MIDDLEBURG, FL 32068

INSPECTOR SIGNATURE: \_\_\_\_\_  
 BUILDING INSPECTION DATE: \_\_\_\_\_  
 PORTABLE INSPECTION DATE: 1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	10						
92	010A						
92	011	Emergency light does not work.					X
92	011A						
92	012	Emergency light does not work.					X
92	012A						
92	013						
92	013A						
92	014	Emergency light does not work.					X
92	014A						
92	020						
92	020A						
92	021						
92	021A						
92	022						
92		Back door needs a clear pathway, leading to the door, move one of the desk/tables.					X
92	022A						
92	022B						
92	022C						
92	025						
92	025A						
92	025B						
92	023A						

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**AND**

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FISCAL YEAR: 2022/2023  
 CLAY  
 RIDEOUT ELEMENTARY - 0541  
 2065 APALACHICOLA BOULEVARD  
 MIDDLEBURG, FL 32068

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Handwritten Signature]*  
 1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	023B						
92	023C						
92	023D						
92	023E						

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**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: RIDGEVIEW ELEMENTARY - 0401  
 421 JEFFERSON AVENUE  
 ORANGE PARK, FL 32065

*Greg [Signature]*

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

1/30/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	711A						
92	711B						
92	711C						
92	712						
92	712A						
92	714						
92	714A						
92	715						X
92	715A	Emergency light did not work.					
92	717	Back exit is blocked by cabinet. FIRE EXTINGUISHER is under sink cabinet must be mounted within 5 feet of door.					X
92	717A						
92	718						
92	718A						
92	728						
92	728A						
92	729	Emergency light did not work.					X
92	729A						
92	730						
92	730A						
92	731	Emergency light does not work. Bathroom light does not work. Several light fixtures are missing covers and bulbs.					X
92	731A						
92	732						
92	732A						

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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: RIDGEVIEW ELEMENTARY - 0401  
 421 JEFFERSON AVENUE  
 ORANGE PARK, FL 32065

*Jerry [Signature]*

1/30/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	733						
92	734						
92	734A						
92	735						
92	735A						
92	737						
92	737A						
92	741						
92	742	Electrical panel is blocked by items must keep clear access to panel at all times. Back doors blocked by teachers chair and boxes of storage supplies. Must keep clear access to exit at all times. Emergency light does not work.					X
92	742B						
92	743						
92	744	Emergency light does not work. Bathroom light does not work. Several light fixtures are missing covers and bulbs.					X
92	745						
92	746	Items hanging on fire alarm pull station must remove and keep clear at all times.					X
92	749						
92	751						
92	754						
92	754A						
92	755	Emergency light does not work. Bathroom light does not work. Several light fixtures are missing covers and bulbs.					X



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

**INSPECTOR SIGNATURE:**

*Jerry [Signature]*

**BUILDING INSPECTION DATE:**

1/30/2023

**PORTABLE INSPECTION DATE:**

1/30/2023

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: RIDGEVIEW ELEMENTARY - 0401

421 JEFFERSON AVENUE

ORANGE PARK, FL 32065

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	755A						
92	756						
92	756A						
92	758						
92	758A						
92	759	Electrical cabinet blocked by book cabinet.					X
92	759A						
92	760						
92	760A						
92	760B						
92	772						
92	772A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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F.S. 1013.12, 1013.20 & RULE 69A-58

**INSPECTOR SIGNATURE:**



**BUILDING INSPECTION DATE:**

6/7/2023

**PORTABLE INSPECTION DATE:**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: RIDGEVIEW ELEMENTARY - 0401

421 JEFFERSON AVENUE

ORANGE PARK, FL 32065

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	602		The faucet is dripping and the water fountain is not working. Repair/replace fixtures as needed. SREF 5.2(16)(b) Plumbing, drinking fountains shall be maintained in an operational condition at all times.				X
	702		The water fountain is not working. Repair/replace fixtures as needed. SREF 5.2(16)(b) Plumbing, drinking fountains shall be maintained in an operational condition at all times.				X
	747 Exterior Walkway		The water fountain (located outside near portable 747) unit on the right is not working. Repair/replace as needed. SREF 5.2(16)(b) Plumbing, drinking fountains shall be maintained in an operational condition at all times.				X

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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**



6/7/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** RIDGEVIEW ELEMENTARY - 0401  
 421 JEFFERSON AVENUE  
 ORANGE PARK, FL 32065

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	Garden Deck at Front of Administration		<p>Repair or replace the deck/ pergola structure. SREF 6.2(6) Wood. Structural wood, casework and cabinets shall meet the following minimum casualty, safety, and sanitation requirements for structural members, framing, benches, tables, etc. Miscellaneous blocking; trim; handrails; guardrails; boardwalks; relocatable platform, ramps and steps; stage and gymnasium flooring; casework; cabinets and paneling, where provided, shall be maintained in a safe condition and free from hazards, including loose fastenings, wood rot, chops, splits, cracks and wood-destroying insects. Wood floors, where provided, shall be free of loose of broken boards, holes, uneven projections, protruding nails, splintered and other tripping hazards.</p>				X
	737		<p>The rear foundation pier blocks have been shifted and no longer supporting the rear side of the structure due to a waterline break that washed out the ground under the unit. This must be repaired prior to anyone occupying the classroom. The Director of Maintenance was notified at time of observance to shut off and repair the waterline and reinforce the foundation piers.</p>				X

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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**



6/7/2023

<b>FISCAL YEAR:</b> 2022/2023
<b>DISTRICT:</b> CLAY
<b>FACILITY:</b> RIDGEVIEW ELEMENTARY - 0401 421 JEFFERSON AVENUE ORANGE PARK, FL 32065

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	737 Utility Hitching Post		The wood frame supporting the utility connections is warped and damaged. There are nails sticking out of a board. Repair/replace as soon as possible. One of the electrical meters is missing the lockout tag. This is a safety hazard. SREF 5.2(6) Structural wood, casework and cabinets shall meet the following minimum casualty safety and sanitation requirements for structural members, framing, benches, tables, etc. shall be maintained in a safe condition and free from hazards, including loose fastenings, wood rot, chips, splits, cracks and wood-destroying insects.				X

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**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: SWIMMING PEN CREEK ELEMENTARY - 0571

1630 WOODPECKER LANE

MIDDLEBURG, FL 32068

*Yous Park*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

3/4/2023

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	701						
92	703						
92	703A						
92	705	Electrical panel was blocked. Must keep clear at all times. Fire extinguisher is blocked behind a cabinet.					X
92	705A						
92	707						
92	707A						
92	801						
92	801A						
92	803	Back exit is blocked. Must keep a clear path at all times.					X
92	803A						
92	806	Back exit is blocked. Must keep a clear path to both exit at all times.					X
94	702						
94	704	Electrical panel is blocked by bookshelf, and both emergency lights do not work.					X
94	706A	Electrical panel was blocked. Must keep clear at all times.					X
94	706B						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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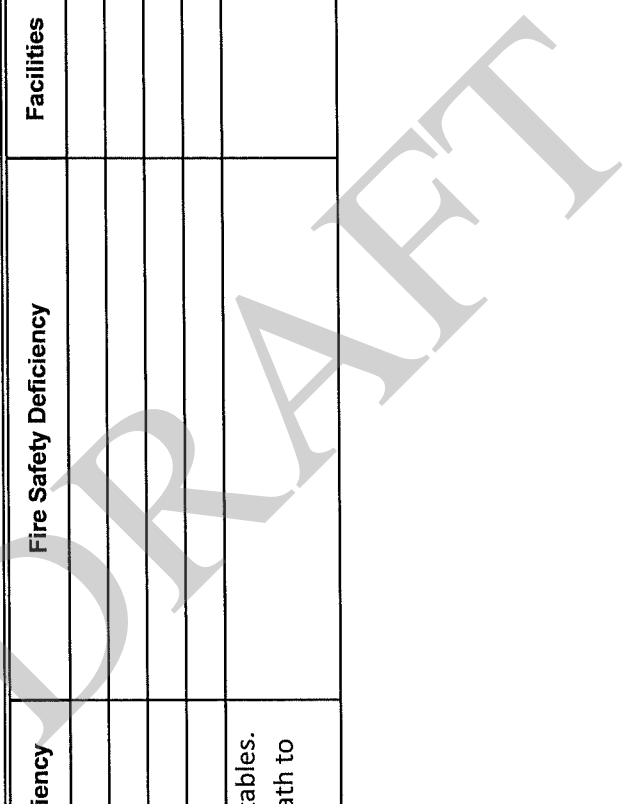
FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: SWIMMING PEN CREEK ELEMENTARY - 0571  
 1630 WOODPECKER LANE  
 MIDDLEBURG, FL 32068

*[Inspector Signature]*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

3/4/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
94	706C						
94	706D						
94	706E						
94	706F						
94	708	Both exits are blocked by desk and tables. Must keep at least a 36 inch clear path to each door.					X



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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: THUNDERBOLT ELEMENTARY - 0531  
 2020 THUNDERBOLT ROAD  
 FLEMING ISLAND, FL 32003

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

*Yany Bates*

9/25/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	701	ELECTRICAL PANEL BLOCKED.					X
92	701A						
92	702						
92	702A						
92	703						
92	703A						
92	704						
92	704A						
92	705						
92	705A						
92	706						
92	706A						
92	707	NO EVACUATION MAP BY DOOR.					X
92	707A						
92	710						
92							
92	711						
92	711A						
92	713						
92	721						
92	721A						
92	721B						
92	722						
92	722A						
92	722B						



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**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Parks*

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: THUNDERBOLT ELEMENTARY - 0531  
 2020 THUNDERBOLT ROAD  
 FLEMING ISLAND, FL 32003

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	723	CLASSROOM 723 HAS A HANGING ROPE APPARATUS HANGING FROM THE CEILING. CHECK WITH THE SCHOOLS BUILDING DEPARTMENT TO SEE IF THIS IS ALLOWED IN A PORTABLE. THE STORAGE ROOM HAS A LIGHT FIXTURE WITH THE COVER OPEN. NEED TO CLOSE LIGHT FIXTURE COVER.					X
92	723A						
92	723B						
92	724A						
92	724B						
92	724C						
92	725						
92	725A						
92	726						
92	726A	BUSH IS GROWING THROUGH RAMP RAILING. NEED TO REMOVE BUSH OUT OF THE RAMP.					X
92	727						
92	727A						
92	728	FAN DOES NOT WORK IN RESTROOM AND NO GLOBE ON LIGHT FIXTURE IN THE RESTROOM.					X
92	728A						
92	729						
92	730						

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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*John Patis*

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: THUNDERBOLT ELEMENTARY - 0531  
 2020 THUNDERBOLT ROAD  
 FLEMING ISLAND, FL 32003

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	731	RESTROOM LIGHT DOES NOT WORK. GFI BY CLASSROOM SINK IN BROKEN. LINOLEUM IS COMING OFF THE WALL AT BASEBOARD IN RESTROOM.					X
92	731A						
92	732	BASEBOARD LAMINATE IN RESTROOM IS COMING OFF THE WALL. NEEDS REPAIR.					X
92	732A						
92	733						
92	733A						
92	734						
92	734A						
92	735	EMERGENCY LIGHT OVER MAIN DOOR NOT WORKING.					X
92	735A						
92	736						
92	737	OUTLET BY SINK IN CLASSROOM IS INCORRECT. NEEDS TO BE GFCI. SEE PICTURE.					X
92	737A						
92	738	REGULAR RECEPTACLE IN BATHROOM NEEDS TO BE GFCI.					X
92	738A						

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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: THUNDERBOLT ELEMENTARY - 0531  
 2020 THUNDERBOLT ROAD  
 FLEMING ISLAND, FL 32003

*[Handwritten Signature]*

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	739	THERE IS A RUG IN FRONT OF CLASSROOM THAT IS A TRIPPING HAZARD. MUST REMOVE RUG. THE ELECTRICAL PANEL IS BLOCKED AND NOT VISIBLE. ELECTRICAL PANEL MUST BE ACCESSIBLE AND VISIBLE AT ALL TIMES. THE LIGHT FIXTURE IN THE RESTROOM IS MISSING COVER.					X
92	739A						
92	740						
92	740A						
92	741	THE ELECTRICAL PANEL IS BLOCKED AND NOT VISIBLE. ELECTRICAL PANEL MUST BE ACCESSIBLE AND VISIBLE AT ALL TIMES.					X
92	741A						
92	742	BATHROOM RECEPTACLE BY SINK IS NOT GFCI PROTECTED. RECEPTACLE MUST BE GFCI.					
92	742A						
92	744	THE ELECTRICAL PANEL IS BLOCKED AND NOT VISIBLE. ELECTRICAL PANEL MUST BE ACCESSIBLE AND VISIBLE AT ALL TIMES.					X
92	744A						
92	712A						
92	712B	THIS IS A STAND ALONE PORTABLE RESTROOM.					

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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Patis*

2/26/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: TYNES ELEMENTARY - 0501  
 1550 TYNES BOULEVARD  
 MIDDLEBURG, FL 32068

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	001						
92	001A						
92	001B						
92	002						
92	002A						
92	002B						
92	003	2021 emergency light has been removed from the wall. Electrical panel is blocked. Need at least 3 feet clear space in front of electrical panel. 2023 violations still exist. This is a serious violation. Will report this to Fire Marshall.					X
92	004	Receptacle by classroom sink is not protected. Needs to be GFCI.					X
92	004A						
92	005						
92	005A						
92	006	Electrical panel is blocked by cabinet. Must keep panel clear at all times. This is a two-year violation.					X
92	006A						
92	007	Bathroom exhaust fan does not work. 2023 bathroom exhaust fan still does not work.					X
92	007A						
92	008						
92	008A						
92	009	Electrical panel is still blocked by cards and not visible. Electrical panel must be visible at all times					X
92	009A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: TYNES ELEMENTARY - 0501

1550 TYNES BOULEVARD

MIDDLEBURG, FL 32068

*Yany Roberts*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

2/26/2023

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	010	Electrical panel is blocked by posterboard. Electrical panel must be visible at all times.					X
92	022						
92	022A						
92	022B						
92	023						
92	023A						
92	023B						
92	024						
92	024A						
92	024B						
92	025	Emergency light does not work.					X
92	025A						
92	025B						
92	026						
92	026A						
92	026B						
92	027	Emergency light does not work.					
92	027A						
92	028						
92	028A						
92	029						
92	029A						
92	030	Keep back door clear it all times and keep electrical panel cleared all times.					X
92	030A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: TYNES ELEMENTARY - 0501  
 1550 TYNES BOULEVARD  
 MIDDLEBURG, FL 32068

*Yous Kato*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

2/26/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	041						
92	042	Two pieces of ceiling tile are sagging.					X
92	042A						
92	043	Emergency light did not work.					X
92	044						
92	044A						
92	045						
92	045A						
92	046						
92	046A						
92	046B						
92	047	Back door is blocked by boxes. Must keep a clear path to the back door.					X
92	048	Students desk are blocking the exit path to the back door. Must relocate desk to have a clear path to door.					X
92	048A						
92	049	Emergency light did not work.					X
92	049A						
92	061	Emergency light did not work.					X
92	061A						
92	063						
92	063A						
92	065						
92	065A						
92	066	Emergency light did not work.					X
92	066A						

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**AND**

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FISCAL YEAR: 2022/2023  
DISTRICT: CLAY  
FACILITY: TYNES ELEMENTARY - 0501  
1550 TYNES BOULEVARD  
MIDDLEBURG, FL 32068

INSPECTOR SIGNATURE: *Greg Parks*  
BUILDING INSPECTION DATE: 2/26/2023  
PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	067	Emergency light did not work.					X
92	067A						
92	068	Emergency light does not work.					X
92	068A						
92	062						
92	062A						



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**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: WILKINSON ELEMENTARY - 0491  
 4965 COUNTY ROAD 218 W.  
 MIDDLEBURG, FL 32068

*Jerry Patis*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

3/4/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	001	Boxes and items stacked in front of electrical panel and blocking the fire alarm pull station. Area in front of electrical must be kept clear at all times. Fire alarm pull station must be visible and clear at all times. Relocate all boxes and items blocking area.					X
92	002						
92	003		Back door exit path is blocked by desk. Relocate desk.				X
92	003A						
92	004						
92	004A						
92	005						
92	005A						
92	006						
92	006A						
92	007	Electrical panel was blocked by boxes.					X
92	007A						
92	008	Emergency light does not work.					X
92	008A						
92	010						
92	010A						
92	011	Poster board over electrical panel. Must keep electrical panel visible at all times.					X
92	012						
92	013						
92	013A						

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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Pate*

3/4/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: WILKINSON ELEMENTARY - 0491  
 4965 COUNTY ROAD 218 W.  
 MIDDLEBURG, FL 32068

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	014	Need to remove small bush, growing up between transformer and building underneath portable eaves.					X
92	014A						
<del>92</del>	016						
<del>92</del>	016A						
<del>92</del>	017						
<del>92</del>	017A						
<del>92</del>	017B						
<del>92</del>	018	Back door was blocked. Must keep access to exit doors at all times. Also had the emergency bracket locking the door.					X
92	020						
92	020A						
92	022						
92	031						
92	031A						
92	033						
92	033A						
92	034						
92	034A						
92	035						
92	035A						
92	035B						
92	036						
92	036A						

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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: WILKINSON ELEMENTARY - 0491  
 4965 COUNTY ROAD 218 W.  
 MIDDLEBURG, FL 32068

*[Inspector Signature]*

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

3/4/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	037	Back doors blocked by items. Must keep a clear path to exit doors at all times.					X
92	037A						
92	038	Portable has eye hook in ceiling with set up for swing. Must remove the hook and apparatus.					X
92	038A						
92	039						
92	039A						
92	040	Teacher has created a non-monitored storage area with curtains from ceiling to floor. Must remove curtains.					X
92	040A						
92	041						
92	041A						
92	042						
92	042A						
92	043						
92	043A						
92	044	Back door was blocked. Make sure to have clear access at all times.					X
92	044A						
92	045	Rolling cart has been removed from last year, but the exit was blocked by emergency bracket. This item will be turned over to the fire marshal.					X
92	045A						
92	045B						
92	046	Portable being used for storage room.					X
92	046A						

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FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: WILKINSON ELEMENTARY - 0491

4965 COUNTY ROAD 218 W.

MIDDLEBURG, FL 32068

*Jens Peters*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

3/4/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	047	Back door is still blocked by rug and pillows. This is a second year violation will be turned over to the fire marshal.					X
92	047A						
92	047B						
92	048						
92	048A						
92	048B						
92	049						
92	049A						
92	049B						
92	050	Back door is blocked by a book cabinet. Must keep a clear access to exit doors at all times.					X
92	050A						
92	050B						
92	051	Poster board covering fire extinguisher pull station. Must keep pull station visible at all times.					X
92	051A						
92	052	This is the second year of the back door having the emergency bracket locking the door. This is a major violation will be contacted by the fire marshal.					X
92	052A						
92	052B						
92	061						
92	061A						
92	063	Electrical panel is blocked by green screen. Need to find a new place to store screen. Must keep electrical panel clear at all times.					X

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FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: WILKINSON ELEMENTARY - 0491

4965 COUNTY ROAD 218 W.

MIDDLEBURG, FL 32068

*Jean Pate*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

3/4/2023

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	063A						
92	066						
92	066A						
92	066B						
92	068						
92	068A						
92	062						
92	062A						
92	062B						
92	062C						
92	064						
92	064A						
92	064B						
92	064C						

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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: GREEN COVE JUNIOR HIGH - 0021  
 1220 BONAVENTURE AVENUE  
 GREEN COVE SPRINGS, FL 32043

INSPECTOR SIGNATURE: *Yung Lata*

INSPECTOR SIGNATURE: \_\_\_\_\_  
 BUILDING INSPECTION DATE: \_\_\_\_\_  
 PORTABLE INSPECTION DATE: 10/30/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	070						
92	070A						
92	071						
92	071A						
92	074						
92	075						
92	075A						
92	076	Emergency light does not work.					
92	104	This protable is being used for storage. The electrical panel needs breaker space covers.					X
92	105	Emergency light does not work.					X
92	105A						
93	106						
92	106A						
92	106B						
92	106C						
93	107						
92	107A						
92	107B						
92	107C						
93	112	Has a non-approved rug in front of door. Creates a trip hazard.					X
93	113						
93	113A						
93	113B						

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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: GREEN COVE JUNIOR HIGH - 0021  
 1220 BONAVENTURE AVENUE  
 GREEN COVE SPRINGS, FL 32043

*[Handwritten Signature]*

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

10/30/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School

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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jay Peters*

7/24/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: LAKE ASBURY JUNIOR HIGH - 0481  
 2851 SANDRIDGE ROAD  
 GREEN COVE SPRINGS, FL 32043

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	390						
92	390A						
92	391	BACK EXIT IS BLOCKED BY ROW OF DESK. MOVE ROW OF DESK OUT OF PATH OF EGRESS TO DOOR. MUST KEEP A 3 FOOT PATH TO DOOR.					X
92	391A						
92	392	BACK EXIT IS BLOCKED BY ROW OF DESK. MOVE ROW OF DESK OUT OF PATH OF EGRESS TO DOOR. MUST KEEP A 3 FOOT PATH TO DOOR.					X
92	392A						
92	393						
92	393A						
92	394						
92	394A						
92	401	EMERGENCY LIGHTS NOT WORKING.					X
92	401A						
92	402						
92	402A	EMERGENCY LIGHTS NOT WORKING.					X
92	403						
92	403A	EMERGENCY LIGHTS NOT WORKING.					X
92	404						
92	404A	EMERGENCY LIGHTS NOT WORKING.					X
92	405						
92	405A	EMERGENCY LIGHTS NOT WORKING.					X
92	406						



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**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Gary Patton*

7/24/2022

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** LAKE ASBURY JUNIOR HIGH - 0481  
 2851 SANDRIDGE ROAD  
 GREEN COVE SPRINGS, FL 32043

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	406A						
92	407						
92	407A						
92	408						
92	408A						
92	409						
92	409A						
92	410	EMERGENCY LIGHTS NOT WORKING.					X
92	410A						
92	421	BACK EXIT IS BLOCKED BY ROW OF DESK. MOVE ROW OF DESK OUT OF PATH OF EGRESS TO DOOR. MUST KEEP A 3 FOOT PATH TO DOOR.					X
92	421A						
92	422	BACK EXIT IS BLOCKED BY ROW OF DESK. MOVE ROW OF DESK OUT OF PATH OF EGRESS TO DOOR. MUST KEEP A 3 FOOT PATH TO DOOR.					X
92	423	EMERGENCY LIGHTS NOT WORKING NO EVACUATION MAP BY DOOR.					X
92	423A	NO EVACUATION MAP BY DOOR.					X
92	424						
92	425	EMERGENCY LIGH DOES NOT WORK. CEILING TILE NEEDS REPAIRING.					X
92	425A						
92	426	NEED COVER OVER LIGHT FIXTURE.					
92	426A						X

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F.S. 1013.12, 1013.20 & RULE 69A-58

**INSPECTOR SIGNATURE:**

*Jess Park*

**BUILDING INSPECTION DATE:**

7/24/2022

**PORTABLE INSPECTION DATE:**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: LAKE ASBURY JUNIOR HIGH - 0481

2851 SANDRIDGE ROAD

GREEN COVE SPRINGS, FL 32043

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	427	EMERGENCY LIGHTS NOT WORKING RR BEING USED FOR STORAGE WITH NO HEAT DETECTOR.					X
92	427A						
92	428						
92	428A						
92	427						
92	427						
92	430	GREEN HOUSE -DID NOT INSPECT.					
92	430A						

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**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** LAKESIDE JUNIOR HIGH -0351  
 2750 MOODY AVENUE  
 ORANGE PARK, FL 32073


**INSPECTOR SIGNATURE:** *[Signature]*  
**BUILDING INSPECTION DATE:** 7/24/2022  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	701	2022 - THERE WAS NO EVACUATION MAP PLACED BY DOOR.					X
92	701A						
92	701B						
92	702	2022 - EMERGENCY LIGHT DOES NOT WORK. NEED TO REPLACE.					X
92	702A						
92	703	NEED TO REMOVE BUSHES GROWING THROUGH THE FRONT DOOR RAMP.					X
92	703A						
92	703B						
92	704	2022 - THERE WAS NO EVACUATION MAP PLACED BY DOOR.					X
92	704A						
92	705						
92	705A						
92	705B						
92	705C						
92	706	2022- THERE IS A MISSING FLOOR TILE BY BACK DOOR. MUST REPLACE MISSING TILE. THERE WAS NO EVACUATION MAP PLACED BY DOOR.					X
92	706A						
92	707						
92	707A						
92	708						
92	708A						
92	708B						
92	721						
92	722						
92	723	2022 - THERE WAS NO EVACUATION MAP PLACED BY DOOR.					X
92	723A						

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**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** LAKESIDE JUNIOR HIGH -0351  
 2750 MOODY AVENUE  
 ORANGE PARK, FL 32073

**INSPECTOR SIGNATURE:**   
**BUILDING INSPECTION DATE:** 7/24/2022  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	731						
92	731A						
92	732	OVERGROWN BUSHES AROUND AND NEXT TO PORTABLE NEEDS TO BE EITHER CUT BACK OFF THE BUILDING OR REMOVED. THE BUSHES ARE CAUSING THE SIDING TO ROT.					
92	732A						
92	733	NEED TO REMOVE BUSHES GROWING THROUGH THE FRONT DOOR RAMP. THIS IS A SECOND YEAR VIOLATION!!					X
92	733A						
92	734	2022 - THERE WAS NO EVACUATION MAP PLACED BY DOOR. THIS PORTABLE IS BEING USED FOR A WEIGHT ROOM.					X
92	735						
92	791	2022 RECEPTACLE BY WATER FOUNTAIN IS NOT GFCI PROTECTED. THIS IS A SECOND YEAR VIOLATION!!!					X
92	791A						
92	791B						
92	791C						
92	793	RECEPTACLE ON BOTH SIDES OF SINK ARE NOT GFCI PROTECTIVE. ALL RECEPTACLES SHO2W AN OPEN GROUND. THIS NEEDS TO BE FIXED ASAP AS IT IS A DANGEROUS VIOLATION!!!					X
92	793A						
92	794						
92	794A						
92	794B						
92	794C						

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**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** LAKESIDE JUNIOR HIGH -0351  
 2750 MOODY AVENUE  
 ORANGE PARK, FL 32073

**INSPECTOR SIGNATURE:**   
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:** 7/24/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	710						
92	710A						
92	710B						
92	737						
92	737A						
92	737B						
92	745	THIS PORTABLE IS BEING USED FOR A LOCKER ROOM.					X
92	745A						
92	745B						
92	745C						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: OAKLEAF JUNIOR HIGH SCHOOL  
 4085 PLANTATION OAKS BOULEVARD  
 ORANGE PARK, FL 32065

*[Signature]*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

3/25/2023

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	601	Bathroom being used for storage with no smoke detector. The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	601A						
92	602	Bathroom being used for storage with no smoke detector. Emergency lights are not working.					X
92	602A						
92	603						X
92	603A	Bathroom being used for storage with no smoke detector.					
92	604						
92	604A						X
92	605	Bathroom light fixture missing cover.					
92	605A						
92	606	Emergency lights are not working. Bathroom being used for storage with no smoke detector.					X
92	606A						
92	607						
92	607A						
92	608	Bathroom is being used for storage with no smoke detector.					X
92	608A						
92	609						
92	609A						
92	610	Bathroom being used for storage with no smoke detector.					X
92	610A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: OAKLEAF JUNIOR HIGH SCHOOL  
 4085 PLANTATION OAKS BOULEVARD  
 ORANGE PARK, FL 32065

*James R. [Signature]*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

3/25/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	611	Bathroom being used for storage with no smoke detector. The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
<del>92</del>	611A						
<del>92</del>	612						
<del>92</del>	612A						
<del>92</del>	613						
<del>92</del>	613A						
<del>92</del>	614						X
<del>92</del>	614A	Light in bathroom does not work. Fan has bearing squealing.					
92	615						
92	615A						
92	616	Bathroom being used for storage with no smoke detector.					X
92	616A						
92	617	Bathroom being used for storage with no smoke detector. 2023 violation has not been corrected. Bathroom is full of trash and boxes. This is a serious violation will be reported to the fire marshal.					X
92	617A						
92	618	Bathroom being used for storage with no smoke detector.					X
92	618A						
92	619	Bathroom being used for storage with no smoke detector.					X
92	619A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT:

FACILITY:

CLAY  
 OAKLEAF JUNIOR HIGH SCHOOL  
 4085 PLANTATION OAKS BOULEVARD  
 ORANGE PARK, FL 32065

*Jerry Parks*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

3/25/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	620	Bathroom light fixture does not have a cover. Bathroom being used for storage with no smoke detector.					X
92	620A						
92	702						
92	704						X
92	704A	Bathroom fan not working.					
92	708						
92	708A						
92	709						
92	709A						
92	710						
92	710A						
92	711						
92	711A						
92	712	Bathroom being used for storage closet with no smoke detector.					X
92	712A						
92	713						
92	713A						
92	714	back door is dragging steps. needs to be corrected					X
92	714A						
92	801						
92	807						
92	807A	Bathroom being used for storage has no smoke detector.					X
92	809						



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: OAKLEAF JUNIOR HIGH SCHOOL

4085 PLANTATION OAKS BOULEVARD

ORANGE PARK, FL 32065

*James Palmer*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

3/25/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	809A						
92	810						
92	810A	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	811						
92	811A						
92	821						
92	821A						
92	823						
92	823A	Emergency light does not work.					X
92	824						
92	824A	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	808A						
92	808B	RESTROOM					

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**

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**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

**INSPECTOR SIGNATURE:**

*Jan Pats*

**BUILDING INSPECTION DATE:**

**PORTABLE INSPECTION DATE:**

12/31/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: ORANGE PARK JUNIOR HIGH - 0361  
 1500 GANO AVENUE  
 ORANGE PARK, FL 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	501						
92	505	Emergency light did not work and electrical panel was blocked by cabinet.					
92	505A						
92	505B						
92	510						
92	511						
92	703						
92	503						
92	503A						
92	503B						
92	504	Found the fire extinguisher laying on the floor with a bracket pulled out of the wall and the pin out of the fire extinguisher. Needs to be replaced.					
92	504A						
92	507						
92	507A						
92	507B						
92	509A	Exits are blocked by desk, must rearrange desk to keep exit cleared at all times.					
92	509B						
92	516						
92	706						
92	706A						
92	706B						

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**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: ORANGE PARK JUNIOR HIGH - 0361  
 1500 GANO AVENUE  
 ORANGE PARK, FL 32073

*Jerry Pate*

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

12/31/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	708	Outlet by kitchen sink is not a GFCI and both outlets by handwashing sinks in classroom are not GFCI.					
92	708A						
92	708B						
92	710						
92	710A						
92	710B						
92	702						
92	704						
92	704A						
92	704B						
92	704C						

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**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: WILKINSON JUNIOR HIGH - 0371  
 5025 COUNTY ROAD 218  
 MIDDLEBURG, FL 32068

*Jerry Patus*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:  
 3/4/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	002						
92	003	Back doors blocked by desk. Need to keep a clear path to exit doors at all times. Back stairs bottom step dirt needs to be filled in more than 7 1/4 inches.					X
92	004						
92	005						
92	005A						
92	006						
92	007	Fire extinguisher on floor in the middle of the room needs to be within 5 feet of door and hung on the wall.					X
92	007A	Back exit is blocked by chairs and not approved rug. Electrical panel was blocked by bookshelf. Paper trash everywhere creates a fire hazard.					X
92	008						
92	009						
92	009A						
92	010						
92	011						
92	011A						
92	011B						
92	021						
92	022						
92	022A						
92	023	Emergency light did not work.					X
92	024						
92	025	Emergency light did not work.					X

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**CASUALTY SAFETY & SANITATION INSPECTION**  
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**AND**  
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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Patis*

3/4/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** WILKINSON JUNIOR HIGH - 0371  
 5025 COUNTY ROAD 218  
 MIDDLEBURG, FL 32068

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	026	Rug by the back door needs replacing starting to curl up, creating a tripping hazard.					
92	027	No DCA sticker or document stating DCA number. Need plate over data box.		X			X
92	040	Electrical panel is blocked by fake plant. Must have access to electrical panel times.					X
92	041	Electrical box outside the portable cover is old and has knock out missing with open wires and needs to be sealed up.					
92	041A						
92	043	This portable is being used for a dental office.					X
92	043A						
92	042	Two doors are blocked. One with a chair, the other one with the coat rack. Must keep a clear access to exit doors at all times. Dressing room light switch does not have a cover plate.					X
92	042A						
92	042B						
92	042C						
92	048						
92	048A						
92	048B						
92	096						
92	096A						

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**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: CLAY HIGH SCHOOL - 0341  
 2025 HIGHWAY 16 WEST  
 GREEN COVE SPRINGS, FL 30243

*Guy Park*

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

10/29/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	007						
92	007A						
92	007B						
92	017						
92	018						
92	018A						
92	019						
92	020	Palm tree growing up next to building needs to be removed .This violation still exists also emergency light does not .					X
92	032						
92	032A						
92	033	Egress path is blocked by desk. Must rearrange desk to keep clear path to both exits.					X
92	033A						
92	033B						
92	040	No DCA Sticker and no documentation.		X			
92	041						
92	041A						
92	042						
92	042A						
92	043						
92	043A						
92	043B						
92	044	Back exit is blocked by desk. Need to keep a clear path to excellent at all times.					X

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**CASUALTY SAFETY & SANITATION INSPECTION**  
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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** CLAY HIGH SCHOOL - 0341  
 2025 HIGHWAY 16 WEST  
 GREEN COVE SPRINGS, FL 320243

*[Handwritten Signature]*

10/29/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	044A						
92	045						
92	045A						
92	046	Outside receptacle has no cover. Inside office has turned in to be storage room. Does not have a smoke detector.					X
92	046A						
92	046B						
92	047						X
92	047A	Emergency light does not work.					
92	048						
92	048A						
92	049	Need to rearrange the desk. Exit is blocked. Need to keep a clear path to the exit door at all times.					X
92	049A						
92	054						X
92	054A	Emergency light does not work.					
92	058						
92	005A						
92	005B						
92	008						X
92	008A	Emergency light does not work.					
92	008B						
92	008C						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
STATE BOARD OF EDUCATION  
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**CASUALTY SAFETY & SANITATION INSPECTION  
F.S. 1013.12, 1013.20 & NFPA 101**

AND

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F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
DISTRICT: CLAY  
FACILITY: CLAY HIGH SCHOOL - 0341  
2025 HIGHWAY 16 WEST  
GREEN COVE SPRINGS, FL 30243

INSPECTOR SIGNATURE: *[Signature]*  
BUILDING INSPECTION DATE:  
PORTABLE INSPECTION DATE: 10/29/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	031	<p>Portable has three exits. One set of stairs leads to a gate that is locked. Second set of stairs in the middle, leads to a ramp which has a pallet over the end so it is blocked and bushes are overgrown on ramp. Third set of stairs are the main set to the entrance and they are clear. Must keep all exit/egress pathways clear at all times.</p>					X



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
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**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

INSPECTOR SIGNATURE: *[Signature]*

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE: 9/5/2022

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: FLEMING ISLAND HIGH SCHOOL - 0551

2233 VILLAGE SQUARE PARKWAY

FLEMING ISLAND, FL 32003

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	010						
92	010A						
92	011						
92	011A						
92	012						
92	012A						
92	013						
92	014						X
92	015	Emergency light has one light burned out.					
92	020	GFCI receptacle at sink not working. It is a regular rec could be tied into GFCI down run.					
92	021	2022 Regular receptacle is not GFCI between sinks this is the second year.				X	X
92	022						
92	022A	A Plant is hanging in front of the electrical panel and emergency light. This is a direct code violation. The plant must be removed. A book stand and desk are blocking the back door egress. The book stand must be relocated and the desk rearranged to allow 36 inches of egress to back door.					X
92	023	2020 ALL VIOLATIONS WERE CORRECTED.					
92	024						
92	025						
92	030	NO EVACUATION MAP BY DOOR.					X
92	031	Emergency light does not work					X
92	032						
92	033	Emergency light does not work.					X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jay Farko*

9/5/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND HIGH SCHOOL - 0551  
 2233 VILLAGE SQUARE PARKWAY  
 FLEMING ISLAND, FL 32003

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	034						
92	035	Rear door is blocked by desk and rolling cart. The rolling cart must be relocated and the desk rearranged to allow 36 inches of egress to back door.					X
92	041	Water is undermining portable. Has cracked sidewalk. Something will have to be done soon.				X	X
92	042						
92	043						
92	044	Electrical panel was covered by hanging decoration. Electrical panel must be visible at all times.					X
92	045						
92	046						
92	046A						
92	046B						
92	046C						
92	047						
92	047A						
92	047B						
92	047C						
92	047D						
92	049	2022 one light is out on the emergency lights.					X
92	050						
92	050A						
92	051						
92	051A						
92	052						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Roberts*

9/5/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND HIGH SCHOOL - 0551  
 2233 VILLAGE SQUARE PARKWAY  
 FLEMING ISLAND, FL 32003

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	052A						
92	053	Emergency light does not work.					X
92	053A						
92	060						
92	060A						
92	061						
92	061A						
92	062	Rear door is blocked by desk. The desk rearranged to allow 36 inches of egress to back door.					X
92	062A						
92	063	Back exit is blocked by a row of desks. Path of egress must be kept clear at all times. Relocate row of desks.					X
92	063A						
92	070						
92	070A						
92	071						
92	071A						
92	072						
92	072A						
92	073						
92	073A						
92	080						
92	080A						
92	081	Back exit is blocked by a row of desks. Path of egress must be kept clear at all times. Relocate row of desks. <b>This violation has not been corrected.</b>					X
92	081A						
92	082	Emergency light does not work					X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND HIGH SCHOOL - 0551  
 2233 VILLAGE SQUARE PARKWAY  
 FLEMING ISLAND, FL 32003

*[Signature]*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE: 9/5/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	082A						
92	083						
92	083A						
92	084						
92	084A						
92	085	Back exit is blocked by a row of desks. Path of egress must be kept clear at all times. Relocate row of desks. Emergency light does not work.					X
92	085A						
92	086						
92	086A						
92	087	Back exit is blocked by a row of desks. Path of egress must be kept clear at all times. Relocate row of desks. Emergency light does not.					X
92	087A						
92	090	Back exit is blocked by a row of desks. Path of egress must be kept clear at all times. Relocate row of desks. This violation has not been corrected.					X
92	090A						
92	091						
92	092	This portable is being used for storage		X			
92	093	Back exit is blocked by a row of desks. Path of egress must be kept clear at all times. Relocate row of desks.					X
92	093A						
92	094						
92	094A						
92	095						

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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND HIGH SCHOOL - 0551  
 2233 VILLAGE SQUARE PARKWAY  
 FLEMING ISLAND, FL 32003

*Jerry Pate*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE: 9/5/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	095A						
92	096	Back exit is blocked by a row of desks. Path of egress must be kept clear at all times. Relocate row of desks.					X
92	096A						
92	097						
92	097A						
92	040						
92	048	Need covers over fluorescent light fixtures. 2022 light fixture still need covers on them					X
92	027A	RESTROOMS-DID NOT INSPECT					
92	027B						
92	064A	RESTROOMS- DID NOT INSPECT					
92	064B						

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**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*S. J. Young*

5/14/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** KEYSTONE HEIGHTS HIGH SCHOOL - 0311  
 900 S. ORCHID AVENUE  
 KEYSTONE HEIGHTS, FL 32656

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	001	Emergency light does not work.					X
92	002						
92	004						
92	006						
92	006A						
92	006B						
92	011						
92	012						X
92	012A	Emergency light does not work.					
92	013						
92	014						
92	015						
92	016						
92	017						
92	017A						
92	017B						
92	018						
92	018A						
92	019						
92	019A						
92	019B						
92	020						
92	020A						
92	020B						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: KEYSTONE HEIGHTS HIGH SCHOOL - 0311  
 900 S. ORCHID AVENUE  
 KEYSTONE HEIGHTS, FL 32656

*Yung Pato*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

5/14/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	021						X
92	021A	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					
92	022						
92	022A						
92	023						
92	023A						
92	024						
92	024A						
92	025						
92	025A						
92	026						
92	026A						
92	027						
92	027A						
92	028						
92	028A						
92	028B						
92	050						
92	050A						
92	051						
92	051A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Hans Pate*

5/14/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** KEYSTONE HEIGHTS HIGH SCHOOL - 0311  
 900 S. ORCHID AVENUE  
 KEYSTONE HEIGHTS, FL 32656

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	052						
92	052A						
92	053						
92	053A						
92	054						
92	054A						
92	055						
92	055A						
92	056						
92	056A						
92	057						
92	057A						
92	058						
92	058A						
92	058B						
92	059	Exterior siding is in bad shape, needs immediate attention.					X
92	060						
92	060A						
92	060B						
92	061						
92	062	Emergency light does not work. The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	062A						
92	062B						



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Yung Pato*

5/14/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** KEYSTONE HEIGHTS HIGH SCHOOL - 0311  
 900 S. ORCHID AVENUE  
 KEYSTONE HEIGHTS, FL 32656

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	063	Emergency light does not work.					X
92	063A						
92	064						
92	064A						
92	065						
92	072	Electrical panel door hinges are broken and needs to be repaired. Cannot open electrical panel.					X
92	072A						
92	074						
92	074A						
92	078						
92	078A						
92	080						
92	082	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	082A						
92	084						
92	084A						
92	090						
92	090A						
92	090B						
92	091						
92	091A						
92	091B						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: KEYSTONE HEIGHTS HIGH SCHOOL - 0311  
 900 S. ORCHID AVENUE  
 KEYSTONE HEIGHTS, FL 32656

*James Pate*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE: 5/14/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	029						
92	029A						
92	029B						
92	029C						
92	056A	Restrooms - did not inspect.					
92	056B						
92	076A	Restrooms - did not inspect.					

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MIDDLEBURG HIGH SCHOOL - 0391  
 3750 COUNTY ROAD 220  
 MIDDLEBURG, FL 32068

INSPECTOR SIGNATURE: *[Signature]*  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE: 2/25/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	001						
92	007						
92	009						
92	009A						
92	031						
92	031A						
92	031B						
92	032						
92	032A						
92	032B						
92	033						
92	033A						
92	034						
92	035						
92	036						
92	036A						
92	036B						
92	041						
92	041A						
92	041B						
92	042	Emergency light did not work.					X
92	042A						
92	042B						
92	043						
92	044						
92	044A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MIDDLEBURG HIGH SCHOOL - 0391  
 3750 COUNTY ROAD 220  
 MIDDLEBURG, FL 32068

INSPECTOR SIGNATURE: *Jerry Parks*  
 BUILDING INSPECTION DATE: 2/25/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	044B						
92	045						
92	045A						
92	045B						
92	046						X
92	046A	Emergency light did not work.					
92	046B						
92	051						
92	051A						
92	051B						
92	052						
92	052A						
92	052B						
92	053						
92	053A						
92	053B						
92	055						
92	055A						
92	060	Back exit is blocked by desk. Must relocate desk out of the exit path. 2023 back exit is still blocked. This is the second year of this violation.					X
92	061	Electrical panel blocked by construction paper.					X
92	061A						
92	062						
92	062A						
92	063						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Peters*

2/25/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MIDDLEBURG HIGH SCHOOL - 0391  
 3750 COUNTY ROAD 220  
 MIDDLEBURG, FL 32068

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	063A						
92	064						
92	064A						
92	065						
92	065A						
92	066	Fire extinguisher is blocked by a cabinet and it will not come off the bracket.					X
92	066A						
92	067						
92	067A						
92	070						
92	071						
92	071A						
92	072						
92	073						X
92	073A						
92	073B						
92	074						
92	074A						
92	074B						
92	075						
92	075A						
92	076						
92	076A						
92	076B						
92	077	Emergency light did not work.					X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

**INSPECTOR SIGNATURE:**

*Yang Lats*

**BUILDING INSPECTION DATE:**

2/25/2023

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: MIDDLEBURG HIGH SCHOOL - 0391

3750 COUNTY ROAD 220

MIDDLEBURG, FL 32068

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	077A						
92	077B						
92	077C						
92	077D						
92	078						
92	078A						
92	079						
92	079A						
92	079B						
92	079C						
92	080						
92	080A						
92	081						
92	082	Emergency lights did not work.					X
92	084	Emergency light did not work.					X
92	084A						
92	086						
92	088						
92	005	Emergency light does not work.					X
92	005A						
92	005B						
92	005C						
92	054A	One of the two exit lights do not work.					X
92	054B						
92	054C						
92	054D						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

INSPECTOR SIGNATURE:

*Yang Pater*

BUILDING INSPECTION DATE:

3/25/2023

PORTABLE INSPECTION DATE:

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: OAKLEAF HIGH SCHOOL - 0661

4035 PLANTATION OAKS BOULEVARD

ORANGE PARK, FL 32065

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	010						
92	010A						
92	011	Emergency lights are not working.					X
92	011A						
92	015						
92	015A						
92	015B						
92	015C						
92	015D						
92	016	Cabinet blocking front door with ramp. Fire extinguisher electrical panel and pull station being blocked by cabinet by the back door. Floor tile is missing need repairs.					X
92	016A						
92	021	Emergency light did not work.					X
92	021A						
92	022	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36"). The heat detector in the bathroom is hanging from the ceiling all the way down to the floor.					X
92	022A						
92	023						
92	023A						
92	024						
92	024A						
92	025						
92	025A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

**F.S. 1013.12, 1013.20 & NFPA 101  
 AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: OAKLEAF HIGH SCHOOL - 0661  
 4035 PLANTATION OAKS BOULEVARD  
 ORANGE PARK, FL 32065

*Jay Patis*

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

3/25/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	026	All walls are covered in paper. The paper should be removed.					X
92	026A						
92	030	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide. The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	030A						
92	31						
92	032						
92	033						
92	034	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	034A						
92	035	Open electrical box above electrical panel, covered by construction paper must find plate					X
92	036	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	040	Emergency lights are not working.					X
92	041						
92	041A						
92	042	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					X



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101  
 AND

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: OAKLEAF HIGH SCHOOL - 0661  
 4035 PLANTATION OAKS BOULEVARD  
 ORANGE PARK, FL 32065

*Yang Park*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

3/25/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	042A						
92	043						
92	043A						
92	044	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	045						
92	046						
92	046A						
92	050						
92	051	Receptacle by classroom sink is not GFCI.					X
92	051A						
92	052						
92	053						
92	053A						
92	053B						
92	054	Electrical panel has knockouts fans turned out. Angle needs to be repaired.					X
92	054A						
92	055	An object is blocking access to the electrical panel, or the electrical panel was covered by an object. Per the NEC (110.26) you must maintain a clear area in front of the electrical panel 36" deep and 30" wide.					X
92	056	Emergency lights not working.					X
92	060						
92	060A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
STATE BOARD OF EDUCATION  
ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION  
F.S. 1013.12, 1013.20 & NFPA 101**

**AND  
FIRE SAFETY INSPECTION REPORT  
F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jay Paton*

3/25/2023

FISCAL YEAR: 2022/2023  
DISTRICT: CLAY  
FACILITY: OAKLEAF HIGH SCHOOL - 0661  
4035 PLANTATION OAKS BOULEVARD  
ORANGE PARK, FL 32065

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	061	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	062						
92	062A						
92	063	The back exit door was blocked by an object. Leading up to the door, there must be an egress path as wide as the door (36").					X
92	063A						
92	064						
92	065						
92	066	No evacuation map and emergency light does not work. There must be a emergency evacuation sheet properly placed by door.					X
92	020A	REST ROOMS					
92	020B						
92	027	RESTROOMS					
92	027A						
92	027B						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
STATE BOARD OF EDUCATION  
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**CASUALTY SAFETY & SANITATION INSPECTION  
F.S. 1013.12, 1013.20 & NFPA 101**

**AND  
FIRE SAFETY INSPECTION REPORT  
F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Gay Rute*

1/2/2023

FISCAL YEAR: 2022/2023  
DISTRICT: CLAY  
FACILITY: ORANGE PARK HIGH SCHOOL - 0252  
2300 KINGSLEY AVENUE  
ORANGE PARK, FL 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	035	Printer was in front of electrical panel. Need to keep electrical panel clear.					X
92	035A						
92	036						
92	036A						
92	037	Emergency lights still do not work. This is the second year.					X
92	037A						
92	038						
92	038A						
92	039						
92	039A						
92	040	Emergency lights did not work and desks need to be rearranged to have clear egress to both doors.					X
92	040A						
92	045	Desk need to be rearranged at back door to allow 36 inch passive egress to the door.					X
92	045A						
92	049	Both emergency lights do not work.					X
92	049A						
92	050	Fire extinguisher is still not by the door. This is a second year violation.					X
92	050A						
92	051						
92	051A						
92	052						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Handwritten Signature]*

1/2/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: ORANGE PARK HIGH SCHOOL - 0252  
 2300 KINGSLEY AVENUE  
 ORANGE PARK, FL 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	052A						
92	053						
92	053A						
92	054						
92	055						
92	055A						
92	056	Emergency light still does not work. This is a second year violation.					X
92	059	Back exit is still blocked by rolling cart and also boxes. This is a second year violation.					X
92	060						
92	061						
92	061A						
92	061B						
92	061C						
92	062						
92	062A						
92	063						
92	063A						
92	064						
92	064A						
92	065	Electrical panel was blocked by a poster board and the back door is blocked by a row desk. Must keep a clear path to the exit door.					X
92	065A						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*Jerry Patis*

1/2/2023

FISCAL YEAR: 2022/2023	CLAY
DISTRICT:	ORANGE PARK HIGH SCHOOL - 0252
FACILITY:	2300 KINGSLEY AVENUE ORANGE PARK, FL 32073

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	066	Emergency light by back door does not work.					X
92	066A						
92	067						
92	067A						
92	013	In section B light switch missing plate by door and emergency lights do not work.					X
92	013A						
92	048	Emergency light does not work by back door. Light still does not work in back office.					X

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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: RIDGEVIEW HIGH SCHOOL - 0431  
 466 MADISON AVENUE  
 ORANGE PARK, FL 32065

*Jerry Pate*

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	4	2023 Back exit is blocked by desk and storage items. Path to exit must be kept clear at all times. Receiptal by tub sink is not GFCI. Replace receiptal with a GFCI. Emergency light does not work.					X
92	004A						
92	004B						
92	005						
92	005A						
92	005B						
92	006						
92	006A						
92	007						
92	007A						
92	007B						
92	008						
92	008A						
92	009						
92	009A						
92	009B						
92	010	Emergency light does not work and they have a gasoline rotor tiller, stored inside classroom, which is not allowed.					X
92	010A						
92	011						
92	012	Bathroom light is not working.					X
92	012A						
92	021						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: RIDGEVIEW HIGH SCHOOL - 0431  
 466 MADISON AVENUE  
 ORANGE PARK, FL 32065

*Yerry Pate*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	021A						
92	022	Electrical panel is being blocked. Need to have a clear path to the electrical panel.					X
92	022A						
92	023	Emergency light does not work.					X
92	023A						
92	024						
92	025						
92	025A						
92	025B						
92	026	Emergency light does not work.					X
92	026A						
92	026B						
92	027						
92	027A						
92	027B						
92	028						
92	028A						
92	029	2023 back exit is still blocked by bean bag, chair and storage beads. Are hanging from front door. Must remove the beads create a hazard.					X
92	029A						
92	029B						
92	029C						
92	031						
92	031A						
92	032						

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: RIDGEVIEW HIGH SCHOOL - 0431

466 MADISON AVENUE

ORANGE PARK, FL 32065

*Jeung Park*

INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

1/29/2023

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	032A						
92	033	Fire extinguisher is blocked by rolling display.					X
92	033A						
92	034						
92	034A						
92	041	Emergency light does not work.					X
92	041A						
92	043	Emergency light does not work.					X
92	043A						
92	044	Emergency light does not work.					X
92	044A						
92	045	Back exit is blocked by teachers desk, and other small desk must keep clear path.					X
92	046	Emergency light does not work.					X
92	046A						
92	047						
92	047A						
92	048	Emergency light did not work.					X
92	048A						
92	049						
92	049A						
92	050						
92	051	Hazardous plant near front door needs to be removed.					X
92	052	Back door is blocked. Hazardous plants by the portable need to be removed.					X
92	052A						



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: RIDGEVIEW HIGH SCHOOL - 0431  
 466 MADISON AVENUE  
 ORANGE PARK, FL 32065

INSPECTOR SIGNATURE: *[Signature]*  
 BUILDING INSPECTION DATE: 1/29/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	061						
92	061A						
92	062	Receptacle underneath sink which has an extension cord plug into it coming to the top of the cabinet is not GFCI protected.					X
92	062A						
92	064						
92	065						
92	066						
92	067	Back exit is blocked by a display fire extinguisher is blocked by metal cabinet.					X
92	069						
92	069A						
92	070	Emergency light does not.					X
92	071	Missing ceiling tile in bathroom bathroom being used for storage. No smoke detector.					X
92	071A						
92	072	Portable being used for storage.					X
92	072A						
92	073						
92	073A						
92	081						
92	081A						
92	081B						
92	082						
92	082A						
92	082B						

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**AND**  
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**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: RIDGEVIEW HIGH SCHOOL - 0431  
 466 MADISON AVENUE  
 ORANGE PARK, FL 32065

*Jerry Patten*

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	083						
92	083A						
92	083B						
92	084						
92	084A						
92	084B						
92	085						
92	085A						
92	085B						
92	086						
92	086A						
92	086B						
92	087						
92	087A						
92	087B						
92	088						
92	088A						
92	088B						
92	089						
92	089A						
92	089B						
92	090						
92	090A						
92	090B						
92	090C						
92	090D						
92	091						

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AND

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: RIDGEVIEW HIGH SCHOOL - 0431  
 466 MADISON AVENUE  
 ORANGE PARK, FL 32065

INSPECTOR SIGNATURE:  
 BUILDING INSPECTION DATE:  
 PORTABLE INSPECTION DATE:

*[Handwritten Signature]*

1/29/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	091A						
92	091B						
92	103						
92	103A						
92	001						
92	001A						
92	001B						
92	001C						
92	001D						
92	001E						
92	001F						
92	001G						
92	003	Back exit is blocked by couch. Receptacle by sink is not GFCI protected. Emergency light does not work.					X
92	003A						
92	003B						
92	030	back door has emergency latch employed. Emergency light does not work.					X
92	030A						
92	030B						
92	030C						
92	030D						
92	030F						
92	068						

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AND

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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: RIDGEVIEW HIGH SCHOOL - 0431  
 466 MADISON AVENUE  
 ORANGE PARK, FL 32065

INSPECTOR SIGNATURE: *Jerry*  
 BUILDING INSPECTION DATE: 1/29/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	092A	Back door is not accessible must pass through second room into third room, but all doors were locked. Could not get to back door.					X
92	092B						
92	101A	This room is being used as a weight room with heavy weights.					X
92	101B						

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**AND**  
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**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Handwritten Signature]*  
 11/2/2022

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: BANNERMAN LEARNING CENTER - 0111  
 608 MILL STREET  
 GREEN COVE SPRINGS, FL 32043

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	016	This is a portable shed did not inspect.					
92	062	Emergency lights need replacing.					X
92	001	Portable is being used for a weight room.					
92	001A						
92	001B						
92	002						
92	002A						
92	003						
92	003A						
92	004						
92	004A						
92	005	A non - approved rug is in front of the door causing a tripping hazard.					X
92	005A						
92	006A	Emergency light by the ramp door does not work.					X
92	006B						
92	006C						
92	007	Emergency light not working.					X
92	007A						
92	008	Emergency light not working.					X
92	008A						

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**INSPECTOR SIGNATURE:**

**BUILDING INSPECTION DATE:**

**PORTABLE INSPECTION DATE:**

11/2/2022

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: BANNERMAN LEARNING CENTER - 0111

608 MILL STREET

GREEN COVE SPRINGS, FL 32043



Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	009	Electrical panel is blocked-must keep electrical panel clear at all times, emergency light does not work. Back door is blocked and covered up by a sheet. Must keep clear egress path to the exit at all times.					X
92	009A						
92	010	Emergency light not working.					X
92	010A						
92	012						
92	012A						
92	013	This portable is the library.					
92	030	Receptacle by sink is not a GFCI. See picture.					X
92	030A						
92	030B						
92	030C						
92	032	Portable does not have a fire extinguisher.					X
92	033						
92	033A						
92	034	Timeout room being used for storage. No smoke detector.					X
92	034A						
92	035	There is a computer cable on the floor in front of the door creating a trip hazard. Must relocate!!!					X
92	035A						

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**STATE BOARD OF EDUCATION**  
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AND

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F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: BANNERMAN LEARNING CENTER - 0111

608 MILL STREET

GREEN COVE SPRINGS, FL 32043



INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

11/2/2022

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	036	Desk blocking back exit. Exit must be kept clear at all times.					X
92	036A						
92	036B						
92	037						
92	037A						
92	038	Emergency light not working.					X
92	038A						
92	039						
92	039A						
92	039B						
92	039C						
92	039D						
92	039E						
92	040						
92	040A						
92	042						
92	042A						
92	042B						
92	043						
92	043A						X
92	044	GFCI by sink does not trip with tester.					
92	044A	Plants around building and ramp need to be removed for safety of the school and to keep from damaging the building. See pictures. Portable has no fire extinguisher.					X

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**CASUALTY SAFETY & SANITATION INSPECTION**

**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**

**FIRE SAFETY INSPECTION REPORT**

**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: BANNERMAN LEARNING CENTER - 0111

608 MILL STREET

GREEN COVE SPRINGS, FL 32043



INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

11/2/2022

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	056	Plants around building and ramp need to be removed for school safety and to keep from damaging the building. See pictures.					X
92	056A						
92	58						
92	058A						
92	011	GFCI by kitchen sink does not trip. See picture. This is a culinary classroom. Kitchen needs a rated fire extinguisher.					X
92	011A	This classroom is the culinary class. Both emergency lights do not work and one is propped open with a marker because it buzzes all the time.					X
92	014	Plants around building and ramp need to be removed for school safety and to keep from damaging the building. See pictures.					X
92	014A						
92	014B						
92	031	Plants around building and ramp need to be removed for school safety and to keep from damaging the building. See pictures.					X
92	031A	Plants around building and ramp need to be removed for school safety and to keep from damaging the building. See pictures.					X
92	031B						
92	031C						
92	050	This portable is the teachers lounge.					
92	050A						



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**STATE BOARD OF EDUCATION**  
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F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: BANNERMAN LEARNING CENTER - 0111

608 MILL STREET

GREEN COVE/SPRINGS, FL 32043



INSPECTOR SIGNATURE:

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

11/2/2022

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
92	050B						
92	050C						
92	052						
92	052A						
92	052B						
92	060A	This portable is a restroom.					
92	060B	Did not inspect.					
92	061A	This portable is a restroom.					
92	061B	Did not inspect.					

