

School Board of Clay County

Teacher Inservice Center - Fleming Island High School, 2233 Village Square Parkway

Artwork provided by Ridgeview High School, Danielle Doctor and Al Nesi, Sponsors

March 5, 2020 Regular School Board Meeting

Date: Mar 05 2020 (6:00 p.m.)

Student Showcase (Clay Hill Elementary School)

Invocation (Pastor Michael Guerra, ConnectPoint Church)

Pledge of Allegiance

Call to Order

Recognitions and Awards

[1. Take Stock in Children Spotlight](#)

[2. Certified Board Member Recognition](#)

Presenters

School Showcase (Clay Hill Elementary School, Adele Reed, Principal)

Presentations from the Audience (Public Comment)

[3. Public Comment](#)

Consent Agenda

Superintendent

[4. C1 - Minutes of Workshop on January 28, 2020; Student Hearings, and Regular Meeting on February 6, 2020](#)

🔗 [2020 Jan 28 Workshop.pdf](#)

🔗 [2020 Feb 6 Student Discipline.pdf \(Confidential\)](#)

🔗 [2020 Feb 6 Regular Mtg.pdf](#)

[5. C2 - Proclamation #20-09, Clay County Agricultural Fair](#)

🔗 [Proclamation 20-09, Clay County Agricultural Fair.pdf](#)

[6. C3 - 2020-2021 EMPLOYEE CALENDAR: CHANGE FOR ELEMENTARY ISS ASSISTANTS](#)

🔗 [Calendar - Employee Work - 2020-2021 \(3\).pdf](#)

[7. C4 - 2020 EXCEPTIONAL STUDENT EDUCATION EXTENDED SCHOOL YEAR \(ESY\) CALENDAR: CHANGED DUE TO DATE ERRORS](#)

[!\[\]\(50ba758255c5d7cec2761495a31c7c80_img.jpg\) 2020 ESE Extended School Year Calendar \(1\).pdf](#)

Human Resources

8. C5 - Personnel Consent Agenda

[!\[\]\(99f58673407353e96a019fbca558fd72_img.jpg\) Personnel Consent Agenda March 5, 2020.pdf](#)

9. C6 - Proclamation #20-10 to Establish May 4 - 8, 2020, as Teacher Appreciation Week in Clay County, and Tuesday, May 5, 2020, as Teacher Appreciation Day

[!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1_img.jpg\) Teacher Appreciation Proclamation 2019-2020.pdf](#)

10. C7 - Proclamation #20-11 to Establish April 20 - 24, 2020, as Administrative Professionals' Week and Wednesday, April 22, 2020, as Administrative Professionals' Day in Clay County.

[!\[\]\(de95854c7ee024cfadc48187bbb781b2_img.jpg\) Administrative Professionals Proclamation 2019-2020.pdf](#)

Instruction-Academic Services

11. C8 - K-12 Academic Services Out of State and Overnight Student Travel

[!\[\]\(c50c8b7b2cc2cf9ff925edec0ee94c0d_img.jpg\) March 2020 - Student Travel.pdf](#)

Business Affairs-Accounting

12. C9 - Monthly Financial Reports for January, 2020

[!\[\]\(e3275251d0893157c3584e20c81dc3ba_img.jpg\) January Monthly Financial Report.pdf](#)

[!\[\]\(f60b7a900783ac3fd531bfd9c111be6d_img.jpg\) January Monthly Property Report.pdf](#)

13. C10 - Budget Amendment for Month Ending January 31, 2020

[!\[\]\(235bfe13ebf007ce2eea9e689707fac7_img.jpg\) Budget Amendments January 2020.pdf](#)

Business Affairs-Insurance

14. C11 - Renewal of Employee Benefits for the 2020-2021 plan year

[!\[\]\(166772600a13ad0a433053f90fe45649_img.jpg\) CCSD Board Presentation 03052020.pdf](#)

Business Affairs-Internal Accounts

15. C12 - NSF Write-off Permission

[!\[\]\(f507db636256ac11a5525ef93ec6b8d7_img.jpg\) CHE 2020 write off documents.pdf](#)

Business Affairs-Payroll

16. C13 - Approval of the 2020-2021 Payroll Calendars

[!\[\]\(aceb1790ece33f2eac474d4a9431c6d6_img.jpg\) Payroll Calendars 9 month.pdf](#)

[!\[\]\(b9742ff0bb3da904abeeee81c2bcb456_img.jpg\) Payroll Calendars 10 month.pdf](#)

[!\[\]\(26cddea01ddf7f002af4ba779c4999ee_img.jpg\) Payroll Calendars 11 month.pdf](#)

[!\[\]\(b78e2d0769ad682766c36e077fde3d60_img.jpg\) Payroll Calendars 12 month.pdf](#)

[!\[\]\(1adebd97b172010e8ebc985144647a7c_img.jpg\) Payroll Calendars Florida Youth Challenge Academy.pdf](#)

Business Affairs-Property

17. C14 - Deletion of Certain Items Report - February, 2020

[!\[\]\(a3ea015cc5581cad732d1eb81613fe7b_img.jpg\) Deletion-Report-February-2020.pdf](#)

Business Affairs-Purchasing

[18. C15 - BID to be Awarded](#)

[19. C16 - BID Renewal](#)

Operations-Facilities

[20. C17 - Clay Electric Cooperative Right-of-Way Easement at Tynes Elementary School](#)

[!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\) Clay Electric Corp Right of Way Easement at TES.pdf](#)

[21. C18 - Pre-Qualification of Contractors](#)

[!\[\]\(17413706fd4997a1a4bdf85c6864eee1_img.jpg\) 20200214095503142.pdf](#)

[22. C19 - Tynes Elementary School New Classroom Addition Architect Contract Award](#)

[!\[\]\(cf531ed27e91483460120fcc057b3901_img.jpg\) TES New Classroom Addition TES Architect Contract.pdf](#)

Adoption of Consent Agenda

[23. Adoption of Consent Agenda](#)

CCEA Update (Vicki Kidwell)

CESPA Update (Lonnie Roberts)

Superintendent's Update and Presentations

Discussion Agenda

School Board Member

[24. D1 - Child Care Learning Labs 2020-2021](#)

Human Resources

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

Business Affairs

[26. D3 - Proposed Allocations for the 2020-2021 School Year](#)

School Board Attorney Remarks (None)

School Board Member Remarks

Adjournment

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

Take Stock in Children Spotlight

Description

The purpose of this item is to bring awareness of the positive impact mentors can make in the life of a young person. Mentoring, at its core, guarantees young people that there is someone who cares about them, assures them they are not alone in dealing with day-to-day challenges, and makes them feel like they matter. Research confirms that quality mentoring relationships have powerful positive effects on young people in a variety of personal, academic, and professional situations. Ultimately, mentoring connects a young person to personal growth and development, and social and economic opportunity. Yet one in three young people will grow up without this critical asset. By being a consistent adult presence in a young person's life, mentors can offer advice, share life experiences, and help a young person navigate changes.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Financial Impact

Review Comments

Attachments

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

Certified Board Member Recognition

Description

Tina Pinkoson, Director of Leadership Services, Florida School Boards Association, will recognize Tina Bullock, Board Member, with presentation of Certified Board Member plaque and pin.

Gap Analysis**Previous Outcomes****Expected Outcomes****Strategic Plan Goal****Recommendation****Contact**

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

Financial Impact

None

Review Comments**Attachments**

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

Public Comment

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Financial Impact

Review Comments

Attachments

DRAFT

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C1 - Minutes of Workshop on January 28, 2020; Student Hearings, and Regular Meeting on February 6, 2020

Description

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

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Approve minutes as submitted.

Contact

Addison G. Davis, Superintendent of Schools, addison.davis@myoneclay.net; Bonnie O'Nora, Board Assistant;

Financial Impact

None

Review Comments

Attachments

- 🔗 [2020 Jan 28 Workshop.pdf](#)
- 🔗 [2020 Feb 6 Student Discipline.pdf \(Confidential\)](#)
- 🔗 [2020 Feb 6 Regular Mtg.pdf](#)



School Board of Clay County

District Multi-Purpose Center, Green Cove Springs (Corner of Walnut Street and Gratio Place)

January 28, 2020 - School Board Workshop

Date: Jan 28 2020 (9:00 a.m.)

Invocation (Tina Bullock)

Call to Order (Present: Janice Kerekes, District 1; Carol Studdard, District 2 (participated via phone); Tina Bullock, District 3; Mary Bolla, District 4; Ashley Gilhousen, District 5 and Superintendent Addison Davis.)

Workshop Items

1. Review Draft Agenda for Regular School Board Meeting on February 6, 2020

[february-6-2020-regular-school-board-meeting_agenda_packet.pdf](#)

Minutes:

RECOGNITIONS:

- Career and Technical Education Presentation - presentation will highlight Career and Technical Education programs offered in Clay County Schools, raise awareness of the role that CTE has in preparing students for careers and college, and recognize CTE community members' achievements nationwide;
- School Counselors Presentation - presentation will focus public attention on the unique contributions of school counselors within U.S. school systems and highlight school counselors of Clay County District Schools;

CONSENT AGENDA:

- C1 Minutes of Workshop on December 17, 2019; Student Discipline Hearings, and Regular Meeting on January 9, 2020 - no discussion;
- C2 Personnel Consent Agenda - brief question and clarification of name placement on list;
- C3 K-12 Academic Services Out of State and Overnight Student Travel - routine student travel;
- C4 2020-21 Florida Youth Challenge Academy Calendar - similar to prior year, no discussion;
- C5 Proclamation #20-07 for Career and Technical Education Month - no discussion;
- C6 Proclamation #20-08 for National School Counseling Week - no discussion;
- C7 Proposed Allocation Changes for 2019-2020 - brief discussion of new Marketing and Farm to School Coordinator position that will be housed under Food and Nutrition Services;
- C8 Monthly Financial Reports for December 2019 - routine reports;
- C9 Budget Amendment for Month Ending December 31, 2019 - routine;
- CF10 Deletion of Certain Items Report January 2020 - routine surplus of items;
- C11 Bid to be Awarded - no discussion;
- C12 Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Lakeside Junior High School Parking Lot Renovation - no discussion;
- C13 Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Keystone Heights Elementary School Roof Replacement/Repair (Building 10) - no discussion;
- C14 Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Wilkinson Elementary School Fire Alarm Replacement - no discussion;

- C15 Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Clay High School Erosion Control/Stormwater Repair - no discussion;
- C16 Pre-qualification of Contractors - routine;
- C17 Fleming Island High School Hurricane Retrofit Agreement 2019 - no discussion;

DISCUSSION AGENDA:

- D1 Human Resources Special Action - no actions at present time;
- D2 Public Hearing and Vote to Approve as Advertised the Adoption of 2019-20 Career Technical Education (CTE) and World Languages Materials - no discussion.

2. Operations Presentation (Informational)

Minutes:

Dr. Michael Kemp, Asst. Superintendent, Operations, introduced team members and presented information to promote awareness of current challenges facing the Operations Department.

Phil Hans, Director of Maintenance, discussed personnel statistics, scheduled and unscheduled maintenance, current maintenance trades positions in four salary grades, comparison to local school districts, U.S. Bureau of Labor statistics pay in trades, wage comparison of trades, and the difficulty of recruiting and retaining personnel, largely attributable to compensation. Options to improve by increasing salary versus contracting services were highlighted. Superintendent Davis discussed apprenticeships and student recruitment through paid internships. In prior years, success has been experienced with engaging employees who were students in the district's Career and Technical Education programs but, currently, trades are hiring these students upon graduation. The District's highly experienced employees are approaching retirement, and Operations is facing the challenge of an inability to compete with the market. Restructuring salary schedules is a possible option to overcoming the current obstacle to engagement and retention of employees.

Derald Sweatt, Transportation Director, discussed the difficulty of attracting transportation diesel mechanics, due to the pay scale and current personnel numbers, and existing obligations to maintenance of district vehicles. Department of Education recommends a 20:1 ratio for mechanics. Clay County District Schools' current ratios are 23:1 for buses and 44:1 for all district vehicles. Areas of opportunity exist to create capacity and the ability to comply with state recommendations.

Dr. Kemp also discussed the most recent Office of Program Policy Analysis and Government Accountability (OPPAGA) audit that recommended growing Operations personnel to support district schools. There currently exists the same amount of staffing as in 1995, but with an increased number of schools and more growth projected. Items to consider addressing are the current salary schedule with a focus on industry skilled areas, moving positions requiring professional certifications to a professional versus a support salary scale, increasing capacity to meet state staffing guidelines, and adjusting the current number of allowable years experience on pay scale from 10 to 20 in order to attract and retain qualified employees.

3. Discuss Board role and options regarding appointment of Interim Superintendent; determine agenda action item for February 6, 2020 Board meeting (item submitted by Janice Kerekes)

Minutes:

Mrs. Kerekes added this item, having spoken with Bruce Bickner, School Board Attorney, regarding the process for the governor appointing an interim superintendent following the departure of our current elected superintendent. Mr. Bickner recommends revising School Board policy to allow the School Board to have the authority to appoint an interim superintendent until such time as the governor makes his appointment of an interim superintendent. The revision of School Board policy to appoint an interim, pending the governor's appointment, would allow the work of the district to move forward in the event that the governor's action is delayed. The School Board wishes to move forward with a policy change advertisement and subsequent public hearing and approval.

4. Discuss School Board purchase options for Vystar Building, 2310 Village Square Parkway, Fleming Island, FL. If Board's consensus and interest in purchase is sufficient, give directions to Asst. Superintendent Michael Kemp and School Board attorney as to how to proceed.

Minutes:

Dr. Kemp, Assistant Superintendent, Operations, presented options for consideration to assist with determining the most fiscally responsible action re: the current state and location of the district/central offices.

Bryce Ellis, Director of Facilities and Planning, indicated that the space utilized currently for the district offices is deteriorating. The maintenance of the district offices is currently costing \$500,000. to \$1,000,000 annually, the average age of buildings is 60.5 years, and there are 250 unimproved and non-compliant parking spaces. There is currently no room for growth, renovations to existing properties are cost-prohibitive, and the purchase of new property and necessary site work would exceed \$20,000,000. The asking price for the Story Center Building (Vystar building) is \$13,500,000. and it is appraised at over \$16,000,000. Renovation of this property to suit current needs would require an additional \$2,000,000. The acquisition of this property would also enable the sale of current buildings to generate revenue.

Discussion ensued concerning the financial capacity to purchase this property, the possibility of negotiating a lower price, the feasibility of using bonded funds, the impact of deferment creating larger and more expensive issues, and the potential impact on the pending sales tax item. A decision was made to add a discussion item to the February 6, 2020 regular meeting agenda to explore completing a financial analysis of funds expended on buildings, projected costs to bring buildings to code, strategies to purchase the Story Center Building, sale of existing buildings, historical requirements/restrictions of current buildings, and the cost to sell and relocate.

Questions from the Audience**Superintendent Comments****School Board Comments****Adjournment** (10:15 a.m.)

Superintendent of Schools

School Board Chair



School Board of Clay County

Teacher Inservice Center - Fleming Island High School, 2233 Village Square Parkway

February 6, 2020 - Regular School Board Meeting

Date: Feb 06 2020 (6:00 p.m.)

Student Showcase (Ridgeview High School Chorus - Heather Bice, Sponsor)

Invocation (Pastor Jeth Looney, Doxa Church)

Pledge of Allegiance

Call to Order (Present: Janice Kerekes, District 1; Carol Studdard, District 2, Tina Bullock, District 3; Mary Bolla, District 4; Ashley Gilhousen, District 5; Superintendent Addison Davis)

Recognitions and Awards

Presenters

1. Career and Technical Education Presentation

Minutes:

Alice Paulk, Career and Technical Education Supervisor, highlighted the wide variety of Career and Technical Education (CTE) programs offered in Clay County Schools to raise awareness of the role that CTE has in preparing students for careers and college.

2. School Counselors Presentation

Minutes:

Erika Gilbert, School Counselor Specialist, Climate and Culture, highlighted the unique contributions of school counselors within U.S. school systems and spotlighted school counselors of Clay County District Schools.

School Showcase (Ridgeview High School - Becky Murphy, Principal)

Presentations from the Audience (Public Comment)

3. Public Comment

Minutes:

Public Speaker:

- Rebecca Smith - expressed gratitude for progress made and concern for employees to earn fair wages.

Consent Agenda

Superintendent

4. C1 - Minutes of Workshop on December 17, 2019, Superintendent's Hearings, and Regular Meeting on January 9, 2020

[2019 Dec 17 Workshop.pdf](#)

[2020 Jan 9 Student Discipline.pdf \(Confidential\)](#)

[2020 Jan 9 Regular Meeting.pdf](#)

Human Resources

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

[Personnel Consent Agenda February 6, 2020.pdf](#)

Instruction-Academic Services

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

[Feb 2020 - Student Travel.pdf](#)

[7. C4 - 2020-21 Florida Youth Challenge Academy Calendar](#)

[Feb 2020 - 2020-21 FYCA Calendar.pdf](#)

Instruction-Career and Technical Education

[8. C5 - Proclamation #20-07 for Career and Technical Education Month](#)

[2020 PROCLAMATION.doc.pdf](#)

Instruction-Climate and Culture

[9. C6 - Proclamation #20-08 for National School Counseling Week](#)

[National School Counseling Week.pdf](#)

Business Affairs

[10. C7 - Proposed Allocation Changes for 2019-2020](#)

[Allocation Summary - February 6, 2020.pdf](#)

Business Affairs-Accounting

[11. C8 - Monthly Financial Reports for December, 2019](#)

[December Monthly Financial Report.pdf](#)

[December Monthly Property Report.pdf](#)

[12. C9 - Budget Amendment for Month Ending December 31, 2019](#)

[Budget Amendment December 2019.pdf](#)

Business Affairs-Property

[13. C10 - Deletion of Certain Items Report - January, 2020](#)

[Deletion-Report-January-2020.pdf](#)

Business Affairs-Purchasing

[14. C11 - BID to be Awarded](#)

Operations-Facilities

[15. C12 - Schematic/Preliminary/Final \(Phase I, II, and III\) Plans and Specifications for Lakeside Junior High School Parking Lot Renovation](#)

[16. C13 - Schematic/Preliminary/Final \(Phase I, II, and III\) Plans and Specifications for Keystone Heights Elementary School Roof Replacement/Repair \(Building 10\)](#)

[17. C14 - Schematic/Preliminary/Final \(Phase I, II, and III\) Plans and Specifications for Wilkinson Elementary School Fire Alarm Replacement](#)

[18. C15 - Schematic/Preliminary/Final \(Phase I, II, and III\) Plans and Specifications for Clay High School Erosion Control/Stormwater Repair](#)

[19. C16 - Pre-qualification of Contractors](#)

[Table for Board Backup Contractor Prequal, 2.6.20.pdf](#)

[20. C17 - Fleming Island High School Hurricane Retrofit Agreement 2019](#)

[FIHS Hurricane Retrofit 2019.pdf](#)

Adoption of Consent Agenda

[21. Adoption of Consent Agenda](#)

Motion

Motion to Approve Consent Agenda

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Mary Bolla

Janice Kerekes

- Aye

Carol Studdard

- Aye

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Tina Bullock

- Aye

CCEA Update (Vicki Kidwell)

CESPA Update (Lonnie Roberts)

Superintendent's Update and Presentations

[22. Superintendent's Update and Presentations](#)

Minutes:

Superintendent Davis expressed his gratitude to his constituents, teachers, support professionals, Clay Education Staff Professionals Association (CESPA) and Clay County Education Association (CCEA) representatives, and the School Board for the great work done and positive changes that were implemented together.

Discussion Agenda

Superintendent

~~23. D1 - Review Contract for Chief of Police, Kenneth Wagner~~

School Board Member

[24. D2 - C2 - Notice of Public Hearing and Advertise Amendments to School Board of Clay County, Policy 6GX-10-1.03\(B\), The Superintendent of Schools; Salary of the Superintendent \(Mrs. Kerekes\) \(Item pulled by Mrs. Gilhousen\)](#)

[Policy 1.03 \(B\) Salary of the Superintendent.pdf](#)

[Notice of Public Hearing and Approval to Advertise School Board Policy 1.03\(B\).pdf](#)

Minutes:

This policy revision would set the base salary of the Superintendent at the amount prescribed by Florida Statute.

Motion

Motion to approve

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Ashley Gilhousen

Janice Kerekes

- Aye

Carol Studdard

- Aye

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Tina Bullock

- Aye

[25. D3 - C3 - Notice of Public Hearing and Advertise Amendments to School Board of Clay County, Policy 6GX-10-1.03\(C\), The Superintendent of Schools; School Board Appointment of Temporary Interim Superintendent \(Mrs. Kerekes\) \(Item pulled by Mrs. Gilhousen\)](#)

[Policy 1.03 \(C\) School Board Appointment of Temporary Interim Superintendent.pdf](#)

[Notice of Public Hearing and Approval to Advertise SB Policy 1.03\(C\).pdf](#)

Minutes:

This policy revision will permit the Board to appoint an interim superintendent, in the absence of an elected superintendent, pending the governor's action to appoint an interim superintendent.

Motion

Motion to

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Mary Bolla

Janice Kerekes

- Aye

Carol Studdard

- Aye

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Tina Bullock

- Aye

Human Resources

~~26. D4 - Human Resources Special Action~~

Instruction-Instructional Resources

[27. D5 - Public Hearing and Vote to Approve as Advertised the Adoption of 2019-20 Career Technical Education \(CTE\) and World Languages Materials](#)

[2019 World Languages Adoption PreSelection and Teacher Feedback \(1\).pdf](#)

[2019 CTE Adoption PreSelection and Teacher Feedback \(1\).pdf](#)

[Estimated Cost-2019 World Languages Adoption \(2\).pdf](#)

[Estimated Cost-2019 Career and Technology Education \(CTE\) Adoption \(1\).pdf](#)

[2019 CTE and WL Adoption District Committee Recommendations \(1\).pdf](#)

Minutes:

The Chair opened the public hearing. With no speakers, the public hearing was closed.

Motion

Motion to approve as advertised the adoption of 2019-20 Career Technical Education and World Languages Materials

Vote Results (Approved)

Motion: Mary Bolla

Second: Tina Bullock

Janice Kerekes

- Aye

Carol Studdard

- Aye

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Tina Bullock

- Aye

Operations

~~28. D6 -- Discuss School Board purchase options for Vystar Building, 2310 Village Square Parkway, Fleming Island, FL. If Board's consensus and interest in purchase is sufficient, give directions to Asst. Superintendent Michael Kemp and School Board attorney as to how to proceed.~~

School Board Attorney Remarks**School Board Member Remarks**[29. Comments](#)**Minutes:**

Appreciation for Superintendent Davis was expressed, and routine comments were heard.

Adjournment (7:50 p.m.)

Superintendent of Schools

School Board Chairman

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C2 - Proclamation #20-09, Clay County Agricultural Fair

Description

Significant events that affect the lives of Clay County students and employees deserve to be recognized by action. By approving this Proclamation, the School Board will show support and recognition of the Clay County Agricultural Fair.

Gap Analysis

The School Board endorses this event and hereby encourages all citizens to attend. The Fair serves as a showcase for Clay County agriculture with emphasis on educational experiences. Clay County youth organizations such as 4-H clubs and Future Farmers of America play an important part in the Fair.

Previous Outcomes

The Fair provides fun and entertainment, as well as educational experiences.

Expected Outcomes

The School Board will continue to support the Clay County Agricultural Fair, and through the Fair, continue to provide fun entertainment and educational experiences, serving as a showcase for Clay County agriculture.

Strategic Plan Goal

N/A

Recommendation

Approve Proclamation #20-09

Contact

Superintendent Addison Davis, Superintendent of Schools; addison.davis@myoneclay.net

Financial Impact

N/A

Review Comments

Attachments

🔗 [Proclamation 20-09, Clay County Agricultural Fair.pdf](#)

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

PROCLAMATION # 20-09



WHEREAS, Clay County will hold its 34th annual Agricultural Fair on April 2-11, 2020; and

WHEREAS, the School Board of Clay County endorses this event with the Clay County Fair Association and hereby encourages all citizens to attend and enjoy this educational and entertaining event; and

WHEREAS, this fair will serve as a showcase for Clay County agriculture with emphasis on educational experience concerning Clay County's leading industry; and

WHEREAS, various Clay County youth organizations such as 4-H clubs and Future Farmers of America play an important part in the Fair; and

WHEREAS, the School Board of Clay County encourages all citizens to demonstrate their support of our youth by taking an active interest in their activities at the Fair; and

WHEREAS, Agricultural Fairs provide fun and entertainment as well as education for the entire family; and

WHEREAS, the Clay County Fair Board of Directors, committee members, patron life members and many volunteers have done an outstanding job of putting together the Clay County Agricultural Fair which will provide entertainment and educational experiences for children and adults of all ages.

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Clay County, Florida, fully supports, celebrates, and encourages all citizens to attend and enjoy the 34th annual Clay County Agricultural Fair.

Duly adopted and approved by the School Board of Clay County, Florida, this 5th day of March, 2020.

ATTEST:

Addison Davis
Superintendent of Schools
Clay County, Florida

Carol Studdard, School Board Chair

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C3 - 2020-2021 EMPLOYEE CALENDAR: CHANGE FOR ELEMENTARY ISS ASSISTANTS

Description

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

Gap Analysis

Based on the contracted days required for Elementary ISS Assistants (183 days) and in conjunction with working with the Payroll department to develop the 2020-2021 payroll calendar, an error was found on the previously approved 2020-2021 Employee Calendar. Elementary ISS Assistants were accounting for 184 days, therefore a change is needed to ensure they work the contracted 183 days for payroll purposes. Instead of Elementary ISS Assistants' last day being Thursday, May 27, 2021, their last day will be Wednesday, May 26, 2021.

Previous Outcomes

The updated calendar will reflect the 183 contracted days for Elementary ISS Assistants.

Expected Outcomes

Approve the minor change to the 2020-2021 Employee Work calendar to correct the Elementary ISS Assistant to work their contracted 183 days.

Strategic Plan Goal

N/A

Recommendation

Approve calendar as submitted.

Contact

Terri Dennis, Cheif of Staff, terri.dennis@myoneclay.net 904-336-6506

Financial Impact

\$0

Review Comments

Attachments

📎 [Calendar - Employee Work - 2020-2021 \(3\).pdf](#)



School District of Clay County Employee Work Calendar 2020-2021

Wednesday, July 1, 2020	First Day, All 12-Month Personnel (4-Day Week)
Thursday, July 2, 2020	Independence Day (Observed), Non-Working Day, <i>ALL PERSONNEL</i>
Tuesday, July 21, 2020	First Day, 11-Month Personnel, Instructional & Support (9.38 hr. 4 day work week)
Monday, August 3, 2020	First Day, 10-Month Personnel, Instructional, Support & Cafeteria Managers
Friday, August 7, 2020	First Day, 9-Mo. Teacher Assts, 9-Mo. Instr. Assts. (Except Elem. ISS Assistants)
Monday, August 10, 2020	First Day, 9-Mo. Cafeteria Assts. & Van Drivers
Tuesday, August 11, 2020	First Day, 9- Mo. Elementary ISS Assistants, Fuel Attendant, Bus Drivers, Bus Monitors
Monday, September 7, 2020	Labor Day - Non-Working Day, <i>ALL PERSONNEL</i>
Monday, October 12, 2020	Planning Day, Working Day , All 10, 11, 12-Mo. Personnel Non-Working Days, All 9 Mo. Personnel
Wednesday, November 11, 2020	Veterans' Day (Observed), Non-Working Day, <i>ALL PERSONNEL</i>
Monday, Nov. 23 – Friday, Nov. 27, 2020	Thanksgiving, Non-Working Days, All 9, 10, 11-Mo. Personnel
Thursday, Nov. 26 & Friday, Nov. 27, 2020	Thanksgiving, Non-Working Days, <i>ALL PERSONNEL</i>
Monday, Dec. 21, 2020 thru Friday, Jan. 1, 2021	Christmas/New Year's, Non-Working Days, All 9, 10, 11-Mo. Personnel Working Days , All 12-Mo. Personnel
Friday, December. 25, 2020	Christmas Day (Observed), Non-Working Day, <i>ALL PERSONNEL</i>
Friday, January 1, 2021	New Year's Day (Observed), Non-Working Day, <i>ALL PERSONNEL</i>
Monday, January 4, 2021	Planning Day, Working Days , All 10, 11, 12-Mo. Personnel Non-Working Days, All 9 Mo. Personnel
Monday, January 18, 2021	Martin Luther King Day, Non-Working Day, <i>ALL PERSONNEL</i>
Monday, February 15, 2021	Presidents' Day, Non-Working Day, All 9, 10, 11 Mo. Personnel & Cafeteria Managers Working Day , All 12-Mo. Personnel
Monday, March 15 thru Friday March 19, 2021	Spring Break, Non- Working Days , All 9, 10, 11-Mo. Personnel Working Days , All 12-Mo Personnel
Monday, March 22, 2021	Planning Day, Working Days , All 10, 11, 12 Mos. Personnel Non-Working Day, All 9 Mo. Personnel
Friday, April 2, 2021	Good Friday (Observed), Non-Working Day, <i>ALL PERSONNEL</i>
Monday, April 5, 2021	Fair Day, Non-Working Day, All 9, 10, 11 Mo. Personnel Working Day , Cafeteria Managers & 12 Mos. Personnel
Wednesday, May 26, 2021	Last Day, 9- Mo. Elementary ISS Assts.
Friday, May 28, 2021	Last Day, ALL 9-Mo. Bus Drivers, Fuel Attendants, Bus Monitors, Cafeteria Assts. & Van Drivers, Teacher Assts., Instructional Assts.
Monday, May 31, 2021	Memorial Day, Non-Working Day, <i>ALL PERSONNEL</i>
Tuesday, June 1, 2021	Last Day, 10-Month Instructional, Support & Cafeteria Managers
Monday, June 7, 2021	4-Day Work Week Begins
Tuesday, June 15, 2021	Last Day, 11-Mo. Instr. & Support Personnel
Wednesday, June 30, 2021	Last Day, All 12-Mo. Personnel (4-Day Week)

Altered 9-Month Calendars for Early Dismissal: ALL Early Dismissal Days are Working Days except for:

9-Month Elementary ISS Assistants ONLY – Non-Working Days – Dec. 18, 2020

9-Month Elementary/ Cafeteria Assistants/Van Drivers ONLY – Non-Working Days, Dec. 18, 2020

9-Month Jr./Sr. High Cafeteria Assistants/Van Drivers ONLY – Non-Working Days, Dec. 18, 2020 & May 28, 2021

Board Approved: December 12, 2019

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C4 - 2020 EXCEPTIONAL STUDENT EDUCATION EXTENDED SCHOOL YEAR (ESY) CALENDAR: CHANGED DUE TO DATE ERRORS

Description

All student/employee calendars require School Board approval to establish school/work schedules for students and employees. There was a date error that was found in the previously approved ESY 2020 Calendar. The previously approved calendar read "Monday, June 16th and Tuesday, June 17th" and should state the start date as "Monday, June 15th and Tuesday, June 16th". Additionally, the holiday had a date error and read as "Monday, June 29- Thursday, July 3" and it should read as "Monday, June 29- Thursday, July 2".

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

N/A

Recommendation

That the Clay County School Board will approve the corrected Exceptional Student Education (ESE) Extended School Year (ESY) calendar for summer 2020 for students and employees.

Contact

Terri Dennis, Chief of Staff, terri.dennis@myoneclay.net or Terry Roth, Director of ESE, terry.roth@myoneclay.net

Financial Impact

\$0

Review Comments

Attachments

📎 [2020 ESE Extended School Year Calendar \(1\).pdf](#)

**Clay County District Schools
Exceptional Student Education
Extended School Year (ESY) 2020**



*** ESY SITES
RHS, KHE, MHS**

SITE SCHEDULES	DATES/HOURS
<u>Planning Day, All ESY Sites</u> Teachers & Nurses (RN/LPN)	Thursday, June 11, 2020 7:30 a.m. - 12:30 p.m.
<u>First Day, RHS</u> Students & Assistants	Monday, June 15, 2020
<u>First Day, KHE & MHS</u> Students & Assistants	Tuesday, June 16, 2020
<u>Holiday</u>	Monday, June 29 - Thursday, July 2, 2020
<u>Last Day, RHS</u> Students & RHS ESY Staff	Wednesday, July 15, 2020
<u>Last Day, KHE & MHS</u> Students & KHE/MHS ESY Staff	Thursday, July 16, 2020
<u>Hours, Employee</u> Teachers, Nurses & Assistants Hours (Does Not Include Lunch)	Monday/Wednesday (RHS) Tuesday/Thursday (KHE/MHS) 7:30 a.m. - 12:00 p.m.
<u>Hours, Student</u> All ESY Students	Monday/Wednesday (RHS) Tuesday/Thursday (KHE/MHS) 7:50 a.m. - 11:50 a.m. (Includes a 15 minute break)

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

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

SCHOOL BOARD APPROVED: JANUARY 9 , 2020

School Board of Clay County

March 5, 2020 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

David S. Broskie, Assistant Superintendent for Human Resources. (904) 336-6701 David.Broskie@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 March 5, 2020.pdf](#)

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

March 5, 2020

TABLE OF CONTENTS

I. <u>Administrative Actions</u>	
A. 2019-2020 Appointments	I-A, p. 1
B. 2019-2020 Re-Appointments	I-B, p. 1
C. 2019-2020 Redesignations	I-C, p. 1
D. 2019-2020 Transfers	I-D, p. 1
E. 2019-2020 Resignations, Retirements, Conclude Employment	I-E, p. 1
F. 2019-2020 Supplements	I-F, p. 1
II. <u>Job Descriptions and Supporting Documents</u>	
A. Administrative	II-A, p.1-15
B. Support	II-B, p.1-18
III. <u>Instructional Actions</u>	
A. 2019-2020 Appointments	III-A, p. 1
B. 2019-2020 Reappointments	III-B, p. 1
C. 2019-2020 Redesignations	III-C, p. 1
D. 2019-2020 Transfers	III-D, p. 1
E. 2019-2020 Resignations/Retirements/Conclude Employment	III-E, p. 1
F. 2019-2020 Supplements	III-F, p. 1-2
G. 2019-2020 Pending Appointments	III-G, p. 1
H. 2019-2020 Out of Field	III-H, p. 1
IV. <u>Instructional Miscellaneous Actions</u>	
A. 2019-2020 Summer School	IV-A. p. 1
B. 2019-2020 Community Education	IV-B. p. 1
C. 2019-2020 Adult Education	IV-C. p. 1
V. <u>Instructional Substitute Teacher Actions</u>	
A. 2019-2020 Substitute Teacher Approval (None)	V-A. p. 1
VI. <u>Support Actions</u>	
A. 2019-2020 Appointments	VI-A, p. 1-3
B. 2019-2020 Reappointments	VI-B, p. 1
C. 2019-2020 Redesignations	VI-C, p. 1
D. 2019-2020 Transfers	VI-D, p. 1-2
E. 2019-2020 Resignations/Retirements/Conclude Employment	VI-E, p. 1-2
F. 2019-2020 Supplements	III-F, p. 1

I. Administrative Actions

A. APPOINTMENT

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

I. Administrative Actions**B. RE-APPOINTMENT**

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

I. Administrative Actions**C. RE-DESIGNATION**

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

I. Administrative Actions

D. TRANSFER

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

I. Administrative Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

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

I. Administrative Actions

F. SUPPLEMENT

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

II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

REVISED:

In response to a recent audit, Human Resources is leading the revision of all job descriptions throughout the District. Each month, a department's job descriptions will be brought before the Board, after being carefully reviewed and revised. The purpose is to bring all job descriptions up to date to reflect current responsibilities and delete obsolete or dated language. This month, Food and Nutrition Services (FNS) has carefully reviewed and revised each job description within their department.

O-1.1.22 Director of Food and Nutrition Services

Current job description reviewed and changes made to include program requirements of the National School Lunch, Breakfast and After School Snack Program.

L-1.2.06 Food and Nutrition Services Manager-Self Contained

Current job description reviewed and change made to department title.

L-1.2.19 Food and Nutrition Services Manager- Satellite Base

Current job description reviewed and change made to align with other cafeteria management positions. Changes were also made to the department title.

L-1.2.21 Food and Nutrition Services Manager-Satellite

Current job description reviewed and changes made to align with other cafeteria management positions. Changes were also made to the department title.

L-1.2.22 Food and Nutrition Services Manager-Mobile Food Truck

Current job description reviewed and change made to the Director's title.

L-1.2.23 Food and Nutrition Services Manager-Manager Intern

Current job description reviewed and made changes to titles for consistency.

L-1.2.30 Food and Nutrition Services- Specialist

Current job description reviewed and change made to department title.

B-1.2.42 Coordinator of School Food and Nutrition Services

Current Job description reviewed and updated to remove a desirable qualification no longer applicable and corrected job title for the Director.

Job Locator: O-1.1.22

Title: Director of Food and Nutrition Services

Position Grade: Director II

Evaluated by: Assistant Superintendent for ~~Business Affairs~~ Operations

Job Description:

The Director of Food and Nutrition Services is directly responsible to the Assistant Superintendent for ~~Business Affairs~~ Operations and serves in a staff relationship with other Directors.

Responsibilities and duties of this position include:

1. Direct the countywide ~~food and nutrition services program~~ Food and Nutrition Services Department in conformance with federal, state, and local laws and regulations.
2. Develop and recommend changes in ~~food and nutrition services~~ department policies and procedures to District administrators, including application processing and meal ticket handling procedures under the free and reduced-price meal program. and ensures all aspects of the department meet the guidelines of the National School Lunch, Breakfast and After School Snack Programs.
3. Prepare and administer ~~the~~ a department budget, including income projections and control of expenditures.
4. Establish programs to effectively operate: a) Purchasing food, supplies, and equipment; b) Staffing and training; c) Reporting procedures; d) Allocating and accounting for USDA-donated food; and e) Food preparation, service standards, and procedures.
5. Review collective bargaining contract proposals and provide input to the bargaining team.
6. Develop public information materials and meet with staff, parents, vendors, and employees on food and nutrition services program matters enriching the program and the health and nutrition well-being of students.
7. Perform related duties as assigned.

Required Qualifications:

1. Bachelor's degree in Food and Nutrition Services or approved field from accredited college or university.
2. Three (3) years successful administrative or supervisory experience in school food service, multi-unit food service operation, or closely related experience.
3. Effectively express ideas and communicate information in oral and written form.

4. Advanced training in nutrition, menu planning, audits, purchasing, and staffing.

Desired Qualifications:

1. Five (5) years successful administrative or supervisory experience in school food service or closely related experience.
2. Status as a Registered Dietician with the American Dietetic Association.
3. Status as a School Food Service and Nutrition Specialist (SFNS).

Revised: 07/14/1983

Revised: 12/12/1984

Revised: 09/09/1997

Revised: 03/18/2004

Revised: 10/13/2011

Revised: 02/10/2014

Pending Board Approval: 3/5/2020

DRAFT

Job Locator: L-1.2.06

Title: Food and Nutrition Services Manager- Self Contained

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services ~~Director~~ & Principal

Job Description:

The ~~School~~ Food & Nutrition Services Manager is directly responsible to the School Principal and Director of ~~School~~ Food & Nutrition Services.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the ~~Food Service~~ Food and Nutrition Services Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Responsible for following policies and procedures as outlined in the Food & Nutrition Services Procedure Manual.
8. Perform related as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
3. Pass physical examination upon initial employment.
4. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification.

5. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 08/15/1991

Revised: 07/18/1996

Revised: 11/20/2012

Revised: 02/10/2014

Revised: 05/03/2018

Pending Board Approval: 3/5/2020

DRAFT

Job Locator: L-1.2.19

Title: Food and Nutrition Services Manager - Satellite Base

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services ~~Director~~ & Principal

Job Description:

This employee is directly responsible to the Director of ~~School Food Service~~ Food and Nutrition Services and School Principal.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements in both the management and operation of a Base School and Satellite Food Service programs.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the ~~Food Service~~ Food and Nutrition Services Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. ~~Utilize cost control procedures for cash including prepayments for meals and bank deposits, food, supplies and equipment inventories.~~
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Coordinate the operational procedures of the Satellite Base School and Satellite School to assure programs operate effectively.
8. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
3. Pass physical examination upon initial employment.

4. Possess State of Florida, Department of Health & Rehabilitative Services, Certified Professional Food Manager Certification.
5. If employed as a manager after July 1, 1991, must have successfully completed, with a minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 08/15/1991

Revised: 07/18/1996

Reviewed: 02/10/2014

Revised: 05/03/2018

Pending Board Approval: 3/5/2020

DRAFT

Job Locator: L-1.2.22

Title: Food and Nutrition Services Manager- Mobile Food Truck

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services ~~Director~~

Job Description:

This employee is directly responsible to the Director of Food & Nutrition Services.

Responsibilities and duties of this position include:

1. Prepare meals by properly following written recipes, portioning instructions, and presentation procedures in order to ensure cost effectiveness, as well as compliance with state, local, and federal requirements. Gathers needed supplies from base kitchen to prepare meals and provide required and desired beverages.
2. Directs food truck from base school to scheduled location. Travels throughout Clay County as designated.
3. Prepare work schedule(s). Communicates effectively with school staff to include base cafeteria manager.
4. Practices safe food handling according to Hazardous Analysis Critical Control Point (HACCP), Clay County Health Department, and CCDS Food Services Standard Operating Procedures as per the Procedures Manual. Document accordingly per HACCP procedures and accurately complete HACCP forms.
5. Assist in cashiering responsibilities including food sales and serving of ala carte items. Ensure proper student identification, accurately record each customer's financial transaction in order to identify meals served per day.
6. Clean and sanitize serving line, work stations, service areas, storage areas, food truck floor, equipment and tools. Washing dishes and utensils and empty refuse.
7. Document usage by verifying and recording daily food production and consumption on base production records.
8. Participate in management training sessions and attend managers meetings as required.
9. Prepare daily safety inspections of truck and follow written procedure with start up and closing down generator, electric and water supply as applicable.
10. Ability to drive food truck. Successfully complete skills course training provided by transportation.
11. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling

8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

12. Must maintain a safe driving record while employed.

13. Perform other duties of a similar level or nature.

Required Qualifications:

1. High school graduate or have passed G.E.D. equivalency examination.
2. One year successful full-time experience in Clay County School Food Service or verified and accepted related or similar experience in quantity food production.
3. Pass physical examination upon initial employment.
4. Possess State of Florida Department of Health and Rehabilitative Service, Certified Professional Food Manager Certification.
5. If employed, as a manager, after July 1, 1991, must have successfully completed, with a minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Board Approved: 10/05/2017

Revised: 05/03/2018

Pending Board Approval: 3/5/2020

Job Locator: L-1.2.23

Title: Food and Nutrition Services Manager - Manager Intern

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services Director

Job Description:

This employee is directly responsible to the Director of ~~School~~ Food & Nutrition Services. Personnel in this position will participate in on-the-job training activities in Clay County School Food & and Nutrition Services operational procedures to be provided through the Managers Intern Program.

Responsibilities and duties of this position include:

1. Prepares for the position of ~~School~~ Food & and Nutrition Services Manager by learning all aspects of a School Food Service operation to ensure that a high quality, cost effective nutrition program is provided.
2. Rotate among scheduled school locations to gain management skills and experience as directed by the Director of ~~School~~ Food & Nutrition Services and assumes a manager's responsibilities in the event that the manager is not present.
3. Assists the ~~School~~ Food & Nutrition Services Manager, at the scheduled school locations, in the daily operation of the program. Activities shall include record keeping; preparation of work schedules; supervision and training of employees; food preparation; serving and sanitation; preparation of reports; ordering and receiving of foods and supplies; inventory rotation, management and control.
4. Performs other duties as assigned by the ~~School~~ Food & Nutrition Services Manager or Director of ~~School~~ Food and Nutrition Services or as dictated by the situation.
5. Attend manager's meetings as requested and participate in management training sessions.
6. Attend the Clay County Food & Nutrition Services Management Training Course during initial year of employment and successfully complete the course.
7. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in School Food & Nutrition Services or verified and accepted experience in quantity food production in an institution or commercial food service business.
3. Pass physical examination upon initial employment.

4. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy, within one (1) year of hire.
5. Mobility for travel throughout Clay County.
6. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification within 6 months of hire.

Desired Qualifications:

1. Successful completion of the Clay County Food & Nutrition Services Management Training Course and/or post-test with minimum of 80% accuracy.
2. Advanced training and/or coursework in food service technology or management.

Effective: 07/01/1994

Revised: 07/18/1996

Revised: 07/17/1997

Revised: 06/30/1999

Revised: 10/19/2006

Revised: 11/20/2012

Revised: 02/10/2014

Revised: 05/03/2018

Pending Board Approval: 3/5/2020

Job Locator: L-1.2.30

Title: Food and Nutrition Services - Specialist

Position Grade: Coordinator IV

Evaluated by: Director of Food and Nutrition Services ~~Director~~

Job Description:

This employee is responsible to the Director of Food and Nutrition Services.

Responsibilities and duties of this position include:

1. Assist with the comprehensive planning process for the ~~School Food Service~~ Food and Nutrition Services Department.
2. Assist with the analysis of cost data and development of strategies to control excessive costs. Work with cafeteria managers to implement the designated strategies to control costs in the local school setting.
3. Assist cafeteria managers with planning, production, merchandising, proper use and care of equipment, special projects, implementation of new programs, training of cafeteria employees and corrective action to resolve deficiencies noted in evaluations and audits as directed.
4. Manage and operate any school food service program in accordance with district policies, Federal and State regulations in the absence of the manager or as directed.
5. Assist with evaluating program operations as directed.
6. Assist with menu planning and preparation of menu worksheet.
7. Assist with preparation and/or compilation of product usage data as directed.
8. Assist with the testing of potential new products.
9. Assist with planning, conduction and evaluating in-service training as directed.
10. Attend manager's meetings and management training sessions.
11. Perform related duties as assigned by Director of Food and Nutrition Services.

