

School Board of Clay County

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

Artwork is provided this month by our students at Orange Park Junior High School - Abbie Shipe, Art Teacher

November 7, 2019 - Regular School Board Meeting

Date: Nov 07 2019 (6:00 p.m. - Immediately following the Organization Meeting)

Invocation (Chaplain Doug Matyi, Clay County Sheriff's Office)

Pledge of Allegiance

Call to Order

Student Showcase (Lake Asbury Elementary School)

Recognitions and Awards

- [1. Recognize ROTC Units from Orange Park High School and Fleming Island High School for Community Volunteerism](#)
- [2. Recognize 2019 Founders' Week Art Contest Winners](#)
- [3. Recognize Grants 4 Great Ideas Recipients](#)

Presenters

School Showcase (Lake Asbury Elementary School - Tiffany Outman, Principal)

Presentations from the Audience (Public Comment)

Consent Agenda

Superintendent

- [4. C1 - Minutes of Workshop and Special Meeting on September 24, 2019; Regular Meeting on October 3, 2019](#)

☞ [Sept 24 Workshop.pdf](#)

☞ [Sept 24 Special.pdf](#)

☞ [Oct 3 Regular.pdf](#)

School Board Attorney

- [5. C2 - Approve Addendum #1 to Mutual Aid Agreement between Clay County District Schools Police Department and Clay County Sheriff's Office](#)

☞ [CCSO CCSDPD Addendum Oct 2019.pdf](#)

Human Resources

- [6. C3 - Personnel Consent Agenda](#)

☞ [Personnel Consent Agenda.pdf](#)

7. C4 - Complete Salary Schedule 2019-2020

8. C5 - Proclamation 20-06 to Establish November 18 - 22, 2019 as National Education Week and November 20, 2019 as Educational Support Professionals' Day

☞ [Proclamation National Education Week.pdf](#)

9. C6 - 2019-2020 Best and Brightest Teacher Program

☞ [Best & Brightest 2019-2020.pdf](#)

Instruction-K-12 Academic

10. C7 - K-12 Academic Services Out of State and Overnight Student Travel

☞ [Nov 2019 - Student Travel.pdf](#)

Instruction-Professional Development

11. C8 - Resident Clinical Faculty Memorandum of Understanding between Clay County District Schools and University of North Florida

☞ [RCF Contract .pdf](#)

Instruction-Climate and Culture

12. C9 - Interagency Transition Agreement for Children and Families Birth to Kindergarten - Facilitated by Florida's Transition Project/TATS

☞ [Interagency Transition Agreement for Children and Families.pdf](#)

13. C10 - SEDNET Support Services Contract, Darla Dumas 2019-2021

☞ [Darla Dumas.pdf](#)

Business Affairs

14. C11 - Proposed Allocation Changes for 2019-2020

☞ [Allocation Summary - November 7, 2019.pdf](#)

Business Affairs-Accounting

15. C12 - Monthly Financial Reports for September, 2019

☞ [2019 September Monthly Financial.pdf](#)

☞ [JUNE 2019 Property Report.pdf](#)

☞ [JULY 2019 Property Report.pdf](#)

☞ [AUG 2019 Property Report.pdf](#)

☞ [SEPT 2019 Property Report.pdf](#)

16. C13 - Budget Amendment for Month Ending September 30, 2019

☞ [September 2019 Budget Amendment Reports.pdf](#)

Business Affairs-Property

17. C14 - Deletion of Certain Items Report - October, 2019

[!\[\]\(a3ea015cc5581cad732d1eb81613fe7b_img.jpg\) Deletion Report-October, 2019.pdf](#)

Business Affairs-Purchasing

18. C15 - BID Renewal

Operations

19. C16 - Approval to Advertise and Notice of Public Hearing on amendments to School Board Policy 6.01(B)1(a), Annual Architect/Engineer Selection

[!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f_img.jpg\) Section 6.01 \(B\)1\(a\) revision \(1\) \(1\).pdf](#)

[!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\) NOTICE OF APPROVAL TO ADV Policy 6.01 .docx.pdf](#)

Operations-Facilities

20. C17 - Pre-qualification of Contractors

[!\[\]\(faf942dc3e59ce8eb64b4ac481eca7e0_img.jpg\) Table for Board Backup Contractor Prequal, 11.7.19.pdf](#)

21. C18 - Substantial and Final Completion of Ridgeview High School Re-Roof Buildings 7 & 10

[!\[\]\(d3102649f02e825ddb76dc3de0190154_img.jpg\) Sub and Final Completion RHS ReRoof Buildings 7 and 10.pdf](#)

22. C19 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Thunderbolt Elementary School Intercom/PA System.

23. C20 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Rideout Elementary School Intercom/PA System.

24. C21 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Keystone Heights Elementary School Intercom/PA System.

25. C22 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Keystone Heights High School Intercom/PA System.

26. C23 - Doctors Inlet Elementary School Cafeteria Expansion Contract Award

[!\[\]\(56549452e01ca28bdf2500ced9653143_img.jpg\) DIS Cafeteria Expansion Bid Tabulation Sheet.pdf](#)

Adoption of Consent Agenda

27. Adoption of Consent Agenda

CCEA Update

CESPA Update

Superintendent's Update and Presentations

Discussion Agenda

Superintendent

28. D1 - 2020 Legislative Priorities

[!\[\]\(a551b0630a928855fed2157a11076906_img.jpg\) Update 2020 Legislative Priorities.pdf](#)

Human Resources

29. D2 - Public Hearing to approve, as advertised, proposed amendments to School Board Policies 2.00 Human Resources, 2.00 Appendices A, B & C and 3.00 Employee Relations

🔗 NOTICE OF APPROVAL TO ADVERTISE SB Policy.pdf

🔗 2.00 APPENDICES A,B,C.pdf

🔗 2.0 HUMAN RESOURCES.pdf

🔗 3.00 EMPLOYEE RELATIONS.pdf

30. D3 - Human Resources Special Action A

🔗 Special Action A.pdf (Confidential)

School Board Attorney Remarks

School Board Member Remarks

Adjournment

DRAFT



School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

Recognize ROTC Units from Orange Park High School and Fleming Island High School for Community Volunteerism

Description

Recognition only.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Financial Impact

None

Review Comments

Attachments

DRAFT

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

Recognize 2019 Founders' Week Art Contest Winners

Description

Clay County Schools celebrated Founders' Week during the last week of September. This patriotic week commemorates the contributions of historical figures and documents that have influenced the foundation of our government. Our elementary students celebrated with participation in an art contest that asked them to illustrate an American symbol important to them. The Board will recognize the contest winners.

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

Kelly Watt, Social Studies Specialist

Financial Impact

None

Review Comments**Attachments**

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

Recognize Grants 4 Great Ideas Recipients

Description

Education Foundation will introduce the grant program and award Round 1 recipients of the Grants 4 Great Ideas

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

Makayla Buchanan, Executive Director, Clay Education Foundation

Financial Impact**Review Comments****Attachments**

DRAFT

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C1 - Minutes of Workshop and Special Meeting on September 24, 2019; Regular Meeting on October 3, 2019

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; Karen Bush, Board Assistant;

Financial Impact

None

Review Comments

Attachments

🔗 [Sept 24 Workshop.pdf](#)

🔗 [Sept 24 Special.pdf](#)

🔗 [Oct 3 Regular.pdf](#)



School Board of Clay County

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

September 24, 2019 - School Board Workshop

Date: Sep 24 2019 (9:00 a.m.)

Invocation (Carol Studdard)

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

Workshop Items

1. Review Draft Agenda for Regular School Board Meeting on October 3, 2019

[october-3-2019-regular-school-board-meeting_agenda_packet\(1\).pdf](#)

[2020 Legislative Priorities.pdf](#)

Minutes:

Presenters:

- Veritas Steel Grant Check Presentation to Project Lead the Way for OPH
- Pragmatic Works Check Presentation and Clay Education Foundation Update
- Cost Savings Report from Cenergistic, Inc.
- Florida Safe Schools Assessment Findings

Consent Items:

- C1 Minutes of previous meetings - no discussion;
- C2 Final Order in Case No. 18-2333, styled Abbie Andrews, Easter Brown, Cherry Deaton, Donna Foster and Danielle Perricelli, Petitioners vs Clay County School Board - no discussion;
- C3 Personnel Consent Agenda - OF designations will be added to coincide with FTE week;
- C4 Advertisement and Notice to Adopt amendments to School Board Policies 2.00, Human Resources, Appendices, and 3.00 Employee Relations - policy changes; some additional language updates will be made to be in compliance with the union contract; brief discussion about NEOLA for board policy management;
- C5 K-12 Academic Student Travel - majority are tournaments;
- C6 Florida Virtual School Contract Amendment - amendment adding American Sign Language;
- C7 First Coast Mobile Audiology Independent Contractor Services Agreement 2019-2020 - 1-year agreement to provide audiological services; required under IDEA;
- C8 Patricia Bection Transition Coach 2019-2020 - to provide transition services; required under IDEA; 2-year agreement;
- C9 CCDS & St. Leo Agreement - for placement of interns with social workers;
- C10 Proposed Allocation Changes for 2019-2020 - KHS .2 counselor hard to fill; CGE expanding ESOL students;
- C11 Deletion of Certain Items Report - routine;
- C12 Bid Renewal - renewal for bus fuel;
- C13 Purchase of Computer Aided Dispatch Software for Police Department - software for police cars; \$81,000 for Year 1; recurring \$8120;
- C14 Substantial and Final Completion of WEC Re-Roof - no discussion
- C15 Substantial and Final Completion of GPE Re-Roof - no discussion;

- C16 Substantial and Final Completion of LJH Parking Lot Lighting- no discussion;
- C17 Substantial and Final Completion of WJH Parking Lot Lighting- no discussion;
- C18 Change Order #2 for LJH Parking Lot Lighting Improvements - no discussion;
- C19 Change Order #2 for WJH Parking Lot Lighting Improvements - no discussion;
- C20 Pre-Qualification of Contractors - routine;
- C21 Substantial and Final Completion of KHE Parent Pickup/Parking Improvements - pleased with the much-needed improvements;
- C22 Schematic/Preliminary/Final Plans and Specs for OPH HVAC Repair/Replacement Bldg 4 Gym - no discussion;
- C23 Substantial and Final Completion of MBE Re-Roof - no discussion;
- C24 Schematic/Preliminary/Final Plans and Specs for KHHS School Site Improvements (Sanitary Line) - will need to bid; sanitation line runs under the gym;
- C25 Change Order #2 for PES Fire Alarm Replacement - additional support for portables;
- C26 Change Order #2 for FIE Fire Alarm Replacement - no discussion;
- C27 Change Order #2 for OPE Fire Alarm Replacement - no discussion;
- C28 Substantial and Final Completion of PES Fire Alarm Replacement - no discussion;
- C29 Substantial and Final Completion of OPE Fire Alarm Replacement - no discussion;
- C30 Substantial and Final Completion of FIE Fire Alarm Replacement - no discussion;

Discussion Items:

- D1 2020 Legislative Priorities - draft document distributed for Board review; Superintendent Davis reviewed line by line; any additional input from the Board should be sent to Mr. Davis;
- D2 Consider moving the December 5, 2019, Regular Meeting to Monday, December 9, 2019, and moving the January 2, 2020, Regular meeting to Thursday, January 9, 2020 (Submitted by Mrs. Studdard) - both Mrs. Bullock and Mrs. Kerekes have conflicts on December 9th; following discussion consensus was to move the December Regular meeting to **Thursday, December 12th**; the workshop to review the January meeting agenda will be held on Tuesday, December 17th; January Regular meeting will be moved to **Thursday, January 9th**; action on the January meeting will be taken at the November Organization meeting;
- D3 Discuss and give direction to the Superintendent for providing School Resource Officer Coverage for District Charter Schools (Submitted by Mrs. Gilhousen) - a discussion of this item will take place at the October 3rd meeting;
- D4 Human Resources Special Actions - two special actions may be added;

Questions from the Audience**Superintendent Comments****School Board Comments****Adjournment** (9:50 a.m.)

Superintendent of Schools

School Board Chair



School Board of Clay County

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

September 24, 2019 - School Board Special Meeting

Date: Sep 24 2019 (10:00 a.m.)

Invocation (Ashley Gilhousen)

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

Agenda Items

1. Turnaround Option Plan - Step 2 for Charles E Bennett Elementary

[TOP-2 for Charles E Bennett 2019-20.pdf](#)

Minutes:

The plan provides for monitoring and supports to Charles E. Bennett Elementary with resources to implement turnaround interventions. The plan also promotes family engagement to foster student performance and community engagement to assist in improving the school's climate and culture.

Motion

Motion to approve

Vote Results (Approved)

Motion: Ashley Gilhousen

Second: Mary Bolla

Janice Kerekes

- Aye

Carol Studdard

- Aye

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Tina Bullock

- Aye

2. Revised Daily Hours for Students at Charles E Bennett Elementary School

[Daily Hours 2019-20 Revised Oct2019.pdf](#)

Minutes:

The school needs 180 hours of additional instruction to meet the state's "Lowest 300" requirements. Due to Hurricane Dorian, CEB will need to add 12 additional minutes to the school day. The recommendation is to add 10 minutes to the beginning of the school day and 2 minutes to the end of the day.

Motion

Motion to approve

Vote Results (*Approved*)

Motion: Mary Bolla

Second: Ashley Gilhousen

Janice Kerekes

- Aye

Carol Studdard

- Aye

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Tina Bullock

- Aye

3. Florida Safe School Assessment Findings*

Minutes:

Closed to the public (10:17 a.m. - 11:07 a.m.) for the district's security team to present the Assessment findings and to discuss specific strategies to be implemented to improve the safety and security of the school district.

Presentations from the Audience

Superintendent Comments

School Board Comments

Adjournment (11:08 a.m.)

*A portion of the meeting will be closed to the public pursuant to Section 286.0113(1), Florida Statutes. The Safety and Security plan and Florida Safe School Assessment findings will be discussed. No recording or minutes will be kept for the closed portion of the meeting.

Superintendent of Schools

School Board Chairman



School Board of Clay County

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

Artwork is provided this month by our students at Orange Park Junior High School - Abbie Shipe, Art Teacher

October 3, 2019 - Regular School Board Meeting

Date: Oct 03 2019 (6:00 p.m.)

Invocation (Rev. Jeff Styron, Executive Pastor - High Point Community 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; and Superintendent Addison Davis.)

Student Showcase (Orange Park Junior High School Chorus - Kristen Richard, Music Teacher)

Recognitions and Awards (None)

Presenters

1. Veritas Steel Grant Check Presentation to Project Lead The Way for Orange Park High School

Minutes:

Alice Paulk, Director of Career and Technical Education, introduced Sam Hopper from Veritas Steel as well as Orange Park High staff who were present at the meeting. Veritas Steel was recognized for their \$10,000 financial commitment over the next three years to Project Lead the Way.

2. Pragmatic Works Check Presentation and Clay Education Foundation Update

📎 [CEF Report October School Board Meeting.pdf](#)

Minutes:

Brian Knight, who is the Founder/CEO of Pragmatic Works, presented a check in the amount of \$5,000 to the Clay Education Foundation. Pragmatic Works currently funds CTE programs at Middleburg High School, offers summer coding and programming classes for students, and is now supporting a new Foundation-led program, "Let's Read, Clay." Makayla Buchanan, Executive Director of the Clay Education Foundation, gave an update of the Foundation's partnerships, grant opportunities, and the success of the teacher supply depot. To date, the Education Foundation has received \$157,000 in total contributions for this school year.

3. Cost Savings Report from Cenergistic, Inc.

📎 [Cenergistic board report-Clay, FL.pdf](#)

Minutes:

Phil Hans, Director of Maintenance, introduced Rick Collier from Cenergistic who gave an overview of the district's cost savings and reported on the value of having this energy program. Currently, 28 of the district's schools have earned the EnergySTAR certification demonstrating their commitment to high standards in energy conservation.

4. Florida Safe School Assessment Findings

Minutes:

John Ward, Director of Safety & Security, gave a brief description of the Florida Safe School guidelines and the school district's areas in need of improvement. In accordance with Section 286.0113(1) of Florida Statutes, specific details were shared with the Board in a private meeting on September 24, 2019.

School Showcase (Orange Park Junior High School - Justin Faulkner, Principal)

Presentations from the Audience (Public Comment)

5. Public Comments

Minutes:

Gerald Schaeffer - discrimination of male students in local elementary schools

Consent Agenda

Superintendent

6. C1 - Minutes of Workshop and Special Meeting on August 27, 2019; Special Meeting on August 30, 2019; Student Hearings and Regular Meeting on September 5, 2019.

🔗 August 27 Workshop Minutes.pdf

🔗 August 27 Special Meeting Minutes.pdf

🔗 August 30 Special Meeting Minutes.pdf

🔗 September 5 Regular Meeting Minutes.pdf

🔗 2019 Sep 5 - Student Hearings Minutes - Google Docs.pdf (Confidential)

School Board Attorney

7. C2A - Approve Mutual Aid Agreement between Clay County District Schools Police Department and Green Cove Springs Police Department

🔗 Green Cove Springs Police Department.pdf

🔗 Executed MOU GCSPD 19 20.pdf

8. C2B - Approve Mutual Aid Agreement between Clay County District Schools Police Department and Orange Park Police Department

🔗 Orange Park Police Department.pdf

9. C2C - Approve Mutual Aid Agreement between Clay County District Schools Police Department and Clay County Sheriff's Office

🔗 Clay County Sheriff's Office.pdf

Human Resources

10. C3 - Personnel Consent Agenda

🔗 Personnel Consent Agenda 10 3 2019.pdf

11. C4 - Approve Advertisement and Notice of Intent to Adopt proposed amendments to School Board Policies 2.00 Human Resources, 2.00 Appendices A, B & C and 3.00 Employee Relations

🔗 [NOTICE OF APPROVAL TO ADVERTISE SB Policy.pdf](#)

🔗 [2.0 HUMAN RESOURCES \(1\).pdf](#)

🔗 [3.00 EMPLOYEE RELATIONS.pdf](#)

🔗 [2.00 APPENDICES A,B,C.pdf](#)

Instruction-Academic Services

[12. C5 - K-12 Academic Services Out of State and Overnight Student Travel](#)

🔗 [Oct - 2019 - Student Travel.pdf](#)

[13. C6 - Approval of the Florida Virtual School Contract Amendment](#)

🔗 [190013a FLVS Amendment.pdf](#)

🔗 [C6 Executed-Florida Virtual Contract Amendment.pdf](#)

Instruction-Climate and Culture

[14. C7 - First Coast Mobile Audiology Independent Contractor Services Agreement 2019-20](#)

🔗 [19 20 First Coast Audiology Approved.pdf](#)

🔗 [C7 Executed-First Coast Audiology.pdf](#)

[15. C8 - Patricia Becton Transition Coach Contract 2019-2021](#)

🔗 [19 21 Patricia Becton Transition Coach.pdf](#)

🔗 [C8 Executed-Patricia Becton Contract.pdf](#)

[16. C9 - Clay County District Schools & St. Leo University Agreement](#)

🔗 [St. Leo University & CCDS.pdf](#)

🔗 [C9 Executed-St. Leo Univ Agreement.pdf](#)

Business Affairs

[17. C10 - Proposed Allocation Changes for 2019-2020](#)

🔗 [Allocation Summary - October 3, 2019.pdf](#)

Business Affairs-Purchasing

[18. C11 - Deletion of Certain Items Report - September, 2019](#)

🔗 [Deletion Report-September, 2019.pdf](#)

[19. C12 - BID Renewal](#)

Operations

[20. C13 - Purchase of Computer Aided Dispatch \(CAD\) software, via Central Square Technologies, for the Clay County District Schools Police Department](#)

🔗 [Central Square Attachment.pdf](#)

Operations-Facilities

[21. C14 - Substantial and Final Completion of W.E. Cherry Elementary Re-Roof Buildings 1 and 2](#)

🔗 [SubComp, WEC ReRoof Buildings 1 and 2.pdf](#)