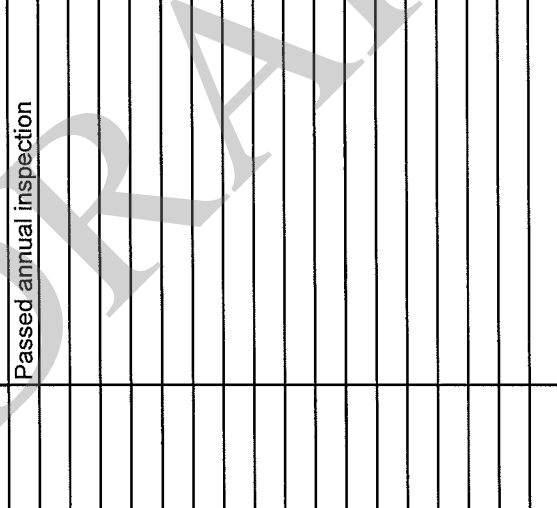
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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: ARGYLE ELEMENTARY SCHOOL  
 2625 SPENCER PLANTATION BLVD.  
 ORANGE PARK, FL 32073

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

INSPECTOR SIGNATURE:  2/27/2023  
 BUILDING INSPECTION DATE: 2/27/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*AK*

2/20/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: CHARLES E. BENNETT ELEM. - 0071  
 1 SOUTH OAKRIDGE AVENUE  
 GREEN COVE SPRINGS, FL 32043

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Multiple classroom storage closets throughout. Buildings with fire sprinkler systems are to remove (and maintain) all storage within 18 inches from under fire sprinkler head deflectors.				X
	Kitchen		The exhaust system shall be cleaned by a properly trained, qualified, and certified person(s) acceptable to the AHJ. Service was due in January 2023.				X
	Kitchen		Electrical panel doors must remain closed to guard live parts. Adjust or replace panel doors to meet code requirements.				X
	1 Stage in Café		Stage lift access blocked. Remove stored items blocking access.				X
	117 Mechanical Room		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. This includes portable equipment on rollers per NFPA 70 110.26.				X
	120 Electrical Room		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. This includes portable equipment on rollers per NFPA 70 110.26.				X
	1624 Electrical Room		Electrical panel doors must remain closed to guard live parts. Adjust or replace panel doors to meet code requirements.				X
	925 Electrical Room		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X

COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
STATE BOARD OF EDUCATION  
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F.S. 1013.12, 1013.20 & NFPA 101

AND

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F.S. 1013.12, 1013.20 & RULE 69A-58


FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: CLAY HILL ELEMENTARY - 0411

6345 COUNTY ROAD 218

JACKSONVILLE, FL 32234

INSPECTOR SIGNATURE: 

BUILDING INSPECTION DATE: 2/14/2023

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				

COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
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F.S. 1013.12, 1013.20 & NFPA 101  
AND  
FIRE SAFETY INSPECTION REPORT  
F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023  
DISTRICT: CLAY  
FACILITY: COPPERGATE ELEMENTARY - 0601  
2250 COUNTY ROAD 209 N.  
MIDDLEBURG, FL 32068

INSPECTOR SIGNATURE:  2/21/2023

BUILDING INSPECTION DATE:  
PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: DISCOVERY OAKS ELEMENTARY  
 950 OAKLEAF PLANTATION PARKWAY  
 ORANGE PARK, FL 32065

**INSPECTOR SIGNATURE:** *[Signature]*  
**BUILDING INSPECTION DATE:** 2/27/2023  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				











**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: KEYSTONE HEIGHTS ELEMENTARY -0301  
 335 SW PECAN STREET  
 KEYSTONE HEIGHTS, FL 32656

**INSPECTOR SIGNATURE:**



**BUILDING INSPECTION DATE:**

3/15/2023

**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	8		Remove storage from areas within 2 feet of ceiling.				X
	20A		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	20D		Cover open electric boxes.				X
	228		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	923		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
			The emergency escape windows in building 3 need to have signage marking them.				X
			Remove all combustible material items within 30" vertical clearance and 18" horizontal clearance of cooking surface. Relocate fire extinguisher to a location where it will not be subject to heat or damage from the appliance. Residential-type appliances, such as stoves, hoods, refrigerators, washers, dryers, ovens and unit kitchens when used in classrooms, laboratories, lounges or shops, shall be maintained in a safe and secure condition at all times.				X
	Cafetorium /Stage		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X
	Media Center		Repair/replace ceiling tiles.				X
	Stage Lift		Chair lift at state access is blocked and the certification is expired.				X

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**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*SK*

4/17/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** LAKE ASBURY ELEMENTARY - 0451  
 2901 SANDRIDGE ROAD  
 GREEN COVE SPRINGS, FL 32043

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	215		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	301		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	530		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	737		Could not open door. Doors and windows shall be maintained in an operable, safe and secure condition at all times and be free of splinters, sharp projections, broken glass, broken hardware, etc.				X
	738		Could not open door. Doors and windows shall be maintained in an operable, safe and secure condition at all times and be free of splinters, sharp projections, broken glass, broken hardware, etc.				X
	Kitchen		Cover open electric boxes.				X
	Outdoor Covered Area		No hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 20 feet (6 m) of any structure.				X
	Stage Stairs at RR 204		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X
	Stage Stairs at RR 208		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X
	Stage Storage Room		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X



**SANITATION INSPECTION REPORT  
 RD OF EDUCATION  
 ULES S.R.E.F. - CHAPTER 5**

**& SANITATION INSPECTION  
 1013.20 & NFPA 101  
 AND**

**INSPECTION REPORT  
 013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MCRAE ELEMENTARY - 0511  
 6770 COUNTY ROAD 315 C  
 KEYSTONE HEIGHTS, FL 32656

INSPECTOR SIGNATURE:   
 BUILDING INSPECTION DATE: 4/12/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	119		Remove multiplug adapters.				X
	120		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	211		Expired fire extinguisher. Have tested.				X
	229		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. All electrical panels are to have a clearance of 36" in front and 30" wide and all panels are to be properly closed.				X
	507		Remove storage from areas within 2 feet of ceiling.				X
	517		Streamers are very low - potentially blocking exit and combustible.				X
	626		Remove storage from areas within 2 feet of ceiling.				X
	Administration Corridor		The artwork and teaching materials shall not exceed 20 percent of each wall area in a building that is not protected throughout by an approved sprinkler system.				X
	Administration Corridor		Remove decorations blocking the exit sign. Access to exits shall be marked by approved, readily visible signs.				X
	Kitchen		The exhaust system shall be cleaned by a properly trained, qualified, and certified person(s) acceptable to the AHJ.				X
	Stage Chair Lift		State certifications are expired. Put in ticket with maintenance to have unit inspected and apply for current operating permit.				X

**SANITATION INSPECTION REPORT**  
**RD OF EDUCATION**  
**ULES S.R.E.F. - CHAPTER 5**

**& SANITATION INSPECTION**  
**1013.20 & NFPA 101**

**AND**  
**INSPECTION REPORT**  
**013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: MCRAE ELEMENTARY - 0511

6770 COUNTY ROAD 315 C

KEYSTONE HEIGHTS, FL 32656



**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:** 4/12/2023  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	Stairs 202		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X
	Stairs 209		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**

3/14/2023

**BUILDING INSPECTION DATE:**

**PORTABLE INSPECTION DATE:**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: MIDDLEBURG ELEMENTARY - 0271

3958 MAIN STREET

MIDDLEBURG, FL 32068



Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	104		Repair/replace ceiling tiles.				X
	118A		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	127		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	133		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. Cap and label electrical box shown in photo.				X
	2 Story Building		The 2nd floor exit access stairway has a locked gate. Exits shall not be locked or blocked and shall remain accessible at all times while the building is occupied NFPA 101-15.7.3.1: It shall be the duty of Principals, teachers, or staff to inspect all exits and means of egress daily to ensure that all stairways, doors, windows, and other exits are in proper condition.				X
	3		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. Move chair and desk out of exit access.				X
	612		Remove storage from areas within 2 feet of ceiling.				X



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**   
**BUILDING INSPECTION DATE:** 3/14/2023  
**PORTABLE INSPECTION DATE:**

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** MIDDLEBURG ELEMENTARY - 0271  
 3958 MAIN STREET  
 MIDDLEBURG, FL 32068

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	636		Expired fire extinguisher. Have tested. Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. All electrical panels are to have a clearance of 36" in front & 30" wide, and all panels are to be closed properly.				X
	7122		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X
	7125		Remove all storage in boiler rooms, or electrical equipment rooms. All electrical panels are to have a clearance of 36" in front & 30" wide, and all panels are to be closed properly.				X
	7147		Expired fire extinguisher. Have tested.				X
	7224		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
4	29		Remove storage from areas within 2 feet of ceiling.				X
	Kitchen		The exhaust system shall be cleaned by a properly trained, qualified, and certified person(s).				X
	Media Center		Provide access to all fire alarm pull stations.				X
	Near 117		Maintenance - repair drinking fountain. Drinking fountains shall be maintained in an operations condition at all times. Water fountain in administration corridor does not have proper water flow.			X	X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**   
**BUILDING INSPECTION DATE:** 3/14/2023  
**PORTABLE INSPECTION DATE:**

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** MIDDLEBURG ELEMENTARY - 0271  
 3958 MAIN STREET  
 MIDDLEBURG, FL 32068

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	27		Remove storage from areas within 2 feet of ceiling.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
 STATE BOARD OF EDUCATION  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
 F.S. 1013.12, 1013.20 & NFPA 101  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
 F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MONTCLAIR ELEMENTARY - 0381  
 2398 MOODY ROAD  
 ORANGE PARK, FL 32073

INSPECTOR SIGNATURE: *[Signature]*  
 BUILDING INSPECTION DATE: 3/7/2023  
 PORTABLE INSPECTION DATE:


Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
STATE BOARD OF EDUCATION  
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**CASUALTY SAFETY & SANITATION INSPECTION  
F.S. 1013.12, 1013.20 & NFPA 101**

**AND  
FIRE SAFETY INSPECTION REPORT  
F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023
DISTRICT: CLAY
FACILITY: OAKLEAF VILLAGE ELEMENTARY - 0621
410 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

**INSPECTOR SIGNATURE:  2/27/2023**

**BUILDING INSPECTION DATE:**

**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
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**AND  
FIRE SAFETY INSPECTION REPORT  
F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: ORANGE PARK ELEMENTARY - 0201

1401 PLAINFIELD AVENUE

ORANGE PARK, FL 32073

INSPECTOR SIGNATURE: *Hers*

3/7/2023

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: PATTERSON ELEMENTARY - 0471  
 5400 PINE AVENUE  
 FLEMING ISLAND, FL 32003

INSPECTOR SIGNATURE: 

BUILDING INSPECTION DATE: 3/26/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	113		No storage allowed in boiler, mechanical, or electrical equipment rooms. Fire panel is blocked and not readily accessible.				X
	204 wheelchair lift		State certifications are expired. Put in ticket with maintenance to have unit inspected and apply for current operating permit.				X
	215		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. Remove table and chairs to clear exit access area from stage stairs to exit doors.				X
	530 & 630		No storage allowed in boiler, mechanical, or electrical equipment rooms. All electrical panels are to have a clearance of 36" in front & 30" wide, and all panels are to be closed properly.				X
	603		Remove storage from areas within 2 feet of ceiling.				X
	624		Remove storage from areas within 2 feet of ceiling.				X
	627		Remove storage from areas within 2 feet of ceiling.				X
	Corridor 500		Extinguisher readiness.				X
	Kitchen		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. The exhaust system shall be cleaned by a properly trained, qualified, and certified person(s).				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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**CASUALTY SAFETY & SANITATION INSPECTION**

**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**



3/26/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: PATTERSON ELEMENTARY - 0471  
 5400 PINE AVENUE  
 FLEMING ISLAND, FL 32003

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	Multiple Locations		There are exit signs in classrooms and hallways that are not illuminated. Repair/replace as needed.				X
	R-230		Cover open electric box and remove debris and any storage from room.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
STATE BOARD OF EDUCATION  
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**CASUALTY SAFETY & SANITATION INSPECTION**

**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**

**FIRE SAFETY INSPECTION REPORT**

**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: PLANTATION OAKS ELEMENTARY - 0651

4150 PLANTATION OAKS BOULEVARD

ORANGE PARK, FL 32065

INSPECTOR SIGNATURE: *[Signature]*

2/27/2023

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
STATE BOARD OF EDUCATION  
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**CASUALTY SAFETY & SANITATION INSPECTION**

**F.S. 1013.12, 1013.20 & NFPA 101**

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FISCAL YEAR: 2022/2023

CLAY

RIDEOUT ELEMENTARY - 0541

2065 APALACHICOLA BOULEVARD

MIDDLEBURG, FL 32068

INSPECTOR SIGNATURE: 

BUILDING INSPECTION DATE: 3/14/2023

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	139		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	207		Remove storage from areas within 2 feet of ceiling.				X
	234		State certifications are expired. Put in tecket with maintenance to have unit inspected and apply for current operating permit.				X
	324		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. Additionally, come items ae blocking access to the fire extinguisher.				X
	325		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	419		Remove storage from areas within 2 feet of ceiling.				X
	430		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	443		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
STATE BOARD OF EDUCATION  
ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

FISCAL YEAR: 2022/2023  
DISTRICT: CLAY  
FACILITY: RIDGEVIEW ELEMENTARY - 0401  
421 JEFFERSON AVENUE  
ORANGE PARK, FL 32065

**CASUALTY SAFETY & SANITATION INSPECTION  
F.S. 1013.12, 1013.20 & NFPA 101  
AND**

**FIRE SAFETY INSPECTION REPORT  
F.S. 1013.12, 1013.20 & RULE 69A-58**

INSPECTOR SIGNATURE: *[Signature]*  
BUILDING INSPECTION DATE: 3/1/2023  
PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**  
**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

FIRE SAFETY INSPECTION REPORT  
 F.S. 1013.12, 1013.20 & RULE 69A-58

**INSPECTOR SIGNATURE:**



3/14/2023

**BUILDING INSPECTION DATE:**

**PORTABLE INSPECTION DATE:**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: SHADOWLAWN ELEMENTARY - 0631

2945 COUNTY ROAD 218

GREEN COVE SPRINGS, FL 32043

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	303		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X
	413		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	707A		Remove all storage within 18 inches from under fire sprinkler head deflectors.				X
	712		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	716A		Remove all storage within 18 inches from under fire sprinkler head deflectors.				X
	Kitchen		The exhaust system shall be cleaned by a properly trained, qualified, and certified person(s).				X
	Stage		Stage curtains are due for testing per tag.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: SWIMMING PEN CREEK ELEMENTARY - 0571

1630 WOODPECKER LANE

MIDDLEBURG, FL 32068

INSPECTOR SIGNATURE: 

3/14/2023

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	203		Remove storage from areas within 2 feet of ceiling.				X
	223		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. Fire extinguisher certification is expired. Have extinguisher recertified.				X
	307		Remove storage from areas within 2 feet of ceiling.				X
	318		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	319		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	405		Remove storage from areas within 2 feet of ceiling.				X
	429		Remove storage from areas within 2 feet of ceiling.				X
	430		Replace broken toilet seat.				X
	512		Remove storage from areas within 2 feet of ceiling.				X
	513		Remove storage from areas within 2 feet of ceiling.				X
	526		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X
	528		Remove storage from areas within 2 feet of ceiling.				X
	529		Remove storage from areas within 2 feet of ceiling.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Signature]*

3/14/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: SWIMMING PEN CREEK ELEMENTARY - 0571  
 1630 WOODPECKER LANE  
 MIDDLEBURG, FL 32068

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	613		Remove storage from areas within 2 feet of ceiling.				X
	614		Remove storage from areas within 2 feet of ceiling.				X
	617		Repair outlet cover - install screw in opening.				X
	620		Fire extinguisher must be readily accessible. Rearrange chair to accomplish the requirement.				X
	622		Remove storage from areas within 2 feet of ceiling.				X
	Kitchen		The exhaust system shall be cleaned by a properly trained, qualified, and certified person(s). Kitchen sink was leaking at the time of inspection. Repair as needed.				X
	Media Center		Remove extension cord. Extension cords shall not be used as a substitute for permanent wiring. Remove storage from areas within 2 feet of ceiling.				X
	Stage 202		Repair/replace ceiling tiles.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101  
 AND

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Signature]*

3/13/2023

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: THUNDERBOLT ELEMENTARY - 0531

2020 THUNDERBOLT ROAD

FLEMING ISLAND, FL 32003

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	126		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	247A Wheelchair lift		State certifications are expired. Put in ticket with maintenance to have unit inspected and apply for current operating permit.				X
	304F & 308F		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	316F		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	320F		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	325		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	Kitchen		The exhaust system shall be cleaned by a properly trained, qualified and certified person(s) acceptable to the AHJ.				X
	248		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:** *[Signature]*  
**BUILDING INSPECTION DATE:** 2/28/2023  
**PORTABLE INSPECTION DATE:**

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** TYNES ELEMENTARY - 0501  
 1550 TYNES BOULEVARD  
 MIDDLEBURG, FL 32068

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Building 3: Storage room 342 won't open				X
			Building 4: Electrical room 401 door won't open				X
			Building 7: Electrical room 701 not labeled, storage room 702 not labeled				X
			Building 5: Storage room 536 not labeled				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: W. E. CHERRY ELEMENTARY - 0241  
 420 EDSON DRIVE  
 ORANGE PARK, FLORIDA 32073

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

INSPECTOR SIGNATURE: *[Signature]*

BUILDING INSPECTION DATE: 3/1/2023

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: WILKINSON ELEMENTARY - 0491  
 4965 COUNTY ROAD 218 W.  
 MIDDLEBURG, FL 32068

INSPECTOR SIGNATURE: *[Signature]*  
 2/15/2023

INSPECTOR SIGNATURE: *[Signature]*  
 BUILDING INSPECTION DATE: 2/15/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101  
 AND

**FIRE SAFETY INSPECTION REPORT**  
 F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: GREEN COVE JUNIOR HIGH - 0021  
 1220 BONAVENTURE AVENUE  
 GREEN COVE SPRINGS, FL 32043

**INSPECTOR SIGNATURE:**   
**BUILDING INSPECTION DATE:** 2/20/2023  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	909		Remove extension cord. Extension cords shall not be used as a substitute for permanent wiring. Repair/replace ceiling tiles. Also in 905.				X
	Band Area		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X
	803 Hallway		Artwork and teaching materials shall be permitted to be attached directly to the walls in accordance with the following: The artwork and teaching materials shall not exceed 20 percent of the wall area in a building that is not protected throughout by an approved automatic sprinkler system in accordance with Section 9.7.				X
	109 Science Lab		Mount fire extinguisher. Portable fire extinguishers shall be maintained in a fully charged and operable condition and shall be kept in their designated places at all times when they are not being used. Every laboratory space that has electrical receptacles at student work stations shall have an unobstructed emergency shut-off switch strategically placed no more than 15 feet from the instructor's work station to allow for easy access by the instructor.				X
	116B		Paper towel dispenser is missing handle and the water closet has a loose seat. Repair or replace as needed.				X
	119		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	14		Repair/replace ceiling tiles.				X
	15		Emergency exit window covered.				X



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**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: LAKE ASBURY JUNIOR HIGH - 0481  
 2851 SANDRIDGE ROAD  
 GREEN COVE SPRINGS, FL 32043

INSPECTOR SIGNATURE:   
 BUILDING INSPECTION DATE: 4/14/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	111		Stage storage: Adjust door closer to proper speed for closing and opening pressure. See photo 1.1 Door hinge is sagging. Doors and windows shall be maintained in an operable, safe and secure condition at all times and be free of splinters, sharp projections, broken glass, broken hardware, etc.				X
	203		Fire doors shall be self-closing. See photo 2.1. Remove added door propps.				X
	215		Adjust door closer to proper speed for closing and opening pressure. See photo 3.1. Door hinge is sagging. Doors and windows shall be maintained in an operable, safe and secure condition at all times and be free of splinters, sharp projections, broken glass, broken hardware, etc.				X
	222		See photo 4.1. Electrical wiring and equipment shall be maintained in a safe and secure condition at all times.				X
	344		Repair drinking fountain. Kiln rooms shall not be used for storage. All electrical panels are to have a clearance of 36" in front & 30" wide and all panels are to be properly closed.				X
	511		Extension cords shall not be used as a substitute for permanent wiring. See photo 6.1. Remove extension cord. Extension cords shall not be used as a substitute for permanent wiring. Trip hazard.				X

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**CASUALTY SAFETY & SANITATION INSPECTION**  
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**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Signature]*  
 4/14/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** LAKE ASBURY JUNIOR HIGH - 0481  
 2851 SANDRIDGE ROAD  
 GREEN COVE SPRINGS, FL 32043

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	524		Storage in boiler rooms, mechanical rooms, or electrical equipment rooms. See photo 7.1. Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms				X
	603		Ceiling clearance from storage (non-sprinklered areas). See photo 8.1. Remove storage from areas within 2 feet of ceiling.				X
	607		Storage in boiler rooms, mechanical rooms, or electrical equipment rooms. See photo 9.1, 9.2. Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms				X
	708		Storage in boiler rooms, mechanical rooms, or electrical equipment rooms. See photo 10.1. Remove all storage in boiler rooms. All electrical panels are to have a clearance of 36" in front & 30" wide and all panels are to be properly closed.				X
	708		Persons performing maintenance and recharging of extinguishers shall be certified. See photo 11.1. Portable fire extinguisher is expired. Have recertified by provider.				X

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AND

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F.S. 1013.12, 1013.20 & RULE 69A-58


FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: LAKE ASBURY JUNIOR HIGH - 0481

2851 SANDRIDGE ROAD

GREEN COVE SPRINGS, FL 32043

INSPECTOR SIGNATURE: 

4/14/2023

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	8128		Storage in boiler rooms, mechanical rooms, or electrical equipment rooms. See photo 12.1, 12.2, 12.3. Remove all storage in boiler rooms, mechanical rooms, or electrical equipment. All electrical panels are to have a clearance of 36" in front & 30" wide and all panels are to be properly closed. Mechanical equipment rooms and air-handler rooms shall be free of any type of storage except for filters required for the air-handling equipment in the room. Air conditioning filter storage shall not present a hazard.				X
	8129		Persons performing maintenance and recharging of extinguishers shall be certified. See photo 13.1. Portable fire extinguisher is expired. Have recertified by provider.				X
	811		Storage in boiler rooms, mechanical rooms, or electrical equipment rooms. See photo 14.1, 14.2, 14.3. Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. Mechanical equipment rooms and air-handler rooms shall be free of any type of storage except for filters required for the air-handling equipment in the room. Air conditioning filter storage shall not present a hazard.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

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**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: LAKE ASBURY JUNIOR HIGH - 0481  
 2851 SANDRIDGE ROAD  
 GREEN COVE SPRINGS, FL 32043

*[Signature]*

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:** 4/14/2023  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
Page 583 of 843	Gym		Mechanical Mezzanine: Storage in boiler rooms, mechanical rooms, or electrical equipment rooms. See photo 15.1, 15.2, 15.2, 15.4. Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. All electrical panels are to have a clearance of 36" in front & 30" wide and all panels are to be properly closed. Mechanical equipment rooms and air-handler rooms shall be free of any type of storage except for filters required for the air-handling equipment in the room. Air conditioning filter storage shall not present a hazard.				X
	Kitchen		Cleaning of hood system - list date of last cleaning. See photo 16.1. The exhaust system shall be cleaned by a properly trained, qualified, and certified persons(s).				X

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**FIRE SAFETY INSPECTION REPORT**  
 F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: LAKESIDE JUNIOR HIGH -0351  
 2750 MOODY AVENUE  
 ORANGE PARK, FL 32073

INSPECTOR SIGNATURE:   
 BUILDING INSPECTION DATE: 3/8/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Cafeteria: Electrical room 25 left side stage storage shall be removed				X



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: OAKLEAF JUNIOR HIGH SCHOOL  
 4085 PLANTATION OAKS BOULEVARD  
 ORANGE PARK, FL 32065

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

FIRE SAFETY INSPECTION REPORT

F.S. 1013.12, 1013.20 & RULE 69A-58

INSPECTOR SIGNATURE: *[Handwritten Signature]*

3/28/2023

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
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FISCAL YEAR: 2022/2023  
DISTRICT: CLAY  
FACILITY: ORANGE PARK JUNIOR HIGH - 0361  
1500 GANO AVENUE  
ORANGE PARK, FL 32073

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**  
F.S. 1013.12, 1013.20 & RULE 69A-58

INSPECTOR SIGNATURE:

*[Signature]*

BUILDING INSPECTION DATE:

3/9/2023

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				

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FIRE SAFETY INSPECTION REPORT

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: WILKINSON JUNIOR HIGH - 0371  
 5025 COUNTY ROAD 218  
 MIDDLEBURG, FL 32068

INSPECTOR SIGNATURE: *[Signature]*  
 BUILDING INSPECTION DATE: 2/15/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Building 7: Exit signs shall be in service				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Signature]*

4/17/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** CLAY HIGH SCHOOL - 0341  
 2025 HIGHWAY 16 WEST  
 GREEN COVE SPRINGS, FL 30243

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	1110		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied.				X
	1123		Repair/replace ceiling tiles.				X
	1124		Repair/replace ceiling tiles.				X
	1127		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	1128		Mechanical equipment located on the ground shall be enclosed by a fence that is maintained in a safe and secure condition at all times.				X
	128		Portable fire extinguishers shall be maintained in a fully charged and operable condition and shall be kept in their designated places at all times when they are not being used.				X
	134		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. Remove all items from stairway and landings. First floor door labeled 127B is blocked by wrestling mats and are blocking the second floor exit.				X
	201		Electric panels, cabinets and rooms shall be accessible only to authorized persons. Remove all storage in the electrical equipment room.				X
	209		Cover open electric boxes.				X
	212		Repair/replace ceiling tiles.				X
	220		Repair/replace ceiling tiles.				X
	303		The classrooms have a secondary emergency escape route through an adjoining room. The door must remain unlocked at all times.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

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4/17/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: CLAY HIGH SCHOOL - 0341  
 2025 HIGHWAY 16 WEST  
 GREEN COVE SPRINGS, FL 30243

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	404		Through-wall and window-type air-conditioning units shall be maintained in a clean, safe and secure condition at all times.				X
	404		Expired fire extinguisher. Have tested.				X
	404		Persons performing maintenance and recharging of extinguishers shall be certified.				X
	404		Gasoline must be kept in flammable storage building or approved spaces.				X
	404		Repair/replace outlets. Electrical conduit not to be used for anything other than electrical equipment.				X
			Remove the ropes from conduit and the fire extinguisher.				
	601E		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	601A		Kiln rooms shall not be used for storage.				X
	602E		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	708		Doors and windows shall be maintained in an operable, safe and secure condition at all times and be free of splinters, sharp projections, broken glass, broken hardware, etc.				X
	916		Remove storage from areas within 2 feet of ceiling.				X
	920		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	921		Remove storage from areas within 2 feet of ceiling.				X

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*[Signature]*

4/17/2023

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** CLAY HIGH SCHOOL - 0341  
 2025 HIGHWAY 16 WEST  
 GREEN COVE SPRINGS, FL 30243

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	Cafetorium		Draperies, curtains, and other similar loosely hanging furnishings and decorations shall be flame resistant and have a manufacturer's tag providing this information.				X
	Cafetorium		Fire extinguisher cabinet is bent and will not close. Repair cabinet and clear access to extinguisher. The second cabinet is in the hallway in front of the cafetorium.				X
	Corridor at Room 310		Fire extinguisher cabinet is broken and extinguisher exposed to potential damage. Replace cabinet.				X
	Discovery Way Hallway		Repair/replace exit sign at doors.				X
	Gym		Second floor weight room - Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. Move equipment out of exit area to create a minimum of 36" wide pathway.				X
	Kitchen		The exhaust system shall be cleaned by a properly trained qualified, and certified person(s).				X
	Stage Area		Remove added door props and clear area at bottom of the stairs. Remove all items at the top stair landing on side near 831 boy's dressing area.				X
	Stage Area		The owner or designated agent or occupant of a property in which fire extinguishers are located shall be responsible for inspection, maintenance, and recharging.				X

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FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: CLAY HIGH SCHOOL - 0341

2025 HIGHWAY 16 WEST

GREEN COVE SPRINGS, FL 30243

INSPECTOR SIGNATURE: 

4/17/2023

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	Stage Area		Mechanical and fire suppression equipment is blocked and access must be provided. Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	Stage Area		Access to fire extinguisher and alarm pull station are blocked. Remove items.				X
	Stage Area		Draperies, curtains, and other similarly loose hanging furnishings and decorations shall be flame resistant and have a manufacturer's tag providing this information.				X
	Stage Chair Lift		Chair lift at stage has an expired certification.				X
	Water Fountain Outside Room 510		Repair water fountain.				X

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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Signature]*  
 3/13/2023

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND HIGH SCHOOL - 0551  
 2233 VILLAGE SQUARE PARKWAY  
 FLEMING ISLAND, FL 32003

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
Admin			Emergency bracket must not be utilized as a door lock. Photo is of administration area.				X
	1005		No storage allowed. Remove all contents. All electrical equipment must be readily accessible and have a clear space of 36" in front of the panels.				X
	1029		Mechanical/Electrical room - place fire extinguisher on wall bracket, add closer to electrical panel and remove all storage items.				X
	41		Remove device impeding door handle use. This door is part of the means of egress. Also, the exterior gate is locked and chained but is a means of egress.				X
	220		All ceiling tiles must be in place.				X
	Cafetorium		Update expired extinguisher by chair storage room 217. Stage right by room 207 - hang extinguisher. Repair of replace exit sign.				X
	223		Replace/reinstall ceiling hatch cover.				X
	169		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	84		Update expired fire extinguisher, remove and dispose of flammable rags, and replace the elevator equipment cover.				X
	Exterior Corridor		Exterior corridor exit lighting appeared to not be working multiple places. Check signs and replace as needed.				X



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FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: FLEMING ISLAND HIGH SCHOOL - 0551  
 2233 VILLAGE SQUARE PARKWAY  
 FLEMING ISLAND, FL 32003

INSPECTOR SIGNATURE: 

3/13/2023

INSPECTOR SIGNATURE: \_\_\_\_\_  
 BUILDING INSPECTION DATE: \_\_\_\_\_  
 PORTABLE INSPECTION DATE: \_\_\_\_\_

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	R-142		No storage allowed. Remove all contents.				X
	Gymnasium		Repair/replace handrails on indoor bleachers.				X
	Interior Hallway		Update expired fire extinguisher in hallway near room 52. Drinking fountains shall be maintained in an operational condition at all times. Water fountain in administration corridor 4 does not have proper water flow. Admin hallway 4 remove or relocate any obstructions reducing the width to below 44 inches.				X
	Kitchen		Expired certification on kitchen hood.				X
	R-304		CAT-5 cable is a trip hazard. Add outlet or relocate office furnishings to alleviate hazard.				X
	Stage area handrail		Handrails and ramp. Miscellaneous blocking; trim; handrails; guardrails; boardwalks; relocatable platforms, ramps and steps; stage and gymnasium flooring; casework; cabinets and paneling, where provided, shall be maintained in a safe condition and free from hazards, including loose fastenings, wood rot, chips, splits, cracks and wood-destroying insects.				X
	Stage door 202		Remove masonry block from fire door. Fire doors are not permitted to be hindered from closing.				X

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**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Signature]*

3/13/2023

FISCAL YEAR: 2022/2023

DISTRICT: CLAY


FACILITY: FLEMING ISLAND HIGH SCHOOL - 0551  
 2233 VILLAGE SQUARE PARKWAY  
 FLEMING ISLAND, FL 32003

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	Stair tower at 1019		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. Remove gates at top and bottom of stair tower. Gates are blocking means of egress from second floor at the top and bottom of the stair tower. This needs to be removed immediately along with the items being stored in the corridor.				X

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**CASUALTY SAFETY & SANITATION INSPECTION**  
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**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: KEYSTONE HEIGHTS HIGH SCHOOL-0311  
 900 S. ORCHID AVENUE  
 KEYSTONE HEIGHTS, FL 32656

INSPECTOR SIGNATURE:   
 BUILDING INSPECTION DATE: 3/15/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	115		Remove storage from areas within 2 feet of ceiling. See photo 1.1				X
	171		Electrical wiring and equipment shall be maintained in a safe and secure condition at all times. See photo 2.1, 2.2, 2.3				X
	64 Science Room		Science laboratory fume hoods and laboratory emergency fans shall be maintained in an operable condition. Science laboratories shall maintain ventilation rates as designed. See photo 3.1				X
	722 Mechanical		Not able to access the mechanical room due to door. Doors and windows shall be maintained in an operable, safe and secure condition at all times and be free of splinters, sharp projects, broken glass, broken hardware, etc.				X
	725 Mechanical		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. See photo 4.1, 4.2				X
	802 Electrical		Certification tag on fire extinguisher is expired. Have unit inspected and recertified. See photo 5.1				X
	802 Electrical		All electrical equipment must be readily accessible and have a clear space of 36" in front of the panels. Install electrical panel cover. See photo 6.1				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: KEYSTONE HEIGHTS HIGH SCHOOL-0311  
 900 S. ORCHID AVENUE  
 KEYSTONE HEIGHTS, FL 32656

INSPECTOR SIGNATURE: 

3/15/2023

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	802 Electrical		Electrical wiring and equipment shall be maintained in a safe and secure condition at all times. Replace damage plug; cover the open electrical boxes. See photo 7.1, 7.2				X
	802 Electrical		Interior finishes shall be maintained in a satisfactory condition at all times and shall be free of hazards. Replace missing ceiling tiles. See photo 8.1				X
Page 596 of 843	905 Storage		Mechanical equipment rooms and air-handler rooms shall be free of any type of storage except for filters required for the air-handling equipment in the room. Air conditioning filter storage shall not present a hazard. Remove all contents and items stored on top of the HVAC unit. Correct wall sign to reflect mechanical room. See photo 9.1, 9.2				X
	912 Tool Room		Eye washing stations are to be kept operable and flushed monthly. See photo 10.1				X
	912 Tool Room		Remove storage from areas within 2 feet of ceiling. See photo 11.1				X
	917 Wrestling		Interior finishes shall be maintained in a satisfactory condition at all times and shall be free of hazards. Replace missing ceiling tiles. See photo 12.1				X
	928 Multi-Purpose		Certification tag on fire extinguisher is expired. Have unit inspected and recertified. See photo 13.1				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: KEYSTONE HEIGHTS HIGH SCHOOL-0311  
 900 S. ORCHID AVENUE  
 KEYSTONE HEIGHTS, FL 32656



3/15/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
Page 597 of 843	933 Electrical		Not able to access the electrical room due to door. Doors and windows shall be maintained in an operable, safe and secure condition at all times and be free of splinters, sharp projections, broken glass, broken hardware, etc.				X
	Band Room		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. See photo 14.1				X
	Band Storage Room		Remove storage from areas within 2 feet of ceiling. See photo 15.1, 15.2				X
	Gym Exit Hallway		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. See photo 16.1				X
	Hallway 155		Emergency exit sign is required to be illuminated. See photo 17.1				X
	Hallway 155		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. See photo 18.1				X
	Hallway 709 Band Area		Sign not visible from inside of building. Reset to face interior hallway. See photo 19.1				X
	Hallway at Room 506		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. See photo 20.1				X
	Hallway at Room 507		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. See photo 21.1				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: KEYSTONE HEIGHTS HIGH SCHOOL-0311  
 900 S. ORCHID AVENUE  
 KEYSTONE HEIGHTS, FL 32656

**INSPECTOR SIGNATURE:**



3/15/2023

**BUILDING INSPECTION DATE:**

**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	Hallway Near Room 403		Drinking fountains shall be maintained in an operational condition at all times. Repair water fountain. See photo 22.1				X
	Hallway R918		Interior finishes shall be maintained in a satisfactory condition at all times and shall be free of hazards. Repair abandoned opening in wall. See photo 23.1				X
	Kitchen		Repair leaking faucet at hand-washing station. See photo 24.1				X
	Near 171		Masonry (walls) where provided, shall be maintained in a safe condition and free from hazards, including cracks, spalling and exposed reinforcing steel. See photo 25.2				X
	902 & 904 Restrooms		Repair doors on restrooms to original configuration. See photo 26.1, 26.2				X
	909 Electrical		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. See photo 27.1				X
	912 Weight Room		Interior finishers shall be maintained in a satisfactory condition at all times and shall be free of hazards. Replace missing ceiling tiles. See photo 28.1, 28.2				X
	918 Hallway Near 935		Certification tag on fire extinguisher is expired. Have unit inspected and recertified. See photo 29.1				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: KEYSTONE HEIGHTS HIGH SCHOOL-0311  
 900 S. ORCHID AVENUE  
 KEYSTONE HEIGHTS, FL 32656

**CASUALTY SAFETY & SANITATION INSPECTION**  
 F.S. 1013.12, 1013.20 & NFPA 101  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
 F.S. 1013.12, 1013.20 & RULE 69A-58

**INSPECTOR SIGNATURE:** *[Signature]*  
**BUILDING INSPECTION DATE:** 3/15/2023  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	928 Multi-Purpose		Second year violation. Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. See photo 30.1				X
	940 Storage		Not able to access the storage room due to door. Doors and windows shall be maintained in an operable, safe and secure condition at all times and be free of splinters, sharp projections, broken glass, broken hardware, etc.				X
	4		Certification tag on fire extinguisher is expired. Have unit inspected and recertified. See photo 31.1				X
	64 Storage Closet		Remove storage from areas within 2 feet of ceiling and floor space. The room has storage items piled up on the floor. Access to the shut off valves and emergency shut off are blocked by the items on the floor. Panel doors to all valves and electrical cabinets are to be closed. There is a wire that is not properly secured. See photo 32.1, 32.2, 32.3, 32.4				X
	910 Shop Classroom		Exit shall not be locked or blocked and shall remain accessible at all times while the building is occupied. See photo 33.1				X
	910 Shop Classroom		Interior finishes shall be maintained in a satisfactory condition at all times and shall be free of hazards. Repair punctures in ceiling. Photo 34.1, 34.2				X





**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MIDDLEBURG HIGH SCHOOL - 0391  
 3750 COUNTY ROAD 220  
 MIDDLEBURG, FL 32068

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:** *[Signature]*  
**BUILDING INSPECTION DATE:** 2/14/2023  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Fire extinguisher outside Room 24 expired (2021)				X
			Fire extinguisher outside Room 50 expired (2021)				X
			Student service missing fire extinguisher				X
			Fire exstinguisher in Room 118 expired (2014)				X
			Exit sign corridor outside Room 139				X
			Fire extinguisher in Room 93 expired (2021)				X
			Fire hood suppression system expired (2017) not used				X
			Room 374 electrical room storage shall be removed (rubber muds)				X
			Fire extinguisher in Room 341 expired				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
STATE BOARD OF EDUCATION  
ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5

**CASUALTY SAFETY & SANITATION INSPECTION**  
F.S. 1013.12, 1013.20 & NFPA 101  
AND  
**FIRE SAFETY INSPECTION REPORT**  
F.S. 1013.12, 1013.20 & RULE 69A-58

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** OAKLEAF HIGH SCHOOL - 0661  
4035 PLANTATION OAKS BOULEVARD  
ORANGE PARK, FL 32065

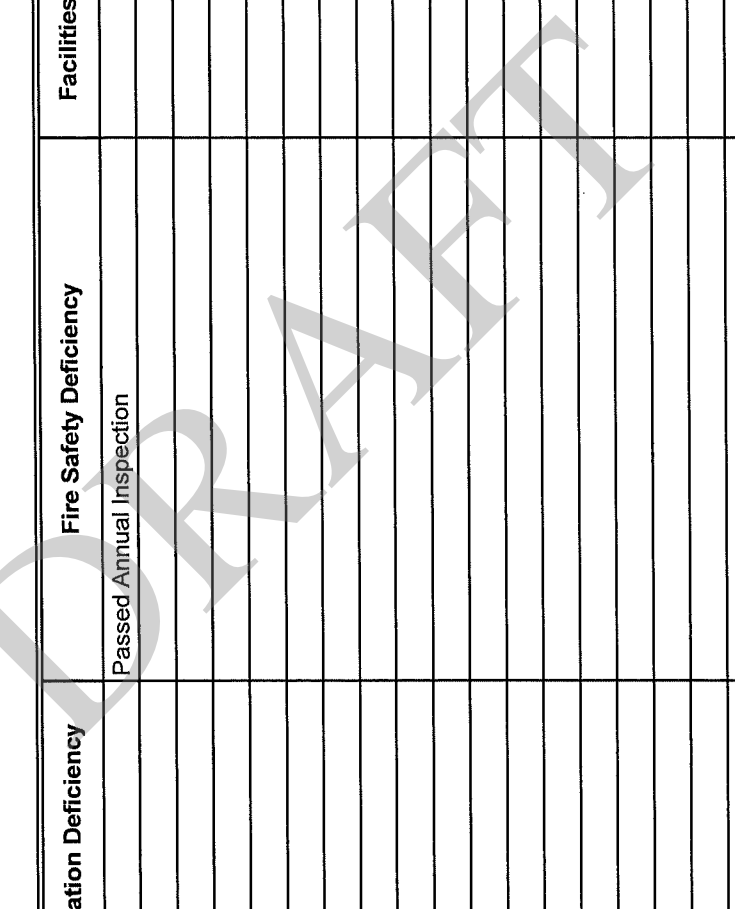
**INSPECTOR SIGNATURE:** *[Signature]*

**BUILDING INSPECTION DATE:** 2/22/2023

**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
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Passed Annual Inspection



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

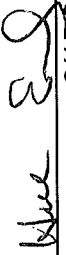
FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: ORANGE PARK HIGH SCHOOL - 0252

2300 KINGSLEY AVENUE

ORANGE PARK, FL 32073

**INSPECTOR SIGNATURE:** 

3/15/2023

**BUILDING INSPECTION DATE:**

**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Fire extinguishers in main building does not meet FFPC in travel distance for fire extinguisher - Replacement first and second floor.				X
			Library office fire extinguisher expired.				X
			Rooms 117 and Room 224A surge protectors running in series.				
			Gym exit sign in northwest exit is broken.				X
			Building 1 weight room and drama storage - all fire extinguisher expired.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
STATE BOARD OF EDUCATION  
ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101  
AND

**FIRE SAFETY INSPECTION REPORT  
F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:**  
**PORTABLE INSPECTION DATE:**

*[Handwritten Signature]*

3/14/2023

FISCAL YEAR: 2022/2023  
DISTRICT: CLAY  
FACILITY: RIDGEVIEW HIGH SCHOOL - 0431  
466 MADISON AVENUE  
ORANGE PARK, FL 32065

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Electrical room in corridor 136 shall have storage removed and cleaned. Door not labeled.				X
			Room 61: Fire extinguisher expired in Rooms 690, 691, 688.				X
			Building 7: Hood fire suppression in Room 705 expired (4/21).				X
			Room 701 and 714 surge protector connected in series.				X
			Room 17 fire extinguisher expired.				X
			Gym: Fire extinguisher missing outside Room 928.				X
			Exit signs broken in boys locker room.				X
			Emergency lights broken in boys locker room.				X
			Fire extinguisher expired in Room 917.				X
			Emergency light in corridor broken.				X
			1 fire extinguisher in gym area.				X
			Building 3: Fire extinguisher in Room 313 daycare expired.				X
			Fire extinguisher in Room 302 expired.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58


FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: BANNERMAN LEARNING CENTER - 0111

608 MILL STREET

GREEN COVE SPRINGS, FL 32043

INSPECTOR SIGNATURE: 

2/20/2023

BUILDING INSPECTION DATE:

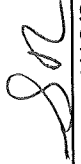
PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			General locations throughout - exits shall not be blocked and shall remain visible and accessible at all times while the building is occupied.				X
	207 Electrical Room		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	320 Electrical Room		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.				X
	214 Daycare		Fire extinguisher needs to have updated inspection. (Done)				X
	207 Rear Side		Cover plates missing on conduit.				X

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MAIN OFFICE PORTABLE  
 900 WALNUT STREET  
 GREEN COVE SPRINGS, FL 32043

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**



**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:** 4/18/2023  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
95	1		Passed annual inspection.				
95	2		Fire extinguisher tag is expired. Have tested.				

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: MAINTENANCE DEPARTMENT

905 CENTER STREET

GREEN COVE SPRINGS, FL 32043

SIGNATURE: *[Signature]*

ATION DATE: 4/18/2023

TION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
5			Hazard identification sign on exterior side wall is faded and needs to be replaced. See photo 1.1.			X	
			Fire extinguishers located in the open bay area near the Plumbing department: one needs to be set in a bracket or cabinet and the other is missing the certification tag.			X	
	21		Portable fire extinguishers shall be maintained in a fully charged and operable condition and shall be kept in the designated places (placed on bracket or in cabinet) at all times when they are not being used.			X	
5	31		Fire extinguishers is expired. Have tested.			X	
5	6		Portable fire extinguishers shall be maintained in a fully charged and operable condition and shall be kept in the designated places (placed on bracket or in cabinet) at all times when they are not being used.			X	
5	Training Room		The second floor training room does not have a fire extinguisher.			X	
			Storage throughout the building should maintain 2 foot clearance from ceiling (without sprinklers).			X	
2	10		2 portable fire extinguishers are expired. Have tested.			X	
4			Passed annual inspection.			X	

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**  
**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MAINTENANCE DEPARTMENT  
 905 CENTER STREET  
 GREEN COVE SPRINGS, FL 32043

SIGNATURE:   
 DATE: 4/18/2023  
 TIME: \_\_\_\_\_

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
6	Pest Control		Portable fire extinguisher appears to be missing from hanger. Replace as needed. Remove propane fuel tank from within the building. See photo 1.1.			X	
9			Portable fire extinguishers are expired. One is near 114 and the other is near 107. Have tested. See photo 1.1, 1.2.			X	
608			Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms. See photo 1.1.			X	
643			Passed annual inspection.			X	



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** FOOD SERVICES/OPERATIONS  
 8300 GREEN STREET  
 GREEN COVE SPRINGS, FL 32043

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101  
 AND

**FIRE SAFETY INSPECTION REPORT**  
 F.S. 1013.12, 1013.20 & RULE 69A-58

**INSPECTOR SIGNATURE:**  
**BUILDING INSPECTION DATE:** 2/15/2023  
**PORTABLE INSPECTION DATE:**

*S.R.*

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Electric panel access (see photo 1.1). Emergency light not working when test button is pushed.			X	X
			Address numbers must be legible and visible from the street (see photo 2.1).			X	

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
STATE BOARD OF EDUCATION  
ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101


**AND**

**FIRE SAFETY INSPECTION REPORT  
F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023

DISTRICT: CLAY

FACILITY: SUPERINTENDENT BUILDING  
900 WALNUT STREET  
GREEN COVE SPRINGS, FL 32043

INSPECTOR SIGNATURE: 

4/21/2023

BUILDING INSPECTION DATE:

PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
	Mechanical Room		Fire extinguisher is expired. Have it tested and re-certified.			X	
	Mechanical Room		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.			X	
	48		Remove all storage in boiler rooms, mechanical rooms, or electrical equipment rooms.			X	
	Statwell		SREF Chapter 5(10)4. The space under stairs and ramps shall be kept free of any storage or other purpose. See photo 4.1.			X	

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: VACANT BUILDING 2  
 900 WALNUT STREET  
 GREEN COVE SPRINGS, FL 32043

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

**INSPECTOR SIGNATURE:**



**BUILDING INSPECTION DATE:** 4/18/2023

**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
2			Fire extinguisher tag is expired. Have tested.			X	

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT  
 STATE BOARD OF EDUCATION  
 ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5  
 CASUALTY SAFETY & SANITATION INSPECTION  
 F.S. 1013.12, 1013.20 & NFPA 101**

**AND**

**FIRE SAFETY INSPECTION REPORT  
 F.S. 1013.12, 1013.20 & RULE 69A-58**

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** OPERATIONS  
 925 CENTER STREET  
 GREEN COVE SPRINGS, FL 32043

**INSPECTOR SIGNATURE:** *[Signature]*  
**BUILDING INSPECTION DATE:** 2/8/2023  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection.				

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:** *SR*  
**BUILDING INSPECTION DATE:** 5/16/2023  
**PORTABLE INSPECTION DATE:**

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** KEYSTONE HEIGHTS TRANSPORTATION  
 6800 COUNTY ROAD 315  
 KEYSTONE HEIGHTS, FL 32656

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
95	2		Mount fire extinguisher per NFPA Requirements.				X
95	2		Repair door so that it closes properly. Doors and windows shall be maintained in an operable, safe and secure condition at all times and be free of splinters, sharp projections, broken glass, broken hardware, etc.				X
613	2		Tie down on structure are damaged and/or missing. Wind uplift forces shall be countered by providing achors from the floor structure to the foundation.			X	
843	760		Fire extinguisher is expired. Have tested and certified.			X	
92							



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: KEYSTONE HEIGHTS TRANSPORTATION  
 6800 COUNTY ROAD 315  
 KEYSTONE HEIGHTS, FL 32656

INSPECTOR SIGNATURE: *SR*  
 BUILDING INSPECTION DATE: 5/16/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
95	2		Mount fire extinguisher per NFPA Requirements.				X
95	2		Repair door so that it closes properly. Doors and windows shall be maintained in an operable, safe and secure condition at all times and be free of splinters, sharp projections, broken glass, broken hardware, etc.				X
95	2		Tie down on structure are damaged and/or missing. Wind uplift forces shall be countered by providing achors from the floor structure to the foundation.			X	
92	760		Fire extinguisher is expired. Have tested and certified.			X	

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**  
**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** PURCHASING DEPT./FUEL ISLAND  
 800 CENTER STREET  
 GREEN COVE SPRINGS, FL 32043

**INSPECTOR SIGNATURE:** *SR*  
**BUILDING INSPECTION DATE:** 4/21/2023  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
1	2nd Floor		Second floor fire extinguisher is expired. Have it tested and recertified.			X	
	16		Remove storage from areas within 2 feet of ceiling in hallways and storage room.				X
4			Building 4 is classified as "flammable storage." Flammable storage buildings cannot have electric in the building. Also install proper portable fire extinguisher compatible to the flammable contents within the building.				
4			Remove storage from areas within 2 feet of ceiling.				X
90	1		Provide clear access/unobstructed view of fire extinguisher(s) per Code. Mount unit per NFPA 10 requirements found in 6.1.3.8.2 no higher than 42" and no lower than 4" above the floor.			X	



**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**  
**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

**INSPECTOR SIGNATURE:** \_\_\_\_\_  
**BUILDING INSPECTION DATE:** \_\_\_\_\_  
**PORTABLE INSPECTION DATE:** \_\_\_\_\_

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** H. C. LONG ADMINISTRATION  
 23 GREEN STREET  
 GREEN COVE SPRINGS, FL 32043

*[Handwritten Signature]*

4/18/2023

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
1			Passed annual inspection.				
2			Remove storage from areas within 2 feet of ceiling. See photo 1.1.				X
2	201		Fire extinguisher is expired. Have tested.			X	
3			Passed annual inspection.				
4			Passed annual inspection.				
5			Passed annual inspection.				
95	1		Passed annual inspection.				

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

FISCAL YEAR: 2022/2023  
 DISTRICT: CLAY  
 FACILITY: MIDDLEBURG TRANSPORTATION  
 3674 CR 200  
 MIDDLEBURG, FL 32068

**CASUALTY SAFETY & SANITATION INSPECTION**  
**F.S. 1013.12, 1013.20 & NFPA 101**

**AND**

**FIRE SAFETY INSPECTION REPORT**  
**F.S. 1013.12, 1013.20 & RULE 69A-58**

INSPECTOR SIGNATURE: *[Signature]*  
 BUILDING INSPECTION DATE: 3/9/2023  
 PORTABLE INSPECTION DATE:

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				

**COMPREHENSIVE SAFETY & SANITATION INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULES S.R.E.F. - CHAPTER 5**

**CASUALTY SAFETY & SANITATION INSPECTION**

F.S. 1013.12, 1013.20 & NFPA 101

AND

**FIRE SAFETY INSPECTION REPORT**

F.S. 1013.12, 1013.20 & RULE 69A-58

**FISCAL YEAR:** 2022/2023  
**DISTRICT:** CLAY  
**FACILITY:** ORANGE PARK HIGH SCHOOL W. CAMPUS  
 2300 KINGSLEY AVENUE  
 ORANGE PARK, FL 32073

**INSPECTOR SIGNATURE:**   
**BUILDING INSPECTION DATE:** 3/16/2023  
**PORTABLE INSPECTION DATE:**

Building Number	Room Number	Casualty Safety & Sanitation Deficiency	Fire Safety Deficiency	Facilities	Info Services	Maint.	School
			Passed annual inspection				

June 29, 2023 - Regular School Board Meeting

**Title**

C26 - Transportation Bus Purchase Agreement

**Description**

This is an agreement between the Clay County School Board and Matthews Bus Alliance to purchase eleven (11) new school buses equipped with AC and camera equipment.

**Gap Analysis**

The transportation department has a five-year plan for bus purchases in the capital plan in order to replace buses reaching their service limits. At this time CCDS has 231 buses operating and in service. Roughly 20-25 of these buses need to be removed due to age/mileage. With a true replacement plan, our district should be replacing roughly 10% of our fleet each year at 20-25 buses, as they gain age and new mileage. This allows for our fleet to be rotated so that mileage doesn't accumulate on one group of buses specifically. Furthermore, as the district continues to grow so does our need for additional buses.

**Previous Outcomes**

The Transportation Department has a replacement plan for buses via the Educational Facilities Plan (EFP) in order for the District to operate safely and efficiently.

**Expected Outcomes**

The purchase of 11 School Buses (Regular ED) will provide CCDS:

- Eleven (11) new regular ED buses equipped with AC and camera surveillance at a cost of \$1,604,207.00.
- Bumper-to-Bumper 5-year warranty drastically reduces parts and maintenance costs associated with aging fleets (est. value \$400,000.00).
- The district retains the titles for the buses.
- Capital dollars are recaptured by removing/selling 10 school buses from our fleet (est. return of \$7,500.00 per bus) which can be immediately used to upgrade CCDS's aging white fleet.

**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 Purchase Agreement

**Contact**

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net, Randall Crawford, Director of Transportation, (904) 336-0003, randall.crawford@myoneclay.net

**Financial Impact**

The funds will be budgeted in the 2023/2024 Educational Facilities Plan (EFP) for \$1,604,207.00 (Breakdown of cost: 77 Passenger TYPE C \$145,837.00 @ 11).

**Review Comments**

**Attachments**

- 📎 [Bus Purchase 6.29.23.pdf](#)



Thomas 341TS Body  
 Freightliner B2 106 Chassis  
 2500 PTS 6 speed transmission w/LBSS  
 Cummins ISB 13 250hp/660 lb-ft

Customer: Clay County  
 C/O Randall Crawford  
 904-577-6665  
 Date: 12-26-2023  
 Tim BeVier



Quote from FLDOE 2023-02

BID NO: ITB 2023-02		77 Capacity Type C Complete School Bus	
<b>Unit Base Price:</b>		<b>NO LIFT</b>	
		<b>\$119,985</b>	
OPTIONAL CHASSIS EQUIPMENT PRICES	COST	QUANTITY	EXTENDED COST
[C1A] Front Tow Hooks	STD	1	STD
[C1B] Rear Tow Hooks	\$155	1	\$155
[C2] Spare Disc Wheel	\$162		\$0
[C3] Auto Trans Warranty (7 yr unlimited)	STD	1	STD
[C4] 75-100 Gallon Fuel Tank* See Appendix I	\$550	1	\$550
[C5] Low-Profile Radial Tires - Hankook Tires (STD with Flat Floor)	N/C		N/C
[C6] 270 Amp L/N 4864 Alternator *See Appendix I	\$693		\$0
[C7] Type D Front Air Ride Suspension	N/A	-	N/A
[C8] Adjustable Pedals	\$940	1	\$940
[C9] 3000-PTS Transmission	N/A	-	N/A
[C10] Air Ride Rear Suspension	\$888	1	\$888
[C12] Straight Floor *Requires Air Ride Suspension	\$650		\$0
[C13] Auto Headlamp System	STD	1	STD
[C14] Air Disc Brakes	\$3,650		\$0
OPTIONAL BODY EQUIPMENT PRICES			
[B1] Pro Lo Hatch	STD	1	STD
[B3] Vandal Box w/Key	\$15		\$0
[B4] 76" High Headroom (minimum)	78" STD	1	STD
[B5A] Intercom/PA	\$533		\$0
[B5B] PA with Radio	\$627	1	\$627
[B5C] Stereo Radio (no PA)	\$500		\$0
[B6] Locking Door at Fuel Tank	\$15		\$0
[B7A] CE White Integrated Child Restraint Seat	N/A	-	N/A
[B7B] IMMI Child Safety Seat *See Appendix I	N/A	-	N/A
[B7C] Syntech Integrated Child Restraint Seat	\$600		\$0
[B7D] BTI Integrated Child Restraint Seat	N/A	-	N/A
[B8] Exterior Body Light Monitor	\$185		\$0
[B11] Lap/Shoulder Belts (PRICE PER UNIT - no reduction in seating capacity) ***	\$7,500		\$0
[B12] Full Perf. Ceiling Panel	\$575		\$0
[B13] Bus Lockup System	\$250		\$0
[B14] Wire Pupil Crossing Arm	N/A	-	N/A
[B15] Stainless Steel Mirror System (with non-corrosive brackets & fasteners)	STD	1	STD
[B16] Battery Disconnect Switch Label	\$15	1	\$15
[B17] Red Light Emergency Door	\$70		\$0
[B18] Underseat Rear Heater *See Appendix I	\$610	1	\$610
[B19] Tailpipe through Bumper	\$105		\$0
[B20] Powder-Coated Windows	STD	1	STD
[B21] Driver's Seat with Integrated Seat Belt	\$550		\$0
<b>SUB TOTAL</b>			<b>\$123,770</b>
ADDITIONAL OPTIONS			
Black Trim Around Windows	STD	1	STD
Cruise Control	STD	1	STD
Cup Holders	STD	1	STD
Electronic Stability Control	STD	1	STD

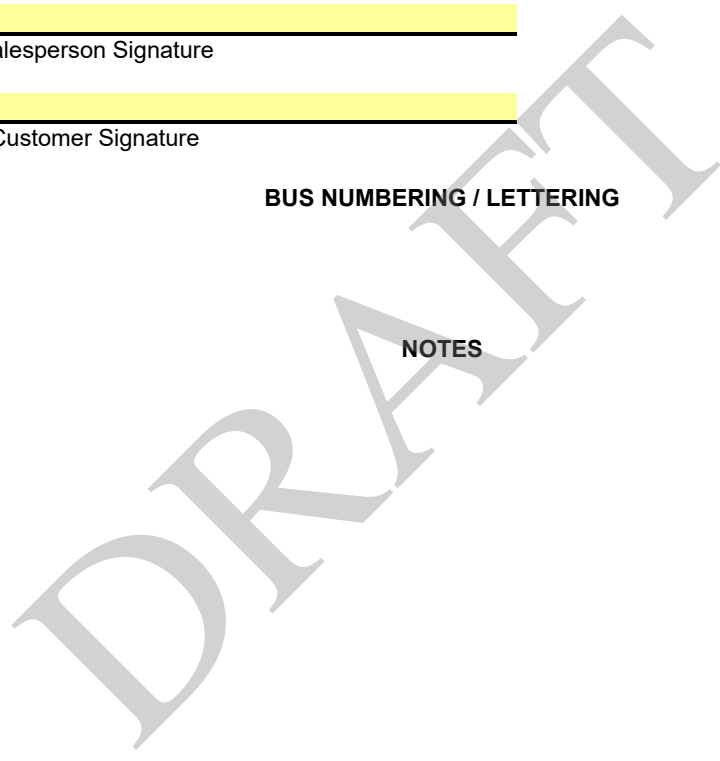


LUGGAGE BOX OPTIONS			
	#N/A		#N/A
	#N/A		#N/A
DELIVERY			
REGION 3	\$1,292	1	\$1,292
	#N/A		#N/A
WARRANTY			
	#N/A		#N/A
	#N/A		#N/A
	#N/A		#N/A
<b>TOTAL PER BUS</b>			<b>\$145,837</b>

<b>Total Quantity of Buses:</b>	<b>Total:</b>	<b>\$0</b>
<hr/>	<hr/>	
Salesperson Signature	Date	
<hr/>	<hr/>	
Customer Signature	Date	

**BUS NUMBERING / LETTERING**

**NOTES**



June 29, 2023 - Regular School Board Meeting

**Title**

C27 - Clay County Utility Authority Closeout Documents for Spring Park Elementary School

**Description**

Executions of Closeout Documents for the Clay County Utility Authority for Spring Park Elementary School. These documents are required to be executed as part of the Clay County Utility Authority process to provide services to the facility.

**Gap Analysis**

N/A

**Previous Outcomes**

Clay County Utility Authority provides water/sewer services to School District facilities.

**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 the Closeout documents.

**Contact**

Dr. Michael Kemp, Director of Facility Planning and Construction, (904) 336-6824, michael.kemp@myoneclay.net  
Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

**Financial Impact**

None.

**Review Comments**

**Attachments**

[Contract - Closeout Documents for Spring Park Elementary School.pdf](#)



**FOLLOW ALL PROCEDURES ON BACK OF THIS FORM**

Contract # 230148  
 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 \$100,000.00

Date Submitted: 05/09/2023

Name of Contract Initiator: David Kramer Telephone #: 66849

School/Dept Submitting Contract: Operations Cost Center # 9023

Vendor Name: CCUA

Contract Title: Close Out Documents for Spring Park Elementary School

Contract Type:  New  Renewal  Amendment  Extension  Previous Year Contract #

Contract Term: n/a Renewal Option(s):

Contract Cost: n/a

**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  
MAY - 9 2023  
PURCHASING

RECEIVED  
5/16/23

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department <u>BTB</u>	_____
Review Date <u>5/11/2023</u>	_____
School Board Attorney <u>SB</u>	_____
Review Date <u>5/24/23</u>	_____
Other Dept. as Necessary	_____
Review Date	_____

PENDING STATUS:  YES  NO **IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**

FINAL STATUS  **APPROVED** DATE: 5-24-23



✓

**CERTIFICATE OF CONSTRUCTION COMPLETION**

PROJECT: Spring Park Elementary School "R" Located at 3530 County Road 315

**OWNER'S AFFIDAVIT**

I CERTIFY that the work under the above named project, including all appurtenances thereto, has been satisfactorily completed; that all charges or bills for labor or services performed or materials furnished, and other charges against the subcontractors, have been paid in full and in accordance with the terms of the contract; that no liens have attached against the property and improvements of owner; that no notice of intention to claim liens is outstanding; that no suits are pending by reason of work on the project under the contract; that all Worker's Compensation claims have been settled, and that no public liability claims have been settled and that no public liability claims are pending.

Affidavit is made for the purpose of inducing the Clay County Utility Authority to accept said construction for ownership.

DEVELOPER:

SCHOOL BOARD OF CLAY COUNTY, FLORIDA  
a political subdivision of the State of Florida

By: \_\_\_\_\_ (Seal)

Ashley Gilhousen, Board Chair

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_ day of \_\_\_\_\_ 2023, by **ASHLEY GILHOUSEN**, as **BOARD CHAIR** of **SCHOOL BOARD OF CLAY COUNTY, FLORIDA**, a political subdivision of the State of Florida, who is personally known to me or has produced \_\_\_\_\_, as identification.

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

Notary Public

State of \_\_\_\_\_ at Large

My Commission Expires: \_\_\_\_\_

✓

**BILL OF SALE OF UTILITY SYSTEM**

**KNOW ALL MEN BY THESE PRESENTS** that **ASHLEY GILHOUSEN**, as **BOARD CHAIR** of **THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA**, (hereinafter "Seller") for the sum of **TEN DOLLARS (\$10.00)** and other good and valuable considerations paid by **CLAY COUNTY UTILITY AUTHORITY**, (hereinafter "Purchaser"), the receipt of which is hereby acknowledged, that effective this \_\_\_\_\_ day of \_\_\_\_\_, 2022 (date of Final Inspection), has granted, bargained, sold, transferred, set over and delivered, and by these presents does grant, bargain, sell, transfer, set over and deliver, unto the Purchaser, its successors and assigns, the water and wastewater installations, which are to be owned and maintained by Purchaser, per Developer Agreement dated January 5, 2023, and identified by the plans for the Clay County School District Elementary School "R", prepared by Michelle M. Agee, P.E., (hereinafter "Utility system").

- (1) All easements, licenses, rights-of-way and consents owned by Seller for the construction, operation and maintenance of the Utility System.
- (2) All prints, plans, record drawings, as-built drawings, engineering reports, surveys, specifications, shop drawings, equipment manuals, and other information reasonably required by Purchaser for the operation of the Utility System.
- (3) All warranties by third parties respecting the Utility System, including professional engineering warranties.

Seller, its successors and assigns, hereby covenants that it is the lawful owner of the above referenced property, that the above referenced property is free and clear of all liens and encumbrances and that it has good right to, and hereby does, sell the same to the Purchaser, and that it will warrant and defend the same against the lawful claims and demands of all persons whomsoever.

IN WITNESS WHEREOF, the Seller has caused this document to be dully executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SELLER:

**THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA**  
a political subdivision of the State of Florida

By: \_\_\_\_\_ (Seal)  
Ashley Gilhousen, Board Chair

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by **ASHLEY GILHOUSEN**, as **BOARD CHAIR** of **THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA**, who is personally known to me or has produced \_\_\_\_\_, as identification.

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public  
State of \_\_\_\_\_ at Large  
My Commission Expires: \_\_\_\_\_

June 29, 2023 - Regular School Board Meeting

**Title**

C28 - Prequalification 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**

Dr. Michael Kemp, Director of Facility Planning and Construction, (904) 336-6824, michael.kemp@myoneclay.net  
Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

**Financial Impact**

None.

**Review Comments**

**Attachments**

☉ [Table for Board Backup Contractor Prequal, 6.29.23](#)

## 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 Michael Kemp, Clayton Anderson, Bertie Staefe, Chris Deely-Isais and Beth Clark. The pre-qualification certification is valid for one year from the end of the month in which Board approval is obtained.

COMPANY	TRADE CATEGORY	BOND LIMIT	EXPIRATION DATE
Advanced Roofing, Inc.	General, HVAC, Roofing, and Electrical Contractor	\$40,000,000.00	July 31, 2024
Communications Solutions, Inc.	Specialty Electrical Contractor	\$300,000.00	July 31, 2024
McCurdy-Walden, Inc.	Roofing Contractor	\$5,000,000.00	July 31, 2024
Playmore Recreational Products & Services	Building Contractor	\$5,000,000.00	July 31, 2024
Precise Cabling, Inc.	Electrical Contractor	\$1,000,000.00	July 31, 2024



June 29, 2023 - Regular School Board Meeting

**Title**

C29 - Resolution for 95 Acre Land Purchase on Russell Road

**Description**

The Lake Asbury area is experiencing significant growth. Recently, an analysis revealed that over 62% of the permits issued for new homes are in the Lake Asbury area. The area is forecasted to build approximately 7000 units in the future which are projected to generate approximately 3,460 elementary, junior high, and high school students. Also, there are several tracts of land that are in the preliminary planning phase that have not applied for concurrency. Currently, CCDS does not own any vacant land in the area of growth and the current schools will eventually get overwhelmed. In addition, land availability is limited in the area. Purchasing the land will place CCDS in a better position to meet future growth.

**Gap Analysis**

No action would result in failing to acquire the land necessary to meet future growth.

**Previous Outcomes**

The School Board has approved the purchase of land in the past.

**Expected Outcomes**

It is expected the School Board will approve the resolution to proceed with the necessary steps to purchase the land.

**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 resolution to proceed with necessary steps to purchase the land.

**Contact**

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

Michael Kemp, Director of Facility Planning & Construction, (904)336-6824, michael.kemp@myoneclay.net

Lance Addison, Coordinator of Planning and Intergovernmental Affairs, (904)336-6852, lance.addison@myoneclay.net

**Financial Impact**

The purchase price of \$6,500,000.00 will be budgeted in the 2023-2024 Educational Facilities Plan.

**Review Comments**

**Attachments**

- ☞ [Property Purchase Resolution 6.29.2023.pdf](#)
- ☞ [Ennis Appraisal Russell Rd\\_95.pdf](#)
- ☞ [Appraisal\\_2770 Russell Rd, Green Cove Springs, FL.pdf](#)

**RESOLUTION # -23**

**A RESOLUTION OF THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, FINDING THAT ACQUIRING AND PURCHASING LAND IS INSTRUMENTAL IN PROVIDING A HIGH-QUALITY EDUCATION TO ITS STUDENTS; AND, SCHOOLS IN THE LAKE ASBURY AREA WILL REACH CAPACITY DUE TO CURRENT AND FUTURE GROWTH; AND, APPROXIMATELY 95 ACRES, MORE OR LESS, LOCATED AT 2770 RUSSELL ROAD IS FOR SALE AND AVAILABLE; AND, THERE IS A SHORTAGE OF AVAILABLE LARGE TRACTS OF LAND IN THE AREA; AND, THE PRICE PER ACRE FALLS UNDER THE MOST RECENT IMPACT FEE STUDY COUNTYWIDE AVERAGE; AND, IT IS IN THE BEST INTEREST OF THE STUDENTS, STAFF, AND COMMUNITY TO SECURE APPROPRIATE LAND PARCELS FOR FUTURE PLANNING AND DEVELOPMENT OF NEW SCHOOLS**

**WHEREAS**, Clay County District Schools recognizes the need to expand its educational infrastructure to accommodate the growing student population and provide enhanced learning opportunities for students; and

**WHEREAS**, the acquisition of suitable land parcels is essential to the successful implementation of the district's long-term development plan; and

**WHEREAS**, the school district has experienced significant growth in student enrollment necessitating the need for additional school facilities; and

**WHEREAS**, the district has diligently assessed the location and determined that the following land parcel is highly suitable for meeting the district's objectives:

1. 2770 Russell Rd., Green Cove Springs, Florida, 32043; Parcel ID 39-05-25-010097-009-00; 95.64 acres as listed by the County Property Appraiser
2. Sale price: \$6,500,000.00

**WHEREAS**, according to the Tischler-Bise Impact Fee Study dated 29 November 2022, the average price per acre of land is \$90,000.00.

*"Clay County District Schools anticipates the need to purchase land for future school sites to accommodate school capital needs brought about by future development in the county. Based on recent appraisals, Clay County District Schools expects to acquire land for \$90,000 per acre."*

**WHEREAS**, the average cost per acre of the subject property is \$67,963.20.

**WHEREAS**, the sale price per acre is significantly lower than the price per acre proposed by the Impact Fee Study.

**WHEREAS**, in accordance with F.S 1013.14, two appraisals have been obtained by the district and are included as "Exhibit A."

**NOW, THEREFORE, BE IT RESOLVED** by the School Board of Clay County, Florida:

1. The Clay County School Board hereby authorizes the Superintendent or their designees to acquire the due diligence, surveys, and environmental reports necessary for the purchase of the land parcel in accordance with F.S. 1013.365 on behalf of the school district for the purpose of future school construction projects.
2. The Clay County School Board hereby authorizes the Superintendent or their designees to engage the services of legal and real estate professionals to assist in the identification, evaluation, and acquisition of the land parcel listed above.
3. The Clay County School Board hereby authorizes the Superintendent or their designees to advertise the proposed land acquisition for 30 days in accordance with F.S. 1013.14.
4. The Clay County School Board hereby authorizes the Superintendent or their designees to proceed with a purchase agreement or option contract provided the above criteria are met, subject to the approval of the Clay County School Board at a public meeting and hearing after 30 days' public notice in accordance with F.S. 1013.14.