Required Qualifications:

1. Associate in Science Degree in Food Service Technology, Restaurant Management, Dietetics or related field from a university or college accredited by one of the Regional Accrediting Agencies. In lieu of the above educational requirement: three (3) years of full-time experience as a School Food Service Manager or manager in a quantity food service operation or closely related management or administrative experience.
2. Mobility for travel throughout Clay County.

3. Demonstrate effective, positive interpersonal communication skills.

Desired Qualifications:

1. Advanced training and/or education in Food Service Technology and/or management.
2. Bachelor of Science Degree in School Food Service Administration or closely related field.

Effective: 07/01/1992

Revised: 04/21/1994

Revised: 07/01/1994

Revised: 07/18/1996

Revised: 06/20/2002

Revised: 03/18/2004

Revised: 02/10/2014

Revised: 05/03/2018

Pending Board Approval: 3/5/2020

DRAFT

Job Locator: B-1.2.42

Title: Coordinator of School Food and Nutrition Services

Position Grade: Coordinator II

Evaluated by: Director of ~~School~~ Food and Nutrition Services

Job Description

The Coordinator of School Food and Nutrition Services is directly responsible to the Director of ~~School~~ Food and Nutrition Services.

Responsibilities and duties of this position include:

1. Assist Director with implementation and monitoring of District's Wellness Policy.
2. Supervise and monitor the school food service cafeteria units to assure compliance with program standards and federal, state and local regulations and to ensure the operation of a nutritionally sound program.
3. Perform annual cost control program reviews and maintain a record of each formal site visitation.
4. Assist with the technical assistance provided to cafeteria managers with planning, production, merchandising, work scheduling, staffing, proper use and care of equipment, special projects, implementation of new programs and corrective action to resolve deficiencies noted in program reviews and audits.
5. Assist with the compilation of financial cost data and the development of strategies to control excessive costs.
6. Coordinate menu planning and the preparation of the menu worksheet. Perform nutritional analysis of menus and develop pre-cost information. Coordinate commodity processing of food served to District's students.
7. Assist with the identification, testing and development of new products and recipes.
8. Assist with the planning, conducting and evaluating of staff development training programs.
9. Attend manager's meetings and management training sessions.
10. Perform related duties as assigned by the Director of ~~School~~ Food and Nutrition Services.
11. Develop nutrition education materials for staff and students.

Required Qualifications:

1. A Bachelor's degree from an accredited college or university.

2. Two (2) years successful administrative or supervisory experience in school food service, multi unit food service operation or Closely related experience.
3. Demonstrate effective, positive interpersonal communication skills.

Desired Qualifications:

1. Status as Registered Dietitian with the American Dietetic Association and/or Certification as a Director of Food Service from the American School Food Service Association.
2. Advance training in nutrition, accounting, business management and/or purchasing.
3. ~~Florida Educator's Certificate in area of School Food Service.~~

Board Approved: 02/18/1999 (Effective 07/01/1999)

Revised: 05/15/2008 (Effective 07/01/2008)

Reviewed: 02/10/2014

Pending Board Approval: 3/5/2020

DRAFT

II. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job descriptions:

REVISED:

In response to a recent audit, Human Resources is leading the revision of all job descriptions throughout the District. Each month, a department's job descriptions will be brought before the Board, after being carefully reviewed and revised. The purpose is to bring all job descriptions up to date to reflect current responsibilities and delete obsolete or dated language. This month, Food and Nutrition Services (FNS) has carefully reviewed and revised each job description within their department.

3.4.05 Cafeteria Assistant

Current job description reviewed and no changes are needed.

3.4.06 Cafeteria Van Driver

Current job description reviewed and updated to reflect program changes and to align with the Cafeteria Assistant job description.

3.4.60 Food and Nutrition Services Equipment and Warehouse Manager

Current job description reviewed and updated to remove duty no longer required.

3.4.63 Lead Cafeteria Kitchen Equipment (CKE) Technician

New allocation and job description written by the Maintenance Department. Additions were Physical Effort grid and Working Conditions grid.

3.4.64 Cafeteria Kitchen Equipment (CKE) Technician

New allocation and job description written by the Maintenance Department. Additions were Physical Effort grid and Working Conditions grid.

3.8.20 School Food Support Assistant

Current job description reviewed and updated to remove duty no longer required and update department title.

JOB TITLE	Cafeteria Assistant	DEPT/LOCATION	C-3.4.05
REPORTS TO	Cafeteria Manager at Assigned School Location		
EVALUATED BY	School Administration & Cafeteria Manager		
PAY GRADE/ SALARY	A-12	See Table IIA - Support Personnel Pay Structure	
CONTRACT LENGTH	9 month calendar – up to 185 days per year		
WORK SCHEDULE	3 to 7.5 hours per day not to exceed 37.5 hours per week without overtime		
PROFESSIONAL DEVELOPMENT	Blood-born Pathogens; Based on the Professional Standards in Schools Provision, staff receive 4-6 hours of training per year.		
CAREER PATHWAY	May have the opportunity to progress through Professional Development, experience and training from Cafeteria Assistant to available Cafeteria Management Internship position.		
JOB PURPOSE	Assisting as part of a team providing for large scale food production to meet the nutritional needs of students, faculty and staff in an effort to promote a healthy and positive learning environment in a cost-effective manner.		
ESSENTIAL FUNCTIONS			
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Other Skills	Must be able to understand and act upon written and oral directions.
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Clay County District Schools

Cafeteria Assistant Job Description

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

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



Clay County District Schools

Discovering Endless Possibilities

I understand the physical requirements, qualifications and essential job functions listed in this job description for **CAFETERIA ASSISTANT**. I affirm that I meet all of the physical requirements and possess the knowledge and skills required by this position. I will perform all of the job duties listed, as well as any additional duties requested by my cafeteria manager or the Director of Food and Nutrition Services.

Printed Name

Signature

Date

Board Approved: 06/29/2017

Reviewed: March 5, 2020

Job Locator: C-3.4.06

Title: Cafeteria Van Driver

Position Grade: Support Salary Schedule

Evaluated BY: Assigned Administrator

Job Description:

Performs various support tasks involved in the preparation and serving of meals to school children and building personnel. Assists in the set up and serving of meals. Maintains, cleans and sanitizes food equipment, utensils and work areas. Loads and unloads food and/or supplies in van and delivers to Satellite kitchen, and assumes the responsibility of servicing the van.

Responsibilities and duties of this position include:

- ~~1. Assists in the preparation of food items including main entree, side dishes, desserts and condiments according to specifications for the day's menu and under the Cafeteria Manager's direction.~~
1. Follow direction from the Cafeteria Manager by assisting with the preparation of meals, properly following written recipes, portioning instructions and presentation procedures in order to ensure cost effectiveness and quality.
- ~~2. Cleans and sanitizes kitchen work areas, dining areas, equipment, van, utensils and dishes. Empties trash, sweeps and mops the floor after meals to maintain a clean and safe environment.~~
2. Maintain safe food handling procedures by monitoring and adhering to proper temperature and personal hygiene.
- ~~3. Sets up and maintains the serving line in order to maintain efficient and quick service.~~
3. Enhance knowledge, skills and abilities by participating in site based training on the proper use of kitchen equipment including cleaning, sanitizing and safety.
- ~~4. Operates the dish room including draining and cleaning dish machine; stacking and sending trays and pans through machine, counting trays processed and cleaning room at the end of the day.~~
4. Setup, maintain and break down service line in order to provide efficient service and store unused food using proper sanitary procedures.
- ~~5. Serves food to students and school personnel determining proper portioning standards and checks student food combinations to ensure proper nutritional content.~~
5. Handle cashiering responsibilities including food sales and serving of ala carte items. Ensure proper student identification, accurately record each customer's financial transaction in order to identify meals served per day.
- ~~6. Collects money and/or lunch tickets from students for meals. Counts, sorts and wraps bills and coins to prepare money for bank deposit.~~

6. Clean and sanitize serving lines, work stations, service areas, storage areas, kitchen floors, kitchen equipment and tools, washing dishes and utensils and emptying refuse in the kitchen as assigned by the manager.

7. ~~Counts lunches served per day and records on Roster System.~~

7. Document usage by verifying and recording daily food production and consumption.

8. Assist in maintaining accurate inventory by loading, unloading, stocking and organizing food and supplies while adhering to "first in – first out" procedures.

9. Loads, unloads food van, delivers food, and stores food supplies in their proper place according to proper inventory procedures (first in – first out).

10. Fuels transport van as needed and reports any vehicle issues to the Cafeteria Manager.

11. Participates in a minimum of 4-6 hours of training to meet the Professional Standards in Schools Provision.

12. Performs other duties of a similar nature or level.

Required Qualifications:

1. Requires no specific educational or experience requirements. Must be able to follow written and oral instructions without supervision.
2. Must be able to move objects weighing up to 50 pounds.
3. Ability to perform assigned duties in a wide range of temperatures.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
5. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>	<u>X</u>			
<u>Stooping/bending</u>	<u>X</u>			
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>			<u>X</u>	
<u>Kneeling/crouching</u>		<u>X</u>		

<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>	<u>X</u>			
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>	<u>X</u>			
<u>Operation of power tools, mechanical equipment</u>	<u>X</u>			

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

Board Approved: 05/20/1993

Revised: 09/21/1995

Pending School Board Approval: 3/5/2020

Job Locator: C-3.4.60

Title: Food and Nutrition Services Equipment and Warehouse Manager

Position Grade: Support Salary Schedule

Evaluated by: Director of Food & Nutrition Services

Job Description:

Manages the Food and Nutrition Services warehouse to include ordering, receiving, and delivery of small and large equipment for all school cafeterias. Serves as both the Property Control Manager and Records Manager in compliance with the School Board Policy. Assist the Director of FNS with supervision and coordination of the School Food Services Support Assistant.

Responsibilities and duties of this position include:

1. Maintains Food and Nutrition Services warehouse to assure small and large equipment is ordered, received, and delivered to proper location.
2. Coordinates transfer of property from location to location. Assures all property is tagged upon receipt and report to property control. Maintain property records of all required items. Coordinate and prepare items that are to be surveyed using required forms and prepare inventory for annual audit.
3. Ensure records are stored and in compliance with State of Florida GS7 and GS1-SL guidelines. Maintains records by defining procedure for retention, protection, retrieval, transfer and disposal of records. Maintain manual records of inventories and retention schedule.
4. Inspects kitchen equipment and recommends replacement.
5. Oversees requisitions for purchases of small and large equipment in accordance with bids and price quotes; enters data into the computer regarding orders and receipts; matches requisitions with invoices and resolves discrepancies.
6. Communicate and organize replacement and installation with equipment vendors.
7. Oversees the coordination of vehicle repairs with the Transportation Department; responds to initial reports from food service staff regarding vehicle repair needs; collects data and presents report to the Director regarding short and long-range vehicle repair cost and replacement needs.
8. ~~Organizes and implements the yearly plan for optimal storage of frozen foods following school closures for the summer;~~ eCoordinates with maintenance staff and others in movement of stored foods in response to shut-down schedule and emergencies affecting food storage.
9. Oversees the coordination of repairs and troubleshoots computer hardware and software problems associated with the point of sale software program; reports major hardware/software problems to the vendor and follows up for completion of repairs.

Required Qualifications:

1. High school graduate or have passed G.E.D. equivalency examination.
2. Must possess training and/or experience in use of computers, spreadsheet applications, and computer operating systems.
3. Must possess a valid CDL Florida Drivers License and maintain same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: One a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the records search; and no convictions for DUI within the seven (7) years immediately preceding the records search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
6. Must possess ability to move objects weighing up to 50 pounds.
7. Ability to operate a forklift and pallet jack.

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

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

<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	X			
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Board Approved: 05/03/2018

Pending School Board Approval: 3/5/2020

DRAFT

Job Locator: C-3.4.63

Title: Lead Cafeteria Kitchen Equipment (CKE) Technician

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Plans and coordinates the installation and maintenance of all District cafeteria kitchen equipment; Orders and maintains materials and tools; Demonstrates proficiency with power tools and trade practices associated with Cafeteria Kitchen Equipment (CKE); Reads and understands wiring and mechanical schematics, and theory of operation of assigned equipment. Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control, code compliance and follows set standards; Maintains familiarity with all facets of the commercial CKE trade; Coordinates with other District trades-people, senior staff, vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises CKE shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of CKE and related systems.
2. Services and refurbishes all types of CKE to include steam kettles, milk carts, hot/cold serving carts, pass through, coolers, ice machines, combi-ovens, refrigerators, freezers, coolers, garbage disposals, dishwashers and associated booster heaters and may assemble, install, or relocate CKE systems in District facilities as needed.
3. Maintains EPA Refrigerant Recovery Journal for the department.
4. Demonstrates proficiency in the safe use of silver solder techniques for pipes, valves and compressors.
5. Determines daily work priorities, schedules and assigns work accordingly.
6. Manages material requirements and manpower needs; coordinates the procurement of materials according to District purchasing policies and procedures.
7. Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
8. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
9. Conducts in-process work inspections of assigned personnel at job sites, initiates improvements, and provides specialized training within the CKE shop when needed.

10. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties or a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous experience involved in the installation, maintenance and repair of commercial kitchen equipment or refrigeration systems and equipment; or Vocational/Technical/Military certification in the commercial kitchen equipment trade, and/or a Journeyman license in a related field or three years' experience, or a combination of previous education/training/experience that provides an equivalent background necessary to perform the work. Must be able to read and understand wiring schematics, and working knowledge of electrical circuits associated with CKE. Must be able to read and understand Refrigeration schematics to troubleshoot and repair refrigeration equipment.
2. Must have and maintain EPA Refrigerant Recovery Universal Certification.
3. Must be able to read and interpret electrical and mechanical blueprints, engineering drawings and be familiar with associated electrical codes.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must have a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
6. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

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

<u>wrists, hands and fingers</u>				
<u>Operation of power tools, mechanical equipment</u>	<u>X</u>			

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

Board Approved: 04/04/2019

Pending School Board Approval: 3/5/2020

Job Locator: C-3.4.64

Title: Cafeteria Kitchen Equipment (CKE) Technician

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Installs, inspects, maintains, repairs and replaces District CKE and related systems; Provides for the safe condition and efficient operation of all electrical and mechanical food service (kitchen) systems in District facilities; Understands written and verbal instructions with the ability to work independently; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District kitchen food service equipment and other systems as assigned by Lead Kitchen Equipment Technician.
2. Duties include scheduled and unscheduled maintenance and repair on all District food service equipment and other systems as directed.
3. Complies with Federal regulations governing the Transition and Recovery of Refrigerants.
4. Tests, troubleshoots, calibrates and repairs kitchen equipment to include refrigerators, freezers, commercial dishwashers, steam cookers, ovens, mixers, large commercial garbage disposals, ice machines, motors, fuses, contactors, heating elements, hot/cold serving carts thermostats, pressure regulators, valves, pumps, steam traps, electrical components, etc.
5. Wires and connects motors, compressors, temperature and humidity controls according to wiring schematics.
6. May assemble, install, or relocate CKE systems in District facilities as needed.
7. Performs other duties of a similar level or nature as assigned.

Required Qualifications:

1. Requires a minimum of two years' experience involved in the troubleshooting, installation, maintenance and repair of commercial kitchen equipment and/or refrigeration systems and equipment; or Vocational/Technical/Military certification in commercial kitchen equipment or other electrical electronic equipment trade and one year previous experience; or a combination of previous education/training/experience that provides for an equivalent background necessary to perform the work assigned.
2. Be able to read and interpret blueprints, both electrical and mechanical engineering drawings.

3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
5. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12- month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no- contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

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

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

Board Approved: 04/04/2019

Pending School Board Approval: 3/5/2020

Job Locator: C-3.8.20

Title: School Food Services Support Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of School Food Services

Job Description:

Performs various tasks in direct support of the Food and Nutrition Services Department District School Food Services program, assisting Food and Nutrition Services School Food Service Managers and Departmental staff as appropriate.

Responsibilities and duties of this position include:

1. Picks up and delivers equipment and supplies; assembles equipment as necessary and when appropriate; plans and implements efficient route schedule.
2. Assists in evaluating existing equipment for serviceability; completes necessary documentation to comply with property inventory requirements; stores and maintains inventory of surplus equipment and utensils.
3. Prepares requisitions for purchases of small equipment in accordance with bids and price quotes; enters data into the computer regarding orders and receipts; matches requisitions with invoices and resolves discrepancies.
4. Assists in coordinating vehicle repairs with the Transportation Department; responds to initial reports from food services staff regarding vehicle repair needs; collects data and presents reports to the Director regarding short and long-range vehicle repair costs and replacement needs.
5. ~~Organizes and implements the yearly plan for optimal storage of frozen foods following school closures for the summer;~~ schedules and arranges transferal of frozen items as necessary between school terms; coordinates with Maintenance Department staff and others in movement of stored foods in response to shut-down schedules and emergencies affecting food storage.
6. Assists Cafeteria Managers with computer hardware and software problems associated with the point-of-sale program; performs minor repairs and maintenance on computer hardware as appropriate; reports major hardware/software problems to the vendor and follows up for completion of repairs.
7. Assists in budget preparation by collecting and maintaining data related to equipment repair and replacement.
8. Other duties of a similar nature or level.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must possess training and/or experience in use of computers, spreadsheet applications, and computer operating systems.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and, no conviction for DUI with the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain safe driving record while employed.
6. Must possess ability to move objects weighing up to 50 pounds.

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

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

<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			
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Board Approved: 10/19/2000

Pending School Board Approval: 3/5/2020

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III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BERRY, MAKAYLA LYNN CEB TEACHER, SC, THIRD GR (OOF) 10 MONTH	CHARLES E. BENN	Effective 2020-02-06 10 MONTH / interim
BISHOP, ALLISON LEAH OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	ORANGE PARK HIG	Effective 2020-01-27 10 MONTH / interim
BODZIONY, JULIANNA LUCILLE AES TEACHER, SC, FIRST GR 10 MONTH	ARGYLE ELEMENTA	Effective 2020-01-27 10 MONTH / interim
DAWKINS, MISHA ANTONIA LJH TEACHER, MATHEMATICS, JH 10 MONTH	LAKESIDE JUNIOR	Effective 2020-01-17 10 MONTH / interim
DELPHA, KIMBERLY CGE TEACHER, TITLE I, ELEM 10 MONTH	COPPERGATE ELEM	Effective 2020-01-15 10 MONTH / interim
HARVEY, BRADLEY SCOTT KHH TEACHER, HEALTH SCIENCE ED 10 MONTH	KEYSTONE HEIGHT	Effective 2020-01-29 10 MONTH / interim
HODGDEN, JESSICA ANNE MARIE BLC TEACHER, AUTISM SPECTR DIS(OOF) 10 MONTH	BANNERMAN LEARN	Effective 2020-01-21 10 MONTH / interim
MARTINEZ-ZARATE, LAURA MELISA CEB TEACHER, SC, FIFTH GR 10 MONTH	CHARLES E. BENN	Effective 2020-01-23 10 MONTH / interim
MARTORANO, BROOKE NICOLE FIH TEACHER, FOREIGN LANG, SH (OOF) 10 MONTH	FLEMING ISLAND	Effective 2020-01-15 10 MONTH / interim
MATHEWS, KEVIN W FIH TEACHER, ROTC/MILITARY SH 11 MONTH	FLEMING ISLAND	Effective 2020-02-10 11 MONTH / interim
NICHOLS, DAVID M CEB TEACHER, CURRICULUM COACH 10 MONTH	CHARLES E. BENN	Effective 2020-01-23 10 MONTH / interim
NICHOLS, LENA GRACE CEB TEACHER, CURRICULUM COACH 10 MONTH	CHARLES E. BENN	Effective 2020-02-03 10 MONTH / interim
RHODES, KRISTEN SUE POE TEACHER, PRE-KDG/ASD ESE 10 MONTH	PLANTATION OAKS	Effective 2020-02-06 10 MONTH / interim
ROY, HEATHER MARIE ESE BEHAVIOR SITE COACH 10 MONTH	PLANTATION OAKS	Effective 2020-01-21 10 MONTH / interim
SARRA, MICHELLE RENEE FIE TEACHER, SC, FOURTH GR (OOF) 10 MONTH	FLEMING ISLAND	Effective 2020-02-06 10 MONTH / interim

III. Instructional Actions**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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III. Instructional Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
ANGRY, TAMMIE MARIE RHS TEACHER ESE APP TECH 10 MONTH	RIDGEVIEW HIGH	Effective 2020-01-13 / redesignated from / RHS TEACHER, AUTISM SPECTR DIS Out of field / 10 MONTH
FORSHAY, ALLISON H PES COUNSELOR, ELEM 10 MONTH	PATERSON ELEMEN	Effective 2020-02-05 / redesignated from / PES COUNSELOR, ELEM Out of field / 10 MONTH
LAMBERT III, GAVIN S OPJ TEACHER, LANGUAGE ARTS, JH(OOF) 10 MONTH	ORANGE PARK JUN	Effective 2019-08-06 /transfer from / OPJ TEACHER, VE/INCLUSION / 10 MONTH

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III. Instructional Actions**D. TRANSFER**

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
ANDERSON, PATRICIA R RHS TEACHER, VE/INCLUSION 10 MONTH	RIDGEVIEW HIGH	Effective 2020-01-06 /transfer from / FIH TEACHER, SCIENCE, SH

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
0.9	BISHOP, ALLISON LEAH MCE BEHAVIORAL HEALTH ASST 9 MON SU	ORANGE PARK HIG	Effective 2020-01-24 RESIGNATION
	CHAMBERS, JULIE ELIZABETH KHE TEACHER, SC, FOURTH GR 10 MONTH	KEYSTONE HEIGHT	Effective 2020-05-29 RETIREMENT
0.8	DELPHA, KIMBERLY CGE IN SCHOOL SUSPENSION 9 MON SU	COPPERGATE ELEM	Effective 2020-01-14 RESIGNATION
0.1	DELPHA, KIMBERLY CGE TITLE I ASSISTANT 9 MON SU	COPPERGATE ELEM	Effective 2020-01-14 RESIGNATION
	HEITMAN, TIFFANY MARIE OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	ORANGE PARK HIG	Effective 2020-02-21 RESIGNATION
	JOHNSON, KRISTIAN E OPJ TEACHER, VE/INCLUSION 10 MONTH	ORANGE PARK JUN	Effective 2020-02-21 RESIGNATION
	MILLER, MARILYN E OLJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	OAKLEAF JUNIOR	Effective 2020-06-05 RESIGNATION
	SCIANDRA, CATHERINE CELESTE POE TEACHER, SC, THIRD GR 10 MONTH	PLANTATION OAKS	Effective 2020-02-21 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	BALDWIN, KRISTI LEIGH OHS FRESHMAN CLASS SPONSOR SUPPLEME	OAKLEAF HIGH SC	Appointment
	BASSETT, JENNIFER HUBBARD TBE ELEM PERF/PROD SUPPLEME	THUNDERBOLT ELE	Appointment
	BATTLE, TONY S CHS TRACK ASST SH SUPPLEME	GREEN COVE SPRI	Appointment
0.5	BILLIOT, REBECCA ROY SPELLING BEE COOR SUPPLEME	INTRUCTIONAL-SE	Appointment
0.5	CAMBRON, CHRISTOPHER TODD ELE TRACK ELEM COOR SUPPLEME	RIDEOUT ELEMENT	Appointment
	CHAMBERS, JULIE ELIZABETH OHS CHEERLEADING JV SUPPLEME	KEYSTONE HEIGHT	Resignation
	CHIOSSONE, CHRISTINA MARIE GCJ SOFTBALL FP HD JH SUPPLEME	GREEN COVE SPRI	Resignation
	CLINE, KAITLYN ANN KHH SOFTBALL FP ASST SH SUPPLEME	KEYSTONE HEIGHT	Appointment
	CUMMINGS, TRACY OHS FRESHMAN CLASS SPONSOR SUPPLEME	OAKLEAF HIGH SC	Resignation
	GILPIN, TERRI JACKSON TES DEPT HEAD (6-10) SUPPLEME	TYNES ELEMENTAR	Appointment
	GIRGIS, ROBERT FRED RHS BASEBALL JV HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	GODDARD, CHRISTOPHER DANIEL OPJ BASEBALL HEAD JH SUPPLEME	ORANGE PARK JUN	Appointment
	GREEN, TONI A STS DOD CORE TEAM SUPPLEME	OAKLEAF HIGH SC	Appointment
	GRINER JR, BRUCE ALLEN CHS TRACK ASST SH SUPPLEME	CLAY HIGH	Appointment
0.5	HARMON, JANNA C LAJ DEPT HEAD (11-16) SUPPLEME	LAKE ASBURY JUN	Appointment
	HARVEY, BRADLEY SCOTT KHH FLAG FOOTBALL HD SH/JH SUPPLEME	KEYSTONE HEIGHT	Appointment
	HOUSTON, ASHLEY NICOLE MHS SOFTBALL FP HD SH SUPPLEME	MIDDLEBURG HIGH	Appointment
	JACQMEIN, BENJAMIN F	BANNERMAN LEARN	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	CHS TRACK HD SH SUPPLEME		
0.5	JOHNSON, AMY A CEB ESE INTERVENTION FAC. SUPPLEME	CHARLES E. BENN	Appointment
	KELLER, RODNEY SCOTT CHS WEIGHTLIFTING HD SH SUPPLEME	CLAY HIGH	Resignation
0.1	KEVERN, PAMELA NICOLE LAJ (.128) SIXTH PERIOD SUPPLEME	LAKE ASBURY JUN	Appointment
	KIVETT, MARY CATHERINE OPJ TRACK ASST JH SUPPLEME	ORANGE PARK JUN	Appointment
	KRABILL, MATTHEW SCOTT LAJ WRESTLING HD JH SUPPLEME	LAKE ASBURY JUN	Appointment
0.5	LABELLE, HEATHER JONES GCJ SOFTBALL FP HD JH SUPPLEME	GREEN COVE SPRI	Appointment
	MARQUART, JESSICA ANN KHH SOFTBALL FP HD JV SUPPLEME	KEYSTONE HEIGHT	Appointment
	MIMBS, JOHN ALAN KHH BASKETBALL HD JH SUPPLEME	KEYSTONE HEIGHT	Appointment
	MOUNTS, KRISTEN ELIZABETH POE DEPT HEAD (6-10) SUPPLEME	PLANTATION OAKS	Appointment
0.5	PENN, CARNELL LEBRON ELE TRACK ELEM COOR SUPPLEME	S. BRYAN JENNIN	Appointment
	SCIANDRA, CATHERINE CELESTE POE DEPT HEAD (6-10) SUPPLEME	PLANTATION OAKS	Resignation
	STILIANOU, JOHN WILLARD CHS WEIGHTLIFTING HD SH SUPPLEME	CLAY HIGH	Appointment
0.5	TUCCILLO, CHRISTINA COCCIA CEB ESE INTERVENTION FAC. SUPPLEME	CHARLES E. BENN	Appointment
0.5	UMBAUGH, JENNIFER NICOLE SPELLING BEE COOR SUPPLEME	INSTRUCTIONAL P	Appointment
	WATERS, TREVOR H KHH SOCCER HEAD SH SUPPLEME	KEYSTONE HEIGHT	Appointment
	WRIGHT, ERIC CHARLES STS DOD CORE TEAM SUPPLEME	TYNES ELEMENTAR	Appointment

III. INSTRUCTIONAL ACTIONS 2019-2020

G. PENDING APPOINTMENTS

<u>Name/Assignment</u>	<u>Location</u>	<u>Effective</u>
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NONE		
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III. INSTRUCTIONAL ACTIONS 2019-2020

H. OUT OF FIELD

<u>Name</u>	<u>Subject</u>	<u>OOF Subject</u>	<u>Site</u>	<u>Effective</u>
Berry, Makayla	Grade 3	K-6	CEB	02/06/2020
Sarra, Michelle	Grade 4	K-6	FIE	02/06/2020

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IV. INSTRUCTIONAL 2019-2020

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

B. COMMUNITY EDUCATION

Appointments

NONE

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

C. ADULT EDUCATION

Appointments

NONE

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V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2019-2020

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>
	ALVAREZ NOVALES, AIXA MARIA CEB CAFE ASSISTANT 6.75 HOURS 9 MON CA	CHARLES E. BENN	Effective 2020-01-08 9 MON CA / Annual
0.9	BEGUE, EMILY DAWN KHH GENERAL HEALTH ASSISTA 9 MON SU	KEYSTONE HEIGHT	Effective 2020-02-03 9 MON SU / Annual
0.9	BRANSCOMB, JENNIFER A ROE BEHAVIORAL HEALTH ASST 9 MON SU	RIDEOUT ELEMENT	Effective 2020-01-09 9 MON SU / Annual
0.9	BREASTON, CAMELLA L POE BEHAVIORAL HEALTH ASST 9 MON SU	PLANTATION OAKS	Effective 2020-02-03 9 MON SU / Annual
	BUENO, PURA D OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2020-02-03 9 MON CA / Annual
	BURNS, PAMELA SUE PES REGISTERED NURSE 10 MONTH	PATERSON ELEMEN	Effective 2020-01-07 10 MONTH / Annual
0.8	CHECKETTS, MORGAN SUSAN PES HEALTH ASSISTANT 9 MON SU	PATERSON ELEMEN	Effective 2020-01-08 9 MON SU / Annual
	CURRY, BRIAN A SCHOOL RESOURCE OFFICER 12 MO SU	SCHOOL POLICE DEPARTMENT	Effective 2020-01-24 12 MO SU / Annual
0.8	GANCI, STEPHANIE A SBJ GENERIC CLASSROOM ASSISTAN 9 MON SU	S. BRYAN JENNIN	Effective 2020-01-16 9 MON SU / Annual
0.8	HARRIST, SUSAN ORR RVE GENERIC CLASSROOM ASSISTAN 9 MON SU	RIDGEVIEW ELEME	Effective 2020-01-21 9 MON SU / Annual
0.9	HEFTY, MARY E POE GENERAL HEALTH ASSISTA 9 MON SU	PLANTATION OAKS	Effective 2020-01-08 9 MON SU / Annual
	HERRERA, ADOLFH CEB ESOL CLASSROOM ASSISTANT 9 MON SU	CHARLES E. BENN	Effective 2020-01-21 9 MON SU / limited
	HIGGINBOTHAM, JENNIFER LEIGH HMR PERSONNEL ASST CONFIDEN	HUMAN RESOURCES	Effective 2020-01-13 CONFIDEN / Annual
	HOWARD, VICKI V LES CAFE ASSISTANT 5.25 HOURS 9 MON CA	LAKESIDE ELEMEN	Effective 2020-01-21 9 MON CA / Annual
	JACKSON, THOMARA ANNMARIE AES CAFE ASSISTANT 4.5 HOURS	ARGYLE ELEMENTA	Effective 2020-01-08 9 MON CA / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	9 MON CA JOHNSON, DANA T LAE ST RECORD SEC 12 MO 12 MO SU	LAKE ASBURY ELE	Effective 2020-01-21 12 MO SU / Annual
0.9	JONES, ANTHONY PIERRE LES BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE ELEMEN	Effective 2020-01-30 9 MON SU / Annual
0.8	KINSEY, BRITTNEY LOUISE SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	SWIMMING PEN CR	Effective 2020-01-07 9 MON SU / Annual
	LAWRENCE, JESSICA M SLE CUSTODIAN 12 MO SU	SHADOWLAWN ELEM	Effective 2020-01-02 12 MO SU / Annual
0.9	MATEI, DANUT G CGE BEHAVIORAL HEALTH ASST 9 MON SU	COPPERGATE ELEM	Effective 2020-01-21 9 MON SU / Annual
	MCCLOUD, DIONNA FELECIA RE OPJ CAFE ASSISTANT 3.5 HOURS 9 MON CA	ORANGE PARK JUN	Effective 2020-01-27 9 MON CA / Annual
	MCNEAL, PAMELA SUE LAJ CAFE ASSISTANT 3.75 HOURS 9 MON CA	LAKE ASBURY JUN	Effective 2020-01-07 9 MON CA / Annual
	MOXLEY, DESIREE LYNN CHE CUSTODIAN 12 MO SU	CLAY HILL ELEME	Effective 2020-01-23 12 MO SU / Annual
	PARRISH, CHERYL JEANINE KHH CAFE ASSISTANT 5 HOURS 9 MON CA	KEYSTONE HEIGHT	Effective 2020-01-07 9 MON CA / Annual
0.9	POWELL, HAZEL DELOISE OVE GENERAL HEALTH ASSISTA 9 MON SU	OAKLEAF VILLAGE	Effective 2020-01-07 9 MON SU / Annual
0.9	PRICE, LANE MARION TES GENERAL ASSISTANT 9 MON SU	TYNES ELEMENTAR	Effective 2020-01-07 9 MON SU / Annual
	REES, JOSHUA NICHOLAS OVE CUSTODIAN 12 MO SU	OAKLEAF VILLAGE	Effective 2020-01-08 12 MO SU / Annual
0.9	RODRIGUEZ-WILDMAN, MARK ANTHON OLJ GENERAL ASSISTANT 9 MON SU	OAKLEAF JUNIOR	Effective 2020-01-07 9 MON SU / Annual
	SMITH, RANDALL S CGE CUSTODIAN 12 MO SU	COPPERGATE ELEM	Effective 2020-01-09 12 MO SU / Annual
	SNELL, STEVONDRIA N PES CUSTODIAN 12 MO SU	PATERSON ELEMEN	Effective 2020-01-23 12 MO SU / Annual
0.9	STACEY, VERONICA TESS MRE GENERAL ASSISTANT	MCRAE ELEMENTAR	Effective 2020-01-27 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	9 MON SU SWEARINGEN, DAVID L MNT LOCKSMITH 12 MO SU	SUPPORT SVC-MAI	Effective 2020-01-14 12 MO SU / Annual
	SWEAT, JESSICA LYNN RVE CUSTODIAN 12 MO SU	RIDGEVIEW ELEME	Effective 2020-01-21 12 MO SU / Annual
	TWEDT, HEATHER M OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2020-01-23 9 MON CA / Annual
0.8	WALDEN, COURTNEY LEIGH PES GENERIC CLASSROOM ASSISTAN 9 MON SU	PATERSON ELEMEN	Effective 2020-01-07 9 MON SU / Annual
0.9	WATERS, MICHAELA G TES BEHAVIORAL HEALTH ASST 9 MON SU	TYNES ELEMENTAR	Effective 2020-01-23 9 MON SU / Annual
0.8	WILLIAMS, DEBORAH S TBE ESOL CLASSROOM ASSISTANT 9 MON SU	THUNDERBOLT ELE	Effective 2020-01-13 9 MON SU / Annual
	WOOLFLEY, NANCY R CGE REGISTERED NURSE 10 MONTH	COPPERGATE ELEM	Effective 2020-01-14 10 MONTH / Annual

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
0.9	BROWN, AIMEE LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	9 MON SU / Multi-Year Conditional
0.9	HARRIS, CASSIDIE L FIE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	9 MON SU / Annual
0.9	PHIPPS, KIMBERLY MARIE FIE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	9 MON SU / Annual
0.9	WELCH, STEPHANIE M RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	9 MON SU / 3rd year annual, support

VI. Support Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.9	HERRERA, JENNIFER LYNN OPH INSTRUCTIONAL ASSISTANT 9 MON SU	ORANGE PARK HIG	Effective 2020-01-07 / redesignated from / LJH INSTRUCTIONAL ASSISTANT / 9 MON SU
0.8	MOREFIELD, CAROL LEE CHE GENERIC CLASSROOM ASSISTAN 9 MON SU	CLAY HILL ELEME	RE-DESIGNATE FROM .8 CLASSROOM ASST TO .8 CLASSROOM ASST .2 TITLE 1 ASST EFFECTIVE 01/07/2020
0.2	MOREFIELD, CAROL LEE CHE TITLE I ASSISTANT 9 MON SU	CLAY HILL ELEME	RE-DESIGNATE FROM .8 CLASSROOM ASST TO .8 CLASSROOM ASST .2 TITLE 1 ASST EFFECTIVE 01/07/2020
0.9	PRICE, AMBER N WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. CHERRY ELE	Effective 2020-01-16 / redesignated from / WEC GENERAL HEALTH ASSISTA / 9 MON SU
0.9	TRAMMELL, KAREN W WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. CHERRY ELE	Effective 2020-01-16 / redesignated from / WEC BEHAVIORAL HEALTH ASST / 9 MON SU

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.9	ATKINSON, STEPHANIE DAWN RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2020-01-07 /transfer from / MHS CAFE ASSISTANT 6 HOURS
0.8	CARRION LOPEZ, ROSE A CGE IN SCHOOL SUSPENSION 9 MON SU	COPPERGATE ELEM	Effective 2020-01-17 /transfer from / CGE GENERIC CLASSROOM ASSISTAN
0.1	CARRION LOPEZ, ROSE A CGE TITLE I ASSISTANT 9 MON SU	COPPERGATE ELEM	Effective 2020-01-17 /transfer from / CGE GENERIC CLASSROOM ASSISTAN
0.9	CAUDILL, MAKAYLA D BLC BEHAVIORAL HEALTH ASST 9 MON SU	BANNERMAN LEARN	Effective 2020-01-07 /transfer from / LAJ BEHAVIORAL HEALTH ASST
	CODERRE, SANDRA LYNN BAF INSURANCE ASSISTANT CONFIDEN	BUSINESS AFFAIR	Effective 2020-02-10 /transfer from / ESE ADMINSTRATIVE SUPPORT ASST
0.8	COLLINS, MICHAEL DEAN CHS IN SCHOOL SUSPENSION 9 MON SU	CLAY HIGH	Effective 2020-01-21 /transfer from / RHS BEHAVIORAL HEALTH ASST
	DASHER, RANDALL L SLE CUSTODIAN 12 MO SU	SHADOWLAWN ELEM	Effective 2020-01-06 /transfer from / PES CUSTODIAN
	GARNSEY, BRIAN EARL RHS CUSTODIAN 12 MO SU	RIDGEVIEW HIGH	Effective 2020-01-07 /transfer from / CHE CUSTODIAN
	HERRING, SANDRALENE I DOE CUSTODIAN 12 MO SU	DISCOVERY OAKS ELEMENTARY	Effective 2020-01-21 /transfer from / POE CUSTODIAN
	MINTON, TANIA SUE OVE SECRETARY 11 MO 11 MONTH	OAKLEAF VILLAGE	Effective 2020-01-17 /transfer from / MHS BEHAVIORAL HEALTH ASST
0.8	NASH, RUTH A OVE GENERIC CLASSROOM ASSISTAN 9 MON SU	OAKLEAF VILLAGE	Effective 2020-01-07 /transfer from / OVE SECRETARY 11 MO
	RODRIGUEZ GONZALEZ, CELIMAR POE CAFE ASSISTANT 5.5 HOURS 9 MON CA	PLANTATION OAKS	Effective 2020-01-13 /transfer from / POE CAFE ASSISTANT 3 HOURS
	SAUNDERS, JOSHUA MCQUEEN ACCESS CONTROL TECHNICIAN 12 MO SU	SUPPORT SVC-PLA	Effective 2019-12-16 /transfer from / SCHOOL SAFETY OFFICER
	SILVEIRA, DANA MICHELLE HMR PERSONNEL ASST CONFIDEN	HUMAN RESOURCES	Effective 2020-01-07 /transfer from / HMR DATA ENTRY/RECORDS TECHNIC
	STRODE, VIRGINIA B OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2020-01-07 /transfer from / OHS CAFE ASSISTANT 4 HOURS
	SULLIVAN, HENRY STEVEN PES CUSTODIAN 12 MO SU	PATERSON ELEMEN	Effective 2020-01-13 /transfer from / OHS CUSTODIAN

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	THOMPSON, ANGEL MARIE MHS CAFE ASSISTANT 6 HOURS 9 MON CA	MIDDLEBURG HIGH	Effective 2020-01-07 /transfer from / MHS CAFE ASSISTANT 5 HOURS
	TODD, MICHELLE A BAF POSITION CONTROL/ALLOC SP CONFIDEN	BUSINESS AFFAIR	Effective 2020-01-02 /transfer from / FPC ADMINISTRATIVE SECRETARY
0.9	WRIGHT, TONYA L FIE GENERAL HEALTH ASSISTA 9 MON SU	FLEMING ISLAND	Effective 2020-01-27 /transfer from / FIE BEHAVIORAL HEALTH ASST

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ALTIER, PATRICIA LYNN TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2020-01-29 RESIGNATION
	BAKER, WILMA J OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2020-01-24 CONCLUDE EMPLOYMENT
	BANALEWICZ, APRIL OLIVIA WJH CAFE ASSISTANT 3.75 HOURS LNG TRM	WILKINSON JUNIO	Effective 2020-01-01 RESIGNATION
0.9	BROOKS, DULCE MARIA RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2020-01-17 RESIGNATION
	CARVER, SHERI LYNN LAJ CAFE ASSISTANT 6.5 HOURS 9 MON CA	LAKE ASBURY JUN	Effective 2020-01-31 RESIGNATION
0.9	CATLETT, BONNIE H LAE GENERAL HEALTH ASSISTA 9 MON SU	LAKE ASBURY ELE	Effective 2020-01-24 RESIGNATION
0.9	CHIPOLETTI, HUNTER NEALE RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2020-01-07 RESIGNATION
	CHRISTY, DEBBIE F WJH MEDIA TECHNICAL ASST 10 MONTH	WILKINSON JUNIO	Effective 2020-03-31 RETIREMENT
0.9	COLEMAN, JANET H OPJ GENERAL HEALTH ASSISTA 9 MON SU	ORANGE PARK JUN	Effective 2020-02-28 RETIREMENT
0.9	COSBY, ABIGAIL RUTH KHH BEHAVIORAL HEALTH ASST 9 MON SU	KEYSTONE HEIGHT	Effective 2020-01-31 RESIGNATION
	E0117948 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2020-01-07 RESIGNATION
	FLAGG, SAMUEL L PES CUSTODIAN 12 MO SU	PATERSON ELEMEN	Effective 2020-01-03 RESIGNATION
	JONES, ERIN SUPPORT - CWL 12 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2019-12-19 CONCLUDE EMPLOYMENT
0.9	KEENE, DEBRA GAIL FIE GENERAL HEALTH ASSISTA 9 MON SU	FLEMING ISLAND	Effective 2020-01-24 RESIGNATION
	LECLAIR, JUSTIN L FIH CUSTODIAN 12 MO SU	FLEMING ISLAND	Effective 2020-01-17 RESIGNATION
	MCGURER, CHRISTIE LEE RVE REGISTERED NURSE 9 MON SU	RIDGEVIEW ELEME	Effective 2020-01-16 RESIGNATION
	MOSLEY, JALYN M	TRANSPORTATION	Effective 2020-01-31

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	TRN ESE ASST/BUS MONITOR TRANSPOR		RESIGNATION
	NEWMAN, CHARLES DARYL RHS CAFE ASSISTANT 3.25 HOURS 9 MON CA	RIDGEVIEW HIGH	Effective 2020-01-30 CONCLUDE EMPLOYMENT
	NODAE, AMANDA SUZANNE MHS CAFE ASSISTANT 4 HOURS 9 MON CA	MIDDLEBURG HIGH	Effective 2019-12-11 RESIGNATION
	NOLAN, JENNIFER SUSANNE LAE SCHOOL SEC ADMINISTRATION 10 MONTH	LAKE ASBURY ELE	Effective 2020-02-12 RESIGNATION
0.8	NOVOA-MORALES, DIANJOLLIE GCJ ESOL CLASSROOM ASSISTANT 9 MON SU	GREEN COVE SPRI	Effective 2019-12-18 RESIGNATION
0.9	PEREZ BERRIOS, SHIRA N LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	Effective 2020-01-09 RESIGNATION
	POTTER, MICHELLE LYNN TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-12-18 RESIGNATION
	REWINKEL, ROBERT EDWARD TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2020-01-20 RESIGNATION
	ROBERTS, MARCUS LAMAR TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2020-01-10 RESIGNATION
	SANDS, NICOLE R RVE LICENSED PRAC NURSE 10 MONTH	RIDGEVIEW ELEME	Effective 2020-01-10 RESIGNATION
0.9	SLOANE, TRACEY MARIE WJH BEHAVIORAL HEALTH ASST 9 MON SU	WILKINSON JUNIO	Effective 2020-01-17 RESIGNATION
	TEAGLE, ANGELA MARGARITA ROE CUSTODIAN 12 MO SU	RIDEOUT ELEMENT	Effective 2020-01-30 RESIGNATION
	TINEO, ELSA OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2019-12-13 RESIGNATION
0.9	WHITE JR, HOWARD RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-12-18 RESIGNATION
	WISEMAN, EDWARD D SCHOOL RESOURCE OFFICER 12 MO SU	SCHOOL POLICE DEPARTMENT	Effective 2020-01-17 RESIGNATION
	WOLTER, CHRISTIANNE LUCILLE OLJ REGISTERED NURSE 10 MONTH	OAKLEAF JUNIOR	Effective 2020-01-31 RESIGNATION

VI. Support Actions**F. SUPPLEMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	GRIER, JORDAE RHS FOOTBALL ASST HS 25% SUPPLEME	RIDGEVIEW HIGH	Resignation
	HOLDREN, BRANDEN RHS SOCCER HEAD JV SUPPLEME	RIDGEVIEW HIGH	Appointment
2.0	NESMITH, MICHAEL B OPJ BASKETBALL HD JH SUPPLEME	ORANGE PARK JUN	Appointment
	WAGNER, AMANDA LEA KHH SOFTBALL FP HD JH SUPPLEME	MCRAE ELEMENTAR	Appointment

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C6 - Proclamation #20-10 to Establish May 4 - 8, 2020, as Teacher Appreciation Week in Clay County, and Tuesday, May 5, 2020, as Teacher Appreciation Day

Description

Teacher Appreciation Week and National Teacher Appreciation Day are dedicated annually to the celebration of teachers worldwide. At the local level, Clay County Schools will honor the men and women who lend their passion and skills to educate the children of Clay County.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

N/A

Recommendation

Establish May 4 - 8, 2020, as Teacher Appreciation Week in Clay County and Tuesday, May 5, 2020, as National Teacher Appreciation Day.