🔗 [FinalComp, WEC ReRoof Buildings 1 and 2.pdf](#)

[22. C15 - Substantial and Final Completion of Grove Park Elementary Re-Roof Buildings 8, 9A and 9B](#)

- Ⓢ [SubComp, GPE ReRoof Buildings 8, 9a and 9b.pdf](#)
- Ⓢ [FinalComp, GPE ReRoof Buildings 8 9A and 9B.pdf](#)
- 23. [C16 - Substantial and Final Completion of Lakeside Junior High School Parking Lot Lighting Replacement](#)
 - Ⓢ [SubComp, LSJ Parking Lot Lighting Replacement.pdf](#)
 - Ⓢ [FinalComp, LSJ Parking Lot Lighting Replacement.pdf](#)
- 24. [C17 - Substantial and Final Completion of Wilkinson Junior High School Parking Lot Lighting Replacement](#)
 - Ⓢ [SubComp, WJH Parking Lot Lighting Replacement.pdf](#)
 - Ⓢ [FinalComp, WJH Parking Lot Lighting Replacement.pdf](#)
- 25. [C18 - Change Order #2 for Lakeside Junior High School Parking Lot Lighting Improvements](#)
 - Ⓢ [ChgOrder2, LSJ Parking Lot Lighting Replacement.pdf](#)
- 26. [C19 - Change Order #2 for Wilkinson Junior High School Parking Lot Lighting Improvements](#)
 - Ⓢ [ChgOrder2, WJH Parking Lot Lighting Replacement.pdf](#)
- 27. [C20 - Pre-qualification of Contractors](#)
 - Ⓢ [Table for Board Backup Contractor Prequal, 10.3.19.pdf](#)
- 28. [C21 - Substantial and Final Completion of Keystone Heights Elementary Parent Pickup/Parking Improvements](#)
 - Ⓢ [SubComp, KHE Parent Pickup Parking Improvements.pdf](#)
 - Ⓢ [FinalComp, KHE Parent Pickup Parking Improvements.pdf](#)
- 29. [C22 - Schematic/Preliminary/Final \(Phase I, II, and III\) Plans and Specifications for Orange Park High School HVAC Repair/Replacement Building 4 Gymnasium](#)
- 30. [C23 - Substantial and Final Completion of Middleburg Elementary School Re-Roof Buildings 4 and 9](#)
 - Ⓢ [FinalComp, MBE ReRoof Buildings 4 and 9.pdf](#)
 - Ⓢ [SubComp, MBE ReRoof Buildings 4 and 9.pdf](#)
- 31. [C24 - Schematic/Preliminary/Final \(Phase I, II, and III\) Plans and Specifications for Keystone Heights High School Site Improvements \(Sanitary Line\).](#)
- 32. [C25 - Change Order #2 for Paterson Elementary School Fire Alarm Replacement](#)
 - Ⓢ [CO 2 PES Fire Alarm Replacement.pdf](#)
- 33. [C26 - Change Order #2 for Fleming Island Elementary School Fire Alarm Replacement](#)
 - Ⓢ [CO 2 FIE Fire Alarm Replacement.pdf](#)
- 34. [C27 - Change Order #2 for Orange Park Elementary School Fire Alarm Replacement](#)
 - Ⓢ [CO 2 OPE Fire Alarm Replacement.pdf](#)
- 35. [C28 - Substantial and Final Completion of Paterson Elementary School Fire Alarm Replacement](#)
 - Ⓢ [PES Fire Alarm Substantial & Final.pdf](#)
- 36. [C29 - Substantial and Final Completion of Orange Park Elementary School Fire Alarm Replacement](#)
 - Ⓢ [OPE Fire Alarm Substantial & Final.pdf](#)
- 37. [C30 - Substantial and Final Completion of Fleming Island Elementary School Fire Alarm Replacement](#)
 - Ⓢ [FIE Fire Alarm Substantial & Final.pdf](#)

Adoption of Consent Agenda38. Adoption of Consent Agenda**Motion**

Motion to approve the Consent Agenda with the exception of Item C2 which was moved to Discussion.

Vote Results (*Approved*)

Motion: Mary Bolla

Second: Tina Bullock

Janice Kerekes

- Aye

Carol Studdard

- Aye

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Tina Bullock

- Aye

CCEA Update (Renna Lee Paiva)**CESPA Update** (Teresa Dixon)**Superintendent's Update and Presentations**39. Baseline Data Sets - Fall 2019

 [Baseline Data Sets-Fall 2019.pdf](#)

Minutes:

Superintendent Davis' update included baseline comparisons for iReady Reading and Math, new instructional resources and comparisons for Algebra I and Geometry, Science and Civics.

October's Champion of Change was Derald Sweatt for his hard work establishing a safe and welcome environment for all bus riders along with developing a positive culture within the Transportation Department.

Discussion Agenda**Superintendent**

40. C2 - Approve Final Order in Case No. 18-2333, styled Abbie Andrews, Easter Brown, Cherry Deaton, Donna Foster and Danielle Perricelli, Petitioners vs Clay County School Board. (Item pulled by Mrs. Kerekes)

 [Final Order - DOAH Case No. 18-2333.pdf](#)

Minutes:

At the request of the attorney attending for the petitioners and with the permission of the Chair, this item was moved ahead on the agenda as the first Discussion item.

Public comments here heard from the following individuals:

- Betsy Reagor
- Attorney H.B. Stivers

Mrs. Kerekes pulled the item in order to make a second motion following approval of the Final Order to ensure that the teachers are paid.

Motion

Motion to approve the Final Order

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Tina Bullock

Janice Kerekes - Aye

Carol Studdard - Aye

Ashley Gilhousen - Aye

Mary Bolla - Aye

Tina Bullock - Aye

Motion

Motion to instruct the superintendent to immediately pay all five petitioners, Abbie Andrews, Cherry Deaton, Donna Foster, Easter Brown, and Danielle Perricelli the \$1200 scholarship they would have received under the 2017 Florida Best and Brightest Teacher Scholarship Program.

Vote Results (Approved)

Motion: Janice Kerekes

Second: Tina Bullock

Janice Kerekes - Aye

Carol Studdard - Aye

Ashley Gilhousen - Aye

Mary Bolla - Aye

Tina Bullock - Aye

41. D1 - 2020 Legislative Priorities

[2020 Legislative Priorities.pdf](#)

Minutes:

A motion to approve was made by Mary Bolla and seconded by Tina Bullock, and Superintendent Davis then reviewed the proposed priorities in more detail.

Following Board discussion which resulted in some minor changes, the motion and second were withdrawn and the consensus was to bring the item back on the November agenda with the updated changes.

School Board Member

42. D2 - Consider moving the December 5, 2019, Regular meeting to Thursday, December 12, 2019. (Submitted by Mrs. Studdard)

Minutes:

Board Attorney Bruce Bickner stated that due to a prior commitment he would not be able to attend the meeting on December 12th but would be available in advance to review any concerns about items on the agenda.

Motion

Motion to approve

Vote Results (Approved)

Motion: Ashley Gilhousen

Second: Mary Bolla

Janice Kerekes - Aye

Carol Studdard - Aye

Ashley Gilhousen - Aye

| | |
|--------------|-------|
| Mary Bolla | - Aye |
| Tina Bullock | - Aye |

[43. D3 - Discuss and give direction to the Superintendent for providing School Resource Officer Coverage for District Charter Schools \(Submitted by Mrs. Gilhousen\)](#)

Minutes:

Public Speakers;

- Trish Diggins
- Marc Smith
- Sarah Davis
- Cheryl Banks

Mrs. Gilhousen stated she had placed this item on the agenda at the request of the school (St. Johns Classical Academy). She stated that a survey of the parents showed they want a deputy and to be treated as other schools in the district. Based on the legal interpretation given by Board Attorney Bruce Bickner and the response of the attorney for St. Johns Classical, Mrs. Gilhousen noted there are differences of opinions and some legal concerns with jurisdiction.

Mrs. Gilhousen made a motion to allow the Superintendent the latitude to secure a Resource Officer in the Charter Schools as he deems in the best interest of the students. The motion was seconded by Mrs. Bolla for discussion purposes. Mr. Bickner pointed out the item was not placed on the agenda as an action item but that direction could be given to the Superintendent by consensus. Board discussion ensued about the legal and liability issues of placing school district police officers on the non-public property to perform their duties. Following the discussion, the motion and second were withdrawn. Mrs. Gilhousen then asked and the Superintendent agreed to work with the Charter schools to explore alternatives for a workable plan.

Human Resources

[44. D4 - Human Resources Special Action A](#)

🔒 Special Action A 10 3 2019.pdf (Confidential)

Motion

Motion to approve

Vote Results (Approved)

Motion: Mary Bolla

Second: Ashley Gilhousen

| | |
|----------------|-------|
| Janice Kerekes | - Aye |
|----------------|-------|

| | |
|----------------|-------|
| Carol Studdard | - Aye |
|----------------|-------|

| | |
|------------------|-------|
| Ashley Gilhousen | - Aye |
|------------------|-------|

| | |
|------------|-------|
| Mary Bolla | - Aye |
|------------|-------|

| | |
|--------------|-------|
| Tina Bullock | - Aye |
|--------------|-------|

[45. D5 - Human Resources Special Action B](#)

🔒 Special Action B 10 3 2019.pdf (Confidential)

Minutes:

Mrs. Kerekes stated she believed the punishment should be stronger, up to and including termination.

Motion

Motion to approve

Vote Results (Approved)

Motion: Ashley Gilhousen

Second: Mary Bolla

Janice Kerekes

- Aye

Carol Studdard

- Aye

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Tina Bullock

- Aye

School Board Attorney Remarks (None)

School Board Member Remarks

[46. Comments](#)

Minutes:

Board member comments were heard.

Adjournment (8:55 p.m.)

Superintendent of Schools

School Board Chairman

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C2 - Approve Addendum #1 to Mutual Aid Agreement between Clay County District Schools Police Department and Clay County Sheriff's Office

Description

Law enforcement agencies are authorized by Florida Statute 23, Florida Mutual Aid Act, to enter into mutual aid agreements to allow agencies to join forces to adequately handle multi-jurisdictional law enforcement problems. The agreement addendum attached to this agenda item is such an agreement.

Gap Analysis

The Mutual Aid Agreement was approved on October 3, 2019. This Addendum to said Agreement allows the CCDSPD to direct traffic at the entry ways of district school properties at times when activities or functions on the School District property cause increased traffic ingress and egress onto the property.

Previous Outcomes

N/A

Expected Outcomes

Execution of this Mutual Aid Agreement will allow the CCDSPD to act with the authority of the Clay County Sheriff to direct traffic at the entry ways of district school properties at times when activities or functions on the School District property cause increased traffic ingress and egress onto the property.

Strategic Plan Goal

N/A

Recommendation

Approve Agreement

Contact

Kenneth Wagner, Chief of Police; J. Bruce Bickner, School Board Attorney

Financial Impact

Undetermined

Review Comments**Attachments**

☉ [CCSO CCSDPD Addendum Oct 2019.pdf](#)

ADDENDUM #1 TO MUTUAL AID AGREEMENT

Between

CLAY COUNTY SHERIFF (CCSO)

&

CLAY COUNTY DISTRICT SCHOOLS POLICE DEPARTMENT (CCDSPD)

This document constitutes an Addendum to the agreement between CCSO and CCDSPD in effect from August 1, 2019 through July 31, 2020.

1. Purpose

The purpose of this Addendum is to describe the authority of the CCDSPD to conduct manual traffic direction and control in areas outside of its jurisdictional limits.

2. Traffic Direction and Control

The CCDSPD is authorized, under the scope of this agreement, to conduct manual traffic direction and control on roadways where traffic enters or exits School District property. The authorization to conduct manual traffic control and direction applies only during times when there are activities or functions being held at the School District property.

The authorization to conduct manual traffic direction and control does not include authority to enforce traffic laws outside of the jurisdictional limits of the CCDSPD.

IN WITNESS WHEREOF, the parties hereto cause these presents to be signed by their duly authorized officers on the dates indicated below:

CLAY COUNTY SHERIFF'S OFFICE

By: 

DARRYL DANIELS, Sheriff

Date: 10-1-19

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: _____

CAROL Y. STUDDARD, Chair

Date: _____

CLAY COUNTY DISTRICT SCHOOLS POLICE DEPARTMENT

By: _____

KENNETH WAGNER, Chief

Date: _____

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C3 - Personnel Consent Agenda

Description

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

Gap Analysis

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

Previous Outcomes

The Clay County School Board has approved each month a Personnel Consent Agenda which contains appointments, 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 dated November 7, 2019.

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.pdf](#)

DIVISION OF HUMAN RESOURCES PERSONNEL CONSENT AGENDA

November 7, 2019

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DRAFT

I. Administrative Actions

A. APPOINTMENT

| Name/Assignment | Site | Contract |
|------------------------|-------------|-----------------|
|------------------------|-------------|-----------------|

DRAFT

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

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|------------------------|-------------|-----------------|
|------------------------|-------------|-----------------|

DRAFT

I. Administrative Actions

C. RE-DESIGNATION

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Previous Assignments</u> |
|--|------------------------|-------------|-----------------------------|
|--|------------------------|-------------|-----------------------------|

DRAFT

I. Administrative Actions

D. TRANSFER

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|------------------------|-------------|-----------------|
|------------------------|-------------|-----------------|

DRAFT

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

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Effective/Action</u> |
|--|-------------------------------|--------------------|--------------------------------|
|--|-------------------------------|--------------------|--------------------------------|

DRAFT

I. Administrative Actions**F. SUPPLEMENT**

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

DRAFT

I. Administrative Actions

A. APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|---|-----------------|---|
| KRAMER JR, DAVID ROLAND FPC COOR, PROJECT MANAGER 12 MONTH | FACILITY PLAN A | Effective 2019-10-01 12 MONTH / Annual |
| SMITH, LAURA ELIZABETH CEB ASST PRINCIPAL EL 12 MO 12 MONTH | CHARLES E. BENN | Effective 2019-10-07 12 MONTH / Annual |
| ZINO, INA J TRN COORDINATOR OF ROUTING 12 MONTH | TRANSPORTATION | Effective 2019-09-09 12 MONTH / Annual |

I. Administrative Actions

B. RE-APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|------------------------|-------------|-----------------|
|------------------------|-------------|-----------------|

DRAFT

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

| <u>Name/Assignment</u> | <u>Site</u> | <u>Previous Assignments</u> |
|------------------------|-------------|-----------------------------|
|------------------------|-------------|-----------------------------|

DRAFT

I. Administrative Actions

D. TRANSFER

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|------------------------|-------------|-----------------|
|------------------------|-------------|-----------------|

DRAFT

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

| <u>Name/Assignment</u> | <u>Site</u> | <u>Effective/Action</u> |
|---|-------------------------|-------------------------------------|
| DOBSON, LISA MARIE OLJ CAFE ASSISTANT 7 HOURS 9 MON CA | FOOD NUTRITION SERVICES | Effective 2019-08-16 RESIGNATION |
| HOWARD, LORI LYNNE FNS MANAGER FOOD SERVICES INTE CAFETERI | FOOD NUTRITION SERVICES | Effective 2019-09-20 RESIGNATION |
| SMITH, LAURA ELIZABETH CEB MEDIA SPECIALIST, ELEM 10 MONTH | CHARLES E. BENN | Effective 2019-10-04 RESIGNATION |
| ZINO, INA J TRN ROUTING SPECIALIST 12 MO SU | TRANSPORTATION | Effective 2019-09-06 RESIGNATION |

I. Administrative Actions**F. SUPPLEMENT**

| <u>Name/Assignment</u> | <u>Site</u> | |
|--|-----------------|-------------|
| MAYBERRY, LAURA LEIGH OPH SENIOR CLASS SPONSOR SUPPLEME | ORANGE PARK HIG | Appointment |
| SMITH, LAURA ELIZABETH CEB ESE INTERVENTION FAC. SUPPLEME | CHARLES E. BENN | Resignation |
| SMITH, LAURA ELIZABETH CEB TITLE 1 SUP ED SUPPLEME | CHARLES E. BENN | Resignation |
| THOMPSON, CHRISTINA NICOLE OHS SOFTBALL FP HD SH SUPPLEME | OAKLEAF HIGH SC | Appointment |

II. JOB DESCRIPTION ACTIONS

A. Approve the following Job Description:

NEW:

I-1.2.05 Supervisor of Mental Health and Wellness Services

New state mandates and scope of work that have a significant impact on student wellness and the supervision of personnel make this job description essential to the work of our schools and the district. Required state initiatives over the past two years have greatly impacted the way in which this position will operate. The following reasons for adding the supervisor job description as a replacement for the existing coordinator position.

- Submission to state an annual district Mental Health Allocation Plan; requires the coordination of charter school submissions.
- Submission to state an annual data report of mental health screenings, services, and threat assessment outcomes; requires the coordination of charter school information.
- Direct oversight of a \$1,000,000 budget and associated grants.
- Increase in staff supervision from two (2) to 22, including school social workers, mental health counselors, and district specialists.
- Coordination of agency partnerships for the provision of mental health services to students, including terms of contracts, rates of services, and scope of support.
- Coordination of school social work and mental health clinicians in the provision of services to children and families on a daily basis.
- Management of the crisis response team and the district threat assessment team, including all required training and state reporting elements.

I-1.2.27 Marketing and Farm to School Coordinator

This new position will allow the Food and Nutrition Services Department to explore partnerships with local farmers and aqua-ponic growers to provide educational opportunities and the freshest produce possible to our students.

This position will also work directly with Cafeteria Managers to develop new menu ideas/concepts and provide guidance to ensure proper marketing and placement of food products.

Job Locator: I-1.2.05
Supervisor of Mental Health and Wellness Services
Position Grade: Supervisor I
Evaluated by: Assistant Superintendent or Superintendent Designee

Job Description:

The Supervisor of Mental Health and Wellness Services is responsible to an Assistant Superintendent or designee as designated by the Superintendent for the development, implementation, and monitoring of mental health and wellness related services.

Responsibilities and duties of this position include:

1. Provide leadership and assistance with federal laws, state statutes, and state board rules regarding mental health and wellness support requirements for students in public education settings.
2. Supervise district staff in the scope of their work related to mental wellness such as social workers, school psychologists, school counselors, district specialists and mental health clinicians as determined by the Assistant Superintendent.
3. Develop and coordinate relationships with community partnerships including the execution of contracts and services.
4. Provide assistance in the implementation and evaluation of various department initiatives, such as district wide social and emotional learning, bully prevention, suicide prevention, mental health services, crisis response, threat assessment, and attendance standards.
5. Provide guidance to instructional personnel for the implementation of procedures related to support and control of student mental wellness in the learning environment.
6. Maintain clinical oversight of all implemented mental health and student wellness programs.
7. Provide in-service and professional development activities to district and school staff on topics related to social-emotional development, risk factors, signs and symptoms of mental health distress, and mentally healthy classroom learning environments.
8. Assist in the collection, preparation, and monitoring of required data for the district's strategic initiatives and superintendent's accountability measures.
9. Collaborate with parents, community agencies, school personnel, and others in the coordination of programs and services for students and student programming.
10. Provide support for the development and implementation of comprehensive PreK-12 school counseling program.
11. Provide leadership and assistance for the development and expansion of social work and mental health internships.
12. Perform other duties as assigned by direct report.

Required Qualifications:

1. Current licensure as issued by the State of Florida as a clinical provider through mental health, social work, marriage and family, or clinical psychology; or FDOE professional certification in school social work, school psychology, school counseling, or educational leadership.
2. Three years' experience in administration/supervision of related mental health and wellness services, or five years' experience in administration/supervision in the provision of educational systems.
3. Knowledge of federal and state education laws and regulations.
4. Ability to lead problem solving teams from analysis and plan implementation to progress monitoring and plan completion.
5. Strong verbal and written communication skills.
6. Effective interpersonal and decision making skills.