**DULY ADOPTED AND APPROVED** this 29th day of June, 2023, by the School Board of Clay County, Florida.

**SCHOOL BOARD OF CLAY COUNTY,  
FLORIDA**

By \_\_\_\_\_  
ASHLEY GILHOUSEN, Its Chair

**SUPERINTENDENT, CLAY COUNTY  
DISTRICT SCHOOLS**

By \_\_\_\_\_  
DAVID BROSKIE

**ATTEST:**

By \_\_\_\_\_  
WITNESS



Exhibit A

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DRAFT

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**APPRAISAL REPORT**

**±95.02-ACRE PARCEL  
2770 RUSSELL ROAD  
GREEN COVE SPRINGS, FLORIDA 32043**

**FOR:**

**LANCE ADDISON  
COORDINATOR, PLANNING & INTERGOVERNMENTAL RELATIONS  
CLAY COUNTY DISTRICT SCHOOLS  
925 CENTER STREET  
GREEN COVE SPRINGS, FLORIDA 32073**

**PREPARED BY:**

**DUNCAN R. ENNIS, SR., MAI, SRA  
ENNIS APPRAISAL ASSOCIATES, INC.  
4511 LEXINGTON AVENUE  
JACKSONVILLE, FLORIDA 32210  
PH. (904) 387-4467  
FAX (904) 387-0177**

# ENNIS APPRAISAL ASSOCIATES, INC.

## Real Estate Appraisers & Consultants

Duncan R. Ennis, Sr., MAI, SRA  
State-Certified General Real Estate Appraiser RZ619



February 24, 2023

Lance Addison  
Coordinator, Planning & Intergovernmental Relations  
Clay County District Schools  
925 Center Street  
Green Cove Springs, FL 32073

**RE: APPRAISAL REPORT**

**+95.02-Acre Parcel  
2770 Russell Road  
Green Cove Springs, FL 32043  
Ennis Appraisal File No. 2023-004.CE**

Dear Mr. Addison,

At your request, this report has been prepared to convey my opinion of the "as is" market value of the fee simple interest in the property referenced above. The effective date of my opinion of market value developed and reported herein is February 17, 2023, the date of my inspection of the subject property.

The subject property is a +95.02-acre parcel along Russell Road, about 1.1 mile northwesterly of the intersection of Russell Road and Sandridge Road. The parcel, which is comprised of approximately 21.95 acres of wetlands, 1.75 acres of surface waters, and 71.32 acres of uplands, is improved with a 22-year, 2,928 square foot single-family dwelling, out buildings, fencing, dirt and gravel driveways, and other horizontal improvements.

In accordance with the appraiser's determination of an appropriate scope of work for this assignment, the best method for developing an opinion of the market value of the property is the Sales Comparison Approach.

The Cost Approach and Income Approach are not useful to this assignment and are omitted. The appraisal process was developed in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP).

4511 Lexington Avenue • Jacksonville, Florida 32210  
(904) 387-4467 • Fax 387-0177  
ennisappraisal.com

Lance Addison  
Clay County District Schools

February 24, 2023

In conformity with the appraisal engagement for this assignment, the results of the appraisal process are communicated in an Appraisal Report that is intended to comply with the reporting requirements set forth under Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice for an Appraisal Report. This report presents summary discussions of the data and analyses utilized in developing the opinion of "as is" market value. Additional data and analyses are maintained in my file. The depth of discussion contained in this report is specific to the needs of the client and for the intended use as stated within the report. I am not responsible for unauthorized use of this report.

You are the client of this appraisal assignment and the intended user of this appraisal report. Additional intended users of this report are other employees of Clay County District Schools and your consultants, if any. Use of this report by anyone else is not intended. The intended use of this appraisal report is to assist you with evaluating a potential purchase price for the subject property. Any other use of this report or the conclusions or opinions reported herein is not intended. I will not be responsible for any unintended use of this report, or the conclusions or opinions reported herein. The appraisal report and the opinions and conclusions rendered herein will be held in confidence by me and others associated with my firm.

The appraisal analyses, opinions, and conclusions were developed, and this appraisal has been prepared in conformance with the requirements of the Standards of Professional Appraisal Practice of the Appraisal Institute, the Uniform Standards of Professional Appraisal Practice (USPAP) as adopted by The Appraisal Foundation, and with the requirements of the State of Florida for State Certified Appraisers.

The property was personally inspected, and the neighborhood trends and development patterns were analyzed. As a result of these investigations and subject to Assumptions and Limiting Conditions beginning on page 9, my opinion of the "as is" market value of the subject property is as follows:

**"As Is" Market Value,  
of Fee Simple Interest,  
As of February 17, 2023:**

**\$7,000,000 (\*)**

(\*) See extraordinary assumption on page 10.

If you desire any additional information pertaining to this appraisal report or if I may be of any further assistance to you, please call.

Yours truly,  
**Ennis Appraisal Associates, Inc.**



Duncan R. Ennis, Sr., MAI, SRA  
State-Certified General Real Estate Appraiser RZ619

## Certification

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the *Uniform Standards of Professional Appraisal Practice* of the Appraisal Foundation (USPAP); the requirements of the State of Florida for State-Certified General Real Estate Appraisers; and the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
- I made a personal inspection of the property that is the subject of this appraisal.
- This report was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives and to the requirements of the State of Florida relating to review by the State Real Estate Appraisal Board.
- I currently hold a State-Certified General Real Estate Appraiser license allowing the performance of real estate appraisals in connection with federally related transactions in the State of Florida in which the subject property is located.
- I have performed no services as an appraiser or in any other capacity regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

- As of the date of this report, I have completed the requirements of the continuing education program for Designated Members of the Appraisal Institute.

- This appraisal recognizes the following definition of market value:

Market Value: as defined in Chapter 12, Code of Federal Regulation, Part 34.42 (f) is, "the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- 1) Buyer and seller are typically motivated;
- 2) Both parties are well informed or well advised, and acting in what they consider their own best interests;
- 3) A reasonable time is allowed for exposure in the open market;
- 4) Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- 5) The price represents the normal consideration for the property sold unaffected by special or creative financing or sale concessions granted by anyone associated with the sale."



Duncan R. Ennis, Sr., MAI, SRA  
State-Certified General Real Estate Appraiser RZ619

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## Summary of Important Facts and Conclusions

Legal Description	Part of Blocks 2 and 3, Florida Farmers Land Company's Subdivision, Plat Book 1, Page 49, Clay County, Florida. See complete legal description in the Addendum.	
RE #	39-05-25-010097-009-00	
Address	2770 Russell Road, Green Cove Springs, Florida 32043	
Location	Russell Road, about 1.1 mile to the northwest of the intersection of Sandridge Road, Green Cove Springs, Florida	
Property Rights Appraised	Fee Simple Interest	
Date of Inspection	February 17, 2023	
Effective Date of Appraisal	February 17, 2023	
Date of Appraisal Report	February 24, 2023	
Owner of Record	William D. Gardner, Jr. and Chelsea R. Gardner, husband and wife	
Approximate Land Area	Wetlands:	21.95 acres
	Surface Waters:	1.75 acres
	Upland:	<u>71.32</u> acres
	Total:	95.02 acres
Future Land Use Category	Lake Asbury Master Planned Community (LA MPC)	
Zoning District	Lake Asbury Master Planned Community (LA MPC)	
Improvements	22-year old, 2,928 square foot single-family dwelling, out buildings, fencing, dirt and gravel driveways, well, and septic system.	
Highest and Best Use, As Vacant	Speculative hold until such time as single-family residential development is financially feasible.	
As Improved	Demolition and removal of existing improvements and speculative hold until such time as single-family residential development is financially feasible.	
"As Is" Market Value <sup>1</sup>	\$7,000,000	

<sup>1</sup> The opinions of value reported herein are subject to Assumptions and Limiting Conditions beginning on page 9.

## Assumptions and Limiting Conditions

- The legal description of the subject property included in the Addendum was obtained from Warranty Deed recorded in Official Record Book 4348, Page 435 of the public records of Clay County, Florida. Said deed, dated August 28, 2020, conveyed the subject property from Edward Huamin Ma and Jade Qi Han, husband and wife, to William D. Gardner, Jr. and Chelsea R. Gardner, husband and wife. The size of the subject parcel and the delineation of the parcel between uplands and wetlands reported herein are based on the "Preliminary Due Diligence Wetland and Protected Species Assessment", dated August 27, 2021, prepared by Environmental Resource Solutions (ERS Job No. 21166) and the Conceptual Site Plan, known as "Russell Road Residential", created by Kimley-Horn and Associates, and the companion Written Statement, reviewed by the Development Review Committee of Clay County, dated November 28, 2022. If the subject property's legal description, total land size, or usable upland area is other than reported herein, the appraiser's opinion of the "as is" market value of the subject property may be other than reported herein.
- The appraiser is not responsible for the title or survey and has disregarded any liens, encumbrances and/or encroachments unless specifically set forth.
- The property is presumed to be marketable, free and clear, under responsible ownership and competent management.
- Any sketch or photo is approximate and is merely intended to assist the client in visualizing the premises.
- No obligation is assumed for the accuracy of tax data, zoning information, or similar information supplied by others.
- Disclosure of the contents of this report is governed by the Code of Ethics and Standards of Professional Practice of the Appraisal Institute. Neither all nor any part of this report shall be disseminated to the public through advertising media, public relations media, news media, sales media or any other means of public communication, without the prior written consent and approval of the author.
- The appraiser does not agree to give testimony in court relating to this appraisal, except by previous agreement.
- This appraisal covers only the premises described herein. Neither the figures therein, nor any analysis thereof, nor any unit values thereby derived are to be construed as applicable to any other property, however similar the same may be.
- The appraiser has no present or contemplated interest in the subject property.
- This report is not contingent upon any predetermined value or finding.
- Valuation is made in conformity with the Standards of Professional Practice of the Appraisal Institute, a professional organization of which Duncan R. Ennis, Sr., MAI, SRA is a member.

- Unless otherwise stated in this report, the appraiser did not observe the existence of hazardous material, which may or may not be present on the property. The appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is unqualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation, radon or other potentially hazardous materials may affect the value of the property. The opinions of value developed herein are predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for any such conditions, or for any expertise of engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.
- This report contains 81 pages.

## Extraordinary Assumptions

The 2020-2021 edition of the Uniform Standards of Professional Appraisal Practice (USPAP) defines extraordinary assumption as, “an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser’s opinions or conclusions”. Per the Appraisal Foundation, the 2020-2021 USPAP is effective until December 31, 2023.

- The Conceptual Site Plan found on page 32, which illustrates a 235-lot single-family residential subdivision on the subject parcel, was relied upon in this appraisal analysis. Accordingly, the opinion of “as is” market value developed and reported herein is based on the **extraordinary assumption** the subject parcel is suitable for development of a single-family subdivision having 235 lots. If it is later determined the subject parcel is not suitable for development of a single-family subdivision with 235 lots, the appraiser’s opinion of the “as is” market value of the subject property may be other than reported herein.

## Hypothetical Conditions

The 2020-2021 edition of the Uniform Standards of Professional Appraisal Practice (USPAP) defines hypothetical condition as, “a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results but is used for the purpose of analysis”. Per the Appraisal Foundation, the 2020-2021 USPAP is effective until December 31, 2023.

- None

## Client and Intended Users

Lance Addison, Coordinator, Planning & Intergovernmental Relations, Clay County District Schools, is the client of this appraisal assignment. Additional intended users of this report are other employees of Clay County District Schools and their consultants, if any. Use of this report by anyone else is not intended.

## **Intended Use of this Appraisal**

The intended use of this appraisal report is to assist the client with evaluating a potential purchase price for the subject property. Any other use of this report or the conclusions or opinions reported herein is not intended. I will not be responsible for any unintended use of this report, or the conclusions or opinions reported herein.

This appraisal report and the opinions and conclusions rendered herein will be held in confidence by me and others associated with my firm.

## **Identification of the Real Estate Appraised**

The subject property is a ±95.02-acre parcel of land along the southwesterly side of Russell Road about 1.1 mile to the northwest of the intersection of Sandridge Road in the Lake Asbury section of Clay County, Florida.

Improvements include a 22-year old, 2,928 square foot single-family dwelling, out buildings, fencing, dirt and gravel driveways, well and septic system.

The property's future land use category and zoning district are Lake Asbury Master Planned Community (LA MPC). The Lake Asbury Master Plan permits detached single-family residential development of the subject parcel

## **Owner of Record and Sales History**

According to the 2022 Clay County Property Appraiser's records, the subject parcel is owned by William D. Gardner, Jr. and Chelsea R. Gardner, husband and wife. Evidence of this ownership is Warranty Deed dated August 27, 2020 and recorded in Official Record Book 4348, Page 435 of the public records of Clay County, Florida. The was an arm's-length transaction.

According to Will Gardner, son of the property owners, the subject parcel had been under contract to be acquired by Toll Brothers, a national builder, for approximately \$7,500,000. The property went under contract in August 2021 and the sale was scheduled to close November 7, 2022. Prior to closing, Toll Brothers backed out of the sale. Prior to backing out, Toll Brothers engaged Environmental Resource Solutions to prepare a Preliminary Due Diligence Wetland and Protected Species Assessment of the subject parcel. Two of the exhibits from this report are found on pages 30 and 31. A Conceptual Site Plan prepared by Kimley-Horn & Associates, a planning, surveying, engineering, and design consulting firm, which illustrates a 235-lot single-family subdivision for the subject parcel, is found on page 32.

According to Zell Jones, an individual assisting the property owners with selling the subject property, other builders are interested in the subject parcel.

The appraiser is not aware of any other sales, listings for sale, offers, contracts, options, leases, or easements pertaining to the subject parcel within the past three years. The

appraiser, however, has not conducted a title search. Should more thorough title history be desired please consult a title insurance company or other qualified source.

## **Purpose of this Appraisal**

The purpose of this appraisal assignment is to convey an opinion of the “as is” market value of the fee simple interest of the subject property.

## **Real Property Interest Appraised**

The property rights appraised herein are the fee simple interest. Fee simple is defined by The Appraisal of Real Estate, Twelfth Edition as "absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power and escheat".

## **Type of Value Evaluated**

The opinion of “as is” market value is developed herein and is subject to the Assumptions and Limiting Conditions beginning on page 9. Market value is defined on page 5 of this appraisal report

## **Scope of Work**

The problem to be solved, and the purpose of this appraisal assignment, is to develop an opinion of the “as is” market value of the subject property. As defined in the Uniform Standards of Professional Appraisal Practice (USPAP), the scope of work is “the type and extent of research and analyses in an assignment.” In preparing this appraisal, the appraiser:

- Inspected and photographed portions of the subject property;
- Gathered regional, city, county, and neighborhood data;
- Researched the subject’s legal and physical characteristics;
- Gathered information regarding sales of comparable properties;
- Analyzed the data to develop the opinion of market value.

After analyzing the data collected, and considering the subject’s legally permissible, physically possible, economically feasible and maximally productive uses, the appraiser developed an opinion of the highest and best use of the subject parcel, as if vacant, and as improved.

In accordance with the appraiser’s determination of an appropriate scope of work for this assignment, the best method for developing an indication of the market values of the parcel are the Sales Comparison Approach and Income Approach (Discounted Cash Flow Analysis).

The Cost Approach is not useful to this assignment and is omitted. The appraisal process was developed in conformity with the Uniform Standards of Professional Appraisal Practice

(USPAP).

In accordance with the written engagement for this appraisal assignment, the results of the appraisal process are communicated to the client in an Appraisal Report that is intended to comply with the reporting requirements set forth under Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice (USPAP). This report presents summary discussions of the data and analyses utilized in developing the opinion of “as is” market value. The data and analyses are maintained in my work file. The depth of discussion contained in this report is specific to the needs of the client and for the intended use as stated within the report. I am not responsible for unauthorized use of this report. The appraisal process was developed in conformity with the requirements of the USPAP, and the results are considered credible.

### **Photographs and Maps of Subject Property**

The following were taken by the appraiser on February 17, 2023.

DRAFT



**95.02-Acre Parcel  
2770 Russell Road  
Green Cove Springs, Florida 32043**



Upland area with residential cut



Driveway entrance near middle of frontage  
along Russell Road



View southeasterly along Russell Road;  
subject at right



View northwesterly along Russell Road;  
subject at left



**95.02-Acre Parcel  
2770 Russell Road  
Green Cove Springs, Florida 32043**



Driveway entrance at northwesterly end of subject parcel



View southeasterly along Russell Road; subject at right



View northwesterly along Russell Road; subject at left



Driveway leading from Russell Road to vacated residential improvements



**95.02-Acre Parcel  
2770 Russell Road  
Green Cove Springs, Florida 32043**



Vacated residential improvements



1.75-acre man-made pond



Demolished pole barn near northwesterly end of parcel



Wetland at extreme northwesterly end of parcel



**95.02-Acre Parcel  
2770 Russell Road  
Green Cove Springs, Florida 32043**



Upland pasture bisected by finger of wetland



Wooded wetland along southeasterly portion of parcel just beyond the cleared upland



Wetland area in southeasterly portion of parcel



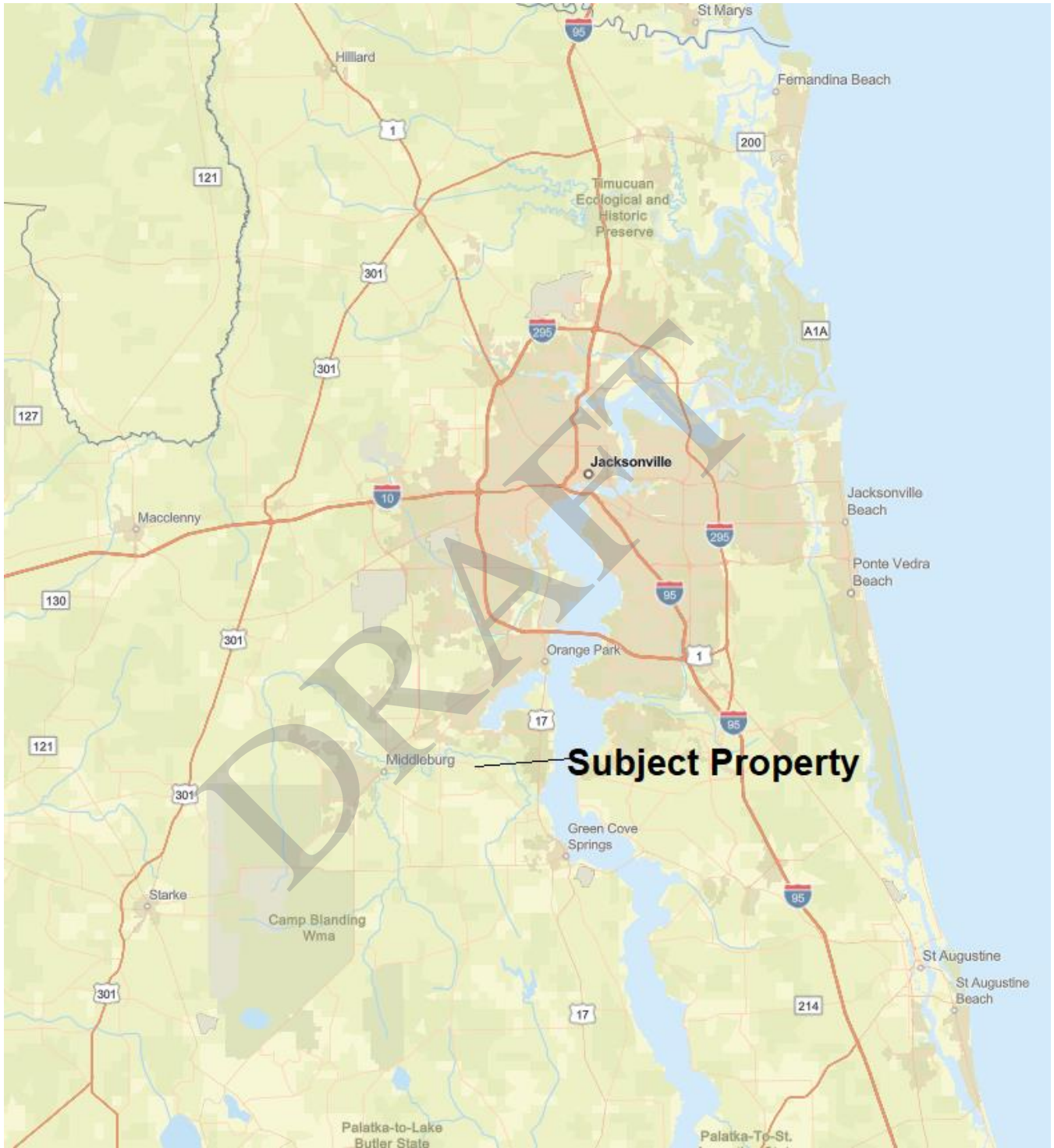
Upland area in southeasterly portion of parcel

# Florida Area

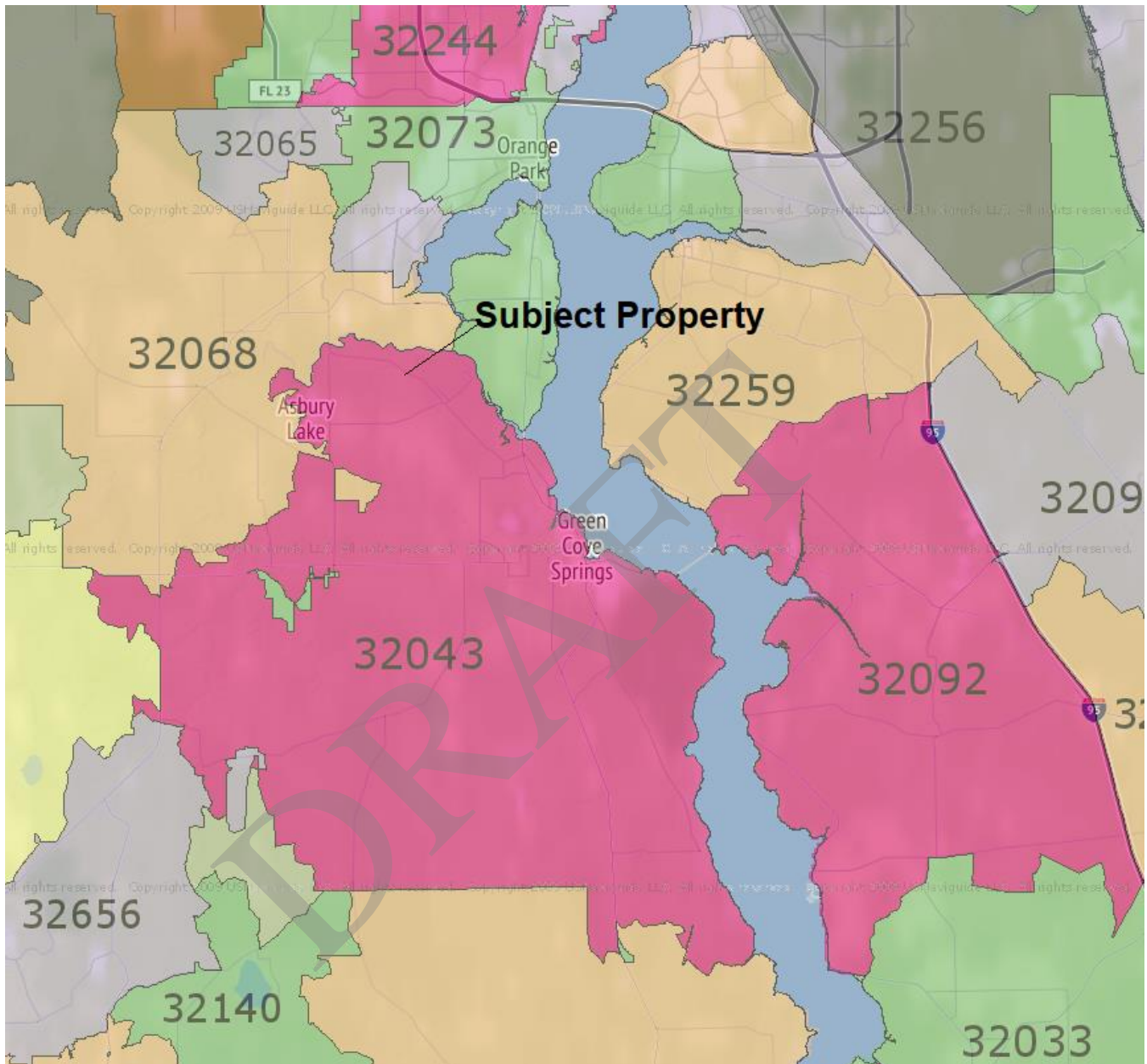




# Duval County & Clay County Area

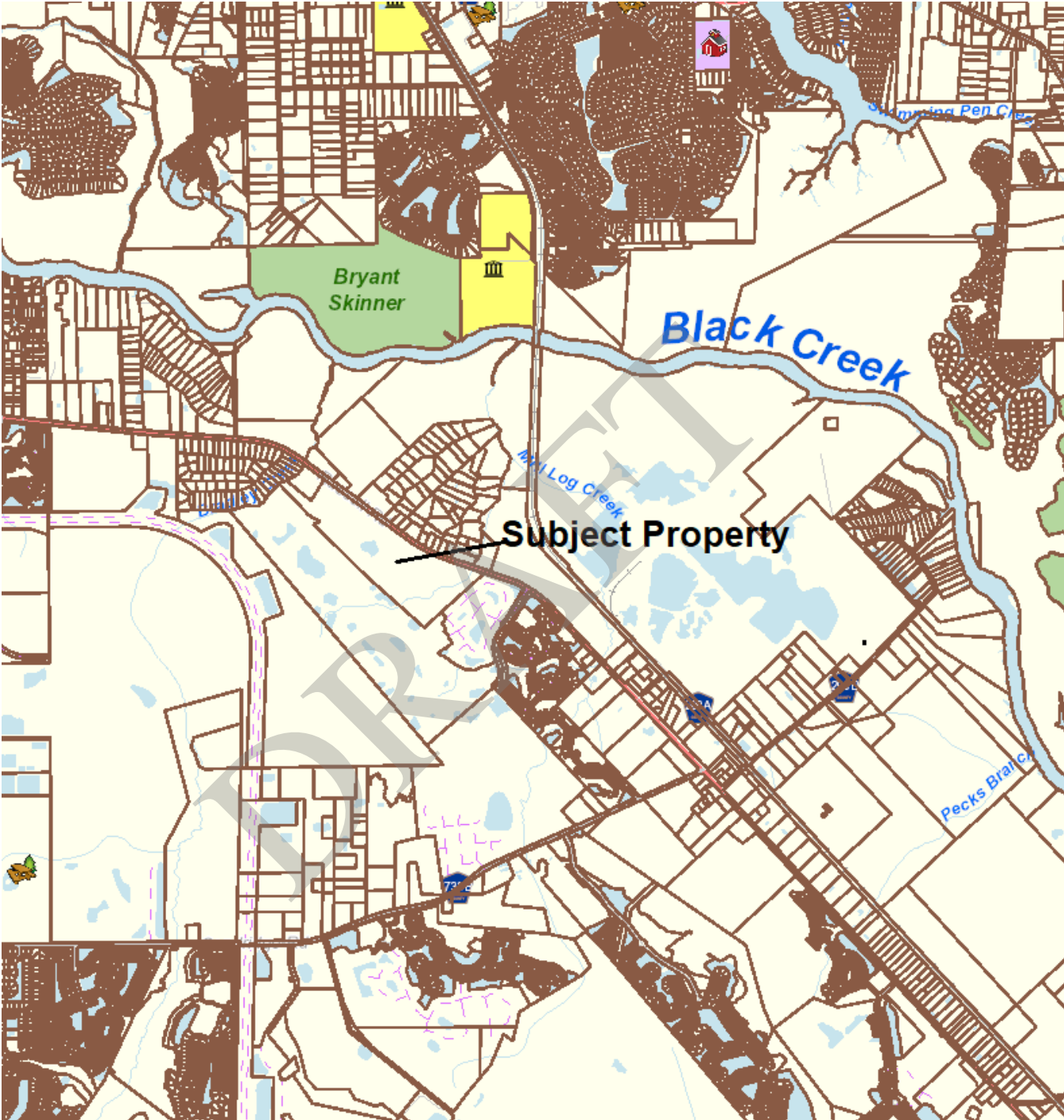


## Neighborhood Area



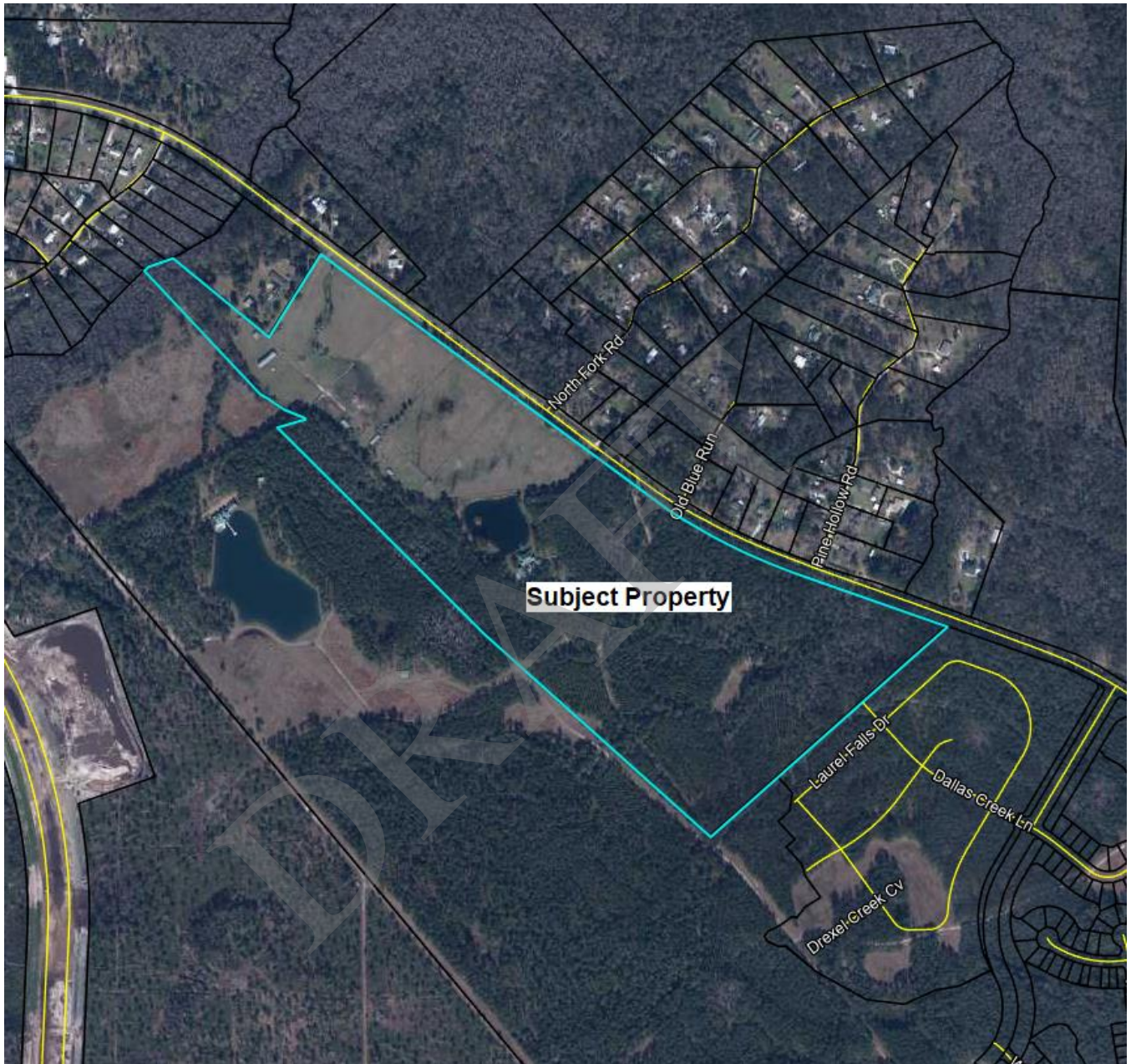
The subject neighborhood, as defined herein, is the Lake Asbury Master Plan Area (see exhibit on page 23), which is similar the boundaries of Zip Code 32043 depicted above.

Clay County GIS Map





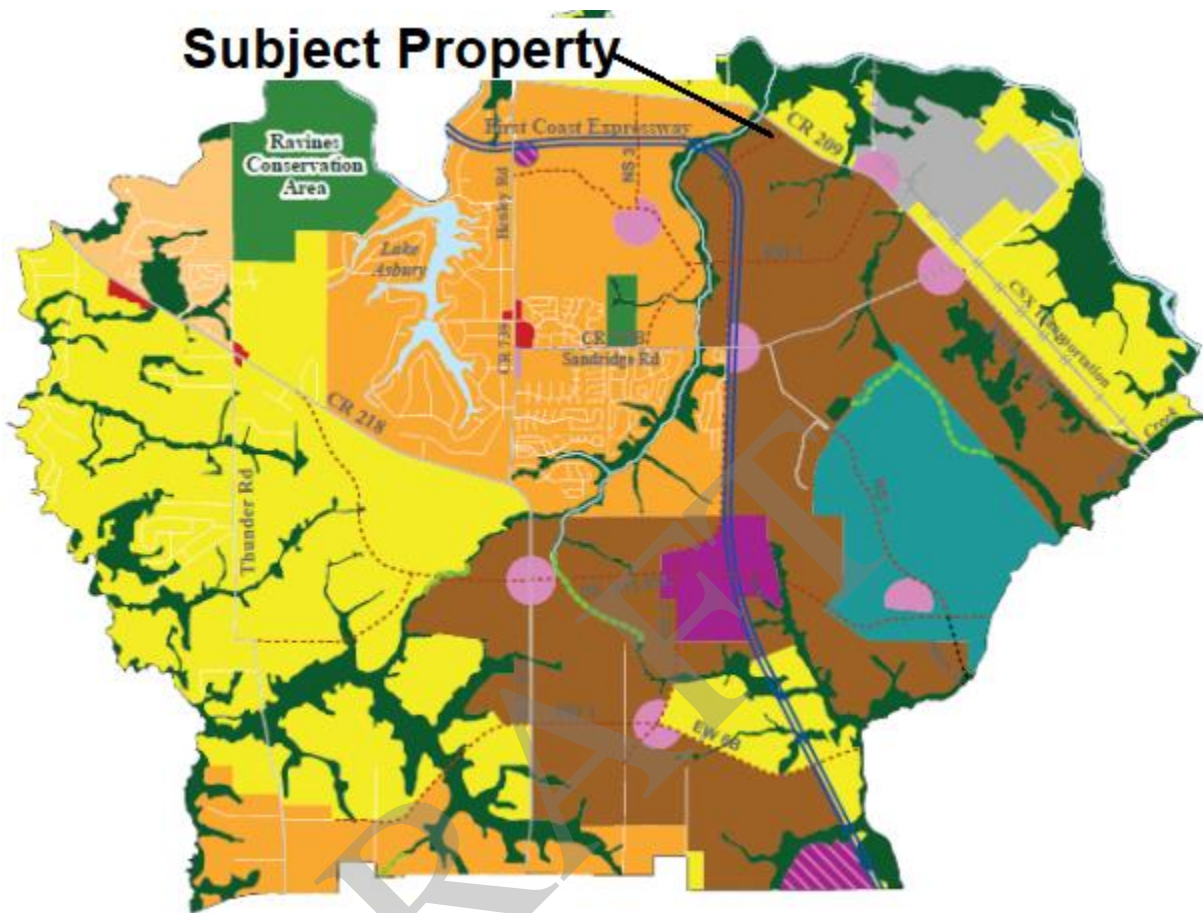
# Clay County GIS Map with Aerial Overlay





## 2040 Lake Asbury Master Plan Area

### Subject Property



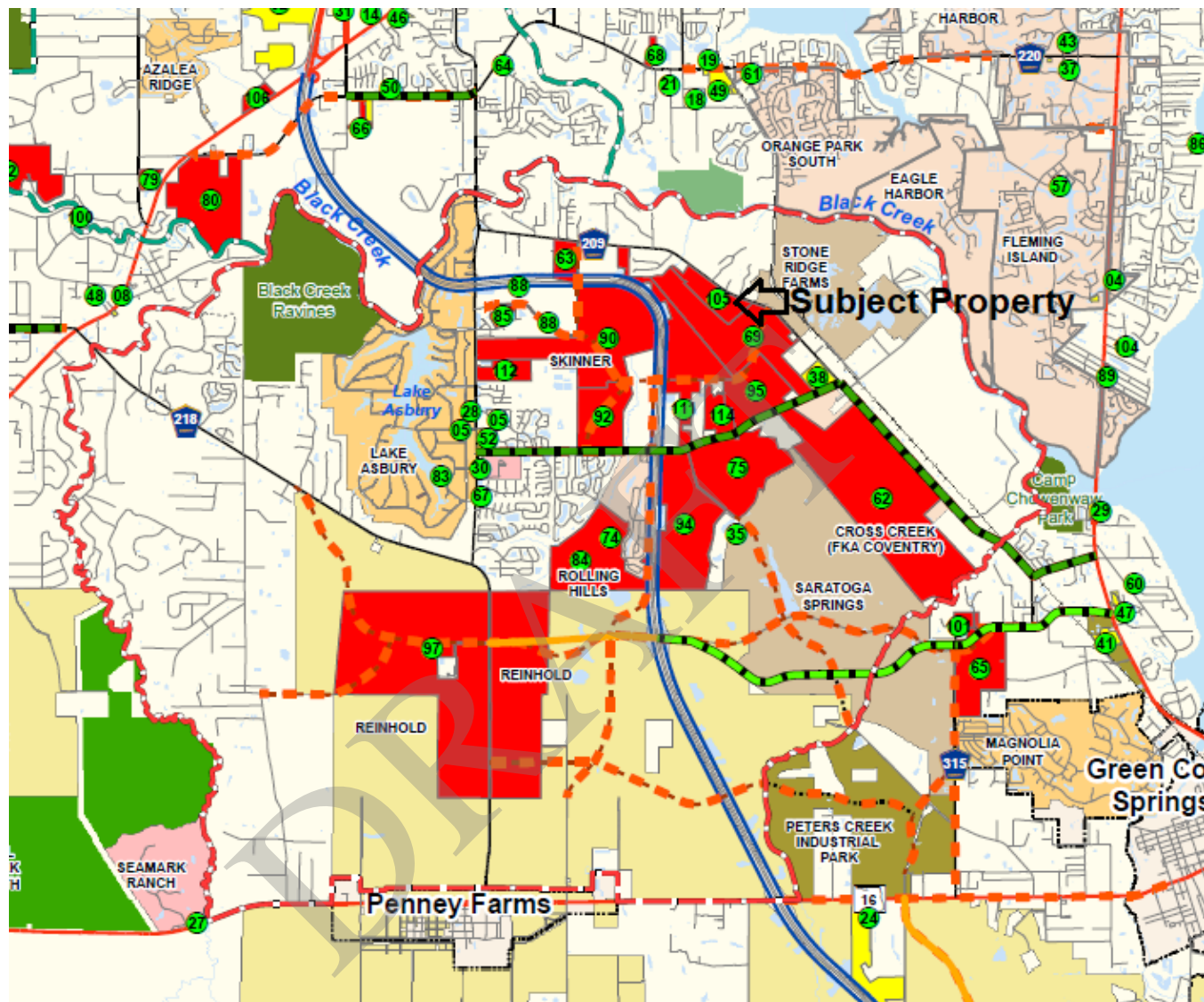
#### Misc. Legend

- Greenbelt Zoning Overlay
- Future Roads
- First Coast Expressway
- Local Roads
- Collector Roads
- Arterial Roads
- Rail Road
- County Boundary
- Peter's Creek Business Park Improvements
- Municipal Boundary
- Masterplan Boundary
- Water

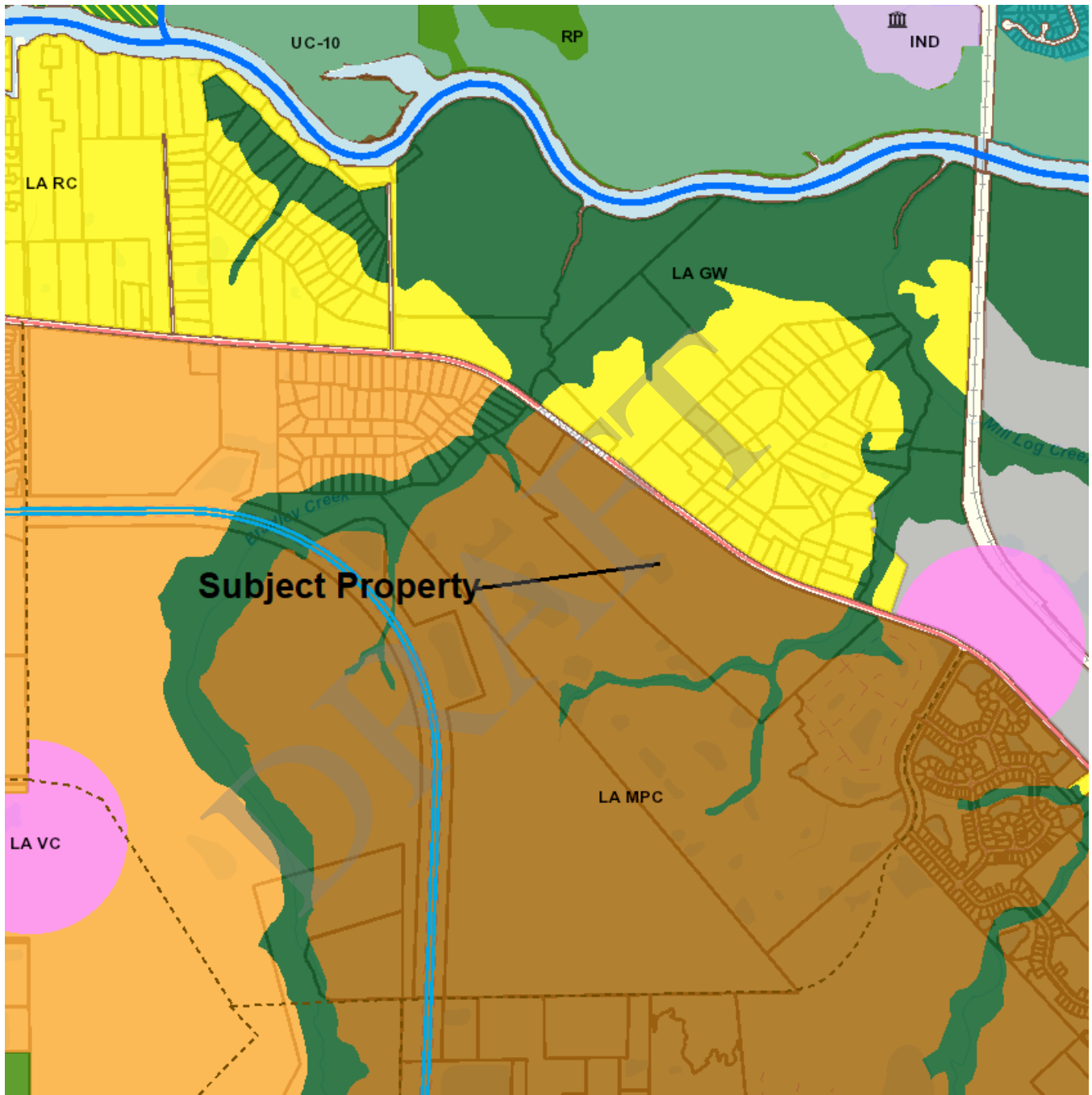
#### Future Land Use Legend

- LA RC
- LA RRSV
- LA RF
- LA MPC
- LA COM
- LA SOL
- LA VC
- LA AC
- LA IVC
- PC
- LA GW
- RP

Portion of Planned Development Projects (09/15/21 – 01/11/23) Showing the Lake Asbury Area; Created by Clay County GIS Department 1/11/23



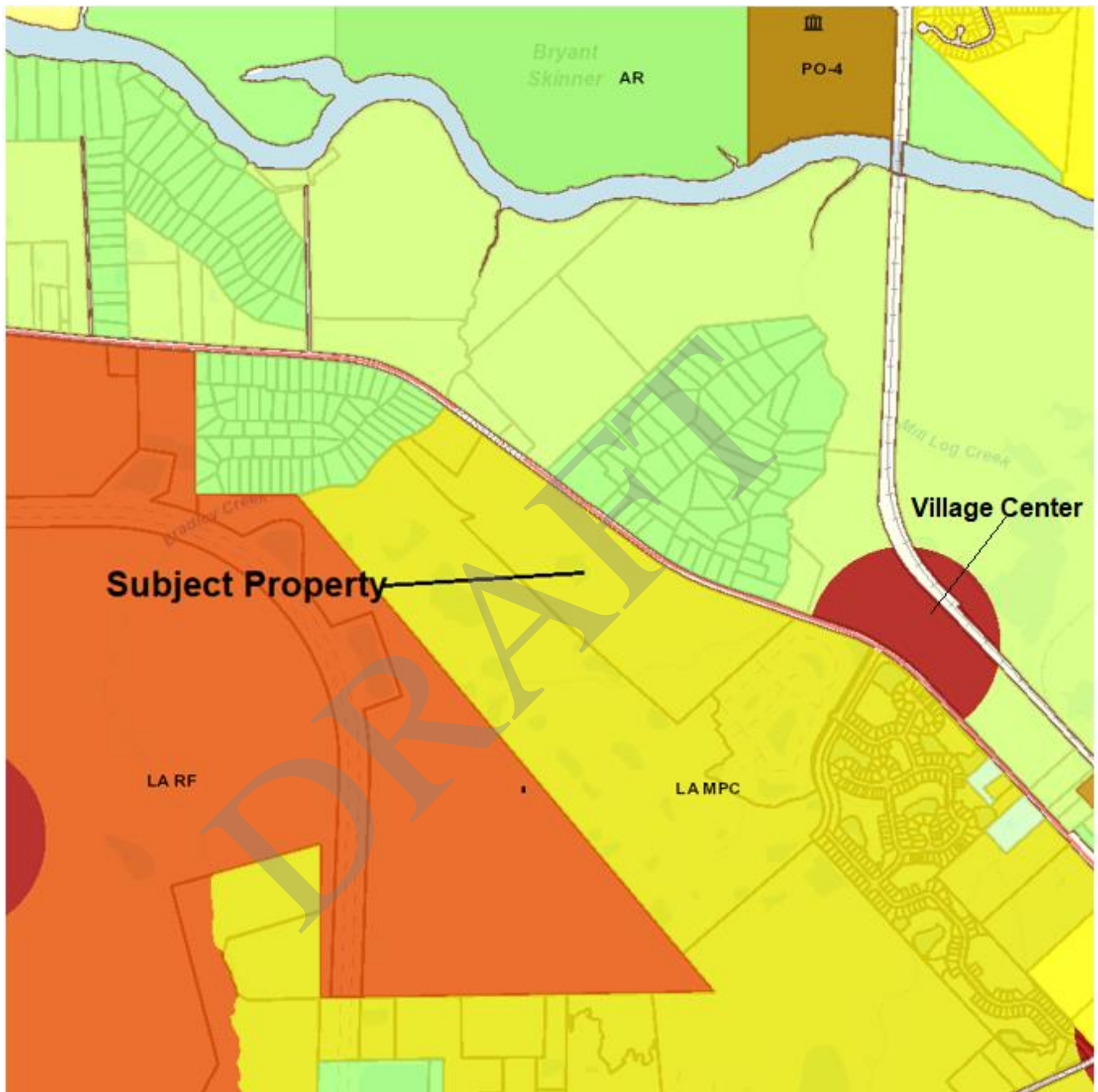
## Clay County GIS Map with Future Land Use Category Overlay



The subject parcel's future land use category is Lake Asbury Master Planned Community (LA MPC)



## Clay County GIS Map with Zoning District Overlay



The subject parcels' zoning district is Lake Asbury Master Planned Community (LA MPC).

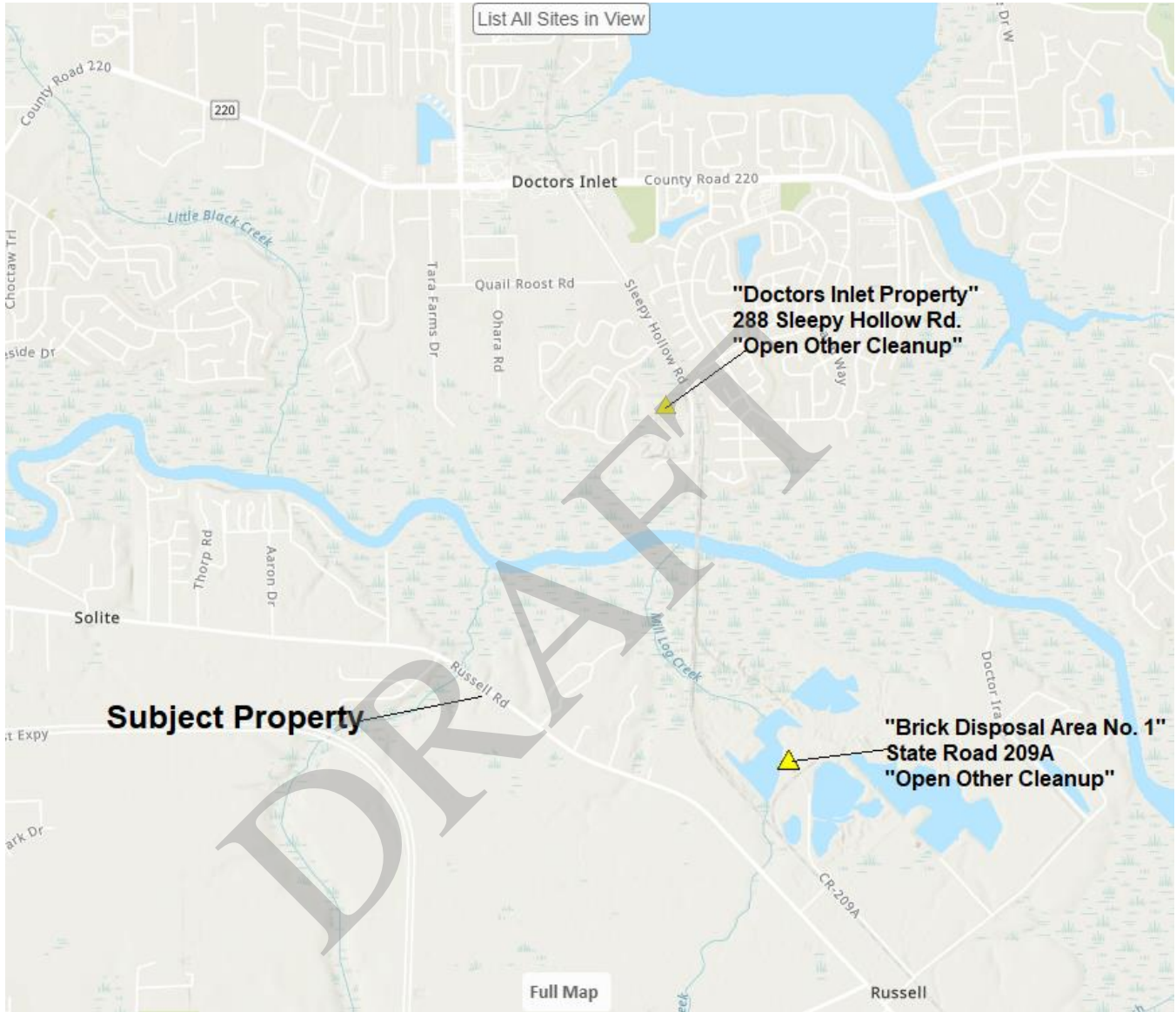
**Flood Zone Map  
12019C0160E, Dated March 17, 2014**



It appears portions of the property are in Flood Zone "X", a minimal flood hazard area. It also appears portions of the property are in Flood Zone "AE", a special flood hazard area.



# Florida Department of Environmental Protection Contamination Locator Map



As shown, while no contamination on the subject property is indicated, there are contaminated properties in the area.

# Illustration of the Subject Parcel's Boundaries according to the Legal Description Found in the Addendum

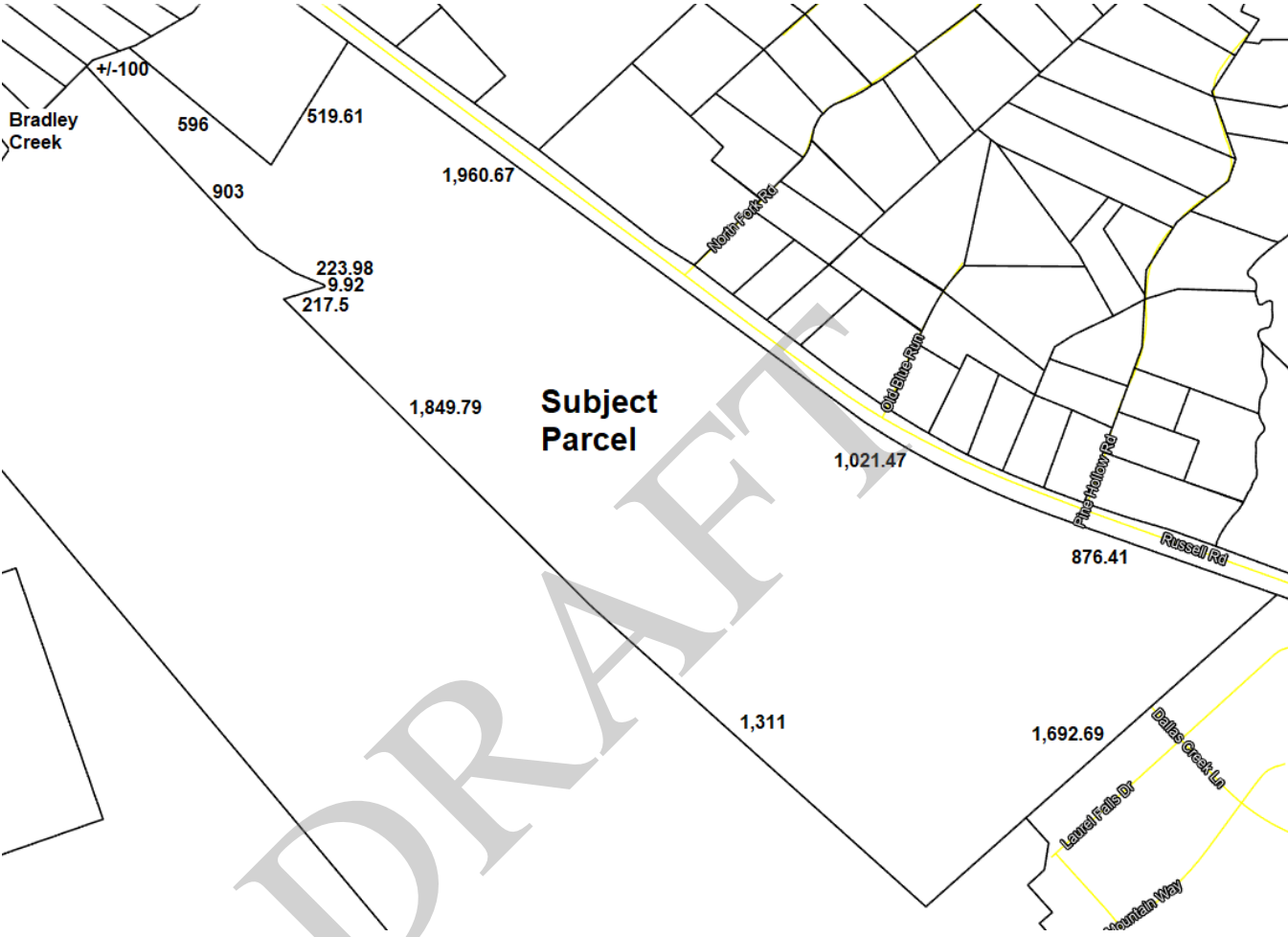


Exhibit No. 3 Prepared by Environmental Resource Solutions, Dated August 18, 2021, for Toll Brothers

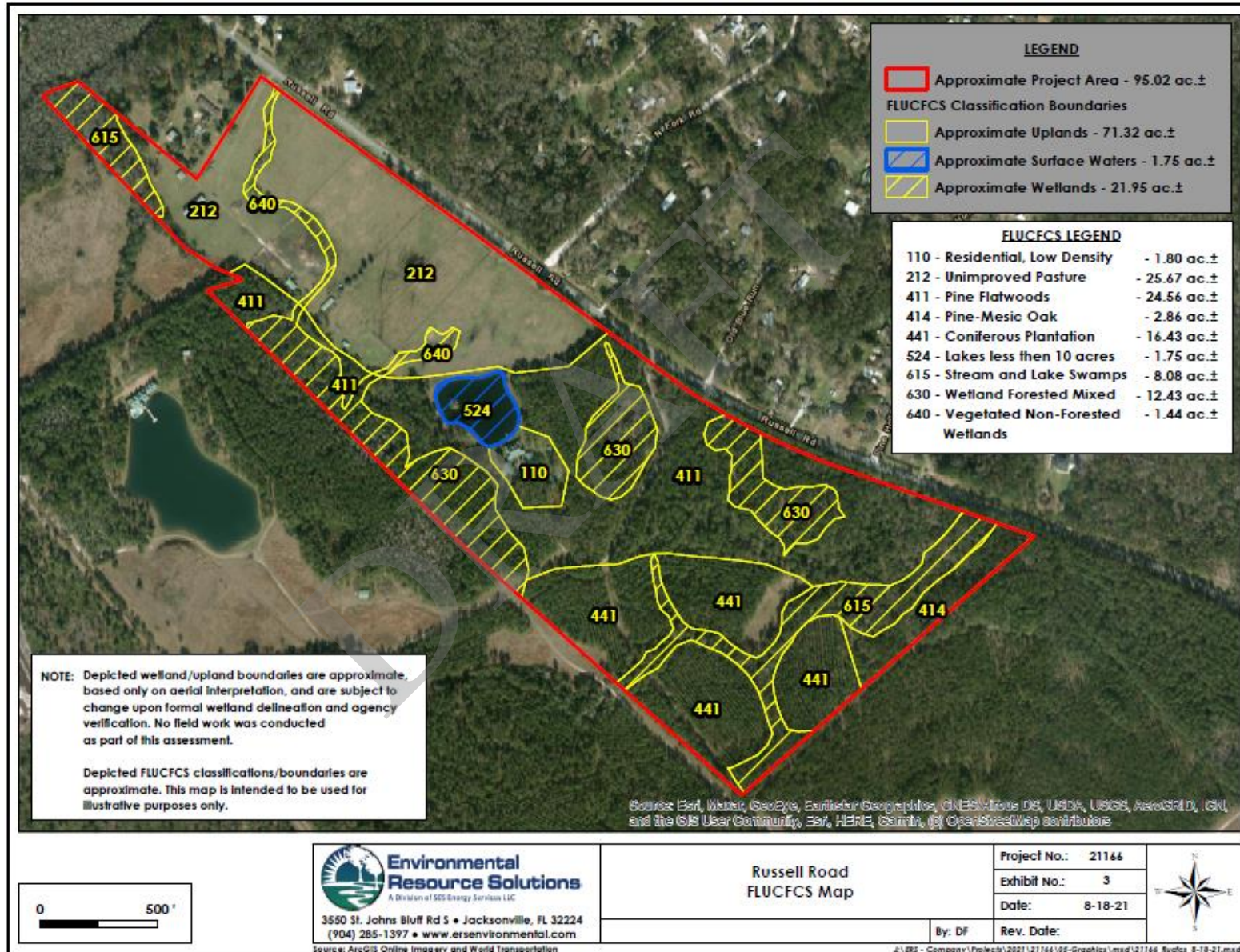
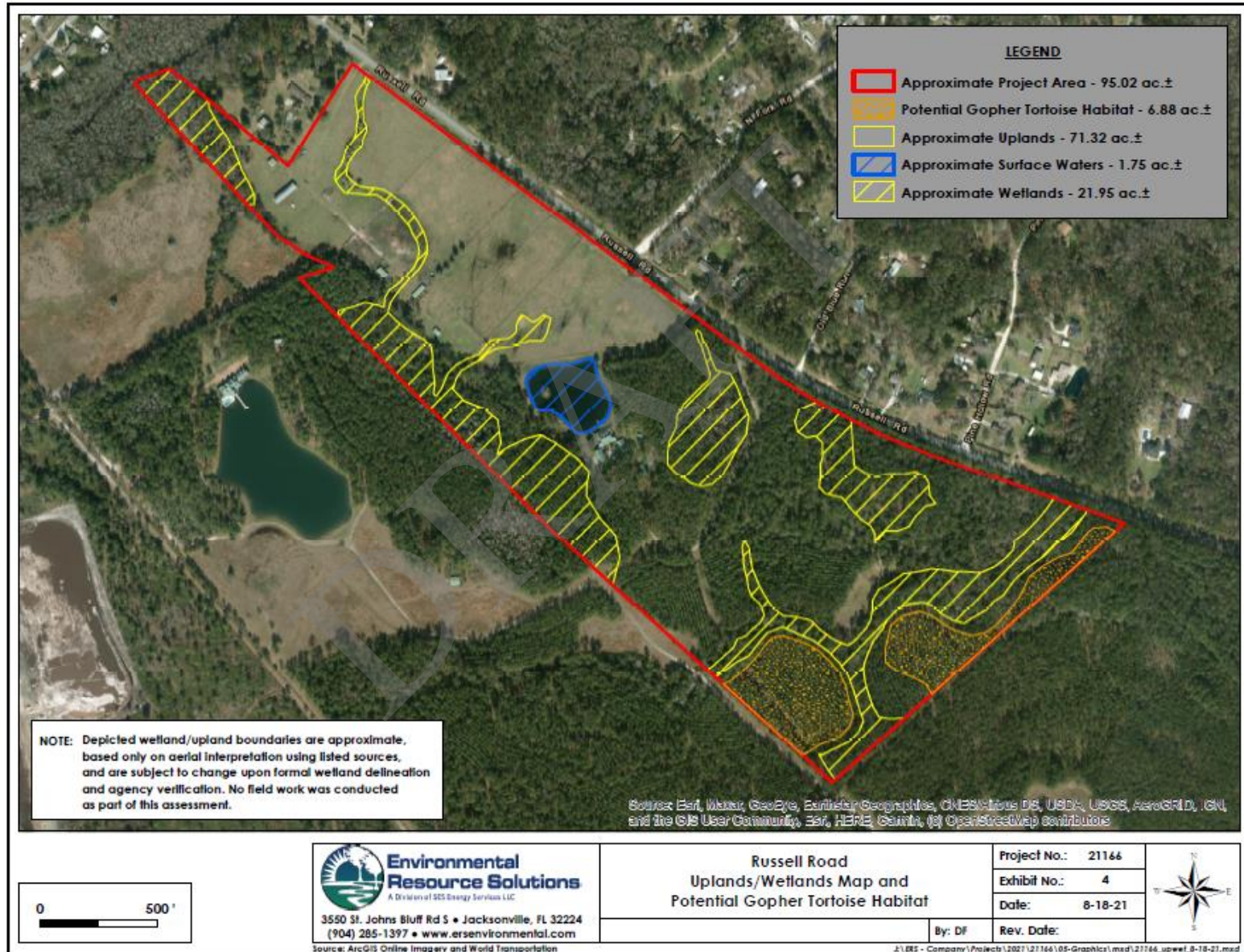
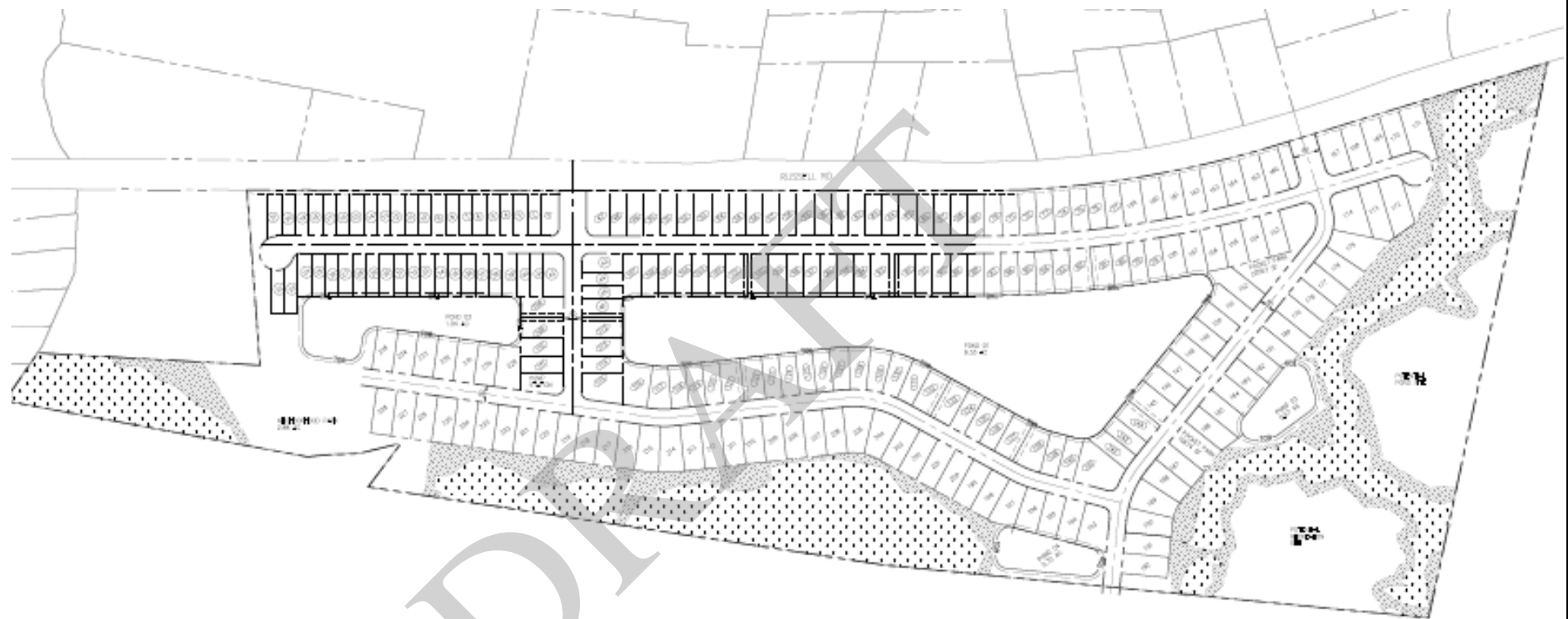




Exhibit No. 4 Prepared by Environmental Resource Solutions, Dated August 18, 2021, for Toll Brothers



Conceptual Site Plan Prepared by Kimley-Horn and Associates, Inc., for Toll Brothers



40' lots:	46
50' lots:	98
60' lots:	<u>91</u>
Total Lots:	235

## Neighborhood Data

The subject of this appraisal is a 95.02-acre parcel of land located along the southwesterly side of Russell Road (CR 209) about 1.1 miles to the northwest of the intersection of Russell Road and Sandridge Road in the Lake Asbury section of Clay County, Florida. In this instance, neighborhood boundaries coincide with the boundaries of the Lake Asbury Master Planned Area (LAMPAs), which are illustrated on page 20 and 23.