Contact

David S. Broskie, Assistant Superintendent of Human Resources. (904) 336-6701 David.Broskie@myoneclay.net

Financial Impact

None

Review Comments**Attachments**

📎 [Teacher Appreciation Proclamation 2019-2020.pdf](#)

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

PROCLAMATION # 20-10



WHEREAS, teachers keep American democracy alive by molding future citizens through guidance and education; and

WHEREAS, teachers are constantly learning so they can adapt to the ever-changing needs of a diverse population in order to open students' minds to ideas, knowledge, and dreams that reach beyond the limits of their present circumstances; and

WHEREAS, the growth of our county, state, and nation depend upon providing high-quality equitable education to all students; and

WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

WHEREAS, teachers continue to influence us long after our school days are only memories; and

WHEREAS, our community recognizes, supports and celebrates Clay County District Schools' teachers in their work to inspire students to discover endless possibilities for success.

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Clay County, Florida, does hereby proclaim May 4 – 8, 2020, as Teacher Appreciation Week and May 5, 2019, as Teacher Appreciation Day in Clay County.

Duly adopted and approved by the School Board of Clay County, Florida, this 5th day of March, 2020.

ATTEST:

Addison Davis
Superintendent of Schools
Clay County, Florida

Carol Studdard, School Board Chair

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C7 - Proclamation #20-11 to Establish April 20 - 24, 2020, as Administrative Professionals' Week and Wednesday, April 22, 2020, as Administrative Professionals' Day in Clay County.

Description

Administrative Professionals' Week and Administrative Professionals' Day are observed annually as a way to show appreciation to support and clerical staff. Celebrated worldwide, Administrative Professionals' Day has become one of the largest workplace observances.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

N/A

Recommendation

Establish April 20 - 24, 2020, as Administrative Professionals' Week and Wednesday, April 22, 2020, as Administrative Professionals' Day (formerly known as Secretary's Day) in Clay County.

Contact

David S. Broskie, Assistant Superintendent of Human Resources. (904) 336-6701 David.Broskie@myoneclay.net

Financial Impact

None

Review Comments**Attachments**

📎 [Administrative Professionals Proclamation 2019-2020.pdf](#)

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

PROCLAMATION # 20-11



WHEREAS, April 20 – 24, 2020, has been designated Administrative Professionals' Week; and

WHEREAS, April 22, 2020, has been designated as Administrative Professionals' Day; and

WHEREAS, this occasion is observed globally as a way to show appreciation and support for all administrative support personnel; and

WHEREAS, these individuals are vital contributors in our team-oriented, child-centered work environment and are frontline ambassadors for Clay County District Schools; and

WHEREAS, administrative professionals master technology, effectively utilize their interpersonal and communication skills, apply their creativity to solve problems and most importantly have the willingness to learn and accept new challenges; and

WHEREAS, by performing these duties, and countless others, with courtesy and professionalism administrative professionals in Clay County District Schools contribute significantly to helping the district prepare life-long learners for success in a global and competitive workplace.

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Clay County, Florida, does hereby proclaim April 20 – 24, 2020 as Administrative Professionals' Week and April 22, 2020, as Administrative Professionals' Day in Clay County.

Duly adopted and approved by the School Board of Clay County, Florida, this 5th day of March, 2020.

ATTEST:

Addison Davis
Superintendent of Schools
Clay County, Florida

Carol Studdard, School Board Chair

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C8 - K-12 Academic Services Out of State and Overnight Student Travel

DRAFT

Description

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

Field Trips Details

School	Date	Destination	Group	Purpose
Clay High	5/9-10, 2020	Disney Springs Resort, Orlando, FL	Chorus	Students will perform and/or observe performances of various types to compare/contrast and analyze different styles of performance.
Fleming Island High	2/14-15, 2020	USF	National Ocean Science Bowl Team	Students will demonstrate their mastery of marine and oceanic science in a quiz bowl type competition against other Florida High Schools.
Fleming Island High	3/18-21, 2020	Tampa, FL	Thespian Troupe	Educational workshops in music, dance, acting, theatre, career development and communication skills.
Keystone Heights High	4/2-5, 2020	Orlando, FL	Key Club	Students have an opportunity for leadership training and working collaboratively with students from the State of Florida to create community service projects.
Keystone Heights High	4/2-4, 2020	Kissimmee, FL	Varsity Softball Team	Softball Tournament
Middleburg High	3/6-7, 2020	Douglas, GA	NJROTC	Drill team qualified to compete in Area 12 Championship.
Middleburg High	1/6-13, 2020	Gainesville, GA	NJROTC	Leadership Academy.
Middleburg High	7/11-13, 2020	UCF	JV/V Cheer	Cheer Camp
Middleburg High	2/14-15, 2020	Panama City, FL	Girls Weightlifting	FHSAA State
Oakleaf High	2/1/20	South Effingham High School, GA	NJROTC	Drill meet, leadership team work.
Orange Park High	3/6-7, 2020	Douglas, GA	NJROTC	Area 12 Drill Championship
Ridgeview High	2/2-4, 2020	Tallahassee, FL	FBLA	FBLA leadership opportunities.
Ridgeview High	4/1-4, 2020	Key West, FL	NJROTC	To visit Naval Air Station Key West.
Academic Services	3/24-27, 2020	Lakeland, FL	State Science Fair	Students will take part in the State Science & Engineering Fair and communicate the results of their experimentation.

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

Terry Connor, Assistant Superintendent of Curriculum & Instruction; terrence.connor@myoneclay.net; (904) 652-3066

Financial Impact

None

Review Comments**Attachments**

📎 [March 2020 - Student Travel.pdf](#)

DRAFT

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

March 5, 2020

1. School Requesting: Clay High School
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier X Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes _____ No X
4. Dates of Field Trip*: 05/09/20 - 05/10/20 Destination*: Disney Springs and Resort
5. Group Taking Trip: Clay Chorus
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: Students will perform and/or observe performances of various types to compare/contrast and analyze different styles of performance and consider how the newly gained knowledge can be applied to their own performances.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): MU.912.C.1.1 - Apply listening strategies to promote appreciation and understanding of musical works.
MU.912.C.1.4 - Compare and perform a variety of vocal styles and ensembles.
MU.912.C.2.2 - Evaluate performance quality in recorded and/or live performances.
9. Number of Students*: 80 Number of Chaperones*: 20
10. Cost Per Student: \$180.00 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 9:00 a.m. Returning Time*: 9:00 p.m.

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

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

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc. _____

Principal _____

Assistant Superintendent _____

Superintendent _____

SEC-1-2723; E. 2/13/2019

01/31/20

Date

1/31/20

Date

2/4/20

Date

2/1/20

Date

FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
Received too late for Jan & Feb, 2020

Board Meeting

Received for Information: March 5, 2020

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*: 2/14 - 2/15 Destination*: USF - St. Petersburg
5. Group Taking Trip: National Ocean Science Bowl Team
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. Sarah Pedersen and TBD
7. Educational Value of Field Trip: Students will demonstrate their mastery of marine and oceanic science in a quiz bowl type competition against other Florida high schools. Students will study and learn about the chemistry, geology, geography, biology and physics of the ocean along with conservation and ecology of the Earth's oceans.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): SC.912.L.17.2 Explain the general distribution of life in aquatic ecosystems as a function of chemistry, geography, light, depth, salinity & temp. SC.912.L.17.10 Diagram and explain the biogeochemical cycles of an ecosystem including, water, carbon & nitrogen. Many others as well...
9. Number of Students*: 5 Number of Chaperones*: 2
10. Cost Per Student: \$50.00 Budget Code or Source to be charged: 3419
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 7:30 am on 2/14/20 Returning Time*: 8 pm (approximate) on 2/15/20

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

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

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc.

Principal

Assistant Superintendent

Superintendent

SEC-1-2723; E. 2/13/2019

Date

Date

Date

Date

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUE

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

March 5, 2020

1. School Requesting: FIHS
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*: 3-18 to 3-21, 2020 Destination*: Tampa
5. Group Taking Trip: FIHS Thespian Troupe 6687
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. student transportation by parent
7. Educational Value of Field Trip: Educational workshops in music, dance, acting, theatre, career development and communication skills
8. Supporting Florida Standards Benchmark(s) with Narrative(s):
TH. 912.C.2.8 assess & improve a performance by feedback, constructive criticism
TH. 912.S.3.3 develop acting skills in the rehearsal process
TH. 912.H.1.2. Study, rehearse, discuss a broad range of theatre works
9. Number of Students*: _____ Number of Chaperones*: _____
10. Cost Per Student: \$145 registration Budget Code or Source to be charged: 3505
+ \$120/night hotel = \$265.00 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: March 18, 2020 Returning Time*: March 21, 2020

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

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):

Kimberly Ull
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
Assistant Superintendent
[Signature]
Superintendent

1/27/2020
Date
1/27/2020
Date
1/30/20
Date
2/4/20
Date

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUE

1. School Requesting: KHHS
2. Transportation (Check One):
School Bus(es) _____ Private Vehicle(s) _____ Commercial Carrier ☒ Other _____
If Commercial Carrier or Other, please state type: motorcoach - bus
3. Trip(s) Overnight: Yes ☒ No _____ Trip(s) Out-of-State: Yes _____ No ☒
4. Dates of Field Trip: 4/2/19 - 4/5/19 Destination: Rosen Shingle Creek Resort
Orlando, Florida
5. Group Taking Trip: KHHS Key Club
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. N/A
7. Educational Value of Field Trip: Students have an opportunity for leadership training and working collaboratively with students from the state of Florida to create community service projects.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): See Attached
9. Number of Students*: 25 Number of Chaperones*: 3
10. Cost Per Student: \$150.00 Budget Code or Source to be charged: Key Club
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time: 9:30 a.m. Returning Time: 3:00 p.m.

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

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

Bus Requisition Number(s):

Michelle D. Wacha
Teacher, Team Leader, Department Head, Etc.

Sam J. McLeod
Principal

Michael Wingo
Assistant Superintendent

[Signature]
Superintendent

SEC-1-2723; B. 2/13/2019

Date

12/19/20

Date

1/22/2020

Date

1/27/20

Date

School District of Clay County – Field Trip Request Form – Attachment

8. Supporting Florida Standards Benchmarks with Narratives:

- SS.912.S.7.8 – Design and carry out school and community-based projects to address a local aspect of a social problem.
- GE.GEN.68.GENRL.02 – Demonstrate leadership skills
- GE.GEN.68.GENRL.11 – Apply leadership and communication skills.
- GE.GEN.68.GENRL.14 – Demonstrate team player skills.

Students will attend numerous workshops in which they will receive leadership training, specifically as it relates to becoming servant leaders at school and in their communities. Students will work together to create new opportunities for service on the local, state, and national levels.

Additionally, students will participate in the election of the state board of Florida Key Club and will attend caucusing sessions. During caucusing, nominees will give speeches and students will engage in a series of questions and answers to determine which candidate they will select.

FIELD TRIP REQUEST

PENDING BOARD APPROVAL

March 5, 2020

1. School Requesting: Keystone Heights
2. Transportation (Check One):
 School Bus(s) _____ Private Vehicle(s) X Commercial Carrier _____ Other _____
 If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes _____ No X
4. Dates of Field Trip*: 4/2/20-4/4/20 Destination*: Kissimmee
5. Group Taking Trip: Varsity Softball Team
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: Extracurricular sports activity
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 13 Number of Chaperones*: 2
10. Cost Per Student: \$0.00 Budget Code or Source to be charged: _____
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: _____ Returning Time*: _____

*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): _____

Jessica M. [Signature]
 Teacher, Team Leader, Department Head, Etc.
[Signature]
 Principal
[Signature]
 Assistant Superintendent
[Signature]
 Superintendent
 SEC-1-2723; E. 2/13/2019

1/23/20
 Date
1/24/20
 Date
1/28/20
 Date
2/4/20
 Date

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

1. School Requesting: MHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other X _____
If Commercial Carrier or Other, please state type: Rental Vans
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes X No _____
4. Dates of Field Trip: Mar 6-7 2020 Destination*: Douglas, GA
5. Group Taking Trip: NJROTC Drill Team
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: MHS NJROTC Drill Team qualified to compete in Area 12 Championship on 11 Jan 20
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 30 Number of Chaperones*: 5
10. Cost Per Student: _____ Budget Code or Source to be charged: NJROTC
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 8 am Returning Time*: 10 pm

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

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

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc. _____

Principal _____

Assistant Superintendent _____

Superintendent _____

SEC-1-2723; E. 2/13/2019

Date

Date

Date

Date

15 Jan 20

1-15-20

1/24/20

1/27/20

(2)

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

1. School Requesting: MHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other X _____
If Commercial Carrier or Other, please state type: Rental
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes X No _____
4. Dates of Field Trip*: 6-13 Jan 20 Destination*: Gainesville GA
5. Group Taking Trip: NJROTC
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: NJROTC Leadership Academy
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 6 Number of Chaperones*: 2
10. Cost Per Student: \$160 Budget Code or Source to be charged: NJROTC
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 0800 Returning Time*: 1800

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

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

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc. _____

Principal _____

Assistant Superintendent _____

Superintendent _____

SEC-1-2723; B. 2/13/2019

Date

1-29-20

Date

1/31/20

Date

2/2/20

Date

SCHOOL DISTRICT OF CLAY COUNTY

FIELD TRIP REQUEST

1. School Requesting: Middleburg High School
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) ☒ Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes ☒ No _____ Trip(s) Out-of-State: Yes _____ No ☒
4. Dates of Field Trip*: July 11-13 Destination*: UCF; Orlando, FL
5. Group Taking Trip: JV & Varsity cheer
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: cheer camp
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 50 Number of Chaperones*: 2
10. Cost Per Student: _____ Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 7:00 AM Returning Time*: 5:00 PM

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

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

Bus Requisition Number(s):

Phillip Weigert
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

1-28-20
Date

1-27-20
Date

1/31/20
Date

2/4/20
Date

[Signature]
Date

SCHOOL DISTRICT OF CLAY ()
FIELD TRIP REQUEST

1. School Requesting: Middleburg 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*: 2-14-20-2-15-20 Destination*: Panama City Beach
5. Group Taking Trip: Girls Weightlifting
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: FHSAA STATE
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 2 Number of Chaperones*: 2
10. Cost Per Student: _____ Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 2:00 PM Returning Time*: 7:00 PM

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

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

Bus Requisition Number(s): _____

Chase W. J. J.
Teacher, Team Leader, Department Head, Etc. ...

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent
SEC-1-2723; E. 2/13/2019

2-3-20

Date

2-6-20

Date

2/6/20

Date

2/14/20

Date

SCHOOL DISTRICT OF CLAY COUNTY
FIELD TRIP REQUEST

1. School Requesting: CHS
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*: 2/23/20 to 2/24/20 Destination*: South Effingham High School, Guyton, GA
5. Group Taking Trip: NJROTC Cadet Notified about qualification on 2/20/20
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: NJROTC Sanctioned to drill meet
Leadership, Team work
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 51 Number of Chaperones*: 5
10. Cost Per Student: 0 Budget Code or Source to be charged: N/A
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 0700 Returning Time*: 1900

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

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

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc. NJROTC
Principal [Signature]
Assistant Superintendent [Signature]
Superintendent [Signature]
SEC-1-2723; E. 2/13/2019

20200123
Date 2/23/20
Date 1/24/20
Date 1/27/20

**NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS UNIT
SOUTH EFFINGHAM HIGH SCHOOL
1220 NOEL C CONAWAY ROAD, GUYTON, GA 31312**

From: Senior Naval Science Instructor, South Effingham High School
To: Area 12 Competitors

Subj: SOUTH EFFINGHAM AREA-12 WILD CARD DRILL MEET, 1 FEB 20

Ref: (a) Navy Nationals SOP (www.thenationals.net)

Encl: (1) Matrix/Schedule of Events (attached to email separately)
(2) Agreement of Indemnity
(3) Directions to South Effingham
(4) Inclement Weather Plan (will be available via separate correspondence)
(5) Pre-mishap plan
(6) ORM Matrix
(7) Roster forms (Academic, PU/CU)
(8) PI Roster

1. The Area 12 Wild card Drill Meet scheduled for 1 February 2020 will be hosted by the South Effingham High School NJROTC Unit. Events will be graded by US Marine Corps and US Navy active duty personnel, NROTC Midshipmen and AROTC Cadets (Former NJROTC).

2. The cost for this Area 12 Sanctioned Drill Meet has been set by the Area Manager at \$400.00. This includes meals for 30 cadets. Additional cadets attending will be \$6.00 per cadet and a check for that amount should be turned in to a South Effingham instructor on the day of the meet.

3. There will be no instructor meeting. All units should know the rules/procedures as set forth reference (a). Remember, all participating cadets will stand Personnel Inspection. No more than 40 cadets shall participate in this meet. **ALL CADETS** must have a completed Sports Physical, Standard Release Form, and Agreement of Indemnity (enclosure (2)) to compete in this Area-12 Sanctioned Meet. Each SNSI will verify completion of ALL requirements before allowing a cadet to compete. Rosters for the academic test, push-ups, and curl-ups (encl.8) shall be given your to your liaison prior to your first scheduled event. A cadet liaison and assistant liaison will be assigned to each school. Any issues with the liaison should be brought to the attention of the SNSI for resolution.

4. UNIFORM REQUIREMENTS:

a. The uniform of the day for cadets will be the Navy Service Uniform. The uniform for Naval Science Instructors will be either the prescribed uniform for the season or NJROTC unit attire.

b. Academic Testing: In accordance with references (a) and (b), we will administer a 50 question test. The tests will be given in designated spaces using SCANTRON forms. Cadets may wear either their Navy Service Uniform or athletic attire, but all cadets in the unit taking the exam must dress the same. Gear must look sharp and be worn in the same fashion as their uniform. No instructors or outside personnel will be allowed in the testing area once the briefings begin. Not abiding by this rule will result in disqualification.

c. Athletic Events: Entrants must wear appropriate athletic attire left to the discretion of the unit; however, no bare midriffs are allowed. All athletic gear will be worn in the same fashion as the uniform. **Shoes must be worn at all times during an event.** Shoe regulations have been clarified from previous years. Any running/athletic shoes of any kind, to include toe shoes, are authorized for all running/athletic events. METAL SPIKES of any kind are prohibited. Ensure your cadets are wearing appropriate running shoes to prevent disqualification.

d. Teams are allowed to remove name tags and ribbons from their uniforms during Armed Exhibition, Armed Basic, and Color Guard events.

5. Locker rooms: A parent volunteer or instructor will accompany any cadets to and from the changing room area. Changing rooms must be kept clean. Due to the possibility of limited space, instructors must ensure that all of their property is removed so the next school may use changing areas.

6. Running Event: The two relays from prior years has been replaced by a single 16x200 relay with 8 males and 8 females per team. Failure to meet the 8M/8F requirement will result in a team penalty.

7. **PUSH-UPS & CURL-UPS**

a. **Push-Ups:** All 16 cadets will execute push-ups at the same time. South Effingham will provide judges who will count all correct repetitions. Remember, your cadet will be given one warning if they deviate from the correct push-up form. The next infraction will result in the cadet being stopped.

b. **Curl-Ups:** All 16 cadets will execute curl-ups at the same time. South Effingham will provide judges who will count all correct repetitions. The competing school will provide holders for their cadets' feet. Remember, your cadet will be given one warning if they deviate from the correct curl-up form. The next infraction will result in the cadet being stopped.

8. **PI VERBALS:** Verbal's will be chosen from Chain of Command, Navy/Marine Rates/Ranks, Orders to a Sentry, or Cadet Field Manual questions (excluding orienteering or survival) approved by the Area Manager.

9. Bus parking: Cadets will direct you to parking on the bus ramp. Spectators may be directed to park anywhere in the school's parking areas.

10. Ensure that all participating cadets have completed Enclosure (2). This form must be completed and turned to the liaison upon arrival. Cadets will not be allowed to participate in any event if this form is not filled out in its entirety.

11. There will be no scheduled lunch hour. Units should use breaks in the schedule to feed cadets lunch and snacks. South Effingham NJROTC volunteers will cook the entire day. The menu will include hamburgers, hotdogs, chips, pizza, beverages, water, candy, etc. A hospitality area for visiting instructors and bus drivers will be inside the NJROTC classroom.

12. **INCLEMENT WEATHER PLAN (IWP):** In the event of inclement weather, an IWP (enclosure (4)) will be promulgated via separate correspondence noting the designated indoor areas for the Personnel Inspection, Unarmed Drill, and Color Guard events. **NOTE: Sneakers may be required for these events to protect the floors or surfaces.** The athletic events will take place in designated areas per the IWP and will consist of the curl-ups and push-ups. Running events will be canceled.

13. For any further information concerning this drill meet, use the latest version of the Nationals LOI. Any questions not covered by the Nationals LOI, contact LtCol Terry Stautberg at (912) 660-7882 or via email at stautberg.terry.snsi@navyjrotc.us

T. P. STAUTBERG
LtCol USMC(Ret.)
South Effingham NJROTC SNSI

SCHOOL DISTRICT OF CLAY ()
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
March 5, 2020

1. School Requesting: Orange Park High
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier ☒ Other _____
If Commercial Carrier or Other, please state type: 56 Pax Charter Bus
3. Trip(s) Overnight: Yes ☒ No _____ Trip(s) Out-of-State: Yes ☒ No _____
4. Dates of Field Trip*: 6 March 2020 Destination*: Douglas GA
5. Group Taking Trip: NJDOTC
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: This is the Area 12 Drill Championship to be held in Douglas GA @ 7:30 AM 7 March 2020
8. Supporting Florida Standards Benchmark(s) with Narrative(s): N/A
9. Number of Students*: 50 Number of Chaperones*: 4
10. Cost Per Student: 15.00 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 9:00 AM 6 March Returning Time*: 9:00 PM 7 March

*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): _____

Dean Walker 15
Teacher, Team Leader, Department Head, Etc.
Principal Michael Fungler
Assistant Superintendent
Superintendent
SEC-1-2723; E. 2/13/2019

1/21/2020
Date
1/22/20
Date
1/24/20
Date
1/27/20
Date

SCHOOL DISTRICT OF CLAY ()
FIELD TRIP REQUE

Received for Information: March 5, 2020

1. School Requesting: RHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other CAR Rental
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes ☒ No _____ Trip(s) Out-of-State: Yes _____ No ☒
4. Dates of Field Trip*: Feb 2, 2020 to Feb 4, 2020 Destination*: Tallahassee
5. Group Taking Trip: FBLA State Officers
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: FBLA Leadership Opportunities, Visiting the Senate Chamber, Government offices to see how Leaders make decisions regarding our State.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): CT50 -
9. Number of Students*: 1 Number of Chaperones*: 1
10. Cost Per Student: 0 CAR Rental only Budget Code or Source to be charged: 5300.0330
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 12pm on 2/2/2020 Returning Time*: 6pm 2/4/20

*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): _____

Michelle Muehl
Teacher, Team Leader, Department Head, Etc.

Dee
Principal

Michelle Muehl
Assistant Superintendent

Michelle Muehl
Superintendent

1/16/20
Date

1/16/2020
Date

1/24/20
Date

1/27/20
Date

FLORIDA FBLA-PBL IMPORTANT DATES

2019

July 18-19	FBLA-PBL Advisers' Training, Wesley Chapel
July 19-20	FBLA-PBL District Director Summit, Wesley Chapel
July 20-21	FBLA-PBL Board of Directors Meeting, Wesley Chapel
September 30	Receipt deadline for articles for the fall issue of <u>Florida Communicator</u>
October 7	Receipt deadline for State Fall Conference Registration
October 20	State and national initial dues deadline, to be eligible for Gold Seal Award
November 8-10	State Fall Leadership Conference, Championsgate
November 15	American Enterprise Day
November 15	FBLA District Directors must have district test orders to State Adviser if Competition is in December
November 30	Receipt deadline for articles for the winter issue of <u>Florida Communicator</u>
December 4	FBLA District Directors must have district test orders to State Adviser if competition is in January or February
December 15	FBLA state and national dues must be postmarked, first-class mail, to be eligible for district, state, and national competition

2020

January 1	Deadline for receipt of intent letters/resumes to run for national office
January 25-26	FBLA-PBL Board of Directors Meeting, TBA
January 30	Receipt deadline for articles for the spring issue of <u>Florida Communicator</u>
February 2-4	Tallahassee Trip for State FBLA and PBL Officers
February 2-8	FBLA/PBL WEEK
February 12	FBLA received date for State Conference registration/hotel reservations/pre-judged materials
February 15	PBL State/National dues postmark deadline to be eligible for State Competition
February 15	PBL received date for State Conference registration/hotel reservations/pre-judged materials
March 12-15	FBLA State Leadership Conference, Hilton Orlando, Orlando
March 26-29	PBL State Leadership Conference, Doubletree SeaWorld, Orlando
April 25 and May 9	FBLA-PBL Pre-NLCs, TBA
June 24-27	PBL National Leadership Conference, Salt Lake City, UT
June 29-July 2	FBLA National Leadership Conference, Salt Lake City, UT

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

March 5, 2020

SCHOOL DISTRICT OF CLATSOP
FIELD TRIP REQUEST

Ridgeview High School

1. School Requesting: _____

2. Transportation (Check one):

School Bus/s _____ Automobile/s _____ Commercial Carrier ☒ Other _____
If commercial or other, state type: _____

3. Trip(s) overnight: yes ☒ no _____ Trip(s) out-of-state: yes ☒ no ☒

4. Dates of Field Trip*: 1-4 April Destination*: Key West Naval Station
*For school buses ... If more than one bus is requested, reference bus request form.

5. Group Taking Trip: NJ ROTC Cadets

6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board Form. N/A

7. Educational Value of Field Trip: AT. 2.1.4.2, AT. 6.1.4.2, PE. B. 2.4.4, AT. 2.1.4.2, PE. A. 3.4.1, PE. A. 3.4.2, PE. A. 3.4.4, PE. A. 3.4.6, HE. B. 1.4.2, HE. 1.4.3, HE. 1.4.3, HE. 13.3.2.5, HE. C. 2.4.4, HE. B. 3.4.2, AT. 6.1.4.2, A. B. 2.4.2, AT. 9.1.4.2

8. Supporting SSS Benchmark(s): To visit Naval Air Station Key West
Town Hangers - F/A-18's - Search and Rescue Squadron, Flight line
Deck Tactical Crew Trainers, USS Ingham & Ft Zachary Taylor

9. Number of Students*: 30 Number of Chaperones*: 4

10. Cost Per Student: \$150.00 Budget Code or Source to be charged: N/A
(Examples: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: 5:30 AM Returning Time*: 9:00 PM

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number/s: _____

Teacher, Team Leader, Department Head, Etc.

Principal

District Office Approval

Key West Schedule

Wednesday, April 1st

0530: Depart for Key West
1200: Stop for lunch
1600: Arrive at Fort Zachary Taylor for Tour
1730: Arrive beach for a swim and Supper (Sub Sandwiches)
1930: Depart
2000: Arrive Naval Station Key West Barracks
2200: TAPS (tape doors)

Thursday, April 2nd

0600: Reveille
0630: Eat chow
0715 Change onto uniforms and prepare to leave for Naval Air Station Aircraft Hangers
0745 Depart
0800: Arrive at Search and Rescue Squadron
0900: Arrive at F/A 18 and flight line
1000: Arrive Tactical Crew Training System
1140: Arrive at Key West Coast Guard station
1145-1230: Eat chow at Key West Coast Guard station
1230: Tour Coast Guard Station
1500: Board bus and depart Coast Guard station
1530: Arrive at Navy Exchange
1700: Depart Exchange
1730: Arrive Barracks
1800: Eat Pizza in Barracks
1930: Depart for Downtown Key West for Ghost Tour
2100: Depart downtown Key West for barracks
2130: Arrive at barracks
2200: TAPS (Tape Doors)

Friday, April 3rd

0600: Reveille (Wear jeans and PT shirts)
0630: Eat Chow
0730: Depart for USS INGHAM
0800: Tour USS INGHAM
1000: Return to barracks to change into bathing suits
1330: Depart for Beach Cookout
1345: Arrive Marina Beach
1600: Depart for Barracks. Get changed into civies
1630: Depart for downtown Key West Mallory Square (Supper on you own.)
2100: Depart for Downtown Key West
2130: Arrive Barracks
2200 TAPS (Tape doors)

Saturday, April 4th

0500: Reveille

0530: Depart Barracks

0600: Arrive McDonalds -- Eat chow

0700: Depart

1200: Lunch

1600: Arrive SEAL Museum

1730: Depart

1800: Stop for supper

2100: Arrive RHS

DRAFT

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

March 5, 2020

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUE

1. School Requesting: Academic Services
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: Enterprise Rental Vans
3. Trip(s) Overnight: Yes ☒ No _____ Trip(s) Out-of-State: Yes _____ No ☒
4. Dates of Field Trip*: 3/24 - 3/27, 2020 Destination*: State Science Fair Lakeland, FL
5. Group Taking Trip: State Science Fair - Lakeland, FL
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. Chris Okamoto, Tanya Harrie, Amanda George, Christine Donald.
7. Educational Value of Field Trip: Students will take part in the State Science & Engineering Fair and communicate the results of their experimentation.
8. Supporting Florida Standards Benchmark(s) with Narrative(s):
SC.1.1.1 and the Nature of Science reporting category.
9. Number of Students*: 15 Number of Chaperones*: 4
10. Cost Per Student: 0 Budget Code or Source to be charged: Title 4 Part A
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 8am 3/24/2020 Returning Time*: 1pm 3/27/2020

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

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

Bus Requisition Number(s):

Chris Okamoto
Teacher, Team Leader, Department Head, Etc.

2/6/2020
Date

Principal M. Williams

Date 2/4/20

Assistant Superintendent [Signature]

Date 2/11/20

Superintendent [Signature]
SEC-1-2723; E. 2/13/2019

Date 2/11/20
[Signature]

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C9 - Monthly Financial Reports for January, 2020

Description

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

Gap Analysis

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

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

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

Contact

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

Financial Impact

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

Review Comments

Attachments

🔗 [January Monthly Financial Report.pdf](#)

🔗 [January Monthly Property Report.pdf](#)

CLAY COUNTY SCHOOL BOARD
SUMMARY OF CASH INVESTMENTS
07/01/2020 thru 01/31/2020

	CASH BALANCE	INVESTMENT AMOUNT	TYPE	GRAND TOTAL
General Fund(3)	5,184,111.29	80,985,353.73	(1) & (4) SBA/OTH	86,169,465.02
Debt Services(5)	0.00	449,033.74	SBA/OTH	449,033.74
Capital Projects	0.00	33,213,186.07	SBA/OTH	33,213,186.07
Special Rev. - Other	0.00	579,040.96	SBA	579,040.96
Spec. Rev - Food Service	5,707,284.09	859,380.65	SBA	6,566,664.74
Self Insurance	0.00	4,700,894.86	SBA	4,700,894.86
GRAND TOTAL	10,891,395.38	120,786,890.01		131,678,285.39

NOTES:

1. The rate of interest earned on investments with the State Board of Administration during the month of January, 2020 was 1.81%.
2. For comparison purposes with the General Fund Statement of Revenue, we have completed 58.34% 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 \$1,480,743.31 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 January, 2020 was 1.80%.
5. Trustee Accounts - Amounts placed with SBA by the Florida Department of Education for investment of debt service moneys.

CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS
STATEMENT OF REVENUE
07/01/2019 thru 01/31/2020

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Federal Impact Aid	3121	700,000.00	590,000.00	543,276.65	92.08%
	R O T C	3191	365,000.00	365,000.00	97,836.26	26.80%
Federal Direct - Total			1,065,000.00	955,000.00	641,112.91	
Fed thru Loc & State	Medicaid	3202	1,700,000.00	1,250,000.00	263,053.71	21.04%
	Federal Through Local Revenue	3280	297,585.00	297,585.00	143,778.70	48.32%
	Other Federal Thru State	3290	0.00	0.00	70,273.77	NA
Fed thru Local and State - Total			1,997,585.00	1,547,585.00	477,106.18	
State Sources	Florida Educ Finance Program	3310	190,364,739.00	190,039,217.00	111,452,037.00	58.65%
	Workforce Development	3315	469,160.00	469,160.00	273,672.00	58.33%
	Workforce Performance Incentiv	3317	0.00	11,000.00	5,694.00	51.76%
	CO&DS Withheld/Admin Expense	3323	22,000.00	22,000.00	0.00	0.00%
	State License Tax	3343	25,000.00	25,000.00	20,061.76	80.25%
	District Disc Lottery Funds	3344	130,911.00	38,520.00	428.00	1.11%
	Class Size Reduction	3355	40,895,811.00	40,779,119.00	23,836,440.00	58.45%
	School Recognition	3361	2,204,340.00	2,275,119.00	2,275,119.00	100.00%
	Voluntary Pre-K High Schools	3370	96,000.00	96,000.00	61,066.96	63.61%
	Voluntary Pre-K	3371	510,244.00	510,244.00	370,913.15	72.69%
	Miscellaneous State Revenue	3390	4,793,913.00	768,732.18	225,816.41	29.38%
State Sources - Total			239,512,118.00	235,034,111.18	138,521,248.28	
Local Sources	District School Taxes	3411	55,475,629.94	55,378,026.00	49,700,727.65	89.75%
	Prior Year Coll School Taxes	3419	50,000.00	50,000.00	13,128.98	26.26%
	Tax Redemptions	3421	750,000.00	750,000.00	0.00	0.00%
	Rent	3425	300,000.00	300,000.00	174,560.80	58.19%
	Interest Incl Profit On Inves	3430	800,000.00	800,000.00	629,136.03	78.64%
	Gifts Grants & Bequests	3440	60,000.00	148,520.24	92,040.24	61.97%
	Adult Gen Educ Course Fee-Ged	3461	44,800.00	44,800.00	22,485.00	50.19%
	Postsecondary Voc Course Fees	3462	0.00	1,200.33	2,436.16	202.96%
	Lifelong Learning Fees	3466	30,000.00	3,588.75	1,021.00	28.45%
	Other Student Fees-Summer Rec	3469	861.25	19,267.00	17,927.50	93.05%
	Preschool Program Fees	3471	400,000.00	400,000.00	120,657.81	30.16%
	Other Schl Class Fees-Blc	3479	0.00	7,750.67	10,555.17	136.18%
	Miscellaneous Local Sources	3490	1,931,313.50	1,987,744.45	1,843,482.00	92.74%
	Receipt Of Fed Indirect Cost	3494	0.00	376,000.00	199,899.42	53.16%
	Other Misc Local Sources	3495	0.00	40,000.00	5,280.00	13.20%
	Refund Of Prior Year'S Expense	3497	0.00	10,000.00	1,952.35	19.52%
	Lost Damaged &Sale Of Textbo0	3498	0.00	5,000.00	509.85	10.20%
	Receipt Of Food Serv Ind Cost	3499	0.00	400,000.00	0.00	0.00%
Local Sources - Total			59,842,604.69	60,721,897.44	52,835,799.96	
Transfers	Transfer From Capital Projects	3630	4,100,753.00	4,100,753.00	2,879,143.70	70.21%
Transfers - Total			4,100,753.00	4,100,753.00	2,879,143.70	
OFS	Capital Lease Agreements	3724	0.00	10,680,670.00	10,680,670.00	100.00%
	Addtl Mill Contribution	3732	0.00	0.00	0.00	NA
	Sale Of Equipment	3733	70,000.00	70,000.00	45,366.13	64.81%
Other Financing Sources - Total			70,000.00	10,750,670.00	10,726,036.13	
Revenue			306,588,060.69	313,110,016.62	206,080,447.16	65.82%
	Fund Balance July 1, 2019	2750	31,725,396.00	31,725,396.00	31,725,396.00	
Grand Total			338,313,456.69	344,835,412.62	237,805,843.16	68.96%

GENERAL FUNDS
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2019 thru 01/31/2020

Expense	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Energy Services	Mai Supplies	Cap Outlay	Other Misc	Totals	% OF Budget
Basic FEFP K-12	5100	154,839,811.44	154,372,286.65	42,395,110.67	12,530,816.10	8,952,468.76	76.50	5,495,612.47	453,386.48	502,379.53	70,319,850.51	45.55%
Exceptional Education	5200	44,112,877.05	44,505,759.20	15,727,759.95	4,947,201.06	1,413,585.84	1,204.62	223,116.96	98,933.32	15,079.66	22,426,881.41	50.35%
Career Education	5300	9,056,642.86	9,185,281.28	2,724,660.91	825,329.40	349,241.11	1,277.43	150,672.76	310,726.51	18,281.25	4,380,219.37	47.65%
Adult General	5400	470,844.95	489,911.78	118,200.40	27,153.74	15,636.79	0.00	7,019.40	1,271.61	6,184.12	175,676.06	35.86%
Voluntary Pre K	5500	721,552.27	740,068.98	341,298.87	101,285.19	7,610.17	0.00	6,505.70	544.83	0.00	457,234.76	61.78%
Other Instruction	5900	0.00	0.00	449,475.88	71,087.60	0.00	0.00	0.00	0.00	0.00	520,563.48	NA
Student Support Services	6100	15,410,559.91	15,511,952.81	6,207,660.56	1,899,612.92	123,057.94	424.00	65,223.55	30,264.99	13,780.86	8,140,024.82	52.46%
Instructional Media Services	6200	4,354,203.54	4,403,984.66	1,461,631.63	449,682.49	156,621.29	0.00	30,453.39	130,057.56	1,360.00	2,229,806.36	50.63%
Curriculum Development	6300	3,789,125.47	3,830,394.99	1,641,117.26	446,082.99	44,341.23	262.00	11,960.26	25,679.80	914.00	2,170,367.54	56.66%
Inst. Staff Training Services	6400	2,252,300.35	2,633,226.83	980,916.61	264,614.74	198,431.87	0.00	7,315.27	18,745.84	5,518.00	1,475,542.33	56.04%
Instruction Related Technology	6500	4,579,437.33	4,559,565.29	1,424,403.09	363,615.43	967,172.28	0.00	23,461.23	0.00	0.00	2,780,652.03	60.85%
Board	7100	825,800.82	1,011,068.17	217,809.62	80,625.57	156,487.10	0.00	763.45	0.00	18,755.00	474,440.74	46.92%
General Administration	7200	735,931.04	605,206.04	219,975.69	86,922.33	30,701.81	671.00	1,278.24	0.00	16,184.90	355,733.97	58.78%
School Administration	7300	15,127,890.64	15,252,782.61	7,162,625.66	1,890,321.11	23,771.05	0.00	24,863.56	17,901.07	14,504.05	9,133,986.5	59.86%
Facilities Acquisition and Construction	7400	3,273,228.74	3,302,205.47	388,019.56	92,813.77	61,853.18	813.00	7,733.07	367,093.03	271.60	918,603.21	27.82%
Fiscal Services	7500	1,532,116.03	1,462,188.65	575,577.99	129,541.01	2,759.75	0.00	7,220.46	2,809.16	5,145.20	719,063.57	49.18%
Food Services	7600	4,454.28	75,086.90	114,248.72	17,456.66	0.00	0.00	0.00	0.00	190.28	131,895.66	175.65%
Central Services	7700	3,716,763.87	3,767,613.03	1,318,931.70	353,967.77	185,419.62	2,389.14	41,257.01	11,724.07	5,749.00	1,919,438.31	50.95%
Pupil Transportation Services	7800	11,299,846.20	22,004,780.61	3,831,165.40	1,189,066.14	99,855.12	512,928.53	420,369.78	33,743.35	61,594.57	6,148,722.89	27.94%
Operation of Plant	7900	23,476,816.28	23,617,685.70	3,615,606.13	1,183,227.95	3,078,541.93	3,784,814.20	424,866.93	134,232.27	5,344.08	12,226,633.49	51.77%
Maintenance Of Plant	8100	5,820,069.28	5,806,522.61	1,732,491.58	511,889.09	404,131.48	53,454.37	579,515.69	122,252.79	1,306.80	3,405,041.8	58.64%
Administrative Technology Svcs	8200	1,433,499.88	1,434,089.88	554,855.83	148,358.81	42,763.31	4,478.00	10,481.12	564.00	640.40	762,141.47	53.14%
Community Services	9100	554,238.90	562,783.89	161,984.69	63,264.07	2,709.23	0.00	22,360.32	1,184.17	18,067.41	269,579.89	47.90%
Debt Service	9200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expense		307,387,511.33	319,145,445.41	93,365,548.40	27,471,941.94	16,317,370.96	4,362,792.79	7,552,050.62	1,761,114.85	711,270.71	151,542,090.17	
Nonspendable Fund Balance	6/30/2020	278,104.36	1,011,000.00								1,011,000.00	
Restricted Fund Balance	6/30/2020	3,000,000.00	1,982,976.87								1,982,976.87	
Assigned Fund Balance	6/30/2020	12,641,745.00	8,558,533.00								8,558,533.00	
Unassigned Fund Balance	6/30/2020	15,006,096.00	14,137,457.34								74,711,243.12	
Total Fund Balance		30,925,945.36	25,689,967.21								86,263,752.99	
Grand Totals		338,313,456.69	344,835,412.62								237,805,843.16	68.96%

CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF REVENUE
07/01/2019 thru 01/31/2020

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Local Sources	District School Taxes	3411	12,150,490.06	12,200,490.06	10,710,106.39	87.78%
Local Sources - Total			12,150,490.06	12,200,490.06	10,710,106.39	
Revenue			12,150,490.06	12,200,490.06	10,710,106.39	
Grand Total			12,150,490.06	12,200,490.06	10,710,106.39	

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2019 thru 01/31/2020

Expense	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Eng Services	Mat Supplies	Cap Outlay	Other	Totals	% OF Budget
Basic FEOP K-12	5100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Facilities Acquisition & Const	7400	2,678,504.06	2,678,504.06	0.00	0.00	480.26	0.00	49,741.93	499,731.00	0.00	549,933.18	20.53%
Facilities (Staff Development)	7700	3,750.00	3,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Chief of Police	7900	9,518,236.00	9,518,236.00	1,749,871.65	672,890.74	174,170.71	18,715.12	62,413.08	2,305,627.04	494.53	4,984,182.87	52.36%
Maintenance Of Plant	8100	0.00	0.00	15,878.45	5,043.75	0.00	0.00	0.00	0.00	0.00	20,922.2	0.00%
Total Expense		12,200,490.06	12,200,490.06	1,495,955.02	571,138.04	160,154.19	15,120.40	90,666.20	2,639,820.24	494.53	5,555,038.25	
Unassigned Fund Balance	6/30/2020	(50,000.00)	0.00								5,155,068.14	
Total Fund Balance	6/30/2020	(50,000.00)	0.00								5,155,068.14	
Grand Totals		12,150,490.06	12,200,490.06								10,710,106.39	87.78%

CLAY COUNTY SCHOOL BOARD
DEBT SERVICE FUND
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2019 Thru 01/31/2020

REVENUE AND TRANSFERS

Local Sources

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investment	3430	0.00	0.00	4,310.73	0.00%
Total Local Sources		0.00	0.00	4,310.73	

State Sources

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
CO & DS Withhld For Sbe BonDS	3322	67,560.00	67,560.00	0.00	0.00%
Racing Commission Funds	3341	215,955.00	215,955.00	55,812.50	25.84%
Total State Sources		283,515.00	283,515.00	55,812.50	

Transfers

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Transfer From Capital Projects	3630	5,124,511.00	6,740,070.42	2,258,764.42	33.51%
Total Transfers		5,124,511.00	6,740,070.42	2,258,764.42	
Total REVENUE AND TRANSFERS		5,408,026.00	7,023,585.42	2,318,887.65	
Fund Balance July 1, 2019		444,699.31	444,699.31	444,699.31	
GRAND TOTAL		5,852,725.31	7,468,284.73	2,763,586.96	37.00%

EXPENDITURES

Debt Service

	Acct #	Original Budget	Amended Budget	Expended	% OF EXP
Redempt Of Pmc	710	4,008,460.00	5,551,783.21	1,543,323.21	27.80%
Interest	720	1,382,366.50	1,454,602.71	761,717.77	52.37%
Dues And Fees	730	16,100.00	16,100.00	40,452.16	251.26%
Total Debt Service		5,406,926.50	7,022,485.92	2,345,493.14	
Total EXPENDITURES		5,406,926.50	7,022,485.92	2,345,493.14	33.40%

FUND BALANCE

Fund Balance

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2020	2750	445,798.81	445,798.81	418,093.82	
GRAND TOTAL		5,852,725.31	7,468,284.73	2,763,586.96	37.00%

CLAY COUNTY SCHOOL BOARD
CAPITAL IMPROVEMENTS FUNDS
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2019 Thru 01/31/2020

REVENUE AND TRANSFERS

Local Sources					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
District Local Cap Improv Taxes	3413	18,300,735.54	18,300,735.54	16,395,777.94	89.59%
Local Sales Taxes	3418	1,700,000.00	1,700,000.00	1,087,179.44	63.95%
Prior Year Coll School Taxes	3419	0.00	0.00	4,065.34	NA
Interest Incl Profit On Invest	3430	232,000.00	232,000.00	78,285.56	33.74%
Impact Fees	3496	5,000,000.00	5,000,000.00	5,154,280.13	103.09%
Refund Of Prior Year's Expense	3497	0.00	0.00	9,447.60	NA
Total Local Sources		25,232,735.54	25,232,735.54	22,729,036.01	

OTHER FINANCING SOURCES

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Sale Of Equipment	3733	0.00	0.00	96,329.05	NA
Total OFS		0.00	0.00	96,329.05	