Pending School Board Approval: 11/07/2019

DRAFT

Job Locator: I-1.2.27

Marketing and Farm to School Coordinator

Position Grade: Coordinator IV

Evaluated by: Director of Food & Nutrition Services

Job Description:

Plans, organizes, and implements Farm to School projects and guides the work of the program; serves as the liaison between farmers and schools. Develops new recipes and menu concepts. Works directly with Cafeteria Managers to develop marketing strategies and consistency with food preparation and presentation.

Responsibilities and duties of this position include:

1. Plans and implements new Farm to School initiatives.
2. Certifies and visits farms in accordance with USDA and FDACS regulations.
3. Coordinates the implementation of new and ongoing projects related to Farm to School initiatives.
4. Develops new recipes and menu concepts that follow the USDA guidelines and incorporates Farm to School products.
5. Acts as the liaison between vendors, farmers and schools.
6. Works directly with Cafeteria Managers and cafeteria support staff to ensure proper preparation, marketing and consistency of the presentation of daily menu items.
7. Design, develop, implement, monitor and evaluate contractual arrangements for the Food and Nutrition Services (FNS) Department to ensure compliance with Federal and District procurement regulations.
8. Assist with the development of new marketing strategies and plans monthly events for school cafeterias.
9. Assist the Director of Food and Nutrition Services and Coordinator(s) with monitoring school cafeterias for proper presentation and placement of food products, sanitation, HACCP, Productions Records, and overall function of the kitchen operation in accordance with local and State regulations.
10. Assist with the identification, testing, and development of new products and recipes.
11. Develop marketing and educational materials for staff and students.

Required Qualifications:

1. Bachelor's Degree from an accredited institution.
2. Three (3) years of successful experience in food service, restaurant management or a related field.
3. Must possess administrative experience in spreadsheet applications, and computer operating systems.
4. Demonstrate consistent, effective, and positive interpersonal communication skills.
5. Valid Florida Driver's License and acceptable driving record.

Desired Qualifications:

1. Certified Chef or Culinarian
2. Chef educator and/or culinary instructor
3. Advanced training in food service marketing, presentation, menu development, accounting and culinary business management and purchasing.
4. Advanced training in marketing, accounting, business management and/or purchasing.

Pending School Board Approval: 11/7/19

II. JOB DESCRIPTION ACTIONS

B. Approve the following Job Description:

NEW:

C-3.4.65 **Lead Access Controls / Locksmith**
C-3.4.66 **Access Controls Technician**

Due to increased security initiatives, traditional locks must be converted to electronic access control locks in our schools districtwide. Existing resources will be better utilized to support safety and security initiatives districtwide – specifically access control, badging and locksmith functions.

REVISED:

C-3.3.09 **Purchasing Support Assistant**

There is a need to revise this job description to coincide with the required qualification of other Position Grade: Support Salary Schedule B23. Job responsibilities and duties have not changed but the emphasis on purchasing experience might attract qualified job applicants.

Job Locator: C-3.4.65
Lead Access Controls/Locksmith
Position Grade: Support Salary Schedule
B32
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; Orders and maintains materials and tools: Demonstrates proficiency with computers, power tools and trade practices associated with electronic access controls and locksmith trade; Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control, code compliance and follows set building standards; Coordinates with vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises the Access Controls Locksmith shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of District access control systems and other devices both mechanical and electronic to ensure safe, secure, and continuous operation of District facilities and performs maintenance on same equipment when required
2. Directs and coordinates with electronic badge work center in the creation and access controls software updates and deletions.
3. Supervises the repair of building egress systems to include all access control equipment and associated hardware.
4. Communicates with Administrators on scheduling work assignments at job sites.
5. Supervises and directs assigned personnel to assists in carpentry projects including, hanging doors, setting hinges, installing locks and associated hardware.
6. Directs the ordering of materials for the Access Control Locksmith work center according to District purchasing policies and procedures.
7. Supervises the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
8. Maintains inventory of equipment, tools and assigned vehicles to work center personnel.
9. Directs the timely data entry of work performed by District assigned to the work center.
10. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Three years previous related experience or a combination of previous education/training/experience providing for an equivalent background necessary to perform the work with working knowledge of computer based maintenance management systems.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the 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 within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

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

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

Pending School Board Approval: 11/7/19

Job Description:

Supervises, manages and directs all access controls and security systems within the District; Organizes and assigns daily work priorities; Orders and maintains materials and tools; Demonstrates proficiency with computers, and trade practices associated with electronic access controls; Complies with and supports all safety standards when using access control systems; Ensures quality control, code compliance and follows set building standards; Coordinates with vendors and outside contractors when required; Cleans and maintains office and associated equipment.

Responsibilities and duties of this position include:

1. Performs a variety of skilled and semi-skilled work on a variety of electronic access control systems throughout the District and other work as required.
2. Manages the district identification and access cards for staff and maintain records of all persons having electronic access to District facilities.
3. Interfaces with all District Access control, CCTV systems, Security Systems and associated electrical hardware.
4. Makes modification from specification, plans or oral directions on security systems; confers with supervisors, manufactures, architects or management on key systems requirements and adjustments.
5. Maintains central access control records and produces printout of specific access activity as required.
6. Assist with performing a variety of tests to determine whether product functions as specified; determine cause of product failure; analyze test results.
7. Receive, understand and execute work orders which may involve any or all the following:
 - a) Electronically maintain material such as Access control, CCTV systems, Security Systems and electrical hardware.
 - b) Troubleshooting of new and existing material.
 - c) Produce quality results in most efficient and cost-effective manner.

Requirements:

1. Three years previous related security or access control experience or a combination of previous education/training/experience providing for an equivalent background necessary to perform the work with working knowledge of computer-based maintenance management systems.
2. Must be a high school graduate, and a minimum associate degree strongly preferred.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the 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 within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
6. Ability to work in a team environment, as well as independently with minimal supervision.
7. Good communication and interpersonal skills.
8. Strong attention to written detail, drawings, and data.
9. Skilled in organization and time management.
10. Law Enforcement conducted background check

| <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> |

Pending School Board Approval: 11/07/2019

Job Locator: C-3.3.09
Purchasing Support Assistant
Position Grade: Support Salary Schedule
Evaluated By: Assigned Administrator
Business Affairs Division

Job Description:

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

Responsibilities and Duties this position include:

1. Responsible for overall administrative support of the Supervisor and department staff.
2. Assist with review of purchase requisitions for compliance with governmental purchasing procedures and School Board Policy; process and distribute purchase orders; review information for product procurement, verify bid pricing and revise as necessary.
3. Assist with the preparation of Invitation to Bid (ITB), Request for Proposal (RFP), Request for Qualifications (RFQ), quote packages and bid evaluation and bid renewal processes.
4. Communicate with other agencies to acquire or distribute bid-related documents.
5. Interact with the public, including vendors and bidders, and assist with inquiries regarding bid documents, bid openings, and bid awards.
6. Update and Maintain Bid/Quote spreadsheets, documents, files, etc.
7. Obtain certificates of insurance for vendors and maintain renewal information.
8. Receive and process all contract review contracts which includes: ensuring all documents are attached, routing for approval, scanning approved contract back to originator, follow up with purchase requisition.
9. Update and Maintain Contract Review spreadsheet, documents, files, etc.
10. Prepare agenda items or materials for meetings as assigned
11. Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs; work orders & IssueTrak for both Purchasing Department and Print Center.
12. Prepare and submit purchase requisitions for both Purchasing Department and Print Center.
13. Submit Budget Transfers for both the Purchasing Department and Print Center.
14. Update and Maintain Print Center budget in regards to purchasing expenses.
15. Receive and review invoices for both the Purchasing Department and Print Center.
16. Respond to inquiries and concerns from customers, vendors, etc., in a timely manner.
17. Utilize current technology, as appropriate, to perform job functions and participates in training programs offered to increase technology skill level and proficiency related to job assignment.
18. Receive and distribute mail. Order and maintain office supplies.
19. Maintain positive effective working relationships with District / school personnel and co-workers.
20. Perform other incidental tasks consistent with the goals and objectives of this position.

Required Qualifications:

1. Associate's Degree. Must be high school graduate or have passed the G.E.D. equivalency exam.
2. Minimum of two year's previous bookkeeping, ~~and~~ or accounting, or purchasing experience providing background necessary to perform the work.
3. Pass the secretarial/clerical skills test.
4. Possess basic computer skills
5. Pass the 10-key calculator test.

| <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> |

School Board Approval: 5/3/2018
Pending School Board Approval: 11/7/2019

III. Instructional Actions**A. APPOINTMENT**

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|------------------------|-------------|-----------------|
|------------------------|-------------|-----------------|

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III. Instructional Actions

B. RE-APPOINTMENT

| | Name/Assignment | Site | Contract |
|--|-----------------|------|----------|
|--|-----------------|------|----------|

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III. Instructional Actions**C. RE-DESIGNATION**

| <u>Name/Assignment</u> | <u>Site</u> | <u>Effective/Action</u> |
|------------------------|-------------|-------------------------|
|------------------------|-------------|-------------------------|

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III. Instructional Actions**D. TRANSFER**

| <u>Name/Assignment</u> | <u>Site</u> | <u>Previous Assignment</u> |
|------------------------|-------------|----------------------------|
|------------------------|-------------|----------------------------|

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III. Instructional Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Effective/Action</u> |
|--|------------------------|-------------|-------------------------|
|--|------------------------|-------------|-------------------------|

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III. Instructional Actions**F. SUPPLEMENT**

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

2018-2019

G. PENDING APPOINTMENTS

Name / Assignment

Site

Contract

NONE

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III. INSTRUCTIONAL ACTIONS 2018-2019

H. OUT OF FIELD

| <u>Name</u> | <u>Site</u> | <u>Subject</u> | <u>OOF Subject</u> |
|-------------|-------------|----------------|--------------------|
|-------------|-------------|----------------|--------------------|

| | | | |
|------|--|--|--|
| NONE | | | |
|------|--|--|--|

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III. Instructional Actions

A. APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|---|------------------------------|---|
| ABRAHAM, VALI MELISSA DIS TEACHER, SC, FIRST GR 10 MONTH | DOCTORS INLET E | Effective 2019-10-02 10 MONTH / Instructional Probationary Annual |
| ALJADA, ANITRA OLJ COUNSELOR, JH 10 MONTHS (OOF) 10 MONTH | OAKLEAF JUNIOR | Effective 2019-10-07 10 MONTH / Instructional Probationary Annual |
| AYERS, TIFFANY W TES TEACHER, SC, FIFTH GR 10 MONTH | TYNES ELEMENTAR | Effective 2019-09-25 10 MONTH / Instructional Probationary Annual |
| BENDIG, MICHELLE LYNN PES TEACHER, SC, FIRST GR 10 MONTH | PATERSON ELEMEN | Effective 2019-09-16 10 MONTH / Instructional Probationary Annual |
| BLEEKER, CLAUDIA FORAIN MHS TEACHER, FOREIGN LANG, SH 10 MONTH | MIDDLEBURG HIGH | Effective 2019-09-24 10 MONTH / Instructional Probationary Annual |
| CARNES, SHERMAN B KHH TEACHER, SCIENCE, SH (OOF) 10 MONTH | KEYSTONE HEIGHT | Effective 2019-10-14 10 MONTH / Instructional Probationary Annual |
| CORNISH, JOE A FYA TEACHER, DROPOUT PREV SH 10 MONTH | FL. YOUTH CHALL | Effective 2019-09-30 10 MONTH / Instructional Probationary Annual |
| DOBRENEN, PAMELA D LAE TEACHER, SC, FIFTH GR 10 MONTH | LAKE ASBURY ELE | Effective 2019-09-18 10 MONTH / Instructional Probationary Annual |
| EKENBARGER, ROBERT A KHE TEACHER, SC, FIFTH GR 10 MONTH | KEYSTONE HEIGHT | Effective 2019-09-16 10 MONTH / Instructional Probationary Annual |
| ENGELMAN, AMANDA ERIN WJH TEACHER, LANGUAGE ARTS, JH(OOF) 10 MONTH | WILKINSON JUNIO | Effective 2019-09-16 10 MONTH / Instructional Probationary Annual |
| FRAZIER, ERIKA N CEB TEACHER, CURRICULUM COACH 10 MONTH | CHARLES E. BENN | Effective 2019-10-01 10 MONTH / Instructional Probationary Annual |
| HALL, MONICA DANIELLE LES TEACHER, SC, KINDERGARTEN 10 MONTH | LAKESIDE ELEMEN | Effective 2019-09-16 10 MONTH / Instructional Probationary Annual |
| HEBB, LACEY ELENI DOE TEACHER, SC, SIXTH GR 10 MONTH | DISCOVERY OAKS ELEMENTARY | Effective 2019-10-08 10 MONTH / Instructional Probationary Annual |
| HELLMAN, CAROLINE LEE OVE TEACHER, COMBINATION, EL 10 MONTH | OAKLEAF VILLAGE | Effective 2019-09-26 10 MONTH / Instructional Probationary Annual |
| HELLUMS, DONNA LAURIE CHE TEACHER, SC, KINDERGARTEN 10 MONTH | CLAY HILL ELEME | Effective 2019-10-14 10 MONTH / Instructional Probationary Annual |
| HOUSER, CLAUDIA FARAH FIE TEACHER, SC, KINDERGARTEN 10 MONTH | FLEMING ISLAND | Effective 2019-09-17 10 MONTH / Instructional Probationary Annual |

III. Instructional Actions

A. APPOINTMENT

| Name/Assignment | Site | Contract |
|--|------------------|---|
| JENSEN, APRIL MARIE LAE TEACHER, COMBINATION, EL 10 MONTH | LAKE ASBURY ELE | Effective 2019-09-19 10 MONTH / Instructional Probationary Annual |
| LINSNER, MICHELLE DAWN CEB TEACHER, SC, SIXTH GR 10 MONTH | CHARLES E. BENN | Effective 2019-10-10 10 MONTH / Instructional Probationary Annual |
| MARSHALL, ELIZABETH P OHS TEACHER, MATHEMATICS, SR 10 MONTH | OAKLEAF HIGH SC | Effective 2019-09-30 10 MONTH / Instructional Probationary Annual |
| RESCHKE, POLLY KATHLEEN KHE TEACHER, SC, KINDERGARTEN 10 MONTH | KEYSTONE HEIGHT | Effective 2019-09-16 10 MONTH / Instructional Probationary Annual |
| ROBINSON, OLGA ILLIVNA KHH TEACHER, VE/INCLUSION 10 MONTH | KEYSTONE HEIGHT | Effective 2019-10-07 10 MONTH / Instructional Probationary Annual |
| SCOTT, JARUTHA MARY K12 TEACHER, CURRICULUM COACH 10 MONTH | INSTRUCTIONAL-SE | Effective 2019-10-09 10 MONTH / Instructional Probationary Annual |
| SHEEHAN, KATHLEEN MARIE DIS TEACHER, SC, KINDERGARTEN 10 MONTH | DOCTORS INLET E | Effective 2019-10-02 10 MONTH / Instructional Probationary Annual |
| SMITH, OLIVIA CELESTE POE TEACHER, SC, KINDERGARTEN 10 MONTH | PLANTATION OAKS | Effective 2019-09-25 10 MONTH / Instructional Probationary Annual |
| TRUJILLO, DAVID ROE TEACHER, EBD 10 MONTH | RIDEOUT ELEMENT | Effective 2019-09-16 10 MONTH / Annual |
| VANDEWATER, STEPHEN EDWARD SPC TEACHER, SC, FOURTH GR 10 MONTH | SWIMMING PEN CR | Effective 2019-10-10 10 MONTH / Instructional Probationary Annual |
| WOODS, VANESSA ANN TES TEACHER, SC, KINDERGARTEN 10 MONTH | TYNES ELEMENTAR | Effective 2019-10-02 10 MONTH / Instructional Probationary Annual |

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> |
|--|-----------------|---|
| CARRODEGUAS, DAISY V. ROE TEACHER, EBD 10 MONTH | RIDEOUT ELEMENT | Effective 2019-10-11 / redesignated from / ROE TEACHER, EBD Out of field / 10 MONTH |
| GREEN, TONI A OHS TEACHER, VE/INCLUSION 10 MONTH | OAKLEAF HIGH SC | Effective 2019-08-06 / redesignated from / OHS TEACHER, VE/INCLUSION Out of field / 10 MONTH |
| JAMMES, LJNSAY D LJH TEACHER, LANGUAGE ARTS, JH(OOF) 10 MONTH | LAKESIDE JUNIOR | Effective 2019-08-06 /transfer from / LJH TEACHER, LANGUAGE ARTS, JH / 10 MONTH |
| JONES, GRAYSON HUGH OPJ TEACHER, VE/INCLUSION 10 MONTH | ORANGE PARK JUN | Effective 2019-10-04 / redesignated from / OPJ TEACHER, VE/INCLUSION Out of field / 10 MONTH |
| LEVINE, TERRI S OLJ TEACHER, LANGUAGE ARTS, JH(OOF) 10 MONTH | OAKLEAF JUNIOR | Effective 2019-08-06 /transfer from / OLJ TEACHER, LANGUAGE ARTS, JH / 10 MONTH |
| PATTERSON, MELISSA LAIRD RHS TEACHER, AUTISM SPECTR DIS(OOF) 10 MONTH | RIDGEVIEW HIGH | Effective 2019-10-28 /transfer from / RHS TEACHER, VE/INCLUSION / 10 MONTH |
| WARREN, AMBER KAYE LJH TEACHER, LANGUAGE ARTS, JH(OOF) 10 MONTH | LAKESIDE JUNIOR | Effective 2019-08-06 /transfer from / LJH TEACHER, LANGUAGE ARTS, JH / 10 MONTH |

III. Instructional Actions

D. TRANSFER

| Name/Assignment | Site | Previous Assignment |
|---|-----------------|---|
| GANAS, DONNA TANNER RVE TEACHER, SC, FIRST GR 10 MONTH | RIDGEVIEW ELEME | Effective 2019-09-30 /transfer from / CEB TEACHER, SC, FOURTH GR |
| HARRIS, DEANDREA MONIQUE CEB TEACHER, SC, FOURTH GR 10 MONTH | CHARLES E. BENN | Effective 2019-09-30 /transfer from / SIP PROF LRN SPECIALIST |
| HOPPER, PERRY JOE CHS ART SPECIALIST 10 MONTH | MIDDLEBURG HIGH | Effective 2019-10-03 /transfer from / MHS ART SPECIALIST |
| PLANAS, YOLANDA CGE MENTAL HEALTH COUNS 10 MO 10 MONTH | COPPERGATE ELEM | Effective 2019-10-07 /transfer from / ROE MENTAL HEALTH COUNS 10 MO |
| RICE, KYLE MATHEW TES TEACHER, PHYSICAL ED EL 10 MONTH | TYNES ELEMENTAR | Effective 2019-09-11 /transfer from / MHS TEACHER, PHYSICAL ED SH |