The following description of the subject neighborhood was obtained from the Introduction to the Lake Asbury Master Plan.

The Lake Asbury Master Development Plan project was initiated as a partnership between County government and the community in consensus building and visioning. The project consisted of the preparation of a master development plan representing the ultimate buildout of the Lake Asbury Master Plan Area (LAMPAs). The residents of the greater Lake Asbury area expressed concern regarding protection of the area's natural resources, maintaining the quality of life they currently enjoy, and the ability of the community to grow in a controlled manner. This process brought together people with diverse interests to build a consensus for growth management, urban form, long range planning and environmental protection.

The LAMPAs consists of 30,293 acres of which roughly 18,000 acres are largely undeveloped. The area consists of unincorporated portions of central Clay County within the Lake Asbury/Penney Farms Planning District. The area is bounded by Peters Creek on the east, Black Creek to the north and west, and State Road 16 to the south.

Northeast Florida continues to experience suburban sprawl. Conventional planning has failed to contain the spread of ex-urban growth around the greater Jacksonville metropolitan area. The sector study or "buildout" plan provides a long-term response to future growth. This approach can ensure that growth will occur in a more orderly and attractive way than the piecemeal development that would normally occur. This plan promotes a community designed to reduce the importance of the automobile. This is accomplished by design that allows a greater variety of land uses closer to work and home and provides ample opportunities to connect those land uses with walkways and bicycle paths.

The Master Development Plan for Lake Asbury recommends a blend of rural and planned suburban growth. The eastern half of the LAMPAs will include mixed-use master planned communities that are more urban in character, along with an employment district. The Plan designates the western half of the LAMPAs as primarily low-density areas, with rural residential lands complimented by the conservation network of greenways. The Lake Asbury plan provides for a self-supporting community that consists of a mix of recreational, commercial, civic and residential uses. This Plan reduces the need to utilize the regional road network by providing a greater variety of land uses, preserving the area's natural resources, and creating opportunities for pedestrian and bicycle uses. The goal of providing improved

accessibility between home, work, schools and shopping will in turn, translate into reduced commuting time, decreased reliance on the automobile, and protection of natural resources. The Plan acts to discourage sprawl by guiding development into the form of villages, with central places of higher densities and intensities and peripheral neighborhoods of lower density.

Greenways and “Greenbelts” are utilized as village boundaries, further providing a sense of place. This edge exists around the greater LAMPA area and will also be utilized within the area to form natural edges to villages. Greenbelts and conservation areas will add to the greater greenway system to provide for an extensive network of protected open space and wildlife corridors. The Asbury Greenway guidelines support wildlife, enhance water quality, capture stormwater, and provide scenic vistas as well as passive recreational opportunities. In short, the Lake Asbury Master Plan will help to preserve the distinctive character of the area in the face of future steady population growth.

At the subject’s location, Russell Road (CR 209) is a ±130-foot-wide right-of-way improved with two paved travel lanes, open roadside drainage ditches, and overhead electric lines. Near the subject’s location, shoulder work and installation of guard rails along Russell Road between Sandridge Road and Bradley Creek were recently completed. Future nearby roadway projects include adding lanes to Russell Road between Sandridge Road and Peters Creek and adding lanes to Sandridge Road between Russell Road and Henley Road. While these projects are in the design phase, the Russell Road project is scheduled to be completed in the Fall of 2025 and the Sandridge Road project is scheduled to be completed in the Fall of 2024. The 2021 annual average daily traffic (AADT) along Russell Road at the subject’s location was 11,000.

A major nearby roadway project is the extension of the First Coast Expressway between Blanding Boulevard (SR 21) and Shands Bridge, which crosses the St. Johns River between Clay County and St. Johns County. At present, the First Coast Expressway is open between Blanding Boulevard in Clay County and Interstate Highway 10 in Duval County (Jacksonville). The extension of the expressway through Clay County is scheduled for completion by 2025. The nearest access to the expressway will be an interchange with Henley Road, about 2.5 road miles from the subject property. Sandridge Road passes beneath the expressway, about three road miles from subject property. The expressway’s new bridge across the St. Johns River is scheduled for completion in 2029.

As stated above, the Lake Asbury area is a developing rural area that has experienced very considerable residential development in recent years. Some of the recent subdivision activity in the Lake Asbury area is summarized below. Each of these subdivisions is for detached single-family dwellings. The exhibit on page 24 illustrates recent subdivision development in the Lake Asbury area.

<b>Name</b>	<b>Location</b>	<b>Date of Land Sale</b>	<b># Acres</b>	<b># Lots</b>	<b>Builder</b>
Lee East	N. side Sandridge Rd. 1.1 miles W. of Russell Rd.	Jun-2022	63.97	193	Lennar
Russell Retreat	S. side Russell Rd. 2.5 miles NW of Sandridge Rd. & 1.3 miles E. of Henley Rd.	May-2022	19.27	51	Lennar
Sandridge Hills	N. side Sandridge Rd. 1.5 miles W. of Russell Rd.	Mar-2022	66	197	Mattamy
Hyland Trail	E. side of Henley Rd. 1 mile south of Russell Rd. & .9 mile north of Sandridge Rd.	Dec-2021	747.52	1,500	Green Pointe Developers
Shadow Crest at Rolling Hills	South end of existing units in Rolling Hills, along S. side of Sandridge Rd. 2 miles west of Russell Rd.	Oct-2021	79.84	247	Adams
Robinson Ranch	N. side Sandridge Rd. 1/2 mile west of Russell Rd.	Jul-2021	200	347	American Homes 4 Rent
Bradley Creek	S. side Russell Rd. 3 miles NW of Sandridge Rd. & .7 mile E. of Henley Rd.	Apr-2021	55.13	100	Pulte
Granary Park Phase 1	S. side Sandridge Rd. 1.2 miles W. of Russell Rd.	Dec-2020	129.98	238	Lennar

While extensive subdivision development for detached single-family dwellings has occurred in recent years in the Lake Asbury area, no development for attached single-family dwellings has occurred. However, according to Beth Carson, Chief Planner, Planning and Zoning Division, of the Economic & Development Services Department of Clay County, two townhome developments are currently under consideration in Lake Asbury, summarized as follows:

- The 40-acre tract at the northwest corner of Russell Road and Sandridge Road, which is 8/10-mile to the southeast of the subject property, is one of the Village Centers in the Lake Asbury Master Planned Community. As such, commercial development of this parcel is legally permissible. According to Joseph Lentz, with Cushman & Wakefield, 34 acres are under contract for development of 274 townhome units, which reflects density of about 8 units per acre. The contract price is \$8,220,000, or \$30,000 per unit. The remaining 6 acres at the immediate intersection of Russell Road and Sandridge Road, which is commercially zoned, will be sold later.
- A 9.33-acre parcel in the northeast quadrant of Sandridge Road and First Coast Expressway, which is also part of a designated Village Center in the Lake Asbury Planned Community, is under consideration for development of 80 townhomes.

This project reflects density of 8 units per acre. The appraiser was unable to obtain any information regarding a pending sale of the property. As stated above, upon completion of the expressway, Sandridge Road will pass beneath the expressway. There will not be an interchange at this location.

As depicted on pages 23, 25, and 26, the nearest other designated Village Center is along the northeasterly side of Russell Road just to the south and east of the subject property.

Properties along Russell Road near the subject include rural type single-family dwellings, Clay County Shrine Club, River City K-9, and a small plant nursery. Anabelle Island subdivision, which is currently undergoing horizontal construction and construction of detached single-family dwellings, will have entrances along Russell Road and Sandridge Road. This subdivision is adjacent to the southeast of the subject property.

Construction of homes is also underway in Cross Creek, a subdivision for detached single-family dwellings. The subdivision has entrances along the south side of Sandridge Road and the westerly side of Russell Road.

Other development along Sandridge Road includes Russell Baptist Church, Russell Haven Cemetery, Russell Haven Funeral Home, Ronnie Van Zant Memorial Park, and three older, built-out subdivisions known as Silver Creek, Russell Oaks, and Meadow Lake.

Development at the intersection of Sandridge Road and Henley Road includes Lake Asbury Food Mart, which has fuel sales, and Asbury Commons, a neighborhood shopping center anchored by Winn Dixie Supermarket. More extensive retail development is along CR 220 at US Highway 17 on Fleming Island, approximately 10 miles to the northeast of the subject property.

By roadways, the nearest public schools to the subject property are as follows:

Lake Asbury Elementary School: Sandridge Road, 4.6 miles to the west;

Lake Asbury Junior High School: Sandridge Road, 4.4 miles to the west; and

Clay High School: State Road 16 West, 8.2 miles to the south.

According to Beth Carson, Chief Planner, Clay County Zoning Department, public schools serving the Lake Asbury area are at capacity. As such, development of any parcels not having reserved capacity, will have to “pay to play”, that is, make a payment to fund construction of additional schools to serve the Lake Asbury area.

Selected demographics for the subject neighborhood, which are shown in the following table, were obtained from the Home Town Locator website and other sources.



Census Data										
	Zip Code 32043					Clay County				
	2000	2010	%Δ	2022	%Δ	2000	2010	%Δ	2022	%Δ
Population	19,272	24,632	28%	33,540	36%	140,814	190,854	36%	223,799	17%
Total Households	7,057	8,825	25%	12,001	36%	50,243	68,792	37%	80,920	18%
Per Capita Income	\$19,588			\$39,129		\$20,868			\$37,811	
Median Home Value	\$96,400			\$255,004		\$97,400			\$244,083	

As shown above, between 2000 and 2010, the county’s population increased 36%, and the neighborhood’s population increased 28%. Between 2010 and 2022, the county’s population increased 17%, while the neighborhood’s population increased 36%.

Between 2000 and 2010, the number of households in the county increased 37%. During the same period, the number of households in the neighborhood increased 25%. Between 2010 and 2022, the number of households in the county increased 18%, while the number of households in the neighborhood increased 36%.

As evidenced by these figures, between 2010 and 2022, the subject neighborhood outpaced the county in terms of population and household gains. In consideration of the number of single-family subdivisions currently under development, or planned for development, in Lake Asbury, future gains of population and households should be expected.

Per capita income in the subject neighborhood was slightly lower than per capita income in the county in 2000, but by 2022 per capita income in the neighborhood was higher than per capita income in the county.

Similarly, in 2000, median home value in the subject neighborhood was slightly lower than median home value in the county, but by 2022, median home value in the neighborhood was higher than median home value in the county.

No adverse neighborhood characteristics are known. It is anticipated the Lake Asbury area continue to experience strong gains of population and households. With the influx of new housing, commercial development in the neighborhood should be expected.

## Parcel Data

The following description of the subject property is based on the legal description found in the Addendum, the Preliminary Due Diligence Wetland and Protected Species Assessment (“PDDWPSA”) prepared by Environmental Resource Solutions, the Conceptual Site Plan known as Russell Road Residential (“RRR”) and the companion Written Statement, created by Kimley-Horn and Associates, and the appraiser’s on-site inspection. Note the PDDWPSA and RRR were prepared for Toll Brothers, a national

home builder.

The subject parcel is located along the southwesterly side of Russell Road (CR 209), about 1.1 miles to the northwest of the intersection with Sandridge Road. The right-of-way of Russell Road at the subject's location has width of about 130 feet. The right-of-way is improved with a two-lane asphalt-paved roadway, open road-side drainage ditches, and overhead electric lines. The 2021 annual average daily traffic (AADT) along Russell Road near the subject parcel was 11,000.

The subject parcel extends approximately 3,858.55 feet along the southwesterly side of Russell Road. The southeasterly boundary has depth of 1,692.69 feet. The northwesterly boundary, which is irregular, has total depth of about 619.61 feet. The southwesterly, or rear, boundary extends a total distance of 4,515.19. feet.

At present, two dirt and lime rock driveways extend into the subject parcel from Russell Road.

Bradley Creek, a tributary of Black Creek, extends along a portion of the subject parcel's northwesterly boundary.

Elevation of the parcel is between about sea level and 22 feet or so above sea level. The lower elevations are within Bradley Creek at the northwesterly end of the parcel, and within the small creeks in the southeasterly end of the parcel. Portions of the parcel have been cleared and portions of the parcel are wooded. Man-made ditches also traverse portions of the subject parcel. Some of the upland areas at the southeasterly end of the parcel are isolated, that is, cut off by wetland from the interior upland areas.

Wetlands are defined by the State of Florida as follows:

"Wetlands," as defined in Section 373.019(25), F.S., means those areas that are inundated or saturated by surface water or ground water at a frequency and a duration sufficient to support, and under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soils. Soils present in wetlands generally are classified as hydric or alluvial, or possess characteristics that are associated with reducing soil conditions. The prevalent vegetation in wetlands generally consists of facultative or obligate hydrophytic macrophytes that are typically adapted to areas having soil conditions described above. These species, due to morphological, physiological, or reproductive adaptations, have the ability to grow, reproduce or persist in aquatic environments or anaerobic soil conditions. Florida wetlands generally include swamps, marshes, bayheads, bogs, cypress domes and strands, sloughs, wet prairies, riverine swamps and marshes, hydric seepage slopes, tidal marshes, mangrove swamps and other similar areas. Florida wetlands generally do not include longleaf or slash pine flatwoods with an understory dominated by saw palmetto.

*Rulemaking Authority 373.421 FS. Law Implemented 373.421, 373.4211 FS. History—New 7-1-94, Formerly 17-340.200.*



The opinion of “as is” market value developed and reported herein assumes the subject’s wetlands cannot be impacted, such as draining, clearing, filling, paving, etc. unless mitigated. Wetlands Mitigation is defined by the Florida Department of Environmental Protection as follows:

A wetland enhancement, restoration, creation and/or preservation project that serves to offset unavoidable wetland impacts is known as wetland mitigation or compensatory mitigation. The ecological benefits of a mitigation project should compensate for the functional loss resulting from the permitted wetland impact. The Uniform Mitigation Assessment Method (UMAM) provides a standardized procedure for assessing the ecological values and functions of wetlands and other surface waters. Compensatory mitigation activities may include, but are not limited to, onsite mitigation, offsite mitigation, Regional Offsite Mitigation Areas (R.O.M.A) and the purchase of mitigation credits from permitted mitigation banks. A breakdown of habitat types and available credits for each bank permitted by the department is available on our Mitigation Bank Ledger page.

According to the Preliminary Due Diligence Wetland and Protected Species Assessment (PDDWPSA), the subject parcel is comprised of five distinct upland areas totaling approximately 71.32 acres and four distinct wetland or surface water areas totaling approximately 23.70 acres. The PDDWPSA indicates the subject parcel contains a total of 95.02 acres. The upland areas are comprised of a  $\pm 1.80$ -acre home site,  $\pm 25.67$  acres of mowed and maintained pasture,  $\pm 24.56$  acres of upland forest, which is predominantly pine-dominated canopy,  $\pm 2.86$  acres of a mixture of pine, hard woods, wax myrtle and other trees and underbrush, and  $\pm 16.43$  acres of planted pine. The wetland areas are comprised of a  $\pm 1.75$ -acre man-made lake,  $\pm 8.08$  acres of stream and lake swamp wetland located at the westerly end of the parcel,  $\pm 12.43$ -acres comprised of two isolated wetlands in the northeastern portion of the parcel and a contiguous wetland strand along the southern boundary in the central portion of the parcel, and  $\pm 1.44$  acres comprised of two non-forested wetland. According to the PDDWPSA, all the 21.95 acres of wetland communities are jurisdictional under the Florida Statewide Environmental Resource Permitting (“SWERP”) program administered by the St. Johns River Water Management District (“STRWMD”). SWERP permitting with STRWMD will be required for any proposed impacts to on-site wetland, and mitigation will be required for wetland impacts.

According to the Conceptual Site Plan (see page 32), known as Russell Road Residential (RRR), the subject parcel contains  $\pm 95.6$  acres, comprised of  $\pm 23$  acres of wetlands and  $\pm 72.5$  acres of upland. The Conceptual Site Plan found, which illustrates a 235-lot single-family residential subdivision on the subject parcel, was relied upon in this appraisal analysis. Accordingly, the opinion of “as is” market value developed and reported herein is based on the **extraordinary assumption** the subject parcel is suitable for development of a single-family subdivision having 235 lots. If it is later determined the subject parcel is not suitable for development of a single-family subdivision with 235 lots, the appraiser’s opinion of the “as is” market value of the subject property may be other than reported herein.

## Future Land Use Category and Zoning District

As shown on pages 25 and 26, the subject property's future land use category and zoning district are Lake Asbury Master Planned Community (LA MPC).

### Lake Asbury Master Planned Community (LA MPC) Land Use

The Base Zoning is LA MPC, permitting single family detached dwellings. Single-family attached dwellings are also permitted subject to locational criteria. All development must submit site plans for review to ensure conformance with LDR standards, and shall be bound by such site plans. Other Zoning Districts permitted in the LA MPC Land Use (consistent Zoning Districts) are PO-1, PO-2, PO-3, PO-4, PS-1, PS-2, PS-3, PS-4, and PS-5. Development within the Lake Asbury Master Planned Community category will be in the form of walkable neighborhoods. Walkability shall be achieved through sidewalks on both sides of streets, connected neighborhoods, parks within walking distance, and traffic calming techniques. Local and collector streets and pedestrian/bicycle paths will contribute to a connected system of routes from individual neighborhoods to village centers, the activity center and other neighborhoods. Street design shall encourage pedestrian and bicycle use. Neighborhoods shall contain a diversity of housing types through lot size varieties and are encouraged to provide for affordable housing utilizing garage apartments; small lot subdivisions, and townhomes. To create a sense of neighborhood identity, neighborhoods within this category shall have primary neighborhood parks as well as pocket parks where neighbors can interact.

All development is subject to the Lake Asbury Overlay Standards.

Allowable uses are single-family detached dwellings, with single-family attached dwellings uses allowed adjacent to village centers. Single-family attached units may not exceed ten percent of potential units in the Lake Asbury Master Planned Community within each village, and are subject to the Dimensional Standards of the Village Center. Central water and sewer is required in this land use category.

The maximum base density for single-family detached development is 3 units per net acre (net calculated as uplands only). Single-family detached density may go up to five units per net acre through the dedication of wetland-upland buffers and/or environmentally significant lands. Single-family attached density is allowed at a range between six and ten units per acre, and may go up to 12 units per acre through additional density associated with wetland-upland buffers and/or environmentally significant land dedication as described in paragraph 4 of Subsection D.

- a. Permitted uses:

- i. Single-family detached dwellings and customary accessory buildings incidental thereto, meeting the standards of this code.
  - ii. Single family attached, subject to locational criteria.
  - iii. Accessory apartments, meeting the standards of this code.
  - iv. Satellite dish receivers to serve the development in which located.
  - v. On-premises consumption of alcoholic beverages within recreation- and clubhouse-type facilities developed as part of a unified plan of development and only for use by the residents and their guests and licensed under Chapter 11-C of the Florida Division of Alcoholic Beverage and Tobacco.
  - vi. Neighborhood parks.
  - vii. Places of worship, allowed on minor and major collectors. Forty thousand square foot limitation and additional 10,000 square foot allowed for classrooms, meeting space, and other ancillary uses on minor collectors; no size limitations on major collectors.
  - viii. Washing facilities for use by residents.
  - ix. Storage of travel trailers, recreational vehicles and boats for residents of a subdivision, within that subdivision, provided such units are stored in a separate area that is landscaped, visually screened, and maintained. Storage of these units shall not be permitted on individual lots.
  - x. Public and private educational facilities subject to locational criteria in the 2015 Plan.
  - xi. The non-commercial keeping and raising of horses, cattle, sheep, goats, swine and other similar animals; provided, however, that no more than one horse, cattle, sheep, swine, goat or other large farm animal six months of age or older shall be permitted to be kept or maintained per two acres of land. No animal pen, stall, stable, or other similar animal enclosure shall be located nearer than fifty feet to the property.
  - xii. Agricultural classification for ad valorem tax purposes.
  - xiii. Public and/or Private Utility Sites.
- b. Conditional Uses. The following uses are permitted subject to the conditions specified in Sec. 20.3-5 of the Zoning Code.
- i. Home occupations.
  - ii. Swimming pools.
  - iii. Private ponds.
  - iv. Temporary structures or buildings (excluding mobile homes).
  - v. Recreation vehicle parking for temporary use.

- e. Dimensional Standards.
- i. Minimum Density: 1 unit per net acre.
  - ii. Maximum Density: 2.5 units per net acre; 3 with density bonuses.
  - iii. Minimum Lot Size: 4,000 square feet (applied to a maximum of 20% of the lots within in given development) 5,500 square feet; 3,500 with rear alleys
  - iv. Minimum Lot Width at Building Line: 40 feet (applied to a maximum of 20% of the lots within in given development); 30 feet with rear alleys
  - v. Minimum Front Setback: 5 feet for front porches; 10 for front façade; 20 feet for front facing garages
  - vi. Minimum Side Setback: 5 feet.
  - vii. Minimum Rear Setback: 10 feet14 with rear alleys
  - viii. Maximum Percent of Lot Coverage: 50 percent (total for all primary and accessory buildings), 70 with rear alleys

It is believed and assumed development of the subject parcel in a manner otherwise permitted by the LA MPC future land use category and zoning district is legally permissible.

## Utilities

Clay Electric Cooperative, Inc. provides electric utility to the subject property.

Community water and sewer utilities are not currently connected to the subject property. At present, water utility is provided by on-site well and site septic systems.

Clay County Utility Authority has community water and sewer utilities in the immediate neighborhood, including Annabel Island, a single-family subdivision that is adjacent to the southeast of the subject property. That portion of Annabel Island immediately adjacent to the subject parcel has not yet been subdivided.

Extension of community water and sewer utilities to the property will be necessary if the property is to be developed with a residential subdivision.

## Census Tract

According to the Bureau of Census website, the subject is in Census Tract 12 109 312, where: 12 = Florida, 109 = Clay County, and 312 = Census Tract.

## Flood Zone

According to the [www.fema.gov](http://www.fema.gov) website,

Flood hazard areas identified on the Flood Insurance Rate Map are identified as a Special Flood Hazard Area (SFHA). SFHA are defined as the area that will be inundated by the flood event having a 1-percent chance of being equaled or

exceeded in any given year. The 1-percent annual chance flood is also referred to as the base flood or 100-year flood. SFHAs are labeled as Zone A, Zone AO, Zone AH, Zones A1-A30, Zone AE, Zone A99, Zone AR, Zone AR/AE, Zone AR/AO, Zone AR/A1-A30, Zone AR/A, Zone V, Zone VE, and Zones V1-V30. Moderate flood hazard areas, labeled Zone B or Zone X (shaded) are also shown on the FIRM, and are the areas between the limits of the base flood and the 0.2-percent-annual-chance (or 500-year) flood. The areas of minimal flood hazard, which are the areas outside the SFHA and higher than the elevation of the 0.2-percent-annual-chance flood, are labeled Zone C or Zone X (unshaded).

As shown on page 27, portions of the subject parcel are in Flood Zone "X", a minimal flood hazard area, and portions of the parcel are in Flood Zone "AE", a special flood hazard area. The flood prone areas are associated with creeks that flow northerly into Black Creek.

Note the appraiser is not qualified to certify the subject's flood zone(s). Should certification be desired please consult a surveyor or other qualified source.

## **Soil Survey**

No soil boring tests or composition analysis was supplied to determine the developmental potential or the soil carrying capacity of the subject parcel.

A soil analysis is beyond the appraiser's scope of expertise; therefore no responsibility is taken for the detection of hidden or unapparent subsoil conditions. A qualified engineer should be consulted to determine the soil composition and carrying capacity.

The opinion of "as is" market value developed and reported herein assumes development of a 235-lot single-family residential subdivision is physically possible and legally permissible as allowed by the LA MPC future land use category and zoning district.

## **Hazardous Materials**

The appraiser was not informed of any hazardous materials on the subject site, nor did inspection indicate the presence of any hazardous materials. However, it is recommended an environmental audit be undertaken to verify if any site contamination exists.

As shown on the Contamination Locator Map found on page 28, no contamination is indicated to be on the subject parcel.

An environmental audit is beyond the appraiser's scope of expertise. Therefore, no responsibility is taken for the detection of any hidden or unapparent hazardous conditions. The opinion of value developed in this report is predicated on the assumption there are no materials on or in the subject parcel that would cause a loss in value.

## Improvements

The subject property is improved with a 22-year old, 2,928 square foot single-family dwelling, out buildings, fencing, dirt and gravel driveways, well, and septic system.

The buildings have been vacated and any remaining value in the existing improvements is considered off set by the cost of demolition and removal.

## Just Market Value, Taxable Value, and Taxes

The subject property is on the 2022 Clay County Tax Roll as follows:

RE#	2022 Just Market Value	2022 Assessed Value	2022 Taxable Value	2022 Millage Rate	2022 Gross Taxes (1)	Non-Ad Valorem Fees (2)	Total Taxes and Fees	Paid
010097-009-00	\$4,850,122	\$612,922	\$562,922	0.0087984	\$4,952.81	+ \$210.30	= \$5,163.11	no
	\$4,850,122	\$612,922	\$587,922	0.0064190	\$3,773.87	+ \$0.00	= \$3,773.87	no
<b>Total</b>				0.0152174	\$8,726.68	\$210.30	\$8,936.98	

(1) Taxes for county services and the St. Johns River Water Management District are based on the subject's total taxable value of \$562,922. Taxes for the Clay County School District are based on the total taxable value of \$587,922.

(2) Non-Ad Valorem Fees are for solid waste disposal and recycling.

No delinquent taxes pertaining to prior years are shown on the Clay County Tax Collector's website.

Assessments in the State of Florida are required to be 100% of estimated market value, less certain allowable reductions such as closing costs. Taxes are due in March of the year following the assessment. If paid in November of the tax-year, a 4% discount is applied. Lesser discounts are applied if taxes are paid after November of the tax-year and before March of the following year.

## Concurrency

Growth Management and Concurrency are extremely important issues to all property owners in the State of Florida. Each local government, by State law, will have to meet minimum "levels of service" for City Departments such as Public Utilities, Public Works, Recreation and the Transportation Division to satisfy State requirements. Before a proposed development receives necessary permitting, a process to determine the impact of upon the levels of service is required. If the proposed development meets minimum standards required by the State and the City, the proposed development is said to be **concurrent**. If the level of service is not concurrent, then the proposed development of the site will be detained until the level of service is adequate. The State is hopeful this plan will eliminate problems that stem from uncontrolled growth. For example, during the

1980's, high growth communities as Orlando, Tampa/St. Petersburg, Miami/Ft. Lauderdale and the Southeast District of Jacksonville were weakened in terms of infrastructure and quality of life; a prime example of ineffectual growth management and city planning.

A column in the September 15, 1991 issue of "Realtor News", discussed the concurrency issue. Don Neal, a member of the Commercial investment Division, states:

"Every newly planned project is faced with the question of whether capacity still exists on roads, in water and sewer service and in the host of other services which must be provided under concurrency."

### **The Concurrency Process**

The Local Government Comprehensive Planning and Land Development Regulation Act, Chapter 163 (Part II), Florida Statutes, 1989, requires all local governments to adopt a comprehensive plan. This plan will regulate the development of land within each local government's jurisdiction.

### **Changes to Concurrency**

As reported in the April 29, 2011 edition of the *Jacksonville Business Journal*, "the laws that govern Florida's growth and development patterns are getting an overhaul". On April 28, 2011, Governor Rick Scott signed legislation that repeals the state's concurrency laws. In the same article, Tim Chaplin, Chairman of the Department of Urban and Regional Planning at Florida State University stated, "The new legislation removes the state's role in the planning process". Bill Killingsworth, Jacksonville's Director of Planning and Development, stated, "There's still a requirement to demonstrate concurrency. The legislation didn't get rid of that – it gives greater flexibility at the local level."

In an article in the February 11, 2011 edition of the *Jacksonville Business Journal*, Wyman Duggan, chairman, Governmental and Regulatory Law Department, Rogers Towers, P.A., stated, "There's no question [the mobility fee] can help spur in-fill and urban redevelopment because it will simply be less expensive".

### **Clay County Concurrency**

On July 22, 2008, the Board of County Commissioners of Clay County, Florida adopted Ordinance 2008-31, thereby creating Article XI of the Clay County Land Development Code to adopt public school concurrency management and proportionate share mitigation requirements. One of the purposes of this Ordinance is to ensure that adequate Public School Facilities will be in place or under actual construction as new development occurs, or within 3 years after the issuance of a building permit, by providing a mechanism to implement Proportionate Share Mitigation for Public School Facilities where needed. No Development Proposal will be approved by the County unless a Finding of Available School Capacity and the School Concurrency Letter is first obtained.



If the School District Designee determines that no Available School Capacity exists to accommodate the Development Proposal and no Proportionate Share Mitigation Agreement has been accepted for the School District's and County's execution, the School District Designee shall issue a School Concurrency Deficiency Letter, and no School Concurrency Allocation shall be reserved on the Development Review Table.

The amount of Proportionate Share Mitigation required from an applicant shall be calculated by applying the student generation rate multiplier to the Cost per Student Station Estimate for each school type (elementary, middle and high) for which there is not sufficient School Capacity.

Even when the public schools have capacity to facilitate additional development, new single-family development incurs school Impact Fees, which are currently \$7,034 per single-family dwelling unit.

All new development in Clay County results in Impact Fees for government jails & constitutional facilities, fire & rescue facilities, law enforcement facilities, community parks, regional park facilities, and libraries & cultural services.

When Proportionate Share Mitigation is necessary, the Impact Fees are credited.

**Conclusion**

According to Beth Carson, Chief Planner, Clay County Zoning Department, and Lance Addison, Coordinator, Planning & Intergovernmental Relations, Clay County District Schools, the three public schools serving the Lake Asbury area are at capacity. According to Mr. Addison, the cost of Proportionate Share Mitigation, or fair share cost, to obtain concurrency for the subject property is calculated as follows:

	<u># Seats</u>	x	<u>Cost per Seat</u>	=	<u>Fair Share Cost</u>
Elementary school:	69		\$41,000	=	\$2,829,000
Junior high school:	22		\$48,300	=	1,062,600
High school:	<u>43</u>		\$50,500	=	<u>2,171,500</u>
Total Seats:	134				
Gross Cost:					\$6,063,100
Less Credit for Impact Fees: 235 lots x \$7,034 =					<u>-1,652,990</u>
Net Cost:					\$4,410,110

Also according to Mr. Addison, the soonest one or two new schools can be constructed in the Lake Asbury area is 2026-2027. Until sufficient classroom space exists in the Lake Asbury area, concurrency for development of the 235-lot subdivision illustrated on page 32



can be attained only by paying fair share costs as illustrated above.

This net fair share cost for the subject property of \$4,410,110 equates to \$18,766 per lot for the 235-lot subdivision that had been considered for the property.

## **Highest and Best Use**

Highest and Best Use" is defined by Real Estate Appraisal Terminology as:

“that reasonable and probable use that will support the highest present value, as defined, as of the effective date of appraisal. Alternatively, that use, from among reasonably probable and legal alternative uses, found to be physically possible, appropriately supported, financially feasible, and which results in the highest land value.

The definition immediately above applies specifically to the highest and best use of the land. It is to be recognized in cases where a site has existing improvements on it, the highest and best use may very well be determined to be different from the existing use. The existing use will continue, however, unless and until the land value in its highest and best use exceeds the total value of the property in its existing use.

Implied within these definitions is recognition of the contribution of that specific use to community environment or to community development goals in addition to wealth maximization of individual property owners. Also implied is that the determination of highest and best use results from the appraiser's judgment and analytical skill, i.e., that the use determined from analysis represents an opinion, not a fact to be found. In appraisal practice, the concept of highest and best use represents the premise upon which value is based. In the context of investment value an alternative term would be most profitable use."

In highest and best use analysis, four criteria are considered. The criteria are that the highest and best use be (1) legally permissible, (2) physically possible, (3) financially feasible and (4) maximally productive. These tests have been applied to the subject property in arriving at an opinion of the highest and best use of the subject parcel.

### **Highest and Best Use, as if Vacant**

#### **Legally Permissible**

The primary factors that determine legally permissible uses of a parcel are the parcel's future land use category and zoning district. As discussed, the subject parcel has Lake Asbury Master Planned Community (LA MPC) future land use category and zoning district. As discussed in the Future Land Use Category and Zoning District section of this report, detached single-family dwellings are the most common use of property in the LA MPC zoning district. Development in Lake Asbury is also subject to the Lake Asbury Overlay Standards.

In addition to single-family residential, the LA MPC zoning district also permits houses of worship, public and private schools, parks, utility sites, and other uses.

The maximum base density for detached single-family development in the LA MPC zoning district is 3 units per usable upland acre. Maximum base density for detached single-family development may go up to 5 units per usable upland acre through the dedication (preservation) of wetland/upland buffers. This increased allowable density is sometimes referred to as “bonus density”.

The maximum allowable density of a parcel can only be determined after an environmental assessment of the parcel has been completed.

The Conceptual Site Plan (see page 32) and the companion Written Statement prepared by Kimley-Horn and Associates, Inc., which were discussed earlier in this report, is considered a reasonable representation of potential single-family subdivision development of the subject parcel. Clay County’s Development Review Committee reviewed the proposed project on November 18, 2021 and approved the project subject to additional comments provided by the Committee. The Concept Plan, which was approved for a period of three (3) years, will expire November 19, 2024. If there is any deviation from the approved Concept Plan, a new plan and written statement will need to be submitted and evaluated for approval.

As discussed in the Concurrency section of this report, until sufficient public school facilities are in place to support single-family residential development of the subject parcel, concurrency for the development can be attained only by paying fair share costs. As shown earlier, based on the proposed 235-lot subdivision illustrated on page 32, the total net fair share costs would be \$4,410,110, or \$18,766 per lot.

The appraiser knows of no other legal factors that might impact use of the subject parcel, as if vacant.

### **Physically Possible**

A physical description of the subject parcel is found in the Parcel Data section of this report.

Water and sewer utilities are currently provided by an on-site well and septic systems.

Electric utility is currently provided by Clay Electric Cooperative, Inc.

Clay County Utility Authority has community water and sewer utilities in the immediate neighborhood, including Annabel Island, a single-family subdivision adjacent to the southeast of the subject property. For single-family development to be permitted, community water and sewer utilities must be extended to the subject property.

Other than the subject’s unusable wetland and isolated upland areas, no adverse physical site conditions are known to exist.

There are no known conditions of a physical nature that would prevent development of the property in a manner permitted by the LA MPC future land use category, the LA MPC zoning district, the Lake Asbury Overlay Standards, and Concurrency requirements.

### **Financially Feasible and Maximally Productive**

As discussed earlier, in the Neighborhood Data section of this report, the Lake Asbury area experienced very considerable single-family residential development in recent years. Horizontal construction of single-family lots and construction of new single-family dwellings are still underway in the neighborhood. Although the most likely legally permissible and physically possible use of the subject parcel is single-family residential development, current market conditions are somewhat less favorable today because of changes in market conditions during 2021 and 2022.

#### **Concurrency**

As a result of all public schools in the Lake Asbury neighborhood being at capacity, sometime in mid-2022, permits for the creation of numerous subdivision lots were no longer available until the cost of Proportionate Share Mitigation was paid. As demonstrated earlier, these costs can be substantial.

#### **Mortgage Interest Rates**

The average interest rate for 30-year fixed-rate mortgages at the end of 2020 was 2.67%. By the end of 2021, the interest rate had increased slightly to 3.11%, but by the end of 2022, the interest rate had increased significantly to 6.42%. By mid-February 2023, the average interest rate for a 30-year fixed-rate mortgage was 6.32%. The last time the year-end average interest rate for a 30-year fixed-rate mortgage was above 6% was at the end of 2007, which marked the beginning of the Great Recession.

#### **Inflation (Consumer Price Index)**

Between 2013 and March 2021, the annualized monthly consumer price index (CPI) ranged between -.200% and 2.950%. Between 2013 and 2020, the annual CPI was between .119% (2015) and 2.443% (2018). In April 2021, the annualized monthly CPI had increased significantly, to 4.160% and by December 2021, the annualized monthly CPI had risen to 7.036%. During 2022, the annualized monthly CPI ranged between 6.454% (December) and 9.060% (June). The annual CPI for 2022 was 8.003%. The annualized monthly CPI for January 2023 was 6.410%. Note the CPI figure for February 2023 is not yet available.

#### **Single-Family Market**

With the average interest rate for a 30-year fixed-rate mortgage now being above 6% and with the CPI being above 6%, some would be first-time home buyers cannot afford to purchase a home.

According to data extracted from the Northeast Florida Multiple Listing Service database,

year-over-year comparison of the six-month period from 8/17/22-2/17/23 (“this year”) with the six-month period from 8/17/21-2/17/22 (“last year”), 30% fewer single-family dwellings were sold in the Lake Asbury area “this year” compared with “last year”. Although fewer single-family dwellings were sold “this year”, the average sale price was 8% greater “this year” compared with “last year”. When considering the entire market area in the Northeast Florida MLS database, 23% fewer single-family dwellings were sold “this year” compared with “last year” and the average sale price was 13% greater “this year” compared with “last year”.

A shorter year-over-year comparison from 1/1/23-2/17/23 (“this year”), compared with the period from 1/1/22-2/17/22 (“last year”), shows 14% fewer single-family dwellings were sold in the Lake Asbury area “this year” compared with “last year”. This shorter year-over-year comparison also shows the average sale price in the Lake Asbury area was 12% greater “this year” compared with “last year”. When considering the entire market area in the Northeast Florida MLS database, 28% fewer single-family dwellings were sold “this year” compared with “last year” and the average sale price was 9% greater “this year” compared with “last year”.

While the preceding MLS data shows the number of sales of single-family dwellings has been declining, the average sale price continued to rise.

(1) Zell Jones, the individual assisting the owner of the subject property with selling the property, (2) Jason Sessions, a developer active in Lake Asbury, and (3) Joseph Lentz, Senior Director, Cushman & Wakefield, and active land broker in the Lake Asbury area, point out demand for land suitable for development of single-family residential lots has slowed because the cost of horizontal development has risen around 30% over the past few years. The rising costs are likely attributable to elevated inflation and supply chain issues.

As summarized in the following Sales Comparison Approach, the most recent sales of land acquired for development of single-family residential lots in Lake Asbury were between March and June 2022. These three sales reflect prices in the range of approximately \$40,001 to \$45,001 per proposed lot. Two of these sales were properties that, at the time of sale, had entitlements (concurrency) enabling development of lots. One of the sales, a relatively small parcel, did not have entitlements at the time of sale. Each of these parcels remains undeveloped today.

If a developer wants to develop lots today on a parcel that does not already have entitlements, in addition to purchasing land, the developer will also have to pay Proportionate Share Mitigation, referred to as “pay to play”. In the case of the subject parcel, based on the conceptual site plan found on page 32, the net cost of Proportionate Share Mitigation equates to \$18,766 per lot.

## **Conclusion**

In consideration of the legally permissible, physically possible, and financially feasible uses for the subject parcel, and assuming entitlements are in place that would facilitate development of a single-family residential subdivision on the subject parcel, it is estimated

the highest and best use of the subject parcel would be for development of single-family residential lots in a manner permitted by the LA MPC zoning district.

However, at present, entitlements are not currently in place. To obtain entitlements that would facilitate single-family residential development, a developer will incur the additional cost of Proportionate Share Mitigation, which would result in single-family residential subdivision development not being financially feasible.

Although the client of this appraisal is interested in acquiring the subject parcel for development of a public school, or perhaps two public schools, there is not an active and discernable market for potential school sites. Additionally, there is not an active and discernable market for any of the other uses permitted in the LA MPC zoning district, such as houses of worship, private schools, parks, and utility sites.

The highest and best use of the subject parcel, as if vacant, is estimated to be for speculative hold until such time as single-family residential subdivision development is financially feasible.

### **Highest and Best Use, as Improved**

The subject parcel is improved with a 22-year, 2,928 square foot single-family dwelling, out buildings, fencing, dirt and gravel driveways, well, and septic system.

The buildings have been vacated and any remaining value in the existing improvements is considered off set by the cost of demolition and removal.

As discussed above, it is estimated the highest and best use of the subject property is for speculative hold until such time as single-family residential subdivision development is financially feasible.

### **Valuation Methods**

#### **Cost Approach**

The Cost Approach is based on the premise that the value of a property can be indicated by estimating the current cost to construct a reproduction or replacement, less the amount of depreciation evident in the improvements, to which is added the value of the underlying land. This approach to value is particularly useful when applied to new or nearly new improvements where there is little measurable depreciation. It can also be useful as a test of the feasibility of constructing proposed improvements. Current costs for constructing improvements are derived from cost estimators, cost estimation publications, builders, and contractors. Accrued depreciation is measured by physical observation and market research. As previously discussed, any remaining value in the improvements on the subject parcel is considered offset by the cost of demolition and removal. As such, the Cost Approach is not useful to this assignment and is omitted.

## **Sales Comparison Approach**

The Sales Comparison Approach is properly used where an adequate number of similar properties have sold recently or are currently for sale in the subject market. The value rendered by this approach results from comparisons of recent sales involving similar properties, with adjustments made to the sales prices for various dissimilar elements or features, which, in the appraiser's opinion, would influence the value of the property. The Sales Comparison Approach is developed below to provide an indication of the market of the subject property assuming entitlements are in place that would facilitate single-family subdivision development of the parcel.

## **Income Approach**

The Income Approach is utilized to measure the present value of the future benefits of property ownership. The indication of value by this approach results from analyses of historical operating data for the subject (when available) and for similar comparable properties. From analysis of this data, income and expenses for the subject property are estimated and the resulting net operating income is converted into a present value estimate by the process of capitalization. The rates or factors used for capitalization are derived by the investigation of acceptable rates of return reflected by recent transfers of comparable properties.

The subject parcel is evaluated herein as vacant land. While the parcel has ability to generate rental income from ground rent, considering the typical purchaser of the property would be a developer seeking to acquire the parcel for residential subdivision development rather than an investor seeking to acquire the property for its ability to generate rental income, direct income capitalization is not useful to this assignment and is also omitted.

Discounted cash flow (DCF) analysis, a technique of the Income Approach, however, is utilized to provide an indication of the "as is" market value of the subject property. The DCF analysis follows the Sales Comparison Approach.

## **Sales Comparison Approach (Market Value Assuming Entitlements are in Place)**

An indication of the value of the subject parcel can be developed with the Sales Comparison Approach. The Sales Comparison Approach is based on the economic Principle of Substitution. The Substitution Principle is established on the theory that the value of a property will generally not exceed the cost of acquiring a similar substitute of equal desirability. There are three basic steps to the Sales Comparison Approach.

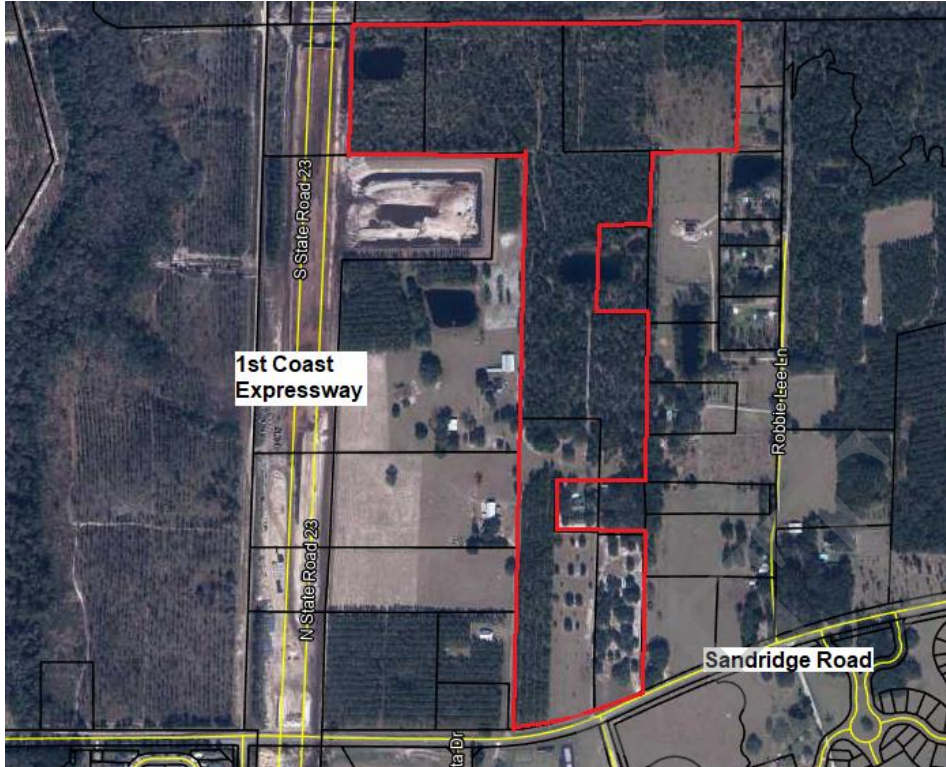
- Locate comparable properties in the area that have recently sold or are currently for sale.
- Compare each sale and listing with the subject property and adjust each sale price to compensate for any significant differences as compared to the subject.
- Draw a conclusion as to the value of the subject based on the adjusted prices of the comparable properties.

### **Summary of Comparable Land Sales**

Recent sales of parcels acquired for development of detached single-family dwellings in the Lake Asbury area were researched and analyzed. The most recent sales occurred between March 3, 2022 and June 1, 2022. At the time of sale, two of the three sales summarized and analyzed on the following pages are parcels that had entitlements facilitating single-family residential development. One of the sales, a much smaller parcel, did not have entitlements at the time of sale. No active listings of sufficiently similar parcels were available for inclusion in this report.

The sales are analyzed to support an indication of the value of the subject parcel assuming entitlements are available without the extra expense of Proportionate Share Mitigation (“pay to play”).

## Comparable Land Sale 1



Location	Northerly side of Sandridge Road 1.6-miles west of Russell Road, Green Cove Springs, FL 32043
Date	March 2, 2022
Land Size	67.236 acres (all usable upland)
# Proposed Lots	197 40' to 50' lots
Price	\$7,880,100; \$40,001 per lot; \$117,201 per usable acre
Grantor	Johnny C. Lee, Melanie Lee, Walter M. Rountree, Linda Diana Rountree, Janice Redding Claxton, Kathie Redding Lange, Ray Lee, and Marilyn Lee
Grantee	Mattamy Jacksonville LLC (Cliff Nelson, Vice President)
Recorded	Official Record Book 4580, Pages 165, 169, 176, and 180
Legal	Part of Section 23, Township 5 South, Range 25 East, Clay County, FL
Parcel #	Part of Tax Parcels 23-05-25-010099-002-00,



23-05-25-010099-006-00, 23-05-25-010099-003-00,  
23-05-25-010099-004-00, 23-05-25-010100-001-00, and  
23-05-25-010100-002-00

Future Land Use Category	Lake Asbury Master Planned Community (LA MPC)
Zoning District	Lake Asbury Master Planned Community (LA MPC)
Public Utilities	Electricity, community water, and sewer utilities were nearby
Financing	Cash transaction; estimated to have no effect on sale price
Confirmed	Press Release (4/4/22), Lance Addison (Coordinator, Planning & Intergovernmental Relations, Clay County District Schools), public records, and drive-by inspection
Sales History	According to the Clay County Property Appraiser's records, no sales of this property occurred within the three-year period prior to this sale and no subsequent sales have occurred.
Remarks	<p>This parcel, which has frontage of 706.33' along Sandridge Road, was partially cleared and partially wooded. The subdivision proposed for this parcel is known as Sandridge Hills.</p> <p>According to Lance Addison, at the time of sale, this parcel had entitlements for single-family residential development. As of the effective date of this appraisal, horizontal development of the parcel had not commenced.</p>

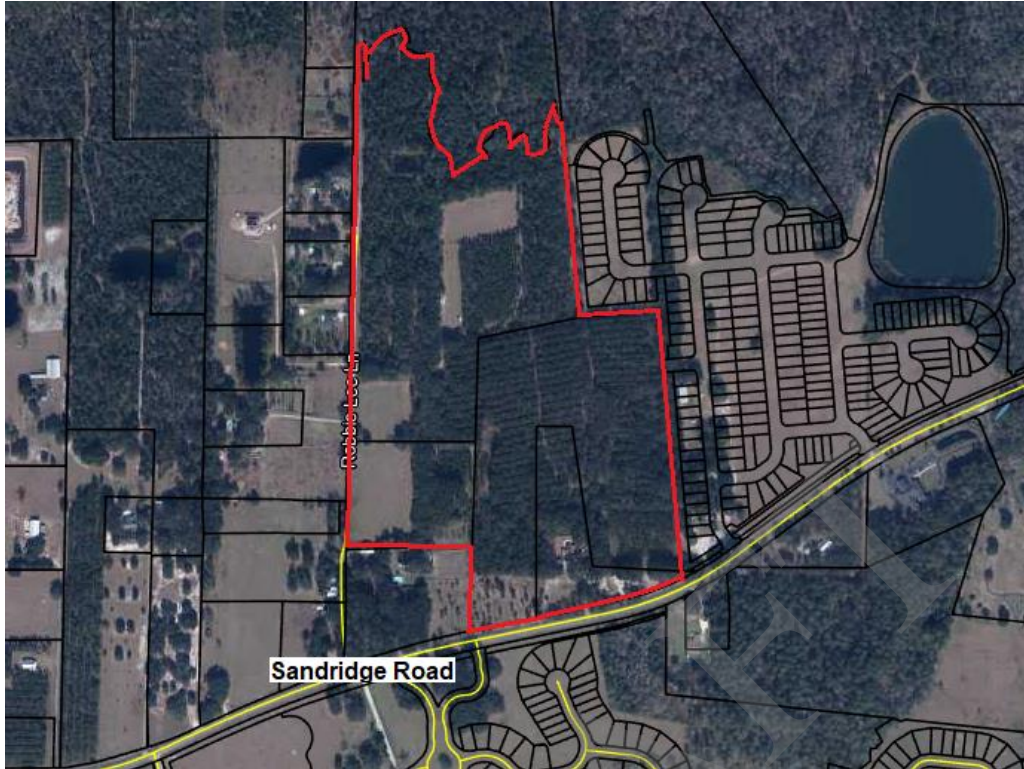
## Comparable Land Sale 2



Location	Southerly side of Russell Road, 1.4 miles east of Henley Road, Green Cove Springs, Clay County, FL 32043	
Date	May 19, 2022	
Land Size	Wetland and Unusable Upland:	1.00 acre
	Usable Upland:	<u>18.36</u> acres
	Total:	19.36 acres
# Proposed Lots	51 (all 50' lots)	
Price	\$2,142,000; \$42,000 per lot; \$116,667 per usable acre	
Grantor	Bradley Creek Holdings, LLC (Allen F. Skinner, Manager)	
Grantee	Lennar Homes, LLC (U. S. Home LLC, Richard Beckwitt, CEO)	
Recorded	Official Record Book 4610, Page 726	
Legal	Part of Sections 10 and 15, Township 5 South, Range 25 East, Clay County, FL	
Parcel #	16-05-25-009339-000-00	

Future Land Use Category	Lake Asbury Master Planned Community (LA MPC)
Zoning District	Lake Asbury Master Planned Community (LA MPC)
Public Utilities	Electricity, community water, and sewer utilities were nearby
Financing	Cash transaction; estimated to have no effect on sale price
Confirmed	Jason Sessions (developer), Lance Addison (Coordinator, Planning & Intergovernmental Relations, Clay County District Schools), public records, and drive-by inspection
Sales History	According to the Clay County Property Appraiser's records, no sales of this property occurred within the three-year period prior to this sale and no subsequent sales have occurred.
Remarks	<p>This parcel, which has frontage of 619.31' along Russell Road, was mostly wooded. The subdivision proposed for this parcel is known as Russell Retreat.</p> <p>According to Jason Sessions, site plan approval and zoning were in place at the time of sale, but civil engineering was not. According to Lance Addison, entitlements enabling single-family development of this parcel were not in place at the time of sale. As of the effective date of this appraisal, horizontal development of the parcel had not commenced.</p>

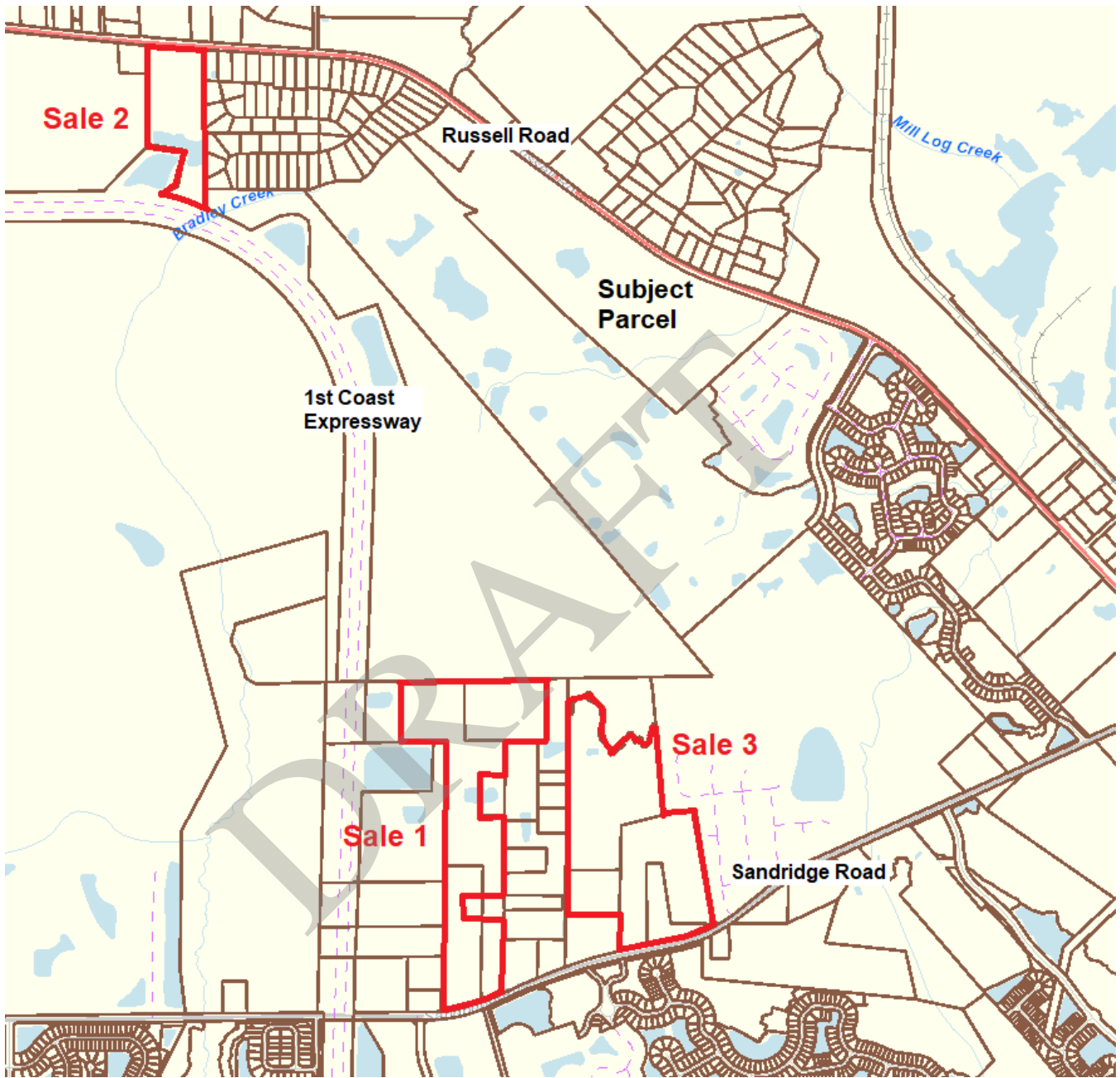
### Comparable Land Sale 3



Location	Northerly side of Sandridge Road, 1.1 mile west of Russell Road and ½-mile east of First Coast Expressway, Green Cove Springs, Clay County, FL 32043						
Date	June 1, 2022						
Land Size	<table border="0"> <tr> <td>Wetland:</td> <td>.70 acre</td> </tr> <tr> <td>Usable Upland:</td> <td><u>63.27</u> acres</td> </tr> <tr> <td>Total:</td> <td>63.97 acres</td> </tr> </table>	Wetland:	.70 acre	Usable Upland:	<u>63.27</u> acres	Total:	63.97 acres
Wetland:	.70 acre						
Usable Upland:	<u>63.27</u> acres						
Total:	63.97 acres						
# Proposed Lots	<table border="0"> <tr> <td>40' lots:</td> <td>38</td> </tr> <tr> <td>50' lots:</td> <td><u>155</u></td> </tr> <tr> <td>Total lots:</td> <td>193</td> </tr> </table>	40' lots:	38	50' lots:	<u>155</u>	Total lots:	193
40' lots:	38						
50' lots:	<u>155</u>						
Total lots:	193						
Price	\$8,685,200; \$45,001 per lot; \$137,272 per usable acre						
Grantor	Charles Randall Lee; Earl W. Lee & Olive E. Lee, husband and wife; and Gerald David Livingston & Nancy Earlene Livingston, husband & wife						
Grantee	Lennar Homes, LLC (Scott Keiling, Vice President)						
Recorded	Official Record Book 4615, Pages 337, 342, and 349						

Legal	Part of Section 23, Township 5 South, Range 25 East, Clay County, FL
Parcel #	23-05-25-010099-005-01, 23-05-25-010099-008-00, 23-05-25-010099-001-00, and 23-05-25-010099-001-01
Future Land Use Category	Lake Asbury Master Planned Community (LA MPC)
Zoning District	Lake Asbury Master Planned Community (LA MPC)
Public Utilities	Electricity, community water, and sewer utilities were nearby
Financing	Cash transaction; estimated to have no effect on sale price
Confirmed	Jason Sessions (developer), Lance Addison (Coordinator, Planning & Intergovernmental Relations, Clay County District Schools), public records, and drive-by inspection
Sales History	According to the Clay County Property Appraiser's records, no arm's-length sales of this property occurred within the three-year period prior to this sale and no subsequent sales have occurred.
Remarks	<p>This parcel, which has frontage of 644.01' along Sandridge Road, was mostly wooded. The subdivision proposed for this parcel is known as Lee East.</p> <p>According to Jason Sessions, site plan approval and zoning were in place at the time of sale, but civil engineering was not. According to Lance Addison, entitlements enabling single-family development of this parcel were in place at the time of sale. As of the effective date of this appraisal, horizontal development of the parcel had not commenced.</p>

# Comparable Land Sales Map





## **Analysis of Comparable Land Sales**

The land sales reflect prices in the range of \$40,001 to \$45,001 per lot. Sales of other vacant parcels acquired for detached single-family units were evaluated, but the data described above are considered most comparable to the subject.

The data selected are used in estimating the market value of the subject by making two general categories of adjustments. The first category of adjustments is required to estimate the market values of the comparable sales as of the date of this appraisal. These adjustments are necessary because real estate sometimes sells at a price which is not equivalent to its market value at the time it is sold and/or because the market value of the comparable property may have changed between the date of sale and the date of the appraisal. To accomplish this adjustment, each comparable sale is analyzed in terms of real property rights conveyed, financing terms, conditions of sale, and market conditions (date of sale).

After the preceding factors have been addressed, each of the comparable sales is then compared to the subject property for legal factors, location characteristics, and physical characteristics. Because of the imperfect nature of the real estate market, relative comparison analysis was used in analyzing the comparable sales. Although the adjustments are expressed in the following adjustment grid as percentage amounts, the percentages are the result of the appraiser's judgment based on experience with similar properties in the northeast Florida market and on the information received when researching the market. Because the heterogeneity of the sites that have sold precludes the isolation of individual elements of comparison, precise quantified adjustments could not be derived by paired-sales analysis or other quantitative analytical techniques. The adjustments are summarized in the following table. Rationales for the adjustments made are discussed below.

### **Financing Terms**

An adjustment for financing terms may be warranted in such cases as the assumption of an existing mortgage at a below market rate, an interest buy-down, or new financing at above market or below market rate. A higher than market price is sometimes paid in exchange for a lower interest rate and a higher than market interest rate is sometimes charged in exchange for a below market selling price.

Each of the sales was a cash transactions, thus no adjustments for financing terms are warranted.

### **Conditions of Sale**

These adjustments result from the motivation of the buyer and seller. If either the buyer or seller is under duress, or is otherwise atypically motivated, a proper adjustment must be made. The appraiser attempts to utilize sales in which both the buyer and seller are typically motivated.

Each of the sales appears to have involved typically motivated buyers and sellers. These buyers and sellers do not appear to have been influenced by incentives or atypical

conditions of sale. These sales are not adjusted for conditions of sale.

### **Real Property Rights Conveyed**

If other than the fee simple interest is conveyed, for example, if a property is sold subject to a lease, the sale should be adjusted to account for the effect, either positive or negative, of the lease. The unencumbered fee simple interest in the subject property is evaluated herein.

Based on analysis, each of the sales appears to have conveyed a fee simple interest, subject only to typical easements for ingress & egress, drainage, or utilities. Adjustments to these sales for real property rights conveyed are not warranted.

### **Market Conditions (Date of Sale/Time)**

Various market forces such as inflation, deflation, and supply and demand affect the value of real property over time. In cases where current market conditions indicate that the value of a property has changed between the date of sale and the effective date of appraisal, an adjustment can be necessary.

While the effective date of this appraisal is February 17, 2023, the three sales occurred between March 2022 and June 2022. These are believed to be the most recent sales of similar parcels in the Lake Asbury area.

As summarized earlier, with 30-year fixed-rate mortgage interest rates having been above 6% since the end of 2022, and with the CPI having been above 6% since the end of 2021, the number of sales of single-family dwellings has been slowing, but average sale prices have continued to rise.

As previously stated, the sales are analyzed to support an indication of the market value of the subject parcel assuming entitlements are available without the extra expense of Proportionate Share Mitigation ("pay to play"). On this basis, it is estimated market conditions are similar today compared with market conditions at the time of the three sales. Hence, no adjustments for market conditions are made when developing an opinion of the market value of the subject parcel prior to considering Proportionate Share Mitigation.

In consideration of the Multiple Listing Service data, each of the sales is adjusted upward 10% per year to account for rising prices between the date of each sale and the effective date of this appraisal. The adjustments are applied daily, based on the number of days between the date of each sale and the effective date of this appraisal.

### **Legal Factors**

A parcel's zoning largely dictates its possible uses. Some zoning classifications permit more intensive uses than other zoning classifications, and thus, provide a higher income-producing potential. For example, the uses permitted on a parcel of land zoned for



intensive commercial use have the potential to generate a higher return to the land than those uses permitted on a parcel of land zoned for residential use. Where significant differences exist between the market values of properties with different zonings, this will be reflected in the market selling prices.

The subject property, Sale 1, and Sale 3 are parcels having Lake Asbury Master Planned Community (LA MPC) future land use category and zoning district. No adjustments to Sales 1 and 3 for future land use category or zoning district are warranted. These two parcels had entitlements in place at the time of sale and are good indicators of the market value of the subject parcel assuming entitlements were in place as of the effective date of this appraisal.

Sale 2 is a parcel having Lake Asbury Rural Fringe (LA RF) future land use category and zoning district. Analysis of this sale indicates an adjustment for future land use category or zoning district is not warranted. Although this parcel did not have entitlements in place at the time of sale, when evaluating the market value of the subject property assuming entitlements were in place as of the effective date of this appraisal, an adjustment to the sale is not made. Rather, this sale is given least weight.