State Sources

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
CO & DS Distributd To District	3321	1,399,065.30	1,399,065.30	0.00	0.00%
Interest On Undistrib CO & DS	3325	22,977.62	26,794.37	0.00	0.00%
Miscellaneous State Revenue	3390	1,191,936.28	1,191,936.28	387,011.75	32.47%
Total State Sources		2,613,979.20	2,617,795.95	387,011.75	
Total REVENUE AND TRANSFERS		27,846,714.74	27,850,531.49	23,212,376.81	83.35%
Fund Balance July 1, 2019		23,801,156.43	23,801,156.43	23,801,156.43	
GRAND TOTAL		51,647,871.17	51,651,687.92	47,013,533.24	91.02%

EXPENDITURES

Debt Service					
	Acct #	Original Budget	Amended Budget	Expended	% OF EXP
Redempt Of Prnc	710	2,700,267.21	1,156,944.00	1,073,107.61	92.75%
Interest	720	203,869.15	105,200.00	90,746.71	86.26%
Total Debt Service		2,904,136.36	1,262,144.00	1,163,854.32	

Gen Sup Svc

	Acct #	Original Budget	Amended Budget	Expended	% OF EXP
AV Mat \$1000/Ovr	621	10,000.00	10,000.00	0.00	0.00%
AV Mat L/T \$1000	622	15,000.00	15,000.00	221.90	1.48%
Bldg & Fixed Equipment	630	11,038,106.26	10,322,760.54	449,625.05	4.36%
Dir Purch Bldgs	631	600,000.00	1,398,515.31	0.00	0.00%
Equip \$1000 Over	641	255,000.00	235,000.00	2,114.08	0.90%
Equip L/T \$1000	642	230,174.80	379,693.80	307,496.53	80.99%
Comp Hdw > \$1000	643	73,353.09	42,264.62	1,795.84	4.25%
Cptr Hdw < \$1000	644	256,517.74	124,707.74	97,639.34	78.29%
TechRel FFE>1000	648	25,000.00	25,000.00	0.00	0.00%
TechRel FFE<1000	649	20,257.70	22,757.70	18,892.36	83.02%
Vehicles	652	199,352.00	199,352.00	169,104.00	84.83%
Land	660	193,993.22	100,000.00	0.00	0.00%
Improvement Non-Bldg	670	5,718,219.22	707,642.82	701,379.31	99.11%
Cap Imp Non-Bldg	671	49,277.86	34,846.73	34,263.91	98.33%
Non-Cap Improvement Non-Bldg	672	0.00	3,715,815.71	416,513.66	11.21%
Cap Remodeling	680	43,993.22	26,273.22	0.00	0.00%
Cap Remodlg	681	3,480,467.01	3,553,863.16	2,729,055.91	76.79%
Non-Cap Remodlg/Renovation	682	7,521,634.90	7,693,753.27	1,448,959.02	18.83%
Dir Prch-Cap Remodlg	683	240,000.00	290,000.00	0.00	0.00%
Dir Purch-Non-Cap Remodlg	684	685,000.00	634,000.00	54,000.00	8.52%
Software >1000	691	0.00	1,319,589.45	494,628.57	37.48%
Software <1000	692	304,520.00	690,817.02	355,131.41	51.41%
Total Gen Sup Svc		30,959,867.02	31,541,653.09	7,280,820.89	

Xfer Of Funds

	Acct #	Original Budget	Amended Budget	Expended	% OF EXP
Xfer To Gen Fnd	910	4,170,753.00	4,100,753.00	2,879,143.70	70.21%
Xfer To Dbt Svc	920	5,124,511.00	6,740,070.42	2,258,764.42	33.51%
Xfer To Cap Prj	930	0.00	0.00	0.00	0.00%
Total Xfer Of Funds		9,295,264.00	10,840,823.42	5,137,908.12	

Total EXPENDITURES		43,159,267.38	43,644,620.51	13,582,583.33	31.12%
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Fund Balance

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2020	2750	8,488,603.79	8,007,067.41	33,430,949.91	

GRAND TOTAL		51,647,871.17	51,651,687.92	47,013,533.24	91.02%
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CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - FOOD SERVICES
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2019 Thru 01/31/2020

REVENUE AND TRANSFERS

Local Sources					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Inves	3430	10,000.00	10,000.00	15,905.07	159.05%
Student Lunches	3451	2,261,050.00	2,261,050.00	1,140,128.70	50.42%
Student Breakfasts	3452	194,580.00	194,580.00	99,725.10	51.25%
Adult Breakfasts/Lunches	3453	1,800.00	1,800.00	1,238.00	68.78%
Student A La Carte	3454	1,700,000.00	1,700,000.00	846,886.38	49.82%
Miscellaneous Local Sources	3490	5,000.00	5,000.00	25,127.23	502.54%
Total Local Sources		4,172,430.00	4,172,430.00	2,129,010.48	
Fed thru Local and State					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
School Lunch Reimbursement	3261	9,846,830.00	9,846,830.00	3,883,602.30	39.44%
School Breakfast Reimbursement	3262	2,314,814.00	2,314,814.00	946,748.09	40.90%
After School Snack Reimb	3263	0.00	0.00	12,902.44	0.00%
U S D A Donated Commoditi	3265	1,200,000.00	1,200,000.00	0.00	0.00%
Cash in Lieu of Donated Foods	3266	15,000.00	15,000.00	0.00	0.00%
Summer Food Service Program	3267	100,000.00	100,000.00	56,616.85	56.62%
Total Fed thru Local and State		13,476,644.00	13,476,644.00	4,899,869.68	
State Sources					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
School Breakfast Supplement	3337	60,000.00	60,000.00	0.00	0.00%
School Lunch Supplement	3338	85,000.00	85,000.00	0.00	0.00%
Total State Sources		145,000.00	145,000.00	0.00	
Total REVENUE AND TRANSFERS		17,794,074.00	17,794,074.00	7,028,880.16	
Fund Balance July 1, 2019		5,099,294.00	5,099,294.00	5,099,294.00	
GRAND TOTAL		22,893,368.00	22,893,368.00	12,128,174.16	52.98%

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - FOOD SERVICES
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2019 Thru 01/31/2020

EXPENDITURES

Gen Sup Srvc					
	Acct #	Original Budget	Amended Budget	Expended	% OF EXP
Administrator	110	1,971,171.00	1,971,171.00	1,109,298.84	56.28%
Other Support	160	3,569,212.86	3,569,212.86	2,040,299.85	57.16%
Retirement	210	476,609.94	476,609.94	275,377.32	57.78%
Social Security	220	420,209.16	420,209.16	230,942.99	54.96%
Group Insurance	230	632,731.37	632,731.37	649,548.90	102.66%
Workmans Comp	240	77,134.84	77,134.84	43,754.85	56.73%
Prof Svcs - Su	313	0.00	48,495.00	15,964.56	32.92%
Travel-In cnty	331	6,400.00	9,400.00	3,817.76	40.61%
Travel-Out Cnty	332	2,500.00	2,500.00	693.38	27.74%
Trvl-Out State	333	2,500.00	0.00	0.00	0.00%
Travel-Reg Fees	334	0.00	0.00	0.00	0.00%
Repairs And Mai	350	25,000.00	8,891.77	2,937.72	33.04%
Rentals	360	20,000.00	5,000.00	1,903.52	38.07%
Tech Rentals	369	44,000.00	29,658.50	29,658.50	100.00%
Communications	370	2,000.00	0.00	0.00	0.00%
Stamps	371	24,500.97	12,500.97	7,373.50	58.98%
Wireless Plan	372	1,900.00	0.00	0.00	0.00%
Cell Phones	378	600.00	600.00	299.66	49.94%
Tech Communicn	379	0.00	0.00	0.00	0.00%
Refuse	381	0.00	0.00	0.00	0.00%
Othr Purch Srvc	390	109,595.00	61,100.00	56,565.00	92.58%
Printing	391	5,000.00	5,000.00	6,777.17	135.54%
Bottled Gas	420	3,128.76	3,128.76	143.93	4.60%
Electricity	430	156,500.00	156,500.00	58,623.05	37.46%
Gasoline	450	4,000.00	4,000.00	2,689.00	67.23%
Diesel Fuel	460	2,000.00	2,000.00	1,045.00	52.25%
Supplies	510	850,994.17	743,430.52	335,676.39	45.15%
TonerType Fee	515	25,963.57	8,000.00	3,412.47	42.66%
Tech Supplies	519	500.00	500.00	429.13	85.83%
Oil & Grease	540	1,000.00	1,000.00	82.00	8.20%
Repair Parts	550	3,000.00	3,000.00	3,461.00	115.37%
Tires & Tubes	560	1,000.00	1,000.00	22.00	2.20%
Food	570	7,072,002.83	7,080,410.43	3,684,251.43	52.03%
Commodities	580	1,200,000.00	1,200,000.00	0.00	0.00%
Other Matl/Supp	590	0.00	0.00	0.00	0.00%
AV Mat \$1000/Ovr	621	0.00	0.00	0.00	0.00%
AV Mat L/T \$1000	622	170.00	1,170.00	272.79	23.32%
Bldg & Fixed Eq	630	0.00	0.00	0.00	0.00%
Equip \$1000 Over	641	41,925.08	76,925.08	46,765.21	60.79%
Equip L/T \$1000	642	68,158.40	72,369.34	68,411.75	94.53%
Comp Hdw > \$1000	643	10,000.00	0.00	0.00	0.00%
Cptr Hdw <\$1000	644	10,000.00	8,000.00	5,205.98	65.07%
TechRel FFE<1000	649	2,500.00	2,500.00	1,120.32	44.81%
Vehicles	652	25,000.00	57,449.73	0.00	0.00%
Cap Remodlg	681	378,599.52	497,844.55	247,461.93	49.71%
Non-Cap Remo/Ren	682	0.00	0.00	0.00	0.00%
Software >1000	691	2,500.00	0.00	0.00	0.00%
Dues And Fees	730	30,364.00	19,364.00	10,785.68	55.70%
Oth Pers Svcs	750	10,000.00	21,563.65	23,003.65	106.68%
Pmts Rfnd Bnd	760	0.00	0.00	0.00	0.00%
Ind Cst/Misc Ex	790	225,000.00	225,000.00	0.00	0.00%
Misc Ex/Ind Cst	792	0.00	0.00	0.00	0.00%
Total Gen Sup Srvc		17,515,371.47	17,515,371.47	8,968,076.23	
Total EXPENDITURES		17,515,371.47	17,515,371.47	8,968,076.23	51.20%
Fund Balance June 30, 2020	2750	5,377,996.53	5,377,996.53	3,160,097.93	

GRAND TOTAL		22,893,368.00	22,893,368.00	12,128,174.16	52.98%
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CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF REVENUE
07/01/2019 thru 01/31/2020

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Miscellaneous Federal Direct	3199	0.00	731,062.05	59,139.97	4.27%
Federal Direct - Total			0.00	731,062.05	59,139.97	
Fed thr Loc St	Career And Technical Education	3201	304,780.00	304,780.00	81,687.25	26.80%
	Adult General Education	3221	230,914.31	230,914.31	126,744.22	54.89%
	English Literacy And Civics Ed	3222	33,234.00	33,234.00	10,441.67	31.42%
	Title II	3226	1,088,628.59	1,088,628.59	476,041.49	43.73%
	I D E A	3230	8,932,749.00	8,932,749.00	3,505,925.74	39.25%
	Title I - Elem & Secondary Edu	3240	5,676,388.97	5,758,888.99	2,275,940.83	39.52%
	Title III	3241	160,028.00	160,028.00	84,142.99	52.58%
	Twenty-First Century Schools	3242	713,674.88	918,111.40	395,303.27	43.06%
	Federal Through Local Revenue	3280	0.00	3,672.49	0.00	0.00%
	Other Federal Thru State	3290	801,808.80	380,784.43	260,380.28	68.38%
Fed thr Loc St - Total			17,942,206.55	17,811,791.21	7,216,607.74	
Local Sources	Interest Incl Profit On Invest	3430	0.00	0.00	0.00	0.00%
Local Sources - Total			0.00	0.00	0.00	
Total			17,942,206.55	18,542,853.26	7,275,747.71	39.24%

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF REVENUE
07/01/2019 thru 01/31/2020

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Miscellaneous Federal Direct	3199	0.00	731,062.05	59,139.97	4.27%
Federal Direct - Total			0.00	731,062.05	59,139.97	
Fed thr Loc St	Career And Technical Education	3201	304,780.00	304,780.00	81,687.25	26.80%
	Adult General Education	3221	230,914.31	230,914.31	126,744.22	54.89%
	English Literacy And Civics Ed	3222	33,234.00	33,234.00	10,441.67	31.42%
	Title II	3226	1,088,628.59	1,088,628.59	476,041.49	43.73%
	I D E A	3230	8,932,749.00	8,932,749.00	3,505,925.74	39.25%
	Title I - Elem & Secondary Edu	3240	5,676,388.97	5,758,888.99	2,275,940.83	39.52%
	Title III	3241	160,028.00	160,028.00	84,142.99	52.58%
	Twenty-First Century Schools	3242	713,674.88	918,111.40	395,303.27	43.06%
	Federal Through Local Revenue	3280	0.00	3,672.49	0.00	0.00%
	Other Federal Thru State	3290	801,808.80	380,784.43	260,380.28	68.38%
Fed thr Loc St - Total			17,942,206.55	17,811,791.21	7,216,607.74	
Local Sources	Interest Incl Profit On Invest	3430	0.00	0.00	0.00	0.00%
Local Sources - Total			0.00	0.00	0.00	
Total			17,942,206.55	18,542,853.26	7,275,747.71	39.24%

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2019 thru 01/31/2020

Expense	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Eng Services	Mat Supplies	Cap Outlay	Other	Totals	% Of Budget
Basic FEPP K-12	5100	4,819,698.36	5,075,432.56	1,125,178.97	368,842.06	129,111.34	0.00	201,694.36	88,637.38	3,064.00	1,916,528.11	37.82%
Exceptional	5200	4,943,713.47	5,189,013.96	1,303,603.36	483,750.49	116,020.62	0.00	18,453.37	3,661.85	0.00	1,925,489.69	37.11%
Applied Technology	5300	248,360.00	248,360.00	0.00	0.00	2,035.00	0.00	4,025.17	61,071.96	2,000.00	69,132.13	27.84%
Adult General	5400	104,482.78	104,482.78	29,442.68	10,873.20	0.00	0.00	0.00	0.00	2,639.00	42,954.88	41.11%
Other Instruction	5900	69,169.58	210,920.58	63,769.65	11,213.38	384.00	0.00	2,950.82	0.00	0.00	78,317.85	37.13%
Student Support Services	6100	1,916,449.79	1,784,160.68	504,405.51	154,485.27	34,174.19	0.00	17,884.78	0.00	1,644.75	712,594.5	39.94%
Instructional Media	6200	11,024.53	11,024.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Inst & Curric Dev Services	6300	2,228,751.68	2,236,800.04	786,503.42	221,151.18	19,019.17	0.00	2,309.11	0.00	59.00	1,029,041.88	46.01%
Inst Staff Training Services	6400	2,514,214.45	2,522,887.34	502,098.81	132,303.42	379,917.73	0.00	15,172.86	0.00	29,780.00	1,059,272.82	41.99%
General Administration	7200	634,870.12	631,449.06	0.00	0.00	0.00	0.00	0.00	0.00	199,899.42	199,899.42	31.66%
School Administration	7300	87,151.93	87,151.93	20,797.35	3,924.73	0.00	0.00	0.00	0.00	0.00	24,722.08	28.37%
Central Services	7700	32,605.96	34,036.84	0.00	0.00	741.37	0.00	0.00	0.00	0.00	741.37	2.18%
Pupil Transportation Services	7800	86,100.90	161,519.96	12,546.68	2,006.52	8,633.50	14,624.25	0.00	0.00	0.00	37,810.95	23.41%
Operation Of Plant	7900	242,613.00	242,613.00	0.00	0.00	169,787.00	0.00	6,455.00	0.00	0.00	176,242	72.64%
Administrative Technology Svcs	8200	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	3,000.03	100.00%
Community Services	9100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Total Expense		17,942,206.55	18,542,853.26	4,348,346.43	1,388,550.25	862,823.92	14,624.25	288,945.47	153,371.19	239,086.17	7,275,747.71	39.24%

CLAY COUNTY SCHOOL BOARD
SELF INSURANCE FUND
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2019 Thru 01/31/2020

REVENUE AND TRANSFERS

Local Sources					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Invest	3430	71,250.00	71,250.00	83,123.27	116.66%
Charges For Services	3481	2,546,106.00	2,546,106.00	1,419,828.66	55.76%
Total Local Sources		2,617,356.00	2,617,356.00	1,502,951.93	
Total REVENUE AND TRANSFERS		2,617,356.00	2,617,356.00	1,502,951.93	
Fund Balance July 1, 2019		5,069,117.00	5,069,117.00	5,069,117.00	
GRAND TOTAL		7,686,473.00	7,686,473.00	6,572,068.93	85.50%

EXPENDITURES

Gen Sup Srvs					
	Acct #	Original Budget	Amended Budget	Expended	% OF EXP
Workmans Comp	240	1,306,260.00	1,306,260.00	804,162.46	61.56%
Pro & Tech Serv	310	169,293.00	169,293.00	124,699.48	73.66%
Ins & Bond Prem	320	1,120,553.00	1,120,553.00	960,921.16	85.75%
Total Gen Sup Srvs		2,596,106.00	2,596,106.00	1,889,783.10	
Total EXPENDITURES		2,596,106.00	2,596,106.00	1,889,783.10	
FUND BALANCE					
Fund Balance					
	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2020	2750	5,090,367.00	5,090,367.00	4,682,285.83	
GRAND TOTAL		7,686,473.00	7,686,473.00	6,572,068.93	85.50%

JANUARY, 2020									
	LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0311	KEYSTONE HEIGHTS JR/SR HIGH	2,500.00							2,500.00
0341	CLAY HIGH SCHOOL	5,599.00							5,599.00
0371	WILKINSON JUNIOR HIGH	1,255.23							1,255.23
0501	TYNES ELEMENTARY	1,512.50							1,512.50
0541	RIDEOUT ELEMENTARY	7,605.95							7,605.95
0551	FLEMING ISLAND HIGH SCHOOL	3,385.00							3,385.00
0611	OAKLEAF JUNIOR HIGH	37,921.00							37,921.00
0661	OAKLEAF HIGH SCHOOL	20,895.00							20,895.00
9005	EXCEPTIONAL STUDENT EDUCATION	1,105.82							1,105.82
9008	ADULT COMMUNITY EDUCATION	1,295.00							1,295.00
9010	TRANSPORTATION	38,383.84							38,383.84
9020	OFFICE OF SUPPORT SERVICES	4,495.38							4,495.38
9121	MAINTENANCE	13,800.00							13,800.00
9023	FACILITY PLANNING & CONSTRUCT	21,441.02							21,441.02
9040	INFORMATION SERVICES	3,842,417.16		121,418.03					3,963,835.19
9050	BUSINESS AFFAIRS	11,240.83							11,240.83
9110	FOOD & NUTRITION SERVICES	41,095.00							41,095.00
	TOTAL	4,055,947.73	0.00	121,418.03	0.00	0.00	0.00	0.00	4,177,365.76

Clay County Public Schools Audio Visual

Location Number	Begin Balance	New Purchase	Other	Monthly Deletions	Ending Balance
0111 BANNERMAN LEARNING CENTER	2,402.11	0.00	0.00	0.00	2,402.11
0252 ORANGE PARK HIGH	10,039.04	0.00	0.00	0.00	10,039.04
0311 KEYSTONE HEIGHTS JR/SR HIGH	1,792.00	0.00	0.00	0.00	1,792.00
0341 CLAY HIGH SCHOOL	5,792.87	0.00	0.00	0.00	5,792.87
0361 ORANGE PARK JUNIOR HIGH	2,658.00	0.00	0.00	0.00	2,658.00
0391 MIDDLEBURG HIGH SCHOOL	9,650.45	0.00	0.00	0.00	9,650.45
0431 RIDGEVIEW HIGH SCHOOL	1,069.20	0.00	0.00	0.00	1,069.20
0481 LAKE ASBURY JUNIOR HIGH	11,237.85	0.00	0.00	0.00	11,237.85
0551 FLEMING ISLAND HIGH SCHOOL	3,149.99	0.00	0.00	0.00	3,149.99
0661 OAKLEAF HIGH SCHOOL	6,221.21	0.00	0.00	0.00	6,221.21
9009 SCH IMPROVEMENT & PROF DEVEL	1,410.00	0.00	0.00	0.00	1,410.00
	55,422.72	0.00	0.00	0.00	55,422.72

Clay County Public Schools Vehicles

Location Number	Begin Balance	New Purchase	Other	Monthly Deletions	Ending Balance
0391 MIDDLEBURG HIGH SCHOOL	2,550.85	0.00	0.00	0.00	2,550.85
9010 TRANSPORTATION	28,153,401.43	0.00	0.00	864,368.34	27,289,033.09
	28,155,952.28	0.00	0.00	864,368.34	27,291,583.94

JANUARY, 2020

	LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0020	FL YOUTH CHALLENGE ACADEMY	4,120.00								4,120.00
0021	GREEN COVE SPRINGS JUNIOR HIGH	309,011.80	5,800.00							314,811.80
0071	CHARLES E BENNETT ELEMENTARY	116,149.68								116,149.68
0111	BANNERMAN LEARNING CENTER	137,295.04					6,131.00			143,426.04
0201	ORANGE PARK ELEMENTARY	139,778.12								139,778.12
0232	GROVE PARK ELEMENTARY	138,455.58					2,913.00		2,297.00	139,071.58
0241	WE CHERRY ELEMENTARY	181,591.10								181,591.10
0252	ORANGE PARK HIGH	1,189,740.98								1,188,413.57
0261	DOCTORS INLET ELEMENTARY	165,116.92							1,327.41	169,649.92
0271	MIDDLEBURG ELEMENTARY	210,875.30					4,533.00			210,875.30
0301	KEYSTONE HEIGHTS ELEMENTARY	298,825.11								298,825.11
0311	KEYSTONE HEIGHTS JR/SR HIGH	676,760.60		200.00						676,960.60
0331	S BRYAN JENNINGS ELEMENTARY	186,907.35								183,359.02
0341	CLAY HIGH SCHOOL	849,107.03							3,548.33	849,107.03
0351	LAKESIDE JUNIOR HIGH	401,982.93							16,902.00	385,080.93
0352	LAKESIDE ELEMENTARY	195,282.35								195,282.35
0361	ORANGE PARK JUNIOR HIGH	363,294.19								363,294.19
0371	WILKINSON JUNIOR HIGH	423,588.22						1,219.97	3,450.00	418,918.25
0381	MONTCLAIR ELEMENTARY	120,293.36								120,293.36
0391	MIDDLEBURG HIGH SCHOOL	1,270,158.57							2,736.00	1,267,422.57
0401	RIDGEVIEW ELEMENTARY	198,138.46								198,138.46
0411	CLAY HILL ELEMENTARY	215,822.19								215,822.19
0431	RIDGEVIEW HIGH SCHOOL	990,318.39	13,908.77							1,004,227.16
0451	LAKE ASBURY ELEMENTARY	197,481.23								197,481.23
0471	ROBERT M PATERSON ELEMENTARY	164,975.00								164,975.00
0481	LAKE ASBURY JUNIOR HIGH	564,543.02								564,543.02
0491	WILKINSON ELEMENTARY	234,816.39								234,816.39
0501	TYNES ELEMENTARY	188,629.04					12,878.21			201,507.25
0511	MCRAE ELEMENTARY	198,284.34								198,284.34
0521	FLEMING ISLAND ELEMENTARY	187,226.51								187,226.51
0531	THUNDERBOLT ELEMENTARY	229,281.94								229,281.94
0541	RIDEOUT ELEMENTARY	141,828.94								141,828.94
0551	FLEMING ISLAND HIGH SCHOOL	966,147.62								966,147.62
0571	SWIMMING PEN CREEK ELEMENTARY	125,075.84								125,075.84
0591	ARGYLE ELEMENTARY SCHOOL	149,381.49								149,381.49
0601	COPPERGATE ELEMENTARY	168,542.57								168,542.57
0611	OAKLEAF JUNIOR HIGH	495,251.58								495,251.58
0621	OAKLEAF VILLAGE ELEMENTARY	300,786.38								300,786.38
0631	SHADOWLAWN ELEMENTARY	235,327.84								235,327.84
0641	DISCOVERY OAKS ELEMENTARY	650,971.86								650,971.86
0651	PLANTATION OAKS ELEMENTARY	605,187.22					2,325.00			607,512.22

JANUARY, 2020

[illegible]

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C10 - Budget Amendment for Month Ending January 31, 2020

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 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 amendments 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 past (normal) practice to provide budget amendments, in accordance with Florida State Board of Education Administrative Rule 6A-1.006.

Expected Outcomes

The monthly budget amendments are provided to meet stewardship responsibilities of the district for reporting and accountability of the district budget.

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Approval of the Budget Amendments as presented for January 31, 2020.

Contact

Dr. Susan M. Legutko Assistant Superintendent for Business Affairs (904) 336-6721

Financial Impact

As presented

Review Comments

Attachments

📎 [Budget Amendments January 2020.pdf](#)



CLAY COUNTY DISTRICT SCHOOLS

900 WALNUT STREET, GREEN COVE SPRINGS, FL 32043

P (904) 336-6500 F (904) 336-6536 W oneclay.net

SUPERINTENDENT OF SCHOOLS

Addison G. Davis

BOARD MEMBERS:

Janice Kerekes, District 1
Carol Studdard, District 2
Tina Bullock, District 3
Mary Bolla, District 4
Ashley Gilhousen, District 5

CLAY COUNTY SCHOOLS RESOLUTION TO AMEND DISTRICT BUDGET FISCAL YEAR 2019-2020 FOR MONTH ENDING JANUARY 31, 2020

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.

FUND	DESCRIPTION
GENERAL FUND (100)	THE GENERAL FUND IS THE LARGEST FUND WITHIN THE ACCOUNTING STRUCTURE OF THE SCHOOL DISTRICT. IT 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 (200)	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' BOND, ALSO KNOWN AS 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)	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 THAT ARE RESTRICTED OR COMMITTED TO EXPENDITURES FOR THE SPECIFIC PROGRAM.
SELF INSURANCE (711)	INTERNAL SERVICE FUND IS ESTABLISHED TO ACCOUNT FOR ANY ACTIVITY WITHIN THE SCHOOL DISTRICT THAT PROVIDES GOODS OR SERVICES TO ANOTHER FUND, DEPARTMENT, OR AGENCIES.



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2019-2020

GENERAL FUND

100

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
100	3280	000	297,585.00	-	297,585.00	3280000	Federal Through Local Revenue
100	3315	000	469,160.00	-	469,160.00	3315000	Workforce Development
100	3317	000	11,000.00	-	11,000.00	3317000	Workforce Performance Incentiv
100	3350	000	2,275,119.00	-	2,275,119.00	3361000	School Recognition
100	3390	000	900,735.18	-	900,735.18	3390000	Miscellaneous State Revenue
100	3410	000	55,475,629.94	-	55,475,629.94	3411000	District School Taxes
100	3430	000	800,000.00	-	800,000.00	3430000	Interest Incl Profit On Inves
100	3440	000	88,520.24	-	88,520.24	3440000	Gifts Grants & Bequests
100	3460	000	1,200.33	871.33	2,071.66	3462000	Postsecondary Voc Course Fees
100	3460	000	19,267.00	-	19,267.00	3469000	Other Student Fees-Summer Rec
100	3470	000	7,750.67	4,394.67	12,145.34	3479000	Other Schl Class Fees
100	3490	000	1,635,194.92	-	1,635,194.92	3490000	Miscellaneous Local Sources
100	3724	000	10,680,670.00	-	10,680,670.00	3724000	Capital Lease Agreements
100	5100	120	21,708,566.75	-	21,708,566.75	5100120	Bsc FEFP K-12-Teacher Salary
100	5100	121	-	-	-	5100121	Bsc FEFP K-12-Tech Perform Pay
100	5100	125	69,345.89	-	69,345.89	5100125	Bsc FEFP K-12-Tutoring Salary
100	5100	128	8,280.97	-	8,280.97	5100128	Bsc FEFP K-12-Ss Classrm Teac
100	5100	130	3,774.49	-	3,774.49	5100130	Bsc FEFP K-12-Other Certified
100	5100	150	102,076.05	-	102,076.05	5100150	Bsc FEFP K-12-Aide
100	5100	155	2,323.46	-	2,323.46	5100155	Bsc FEFP K-12-Tutoring Salary
100	5100	210	1,900,827.17	-	1,900,827.17	5100210	Bsc FEFP K-12-Retirement
100	5100	220	1,862,511.63	-	1,862,511.63	5100220	Bsc FEFP K-12-Social Security
100	5100	230	2,501,197.43	-	2,501,197.43	5100230	Bsc FEFP K-12-Group Insurance
100	5100	240	313,190.67	-	313,190.67	5100240	Bsc FEFP K-12-Workmans Comp
100	5100	310	3,000.00	2,000.00	5,000.00	5100310	Bsc FEFP K-12-Pro & Tech Serv
100	5100	313	1,006,146.03	-	1,006,146.03	5100313	Bsc FEFP K-12-Prof Svcs - Su
100	5100	330	15,663.65	-	15,663.65	5100330	Bsc FEFP K-12 - Field Trip
100	5100	331	3,492.07	-	3,492.07	5100331	Bsc FEFP K-12-Trvl In Cnynt
100	5100	334	18,835.00	-	18,835.00	5100334	Bsc FEFP K-12-Registration Fee
100	5100	350	89,586.76	-	89,586.76	5100350	Bsc FEFP K-12-Repairs And Mai
100	5100	360	56,201.88	3,900.00	60,101.88	5100360	Bsc FEFP K-12-Rentals
100	5100	369	601,400.99	-	601,400.99	5100369	Bsc FEFP K-12-Tech Rentals
100	5100	371	5,179.83	-	5,179.83	5100371	Bsc FEFP K-12-Stamps
100	5100	390	101,116.92	-	101,116.92	5100390	Bsc FEFP K-12-Othr Purch Srvc
100	5100	391	20,236.87	-	20,236.87	5100391	Bsc FEFP K-12-Printing
100	5100	393	1,042,084.66	-	1,042,084.66	5100393	Bsc FEFP K-12-Purchased Svcs
100	5100	510	1,412,557.52	-	1,412,557.52	5100510	Bsc FEFP K-12-Supplies
100	5100	515	16,329.18	1,000.00	17,329.18	5100515	Bsc FEFP K-12-Sunprint Fee
100	5100	519	10,201.80	52.98	10,254.78	5100519	Bsc FEFP K-12-Tech Supplies
100	5100	520	1,173,577.10	-	1,173,577.10	5100520	Bsc FEFP K-12-Textbooks, St
100	5100	521	871,851.57	-	871,851.57	5100521	Bsc FEFP K-12-Textbooks-Non S
100	5100	529	1,553,355.41	-	1,553,355.41	5100529	Bsc FEFP K-12-Tech Textbooks
100	5100	530	5,342.20	-	5,342.20	5100530	Bsc FEFP K-12-Periodicals
100	5100	612	137.28	-	137.28	5100612	Bsc FEFP K-12-Books Exist Lib
100	5100	621	1,271.81	-	1,271.81	5100621	Bsc FEFP K-12-AV Mat \$1000/Ovr
100	5100	622	10,390.28	199.86	10,590.14	5100622	Bsc FEFP K-12-AV Mat L/T \$1000
100	5100	641	44,553.51	1,307.11	45,860.62	5100641	Bsc FEFP K-12-Equip \$1000 Over
100	5100	642	283,246.52	1,343.40	284,589.92	5100642	Bsc FEFP K-12-Equip L/T \$1000
100	5100	643	3,585.70	(200.00)	3,385.70	5100643	Bsc FEFP K-12-Comp Hdw >\$1000
100	5100	644	186,510.56	-	186,510.56	5100644	Bsc FEFP K-12-Cptr Hdwr <1000
100	5100	648	1,610.00	1,610.00	3,220.00	5100648	Bsc FEFP K-12 - Furn > 1000
100	5100	649	2,775.36	-	2,775.36	5100649	Bsc FEFP K-12-Tech Rel < 1000
100	5100	692	76.89	17.00	93.89	5100692	Bsc FEFP K-12-Software <1000
100	5100	730	502,049.20	201.50	502,250.70	5100730	Bsc FEFP K-12-Dues And Fees
100	5200	120	1,767,229.50	-	1,767,229.50	5200120	Exceptional-Teacher Salary
100	5200	150	1,352,889.48	-	1,352,889.48	5200150	Exceptional-Aide
100	5200	160	793.14	-	793.14	5200160	Exceptional-Other Support
100	5200	210	393,390.14	-	393,390.14	5200210	Exceptional-Retirement
100	5200	220	363,267.47	-	363,267.47	5200220	Exceptional-Social Security
100	5200	230	501,472.48	-	501,472.48	5200230	Exceptional-Group Insurance
100	5200	240	62,856.00	-	62,856.00	5200240	Exceptional-Workmans Comp
100	5200	310	29,590.00	-	29,590.00	5200310	Exceptional-Pro & Tech Serv
100	5200	311	5,000.00	-	5,000.00	5200311	Exceptional-Legal Fees & Re
100	5200	330	8,562.37	-	8,562.37	5200330	Exceptional - Field Trip
100	5200	350	20,900.74	-	20,900.74	5200350	Exceptional-Repairs And Mai



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
100	5200	369	178,570.54	-	178,570.54	5200369	Exceptional-Tech Rentals
100	5200	371	210.00	110.00	320.00	5200371	Exceptional-Stamps
100	5200	390	1,040.00	-	1,040.00	5200390	Exceptional-Othr Purch Srvc
100	5200	391	628.23	-	628.23	5200391	Exceptional-Printing
100	5200	450	-	-	-	5200450	Exceptional-Gasoline
100	5200	510	57,964.88	13,000.00	70,964.88	5200510	Exceptional-Supplies
100	5200	515	1,493.38	-	1,493.38	5200515	Exceptional-Sunprint Fee
100	5200	519	1,112.04	41.19	1,153.23	5200519	Exceptional-Tech Supplies
100	5200	521	129,075.88	-	129,075.88	5200521	Exceptional-Textbooks-Non S
100	5200	529	450.00	-	450.00	5200529	Exceptional-Tech Textbooks
100	5200	530	813.61	-	813.61	5200530	Exceptional-Periodicals
100	5200	539	51.95	-	51.95	5200539	ESE-Tech Periodicals
100	5200	622	1,298.22	23.54	1,321.76	5200622	Bsc FEFP K-12-AV Mat L/T \$1000
100	5200	641	18,955.50	950.25	19,905.75	5200641	ESE K-12-Equip \$1000 Over
100	5200	642	139,339.96	10,000.00	149,339.96	5200642	ESE K-12-Equip L/T \$1000
100	5200	644	5,432.74	271.89	5,704.63	5200644	Exceptional-Cptr Hdwr <1000
100	5200	649	1,572.34	-	1,572.34	5200649	Exceptional Tech Rel < 1000
100	5200	730	-	-	-	5200730	Exceptional-Dues And Fees
100	5200	750	35,567.78	-	35,567.78	5200750	Exceptional-Oth Pers Svcs
100	5300	120	79,134.41	-	79,134.41	5300120	Applied Tech -Teacher Salary
100	5300	210	515.52	-	515.52	5300210	Applied Tech -Retirement
100	5300	220	4,760.64	-	4,760.64	5300220	Applied Tech -Social Security
100	5300	240	87.04	-	87.04	5300240	Applied Tech -Workmans Comp
100	5300	310	2,270.00	-	2,270.00	5300310	Applied Tech -Pro & Tech Serv
100	5300	330	3,165.00	2,000.00	5,165.00	5300330	Applied Tech - Field Trip
100	5300	332	12,658.00	3,546.00	16,204.00	5300332	Applied Tech - Trvl Out/Count
100	5300	333	126.00	-	126.00	5300333	Applied Tech - Trvl Out/State
100	5300	334	1,460.00	300.00	1,760.00	5300334	Applied Tech -Registration Fe
100	5300	350	8,595.95	-	8,595.95	5300350	Applied Tech -Repairs And Mai
100	5300	360	2,495.00	-	2,495.00	5300360	Applied Tech -Rentals
100	5300	369	261,854.54	-	261,854.54	5300369	Applied Tech -Tech Rentals
100	5300	390	13,479.25	-	13,479.25	5300390	Applied Tech -Othr Purch Srvc
100	5300	391	152.35	-	152.35	5300391	Applied Tech -Printing
100	5300	399	2,100.00	-	2,100.00	5300399	CTE-TechOthPurchSrvc
100	5300	420	2,115.58	-	2,115.58	5300420	Applied Tech -Bottled Gas
100	5300	450	541.10	-	541.10	5300450	Applied Tech -Gasoline
100	5300	510	131,263.68	3,338.00	134,601.68	5300510	Applied Tech -Supplies
100	5300	519	6,265.98	-	6,265.98	5300519	Applied Tech -Tech Supplies
100	5300	521	7,529.59	-	7,529.59	5300521	Applied Tech -Textbooks-Non S
100	5300	590	3,930.82	-	3,930.82	5300590	Applied Tech -Other Matl/Supp
100	5300	622	6,403.94	-	6,403.94	5300622	Bsc FEFP K-12-AV Mat L/T \$1000
100	5300	641	42,381.79	-	42,381.79	5300641	APP TECH K-12-Equip \$1000 Over
100	5300	642	125,030.62	-	125,030.62	5300642	APP TECH K-12-Equip L/T \$1000
100	5300	643	79,357.22	-	79,357.22	5300643	Applied Tech-Comp Hdwr > \$1000
100	5300	644	35,076.41	-	35,076.41	5300644	Applied Tech - Cptr Hdwr <1000
100	5300	648	5,075.00	-	5,075.00	5300648	Applied Tech - Furn > 1000
100	5300	649	14,399.30	312.95	14,712.25	5300649	Applied Tech - Furn < 1000
100	5300	682	3,218.55	-	3,218.55	5300682	CTE-Remodel/Renov-NonCap
100	5300	692	17,520.00	-	17,520.00	5300692	Bsc FEFP K-12-Software <1000
100	5300	730	50,660.00	-	50,660.00	5300730	Applied Tech -Dues And Fees
100	5400	120	18,046.82	7,246.82	25,293.64	5400120	Adult Gen -Teacher Salary
100	5400	160	9,900.00	-	9,900.00	5400160	Adult Gen -Other Support
100	5400	210	3,411.01	613.80	4,024.81	5400210	Adult Gen -Retirement
100	5400	220	5,595.79	-	5,595.79	5400220	Adult Gen -Social Security
100	5400	230	57.88	-	57.88	5400230	Adult Gen -Group Insurance
100	5400	240	3,707.77	-	3,707.77	5400240	Adult Gen -Workmans Comp
100	5400	334	1,000.00	-	1,000.00	5400334	Adult General-Registration Fe
100	5400	350	3,639.65	-	3,639.65	5400350	Adult Gen -Repairs And Mai
100	5400	369	10,394.76	-	10,394.76	5400369	Adult Gen -Tech Rentals
100	5400	378	105.36	-	105.36	5400378	Adult Ed-Cell Phones
100	5400	390	25,286.50	-	25,286.50	5400390	Adult Gen -Othr Purch Srvc
100	5400	391	77.97	-	77.97	5400391	Adult Gen -Printing
100	5400	515	2,782.03	-	2,782.03	5400515	Adult Gen -Sunprint Fee
100	5400	519	118.98	-	118.98	5400519	Adult Gen -Tech Supplies
100	5400	529	2,922.75	2,094.75	5,017.50	5400529	Adult Ed -Tech Textbooks



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
100	5400	530	1,875.00	-	1,875.00	5400530	Adult Gen -Periodicals
100	5400	622	268.84	-	268.84	5400622	Bsc FEFP K-12-AV Mat L/T \$1000
100	5400	692	972.77	-	972.77	5400692	Bsc FEFP K-12-Software <1000
100	5400	730	450.00	-	450.00	5400730	Adult Gen -Dues And Fees
100	5400	750	13,845.02	-	13,845.02	5400750	Adult Gen -Oth Pers Svcs
100	5500	120	10,762.35	-	10,762.35	5500120	Pre K-Teacher Salary
100	5500	150	1,873.87	-	1,873.87	5500150	Pre K-Aide
100	5500	220	966.68	-	966.68	5500220	Pre K-Social Security
100	5500	330	4,749.19	70.00	4,819.19	5500330	Pre K - Field Trip
100	5500	360	285.00	-	285.00	5500360	Pre K-Rentals
100	5500	369	540.00	-	540.00	5500369	Pre K-Tech Rentals
100	5500	390	150.00	-	150.00	5500390	Pre K-Othr Purch Svc
100	5500	510	13,425.63	-	13,425.63	5500510	Pre K-Supplies
100	5500	515	500.00	500.00	1,000.00	5500515	PreK-Sunprint Fee
100	5500	521	159.98	-	159.98	5500521	PreK -Textbooks-Non State
100	5500	530	333.90	-	333.90	5500530	Pre K Periodicals
100	5500	622	569.58	-	569.58	5500622	Bsc FEFP K-12-AV Mat L/T \$1000
100	6100	110	152,449.00	-	152,449.00	6100110	Pupil Per Svcs-Administrator
100	6100	130	515,093.71	-	515,093.71	6100130	Pupil Per Svcs-Other Certif
100	6100	150	11,011.65	-	11,011.65	6100150	Pupil Per Svcs-Aide
100	6100	160	103,863.36	-	103,863.36	6100160	Pupil Per Svcs-Other Support
100	6100	210	22,466.81	-	22,466.81	6100210	Pupil Per Svcs-Retirement
100	6100	220	23,838.98	-	23,838.98	6100220	Pupil Per Svcs-Social Secur
100	6100	230	38,341.81	142.59	38,484.40	6100230	Pupil Per Svcs-Group Insuranc
100	6100	240	2,842.81	-	2,842.81	6100240	Pupil Per Svcs-Workmans Comp
100	6100	310	599,260.14	(36,539.05)	562,721.09	6100310	Pupil Per Svcs-Pro & Tech Ser
100	6100	313	-	-	-	6100313	Pupil Per Svcs-Prof Svcs - S
100	6100	331	211.02	-	211.02	6100331	Pupil Per Svcs-Travel InCnty
100	6100	332	600.00	-	600.00	6100332	Pupil Per Svcs-Travel OutCnty
100	6100	350	3,235.00	-	3,235.00	6100350	Pupil Per Svcs-Repairs And Ma
100	6100	369	58,062.90	-	58,062.90	6100369	Pupil Per Svcs-Tech Rentals
100	6100	371	964.58	-	964.58	6100371	Pupil Per Svcs-Stamps
100	6100	378	10,550.00	1,000.00	11,550.00	6100378	Pupil Per Svcs-Cell Phones
100	6100	391	347.68	-	347.68	6100391	Pupil Per Svcs-Printing
100	6100	510	8,907.35	1,206.86	10,114.21	6100510	Pupil Per Svcs-Supplies
100	6100	514	60.00	-	60.00	6100514	Pupil Per Svcs-Computer Repai
100	6100	519	519.43	-	519.43	6100519	Pupil Per Svcs-Tech Supplies
100	6100	550	196.00	-	196.00	6100550	Pupil Per Svcs-Repair Parts
100	6100	590	179.95	-	179.95	6100590	Pupil Per Svcs-Other Matl/Sup
100	6100	641	2,170.00	2,170.00	4,340.00	6100641	PUPL PER SVC-Equip \$1000 Over
100	6100	642	4,099.51	-	4,099.51	6100642	PUPL PRSN SVCS-Equip L/T \$1000
100	6100	643	9,348.61	-	9,348.61	6100643	Pupil Per Svc-Comp Hdw>\$1000
100	6100	644	361.52	0.09	361.61	6100644	Pupil Per Svcs - Cptr Hdw <1
100	6100	649	152.37	-	152.37	6100649	Pupil Per Svcs - Furn < 1000
100	6100	652	18,463.00	-	18,463.00	6100652	Student Svcs-Vehicles
100	6100	730	132.20	2.40	134.60	6100730	Pupil Per Svcs-Dues And Fees
100	6100	750	828.75	68.00	896.75	6100750	Pupil Per Svcs-Oth Pers Svcs
100	6150	160	26,317.69	-	26,317.69	6150160	Parent Involvem-Other Support
100	6150	210	3,679.06	-	3,679.06	6150210	Parent Involvem-Retirement
100	6150	220	3,322.88	-	3,322.88	6150220	Parent Involvem-Social Secur
100	6150	230	9,495.60	-	9,495.60	6150230	Parent Involvem-Group Ins
100	6150	240	621.14	-	621.14	6150240	Parent Involvem-Workmans Comp
100	6150	310	4,000.00	-	4,000.00	6150310	Parent Involvem-Pro & Tech Ser
100	6150	371	1,000.00	-	1,000.00	6150371	Parent Involvem-Stamps
100	6150	390	500.00	-	500.00	6150390	Parent Involvem-Othr Purch Srv
100	6200	130	24,797.46	954.41	25,751.87	6200130	Inst Media-Other Certified
100	6200	160	9,997.43	-	9,997.43	6200160	Inst Media-Other Support
100	6200	210	444.68	-	444.68	6200210	Inst Media-Retirement
100	6200	220	2,732.33	-	2,732.33	6200220	Inst Media-Social Security
100	6200	240	75.08	-	75.08	6200240	Inst Media-Workmans Comp
100	6200	350	3,860.20	-	3,860.20	6200350	Inst Media-Repairs And Mai
100	6200	360	-	-	-	6200360	Inst Media-Rentals
100	6200	369	162,746.06	-	162,746.06	6200369	Inst Media-Tech Rentals
100	6200	390	593.84	-	593.84	6200390	Inst Media-Othr Purch Svc
100	6200	510	11,647.74	(129.99)	11,517.75	6200510	Inst Media-Supplies