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Effective/Action</u> |
|-----|---|-----------------|---|
| | BROOKS, VICTORIA LEIGH RHS TEACHER, AUTISM SPECTR DIS 10 MONTH | RIDGEVIEW HIGH | Effective 2019-10-18 RESIGNATION |
| 0.8 | DOBRENEN, PAMELA D LAE GENERIC CLASSROOM ASSISTAN 9 MON SU | LAKE ASBURY ELE | Effective 2019-09-17 RESIGNATION |
| | ECCLES, MATTHEW THOMAS OPJ TEACHER, SCIENCE, JH 10 MONTH | ORANGE PARK JUN | Effective 2019-10-07 RESIGNATION |
| | ECKENROTH, RUTH ADELENE OHS TEACHER, SCIENCE, SH 10 MONTH | OAKLEAF HIGH SC | Effective 2019-11-01 RESIGNATION |
| 0.9 | EKENBARGER, ROBERT A KHE BEHAVIORAL HEALTH ASST 9 MON SU | KEYSTONE HEIGHT | Effective 2019-09-13 RESIGNATION |
| | ELLER, JACKELYN G CEB TEACHER, SC, THIRD GR 10 MONTH | CHARLES E. BENN | Effective 2019-10-23 RESIGNATION |
| | FLACH, JESSE ROBERT OPH TEACHER, VE/INCLUSION 10 MONTH | ORANGE PARK HIG | Effective 2019-10-04 RESIGNATION |
| | HARBIN, GREG P OPH MEDIA SPECIALIST, SH 10 MONTH | ORANGE PARK HIG | Effective 2019-12-18 RETIREMENT |
| | HEIDENREICH, DENISE FASTUCA SPC COUNSELOR, ELEM 10 MONTH | SWIMMING PEN CR | Effective 2019-09-20 RESIGNATION |
| 0.5 | JUMPP, ABIGAIL J TBE TEACHER, MUSIC, ELEM SPECIAL | THUNDERBOLT ELE | Effective 2019-10-11 RESIGNATION |
| | KOFFLER, KRISTINE D ESE BEHAVIOR SITE COACH 10 MONTH | RIDGEVIEW HIGH | Effective 2019-10-04 RESIGNATION |
| | KURMASKIE, BRENDA STEWART LAJ TEACHER, LANGUAGE ARTS, JH 10 MONTH | LAKE ASBURY JUN | Effective 2019-10-11 RESIGNATION |
| | METHENY JR, RICHARD L LAJ TEACHER, EBD 10 MONTH | LAKE ASBURY JUN | Effective 2019-09-17 RESIGNATION |
| | MORALES, CASEY LYNNE GPE TEACHER, SC, FOURTH GR 10 MONTH | GROVE PARK ELEM | Effective 2019-09-13 RESIGNATION |
| | MORRIS, HUGH F LAJ TEACHER, MATHEMATICS, JH 10 MONTH | LAKE ASBURY JUN | Effective 2019-10-04 CONCLUDE EMPLOYMENT |
| | RIVERA, REBECCA NICOLE FIH TEACHER, FOREIGN LANG, SH 10 MONTH | FLEMING ISLAND | Effective 2019-09-27 RESIGNATION |

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Effective/Action</u> |
|-----|--|-----------------|---|
| | SANTIAGO, DONELY KHH TEACHER, SCIENCE, SH 10 MONTH | KEYSTONE HEIGHT | Effective 2019-09-20 CONCLUDE EMPLOYMENT |
| | SHODD, CHERYL ANN POE TEACHER, AUTISM SPECTR DIS 10 MONTH | GROVE PARK ELEM | Effective 2019-09-20 RESIGNATION |
| | TOLENTINO, CAROLINE D OPJ TEACHER, SOC STUD, JH 10 MONTH | ORANGE PARK JUN | Effective 2019-10-11 RESIGNATION |
| | VASILEIADIS, APOSTOLOS ESE BEHAVIOR SITE COACH 10 MONTH | MCRAE ELEMENTAR | Effective 2019-10-04 RESIGNATION |
| 0.9 | WASHINGTON, ARIEL P WEC BEHAVIORAL HEALTH ASST 9 MON SU | W.E. CHERRY ELE | Effective 2019-08-23 RESIGNATION |
| 0.1 | WASHINGTON, ARIEL P WEC TITLE I ASSISTANT 9 MON SU | W.E. CHERRY ELE | Effective 2019-08-23 RESIGNATION |

III. Instructional Actions

F. SUPPLEMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Supplement Action</u> |
|-----|---|-----------------|--------------------------|
| | AMATO, AMBER LYN RHS CROSS COUNTRY HD SH SUPPLEME | RIDGEVIEW HIGH | Appointment |
| | BAKER, SUZANNE RENEE FIH CROSS COUNTRY HD SH SUPPLEME | FLEMING ISLAND | Appointment |
| | BALDWIN, KRISTI LEIGH OHS (.128) SIXTH PERIOD SUPPLEME | OAKLEAF HIGH SC | Appointment |
| | BLAND, RICHARD LEWIS KHH BASKETBALL ASST SH SUPPLEME | KEYSTONE HEIGHT | Appointment |
| | BLEAU, CHERA FORNER GCJ DRAMA JH SUPPLEME | GREEN COVE SPRI | Appointment |
| | BRYAN, LESLEE DAMPIER K12 STEM COACH, DISTRICT SUPPLEME | LAKE ASBURY JUN | Appointment |
| | BUSH, CHRISTOPHER FRANKLIN WJH BASEBALL HEAD JH SUPPLEME | WILKINSON JUNIO | Appointment |
| | CARROLL, TRACY A WEC PEER TEACHER SUPPLEME | W.E. CHERRY ELE | Appointment |
| | CASSIDY, MYRA A OPH PEER TEACHER SUPPLEME | ORANGE PARK HIG | Appointment |
| | CHANDLER, TRAAVIS T FIH FOOTBALL ASST HS 25% SUPPLEME | FLEMING ISLAND | Appointment |
| | CHANDLER, TRAAVIS T FIH FOOTBALL ASST SH 75% SUPPLEME | FLEMING ISLAND | Appointment |
| | CLEARY, NORA ROSA LAJ (.128) SIXTH PERIOD SUPPLEME | LAKE ASBURY JUN | Appointment |
| 0.5 | COLLAMATI, ROGER T MHS VOLLEYBALL ASST SH SUPPLEME | MIDDLEBURG HIGH | Appointment |
| | COMER, TERRI ELIZABETH CEB PEER TEACHER SUPPLEME | CHARLES E. BENN | Appointment |
| 0.5 | CONOMEA, BRANDY LEIGH PES DOD ACADEMIC CH, STEM SUPPLEME | PATERSON ELEMEN | Appointment |
| | CORRITORE, JENNIFER JOY OHS (.128) SIXTH PERIOD SUPPLEME | ORANGE PARK HIG | Appointment |
| | COWHERD, VALERIE HOPE SLE PEER TEACHER SUPPLEME | SHADOWLAWN ELEM | Appointment |
| | DEMARCO, MARY ELLEN OPH DOD ACADEMIC CH, STEM SUPPLEME | ORANGE PARK HIG | Appointment |
| | DOUGHTY, STEVEN PAUL | WILKINSON JUNIO | Appointment |

III. Instructional Actions

F. SUPPLEMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Supplement Action</u> |
|-----|--|-----------------|--------------------------|
| | WJH DRAMA JH SUPPLEME | | |
| | DUCHEMIN, MICHELLE MICHAEL LAJ DRAMA JH SUPPLEME | LAKESIDE JUNIOR | Appointment |
| | FOWLER, JEFFREY ROBERT WJH PEER TEACHER SUPPLEME | WILKINSON JUNIO | Appointment |
| | GARDNER, BRADLEY ALAN ROE DOD ACADEMIC CH, STEM SUPPLEME | RIDEOUT ELEMENT | Appointment |
| | GERDS, LAURA ELIZABETH CVA (.128) SIXTH PERIOD SUPPLEME | CLAY VIRTUAL AC | Appointment |
| 0.5 | GILLENWATERS, MELISSA LYNN KHE DOD ACADEMIC CH, STEM SUPPLEME | KEYSTONE HEIGHT | Resignation |
| | GILLENWATERS, TODD M KHH WEIGHTLIFTING HD JH SUPPLEME | KEYSTONE HEIGHT | Appointment |
| | GODDARD, CHRISTOPHER DANIEL OPJ SOCCER HEAD JH SUPPLEME | ORANGE PARK JUN | Resignation |
| | GOULD, EVAN J LAJ DRAMA JH SUPPLEME | LAKE ASBURY JUN | Appointment |
| | GRANESE, ROBERT MICHAEL OPJ SOCCER HEAD JH SUPPLEME | ORANGE PARK JUN | Appointment |
| | GRETTON, PAMELA ANN OLJ PEER TEACHER SUPPLEME | OAKLEAF JUNIOR | Appointment |
| | GRIBBEN, CHRISTINA H CEB TITLE 1 SUP ED SUPPLEME | CHARLES E. BENN | Appointment |
| 0.5 | GUNSAULUS JR, WILLIAM CALVIN LJH WRESTLING HD JH SUPPLEME | ORANGE PARK JUN | Appointment |
| | HAGEN, ILONA M SBJ DISCRETIONARY SUPPLEME | S. BRYAN JENNIN | Appointment |
| 0.5 | HAGER, JOSHUA C SLE DOD ACADEMIC CH, STEM SUPPLEME | SHADOWLAWN ELEM | Resignation |
| | HAMEL, TAMMY L LAJ PEER TEACHER SUPPLEME | LAKE ASBURY JUN | Appointment |
| | HARVEY, BRADLEY SCOTT KHH FOOTBALL ASST JH 25% SUPPLEME | KEYSTONE HEIGHT | Appointment |
| | HARVEY, BRADLEY SCOTT KHH FOOTBALL ASST JH 75% | KEYSTONE HEIGHT | Appointment |

III. Instructional Actions

F. SUPPLEMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Supplement Action</u> |
|-----|--|-----------------|--------------------------|
| | SUPPLEME | | |
| | HENDERSON, JAMES W OHS (.128) SIXTH PERIOD SUPPLEME | OAKLEAF HIGH SC | Appointment |
| 0.5 | HENRY, CASEY ELIZABETH SBJ TT1 SUP ED SUPPLEME | S. BRYAN JENNIN | Appointment |
| | HIX, DONNA THORNTON KHH ESE INTERVENTION FAC. SUPPLEME | KEYSTONE HEIGHT | Appointment |
| 0.5 | JACKSON, CARL LLOYD RHS CROSS COUNTRY HD SH SUPPLEME | RIDGEVIEW HIGH | Resignation |
| | JACKSON, MEAGAN R RHS BASKETBALL ASST SH SUPPLEME | RIDGEVIEW HIGH | Appointment |
| | JONES, MARY L SBJ DISCRETIONARY SUPPLEME | S. BRYAN JENNIN | Resignation |
| | JONES, MARY L SBJ TT1 SUP ED SUPPLEME | S. BRYAN JENNIN | Resignation |
| 0.5 | JUMPP, ABIGAIL J TBE ELEM PERF/PROD SUPPLEME | THUNDERBOLT ELE | Resignation |
| | KNOX, MIRANDA LYNN KHH VOLLEYBALL HD SH SUPPLEME | KEYSTONE HEIGHT | Appointment |
| | KOTZIERS, WILLIAM J WJH BASEBALL ASST JH SUPPLEME | WILKINSON JUNIO | Appointment |
| | KRUSE, JENNIFER L FIH SENIOR CLASS SPONSOR SUPPLEME | FLEMING ISLAND | Appointment |
| | KUPFER, BRENT HOWARD FIH BASKETBALL ASST SH SUPPLEME | FLEMING ISLAND | Appointment |
| | LABERIS, KEZIA LYNN OHS (.128) SIXTH PERIOD SUPPLEME | OAKLEAF HIGH SC | Appointment |
| | LAFONTANT, FLORENCE GLADYS RHS PEER TEACHER SUPPLEME | RIDGEVIEW HIGH | Appointment |
| 0.5 | LEGGE, KELLIE D PES DOD ACADEMIC CH, STEM SUPPLEME | PATERSON ELEMEN | Appointment |
| 0.5 | LEININGER, VICTORIA A WES DOD ACADEMIC CH, STEM SUPPLEME | WILKINSON ELEME | Appointment |
| | LOWE, VICKI MICHELLE OLJ DRAMA JH SUPPLEME | OAKLEAF JUNIOR | Appointment |
| | MACKENZIE, BARBARA LYNN WJH PEER TEACHER SUPPLEME | WILKINSON JUNIO | Appointment |

III. Instructional Actions

F. SUPPLEMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Supplement Action</u> |
|-----|---|-----------------|--------------------------|
| | MARQUART, JESSICA ANN KHH VOLLEYBALL HD JH SUPPLEME | KEYSTONE HEIGHT | Appointment |
| | MARSHALL, RICHARD BRANDON KHH PEER TEACHER SUPPLEME | KEYSTONE HEIGHT | Appointment |
| | MCCALL, EVAN OPJ WRESTLING HD JH SUPPLEME | ORANGE PARK JUN | Appointment |
| 0.5 | MCREE, MAEGAN BROOKE LJH DISCRETIONARY SUPPLEME | LAKESIDE JUNIOR | Appointment |
| 0.5 | MELTON, SANDRA KAY MRE DOD ACADEMIC CH, STEM SUPPLEME | MCRAE ELEMENTAR | Appointment |
| | MILLER, JOEL A OHS PEER TEACHER SUPPLEME | OAKLEAF HIGH SC | Appointment |
| 0.5 | MORITZ, KAREN EDMONDS FIH CROSS COUNTRY HD SH SUPPLEME | FLEMING ISLAND | Resignation |
| | MORITZ, KAREN EDMONDS FIH TRACK HD SH SUPPLEME | FLEMING ISLAND | Resignation |
| | MUDGE, KENNETH ROSS KHH BASKETBALL ASST SH SUPPLEME | KEYSTONE HEIGHT | Appointment |
| | MULCAHY, JENNIFER ELIZABETH SLE DOD ACADEMIC CH, STEM SUPPLEME | SHADOWLAWN ELEM | Appointment |
| | NELSON, KATHRYN WEC PEER TEACHER SUPPLEME | W.E. CHERRY ELE | Appointment |
| | NIXON, LISA DAWN OHS PEER TEACHER SUPPLEME | OAKLEAF HIGH SC | Appointment |
| | OTERO, CHRISTOPHER JOSEPH FIH CROSS COUNTRY HD SH SUPPLEME | FLEMING ISLAND | Appointment |
| | PADGETT, KAREN ELIZABETH WJH VOLLEYBALL ASST JH SUPPLEME | MIDDLEBURG HIGH | Appointment |
| 0.5 | PARSONS, VIRGINIA A KHE DOD ACADEMIC CH, STEM SUPPLEME | KEYSTONE HEIGHT | Appointment |
| 0.5 | POWERS, KANDICE VICTORIA WES DOD ACADEMIC CH, STEM SUPPLEME | WILKINSON ELEM | Appointment |
| | PRATHER, REGINA G OHS SOFTBALL FP HD JV SUPPLEME | OAKLEAF HIGH SC | Appointment |
| 0.5 | RAGAN, JOSEPH DAVID GPE DOD ACADEMIC CH, STEM | GROVE PARK ELEM | Appointment |

III. Instructional Actions

F. SUPPLEMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Supplement Action</u> |
|-----|---|-----------------|--------------------------|
| | SUPPLEME | | |
| 0.5 | RIVERA, REBECCA NICOLE FIH SENIOR CLASS SPONSOR SUPPLEME | FLEMING ISLAND | Resignation |
| 0.5 | RUCKERSFELDT, JORDAN DANIELLE SBJ TT1 SUP ED SUPPLEME | S. BRYAN JENNIN | Appointment |
| | SAUER, JEREMIAH K GCJ SOCCER HEAD JH SUPPLEME | FLEMING ISLAND | Resignation |
| | SCHELLHORN, ADAM MICHAEL RHS SOCCER HEAD JV SUPPLEME | RIDGEVIEW HIGH | Appointment |
| | SHAFFER, DEANNA GAIL POE SAFETY PATROL SUPPLEME | PLANTATION OAKS | Appointment |
| | SNOW, MATTHEW R POE DOD ACADEMIC CH, STEM SUPPLEME | PLANTATION OAKS | Appointment |
| | SPRINGS, DAMENYUM FIH WEIGHTLIFTING HD SH SUPPLEME | FLEMING ISLAND | Resignation |
| | TAYLOR, LAURA JEAN FIH BASKETBALL ASST SH SUPPLEME | FLEMING ISLAND | Appointment |
| 0.5 | TORRES, SANDRA MATILDE MRE DOD ACADEMIC CH, STEM SUPPLEME | MCRAE ELEMENTAR | Appointment |
| | TRAYWICK, BENJAMIN D FIH FOOTBALL ASST HS 25% SUPPLEME | MIDDLEBURG ELEM | Appointment |
| | TRAYWICK, BENJAMIN D FIH FOOTBALL ASST SH 75% SUPPLEME | MIDDLEBURG ELEM | Appointment |
| | TRAYWICK, BENJAMIN D FIH WEIGHTLIFTING HD SH SUPPLEME | MIDDLEBURG ELEM | Appointment |
| 2.0 | TROCCHIO, MELISSA JOAN GCJ VOLLEYBALL HD JH SUPPLEME | GREEN COVE SPRI | Appointment |
| | URFER, BRENNIA GALE CEB PEER TEACHER SUPPLEME | CHARLES E. BENN | Appointment |
| 0.5 | VALENTIN, ANTHONY MHS VOLLEYBALL ASST SH SUPPLEME | MIDDLEBURG HIGH | Appointment |
| 0.5 | WHITE, BENJAMIN DAVIS OHS FOOTBALL ASST HS 25% SUPPLEME | OAKLEAF HIGH SC | Appointment |
| 0.5 | WHITE, BENJAMIN DAVIS OHS FOOTBALL ASST SH 75% SUPPLEME | OAKLEAF HIGH SC | Appointment |
| | WILSON, SCOTT A RHS FOOTBALL ASST HS 25% SUPPLEME | RIDGEVIEW HIGH | Appointment |

III. Instructional Actions

F. SUPPLEMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Supplement Action</u> |
|-----|---|-----------------|--------------------------|
| | WILSON, SCOTT A RHS FOOTBALL ASST SH 75% SUPPLEME | RIDGEVIEW HIGH | Appointment |
| 0.5 | WINE, MEGHAN R GPE DOD ACADEMIC CH, STEM SUPPLEME | GROVE PARK ELEM | Appointment |
| | ZANER, BRADLEY ALBERT OPJ CO-CURR CLUB SUPPLEME | ORANGE PARK JUN | Resignation |

DRAFT

III. INSTRUCTIONAL ACTIONS 2019-2020

G. PENDING APPOINTMENTS

| <u>Name/Assignment</u> | <u>Location</u> | <u>Effective</u> |
|------------------------|-----------------|------------------|
| NONE | | |

DRAFT

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> |
|--------------------|-------------------|--------------------|-------------|------------------|
| Carnes, Sherman | Biology | Biology OOF | KHH | 10/14/19 |
| Jammes, Lindsay | English | ESOL OOF | LJH | 08/06/19 |
| Warren, Amber | English | ESOL OOF | LJH | 08/06/19 |
| Aljada, Anitra | Guidance | Guidance | OLJ | 10/07/19 |
| Levine, Terri | Inclusion English | ESE OOF & ESOL OOF | OLJ | 08/06/19 |
| Patterson, Melissa | VE/Inclusion | ASD | RHS | 10/28/19 |
| Engelman, Amanda | Inclusion English | ESE OOF & ESOL OOF | WJH | 11/07/19 |

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2018-2019

B. COMMUNITY EDUCATION

Appointments

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2018-2019

C. ADULT EDUCATION

Appointments

NONE

DRAFT

IV. INSTRUCTIONAL 2019-2020

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

B. COMMUNITY EDUCATION

Appointments

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

C. ADULT EDUCATION

Appointments

NONE

DRAFT

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2018-2019

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

DRAFT

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2019-2020

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

DRAFT

VI. Support Actions

A. APPOINTMENT

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

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

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

DRAFT

VI. Support Actions

C. RE-DESIGNATION

| <u>Name/Assignment</u> | <u>Site</u> | |
|------------------------|-------------|--|
|------------------------|-------------|--|

DRAFT

VI. Support Actions

D. TRANSFER

| | <u>Name/Assignment</u> | <u>Site</u> | |
|--|------------------------|-------------|--|
|--|------------------------|-------------|--|

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VI. Support Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

| | Name/Assignment | Site | Action/Effective |
|-----|--|-----------------|-------------------------------------|
| 0.8 | GARCIA, RUBY R PES ESOL CLASSROOM ASSISTANT 9 MON SU | PATERSON ELEMEN | Effective 2019-06-03 RESIGNATION |
| 0.9 | WHEELER, ADRIANA NICOLE LJH BEHAVIORAL HEALTH ASST 9 MON SU | LAKESIDE JUNIOR | Effective 2019-06-05 RESIGNATION |

VI. Support Actions**F. SUPPLEMENT**

| <u>Name/Assignment</u> | <u>Site</u> | |
|------------------------|-------------|--|
|------------------------|-------------|--|