Other legal factors may include private restrictions, building codes, historic district controls, and environmental regulations. When these factors have been determined to affect the ability to utilize a site, an adjustment may be warranted. It is believed none of these other legal factors have any measurable impact on the value of the subject parcel.

### **Location Factors**

Location factors are primarily a function of time-distance relationships and consumer exposure (visibility). Time-distance relationships are based on factors such as proximity to major centers of employment, number and availability of community support services (e.g. hospitals, schools and parks), presence of service establishments (e.g. shopping centers, regional malls, gas and convenience stores), character of neighborhood and neighborhood trends (e.g. new construction, land use transitions), etc.

As shown on the map on page 60, the subject parcel and each of the land sales is a property within the Lake Asbury area. No location adjustments are warranted.

### **Access/Visibility**

Access and visibility factors are primarily a function of consumer exposure (visibility). Exposure criteria consider frontage along primary, secondary, or tertiary traffic arterials, as well as corner characteristics, adjacent land uses, etc.

The subject parcel is located along Russell Road, a county maintained two-lane paved roadway having 2021 AADT of 11,000.

Sales 1 and 3 are parcels along Sandridge Road between Russell Road and 1<sup>st</sup> Coast Expressway. This section of Sandridge Road is a county maintained, two-lane paved

roadway having 2021 AADT of 7,800. No adjustments are warranted to these sales of access/visibility.

Sale 2 is a parcel along Russell Road, just to the north and west of the subject property. An adjustment to this sale for access/visibility is not warranted.

### **Land Size**

Where other factors are similar, size adjustments are made when market information indicates there are differences in selling prices based on differences in parcel area. Typically, when other characteristics are similar, large properties tend to reflect lower prices per acre than small properties. The inverse can be true when a larger parcel can support more profitable development.

The subject parcel contains 95.02 acres. The sales are parcels containing between 19.26 and 67.236 total acres. These parcels were acquired for development of between 51 and 197 single-family lots. Analysis of these sales indicates size adjustments are not warranted.

### **Utilities**

Electric utility is available to the subject parcel and to each of the sales. Community water and sewer utilities are nearby to subject parcel and to each of the sales. Adjustments for utilities are not warranted.

## Summary of Adjustments to Land Sales

	Subject	Sale 1	Sale 2	Sale 3
Location	2770 Russell Rd., Green Cove Springs, FL 32043	Sandridge Rd., Green Cove Springs, FL 32043	Russell Rd., Green Cove Springs, FL 32043	Sandridge Rd., Green Cove Springs, FL 32043
Appraisal/Sale Date	02/17/23	03/03/22	05/19/22	06/01/22
Sale Price	N/A	\$7,880,100	\$2,142,000	\$8,685,200
Future Land Use Category	LA MPC	LA MPC	LA RF	LA MPC
Zoning District	LA MPC	LA MPC	LA RF	LA MPC
Wet & Unusable Acres	12.920	0.000	1.000	0.700
Usable Upland Acres	82.100	67.236	18.260	63.270
Total Acres	95.020	67.236	19.260	63.970
\$/Usable Upland Acre	N/A	\$117,201	\$117,306	\$137,272
# SF Lots	235	197	51	193
Sale Price Per Lot	N/A	\$40,001	\$42,000	\$45,001
Financing Terms		0%	0%	0%
Conditions of Sale		0%	0%	0%
Property Rights Conveyed		0%	0%	0%
Total Transactional Adj.		0%	0%	0%
Adjusted Price Per Lot		\$40,001	\$42,000	\$45,001
Market Condition Adj.		9.62%	7.51%	7.15%
Time Adjusted Lot Price		\$43,847	\$45,153	\$48,219
Legal Factors		0%	0%	0%
Location Characteristics		0%	0%	0%
Visibility/Access		0%	0%	0%
Land Size		0%	0%	0%
Utilities		0%	0%	0%
Total Property Adj.		0%	0%	0%
Adjusted Price Per Lot		\$43,847	\$45,153	\$48,219

## Conclusion of Sales Comparison Approach, Assuming Entitlements are in Place

After adjustments, the sales reflect prices of between \$43,847 and \$48,219 per lot.

Sale 3, the most recent sale, is one of the two larger parcels and required the least gross adjustment. Sale 3 is given greater weight.

Sale 2, a parcel that did not have entitlements at the time of sale, is given least weight.

Using this data as a guide, the indicated value of the subject parcel, assuming entitlements are in place, is approximately \$48,000 per lot, calculated as follows:

235 lots @ \$48,000 = \$11,280,000

<b>Market Value, Assuming Entitlements are in Place, Indicated by Sales Comparison Approach</b>	<b>\$11,280,000</b>
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## Income Approach (“As Is” Market Value)

The Income Approach is based on the premise that the value of a property may be determined by the amount of net income that can reasonably be produced over its remaining economic life. The rationale of this approach is that the present worth of the future income stream is equivalent to the value of the property that produces that income. Thus, the Income Approach really is an evaluation of the income stream.

Discounted cash flow (DCF) analysis, an Income Approach technique, is developed below. With this technique the appraiser supports an estimate of a reasonable holding period for the property before the sale of the property is projected to occur. During the holding period income and expenses for the property are estimated. Net income during the holding period and net proceeds from the sale of the property at the end of the estimated holding period are estimated. The estimated cash flows are discounted back to a present value with an appropriate discount rate.

The opinion of market value developed in the preceding section of this report assumes entitlements are in place. As discussed, entitlements for the subject property cannot be secured unless Proportionate Share Mitigation costs are paid, which would result in single-family residential subdivision development not being financially feasible.

## Holding Period

As previously discussed, the highest and best use of the subject property is estimated to be speculative hold until such time as single-family subdivision development is financially feasible. According to Lance Addison, Coordinator, Planning & Intergovernmental Relations Clay County District Schools, the soonest one or two new schools can be constructed in the Lake Asbury area is 2026-2027, or three to four years subsequent the effective date of this appraisal.

An indication of the “as is” market value of the subject property can be derived with discounted cash flow analysis, which will take into consideration the holding costs during the projected holding period, the sale of the property at the end of the projected holding period, as well as the costs of sale at the end of the holding period. Considering the soonest new schools can be built in Lake Asbury, for the purposes of this analysis, a five-year holding period is projected.

Two DCF scenarios are developed below. Scenario #1 assumes the value of the subject parcel remains \$11,280,000 throughout the holding period. Scenario #2 assumes the value of the subject parcel increases at a rate of 2.5% per year, which is the 20-year average change in the CPI from 2003 through 2022.

### **Income**

No income is projected during the holding period.

### **Holding Costs**

Holding costs are projected to consist of real estate taxes, maintenance, management, and liability insurance.

Real estate taxes during the holding period are estimated based on the subject’s taxable value with full agricultural exemption. For the purposes of this analysis, it is assumed the existing improvements have no contributory value and it is assumed there is no homestead exemption. The 2022 taxable value of the subject property, based on these assumptions is \$35,934. The 2022 millage rate is 15.2174. The annual expense for real estate taxes during the first year is estimated as follows:  $\$35,934 \times .0152174 = \$547$ . Real estate taxes during Scenario #1 are projected to remain \$547 per year. During Scenario #2, real estate taxes are projected to increase 2.5% per year.

Maintenance of the property during the holding period is limited to mowing the ±40 acres of pasture a minimum of four times per year. According to Will Gardner, the son of the property owners, the cost for mowing is about \$60 per acre. The annual maintenance expense is estimated as follows:  $40 \text{ acres} \times \$60 \times 4 \text{ times a year} = \$9,600$ .

Management of the property includes overseeing all requirements of the property, including paying real estate taxes, arranging for mowing the pasture, paying liability insurance, and handling any incidental occurrences. Annual management fee is budgeted at \$20,000.

According to Will Gardner, the premium for liability insurance is approximately \$3,000 per year.

### **Costs of Sale**

At the time of sale, presumed to be at the end of the fifth year, the costs of sales are projected to include real estate commission, State documentary stamps on the deed, title insurance, and closing fee.

Real estate commission is budgeted at 5% of the sale price.

State documentary stamps on the deed are \$7.00 per \$1,000 of the sale price.

Utilizing the promulgated rates for title Insurance in the State of Florida, the cost of title insurance for Scenario #1 are summarized as follows:

Title Insurance Promulgated Rates for Florida	
\$5.75 per \$1,000 value up to \$100,000: 100 x \$5.75 =	\$ 575
\$5.00 per \$1,000 value up to \$1,000,000: 900 x \$5.00 =	\$ 4,500
\$2.50 per \$1,000 value up to \$5,000,000 = 4,000 x \$2.50 =	\$ 10,000
\$2.25 per \$1,000 value up to \$10,000,000 = 5,000 x \$2.25 =	\$ 11,250
\$2.00 per \$1,000 over \$10,000,000 value = 1,280 x \$2.00 =	\$ 2,560
Total Title Insurance Premium	\$ 28,885

Utilizing the promulgated rates for title Insurance in the State of Florida, the cost of title insurance for Scenario #2 are summarized as follows:

Title Insurance Promulgated Rates for Florida	
\$5.75 per \$1,000 value up to \$100,000: 100 x \$5.75 =	\$ 575
\$5.00 per \$1,000 value up to \$1,000,000: 900 x \$5.00 =	\$ 4,500
\$2.50 per \$1,000 value up to \$5,000,000 = 4,000 x \$2.50 =	\$ 10,000
\$2.25 per \$1,000 value up to \$10,000,000 = 5,000 x \$2.25 =	\$ 11,250
\$2.00 per \$1,000 over \$10,000,000 value = 2,451 x \$2.00 =	\$ 4,902
Total Title Insurance Premium	\$ 31,227

According to Clay Philips, with First Coast Title Services, Inc., a reasonable estimate for deed preparation and closing fee is \$1,000.

## Discount Rate

Although it is impossible to dissect a discount rate into its components based on market evidence, every discount (yield) rate should compensate the investor for time preference ("risk-free" rate), the relative non-liquidity of the asset, investment management, and risk. "Risk" may be further broken down into market risk, purchasing power (inflation) risk, interest rate risk, and legal risk (e.g., future down-zoning, growth moratorium, etc.) All these factors are implicitly compensated for in market-derived discount rates.

There are basically three practical methods for developing market-based discount rates:

- . Extraction from comparable sales data
- . Surveying market participants
- . Construction of discount rates as a weighted cost of capital

There is a major obstacle to the first method. The properties and the terms of the transactions must be, in fact, comparable. Further, market participants are seldom willing to share such details. The second method is facilitated by organizations that regularly survey real estate investors on a local, regional, or national basis. The appraiser referred to RealtyRates.com's *Developer Survey* for 1<sup>st</sup> Quarter 2023. This survey, which reflects 4<sup>th</sup> Quarter 2022 data, reports an average actual discount rate for single-family subdivision development having between 100 and 500 lots of 30.58%, including developer's profit. When deducting a reasonable developer's profit of around 20%, the indicated discount rate without developer's profit is indicated to be around 10%.

The construction of a discount rate as a weighted cost of capital is based on the fact most real estate transactions involve the use of debt for financing. In these transactions, the lender requires a return on its "investment". This return is realized in the debt interest rate. The equity investors seek a return on invested funds at least equal to their target equity yield rate. The total property investment must produce a net operating income at a rate sufficient to cover the lender's debt interest rate requirement and the equity investor's expected equity yield rate. Therefore, the required minimum yield rate is the discount rate ( $Y_o$ ), which is the weighted average of the debt interest rate ( $Y_m$ ) and the equity yield rate ( $Y_e$ ). The discount rate is the return on investment, and is the weighted average cost of capital wherein the debt interest rate is the investor's cost of borrowing funds, and the equity yield rate is the opportunity cost to the investor of using equity funds.

Following is the weighted average cost of capital formula:

$$Y_o = (M \times Y_m) + [(1-M) \times Y_e]$$

Where  $Y_o$  = Discount Rate

$Y_m$  = Debt Interest Rate

$Y_e$  = Equity Yield Rate

$M$  = Loan-to-Value Ratio

$$Y = (.50 \times .065) + (.50 \times .13)$$

$$Y = .0325 + .0650$$

$$Y = .0975, \text{ rounded to } 10\%$$

A reasonable discount rate to apply to the subject's estimated holding period is estimated to be 10%. Because expenses are projected to occur throughout the year, not just at the end of the year, mid-year factors are utilized in this analysis.

## Discounted Cash Flow Scenario #1

	Year 1 Beginning 2/17/23	Year 2 Beginning 2/17/24	Year 3 Beginning 2/17/25	Year 4 Beginning 2/17/26	Year 5 Beginning 2/17/2027
Land Value During Holding Period (assuming entitlements are in place and assuming land value remains unchanged)	\$11,280,000	\$11,280,000	\$11,280,000	\$11,280,000	\$11,280,000
Income	\$0	\$0	\$0	\$0	\$0
Sale Price					\$11,280,000
<u>Holding Costs</u>					
Real Estate Taxes	\$547	\$547	\$547	\$547	\$547
Maintenance	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600
Management	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Liability Insurance	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
<u>Costs of Sale</u>					
Real Est. Commission					\$564,000
Deed Stamps					\$78,960
Title Insur., Deed Prep, & Closing					\$29,885
Total Expenses	\$33,147	\$33,147	\$33,147	\$33,147	\$705,992
Net Proceeds	-\$33,147	-\$33,147	-\$33,147	-\$33,147	\$10,574,008
Present Value Factor @ 10% (use mid-year factors)	0.9524	0.8658	0.7871	0.7155	0.6505
Present Values	-\$31,569	-\$28,699	-\$26,090	-\$23,717	\$6,878,392
<u>Conclusion</u>					
Present Value of Income Stream					\$6,768,318
<b>Indication of "As Is" Market Value (Rounded)</b>					<b>\$6,800,000</b>



## Discounted Cash Flow Scenario #2

	Year 1 Beginning 2/17/23	Year 2 Beginning 2/17/24	Year 3 Beginning 2/17/25	Year 4 Beginning 2/17/26	Year 5 Beginning 2/17/2027
Land Value During Holding Period (assuming entitlements are in place & assuming land value increases 2.5%/yr)	\$11,280,000	\$11,562,000	\$11,851,050	\$12,147,326	\$12,451,009
Income	\$0	\$0	\$0	\$0	\$0
Sale Price					\$12,451,009
<u>Holding Costs</u>					
Real Estate Taxes	\$547	\$560	\$575	\$589	\$604
Maintenance	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600
Management	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Liability Insurance	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
<u>Costs of Sale</u>					
Real Est. Commission					\$622,550
Deed Stamps					\$87,157
Title Insur., Deed Prep, & Closing					\$32,227
Total Expenses	\$33,147	\$33,160	\$33,175	\$33,189	\$775,138
Net Proceeds	-\$33,147	-\$33,160	-\$33,175	-\$33,189	\$11,675,871
Present Value Factors @ 10% (use mid-year factors)	0.9524	0.8658	0.7871	0.7155	0.6505
Present Values	-\$31,569	-\$28,710	-\$26,112	-\$23,747	\$7,595,154
<u>Conclusion</u>					
Present Value of Income Stream					\$7,485,017
<b>Indication of "As Is" Market Value (Rounded)</b>					<b>\$7,500,000</b>

## Check on Reasonableness

The two discounted cash flow scenarios reflect indications of “as is” market value of \$6,800,000 and \$7,500,000.

Another methodology that can provide an indication of the “as is” market value of the subject property is to deduct the Cost of Proportionate Share Mitigation from the indicated value of the subject property assuming entitlements are in place, as follows:

Market Value, Assuming Entitlements are in Place (previously addressed)	\$11,280,000
Less Net Cost of Proportionate Share Mitigation\ (previously addressed)	- <u>4,410,110</u>
	\$ 6,869,890
<b>Indication of “As Is” Market Value (Rounded)</b>	<b>\$ 6,900,000</b>

## Summary of Values

Cost Approach	Not applicable/omitted
Sales Comparison Approach (Market Value Assuming Entitlements are in Place)	\$11,280,000
Income Approach (“As Is” Market Value)	
DCF Scenario #1	\$6,800,000
DCF Scenario #2	\$7,500,000
Check on Reasonableness (“As Is” Market Value)	\$6,900,000

## Reconciliation of Values

As previously discussed, the Cost Approach is not useful to this assignment and is omitted.

The Sales Comparison Approach provides a well-supported indication of the market value of the subject property assuming entitlements are in place.

The Income Approach, utilizing two discounted cash flow scenarios, provides two well-supported indications of the “as is” market value of the property.

The check on the reasonableness of the two discounted cash flow scenarios also provides a meaningful indication of the “as is” market value of the property by deducting

the Cost of Proportionate Share Mitigation from the indication of the market value of the property assuming entitlements are in place.

The two discounted cash flow methodologies and the check on reasonableness are given similar weight in developing the final opinion of the “as is” market value.

## **Appraised Value**

It is my opinion that, subject to Assumptions and Limiting Conditions beginning on page 9, as of February 17, 2023 the “as is” market value of the subject property is as follows:

**\$7,000,000**

DRAFT

## Estimate of Normal Marketing Period and Exposure Time

Normal **marketing period** is defined as:

"The most probable amount of time necessary to expose a property, in its entirety, to the open market in order to achieve a sale. Implicit in this definition are the following characteristics:

- The property will be actively exposed and aggressively marketed to potential purchasers through marketing channels commonly used by seller of similar type properties.
- the property will be offered at a price reflecting the most probable markup over market value used by sellers of similar type properties.
- a sale will be consummated under the terms and conditions of the definition of market value set forth in this policy."

Local real estate professionals are hesitant to speculate as to the normal marketing period for any type of real estate due to the variety of factors that can affect the marketing period. In consideration of current market conditions for residential tracts throughout Northeast Florida, it is my opinion that the normal marketing period for the subject property, according to the above definition, is 6 to 12 months.

Per the Uniform Standards of Professional Appraisal Practice, Statement No. 6, **exposure time** is always presumed to precede the effective date of the appraisal and is defined as follows: The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based upon an analysis of past events assuming a competitive and open market. For the same reasons discussed above, exposure time is estimated to be within 12 months.

# ADDENDUM

DRAFT

Appraisal Engagement Letter and Purchase Order

**ENNIS APPRAISAL ASSOCIATES, INC.**

Real Estate Appraisers & Consultants

Duncan R. Ennis, Sr., MAI, SRA  
State-Certified General Real Estate Appraiser RZ619



February 3, 2023

Lance Addison  
Coordinator, Planning & Intergovernmental Relations  
Clay County District Schools  
925 Center Street  
Green Cove Springs, FL 32073

**RE: APPRAISAL PROPOSAL**

±95.64-Acre Property  
2770 Russell Road  
Green Cove Springs, FL 32043  
Clay County Tax Parcel: 39-05-25-010097-009-00

Dear Mr. Addison,

At your request, this letter has been prepared to propose appraisal services regarding the property referenced above.

According to the 2022 Clay County Property Appraiser's records, the subject parcel contains 95.64 acres, of which a small portion is identified as wetlands. The Property Appraiser's records also indicate the parcel is improved with a 2-story single-family dwelling containing 2,928 square feet of living area and three out-buildings containing a total of 1,164 square feet of finished space and 3,706 square feet of other space. Other improvements identified by the Property Appraiser's records include sidewalk, barns, canopies, patio, fish pool, swimming pool, and more.

So that I can provide credible assignment results, I recommend you obtain and provide a wetland survey that illustrates the configuration, size, and location of each of the subject parcel's upland and wetland areas. If a wetland survey cannot be provided, I recommend you obtain and provide a preliminary wetland assessment that illustrates the configuration, size, and location of each of the subject parcel's upland and wetland areas.

In consideration of an appropriate scope of work for this assignment, the Sales Comparison Approach will be utilized to support my opinion of the market value of the property. The Cost Approach and Income Approach will not be useful to this assignment and will be omitted.

The appraisal process will be developed in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP).

4511 Lexington Avenue • Jacksonville, Florida 32210  
(904) 387-4467 • Fax 387-0177  
ennisappraisal.com

Lance Addison  
Clay County District Schools

February 3, 2023

I propose to convey the results of the appraisal process in an Appraisal Report that will be prepared in compliance with the reporting requirements set forth under Standards Rule 2-2(a) of the USPAP. The report will include summary discussion of the data, reasoning, and analyses used in the appraisal process to develop my opinion of market value. Additional data, reasoning and analyses will be maintained in my work file.

You are the client of this appraisal assignment and will be the intended user of the appraisal report. Additional intended users of the appraisal report are other employees of Clay County District Schools and your consultants, if any. There are no other intended users of the appraisal report. Use of the report or the conclusions or opinions reported therein by anyone else is not intended. It is my understanding the intended use of the report is to assist you with evaluating a potential purchase price for the property. Any other use of the report is not intended. I will not be responsible for unintended use of the report.

The appraisal report and the opinions and conclusions rendered therein will be held in confidence by me and others associated with my firm.

My total fee for this assignment is \$3,000 and I anticipate completing this assignment within approximately four (4) weeks from your instruction to proceed. If at the time you engage me for this assignment my estimated date of completion is other than four (4) weeks, I will call you to discuss. Upon completion of the appraisal report, I will email a PDF copy of the report and an invoice to you.

**If you want me to proceed with this appraisal assignment in accordance with the terms outlined in this letter, please sign this letter below and return the executed letter to me via email or fax.**

I appreciate this opportunity to be of service. If you have any questions, please call. My appraisal qualifications are attached.

Yours truly,

**Ennis Appraisal Associates, Inc.**

**Clay County District Schools**



Duncan R. Ennis, Sr., MAI, SRA  
State-Certified General Appraiser RZ619

Lance Addison  
Coordinator, Planning & Intergovernmental  
Relations



THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

PURCHASE ORDER

Florida State Sales Tax Exemption No. 06-001307361 1C-0

PURCHASE ORDER NO.  
**P2306932**

Date: 02/08/23      Ordering School/Department: 9023      Requisition: R067945      PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.

Vendor: V004915  
ENNIS APPRAISAL ASSOCIATES INC  
EMAIL: PURCHASE ORDER TO  
DUNCAN@ENNISAPPRAISAL.COM

Ship to: FACILITY PLANNING AND CONSTRUCT  
925 CENTER STREET  
GREEN COVE SPRINGS, FL 32043

Phone: (904) 387-4467      Phone: (904) 336-6850

Bill to: SBCC ACCOUNTS PAYABLE DEPARTMENT  
814 WALNUT STREET, GREEN COVE SPRINGS, FL 32043

Email: [accounts payable@myoneclay.net](mailto:accounts payable@myoneclay.net)  
Fax: (904) 336-0523

ALL INVOICES MUST BE SENT TO ABOVE ADDRESS, EMAIL OR FAX REGARDLESS OF SHIPPING DESTINATION

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
0001	1	NONE	LAND APPRAISAL FOR POSSIBLE SCHOOL SITE FOR APPROXIMATELY 96 ACRES ON RUSSELL RD., PARCEL NUMBER 39-05-25-010097-009-00 AS REQUIRED BY P.S. 1013.14 (1)(B).  BID OR BID #: 2/3/2023 QUOTE: 2/3/2023	3,000.00	3,000.00

The terms and conditions found on the SBCC Purchasing webpage: <https://www.oneclay.net/purchasing> shall apply for this order and the Seller accepts and acknowledges that it is and it will continue to be in compliance with said terms and conditions for the term of the purchase. CONDITIONS ON THE BACK - READ CAREFULLY

NET TOTAL: 3,000.00

APPROVED FOR ISSUANCE  
*Busta Starfo*  
Supervisor of Purchasing      Phone: (904) 336-0736

PURCHASING DEPARTMENT



## Legal Description

The following legal description was obtained from Warranty Deed recorded in Official Record Book 4348, Page 435 of the public records of Clay County, Florida. Said deed, dated August 28, 2020, conveyed the subject property from Edward Huamin Ma and Jade Qi Han, husband and wife, to William D. Gardner, Jr. and Chelsea R. Gardner, husband and wife.

### Exhibit "A"

A PARCEL OF LAND CONSISTING OF A PORTION OF BLOCKS 2 AND 3, FLORIDA FARMERS LAND COMPANY'S SUBDIVISION, ACCORDING TO PLAT BOOK 1, PAGE 49, OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA; TOGETHER WITH THAT PORTION OF THAT CERTAIN PLATTED ROAD LYING BETWEEN OR ADJACENT TO THE AFORESAID BLOCKS (SAID PORTION OF PLATTED ROADS VACATED AND ABANDONED ACCORDING TO OFFICIAL RECORDS BOOK 1633, PAGE 1483, OF SAID PUBLIC RECORDS); SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE MOST NORTHERLY CORNER OF LOT 9, BLOCK 19, SAID FLORIDA FARMERS LAND COMPANY'S SUBDIVISION; THENCE ON THE NORTHEASTERLY LINE THEREOF SOUTH 42 DEGREES 35 MINUTES 40 SECONDS EAST 605.24 FEET TO THE NORTHWESTERLY LINE OF COUNTY ROAD NO. C-739-B; THENCE ON LAST SAID LINE RUN THE FOLLOWING 2 COURSES: 1) NORTH 66 DEGREES 22 MINUTES 14 SECONDS EAST 190.65 FEET; 2) NORTH 66 DEGREES 08 MINUTES 34 SECONDS EAST 538.26 FEET; THENCE NORTH 42 DEGREES 36 MINUTES 20 SECONDS WEST 2553.84 FEET; THENCE NORTH 47 DEGREES 27 MINUTES 41 SECONDS EAST 660.24 FEET TO THE MOST WESTERLY CORNER OF LOT 2, BLOCK 15, SAID FLORIDA FARMERS LAND COMPANY'S SUBDIVISION; THENCE ON THE NORTHWESTERLY LINE THEREOF NORTH 47 DEGREES 26 MINUTES 05 SECONDS EAST 606.94 FEET TO THE SOUTHWESTERLY LINE OF COUNTY ROAD NO. C-209; THENCE ON LAST SAID LINE NORTH 42 DEGREES 52 MINUTES 31 SECONDS WEST 153.79 FEET; THENCE SOUTH 47 DEGREES 07 MINUTES 29 SECONDS WEST 345.00 FEET; THENCE NORTH 42 DEGREES 52 MINUTES 31 SECONDS WEST 378.78 FEET; THENCE NORTH 47 DEGREES 07 MINUTES 29 SECONDS EAST 345.00 FEET TO SAID SOUTHWESTERLY LINE OF COUNTY ROAD NO. C-209; THENCE ON LAST SAID LINE RUN THE FOLLOWING 3 COURSES: 1) NORTH 42 DEGREES 52 MINUTES 31 SECONDS WEST 983.60 FEET; 2) NORTHWESTERLY ON THE ARC OF A CURVE CONCAVE TO THE SOUTHWESTERLY AND HAVING A RADIUS OF 2251.83 FEET, A CHORD DISTANCE OF 1066.52 FEET, THE BEARING OF SAID CHORD BEING NORTH 56 DEGREES 34 MINUTES 26 SECONDS WEST; 3) NORTH 70 DEGREES 16 MINUTES 20 SECONDS WEST 515.07 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 47 DEGREES 36 MINUTES 21 SECONDS WEST 1692.69 FEET; THENCE NORTH 47 DEGREES 42 MINUTES 59 SECONDS WEST 1311.00 FEET; THENCE NORTH 45 DEGREES 51 MINUTES 27 SECONDS WEST 1849.79 FEET; THENCE NORTH 61 DEGREES 16 MINUTES 32 SECONDS EAST 217.50 FEET; THENCE NORTH 50 DEGREES 40 MINUTES 33 SECONDS WEST 9.92 FEET; THENCE NORTH 79 DEGREES 15 MINUTES 08 SECONDS WEST 223.98 FEET; THENCE NORTH 36 DEGREES 40 MINUTES 38 SECONDS WEST 903 FEET, MORE OR LESS, TO THE CENTERLINE OF BRADLEY CREEK; THENCE ALONG SAID CENTERLINE, IN A GENERAL NORTHEASTERLY DIRECTION, FOLLOWING THE MEANDERINGS THEREOF, 100 FEET, MORE OR LESS, TO A NORTHWESTERLY PROLONGATION OF THE SOUTHWESTERLY LINE OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 869, PAGE 362, OF SAID PUBLIC RECORDS; THENCE ON SAID PROLONGATION AND THEN ON SAID SOUTHWESTERLY LINE SOUTH 45 DEGREES 32 MINUTES 52 SECONDS EAST 596 FEET, MORE OR LESS, TO THE SOUTHEASTERLY LINE THEREOF; THENCE ON LAST SAID LINE NORTH 36 DEGREES 16 MINUTES 21 SECONDS EAST 519.61 FEET TO SAID SOUTHWESTERLY LINE OF COUNTY ROAD NO. C-209; THENCE ON LAST SAID LINE, RUN THE FOLLOWING 3 COURSES: 1) SOUTH 53 DEGREES 22 MINUTES 57 SECONDS EAST 1960.67 FEET; 2) SOUTHEASTERLY ON THE ARC OF A CURVE CONCAVE TO THE NORTHEASTERLY AND HAVING A RADIUS OF 3477.75 FEET, A CHORD DISTANCE OF 1021.47 FEET, THE BEARING OF SAID CHORD BEING SOUTH 61 DEGREES 49 MINUTES 39 SECONDS EAST; 3) SOUTH 70 DEGREES 16 MINUTES 20 SECONDS EAST 876.41 FEET TO THE POINT OF BEGINNING.

## Appraiser's Qualifications

Duncan R. Ennis, Sr., MAI, SRA  
Ennis Appraisal Associates, Inc.  
4511 Lexington Avenue  
Jacksonville, Florida 32210  
Ph. (904) 387-4467  
Fax (904) 387-0177  
ennisappraisal.com

Lifetime resident of Jacksonville, Florida

Have been in real estate appraisal business since 1974

Bachelor of Science in Business Administration from the University of Florida

SRA designation from the Appraisal Institute; Certificate No. 1333

MAI designation from the Appraisal Institute; Certificate No. 6774

The Appraisal Institute conducts a voluntary program of continuing education for its designated members. MAI's and SRA's who meet the minimum standards of this program are awarded periodic educational certification. I am currently certified under this program.

Have passed the following courses offered by the Appraisal Institute:

- Course VIII - Single-family Residential Appraisal
- Course I-A - Basic Appraisal Principles, Methods & Techniques
- Course I-B - Capitalization Theory & Techniques
- Case Studies in Real Estate Valuation
- Valuation Analysis and Report Writing
- Industrial Valuation
- Standards of Professional Practice

Registered Real Estate Broker in the State of Florida

State-Certified General Real Estate Appraiser RZ619 (Florida)

Member of the Northeast Florida Association of Realtors

Past-President of the Northeast Florida Chapter of the Appraisal Institute

Prepare appraisals of residential, commercial, industrial, vacant land and special purpose properties

# Appraiser's License



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



## STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

### FLORIDA REAL ESTATE APPRAISAL BD

THE CERTIFIED GENERAL APPRAISER HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 475, FLORIDA STATUTES

**ENNIS, DUNCAN R**

4511 LEXINGTON AVE  
JACKSONVILLE FL 32210

**LICENSE NUMBER: RZ619**

**EXPIRATION DATE: NOVEMBER 30, 2024**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

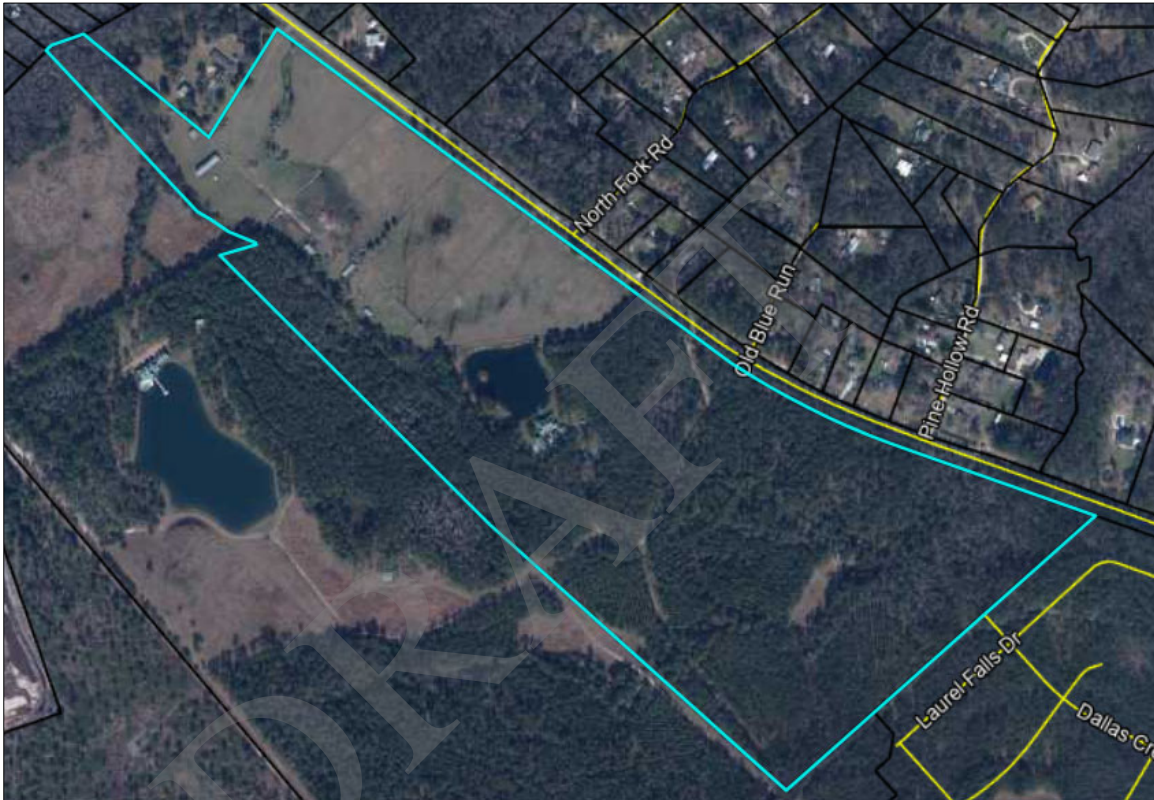


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# RESTRICTED APPRAISAL REPORT

**Residential Development Land**  
2770 Russell Rd  
Green Cove Springs, Florida 32043



*Prepared for*

**Clay County District Schools**  
925 W. Center St.  
Green Cove Springs, FL 32043

*Prepared by*

  
**COMPRO CONSULTANTS, LLC**  
Commercial Property Appraisers



May 16, 2023

Mr. Lance Addison, Coordinator of Planning  
Clay County District Schools  
925 W. Center St.  
Green Cove Springs, FL 32043

Re: Restricted Appraisal Report  
Residential Development Site  
2770 Russell Rd  
Green Cove Springs, Florida 32043  
File No. 23-629

Dear Mr. Addison,

At your request we have completed a current market valuation for the captioned property situated on the southwest side of Russell Rd opposite N Fork Rd in Green Cove Springs, unincorporated Clay County, Florida.

The intent of the enclosed restricted appraisal report is to state the important factors considered in arriving at our opinions and value conclusion.

The enclosed report contains prominent limiting conditions and reliance on it as the sole intended user is restricted to your internal planning use.

The enclosed, restricted appraisal report was prepared in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 2-2 (b), the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; and the requirements of the client as we understand them.

The purpose of the appraisal is to develop an opinion of market value of the fee simple interest in the subject real property at its highest and best use.

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Mr. Lance Addison, Coordinator of Planning  
Clay County District Schools

The market value opinion reported therein is subject to the definitions, assumptions, limiting conditions and certification contained in the enclosed appraisal report.

Respectfully submitted,

**ComPro Consultants, LLC**



Edward A de Laurier, CRE, CCIM, FRICS, MAI  
State-Certified General Real Estate Appraiser RZ2187  
License Expires 11-30-2024.

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## **EXECUTIVE SUMMARY**

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<b>Location:</b>	2770 Russell Rd, Green Cove Springs, Florida 32043
<b>Property Rights Appraised:</b>	Fee Simple
<b>Type of Report:</b>	Restricted Appraisal Report
<b>Zoning:</b>	LA MPC with conceptual site plan approval for 235 lots
<b>Land Size:</b>	82.1 Acres
<b>Extraordinary Assumption:</b>	<p>A survey and commitment for title insurance were not provided so we relied upon property information from the Clay County Property Appraiser's Office, owner furnished information and public records that is assumed to be correct.</p> <p>The use of this extraordinary assumption may affect the assignment results if found to be untrue.</p>
<b>Hypothetical Conditions:</b>	None
<b>Date of Inspection:</b>	April 19, 2023
<b>Effective Date of the Appraisal:</b>	April 19, 2023
<b>Date of Report:</b>	May 16, 2023
<b>Value Premise:</b>	Market
<b>Value Method(s) Applied:</b>	Sales Comparison Approach
<b>Value Conclusion:</b>	<b>\$6,932,500</b>

## **INTRODUCTION**

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### **PROPERTY IDENTIFICATION**

The subject property is an 82.1 acre tract of land improved with residential type building improvements commonly known as 2770 Russell Rd, Green Cove Springs, Florida 32043.

### **INTENDED USE AND USER OF THE APPRAISAL**

The *intended use* of this report is for a *contemplated purchase* of the subject property. Rationale for how the appraiser arrived at the opinions and conclusions set forth in this report may not be understood properly without additional information in the appraiser's work file which is incorporated herein by reference.

The sole *intended user* of the appraisal services is the client, ***Clay County School Districts***.

### **EFFECTIVE DATE OF VALUE**

The effective date of value is April 19, 2023

### **DATE OF REPORT**

The date of this restricted appraisal report is May 16, 2023.

### **REAL PROPERTY INTEREST APPRAISED**

Fee Simple Interest

### **USE OF THE REAL ESTATE APPRAISED**

The subject property was used as a rural residence as of the date of value.

### **DEFINITION OF VALUE**

We developed an opinion of the market value for the subject property under the purpose and intended use of this appraisal.

"Market Value," as used in this appraisal, is defined as "the most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus." Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:



- *Buyer and seller are typically motivated.*
- *Both parties are well informed or well advised, each acting in what they consider their own best interests.*
- *A reasonable time is allowed for exposure in the open market,*
- *Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto,*

*and,*

- *The price represents the normal consideration for the property sold unaffected by special or creative financing or sale concessions granted by anyone associated with the sale.”*

(Source: (12 C.F.R. Part 34.42(g); 55 *Federal Register* 34696, August 24, 1990, as amended at 57 *Federal Register* 12202, April 9, 1992; 59 *Federal Register* 29499, June 7, 1994)<sup>1</sup>)

## **SCOPE OF WORK SUMMARY**

The scope of the appraisal assignment is the type and extent of the process of collecting, confirming, and reporting data in the appraisal of the subject property. According to the Uniform Standards of Professional Appraisal Practice, it is the appraiser's responsibility to determine the appropriate scope of work. The data is presented in a restricted report format that can be used when a full appraisal is not required. However, this report is not so limited as to result in an invalid or misleading conclusion. Specifically, the scope of work includes, but is not limited to, the following:

- the extent to which the property is identified
- the extent to which tangible property is inspected
- the type and extent of data researched
- the type and extent of analysis applied to arrive at opinions or conclusions

In preparing this appraisal report the following were performed:

- Preliminary evaluation and analysis of the problem(s) to be solved as discussed with the client. The result requires a market value appraisal because the client is contemplating a purchase of the property.
- Visually inspected the land but only the exterior of the building improvements.
- Selected the Sales Comparison method of value as being most appropriate for the intended use and purpose of the appraisal services.

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<sup>1</sup>Appraisal Institute, *The Dictionary of Real Estate Appraisal*, Seventh Edition

- A Cost method was initially considered but not applied because the highest and best use of the property is for residential development with the existing improvements contributing no value.
- Researched comparable property sale and for sale property data.
- Discussions were held with market participants in order to gain an insight into sale pricing, and general market conditions for competitive properties.
- Examined the subject market, submarket areas and researched general inferred demand factors related to the highest and best use of the subject property.
- Performed market area, neighborhood, and market analyses for the subject property.
- Evaluated the highest and best use of the subject property.
- Reconciled the data and formed an opinion of market value for the subject property in concert with the purpose and intended use of this appraisal service by the valuation method(s) selected.
- Prepared this *Restricted Appraisal Report* and retained additional information in the file which are incorporated herein by reference.

***It is important to note that this Restricted Report is limited to being used only by the client and the rationale for how the opinions and conclusions were arrived at by the appraiser may not be understood properly without additional information retained in the appraisal file.***

## **PROPERTY OWNERSHIP HISTORY**

According to the records of the Clay County Clerk of the Court's Office, the owners of the subject property are:

William D. and Chelsea R. Gardner who acquired the property on August 27, 2020, for \$1,500,000 in a reportedly arm's length transaction.

There were no other arm's length, sales transactions of the subject property indicated within the past three years and the property is not listed for sale on the open market based upon our research. A purchase and sale agreement between the owners and Toll Bros was not closed because the owner rejected the buyer's request for a contract extension. The contract price is evaluated in the Sales Comparison method developed later in this appraisal report.

## **EXPOSURE TIME**

The value opinion contained in this report is premised upon a 9 to 12 month exposure time prior to the hypothetical consummation of a sale on the effective date of the appraisal based primarily upon conversations with market participants.

## **LIMITING CONDITIONS AND ASSUMPTIONS**

This report is subject to the general limiting conditions stated herein. Your attention is directed to the general limiting conditions contained in this report, as they are an integral part of the value conclusions, as well as prominent appraisal conditions.

**REAL ESTATE TAXES**

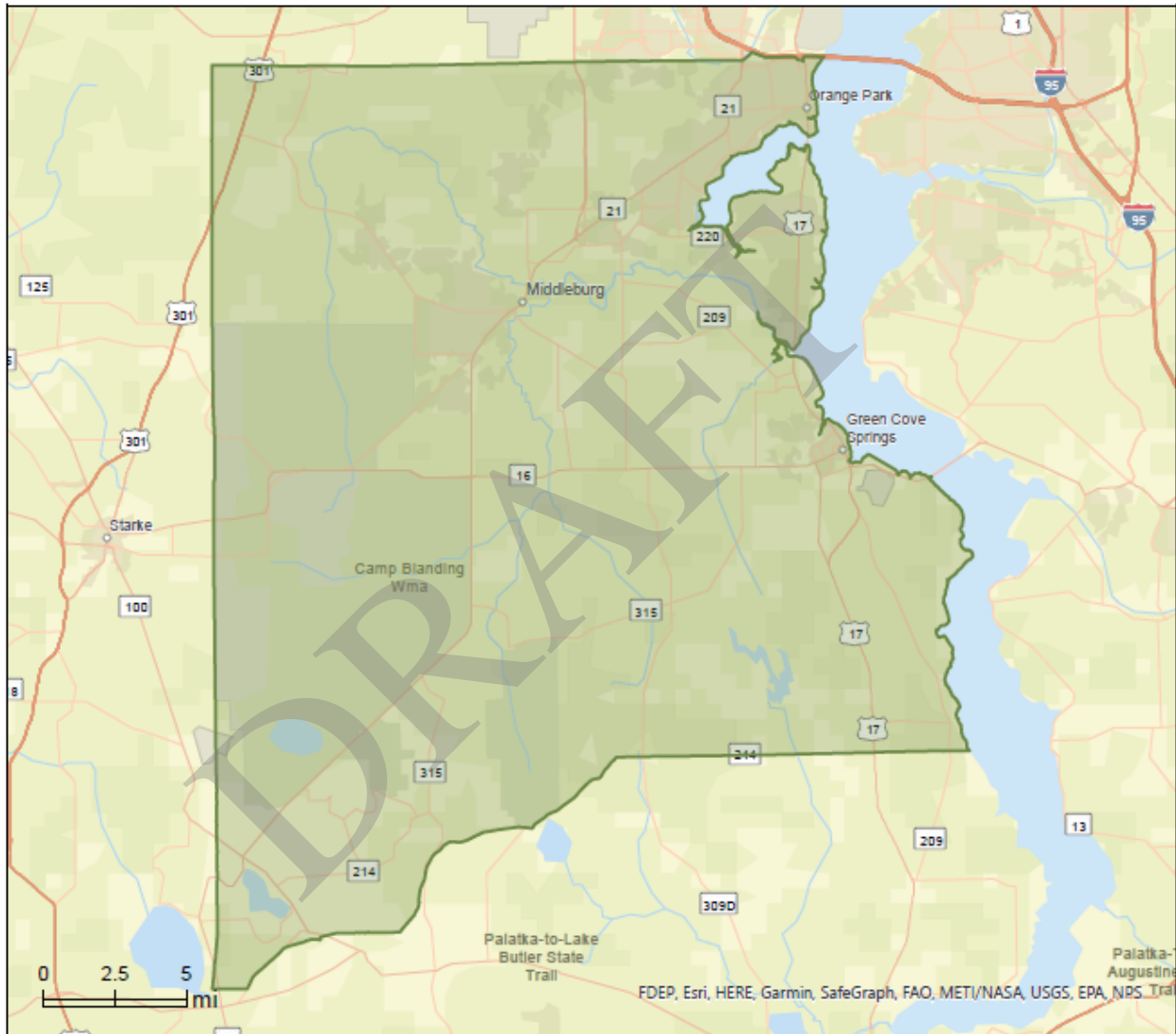
The proposed 2022 TRIM taxable value, per the Clay County Property Appraiser's Office, and proposed taxes are:

<u>Address</u>	<u>Parcel ID</u>	<u>Taxable Value</u>	<u>RE Taxes</u>
2770 Russell Rd	39-05-25-010097-009-00	\$562,922	\$8,758.24

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## MARKET AREA DESCRIPTION

### Market Area Map



The market area mapped above comprises Clay County in which the subject property is located. The Site-To-Do-Business (STDB) was employed in preparing the following demographic data tied to the subject's market area as delineated on the map above:



## Executive Summary

Clay County, FL  
 Clay County, FL (12019)  
 Geography: County

Prepared by Esri

Population	Clay County, ...
2010 Population	190,865
2020 Population	218,245
2022 Population	223,799
2027 Population	231,753
2010-2020 Annual Rate	1.35%
2020-2022 Annual Rate	1.12%
2022-2027 Annual Rate	0.70%
2022 Male Population	49.0%
2022 Female Population	51.0%
2022 Median Age	39.3

In the identified area, the current year population is 223,799. In 2020, the Census count in the area was 218,245. The rate of change since 2020 was 1.12% annually. The five-year projection for the population in the area is 231,753 representing a change of 0.70% annually from 2022 to 2027. Currently, the population is 49.0% male and 51.0% female.

### Median Age

The median age in this area is 39.3, compared to U.S. median age of 38.9.

### Race and Ethnicity

2022 White Alone	70.1%
2022 Black Alone	12.4%
2022 American Indian/Alaska Native Alone	0.4%
2022 Asian Alone	3.2%
2022 Pacific Islander Alone	0.2%
2022 Other Race	3.5%
2022 Two or More Races	10.2%
2022 Hispanic Origin (Any Race)	10.9%

Persons of Hispanic origin represent 10.9% of the population in the identified area compared to 19.0% of the U.S. population. Persons of Hispanic Origin may be of any race. The Diversity Index, which measures the probability that two people from the same area will be from different race/ethnic groups, is 58.1 in the identified area, compared to 71.6 for the U.S. as a whole.

### Households

2022 Wealth Index	99
2010 Households	68,792
2020 Households	78,939
2022 Households	80,920
2027 Households	83,748
2010-2020 Annual Rate	1.39%
2020-2022 Annual Rate	1.11%
2022-2027 Annual Rate	0.69%
2022 Average Household Size	2.73

The household count in this area has changed from 78,939 in 2020 to 80,920 in the current year, a change of 1.11% annually. The five-year projection of households is 83,748, a change of 0.69% annually from the current year total. Average household size is currently 2.73, compared to 2.73 in the year 2020. The number of families in the current year is 61,159 in the specified area.

**Data Note:** Income is expressed in current dollars. Housing Affordability Index and Percent of Income for Mortgage calculations are only available for areas with 50 or more owner-occupied housing units.  
**Source:** U.S. Census Bureau. Esri forecasts for 2022 and 2027. Esri converted Census 2010 data into 2020 geography.



## Executive Summary

Clay County, FL  
 Clay County, FL (12019)  
 Geography: County

Prepared by Esri

	Clay County, ...
<b>Mortgage Income</b>	
2022 Percent of Income for Mortgage	15.6%
<b>Median Household Income</b>	
2022 Median Household Income	\$82,528
2027 Median Household Income	\$93,896
2022-2027 Annual Rate	2.61%
<b>Average Household Income</b>	
2022 Average Household Income	\$104,522
2027 Average Household Income	\$119,948
2022-2027 Annual Rate	2.79%
<b>Per Capita Income</b>	
2022 Per Capita Income	\$37,811
2027 Per Capita Income	\$43,364
2022-2027 Annual Rate	2.78%
<b>Households by Income</b>	
<p>Current median household income is \$82,528 in the area, compared to \$72,414 for all U.S. households. Median household income is projected to be \$93,896 in five years, compared to \$84,445 for all U.S. households</p> <p>Current average household income is \$104,522 in this area, compared to \$105,029 for all U.S. households. Average household income is projected to be \$119,948 in five years, compared to \$122,155 for all U.S. households</p> <p>Current per capita income is \$37,811 in the area, compared to the U.S. per capita income of \$40,363. The per capita income is projected to be \$43,364 in five years, compared to \$47,064 for all U.S. households</p>	
<b>Housing</b>	
2022 Housing Affordability Index	155
2010 Total Housing Units	75,478
2010 Owner Occupied Housing Units	52,567
2010 Renter Occupied Housing Units	16,225
2010 Vacant Housing Units	6,686
2020 Total Housing Units	85,049
2020 Vacant Housing Units	6,110
2022 Total Housing Units	87,343
2022 Owner Occupied Housing Units	64,941
2022 Renter Occupied Housing Units	15,979
2022 Vacant Housing Units	6,423
2027 Total Housing Units	90,456
2027 Owner Occupied Housing Units	67,796
2027 Renter Occupied Housing Units	15,952
2027 Vacant Housing Units	6,708

Currently, 74.4% of the 87,343 housing units in the area are owner occupied; 18.3%, renter occupied; and 7.4% are vacant. Currently, in the U.S., 58.2% of the housing units in the area are owner occupied; 31.8% are renter occupied; and 10.0% are vacant. In 2020, there were 85,049 housing units in the area and 7.2% vacant housing units. The annual rate of change in housing units since 2020 is 1.19%. Median home value in the area is \$244,083, compared to a median home value of \$283,272 for the U.S. In five years, median value is projected to change by 3.44% annually to \$289,014.

**Data Note:** Income is expressed in current dollars. Housing Affordability Index and Percent of Income for Mortgage calculations are only available for areas with 50 or more owner-occupied housing units.  
**Source:** U.S. Census Bureau. Esri forecasts for 2022 and 2027. Esri converted Census 2010 data into 2020 geography.

The subject market area indicates positive population growth and income metrics going forward that exhibit continued inferred demand for residential housing over the projection period.



## Housing Profile

Clay County, FL  
 Clay County, FL (12019)  
 Geography: County

Prepared by Esri

Population		Households	
2010 Total Population	190,865	2022 Median Household Income	\$82,528
2020 Total Population	218,245	2027 Median Household Income	\$93,896
2022 Total Population	223,799	2022-2027 Annual Rate	2.61%
2027 Total Population	231,753		
2022-2027 Annual Rate	0.70%		

Housing Units by Occupancy Status and Tenure	Census 2010		2022		2027	
	Number	Percent	Number	Percent	Number	Percent
Total Housing Units	75,478	100.0%	87,343	100.0%	90,456	100.0%
Occupied	68,792	91.1%	80,920	92.6%	83,748	92.6%
Owner	52,567	69.6%	64,941	74.4%	67,796	74.9%
Renter	16,225	21.5%	15,979	18.3%	15,952	17.6%
Vacant	6,686	8.9%	6,423	7.4%	6,708	7.4%

Owner Occupied Housing Units by Value	2022		2027	
	Number	Percent	Number	Percent
Total	64,941	100.0%	67,796	100.0%
<\$50,000	1,278	2.0%	563	0.8%
\$50,000-\$99,999	4,359	6.7%	1,611	2.4%
\$100,000-\$149,999	4,050	6.2%	1,747	2.6%
\$150,000-\$199,999	10,374	16.0%	6,918	10.2%
\$200,000-\$249,999	14,075	21.7%	13,840	20.4%
\$250,000-\$299,999	9,414	14.5%	11,815	17.4%
\$300,000-\$399,999	14,029	21.6%	20,453	30.2%
\$400,000-\$499,999	5,447	8.4%	8,349	12.3%
\$500,000-\$749,999	1,078	1.7%	1,504	2.2%
\$750,000-\$999,999	661	1.0%	818	1.2%
\$1,000,000-\$1,499,999	62	0.1%	69	0.1%
\$1,500,000-\$1,999,999	13	0.0%	7	0.0%
\$2,000,000+	101	0.2%	102	0.2%
Median Value		\$244,083		\$289,014
Average Value		\$267,585		\$307,192

Census 2010 Housing Units	Number	Percent
Total	75,478	100.0%
In Urbanized Areas	60,806	80.6%
In Urban Clusters	2,424	3.2%
Rural Housing Units	12,248	16.2%

**Data Note:** Persons of Hispanic Origin may be of any race.

**Source:** Esri forecasts for 2022 and 2027. U.S. Census Bureau 2010 decennial Census data converted by Esri into 2020 geography.

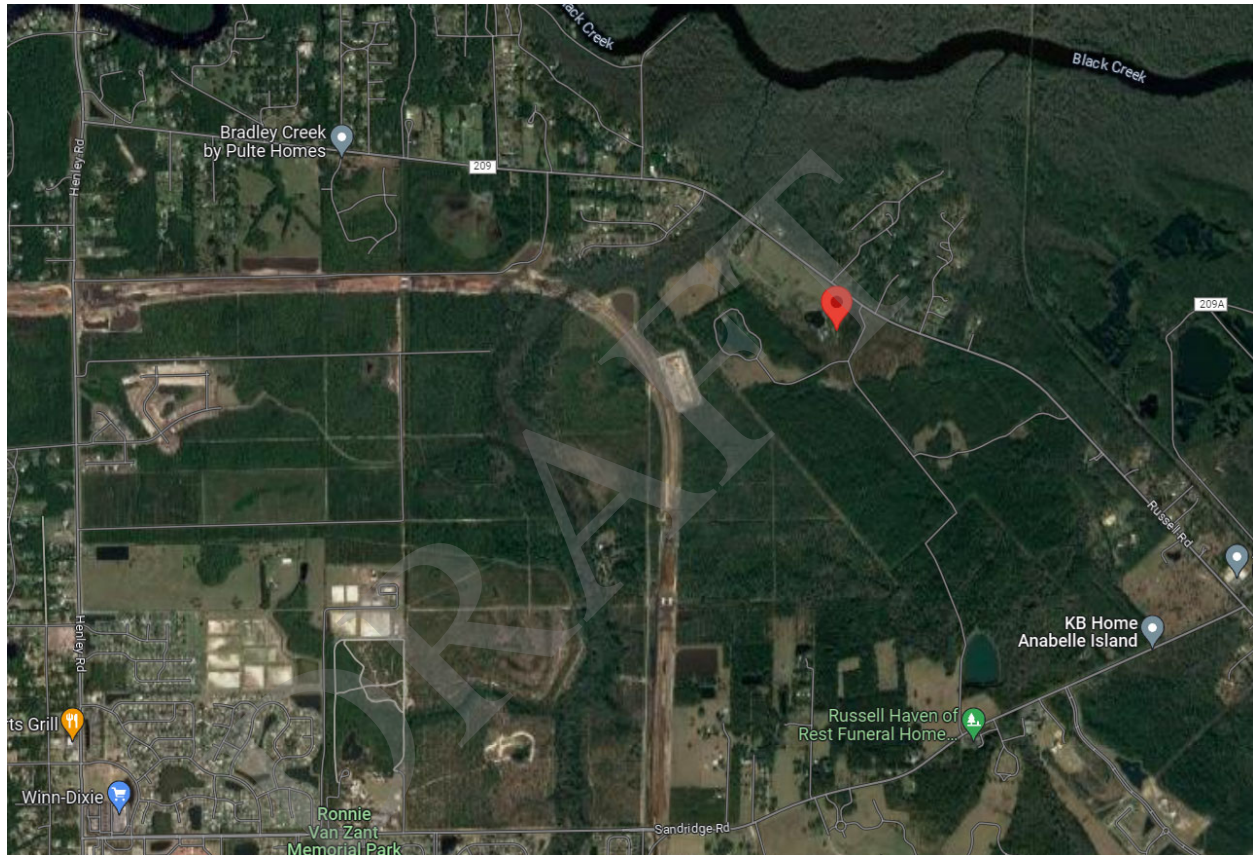
The housing profile data show positive categories tied to demand generators for residential housing.



## NEIGHBORHOOD DESCRIPTION

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The subject property is located in a residential node flanked by Russell Rd, Sandridge Rd and the First Coast Expressway (under construction). Depicted below is the immediate area map showing its locale and various surrounding uses.



The subject neighborhood primarily includes rural residential, agricultural, and single family residences. Vehicle access is typically by private automobile as augmented by existing roadways and the First Coast Expressway completion will provide major vehicular access to the neighborhood which has spawned significant new housing development in the area. Nearby shopping is at Lake Asbury in the Asbury Commons shopping center anchored by a Winn-Dixie that is about a 4.7 mile/7 minute drive from the subject property. The neighborhood has shown increasing residential property real estate price trends since the end of the Great Recession and discussions with market participants indicate there are decreases that started in July of 2022 in housing prices primarily related to weakened demand tied to increased interest rates. Demand for new construction is less impacted because of builder's price point flexibility and offering incentives.



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## SUBJECT PROPERTY DESCRIPTION

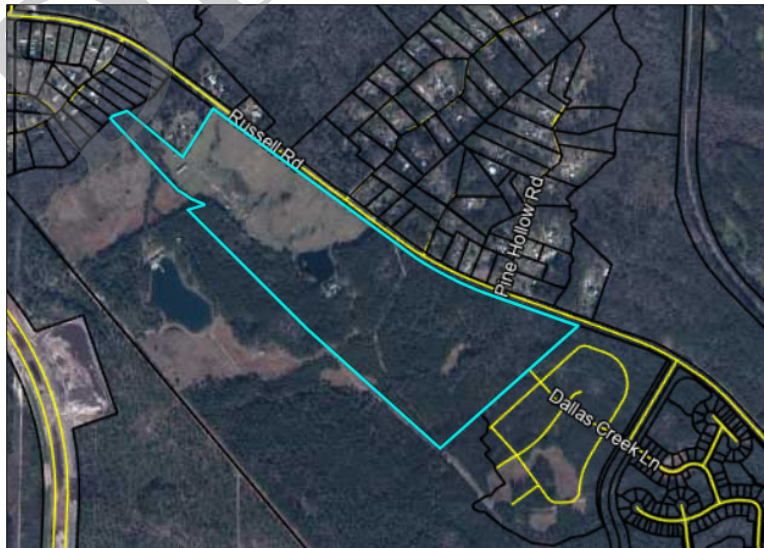
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### SITE DESCRIPTION

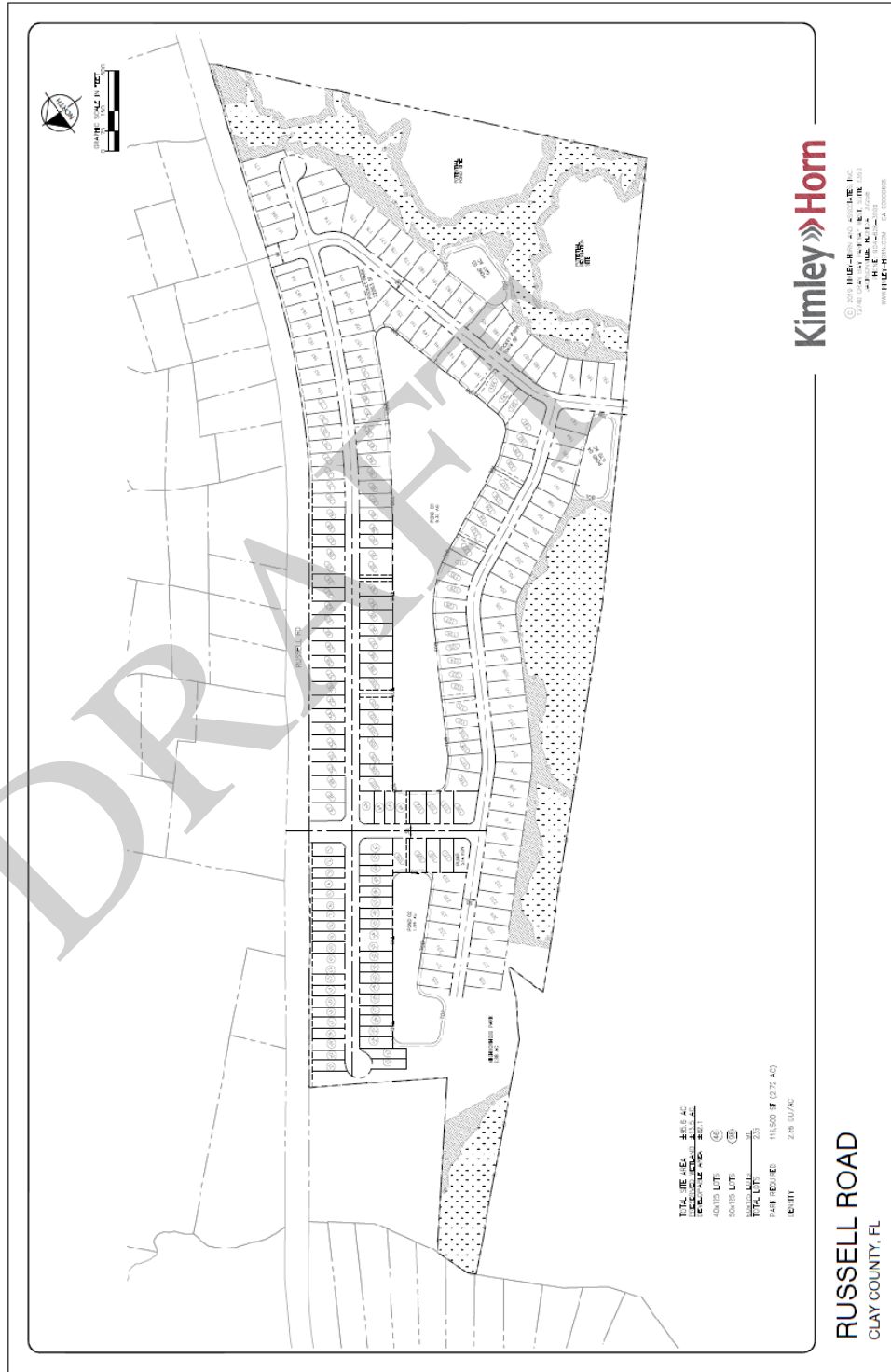
#### Property Appraiser's Tax Parcel Maps



#### Property Appraiser's Aerial Plat



**Approved Conceptual Site Plan**



<b>Size and Shape:</b>	The subject land parcel is overall, irregular shaped but developable as shown on the concept site plan above that was approved by Clay County for 235 lots.
<b>Visibility and Access:</b>	The site has good visibility from Russell Rd that will accommodate a marketing window to a sales office.
<b>Topography, Drainage and Flood Plain:</b>	The topography of the site is generally level and on-site drainage appeared adequate with wetland areas on the east, west and south flanks as depicted on the site plan.
<b>Soil and Subsoil:</b>	No soil tests were provided in conjunction with this appraisal. However, no responsibility is assumed for any adverse subsoil conditions that may exist.
<b>Utilities:</b>	Typical public utilities including electricity, sewer, and water are available to the subject property as per Kimley Horn.
<b>Environmental:</b>	During the property inspection no obvious environmental problems were noted. However, we are not experts in this field and do not assume any responsibility for environmental problems which might exist.
<b>Zoning Land Use:</b>	LA MPC as per Kimley Horn and also shown on the map below:



**Easements and Restrictions:**

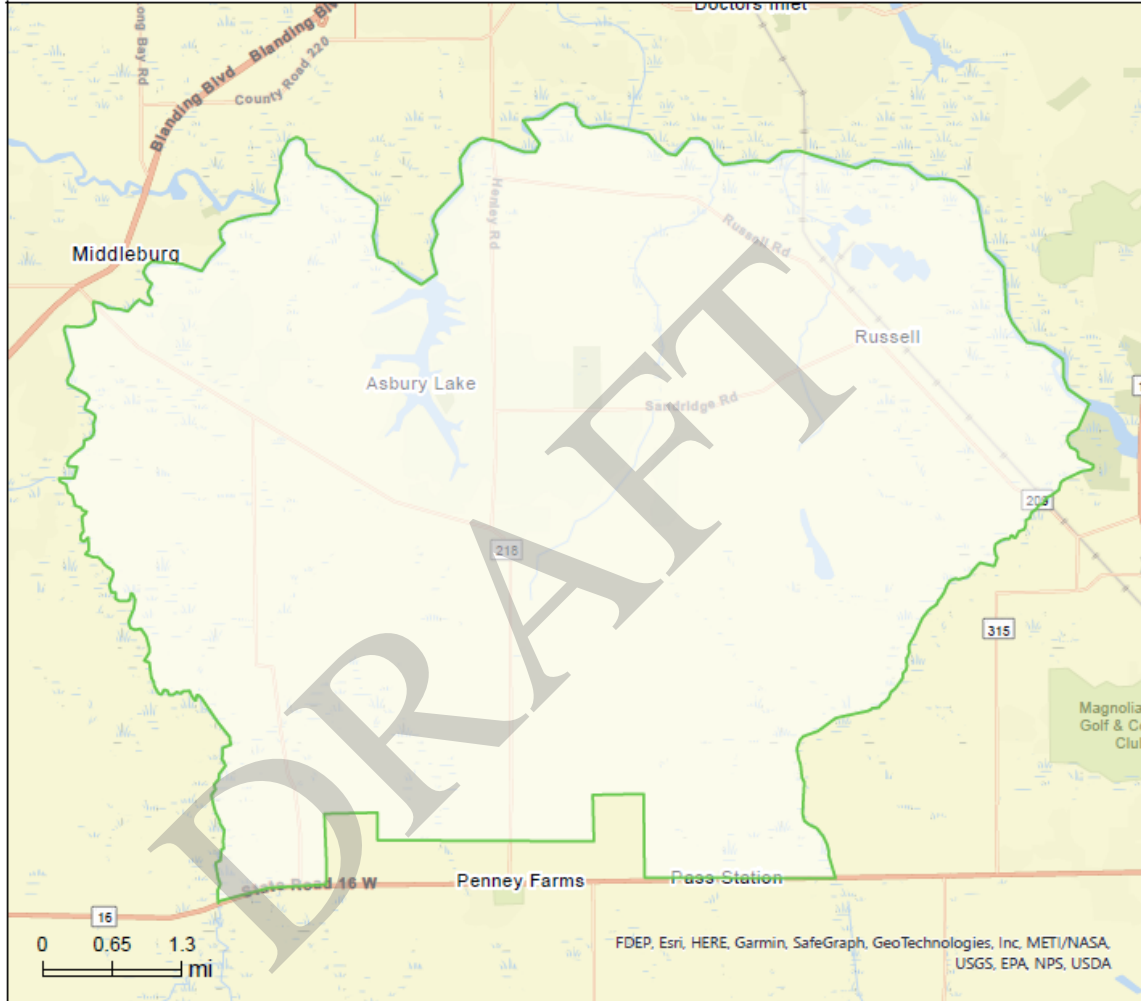
We are not aware of any easements or restrictions that would negatively impact the marketability to or value of the subject property.