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
100	6200	519	2,146.34	129.99	2,276.33	6200519	Inst Media-Tech Supplies
100	6200	530	34.00	33.00	67.00	6200530	Inst Media-Periodicals
100	6200	612	182,717.83	-	182,717.83	6200612	Inst Media-Books Exist Lib
100	6200	619	2,079.06	-	2,079.06	6200619	Inst Media-Library Books-E
100	6200	622	4,149.03	-	4,149.03	6200622	Bsc FEFP K-12-AV Mat L/T \$1000
100	6200	641	14,642.37	1,220.00	15,862.37	6200641	INST MED K12-Equip \$1000 Over
100	6200	642	41,275.65	(650.00)	40,625.65	6200642	INST MEDIA-Equip L/T \$1000
100	6200	643	1,065.40	-	1,065.40	6200643	Inst Media-Comp Hdw > \$1000
100	6200	644	8,271.32	-	8,271.32	6200644	Inst Media - Cptr Hdw <1000
100	6200	648	413.01	-	413.01	6200648	Inst Media - Furn > 1000
100	6200	649	2,701.96	14.81	2,716.77	6200649	Inst Media - Furn < 1000
100	6200	692	356.00	-	356.00	6200692	Bsc FEFP K-12-Software <1000
100	6200	730	490.00	-	490.00	6200730	Inst Media-Dues And Fees
100	6200	391	381.05	-	381.05	6250391	Film Lib -Printing
100	6200	644	991.20	-	991.20	6250644	Film Lib - Cptr Hdw <1000
100	6300	110	-	-	-	6300110	Inst/Curr Dev -Administrator
100	6300	130	124,149.50	-	124,149.50	6300130	Inst/Curr Dev -Other Certifie
100	6300	131	-	-	-	6300131	Inst/Curr Dev -OthCertPerfrom
100	6300	160	180,068.50	-	180,068.50	6300160	Inst/Curr Dev -Other Support
100	6300	210	22,730.76	-	22,730.76	6300210	Inst/Curr Dev -Retirement
100	6300	220	3,261.33	-	3,261.33	6300220	Inst/Curr Dev -Social Securit
100	6300	230	38,922.10	-	38,922.10	6300230	Inst/Curr Dev -Group Insuranc
100	6300	240	1,882.24	-	1,882.24	6300240	Inst/Curr Dev -Workmans Comp
100	6300	331	4,438.55	-	4,438.55	6300331	Inst/Curr Dev-Trvl In Cnty
100	6300	350	3,547.41	-	3,547.41	6300350	Inst/Curr Dev -Repairs And Ma
100	6300	369	4,783.95	-	4,783.95	6300369	Inst/Curr Dev -Tech Rentals
100	6300	371	450.00	-	450.00	6300371	Inst/Curr Dev -Stamps
100	6300	372	1,695.20	-	1,695.20	6300372	Inst/Curr Dev -Wireless Plan
100	6300	378	1,750.00	-	1,750.00	6300378	Inst/Curr Dev -Cell Phones
100	6300	390	500.00	-	500.00	6300390	Inst/Curr Dev -Othr Purch Srv
100	6300	510	173.00	-	173.00	6300510	Inst/Curr Dev -Supplies
100	6300	515	1,925.49	-	1,925.49	6300515	Inst/Curr Dev -Sunprint Fee
100	6300	519	189.97	-	189.97	6300519	Inst/Curr Dev - Tech Supplies
100	6300	539	260.00	260.00	520.00	6300539	Inst/Curr Dev-Tech Periodicals
100	6300	590	67.75	-	67.75	6300590	Inst/Curr Dev -Other Matl/Sup
100	6300	641	4,532.00	-	4,532.00	6300641	INST CURR-Equip \$1000 Over
100	6300	642	29,622.38	-	29,622.38	6300642	INST CURR-Equip L/T \$1000
100	6300	643	3,659.91	-	3,659.91	6300643	Inst/Curr Dev-Comp Hdw > \$1000
100	6300	644	18,473.30	10,000.00	28,473.30	6300644	Inst/Curr Dev - Cptr Hdw <100
100	6300	649	933.98	-	933.98	6300649	Inst/Curr Dev - Furn < 1000
100	6300	692	177.35	-	177.35	6300692	Bsc FEFP K-12-Software <1000
100	6300	730	5,056.00	-	5,056.00	6300730	Inst/Curr Dev -Dues And Fees
100	6400	110	1,000.00	-	1,000.00	6400110	Inst Stf Trning-Administrator
100	6400	120	34,526.80	-	34,526.80	6400120	Inst Stf Trning-Teacher Salary
100	6400	130	435,327.54	-	435,327.54	6400130	Inst Stf Trning-Other Certifie
100	6400	150	2,838.00	-	2,838.00	6400150	Inst Stf Trning-Aide
100	6400	210	36,370.44	-	36,370.44	6400210	Inst Stf Trning-Retirement
100	6400	220	36,399.05	-	36,399.05	6400220	Inst Stf Trning-Social Securit
100	6400	230	45,026.11	-	45,026.11	6400230	Inst Stf Trning-Group Insuranc
100	6400	240	6,700.63	-	6,700.63	6400240	Inst Stf Trning-Workmans Comp
100	6400	310	43,000.00	-	43,000.00	6400310	Inst Stf Trning-Pro & Tech Ser
100	6400	313	135,609.31	500.00	136,109.31	6400313	Inst Stf Trning-Prof Svcs - S
100	6400	331	2,820.00	-	2,820.00	6400331	Inst Stf Trning-Trvl In Cnty
100	6400	332	52,964.82	-	52,964.82	6400332	Inst Stf Trning- Trvl Out/Coun
100	6400	333	31,423.77	707.94	32,131.71	6400333	Inst Stf Trning - Trvl Out/Stat
100	6400	334	55,900.78	-	55,900.78	6400334	Inst Stf Trning-Registration F
100	6400	369	102,785.75	26,760.00	129,545.75	6400369	Inst Stf Trning-Tech Rentals
100	6400	390	2,890.00	-	2,890.00	6400390	Inst Stf Trning-Othr Purch Srv
100	6400	391	600.00	300.00	900.00	6400391	Inst Stf Trning-Printing
100	6400	510	5,880.56	-	5,880.56	6400510	Inst Stf Trning-Supplies
100	6400	590	7,861.43	-	7,861.43	6400590	Inst Stf Trning-Other Matl/Sup
100	6400	621	0.01	-	0.01	6400621	STF TRNG-AV Mat \$1000/Ovr
100	6400	644	10,364.52	-	10,364.52	6400644	Inst Stf Trning - Cptr Hdw <1
100	6400	649	3,875.98	-	3,875.98	6400649	Prof Dev - Furn < 1000
100	6400	730	10,100.00	-	10,100.00	6400730	Inst Stf Trning-Dues And Fees



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
100	6500	110	1,239.62	-	1,239.62	6500110	Inst Rel Tech-Administrator
100	6500	220	94.84	-	94.84	6500220	Inst Rel Tech-Social Security
100	6500	313	5,000.00	10,000.00	15,000.00	6500313	Inst Rel Tech-Substitutes
100	6500	369	473,643.90	-	473,643.90	6500369	Inst Rel Tech-Tech Rentals
100	6500	399	42,989.00	42,989.00	85,978.00	6500399	Inst Rel Tech-TechOthPurchSrv
100	6500	519	30,287.92	-	30,287.92	6500519	Inst Rel Tech-Tech Supplies
100	7100	310	241,375.22	-	241,375.22	7100310	Board-Pro & Tech Serv
100	7100	311	135,725.00	-	135,725.00	7100311	Board-Legal Fees & Re
100	7100	331	2,000.00	-	2,000.00	7100331	Board-Travel-In County
100	7100	530	850.00	-	850.00	7101530	Sch Bd Atty - Periodicals
100	7200	350	553.00	103.00	656.00	7200350	General Admin-Repairs And Mai
100	7200	378	2,500.00	-	2,500.00	7200378	General Admin-Cell Phones
100	7200	390	8,550.00	-	8,550.00	7200390	General Admin-Othr Purch Srv
100	7200	510	2,824.00	(176.00)	2,648.00	7200510	General Admin-Supplies
100	7200	530	125.00	-	125.00	7200530	General Admin-Periodicals
100	7200	540	23.00	23.00	46.00	7200540	Superintendent -Oil & Grease
100	7200	550	50.00	50.00	100.00	7200550	Superintendent-Repair Parts
100	7200	644	102.99	102.99	205.98	7200644	SUP - Cptr Hdwr <100
100	7300	110	75,706.63	-	75,706.63	7300110	School Admin-Administrator
100	7300	160	31,907.28	-	31,907.28	7300160	School Admin-Other Support
100	7300	210	1,874.12	-	1,874.12	7300210	School Admin-Retirement
100	7300	220	8,525.95	-	8,525.95	7300220	School Admin-Social Security
100	7300	230	-	-	0.00	7300230	School Admin-Group Insurance
100	7300	240	312.60	-	312.60	7300240	School Admin-Workmans Comp
100	7300	331	2,132.08	600.00	2,732.08	7300331	School Admin-Trvl In Cnty
100	7300	350	1,951.00	-	1,951.00	7300350	School Admin-Repairs And Mai
100	7300	360	2,154.30	-	2,154.30	7300360	School Admin-Rentals
100	7300	369	237.00	-	237.00	7300369	School Admin-Tech Rentals
100	7300	371	666.67	250.00	906.67	7300371	School Admin-Stamps
100	7300	390	275.41	-	275.41	7300390	School Admin-Othr Purch Srv
100	7300	391	177.74	76.00	253.74	7300391	School Admin-Printing
100	7300	510	1,533.98	-	1,533.98	7300510	School Admin-Supplies
100	7300	519	552.03	-	552.03	7300519	School Admin-Tech Supplies
100	7300	530	593.41	-	593.41	7300530	School Admin-Periodicals
100	7300	622	100.00	100.00	200.00	7300622	Bsc FEFP K-12-AV Mat L/T \$1000
100	7300	641	1,397.09	-	1,397.09	7300641	SCH ADMIN-Equip \$1000 Over
100	7300	642	9,509.09	-	9,509.09	7300642	SCH ADMIN-Equip L/T \$1000
100	7300	644	7,037.62	-	7,037.62	7300644	School Admin - Cptr Hdwr <1000
100	7300	649	166.84	166.84	333.68	7300649	School Admin - Furn < 1000
100	7300	692	400.00	-	400.00	7300692	Bsc FEFP K-12-Software <1000
100	7300	730	16,539.00	-	16,539.00	7300730	School Admin-Dues And Fees
100	7400	378	2,713.00	-	2,713.00	7400378	Fac Aq/Const-Cell Phones
100	7400	510	31,000.00	-	31,000.00	7400510	Fac Aq/Const-Supplies
100	7400	515	1,000.00	-	1,000.00	7400515	Facilities-Sunprint Fee
100	7400	642	44,474.47	3,792.18	48,266.65	7400642	FAC ACQ CONST-Equip L/T \$1000
100	7400	644	16,000.00	-	16,000.00	7400644	Fac Aq/Const - Cptr Hdwr <1000
100	7400	670	61,479.00	-	61,479.00	7400670	Fac Aq/Const-Imprv. Not Bldg
100	7400	672	205,492.75	-	205,492.75	7400672	MNT Tech-Non Cap Remod/Renovat
100	7400	682	130,987.00	50,000.00	180,987.00	7400682	Fac Aq/Const-Remod/Renov-NonCa
100	7400	730	500.00	-	500.00	7400730	Fac Aq/Const-Dues And Fees
100	7400	670	32,255.15	-	32,255.15	7405670	Voc Facilities-Imprv. Not Bldg
100	7400	310	12,175.00	-	12,175.00	7407310	Facil Bldg Dept-Pro & Tech S
100	7400	378	480.00	-	480.00	7407378	Facil Bldg Dept-Cell Phones
100	7400	644	6,000.00	6,000.00	12,000.00	7408644	Fac Tech - Cptr Hdwr <1000
100	7400	681	608.00	-	608.00	7408681	Fac Tech-Cap Remodg
100	7500	331	500.00	-	500.00	7500331	Fiscal Svcs-Trvl In Cnty
100	7500	378	720.00	-	720.00	7500378	Fiscal Svcs-Cell Phones
100	7500	510	5,629.00	-	5,629.00	7500510	Fiscal Svcs-Supplies
100	7500	515	3,750.00	-	3,750.00	7500515	Fiscal Svcs-Sunprint Fee
100	7500	519	501.00	-	501.00	7500519	Fiscal Svcs-Tech Supplies
100	7500	642	3,170.00	-	3,170.00	7500642	FISCAL SVCS-Equip L/T \$1000
100	7500	519	62.47	25.89	88.36	7501519	Budget & Acctg-Tech Supplies
100	7500	642	80.34	-	80.34	7502642	Payroll-Equipment
100	7600	110	13,600.86	-	13,600.86	7600110	Food Svcs-Administrator
100	7600	160	52,012.32	-	52,012.32	7600160	Food Svcs-Other Support



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
100	7600	220	5,019.44	-	5,019.44	7600220	Food Svcs-Social Security
100	7700	310	2.00	2.00	4.00	7720310	IS/COM-Pro & Tech Serv
100	7700	334	155.00	155.00	310.00	7720334	IS/COM - Registration Fee
100	7700	369	1,000.00	-	1,000.00	7720369	IS/COM-Tech Rentals
100	7700	390	7,811.50	3,311.50	11,123.00	7720390	Is-Othr Purch Svc
100	7700	642	3,000.00	-	3,000.00	7720642	INFO SVCS-Equip L/T \$1000
100	7700	643	2,448.00	-	2,448.00	7720643	Is-Comp Hdw > \$1000
100	7700	730	849.00	33.00	882.00	7720730	Is-Dues And Fees
100	7700	110	403,495.00	10,410.00	413,905.00	7730110	Staff Svcs-Administrator
100	7700	160	655,612.00	-	655,612.00	7730160	Staff Svcs-Other Support
100	7700	210	101,137.54	882.00	102,019.54	7730210	Staff Svcs-Retirement
100	7700	220	84,632.49	796.00	85,428.49	7730220	Staff Svcs-Social Security
100	7700	230	127,231.89	1,203.00	128,434.89	7730230	Staff Svcs-Group Insurance
100	7700	240	15,819.12	148.00	15,967.12	7730240	Staff Svcs-Workmans Comp
100	7700	310	180,653.25	325.00	180,978.25	7730310	Staff Svcs-Pro & Tech Serv
100	7700	313	10,288.00	-	10,288.00	7730313	Inst Stf Svcs-Prof Svcs - S
100	7700	333	3,060.70	-	3,060.70	7730333	Human Res - Trvl Out/State
100	7700	390	1,300.00	340.00	1,640.00	7730390	Staff Svcs-Othr Purch Svc
100	7700	590	15,416.43	120.00	15,536.43	7730590	Staff Svcs-Other Matl/Supp
100	7700	730	225.00	225.00	450.00	7730730	Staff Svcs-Dues And Fees
100	7700	332	457.00	-	457.00	7731332	Non-Instr S D - Trvl Out/County
100	7700	333	14,750.00	-	14,750.00	7731333	NonInstr Stf Dev-Trvl Out/State
100	7700	334	17,300.00	-	17,300.00	7731334	Non-Instruc SD - Registration
100	7700	730	8,000.00	-	8,000.00	7731730	Personnel S D -Dues And Fees
100	7700	160	53,012.00	53,012.00	106,024.00	7733160	Trans S/D- Trvl In Cnty
100	7700	220	4,056.00	4,056.00	8,112.00	7733220	Trans S D -Social Security
100	7700	240	848.00	848.00	1,696.00	7733240	Trans S D -Workmans Comp
100	7700	310	6,000.00	6,000.00	12,000.00	7733310	Transp SD-Pro & Tech Ser
100	7700	332	6,300.00	6,300.00	12,600.00	7733332	Trans S D - Trvl Out/County
100	7700	334	2,000.00	2,000.00	4,000.00	7733334	Trans S D -Registration Fee
100	7700	510	1,000.00	1,000.00	2,000.00	7733510	Trans S D -Supplies
100	7700	621	5,000.00	5,000.00	10,000.00	7733621	Trans S D - Cap Audiovisual
100	7700	622	1,000.00	1,000.00	2,000.00	7733622	Trans S D-Non-Cap Audiovisual
100	7700	332	8,170.00	-	8,170.00	7737332	Bad S D - Trvl Out/County
100	7700	333	3,000.00	-	3,000.00	7737333	Bad SD - Trvl Out/State
100	7700	334	5,500.00	-	5,500.00	7737334	Bad SD - Travel Registra
100	7700	331	3,156.00	3,000.00	6,156.00	7739331	Board Member-Trvl In Cnty
100	7700	332	16,000.00	(3,000.00)	13,000.00	7739332	Board Member - Trvl Out/County
100	7700	333	3,000.00	-	3,000.00	7739333	Board Member - Trvl Out/State
100	7700	334	5,000.00	-	5,000.00	7739334	Board Member-Registration Fee
100	7700	510	2,505.00	-	2,505.00	7760510	Internal Svcs-Supplies
100	7700	644	210.00	-	210.00	7760644	Internal Svcs - Cptr Hdw <10
100	7700	510	36,650.28	3,000.00	39,650.28	7762510	Av Prntng Ctr-Supplies
100	7700	378	950.00	-	950.00	7763378	Prop Records-Cell Phones
100	7700	519	56.38	-	56.38	7763519	Property Records-Tech Supplies
100	7700	652	32,278.00	-	32,278.00	7763652	Property-Vehicles
100	7700	692	137.51	-	137.51	7763692	Software L/T \$1000
100	7700	331	300.00	-	300.00	7764331	Risk Management-Trvl In Cnty
100	7700	644	208.51	-	208.51	7764644	Risk Mngmnt - Cptr Hdw <10
100	7800	110	35,000.00	-	35,000.00	7800110	Pup Trans Svcs-Administrator
100	7800	160	5,597,178.47	-	5,597,178.47	7800160	Pup Trans Svcs-Other Support
100	7800	210	4,296.08	-	4,296.08	7800210	Pup Trans Svcs-Retirement
100	7800	220	485,465.37	-	485,465.37	7800220	Pup Trans Svcs-Social Securit
100	7800	230	11,120.60	-	11,120.60	7800230	Pup Trans Svcs-Group Insuranc
100	7800	240	923.21	-	923.21	7800240	Pup Trans Svcs-Workmans Comp
100	7800	360	17,220.51	195.00	17,415.51	7800360	Pup Trans Svcs-Rentals
100	7800	378	8,000.00	-	8,000.00	7800378	Pup Trans Svcs-Cell Phones
100	7800	460	1,859.70	-	1,859.70	7800460	Pup Trans Svcs-Diesel Fuel
100	7800	519	100.00	100.00	200.00	7800519	Transportation-Tech Supplies
100	7800	644	10,000.00	-	10,000.00	7800644	Pup Trans Svcs - Cptr Hdw <1
100	7800	651	10,680,670.00	10,680,670.00	21,361,340.00	7800651	Pup Trans Svcs-School Buses
100	7800	653	1,000.00	1,000.00	2,000.00	7800653	Pup Trans Svcs-Vehicles
100	7800	730	6,500.00	3,000.00	9,500.00	7800730	Pup Trans Svcs-Dues And Fees
100	7900	160	247,875.71	-	247,875.71	7900160	Op Of Plant-Other Support
100	7900	210	24,241.37	-	24,241.37	7900210	Op Of Plant-Retirement



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
100	7900	220	18,523.39	-	18,523.39	7900220	Op Of Plant-Social Security
100	7900	230	14,386.45	-	14,386.45	7900230	Op Of Plant-Group Insurance
100	7900	240	2,566.28	-	2,566.28	7900240	Op Of Plant-Workmans Comp
100	7900	310	348,188.21	-	348,188.21	7900310	Op Of Plant-Pro & Tech Serv
100	7900	313	132,326.65	-	132,326.65	7900313	Operations-Prof Svcs-Subs
100	7900	350	15,356.43	-	15,356.43	7900350	Op Of Plant-Repairs And Mai
100	7900	360	693.92	-	693.92	7900360	Operations -Rentals
100	7900	378	7,174.00	-	7,174.00	7900378	Op Of Plant-Cell Phones
100	7900	390	559,617.66	-	559,617.66	7900390	Op Of Plant-Othr Purch Svc
100	7900	450	9,566.09	-	9,566.09	7900450	Op Of Plant-Gasoline
100	7900	510	145,278.65	3,100.00	148,378.65	7900510	Op Of Plant-Supplies
100	7900	511	27,294.69	-	27,294.69	7900511	Op Of Plant-Supp Land Imprv
100	7900	519	77.64	-	77.64	7900519	Op Of Plant-Tech Supplies
100	7900	540	16.90	-	16.90	7900540	Op Of Plant-Oil & Grease
100	7900	550	344.29	-	344.29	7900550	Op Of Plant-Repair Parts
100	7900	560	361.00	-	361.00	7900560	Op Of Plant-Tires & Tubes
100	7900	622	484.50	-	484.50	7900622	Bsc FEFP K-12-AV Mat L/T \$1000
100	7900	641	10,510.00	-	10,510.00	7900641	OP OF PLANT-Equip \$1000 Over
100	7900	642	8,065.06	-	8,065.06	7900642	OPS OF PLANT-Equip L/T \$1000
100	7900	643	25,320.34	-	25,320.34	7900643	Op Of Plant-Comp Hdw > \$1000
100	7900	649	152.37	-	152.37	7900649	Exceptional Tech Rel < 1000
100	7900	653	83.85	83.85	167.70	7900653	Operations-Vehicles
100	7900	682	14,219.00	10,000.00	24,219.00	7900682	OPRTNS-NONCAP REMOD/RENOV/REPA
100	7900	692	738.27	-	738.27	7900692	Operations-Software <1000
100	7900	730	33.00	-	33.00	7900730	Op Of Plant-Dues And Fees
100	7900	750	1,632.00	-	1,632.00	7900750	Op Of Plant-Oth Pers Svcs
100	7900	160	999.25	-	999.25	7901160	SSO Dept-Support Salary
100	7900	220	76.44	-	76.44	7901220	SSO Dept-FICA
100	7900	378	11,774.02	-	11,774.02	7906378	Tech Communications
100	7900	379	3,017,352.88	-	3,017,352.88	7906379	Tech Communications
100	8100	360	44,000.00	5,000.00	49,000.00	8100360	Maint Of Plant-Rentals
100	8100	369	30,441.30	-	30,441.30	8100369	Maint of Plant-Tech Rentals
100	8100	390	2,500.00	-	2,500.00	8100390	Maint Of Plant-Othr Purch Svc
100	8100	510	819,064.58	69.30	819,133.88	8100510	Maint Of Plant-Supplies
100	8100	622	44,600.00	-	44,600.00	8100622	Bsc FEFP K-12-AV Mat L/T \$1000
100	8100	644	1,800.00	800.00	2,600.00	8100644	Maint Of Plant - Cptr Hdw <10
100	8100	649	150.00	150.00	300.00	8100649	Maint Of Plant - Furn < 1000
100	8100	652	82,100.00	-	82,100.00	8100652	Maint Of Plant-Vehicles
100	8100	682	6,000.00	-	6,000.00	8100682	MAINT-NONCAP REMOD/RENOV/REPA
100	8200	350	2,499.53	86.00	2,585.53	8200350	Admin Tech Svcs-Repairs And Ma
100	8200	515	4,737.37	-	4,737.37	8200515	Admin Tech Svcs-Sunprint Fee
100	8200	540	170.60	70.60	241.20	8200540	Admin Tech Svcs-Oil & Grease
100	8200	653	504.00	-	504.00	8200653	Admin Technology-Vehicles
100	8200	730	640.40	4.40	644.80	8200730	Admin Tech Svcs-Dues And Fees
100	9100	150	57,776.06	-	57,776.06	9100150	Community Svcs-Aide
100	9100	210	3,500.00	-	3,500.00	9100210	Community Svcs-Retirement
100	9100	220	288.87	-	288.87	9100220	Community Svcs-Social Securit
100	9100	230	43,584.61	-	43,584.61	9100230	Community Svcs-Group Insuranc
100	9100	310	1,380.00	-	1,380.00	9100310	Community Svcs-Pro & Tech Ser
100	9100	510	15,350.00	3,600.00	18,950.00	9100510	Community Svcs-Supplies
100	9100	530	66.55	-	66.55	9100530	Com Svcs FEFP K-12-Periodicals
100	9100	642	1,164.37	-	1,164.37	9100642	COMM SVCS-Equip L/T \$1000
100	9100	730	350.00	-	350.00	9100730	Com Svcs-Dues And Fees
100	9100	750	10,000.00	-	10,000.00	9100750	Community Svcs-Oth Pers Svcs



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2019-2020

GENERAL FUND – VOTED MILLAGE

105

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
ONE MILL
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
105	7400	378	1,000.00	-	1,000.00	7400378	Fac Aq/Const-Cell Phones
105	7400	510	60,000.00	-	60,000.00	7400510	Fac Aq/Const-Supplies
105	7400	672	296,500.00	20,000.00	316,500.00	7400672	MNT Tech-Non Cap Remod/Renovat
105	7400	682	1,418,199.29	-	1,418,199.29	7400682	Fac Aq/Const-Remod/Renov-NonCa
105	7900	310	21,000.00	-	21,000.00	7900310	Op Of Plant-Pro & Tech Serv
105	7900	510	36,925.00	-	36,925.00	7900510	Op Of Plant-Supplies
105	7900	641	26,311.20	12,361.20	38,672.40	7900641	OP OF PLANT-Equip \$1000 Over
105	7900	160	736,680.47	-	736,680.47	7901160	SSO Dept-Support Salary
105	7900	210	61,566.99	-	61,566.99	7901210	SSO Dept-Retirement
105	7900	220	58,162.63	-	58,162.63	7901220	SSO Dept-FICA
105	7900	230	84,126.01	-	84,126.01	7901230	SSO Dept-Group Ins
105	7900	240	11,015.83	-	11,015.83	7901240	SSO Dept-Workers Comp
105	7900	510	698.02	-	698.02	7901510	SSO Dept-Supplies
105	7900	160	1,622,399.49	-	1,622,399.49	7915160	School Police-Other Support
105	7900	210	413,384.37	-	413,384.37	7915210	Chief of Police-Retirement
105	7900	220	123,840.54	-	123,840.54	7915220	Chf of Police-Social Security
105	7900	230	186,575.91	-	186,575.91	7915230	Chf of Police-Group Insurance
105	7900	240	22,516.21	-	22,516.21	7915240	Chief of Police-Workmans Comp
105	7900	310	354,335.00	-	354,335.00	7915310	Police Chief-Prof & Tech Srv
105	7900	378	23,788.00	-	23,788.00	7915378	Police Dept-Cell Phones
105	7900	515	500.00	-	500.00	7915515	Police Dept-Sunprint Fee
105	7900	540	4,004.00	4.00	4,008.00	7915540	PD Dept-Oil & Grease
105	7900	550	2,576.00	2,576.00	5,152.00	7915550	Police Chief -Repair Pts
105	7900	560	4,000.00	4,000.00	8,000.00	7915560	Police Dept-Tires & Tubes
105	7900	653	2,849.40	-	2,849.40	7915653	Chief of Police-Vehicles
105	7900	692	118,403.98	-	118,403.98	7915692	Police Dept-Software <1000
105	7900	730	494.53	494.53	989.06	7915730	Police Chief -Dues and Fees



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2019-2020

DEBT SERVICE

2XX

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
DEBT SERVICE
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
299	3630	000	1,615,559.42	1,615,559.42	3,231,118.84	3630000	Transfer From Capital Projects
299	9200	710	1,543,323.21	1,543,323.21	3,086,646.42	9200710	Debt Service-Redempt Of Prnc
299	9200	720	72,236.21	72,236.21	144,472.42	9200720	Debt Service-Interest

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CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2019-2020

CAPITAL PROJECTS

3XX

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
CAPITAL PROJECTS
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
340	7400	682	20,632.73	19,474.40	40,107.13	7404682	MNT Tech-Non Cap Remod/Renovat
360	3320	000	26,794.37	-	26,794.37	3325000	Interest On Undistrib CO & DS
360	7400	631	798,515.31	-	798,515.31	7400631	Fac Aq/Const-Dir Purch Bldgs
370	7400	642	150,000.00	-	150,000.00	7400642	FAC ACQ CONST-Equip L/T \$1000
370	7400	672	985,465.11	-	985,465.11	7400672	MNT Tech-Non Cap Remod/Renovat
370	7400	681	703,654.17	50,000.00	753,654.17	7400681	Fac Aq/Const-Non-Cap Remodlg
370	7400	682	1,435,401.08	-	1,435,401.08	7400682	Fac Aq/Const-Remod/Renov-NonCa
370	7400	683	290,000.00	50,000.00	340,000.00	7400683	Fac Aq/Const-Dir Prch-Caprem
370	7400	684	139,000.00	-	139,000.00	7400684	Dir Prch-Non Cap Remodeling
370	7400	682	429,000.00	-	429,000.00	7404682	MNT Tech-Non Cap Remod/Renovat
370	7400	644	50,000.00	-	50,000.00	7408644	Fac Tech - Cptr Hdwr <1000
370	7900	682	40,000.00	-	40,000.00	7900682	OPRTNS-NONCAP REMOD/RENOV/REPA
370	9200	720	20,200.00	(72,236.21)	(52,036.21)	9200720	Debt Service-Interest
370	9700	920	1,615,559.42	1,615,559.42	3,231,118.84	9700920	Xfer Of Funds-Xfer To Dbt Svc
392	7400	642	194,693.80	5,019.00	199,712.80	7408642	FAC TECH-Equip L/T \$1000
392	7400	644	1,874.25	-	1,874.25	7408644	Fac Tech - Cptr Hdwr <1000
392	7400	649	17,757.70	-	17,757.70	7408649	Fac Tech - Furn < 1000
392	7400	682	181,177.59	-	181,177.59	7408682	Fac Tech-Non Cap Remod/Renovat
392	7400	691	839,399.08	-	839,399.08	7408691	Bsc FEFP K-12-Software >1000
392	7400	692	690,817.02	-	690,817.02	7408692	Bsc FEFP K-12-Software <1000
399	3390	000	1,145,436.28	-	1,145,436.28	3390000	Miscellaneous State Revenue
399	7400	682	38,048.61	6,455.00	44,503.61	7410682	Non-Cap Remodeling < 500,000



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2019-2020

SPECIAL REVENUE –FOOD SERVICE

410

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
FOOD SERVICE
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
410	7600	313	48,495.00	-	48,495.00	7600313	SFS-Prof Svcs - Subs
410	7600	331	5,500.00	(7,000.00)	(1,500.00)	7600331	Food Svcs-Travel-in county
410	7600	390	49,595.00	-	49,595.00	7600390	Food Svcs-Othr Purch Svc
410	7600	510	256,417.61	(85,000.00)	171,417.61	7600510	Food Svcs-Supplies
410	7600	570	3,331,327.06	-	3,331,327.06	7600570	Food Svcs-Food
410	7600	622	1,170.00	-	1,170.00	7600622	FNS-AV Mat L/T \$1000
410	7600	641	76,925.08	-	76,925.08	7600641	FOOD SVCS-Equip \$1000 Over
410	7600	642	72,369.34	(7,139.04)	65,230.30	7600642	FOOD SVCS-Equip L/T \$1000
410	7600	652	57,449.73	32,449.73	89,899.46	7600652	Food Svcs-Vehicles
410	7600	681	497,844.55	155,595.01	653,439.56	7600681	Food Svcs-Non-Cap Remodlg
410	7600	750	21,563.65	-	21,563.65	7600750	Food Svcs-Oth Pers Svcs



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2019-2020

SPECIAL REVENUE –FEDERAL PROGRAMS

420

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
SPECIAL REVENUE - FEDERAL
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
420	3220	000	230,554.00	-	230,554.00	3221000	Adult General Education
420	3226	000	1,079,181.00	-	1,079,181.00	3226000	Eisenhower Math And Science
420	3240	000	501,516.47	-	501,516.47	3240000	Title I - Elem & Secondary Edu
420	3240	000	160,028.00	-	160,028.00	3241000	Title III
420	3240	000	782,462.51	-	782,462.51	3242000	Twenty-First Century Schools
420	3290	000	329,169.00	-	329,169.00	3290000	Other Federal Thru State
420	5100	120	760,692.90	2,255.00	762,947.90	5100120	Bsc FEFP K-12-Teacher Salary
420	5100	122	54,762.00	-	54,762.00	5100122	Bsc FEFP K-12-Academic Sup
420	5100	125	6,242.17	4,800.00	11,042.17	5100125	Bsc FEFP K-12-Tutoring Salary
420	5100	130	4,515.00	-	4,515.00	5100130	Bsc FEFP K-12-Other Certified
420	5100	132	4,605.00	-	4,605.00	5100132	Bsc FEFP K-12-Other Cert Sup
420	5100	150	449,304.42	-	449,304.42	5100150	Bsc FEFP K-12-Aide
420	5100	210	113,664.11	-	113,664.11	5100210	Bsc FEFP K-12-Retirement
420	5100	220	108,980.26	-	108,980.26	5100220	Bsc FEFP K-12-Social Security
420	5100	230	106,016.80	95.00	106,111.80	5100230	Bsc FEFP K-12-Group Insurance
420	5100	240	17,041.08	-	17,041.08	5100240	Bsc FEFP K-12-Workmans Comp
420	5100	313	17,400.00	-	17,400.00	5100313	Bsc FEFP K-12-Prof Svcs - Su
420	5100	330	45,933.53	-	45,933.53	5100330	Bsc FEFP K-12 - Field Trip
420	5100	350	7,486.38	-	7,486.38	5100350	Bsc FEFP K-12-Repairs And Mai
420	5100	369	40,279.95	-	40,279.95	5100369	Bsc FEFP K-12-Tech Rentals
420	5100	370	500.00	-	500.00	5100370	Bsc FEFP K-12-Communications
420	5100	390	2,194.00	500.00	2,694.00	5100390	Bsc FEFP K-12-Othr Purch Svc
420	5100	391	2,311.70	-	2,311.70	5100391	Bsc FEFP K-12-Printing
420	5100	393	13,452.73	-	13,452.73	5100393	Bsc FEFP K-12-Purchased Svcs
420	5100	510	543,417.20	-	543,417.20	5100510	Bsc FEFP K-12-Supplies
420	5100	515	1,041.17	-	1,041.17	5100515	Bsc FEFP K-12-Sunprint Fee
420	5100	519	1,519.50	-	1,519.50	5100519	Bsc FEFP K-12-Tech Supplies
420	5100	520	18,705.01	1,000.00	19,705.01	5100520	Bsc FEFP K-12-Textbooks, St
420	5100	521	114,575.99	400.00	114,975.99	5100521	Bsc FEFP K-12-Textbooks-Non S
420	5100	530	9,803.60	-	9,803.60	5100530	Bsc FEFP K-12-Periodicals
420	5100	622	4,158.99	-	4,158.99	5100622	Bsc FEFP K-12-AV Mat L/T \$1000
420	5100	641	3,754.41	-	3,754.41	5100641	Bsc FEFP K-12-Equip \$1000 Over
420	5100	642	2,351.00	-	2,351.00	5100642	Bsc FEFP K-12-Equip L/T \$1000
420	5100	643	4,895.00	4,895.00	9,790.00	5100643	Bsc FEFP K-12-Comp Hdw >\$1000
420	5100	644	86,182.20	11,498.97	97,681.17	5100644	Bsc FEFP K-12-Cptr Hdw <1000
420	5100	649	380.37	152.37	532.74	5100649	Bsc FEFP K-12-Tech Rel < 1000
420	5100	672	1,048.99	1,048.99	2,097.98	5100672	Non Cap Remod/Renovat
420	5100	730	3,345.00	165.00	3,510.00	5100730	Bsc FEFP K-12-Dues And Fees
420	5200	120	1,431,422.90	-	1,431,422.90	5200120	Exceptional-Teacher Salary
420	5200	150	1,271,919.19	-	1,271,919.19	5200150	Exceptional-Aide
420	5200	210	234,382.72	-	234,382.72	5200210	Exceptional-Retirement
420	5200	220	219,281.80	-	219,281.80	5200220	Exceptional-Social Security
420	5200	230	22,241.20	-	22,241.20	5200230	Exceptional-Group Insurance
420	5200	240	38,844.28	-	38,844.28	5200240	Exceptional-Workmans Comp
420	5200	369	5,334.00	-	5,334.00	5200369	Exceptional-Tech Rentals
420	5200	510	29,352.15	-	29,352.15	5200510	Exceptional-Supplies
420	5300	369	2,035.00	-	2,035.00	5300369	Applied Tech -Tech Rentals
420	5300	510	48,860.00	-	48,860.00	5300510	Applied Tech -Supplies
420	5300	521	3,570.60	3,129.75	6,700.35	5300521	Applied Tech -Textbooks-Non S
420	5300	622	3,165.80	-	3,165.80	5300622	Bsc FEFP K-12-AV Mat L/T \$1000
420	5300	642	3,669.30	-	3,669.30	5300642	APP TECH K-12-Equip L/T \$1000
420	5300	644	45,575.22	-	45,575.22	5300644	Applied Tech - Cptr Hdw <1000
420	5400	210	4,856.37	-	4,856.37	5400210	Adult Gen -Retirement
420	5400	220	4,387.16	-	4,387.16	5400220	Adult Gen -Social Security
420	5400	230	7,621.00	-	7,621.00	5400230	Adult Gen -Group Insurance
420	5400	240	819.25	-	819.25	5400240	Adult Gen -Workmans Comp
420	5400	369	100.00	-	100.00	5400369	Adult Gen -Tech Rentals
420	5400	371	50.00	-	50.00	5400371	Adult Gen -Stamps
420	5400	390	78.00	-	78.00	5400390	Adult Gen -Othr Purch Svc
420	5400	510	673.00	-	673.00	5400510	Adult Gen -Supplies
420	5400	520	103.00	-	103.00	5400520	Adult Gen -Textbooks, St
420	5400	750	7,722.00	-	7,722.00	5400750	Adult Gen -Oth Pers Svcs
420	5900	120	93,381.25	-	93,381.25	5900120	Other Instructi-Teacher Salary
420	5900	150	72,103.00	-	72,103.00	5900150	Other Instructi-Aide
420	5900	210	13,914.33	-	13,914.33	5900210	Other Instructi-Retirement
420	5900	220	12,708.19	-	12,708.19	5900220	Other Instructi-Social Securit
420	5900	240	3,311.49	-	3,311.49	5900240	Other Instructi-Workmans Comp
420	5900	369	384.00	-	384.00	5900369	Other Instructi-Tech Rentals



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
SPECIAL REVENUE - FEDERAL
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
420	5900	390	9,555.00	-	9,555.00	5900390	Other Instructi-Othr Purch Srv
420	5900	510	5,563.32	-	5,563.32	5900510	Other Instructi-Supplies
420	6100	130	59,352.65	-	59,352.65	6100130	Pupil Per Svcs-Other Certifie
420	6100	160	683,365.27	-	683,365.27	6100160	Pupil Per Svcs-Other Support
420	6100	210	74,735.40	-	74,735.40	6100210	Pupil Per Svcs-Retirement
420	6100	220	66,757.99	-	66,757.99	6100220	Pupil Per Svcs-Social Securit
420	6100	230	18,712.60	-	18,712.60	6100230	Pupil Per Svcs-Group Insuranc
420	6100	240	12,477.37	-	12,477.37	6100240	Pupil Per Svcs-Workmans Comp
420	6100	310	15,429.00	-	15,429.00	6100310	Pupil Per Svcs-Pro & Tech Ser
420	6100	590	3,368.70	(100.00)	3,268.70	6100590	Pupil Per Svcs-Other Matl/Sup
420	6100	730	160.00	50.00	210.00	6100730	Pupil Per Svcs-Dues And Fees
420	6100	750	2,900.00	-	2,900.00	6100750	Pupil Per Svcs-Oth Pers Svcs
420	6110	130	8,210.00	-	8,210.00	6110130	Social Wrk Svcs-Other Certifi
420	6110	210	678.00	-	678.00	6110210	Social Wrk Svcs-Retirement
420	6110	220	628.00	-	628.00	6110220	Social Wrk Svcs-Soc Sec
420	6110	240	117.00	-	117.00	6110240	Social Worker-Workmans Comp
420	6110	330	1,000.00	-	1,000.00	6110330	Social Workers - Field Trip
420	6120	130	2,539.00	2,539.00	5,078.00	6120130	Title I Guidanc-Other Certifie
420	6120	210	210.00	210.00	420.00	6120210	Title I Guidanc-Retirement
420	6120	220	194.00	194.00	388.00	6120220	Title I Guidanc-Social Securit
420	6120	240	36.00	36.00	72.00	6120240	Title I Guidanc-Workmans Comp
420	6150	120	850.30	850.30	1,700.60	6150120	Parent Involvem-Teacher Salary
420	6150	160	406.75	406.75	813.50	6150160	Parent Involvem-Other Support
420	6150	210	106.47	106.47	212.94	6150210	Parent Involvem-Retirement
420	6150	220	460.17	-	460.17	6150220	Parent Involvem-Social Securit
420	6150	240	132.38	17.98	150.36	6150240	Parent Involvem-Workmans Comp
420	6150	330	500.00	-	500.00	6150330	Parent Involvem - Field Trip
420	6150	390	1,751.02	93.17	1,844.19	6150390	Parent Involvem-Othr Purch Srv
420	6150	391	3,233.86	-	3,233.86	6150391	Parent Involvem-Printing
420	6150	510	43,876.21	-	43,876.21	6150510	Parent Involvem-Supplies
420	6150	590	400.00	-	400.00	6150590	Parent Involvem-Other Matl/Sup
420	6150	750	8,000.00	-	8,000.00	6150750	Parent Involvem-Oth Pers Svcs
420	6200	210	11.84	-	11.84	6200210	Inst Media-Retirement
420	6200	220	10.70	-	10.70	6200220	Inst Media-Social Security
420	6200	240	1.99	-	1.99	6200240	Inst Media-Workmans Comp
420	6200	641	2,880.00	-	2,880.00	6200641	INST MED K12-Equip \$1000 Over
420	6300	110	79,434.00	-	79,434.00	6300110	Inst/Curr Dev -Administrator
420	6300	160	53,358.25	-	53,358.25	6300160	Inst/Curr Dev -Other Support
420	6300	210	135,431.96	-	135,431.96	6300210	Inst/Curr Dev -Retirement
420	6300	220	12,457.75	-	12,457.75	6300220	Inst/Curr Dev -Social Securit
420	6300	230	14,573.34	-	14,573.34	6300230	Inst/Curr Dev -Group Insuranc
420	6300	240	2,329.69	-	2,329.69	6300240	Inst/Curr Dev -Workmans Comp
420	6300	310	5,648.80	248.80	5,897.60	6300310	Inst/Curr Dev -Pro & Tech Ser
420	6300	330	250.00	-	250.00	6300330	Inst/Curr Dev - Field Trip
420	6300	331	2,881.00	-	2,881.00	6300331	Inst/Curr Dev-Trvl In Cnty
420	6300	332	140.00	-	140.00	6300332	Inst/Curr Dev - Trvl Out/Coun
420	6300	369	17,900.00	-	17,900.00	6300369	Inst/Curr Dev -Tech Rentals
420	6300	390	275.30	-	275.30	6300390	Inst/Curr Dev -Othr Purch Srv
420	6300	510	6,563.85	(525.00)	6,038.85	6300510	Inst/Curr Dev -Supplies
420	6300	519	144.44	25.00	169.44	6300519	Inst/Curr Dev - Tech Supplies
420	6300	642	-	(3,661.84)	(3,661.84)	6300642	INST CURR-Equip L/T \$1000
420	6300	730	59.00	-	59.00	6300730	Inst/Curr Dev -Dues And Fees
420	6400	120	53,291.68	-	53,291.68	6400120	Inst Stf Trning-Teacher Salary
420	6400	130	603,764.78	-	603,764.78	6400130	Inst Stf Trning-Other Certifie
420	6400	210	43,255.35	299.80	43,555.15	6400210	Inst Stf Trning-Retirement
420	6400	220	42,042.20	-	42,042.20	6400220	Inst Stf Trning-Social Securit
420	6400	230	22,511.00	-	22,511.00	6400230	Inst Stf Trning-Group Insuranc
420	6400	240	8,200.56	-	8,200.56	6400240	Inst Stf Trning-Workmans Comp
420	6400	310	181,450.92	-	181,450.92	6400310	Inst Stf Trning-Pro & Tech Ser
420	6400	313	197,153.33	620.18	197,773.51	6400313	Inst Stf Trning-Prof Svcs - S
420	6400	330	2,000.00	-	2,000.00	6400330	Inst Stf Trning - Field Trip
420	6400	331	7,000.00	-	7,000.00	6400331	Inst Stf Trning-Trvl In Cnty
420	6400	332	68,305.38	-	68,305.38	6400332	Inst Stf Trning- Trvl Out/Coun
420	6400	333	28,021.28	-	28,021.28	6400333	Inst Stf Trning - Trvl Out/Stat
420	6400	334	35,490.00	660.00	36,150.00	6400334	Inst Stf Trning-Registration F
420	6400	369	9,841.26	-	9,841.26	6400369	Inst Stf Trning-Tech Rentals
420	6400	390	1,810.00	-	1,810.00	6400390	Inst Stf Trning-Othr Purch Srv
420	6400	391	1,730.88	598.88	2,329.76	6400391	Inst Stf Trning-Printing



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
SPECIAL REVENUE - FEDERAL
FOR MONTH ENDING JANUARY 31, 2020

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
420	6400	510	3,186.00	-	3,186.00	6400510	Inst Stf Trning-Supplies
420	6400	590	7,028.68	-	7,028.68	6400590	Inst Stf Trning-Other Matl/Sup
420	6400	644	-	-	-	6400644	Inst Stf Trning - Cptr Hdwr <1
420	6400	649	-	-	-	6400649	Prof Dev - Furn < 1000
420	6400	730	50,100.00	-	50,100.00	6400730	Inst Stf Trning-Dues And Fees
420	7200	790	49,343.57	-	49,343.57	7200790	General Admin-Ind Cst/Misc Ex
420	7200	792	735.30	-	735.30	7200792	General Admin-Misc Ex/Ind Cst
420	7300	110	64,680.00	-	64,680.00	7300110	School Admin-Administrator
420	7300	210	5,478.40	-	5,478.40	7300210	School Admin-Retirement
420	7300	220	4,948.02	-	4,948.02	7300220	School Admin-Social Security
420	7300	230	11,120.59	-	11,120.59	7300230	School Admin-Group Insurance
420	7300	240	924.92	-	924.92	7300240	School Admin-Workmans Comp
420	7700	210	1,016.40	-	1,016.40	7731210	Non-Instruc SD -Retirement
420	7700	220	918.00	-	918.00	7731220	Non-Instruc SD -Soc Security
420	7700	240	171.60	-	171.60	7731240	Non-Instruc SD - Work Comp
420	7700	332	1,303.00	-	1,303.00	7731332	Non-Instr S D - Trvl Out/Count
420	7800	160	64,830.25	120.00	64,950.25	7800160	Pup Trans Svcs-Other Support
420	7800	210	5,320.33	10.16	5,330.49	7800210	Pup Trans Svcs-Retirement
420	7800	220	4,858.88	-	4,858.88	7800220	Pup Trans Svcs-Social Securit
420	7800	240	1,281.76	1.72	1,283.48	7800240	Pup Trans Svcs-Workmans Comp
420	7800	360	11,552.25	471.25	12,023.50	7800360	Pup Trans Svcs-Rentals
420	7800	460	35,758.50	-	35,758.50	7800460	Pup Trans Svcs-Diesel Fuel
420	7900	510	72,826.00	-	72,826.00	7900510	Op Of Plant-Supplies
421	3190	000	731,062.05	-	731,062.05	3199000	Miscellaneous Federal Direct
421	3280	000	3,672.49	-	3,672.49	3280000	Federal Through Local Revenue
421	3290	000	-	-	-	3290000	Other Federal Thru State
421	5100	120	26,000.00	-	26,000.00	5100120	Bsc FEFP K-12-Teacher Salary
421	5100	210	2,217.85	-	2,217.85	5100210	Bsc FEFP K-12-Retirement
421	5100	220	1,991.67	-	1,991.67	5100220	Bsc FEFP K-12-Social Security
421	5100	240	540.98	-	540.98	5100240	Bsc FEFP K-12-Workmans Comp
421	5100	331	300.00	-	300.00	5100331	Bsc FEFP K-12-Trvl In Cnty
421	5100	391	5.00	-	5.00	5100391	Bsc FEFP K-12-Printing
421	5100	510	95,215.13	(4,985.12)	90,230.01	5100510	Bsc FEFP K-12-Supplies
421	5100	521	58,742.78	-	58,742.78	5100521	Bsc FEFP K-12-Textbooks-Non S
421	5100	622	25,418.13	-	25,418.13	5100622	Bsc FEFP K-12-AV Mat L/T \$1000
421	5100	644	170,496.29	-	170,496.29	5100644	Bsc FEFP K-12-Cptr Hdwr <1000
421	5100	649	3,000.00	-	3,000.00	5100649	Bsc FEFP K-12-Tech Rel < 1000
421	5200	310	772.00	-	772.00	5200310	Exceptional-Pro & Tech Serv
421	5200	510	2,900.49	-	2,900.49	5200510	Exceptional-Supplies
421	6100	130	80,580.09	-	80,580.09	6100130	Pupil Per Svcs-Other Certifie
421	6100	210	6,780.06	-	6,780.06	6100210	Pupil Per Svcs-Retirement
421	6100	220	6,076.52	-	6,076.52	6100220	Pupil Per Svcs-Social Securit
421	6100	230	9,959.94	-	9,959.94	6100230	Pupil Per Svcs-Group Insuranc
421	6100	240	1,135.67	-	1,135.67	6100240	Pupil Per Svcs-Workmans Comp
421	6100	310	14,500.00	-	14,500.00	6100310	Pupil Per Svcs-Pro & Tech Ser
421	6100	331	948.47	-	948.47	6100331	Pupil Per Svcs-Travel InCnty
421	6100	730	12,000.00	-	12,000.00	6100730	Pupil Per Svcs-Dues And Fees
421	6400	120	21,600.00	-	21,600.00	6400120	Inst Stf Trning-Teacher Salary
421	6400	130	21,500.00	-	21,500.00	6400130	Inst Stf Trning-Other Certifie
421	6400	210	1,821.00	-	1,821.00	6400210	Inst Stf Trning-Retirement
421	6400	220	3,297.00	-	3,297.00	6400220	Inst Stf Trning-Social Securit
421	6400	230	2,473.00	-	2,473.00	6400230	Inst Stf Trning-Group Insuranc
421	6400	240	616.00	-	616.00	6400240	Inst Stf Trning-Workmans Comp
421	6400	310	6,000.00	-	6,000.00	6400310	Inst Stf Trning-Pro & Tech Ser
421	6400	313	47,586.06	-	47,586.06	6400313	Inst Stf Trning-Prof Svcs - S
421	6400	332	14,749.31	-	14,749.31	6400332	Inst Stf Trning- Trvl Out/Coun
421	6400	333	7,465.41	-	7,465.41	6400333	Inst Stf Trning - Trvl Out/Stat
421	6400	334	6,650.00	-	6,650.00	6400334	Inst Stf Trning-Registration F
421	6400	510	3,829.60	-	3,829.60	6400510	Inst Stf Trning-Supplies
421	6400	692	300.00	300.00	600.00	6400692	Bsc FEFP K-12-Software <1000
421	7700	333	1,105.88	-	1,105.88	7731333	NonInstr Stf Dev-Trvl Out/State
421	7700	334	325.00	-	325.00	7731334	Non-Instruc SD - Registration

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C11 - Renewal of Employee Benefits for the 2020-2021 plan year

Description

The Clay County School Board offers employee benefits to all eligible employees, and retirees on an annual basis as required by State and Federal Law. The Employee Benefit Renewal document outlines the renewal process for all employee benefits and the web enrollment system for the 2020-2021 plan year (October 1st -September 30th).