DRAFT

VI. Support Actions

A. APPOINTMENT

| | Name/Assignment | Site | Action/Effective |
|-----|---|-----------------|---|
| 0.8 | BALL, MARCUS STEPHEN OHS IN SCHOOL SUSPENSION 9 MON SU | OAKLEAF HIGH SC | Effective 2019-08-22 9 MON SU / Annual |
| | BARKER, STEPHEN LEE ITS PROGRAMMER/ANALYST 12 MO SU | INFORMATION SER | Effective 2019-09-27 12 MO SU / Annual |
| 0.9 | BARTH, SHAUNA ALIA MHS BEHAVIORAL HEALTH ASST 9 MON SU | MIDDLEBURG HIGH | Effective 2019-09-16 9 MON SU / Annual |
| | BETTINGER, RACHAEL ANNE FIE CAFE ASSISTANT 4 HOURS 9 MON CA | FLEMING ISLAND | Effective 2019-10-07 9 MON CA / Annual |
| 0.9 | BRADLEY, ANNALEIGH SONIA RVE BEHAVIORAL HEALTH ASST 9 MON SU | RIDGEVIEW ELEME | Effective 2019-10-07 9 MON SU / Annual |
| 0.9 | BROOKS, DULCE MARIA RHS BEHAVIORAL HEALTH ASST 9 MON SU | RIDGEVIEW HIGH | Effective 2019-09-12 9 MON SU / Annual |
| 0.9 | BROWN, TRACY NICOLE TES BEHAVIORAL HEALTH ASST 9 MON SU | TYNES ELEMENTAR | Effective 2019-09-23 9 MON SU / Annual |
| | BULGER, LISA KARYL MRE LICENSED PRAC NURSE 10 MONTH | MCRAE ELEMENTAR | Effective 2019-09-23 10 MONTH / Annual |
| | BURKE, NATALIE A OPJ CAFE ASSISTANT 5.5 HOURS 9 MON CA | ORANGE PARK JUN | Effective 2019-09-25 9 MON CA / Annual |
| 0.9 | CARNEGIE, DELROY J WJH BEHAVIORAL HEALTH ASST 9 MON SU | WILKINSON JUNIO | Effective 2019-09-27 9 MON SU / Annual |
| 0.9 | CARNEGIE, EUGENIE B MCE BEHAVIORAL HEALTH ASST 9 MON SU | MONTCLAIR ELEME | Effective 2019-09-27 9 MON SU / Annual |
| 0.9 | CASON, LIUDMILA PETROVNA BLC BEHAVIORAL HEALTH ASST 9 MON SU | BANNERMAN LEARN | Effective 2019-09-16 9 MON SU / Annual |
| | CASTRO, MARIA E RHS CAFE ASSISTANT 3.25 HOURS 9 MON CA | RIDGEVIEW HIGH | Effective 2019-09-23 9 MON CA / Annual |
| 0.9 | CHIPOLETTI, HUNTER NEALE RHS BEHAVIORAL HEALTH ASST 9 MON SU | RIDGEVIEW HIGH | Effective 2019-09-23 9 MON SU / Annual |
| 0.9 | CIMINSKI, LINDA LEA LES TITLE I ASSISTANT 9 MON SU | LAKESIDE ELEMEN | Effective 2019-09-16 9 MON SU / Annual |
| 0.9 | CLARO, TRACY LYNN LJH BEHAVIORAL HEALTH ASST | LAKESIDE JUNIOR | Effective 2019-09-23 9 MON SU / Annual |

VI. Support Actions

A. APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Action/Effective</u> |
|-----|---|-------------------------|--|
| | 9 MON SU COOPER, MIRANDA HORTON OHS CAFE ASSISTANT 4 HOURS 9 MON CA | OAKLEAF HIGH SC | Effective 2019-09-12 9 MON CA / Annual |
| 0.6 | CORMIER, HELANA JOANNE FNS ADMINISTRATIVE SUP ASST 12 MO SU | FOOD NUTRITION SERVICES | Effective 2019-09-16 12 MO SU / Annual |
| | CRAVEN, AMANDA LYNNE CEB CAFE ASSISTANT 6.75 HOURS 9 MON CA | CHARLES E. BENN | Effective 2019-09-19 9 MON CA / Annual |
| 0.9 | CREEL, CARIN J TES BEHAVIORAL HEALTH ASST 9 MON SU | TYNES ELEMENTAR | Effective 2019-09-10 9 MON SU / Annual |
| 0.9 | DAEGE, MELYSSA E WEC BEHAVIORAL HEALTH ASST 9 MON SU | W.E. CHERRY ELE | Effective 2019-09-10 9 MON SU / Annual |
| | DAVIS, ANGELA JILL CHS REGISTERED NURSE 10 MONTH | CLAY HIGH | Effective 2019-09-17 10 MONTH / Annual |
| | DAVIS, CHENAE V GPE CAFE ASSISTANT 5.75 HOURS 9 MON CA | GROVE PARK ELEM | Effective 2019-09-11 9 MON CA / Annual |
| 0.8 | DIAZ, NANCIE PES ESOL CLASSROOM ASSISTANT 9 MON SU | PATERSON ELEMEN | Effective 2019-10-02 9 MON SU / limited |
| 0.9 | DOHRMANN, ROBYN LEIGH BLC BEHAVIORAL HEALTH ASST 9 MON SU | BANNERMAN LEARN | Effective 2019-09-09 9 MON SU / Annual |
| 0.8 | FELTNER, SUSAN L OPE IN SCHOOL SUSPENSION 9 MON SU | ORANGE PARK ELE | Effective 2019-09-09 9 MON SU / limited |
| 0.9 | FENDLER JR, LAWRENCE B RHS GENERAL HEALTH ASSISTA 9 MON SU | RIDGEVIEW HIGH | Effective 2019-08-30 9 MON SU / Annual |
| | FLORENTINO, JOSE AUGUSTO TRN BUS DRIVER TRANSPOR | TRANSPORTATION | Effective 2019-09-09 TRANSPOR / Annual |
| 0.8 | FUENTES, MARIBEL OPH ESOL CLASSROOM ASSISTANT 9 MON SU | ORANGE PARK JUN | Effective 2019-10-16 9 MON SU / limited |
| 0.9 | FULENWIDER, NICHOLAS REID LAJ GENERAL HEALTH ASSISTA 9 MON SU | LAKE ASBURY JUN | Effective 2019-10-02 9 MON SU / Annual |
| 0.9 | GRIFFIS, MELITA F BLC BEHAVIORAL HEALTH ASST 9 MON SU | BANNERMAN LEARN | Effective 2019-09-09 9 MON SU / Annual |

VI. Support Actions

A. APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Action/Effective</u> |
|-----|---|-----------------|---|
| 0.9 | HAIGHT, MARLA J RHS GENERAL ASSISTANT 9 MON SU | RIDGEVIEW HIGH | Effective 2019-08-30 9 MON SU / Annual |
| | HALE, CYNTHIA ELLEN CHS CAFE ASSISTANT 4.5 HOURS 9 MON CA | CLAY HIGH | Effective 2019-09-16 9 MON CA / Annual |
| | HARVEY, ALVIN LEE RVE CAFE ASSISTANT 5.5 HOURS 9 MON CA | RIDGEVIEW ELEME | Effective 2019-09-18 9 MON CA / Annual |
| | HECHT, ROUGINA EL-HASSAN OPH CAFE ASSISTANT 3.5 HOURS 9 MON CA | ORANGE PARK HIG | Effective 2019-10-03 9 MON CA / Annual |
| 0.9 | HENDERSON, THERESA L MHS BEHAVIORAL HEALTH ASST 9 MON SU | MIDDLEBURG HIGH | Effective 2019-08-28 9 MON SU / Annual |
| 0.9 | HOPSON, LATONYA RENEA BLC BEHAVIORAL HEALTH ASST 9 MON SU | BANNERMAN LEARN | Effective 2019-10-15 9 MON SU / Annual |
| 0.9 | INGERSOLL, SYDNEY L WEC BEHAVIORAL HEALTH ASST 9 MON SU | W.E. CHERRY ELE | Effective 2019-09-10 9 MON SU / Annual |
| | JECROY, MERITHEE LJH CUSTODIAN 12 MO SU | LAKESIDE JUNIOR | Effective 2019-09-16 12 MO SU / Annual |
| | JENKINS, SHIRLEY ANN CHS CAFE ASSISTANT 4.5 HOURS 9 MON CA | CLAY HIGH | Effective 2019-09-30 9 MON CA / Annual |
| | KEITH, MARGARET ANN SBJ SCHOOL SECRETARY 10 MONTH 10 MONTH | S. BRYAN JENNIN | Effective 2019-09-16 10 MONTH / Annual |
| | LAVANE, DARLENE MARIE KHH CAFE ASSISTANT 4.5 HOURS 9 MON CA | KEYSTONE HEIGHT | Effective 2019-09-30 9 MON CA / Annual |
| 0.9 | LEAKEY, LARAMIE RICHELLE BLC BEHAVIORAL HEALTH ASST 9 MON SU | BANNERMAN LEARN | Effective 2019-10-07 9 MON SU / Annual |
| 0.9 | LEGGETT, MARK HOWARD OLJ GENERAL ASSISTANT 9 MON SU | OAKLEAF JUNIOR | Effective 2019-10-10 9 MON SU / Annual |
| 0.8 | LEVALLEY, REGINA MARIE MBE TITLE I ASSISTANT 9 MON SU | MIDDLEBURG ELEM | Effective 2019-10-07 9 MON SU / Annual |
| 0.9 | LIGHT, STACY LEE RHS BEHAVIORAL HEALTH ASST 9 MON SU | RIDGEVIEW HIGH | Effective 2019-09-09 9 MON SU / Annual |
| | LITTLE, CHARLES JACOB TRN MECHANIC | TRANSPORTATION | Effective 2019-09-26 12 MO SU / Annual |

VI. Support Actions

A. APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Action/Effective</u> |
|-----|--|-----------------|---|
| | 12 MO SU LITTLES, BARBARA IDELLA GPC CAFE ASSISTANT 5.5 HOURS 9 MON CA | GROVE PARK ELEM | Effective 2019-10-02 9 MON CA / Annual |
| | MARSHALL, JAMES P FIH CUSTODIAN 12 MO SU | FLEMING ISLAND | Effective 2019-09-10 12 MO SU / Annual |
| 0.9 | MARTINEZ, INDIA NOEMI SPC BEHAVIORAL HEALTH ASST 9 MON SU | SWIMMING PEN CR | Effective 2019-10-08 9 MON SU / Annual |
| | MASTERS, GEORGIA A OVE PRINCIPAL SECRETARY CONFIDEN | OAKLEAF VILLAGE | Effective 2019-09-16 CONFIDEN / Annual |
| 0.9 | MINTON, TANIA SUE MHS BEHAVIORAL HEALTH ASST 9 MON SU | MIDDLEBURG HIGH | Effective 2019-10-01 9 MON SU / Annual |
| | MITCHELL, ASHLEY L CGE CAFE ASSISTANT 5.75 HOURS 9 MON CA | COPPERGATE ELEM | Effective 2019-09-26 9 MON CA / Annual |
| 0.8 | MOREFIELD, CAROL LEE CHE GENERIC CLASSROOM ASSISTAN 9 MON SU | CLAY HILL ELEME | Effective 2019-09-10 9 MON SU / Annual |
| 0.9 | NAGLE, KIMBERLY M KHE GENERAL HEALTH ASSISTA 9 MON SU | KEYSTONE HEIGHT | Effective 2019-09-12 9 MON SU / Annual |
| 0.9 | OLMSTEAD, JENNIFER LEE SPC BEHAVIORAL HEALTH ASST 9 MON SU | SWIMMING PEN CR | Effective 2019-09-25 9 MON SU / Annual |
| 0.9 | PERKINS, ALEXIS JANEL CGE BEHAVIORAL HEALTH ASST 9 MON SU | COPPERGATE ELEM | Effective 2019-08-30 9 MON SU / Annual |
| 0.8 | POWELL, ARINTON D OHS IN SCHOOL SUSPENSION 9 MON SU | OAKLEAF HIGH SC | Effective 2019-10-15 9 MON SU / Annual |
| 0.9 | PRICE, AMBER N WEC GENERAL HEALTH ASSISTA 9 MON SU | W.E. CHERRY ELE | Effective 2019-09-10 9 MON SU / Annual |
| | REED, BRENDA E OPH CAFE ASSISTANT 6.5 HOURS 9 MON CA | ORANGE PARK HIG | Effective 2019-08-28 9 MON CA / Annual |
| | RINALDO, JENNIFER LYNN RHS CAFE ASSISTANT 3.5 HOURS 9 MON CA | RIDGEVIEW HIGH | Effective 2019-09-09 9 MON CA / Annual |
| | RIVAS, ERICKA NINOSKA RHS CAFE ASSISTANT 6 HOURS 9 MON CA | RIDGEVIEW HIGH | Effective 2019-09-12 9 MON CA / Annual |

VI. Support Actions

A. APPOINTMENT

| | Name/Assignment | Site | Action/Effective |
|-----|---|-------------------------|--|
| 0.4 | ROBERTS, GREGORY SCOTT OLJ COMPUTER LAB ASSISTANT 9 MON SU | OAKLEAF JUNIOR | Effective 2019-09-23 9 MON SU / Annual |
| | RODGERS JR, THOMAS JEROLD RVE CUSTODIAN 12 MO SU | RIDGEVIEW ELEME | Effective 2019-08-30 12 MO SU / Annual |
| 0.8 | RODRIGUEZ, IVELISSE MCE ESOL CLASSROOM ASSISTANT 9 MON SU | MONTCLAIR ELEME | Effective 2019-09-10 9 MON SU / limited |
| | ROMEO, LAUREN J LJH PRINCIPAL SECRETARY CONFIDEN | LAKESIDE JUNIOR | Effective 2019-10-09 CONFIDEN / Annual |
| | SANDS, NICOLE R RVE LICENSED PRAC NURSE 10 MONTH | RIDGEVIEW ELEME | Effective 2019-09-20 10 MONTH / Annual |
| 0.8 | SANTIAGO, THERESA POE ESOL CLASSROOM ASSISTANT 9 MON SU | PLANTATION OAKS | Effective 2019-09-19 9 MON SU / limited |
| 0.9 | SCHOENINGER, JOHN C OPJ BEHAVIORAL HEALTH ASST 9 MON SU | ORANGE PARK JUN | Effective 2019-08-30 9 MON SU / Annual |
| | SHELLEY, MARGIE DEL CARMEN LAJ CUSTODIAN 12 MO SU | LAKE ASBURY JUN | Effective 2019-10-15 12 MO SU / Annual |
| 0.9 | ST PETER, CHERYL LYNNE RVE GENERAL HEALTH ASSISTA 9 MON SU | RIDGEVIEW ELEME | Effective 2019-09-17 9 MON SU / Annual |
| 0.9 | TARR, CHRISTI LEANN LAJ BEHAVIORAL HEALTH ASST 9 MON SU | LAKE ASBURY JUN | Effective 2019-09-12 9 MON SU / Annual |
| | THOMAS, DUANE ALLEN FNS CAFE VAN DRIVER 7.5 HOURS 9 MON SU | FOOD NUTRITION SERVICES | Effective 2019-09-16 9 MON SU / Annual |
| | THOMAS, TIFFANY A KHE CAFE ASSISTANT 4.5 HOURS 9 MON CA | KEYSTONE HEIGHT | Effective 2019-08-27 9 MON CA / Annual |
| 0.9 | VELAZQUEZ, JARED M KHE GENERAL ASSISTANT 9 MON SU | KEYSTONE HEIGHT | Effective 2019-08-30 9 MON SU / Annual |
| | WALTERS, JACQUELINE SUZANNE RHS CAFE ASSISTANT 3.5 HOURS 9 MON CA | RIDGEVIEW HIGH | Effective 2019-09-12 9 MON CA / Annual |
| | WASHINGTON, SHELLEY Y POE CAFE ASSISTANT 3 HOURS 9 MON CA | PLANTATION OAKS | Effective 2019-09-09 9 MON CA / Annual |

VI. Support Actions

A. APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Action/Effective</u> |
|-----|--|-----------------|---|
| | WEDDING, AMBER NICOLE TBE CUSTODIAN 12 MO SU | THUNDERBOLT ELE | Effective 2019-08-29 12 MO SU / Annual |
| | YEARSLEY, BRITTANI LYNNE CEB TITLE I ASSISTANT 9 MON SU | CHARLES E. BENN | Effective 2019-09-10 9 MON SU / Annual |
| | ZEIGLER JR, RICHARD E CHE CUSTODIAN 12 MO SU | CLAY HILL ELEME | Effective 2019-09-13 12 MO SU / Annual |
| 0.9 | ZEIGLER, LAURIE ANN RVE GENERAL HEALTH ASSISTA 9 MON SU | RIDGEVIEW ELEME | Effective 2019-08-30 9 MON SU / Annual |
| | ZUBACK, STEVEN E CEB LICENSED PRAC NURSE 10 MONTH | CHARLES E. BENN | Effective 2019-09-26 10 MONTH / Annual |

VI. Support Actions

B. RE-APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|---|-----------------|--------------------------------------|
| ACE, TERESA LYNN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| ADOLPH, ROBERT N TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| ALLIGOOD, JACKIE M TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| ALTIER, PATRICIA LYNN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| ANDERSON, DEBORAH KAY TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| ANDREAS, ROBERTA JEAN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| ANDRES, DONNA RAE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| ARNETT, GWENDOLYN H TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| AYERS, DONNA KAY TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| BARBER, KALISHA RENEE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| BARON, EUGENE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| BATESON, JENNIFER LYNN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| BAXLEY, SHARON LOUISE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| BENOIT, KATHERINE MARY TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| BILLINGS, YVONNE FAITH TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| BIRD, GEORGE WARREN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| BLAND, RYOKO T TBE CAFE ASSISTANT 5 HOURS 9 MON CA | THUNDERBOLT ELE | 9 MON CA / Annual |
| BLEDSON, DENNIS DEWAYNE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| BOASE, DIANNA LYNN TRN BUS DRIVER | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |

VI. Support Actions

B. RE-APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|-----|---|-----------------|--|
| | TRANSPOR | | |
| | BOWERS, RHONDA ELAINE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | BRADSHAW, RHONDA JEAN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | BRISBANE, DEANA SUZANNE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | BROWN, RANDALL K. TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| 0.9 | BROWN, SUMMER JOY RHS GENERAL ASSISTANT 9 MON SU | RIDGEVIEW HIGH | 9 MON SU / Multi-Year Conditional |
| | BRUSHERD, TINA LOUISE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | BRUSSEAU, GAIL E TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | BRYANT, JAMES DAVID TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | BURGESS, VERONICA JOSEPHINE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | BURRIS, ANNIE I TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | BURRIS, LINDA SUE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | BUSBEE, MARGARET JUNE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | BUSSEY, DAPHNE G TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | CANTLON, VICKI LEE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | CARMICHAEL, SHIRLEY MARIE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | CARROLL, MALIA LATEIS TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | CASEY, LORRAYNE L TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| 0.9 | CATLETT, BONNIE H LAE GENERAL HEALTH ASSISTA | LAKE ASBURY ELE | 9 MON SU / 3rd year annual, support |

VI. Support Actions

B. RE-APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|---|-----------------|--------------------------------------|
| 9 MON SU | | |
| CAVES, BEATRICE EVELYN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| CEBALLOS, DIEGO FERNANDO TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| CEBALLOS, LELIS ILDEFONSA TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| CERCY, KATHERINA LYNN TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| CETOUTE, FRANTZ TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| CHAMBERS, LINDA LOUISE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| CHARLES, JESULA SAINVILUS OVE CUSTODIAN 12 MO SU | OAKLEAF VILLAGE | 12 MO SU / Annual |
| CHRISTIAN, BRENDA JEAN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| CHRISTMAN, ESTHER E TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| CHRISTMAN, FIONA ANNE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| CLARK, JEFFREY J TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| CLARK, WAYNE J TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| CLAY, GEORGE S TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| CLYMER, WANDA GAIL TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| COLITZAS, SUSAN L TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| COOPER, KAMESHA ANN TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| CORKRAN, BRENDA MARIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| COUGHENOUR, CHARLES RAY TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |

VI. Support Actions

B. RE-APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|--|-----------------|--------------------------------------|
| COUGHENOUR, SHARON PADGETT TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / |
| CRAWFORD, JAMIE ELISE OPJ LICENSED PRAC NURSE 10 MONTH | ORANGE PARK JUN | 10 MONTH / Annual |
| CRAWFORD, RANDALL J OPJ BOOKEEPER 12 MO SU | ORANGE PARK JUN | 12 MO SU / Annual |
| CUDNEY, CHERI R TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| DANIELS, ANGELA M TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| DANIELS, SHANNON NICHOLE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| DAUGHTERY, CHRISTAL R TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| DAVIDSON, WILLIAM JOHN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| DEAN, TENISHA ANTIONETTE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| DEJESUS, MA GRACIA M TBE CAFE ASSISTANT 4 HOURS 9 MON CA | THUNDERBOLT ELE | 9 MON CA / Annual |
| DELANO, SHALAUNDA M CHE LICENSED PRAC NURSE 10 MONTH | CLAY HILL ELEME | 10 MONTH / Multi-Year Conditional |
| DIAZ, DAVID TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| DILLARD, SANDRA ELIZABETH TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| DOLE, JONI M TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| DORSAINVIL, ODETTE VINCENT TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| DOWNES, WILLIAM OPH CAFE VAN DRIVER 7 HOURS 9 MON SU | ORANGE PARK HIG | 9 MON SU / |
| DRIGGERS, SANDRA NADINE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| DRURY, LINNIE L TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |

VI. Support Actions

B. RE-APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|-----|--|-----------------|--------------------------------------|
| | DUIJN, TED J TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| 0.9 | EDENFIELD, DEBRA K KHE BEHAVIORAL HEALTH ASST 9 MON SU | KEYSTONE HEIGHT | 9 MON SU / Multi-Year Conditional |
| | EDWARDS, SHERRY YVONNE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | ELLIOTT, ANGELA MARIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | EMME, RHONDA KAY TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| 0.9 | ESPINOSA, CYNTHIA TBE GENERAL ASSISTANT 9 MON SU | THUNDERBOLT ELE | 9 MON SU / Annual |
| | FAGAN, LORI ANGENETTE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | FORGACS, SARAH JO TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| 0.9 | GARCIA, CHRISTINA E CGE BEHAVIORAL HEALTH ASST 9 MON SU | COPPERGATE ELEM | 9 MON SU / Multi-Year Conditional |
| | GEERDES, PATRICIA COLAHAN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | GENTRY, SANDRA GAIL TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| 0.9 | GIBSON, CRYSTAL D ROE BEHAVIORAL HEALTH ASST 9 MON SU | RIDEOUT ELEMENT | 9 MON SU / Annual |
| | GIDHARRY, PETER OVE CUSTODIAN 12 MO SU | OAKLEAF VILLAGE | 12 MO SU / Multi-Year Conditional |
| | GILBERT, MICHELLE LYN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | GORDON, SHANNON RENEE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | GREEN, CAROL SUE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | GREEN, MALINA JANE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | GREEN, REBECCA MICHELLE TRN BUS DRIVER | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |

VI. Support Actions

B. RE-APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|---|-----------------|--------------------------------------|
| TRANSPOR | | |
| GRIFFIS, MILDRED MARIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| GRIMES, NANCY MELRINA TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| GRIMLEY, JUDY L TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| HALL, ANGELA MICHELE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| HALL, KRISTIN RACHEL TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| HALL, TAMSIN R TRN BUS DRIVER/ DR TRAINER 12 MO SU | TRANSPORTATION | 12 MO SU / Multi-Year Conditional |
| HANSON, SHAWNA MICHELLE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| HARDEE, DEBRA KAY TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| HARDISON, SYLVIA YALITZA TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| HARPER, SHIRLEY B TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| HARPER, VICTORIA M TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| HATCHER, BRENDA G TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| HATTABAUGH, TERRI JO TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| HAVENS, RICHARD MARTIN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| HERRING, JOSEPH GLYNN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| HINGSON-GREEN, DAWN M TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| HIRSCH, LISA MARIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| HOUSER, JAMES R TBE CUSTODIAN 12 MO SU | THUNDERBOLT ELE | 12 MO SU / Annual |

VI. Support Actions

B. RE-APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|--|----------------|--------------------------------------|
| HRVATIN, JOANNE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| HUBBARD, WILLIAM LEAVITT TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| JACKSON JR, EDWARD CHARLES TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| JACKSON, LINDA PAULINE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| JEAN, MICHELENE CHS CUSTODIAN 12 MO SU | CLAY HIGH | 12 MO SU / Annual |
| JOHNSON, BENNIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| JOHNSON, JULIE LYNN TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| JONES, ROBERT FRANCIS TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| JONES, SHIRLEY JEAN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| JONES, TAMESHA ARLENE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| JOSEPH, WILLIAM ROBERTO TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| KIDONAKIS, PAULA TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| KINCHEN, ARTHUR M TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| KITE, SUSAN RENEE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| LAIDLER, MARK E TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| LANE, NANCY LYNN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| LECLAIR, BRENDA LEE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| LEEPER, THELMA E TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| LEWIS, JO ANN | TRANSPORTATION | TRANSPOR / |

VI. Support Actions

B. RE-APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|-----|--|-----------------|--------------------------------------|
| | TRN BUS DRIVER TRANSPOR | | |
| | LIBERT, LAURA J TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | LITTLE, CHARLES EDWARD TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | LONGMIRE, JACKIE E TRN BUS DRIVER/ DR TRAINER 12 MO SU | TRANSPORTATION | 12 MO SU / Multi-Year Conditional |
| | LONGMIRE, SHIRLEY R TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | LOONEY, NANCY BAKER TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MACOMBER, ROBYN LEE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MALONEY, DANIEL JAMES TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MANIRE, SHARON LEE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MARTINEZ, MARYANNE ELAINE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MATTIX, DEBRA A TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MCCARTY, PAMELA ELIZABETH TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MCCLURE, KELLY REGINA TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | MC GEE, DANNY THOMAS TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MCLAURIN, TWALA SHANIK TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MCLENDON, CLARA MARIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MCLENDON, COLLENNETTA KAY TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| 0.9 | MELTON, CHERYL D OVE GENERAL HEALTH ASSISTA 9 MON SU | OAKLEAF VILLAGE | 9 MON SU / |
| | MELTON, WINONA LEONA | TRANSPORTATION | TRANSPOR / Multi-Year |

VI. Support Actions

B. RE-APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|-----|--|----------------|--------------------------------------|
| | TRN BUS DRIVER TRANSPOR | | Conditional |
| | METZLER, TAMARA DAWN TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MICK, JENNIE M TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MILAM, KATHERINE DAWN TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MILLER, AMY LAVITA TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MILLER, MARYANN O TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MILLS, KIMBERLY DAWN TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MOCK, BRENDA LEE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MONTALVO, RICARDO J TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MOORE, CINDY JEAN TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MOORE, STEPHEN DOUGLAS TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| 0.9 | MORBACH, PEGGY LYNN RHS BEHAVIORAL HEALTH ASST 9 MON SU | RIDGEVIEW HIGH | 9 MON SU / Multi-Year Conditional |
| | MORGAN, DONNA LOUISE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | MOSLEY, PRISCILLA DENISE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MUROS, MARTHA SUE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | MURRAY, CHRISTIE M TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | NAU, PRECIOSA F TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | NEEL, ANNE MARIE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | NELSON, AMBER NICOLE TRN ESE ASST/BUS MONITOR | TRANSPORTATION | TRANSPOR / Annual |

VI. Support Actions

B. RE-APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|-----|--|-----------------|--------------------------------------|
| | TRANSPOR | | |
| | NEWTON, ANGELA FAYE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | NIPPER, CECILIA ANNE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | NOBLES, SABRINA S TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | NORMAN, TERESA ELAINE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | NUSSBAUM, EDWARD TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | O KEEFE, KAREN MARIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | OAKLEY, KATHRYNE VIRGINA TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | OUELLETTE, ALYSSA CORINE CEB TITLE I ASSISTANT 9 MON SU | CHARLES E. BENN | 9 MON SU / Annual |
| | PADGETT, HELEN ANNETTE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | PADGETT, MARGARET E TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | PADGETT, MICHELLE L TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | PARKER, LISA MARIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | PETERS, HEATHER NICOLE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| 0.9 | PETERSON, KATINA GWINN FIE BEHAVIORAL HEALTH ASST 9 MON SU | FLEMING ISLAND | 9 MON SU / Multi-Year Conditional |
| | PHILMON, BECKY OLSON TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| 0.9 | PIERSON, DAWN C SPC BEHAVIORAL HEALTH ASST 9 MON SU | SWIMMING PEN CR | 9 MON SU / Multi-Year Conditional |
| | POTOCKI, RUTH ANN TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | POTTER, MICHELLE LYNN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |

VI. Support Actions

B. RE-APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|-----|--|-----------------|--------------------------------------|
| | PRICE, DAVIDE STANLEY TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | PRINCE, ANN ELVIRA TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | RANDOLPH, SVETLANA M CEB TITLE I ASSISTANT 9 MON SU | CHARLES E. BENN | 9 MON SU / Multi-Year Conditional |
| | RIEGLER, RONALD SCOTT MNT ELECTRONIC TECH ASST 12 MO SU | SUPPORT SVC-MAI | 12 MO SU / Annual |
| | ROBERTS, ADRIENNE R LJH CAFE ASSISTANT 6 HOURS 9 MON CA | LAKESIDE JUNIOR | 9 MON CA / Annual |
| | ROBERTS, BRENDA CAROL TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | ROBERTS, MARCUS LAMAR TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | RUSSELL, GINGER LENORE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | SALLIE, STEPHANIE L TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SAMS, DOREEN FRANCES TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | SAMUELS, VIVIAN JOYCE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SAUNDERS, TERRY LEE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SAVOY, MELISSA ANN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| 0.9 | SAXON, PAMELA A KHE BEHAVIORAL HEALTH ASST 9 MON SU | KEYSTONE HEIGHT | 9 MON SU / Multi-Year Conditional |
| | SEGERS, TERESA ANN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SIEWERT, DEBORAH L TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SIGLEY, CHARLES LEE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SMITH, AMY MARIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SMITH, BARBARA ARMSTRONG | TRANSPORTATION | TRANSPOR / Multi-Year |

VI. Support Actions

B. RE-APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|-----|--|-----------------|--------------------------------------|
| | TRN BUS DRIVER TRANSPOR | | Conditional |
| | SMITH, HARRY A MNT ELECTRONIC TECH ASST 12 MO SU | SUPPORT SVC-MAI | 12 MO SU / Annual |
| | SMITH, SANDRA SUE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SMITH, THERESA ANN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | SNYDER, KERRIE ANN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SOLANO, BEVERLY A TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / |
| | SOTO, JERI L TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SOTO, PEDRO TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SPARKS, LYNN A TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SPINEK, LISA LYNN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | SPIVEY, BRENDA LYNN TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | STANLEY, WILMA DAVIS TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | TAYLOR, DAWN MARIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| 0.9 | TAYLOR, DEBORAH D FIE BEHAVIORAL HEALTH ASST 9 MON SU | FLEMING ISLAND | 9 MON SU / Multi-Year Conditional |
| | TAYLOR, MAKENZIE DREW TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | THIBODEAU, GINA ELAINE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| | THOGODE, TAMMY LEE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | THOMAS, DEYVON MARTAVIOUS TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| | TOUW, MARTHA A TRN BUS DRIVER | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |

VI. Support Actions

B. RE-APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|---|-----------------|--------------------------------------|
| TRANSPOR | | |
| TRIPP, VALERIE J TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| TROXELL, CASSIE MARIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| UBER, CHERYL ANN TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| VALLE, CHRISTINE DENICE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| VANWIE, HEATHER LYNN TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| VILCEUSSYLLON, MARIE BETTY OPH CUSTODIAN 12 MO SU | ORANGE PARK HIG | 12 MO SU / Annual |
| WADDLE, ANN G TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| WALL, CANDIDA MARIE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| WEIDENAAR, LAWANNA M TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| WHITESIDE, KIMBERLY JO TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| WHITTON, GLENDA MARIE TRN ESE ASST/BUS MONITOR TRANSPOR | TRANSPORTATION | TRANSPOR / Annual |
| WIGGINS, PATRICIA A TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| WILKINS, KARAN GAY TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| WILLIAMSON, DEBORAH S TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| WINSLOW, PATRICIA A TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |
| WRIGHT, DEVIN ELAINE TBE CUSTODIAN 12 MO SU | THUNDERBOLT ELE | 12 MO SU / Annual |
| WYNN, DARENE E TRN BUS DRIVER TRANSPOR | TRANSPORTATION | TRANSPOR / Multi-Year Conditional |

VI. Support Actions

C. RE-DESIGNATION

| Name/Assignment | Site | Previous |
|---|-----------------|--|
| FUTCH, CHRISTINA HOLLY OPJ CAFE ASSISTANT 6.5 HOURS 9 MON CA | ORANGE PARK JUN | Effective 2019-09-09 / redesignated from / OPJ CAFE ASSISTANT 6 HOURS / 9 MON CA |
| HOGAN, MICHELLE A OPJ CAFE ASSISTANT 3.5 HOURS 9 MON CA | ORANGE PARK JUN | Effective 2019-09-09 / redesignated from / OPJ CAFE ASSISTANT 3 HOURS / 9 MON CA |
| MARTINEZ, PATRICIA OPJ CAFE ASSISTANT 3.5 HOURS 9 MON CA | ORANGE PARK JUN | Effective 2019-09-09 / redesignated from / OPJ CAFE ASSISTANT 3 HOURS / 9 MON CA |
| MCDANIEL, LINDA H OPJ CAFE ASSISTANT 6.5 HOURS 9 MON CA | ORANGE PARK JUN | Effective 2019-09-09 / redesignated from / OPJ CAFE ASSISTANT 6 HOURS / 9 MON CA |
| MERKLE, BRANDI M TBE CAFE ASSISTANT 6.25 HOURS 9 MON CA | THUNDERBOLT ELE | Effective 2019-09-09 / redesignated from / TBE CAFE ASSISTANT 5.75 HOURS / 9 MON CA |
| VAZQUEZ, ADRIANA M TBE CAFE ASSISTANT 6.25 HOURS 9 MON CA | THUNDERBOLT ELE | Effective 2019-09-09 / redesignated from / TBE CAFE ASSISTANT 5.75 HOURS / 9 MON CA |

VI. Support Actions

D. TRANSFER

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Previous</u> |
|-----|---|-----------------|--|
| | AMBIELLI, STEFANI LYNN WJH SECRETARY 11 MO 11 MONTH | WILKINSON JUNIO | Effective 2019-09-03 /transfer from / WJH BEHAVIORAL HEALTH ASST |
| | BLICK, LAURA LEA BAF ACCOUNTING ASSISTANT 12 MO SU | BUSINESS AFFAIR | Effective 2019-09-12 /transfer from / BAF ACCOUNTS PAYABLE ASSISTANT |
| 0.9 | CARVER, BOBBY E OHS GENERAL HEALTH ASSISTA 9 MON SU | OAKLEAF HIGH SC | Effective 2019-09-30 /transfer from / POE BEHAVIORAL HEALTH ASST |
| | CATER, ALESHIA ANNE SLE CAFE ASSISTANT 4.25 HOURS 9 MON CA | SHADOWLAWN ELEM | Effective 2019-09-03 /transfer from / OHS CAFE ASSISTANT 4 HOURS |
| 0.9 | CLARK, CYNTHIA ANN FIE GENERAL HEALTH ASSISTA 9 MON SU | FLEMING ISLAND | Effective 2019-09-30 /transfer from / POE GENERAL ASSISTANT |
| | CRAWFORD, TOSHA R SBJ ST RECORD SEC 12 MO 12 MO SU | S. BRYAN JENNIN | Effective 2019-08-26 /transfer from / SBJ SCHOOL SEC ADMINISTRATION |
| | CROSBY, REBECCA V CEB TITLE I ASSISTANT 9 MON SU | CHARLES E. BENN | Effective 2019-09-23 /transfer from / TES BEHAVIORAL HEALTH ASST |
| | CRUISE, ANGELIA M SLE HEAD CUSTODIAN 12 MO SU | SHADOWLAWN ELEM | Effective 2019-08-30 /transfer from / SLE CUSTODIAN |
| | ENGELHARDT, VICKI EDSON WES ST RECORD SEC 12 MO 12 MO SU | WILKINSON ELEME | Effective 2019-08-26 /transfer from / SBJ ST RECORD SEC 12 MO |
| | HARTWICK, SHARI LEE MNT WAREHOUSER 12 MO SU | SUPPORT SVC-MAI | Effective 2019-09-23 /transfer from / BLC BEHAVIORAL HEALTH ASST |
| | HERRING, CARMON J BAF ACCOUNTS PAYABLE ASSISTANT 12 MO SU | BUSINESS AFFAIR | Effective 2019-09-23 /transfer from / PURCHASING SUPPORT ASSISTANT |
| | HOUSEHOLDER, DEBORAH RHS COMPUTER LAB ASSISTANT 9 MON SU | RIDGEVIEW HIGH | Effective 2019-08-19 /transfer from / RHS GENERAL HEALTH ASSISTA |
| | KING, BRENDA C CHS CAFE ASSISTANT 5 HOURS 9 MON CA | CLAY HIGH | Effective 2019-09-17 /transfer from / CHS CAFE ASSISTANT 4.25 HOURS |
| | LOY, SUSAN M OPH CAFE ASSISTANT 6.5 HOURS 9 MON CA | ORANGE PARK HIG | Effective 2019-09-23 /transfer from / OPH CUSTODIAN |
| 0.8 | MENDEZ, KRISTINA M GPE GENERIC CLASSROOM ASSISTAN 9 MON SU | GROVE PARK ELEM | Effective 2019-08-22 /transfer from / GPE TITLE I ASSISTANT |
| | MYERS, ERIC B MNT BAS TECH ASST 12 MO SU | SUPPORT SVC-MAI | Effective 2019-09-18 /transfer from / OHS GENERAL HEALTH ASSISTA |
| 0.9 | NEWMAN, JENNY DAHLAN OVE BEHAVIORAL HEALTH | OAKLEAF VILLAGE | Effective 2019-08-26 /transfer from / OVE GENERAL |

VI. Support Actions

D. TRANSFER

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Previous</u> |
|-----|---|--------------------------|---|
| | ASST 9 MON SU | | HEALTH ASSISTA |
| | OLIVER, DAVID W CC POLICE DEPT SERGEANT 12 MO SU | SCHOOL POLICE DEPARTMENT | Effective 2019-09-23 /transfer from / SCHOOL RESOURCE OFFICER |
| 0.9 | PERRY, RICHARD A OVE GENERAL ASSISTANT 9 MON SU | OAKLEAF VILLAGE | Effective 2019-08-26 /transfer from / OVE BEHAVIORAL HEALTH ASST |
| | SCHOEPPEY, YUKIKO RHS CAFE ASSISTANT 6.25 HOURS 9 MON CA | RIDGEVIEW HIGH | Effective 2019-08-22 /transfer from / RHS CAFE ASSISTANT 6 HOURS |
| | SCIANDRA, CARLO ANTHONY SCHOOL RESOURCE OFFICER 12 MO SU | SCHOOL POLICE DEPARTMENT | Effective 2019-09-23 /transfer from / CC POLICE DEPT SERGEANT |
| | SPEIGHTS, GEORGE DONALD RHS CUSTODIAN 12 MO SU | RIDGEVIEW HIGH | Effective 2019-09-11 /transfer from / LAJ CUSTODIAN |
| 0.9 | SPENCER, MICHELE SLE GENERAL ASSISTANT 9 MON SU | SHADOWLAWN ELEM | Effective 2019-08-28 /transfer from / SLE CAFE ASSISTANT 4.25 HOURS |
| | WAGER, THOMAS J MNT PLUMBER 12 MO SU | SUPPORT SVC-MAI | Effective 2019-10-07 /transfer from / MNT GENERAL MAINT WORKER |
| | WILLIAMSON, JOANNA LOUISE GCJ CAFE ASSISTANT 3.25 HOURS 9 MON CA | GREEN COVE SPRI | Effective 2019-08-15 /transfer from / GCJ CAFE ASSISTANT 3 HOURS |
| | WOODS, CAROLE L CHS SCHOOL SEC ADMINISTRATION 10 MONTH | CLAY HIGH | Effective 2019-09-04 /transfer from / CHS GENERAL ASSISTANT |