**Flood Zone:**

The subject is located in an area mapped by the Federal Emergency Management Agency (FEMA). The subject improvements are shown out of a flood zone area as per the RiskMeter flood zone determination included in the Addenda, but other marsh and wetland areas are located in a FEMA flood hazard zone AE as per Kimley Horn and shown on the approved site plan.

## MARKET ANALYSIS

### Lake Asbury Master Plan FLUM Submarket Map



The sub-market area for the subject property is defined by the map area above for the Lake Asbury Master Plan FLUM as outlined in green and shaded white. In order to gain an insight into residential housing demand the following demographic and housing reports were obtained from ESRI for the mapped sub-market area.



## Executive Summary

Lake Asbury Master Plan FLUM  
 Area: 48.11 square miles

Prepared by Esri

### Population

2010 Population	14,193
2020 Population	17,083
2022 Population	18,436
2027 Population	20,357
2010-2020 Annual Rate	1.87%
2020-2022 Annual Rate	3.45%
2022-2027 Annual Rate	2.00%
2022 Male Population	49.1%
2022 Female Population	50.9%
2022 Median Age	38.4

In the identified area, the current year population is 18,436. In 2020, the Census count in the area was 17,083. The rate of change since 2020 was 3.45% annually. The five-year projection for the population in the area is 20,357 representing a change of 2.00% annually from 2022 to 2027. Currently, the population is 49.1% male and 50.9% female.

### Median Age

The median age in this area is 38.4, compared to U.S. median age of 38.9.

### Race and Ethnicity

2022 White Alone	79.2%
2022 Black Alone	6.9%
2022 American Indian/Alaska Native Alone	0.4%
2022 Asian Alone	1.3%
2022 Pacific Islander Alone	0.2%
2022 Other Race	2.4%
2022 Two or More Races	9.6%
2022 Hispanic Origin (Any Race)	8.6%

Persons of Hispanic origin represent 8.6% of the population in the identified area compared to 19.0% of the U.S. population. Persons of Hispanic Origin may be of any race. The Diversity Index, which measures the probability that two people from the same area will be from different race/ethnic groups, is 45.8 in the identified area, compared to 71.6 for the U.S. as a whole.

### Households

2022 Wealth Index	112
2010 Households	4,926
2020 Households	5,904
2022 Households	6,323
2027 Households	6,924
2010-2020 Annual Rate	1.83%
2020-2022 Annual Rate	3.09%
2022-2027 Annual Rate	1.83%
2022 Average Household Size	2.92

The household count in this area has changed from 5,904 in 2020 to 6,323 in the current year, a change of 3.09% annually. The five-year projection of households is 6,924, a change of 1.83% annually from the current year total. Average household size is currently 2.92, compared to 2.89 in the year 2020. The number of families in the current year is 5,135 in the specified area.

**Data Note:** Income is expressed in current dollars. Housing Affordability Index and Percent of Income for Mortgage calculations are only available for areas with 50 or more owner-occupied housing units.

**Source:** U.S. Census Bureau. Esri forecasts for 2022 and 2027. Esri converted Census 2010 data into 2020 geography.





## Executive Summary

Lake Asbury Master Plan FLUM  
 Area: 48.11 square miles

Prepared by Esri

Mortgage Income	
2022 Percent of Income for Mortgage	15.1%
Median Household Income	
2022 Median Household Income	\$85,849
2027 Median Household Income	\$101,942
2022-2027 Annual Rate	3.50%
Average Household Income	
2022 Average Household Income	\$112,904
2027 Average Household Income	\$133,782
2022-2027 Annual Rate	3.45%
Per Capita Income	
2022 Per Capita Income	\$38,808
2027 Per Capita Income	\$45,608
2022-2027 Annual Rate	3.28%
Households by Income	
<p>Current median household income is \$85,849 in the area, compared to \$72,414 for all U.S. households. Median household income is projected to be \$101,942 in five years, compared to \$84,445 for all U.S. households</p> <p>Current average household income is \$112,904 in this area, compared to \$105,029 for all U.S. households. Average household income is projected to be \$133,782 in five years, compared to \$122,155 for all U.S. households</p> <p>Current per capita income is \$38,808 in the area, compared to the U.S. per capita income of \$40,363. The per capita income is projected to be \$45,608 in five years, compared to \$47,064 for all U.S. households</p>	
Housing	
2022 Housing Affordability Index	160
2010 Total Housing Units	5,315
2010 Owner Occupied Housing Units	4,250
2010 Renter Occupied Housing Units	676
2010 Vacant Housing Units	389
2020 Total Housing Units	6,310
2020 Vacant Housing Units	406
2022 Total Housing Units	6,777
2022 Owner Occupied Housing Units	5,356
2022 Renter Occupied Housing Units	966
2022 Vacant Housing Units	454
2027 Total Housing Units	7,423
2027 Owner Occupied Housing Units	5,966
2027 Renter Occupied Housing Units	958
2027 Vacant Housing Units	499

Currently, 79.0% of the 6,777 housing units in the area are owner occupied; 14.3%, renter occupied; and 6.7% are vacant. Currently, in the U.S., 58.2% of the housing units in the area are owner occupied; 31.8% are renter occupied; and 10.0% are vacant. In 2020, there were 6,310 housing units in the area and 6.4% vacant housing units. The annual rate of change in housing units since 2020 is 3.22%. Median home value in the area is \$246,570, compared to a median home value of \$283,272 for the U.S. In five years, median value is projected to change by 3.69% annually to \$295,549.

**Data Note:** Income is expressed in current dollars. Housing Affordability Index and Percent of Income for Mortgage calculations are only available for areas with 50 or more owner-occupied housing units.

**Source:** U.S. Census Bureau. Esri forecasts for 2022 and 2027. Esri converted Census 2010 data into 2020 geography.

The subject submarket area indicates positive population growth and income metrics going forward that exhibit continued inferred demand for residential housing over the projection period.



## Housing Profile

Lake Asbury Master Plan FLUM  
 Area: 48.11 square miles

Prepared by Esri

Population		Households	
2010 Total Population	14,193	2022 Median Household Income	\$85,849
2020 Total Population	17,083	2027 Median Household Income	\$101,942
2022 Total Population	18,436	2022-2027 Annual Rate	3.50%
2027 Total Population	20,357		
2022-2027 Annual Rate	2.00%		

Housing Units by Occupancy Status and Tenure	Census 2010		2022		2027	
	Number	Percent	Number	Percent	Number	Percent
Total Housing Units	5,315	100.0%	6,777	100.0%	7,423	100.0%
Occupied	4,926	92.7%	6,322	93.3%	6,924	93.3%
Owner	4,250	80.0%	5,356	79.0%	5,966	80.4%
Renter	676	12.7%	966	14.3%	958	12.9%
Vacant	389	7.3%	454	6.7%	499	6.7%

Owner Occupied Housing Units by Value	2022		2027	
	Number	Percent	Number	Percent
Total	5,355	100.0%	5,966	100.0%
<\$50,000	120	2.2%	55	0.9%
\$50,000-\$99,999	307	5.7%	115	1.9%
\$100,000-\$149,999	187	3.5%	74	1.2%
\$150,000-\$199,999	577	10.8%	329	5.5%
\$200,000-\$249,999	1,596	29.8%	1,489	25.0%
\$250,000-\$299,999	794	14.8%	1,011	16.9%
\$300,000-\$399,999	1,232	23.0%	2,096	35.1%
\$400,000-\$499,999	334	6.2%	540	9.1%
\$500,000-\$749,999	85	1.6%	108	1.8%
\$750,000-\$999,999	123	2.3%	149	2.5%
\$1,000,000-\$1,499,999	0	0.0%	0	0.0%
\$1,500,000-\$1,999,999	0	0.0%	0	0.0%
\$2,000,000+	0	0.0%	0	0.0%
Median Value		\$246,570		\$295,549
Average Value		\$274,524		\$312,496

Census 2010 Housing Units	Number	Percent
Total	5,315	100.0%
In Urbanized Areas	3,816	71.8%
In Urban Clusters	0	0.0%
Rural Housing Units	1,498	28.2%

**Data Note:** Persons of Hispanic Origin may be of any race.

**Source:** Esri forecasts for 2022 and 2027. U.S. Census Bureau 2010 decennial Census data converted by Esri into 2020 geography.





## Housing Profile

Lake Asbury Master Plan FLUM  
 Area: 48.11 square miles

Prepared by Esri

Census 2010 Owner Occupied Housing Units by Mortgage Status			Number	Percent
Total			4,251	100.0%
Owned with a Mortgage/Loan			3,432	80.7%
Owned Free and Clear			819	19.3%

Census 2010 Vacant Housing Units by Status			Number	Percent
Total			409	100.0%
For Rent			61	14.9%
Rented- Not Occupied			2	0.5%
For Sale Only			111	27.1%
Sold - Not Occupied			9	2.2%
Seasonal/Recreational/Occasional Use			41	10.0%
For Migrant Workers			0	0.0%
Other Vacant			185	45.2%

Census 2010 Occupied Housing Units by Age of Householder and Home Ownership			Owner Occupied Units	
	Occupied Units	Number	% of Occupied	
Total	4,926	4,250	86.3%	
15-24	83	42	50.6%	
25-34	641	465	72.5%	
35-44	1,171	986	84.2%	
45-54	1,134	1,021	90.0%	
55-64	915	847	92.6%	
65-74	638	589	92.3%	
75-84	280	246	87.9%	
85+	64	54	84.4%	

Census 2010 Occupied Housing Units by Race/Ethnicity of Householder and Home Ownership			Owner Occupied Units	
	Occupied Units	Number	% of Occupied	
Total	4,927	4,251	86.3%	
White Alone	4,569	3,954	86.5%	
Black/African American Alone	206	171	83.0%	
American Indian/Alaska Native	25	19	76.0%	
Asian Alone	33	30	90.9%	
Pacific Islander Alone	2	2	100.0%	
Other Race Alone	42	33	78.6%	
Two or More Races	50	42	84.0%	
Hispanic Origin	213	172	80.8%	

Census 2010 Occupied Housing Units by Size and Home Ownership			Owner Occupied Units	
	Occupied Units	Number	% of Occupied	
Total	4,926	4,250	86.3%	
1-Person	743	592	79.7%	
2-Person	1,683	1,539	91.4%	
3-Person	904	772	85.4%	
4-Person	945	802	84.9%	
5-Person	431	364	84.5%	
6-Person	166	142	85.5%	
7+ Person	54	39	72.2%	

2022 Housing Affordability		
Housing Affordability Index		160
Percent of Income for Mortgage		15.1%

**Data Note:** Persons of Hispanic Origin may be of any race.  
**Source:** Esri forecasts for 2022 and 2027. U.S. Census Bureau 2010 decennial Census data converted by Esri into 2020 geography.

The housing profile data show positive categories tied to demand generators for residential housing within the primary price range evidenced in the submarket area for new construction.

Our research of for sale acreage properties offered on the open market did not reveal any that would directly compete with the subject property for buyers.

## **SWOT ANALYSIS (strengths, weaknesses, opportunities, threats)**

### **Strengths/Opportunities**

Sub-market shows continued inferred demand for residential housing.

Supply side for development land is low in the market area as evidenced by the lack of comparable for sale property.

Positive income and employment growth forecasted as key demand generators for residential housing.

### **Weaknesses/Threats**

Development limitations imposed by the irregular site shape related to wetlands and marsh.

Weakened market conditions tied to material costs and interest rates.

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## **HIGHEST AND BEST USE**

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Highest and Best Use, as defined by the Appraisal Institute and used in this appraisal, is: "The reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity."<sup>2</sup>

### **HIGHEST AND BEST USE "AS IF VACANT"**

The underlying subject land has a zoning/land use of LA MPC with conceptual site plan approval by Clay County for the development of 235 lots. Existing developments and the approved site plan demonstrate that it is physically possible to develop the site with 235 single family residential lots. Relatively active single family developments and demographics showing inferred demand exhibits financial feasibility. The maximally productive use is concluded to be single family residential development as restricted by the zoning, the conceptual site plan approval as 235 lots and as market conditions warrant.

### **HIGHEST AND BEST USE "AS IMPROVED"**

The existing residential improvements do not contribute to the highest and best use as improved. Although the improvements may have some interim value during the time necessary to realize final property development approvals that would be offset by the cost to raze them.

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<sup>2</sup> The *Dictionary of Real Estate Appraisal*, Seventh Edition, Appraisal Institute.

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## APPROACHES TO VALUE

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The valuation of real estate in many instances can be analyzed through the use of three basic approaches to value: Cost, Income Capitalization and Sales Comparison Methods. From the indicated values resulting from these techniques and the weight accorded to each value indication, an opinion of value is reached based upon expert judgment within the framework of the appraisal process.

**The Cost Approach** involves the current cost to construct the improvements new, including an allowance for developer's profit, if appropriate, and deducting from this amount accrued depreciation, if any, resulting from physical deterioration and/or obsolescence. The depreciated cost of the improvements is then added to an opinion of land value to provide a value indication.

This approach was excluded for the purpose of obtaining an indication of market value for the subject property because it is residential development land, and the existing improvements contribute no value.

**The Sales Comparison Approach** is based on the assumption that a prudent buyer would not pay more for a property than it would cost to acquire a comparable substitute property. Since no two properties are seldom identical, the necessary adjustments for differences in quality, location, size, market appeal, financing and a number of other factors that affect prices paid for properties must be analyzed.

Our market research revealed market data for properties that have sold instructive to the highest and best use of the subject property. This method was applied in reaching a final opinion of market value for the subject property because there were adequate market data to support this method and it is relied upon by market participants.


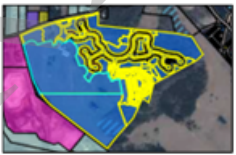


**The Income Capitalization Approach** involves an analysis of a property in terms of its ability to produce a net annual income. It is concerned with obtaining the present worth of future benefits that can be derived through ownership of a property. In utilizing this approach, either stabilized net operating income is capitalized at an overall rate (Direct Capitalization), or projected, periodic cash flows are discounted to present value (Yield Capitalization) in order to arrive at an indication of value. Overall capitalization rates and discount (yield) rates are usually market derived. The Income Capitalization Approach is generally most useful in valuing investment grade, income producing properties, which often would be purchased by investors for their net income.

This method was not applied because residential land at this locale is not typically leased.

## SALES COMPARISON APPROACH TO VALUE

The Sales Comparison Approach is the process of deriving a value indication for a property by comparing similar properties that have sold to the property being appraised, identifying appropriate units of comparison, and making adjustments to the sale prices (or unit prices, as appropriate) of the comparable properties based on relevant, market-derived elements of comparison.

Research for this appraisal assignment revealed three sales of comparable properties located within the subject's immediate market area and the recent homebuilder purchase offer for the subject property. The market data contained in this report were verified and are considered the best available for comparison to the subject property. The Sales Comparison Approach is generally accepted as one of the better indicators of value where reliable data and sales information on point to the property being appraised can be obtained leading to a comparison that can be applied within a reasonable degree of appraisal certainty. Our research revealed the following market sales data, and they are evaluated on a price per lot basis as is typical for this property class:

<b>LAND SALES DATA SUMMARY</b>				
Sale No.	1	2	3	3
<b>Location</b>	 Subject Property Green Cove Springs, FL	 2429 Sandridge Rd Green Cove Springs, FL	 2488 Sandridge Rd Green Cove Springs, FL	 2400 Sandridge Rd Green Cove Springs, FL
<b>Price</b>	\$6,665,000	\$13,107,000	\$7,880,100	\$12,145,000
<b>Sale Date</b>	Aug-21	Dec-20	Mar-22	Jun-21
<b>Shape</b>	Irregular	Irregular	Irregular	Irregular
<b>Residential Lots</b>	215	770	197	347
<b>Zoning</b>	LA MPC	LA MPC	LA VC & AG	LA MPC
<b>Utilities</b>	Public	Public	Public	Public
<b>Topography</b>	Level	Level	Level	Level
<b>Price/Lot</b>	\$31,000	\$17,022	\$40,001	\$35,000
<b>Comments</b>	Concept Plan Approved 82.1 Acres Toll Bros.	Granary Park 321 Acres GreenPointe Developers	Sandridge Hills 67.25 Acres Mattamy Homes	Robinson Ranch 210.1 Acres American Homes 4 Rent
<i>Source: CoStar, Developers, LoopNet; Analysis: ComPro Consultants LLC</i>				

The subject sale is a prior purchase contract as of August 2021 between the subject property owners and Toll Bros. It was reported that the deal did not close because the owner rejected the buyers request for a contract extension to pursue a sale of the property to the school district. The contract buyer had previously obtained concept plan approval for 235 lots albeit the contract was formulated upon a \$31,000 price per lot to



be calculated against the number of lots approved with the contract initially using a density of 215 lots used to establish the contract price. The sales above were the best indicators we found during our market research in the subject submarket area. The comparables analyzed required adjustments for differences in various economic and physical factors as presented on the chart below and narratively discussed.

<b>LAND SALES ANALYSIS</b>				
Sale No.	Subject	1	2	3
<b>Property Type</b>	Residential Land	Residential Land	Residential Land	Residential Land
<b>Address</b>	2770 Russell Rd	2429 Sandridge Rd	2488 Sandridge Rd	2400 Sandridge Rd
<b>Town</b>	Green Cove Springs, FL	Green Cove Springs, FL	Green Cove Springs, FL	Green Cove Springs, FL
<b>Property Rights</b>	Fee Simple	Fee Simple	Fee Simple	Fee Simple
<b>Date of Sale</b>	Aug-21	Dec-20	Mar-22	Jun-21
<b>Sale Price</b>	\$6,665,000	\$13,107,000	\$7,880,100	\$12,145,000
<b>Shape</b>	Irregular	Irregular	Irregular	Irregular
<b>Residential Lots</b>	215	770	197	347
<b>Zoning</b>	LA MPC	LA MPC	LA VC & AG	LA MPC
<b>Price per Lot</b>	\$31,000	\$17,022	\$40,001	\$35,000
<b>Property Rights</b>	Fee Simple	Fee Simple	Fee Simple	Fee Simple
<b>Financing</b>	N/A	Cash to Seller	Cash to Seller	Cash to Seller
<b>Conditions of Sale</b>	N/A	Arm's Length	Arm's Length	Arm's Length
<b>Utilities</b>	Public	Public	Public	Public
<b>Topography</b>	Level	Level	Level	Level
<b>Quantitative Adjustments</b>				
<b>Property Rights</b>	0.00%	0.00%	0.00%	0.00%
<b>Financing Terms</b>	0.00%	0.00%	0.00%	0.00%
<b>Conditions of Sale</b>	0.00%	0.00%	0.00%	0.00%
<b>Months Elapsed</b>	8	17	2	10
<b>Market Conditions</b>	-5%	9.00%	-4.00%	3.00%
<b>Adj Price/Lot</b>	\$29,450	\$18,554	\$38,400	\$36,050
<b>Location</b>	0%	0.00%	-20.00%	-20.00%
<b>Qualitative Analysis</b>	Comparable	Comparable	Superior	Superior
<b>Shape</b>	0%	0.00%	0.00%	0.00%
<b>Qualitative Analysis</b>	Comparable	Comparable	Comparable	Comparable
<b>Zoning</b>	0%	0.00%	0.00%	0.00%
<b>Zoning (Qualitative)</b>	Comparable	Comparable	Comparable	Comparable
<b>Utilites</b>	0%	0.00%	0.00%	0.00%
<b>Utilites (Qualitative)</b>	Comparable	Comparable	Comparable	Comparable
<b>Topography</b>	0%	0.00%	0.00%	0.00%
<b>Topography (Qualitative)</b>	Comparable	Comparable	Comparable	Comparable
<b>Land Size</b>	0%	50.00%	0.00%	0.00%
<b>Land Size (Qualitative)</b>	Comparable	\$0.00	\$0.00	\$0.00
<b>Total Net Adjustments</b>	0%	\$9,277	(\$7,680)	(\$7,210)
<b>Net Percent Adjustment</b>	0%	50.00%	-20.00%	-20.00%
<b>Total Adjusted Price/Lot</b>	\$29,450	\$27,831	\$30,720	\$28,840

## Economic Adjustment Factors

**Property Rights Conveyed:** This adjustment accounts for differences in the real property rights transferred. The sales were fee simple deals like the property interest being appraised requiring no adjustments.

**Financing Terms:** This adjustment accounts for financing terms not considered to be cash equivalent. The sales utilized in this analysis involved all cash transactions to the seller's unaffected by non-market rate financing. Therefore, no adjustments for financing were required.

**Conditions of Sale:** Atypical motivations by either buyer or seller are considered to impact the final sales price of a property. All sales were reportedly arm's length transactions with no atypical sale conditions.

**Market Conditions:** This adjustment is based on the premise that external economic factors affect the prices of real estate. Based on available market information, and conversations with market participants, we note upward price trends occurring from the various dates of sale through June of 2022. From July 2022 and up to the date of value market conditions eroded causing drops in pricing tied primarily to interest rate increases causing a loss of purchasing power. Each sale was adjusted to mirror increasing and/or decreasing price trends from their respective dates of sale up to the current date of value of the subject property.

## Physical Adjustment Factors:

**Location:** Sales are either adjusted upward or downward if locations result in inferior or superior factors tied primarily to underlying land values. Sales 2 and 3 were rated superior with closer proximity to amenities and within the immediate path of development. Sale 1 was rated inferior because of its immediate proximity to the First Coast Expressway anticipated traffic.

**Shape:** All of the sales are irregular shaped comparing similarly to the subject property.

**Zoning:** The sales indicated similar zoning and development density.

**Utilities:** All of the sales had similar utilities available.

**Topography:** All of the sales were impacted by wetland and lowland areas similar to the subject property.

**Size:** Sale 1 is measurably larger in terms of acreage and total number of lots requiring an upward adjustment. This adjustment considers the extended sell-off timeline and economies of scale tied to larger overall density projects in contrast to lower density developments.

Based on our sales analysis, we have reconciled to a unit value of \$29,500 per lot. This conclusion primarily relied upon the adjusted unit price range exhibited by the sales data, the mean and median indicators along with the adjusted unit price of the subject property. The chart below presents the unit value conclusion and the concluded value based upon the preceding analysis.

<b>LAND SALES RECONCILIATION</b>			
<b>Quantitative Analysis</b>			
Sale No.	Price/Lot	Net Adjustment	Adj. Price/Lot
Subject	\$29,450	\$0	\$29,450
Sale 1	\$18,554	\$9,277	\$27,831
Sale 2	\$38,400	-\$7,680	\$30,720
Sale 3	\$36,050	-\$7,210	\$28,840
<b>Statistical Analysis</b>			
	Minimum	\$27,831	
	Median	\$28,840	
	Mean	\$29,130	
	Maximum	\$30,720	
<b>Concluded Value</b>			
<b>Concluded Price/Lot</b>			<b>Value Indication</b>
<b>\$29,500</b>	x	235	= <b>\$6,932,500</b>

**Value Conclusion:**

**\$6,932,500**



## **RECONCILIATION OF VALUE**

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### **Market Value Indications**

Cost Approach:	N/A
Sales Comparison Approach:	\$6,932,500
Income Capitalization Approach:	N/A

The sales comparison was solely relied upon because it was identified as being appropriate to the subject valuation within a reasonable degree of appraisal certainty supportable by market evidence and typically relied upon by market participants for this class of property under the purpose and intended use of this appraisal. Thus, we have placed total weight on the sales method in the reconciliation process.

Based on the data and analyses developed in this restricted appraisal report, we have reconciled to the following value conclusion, as of April 26, 2023, subject to all Limiting Conditions and Assumptions of the appraisal.

### **Market Value Conclusion**

**\$6,932,500**

## **CERTIFICATION**

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I certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
9. The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the *Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute*.
10. I have made a personal inspection of the property that is the subject of this report.
11. No one provided significant real property appraisal assistance to the person signing this certification.

12. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
13. As of the date of this report I, Edward A de Laurier, have completed the Standards and Ethics Education Requirements for Members of the Appraisal Institute.
14. As of the date of this report I, Edward A de Laurier, have completed the continuing education program for Members of the Appraisal Institute.



Edward A de Laurier, CRE, CCIM, FRICS, MAI  
State Certified General Real Estate Appraiser RZ2187  
License Expires 11-30-2024.

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## **ASSUMPTIONS AND LIMITING CONDITIONS**

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This report has been based on, and is subject to, the following general assumptions and limiting conditions:

- The value reported is only applicable for the purpose, intended use/user and terms stated in this report and shall not be used for any other purpose.
- The appraiser has assumed that the user of this report is reasonably versed in this class of property and is knowledgeable in real estate.
- No responsibility is assumed for the legal description provided or for matters pertaining to legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated. The property is appraised free and clear of any or all liens or encumbrances unless otherwise stated. It is assumed that the use of the land and improvements is confined within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report.
- Responsible ownership and competent property management are assumed.
- The information furnished by others is believed to be reliable, but no warranty is given for its accuracy.
- Any engineering studies provided to the appraiser are assumed to be correct. The plot plans and illustrative material in this report are included only to help the reader visualize the property.
- It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for obtaining the engineering studies that may be required to discover them.
- It is assumed that the property is in full compliance with all applicable federal, state, and local environmental regulations and laws unless the lack of compliance is stated, described, and considered in the appraisal report. It is assumed that all required licenses, certificates of occupancy, consents, and other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value opinion contained in this report is based.
- It is assumed that the property conforms to all applicable zoning and use regulations and restrictions unless non-conformity has been identified, described, and considered in the appraisal report.

- The appraiser(s) shall not be required to give testimony as a witness or to appear in any capacity in any legal or administrative hearing or procedure, or to have any continued service responsibility unless compensated, by the engager of this report, in advance, according to the fee schedule then in effect which as of January 1, 2023, is a billing rate of \$300 per hour in minimum one-half hour increments.
- Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such material on or in the property. The appraiser however is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation and other potentially hazardous materials may affect the value of the property. The value opinion is predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for such conditions or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.
- The appraisers are not engineers or property inspectors, no warranties are made by references to physical property characteristics in terms of quality, condition, cost, suitability, soil conditions, flood risk, obsolescence, etc., and no liability is assumed for any engineering or environmental-related issues.
- Possession of this report or a copy thereof does not imply right of publication, nor use for any purpose by any other than the intended user as identified in this report, without the written consent of ComPro Consultants, LLC, and Edward A de Laurier.
- The liability of ComPro Consultants, LLC and its employees or contractors is limited to the client. This appraisal was prepared specifically for the client, to whom this report was addressed.
- Cash flow projections are forecasts of projected future operating characteristics and are predicated on the information and assumptions contained within the appraisal report and the appraiser's file. The achievement of the financial projections may be affected by fluctuating economic conditions and is dependent upon other future occurrences that cannot be assured. Actual results may vary from any projections so the appraiser does not warrant that these forecasts will occur. Projections may be affected by circumstances beyond the current realm of knowledge or control of the appraiser. The appraiser is not trying to forecast the future but rather attempting to replicate techniques utilized by market participants for properties similar to that being appraised.

**ADDENDA**

**APPRAISER QUALIFICATIONS**

**Edward A de Laurier, CRE, CCIM, FRICS, MAI**



**Professional memberships & certifications**

The Counselors of Real Estate (CRE), member No. 2303

CCIM Institute designated (CCIM), member No. 10516

Fellow, Royal Institution of Chartered Surveyors (FRICS)

Appraisal Institute (MAI) member No. 6500

FL - Certified General real estate appraiser RZ2187

Georgia - Certified General Appraiser License No. CG336231

National Association of Realtors®

Florida Chapter CCIM Institute

Jacksonville, FL Chapter of the Appraisal Institute

Special Magistrate, Duval County VAB

HUD Certified MAP Appraiser

FL Department of State Lands Approved Appraiser

Yellow Book (Uniform Appraisal Standards for Federal Land Acquisitions) Accredited

RICS Redbook Certified Valuer

**Education**

B.S.B.A. Pacific University-emphasis in real estate

Business of Commercial Leasing Certificate – New York University

**Summary of experience**

- Staff and management positions with property appraiser's office, banks and private firms involving initial real estate related training and experience.
- Executive with a privately held, real estate development company based in Chicago and Phoenix with main line responsibilities in market/feasibility analysis, sales and marketing, commercial leasing and contract management.
- Founded and sold Chicago based advisory firms specializing in real estate counseling, valuation and construction management.
- Property development / investment for own and partner accounts in Illinois, Arizona, Florida and North Carolina.
- Real estate advisory, valuation and consulting assignments nationally with a concentration in the southeast region of the U.S. primarily in FL and GA



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**FLOOD ZONE DETERMINATION REPORT**

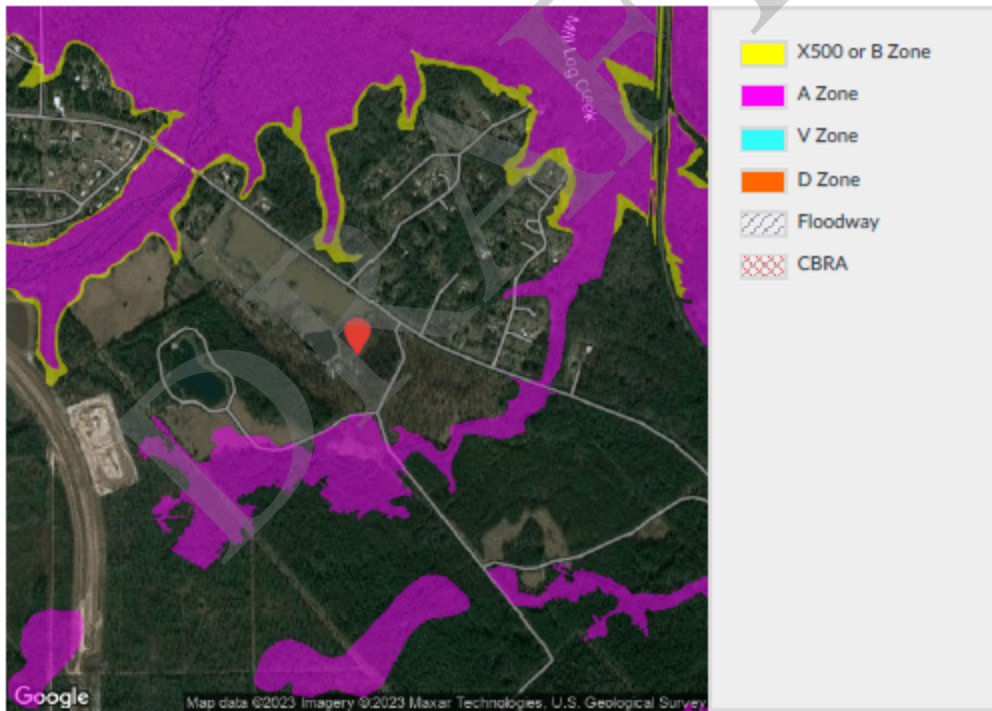
2770 RUSSELL RD GREEN COVE SPRINGS, FL 32043-9494

LOCATION ACCURACY: 📍 Excellent

**Flood Zone Determination Report**

**Flood Zone Determination: OUT**

COMMUNITY	120064	PANEL	0160E
PANEL DATE	March 17, 2014	MAP NUMBER	12019C0160E



June 29, 2023 - Regular School Board Meeting

**Title**

C30 - Change Order #3 for Spring Park Elementary School

**Description**

Change Orders are initiated by the Contractor, Architect/Engineer or Owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change Orders are reviewed by the Architect/Engineer and staff prior to submission to the School Board for approval. This Change order is needed to address the extension of the construction duration, resulting from COVID-19 related production issues. The additional sixteen (16) days requested for Substantial Completion is minimal considering the supply issues encountered during this project. The revised contractual Substantial Completion date is due to the updated production schedule on electrical panels/breakers and air conditioning (the electrical panels have been on order since March 2022). The Construction Manager and Design Team have worked diligently to design and install a temporary system for the distribution of electricity/air conditioning allowing occupancy of Spring Park Elementary School on or before June 16, 2023. The temporary configuration has been approved by the Engineer of Record and inspected by code enforcement officials.

**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 Change Order #3.

**Contact**

Dr. Michael Kemp, Director of Facilities Planning and Construction, (904) 336-6824, michael.kemp@myoneclay.net  
Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

**Financial Impact**

This Change Order will not increase or decrease the contract sum. Architect fees will not be increased or decreased as a result of this Change Order.

**Review Comments**

**Attachments**

[Change Order #3 for Spring Park Elementary School](#)

# **AIA® Document G701™ – 2017**

## Change Order

<b>PROJECT: (name and address)</b> Spring Park Elementary School Green Cove Springs, FL <b>OWNER: (name and address)</b> Clay County District Schools 900 Walnut Street Green Cove Springs, FL 32043	<b>CONTRACT INFORMATION:</b> Contract For: Spring Park Construction Date: 11/04/2021 <b>ARCHITECT: (name and address)</b> Bhide & Hall Architects, P.A. 1329-C Kingsley Avenue Orange Park, Florida 32073	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 03 Date: June 29, 2023 <b>CONTRACTOR: (name and address)</b> Parrish McCall Constructors 3455 SW 42nd Avenue Gainesville, FL 32608
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**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

This is a zero (0) dollar Change Order. This documents a formal extension to the project schedule resulting from ongoing supply chain issues. These delays in procurement have had a direct impact on the overall completion schedule. Primarily delays are associated with missed delivery dates for the electrical Main Distribution Panel and the HVAC air handling units. Temporary provisions are in place to make the facility operational. The permanent installation of the primary electrical service and heating/cooling systems is pending. Costs for the temporary provisions are in accordance with pending Change Proposals #48 and #49. The revised date of Substantial Completion will be June 16, 2023, with Final Completion to follow ninety (90) Calendar Days from this date.

The original (Contract Sum) (Guaranteed <del>Price</del> <sup>Sum</sup> ) was	\$ <u>35,457,078.00</u>
The net change by previously authorized Change Orders	\$ <u>&lt;11,169,247.00&gt;</u>
The (Contract Sum) (Guaranteed <del>Price</del> <sup>Sum</sup> ) prior to this Change Order was	\$ <u>24,287,831.00</u>
The (Contract Sum) (Guaranteed <del>Price</del> <sup>Sum</sup> ) will be (increased) <del>by</del> by this Change Order in the amount of	\$ <u>0</u>
The new (Contract Sum) (Guaranteed <del>Price</del> <sup>Sum</sup> ), including this Change Order, will be	\$ <u>24,287,831.00</u>
The Contract Time will be increased by <u>Sixteen</u> ( 16 ) days.	
The new date of Substantial Completion will be June 16, 2023	

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<u>Bhide &amp; Hall Architects, P.A.</u> ARCHITECT (Firm name) <small>Digitally signed by David S Shively, RA                  DN: c=US, e=dshively@bhidehall.com,                  o="Bhide &amp; Hall Architects, P.A.", ou=Architect,                  cn=David S Shively, RA                  Date: 2023.06.12 14:02:55-0100</small> David S Shively, RA SIGNATURE David Shively PRINTED NAME AND TITLE 6/12/2023 DATE	<u>Parrish McCall Constructors, Inc.</u> CONTRACTOR (Firm name)  SIGNATURE Michael D. Walsh, President PRINTED NAME AND TITLE 06/12/23 DATE	<u>School Board of Clay County</u> OWNER (Firm name) SIGNATURE Ashley Gilhousen, Board Chair PRINTED NAME AND TITLE DATE
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**SCHOOL DISTRICT OF CLAY COUNTY  
CHANGE ORDER #3**

**SDCC PROJECT NAME: New Elementary School –Spring Park Elementary  
–formally Elementary School R**

**SDCC PROJECT NUMBER: C-18-20/21**

---

**ADDITIONAL INFORMATION**

**No cost impact**

**Addition of sixteen (16) days to the Contract.**

**A time extension is, resulting from COVID-19 related production issues.**

**DRAFT**

**June 29, 2023 - Regular School Board Meeting**

**Title**

C31 - 2023-2024 Food and Nutrition Services Proposed Meal Price Increase.

**Description**

Increase the District's breakfast and lunch prices by \$0.25. Additional revenue is needed to accommodate an increase in costs for food and supplies. In comparison to the previous school year, the Food and Nutrition Services Department incurred an increase of over 1.1 million dollars in food and supplies, equating to a rise in costs of approximately 10%. We continue to see increases as vendors are adjusting pricing to reflect current economic conditions.

DRAFT



Gap Analysis

Meal Price Comparison								
	National Average	Average Meal Prices in Florida	Current Clay County Meal Prices 22-23	Proposed Meal Prices for 23-24				
District Breakfast	\$1.75	\$1.59	\$1.50	\$1.75				
Elementary Lunch	\$2.75	\$2.47	\$2.25	\$2.50				
Secondary Lunch	\$3.00	\$2.74	\$2.50	\$2.75				
Meal Price Comparison/Florida Data								
District	Elementary Breakfast	Middle Breakfast	High Breakfast	Elementary Lunch	Middle Lunch	High Lunch	Adult Breakfast	Adult Lunch
Alachua County School Board	\$1.00	\$1.00	\$1.00	\$2.25	\$2.50	\$2.50	\$1.75	\$3.00
Bay District School System	\$1.25	\$1.50	\$1.50	\$2.50	\$2.75	\$2.75		
Brevard County School Board				\$2.10	\$2.50	\$2.50		
Broward County School Board				\$2.00	\$2.35	\$2.50	\$2.70	\$4.00
Citrus County School Board							\$2.50	\$4.00
Clay County School Board	\$1.50	\$1.50	\$1.50	\$2.25	\$2.50	\$2.50	\$2.00	\$3.00
Collier County School Board				\$2.00	\$2.25	\$2.25	\$1.50	\$3.00

Columbia County School Board							FREE	\$2.35	\$3
Desoto County School Board	\$1.00	\$1.00	\$1.00	\$2.50	\$2.50	\$2.50			
Duval County School Board								\$2.55	\$3
Flagler County School Board				\$2.10	\$2.35	\$2.60			
Franklin County School Board				\$2.25	\$2.50	\$2.50	\$2.00	\$4	
Gulf County School Board							\$1.85	\$3	
Hamilton County School Board	\$2.00	\$2.00	\$2.00	\$3.00	\$3.00	\$3.00	\$2.75	\$3	
Hendry County School Board							\$2.20	\$4	
Hillsborough County School Board				\$2.25	\$2.75	\$2.75			
Indian River County School Board	\$1.50	\$1.50	\$1.50	\$2.50	\$2.75	\$2.75	\$2.25	\$3	
Jackson County School Board	\$1.75	\$1.75	\$1.75	\$2.50	\$2.85	\$2.85	\$2.25	\$3	
Lake County School Board							\$2.50	\$4	
Leon County	\$1.00	\$1.00	\$1.00	\$2.00	\$2.25	\$2.25	\$2.00	\$3	



School Board									
Manatee County School Board				\$2.75	\$3.00	\$3.00	\$2.00	\$4	
Monroe County School Board	\$1.75	\$1.75	\$1.75	\$2.50	\$2.85	\$2.85	\$2.25	\$3	
Nassau County School Board	\$1.50	\$1.75	\$1.75	\$2.25	\$2.75	\$2.75			
Okaloosa County School Board	\$1.80	\$1.80	\$1.80	\$2.70	\$2.70	\$2.70	\$2.25	\$4	
Orange County School Board	\$1.35	\$1.75	\$1.75	\$1.90	\$2.75	\$2.75	\$1.75	\$3	
Osceola County School Board				\$2.40	\$2.40	\$2.40	\$2.75	\$4	
Pasco County School Board	\$1.60	\$1.75	\$1.75	\$3.00	\$3.00	\$3.50			
Pinellas County School Board				\$2.25	\$2.75	\$2.75	\$2.25	\$3	
Santa Rosa County School Board	\$1.05	\$1.05	\$1.05	\$2.85	\$2.85	\$2.85			
Sarasota County School Board	\$1.50	\$2.00	\$2.00	\$2.75	\$3.00	\$3.25			
School District Of Escambia Cty	\$1.25	\$1.50	\$1.50	\$2.25	\$2.50	\$2.50	\$2.50	\$4	
School District Of							\$2.75	\$4	

Lee County								
Seminole County Public Schools	\$2.50	\$2.50	\$2.75	\$3.25	\$3.50	\$3.75		
St Johns County School Board (Proposing a meal increase for 23-24)	\$1.25 (\$1.75)	\$1.25 (\$1.75)	\$1.25 (\$1.75)	\$2.80 (\$3.25)	\$2.95 (\$3.50)	\$2.95 (\$3.50)	\$2.50	\$4
St Lucie County School Board				\$2.25	\$2.50	\$2.50	\$3.00	\$4
Union County School Board	\$2.15	\$2.15	\$2.15	\$3.35	\$3.35	\$3.35		
Volusia County School Board							\$2.00	\$3
Walton County School Board	\$2.00	\$2.00	\$2.00	\$2.75	\$3.00	\$3.00		\$4
Washington County School Board	\$1.45	\$1.45	\$1.45	\$2.50	\$2.75	\$2.75	\$1.70	\$3
Florida Average	\$1.53	\$1.61	\$1.62	\$2.47	\$2.72	\$2.76	\$2.25	\$3
National Average	1.73	\$1.75	\$1.80	\$2.75	\$3.00	\$3.00	NA	NA
Clay	\$1.50	\$1.50	\$1.50	\$2.25	\$2.50	\$2.50	\$2.00	\$3
Clay Proposed Increase for 23-24	\$1.75	\$1.75	\$1.75	\$2.50	\$2.75	\$2.75	\$2.25	\$3

**Previous Outcomes**

During the past two years we have increased meal offerings to include new recipe development to meet the requests of the students while placing great emphasis on fresh, healthy options. Over 1.5 million dollars in kitchen equipment upgrades.

**Expected Outcomes**

Collect additional revenue needed to accommodate an increase in costs for food and supplies.

**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 Food and Nutrition Services proposed meal price increase for the 23-24 school year.

**Contact**

**Financial Impact**

NA

**Review Comments**

**Attachments**

DRAFT

June 29, 2023 - Regular School Board Meeting

**Title**

D1 - Approval of the 2023-2028 Strategic Plan

**Description**

This proposed Strategic Plan will serve as the guiding document for all departments within the school district over the next five years. This strategic plan has been prepared by district leadership over the last eight months after conducting surveys, town hall meetings, stakeholder input, and focus groups. These targeted goals and strategies will serve as benchmarks for Clay County District Schools over the next five years.

**Gap Analysis**

**Previous Outcomes**

The district has previously adopted strategic plans for a five-year period and the current plan is set to expire.

**Expected Outcomes**

With the adoption of this proposed strategic plan, district leadership will constantly monitor staff and student progress of all identified goals and strategies. This monitoring will include providing routine updates to the Superintendent who will in turn update the School Board and general public throughout the year.

**Strategic Plan Goal**

**Recommendation**

Recommend Approval.

The Board's approval of the Strategic Plan does not in any way obligate the Board to contracts or financial aspects of any of the initiatives contained in this plan.

**Contact**

Kelly Watt, Chief of Staff, [kelly.watt@myoneclay.net](mailto:kelly.watt@myoneclay.net)

Terri Dennis, Coordinator of Communications, [terri.dennis@myoneclay.net](mailto:terri.dennis@myoneclay.net)

**Financial Impact**

None

**Review Comments**

**Attachments**

June 29, 2023 - Regular School Board Meeting

**Title**

D2 - Human Resources Special Action A

**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

## School Board of Clay County

### June 29, 2023 - Regular School Board Meeting

**Title**

D3 - Human Resources Special Action B

**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**

June 29, 2023 - Regular School Board Meeting

**Title**

D4 - Public Hearing to Approve as Advertised 2023-2024 Student & Family Handbook and Code of Student Conduct

**Description**

Per statutory requirements, the 2023-2024 Code of Student Conduct is being noticed prior to its official adoption by the School Board of Clay County. The Code of Student Conduct is a policy adopted by the district that defines and describes the expected behavior of students while in the learning environment and is a guide for administrators on addressing conduct infractions through intervention and consequences.

**Gap Analysis**

The Code of Student Conduct is updated annually to address new statutory requirements and strengthen existing language based on a review of discipline data profiles.

**Previous Outcomes**

The Code of Conduct was enforced with fidelity by each school.

**Expected Outcomes**

By publicly adopting this revised version of the Student Handbook and the Code of Student Conduct per statutory regulation, the District will continue its cycle of compliance with the Florida Department of Education and allow for public input on the practices and procedures related to student rights and responsibilities as well as how the District handles student misbehavior while in the learning environment.

**Strategic Plan Goal**

Goal: Goal 3 Establish a respectful climate and culture that provides equity and access to all.  
Strategy: 3.2: Develop systems and processes that focus on developing the whole child.

**Recommendation**

That the Clay County School Board approve as advertised the 2023-2024 Student Handbook and Student Code of Conduct.

**Contact**

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

**Financial Impact**

None

**Review Comments**

**Attachments**

- ☞ [Legal Adv. Notice of PH 23-24 Code of Student Conduct.pdf](#)
- ☞ [Summary of Changes - 23\\_24 Code of Conduct.pdf](#)
- ☞ [Board Redline Final - 2023\\_2024 - CCDS Student and Family Handbook and Code of Student Conduct.pdf](#)

**SCHOOL BOARD OF CLAY COUNTY, FLORIDA  
APPROVAL TO ADVERTISE/NOTICE OF PUBLIC HEARING TO  
ADOPT THE 2023-2024 STUDENT AND FAMILY HANDBOOK  
AND CODE OF STUDENT CONDUCT**

**Approval to Advertise:** The School Board of Clay County, Florida (“the Board”) approves the advertisement of The 2023-2024 Student and Family Handbook and Code of Student Conduct.

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

**Access to Text of Proposed Amendments:** The full text of the proposed 2023-2024 Student and Family Handbook and Code of Student Conduct is available for inspection and copying by the public in the Office of the Superintendent for Clay County District Schools, located at 900 Walnut Street, Green Cove Springs, Florida 32043. The full text is also available via the School District’s website at [www.oneclay.net](http://www.oneclay.net) under the School Board Meeting Links, School Board Agendas - May 4, 2023. The Superintendent is authorized to correct technical errors in grammar, numbering, section designations, and cross-references as may be necessary to reflect the intention of such Policy amendments.

**Rule Making Authority:** The Board is authorized to adopt the 2023-2024 Student and Family Handbook and Code of Student Conduct under sections 120.54, 1001.31, and 1001.32 of the Florida Statutes.

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

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

**Public Hearing:** The Board intends to formally adopt the 2023-2024 Family Handbook and Code of Student Conduct following a public hearing. ***The public hearing shall be held on Thursday, June 29, 2023***, during the course of the Board’s regular meeting, which begins ***at 6:00 p.m.*** and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

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

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



# Summary of Changes

## 2023-2024 Student Code of Conduct

The following is a summary of updates and revisions to the student code of conduct.

- **Entire Document** - Dates updated to reflect current year.
- **Entire Document** - Will be justified and pages assigned once finalized.
- **Front Cover** - Board Members updated.
- **Table of Contents** - Changes/Addition of sections and pages updated. Additional sections added to highlight added procedures/information. Page numbers will be adjusted once the deleted portions are removed.

<b>Introduction</b>	
<b>Board Picture</b> (pg 3)	Updated with current Board
<b>Equal Opportunity: Prevention of Discrimination, Harassment, and Bullying</b>	
<b>Title IX</b> (pg 11)	Added updated information about Title IX procedures to comply with current practice and included District contact information.
<b>Coordinator of Student Engagement</b> (pg 11)	Updated phone number.
<b>Attendance</b>	
<b>Absences/Truancy</b> (pgs 17-19)	<ul style="list-style-type: none"> <li>• Added language to emphasize the importance of attendance and strengthen current policy.</li> <li>• Provided definitions and clarified regarding Board Policy 4.01 to provide stakeholders with user friendly language.</li> <li>• Provided a list of examples of excused and unexcused absences.</li> </ul>
<b>Make-Up Work</b> (pg 20)	Removed the word excused (in front of the word “absence”)
<b>Student Conduct</b>	
<b>Dress Code</b> (pg 21-22)	<ul style="list-style-type: none"> <li>• Updated language regarding student ID cards</li> <li>• Clarified the language within the guidelines</li> <li>• Permitted Apparel               <ul style="list-style-type: none"> <li>○ Removed repetitive language from the guidelines</li> <li>○ Adjusted length of shorts, skirts, and dresses</li> <li>○ Adjusted language of holed/frayed jeans to be consistent with shorts, skirts (etc.)</li> <li>○ Clarified “any part of the torso” should be covered.</li> </ul> </li> <li>• Non-Permitted Apparel               <ul style="list-style-type: none"> <li>○ Combined two bullet points to remove repetitive language</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Simplified Head covering definition.</li> <li>● Provided three discipline alternatives for students if they are found in violation of the Dress Code Violations.</li> </ul>
<b>Wireless Communication Devices</b> (pgs 23-24)	<p>Changed Bring Your Own Device to Wireless Communication Devices</p> <p>Provided context for the reason to have Wireless Communication Devices language in the Student Code of Conduct. It is there to protect stakeholders and the learning environment.</p> <ul style="list-style-type: none"> <li>● Added Language to include Audio and Video Recordings</li> <li>● Added language about posting to social media</li> <li>● Added language about recording fights</li> <li>● Deleted, combined, and clarified acceptable and non-permitted use for all students</li> <li>● Defined guidelines only applicable at the Secondary Level.</li> <li>● Included language about use of devices during standardized testing.</li> </ul>
<b>Student Conduct on a School Bus</b> (pg 24)	Clarified Language about parent responsibilities.
<b>Student Conduct in the Restroom</b> (pg 25)	Added new language about Student Conduct in the Restroom
<b>Youth Gang Membership</b> (pg 26)	<ul style="list-style-type: none"> <li>● Clarified language to include both virtual and in person actions.</li> <li>● Gang consideration will be determined through investigation.</li> </ul>
<b><i>Student Accountability, Discipline, and Misconduct</i></b>	
<b>Reports to Law Enforcement Agencies</b> (pgs 32-33)	Updated Language and Terms to match new state requirements.
<b>Discipline Action Matrix</b> (pgs 36-39)	<ul style="list-style-type: none"> <li>● All sections were alphabetized.</li> <li>● Added Wireless Communication Device violation as a level 1 offense.</li> <li>● Updated Language and Terms to match state requirements.</li> <li>● Separated Local and SESIR Level 3 Violations.</li> </ul>
<b>Discipline and Students with Disabilities</b> (pgs 39-40)	<ul style="list-style-type: none"> <li>● Updated language to be more user friendly</li> <li>● Updated procedures to reflect current District practice and alignment to policy</li> <li>● Updated language to align with our Admissions and Placement Manual</li> <li>● Added <b><i>Notice of Rights for Students With Disabilities and Their Parents Under Section 504 of the Rehabilitation Act of 1973.</i></b></li> </ul>

	<ul style="list-style-type: none"> <li>• Relocated <b>ESE Parent Notification</b> to this section.</li> <li>• <b>ESE Parent Notification</b> - Updated language from District ESE to comply with current practice.</li> </ul>
<b>Other Important Information for Families</b>	
<b>Notice of Child Find Activities</b> (pgs 53)	Removed section by the recommendation of the ESE Department.
<b>ESE Parent Notification moved to Section on ESE Discipline</b> (pgs 53-54)	Relocated this section to <b>ESE Discipline</b> (pgs 39/40)
<b>Parental Notification of McKay Scholarship</b> (pgs 52-53)	Removed section by the recommendation of the ESE Department due to redundancy with the Family Empowerment Scholarship.
<b>Notice of Request for IDEA Input</b> (pgs 52-52)	Removed section on advice from District ESE as this information is available on CCDS ESE publications.
<b>Appendix B: Behavior Infraction Codes</b>	
(pgs 59-70)	<ul style="list-style-type: none"> <li>• All Sections Alphabetized</li> <li>• Added Wireless Communication Device Violation Definition</li> <li>• Updated <b>SESIR</b> language and terms to match state requirements.</li> <li>• Separated Local and <b>SESIR</b> Level 3 Violations.</li> <li>• Updated <b>SESIR</b> Examples and Non Examples to align with those published by the FLDOE</li> <li>• Linked All <b>SESIR</b> Events to the FLDOE <b>SESIR</b> definitions.</li> </ul>

# Student and Family Handbook and Code of Student Conduct 2022–2023 – 2024



**David S. Broskie**  
**Superintendent of Schools**

CLAY COUNTY SCHOOL BOARD

District 1: **Erin Skipper** ~~Janice Kerekes~~

District 2: Mary Bolla

District 3: Beth Clark

District 4: **Michele Hanson** ~~Tina Bullock~~

District 5: Ashley Gilhousen

**Clay County District Schools**

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# Introduction

## Superintendent's Message

Dear Parents and Guardians:

~~Clay County District Schools is committed to being a world-class education system that focuses on providing students a public education experience that is motivating, challenging, and rewarding for all students in a safe and healthy environment. The 2022-2023 Student Code of Conduct details the expectations for student behaviors that encourage a positive learning experience for all. These skills build a foundation for students to obtain academic and personal success.~~

Clay County District Schools is firmly committed to ensuring that every student can succeed within a safe and positive learning environment. The 2023-2024 Student Code of Conduct details the expectations for student behaviors that encourage a positive learning experience for all. These skills build a foundation for students to obtain academic and personal success.



The Student Code of Conduct is the District's policy that is approved each year by the Clay County School Board. This handbook contains important information to ensure your child has a successful school year. **Well-informed parents and guardians have always been our best partners in this work.** I ask that you please review the Student Code of Conduct with your child, discuss the content within the handbook, and complete the acknowledgment form. Should you have any questions or concerns, I encourage you to reach out to your child's principal and they will be happy to assist with any questions regarding our policies and procedures within the handbook. **As always,** parental and caregiver support is crucial to student success and well-being and I thank you for your partnership as we provide an educational experience to our students that will help them grow, achieve, and reach their full potential.

Respectfully,

David Broskie

## Jurisdiction of the School Board



This Handbook and all of its referenced policies and procedures is in force at all times on all school campuses and properties, as well as such times and places, including but not necessarily limited to, school sponsored events, field trips, athletic functions and other activities where school administrators have jurisdiction over students.

Jurisdictional control over the student may extend to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, or welfare of the school. With respect to bullying and harassment behavior, jurisdiction of the Board extends to data or computer software accessed at a non-school related location, activity, function, or program, or to technology or an electronic device that is not owned, leased, or used

by the Clay County District Schools.

Our primary role as School Board members is to ensure the safety of all school district members and guests, and to craft policies that reflect the spirit of our communities while also considering the future of our most precious asset – the kids. This Handbook is just one of those guides that help to make our schools great. We are honored to be given this opportunity, and look forward to the collaboration and partnership that makes Clay County a truly special place to live.

## Mission, Vision, and Philosophy

### Our Mission

Our mission is to work collaboratively with all stakeholders to provide a public education experience that is motivating, challenging, and rewarding for all children. We will increase student achievement by providing students with learning opportunities that are rigorous, relevant and transcend beyond the boundaries of the school walls. We will ensure a working and learning environment built upon honesty, integrity, and respect. Through these values, we will maximize student potential and promote individual responsibility.

### Our Vision

The School District of Clay County exists to prepare life-long learners for success in a global and competitive workplace and in acquiring applicable life skills.

### Our Philosophy

Instruction should occur in an environment that promotes the highest level of learning. Effective instruction requires high levels of student engagement, innovation of classroom rituals and routines, and clearly articulated behavioral expectations. This is described as the absence of distractions, frictions, and disturbances that interfere with the effective functioning of the student, class, and school. It is the presence of a friendly, student-centered environment in which students and school personnel work cooperatively toward mutually recognized and accepted goals, and in which the parent and the school develop and maintain a positive, collaborative relationship focused on what is best for the learner.

As a student progresses through the grade levels, it is reasonable to assume that an increase in age and maturity will result in the student assuming new opportunities to grow and greater responsibility for their actions. It is recognized that differences in age and maturity require different types of opportunities and disciplinary action; while maintaining a fair and equitable system that is applied to all students in grades PreK-12.

To assist parents, administrators, and faculty in maintaining a positive learning environment, this Student & Family Handbook, along with its embedded Code of Student Conduct, will:

- Describe the role of the home, student, and school in the education of the learner.
- Describe student's rights and responsibilities as part of the learning environment.
- Describe student conduct and processes associated with student misconduct.
- Describe aspects of student health and wellness, safety and security, and other relevant information that will help lead to a positive experience for all stakeholders.

The content of this Handbook will be shared with all students, parents, faculty, and councils associated with district and school teams, in language that is understandable to the audience, through multiple media and



sensory platforms, and in writing when requested by an individual, to ensure that a common understanding is established for the education of our children and youth.

DRAFT

# Student Rights and Responsibilities

It is the intent of this document to help students understand that individual rights involve associated responsibilities, and that individual rights must be viewed in relationship to the health, safety, and welfare of the entire school community. The principal shall assume administrative responsibility and instructional leadership under the supervision of the Superintendent, and in accordance with rules and regulations of the School Board for planning, management, and operation of the school to which the principal is assigned. The faculty and staff shall assist in the orderly operation of the school and assure the rights of students.

## School Participation

Regular attendance by students will facilitate the development of the skills and knowledge necessary to function in a modern democratic society. School staff, parents, students, and appropriate state agencies are expected to work together to ensure that all applicable school attendance laws are obeyed.

Student Rights	Student Responsibilities
To be informed of School Board policies and individual school rules regarding absenteeism and tardiness.	Take advantage of their educational opportunity by attending all classes daily and on time.
To appeal a decision pertaining to an absence.	To provide the school with an adequate explanation and documentation indicating the reason for an absence.
To make up class work within a prescribed length of time in case of an excused absence.	To request the make-up assignment from their teachers upon their return from an excused absence and to complete the work within a reasonable length of time as determined by school board policy (1 day per each day of absence).

Clay County District School employees are not responsible for supervising students who arrive on school property 30 or more minutes before school or a school-sponsored activity is scheduled to begin. Further, Clay County District School employees are not responsible for supervising students who remain on school property 30 minutes or more after school ends, or 30 or more minutes after a school-sponsored activity ends.

## Learning Experiences and Outcomes

Active involvement in the learning process is critical to academic success, and is a complex interaction between age, maturity, ability, and personal commitment. For all learners, the level of engagement with the material and the experiences will be reflected in grades and assessments.

Student Rights	Student Responsibilities
To have equal educational opportunity with regard to academic programs and extracurricular activities.	To pursue participation in academic programs and extracurricular activities of interest and that are commensurate with ability.

To be informed of district curriculum course descriptions that will facilitate informed choices.	To actively pursue assistance from qualified school staff with course selection that is consistent with ability and program of study.
To receive instruction in courses of study under competent instructors and in an atmosphere free from bias and prejudice.	To cooperate fully and exert every effort to achieve mastery at the highest level possible.
To receive access to instructional materials and resources for the subject(s) they are studying.	To take care of instructional materials/resources issued to them and to pay for lost or damaged instructional materials.*
To receive and have explained to a teacher's grading criteria at the beginning of each year long or semester course.	To become informed of the grading criteria and any updates to grading rubrics.
To receive reasonable notification of failure or potential failure during the grading period when it is apparent unsatisfactory work is being performed.	To maintain standards of academic performance commensurate with ability, and to make every effort to improve performance upon receipt of notification of unsatisfactory progress

\*[Florida Statutes 1006.42\(1\)](#): Each Parent of a student to whom or for whom instructional materials have been issued, is liable for any loss or destruction of, or unnecessary damage to, the instructional materials or for failure of the student to return the instructional materials, and shall pay for such loss, destruction, or unnecessary damage as provided by law.

## Freedom of Speech and Expression

Citizens in our democracy are guaranteed self-expression under the 1st and 4th Amendments of the United States Constitution; therefore, in a democratic society, one of the basic purposes of education is to prepare students for responsible self-expression.

Student Rights	Student Responsibilities
To form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous, or libelous.	To respect the rights, property, and beliefs of other individuals, to express disagreement in a manner which does not infringe upon the rights of others, and does not interfere with the orderly educational process.**
To not be subject to disciplinary action because of use of a language other than English if the student has limited English proficiency.	To act in a manner which preserves the dignity of patriotic observances.
To affirm their identity with the American ideals as allowed and encouraged by state law.*	To respect the religious beliefs and observances of others.
To refrain from any activity which violates the precepts of their religion.	To plan for, seek approval of, and conduct activities which are consistent with the educational objectives of the school.
To petition and survey student opinion in accordance with the procedures that are established by the principal and consistent with school district guidelines.	

\*Pursuant to [F.S. 1003.44](#).

## Privacy and Property Rights

Federal and State laws provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school’s responsibility to protect the health, safety, and welfare of all students (4th Amendment of the United States Constitution).

Student Rights	Student Responsibilities
To maintain privacy of personal possessions unless school personnel have reasonable suspicion to believe a student possesses any object or material which is prohibited by law or School Board Policy.	To not carry or conceal any such material that is prohibited by law or would detract from the educational process.
To attend school in an educational environment in which personal property is respected.	To respect the property rights of the public at large as well as those of individuals, and to refrain from destruction of, or damage to such property.
To be informed of state laws governing the search of personal effects while on school property, including lockers, backpacks, purses and gym bags.*	To accept the consequences for content stored within an assigned locker or other storage device.*

\*Pursuant to [F.S. 1006.09\(9\)](#), school officials may conduct a warrantless search of a student’s locker, vehicle, or any storage area on school property if such officials have reason to believe that illegal, prohibited, or harmful items may be concealed.

## Student Executive Officers

Effective student associations are the forums for the training and involvement of students in the democratic process, and promote the ideals of shared governance, respecting differing opinions, and engaging productive discourse with one another. Members of the school community share the responsibility for shaping such associations into positive instruments for student involvement.

Student Rights	Student Responsibilities
To form and operate executive officers within student groups under the direction of a faculty advisor.	To elect student executive officers and representatives in student groups who are responsive to the needs of the school and who will work constructively toward the resolution of such needs.
To seek an executive office in student government or other student organization regardless of race, sex, color, creed, or political beliefs.	To conduct election campaigns in a positive, mature manner, with all due respect provided their opponents.
To attend, as a student executive officer or representative, official student group meetings upon approval of such meetings by the school principal.	To attend regularly scheduled meetings, if an elected student representative, and exhibit appropriate conduct at all times.

## Student Publications

Education is the process of inquiry and learning, acquiring and imparting knowledge, and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the entire student body.

Student Rights	Student Responsibilities
To possess, post, and distribute forms of literature that are not inherently disruptive to the school program through means such as, but not limited to, newspapers, magazines, leaflets, pamphlets, and online forums.	To use only those bulletin boards or wall areas designated for use by students and student organizations, and accept responsibility for the effect that the posting might have on the normal activities of the school.
To be free of censorship on their publications except within the framework of guidelines previously agreed upon by students and administrators.	To refrain from publishing libelous and obscene materials, to seek full information on the topics about which they write, and observe the normal rules for responsible journalism under the guidance of the faculty advisor.
	Principals may suppress or recall literature which they consider primarily commercial in nature or material which could endanger the orderly operation of the school.