Gap Analysis

An overall medical increase from UnitedHealthcare of 5.9% over the current rates, which equates to approximately \$2,010,629.00. Kemper our medical gap carrier renewed with no increase to premiums. Humana our vision carrier renewed with no increase to premiums with a three year rate guarantee.

Previous Outcomes

Employee Benefits is part of the collective bargaining process which is negotiated through the district Insurance Committee. The Board has maintained an Employee Benefits package that has been in compliance with Florida Statutes and the Affordable Care Act, based on the recommendations of the Insurance Committee.

Insurance Plan	2019-2020*	2020-2021	Estimated Cost Difference
United Healthcare	\$30,240,865.00	\$32,251,494.00	\$2,010,629.00
Humana Voluntary	\$464,786.76	\$464,786.76	No Increase
Kemper Voluntary	\$255,290.40	\$255,290.40	No Increase

*Premiums shown are estimated since plan year premium payment is not complete.

Expected Outcomes

The Board to approve the Employee Benefit Package including the web enrollment system for the plan year 2020-2021. The district will continue to maintain a fully insured Employee Benefit Package as required by Florida Statutes and The Affordable Care Act.

Strategic Plan Goal

The district ensures fiscal responsibility & equitable distribution of resources.

Recommendation

That the Clay County School Board approve the renewal of Plan A Medical, Medical Gap, Group Term Life & AD&D, Supplemental Life & AD&D, Short and Long Term Disability, Dental, Vision, Accident and Injury Policy, Critical Illness, Whole Life, Flexible Spending Account, Health Savings Account and Plan B Coverages (Employees with no Medical Insurance) and the Web Enrollment Program provided by BenefitFocus for the plan year October 1, 2020 through September 30, 2021. This is the recommendation of the Insurance Committee.

Contact

Dr. Susan Legutko
Assistant Superintendent of Business Affairs
(904)284-6571
Susan.Legutko@myoneclay.net

Financial Impact

An overall medical increase from UnitedHealthcare of 5.9% over the current rates, which equates to approximately \$2,010,629.00, with Humana and Kemper renewing at no increase over the current cost. All per pay period rates are subject to collective bargaining.

Review Comments**Attachments**

📎 [CCSD Board Presentation 03052020.pdf](#)

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School Board of Clay County

2020-2021 BENEFIT RENEWAL RECOMMENDATIONS

MARCH 5, 2020

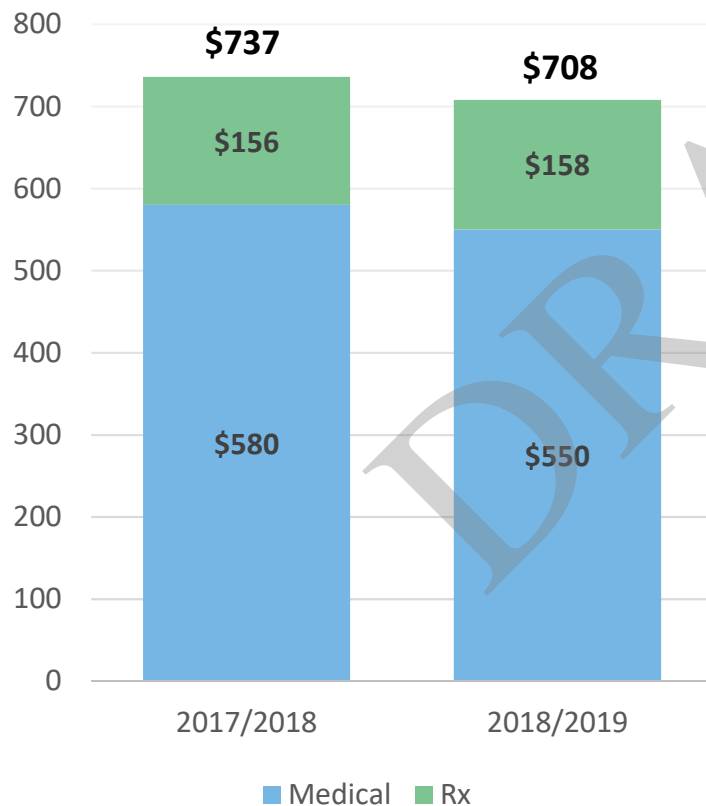


Health and Rx Claims Experience

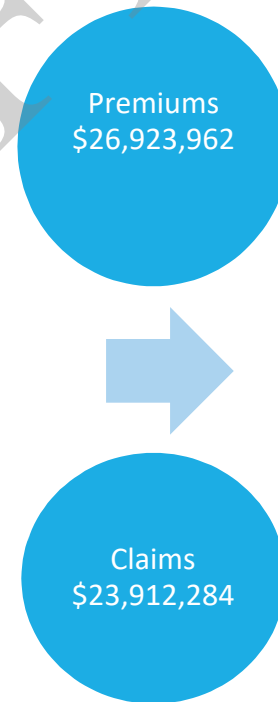
Health Claims Experience

Premiums reported for 10 months, no premiums in August and September

Cumulative monthly claims experience for medical and prescription as compared to the prior plan year



Premiums paid between December 2018 and November 2019 compared to the claims paid by the plan.



88.8%
Loss
Ratio

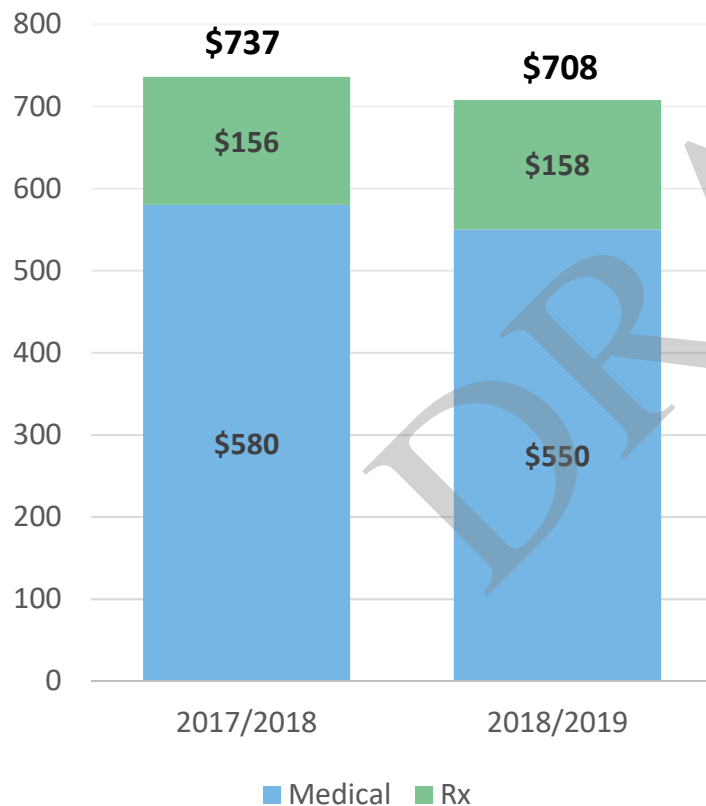
Premium vs Claims Incurred – Premiums reported for 10 months, no premiums in August and September

Year/Month	Members	Subscribers	Premium	Premium PMPM	Medical Payments	Capitation Payments	Managed Pharmacy Payments	Total Payments	Claims to Premium Ratio
2017-12	4,067	2,953	\$2,004,831	\$492.95	\$1,634,993	\$112,625	\$478,871	\$2,226,489	111.1%
2018-01	4,077	2,958	\$1,988,909	\$487.84	\$1,332,630	\$110,604	\$535,643	\$1,978,877	99.5%
2018-02	4,074	2,950	\$1,998,890	\$490.65	\$1,639,364	\$110,495	\$421,573	\$2,171,432	108.6%
2018-03	4,046	2,941	\$1,990,848	\$492.05	\$1,424,237	\$110,250	\$433,455	\$1,967,943	98.8%
2018-04	4,063	2,946	\$1,976,916	\$486.57	\$1,449,636	\$110,575	\$415,976	\$1,976,187	100.0%
2018-05	4,078	2,949	\$2,001,959	\$490.92	\$1,603,076	\$110,656	\$446,916	\$2,160,648	107.9%
2018-06	4,060	2,942	\$2,001,000	\$492.86	\$1,799,555	\$110,492	\$466,387	\$2,376,434	118.8%
2018-07	4,073	2,946	\$2,003,864	\$491.99	\$2,030,918	\$110,709	\$495,674	\$2,637,301	131.6%
2018-08	4,077	2,944	\$2,003,616	\$491.44	\$1,437,066	\$110,954	\$540,263	\$2,088,283	104.2%
2018-09	4,089	2,948	\$2,007,906	\$491.05	\$2,060,394	\$110,927	\$446,210	\$2,617,531	130.4%
2018-10	3,812	2,805	\$2,064,360	\$541.54	\$1,312,214	\$103,148	\$438,134	\$1,853,496	89.8%
2018-11	3,812	2,812	\$2,104,902	\$552.18	\$1,327,498	\$103,556	\$386,603	\$1,817,656	86.4%
2018-12	3,799	2,804	\$2,095,494	\$551.59	\$1,388,195	\$103,120	\$410,653	\$1,901,968	90.8%
2019-01	3,781	2,794	\$2,034,787	\$538.16	\$1,521,288	\$102,549	\$521,455	\$2,145,292	105.4%
2019-02	3,776	2,789	\$2,047,271	\$542.18	\$1,141,582	\$102,440	\$386,359	\$1,630,382	79.6%
2019-03	3,771	2,789	\$2,078,400	\$551.15	\$1,172,791	\$109,297	\$431,704	\$1,713,792	82.5%
2019-04	3,774	2,792	\$2,078,956	\$550.86	\$1,233,800	\$109,297	\$408,530	\$1,751,627	84.3%
2019-05	3,769	2,789	\$2,077,596	\$551.23	\$1,469,223	\$109,326	\$418,317	\$1,996,867	96.1%
2019-06	3,784	2,794	\$2,080,825	\$549.90	\$2,173,579	\$109,646	\$430,290	\$2,713,515	130.4%
2019-07	3,795	2,797	\$2,082,764	\$548.82	\$1,461,696	\$109,907	\$515,908	\$2,087,512	100.2%
2019-08	3,832	2,817	\$2,091,270	\$545.74	\$1,268,468	\$111,244	\$426,949	\$1,806,660	86.4%
2019-09	3,849	2,826	\$2,090,844	\$543.22	\$1,420,709	\$111,825	\$458,906	\$1,991,440	95.2%
2019-10	4,027	2,873	\$3,084,187	\$765.88	\$1,632,570	\$59,791	\$448,284	\$2,140,645	69.4%
2019-11	4,025	2,868	\$3,081,569	\$765.61	\$1,474,421	\$60,135	\$498,590	\$2,033,146	66.0%
Prior				\$24,148,001				\$25,872,277	107.1%
Current				\$26,923,963				\$23,912,846	88.8%

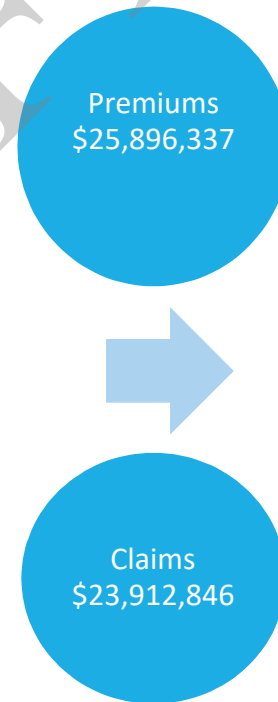
Health Claims Experience

Premiums adjusted for 12 months

Cumulative monthly claims experience for medical and prescription as compared to the prior plan year



Premiums paid between December 2018 and November 2019 compared to the claims paid by the plan.



92.3%
Loss
Ratio

Premium vs Claims Incurred – Premiums adjusted for 12 months

Year/Month	Members	Subscribers	Premium	Premium PMPM	Medical Payments	Capitation Payments	Managed Pharmacy Payments	Total Payments	Claims to Premium Ratio
2017-12	4,067	2,953	\$2,004,831	\$492.95	\$1,634,993	\$112,625	\$478,871	\$2,226,489	111.1%
2018-01	4,077	2,958	\$1,988,909	\$487.84	\$1,332,630	\$110,604	\$535,643	\$1,978,877	99.5%
2018-02	4,074	2,950	\$1,998,890	\$490.65	\$1,639,364	\$110,495	\$421,573	\$2,171,432	108.6%
2018-03	4,046	2,941	\$1,990,848	\$492.05	\$1,424,237	\$110,250	\$433,455	\$1,967,943	98.8%
2018-04	4,063	2,946	\$1,976,916	\$486.57	\$1,449,636	\$110,575	\$415,976	\$1,976,187	100.0%
2018-05	4,078	2,949	\$2,001,959	\$490.92	\$1,603,076	\$110,656	\$446,916	\$2,160,648	107.9%
2018-06	4,060	2,942	\$2,001,000	\$492.86	\$1,799,555	\$110,492	\$466,387	\$2,376,434	118.8%
2018-07	4,073	2,946	\$2,003,864	\$491.99	\$2,030,918	\$110,709	\$495,674	\$2,637,301	131.6%
2018-08	4,077	2,944	\$2,003,616	\$491.44	\$1,437,066	\$110,954	\$540,263	\$2,088,283	104.2%
2018-09	4,089	2,948	\$2,007,906	\$491.05	\$2,060,394	\$110,927	\$446,210	\$2,617,531	130.4%
2018-10	3,812	2,805	\$2,064,360	\$541.54	\$1,312,214	\$103,148	\$438,134	\$1,853,496	89.8%
2018-11	3,812	2,812	\$2,104,902	\$552.18	\$1,327,498	\$103,556	\$386,603	\$1,817,656	86.4%
2018-12	3,799	2,804	\$2,095,494	\$551.59	\$1,388,195	\$103,120	\$410,653	\$1,901,968	90.8%
2019-01	3,781	2,794	\$2,034,787	\$538.16	\$1,521,288	\$102,549	\$521,455	\$2,145,292	105.4%
2019-02	3,776	2,789	\$2,047,271	\$542.18	\$1,141,582	\$102,440	\$386,359	\$1,630,382	79.6%
2019-03	3,771	2,789	\$2,078,400	\$551.15	\$1,172,791	\$109,297	\$431,704	\$1,713,792	82.5%
2019-04	3,774	2,792	\$2,078,956	\$550.86	\$1,233,800	\$109,297	\$408,530	\$1,751,627	84.3%
2019-05	3,769	2,789	\$2,077,596	\$551.23	\$1,469,223	\$109,326	\$418,317	\$1,996,867	96.1%
2019-06	3,784	2,794	\$2,080,825	\$549.90	\$2,173,579	\$109,646	\$430,290	\$2,713,515	130.4%
2019-07	3,795	2,797	\$2,082,764	\$548.82	\$1,461,696	\$109,907	\$515,908	\$2,087,512	100.2%
2019-08	3,832	2,817	\$2,091,270	\$545.74	\$1,268,468	\$111,244	\$426,949	\$1,806,660	86.4%
2019-09	3,849	2,826	\$2,090,844	\$543.22	\$1,420,709	\$111,825	\$458,906	\$1,991,440	95.2%
2019-10	4,027	2,873	\$2,570,156	\$765.88	\$1,632,570	\$59,791	\$448,284	\$2,140,645	83.3%
2019-11	4,025	2,868	\$2,567,974	\$765.61	\$1,474,421	\$60,135	\$498,590	\$2,033,146	79.2%
Prior				\$24,148,001				\$25,872,277	107.1%
Current				\$25,896,337				\$23,912,846	92.3%

High Cost Claimants – Current Period

October 2018 to September 2019 incurred, paid through October 2019

Claimant Id	Diagnosis Category Description	Medical Paid	Rx Paid	Total Paid	Claim Status
CLAIMANT 1	HYPERTENSION WITH COMPLICATION	\$884,508	\$43,308	\$927,816	CLOSED
CLAIMANT 2	GENITOURINARY SYMPTOMS AND ILL	\$608,960	\$918	\$609,878	OPEN
CLAIMANT 3	CHRONIC OBSTRUCTIVE PULMONARY	\$96,905	\$236,874	\$333,779	OPEN
CLAIMANT 4	MAINTENANCE CHEMOTHERAPY; RADI	\$209,486	\$39,884	\$249,370	OPEN
CLAIMANT 5	MAINTENANCE CHEMOTHERAPY; RADI	\$206,499	\$18,171	\$224,669	OPEN
CLAIMANT 6	CANCER OF BREAST	\$205,321	\$7,764	\$213,085	OPEN
CLAIMANT 7	OPEN WOUNDS OF EXTREMITIES	\$211,837	\$78	\$211,915	OPEN
CLAIMANT 8	MAINTENANCE CHEMOTHERAPY; RADI	\$203,834	\$474	\$204,309	CLOSED
CLAIMANT 9	MULTIPLE MYELOMA	\$174,414	\$16,964	\$191,378	OPEN
CLAIMANT 10	COMPLICATION OF DEVICE; IMPLAN	\$188,182	\$500	\$188,682	OPEN
CLAIMANT 11	CORONARY ATHEROSCLEROSIS AND O	\$152,245	\$5,631	\$157,876	OPEN
CLAIMANT 12	OTHER ACQUIRED DEFORMITIES	\$132,013	\$24,158	\$156,171	OPEN
CLAIMANT 13	INTESTINAL OBSTRUCTION WITHOUT	\$153,772	\$465	\$154,237	CLOSED
CLAIMANT 14	CORONARY ATHEROSCLEROSIS AND O	\$145,900	\$2,065	\$147,965	OPEN
CLAIMANT 15	ABDOMINAL HERNIA	\$129,340	\$12,258	\$141,598	CLOSED
CLAIMANT 16	MAINTENANCE CHEMOTHERAPY; RADI	\$137,200	\$3,908	\$141,108	OPEN
CLAIMANT 17	SEPTICEMIA (EXCEPT IN LABOR)	\$131,750	\$8,963	\$140,713	CLOSED
CLAIMANT 18	CANCER OF BREAST	\$107,541	\$29,283	\$136,823	OPEN
CLAIMANT 19	CANCER OF PANCREAS	\$128,102	\$7,748	\$135,849	OPEN
CLAIMANT 20	CANCER OF LIVER AND INTRAHEPAT	\$115,471	\$19,167	\$134,638	OPEN

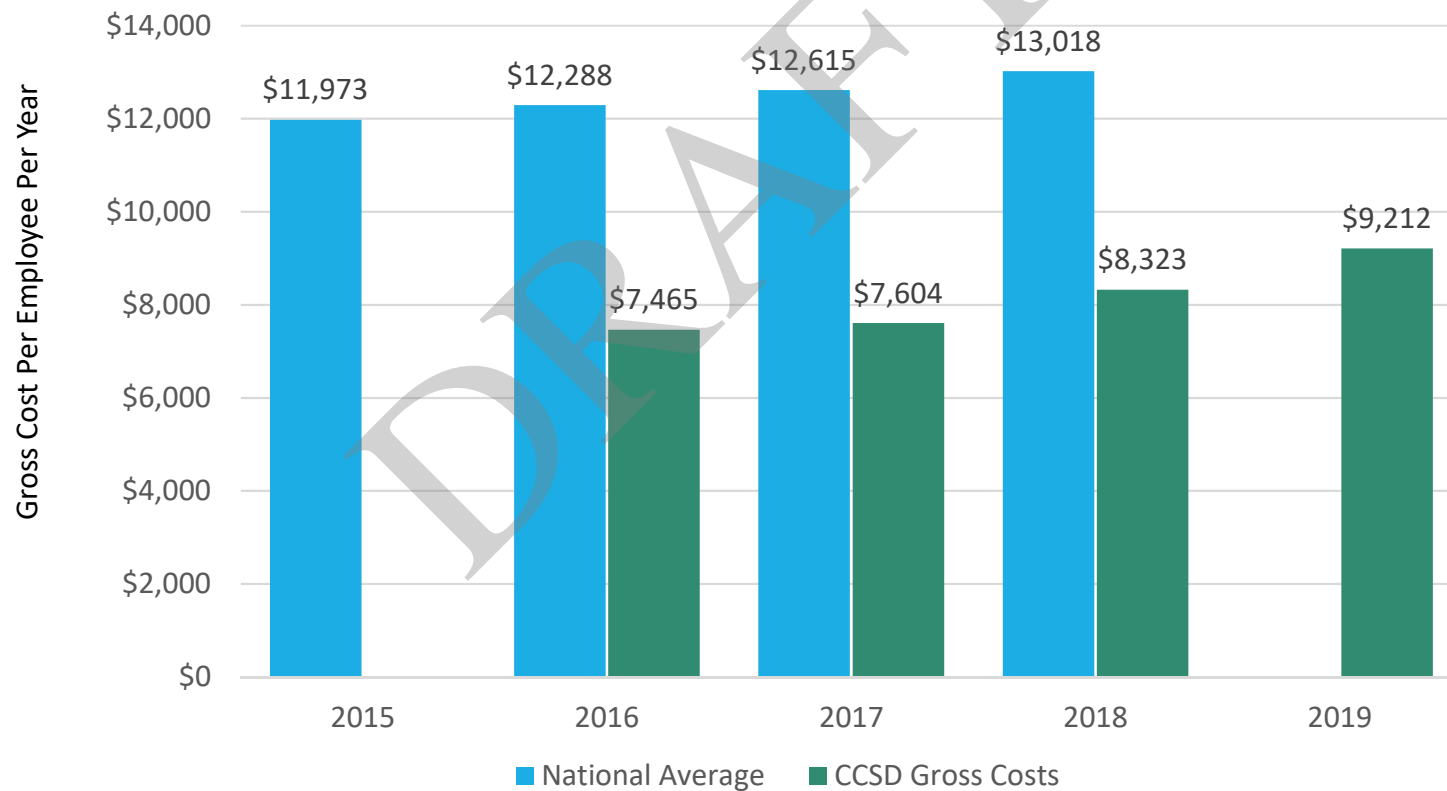
High Cost Claimants – Previous Period

October 2017 to September 2018 incurred, paid through October 2019

Claimant Id	Diagnosis Category Description	Medical Paid	Rx Paid	Total Paid	Claim Status
CLAIMANT 1	DEFICIENCY AND OTHER ANEMIA	\$634,497	\$638	\$635,135	OPEN
CLAIMANT 2	MAINTENANCE CHEMOTHERAPY; RADI	\$251,348	\$209,580	\$460,927	OPEN
CLAIMANT 3	SECONDARY MALIGNANCIES	\$398,115	\$17,875	\$415,990	CLOSED
CLAIMANT 4	DIABETES MELLITUS WITH COMPLIC	\$330,758	\$6,332	\$337,089	CLOSED
CLAIMANT 5	PNEUMONIA (EXCEPT THAT CAUSED	\$58,848	\$270,839	\$329,687	OPEN
CLAIMANT 6	HEART VALVE DISORDERS	\$319,988	\$8,638	\$328,626	CLOSED
CLAIMANT 7	MEDICAL EXAMINATION/EVALUATION	\$294,240	\$3,548	\$297,788	CLOSED
CLAIMANT 8	CANCER OF LIVER AND INTRAHEPAT	\$261,180	\$24,162	\$285,342	CLOSED
CLAIMANT 9	SEPTICEMIA (EXCEPT IN LABOR)	\$255,707	\$9,189	\$264,896	CLOSED
CLAIMANT 10	MAINTENANCE CHEMOTHERAPY; RADI	\$220,258	\$35,819	\$256,077	OPEN
CLAIMANT 11	CARDIAC DYSRHYTHMIAS	\$200,443	\$12,034	\$212,478	CLOSED
CLAIMANT 12	CHRONIC KIDNEY DISEASE	\$204,216	\$4,469	\$208,685	OPEN
CLAIMANT 13	CORONARY ATHEROSCLEROSIS AND O	\$175,762	\$3,743	\$179,505	CLOSED
CLAIMANT 14	CARDIAC DYSRHYTHMIAS	\$173,925	\$5,556	\$179,481	CLOSED
CLAIMANT 15	MAINTENANCE CHEMOTHERAPY; RADI	\$178,086	\$101	\$178,187	CLOSED
CLAIMANT 16	ACUTE MYOCARDIAL INFARCTION	\$168,160	\$2,762	\$170,922	CLOSED
CLAIMANT 17	HEART VALVE DISORDERS	\$158,284	\$390	\$158,674	OPEN
CLAIMANT 18	MULTIPLE SCLEROSIS	\$141,700	\$4,224	\$145,924	OPEN
CLAIMANT 19	CANCER OF PROSTATE	\$137,777	\$3,637	\$141,414	OPEN
CLAIMANT 20	SPONDYLOSIS; INTERVERTEBRAL DI	\$132,425	\$325	\$132,750	CLOSED

Health Claims Experience

The following trend analysis combines national averages and compared to fully-insured premiums for Clay County School District. The numbers are gross costs per employee per year without an assumption for employee contributions.



Medical Renewal

2020-21 Renewal Review

UHC Rates

- Initial renewal calculation called for an increase of 23.56%
- Negotiated down to a 5.9% increase due to:
 - Clay's partnership and commitment based on previous years' plan design changes and wellness initiatives
 - A combination of the increased premiums from last year and improved claims are starting to gradually lower the loss ratio
 - UHC's strong book of business
- The Bailey Group reviewed and recalculated UHC's renewal formula.

Historical Medical Renewals and Plan Design Changes

Plan Year	Initial Renewal	Negotiated (no changes)	Final Blended	Renewal Actions Taken
2019 – 2020	19.5%	19.5%	19.5%	<ul style="list-style-type: none"> Renewal was accepted at 19.5% with the additional funding secured to move to a tier based contribution strategy and to make the Choice HSP Employee Only Plan no cost.
2018 – 2019	29.32%	28.00%	11.08%	<ul style="list-style-type: none"> Initial renewal was presented at 29.32% and was negotiated down to 28% due to our high loss ratio Changes to the HMO and Choice HSP plans were made to minimize the premium increase HMO – Increased Deductible from \$3k/\$6k to \$5k/\$10k & copays from \$35/\$65 to \$45/\$75 Choice HSP – Increased Deductible from \$1.5k/\$3k to \$4k/\$8k.
2017 – 2018	10.0%	10.0%	10.0%	<ul style="list-style-type: none"> Year 1 renewal cap at 10% from UHC
2016 – 2017	Marketed plan design prior to receiving initial renewal		-10.9%	<ul style="list-style-type: none"> Conducted medical RFP and moved to UHC based on results and quoted plans/premiums
2015 – 2016	13.8%	10.25%	9%	<ul style="list-style-type: none"> Initial renewal in February at 13.8% Final negotiated renewal in May
2014 – 2015	15.7%	12.5%	7.7%	<ul style="list-style-type: none"> Medical renewal without rate guarantee specified in 2013 RFP was 19.4% Initially delivered at 15.7% increase (Rate cap 12% + 3.7% ACA fees) Aon negotiated to 12.5% with ACA fees; second look in May Final renewal with claims through April resulted in 9% increase with no changes to plan design Defined Board subsidy continued in 2014/15 plan year
2013 – 2014	Marketed plan design prior to receiving initial renewal	9%	6%	<ul style="list-style-type: none"> Medical Marketing for carrier change – Florida Blue awarded HMO (3% increase) and PPO (14% increase) replaced Aetna POS No change to District subsidy Began cost share for Employee Only coverage
2012 – 2013	13-15%	2.5%	2.5%	<ul style="list-style-type: none"> Projected increase of 13-15%. Aetna made a business decision - Rate pass for POS + HCR impact Adding gatekeeper referral requirement Charged 2.5% for PPACA compliance impact No change to employee contributions
2011 – 2012	13.1%	8.5%	0.3%	<ul style="list-style-type: none"> Review of over 15 Plan Alternatives & 7 contribution models Moved from three (3) medical options to one Choice POS Reduced cost for Employee Only coverage to \$0
2010 - 2011	28.4%	26.9%	4.7%	<ul style="list-style-type: none"> Medical Marketing for carrier change – Aetna retained and awarded Review of multiple plan design and funding alternatives post-award Changes were made to all three plan designs

Renew Current Plans

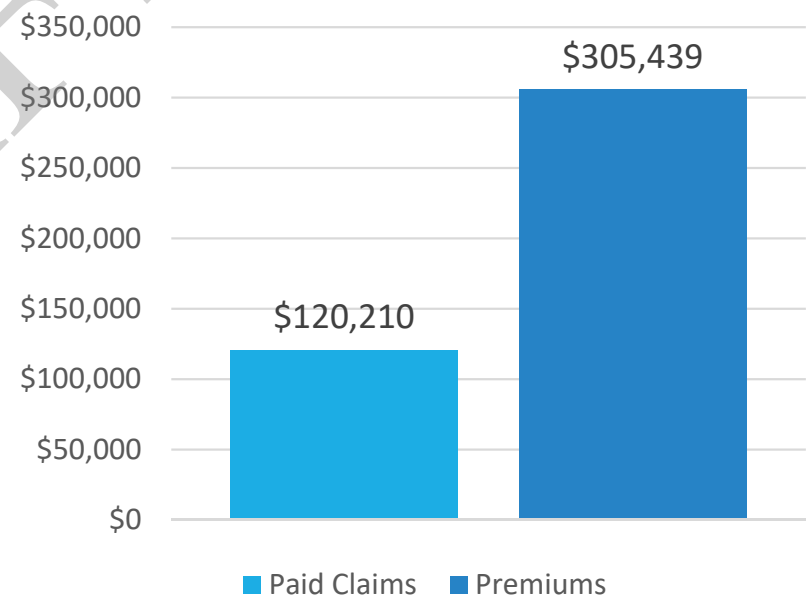
	UnitedHealthcare						UnitedHealthcare					
Clay County School District Renewal Date: 10/01/2020	Choice HMO AQQ1 Rx 162		Choice Plus HMO AQP8 rx 159		Choice HSP HMO AHJT rx 125 HSA-11		Choice HMO AQQ1 Rx 570		Choice Plus HMO AHRI Rx 573		Choice HSP HMO AHJT rx 570 HSA-11	
BENEFITS SUMMARY	Current						Renewal					
IN NETWORK												
Deductible (CYD): (Ind / Fam)		\$5,000 / \$10,000		\$3,000 / \$6,000		\$4,000 / \$8,000 (emb)		\$5,000 / \$10,000		\$3,000 / \$6,000		\$4,000 / \$8,000 (emb)
Deductible Applies to OOP Max?		Yes		Yes		Yes		Yes		Yes		Yes
Coinsurance: Carrier / Member		70% / 30%		80% / 20%		80% / 20%		70% / 30%		80% / 20%		80% / 20%
Physician Services: PCP / Specialist		\$45 / \$75		\$40 / \$60		CYD then 20%		\$45 / \$75		\$40 / \$60		CYD then 20%
Inpatient Hospital Services		\$100 copay then 30%		CYD then 20%		CYD then 20%		\$100 copay then 30%		CYD then 20%		CYD then 20%
Provider Services in Hospital and ER		CYD then 30%		CYD then 20%		CYD then 20%		CYD then 30%		CYD then 20%		CYD then 20%
Independent Diagnostic Lab/X-Ray/AIS		\$0 / \$0 / \$300		\$0 / \$0 / \$300		CYD then 20%		\$0 / \$0 / \$300		\$0 / \$0 / \$300		CYD then 20%
Outpatient Surgery – Freestanding Facility		\$250.00		CYD then 20%		CYD then 20%		\$250.00		CYD then 20%		CYD then 20%
Outpatient Surgery – Hospital		CYD then 30%		CYD then 20%		CYD then 20%		CYD then 30%		CYD then 20%		CYD then 20%
Emergency Room Services		\$500		\$500		CYD then 20%		\$500		\$500		CYD then 20%
Urgent Care Services		\$70		\$50		CYD then 20%		\$70		\$50		CYD then 20%
Prescription Drugs - Generic		\$20		\$15		CYD then \$10		\$10		\$15		CYD then \$10
Prescription Drugs - Brand		\$40		\$45		CYD then \$50		\$35		\$45		CYD then \$50
Prescription Drugs - Specialty		\$70		\$85		CYD then \$80		\$70		\$85		CYD then \$80
Prescription Drugs - 90 day Mail Order		2x Copay		2.5x Copay		2.5x Copay		2x Copay		2.5x Copay		2.5x Copay
Mental Health (Inpatient / Outpatient)		\$0		CYD then 20% / \$60		CYD then 20%		\$0		CYD then 20% / \$60		CYD then 20%
Out of Pocket Maximum (Ind / Fam)		\$7,350 / \$14,700		\$6,000 / \$12,000		\$6,650 / \$13,300		\$10,000 / \$20,000		\$6,000 / \$12,000		\$6,650 / \$13,300
OUT OF NETWORK												
Deductible (Individual / Family)		Not covered		\$6,000 / \$12,000		Not covered		Not covered		\$6,000 / \$12,000		Not covered
Coinsurance: Carrier / Member		Not covered		50% / 50%		Not covered		Not covered		50% / 50%		Not covered
Inpatient Hospital Services		Not covered		CYD then 50%		Not covered		Not covered		CYD then 50%		Not covered
Outpatient Surgery		Not covered		CYD then 50%		Not covered		Not covered		CYD then 50%		Not covered
Out of Pocket Maximum (Ind / Fam)		Not covered		\$12,000 / \$24,000		Not covered		Not covered		\$12,000 / \$24,000		Not covered
RATING ANALYSIS	EEs		EEs		EEs		EEs		EEs		EEs	
Employee Only	1439	\$768.13	215	\$886.88	575	\$632.63	1439	\$813.45	215	\$939.21	575	\$669.96
Employee + Spouse	132	\$1,484.19	22	\$1,713.64	50	\$1,149.27	132	\$1,571.76	22	\$1,814.75	50	\$1,217.09
Employee + Child(ren)	61	\$1,415.90	8	\$1,634.72	53	\$1,096.54	61	\$1,499.44	8	\$1,731.18	53	\$1,161.24
Full Family	137	\$1,945.00	7	\$2,245.59	82	\$1,506.34	137	\$2,059.76	7	\$2,378.09	82	\$1,595.23
Total Premium Per Pay (monthly)	1769	\$2,514,125.47	252		760		1769	\$2,662,466.63	252		760	
Annual Premium		\$30,169,505.64						\$31,949,599.56				
Gross Increase/Decrease from Current								5.90%				

Ancillary Renewals

Kemper

	Current Rates (no change)
<i>Benefit</i>	<i>\$2,500 / \$1,250</i>
Employee Only	\$38.06
Employee + Spouse	\$77.78
Employee + Child(ren)	\$67.39
Employee + Family	\$114.67

Claims vs Premiums

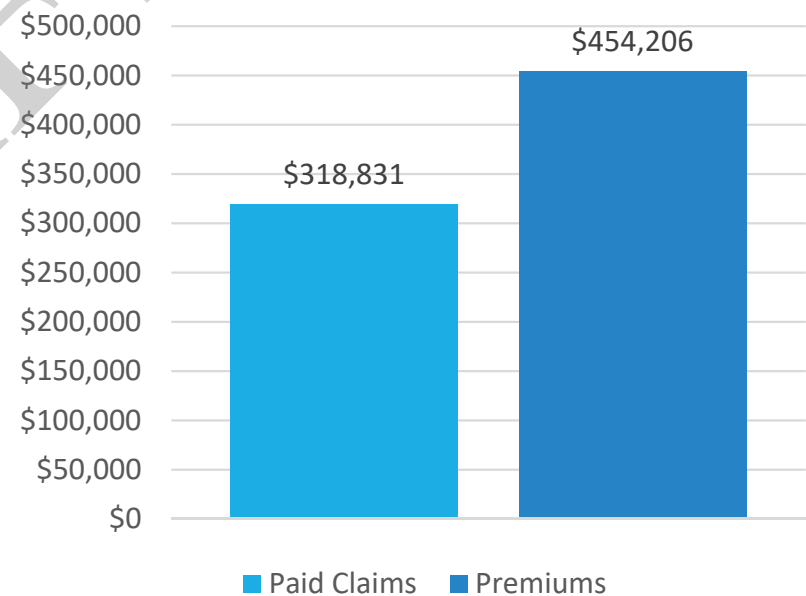


Loss Ratio 39.4%

Humana Vision

	Current Rates (no change)
Employee Only	\$5.52
Employee + Family	\$19.80

Claims vs Premiums



Loss Ratio 70%

Overview of Insurance Renewals

Benefit Plan	Carrier	2020 Renewal Expectation	Status
Medical Plans	UnitedHealthcare	<ul style="list-style-type: none"> Initial renewal 23.56% increase based on current claims spend and underwriting formulary. Negotiated to 5.9% with same plan designs and slight enhancement to Rx benefit on Choice Plan. Over a \$5M decrease from initial renewal 	Up for Renewal
Medical Gap Plan	Kemper	<ul style="list-style-type: none"> Rate hold through 9/30/2020 Kemper offered to renew current plan with no premium increase through 9/30/21 	Up for Renewal
Vision	CompBenefits/Humana	<ul style="list-style-type: none"> Rate hold through 9/30/2020 Humana offered to renew the current plans with no increase to premiums and a three year contract. Will be up for renewal again 9/30/2023 	Up for Renewal

Lines in Rate Hold

Dental	Delta Dental	<ul style="list-style-type: none"> In 2019 accepted a 5% increase with two year rate guarantee through 9/30/2021 	No Action
Accident and Injury Plan	Aflac	<ul style="list-style-type: none"> Rate hold through 9/30/2021 	No Action
Critical Illness			
Whole Life			
Basic Life Insurance	Liberty Mutual	<ul style="list-style-type: none"> Rate hold through 9/30/2021 	No Action
Long Term Disability			
Short Term Disability			



Questions & Comments

Thank You!

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C12 - NSF Write-off Permission

Description

Chapter Eight (School Internal Funds) of the Financial and Program Cost Accounting Report of the Florida Schools Manual (The Red Book) requires under Section III 1.6 (B) that a check can be declared uncollectible and written off the books only by the action of the School Board. The school has collected chks that were returned for non-sufficient funds. The materials or admission to the event purchased by these checks were distributed or attended by the individuals. Multiple attempts at collection, including phone calls and letters, from Principal and Bookkeeper, were unsuccessful and in each case, the student is no longer enrolled.

SCHOOL	MAKER	CK #	CK DATE	AMOUNT	PURPOSE
Clay Hill Elementary	Sporty Thigpen	1029	6/6/2018	\$20.00	Yearbook
Clay Hill Elementary	Mandy Nason	3393	4/30/2018	\$32.00	Field Trip
Clay Hill Elementary	Amanda Fennel	1121	11/29/2018	\$25.00	Field Trip

Gap Analysis

The school has pursued every avenue available to collect these funds and have been unsuccessful. Writing off of these checks will allow for the reporting of an accurate cash balance of the school's Internal Accounts.

Previous Outcomes

After Board approval school has written off uncollectible NSF checks and financial reporting included an accurate cash balance.

Expected Outcomes

After Board approval school will write off uncollectible NSF checks and financial reporting will include an accurate cash balance.

Strategic Plan Goal

Goal; Strategy 2:4; Ensure effective and efficient use of resources for fiscal stability.

Recommendation

Approve write off of uncollectible checks as presented.

Contact

Dr. Susan Legutko, Assistant Superintendent of Business Affairs, Mary Kay Kirk, Coordinator of Internal Accounts (904) 336-6746

Financial Impact

To write off uncollectible checks will reduce the revenue of the school's Internal Accounts.