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Action/Effective</u> |
|-----|---|-------------------|---|
| 0.9 | ALDAY, KARRA LAJ BEHAVIORAL HEALTH ASST 9 MON SU | LAKE ASBURY JUN | Effective 2019-09-27 RESIGNATION |
| 0.9 | ANDERSON, KEISHA OLJ GENERAL ASSISTANT 9 MON SU | OAKLEAF JUNIOR | Effective 2019-08-30 RESIGNATION |
| 0.9 | ARBIR, MICHELE LYNN TES GENERAL ASSISTANT 9 MON SU | TYNES ELEMENTAR | Effective 2019-09-06 RESIGNATION |
| 0.9 | BAGLEY, SHAIN INDIA RHS BEHAVIORAL HEALTH ASST 9 MON SU | RIDGEVIEW HIGH | Effective 2019-08-26 CONCLUDE EMPLOYMENT |
| 0.9 | BATTLE, CORTINA L TES BEHAVIORAL HEALTH ASST 9 MON SU | TYNES ELEMENTAR | Effective 2019-09-06 RESIGNATION |
| 0.9 | BAXLEY, STACY K ROE BEHAVIORAL HEALTH ASST 9 MON SU | CLAY HIGH | Effective 2019-08-27 RESIGNATION |
| 0.9 | BEAUVAIS, MELANIE E POE GENERAL ASSISTANT 9 MON SU | PLANTATION OAKS | Effective 2019-09-13 RESIGNATION |
| | BOLAND, BONNIE RAE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | Effective 2019-10-11 RESIGNATION |
| | BORROMEO, MANOLO D MHS CUSTODIAN 12 MO SU | MIDDLEBURG HIGH | Effective 2019-08-30 RESIGNATION |
| | BRUTON, GEORGENA M TRN BUS DRIVER TRANSPOR | TRANSPORTATION | Effective 2019-10-14 RESIGNATION |
| | COLUMBIA, PATRICIA A BAF ACCOUNTING ASSISTANT 12 MO SU | BUSINESS AFFAIR | Effective 2019-09-09 RETIREMENT |
| | CORBETT, DEBORAH A SUPPORT - CWL 12 MO LNG TRM | COUNTY-WIDE LEAVE | Effective 2019-08-30 RESIGNATION |
| 0.9 | ELMORE, DREVITA PAULETTE SPC BEHAVIORAL HEALTH ASST 9 MON SU | SWIMMING PEN CR | Effective 2019-08-30 RESIGNATION |
| | FOSTER, LENORRIS TRN MECHANIC 12 MO SU | TRANSPORTATION | Effective 2019-09-06 RESIGNATION |
| 0.8 | GREEN, LAKEYSHA S OVE IN SCHOOL SUSPENSION 9 MON SU | OAKLEAF VILLAGE | Effective 2019-08-15 RESIGNATION |
| | GUTIERREZ, ROBERTO J RHS CAFE ASSISTANT 3.25 HOURS 9 MON CA | RIDGEVIEW HIGH | Effective 2019-08-23 RESIGNATION |
| | HALEY, TIENNA L OPH CAFE ASSISTANT 6.5 HOURS | ORANGE PARK HIG | Effective 2019-09-17 RESIGNATION |

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Action/Effective</u> |
|-----|--|-----------------|---|
| | 9 MON CA | | |
| | HALL, DONNA LEE TRN BUS DRIVER TRANSPOR | TRANSPORTATION | Effective 2019-09-30 RETIREMENT |
| | HAMPSHIRE, DORA M SLE HEAD CUSTODIAN 12 MO SU | SHADOWLAWN ELEM | Effective 2019-08-30 RETIREMENT |
| | HAMPSHIRE, JAMES MNT GENERAL MAINT WORKER 12 MO SU | SUPPORT SVC-MAI | Effective 2019-08-30 RETIREMENT |
| | HAMPTON, ERNEST L PES CUSTODIAN 12 MO SU | PATERSON ELEMEN | Effective 2019-09-30 CONCLUDE EMPLOYMENT |
| | HARRIS, TAMMY LYNN POE CAFE ASSISTANT 3 HOURS 9 MON CA | PLANTATION OAKS | Effective 2019-08-16 RESIGNATION |
| | HICKS, DESIREE L GPE CAFE ASSISTANT 5.5 HOURS 9 MON CA | GROVE PARK ELEM | Effective 2019-08-19 CONCLUDE EMPLOYMENT |
| | HOSTETTER, PATRICIA A CEB REGISTERED NURSE 10 MONTH | CHARLES E. BENN | Effective 2019-09-10 RESIGNATION |
| | JOHNSON, ALLYSON R OHS SCHOOL SEC ADMINISTRATION 10 MONTH | OAKLEAF HIGH SC | Effective 2019-08-15 RESIGNATION |
| 0.9 | KIMBLE, SUSAN M FIE GENERAL HEALTH ASSISTA 9 MON SU | FLEMING ISLAND | Effective 2019-09-27 RETIREMENT |
| 0.9 | KOCH, CHARLEE A LAJ BEHAVIORAL HEALTH ASST 9 MON SU | LAKE ASBURY JUN | Effective 2019-09-19 RESIGNATION |
| 0.8 | LATHERS, KAREN D SBJ IN SCHOOL SUSPENSION 9 MON SU | S. BRYAN JENNIN | Effective 2019-10-04 RESIGNATION |
| | MARSH, LORI W TRN BUS DRIVER TRANSPOR | TRANSPORTATION | Effective 2019-09-27 RESIGNATION |
| | NEWMAN, CHARLES DARYL OHS CUSTODIAN 12 MO SU | DIVISION OF SUP | Effective 2019-08-09 RESIGNATION |
| 0.4 | PALACIOS, DIANA ANDREA GPE MEDIA TECHNICAL ASST 10 MONTH | GROVE PARK ELEM | Effective 2019-10-11 RESIGNATION |
| 0.6 | PALACIOS, DIANA ANDREA MCE MEDIA TECHNICAL ASST 10 MONTH | GROVE PARK ELEM | Effective 2019-10-11 RESIGNATION |
| | POWELL, GARY S AES CUSTODIAN 12 MO SU | ARGYLE ELEMENTA | Effective 2019-08-28 CONCLUDE EMPLOYMENT |
| | REES, JOSHUA NICHOLAS RHS CUSTODIAN 12 MO SU | DIVISION OF SUP | Effective 2019-08-23 RESIGNATION |

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Action/Effective</u> |
|-----|---|-------------------|---|
| | RIEDEL, MELODY LOUISE CGE CAFE ASSISTANT 5.75 HOURS 9 MON CA | COPPERGATE ELEM | Effective 2019-08-23 RESIGNATION |
| | RODRIGUEZ, IVAN RODRIGO TRN BUS DRIVER TRANSPOR | TRANSPORTATION | Effective 2019-08-15 RESIGNATION |
| | ROMITO, RICHARD DEWEY MNT PLUMBER 12 MO SU | SUPPORT SVC-MAI | Effective 2019-08-16 RESIGNATION |
| | SAMMONS, ANGELA M OVE SCHOOL SEC ADMINISTRATION 10 MONTH | OAKLEAF VILLAGE | Effective 2019-10-14 RESIGNATION |
| | SANDIFORD, ASHLEY NICOLE RVE REGISTERED NURSE 10 MONTH | RIDGEVIEW ELEME | Effective 2019-08-15 RESIGNATION |
| | SANDQUIST, GLENN G TRN MECHANIC 12 MO SU | TRANSPORTATION | Effective 2019-10-04 RETIREMENT |
| 0.9 | SPENCER, MELANIE KAY LJH BEHAVIORAL HEALTH ASST 9 MON SU | LAKESIDE JUNIOR | Effective 2019-10-18 RESIGNATION |
| | THIESSEN, LAWRENCE H MNT WAREHOUSER 12 MO SU | SUPPORT SVC-MAI | Effective 2019-09-05 RESIGNATION |
| | THOMAS, VERNISHA K OPH CAFE ASSISTANT 5 HOURS 9 MON CA | ORANGE PARK JUN | Effective 2019-08-16 RESIGNATION |
| | TUCKER, HAYLEE M MRE REGISTERED NURSE 10 MONTH | MCRAE ELEMENTAR | Effective 2019-08-15 CONCLUDE EMPLOYMENT |
| | WARREN, FELISSA MARIE GCJ CAFE ASSISTANT 3.5 HOURS LNG TRM | COUNTY-WIDE LEAVE | Effective 2019-09-27 RESIGNATION |
| 0.9 | WEST, VANESSA D LAE GENERAL HEALTH ASSISTA 9 MON SU | LAKE ASBURY ELE | Effective 2019-09-06 RETIREMENT |
| | WILBER, BETTY LEANN MHS CAFE ASSISTANT 4.25 HOURS 9 MON CA | MIDDLEBURG HIGH | Effective 2019-10-03 RESIGNATION |
| 0.9 | WILSON, ANDREA MARIE RHS BEHAVIORAL HEALTH ASST 9 MON SU | RIDGEVIEW HIGH | Effective 2019-08-26 RESIGNATION |
| 0.8 | YOUELL, JAMES ALEXANDER RHS IN SCHOOL SUSPENSION 9 MON SU | RIDGEVIEW HIGH | Effective 2019-10-24 RESIGNATION |

VI. Support Actions

F. SUPPLEMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Previous</u> |
|--|-----------------|-----------------|
| GARCIA, ROBERT WILLIAM OPH FOOTBALL ASST HS 25% SUPPLEME | ORANGE PARK HIG | Resignation |
| GARCIA, ROBERT WILLIAM OPH FOOTBALL ASST SH 75% SUPPLEME | ORANGE PARK HIG | Resignation |
| GARCIA, ROBERT WILLIAM OPH FOOTBALL HD JV 25% SUPPLEME | ORANGE PARK HIG | Appointment |
| GARCIA, ROBERT WILLIAM OPH FOOTBALL HD JV 75% SUPPLEME | ORANGE PARK HIG | Appointment |
| HEINZ, ROBIN COLEMAN TES DOD ACADEMIC CH, STEM SUPPLEME | TYNES ELEMENTAR | Resignation |
| VOIRO, ANTHONY OHS SOFTBALL FP ASST SH SUPPLEME | OAKLEAF HIGH SC | Appointment |

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C4 - Complete Salary Schedule 2019-2020

Description

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

Agreements with both CCEA and CESPA have been ratified by all parties. The attached document represents those agreements along with the Administrative/Management/Supervisory/Confidential Section, Miscellaneous, and Travel to complete the Salary Schedule for 2019-2020. The document is routinely updated as changes occur.

Included in the Complete Salary Schedule is all compensation related language recently approved for both CCEA & CESPA. The CCEA compensation increase had a total cost of \$6.3 million dollars, with the total cost of the CESPA compensation proposal of approximately \$2.49 million dollars.

Included is an administrative salary adjustment equivalent to \$933 for school based and district administrators with an effective evaluation and \$1,250 for school based and district administrators with a highly effective evaluation in accordance with F.S. 1012.34. Cafeteria Managers would receive a salary adjustment of \$570. The total cost of the administrative increase is approximately \$224,000.

Gap Analysis

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

Previous Outcomes

Collective Bargaining agreement with both CESPA and CCEA were ratified on September 5, 2019. The Complete Salary Schedule was last brought to the Board on September 6, 2018.

Expected Outcomes

Approval of the 2019-2020 Salary Schedule as presented.

Strategic Plan Goal

Ensure the retention of effective employees.

Recommendation

Approve the 2019-2020 Salary Schedule as presented.

Contact

David Broskie, Assistant Superintendent Human Resources. David.broskie@myoneclay.net. 904.336.6701

Financial Impact

Section I: Change in Table X which reflects a step increase to confidential employees' salaries mirrored by CESPA step-pay increase. Update of current titles. Financial increase of administrative salaries is \$224,000, which includes salaries and benefits.

Section II: See Certificated (CCEA) – Financial increase of \$6,300,000.00.

Section III: See Support (CESPA) – Financial increase of approximately \$2,490,000.00.

Section IV: Miscellaneous Salaries: Minimum Wage increase .21 cents an hour on January 1, 2019.

Section V: Update of current titles. No change was recorded to administrative travel pay.

Review Comments

DRAFT

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C5 - Proclamation 20-06 to Establish November 18 - 22, 2019 as National Education Week and November 20, 2019 as Educational Support Professionals' Day

Description

Every year, the National Education Association established National Education Week. This year, National Education Week is November 18 - 22, 2019. Within National Education Week, one day is set aside to recognize Educational Support Professionals. This year, Education Support Professionals' Day is Wednesday, November 20, 2019.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

N/A

Recommendation

Establish November 18 - 22, 2019 as National Education Week and November 20, 2019 as Educational Support Professionals' Day

Contact

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

Financial Impact

None

Review Comments**Attachments**

📎 [Proclamation National Education Week.pdf](#)

SCHOOL BOARD OF CLAY COUNTY, FLORIDA
PROCLAMATION # 20 – 06



WHEREAS, November 18 - 22, 2019, has been designated National Education Week; and

WHEREAS, November 20, 2019, has been designated Educational Support Professionals' Day; and

WHEREAS, this occasion allows us to recognize and honor individuals who dedicate their time and talent to ensuring that every child in Clay County receives the highest quality education; and

WHEREAS, we believe that the outstanding educational experience students receive in Clay County is built upon a foundation of support from essential partners that provide valuable assistance to students, administrators, teachers, staff, and parents, inside and outside the classroom; and

WHEREAS, by performing their duties with skill and professionalism all assistants, bookkeepers, bus drivers, bus monitors, cafeteria workers, custodians, guardians, maintenance workers, nurses, secretaries, school resource officers, and all other support professionals contribute significantly to our district's mission of providing a public education experience that is motivating, challenging, and rewarding for all children; and

WHEREAS, these individuals deserve respect and the gratitude of students, faculty, parents, and all citizens who benefit from education in Clay County.

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Clay County, Florida, does hereby proclaim November 18 - 22, 2019, as National Education Week; and November 20, 2019, as Educational Support Professionals' Day in Clay County.

Duly adopted and approved by the School Board of Clay County, Florida, this 7th day of November, 2019.

ATTEST:

Addison Davis
Superintendent of Schools
Clay County, Florida

Carol Studdard, School Board Chair

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C6 - 2019-2020 Best and Brightest Teacher Program

Description

Florida Legislature has funded the Best and Brightest Teacher Program for the 2019-2020 school year. The Florida Legislature has created four new categories for the 2019-2020 program. The Legislative intent of the revised program is to enable districts to recruit, retain, and recognize instructional personnel who meet the needs of the state/district and have achieved success in the classroom. The statute also recognizes school principals whose schools make noticeable academic improvement as Florida's Best and Brightest principals.

For the 2019-2020 school year, section 1012.731, F.S., continues to require that each district school board determine the eligibility of classroom teachers, as defined in F.S. 1012.01(2)(a) who qualify for the Recruitment or Retention teacher award. District school boards should also determine instructional personnel, as defined in F.S. 1012.01(2)(a-e), who qualify for the Recognition award. The attached documents detail the Board's implementation of the program.

According to State Statute, F.S. 1012.731, the Best and Brightest Teacher Program shall provide categorical funding for awards to instructional personnel and principals who have demonstrated a high level of academic achievement and evaluation scores or were recruited for a designated high needs area and who meet statutory requirements.

Application and detailed information will be sent to all Clay County instructional personnel upon completion of the November 7, 2019 board meeting. Awards will be paid to eligible candidates by April 01, 2020.

Attached is a detailed analysis of the 2019-2020 Best and Brightest Teacher Program and requirements for eligibility.

Gap Analysis

N/A

Previous Outcomes

Clay County paid \$4,230,043.00 to classroom teachers as defined by F.S. 1012.01(2)(a) who qualified for the 2018-2019 Best and Brightest Scholarship program.

Expected Outcomes

Recruitment awards will be up to \$4000.00, Retention awards will be up to \$2500.00 for highly effective evaluations and up to \$1000.00 for effective evaluations. Principal awards will be up to \$5000.00. Recognition award funds will be determined after full payout of all Recruitment, Retention, and Principal funds have been paid. If state appropriated funding is inadequate to pay Recruitment, Retention, and Principal awards, then these awards may be pro-rated. If this occurs, Recognition awards will not be paid. All categories are subject to statutory requirements.

Strategic Plan Goal

Goal 5: Develop and support great educators, support staff and leaders

Recommendation

Human Resources recommends the Board approves the attached implementation policy and definitions for the 2019-2020 Best and Brightest Teacher Program.

Contact

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

Financial Impact

State Appropriation funds were provided to Clay County District Schools in the total amount of approximately \$3,779,736.00 for the 2019-2020 Best and Brightest Teacher Program for all Clay County District Schools.

Review Comments**Attachments**

📎 [Best & Brightest 2019-2020.pdf](#)

DRAFT

BEST & BRIGHTEST TEACHER PROGRAM 2019-2020

The Florida Legislature has created four new categories for the 2019-2020 Best and Brightest Teacher Program. The Legislative intent of the program is to recruit, retain, and recognize teachers who meet the needs of the state and have achieved success in the classroom. The program also designates school principals whose schools make noticeable academic improvement as Florida's Best and Brightest Principals. Employees may only receive one of the four Best and Brightest Teacher/Principal awards in a single year, provided he/she meets all eligibility requirements of the award.

AWARD CATEGORIES

Recruitment:

Recruitment award is a one-time award limited to new hires who are classroom teachers as defined in F.S.1012.01(2)(a). This one time award is up to \$4000 and may be prorated if funding from the state is insufficient. Applicants must be a content expert, as defined by the Florida Department of Education, in the areas of mathematics, science, computer science, reading, or civics and be teaching in the designated subject area.

New hires, in the specified areas, will apply to Human Resources for this award. Human Resources will verify applicant meets the mandatory requirements.

Retention:

Retention award is for classroom teachers as defined in F.S.1012.01(2)(a) and who have been teaching in the same qualifying school for two (2) consecutive school years, including the current year. Qualifying schools have been determined by the state. For a school to qualify, it must have improved an average of three (3) percentage points or more in the percentage of total possible points achieved for school grade determination over the prior three (3) years.

Retention award amount is \$2500 for highly effective teachers and \$1000 for effective teachers based on their 2018-2019 final Clay County evaluation. Awards may be prorated if funding is insufficient.

Notification will be sent to each qualifying school for classroom teachers to apply for the Retention award. Human Resources will verify applicant meets the mandatory requirements.

Principal Award:

Principal award is for principals who have served at a qualifying school for four (4) consecutive years, including the current 2019-2020 school year. Eligible schools have been determined by the state using the same criterion as for Retention award. Human Resources will determine eligible principals based on state information and required four (4) years of service.

Principal award is \$5,000 and may be prorated if funding is insufficient.

Human Resources will verify qualifying principals

Recognition Award:

Recognition award is for instructional personnel who receive either a highly effective or effective 2018-2019 final Clay County evaluation and are selected by his/her school principal. This award will be distributed to instructional personnel who were not eligible for the Retention or Recruitment Award and meet statutory requirements.

Human Resources will send information to all district instructional personnel providing Recognition Award requirements and application process. Human Resources will verify applications for eligibility.

The amount of the Recognition Award will be determined after payment of the Recruitment, Retention, and the Principal award have been finalized and paid in full for all Clay County public schools. Should state funding not meet the payout for the Recruitment, Recognition and Principal funding, these category payouts will be prorated to meet the need and recognition award will not be paid.