## Pledge of Allegiance Notice

Pursuant to [F.S. 1002.20\(12\)](#), students have the right not to participate in reciting the pledge. Upon a written request by his or her parent, a student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

## Role of Home, Student, and School

In order for effective instruction to occur, there must be a cooperative relationship between student, parent, and educator. This relationship may be described as follows:

### Parents or Guardians Who:

- assume responsibility for their child's behavior.
- maintain regular communication with the school and encourage their child to maintain acceptable behaviors specific to their home, community, and school.
- ensure that their child is in daily attendance, and promptly report and explain an absence to the school. provide their child with the resources needed to complete class work.
- assist their child in developing grooming habits consistent with a school environment.
- bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- discuss report cards and work assignments with their child.
- maintain up-to-date contact information and addresses at the school, including medical provider and hospital preference.

### Students Who:

- attend all classes daily, and arrive on time.
- are prepared to come to class with appropriate working materials.
- are responsible for their own work and actions.
- are responsible for delivery of written communications to their parent/guardian.
- are respectful to all individuals and property.
- refrain from profane or inflammatory statements.
- maintain grooming habits appropriate for a school environment.
- abide by the rules and regulations set forth by the school and individual classroom teachers, while conducting themselves in a safe and responsible manner.

### Schools That:

- encourage the use of good guidance procedures.
- maintain an atmosphere conducive to good behavior.
- exhibit an attitude of respect for students.
- plan a flexible curriculum to meet the needs of all students.
- promote effective training and discipline based upon fair and impartial treatment of all students.
- develop a positive working relationship among staff, students, and community partners.
- encourage the school staff, parents and students to use the services of community partners.
- encourage parents to maintain regular communication with the school and participate in its affairs.
- seek to involve students in the development of district policy.
- inform all employees of their requirement to report to law enforcement felony offenses and violent misdemeanors or delinquent acts which would be a felony offense if committed by an adult on or near school property.

## Equal Opportunity: Prevention of Discrimination, Harassment, and Bullying

### Notice of Non-Discrimination

#### Notice of Non-Discrimination and Procedures for Handling Allegations of Possible Discrimination within Clay County District Schools - Employment and Programs

Non-discrimination and diversity are foundation principles of the School Board. It is School Board policy to hire and promote the best qualified candidate measured against the requirements of the job and to provide equal employment and advancement opportunity for all individuals without discrimination because of race, color, gender, religion, age, national origin, disability, veteran, marital status or any other protected status.

The School Board also makes reasonable accommodations for disabled employees. Employees who would like to be considered for accommodation assistance should contact the Assistant Superintendent for Human Resources. Information obtained concerning individuals requesting accommodations is kept confidential, to the extent possible, except that principals and supervisors may be informed regarding restrictions on the work duties of disabled individuals and information regarding necessary accommodations.

The policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

The Clay County School Board reaffirms its Equal Education Opportunity (EEO) commitment as follows:

- Guidance counseling, financial assistance and access to academic, career and vocational opportunities are available without regard to race, religion, color, sex, marital status, age, national origin, disability, or other protected status.
- Criteria for admission to programs and courses do not have the effect of restricting access.
- Recreational and athletic activities do not exclude participation in, deny benefits of, or treat people differently on the basis of sex.

The Policy of the Clay County School Board ([6GX-10-1.06](#)) relative to Non-Discrimination states the following:

DISCRIMINATION ON THE BASIS OF RACE, RELIGION, COLOR, SEX, MARITAL STATUS, AGE, NATIONAL ORIGIN, PREGNANCY, OR DISABILITY IS PROHIBITED IN THE EMPLOYMENT OF PERSONNEL IN THE PROVISION OF EDUCATIONAL PROGRAMS AND IN THE CONDUCT OF THE BUSINESS AFFAIRS OF THE CLAY COUNTY SCHOOL SYSTEM, AND PROVIDES EQUAL ACCESS TO THE BOY SCOUTS AND OTHER DESIGNATED PATRIOTIC GROUPS.

(Ref. F.S. 760.10; F.S. 760.50; Federal Civil Rights Acts title VI, VII, IX; Section 504F. Rehabilitation Act, 1973-78; IDEA, ADEA; Equal Pay Act; Americans with Disabilities Act)

The procedures outlined below shall be used for the processing of allegations of possible discrimination.

- All such allegations should be discussed initially on an informal basis with the school principal, supervisor or appropriate division head directly responsible for the area of concern. Such discussion should be held within ten (10) days of alleged incidents(s) if possible.
- In addition, each school has a school-based Title IX Coordinator, which is listed under each school's webpage under the administration tab. A compiled list can be found on the [District's Title IX webpage](#). Any student matter not resolved by the school principal to the satisfaction of the aggrieved party shall be referred to the attention of the Title IX Office.

Title IX Office  
School District of Clay County  
900 Walnut Street  
Green Cove Springs, Florida 32043  
Telephone: (904) 336-6919

- Any student matter not resolved by the school principal to the satisfaction of the aggrieved party shall be referred to the attention of the following office:

Coordinator of Student Engagement  
School District of Clay County  
900 Walnut Street  
Green Cove Springs, Florida 32043  
Telephone: (904) 336-5000 6917

- Any **Human Resources** matter not resolved by the school principal or division head to the satisfaction of the aggrieved party shall be referred to the attention of the following office:

Assistant Superintendent for Human Resources



- All complaints of discrimination or harassment shall be investigated fully and all person(s) involved shall be questioned. The aggrieved party may be required to appear in person to answer questions.
- Such investigation shall be initiated within fifteen (15) days of receipt of the complaint. If an extension of the timelines is deemed necessary, the aggrieved party shall be notified of such extension prior to the end of the fifteen (15) days.
- Retaliation against any person who makes a complaint pursuant to this policy, or who participates in any investigation initiated pursuant to this policy, will not be tolerated. Any employee who engages in such retaliation shall be subject to disciplinary action up to and including termination.

## Discrimination/Harassment

Discrimination is defined as treating a person of a particular group differently based on their protected class characteristic. Harassment is defined as verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of the person's protected status and has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive education environment. Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the district's premises or circulated by e-mail, phone (including voice messages), text messages, social networking sites, or other means. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

It shall be a violation of District policy for any student, teacher, administrator, or other district personnel to harass a student or adult through conduct of a sexual nature, or regarding race, color, sexual orientation, national origin or disability as defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment based on race, color, sexual orientation, national origin, or disability by a student, teacher, administrator, or other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Examples of conduct that may constitute harassment based on race, color, sexual orientation, or national origin, include:

- graffiti containing offensive language which refers to a person's race, color, sexual orientation, or national origin
- name calling, jokes, or rumors
- threatening or intimidating conduct directed at a person because of his/her race, color, sexual orientation, or national origin
- racial or ethnic slurs, negative stereotypes, and hostile acts based on another's race, color, sexual orientation, or national origin
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, that person's race, color, sexual orientation, or national origin



- other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, sexual orientation, or national origin

Harassment based on a disability consists of verbal or physical conduct relating to an individual's physical or mental impairment when the harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from services or opportunities in an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct that may constitute harassment because of a disability include:

- graffiti containing offensive language derogatory to a person because of their physical or mental disability
- threatening or intimidating conduct directed at another because of that person's physical or mental disability

For additional information, please refer to District Policy Rule 1.11.

## **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature in the workplace. Sexual harassment can take two forms: 1) hostile environment and 2) "quid pro quo" which means "you do something for me and I'll do something for you" in a sexual context.

All public schools receiving any federal funds must also comply with Title IX of the Education Amendments of 1972. A school has a responsibility to respond promptly and effectively to a claim of sexual harassment or sexual violence. Title IX requires schools to adopt and publish grievance procedures for students to file complaints of sex discrimination, including complaints of sexual harassment or sexual violence. Schools can use general disciplinary procedures to address complaints of sex discrimination but all procedures must provide for prompt and equitable resolution of sex discrimination complaints.

## **Bullying**

Bullying is defined as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student, or would be reasonably assumed to cause harm. Bullying is prohibited against any student for any reason, including but not limited to, any such behavior that is directed toward a student on the basis of academic performance, or against whom federal and state laws prohibit discrimination.

To guide the investigation of alleged bullying, three key elements must be present in order to fall into the Substantiated Bullying category. This includes behaviors that are repeated, or could be reasonably repeated, intentional, and reflect a power imbalance between the individual engaged in bullying behavior and the one being bullied.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, or purposely excluding someone from a group. Cyberbullying is a specific form of bullying using technology to hurt, harm or humiliate another individual or group.

## Reporting Discrimination, Harassment, and Bullying

If you feel you have been a victim of, or witness to, discrimination, harassment, or bullying, report it immediately. Retaliation for reporting is not tolerated. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or report of harassment/bullying/hazing and the investigative procedures that follow. The following actions are encouraged in reporting this behavior:

- Students are always encouraged to report the complaint directly to a teacher, school counselor, school administrator, or parent.
- If a student or other person familiar with the situation would like to submit a report anonymously, they may call the Bullying Hotline at (904) 336-6799.
- If the accused is a district employee, the student or parent should contact Human Resources at (904) 336-6706.
- If the accused is an adult not employed by the school district, the student or parent should contact the school principal.

## Procedures for Investigating Accusations of Harassment and Bullying

- When a report is made, the school principal will notify the parents of both the student(s) accused of bullying and the student(s) that has been allegedly bullied within 48 hours. This notification will include a description of the accusation and the process for investigation that will take place, along with a timeline of action.
  - It is expected that a thorough investigation will require more than one day but will be completed in a timely manner. It must review more than a single incident to be considered bullying behavior but not for harassment or hazing.
- The principal will designate a staff member that can remain neutral to lead the investigation.
- All interviews of students and adults will be documented and uploaded into the SIS referral system. All interviewees should be prepared to give as much detail as possible regarding who, what, when, where, and how the behavior allegedly occurred.
- The School Counselor will be notified within 48 hours of the report in order to meet with the student(s) that was harassed, bullied, or hazed, to determine their counseling needs.
- Collection and evaluation of facts will include:
  - the nature of the behavior
  - how often the behavior occurred
  - past incidents or past continuing patterns of behavior
  - relationship between the parties involved, including any positions of power one may have over another
  - race, national origin, sex, disability (if any) and age of the person being harassed or bullied
  - identity of the student(s) bullying others
  - locations of all incidents
  - impact on educational progress and educational environment
  - context in which the alleged incidents occurred
- Once an investigation is completed, information and findings are entered into the SIS and appropriate actions are taken regarding student discipline per this Code of Student Conduct and supports put in place for all individuals involved.

- The principal will notify the parent of the student being harassed or bullied of the Hope Scholarship program within 15 days of the initial report and provide them with requisite paperwork for submission to the state.

A maximum of 60 school days shall be the limit for the initial filing of incidents that fall under the Federal guidelines for harassing behavior and completion of the investigative procedural steps.

## ***HOPE Scholarship***

Section 1002.40, Florida Statutes, was established in last year's legislative session and provides the parent of a public school student who was subjected to an incident of bullying or violence (a complete list of incidents is found in section [1002.40\(3\), F.S.](#), an opportunity to transfer to another public school, or request a scholarship for the student to enroll in and attend a participating private school. The law states in part, "Upon receipt of a report of an incident, the school principal, or his or her designee, shall provide a copy of the report to the parent and investigate the incident to determine if the incident must be reported as required by [1006.09\(6\) F.S.](#) Within 24 hours after receipt of the report, the principal or his or her designee shall provide a copy of the report to the parent of the alleged offender and to the superintendent.

Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the school district shall notify the parent of the program and offer the parent an opportunity to enroll his or her student in another public school that has capacity or to request and receive a scholarship to attend an eligible private school, subject to available funding."

Please go to the [FLDOE website](#) for more detailed information.

## **Student-Led Organizations**

Student-led organizations are permitted in secondary schools, and such organizations are allowed to meet on school premises during non-instructional time, as designated by the school principal. Students wishing to establish an organization shall work with their school and within district policy. Membership in all student organizations shall be on a voluntary basis and only open to students currently enrolled in the school at which meetings are to be held. Student organizations shall not engage in any activity which is contrary to law, district policy, or school rules.

## **Student Activities, Athletics, and Extracurricular Activities**

Organized clubs and activities are characteristic of student life from the elementary school through college, and are characteristic of adult life as well. All members of the school community share the responsibility for organizing and supporting clubs and activities that meet student needs and serve definite and worthwhile purposes.

## **Rules for Student Activities and Clubs**

- Clubs and activities must be open to all qualified students.
- Clubs cannot interfere with school activities and School Board policies must be followed.

- ❑ Clubs must have a charter and a constitution that state the membership qualifications and the rules of conduct (written by both students and teachers, be approved by the administration, and be kept on file so that all students, parents, and school personnel may read them).
- ❑ Local chapters of national organizations whose charters are prescribed are exempt from the requirement that they must be written by both students and teachers.
- ❑ Clubs must have a faculty sponsor approved by the administration; this sponsor must be at all meetings/events and with chaperones when appropriate.
- ❑ Club members cannot be hazed pursuant to School Board Policy 4.11 and F.S. 1006.135(1). Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Hazing includes any forced activity that could adversely affect the mental health or dignity of the student. Students are always encouraged to talk to parents and school administrators about any activity in which they are made to feel uncomfortable. Demeaning or dangerous activities are not necessary to be a part of a team or group.
- ❑ Club dues must be reasonable.
- ❑ Club meetings must be held on the school grounds except for special meetings/events approved by the administration.
- ❑ Club money must be handled through the school's internal accounts system.

NOTE: [Florida Statute 1006.14](#): Secret societies prohibited in public K-12 school states that (1) It is unlawful for any person, group, or organization to organize or establish a fraternity, sorority, or other secret society whose membership is comprised in whole or in part of students enrolled in any public K-12 school or to go upon any public K-12 school premises for the purpose of soliciting any students to join such an organization.

A student not currently suspended for interscholastic extracurricular activities, or suspended or expelled from school, pursuant to the district's suspension or expulsion authority provided in law is eligible to participate interscholastic extracurricular activities pursuant to [F.S. 1006.195\(1\)](#).

Per [F.S. 1006.09\(2\)](#), if a student is convicted of, or is found to have committed a felony or a delinquent act, including an off-campus incident which would have been a felony if committed by an adult, the student's eligibility in interscholastic extracurricular activities is contingent upon local administration policy, regardless of whether or not adjudication is withheld.

Students who participate in interscholastic extracurricular activities for, but are not enrolled in a district public school, are subject to the district's code of Student Conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.

All junior high students must have a 2.0 on a 4.0 GPA scale at the conclusion of each semester. A high school student must have a cumulative 2.0 GPA on a 4.0 unweighted GPA scale at the conclusion of each semester.

Students are limited to four years of athletic eligibility upon entering high school.

The Florida High School Athletic Association continues to retain jurisdiction over eligibility rules dealing with recruitment violations and sanctions against students.

## Attendance

## Compulsory School Attendance

Florida Law ([Section 1003.21, Florida Statutes](#)) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term. A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date of which the student attains that age if he/she files a formal declaration of intent to terminate school enrollment with the school district. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent or legal guardian. [F.S. 1003.21\(1\)\(c\)](#).

Florida law ([Section 1003.26, Florida Statutes](#)) specifies steps for enforcement of regular school attendance. It is the responsibility of the school district superintendent to enforce school attendance of all children who are subject to compulsory school age requirements. The responsibility includes:

- Develop policies and procedures to ensure that schools respond in a timely manner to each unexcused absence, or absence for which the reason is unknown.
- Contact the home for every unexcused absence or absence for which the reason is unknown, to obtain parent justification for the absence.
- Evaluate each justification and, based on district policy, determine whether the absence is excused or unexcused; if excused, allow the student to make up assigned work without academic penalty.
- Track excused and unexcused absences.
- Identify and refer students who may be developing a pattern of nonattendance to the school child study team for intervention services.
- Schedule a meeting with certain identified parents to discuss their child's attendance.
- Implement prevention and intervention strategies to address truancy and attendance issues as required for drivers' licenses and related requirements for habitual truants.
- Send a notice to the superintendent of schools and to the district home education contact regarding patterns of nonattendance for specific students.
- Refer habitual truancy cases to the case staffing committee and/or child-in-need-of-services provider for assistance.

## Absences/Truancy

Absenteeism, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism, and a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery. **One of the greatest indicators of success is simply showing up on a daily basis.**

The parent/guardian has the responsibility to ensure the student is rested and prepared for the rigor of a learning environment.

**All elementary, middle and high school students who are absent will be marked "unexcused" (U) until the parent/guardian notifies the school in writing and justifies the absence with one of the acceptable reasons as defined below.**

- Failure to do so within three (3) school days may cause the absence to be recorded as "unexcused".
- In the case of excessive or extended absences, which are claimed to be due to illness, upon request of the principal or designee, a parent must provide documentation (doctor's statement) of a student's illness.

- ❑ Excessive or extended absences are considered five (5) in one grading period, ten (10) in one semester or twenty (20) in a calendar year, or a history of excessive absences per period. Absences that meet this threshold as defined above will require a doctor's note. The principal of the school shall determine when it is necessary to require a doctor's note from the student's medical provider and require the parent/guardian to provide a copy to their child's school within a reasonable period of time as determined by the principal or designee.

Reasons for acceptable (excused) absences include but are not limited to: An absence from school under the following circumstances shall be considered excused:

- ~~❑ With permission—The absence was with the knowledge and consent of the principal of the school that the student attends. It is the responsibility of the parent/guardian to provide a written statement to the school explaining the absence within three (3) school days following the return of the student to school. If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such excuse provides that a student's condition justifies absence for more than 5 days per grading period/10 days per semester/20 days per year. The principal of the school shall determine when it is necessary to require a physician's statement from the student's medical provider and require the parent/guardian to provide a copy to their child's school within a reasonable period of time as determined by the principal or designee.~~
- ❑ **Scheduled doctor or dentist appointments.**
- ❑ **Illness of the student.** ~~Sickness, injury, or other insurmountable condition—Attendance was impractical or inadvisable on account of sickness or injury, or was impractical because of some other stated insurmountable condition.~~
- ❑ **Major illness in the immediate family of the student (immediate family is determined as parents, brothers, sisters, grandparents, aunts, uncles, legal guardians or persons "in loco parentis," or a member of one's own household)**
- ❑ **Death in the immediate family of the student.**
- ❑ Financial inability to provide necessary clothes for the student when reported by the parent in writing to the Superintendent and validated by the Superintendent (FS 1003.24(3)).
- ❑ **Religious holiday of the student's faith** ~~Absence for religious instruction or holidays—A student with the written consent of his or her parent/guardian shall be excused from attendance in school on a particular day or days, or at a particular time of day, and shall be excused from any examination, study or work assignment at such time to participate in religious instruction, for observance of a religious holiday or because tenets of his or her religion forbid secular activity at such time.~~
- ❑ **Religious instruction**
- ❑ **Religious institutes, conferences, or workshops, provided that the principal or designee approves the absence in advance.**
- ❑ The principal shall reserve the right to refuse a student's request for released time, if according to the provisions of the district's student progression plan:
  - The student is not enrolled in sufficient courses to allow for the student's promotion or graduation, and thus the released time would not be equivalent to an optional period.
  - The student's grades/academic progress is insufficient to allow for the student's promotion or graduation.
- ❑ Absences due to head lice will be excused. However, once a student has accumulated 10 absences during a school year due to head lice, the school will refer the case to the School Social Worker for family support and appropriate intervention, including a possible referral to the Truancy Arbitration Program through the State Attorney's Office. Unusual circumstances may be addressed by the principal to go beyond these 10 days for excused absences.



- Subpoena or forced absence by any law enforcement agency, a copy of the subpoena or court summons must be submitted to the school.
- For purposes of attendance, school related activities would not be counted as absences from school.
- Issues and occasions specific to military families

An absence from school under the following circumstances may be considered unexcused.

- The absence was without the parent/guardian's knowledge or consent.
- Permission for the absence was requested but denied by the principal of the student's school.
  - ~~This could include the following: No written statement of the absence from the parent/guardian has been received by the school explaining the reason for the absence within three (3) school days following the return of the student to school.~~
    - Shopping trips
    - Pleasure trips
    - Suspension
    - Appointments without prior approval
    - Truancy
    - Other avoidable absences

The principal has administrative discretion in cases of excessive absences to reject a written note and consider the absence as unexcused when absences are seriously impacting academic progress, with the exception of sickness, injury or insurmountable conditions.

For additional information, please refer to [District Policy Rule 4.01](#).

### **Senior Attendance Policy**

Students must be in attendance for at least 90% of their total possible class periods during their senior year of high school to participate in commencement ceremonies. Once all attendance is recorded and verified, the rate of attendance will be pulled from the Student Information System.

This is not an excused/unexcused absence policy; it is an attendance policy. The type of absence does not matter with the following exceptions:

- doctor appointments or doctor mandated stay at home that is documented on a physician's professional stationary subpoenas to court
- bereavement time for an immediate family member
- participation in a school-sanctioned activity
- pre-approved college visits documented by email or regular mail correspondence
- parent approved absence from school

It is the student's responsibility to bring verification from the doctor, parent or court for an exception; otherwise the absence will count against the policy. Verification must be supplied within three school days following the absence.

NOTE: All decisions regarding participation in graduation activities as a function of the Senior Attendance Policy will be at the discretion of school administration.

### **Truancy**

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

Absence by a student for twenty (20) or more days during the school year shall create a strong presumption that the student has failed those subjects or courses in which he is enrolled during that period. For semester courses, ten (10) days shall apply; for individual grading periods, five (5) days shall apply. Such a presumption may be overcome by effort or performance which satisfies the teacher(s) involved, that such student should receive other than a failing grade. A review committee representing the administration, the instructional staff, and guidance, appointed by the principal, will review each such case individually and will make recommendations. Individual teacher(s) shall give strong consideration to the recommendation of the review committee in determining the effort or performance of the student.

## **Attendance Requirements for Minors to Maintain Driving Privileges**

Recognizing the importance of education and keeping the students in school, the 1997 legislature enacted [322.091 F.S.](#) relating to the driver's license for students, ages 14 to 18, as an incentive for students to stay in school and continue their education. In order for a student to retain or obtain his/her regular Florida driver's license or learner's driver's license, the student must comply with compulsory school attendance. Accumulating 15 unexcused absences in a period of 90 calendar days or failure to remain enrolled in school will result in being classified as a habitual truant and the loss of said license, or the withholding of the necessary forms to obtain a license by the Florida Department of Highway Safety and Motor Vehicles. ([F.S. 1003.27\(2b\)](#)). Parents and students will need to contact the school district at (904) 336-9639 for detailed information regarding reporting, reinstatement, and appeal procedures.

For additional information, please refer to [District Policy Rule 4.53](#).

## **Make-Up Work**

It is essential that students absent from school make up work missed. It is the responsibility of the student and the family to initiate requests for, and to pick up, make-up work on the day the student returns to class from an excused absence. All work missed from an excused absence can be made up within 24 hours for 100% credit. For example, if a student misses three days, they have three days to complete missing assignments for full credit.

## **McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act of 2000 (Subtitle VII-B) per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act, ensures homeless children transportation to and from school free of charge, allowing children to attend their school of origin (last school enrolled or the school they attended when they first became homeless) regardless of what district the family resides in. It further requires schools to register homeless children even if they lack normally required documents, such as immunization records or proof of residence. Local school districts must appoint Local Education Liaisons to ensure that school staff are aware of these rights, to provide public notice to homeless families (at shelters and at school) and to facilitate access to school and transportation services. Contact information and eligibility documents can be found at [Project REACH](#).



# Student Conduct

It is the belief of the Clay County District Schools that teachers and students deserve school environments that are safe, nurturing, and conducive to education and development. Creating a positive school/classroom climate while decreasing student time spent outside of the classroom now requires close attention to the social and emotional needs of the student as well as the behavioral intent. In the event that the school or classroom discipline has been disrupted to a level where a school must take action, the following information outlines the steps and the powers that the District will and must take.

## Academic Honesty

Clay County District Schools recognizes the importance of promoting a learning environment, whether traditional or distance learning, that values academic honesty. In order to foster ethical behavior among students, it is critical to educate all students regarding the characteristics of academic integrity. When engaged in learning activities, students should demonstrate the discipline necessary to seek guidance from their instructor rather than resorting to inappropriate behaviors that may undermine their own academic and personal development. This is a shared responsibility of all students, families, teachers, and staff.

## Dress Code

Responsibility for the dress and appearance of students generally rests with individual students and their families. Students may wish to express themselves by the manner of their dress and appearance; however, students shall not wear clothing or affect an appearance at school or school-sanctioned activities or events that are or may be disruptive to the educational environment. Clay County District Schools standards on student attire are intended to help students focus on schoolwork, reduce discipline problems, and improve school order and safety. Subject to approval, principals, working with their school community, may establish additional specific standards for their schools. Any such standards must be published and distributed to families.

Dress and personal appearance of students should be a positive reflection on the family, student, school and community. A good rule of thumb: if there is a question about whether an outfit would be acceptable, choose a different outfit. Ultimately, school leadership reserves the right to determine if the dress code is being violated.

The following guidelines are to be followed:

- All students shall be properly groomed and attired appropriate to the activity when on school property or participating in school-sponsored events.
- Students should have a school ID in their possession while on campus, and present their school ID to staff upon request.** ~~School IDs must be worn and visible at all times.~~
- Students shall be dressed so they will not present a clear danger to health and safety. **Clothing** should be tailored in such a manner that because of fit, design, color, texture, or inadequate coverage of the body does not create a classroom or school disruption as determined by administration, **or expose inappropriate areas of the body while in normal activity.**

### Permitted Apparel:

- ~~Outfits are to be tailored in such a manner so as not to expose inappropriate areas of the body while in normal activity.~~

- Shorts, dresses or skirts should **come to the middle thigh** ~~be 3 inches above the knee~~ or longer. If leggings are worn **with the above mentioned clothing items**, then the top **layer of clothing (shorts, dress, skirt, etc.)** **MUST come to the middle thigh** ~~be the proper length of 3 inches above the knee~~ or longer.
- Pants and shorts should be worn at the waistline without the necessity of support whether a shirt is tucked in or out and fastened at the top closure. Belts will be buckled at all times if worn.
- Jeans/pants that have frays/holes above the **middle thigh** ~~knee~~ must have something underneath them, such as leggings that cover the skin, so as not to expose skin or undergarments.
- Shirts must cover the shoulder and not expose undergarments in any manner or **any part of the torso**. ~~the midriff.~~
- The neckline of a shirt must limit exposure of the body.
- Footwear of some type must be worn at ALL times.

### Non-Permitted Apparel:

- Apparel or personal items **may not have imagery regarding drugs or alcohol, indecent remarks, tobacco slogans or advertisements, or display violence or sexually suggestive imagery.** ~~with off-color remarks or pictures, or emblazoned with drug, alcohol or tobacco related slogans.~~
- ~~Apparel, or personal items, displaying violent or pornographic imagery.~~
- Sleepwear, such as bedroom slippers, pajamas, etc.
- Tank tops, halter tops, muscle shirts, tube tops, spaghetti straps, mesh/see-through shirts, sheer-tops or bottoms.
- Head coverings** - ~~Hats, hoods, bandannas, and caps are not to be worn in class or in buildings unless approved by the administration or for special events.~~
- Any apparel or accessory determined by administration to present a safety hazard for the student or the school.

Disciplinary action for violation of the student dress code shall include notifying the student of the violation and a requirement that the dress or appearance be corrected before the student reenters the classroom, school environment, or school sanctioned activity or event. An administrator will determine the suitability of attire in question as it reflects the spirit of the dress code policy. Students found to be in violation of dress code policy will **have the following options; 1) change into appropriate school provided dress for the remainder of the day, 2) change into their own appropriate dress for the remainder of the day,** ~~be required to change for the remainder of the day. Student refusal to change will result in their placement~~ **or 3) be assigned to** the in-school suspension class for the remainder of the day or until a proper outfit can be brought for the student. At the discretion of the building level administrator, a family conference may be held. More serious consequences may result from repeated or serious violations.

For additional information, please refer to [District Policy Rule 4.03](#).

## Student Use of the Internet

The Internet and related electronic instructional resources are used in schools to support student learning and distance learning. The use of these resources are for educational purposes only when on district property, at district or school sanctioned activities or events, when students are being transported in vehicles dispatched by Clay County District Schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. Teachers and school administration determine use of the Clay County District Schools Instructional Network based on educational goals of the school and classroom, and may determine to limit access. Students are encouraged to use the network to do homework, class-related research, and class work when appropriate. Students should not use this network for music, gaming, or non-educational video streaming. In compliance with the Child Information Protection Act (CIPA) requirements,

this network will be monitored. Clay County District Schools accept no responsibility associated with loss, damage, or theft of a device connected to the network.

## Wireless Communication Devices-Bring Your Own Device

The School Board is aware that parents and students use Wireless Communication Devices (WCDs) (laptops, chromebooks, tablets, smartphones, smartwatches, bluetooth devices (to include earbuds), etc.) to communicate with each other. However, the use of wireless communication devices on school grounds must be appropriately regulated to protect students, staff, and the learning environment.

Possession of a WCD by a student at school during school hours and/or during extracurricular activities is a privilege that may be forfeited by any student who fails to abide by the terms outlined in the Code of Conduct, or otherwise abuses this privilege.

Clay County District Schools is committed to helping students learn the skills they need to succeed in a world filled with technology. Our network allows secure access to the Internet for students who want to use their own personal devices (laptops, netbooks, tablets, smartphone, smartwatches, etc.) during the school day for classroom activities. Bring Your Own Device (BYOD) fosters student ownership of learning, extends learning for students from home to classroom, provides easier access to online instructional material, and supplements school equipment. Students are expected to use their devices in accordance with district policy.

Taking **audio recordings**, photographs or videos by any means whatsoever while on school property or while on school transportation is prohibited. The only exceptions to this **rule** prohibition are:

- Taking photos **or video** for reproduction in a school sponsored publication.
- Taking photos **or video** during a school sponsored social event, sporting event, awards ceremony or other school sponsored activity or function at which photography is allowed and the photographs are images of activities which are reasonably considered to be part of the activity or event.
- Taking photographs **or video** with the permission of the school administration.

Publication on any internet site **or social media platforms** of any **audio recordings**, photographs, videos or images taken in violation of the **rules** prohibitions listed above **or recording fights or similar events** is strictly prohibited, will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary action.

### All Students Elementary

- Students may have an electronic device on school property.
  - Students may **NOT** use their electronic devices during instructional time for **any reason**. **educational purposes when it is sanctioned by the classroom teacher. If School Issued Technology is not available, Wireless Communication Devices may be used if the following criteria are met:**
    - It is approved by school administration
    - It is under the guidance of school staff
    - It is used only for educational purposes
- Otherwise, the electronic device must be **silenced or powered off AND** ~~and~~ out of sight **once students enter the classroom.** ~~during the instructional day.~~
- Students may not use an electronic device in areas considered personal space ( i.e. - bathroom, locker room) and other areas designated by Administration.
  - Students may not use their Wireless Communication Devices to accept or make phone calls or video conferencing during school hours unless instructed to do so by Administration/School Personnel.

## Secondary Only

- ~~Students may have an electronic device on school property.~~
- Students may use an electronic device before and after school, during lunch break, **transitions between classes**, at school related functions, and extracurricular activities as long as the electronic devices are not audible. (cannot be heard by others)
- ~~Students may use their electronic devices during instructional time for educational purposes when it is sanctioned by the classroom teacher. Otherwise, the electronic device must be powered off and out of sight once they enter the classroom.~~
- ~~Students may not use an electronic device in areas considered personal space (ie bathroom, locker room) and other areas designated by Administration.~~
- ~~Students may not use their electronic devices to accept or make phone calls or video conferencing during school hours unless instructed to do so by Administration/School Personnel.~~

Use of a Wireless Communication Device during standardized testing is prohibited and can cause the student's test to be invalidated.

## Student Conduct on a School Bus

The privilege of students to ride a school bus is contingent upon following the expectations outlined in this handbook. The driver of the school bus shall be in complete charge of the bus during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all regulations concerning discipline, safety, and behavior while riding on the school bus. The driver shall notify appropriate authorities if a student persists in violating the established rules of conduct. After due warning has been given to the student and/or families, the privilege of riding the bus may be withheld from the student. Violation of district policies and regulations while on the school bus may result in student discipline up to and including suspension or expulsion, in accordance with district policy.

The Clay County District Schools have jurisdiction over students who are on the school bus or at the school bus stop when the bus is present at the bus stop. [\[F.S. 1006.10 \(3\)\]](#) Therefore it is the parent's responsibility to take any action with local law enforcement to correct a problem during the time students are waiting at the bus stop or when students are en route to or from the school bus stop. Other responsibilities of parents of transported students include (exerted from [F.A.C. 6A-3.0121](#)):

- To ensure the safe travel of students to and from school, ~~and home when students are not under the custody and control of the district~~, including to and from ~~home and~~ the assigned bus stop.
- To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when alternative buses or arrangements have been made **and documented by the district**.
- To ensure students are aware of and follow the expected rules of behavior while they are at the bus stops and to provide the necessary supervision during times when the bus is not present.
- To provide the necessary assistance for students to get on and off at the bus stop when the physical disability of the student renders them unable to get on and off the bus without assistance (as required by district policy or the student's individual education plan).

We believe that all pupils can behave appropriately and safely while riding the school bus, and as such we will not tolerate behavior that is disruptive to the driver or which inhibits or interferes with the safe operation of the bus. In order to guarantee your child and other children who ride buses the safe and efficient transportation they deserve, the following has been established:

- Arrive at the bus stop ten (10) minutes prior to the scheduled pick up time.

- Take responsibility for their behavior and conduct themselves in a respectful, orderly manner while waiting at the bus stop for the bus to arrive.
- Wait until the bus comes to a stop before attempting to get on or off the bus.
- Enter and leave the bus only at the front door after it has come to a stop, except in the case of an emergency as directed by the driver.
- Leave the bus only with the consent of the driver.
- Be silent when approaching or crossing railroad tracks.
- Keep the aisle and stepwell clear at all times.
- Do not tamper with door handles, windows, and other safety equipment at any time.
- Do not use wireless communication devices, or electronic devices. Exception: Field trips in which the school administration approves the use of these devices or as a planned intervention for special needs students. Do not use wireless communication devices except in an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay).

Large Objects on the School Bus: Oversized objects, including, but not limited to, large band instruments or cases, school projects or athletic equipment which cannot be held in the seat, are prohibited, unless prior approval is obtained from the bus driver and the school administration.

Cameras: School buses are equipped with video cameras for the purposes of ensuring the health, welfare and safety of all staff, students, and drivers.

NOTE: Bicycle riders under the age of 16 must wear properly fitted, safety-related helmets when riding a bicycle. Law enforcement officers may issue a traffic citation and assess fines to riders who do not comply.

## **Student Conduct in the Restroom**

The restroom is a place on campus with an expectation of privacy. Students should not perform any action, engage in any behavior, or promote behavior in others which could result in the loss of privacy, or the dignity, of any individual. In order to promote the safety and welfare of all students, the following restroom procedures are to be followed within Clay County District Schools:

- Students shall make every effort to maintain the cleanliness and effective working order of the restrooms.
- Students may not loiter, or use the restroom as a place to socialize. At no time should more than one person be in a restroom stall.
- Students may not utilize recording devices of any kind while in the restroom – including but not limited to, cell phones, audio recording devices or cameras.
- Students may only utilize the restroom which corresponds to their biological sex assigned at birth.
- Upon request through the school administration, students may be provided access to single-use restroom facilities.
- A student should exit the restroom immediately if they observe others engaged in actions that violate school policy, or procedures of conduct. At their earliest opportunity, they should report the behavior to a staff member.

## **Parking /Vehicle Rules**

All parking areas are the property of Clay County District Schools. The parking of a student's vehicle on campus is a privilege granted by the Clay County District Schools upon availability of parking, Written consent

from parent/guardian, purchase of a parking decal at the school of attendance, and written agreement to comply with the Student Code of Conduct. The Clay County District Schools regard the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students to care for school property, in the observation of safety rules, and in the display of courtesy and consideration toward others. Students who violate school parking rules may have their parking decal revoked and/or are subject to disciplinary action that may result in loss of privileges, suspension, alternative disciplinary placement, or expulsion from school. Searches of motor vehicles on school grounds may be conducted by the principal or designee when that official has reasonable grounds to suspect that the search will uncover evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws or uncover the presence of an item that presents an immediate danger of physical harm or illness to any person.

## Youth Gang Membership

Students are not allowed to form or participate in groups **virtually or in person** which threaten, frighten or harm other students. Such groups, when they become known by school and district authorities, **may** will be considered a gang. These groups generally have common names, and wear common colors, jewelry, signs or clothing. Students are encouraged to alert an adult if such activity or groups become known to them.

## Zero Tolerance Rule

[Florida Statute 1006.13](#) mandates that “each district school board shall adopt a policy of zero tolerance for crime and substance abuse...and victimization of students...” whenever and wherever students are under the jurisdiction of the school district. The law requires that expulsion be recommended for any student at school or at a school-related function that was determined to have had possession of a firearm or weapon as defined in [Chapter 790](#), or any student making a threat or false report as defined by state statutes [790.162](#) and [790.163](#).

Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system under [Chapter 790](#) or s. [1006.13](#). Simulating a firearm or weapon while playing includes, but is not limited to:

- Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
- Possessing a toy firearm or weapon that is 2 inches or less in overall length.
- Possessing a toy firearm or weapon made of plastic snap-together building blocks.
- Using a finger or hand to simulate a firearm or weapon.
- Vocalizing an imaginary firearm or weapon.
- Drawing a picture, or possessing an image, of a firearm or weapon.
- Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.

A student may be subject to disciplinary action if simulating a firearm or weapon while playing that substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student including referral to the criminal justice or juvenile system, must be proportionate to the severity of the infraction and consistent with school board policies for similar infractions.

In fulfilling this statutory requirement, we have incorporated the specified legal definitions into the language of the Code of Student Conduct. Regardless of language to the contrary in federal or Florida Law, possession of a firearm, electric weapon or destructive device on the property of any school, school bus, or school bus stop is



prohibited. This prohibition includes firearms in motor vehicles parked in parking lots, or anywhere on any school property.

Certain disruptive behavior(s) will be reported to law enforcement authorities as defined by the state SESIR codes. A referral by law enforcement to the criminal justice or juvenile delinquency system must be made on all violent acts noted below and weapon charges as defined in the [Gun Free School Act of 1994](#) & [F.S.790.115](#). The following are prohibited on any school property (including parking areas), school bus, school bus stop, and school sponsored event:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device.
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Any Firearm.
- Any weapon as defined in [Florida Statute 790.00 \(13\)](#).

Incidents defined in the next section of this Handbook will be reported and may result in criminal prosecution. If the infraction involves a victim, the school shall notify the victim and parents, if a minor, of the infraction and the victim's right to press charges against the offender. The Clay County District Schools will take all steps necessary to protect the victim of any violent crime from any further victimization. Florida law prohibits any student that commits any of the felony offenses specified by [s.985.455\(2\)](#), against another student from attending school with, or riding the same school bus as, the victim or any sibling of the victim. All school personnel will be made aware of the Student Victimization and Zero Tolerance Rule [F.S. 1006.13 Chapter 2009-53](#).

Infractions that fall under Zero Tolerance Rule are defined by the Florida Department of Education through the School Environmental Safety Incident Reporting (SESIR) and receive the most severe consequences provided for by School Board Policy.

THE DISTRICT MAY ASSIGN MORE SEVERE CONSEQUENCES THAN NORMAL WHEN THE STUDENT APPEARS MOTIVATED BY HOSTILITY TOWARD THE VICTIM'S REAL OR PERCEIVED RACE, RELIGION, COLOR, SEXUAL ORIENTATION, ETHNICITY, ANCESTRY, NATIONAL ORIGIN, POLITICAL BELIEFS, MARITAL STATUS, AGE, SOCIAL AND FAMILY BACKGROUND, LINGUISTIC PREFERENCE, DISABILITY, OR WHEN THE OFFENSE IS DETERMINED TO BE GANG- RELATED.

## Student Accountability, Discipline, and Misconduct

Self-direction and personal responsibility are goals of Clay County District Schools. Students must be accountable for their actions, and CCDS recognizes that effective student discipline is a major contributor to

the creation of a positive and productive learning environment for all students. In accordance with state law, CCDS uses this student/parent handbook as a written code of conduct, based upon the principle that every student is expected to follow accepted rules of conduct and show respect for persons of authority. Certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. Clay County District Schools uses proportionate disciplinary action and/or restorative practices to keep students engaged in learning.

Teachers and other instructional personnel shall have the authority to undertake any of the following actions in managing student behavior and ensuring the safety of all students in their classes, on school grounds, and at school sponsored events.

- Establish classroom rules of conduct that includes positive reinforcement of desired behaviors.
- Establish and implement consequences, designed to modify undesired behavior.
- Methods may include:
  - monitoring student behavior through short-term progress reports.
  - conferences and/or contracts between administrators, parents, teachers, and students.
  - referrals to school or district services, e.g., school social worker, school counselor, and/or district mental health therapist, etc.

The Code of Student Conduct defines infractions that have been committed by students while under the supervision of district staff or designees.

- A major consideration in the application of the Code of Student Conduct is the identification of the most appropriate disciplinary action necessary to bring about positive student behavior. To that end, specific grounds for disciplinary action have been divided into three categories: the offense, disciplinary actions, and restorative practices. Administrators may choose the discipline for each event.
- It is important to note that the administrator and teacher, consistent with the power delegated to him/her, has the authority to take additional or more severe administrative action under this Code if, in his/her opinion, the nature of the misconduct warrants it.
- Each classroom teacher should deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to the parents or guardians when feasible, and by scheduling conferences with parent(s) or guardian and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the principal or his/her designee. Teachers will be notified of the results of the action taken.

## Hearing Office

The Student Hearing Office is designed for circumstances that warrant District-level review of intervention beyond a school administration decision. This is the case for zero-tolerance infractions, as well as school-based decisions that a parent wishes to appeal.

Hearings will be conducted pursuant to Florida Statutes [1006.07\(1\)\(a\)](#) and [1006.08\(1\)](#). Suspension hearings are exempted from provisions of Ch. 120 F.S. Expulsion hearings shall be governed by F.S. 120.57(2) and are exempt from F.S. 286.0111.

Florida Statute [1003.32\(4\)](#) and [1006.09\(1\)\(a\)](#), along with School Board policies of the Clay County District Schools, give teachers and other school staff who have control and direction of students assigned to them by the principal or the principal's designee, the authority to remove students who are disobedient, disrespectful, violent, abusive, uncontrollable or disruptive to the learning environment. If the teacher requests the student



not be returned to the classroom, the principal may not return the student to that teacher's class without the teacher's consent. In the event of a disagreement on the student's return to the teacher's classroom, a committee determines that such placement is the best or only available alternative.

### **Due Process Procedures**

Students will be informed of the infraction and have the opportunity to be heard before disciplinary action. Students will be notified of the school rules that have been violated, either verbally or in writing, by an administrator or designee. Students will be given the right to present evidence or provide a list of witnesses concerning the charges. The following steps will be taken to guarantee due process:

- Proper notification of the infraction or complaint against the student and proposed disciplinary action.
- Explanation of evidence against the student.
- Opportunity to present evidence and/or provide a list of witnesses on their behalf.
- Opportunity to refute charges with an administrator/designee.

### **In-School Suspension**

In-school suspension (ISS) is a strategy used to discipline students for their behavior while ensuring that they continue to participate in learning activities. It consists of students being removed from their classroom environment, and spending their day or assigned time working on their class work in a designated location for these students. Adult supervision and assistance will be provided to students with their assignments and activities.

#### **The goals and primary student outcomes of ISS are:**

- Allows students to continue with school work.
- Gives students a "time out" to regroup and refocus.
- Provides the student an opportunity to remediate behavioral concerns.
- Keeps students in their school routine.
- Makes transition back into a regular school day easier.

### **In-School Suspension For Students With Disabilities**

Like all students, students with disabilities can be placed in ISS for violating the school's code of conduct. However, the Individuals with Disabilities Education Act (IDEA) requires schools to follow additional procedures when placing students with disabilities in ISS.

#### **Students with Disabilities Must Be Able to:**

- Appropriately progress in the general curriculum.** Generally, this means that the student is receiving all of their regular education assignments and that regular education teachers are involved in the setting, either through supervising it or making regular appearances there.
- Receive the services specified on the child's IEP or 504.** Generally this means that the student is receiving an appropriate amount of specialized instruction, supplementary aids and services, and all related services (E.g. – Speech, OT/PT, Adaptive PE, Counseling, etc.).
- Participate with nondisabled students to the same extent.** This means that the student is not in a setting that is exclusively for students with disabilities or that he is permitted to leave the setting to attend certain activities with nondisabled peers.

The ISS program should include both an academic and behavioral component. The behavior component should address the specific behavior for which the student is placed in ISS.

**Note:** The school does not have to include ISS in counting removal days if, during the suspension, it affords the student the opportunity to continue to progress in the general curriculum, receive ESE services, and participate with non-disabled peers.

## **Out of School Suspension, Alternative Placement, and Expulsion**

Clay County District Schools may consider the following factors to determine whether to suspend or expel a student:

- Age;
- Disciplinary history;
- Eligibility as a student with a disability;
- Seriousness of the infraction;
- Threat posed to other students and staff; and
- Likelihood that a lesser intervention would properly address the violation.

In matters involving student behavior which may result in the suspension or expulsion of a student, it is district policy that the family will be provided the opportunity to be involved in all such disciplinary procedures.

### **Out of School Suspension**

A school principal may suspend a student from all classes of instruction on school grounds and all other school sponsored activities, except as authorized by the principal or principal's designee, for persistent disobedience and/or gross misconduct. Principals take this action when they have exhausted informal and other formal disciplinary strategies, or when they have at least considered those alternatives and rejected them as inappropriate in a given situation.

Pursuant to Florida Statute 1006.09(1)(b), no student who is required by law to attend school shall be suspended for unexcused tardiness, or absences. Therefore, suspension is not an appropriate disciplinary action for truancy as it relates to students who fall within the mandatory state attendance requirements.

### **Procedures for OSS**

- Prior to suspension, the student shall be advised of why he/she is being suspended (i.e., infraction code), be provided an opportunity to refute the charges verbally or through a written statement, and be given an opportunity to submit to the administrator a list of names of other individuals who might have witnessed the incident. It should be noted that any statement a student makes may be used, along with other documentation, to prove whether the student is guilty or not guilty of the infraction.
- If the student is found to be guilty of the misconduct, determination of the suspension will be provided in writing through the notification of consequences.
- Written notice such as a copy of the electronic referral and a notification of consequences shall be sent to the parent(s) or guardian by mail within 24 hours. All reasonable attempts to conference with the parent via phone or in person must be made during the suspension process.
- If the immediate suspension of the student is justified because the student's presence endangers others or school property, the necessary notice and conference, if requested, will follow as soon as possible.
- The school is required to provide all work assignments to be completed by the student.

- Principal Review will be held for any student referred to the hearing office.

### **Appeal of Suspension/Principal Review**

- The school principal, after reviewing the case with the parent or adult student, will either affirm or adjudicate the length of suspension as originally stated in the suspension notification during a Principals review. This change shall be made on the electronic referral in the Student Information System.
- The parent, or adult student, at the Principal's Review should be advised of his/her right to appeal the action to the Hearing Office.
- If the parent/guardian, or adult student feels that they were not afforded due process at the Principal's Review, he/she shall appeal to the Hearing Office in writing within 3 days.
- The Hearing Office shall review the case to rectify any procedural errors.
- The Hearing Office recommendation will be presented back to the school for a modification of the original suspension decision or uphold the original suspension.

### **Alternative Learning Placement**

The removal of a student from the traditional educational setting to an alternative learning placement with continued educational services.

### **Expulsion**

Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the school board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. All Level IV infractions and Level III infractions that are especially egregious, violent, or otherwise significant enough to warrant such a decision will be considered for expulsion.

### **Procedures for Alternative Learning Placement/Expulsion/District Hearing Office**

- Prior to a meeting with the District Hearing Office, a Principal's Review will be held to advise the student as to why he/she has been recommended for alternative learning placement and/or expulsion, be provided with an opportunity to refute the charges in a meeting with the principal or principal designee, and be given the opportunity to submit to the administrator a list of names of other individuals who might have witnessed the incident leading to the recommendation.
- The parent or adult student shall also be advised in the Principal Review of the right to appeal and be advised of the appeal procedures to the District Hearing Office.
- Once the Principal Review is completed, a referral is made to the Hearing Office for final review and consideration of expulsion recommendation to the Superintendent.
- The District Hearing Office will determine if sufficient basis is found for a recommendation to an alternative learning placement or expulsion to the School Board.

In the event that a student who has been recommended for expulsion withdraws from the Clay County District Schools, the expulsion proceedings with the School Board shall continue as though the student had not withdrawn. The Superintendent and School Board shall not delay action on an expulsion recommendation pending re-entry/re-registration of the student in Clay County District Schools.

Clay County District Schools will uphold and enforce disciplinary proceedings from other public school districts. A student who has been expelled from another school district, shall not be permitted to transfer, enroll, or be admitted into a Clay County District School. If a student was expelled with services or alternatively placed in another district, Clay County District Schools will uphold said expulsion or alternative disciplinary placement.

## Reports To Law Enforcement Agencies

The School Board views criminal acts committed by students to be extremely serious. In addition to School District disciplinary action, criminal acts will be reported to the appropriate law enforcement agency as outlined in the School District's zero tolerance policy. These include:

~~Must be reported as a SESIR incident and shall be Reported to Law Enforcement:~~

School Districts must report the following SESIR incidents, as defined in Rule 6A-1.0017, F.A.C., to law enforcement:

- Aggravated Battery
- Alcohol
- Arson
- Burglary
- Criminal Mischief** Vandalism <\$1000
- Disruption on Campus Major
- Drug Sale/Distribution excluding Alcohol
- Drug Use-Possession excluding Alcohol
- Fighting**
- Grand Theft** Larceny-Theft <\$750
- Hazing
- Homicide
- Kidnapping
- Other Major Incidents**
- Robbery
- Sexual Assault
- Sexual Battery
- Sexual Offenses Other
- Simple Battery** Physical Attack
- Threat/Intimidation
- Trespassing
- Weapons Possession

~~Must be reported as a SESIR incident and is expected to include consultation with Law Enforcement to determine if Law Enforcement action is required:~~

~~Must be reported as a SESIR incident but MAY NOT need to include consultation with Law Enforcement:~~

School Districts must report all SESIR incidents to law enforcement where the incident includes one or more of the following related elements, as defined Rule 6A-1.0017, F.A.C.:

- ~~Bullying~~
- ~~Fighting~~
- ~~Harassment~~
- ~~Tobacco-Nicotine~~
- Alcohol-Related**
- Drug-Related**
- Gang-Related**
- Hate Crime-Related**
- Hazing-Related**

- Injury-Related
- Vaping-Related
- Weapon-Related

“Law enforcement action” means that official action was taken by a School Resource Officer (SRO) or local law enforcement officer in response to a SESIR incident, including but not limited to: an arrest, referral to a civil citation or similar prearrest diversion program authorized by Section 985.12, F.S., or initiation of an involuntary examination authorized by Section 394.463, F.S.

“Reported to law enforcement” means that a school district or charter school communicated with a School Resource Officer (SRO) or other law enforcement agency or official about an incident. Reporting to law enforcement may not always result in law enforcement action being taken.

~~“Reported To Law Enforcement” means that an official action was taken by a School Resource Officer or a Local Law Enforcement Officer such as: a case number was assigned, a report was filed, an affidavit was filed, a civil citation was issued, an investigation was conducted and found to be an incident reportable as a SESIR, or an arrest was made. The presence of, notification of, or consultation with a Law Enforcement Officer, or SRO, is not sufficient for an incident to be coded as “Reportable To Law Enforcement.”~~

## Investigations of Suspected Student Misconduct

In order to protect the safety and welfare of students and school personnel, and to maintain order and discipline on school property or at school-sponsored activities or events, school authorities may search a student’s locker or desk and its contents, personal property, or automobile under the circumstances described in policy and may seize any illegal, unauthorized, or contraband materials.

School lockers, desks, and other storage areas provided for student use on school premises are school property and remain at all times under the ownership and control of the school. Lockers, desks, and storage areas, as well as the contents therein, are subject to inspection at any time, without notice and without cause, at the discretion of the Clay County District Schools. No student shall lock or impede access to any locker or storage areas except with a lock provided or approved by school authorities. Searches of a student’s person or personal effects such as a backpack, purse, book bag, electronic devices, motor vehicle, etc, within the school or on school grounds may be conducted by the principal or designee when that official has reasonable grounds to suspect that the search will uncover evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws or uncover the presence of an item that presents an immediate danger of physical harm or illness to any person.

## Tobacco, Vapes, Drugs, and Alcohol

Clay County District Schools is committed to promoting the general health, welfare, and well-being of our school community. Consequently, it is district policy that no student shall be permitted to use, be under the influence of, possess, distribute, gift, purchase, exchange, or sell any tobacco product, alcohol, or illegal drug while on district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched CCDS or one of its schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. As used in this policy, “illegal drugs” are all substances defined under either federal statutes as “drugs” or “controlled substances,” or state statutes as a controlled substance including marijuana or marijuana concentrate as well as counterfeit or synthetic illegal drugs and substances falsely represented as being drugs. As used in this policy, “drugs” also are legal and illegal drugs not properly possessed under state or federal law. An exception to this policy will be made for the administration of medical marijuana in accordance with state law and district policy. As per Florida Statute 1006.09(8): School personnel are REQUIRED to report to the principal or the principal’s designee any

suspected unlawful use, possession, or sale by a student of any controlled substance as defined in [s.893.02](#); any counterfeit controlled substance as defined in [s.831.31](#); any alcoholic beverage as defined in [s.561.01\(4\)](#); or model glue. School personnel are exempt from civil liability when reporting in good faith to the proper school authority suspected unlawful use, possession, or sale by a student. Only a principal or principal's designee is authorized to contact a parent or legal guardian of a student regarding this situation.

Compliance with the standards of conduct set forth in this policy and its accompanying regulations are mandatory for all students. A violation shall subject a student to appropriate disciplinary action, up to and including expulsion and referral for prosecution. For tobacco violations, students may have the option to complete an alternative to suspension program, in lieu of other disciplinary procedures.

All students, families, and community members are expected to be aware of the prohibited conduct addressed in district policy and comply with the prohibitions. Failure to comply may result in student discipline up to and including expulsion; or family member or community member trespass from district property.

“School property” means all property owned, leased, rented, or otherwise used or contracted for by a school. This includes, but is not limited to: all buildings used for instruction, administration, support services, maintenance, or storage; the grounds surrounding those buildings if the school is authorized to exercise dominion and control over the grounds; and all vehicles used by the school for transporting students, workers, visitors, or other persons.

“Tobacco product” means any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested, inhaled, or applied to the skin of an individual. “Tobacco product” does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product. However, due to the wide range of nicotine levels available in tobacco cessation products, the school may request a written document from a medical provider, for anyone under the age of 18, detailing dosage recommendation for tobacco cessation product use. “Use” means the lighting, chewing, smoking, inhaling, vaporizing, ingesting or application of any other tobacco substance.

## **Weapons In School**

The possession and/or use of a weapon by a student is detrimental to the welfare and safety of students and school personnel within the district. Carrying, bringing, using, or possessing a weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school or the school district is prohibited.

## **Firearms**

Any student who is determined to have brought a firearm or weapon (as defined in Chapter [790.115\(1\)](#), F.S.) to school, onto any school ground (including parking areas), to any school function, or onto any school-sponsored transportation and for making threats or false reports against a person or persons (as defined in F.S. [790.162](#) and [790.163](#)) is automatically recommended to be expelled for not less than one full year.

The Superintendent may consider the one year expulsion on a case by case basis and request the School Board to modify the requirement, including placement in an alternative program if in the best interest of the student and school system.

- Possession of an artificial firearm is an automatic suspension and possible expulsion recommendation to the Superintendent.



## Striking or Threatening a School Board Employee

Infractions include:

- Striking a school board employee.
- Threatening or attempting bodily harm when the person being threatened feels that the threat is real and may be carried out.

Procedures for investigating the striking or threatening of school district employees will include, but not be limited to, the following:

- Collect all relevant information, including witness statements.
- Consult with law enforcement at the staff member's direction; school administration and the district Human Resources office should assist the staff member if needed in notifying CCEA or CESPA.
- Notify the parent of the incident; notice the family with a certified letter of principal review.
- Issue suspension notice with recommendation for expulsion (see ESE guidelines if student is a Student with Disabilities; a ten-day recommended suspension must be addressed at the district meeting).
- Notify the Hearing Office by sending paperwork and recommendations.
- Recommendations may include temporary placement in an appropriate alternative setting prior to any district level hearing.
- The Superintendent or designee will convene the District Discipline Review Committee to investigate the incident. The Superintendent or designee will select the members of the committee, including members of the Clay County Education Association (CCEA) or Clay Educational Staff Professional Association Local 7409 (CESPA) when the injured staff member presses charges. If the district employee chooses to press charges, they can attend the district-wide meeting.
- The student must attend the review meeting. Unusual circumstances that prevent their participation should be processed as part of the discipline backup material.
- The committee will present its findings to the Superintendent through the Hearing Office for his expulsion recommendation to the School Board.

## Discipline Action Matrix

All infractions can be paired with multiple actions as set forth in the guidelines for assessing consequences of student misconduct. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than ones stated in the guidelines if it is determined that there are mitigating or aggravating circumstances. Clay County District Schools has implemented the use of restorative practices designed to strengthen relationships. Restorative practices focus on responsibility/accountability, repairing harm, communication, and appropriate responses.

The nature of the misbehavior and the student's past disciplinary record may be considered in disciplinary action under progressive discipline. Students may be referred for mental health services as indicated by need and history. The school district employee who is supervising the student or who observes the misbehavior should intervene in the misconduct. If repeated misbehavior or further action is necessary the school district employee should refer the student to the school administrator. After hearing the student's explanation, consulting with staff members and investigating as necessary, the administrator will decide on disciplinary action and/or restorative practice.

Following are disciplinary actions and/or restorative practices that can be used to address student misconduct. Each disciplinary action and/or restorative practice is coded in the Student Information System (SIS) to guide the user when choosing which action/intervention to apply. ALL INFRACTIONS REQUIRE PARENT CONTACT SUCH AS A CONFERENCE. More than one disciplinary action and/or restorative practice can be used for a single incident.

It is strongly encouraged that an action and/or restorative practice is focused on building better coping skills or desired behavior be used when an exclusionary action is also utilized.

Level 0/Minor Offenses		
Incident Description	Disciplinary Actions	Restorative Practices
<ul style="list-style-type: none"> <li>Behavior Incident Tracking (BIT)</li> <li>Unsubstantiated Bullying (UBL)</li> <li>Unsubstantiated Harassment (UHR)</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Apology</li> <li>Loss of Privileges</li> <li>Time Out</li> <li>School Defined Consequence</li> <li>Warning/Verbal Reprimand</li> </ul> <p>***Alphabetized all categories</p>	<ul style="list-style-type: none"> <li>Check In/Check Out with Identified Staff Member</li> <li>Counseling</li> <li>Parent Contact</li> <li>Reflection Sheet</li> <li>School Defined Practice</li> <li>Student Conference</li> <li>Teach/Reteach Student Expectations</li> </ul>

Level 1/ Minor Offenses		
Incident Description	Disciplinary Actions	Restorative Practices
<ul style="list-style-type: none"> <li>Dress Code Violation (DRS)</li> <li>Profanity/Obscene Language or Gesture (PRO)</li> <li>Providing False Information/Forgery (FLS)</li> <li>Skipping Class (SKP)</li> <li>Tardy (TAR)</li> <li>Violation of Classroom Rule (VCR)</li> <li>Wireless Communication Device (WCD)</li> </ul>	<ul style="list-style-type: none"> <li>Contract</li> <li>ISS (1-5)</li> <li>Loss of Privileges</li> <li>School Detention</li> <li>School Defined Consequence</li> <li>Work Detail/School Chores</li> </ul> <p>***Alphabetized all categories</p>	<ul style="list-style-type: none"> <li>Check In/Check Out with Identified Staff Member</li> <li>Counseling</li> <li>Letter of Apology</li> <li>Parent Contact</li> <li>Reflection Sheet</li> <li>School Defined Practice</li> <li>Student Conference</li> <li>Teach/Reteach Student Expectations</li> </ul>

Level 2/ Major Offenses		
Incident Description	Disciplinary Actions	Restorative Practices



<ul style="list-style-type: none"> <li>Abuse of School Property - vandalism under \$1000 (ABS)</li> <li>Defiance/ Disrespect Insubordination (DEF)</li> <li>Dispute/Student to Student Verbal Confrontation(DSP)</li> <li>Inappropriate Conduct (IAC)</li> <li>Leaving School Without Permission (LVS)</li> <li>Possession of Inappropriate Object (POS)</li> <li>Student uses Profanity or Gesture/School Board Employee (SPE)</li> <li>Stealing/Petty Theft &lt; \$750 (STP)</li> </ul>	<ul style="list-style-type: none"> <li>Bus Suspension (1-10)</li> <li>Consultation</li> <li>Consultation with Law Enforcement</li> <li>Contract</li> <li>ISS (1-10)</li> <li>Loss of Privileges</li> <li>OSS (1-10)</li> <li>School Defined Consequence</li> <li>School Detention</li> <li>Work Detail/School Chores</li> </ul> <p>***Alphabetized all categories</p>	<ul style="list-style-type: none"> <li>Check In/Check Out with Identified Staff Member</li> <li>Counseling</li> <li>FEP- Family Education Program</li> <li>Letter of Apology</li> <li>Parent Contact</li> <li>Reflection Sheet</li> <li>School Defined Practice</li> <li>Student Conference</li> <li>Teach/Reteach Student Expectations</li> </ul>
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Level 3/Major Offenses		
Incident Description	Disciplinary Actions	Restorative Practices
<p><b>Local District Codes</b></p> <ul style="list-style-type: none"> <li>Felony Charges filed outside of the school (SAO)</li> <li>Identity Theft (IDT)</li> <li>Inappropriate Use of Technology (TEC)</li> <li>Multiple Level 2 Referrals (MUL)</li> <li>Room Clearing Event (RCE)</li> <li>Student Confrontation/School Board Employee non physical (SCE)</li> <li>Violation of Behavior Contract (VBC)</li> </ul> <p><b>SESIR Violation Codes</b></p> <ul style="list-style-type: none"> <li>Bullying/ Cyberbullying (BUL)</li> <li>Breaking and Entering/Burglary (BRK)</li> <li>Disruption on Campus - Major Disorderly Conduct (DOC)</li> <li>Fighting (FIT)</li> <li>Harassment (HAR)</li> <li>Hazing (HAZ)</li> <li>Other Major OMC</li> <li>Sexual Offense SXO</li> </ul>	<ul style="list-style-type: none"> <li>Alternative Learning Placement</li> <li>Bus Suspension (1-10)</li> <li>Consultation</li> <li>Contract</li> <li>ISS (1-10)</li> <li>Loss of Privileges</li> <li>OSS (1-10)</li> <li>Recommendation for Expulsion with or without services</li> <li>Refer to Hearing Office</li> <li>Refer to Consultation with Law Enforcement</li> <li>School Defined Consequence</li> <li>School Detention</li> <li>Work Detail/School Chores</li> </ul> <p>***Alphabetized all categories</p>	<ul style="list-style-type: none"> <li>Check In/Check Out with Identified Staff Member</li> <li>Counseling</li> <li>FEP- Family Education Program</li> <li>Letter of Apology</li> <li>Parent Contact</li> <li>Reflection Sheet</li> <li>School Defined Practice</li> <li>Student Conference</li> <li>Teach/Reteach Student Expectations</li> <li>Tobacco Education Program</li> </ul>

<ul style="list-style-type: none"> <li>● <b>Simple Battery</b> Physical Attack - including school board personnel (PHA)</li> <li>● Tobacco (TBC)</li> <li>● Threat/Intimidation (TRE)</li> </ul>		
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Level 4/Major Offenses		
Incident Description	Disciplinary Actions	Restorative Practices
<ul style="list-style-type: none"> <li>● <b>Aggravated Battery</b> (BAT)</li> <li>● Alcohol (ALC)</li> <li>● Arson (ARS)</li> <li>● <b>Criminal Mischief</b> Vandalism &gt; \$1000 (VAN)</li> <li>● Drug Sale and Distribution, Excluding Alcohol (DRD)</li> <li>● Drug Use Possession, Excluding Alcohol (DRU)</li> <li>● <b>Grand Theft</b> Larceny/Theft &gt; \$750-300, including Motor Vehicle Theft (STL)</li> <li>● Kidnapping (KID)</li> <li>● Homicide (HOM)</li> <li>● Robbery/Extortion (ROB)</li> <li>● Sexual Assault (SXA)</li> <li>● Sexual Battery (SXB)</li> <li>● Sexual Harassment (SXH)</li> <li>● Trespassing (TRS)</li> <li>● Weapon Possession (WPO)</li> </ul>	<ul style="list-style-type: none"> <li>● Alternative Learning Placement</li> <li>● OSS (10)</li> <li>● Recommendation for Expulsion with or without services</li> <li>● Refer to Hearing Office</li> <li>● Refer to Law Enforcement</li> <li>● School Defined Consequence</li> </ul> <p>***Alphabetized all categories</p>	<ul style="list-style-type: none"> <li>● Check In/Check Out with Identified Staff Member</li> <li>● Counseling</li> <li>● FEP- Family Education Program</li> <li>● Letter of Apology</li> <li>● Parent Contact</li> <li>● Reflection Sheet</li> <li>● School Defined Practice</li> </ul>

Category Action		
Parent Involvement	Parent Involvement is critical to upholding the Code of Conduct	<ul style="list-style-type: none"> <li>● Admin/Parent/Student Conference</li> <li>● Parent Phone Call</li> </ul>
School Defined	The School has the authority to define consequences based on the offenses	<ul style="list-style-type: none"> <li>● Consequence</li> <li>● Restorative Practice</li> </ul>
Restorative Practice	Restorative practices help students in taking ownership of their behavior and understanding how it affects others.	<ul style="list-style-type: none"> <li>● Apology Letter (required for each infraction)</li> <li>● Peer Mediation</li> <li>● Reflection Sheet</li> <li>● Restitution</li> <li>● <b>Work Detail/School Chores</b></li> </ul>

Contract	Students may be placed on a contract as a way to correct behavior	<ul style="list-style-type: none"> <li>• Attendance Contract</li> <li>• Behavior Contract</li> <li>• No Contact Contract</li> </ul>
Detention	Students may be assigned detention as a consequence for Code of Conduct violations	<ul style="list-style-type: none"> <li>• After School Detention</li> <li>• Class Detention</li> <li>• Saturday Detention</li> <li>• Silent Lunch Detention</li> </ul>
Removal	Removal from Extracurricular Activities based on Code of Conduct Violations	<ul style="list-style-type: none"> <li>• Loss of Privilege(s)/Extracurricular Activities</li> </ul>
Consultation	Consultation with various departments to ensure student needs are met	<ul style="list-style-type: none"> <li>• <del>Bus Suspension</del></li> <li>• ESE Department Collaboration</li> <li>• Referral to Family Education Program</li> <li>• Referral to <b>School Counselor</b> Guidance Services</li> <li>• Referral to Hearing Office</li> <li>• Referral <del>to</del> for Social Worker or Mental Health</li> <li>• <b>Referral to Tobacco Education Program</b></li> <li>• <del>School Suspension</del></li> </ul>
Suspension	Students may be suspended from school for violations of the Code of Conduct	<ul style="list-style-type: none"> <li>• School Bus Suspension</li> <li>• In-School Suspension</li> <li>• Out-of-School Suspension</li> </ul>
Alternative Learning Placement	Students may be placed at the alternative school in lieu of expulsion	<ul style="list-style-type: none"> <li>• Alternative Learning Placement</li> </ul>
Expulsion	The School Board of Clay County must hear and vote on any case of Expulsion	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>

\*\*\*Alphabetized all categories

## Discipline and Students with Disabilities

The School District of Clay County is committed to providing all students with disabilities a free, appropriate public education. While this commitment includes all aspects of the ~~disabled students'~~ learning experiences **for students with disabilities**, it in no way lessens the School Board's intention to maintain a safe, orderly environment for the entire student and staff population.