Review Comments

Attachments

☉ [CHE 2020 write off documents.pdf](#)

NSF WRITEOFF PERMISSION

CHECK #	DATE OF CHECK	MAKER OF CHECK	AMOUNT OF CHECK	PAYMENT FOR	ACTIVITY ACCOUNT #	DATE OF RETURN	ITEM OR SERVICE RECEIVED?	STUDENT STILL ENROLLED?	COLLECTION ATTEMPTS (MUST INCLUDE CONTACT BY PRINCIPAL)
1029	6-6-18	Sporty Thigpen	\$20.00	Yearbook	3700	6-12-18	yes	NO	phone call & letter from principal
3393	4-30-18	Mandy Nason	\$22.00	field trip	3104	5-9-18	yes	NO	parent call & letter from principal
1121	11-29-18	Amanda Penney	\$25.00	field trip	2000	12-12-18	yes	NO	parent letter & call from principal
1523	10-15-19	Jennifer Milton	\$20.50	field trip	3100	10-23-2019	yes	yes	left message with mother

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND SUBMIT THE ABOVE TO THE CLAY COUNTY SCHOOL BOARD IN ACCORDANCE WITH CHAPTER EIGHT (SCHOOL INTERNAL FUNDS) OF THE FINANCIAL AND PROGRAM COST ACCOUNTING REPORTING OF THE FLORIDA SCHOOLS MANUAL (THE RED BOOK) WHICH REQUIRES UNDER SECTION III 1.6(B) THAT A CHECK CAN BE DECLARED UNCOLLECTIBLE AND WRITTEN OFF THE BOOKS ONLY BY ACTION OF THE SCHOOL BOARD. THEREFORE, I AM REQUESTING THAT PERMISSION BE GRANTED TO WRITE OFF THE THE ABOVE CHECKS.

Shannan Magarino 1/14/2020
BOOKKEEPER DATE

Lindsay Johnson 1/14/2020
PRINCIPAL DATE

milton

COPIES

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

December 9, 2019

Mrs. Milton,

It is my duty to inform you that a check, numbered 1523, issued by you on October 15, 2019, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.50. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

January 27, 2019

Mrs. Milton,

It is my duty to inform you that a check, numbered 1523, issued by you on October 15, 2019, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.50. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

October 30, 2019

Mrs. Milton,

It is my duty to inform you that a check, numbered 1523, issued by you on October 15, 2019, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.50. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

Nason uc# 5543 400 10
field Trip \$32.00

Nason

COPY

Date	Time	Outcome
5/11/18	11:32	called home / left voicemail
5/11/18	—	letter mailed home
1/1		student withdrew
9/10/18	9:10	called home / left voicemail
9/10/18		mailed letter home
12/13/18	1:52	voicemail
12/13/18		letter mailed
5/20/19	2:09	Non working number
5/20/19		mailed letter
11/15/19		mailed letter
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

June 11, 2018

Ms. Nason,

It is my duty to inform you that a check, numbered 3393, issued by you on April 30, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$32.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

September 10, 2018

Ms. Nason,

It is my duty to inform you that a check, numbered 3393, issued by you on April 30, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$32.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

December 3, 2018

Ms. Nason,

It is my duty to inform you that a check, numbered 3393, issued by you on April 30, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$32.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

COPY

May 20, 2019

Ms. Nason,

It is my duty to inform you that a check, numbered 3393, issued by you on April 30, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$32.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

November 15, 2019

Ms. Nason,

It is my duty to inform you that a check, numbered 3393, issued by you on April 30, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$32.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

HUMAN FENNEL 11/24/10
NSF CHECK # 1121 \$25 - All County PT

Fennel

COPY

Date	Time	Outcome
12/17/10	8:45am	left message
12/17/10		sent home letter
1/14/19	9:21am	left message
3/14/19	10:50	left message
5/12/19	1:20	left message
5/12/19		sent home letter
11/15/19		sent home letter
1/12/20		sent home letter
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

COPY

December 17, 2018

Ms. Fennell,

It is my duty to inform you that a check, numbered 1121, issued by you on November 29, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$25.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

May 20, 2019

Ms. Fennell,

It is my duty to inform you that a check, numbered 1121, issued by you on November 29, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$25.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

November 15, 2019

Ms. Fennell,

It is my duty to inform you that a check, numbered 1121, issued by you on November 29, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$25.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

January 27, 2020

Ms. Fennell,

It is my duty to inform you that a check, numbered 1121, issued by you on November 29, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$25.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

Wally Thigpen
check # 1029 \$20 ~ yearbook

Thigpen

Date	Time	Outcome
5/18/18	11:30	left message
5/18/18		sent home letter
8/11/18	10:19	phone not working
8/11/18		sent home letter
1/1		student withdrew from CHE
12/13/18		sent home letter
12/13/18		phone still not working
5/20/19		letter mailed home
11/15/19		letter mailed home letter sent back
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		

COPY

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

June 18, 2018

Mrs. Thigpen,

It is my duty to inform you that a check, numbered 1029, issued by you on June 6, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a yearbook, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

August 1, 2018

Mrs. Thigpen,

It is my duty to inform you that a check, numbered 1029, issued by you on June 6, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a yearbook, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

December 3, 2018

Mrs. Thigpen,

It is my duty to inform you that a check, numbered 1029, issued by you on June 6, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a yearbook, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

May 20, 2019

Mrs. Thigpen,

It is my duty to inform you that a check, numbered 1029, issued by you on June 6, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a yearbook, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

November 15, 2019

Mrs. Thigpen,

It is my duty to inform you that a check, numbered 1029, issued by you on June 6, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a yearbook, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C13 - Approval of the 2020-2021 Payroll Calendars

Description

The adopted payroll calendar serves as the instrument for the reporting of employees for payroll purposes.

Gap Analysis

Section V (5.04) of the School Board of Clay County rules states that the School Board shall annually adopt a payroll calendar for pay periods and paydays for the employees of the Board. Approval of a calendar is necessary to be in compliance with this rule.

Previous Outcomes

All proposes 2020-2021 payroll calendars are developed based on approved work calendars which were adopted December 12, 2019.

Expected Outcomes

Proposed calendars should be approved by the school board.

Strategic Plan Goal

Ensure effective, equitable, and efficient use of resources.

Recommendation

Approve the 2020-2021 payroll calendars.

Contact

Dr. Susan Legutko, Assistant Superintendent of Business Affairs, ext. 66721, susan.legutko@myoneclay.net

Financial Impact

Review Comments

Attachments

- ☞ [Payroll Calendars 9 month.pdf](#)
- ☞ [Payroll Calendars 10 month.pdf](#)
- ☞ [Payroll Calendars 11 month.pdf](#)
- ☞ [Payroll Calendars 12 month.pdf](#)
- ☞ [Payroll Calendars Florida Youth Challenge Academy.pdf](#)



CLAY COUNTY DISTRICT SCHOOLS
2020 - 2021 PAYROLL CALENDAR
9 MONTH EMPLOYEES

# Checks	Remaining Checks	PAY DATE	Pay Period	BEGIN DATE	END DATE	8/7/20 - 5/28/21 9 month Classroom Assistants, ESE Assistants, Secondary ISS	8/11/20 - 5/28/21 9 month Transportation Bus Drivers, Bus Monitors, Fuel Attendants	8/10/20 - 5/28/21 9 month Elementary Cafe Assistant, Van Drivers	8/10/20 - 5/27/21 9 month JR/SR High Cafe Assistant, Van Drivers	8/11/20 - 5/26/21 9 month Elementary ISS	PAID HOLIDAY	NON WORK NON PAID DAY(S)	ADDITIONAL NOTES
SUMMER/CLOSEOUT		07/10/20	2001124	06/02/20	06/30/20								
1	21	08/31/20	2001160	08/02/20	08/15/20	6	4	5	5	4			
2	20	09/15/20	2001170	08/16/20	08/29/20	10	10	10	10	10			Insurance Deductions Begin
3	19	09/30/20	2001180	08/30/20	09/12/20	10	10	10	10	10	Labor Day 9/7		
4	18	10/15/20	2001190	09/13/20	09/26/20	10	10	10	10	10			
5	17	10/30/20	2001200	09/27/20	10/10/20	10	10	10	10	10			
6	16	11/13/20	2001210	10/11/20	10/24/20	9	9	9	9	9		Teacher Planning 10/12	
7	15	11/30/20	2001220	10/25/20	11/07/20	10	10	10	10	10		Early Release Elem Cafe Asst/Van Driver	
8	14	12/15/20	2001230	11/08/20	11/21/20	10	10	10	10	10	Veteran's Day 11/11		
9	13	12/31/20	2001240	11/22/20	12/12/20	11	11	11	11	11	Thanksgiving 11/26	Thanksgiving 11/23-25,27	
10	12	01/15/21	2101010	12/13/20	01/02/21	7	7	6	6	6	Christmas 12/25, New Year's 1/1	Early Release 12/18 (All Cafe Asst/Van Driver, Elem ISS), Christmas 12/21-24, 12/26-31	
11	11	01/30/21	2101020	01/03/21	01/16/21	9	9	9	9	9		Teacher Planning 1/4	
12	10	02/15/21	2101030	01/17/21	01/30/21	10	10	10	10	10	Martin Luther King Day 1/18		
13	9	02/26/21	2101040	01/31/21	02/13/21	10	10	10	10	10			
14	8	03/15/21	2101050	02/14/21	02/27/21	9	9	9	9	9		President's Day 2/15	
15	7	03/31/21	2101060	02/28/21	03/13/21	10	10	10	10	10			
16	6	04/15/21	2101070	03/14/21	04/03/21	8	8	8	8	8		Spring Break 3/15-22, Good Friday 4/2	
17	5	04/30/21	2101080	04/04/21	04/17/21	9	9	9	9	9		Fair Day 4/5	
18	4	05/14/21	2101090	04/18/21	05/01/21	10	10	10	10	10			
19	3	05/28/21	2101100	05/02/21	05/15/21	10	10	10	10	10			
20	2	06/15/21	2101110	05/16/21	05/22/21	5	5	5	5	5			
21	1	06/30/21	2101120	05/23/21	05/28/21	5	5	5	4	3		Elem ISS 5/26 last work day Early Release 5/28 JR/SR High Cafe Asst/Van Drivers	Insurance Deductions End
						188	186	186	185	183	Total Work Days		

9 month Adult Temporary/Miscellaneous/Student labor personnel are paid based on this payroll calendar



CLAY COUNTY DISTRICT SCHOOLS
2020 - 2021 PAYROLL CALENDAR
10 MONTH EMPLOYEES

# Checks	Remaining Checks	PAY DATE	Pay Period	BEGIN DATE	END DATE	8/3/20 - 6/1/21	8/3/20 - 6/1/21	PAID HOLIDAY	NON WORK NON PAID DAY(S)	ADDITIONAL NOTES
						10 month Cafe Manager	10 month Instructional, Support			
SUMMER/CLOSEOUT		07/10/20	2001124	06/02/20	06/30/20					
1	21	08/31/20	2001160	08/02/20	08/15/20	10	10			
2	20	09/15/20	2001170	08/16/20	08/29/20	10	10			Insurance Deductions Begin
3	19	09/30/20	2001180	08/30/20	09/12/20	10	10	Labor Day 9/7		
4	18	10/15/20	2001190	09/13/20	09/26/20	10	10			
5	17	10/30/20	2001200	09/27/20	10/10/20	10	10			
6	16	11/13/20	2001210	10/11/20	10/24/20	10	10			
7	15	11/30/20	2001220	10/25/20	11/07/20	10	10			
8	14	12/15/20	2001230	11/08/20	11/21/20	10	10	Veteran's Day 11/11		
9	13	12/31/20	2001240	11/22/20	12/12/20	11	11	Thanksgiving 11/26	Thanksgiving 11/23-25,27	
10	12	01/15/21	2101010	12/13/20	01/02/21	7	7	Christmas 12/25, New Year's 1/1	Christmas 12/21-24, 12/26-31	
11	11	01/30/21	2101020	01/03/21	01/16/21	10	10			
12	10	02/15/21	2101030	01/17/21	01/30/21	10	10	Martin Luther King Day 1/18		
13	9	02/26/21	2101040	01/31/21	02/13/21	10	10			
14	8	03/15/21	2101050	02/14/21	02/27/21	9	9		President's Day 2/15	
15	7	03/31/21	2101060	02/28/21	03/13/21	10	10			
16	6	04/15/21	2101070	03/14/21	04/03/21	9	9		Spring Break 3/15-19, Good Friday 4/2	
17	5	04/30/21	2101080	04/04/21	04/17/21	10	9		Fair Day 4/5	Fair Day 4/5 Work Day Cafe Mgr.
18	4	05/14/21	2101090	04/18/21	05/01/21	10	10			
19	3	05/28/21	2101100	05/02/21	05/15/21	10	10			
22-24		06/01/21	(3) Instructional Summer Checks							
20	2	06/15/21	2101110	05/16/21	05/22/21	5	5			
21	1	06/30/21	2101120	05/23/21	06/01/21	6	6		Memorial Day 5/31	Insurance Deductions End
10 month instructional personnel are paid 1/24 of their calculated contract each pay date						197	196	TOTAL WORK DAYS		

10 month instructional personnel are paid 1/24 of their calculated contract each pay date

10 month Nurse Subs and Adult Temporary/Miscellaneous labor are paid based on this payroll calendar



CLAY COUNTY DISTRICT SCHOOLS
2020 - 2021 PAYROLL CALENDAR
11 MONTH EMPLOYEES

# Checks	Remaining Checks	PAY DATE	Pay Period	BEGIN DATE	END DATE	7/21/20 - 6/15/21	PAID HOLIDAY	NON WORK NON PAID DAY(S)	ADDITIONAL NOTES
						11 month Administrators, Instructional, Support			
SUMMER/CLOSEOUT		07/10/20	2001124	06/02/20	06/30/20				
1	24	08/14/20	2001150	07/19/20	08/01/20	9			
2	23	08/31/20	2001160	08/02/20	08/15/20	10			
3	22	09/15/20	2001170	08/16/20	08/29/20	10			Insurance Deductions Begin
4	21	09/30/20	2001180	08/30/20	09/12/20	10	Labor Day 9/7		
5	20	10/15/20	2001190	09/13/20	09/26/20	10			
6	19	10/30/20	2001200	09/27/20	10/10/20	10			
7	18	11/13/20	2001210	10/11/20	10/24/20	10			
8	17	11/30/20	2001220	10/25/20	11/07/20	10			
9	16	12/15/20	2001230	11/08/20	11/21/20	10	Veteran's Day 11/11		
10	15	12/31/20	2001240	11/22/20	12/12/20	11	Thanksgiving 11/26	Thanksgiving 11/23-25,27	
11	14	01/15/21	2101010	12/13/20	01/02/21	7	Christmas 12/25, New Year's 1/1	Christmas 12/21-24, 12/26-31	
12	13	01/30/21	2101020	01/03/21	01/16/21	10			
13	12	02/15/21	2101030	01/17/21	01/30/21	10	Martin Luther King Day 1/18		
14	11	02/26/21	2101040	01/31/21	02/13/21	10			
15	10	03/15/21	2101050	02/14/21	02/27/21	9		President's Day 2/15	
16	9	03/31/21	2101060	02/28/21	03/13/21	10			
17	8	04/15/21	2101070	03/14/21	04/03/21	10	Good Friday 4/2	Spring Break 3/15-19	
18	7	04/30/21	2101080	04/04/21	04/17/21	9		Fair Day 4/5	
19	6	05/14/21	2101090	04/18/21	05/01/21	10			
20	5	05/28/21	2101100	05/02/21	05/15/21	10			
21	4	06/15/21	2101110	05/16/21	05/22/21	5			
22	3	06/30/21	2101120	05/23/21	06/15/21	16		Memorial Day 5/31	Insurance Deductions End 6/7 (4) Day work week begins
23-24	1-2	06/30/21	(2) Instructional Summer Checks						

11 month Adult Temporary/Miscellaneous labor personnel are paid based on this payroll calendar



CLAY COUNTY DISTRICT SCHOOLS
2020 - 2021 PAYROLL CALENDAR
12 MONTH EMPLOYEES

# Checks	Remaining Checks	PAY DATE	Pay Period	BEGIN DATE	END DATE	7/1/20 - 6/30/21	PAID HOLIDAY	NON WORK NON PAID DAY(S)	ADDITIONAL NOTES
						12 month Administrators, Instructional, Support			
SUMMER/CLOSEOUT		07/10/20	2001124	06/02/20	06/30/20				
1	24	07/15/20	2001130	07/01/20	07/11/20	8	Independence Day 7/2		
2	23	07/30/20	2001140	07/12/20	07/18/20	5			
3	22	08/14/20	2001150	07/19/20	08/01/20	10			
4	21	08/31/20	2001160	08/02/20	08/15/20	10			
5	20	09/15/20	2001170	08/16/20	08/29/20	10			Insurance Deductions Begin
6	19	09/30/20	2001180	08/30/20	09/12/20	10	Labor Day 9/7		
7	18	10/15/20	2001190	09/13/20	09/26/20	10			
8	17	10/30/20	2001200	09/27/20	10/10/20	10			
9	16	11/13/20	2001210	10/11/20	10/24/20	10			
10	15	11/30/20	2001220	10/25/20	11/07/20	10			
11	14	12/15/20	2001230	11/08/20	11/21/20	10	Veteran's Day 11/11		
12	13	12/31/20	2001240	11/22/20	12/12/20	15	Thanksgiving 11/26	Thanksgiving 11/27	
13	12	01/15/21	2101010	12/13/20	01/02/21	15	Christmas 12/25, New Year's 1/1		
14	11	01/30/21	2101020	01/03/21	01/16/21	10			
15	10	02/15/21	2101030	01/17/21	01/30/21	10	Martin Luther King Day 1/18		
16	9	02/26/21	2101040	01/31/21	02/13/21	10			
17	8	03/15/21	2101050	02/14/21	02/27/21	10			
18	7	03/31/21	2101060	02/28/21	03/13/21	10			
19	6	04/15/21	2101070	03/14/21	04/03/21	15	Good Friday 4/2		
20	5	04/30/21	2101080	04/04/21	04/17/21	10			
21	4	05/14/21	2101090	04/18/21	05/01/21	10			
22	3	05/28/21	2101100	05/02/21	05/15/21	10			
23	2	06/15/21	2101110	05/16/21	05/22/21	5			
24	1	06/30/21	2101120	05/23/21	06/30/21	27	Memorial Day 5/31		Insurance Deductions End 6/7 (4) Day work week begins

12 Month personnel receive 1/24 of their calculated contract pay each pay date

260

TOTAL WORK DAYS

12 month Adult Temporary/Miscellaneous Labor personnel are paid based on this payroll calendar



CLAY COUNTY DISTRICT SCHOOLS
2020 - 2021 PAYROLL CALENDAR
FLORIDA YOUTH CHALLENGE ACADEMY

# Checks	Remaining Checks	PAY DATE	Pay Period	BEGIN DATE	END DATE	7/20/20 - 6/8/21	7/22/20 - 6/8/21	PAID HOLIDAY	NON WORK NON PAID DAY(S)	ADDITIONAL NOTES
						FYCA 10 month Instructional	FYCA 9 month Support			
SUMMER/CLOSEOUT		07/10/20	2001124	06/02/20	06/30/20					
1	24	08/14/20	2001150	07/19/20	08/01/20	10	8			
2	23	08/31/20	2001160	08/02/20	08/15/20	10	10			
3	22	09/15/20	2001170	08/16/20	08/29/20	10	10			Insurance Deductions Begin
4	21	09/30/20	2001180	08/30/20	09/12/20	10	10	Labor Day 9/7		
5	20	10/15/20	2001190	09/13/20	09/26/20	10	10			
6	19	10/30/20	2001200	09/27/20	10/10/20	8	7		Student/Teacher Holiday 10/8,9 (10/7 9mo)	
7	18	11/13/20	2001210	10/11/20	10/24/20	10	10			
8	17	11/30/20	2001220	10/25/20	11/07/20	10	10			
9	16	12/15/20	2001230	11/08/20	11/21/20	10	10	Veteran's Day 11/11		
10	15	12/31/20	2001240	11/22/20	12/12/20	10	9	Thanksgiving 11/26	Thanksgiving 11/23-25,27 (11/24 9mo)	
11	14	01/15/21	2101010	12/13/20	01/02/21	2	2	Christmas 12/25, New Year's 1/1	Winter Break 12/9-31, 1/2	
12	13	01/30/21	2101020	01/03/21	01/16/21	0	0		Winter Break 1/3-15	
13	12	02/15/21	2101030	01/17/21	01/30/21	10	8	Martin Luther King Day 1/18	Teacher Planning 1/19,20 9mo	
14	11	02/26/21	2101040	01/31/21	02/13/21	10	10			
15	10	03/15/21	2101050	02/14/21	02/27/21	10	10			
16	9	03/31/21	2101060	02/28/21	03/13/21	10	10			
17	8	04/15/21	2101070	03/14/21	04/03/21	14	14		Good Friday 4/2	
18	7	04/30/21	2101080	04/04/21	04/17/21	8	7		Student/Teacher Holiday 4/8-9 (4/7 9 mo)	
19	6	05/14/21	2101090	04/18/21	05/01/21	10	10			
20	5	05/28/21	2101100	05/02/21	05/15/21	10	10			
23-24	1-2	06/01/21	(2) Instructional Summer Checks							
21	4	06/15/21	2101110	05/16/21	05/22/21	5	5			
22	3	06/30/21	2101120	05/23/21	06/08/21	9	8		Student/Teacher Holiday 5/27-28 (5/26 9 mo) Memorial Day 5/31	Insurance Deductions End
10 month instructional personnel are paid 1/24 of their calculated contract each pay date						196	188	TOTAL WORK DAYS		

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C14 - Deletion of Certain Items Report - February, 2020

Description

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

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Approve Deletion of Certain Items Report - February, 2020 as submitted.

Contact

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

Financial Impact

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

Review Comments

Attachments

📎 [Deletion-Report-February-2020.pdf](#)

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 02/29/2020

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>		<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
<u>LCTN</u> <u>0311</u> <u>KEYSTONE HEIGHTS JR/SR HIGH</u>							
Junk/Parts	00096830	COPIER: DIGITAL W/CAB RICOH	Furniture,Fixtures & Equipment	01/22/2009	02/05/2020	1,103.00	1,103.00
Surplus Sale	00096848	ECHARGER CADDY W/16 SIDEKICK B	Furniture,Fixtures & Equipment	01/08/2009	02/05/2020	3,560.00	3,560.00
						4,663.00	1,103.00
<u>LCTN</u> <u>0341</u> <u>CLAY HIGH SCHOOL</u>							
Junk/Parts	00073821	SYSTEM: 3M SECURITY DETECTION	Furniture,Fixtures & Equipment	07/22/1999	02/05/2020	5,400.00	5,400.00
Junk/Parts	00075424	MACHINE:3M BOOKCHECK SECURITY	Furniture,Fixtures & Equipment	02/08/2001	02/05/2020	2,427.84	2,427.84
Junk/Parts	00095109	SYSTEM: SECURITY GATE (MEDIA C	Furniture,Fixtures & Equipment	01/24/2008	02/05/2020	5,015.00	5,015.00
Junk/Parts	11000003	COPIER: W/CABINET - RICOH MP17	Furniture,Fixtures & Equipment	08/12/2010	02/05/2020	1,103.00	1,103.00
Junk/Parts	18000192	PRINTER: FUJI FRONTIER-S DX100	Furniture,Fixtures & Equipment	02/13/2018	02/05/2020	1,250.00	252.98
						15,195.84	17,505.84
<u>LCTN</u> <u>0361</u> <u>ORANGE PARK JUNIOR HIGH</u>							
Junk/Parts	00080534	MODULE:HOUSING/INTERIORS/FURNI	Furniture,Fixtures & Equipment	07/22/2004	02/05/2020	2,080.00	2,080.00
Junk/Parts	00080535	MODULE: GOAL SETTING/ CAREER P	Furniture,Fixtures & Equipment	07/22/2004	02/05/2020	1,986.00	1,986.00
Surplus Sale	13100455	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	04/11/2013	02/05/2020	1,183.39	1,183.39
						5,249.39	4,318.98
<u>LCTN</u> <u>0391</u> <u>MIDDLEBURG HIGH SCHOOL</u>							
Surplus Sale	12000235	LAPTOP - DELL LATITUDE E6420 4	Furniture,Fixtures & Equipment	12/15/2011	02/05/2020	1,160.32	1,160.32
						1,160.32	1,183.39
<u>LCTN</u> <u>0451</u> <u>LAKE ASBURY ELEMENTARY</u>							
Surplus Sale	12000574	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	13000005	LAPTOP - DELL LATITUDE E6420 +	Furniture,Fixtures & Equipment	08/09/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	13100414	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	03/14/2013	02/05/2020	1,183.39	1,183.39
						3,430.47	3,407.40
<u>LCTN</u> <u>0511</u> <u>MCRAE ELEMENTARY</u>							
Surplus Sale	12000228	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	12/15/2011	02/05/2020	1,060.43	1,060.43
						1,060.43	1,183.39
<u>LCTN</u> <u>0571</u> <u>SWIMMING PEN CREEK ELEMENTARY</u>							
Surplus Sale	00092221	LAPTOP - DELL LATITUDE D830	Furniture,Fixtures & Equipment	02/26/2009	02/05/2020	1,175.40	1,175.40
						1,175.40	1,060.43
<u>LCTN</u> <u>0601</u> <u>COPPERGATE ELEMENTARY</u>							

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 02/29/2020

<u>Disposal</u> <u>Method</u>	<u>Tag</u>	<u>Description</u>		<u>Acquisition</u> <u>Date</u>	<u>Disposal</u> <u>Date</u>	<u>Purchase</u> <u>Amount</u>	<u>Depreciation</u> <u>Value</u>
Surplus Sale	00091394	MOWER: 27HP ZERO TURN GRAVELY	Furniture,Fixtures & Equipment	09/27/2007	02/10/2020	7,761.75 7,761.75	7,761.75 1,175.40
LCTN 0611 OAKLEAF JUNIOR HIGH							
Surplus Sale	13000001	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	08/09/2012	02/05/2020	1,023.65 1,023.65	1,023.65 7,761.75
LCTN 0661 OAKLEAF HIGH SCHOOL							
Surplus Sale	11000093	LAPTOP - DELL LATITUDE E6410	Furniture,Fixtures & Equipment	09/23/2010	02/05/2020	1,093.59 1,093.59	1,093.59 1,023.65
LCTN 9010 TRANSPORTATION							
Surplus Sale	B0000634	BUS: SCHOOL 71 PASSENGER C-2	Motor Vehicles	05/10/2007	02/07/2020	62,727.50	62,727.50
Surplus Sale	B0000636	BUS: SCHOOL 71 PASSENGER C-2	Motor Vehicles	05/10/2007	02/07/2020	62,727.50	62,727.50
Surplus Sale	B0000637	BUS: SCHOOL 71 PASSENGER C-2	Motor Vehicles	05/10/2007	02/07/2020	62,727.50	62,727.50
Surplus Sale	B0000638	BUS: SCHOOL 71 PASSENGER C-2	Motor Vehicles	05/10/2007	02/07/2020	62,727.50	62,727.50
Surplus Sale	B0000640	BUS: SCHOOL 71 PASSENGER C-2	Motor Vehicles	05/10/2007	02/07/2020	62,727.50	62,727.50
Surplus Sale	B0000641	BUS: SCHOOL 71 PASSENGER C-2	Motor Vehicles	05/10/2007	02/07/2020	62,727.50	62,727.50
Surplus Sale	B0000642	BUS: SCHOOL 71 PASSENGER C-2	Motor Vehicles	05/10/2007	02/07/2020	62,727.50	62,727.50
Surplus Sale	B0000643	BUS: SCHOOL 71 PASSENGER C-2	Motor Vehicles	05/10/2007	02/07/2020	62,727.50	62,727.50
Surplus Sale	B0000644	BUS: SCHOOL 71 PASSENGER C-2	Motor Vehicles	05/10/2007	02/07/2020	62,727.50	62,727.50
Surplus Sale	B0000649	BUS: SCHOOL 71 PASSENGER C-2	Motor Vehicles	05/10/2007	02/07/2020	62,727.50	62,727.50
						627,275.00	565,641.09
LCTN 9040 INFORMATION SERVICES							
Surplus Sale	00096084	CART: LAPTOP CHARGING CART 16	Furniture,Fixtures & Equipment	07/24/2008	02/05/2020	7,160.00	7,160.00
Surplus Sale	09000098	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57
Surplus Sale	09000113	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57
Surplus Sale	09000135	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57
Surplus Sale	09000136	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57
Surplus Sale	09000142	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57
Surplus Sale	09000147	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57
Surplus Sale	09000149	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57
Surplus Sale	09000150	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57
Surplus Sale	09000151	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57
Surplus Sale	09000154	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57
Surplus Sale	09000155	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 02/29/2020

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>		<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
Surplus Sale	09000157	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	11/25/2008	02/05/2020	1,177.57	1,177.57
Surplus Sale	09010160	LAPTOP - DELL LATITUDE E6400	Furniture,Fixtures & Equipment	07/23/2009	02/05/2020	1,070.64	1,070.64
Surplus Sale	10001327	LAPTOP - DELL LATITUDE E6400	Furniture,Fixtures & Equipment	04/08/2010	02/05/2020	1,070.64	1,070.64
Surplus Sale	10001553	LAPTOP - DELL LATITUDE E6510	Furniture,Fixtures & Equipment	06/10/2010	02/05/2020	1,070.64	1,070.64
Surplus Sale	10001606	LAPTOP - DELL LATITUDE E6410	Furniture,Fixtures & Equipment	06/10/2010	02/05/2020	1,070.64	1,070.64
Surplus Sale	10011745	LAPTOP - DELL LATITUDE E6400	Furniture,Fixtures & Equipment	01/14/2010	02/05/2020	1,070.64	1,070.64
Surplus Sale	10011747	LAPTOP - DELL LATITUDE E6400	Furniture,Fixtures & Equipment	01/14/2010	02/05/2020	1,070.64	1,070.64
Surplus Sale	11000163	LAPTOP: DELL LATITUDE E6410	Furniture,Fixtures & Equipment	09/09/2010	02/05/2020	1,070.64	1,070.64
Surplus Sale	11000168	LAPTOP: DELL LATITUDE E6410	Furniture,Fixtures & Equipment	09/09/2010	02/05/2020	1,070.64	1,070.64
Surplus Sale	11000170	LAPTOP: DELL LATITUDE E6410	Furniture,Fixtures & Equipment	09/09/2010	02/05/2020	1,070.64	1,070.64
Surplus Sale	11000427	LAPTOP - DELL LATITUDE E6410	Furniture,Fixtures & Equipment	11/10/2010	02/05/2020	1,070.64	1,070.64
Surplus Sale	11000690	LAPTOP: DELL LATITUDE E6410	Furniture,Fixtures & Equipment	01/13/2011	02/05/2020	1,070.64	1,070.64
Surplus Sale	12000074	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	08/25/2011	02/05/2020	1,257.16	1,257.16
Surplus Sale	12000075	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	08/25/2011	02/05/2020	1,257.16	1,257.16
Surplus Sale	12000079	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	08/25/2011	02/05/2020	1,160.32	1,160.32
Surplus Sale	12000081	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	08/25/2011	02/05/2020	1,160.32	1,160.32
Surplus Sale	12000230	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	11/30/2011	02/05/2020	1,060.43	1,060.43
Surplus Sale	12000251	LAPTOP - DELL LATITUDE E6420 S	Furniture,Fixtures & Equipment	10/13/2011	02/05/2020	1,160.32	1,160.32
Surplus Sale	12000253	LAPTOP - DELL LATITUDE E6420 S	Furniture,Fixtures & Equipment	10/13/2011	02/05/2020	1,257.16	1,257.16
Surplus Sale	12000255	LAPTOP - DELL LATITUDE E6420+W	Furniture,Fixtures & Equipment	10/13/2011	02/05/2020	1,160.32	1,160.32
Surplus Sale	12000260	LAPTOP - DELL LATITUDE E6420+W	Furniture,Fixtures & Equipment	10/13/2011	02/05/2020	1,257.16	1,257.16
Surplus Sale	12000262	LAPTOP - DELL LATITUDE E6420+W	Furniture,Fixtures & Equipment	10/13/2011	02/05/2020	1,160.32	1,160.32
Surplus Sale	12000265	LAPTOP - DELL LATITUDE E6420+W	Furniture,Fixtures & Equipment	10/13/2011	02/05/2020	1,160.32	1,160.32
Surplus Sale	12000266	LAPTOP - DELL LATITUDE E6420+W	Furniture,Fixtures & Equipment	10/13/2011	02/05/2020	1,257.16	1,257.16
Surplus Sale	12000267	LAPTOP - DELL LATITUDE E6420+W	Furniture,Fixtures & Equipment	10/13/2011	02/05/2020	1,160.32	1,160.32
Surplus Sale	12000268	LAPTOP - DELL LATITUDE E6420+W	Furniture,Fixtures & Equipment	10/13/2011	02/05/2020	1,257.16	1,257.16
Surplus Sale	12000269	LAPTOP - DELL LATITUDE E6420+W	Furniture,Fixtures & Equipment	10/13/2011	02/05/2020	1,160.32	1,160.32
Surplus Sale	12000434	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,023.65	1,023.65
Surplus Sale	12000494	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000495	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000496	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000497	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000498	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000500	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 02/29/2020

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>		<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
Surplus Sale	12000518	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000542	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000544	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000552	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000570	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000577	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000579	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000580	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000583	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000585	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000623	LAPTOP - DELL LATITUDE E6420 S	Furniture,Fixtures & Equipment	04/12/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000626	LAPTOP - DELL LATITUDE E6420 +	Furniture,Fixtures & Equipment	04/12/2012	02/05/2020	1,220.38	1,220.38
Surplus Sale	12000630	LAPTOP - DELL LATITUDE E6420 +	Furniture,Fixtures & Equipment	04/12/2012	02/05/2020	1,220.38	1,220.38
Surplus Sale	12000631	LAPTOP - DELL LATITUDE E6420 +	Furniture,Fixtures & Equipment	04/12/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000846	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	06/07/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	12000850	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	06/07/2012	02/05/2020	1,023.65	1,023.65
Surplus Sale	12000851	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	06/07/2012	02/05/2020	1,023.65	1,023.65
Surplus Sale	12000852	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	06/07/2012	02/05/2020	1,023.65	1,023.65
Surplus Sale	13000018	LAPTOP - DELL LATITUDE E6420 +	Furniture,Fixtures & Equipment	09/17/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	13000026	LAPTOP - DELL LATITUDE E6420 +	Furniture,Fixtures & Equipment	09/17/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	13100155	LAPTOP - DELL LATITUDE E6420 +	Furniture,Fixtures & Equipment	10/25/2012	02/05/2020	1,123.54	1,123.54
Surplus Sale	13100178	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	10/25/2012	02/05/2020	1,023.65	1,023.65
Surplus Sale	13100181	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	10/25/2012	02/05/2020	1,023.65	1,023.65
Surplus Sale	13100182	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	10/25/2012	02/05/2020	1,023.65	1,023.65
Surplus Sale	13100183	LAPTOP - DELL LATITUDE E6420	Furniture,Fixtures & Equipment	10/25/2012	02/05/2020	1,023.65	1,023.65
Surplus Sale	13100428	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	03/14/2013	02/05/2020	1,122.54	1,122.54
Surplus Sale	13100447	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	04/11/2013	02/05/2020	1,025.70	1,025.70
Surplus Sale	13100448	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	04/11/2013	02/05/2020	1,025.70	1,025.70
Surplus Sale	13100449	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	04/11/2013	02/05/2020	1,025.70	1,025.70
Surplus Sale	13100450	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	04/11/2013	02/05/2020	1,025.70	1,025.70
Surplus Sale	13100466	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	04/11/2013	02/05/2020	1,183.39	1,183.39
Surplus Sale	13100488	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	05/09/2013	02/05/2020	1,183.39	1,183.39
Surplus Sale	13100493	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	05/09/2013	02/05/2020	1,183.39	1,183.39
Surplus Sale	13100496	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	05/09/2013	02/05/2020	1,183.39	1,183.39

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 02/29/2020

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>		<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
Surplus Sale	13100497	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	05/09/2013	02/05/2020	1,183.39	1,183.39
Surplus Sale	13100501	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	05/09/2013	02/05/2020	1,183.39	1,183.39
Surplus Sale	13100502	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	05/09/2013	02/05/2020	1,183.39	1,183.39
Surplus Sale	13100503	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	05/09/2013	02/05/2020	1,183.39	1,183.39
Surplus Sale	13100504	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	05/09/2013	02/05/2020	1,183.39	1,183.39
Surplus Sale	13100506	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	05/09/2013	02/05/2020	1,183.39	1,183.39
Surplus Sale	13100507	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	05/09/2013	02/05/2020	1,183.39	1,183.39
Surplus Sale	13100513	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	05/09/2013	02/05/2020	1,183.39	1,183.39
Surplus Sale	13100557	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	06/13/2013	02/05/2020	1,025.70	1,025.70
Surplus Sale	13100558	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	06/13/2013	02/05/2020	1,025.70	1,025.70
Surplus Sale	13100559	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	06/13/2013	02/05/2020	1,025.70	1,025.70
Surplus Sale	13100560	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	06/13/2013	02/05/2020	1,025.70	1,025.70
Surplus Sale	13100563	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	06/13/2013	02/05/2020	1,025.70	1,025.70
Junk/Parts	17000428	INTERACTIVE FLAT PANEL 70 " RE	Furniture,Fixtures & Equipment	03/22/2017	02/05/2020	4,770.85	1,533.49
						115,627.04	173,583.69
LCTN 9050 BUSINESS AFFAIRS DIVISION							
Junk/Parts	00096093	PRINTER: BARCODE LABEL - WASP	Furniture,Fixtures & Equipment	10/23/2008	02/05/2020	1,195.00	1,195.00
Surplus Sale	00059090	GOLF CART: CLUB CAR W/CANOPY T	Furniture,Fixtures & Equipment	01/08/1997	02/07/2020	1,100.00	1,100.00
Junk/Parts	00090485	DESK: EXECUTIVE W/RIGHT RETURN	Furniture,Fixtures & Equipment	10/03/2006	02/07/2020	1,639.19	1,639.19
Junk/Parts	00093186	CRENDENZA: W/4 DRAW LATERAL/BO	Furniture,Fixtures & Equipment	06/14/2007	02/07/2020	1,680.79	1,680.79
						5,614.98	5,467.68
LCTN 9060 HUMAN RESOURCES							
Junk/Parts	00076688	WORKSTATION:LACASSE MODULAR (K	Furniture,Fixtures & Equipment	10/25/2001	02/05/2020	1,280.65	1,280.65
						1,280.65	1,680.79

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 02/29/2020

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>	<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
Total Furniture		Total Vehicles	Total Audio Visual	Total Software	Totals for Deletion Report	
164,336.51		627,275.00	0.00	0.00	791,611.51	786,096.48

Note: JANUARY 2020 DELETIONS

Disposal Method Descriptions:

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

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

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

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

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

ENTERED IN ERROR- Not used

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

DESTROYED - Fire/Natural Disaster, etc.

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

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C15 - BID to be Awarded

Description

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

a. Motor Oil, Transmission Fluid & Other Automotive Fluids – County Wide Bid #19-TR-90: Contract Period is for a one (1) year period from April 30, 2020 through April 29, 2021 with the option to renew for (4) 1 year periods upon mutual agreement, in writing. Bid established for the purchase and delivery of motor oil, diesel exhaust fluid, automatic transmission fluid and any other required fluids as specified in bid for the use in county vehicles. The vendor awarded is the lowest most responsive and responsible qualified bidder 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

Prior Board approved Bid will expire but it was used successfully during the past terms to provide quality services and products to the district.

Expected Outcomes

Upon approval by the Board, we expect the vendor 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

Award BID as follows:

- a. Motor Oil, Transmission Fluid & Other Automotive Fluids – County Wide Bid #19-TR-90:
-H.R. Lewis Petroleum Co., P.O. Box 40763, Jacksonville, FL 32203

Contact

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

Financial Impact

a. Motor Oil, Transmission Fluid & Other Automotive Fluids – County Wide Bid #19-TR-90: Estimated \$40,000.00 for Contract Period from General Revenue

Review Comments

Attachments

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C16 - BID Renewal

Description

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

- a. Plumbing Construction - County Wide Bid #18-F-228: Contract Period is May 1, 2020 through April 30, 2021. The contract period is for 1 year and is the second renewal option for Bid.
- b. Flooring Services – County Wide Bid #17-MA-311: Contract Period is June 1, 2020 through May 31, 2021. The contract period is for 1 year and is the first renewal option for Bid.
- c. Ramp Systems and Stair Systems Bid #17-F-226: Contract Period is June 1, 2020 through May 31, 2021. The contract period is for 1 year and is the first renewal option for Bid.

Gap Analysis

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

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Extend renewal as follows:

- a. Plumbing Construction - County Wide Bid #18-F-228:

- Projects under \$25,000.00; lowest bidder is giving first consideration during contract period. When the lowest bidder is unable to deliver items, the next low bidders, based on the order of award below, shall be contacted.

- First low bidder: Wright Plumbing of Clay County Inc, P.O. Box 122, Middleburg, FL 32050

- Second low bidder: Gary S Bailey Inc., 5201 Co Rd 218, Middleburg, FL 32068

- Projects over \$25,000.00; A Request for Sealed Quote shall be solicited from the following vendors:

- Wright Plumbing of Clay County Inc, P.O. Box 122, Middleburg, FL 32050

- Gary S Bailey Inc., 5201 Co Rd 218, Middleburg, FL 32068

- b. Flooring Services – County Wide Bid #17-MA-311:

- Teal Tile and Carpet Inc., 131 N. Cherry Street, Starke, FL 32091

- c. Ramp Systems and Stair Systems Bid #17-F-226: Recommend award to:

- G & A Manufacturing Inc., 6587 State Road 21, Keystone Heights, FL 32656

Contact

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

Financial Impact

- a. Plumbing Construction - County Wide Bid #18-F-228: Estimated \$25,000 from General Revenue
- b. Flooring Services – County Wide Bid #17-MA-311: Estimated \$300,000 from Capital Revenue and General Revenue
- c. Ramp Systems and Stair Systems Bid #17-F-226: Estimated \$50,000 from General Revenue

Review Comments**Attachments**

DRAFT

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C17 - Clay Electric Cooperative Right-of-Way Easement at Tynes Elementary School

Description

Clay Electric Cooperative is seeking a Right-of-Way Easement as described in Exhibit "A" and Exhibit "B" to install, operate, maintain, and have access to electrical equipment in association with CCUA's reclaimed water plant at Tynes Elementary School.

Gap Analysis

No action would result in denial of Clay Electric Cooperative's access to electrical equipment and distribution system providing electrical power to CCUA's reclaimed water plant (currently under construction).

Previous Outcomes

Per staff recommendations, the Board has approved previous requests for Right-of-Way Easements.

Expected Outcomes

Based on previous decisions, consent to approve the Right-of-Way Easement is expected.

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 Clay Electric Cooperative Right-of-Way Easement for at Tynes Elementary School.

Contact

Dr. Michael Kemp, Assistant Superintendent for Operations, (904) 336-6824, michael.kemp@myoneclay.net,
Bryce Ellis, Director of Facility Planning & Construction, (904) 336-6853, bryce.ellis@myoneclay.net

Financial Impact

Not applicable.

Review Comments

Attachments

📎 [Clay Electric Corp Right of Way Easement at TES.pdf](#)

Prepared by:
Dave Nichols

Clay Electric Cooperative, Inc.
Real Estate Division
Post Office Box 308
Keystone Heights, FL 32656

Tax Parcel No.:
30-04-25-008069-002-01

Location:
CCUA Facility - Tynes Blvd.

TES

RIGHT-OF-WAY EASEMENT

Clay Electric Cooperative, Inc.

GRANTORS, (whether singular or plural)

School Board of Clay County

A Political Subdivision of the State of Florida

SPACE ABOVE THIS LINE FOR RECORDING DATA

Whose mailing address is: 900 Walnut Street

City Green Cove Springs State Florida Zip 32043

In Consideration of one dollar and other good and valuable Considerations, the receipt of which is hereby acknowledged, do(es) hereby grant, bargain, sell and convey to Clay Electric Cooperative, Inc., a Florida Corporation, of P. O. Box 308, Keystone Heights, Florida, 32656, hereinafter called the "Cooperative", its successors and assigns, a perpetual easement As Described feet in width over, under, upon and across the Lands and real property situate, lying and being in the County of Clay, State of Florida, more particularly described as follows:

The non-exclusive use of easement No. E-1669 as described in Official Records Book 4129, Page 1889-1891 of the public records of Clay County Florida for construction, operation and maintenance of an electrical distribution system and associated facilities. Said easement lying in Section 30, Township 04 South, Range 25 East, Clay County, Florida.

Easement No. E-1669 being more particularly described on the attached Exhibit "A".

together with a perpetual easement over, under, upon and across all streets, roads, alleys, easements and rights-of-way in any plat or subdivision of which the above described property is a part, to the extent of Grantor's interest therein. The right to construct, rebuild, operate, and maintain electric lines and systems on or under the above described lands; the right to inspect, repair, change, alter, improve, remove, and add to such facilities and systems as the Cooperative deems advisable, including, by way of example, and not by way of limitation, the right to alter, modify, increase or decrease the number and size of conduits, wires, voltage, poles, cables, down guys, transformers, transformer enclosures, regulators, and all necessarily related equipment; the right to cut, trim, remove, and control the growth of trees, shrubberies, and other plants in the easement area by all means available, and not prohibited by law, that may, in the judgement of the Cooperative, interfere with, threaten or endanger the operation and maintenance of the Cooperative's facilities and systems; the right to keep the easement clear of all buildings, structures or other obstructions except citrus trees and low-growing shrubbery that do not otherwise in the judgement of the Cooperative interfere with Cooperative's use of the easement and right-of-way; the right to license, permit, or otherwise agree to the joint use or occupancy of the easement, facilities or system whether over land or under ground by other utilities, persons, associations, or corporations, and the right to enter upon, cross, and use other lands of the Grantors to provide reasonable access to the easement granted herein. Grantor agrees that all equipment, poles, wire, facilities, and other tangible personal property, together with any other improvements to the easement and right-of-way installed by or on behalf of the Cooperative, shall remain the sole and exclusive property of the Cooperative, and shall not be subject to any interest or claim of Grantor. Grantor covenants with Grantee that he is lawfully seized of the land in fee simple, that he has good, right and lawful authority to grant, bargain, sell, and convey the land and the interest herein conveyed. Grantor reserves the right to use the underlying fee for farming, citrus grove, or pasture purposes, provided that such use shall not include the construction, placement or location of any structures in the easement area, nor any use that would, in the judgement of the Cooperative, interfere with the Cooperative's use and enjoyment of the easement. Grantor agrees that this right-of-way easement is perpetual and shall run with the land, and that any abandonment or interruption of the use of the easement and right-of-way shall not terminate or impair the interests hereby conveyed to the Cooperative.

IN WITNESS WHEREOF, the Grantors have hereunto affixed their hands and seals this _____ day of _____, 2020

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

School Board of Clay County
A Political Subdivision of the State of Florida

First,
Witness Signature: _____

By: _____ (seal)

Also,
Type/Print Name: _____

Type/Print Name
and Title: _____ Chairman

Second,
Witness Signature: _____

Attest: _____ (seal)

Also,
Type/Print Name: _____

Type/Print Name
and Title: _____

STATE OF Florida

COUNTY OF Clay

(Corporate Seal)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020

by _____ Chairman of School Board of Clay County, A political Subdivision of the State of Florida
(Name of officer, partner or agent, and title, one or more) (Name of corporation or partnership acknowledging)

a _____ corporation, on behalf of the corporation. He/she is personally known to me or produced

as identification.

(type of identification)

(Signature): _____ Notary Public

Also,
Type/Print Name: _____

Commission Expires: _____ Commission No. _____

(Notary Seal)

Exhibit "A"

EASEMENT NO. E-1669:

A PARCEL OF LAND SITUATED IN THE SOUTHWEST 1/4 OF SECTION 30, TOWNSHIP 4 SOUTH, RANGE 25 EAST, CLAY COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

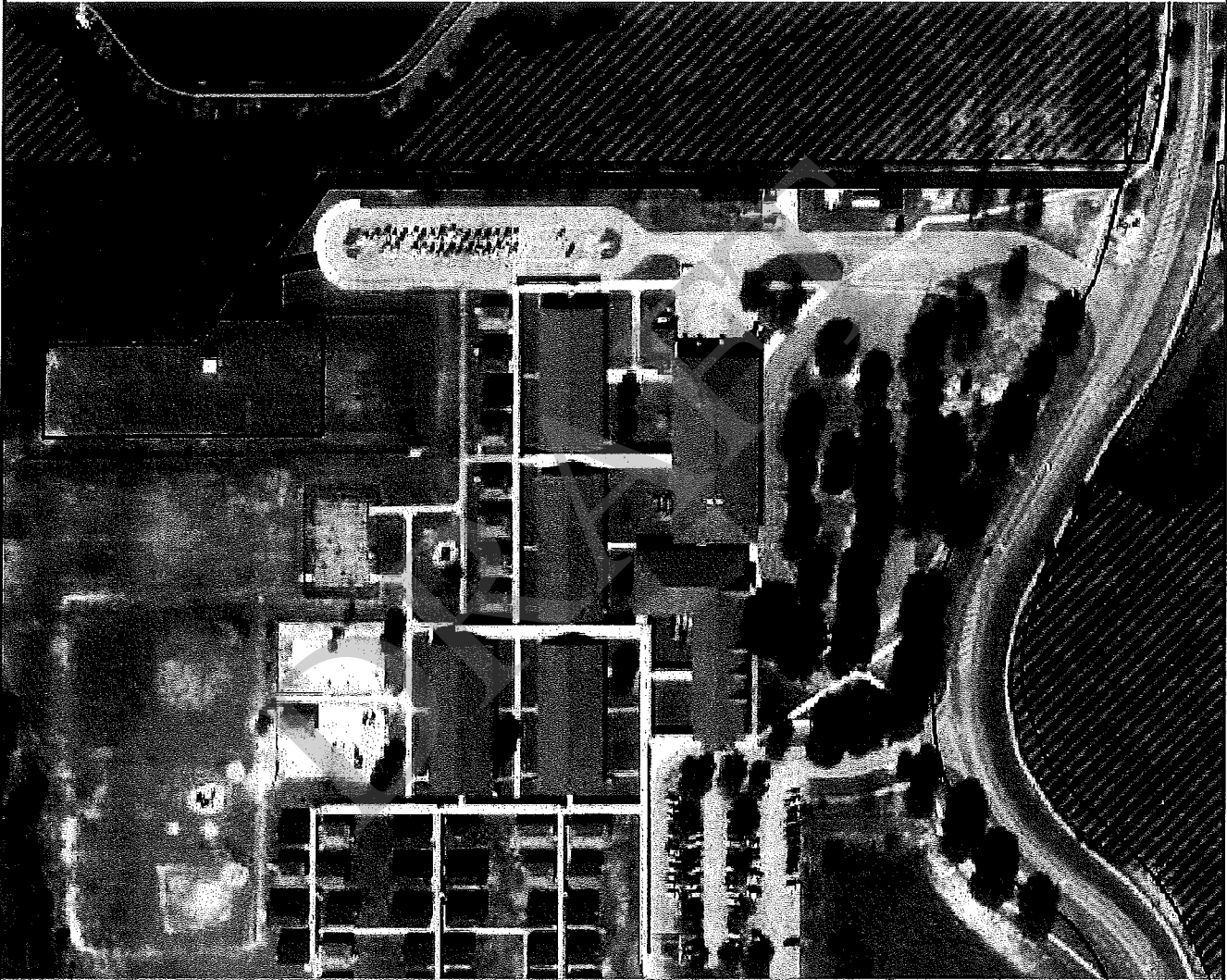
COMMENCE AT A 1/2 INCH REBAR WITH YELLOW CAP STAMPED "MILLER LS 3848", FOUND AT THE SOUTHEAST CORNER OF TRACT "AA", PINE RIDGE PLANTATION, ACCORDING TO PLAT THEREOF AS RECORDED IN PLAT BOOK 52, PAGES 20 THROUGH 45 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE ALONG THE SOUTHERLY LINE OF PINE RIDGE PLANTATION, RUN SOUTH 89° 51' 24" WEST, 145.65 FEET TO THE NORTHEAST CORNER OF THOSE LANDS DESIGNATED AS PARCEL "1", DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1422, PAGE 1795 OF THE PUBLIC RECORDS OF SAID COUNTY, SAID CORNER BEING ON THE WESTERLY RIGHT-OF-WAY LINE OF TYNES BOULEVARD (A 115 FOOT RIGHT-OF-WAY ACCORDING TO PLAT BOOK 51, PAGES 25 THROUGH 28 OF THE PUBLIC RECORDS OF SAID COUNTY), AND THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 89° 51' 24" WEST, ALONG THE NORTHERLY LINE OF THE AFOREMENTIONED LANDS, A DISTANCE OF 1003.67 FEET; THENCE SOUTH 36° 03' 30" WEST, 224.16 FEET; THENCE NORTH 89° 51' 24" EAST, 84.26 FEET; THENCE NORTH 00° 08' 36" WEST, 56.01 FEET; THENCE NORTH 78° 59' 14" EAST, 47.70 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF A CURVE CONCAVE TO THE NORTHEASTERLY AND HAVING A RADIUS OF 56.20 FEET, RUN A CHORD DISTANCE OF 20.00 FEET, THE BEARING OF SAID CHORD BEING NORTH 11° 54' 36" WEST; THENCE SOUTH 78° 59' 14" WEST, 47.79 FEET; THENCE NORTH 36° 03' 30" EAST, 105.72 FEET; THENCE NORTH 89° 51' 24" EAST, 690.68 FEET; THENCE SOUTH 00° 08' 36" EAST, 25.00 FEET; THENCE NORTH 89° 51' 24" EAST, 25.00 FEET; THENCE NORTH 00° 08' 36" WEST, 25.00 FEET; THENCE NORTH 89° 51' 24" EAST, 274.00 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF TYNES BOULEVARD (AFOREMENTIONED); THENCE NORTHEASTERLY ALONG SAID RIGHT-OF-WAY LINE, AND ON THE ARC OF A CURVE CONCAVE TO THE NORTHWESTERLY AND HAVING A RADIUS OF 745.00 FEET, RUN A CHORD DISTANCE OF 20.37 FEET TO THE POINT OF BEGINNING, THE BEARING OF SAID CHORD BEING NORTH 10° 44' 07" EAST.

Exhibit B



NORTH

■ EASEMENT AREA



NOTES:

1. MAP NOT TO SCALE
2. LOCATION ON IMAGERY IS APPROXIMATE

JANUARY 17, 2020

REV.1 JANUARY 17, 2020

FILE: E-1669.dwg

CLAY UTILITY AUTHORITY EASEMENT E-1669

E-1669

CLAY ELECTRIC COOPERATIVE, INC.
KEYSTONE HEIGHTS, FLORIDA

SHEET 1 OF 1

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C18 - Pre-Qualification of Contractors

Description

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

Gap Analysis

Contractor Pre-Qualification is an annual requirement.

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Approve the attached Contractor Pre-qualification list.

Contact

Dr. Michael Kemp, Assistant Superintendent for Operations, (904) 336-6824, michael.kemp@myoneclay.net

Bryce Ellis, Director of Facility Planning & Construction, (904) 336-6853, bryce.ellis@myoneclay.net

Financial Impact

None.

Review Comments

Attachments

📎 [20200214095503142.pdf](#)

SBCC PRE-QUALIFIED CONTRACTORS

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

COMPANY	TRADE CATEGORY	BOND LIMIT	EXPIRATION DATE
AJ'S Building Moving & Leveling, Inc.	General Contractor	\$450,000.00	March 31, 2021
Gary S. Bailey, Inc.	Building Contractor	\$3,500,000.00	March 31, 2021
Security Fire & Electronics, Inc.	Alarm System and Electrical	\$750,000.00	March 31, 2021
Thompson Electric, Inc.	Electrical Contractor	\$1,000,000.00	March 31, 2021
Thorne Metal Systems, Inc.	Roofing Contractor	\$2,000,000.00	March 31, 2021

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

C19 - Tynes Elementary School New Classroom Addition Architect Contract Award

Description

According to School Board Policy, State Requirements for Educational Facilities and Florida Statutes, an architect is required to be appointed for this project. DOE encourages reuse of existing plans where appropriate as a cost saving measure.

Gap Analysis

Florida Statutes and State Board Rules allow an appointment to an architectural firm on a reuse basis as long as the original project design being reused was advertised accordingly. This is a reuse of the Plans and Specifications for Tynes Elementary School New Classroom Addition.

Previous Outcomes

The appointed architecture firm shall be available to design, manage, and inspect any School Board projects under the authorized limit without having to bid against other firms.

Expected Outcomes

Appoint an Architect for Tynes Elementary New Classroom Addition.

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

Appoint Bhide and Hall Architects, P.A., at a fee of 5.5% of the construction cost for Tynes Elementary School New Classroom Addition Architectural Services.

Contact

Dr. Michael Kemp, Assistant Superintendent for Operations, (904) 336-6824, michael.kemp@myoneclay.net,
Bryce Ellis, Director of Facility Planning & Construction, (904) 336-6853, bryce.ellis@myoneclay.net

Financial Impact

All funding necessary for the Architectural fees resulting from this contract are budgeted within the Educational Facilities Plan. The exact amount of fees cannot be determined at this time.

Review Comments

Attachments

• [TES New Classroom Addition TES Architect Contract.pdf](#)

AGREEMENT
BETWEEN THE SCHOOL DISTRICT OF CLAY COUNTY, FLORIDA
AND
ARCHITECT/ENGINEER

THIS AGREEMENT made this 5th day of March in the year 2020 between the SCHOOL BOARD OF CLAY COUNTY, FLORIDA, hereinafter called the OWNER, and Bhide & Hall Architects, P.A., 1329-C Kingsley Avenue, Orange Park, FL 32073 hereinafter called the ARCHITECT/ENGINEER,

That WHEREAS OWNER intends to develop plans and specifications, bid, and provide construction administration/inspections for Tynes Elementary School New Classroom Addition), hereinafter called the PROJECT, and

WHEREAS the ARCHITECT/ENGINEER affirms he is properly qualified and licensed to render the professional services required by this Agreement in the State of Florida and the County of Clay.

NOW, THEREFORE, the OWNER and the ARCHITECT/ENGINEER for the consideration of provisions, mutual promises, covenants and conditions hereinafter set forth or recited, agree as follows:

- I. The ARCHITECT/ENGINEER agrees to perform, for the above named project, professional services as herein set forth and in accordance with the GENERAL TERMS AND CONDITIONS of this AGREEMENT.
- II. THE OWNER agrees to compensate the ARCHITECT/ENGINEER for professional services rendered in accordance with the GENERAL TERMS AND CONDITIONS of this AGREEMENT as follows:
 - A. Fees for Basic Services as set forth in the GENERAL TERMS AND CONDITIONS OF THIS AGREEMENT shall be based on: 5.5% of the construction cost.
 - B. Period of Service: ~~The ARCHITECT/ENGINEER shall commence work on the date of this contract and shall complete the Schematic/Preliminary Design Phases prior to _____ and the Final Design Phase prior to _____. The time schedules for each Phase will be mutually agreed to and attached to this contract.~~

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

C. For the ARCHITECT/ENGINEER'S Additional Services (as described in the GENERAL TERMS AND CONDITIONS), a fee computed as described below. Consideration for payment must include a time log documenting the hours per individual and indicate the task involved.

1. Principal's time for the Architect/Engineer and the Architect/Engineer's consultants shall be at a fixed rate not to exceed one hundred fifty dollars (\$150.00) per hour. For the purpose of this Agreement, the Principals are limited to one (1) person from the Architect/Engineer and one (1) person from each of the Architect/Engineer's consultants. The principals are identified as follows: Bob McVeigh.

2. Employees' time computed at a multiple of two and one-half (2-1/2) times the direct payroll cost for the particular employee. (Not to exceed \$90.00 per hour.)

D. For Travel beyond the confines of Clay County, performed at the request of and for the sole benefit of the OWNER, and not otherwise required in performing the services contracted for, the OWNER shall reimburse the ARCHITECT/ENGINEER for travel and per diem in accordance with the allowance authorized for employees of THE School District OF CLAY COUNTY, FLORIDA, at the time travel is performed.

III. The ARCHITECT/ENGINEER certifies that his wage rates, unit costs and other factual data which may have been furnished the OWNER to support the compensation are accurate, complete and current at the time of entering into this Agreement. It is also mutually understood between the ARCHITECT/ENGINEER and the OWNER that the original fee and any additions thereto shall be adjusted within one year following the end of this Agreement to exclude any significant sums wherein the OWNER determines the fee was increased due to inaccurate, incomplete or non-current wage rates, unit costs and other factual data which may have been

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

furnished by the ARCHITECT/ENGINEER.

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

V. The ARCHITECT/ENGINEER and OWNER agree that the GENERAL TERMS AND CONDITIONS of the AGREEMENT, pages four through twenty-eight, revised April 20, 2006, are hereby made a part of this Agreement as is included herein.

IN WITNESS WHEREOF the parties hereto have executed this AGREEMENT the day and year first above written.

THE SCHOOL DISTRICT OF CLAY COUNTY,

By _____

BOARD CHAIRPERSON

WITNESSES (As to School District)

By _____

ARCHITECT/ENGINEER

WITNESSES (As to Architect/Engineer)

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

**GENERAL TERMS AND CONDITIONS OF AGREEMENT BETWEEN
THE SCHOOL DISTRICT OF CLAY COUNTY, FLORIDA AND
ARCHITECT/ENGINEER**

ARTICLE I

RESPONSIBILITIES OF THE ARCHITECT/ENGINEER

- A. The Architect/Engineer shall apply the reasonable and proper skills, judgment and care which are customary and normal to professional practice. He shall adhere to approvals granted during the various stages of the work for all aspects of planning, exterior and interior design, structural systems, and proposed materials, and will not incorporate any significant deviation from such approvals without written approval by the School District.
- B. Approvals by the School District of Clay County, Florida, the State Department of Education or other governmental authority of any of the plans, drawings, specifications or other work performed under this Agreement shall be deemed to be an approval of the scheme as a whole and of the general features of such plans, drawings, specifications, documents or other work only. Such approvals shall not relieve the Architect/Engineer of responsibility for the sufficiency, practicability of details, except for such features therefore upon which the School District of Clay County, Florida, has specifically instructed or overruled the Architect/Engineer in writing, and to which modification the Architect/Engineer has specifically objected in writing.
- C. The Architect/Engineer shall comply with all directives and instructions issued by the School District of Clay County, Florida, and shall incorporate them into the Project if within the terms of this Agreement. He shall further comply with the State Requirements for Educational Facilities (SREF) of the State Board of Education and building codes

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

applicable to the construction of school plants in Clay County, Florida in effect at the time of entering into this Agreement.

- D. The Architect/Engineer shall retain at his expense professional engineers and other qualified consultants acceptable to the School District of Clay County, Florida, as his advisors for the structural, air conditioning, mechanical, electrical, sanitation and civil engineering portions of the Project as necessitated by its scope. The School District of Clay County, Florida, shall approve in writing all engineers and consultants prior to their involvement in the Project. Each such consultant shall be listed on the cover sheet of the final plans.
- E. The Architect/Engineer shall advise the School District of Clay County, Florida, of the necessity for conducting soil borings, tests and other necessary operations for determining subsoil, air and water conditions. Geotechnical, hydrological, consumptive use, and other necessary testing services shall be separately contracted by the School District of Clay County, Florida to the Engineering firm of its choice.
- F. The Architect/Engineer will be responsible for all permitting requirements from any governmental agency pertaining to storm water treatment and/or retention, potable water, except consumptive use, and sewage treatment systems. The above permitting requirements shall be included within the basic services rendered by the Architect/Engineer. All other permitting requirements shall not be included in the basic services and shall be separately compensated in a lump sum method mutually agreed to in writing between the Architect/Engineer and the School District's designee.
- G. The Basic Services to be rendered by the Architect/Engineer consist of the following:

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

1. Phase I Documents, Schematics

- a. Based on The School District of Clay County, Florida, or their designees, statements of the requirements of the Project, the Architect/Engineer shall prepare Schematic Design studies consisting of drawings and other documents illustrating the scale and relationship of Project components. He shall continue this process until one schematic is selected by the School District or their designee.
- b. The Architect/Engineer shall, during this phase, analyze as necessary the major aspects of State Board of Education requirements, requisite building codes, methods of providing utilities service, types of mechanical systems and other appropriate factors having major effect on the Project. The analyses shall be directed toward compliance with applicable standards and developing cost/benefit alternatives.
- c. The Schematic Design and analyses performed per Article I.G.1 a. & b. above shall be presented, together with a Statement of Probable Construction Costs, to the School District's designee for decisions as necessary, and approval.
- d. The Architect/Engineer shall be available for School Board presentation of Schematic Plans.

2. Phase II Documents, Preliminaries

- a. The Architect/Engineer shall prepare from the approved Schematic Design Documents, and from the School District or their designee, and the

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

Florida Department of Education, the Preliminary Documents to fix and describe the size and character of the entire Project as to structural, mechanical and electrical systems, materials and such other essentials as may be appropriate.

- b. The Architect/Engineer shall submit completed Preliminary Documents to the School District of Clay County, Florida, together with a further statement of Probable Construction Cost. The probable construction costs shall be subdivided into architectural, civil, mechanical and electrical costs.
- c. The Architect/Engineer shall be available for School Board presentation of preliminary plans.

3. Phase III Documents, Finals

- a. The Architect/Engineer shall prepare from the approved Preliminary Documents, and from the School District or their designee, and the Florida Department of Education, the Final Documents (working drawings and specifications) setting forth in detail the requirements for the construction of the entire Project.
- b. The Architect/Engineer shall exercise the standard of professional care generally required of Architects and Engineers in his or her efforts to comply with codes, regulations, ordinances and laws in effect as of the date of this contract.
- c. Documents shall be prepared with professional care. The various portions of the Work shall be checked, one against the other, to provide compatibility and, where conflicts may arise, drawings of adequate scale and detail to explain anticipated conditions shall be furnished. Professional attention to the detail necessary to achieve such coordination and accuracy shall be

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

provided.

- d. The Architect/Engineer shall not, except with the written permission of The School District of Clay County, Florida, knowingly specify for the Project, or use terms which imply the requirements of any article, product, material, fixtures, form or type of construction which limits or restricts competition to a specific brand or type or style as to which monopoly exists, or which is the exclusive property of any firm or group of firms.
- e. The Architect/Engineer shall furnish with Final Documents any adjustments to previous statements of Probable Construction Costs.
- f. The Architect/Engineer shall ensure that all mandatory/comments are satisfied to the Department of Education in a timely manner.
- g. The Architect/Engineer shall include in Final Documents the requirement that the Contractor maintain in current status during the course of construction, drawings, showing the status of the construction as it is constructed. He shall further require that the Contractor forward the completed "as built" drawings with the final Application for Payment.
- h. The Architect/Engineer shall be available for School District presentation of final Documents.
- i. The Architect/Engineer shall not include in any documents a provision for arbitration of any claims or disputes arising out of the construction contract.

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

4. Bidding Phase

- a. The Architect/Engineer shall be responsible for the development of bid advertisements, for all addendums, for bid clarifications, development of bid tabulations, for attendance at bid opening, and for attendance at the School District meeting of contract award.
- b. The Architect/Engineer shall prepare the bid documents for a base bid and alternate bids as may be necessary and/or appropriate. The base bid should constitute the original intent of the project and the project budget. Alternates are for those items which are not deemed absolutely necessary to the project at the time of award. The Architect/Engineer will be reimbursed through seventy percent (70%) of the design fees for all tasks completed through the Final Design stage. The Architect/Engineer will further receive five percent (5%) of their fees for bidding any component of the bid proposal be it base bid or alternates. Further, the Architect/Engineer will receive twenty-five percent (25%) of his fee for contract administration on all components of the bid awarded by the School District of Clay County, Florida.

Should the School District of Clay County, Florida, for whatever reason, not award a base bid and/or alternates and the base bid did not exceed the final budgeted amount by more than ten percent (10%), the Architect/Engineer will receive compensation based upon the amount known at the time of bid opening. This compensation will be equal to the phase completed; be it design, bidding or construction administration. If the School District of Clay County, Florida later rebids the same project, compensation will be based upon the amount awarded regardless of

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

the previous bids known values except the first bidding phase will be maintained on the original bid amount.

If, during the time from the original bid to the rebid, additional permitting is required due entirely to the time span. Costs for additional permitting shall be agreed to in advance and covered under Article III "Additional Services."

- c. If the lowest bona fide Base bid taken exceeds the final budgeted amount by more than 10%, the School District of Clay County, Florida, may accept the proposal, or may require the Architect/Engineer to change the Documents, at the Architect/Engineer's expense, to reduce the cost to an amount within the budget plus 10%. It shall be understood that changes in scope or quality will be approved, in advance in writing, by the School District of Clay County, Florida or their designee. In the event it becomes necessary to reject all bids and change the Documents due to the design costing more than 10% of the final budgeted amount, then in that event the Architect/Engineer shall bear the cost of all prints necessitated by the change, including those for rebidding purposes.
- D. The Architect/Engineer shall prepare and provide all necessary construction contract documents and shall also prepare and provide in connection with each such contract all of the information and documents that shall be required or construction of the contract after consultation with the School District or their designee.

5. Construction Phase

- a. The construction phase may only be commenced

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

after all contract, bond and insurance requirements have been met, and will be commenced thereafter with an "Official Notice To Proceed" from the Owner.

- b. The Architect/Engineer shall provide Administration of the Construction Contract as set forth in the General, Supplemental and Special Conditions of the Contract, and the extent of his duties and responsibilities and the limitations of his authority as assigned thereunder shall not be modified without his written consent.
- c. The Architect/Engineer, as the representative of the School District of Clay County, Florida, during the Construction Phase, shall advise and consult with the School Board or their designee, and act on behalf of the School District of Clay County, Florida, to the extent provided in the General Conditions unless otherwise modified in writing.
- d. The Architect/Engineer shall at all times have access to the work wherever it is in preparation or progress.
- e. The Architect/Engineer shall make routine visits to the site to familiarize himself generally with the progress and quality of the work and to determine in general if the Work is proceeding in accordance with the Contract Documents. On the basis of his on-site observations, he shall endeavor to guard against defects and deficiencies in the Work of the Contractor. The Architect/Engineer shall not be required to make exhaustive or continuous on-site inspections but shall be required to make visits at least once per week. It shall also be required of the

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

Architect's/Engineer's consultants, retained per Article I, Paragraph D, to make regular site visits in order to observe the work in progress as often as necessary to guard against defects and deficiencies and to observe testing of all equipment and systems. The Architect/Engineer as well as the consultants shall be required to submit progress reports to the School District's designee on a monthly basis stating any observed contract deficiencies, the percentage completion, construction procedures or other general information that might be necessary to keep an accurate and updated file. The Architect/Engineer shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, and he shall not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents, unless any such failure is due to negligence of the Architect/Engineer in the performance of his responsibilities.

- f. Based on such observations at the site and on the Contractor's Application for Payment, the Architect/Engineer shall determine the amount owing to the Contractor and shall issue Certificates of Payment in such amounts. The issuance of a Certificate for Payment shall constitute a representation by the Architect/Engineer to the School District of Clay County, Florida, based on his observations at the site as provided in Article I.G.5.e. above, and on the data comprising the Application for Payment that the Work has progressed to the point indicated; that to the best of his knowledge, information and belief the quality of the Work is in accordance with the Contract Documents

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

(subject to an evaluation of the Work as a whole upon Substantial Completion to the results of any subsequent tests required by the Contract Documents, to minor deviations from the Contract Documents correctable prior to completion, and to any specific qualifications stated in the Certificate for Payment); and that the Contractor is entitled to payment in the amount certified. The Architect/Engineer shall be required to obtain Affidavits of Payments from the Contractor to his Sub-Contractors and from Suppliers for materials and equipment received as each payment is made to the Contractor. By issuing a Certificate of Payment, the Architect/Engineer shall not be deemed to represent that he has made any examination to ascertain how and for what purpose the Contractor has used the monies previously paid on account of the Contract Sum.

- g. The Architect/Engineer shall review the "as built" drawings as being correct to the best of his knowledge and belief, and shall forward them to the School District of Clay County with the Certificate for Final Payment.
- h. The Architect/Engineer shall be, in the first instance, the interpreter of the requirements of the Contract Documents and the impartial judge of the performance thereunder by both the School District of Clay County, Florida, and Contractor relating to the execution and progress of the Work and on all other matters or questions relating thereto.
- i. The Architect/Engineer shall have authority to reject Work which does not conform to the Contract Documents. Whenever, in his reasonable opinion, he considers it necessary or advisable

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

to insure the proper implementation of the intent of the Contract Documents, he has authority to require special inspection or testing of any work in accordance with the provisions of the Contract Documents whether or not such work be then fabricated, installed or completed. He shall advise the Owner's representative to require the Contractor to stop the Work whenever in his reasonable opinion it may be necessary for the proper performance of the contract. The Architect/Engineer shall not be liable to the School District of Clay County, Florida, for the consequences of any decision made by him in good faith either to exercise or not to exercise his authority to reject Work, unless such decision was made negligently.

- j. The Architect/Engineer shall review and approve shop drawings, samples, and other submissions of the Contractor for conformance with the design concept of the Project and for compliance with the information given in the Contract Documents. All such submissions will be reviewed expeditiously to avoid delay of the Work. The Architect/Engineer shall maintain a transmittal log for shop drawings and other submissions requiring Architect/Engineer approval. This log is to have the description of the submittal, date it was received, date it was approved or disapproved, reason for disapproval and a date sent back to the Contractor.
- k. During the Construction Phase the Architect/Engineer or his designee shall attend Construction Conferences with the Contractor as required by the School District's representative for the purpose of coordinating details of the Project.

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

1. Changes in the Project affecting cost, time or substitution regardless of character or magnitude, shall be authorized by Change Order only, prepared by the Architect/Engineer after consultation with the School District or their designee. Change Orders shall comply with all conditions of State Board of Education Rule.
- m. The Architect/Engineer shall be compensated at the basic services rate as identified in Paragraph II. A. for all work occasioned by the preparation of change orders resulting from (1) the School District or their designee's requests; (2) errors in the information furnished to the Architect/Engineer by the School District or their designee; (3) revisions to other governmental agency rules after the project was bid; or (4) other circumstances not within the Architect/Engineer's control, including the Contractor's operations. Change orders shall always be considered on an additive basis for the Architect/Engineer. While deductive change orders are not common, the Architect/Engineer shall not have his basic service fees reduced as a result of a deductive change order, or deductive change order item within an additive change order.
- n. The Architect/Engineer shall not be compensated for the work occasioned by preparation of Change Orders resulting from the Architect's/Engineer's negligence.
- o. The School District of Clay County, Florida, shall pay for material, equipment or work only if such material, equipment or work is approved by The School District of Clay County, in the form of a Change Order and such material, equipment,

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

or work is not a direct result of negligence on behalf of the Architect/Engineer. In the case of negligence, extra costs to the School District of Clay County, Florida, for corrections or modifications, or for demolition or removal of installed Work which must be replaced because of negligence of the Architect/Engineer shall be assessed to the Architect/Engineer.

- p. The Architect/Engineer shall not be responsible for the acts or omission of the Contractor, or any Subcontractor's agents or employees, or any other persons performing any of the Work, unless negligent in failing to properly perform his duties and responsibilities as set forth in this Agreement.

6. Project Completion

- a. The Architect/Engineer shall at the time of substantial completion of the project, conduct an inspection and prepare a list of tasks needed to complete the work (substantial punch list). Substantial completion shall be defined as: A Certificate of Occupancy has been issued and the Facility/Project can be occupied and utilized for its intended purpose. All safety items are fully operational including: intercom, fire alarm, emergency lighting and emergency generation systems. Water plant and sewage treatment plant are approved by the appropriate permitting agencies and are operational.
- b. The Architect/Engineer shall be responsible for identifying whether the contractor has attained substantial completion in accordance with project timelines as amended by change order. This shall be established in writing by the

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

Architect/Engineer to the School District or their designee.

- c. The Architect/Engineer shall at the time of final completion of the project, conduct an inspection and prepare a list of tasks needed to complete the Work (final punch list). The Architect/Engineer shall at the time of final completion, confirm that the items on the substantial punch list are complete and establish any items that would be classified as warranty. The Architect/Engineer shall confirm that all systems and sub-systems are fully operational. The date of final completion shall be established by the Architect/Engineer in writing to the School District or their designee.
- d. The Architect/Engineer shall, upon final completion of the Project, including correction of the discrepancies on the substantial punch list and final punch list, prepare a Certificate of Final Inspection and submit to the designee for the School District of Clay County, Florida. The Architect/Engineer shall furnish such other Certificates as may be required by State laws and regulations.
- e. The Architect/Engineer shall require the contractor to develop operation and instructional manuals for the project. These manuals shall be thoroughly reviewed by the Architect/Engineer, and shall include all guarantees, bonds and related documents. The Architect/Engineer shall submit the as-built drawings (prepared by the Contractor and reviewed by Architect/Engineer), the operation and instruction manuals, the final application for payment, and other requirements to the School District or their designee. The Architect/Engineer shall require the contractor

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

to certify to their correctness in writing.

- f. The Architect/Engineer shall, at the completion of the Project, certify that, to the best of his knowledge, information and belief, the Project has been constructed in accordance with the Contract Documents, approved Change Orders, Chapter 1013 Florida Statutes and State Board of Education Rules for Educational Facilities (SREF) and appropriate codes in effect at the time.
- g. The Architect/Engineer shall, if requested, accompany the representative of the School District of Clay County, Florida on an inspection of the Project at a date not less than 30 days prior to the date of expiration of the Contractor's guarantee, for the purpose of preparing a list of deficiencies that the Contractor is to correct under the conditions of the warranties and guarantees. The School District of Clay County, Florida shall schedule this inspection and require the contractor to be present.

7. Additional Responsibilities

- a. In the event of malfunctioning of building systems or failure of building components (during the warranty one year period), the Architect/Engineer shall investigate to determine the cause(s) without delay using the resources of his office, the consultants originally retained and such other consultants as he may elect to retain. On completion of the investigation he will report his findings, conclusions and recommendations for corrective action to The School District of Clay County, Florida.

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

b. In the event of continued malfunctioning of building systems or failure of building components (during the warranty one year period), the cause(s) for which cannot be determined, an independent consultant may be retained to investigate the problem, determine causes and recommend corrective action. Consultant services shall be obtained as follows:

- (1) The School District of Clay County, Florida shall notify the Architect/Engineer in writing of the conditions of malfunctioning and/or failure, the facts and circumstances of remedies attempted, and shall request that consultant services be provided.
- (2) The Architect/Engineer may conduct additional investigations to determine the causes(s) of deficiency.
- (3) Alternatively the Architect/Engineer may retain an independent consultant acceptable to The School District of Clay County, Florida to conduct the requisite investigation.
- (4) In the event action is not taken by the Architect/Engineer per Article I G 7c (2) and (3) above within 15 days of his receipt of The School District of Clay County, Florida written notification, the School District of Clay County, Florida may retain an independent consultant to investigate the problem.
- (5) The School District of Clay County, Florida shall compensate independent consultants directly, whether retained by the Board or by the Architect/Engineer. The

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

Architect/Engineer and School District may agree on the findings of the independent consultants or jointly agree to submit the question to arbitration under Florida Statutes.

- c. During the Contractor's one (1) year warranty period, the Architect/Engineer shall lend assistance to the School District of Clay County, Florida as needed to correct design deficiencies resulting from negligence of the Architect/Engineer. The corrective work shall include redesign, preparation of documents, and other work necessary for the award of a contract to correct deficiencies.
- d. Should any claim or action be brought against The School District of Clay County, Florida, related directly to the professional services provided by the Architect/Engineer under this Agreement, the Architect/Engineer shall render reasonable assistance to The Clay County School District.
- e. The Architect/Engineer agrees to indemnify and hold harmless the Clay County School District, Clay County, Florida from all loss, liability, claims, or expense including reasonable attorneys' fees, from bodily injury including death or property damage to any person or persons directly resulting from the negligence of the Architect/Engineer.

ARTICLE II

RESPONSIBILITIES OF THE School District OF CLAY COUNTY, FLORIDA

- A. The School District of Clay County, Florida, shall provide the requirements of educational planning specifications for the Project, to include the scope functional standards and material criteria to be attained.

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

- B. The School District of Clay County, Florida, shall appoint an employee to function as its single representative in all dealings between the School District of Clay County, Florida, and the Architect/Engineer. The Architect/Engineer shall be entitled to rely on all instructions and the information furnished by the representative of The School District of Clay County, Florida issued in writing.
- C. The School District of Clay County, Florida, shall, in consultation with the Architect/Engineer, make the necessary budgetary revisions to accommodate any significant changes in educational planning specifications, scope, functional standards and/or material criteria directed by The School District of Clay County, Florida during the design process.
- D. The School District of Clay County, Florida, shall have the ultimate responsibility for obtaining approval by the State Department of Education for the program, for any desired deviation from mandatory standards, for Documents and for any other matter not within the scope of Basic and Additional Services of the Architect/Engineer.
- E. The School District of Clay County, Florida, shall furnish a certified land survey of the site giving, as applicable, grades and lines of streets, alleys, pavements, and adjoining property; right-of-way, restrictions, easements encroachments, zoning deed restrictions, boundaries, elevations and contours of the site, limits of any wetlands, locations, dimensions and complete data pertaining to existing building, other improvements and trees, and full information concerning available service and utility lines both public and private, above and below grade, including inverts and depths.
- F. The School District of Clay County, Florida, shall furnish the services of a soils engineer or other consultant when such services are deemed necessary by the Architect/Engineer, including reports, test borings, test

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

pits soil bearing values, percolation tests, air and water pollution tests, ground corrosion and resistivity tests, and other necessary operations for determining subsoil, air and water conditions, with appropriate professional interpretations thereof.

- G. The School District of Clay County, Florida, shall furnish structural, mechanical, chemical and other laboratory tests, inspections and reports as required by law or the Contract Documents.
- H. The School District of Clay County, Florida, shall furnish such legal accounting and insurance counseling services as may be necessary for the Project, and such auditing services as it may require to ascertain how or for what purposes the Contractor has used the monies paid to him under the Construction Contract.
- I. The services, information, surveys and reports required shall be furnished at the expense of the School District of Clay County, Florida and the Architect/Engineer shall be entitled to rely upon the accuracy and completeness thereof.
- J. The School District of Clay County, Florida shall pay all fees for regulatory permitting.
- K. For each new site, the School District of Clay County, Florida shall furnish a current environmental assessment which will address any environmental constraints on the site, such as wetlands, protected wildlife species, and/or other factors which may affect use of the site.
- L. If the School District of Clay County, Florida observes or otherwise becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents, it shall give prompt written notice thereof to the Architect/Engineer.
- M. The School District of Clay County, Florida shall furnish

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

information required of it as expeditiously as necessary for the orderly progress of the Work.

- N. The School District of Clay County, Florida shall furnish the Architect Engineer all approvals, changes, modifications and other instructions affecting the Work in writing.
- O. The School Board of Clay County shall cooperate with and participate in the user orientation as appropriate on the request of the Architect/Engineer.

ARTICLE III

MUTUAL RESPONSIBILITIES

- A. If any of the following Additional Services shall be required of the Architect/Engineer and cause the Architect/Engineer extra expense, The School District of Clay County, Florida or their designee and the Architect/Engineer shall agree in writing before the services are performed as to the amount and method of compensation. Additional services shall not be defined as any work provided for within approved change orders.
 - 1. Providing design services relative to future facilities, systems, and equipment which are not intended to be constructed as part of the Project.
 - 2. Providing services to verify the accuracy of drawings or other information furnished by the School District of Clay County, Florida.
 - 3. Providing interior design and other services required for or in connection with the selection of furniture and furnishings.
 - 4. Making major revisions in Drawings, Specifications or other Documents when such revisions are inconsistent with written approvals or instructions previously

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

given and are due to cause beyond the control of the Architect/Engineer.

5. Providing consultation concerning replacement of any Work damaged by fire or other cause during construction, and furnishing professional services as may be required in connection with the replacement of such Work.
 6. Providing professional services made necessary by the default of the Contractor in the performance of the Construction Contract.
 7. Providing Contract Administration and observation of construction after the Construction Contract Time has been exceeded or extended by more than twenty-five percent (25%) beyond the original. Extensions through change order are considered as part of the original construction time except time extensions due to weather, pauses in the work and other causes beyond the control of the Architect/Engineer, including the contractor's failure to complete the project on time.
 8. Preparing to service or serving as an expert witness in connection with any public hearing, arbitration proceedings or legal proceeding.
 9. Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural or engineering practice.
- B. Payments for Basic Services shall be submitted on the School District's Standard Payment Form and shall be made in proportion to services performed so that the compensation at the completion of each Phase shall equal the following percentages of the total basic fee:

Schematic Design Phase	10%
Preliminary Development Phase	30%

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

Final Documents Phase	70%
Bidding Phase	75%
Construction Phase	100%

- C. The amount of retainage in an Architect/Engineer's Basic Services fee for a given Project, until Final acceptance of the Project, shall be on a sliding scale proportionate to the construction cost as follows:
- | | |
|---|--|
| (1) Construction Contracts up to \$1,000,000.00 | Retain 10% of Architect/Engineer's Fee |
| (2) Construction Contracts up to \$5,000,000.00 | Retain 5% of Architect/Engineer's Fee |
| (3) Construction Contracts up to \$10,000,000.00 | Retain 4% of Architect/Engineer's Fee |
| (4) Construction Contracts in excess of \$10,000,000.00 | Retain 2% of Architect/Engineer's Fee |
- D. Payments for change orders shall be included with basic service payments but identified separately. Change orders increase the project scope which in turn increases the basic services. Change orders shall not be considered as additional services.
- E. Payments for Additional Services of the Architect/Engineer in accordance to Article III A (1)-(9) shall be made monthly upon presentation of a statement. Additional services shall be invoiced separately by the Architect/Engineer and a detailed summary of the additional services performed shall be submitted.
- F. No deduction shall be withheld from the Architect/Engineer's fee on account of penalty or liquidated damages withheld from payments to Contractors.
- G. Should the School District of Clay County, Florida find it

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

necessary to abandon or suspend, in whole or in part, a project during the design phase which is under contract with an Architect/Engineer, the Architect/Engineer is to be paid for the services rendered at the time of suspension or abandonment. Such payment shall constitute final payment for that service.

H. Reinstatement of a Project abandoned or suspended shall be subject to the following conditions:

1. The School District of Clay County, Florida shall be given full credit for the Work completed.
2. The fee payable for completion of the Work shall be the unpaid amount of the lump sum fee originally agreed upon for the Project, and adjusted in accordance with current fee and any additional fee due to the changes in scope of the Project.
3. Compensation for Additional Services occasioned by changes in the scope of the Project or revisions in Work completed prior to abandonment or suspension shall be the subject of specific agreement between The School District of Clay County, Florida, and Architect/Engineer at the time the Project is reinstated.

I. The numbers of documents required and their ownership are:

1. Documents shall be reproduced for bidding and construction purposes in such form and number as The School District or their designee may direct. Documents furnished for the bidding process may be partially reimbursed by prospective bidder deposit. The Architect/Engineer shall provide at no cost to the successful Contractor, six (6) complete sets of documents.
2. The School District of Clay County, Florida will require two (2) copies each of the Schematic Design

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

Phase and Preliminary Design Phase. Five (5) copies of Final Design Phase will be required. These documents shall be furnished to the School District of Clay County, Florida by the Architect/Engineer at his expense. All documents shall be signed and sealed.

3. The School District of Clay County, Florida shall reimburse the Architect/Engineer for the actual cost of prints and printing required over and above the number of copies provided for under the preceding paragraphs, except for those sets printed for the use of the Architect/Engineer and his consultants for the purpose of bidding and construction.
- J. Records of Architect/Engineer's Direct Personnel, Consultant and Reimbursable Expenses pertaining to the Project, and records of accounts between The School District of Clay County, Florida and the Contractors, shall be available to The School District of Clay County, Florida or its authorized representative at mutually convenient times.
- K. This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the other. In the event of termination due to the fault of others than the Architect/Engineer, the Architect/Engineer shall be paid his compensation for services performed to termination date, including travel then due, and all terminal expenses.
- L. The School District of Clay County, Florida and the Architect/Engineer each binds himself, his partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither The School District of Clay County, Florida nor the Architect/Engineer shall assign, sublet or transfer his interest in this Agreement without the written consent of the other.

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

- M. It is understood that this is a contract for professional services of the Architect/Engineer hereinbefore named or his qualified representative. If, for any reason, the Architect/Engineer is unable to perform the service under this Agreement, The School District of Clay County, Florida shall have the right either to name or approve the Architect/Engineer selected to complete the performance of this Agreement. The Architect/Engineer shall be liable for any reasonable additional costs occasioned to The School District of Clay County, Florida, thereby.
- N. This Agreement represents the entire and integrated agreement between The School District of Clay County, Florida and the Architect/Engineer and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instruments signed by both The School District of Clay County, Florida and Architect/Engineer.

General Terms and Conditions of Agreement between the School District of Clay County, FL and Architect/Engineer, revised April 20, 2006.

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

Adoption of Consent Agenda

Description

This item is for motion and action in all items contained in the Consent Agenda.

Gap Analysis**Previous Outcomes****Expected Outcomes****Strategic Plan Goal****Recommendation**

Approve the Consent Agenda.

Contact

Addison G. Davis, Superintendent of Schools, addison.davis@myoneclay.net, Bonnie O'Nora, Board Assistant

Financial Impact

See individual Consent item statements

Review Comments**Attachments**

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

D1 - Child Care Learning Labs 2020-2021

Description

Per Superintendent Davis: "We currently have five Early Childhood Education Programs in our district which includes Fleming Island High, Middleburgh High, Oakleaf High, Orange Park High, and Ridgeview High. Each of these programs were established to support high school students by offering a true learning lab experience. Their curriculum frameworks and industry certifications require that they have 480 hours of working with children by the time they complete their program in four years. The easiest way to do this is to have the children on campus. Before this option was available, we loaded students in a bus and literally went down Moody Road stopping at childcare centers like Sugar and Spice, OPK, etc. to provide services. Parents pay an annual tuition to enroll their children in this program. The Child Care Learning Labs are open to all employees on a first-come, first-served basis, with occasional openings being offered to the public (which helps ensure that all expenditures are covered)."

The School Board has received a number of parent emails and concerns regarding the recommended changes to the program times for next year. Closing the centers at 3:00 pm each day will mean that a number of our employees can no longer utilize the centers due to their contract teaching times.

In order to keep the program open until 4:15 pm (as currently offered) the district will need to fund an additional employee for each center. The additional allocation would be a support position - Child Care Assistant (A-13, 9 months). That additional position will address the concerns regarding the current teachers regularly staying past their contract time and we can stay open until 4:15 p.m. thereby serving all elementary and junior high schools. The estimated cost would be \$20,520 per school or \$102,500 total including benefits. This cost increase would be passed onto the parents using the program which would result in the annual tuition going up about \$800 a year per student, just under \$40 per employee deduction (or \$80 per month). If we add these allocations then all the problems will be addressed and we will have additional full-time staff available to help service both children in the learning labs and high school students taking these courses.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Janice Kerekes, School Board Member

Financial Impact

The financial impact of this proposal is zero as any increased costs will be passed along to parents utilizing the Child Care Learning Labs.

Review Comments

Attachments

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

D2 - Human Resources Special Action

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve the action as presented.

Contact

David S. Broskie, Assistant Superintendent for Human Resources (904) 336 6701 David.Broskie@myoneclay.net

Financial Impact

None

Review Comments**Attachments**

School Board of Clay County

March 5, 2020 Regular School Board Meeting

Title

D3 - Proposed Allocations for the 2020-2021 School Year

Description

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

Gap Analysis

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

Previous Outcomes

The district and the schools are adequately staffed.

Expected Outcomes

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

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Approve the staff allocation plan as submitted.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

TBD

Review Comments**Attachments**