Additionally, the School Board believes that the implementation of thoughtful, carefully constructed disciplinary procedures is a necessary component of student education.

Formal disciplinary actions described in the Clay County Code of Student Conduct may be used with students with disabilities when trained professionals have evidence that such strategies are appropriate to the student's conduct and contribute to his learning process. When necessary to ensure the overall safety, welfare, and/or order of the school environment, a student with disabilities may be subjected to ~~short-term~~ **out of school suspension (not to exceed 10 school days within a school year)** with all alternative procedures and safeguards affirmed. More serious violations may result in a recommendation for expulsion and/or an administrative placement in an Alternative Exceptional Education setting.

When working with students with disabilities, the goal is to focus on proactive strategies using positive behavioral interventions and supports with an intentionally reduced focus on exclusionary methods (i.e. out-of-school suspension). Individualized Education Plan (IEP) or 504 teams must convene when a student reaches his or her fifth **day, or any time prior to the fifth** day of out-of-school suspension in order to proactively address the student's needs. ~~Teams may convene any time prior to the fifth day of suspension if the need is warranted.~~

Procedures which govern a change of placement generally follow these guidelines:

- ❑ The district prohibits any student with a disability from being suspended out-of-school for more than ten (10) consecutive days or ten (10) cumulative days within a school year. Any disciplinary removal of a student with a disability for more than ten (10) days in a school year is considered a change of placement. If a decision is made that a change of placement will occur for a student with a disability, the student's IEP or 504 team will be convened to conduct a manifestation determination review.
- ❑ Students with disabilities who have been determined to have committed certain Level III or Level IV infractions of the Code of Student Conduct may be recommended for expulsion.
- ❑ **The manifestation review committee is a team** ~~A group of professionals trained to provide input regarding the student's disabling condition~~ **needs and disability. The team conducts a comprehensive records/data review and makes a determination if the student's behavior was or was not** ~~documents evidence that the on-campus expellable event is not a manifestation of the student's disability this condition.~~ **The team group shall include the school psychologist, appropriate Exceptional Student Education (ESE) or 504 personnel, parents/student, and administrative representation of the referring campus. This group shall convene with the parents of the student recommended for expulsion to generate an appropriate Individualized Education Plan or 504 Plan. If the student's behavior is determined to be a manifestation of the student's disability and the student's misconduct did not involve weapons, drugs, or serious bodily injury, the student may not be expelled and the student's original placement is restored. The IEP or 504 team will ensure the student's needs are addressed via the IEP or 504 plan.**
- ❑ If it is determined that the offense is a manifestation of the **student's disability** ~~disabling condition,~~ **but the conduct involves drugs, weapons, or serious bodily injury,** the student may not be expelled, but may be provided services for a limited time in an alternative setting. ~~The setting will be determined by an IEP or 504 Plan committee. For Students with Disabilities, appropriate goals and objectives to address the inappropriate behavior(s) will be reviewed or generated and will be implemented in the resulting educational setting.~~
- ❑ ~~In addition to the student's placement in an appropriate ESE Program or 504 Plan, there is documented evidence of the availability of necessary support services and concentrated alternatives. Furthermore,~~ **For students with an IEP,** a Functional Behavior Assessment/ Positive Behavior Support Plan (FBA/PBSP) is to be generated or reviewed and added to the IEP. For students with 504 Plan, a behavior plan will be generated or reviewed.
- ❑ **If the manifestation determination team determines that the student's behavior is not a manifestation of the student's disability, the district may discipline the student according to its regular discipline code of conduct.**
- ❑ A district-wide discipline hearing may be held to consider the Principal's recommendations to the Superintendent.
- ❑ The recommendations will be based on the Statement of Manifestation and the determination of eligibility for expulsion.

- ❑ After a review of the following documentation by the ESE Director or Student Services staff, the Superintendent may notify the parents (regarding) the Clay County School Board hearing schedule and the rights accorded the student at the hearing:
  - ❑ Statement of Manifestation
  - ❑ Current IEP, including relevant matrix amendments, or 504 Plan or Least Restrictive Environment (LRE)
  - ❑ Functional Behavior Assessment/Positive Behavior Support Plan
- ❑ All Due Process Rights and Procedures are granted to students with disabilities. Parents must be provided with a copy of the procedural safeguards at the IEP/Manifestation Determination or 504/Manifestation Determination meeting as applicable.
- ❑ Under no circumstances shall expulsion of a student with disabilities result in a complete cessation of educational services. Students will be provided an alternative setting in order to ensure that the IEP or 504 Plan is continued.

NOTE: In reference to students with a 504 Plan, the consequences for drug or alcohol use or possession by any student with a disability are not different from non-disabled students.

### **ESE Parent Notification**

#### *Notice of Procedural Safeguards for Parents of Student with Disabilities*

As a parent you can access the electronic Procedural Safeguards on the district website at:

<https://www.oneclay.net/Page/5109>. A copy of the ESE procedural safeguards will be provided to you when your child is initially referred and placed in the exceptional student education program and at each annual IEP meeting thereafter. You will also receive a copy when a decision is made to take a disciplinary action against your child that constitutes a change of placement, upon receipt of your first State or due process complaint, when you request an evaluation, and upon your request. For easy reference, the procedural safeguards are located on the Clay County District Website's Exceptional Student Education page. This provides information about This document provides parents with a full explanation of the procedural safeguards available under IDEA and the Department of Education regulation such as: Exceptional Student Educational programs regarding: prior written notice, parent consent meetings, independent evaluations, records, state complaint procedures, mediation, hearings, administrative law judges, due process hearing rights, appeals of due process, placement during due process hearings and appeals, attorney's fees, discipline including long term removals and interim alternative educational settings (IAES), placement consent and revocation, and private school placements, local education agency complaints (LEA) and state education agency complaints (SEA).

### **Notice of Rights for Students With Disabilities and Their Parents Under Section 504 of the Rehabilitation Act of 1973**

A copy of the 504 procedural safeguards will be provided to you when your child is initially determined eligible for a 504 plan and at each annual 504 plan meeting thereafter. You will also receive a copy when a decision is made to take a disciplinary action against your child that constitutes a change of placement, upon receipt of an impartial due process hearing, and upon your request. For easy reference the procedural safeguards are located on the Clay County district's website Climate and Culture page.

The purpose of this notice is to inform parents and students of their rights granted to them under 504 [34 CFR 104.32] such as, the right to receive a free and appropriate education, evaluation, placement decisions, educational records, and grievance or complaint procedures.

## Students Charged with a Felony

Pursuant to Section 1006.09(2), Florida Statutes, a student charged with a felony or delinquent act that would be a felony if committed by an adult, whether it occurred on or away from school board property, may be suspended or assigned to an alternative education program. Such assignment may be made upon determination that the student is eligible according to federal and state program criteria, and:

- the nature of the offense is such that the student poses a threat to safety of other students or personnel at school
- the student's safety is at risk by remaining in school or at a school-sponsored event with other students.

A principal can initiate this process in writing through the Hearing Office under authority of F.S. [1001.54](#) and guidance of F.S. [1006.13\(6\)](#). Suspension pursuant to this process shall not affect the delivery of educational services to the student and the student shall be enrolled in an alternative education program. Students who are eligible for services under the IDEA or Section 504 of the Americans with Disabilities Act are subject to those procedural safeguards. The recommendation of the principal to exercise this policy must be approved by the principal supervisor.

## Student Safety

### Threat Management Assessment

In support of maintaining school safety, staff will investigate reports of, or evidence regarding, student behavior on or off school grounds that could pose a threat to the safety or welfare of other students or staff.

Threatening or potentially dangerous behavior may include verbal, written, or non-verbal communications or gestures. Threats may be direct, indirect, conditional, or veiled. Threats may be communicated in person, electronically, through a third party, or by other intentional or unintentional means.

In assessing the potential level of danger of a student's behavior, school staff may conduct a threat assessment following district policy. Families may be invited to assist school staff in completing the assessment. However, family refusal to assist staff in completing the assessment will not prevent staff from completing those parts of the assessment about which staff is knowledgeable. Clay County District Schools may also make a determination of risk based on information received from law enforcement agencies, court personnel, mental health professionals, human services, or other agency partners.

Families will be notified when a threat assessment is being conducted, or as soon as possible after such assessment has been conducted, regarding their student. Records of student threat management assessments shall be provided to families upon request. Students may be required to participate in the development of a safety plan and comply with such a plan.



## FortifyFL

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. It is available on the CCDS student portal, and may be downloaded to any portable device through the FLDOE website.

## SaferWatch App

SaferWatch is a free emergency notification app. Please take a short moment to download the free app to your phone by accessing the App Store for iPhone users or Google Play for Android users. The app is programmed so that when CCDS teachers and staff are on any of our district's properties, a mobile panic button is available for use in the event of an immediate emergency. For CCDS students, the app allows them to report suspicious activity and tips occurring in schools.

The SaferWatch App Terms of Service (ToS) prohibits using the app for **fraudulent, abusive, or illegal activity**. SaferWatch makes it clear that any suspected fraudulent, abusive, or illegal activity may be grounds for terminating the User's right to use the SaferWatch app.

SaferWatch's User Privacy Policy (UPP) states that anonymous tips may not remain anonymous in the event that a user makes a False Report with the app, and that SaferWatch may release the user's information to law enforcement in these circumstances.

Since SaferWatch connects to the 911/E911 system, the misuse of the app could result in criminal charges.

## Random Searches

School officials or school employees designated by the principal may conduct random searches of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event, etc.). Random searches may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal container, object, or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a search as provided in this policy will be considered grounds for disciplinary action, including suspension.

School personnel may conduct a search of a student's possessions, a student's locker, or any other storage area on school property or student vehicle without a warrant when school personnel have reasonable suspicion that illegal, prohibited, harmful items or substance, or stolen property may be concealed in such location. School personnel have the authority to search a student's possessions upon reasonable suspicion if the student refuses to reveal the contents inside.

School personnel are encouraged to attempt to obtain consent from a student to search for illegal, prohibited, harmful items or substance, or stolen property, but may proceed with a search without a student's consent, upon reasonable suspicion of a prohibited or illegally-possessioned substance or object.

Principals are authorized to request from law enforcement the need to utilize trained dogs to detect the presence of illegally possessed substances or objects in student lockers, in student automobiles parked on campus, and any student possession that is located on campus per Florida Statute [1006.09\(9\)](#).

## Family and Behavior Expectations

All Clay County District Schools students and staff deserve to learn and work in an environment free from disruption, threat or intimidation. Family members and adult visitors will display appropriate and professional adult behavior in schools, during school events and at sanctioned school activities at all times. In accordance with Florida law, failure of a family member or adult visitor to act appropriately may result in the violator being prohibited (trespassed) from being on school property or attending any school sanctioned events. In cases of significant disruption, law enforcement will be contacted regarding the matter.

## Student Health

### Immunization

The Florida Department of Health has published the 2020-21 School Entry Immunization Requirements on their [website](#), along with multiple resources to help families navigate the [Immunization Guidelines](#) for school-age and preschool/daycare requirements. There is a [FAQ](#) section to assist in this process.

A Certificate of Immunization (DH 680) indicating compliance with the current required schedule of immunizations must be presented prior to enrollment in school. A physical exam (performed within 1 year prior to initial enrollment in Florida public or private schools) is required for all students new to the district. ([FS 1003.22](#))

### Health Services/Screenings

The new Florida Statute [1014.06](#) titled “Parents’ Bill of Rights”, requires parental consent to provide health services in our schools. Parents will need to have a consent form for care provided in the school health rooms signed for each student and on file with the school. At the beginning of each school year, the Clay County Schools and the Florida Department of Health in Clay County are required, by law, (F.S. [381.0056](#)) to inform parents of the health screening program. This program is carried out to appraise, protect and promote the health of students through assisting in the early identification of health problems in the areas of hearing, vision, growth & development, dental, mental health, and scoliosis. These screenings are limited to procedures that do not penetrate the skin or any body orifice (i.e., any invasive screening requires written parent permission).

### Food Allergens

For the safety and wellness of our student body, outside foods and beverages that are not commercially prepared and/or packaged are not allowable at school events or for shared consumption. All outside foods and beverages must contain an FDA-compliant nutrition label and/or a complete list of ingredients that will allow school personnel and/or students to identify potential allergens.



## Live Lice Policy

The Florida Department of Health in Clay County is committed to utilizing best practice recommendations for lice management in schools in a manner that respects the privacy of students and families. No Clay County District School (CCDS) personnel, parents of other students or unauthorized personnel other than clinic staff and school principal (on a need to know basis) will be notified of a student having lice/nits. Lice exclusions are viewed as necessary only when excessive infestations (more than 10 live lice, diagnosed by a treating health care provider) are present or there is lack of follow up with treating lice.

Per the Centers for Disease Control and Prevention, head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. For more information, go to [head lice information for schools from the CDC](#).

Both the [American Academy of Pediatrics \(AAP\)](#) and the [National Association of School Nurses \(NASN\)](#) offers the following information and advocates that school districts review policies regularly based on the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as ‘casings’.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misidentification of nits is very common during nit checks conducted by nonmedical personnel.
- Lice are typically not spread within the school setting. Lice transmission requires close head-to-head contact or the sharing of personal hair related items.

School health room staff responsibilities regarding lice in schools:

- Educate school staff regarding head lice causes, treatment and common misconceptions such as:
  - Getting head lice is not related to cleanliness of the person or his/her environment.
  - Head lice are mainly spread by direct contact with the hair of an infested person.
  - Head lice are not known to transmit disease.
  - Head lice move by crawling, not hopping or flying.
  - Head lice are not reportable to the public health departments unless there are other communicable disease related concerns.
- Educate students and their families about how to prevent lice and what to do if a family member has lice.
- Collaborate with the Public Health Department or other resources in planning assistance to families who have chronic infestation.

### Treatment:

If you suspect a child has head lice, it's important to encourage the parent(s)/guardian(s) to consult with a pediatrician or family physician for proper care as soon as possible. Treatment failure may be caused by lack of response to a treatment, incorrect product usage, misdiagnosis of the original condition, or re-infestation. To help avoid these pitfalls, the physician can confirm the diagnosis, discuss treatment options, provide an appropriate recommendation, and advise parent(s)/guardian(s) on how to properly use the medication.

### Key treatment considerations:

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- ❑ A common approach to head lice treatment is to use an over-the-counter (OTC) medication. While these treatments have been effective in the past, resistance to some OTC head lice treatments has been reported in recent years. A 2016 study showed that 48 states now have lice that may be genetically predisposed to resistance to commonly used treatments.
- ❑ There are new prescription treatment options available that are safe and do not require nit combing.
- ❑ Parent(s)/guardian(s) should closely follow treatment instructions. Using extra amounts or multiple applications of the same medication is not recommended, unless directed by a healthcare professional.
- ❑ Family bed linens and recently used clothes, hats, and towels should be washed in very hot water and dried on the highest setting.
- ❑ Personal articles such as combs, brushes, and hair clips should be soaked in very hot water (at least 130° F) for 5 to 10 minutes.
- ❑ All household members and other close contacts should be checked, and anyone with evidence of an active infestation should be treated. All persons with active head lice should be treated at the same time.

### **Communicating with families:**

School nurses will help educate the community about head lice and treatment options, including OTC and prescription products, through letters to parents at the beginning of the school year or during a lice outbreak, handouts in the nurse’s office, and presentations during parent-teacher nights.

School nurses can also help prevent stigmatization in the community by spreading the word that head lice infest children from all backgrounds and walks of life. Anyone can get head lice, no matter how clean their home or hair is, or where they live or go to school or play.

### **Head Lice Protocol:**

- ❑ When live lice are identified, the child’s parent or guardian WILL be notified that same day by telephone stating that prompt, proper treatment must be completed before return to school after live lice diagnosis.
- ❑ There are many acceptable treatment options; however, treatment with a product that is both a pediculicide as well as ovicidal is the surest way to kill lice and prevent further re-infestation.
- ❑ Students will not be allowed to return to school until proof of treatment is presented by parent(s)/guardians(s). Acceptable proof of treatment is a health care provider note, receipt from purchase of over-the-counter lice treatment or visual confirmation from CCDS health room staff of no live lice on scalp upon students return to school.
- ❑ Notification letters should be sent home to alert parents only if a high percentage (20% or more) of children in a classroom are infested with lice.

## **Home Responsibilities for General Health Updates**

It is the responsibility of the parent(s)/guardian to notify the school of any health condition of their student(s) which may require medication, treatment, or monitoring at school or on school-sponsored trips or activities.

It is the responsibility of the parent(s)/guardian to submit a properly executed “Authorization for Medication/Treatment” form (MIS 12470) to school administration if their student requires medication (including over the counter) or treatment to be given during the school day. Parents will be responsible for delivery and retrieval of medications to the school nurse/health designee. No medications are to be transported via the school bus system. All medications to be administered by school personnel shall be

received and stored in the ORIGINAL container; this includes over-the-counter medications.

It is the responsibility of the parent(s)/guardian to notify the school immediately of any chronic or acute medical conditions a child may have and of any necessity for a child to be allowed to self-medicate during the school day. The Health Services Manual may be viewed at [Health Services](#).

## Other Important Information for Families

### Family Educational Rights and Privacy Act (FERPA)

The revised Family Educational Rights and Privacy Act (FERPA) became a Federal law in November, 1974 (amended 1976). The intent of this law is to protect the accuracy and privacy of student educational records. The Clay County School Board has adopted a policy for the implementation of this Act and the Superintendent of Schools has approved administrative procedures for this purpose.

Accordingly, this notice outlines the type of student information collected and how that information is maintained and released. It further indicates the school officials who have the responsibility to follow appropriate procedures regarding the information.

Section 1003.25 and Section 1002.22, F.S. mandates that each principal maintain a permanent cumulative record for each student enrolled in a public school. Such records are to be maintained according to a format prescribed by rules of the State Board of Education. These State Board Rules also define the data which must be kept.

#### What information is in a student's record?

Education records of a student include but are not necessarily limited to: personally identifiable data (student and parent name, address, birth date, birthplace, sex, race), academic record, standardized test results, attendance records, health data, family background information, teacher or counselor ratings and observation, psychological reports, extracurricular activities, honors and awards, list of schools attended, and any other evidence, knowledge, or information recorded in any medium and maintained and used by an educational institution or by a person acting for such institution. The principal may maintain a separate disciplinary file for students involved in misconduct to include, but not be limited to, description of misconduct, suspension notices, records of action taken, etc. As amended by NCLB (No Child Left Behind), the district will transfer disciplinary records, with respect to a suspension or expulsion, as part of the student's educational record to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full-or part-time basis, in the school (Section 4155 of the Elementary and Secondary Education Act of 1965). Confidential records created by the Department of Juvenile Justice are not included in a Student's Educational record. The destruction of student records is in accordance with a retention schedule approved by the Bureau of Archives.

#### Who has access to student records?

Those persons having access to student records are the School Board, the Superintendent, school personnel within a school or school district with a legitimate educational interest and others specified by Section 1002.22 F.S. A Record of Request shall be maintained in the records. These records are maintained under the direction of the principal.

#### What are the rights of a parent or adult student?

According to (34C.F.R. § 300.20), a parent means:

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- A natural or adoptive parent of a child;
- A guardian;
- A person acting in the place of a parent (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare); or
- A surrogate parent; or
- A foster parent if the natural parent's authority to make educational decisions on the child's behalf has been extinguished under State law and the foster parent has an "ongoing, long-term parental relationship with the child; is willing to make the educational decisions required of parents under the Act; and has no interest that would conflict with the interests of the child."

Parents, legal guardians, or adult students (age 18 and/or in post-secondary education) have the right of access, right of waiver of access, right to revoke waiver of access, right to challenge and hearing, and right of privacy of records maintained on their child, and a right of a copy of the record (at the cost of reproduction).

Transfer, disclosure, or release of student records requires prior written consent of the parent of eligible student exceptions include:

- disclosures made to school officials with legitimate educational interests;
- disclosures made to another school at which the student intends to enroll;
- disclosures made to state or local education authorities for auditing or evaluating federal-or state-supported education programs, or enforcing relevant federal laws; and
- disclosures including information the school has designated as "directory information."

A parent who wishes to review his/her child's record should make an appointment with the principal or school counselor. School personnel are available to interpret student record information. All such requests will be honored by school officials as soon as possible. It is required that requests be honored within thirty (30) days. A copy of the Clay County Student Records Policy is available in all schools, and at the School Board offices in Green Cove Springs.

In case of divorce or legal separation, either parent may have access to a child's educational record unless an appropriate court order to the contrary has been filed with the school.

Whatever rights are vested in the parent shall pass to the student whenever the student has attained eighteen (18) years of age or is attending a postsecondary educational institution, unless the student continues to be carried as a dependent on the parent's income tax return. [Ref. 1002.22(3)] Students under age 18 may assume adult rights if they become married or are emancipated by court order. [Ref. F.S. 743.01 and 743.015] Note: Pregnant and parenting teens continue as minors unless they become married or emancipated by court order.

Parents or eligible students have the right to file a complaint with the Department of Health and Human Services concerning the alleged failure by the educational agency to comply with Section 438 of the Act. (200 Independence Avenue, S.W., Washington, D. C., 20207). [F.S. 1000.21\(5\)](#) defines "Parent" as: either or both parents, any guardian, or any person who is in a parental relationship to a student, or who is exercising supervisory authority in place of a parent over a student of public school age. The school district specific guidelines regarding "in-loco parentis" situations are detailed in School Board Policy [4.08](#).

**Are there any records which the school can refuse to show a parent or eligible student?**

The right to access does not pertain to the following educational records: teacher's/counselor's /administrator's personal notes and records that are not accessible to any other person except a substitute of any such person; law enforcement records which are maintained solely for their purposes; personnel records, physician, psychologist, psychiatrist records, or other recognized professional or paraprofessional records that are maintained solely in connection with treatment; letters of recommendation/evaluation which were considered confidential and entered into the record prior to July 1, 1977. No public educational institution shall maintain any report or record relative to a pupil or student which includes a copy of the pupil's or student's fingerprints. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920; See additional details in F.S. 1002.22(2)(c)1-8.

### **What information is released without parent permission?**

The School District of Clay County reserves the right for its agents to release "directory information" without prior permission of the parent or adult student. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Such information will be limited to name, address, telephone number (if not unlisted), electronic mail address, field of study, age, participation in school sponsored activities, height and weight of athletic team members, dates of attendance, most recent school attended, and degrees and awards received.

This information relating to the student body in general (bulk information release) may not be released to any individual or agency unless it is normally published for the public in general. Such information may be released only to a business rendering services under contract with the School Board. Examples: the local newspapers, television, school newspaper, school yearbook, or military services.

Section 9528 of the No Child Left Behind (NCLB) Act requires local education agencies (LEAs) to provide military recruiters with the name, address, and telephone listing of secondary students. The District shall honor any request of a parent or eligible student to withhold any or all of the information relating to a particular student. Photographs are designated as directory information and annual yearbooks and other publications may customarily include student photographs. Parents or eligible students objecting to the use of specific directory information must notify the school principal of such objection in writing within the first month of the student's enrollment. Notification objecting to the use or disclosure of directory information must be in writing and either hand delivered to the Principal of the school at which the student is attending, sent by mail to the Director of Information Services/Public Records Officer at the county office of the Clay County District Schools, 900 Walnut Street, Green Cove Springs, Florida 32043 or sent by email to [optoutferpa@myoneclay.net](mailto:optoutferpa@myoneclay.net).

Personally identifiable information may be disclosed, transferred, or released without prior consent of the parent or eligible student in connection with enrollment in another school, in emergency situations, application for financial aid, research, a state statute, or an accrediting organization; a court of competent jurisdiction in compliance with an order of that court, or a lawfully issued subpoena upon the condition that the pupil or student and his parent are notified of the order or subpoena in advance of compliance therewith by the educational institution.

In preparation of cases for prosecution under the Compulsory School Attendance and Child Welfare Law (F.S. 1003.21), the school system is authorized to release pertinent data in interpretative form to the State Attorney's Office, to the Department of Juvenile Justice, and the appropriate court without parent consent.

# Student Device Electronic Agreement

Please read the following carefully before electronically signing this document. This is a legally binding contract and must be signed by the student (“Student”) and a Parent or Legal Guardian (“Parent/Guardian”) before a Chromebook (hereafter “Electronic Device”) is assigned to you.

## Purpose

The primary purpose of Clay County District School's provision of access to electronic devices, network resources, and computer support services is to facilitate education and research consistent with the educational objectives of Clay County District Schools (“CCDS”).

This Agreement must be signed by both the Student and the Parent/Guardian and is binding upon both parties.

## Terms and Conditions

Term and Termination: This Agreement shall commence on the issue date and shall terminate at the end of the school year the agreement is signed.

## Student and Parent/Guardian's Obligations

Student and their Parent/Guardian agrees to:

- Use, maintain, and keep the Electronic Device in good operating order, at their own expense, in the manner for which it was designed and intended
- Not allow or make any alterations or additions to the Electronic Device without the prior written consent of CCDS
- Return the Electronic Device to CCDS in the same condition as received on the beginning date of the Agreement, minus reasonable wear and tear
- Use the Electronic Device in ways that are not disruptive, offensive, harmful, or otherwise improper or against the acceptable use policies of CCDS
- Provide CCDS with written notice to any change in address or telephone number during the term of this Agreement

## Issuing Electronic Devices

If you have an objection to your student using CCDS electronic devices, you must notify the school of your objection, in writing, within 48 hours of your receipt of this information.

## Return of Electronic Device

Students are required to return the Electronic Device to the assigned school administrative office upon:

Graduation OR

- Transfer from CCDS School OR
- Temporary or permanent discontinuance of schooling OR
- Last Day of School OR
- Termination of this Agreement for Failure to Comply

Student and Parent/Guardian acknowledge that failure to return the property after notice of termination constitutes theft.

## Failure to Comply

Failure to comply with any of the terms of this Agreement may result in the imposition of fines (for repair or replacement of the device), termination of the Student's ability to participate in this Program, and/or the imposition of appropriate civil or criminal penalties against Student and/or Parent/Guardian.



## **Criminal or Civil Liability**

Student and Parent/Guardian acknowledge that they are subject to criminal prosecution or civil liability for the destruction or misuse of the device. A theft report will be filed with the local Law Enforcement if a device is reported as stolen and Student and Parent/Guardian would still be financially responsible for the Electronic Device.

## **Ownership of Electronic Device**

The Electronic Device is, and shall remain, the property of CCDSB. Student and Parent/Guardian shall have no right, title, or interest herein or thereto except as expressly set forth in this Agreement.

Student and Parent/Guardian shall not assign rights or obligations under this Agreement or enter into any sublease of all or any part of the Electronic Device.

## **Warranty**

Student is being issued the device acknowledges that the device is being presented “as is” without warranty, other than any warranty provided by the manufacturer of the Electronic Device.

## **Lost or Damaged Electronic Device**

Should the Student damage or lose the Electronic Device, the Student and Parent/Guardian will be responsible for paying all outstanding lease payments for the entire term of this Agreement or repair cost, as applicable.

## **Right to Audit**

As permitted by law, CCDS reserves and intends to exercise the right to review, audit, intercept, access, and search the Electronic Device at will, monitor data usage and messages on the Electronic Device at any time for any reason, without notice or other restrictions.

## **Computer Resource Use Policies**

All users of CCDS devices and network resources are required to comply with the following:

- Files, user ID's, passwords, and computer output belonging to an individual or to CCDS are considered to be personal property, but may be subject to audit by CCDS.
- Users shall not examine, change, or use CCDS or another person's files, output, or usernames for which they do not have explicit authorization.
- Users shall not deliberately attempt to degrade system performance or capability. Knowledge of systems or special passwords shall not be used to damage a system or file, or to change or remove information without authorization.
- Users shall not use the system for any illegal purpose or to enter or send any material that is obscene, pornographic, or defamatory, or material that is intended to annoy, harass, or alarm another person.
- All users shall use software only in accordance with applicable license agreements. Users shall not make unauthorized copies of any software under any circumstances. Duplication of licensed software for any purpose except for backup and archival purposes or when otherwise specifically authorized is prohibited. Users shall not give or transfer software to anyone except other authorized users of the CCDS network or device without specific approval from the CCDS. All software must be lawfully purchased or acquired.
- Use of computer systems and databases shall be limited to the purpose(s) for which access is granted. Unless such use is specifically granted, use of CCDS digital resources for personal or private use for-profit, is prohibited.

- Students are authorized to use electronic devices and network services for incidental personal use, provided such use does not interfere with the educational objectives of CCDS or overload network resources, thereby denying it to others.
- Repeated minor infractions of the Student Responsible Use Guidelines or violations of a serious nature may result in the temporary or permanent loss of network access and/or Electronic Device use. More serious violations that may result in permanent loss of network access and/or Electronic Device use include, but are not limited to, extending computing resources to unauthorized users, attempts to steal passwords or data, unauthorized use or copying of licensed software, unauthorized attachment of personal computers to the CCDS network, unauthorized use of another's account, or overloading network resources thereby denying it to others. No payments made for the Electronic Device will be refunded if network access and/or Electronic Device use is denied due to violations or infractions of any CCDS or computer use policies, whether or not such infractions are mentioned in this Agreement.
- Filtering will be provided by CCDS for school and off-site use. This filtering is a best effort to ensure that inappropriate material is not accessed by students whether in school or off site. No filtering solution is perfect, and this service is being provided free of any warranty.

## Responsible Use Guidelines

### Discovering Endless Possibilities

Technology is an integral part of the CCDS curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the Florida Standards which include: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

### Technology Agreement

I understand that using digital devices (whether personal or school owned) and the CCDS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege. I understand that I have no right to privacy when using the CCDS network.

All students of Clay County District Schools agree to follow the Clay County District Schools Code of Student Conduct, school rules, and commit to the following Responsible Use Guidelines:

I will:

- use digital devices, networks, email, and software in school for educational purposes.
- keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- show respect for myself and others when using technology, including social media.
- give acknowledgement to others for their ideas and work.
- report inappropriate use of technology immediately.

The **Responsible Use Guidelines** will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship, ethical, and appropriate use of technology.

## Child Abuse Reporting

All employees and agents of the District School Board are authorized and mandated by Florida Statute [1006.061](#) to report all actual or suspected cases of child abuse, abandonment, or neglect to the Department of Children and Families, Central Abuse Hotline (1-800-962-2873), and to provide them with the necessary



information to pursue such complaints. Employees have immunity from liability if they report such cases in good faith.

### **Student Surveys**

No Child Left Behind (NCLB) requires Local Education Agencies (LEA's) to notify parents and/or obtain parental consent prior to the administration of a student survey that is:

- part of an "applicable program" (funded in whole or in part by any program administered by the United States Department of Education (USDOE) require LEAs to obtain prior written consent of the parent.
- surveys that are created by a third party (funded by sources other than USDOE programs) required LEAs to adopt specific policies. (These surveys do not require prior written parental consent but instead require districts to offer parents the opportunity to opt the student out of participation.)

LEAs are required to make the survey instrument available for inspection by parents regardless of funding source. By request of the State of Florida, school districts administer the Florida Youth Survey (FYS) which is funded from sources other than the USDOE. The district is required to offer parents the opportunity to opt their child out of the survey.

### **Notice of Child Find Activities**

~~The School District of Clay County will actively seek to locate exceptional students and maintain information on those students screened and identified as exceptional. The term "exceptional student" includes the mentally handicapped, the speech and language impaired, the deaf and hard-of-hearing, the blind and partially sighted, the physically impaired, the other health impaired, the emotionally handicapped, the gifted, the homebound or hospitalized and those with specific learning disabilities.~~

~~Information gathered may include the student's social, emotional, physical, psychological, academic and communication behaviors and abilities. Information is collected through screening programs, check lists, teacher observations, standardized tests, and from such individuals as parents, teachers, psychologists, and other professional personnel, and the child himself. The information is used to assist in the development of appropriate educational programs for exceptional students and for reports to state and federal agencies.~~

~~Students are screened periodically for vision, hearing, speech, and academic achievement as the initial step in the process of identifying those students with suspected exceptionalities. If your child is considered for further testing, you will be invited to participate in the decision-making process in a Child Study Team meeting at your child's school. Before you are asked to give your permission, you will be informed of the purpose of the evaluation and the procedural safeguards made available to you.~~

~~Should you have any questions, please contact your child's principal or school counselor.~~

**\*\*\*ESE Parent Notification moved to Section on ESE Discipline - Page 39/40\*\*\***

#### *Parental Notification of McKay Scholarship*

Effective July 1, 2006, Florida Statute, Section 1002.39(5)(a)1, states that by April 1 of each year or within 10 days after an individual educational plan meeting out district must notify you of all available options. This includes informing you of the availability of the DOE toll free information hotline (1-800-447-1636) and internet website, [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org) and offering the parents an opportunity to enroll the student in another public school within the district during the required time limit if the school is not closed or otherwise at capacity. This notice is one of several ways the district meets the Florida Statute requirements.

### *Notice of Request for Individuals with Disabilities Education Act Input*

The Clay County Exceptional Student Education Department receives federal funding through the Individuals with Disabilities Education Act (IDEA). We solicit input from Parents, Administrators, Specialists, Teachers, Assistants, and ESE secretaries in developing our federal IDEA grants. Currently it is spent almost entirely for personnel. This includes over 150 assistants, 30 teachers, nurses, mental health counselors, secretaries, private school services, particularly speech therapy, and specialists. We also provide training for teachers and parents through the IDEA grants. Our current district goals include augmenting the autistic (ASD) program and training, and expanding PreK, InD and E/BD programs to more sites closer to home. Another goal is to increase specialized programs in the Oakleaf and Keystone areas and offer new VI/II classes at additional grade levels.

For questions or additional information please contact the ESE Department at (904) 336-6866.

## **Use of Student Work, Video, and Photographs**

From time to time, students have the opportunity to be recorded, photographed, or display artwork. Some of these recordings, photographs, schoolwork or artwork may be archived, included in the local news, on the school's CCTV or web page, and may eventually air on the School District of Clay County educational channel or be used at local, state or national conferences.

If you have an objection to your student's work or name being used for any of the above purposes, or if you object to photographs or recordings of your student being used, you must notify the school of your objection, in writing, within 48 hours of your receipt of this information.

For your information, if your student is an exceptional education student, your explicit, written permission will be obtained prior to any media release which identifies your student by name, along with his exceptionality or exceptional placement designation.

## **Social Media Guidelines**

In accordance with the Clay County District Schools' Student Code of Conduct, the District expects students to set and maintain high ethical standards in their use of social networking. Personal use of social media may have an effect at school. While at times it is easy to tell whether social media use is school-related or personal, at other times it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at school and the school may need to get involved. This could include disciplinary action such as a parent conference, suspension, alternative disciplinary placement, and/or expulsion. It is important to remember that infractions outlined in the CCDS Student Code of Conduct prohibiting certain types of communication also apply to electronic communication. To be safe, be in control of what you do online, even if it is during personal time.

### **Guidelines for Student Use of Social Media**

- Think before you post. Clay County District Schools recommends that students use discretion when posting to social media sites at all times and requires that students follow the CCDS Student Code of Conduct when on school district property.
- If you see anything of concern on a fellow student's social networking page or account, you should promptly contact your school based administration, your teacher, or other school staff.
- Be thoughtful about what you share online and consider how it would appear to family, friends, colleges, and future employers. Do not post or link anything (photos, videos, web pages, audio files,

forums, groups, fan pages, etc.) to your social networking site(s) that you wouldn't want anyone to access. Social media venues are public and information can be shared beyond your control.

- When responding to others, remember to be respectful and avoid comments that may be hurtful. You should refrain from using profane, obscene, or threatening language.
- Use of school or District logos or images on your personal social networking sites is prohibited. The Clay County District Schools reserves the right to request school-related images or content posted without permission to be removed from the internet. If you wish to promote a specific activity or event, you may do so only by means of a link to school or District official social media accounts.
- You should always take responsibility for what you post. Do not misrepresent yourself by using someone else's identity.
- Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to: Social Security numbers, phone numbers, addresses, exact birth dates, and pictures with parties you don't know or on unsecure sites.
- Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.
- Cyberbullying is considered an act of harassment. See the CCDS Student Code of Conduct for detailed information.

## **Rights of Divorced Parents**

Under current divorce laws, "shared parental responsibility" awards both parents full rights to the child, although "primary physical residence" is awarded to one parent. Neither parent has priority over the other with regard to the child's education, both parents have full and complete rights to pick up the child, to inquire about school work, and participate in school activities. The parent(s) should provide the school with a copy of the final court judgment to determine new shared responsibility. Additional court documents, such as injunctions or modifications to the final judgments, should be provided to the school immediately as these may put new limits on access rights of a parent. In the event a parent is not granted shared parental responsibility then that parent may not pick up or check out the child unless the parent who is the primary residential custodian informs the school in writing that such actions are acceptable.

Custody papers issued by a court outside the state of Florida will not be accepted at face value. Out-of-state documents must be domesticated through the Florida Courts.

## **Parental Concerns Regarding Employees**

The Clay County School Board recommends that parents who have a complaint about an employee begin by registering their concern directly with the employee in question, if possible. The vast majority of parental concerns are solved at this level. If not, parents are urged to contact the principal, district office staff, the Deputy Superintendent or the Superintendent to express their concerns.

Parents are often asked to put their concerns in writing. While this is not a requirement, it is often important, depending on the seriousness of the charge and the ultimate action proposed as the result of investigation. It is not the school system's intent to discourage parental concerns by establishing complex procedures for registering them. It is our intent, however, to make certain that parents are heard, that their concerns are investigated, if appropriate, and that our employees' due process rights are protected.

DRAFT

# Appendix A: Glossary

Commonly used acronyms and definitions of educational terms frequently used in Clay County District Schools:

Glossary of Acronyms and Definition of Terms	
<b>504 Plan</b>	Disability Accommodation Plan under Section 504 Rehabilitation Act of 1973
<b>Access Points</b>	Expectations written for students with significant cognitive disabilities to access the general education curriculum
<b>Achieve3000</b>	Reading and writing intervention program using non-fiction text to differentiate instruction
<b>ACT</b>	American College Test; college entrance exam
<b>ADD/ADHD</b>	Attention Deficit/Hyperactivity Disorder
<b>AP</b>	Advanced Placement
<b>ASD</b>	Autism Spectrum Disorder
<b>AYP</b>	Adequate Yearly Progress
<b>CCEA</b>	Clay County Education Association
<b>CESPA</b>	Clay Educational Staff Professional Association
<b>CTE</b>	Career and Technical Education
<b>CVA</b>	Clay Virtual Academy
<b>ELA</b>	English Language Arts
<b>ELL</b>	English Language Learners
<b>EOC</b>	End of Course Exam
<b>ESE</b>	Exceptional Student Education
<b>ESL</b>	English as a Second Language
<b>ESY</b>	Extended School Year
<b>FERPA</b>	Family Educational Rights and Privacy Act
<b>FHSAA</b>	Florida High School Athletic Association
<b>FLDOE</b>	Florida Department of Education
<b>Focus</b>	CCDS Student Information System
<b>FSA</b>	Florida Standards Assessment
<b>GPA</b>	Grade Point Average

<b>Guardian</b>	School employee qualified and trained to carry a gun on a school campus
<b>IDEA</b>	Individuals with Disabilities Education Act
<b>IEP</b>	Individualized Education Plan
<b>IQ</b>	Intelligence Quotient
<b>i-Ready</b>	An interactive online learning environment for reading and math
<b>LLI</b>	Leveled Literacy Intervention
<b>PSAT</b>	Preliminary SAT; practice college entrance exam
<b>RAIT</b>	Risk Assessment & Intervention Team
<b>SAC</b>	School Advisory Council
<b>SAT</b>	Scholastic Assessment Test; college entrance exam
<b>SEDNET</b>	The Multi-agency Network for Students with Emotional/Behavioral Disabilities creates and facilitates a network of key stakeholders committed to assisting in the provision of a quality system of care for students with or at-risk of emotional or behavioral challenges
<b>SEL</b>	Social-Emotional Learning
<b>SESIR</b>	School Environmental Safety Incident Reporting; FLDOE student behavior coding system
<b>SIPPS</b>	Systematic Instruction in Phonological Awareness, Phonics, and Sight Words
<b>SIS</b>	Student Information System
<b>SRO</b>	School Resource Officer
<b>STEAM</b>	Science, Technology, Engineering, Arts, and Mathematics
<b>STEM</b>	Science, Technology, Engineering, and Mathematics
<b>YMHFA</b>	Youth Mental Health First Aid

# Appendix B: Behavior Infraction Codes

## Level 0

Level 0 codes are reserved for documentation purposes only for state reporting purposes and student behavior records. Any actions/intervention can be administered and recorded in the student information system at the principal's discretion. Suspension of any kind should not be used with these codes.

**Behavior Incident Tracking (BIT)** - To be used for documentation of problematic student behaviors. Consequences can be issued using this code.

**Unsubstantiated Bullying (UBL)** – After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of bullying as listed in the Jeffrey Johnston Stand Up for all Students Act (Florida Statute [1006.147](#)).

**Unsubstantiated Harassment (UHR)** – After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (Florida Statute [1006.147](#)).

## Level 1

Level 1 infractions is relatively minor misbehavior or general classroom disruption that interferes with the orderly educational process in the classroom or other areas.

**Dress Code Violation (DRS)** - To dress in a manner that would constitute a disruption in the school, create a safety hazard or exhibit impropriety. Non-conformity to the general code of appearance as outlined in Board Policy.

**Profanity/Obscene Language or Gesture (PRO)** – Abusive, profane, obscene or vulgar language (verbal, written, or gestures) or conduct in the presence of another person.

**Providing False Information Lying/Forgery (FLS)** - Giving false or misleading information, either oral or written, which may injure another person's character or reputation or disrupt the orderly process of the school. Intentionally providing false or misleading information to, or withholding valid information from, a school staff member. This includes Forgery - to fashion or reproduce for fraudulent purposes, such as signing parents' name to a note.

**Skipping Class (SKP)** – If the student does not report to their assigned class but has been marked present throughout the school day or if the student reports 15 minutes or later to their assigned class.

**Tardiness (TAR)** - Late to class or school; if the student arrives 15 minutes after the beginning of class w/o permission then the student is considered SKP/skipping class.

**Violation of Classroom Rules (VCR)** - Violation of specific posted or written class rules that are not necessarily a disruptive behavior. Breaking behavioral contract, thereby progressing to the next disciplinary level as specified in the school student handbook.



- ❑ **Cheating** - Academic cheating is defined as representing someone else's work as your own. If the student cheated on their own with no other student or participant then the cheating will be a Violation of Classroom Rules. In the event the student was cheating with multiple participants or on a state assessment, the student will receive Inappropriate Conduct.
  - Example: having answers prior to an exam.

**Wireless Communication Device (WCD)** - Use of a wireless communication device in a way that is not outlined in the Wireless Communication Device Guidelines. (Refer to Inappropriate Use of Technology/Wireless Communication Devices as a possible code)

### Level 2

Level 2 infractions are acts of misbehavior whose frequency and seriousness tends to disrupt the learning climate of the school. These infractions usually result from a continuation of Level 1 misbehavior and require administrative personnel intervention. This misconduct must be reported to the appropriate school administrator for disciplinary action. The administrator will follow the procedure designated for major violations (Level 1) when investigating the situation and deciding on disciplinary action.

**Abuse of School Property vandalism under \$1,000 (ABS)** - To use wrongly or improperly, or to maltreat any school equipment or property, including, but not limited to, the inappropriate use of a computer by breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software and entering, distributing or printing unauthorized files.

**Defiance/Disrespect Insubordination (DEF)** - Refusal or failure to obey, marked by resistance to authority. The flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority. Examples see below:

- ❑ **Leaving Class Without Permission** - Student did not have permission granted by the teacher or other school entity to leave the classroom environment; unauthorized leaving of assigned class.

**Inappropriate Conduct (IAC)** - Violation of specific posted or written school rules that are not necessarily a disruptive behavior. Breaking behavioral contract, thereby progressing to the next disciplinary level as specified in the school student handbook.

- ❑ **Cheating** - Academic cheating is defined as representing someone else's work as your own. If the student cheated on their own with no other student or participant, the cheating will be a Violation of Classroom Rules. In the event the student was cheating with multiple participants or on a state assessment, the student will receive IAC: Inappropriate Conduct. Several examples of IAC include sharing work with someone else, purchasing an academic paper or test questions in advance, paying another student to do the work, and plagiarism.
- ❑ **Gambling** - One who participates in games of chance or skill for money or profit.

**Leaving School Without Permission (LVS)** – Unauthorized leaving of school grounds.

**Low Level Confrontation (DSP)** - Student who deliberately pushes, pulls, shoves, strikes, taunts, antagonizes, or mutual physical altercation with another student or by acts or words that does not result in any injuries and is stopped by verbal intervention.

**Possession of an Inappropriate Object (POS)** - Possession and/or use of items or contraband designated by the school as inappropriate materials such as portable paging devices, beepers, cellular telephones, portable cassette or CD players, electronic games, rollerblades, skateboards, lighters, hats, etc. and any other items that cause distraction and/or damage to persons or property or otherwise interferes with learning. An example



is the possession of a pocket knife which may be potentially dangerous or harmful to others. These items will be confiscated.

**Stealing/Petty Theft <del>\$750300 (STP) - taking of property while on school grounds or from a vehicle on school property worth under ~~\$750300~~**

**Student uses Profanity directed at a School Board Employee (SPE)** - A student who intentionally engages in a verbal confrontation involving a school board employee with profanity/obscene gestures. If the verbal confrontation involves a threat, the behavior will be coded as Threat/**Intimidation (TRE)**.

### Level 3

Level 3 infractions are major acts of misconduct. They include serious disruptions of school order and threats to the health, safety and property of others. The misconduct must be reported promptly to a school administrator, who may remove the student from the school or activity immediately.

### **Local Codes**

**Felony Charges (SAO)** - Previously defined as State Attorney Charges.

**Identity Theft (IDT)** - When a student represents themselves as another individual (including but not limited to students and district employees) with the intent of creating confusion or disruption to another's well-being. The fraudulent acquisition and use of a person's private identifying information.

**Inappropriate use of Technology/Wireless Communication Devices (TEC)** - When the possession of a wireless communication device disrupts the educational process. This includes the unauthorized use of a wireless communication device to capture images or recordings without permission during school hours, attaching power cords to school devices, and/or the unauthorized use on school buses in the absence of an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay).

**Multiple Level 2 Infractions (MUL)** - If a student commits 7 or more Level 2 infractions they may receive a "multiple level 2" infraction. This code can be used to initiate a Hearing Office Referral.

**Room Clearing Event (RCE)** – Should a student create an unsafe environment and the student population of the classroom needs to be removed for their safety.

Examples:

- Student is throwing objects and turning over chairs
- Student is running around the classroom and refuses to stop while pushing into other students.

Non-Example:

- Student refuses to do work and yells when asked to begin.
- Student throws an object not directed towards another student

**Student Confrontation/ School Board Employee Non Physical (SCE)** - A student who intentionally engages in a confrontation involving a school board employee.

**Violation of Behavior Contract (VBC)** – If a student violates the school or district behavior contract.

**SESIR Codes** - These are violations defined by the Florida Department of Education and are to be reported as School Environmental Safety Incident Reporting incidents.

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**Bullying/Cyberbullying (BUL)** - Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section [1006.147\(3\)\(b\), F.S.](#) Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment. Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Examples:

- Student uses a cell phone to take a picture of a student using the bathroom at school and shares it electronically.
- Student spreads nasty rumors at school about another person, in conversation, in a note, or electronically.
- Student repeatedly teases another person in a mean way, calling him/her inappropriate names, making fun of his/her appearance, or the way he/she talks, dresses, or acts.

Non-Examples:

- Student calls another student an inappropriate name once.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Twitter
- SMS (Short Message Service) also known as Text Message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Email

**Breaking and Entering/Burglary (BRK)** - Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein. The unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, or the intent to damage or remove property or harm a person(s):

Examples:

- Student or other breaking and entering into:
  - a school building during athletic events,
  - a school bus, or
  - a residential garage that is being used for a school-sponsored event
- Student or other willfully remaining within a building after it has been secured and committing a crime, such as vandalism or theft.

Non-Examples:

- Student or other entering an unlocked gym, without permission, and using the basketball court.
- Student or other wandering the halls, after hours, after entering through an unlocked door.

**Disruption on Campus (DOC) - Major** - Majorly Disorderly Conduct Disruptive behavior that poses a serious threat to the learning environment, health, safety or welfare of others.

Examples:

- Student or other making a bomb threat.

- Student engaging in disruptive behavior that causes the bus driver to stop the bus to ensure the safety of the group.
- Student or other causing an incident that results in closing the cafeteria.
- Student or other inciting a riot.
- Student or other pulling the fire alarm.
- Student or other deliberately crashing the school computer system.
- Student or other causing an incident that prevents others from proceeding to the next class or prevents egress.

Non-Examples:

- Disruption of a single classroom.
- Student defying authority.
- Student disobeying or showing disrespect to others.
- Student or other using obscene or inappropriate language or gestures.
- Student not sitting in seat and/or talking loudly while school bus is moving.

**Fighting (FIT)** - When two or more persons mutually participate in use of force or physical violence that requires physical restraint or results in injury.

Examples:

- Student or other engaging in a fight/combat with another and physical restraint is necessary to stop it.
- Student becoming engaged in a fight which results in the need for first aid or medical attention for one or both of the participants.

Non-Examples:

- Student verbally confronting another student/teacher.
- Student or other engaging in pushing and shoving who is easily separated or stopped.
- Student or other engaging in a fight which is resolved without injury or need for physical **intervention** restraint.

**Harassment (HAR)** - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that **places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.**

- ~~places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property~~
- ~~has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.~~

Example:

- One student approaches another student and makes an insulting gesture. The targeted student runs off in tears and is visibly upset.

Non-Example:

- Two students approach each other and one student makes an insulting gesture towards the other student. Both students are good friends, no offense was taken by either student from the interaction.

**Hazing (HAZ)** - Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. **Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.** "Hazing" includes but is not limited to: (1) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, (2) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

Examples:

- Pressuring, coercing or forcing a student into: 1) violating state or federal law; 2) consuming food, liquid, drug, or other substance; or 3) participating in physical activity that could adversely affect the health or safety of the student.

Non-Examples:

- Requiring new team members to attend additional supervised practices.

**Other Major (OMC)** - (Major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. **This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate Related element (such as Drug-related or Weapon-related) and incident involvement must be reported as unknown.** ~~Students selling items on school grounds that have not been authorized by the school or for school sanctioned events.~~

Examples:

- Student produces or uses counterfeit money.
- Student participates in gambling activities.
- Student possessing drug paraphernalia., ~~vaping oils, device used to vape.~~
- Student possesses pornographic materials depicting others under the age of 18.**
- ~~Student is selling goods, services or food that has not been authorized by the school for a sanctioned event~~

Non-Examples

- Student arrested for violating probation.
- Student or other arrested for committing crimes off-campus.

**Sexual Offenses (SXO)** - Other sexual contact, including intercourse, without force or threat of force, subjecting an individual to lewd sexual gestures or comments or sexual activity, or exposing private body parts in a lewd manner.

Examples:

- Student or other participating in sexual activity in front of a student.
- Student or other intentionally exposing genitals.**
- Student or other touching the buttocks of another in lewd, lascivious manner.**
- Two or more students engaging in sexual activity.
- Student or other soliciting or encouraging a person to commit a sexual act.

Non-Examples:

- Students kissing consensually
- A kindergarten child relieving himself publicly.**
- A first grade student hugging another
- Student inadvertently touching the breasts, buttocks or groin of another student.
- Inappropriate or suggestive gestures.**

**Simple BatteryPhysical Attack (PHA)** - ~~An~~ Refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

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Example:

- Throwing an object and hitting someone hard enough to cause injury.
- Aggressively punching another person in the face.
- Student committing a battery upon a school district employee such as a teacher or other staff person.

Non-Examples:

- Horseplay, low-level pushing and shoving between students.
- Student or other engaging in a fight/combat with another and physical restraint is necessary to stop it. o Student becoming engaged in a fight which results in the need for first aid or medical attention for one or both of the participants. (Refer to Fighting as a possible alternative code.)

**Tobacco (TBC)** -The possession, use, distribution, or sale of tobacco products and vape/vaping related products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21 18.

Examples:

- A student under 21 possessing and/or smoking cigarettes, cigars, etc.
- A student under 21 possessing and/or using a nicotine dispensing device or electronic nicotine delivery system (ENDS) such as electronic cigarettes, vape pens, hookah pens, etc.
- A student using smokeless tobacco or nicotine products.
- ~~Students using any device, or in possession of any part of a device, that allows for the inhalation of vapor.~~
- ~~Student sharing device with another student for the purpose of use or possession.~~

Non-Examples:

- Student in possession of any oils or products containing THC or CBD (refer to **DRU**).
- Student in possession of aromatic essential oils.

**Threat/Intimidation (TRE)** - An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means. ~~A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements:~~

- ~~intent that the threat is heard or seen by the person who is the object of the threat.~~
- ~~fear a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and~~
- ~~capability the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.~~

Examples:

- Student or other willfully and repeatedly following another or stalking with intent to cause the person to fear for their safety.
- Student or other who willfully and repeatedly uses email or text messages to cause another to fear for their safety or cause substantial emotional distress (cyber stalking).

Non-Examples:

- ~~Student or other engaging in mutual combat with another.~~
- ~~Student or other actually using force or violence against another. (Refer to Battery or Fighting as possible alternative codes.)~~
- ~~Student waving to another student in the hallway, waiting after class to talk to him/her and calling to ask him/her out.~~

## Level 4

Level 4 acts of misconduct are the most serious. All Level 4 infractions are grounds for expulsion, and will result in a mandatory 10-day suspension. These acts are clearly criminal and are serious enough to require administrative actions that result in immediate removal of the student from school, the intervention of law enforcement authorities, or action by the Superintendent and Clay County School Board.

**Aggravated Battery (BAT)** - A battery where the attacker intentionally or knowingly causes more serious injury (as defined in paragraph (8)(g) of 6A-1.0017 (SESIR), such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. ~~The physical use of force or violence by an individual against another.~~

Examples:

- Student hitting another with a heavy object over the head.
- Student jabbing a pen into another's arm resulting in serious injury.
- Student or other engaging in a mutual physical altercation with another and continuing to hit/beat that person even after that person stops fighting, or is no longer able to fight back resulting in serious injury.
- Student committing aggravated battery upon a school district employee such as a teacher or other staff person.

Non-Examples:

- Student or other delivering a single poke to the chest.
- Student or other delivers a single, non-injuring strike to the arm of another.
- Students or others actively engaging in a fight with each other (refer to [Fighting](#) code as a possible SESIR code).
- Student or other striking back when hit by an aggressor and becoming engaged in a fight with the aggressor (refer to [Fighting](#) code as a possible SESIR code).

**Alcohol (ALC)** - Possession, sale, purchase, **distribution**, or use of alcoholic beverages. Use should be reported only if the person is caught in the act of using, **admits to use or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug-related.** ~~or in the course of the investigation it is discovered that the person is impaired.~~

Examples:

- Student testing positive for alcohol by law enforcement.
- Student possessing, using, or selling alcohol.

Non-Examples:

- Student suspected of using alcohol without evidence.
- Student smelled of alcohol who after investigation, was found to be diabetic.

**Arson (ARS)**- To **intentionally** damage or cause to be damaged, by fire or explosion, any dwelling, structure or conveyance, whether occupied or not, or its contents. **Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.**

Examples:

- Student or other deliberately setting a fire on campus.

Non-Examples:

- Student or other unintentionally starting a fire.

**Criminal Mischief/Vandalism > \$1,000 (VAN)** - Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti



thereon or other acts of vandalism thereto. Incidents that fall below the \$1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies. ~~The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.~~

Examples:

- Student or other extensively defacing school with graffiti.
- Student or other keying or scratching a car in a campus parking lot.
- Student or other trashing a classroom resulting in damages of \$1,000 or more.
- Student(s) damaging a hotel room (\$1,000 or more) on a school-sponsored trip.

Non-Examples:

- Student or other accidentally damaging chemistry lab equipment.
- Student or other causing damages under \$1,000.

**Drug Sale/Distribution Excluding Alcohol (DRD)** - The manufacture, cultivation, sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, **narcotic, or controlled substance.**

Examples:

- Student passing a marijuana cigarette around in the school bathroom.
- Student giving prescription drugs prescribed for someone else to another.
- Student selling cocaine to another.
- Student or other misrepresenting substances as illegal drugs.

Non-Examples:

- Student taking medication prescribed for themselves.
- Student giving an aspirin or other over-the-counter medication to another in dosage prescribed.
- Student smoking a marijuana cigarette alone. (Refer to DRU: Drug Use/Possession)
- Student found with a single marijuana cigarette in backpack. (Refer to DRU: Drug Use/Possession)

**Drug Use Possession Excluding Alcohol (DRU)** - The use, or possession of any drug, narcotic, controlled substance or any substance when used for **chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.** ~~hallucinogenic purposes.~~

Examples:

- Student or other possessing or being under the influence of illegal drugs at school, at school-sponsored events, or on school transportation.
- Student possessing or observed swallowing prescription drugs that are not prescribed for him/her.
- Student found inhaling or ingesting intoxicants, glue, solvents, or aerosols for hallucinogenic purposes.

Non-Examples:

- Student possessing or using over-the-counter medications in dosage prescribed.
- Student using inhalers for asthmatic condition.
- Student possessing drug paraphernalia (refer to Other Major, **OMC**).

**Grand Theft/Larceny/Theft (STL)**, ~~The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies. Thefts of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery. including motor vehicle theft—The unauthorized taking, carrying, riding away or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm.~~

Examples:

- Student or other embezzling public funds.
- Student or other stealing an item/items worth \$750 ~~300~~ or more.
- Student finding a checkbook, signing owner's name and making a purchase.
- Student or other stealing a car or motorcycle.

Non-Examples:

- Student or other borrowing an item without permission.
- Student or other committing robbery (code as Robbery instead)
- Student or other stealing an item less than \$750~~300~~.
- Student steals a credit card but no charges are made to the card.

**Homicide (HOM)** - The unjustified killing of one human being by another.

Examples:

- Student or other person, known or unknown, committing any homicide on school campus, at school-sponsored events, or on school transportation.

Non-Examples:

- Student or other accidentally dying
- Student or other committing suicide.

**Kidnapping (KID)** - Forcibly, **secretly**, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Examples:

- Student or other holding another person for ransom or reward, as a shield, or as a hostage.
- Non-custodial caregiver, with a restraining order, picking up a student.

Non-Example:

- Student running away with her boyfriend after being picked up from school by him.

**Robbery (ROB)** - The taking or attempted taking of **money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property** ~~anything of value that is owned by another person or organization,~~ under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear. **A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear**

Examples:

- Student or other snatching a gold chain off someone's neck
- Student or other extorting lunch money
- Student or other engaging in "Carjacking"

Non-Examples:

- Student or other taking money or **valuable worth \$750 or more** from an unattended purse. (Refer to **Grand Theft** ~~STL: Larceny/Theft~~ as a possible alternative code.)

**Sexual Assault (SXA)** - An incident that includes **fondling, indecent liberties, child molestation, or threatened rape. Both males and females can be victims of sexual assault.** ~~a threat of rape, fondling, indecent liberties, child molestation, or sodomy. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability.~~



Example:

- Student or other threatening to rape another.
- Student or other intentionally touching anyone younger than 16 years old in a lewd manner.

Non-Example:

- Kindergarten student threatening another with a sexual act.

**Sexual Battery (Rape) (SXB)** - Forced or attempted oral, anal or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object. **Both males and females can be victims of sexual battery.**

Examples:

- Student or other raping someone.
- Student or other attempting to rape someone.

Non-Examples:

- Students engaging in consensual sex acts. (Consensual sex is not Sexual Battery. Refer to SXO: Sexual Offenses (Other) as a possible alternative code.)
- Student or other threatening to rape someone. (Refer to Sexual Assault as a possible SESIR code.)

**Sexual Harassment (SXH)** - Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties. Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. (6A-19.008(1)SBE Rule) An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

Examples:

- Student or other causing unwanted and ongoing episodes of leering, pinching, grabbing.
- Student or other making repeated suggestive comments or jokes or actions of a sexual nature.
- Student or other pressuring one to engage in sexual activity.
- Teacher threatening to lower a student's grade if sexual favors are not given.
- Student or other repeatedly showing a photograph, poster or other images of nudity, lewd or sexual activity.
- Student or other pressuring another student for sexual favors by threatening to prevent him/her from participating in a school activity.

Non-Examples:

- Student engaging in consensual sex. (Refer to Sexual Offenses (other) code as a possible SESIR code.)
- Student unintentionally brushing up against another in the hallway.
- A single incident of a kiss that may be unwanted.

**Trespassing (TRS)** - To enter or remain on a school grounds/campus, school transportation, or at a school-sponsored function/off campus without authorization or invitation and with no lawful purpose for entry.

Examples:

- Any unauthorized person entering the campus.
- Any unauthorized person remaining on property after being **issued an official trespass warning by school officials** ~~directed to leave by the chief administrator or designee.~~
- A student currently under suspension or expulsion returning to campus without authorization or invitation.

Non-Examples

- Parent entering the building to pick up his/her child without first getting clearance through the office.
- Person searching for **assistance** ~~a phone~~ at a school facility after his/her car has broken down.

**Weapons Possession (WPO)** - Possession of any instrument or object (as defined by Section 790.001 (13), Florida Statutes, or district code of student conduct) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

Examples:

- Student or other possessing a firearm or knife.
- Student or other using a knife, pocket knife, or other sharp or pointed implement **as a weapon** ~~to threaten or harm another.~~

Non-Examples:

- Student, after investigation, found to possess a common pocket knife, or eating utensil with no intent to harm.
- Student possessing items not covered under law or district policy such as pointed instruments, pens, or pencils.
- Student possessing a cutting tool that is being used in art shop or other class.



**A reminder from the Office of Climate and Culture:  
We are in this together and together we make a  
difference!**