DEFINITIONS

For the purpose of implementation of the 2019-2020 Best and Brightest Teacher Program, the following definitions shall apply:

1. **Classroom Teacher:** Florida Statute 1012.01(2)(a) explicitly defines a classroom teacher. These include K-12 staff who meet F.S.1012.01(2)(a): Classroom teachers.—Classroom teachers are staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education, and adult education, including substitute teachers.

Please note - statute lists other instructional personnel in F.S.1012.01(2)(b - e).

These instructional personnel do not meet the definition of Classroom teacher (F.S. 1012.01(2)(a)) and do not qualify for the Retention or Recruitment award.

2. **Instructional Staff:** Any K-12 staff member whose function includes the provision of direct instructional services to students. Instructional personnel also includes K-12 personnel whose functions provide direct support in the learning process of students.
3. **Content Expert:** Defined by the Florida State Board of Education in Rule 6AER19-01. A content expert is one who has earned a Master's Degree in one or more of the associated subject areas or has earned a Bachelor's degree in one or more of the associated subject areas and has at least five (5) years of work experience in the same area.
4. **Highly Effective/Effective Final Evaluation:** A final evaluation meets statutory requirements as set in F.S. 1012.34. Statute requires a minimum of one-third of a final evaluation to hold student performance measures in terms of State VAM, District/School VAM, or local student assessment factors. The final evaluation must be for the school year immediately preceding the award. For the 2019-2020 Best and Brightest Award, the 2018-2019 final evaluation will be used.

5. **Newly Hired:** Initial employment with Clay County District Schools as an instructional personnel, prior to October FTE of said school year. A teacher may only be eligible once in their lifetime for the Recruitment award. Newly hired is defined as an instructional employee hired, for the first time, by the District for the 2019-2020 school year. Teachers hired prior to the 2019-2020 school year are not eligible for the Recruitment Award.
6. **Performance Criteria Adopted by School Board:** For the purpose of the Best and Brightest Teacher Program, the state approved Instructional Summative Final Evaluation shall be used to determine the overall evaluation rating of "Highly Effective" or "Effective". Statute requirement is to use the evaluation instrument for the school year immediately preceding the award year.
7. **Principal:** Defined in Florida Statute 1012.01(3)(c) as K-12 staff members performing the assigned activities as the administrative head of a school to whom have been delegated responsibility for the coordination and administrative direction of the instructional and non-instructional activities of the school. This does not include principals exclusively serving Pre-K or Post-Secondary programs.
8. **Qualifying School:** A school that has improved an average of three (3) percentage points or more in the percentage of total possible points achieved for determining school grades over the past three (3) years. The Florida Department of Education has identified qualifying schools.
9. **Selected by His/Her School Principal:** For the purpose of this award, eligible instructional personnel shall be deemed to have met this criteria once they are determined to have met all other eligibility criteria for the Recognition award.

FUNDING

The Florida Legislature annually establishes the total funding allocation for each school district. The District's allocation is based on its proportional share of statewide FEFP base funding using weighted FTE. Each approved Clay County charter school, operating within the district, shall be provided its proportional share of the District's allocation. Charter schools will be solely responsible for determination of eligibility, documentation of eligibility, and disbursement of funds to their employees, for all Best & Brightest Teacher Program categories.

The maximum amount of each award is established by the Florida Legislature through the annual General Appropriations Act. The District and charter school governing Boards must pay the full amounts specified in law for specified categories prior to paying any award to Recognition recipients. The amount of Recognition funds shall be determined by dividing the number of eligible instructional personnel by the total amount of funding remaining after all Recruitment, Retention, and Principal awards have been paid in full for all Clay County public schools. Should the District's specific appropriation funds be insufficient to pay the full award amounts specified by law for Recruitment, Retention, and Principal awards, each award amount shall be prorated to match the District's or charter school governing Board's

specified appropriation and no Recognition awards shall be paid. Proration should begin with the Recruitment award and then proration of principal and retention awards as needed.

The award amounts identified in law, or as appropriated by the Board in the case of Recognition awards, shall be considered to be gross award amounts. All applicable employee and employer withholdings shall be deducted from the gross award amount prior to payment of any award to an eligible instructional employee or principal. Final eligibility for all awards shall be determined prior to February FTE and awards shall be paid by April 1 of that school year.

AWARD ELIGIBILITY CRITERIA

Recruitment Award:

Any newly hired classroom teacher, as defined by F.S. 1012.01(2)(a), and who meets all criteria identified by law, subject to the definitions within this policy, shall be eligible for a one-time Recruitment Award provided he/she:

- Began working for the district on or after July 1, 2019 for the 2019-2020 school year and hired prior to October FTE period
- Was employed continuously, in a classroom teacher position, through award payment date
- Is instructing students in one of the state designated subject areas
- Completed the District required application for the Recruitment award and provided any supporting documentation requested by Human Resources for eligibility verification
- Meets all statutory Recruitment award criteria

Retention Award:

Any classroom teacher, as defined by F.S. 1012.01(2)(a) and works in a state identified qualifying school for a minimum of two (2) years, including current 2019-2020 school year and meets the criteria identified by law, subject to the definitions contained within this policy, shall be eligible for the Retention Award provided he/she:

- Was employed as a classroom teacher at the same eligible school for a minimum of two (2) consecutive years, including the 2019-2020 school year.
- Was employed at said school through the award payment date
- Completed the District required application for the Retention award and provided any supporting documentation requested by Human Resources for eligibility verification
- Is not defined by any of the definitions of F.S. 1012.01 (2)(b-e)

Principal Award:

Any school principal who meets the criteria identified by law, subject to the definitions contained within this policy, shall be eligible for the Principal award provided he/she:

- Was employed as a principal at the same eligible school over the four (4) year eligibility period, including the current 2019-2020 school year
- Was employed as the principal of said school through the award payment date

Recognition Award:

Any instructional personnel who meet the criteria identified in law, subject to the definitions contained within this policy, shall be eligible for the Recognition award provided he/she:

- Was employed in an eligible instructional position through the award payment date
- Completed any District required application for the award and provided any supporting documentation requested by Human Resources for eligibility verification
- Did not receive a Recruitment or Retention award
- Was selected by his/her school principal

ELIGIBILITY DECISIONS

Clay County District Schools may require an application and/or supporting documentation to be provided by an employee seeking one of the aforementioned awards associated with the Florida Best & Brightest Teacher Program. Failure of an employee to provide timely or sufficient applications or supporting documentation, when requested, shall be considered a waiver of eligibility and the employee will not be eligible for an award. Eligibility shall be determined by the Department of Human Resources based on law, definitions within this policy, and submission of required application and supporting documentation.



**The Best & Brightest Teacher and Principal Program
Eligibility for Retention Award and Principal Award
Frequently Asked Questions
July 17, 2019**

What is a retention award?

To be eligible for a retention award, a classroom teacher must have been rated as highly effective or effective the preceding year pursuant to [section 1012.34, Florida Statutes](#), and teach in a school for 2 consecutive school years, including the current year, which has improved an average of 3 percentage points or more in the percentage of total possible points achieved for determining school grades over the prior 3 years.

How is the average of the 3 percentage point increase calculated for the retention and principal awards?

Because there are a number of ways to interpret this requirement, and to ensure the maximum number of possible teachers are eligible for this award, the department has developed three separate calculations to identify whether a school meets the *average of 3 percentage points growth* requirement. Any school that is identified for inclusion under any one of the three methods will be placed on the list. All percentages and averages are rounded to the nearest whole number. The three methods under which a school qualifies for inclusion on the list are:

Method 1 – A school shows an average growth of at least three percentage points across three growth periods. This calculation computes three differences across three growth periods and takes the average of them.

$$\begin{aligned} 2019 \text{ (Year 3)} - 2018 \text{ (Year 2)} &= A \\ 2018 \text{ (Year 2)} - 2017 \text{ (Year 1)} &= B \\ 2017 \text{ (Year 1)} - 2016 \text{ (Baseline Year)} &= C \\ (A+B+C)/3 &\geq 3 \end{aligned}$$

Method 2 – Same as method 1, except it uses only two growth periods for a total of three years in the calculation.

$$\begin{aligned} 2019 \text{ (Year 3)} - 2018 \text{ (Year 2)} &= A \\ 2018 \text{ (Year 2)} - 2017 \text{ (Year 1)} &= B \\ (A+B)/2 &\geq 3 \end{aligned}$$

Method 3 – A school that shows growth between year one and year three of at least 3 percentage points.

$$2019 \text{ (Year 3)} - 2017 \text{ (Year 1)} \geq 3$$

In future years, the years used in the calculations above will advance each year.



Will the average of the 3 percentage point increase calculation be rounded?

Yes. School grade percentage of total points earned are already rounded to the nearest whole number. Therefore, the average of those percentages will also be rounded to the nearest whole number.

If a school receives an improvement rating instead of a school grade, are the teachers and principal eligible for the retention and principal award?

No. For both the retention award and the principal award, a school must receive a school grade for any of its teachers or its principal to be eligible for these awards.

Will FDOE provide a list of eligible schools for the retention award and principal award?

Yes. The department will release the list following resolution of school grades appeals.

How much money does an eligible retention award recipient receive?

The amount is set annually by the legislature in the appropriations act. This year, the retention award is \$2,500 for highly effective teachers and \$1,000 for effective teachers. However, a district is authorized to prorate awards if the funds allocated to the district are insufficient to cover the awards.

What does two consecutive school years actually mean for a retention award?

Two consecutive school years means the prior school year and the current school year. Therefore, for awards this year, the teacher must have taught in the 2018-2019 school year and the 2019-2020 school year.

What is a principal award?

A school principal is eligible to receive an award if he or she has served as school principal at his or her school for at least four consecutive school years, including the current school year, and the school has improved an average of 3 percentage points or more in the percentage of total possible points achieved for determining school grades over the prior three years. The methodology for determining which schools qualify for consideration is the same as it is for the teacher retention award.

How much money does an eligible principal award recipient receive?

The amount is set annually by the legislature. This year, the principal award is \$5,000. However, a district is authorized to prorate awards if the funds allocated to the district are insufficient to cover the awards.

What does four consecutive school years actually mean for the principal award?

Four consecutive years means the three prior school years and the current school year. Therefore, for this year, the principal must have served as principal at his school for the 2016-17, 2017-18 and 2018-19 school years and still be principal at his school in the 2019-2020 school year.



**The Best & Brightest Teacher and Principal Program
Frequently Asked Questions
July 29, 2019**

In order to assist districts and charter schools in implementing the 2019 changes to the Best and Brightest Programs the attached document includes frequently asked questions and answers. The 2019 legislative changes amended section (s.) 1012.731, Florida Statutes (F.S.), The Florida Best and Brightest Teacher Program, s. 1012.732, F.S., The Florida Best and Brightest Principal Program, and s. 1011.62, F.S., Funds for Operation of Schools. The answers in the document are derived from these statutes, as well as the General Appropriations Act, Chapter 2019-115, Laws of Florida, §2, line 93, pages 21-22. Except for one area, the information provided in this document should be understood as guidance to districts and charters. The exception to this is the criteria for subject matter content areas for recruitment awards for teachers under s. 1012.731(3)(a), F.S. The agency is pursuing rulemaking for this area, and adopted an emergency rule on Monday, July 29, 2019. Thus, the information provided below on “content experts” must be followed when providing recruitment awards. See page 3 for information on the emergency rule to define “content experts.”

The department issued an FAQ document on the retention award and the principal award on July 17, 2019. That can be found at <https://info.fldoe.org/docushare/dsweb/Get/Document-8600/dps-2019-109a.pdf>. It describes three methodologies to identify schools with an average of three percentage point increase for retention and the principal awards. The department recommends giving these awards to teachers and principals who meet any of these methodologies in order to benefit the greatest number of educators.

General Questions

What is the purpose of the Best and Brightest Teacher Program?

The stated intent of the Best and Brightest Teacher Program is “to recruit, retain, and recognize teachers who meet the needs of this state and have achieved success in the classroom.”

What is the purpose of the Best and Brightest Principal Program?

The stated intent of the Best and Brightest Principal Program is “to designate school principals whose schools make noticeable academic improvement as Florida’s best and brightest principals.”

How are these programs funded?

The Florida Best and Brightest Teacher and Principal Allocation is funded through the Florida Education Finance Program (FEFP). Subject to annual appropriation, each school district receives an allocation based on the district’s proportionate share of FEFP base funding. The Legislature may specify a minimum allocation for districts in the General Appropriations Act. For the 2019-2020 school year, all districts will be provided a \$100,000 minimum allocation.

Can awards be prorated?

Yes; s. 1011.62(18), F.S., provides that if a district’s calculated awards exceed the allocation, the school district may prorate awards.



How should awards be prorated if district FEFP funds are insufficient to pay for the recruitment, retention and principal awards at the specified amounts?

While the law provides that all recruitment, retention and principal awards must be paid before recognition awards can be made by a district, it does not specify the manner to prorate awards when funds are insufficient to cover the recruitment, retention and principal awards. Therefore, this is a matter committed to the district's discretion, subject to the requirements of other laws, such as collective bargaining. However, since the appropriation provides that recruitment awards are "up to \$4,000" and the retention and principal awards are for set amounts, it appears that the recruitment award should be reduced before the retention and principal awards are prorated.

Are SAT or ACT scores required for award eligibility?

No.

Are Prekindergarten teachers eligible for a Best and Brightest teacher award?

No. All recipients must be K-12 staff members. This is because awards are limited instructional personnel or classroom teachers as defined in s. 1012.01(2), F.S., and these definitions are limited to K-12 personnel.

Are instructional personnel that are not designated as a classroom teacher eligible for a Best and Brightest award?

You must be a K-12 classroom teacher to be eligible for a recruitment or retention award. K-12 instructional personnel who are not classroom teachers are statutorily eligible for a recognition award. However, since a district school board or charter school governing board must establish performance criteria and policies for the award, which K-12 instructional personnel will receive awards will depend upon district or charter criteria.

Are district decisions subject to collective bargaining?

Without knowing what has already been bargained or waived in individual collective bargaining agreements, the best advice we can provide is to consult counsel to resolve this question.

Can a district establish a cut-off date for the recruitment, retention and principal awards? This will allow for districts and charter school governing boards to set timelines around the recognition awards.

Once funds are made available to districts, it is up to the school districts to manage the procedures for providing awards consistent with the statutes addressing the program.

When will funds be distributed to districts?

The funds will be distributed to school districts as soon as possible. We should have more definite information at the beginning of August.

What does a district need to submit to the department to receive the funds?

A district does not need to submit documentation to receive the funds.

Do unused funds roll forward from year to year?

Unused funds are carried forward to the next fiscal year. It is expected that most if not all of a district's allocation will be awarded during the year of the appropriation.



Recruitment Award Questions

What is a recruitment award?

To be eligible for a one-time recruitment award, a newly hired classroom teacher must be a "content expert," based on criteria established by the department, in mathematics, science, computer science, reading or civics.

Are recruitment awards limited to classroom teachers?

Yes; recruitment awards are limited to classroom teachers as defined in s. 1012.01(2)(a), F.S.

How much will an eligible recruitment award recipient receive?

This amount is set annually by the Legislature. This year, the one-time recruitment award is up to \$4,000. However, the award may be prorated by a district if there are insufficient funds to pay eligible teachers.

How is "content expert" defined?

The State Board of Education adopted an emergency rule on July 29, 2019, to establish a definition in order for districts to distribute funds allocated for 2019-20. Rule 6AER19-01 will be in effect for 90 days, and during that time the standard rule development process will ensue to establish a definition for future years.

Rule 6AER19-01, Content Expert for Best and Brightest Recruitment Award, can be found at <http://www.fldoe.org/policy/state-board-of-edu/meetings/2019/2019-07-29/index.stml>. It reads:

In order to allow school districts to distribute recruitment awards in the 2019-20 school year, a content expert in mathematics, science, computer science, reading, and civics means the following:

(1) For all areas, a person who has sufficient subject matter expertise as set forth in Rule 6A-1.0503(2)(a), Definition of Qualified Instructional Personnel, F.A.C.;

(2) For the areas of mathematics, science, or computer science, a person who has either:

(a) Earned at least a master's degree in the areas of mathematics, science, or computer science from an institution accredited by the United States Department of Education; or

(b) Earned at least a bachelor's degree in the areas of mathematics, science or computer science from an institution accredited by the United States Department of Education and who has at least five (5) years' teaching experience in the associated subject area or at least five (5) years' work experience in the associated subject area.

(3) For the area of civics, a person who has either:

(a) Earned at least a master's degree in political science, American history, social studies, or social science from an institution accredited by the United States Department of Education; or

(b) Earned at least a bachelor's degree in political science, American history, social studies, or social science from an institution accredited by the United States Department of Education and who has at least five (5) years' teaching experience in the associated subject area or at least five (5) years' work experience in the associated subject area.

(4) For the area of reading, a person who has either:

(a) Earned at least a master's degree in English, English literature, reading, or literacy instruction from an institution accredited by the United States Department of Education; or



(b) Earned at least a bachelor's degree in English, English literature, reading, or literacy instruction from an institution accredited by the United States Department of Education and who has at least five (5) years' teaching experience in English language arts or reading.

Does the eligible teacher need to teach mathematics, science, computer science, reading or civics to receive the recruitment award?

The statute is silent on this question and only requires that the teacher be a "newly hired classroom teacher" and a "content expert" in these areas.

What is the definition of a "newly hired classroom teacher?"

The statute does not provide a definition of "newly hired classroom teacher." The definition could encompass persons who are new to teaching, new to the state of Florida, new to the district or other definitions. It is suggested that districts apply the funds so that the purpose of this portion of the statute, namely to recruit content experts as classroom teachers, is met and that the district maintain documentation to show that the recipient satisfies the district's criteria for "newly hired." This is meant to be implemented with as much flexibility as possible.

If a classroom teacher is new to the state, is there a state database to verify that this teacher did not teach in the State of Florida in the preceding year?

There is not a state database that can be used for this purpose.

Recognition Award Questions

What is a Recognition Award?

To be eligible for a recognition award, instructional personnel must be rated as highly effective or effective, and be selected by his or her school principal, based on performance criteria and policies adopted by the district school board or charter school governing board.

Are recognition awards limited to classroom teachers?

No; unlike recruitment and retention awards, which are limited to classroom teachers, this award is statutorily available to instructional personnel as defined in s. 1012.01(2), F.S. However, since a district school board or charter school governing board must establish performance criteria and policies for the award, which K-12 instructional personnel will receive awards will depend upon district or charter criteria.

How much will an eligible recognition award recipient receive?

There is no set amount for this award and the amount will be determined by the district. In establishing this amount, be aware that recognition awards must be provided from funds remaining after the payment of all teacher recruitment and retention awards and all principal awards.

Does a charter school follow the district's criteria and policy for identifying instructional staff to receive the recognition award, or does the charter establish its own criteria and policy?

A charter school is authorized to adopt its own performance criteria and policies for recognition awards. However, awards may only be made to instructional personnel rated as highly effective or effective.



What is the formula for allocating remaining funds for the recognition award to schools after all other funds are disbursed?

The formula will be determined by the district or charter school governing board.

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**The Best & Brightest Teacher and Principal Program
Frequently Asked Questions
September 20, 2019**

Where can I access the list of eligible schools for the retention and principal award?

The list of eligible schools was released on September 20, 2019, and can be accessed at <http://www.fldoe.org/core/fileparse.php/5306/urlt/bestandbrightest-rp.xls>.

When will districts receive Best and Brightest Award Funding?

The Best and Brightest allocation funds will be distributed to school districts in the September 26, 2019, FEFP payments through revenue code 3310.

How will charter schools receive Best and Brightest Award Funding?

Districts should distribute to charter schools their proportionate share of the funds upon receipt of the district's allocation. Similar to the allocation of other categorical funds to charter schools, it is recommended to allocate the funds on a full-time equivalent student basis.

Withholding Employer Payroll Taxes and Other Expenses from State Funds Provided for the Best and Brightest Scholarship Program:

From the inception of the Best and Brightest Program to the present, the Department's guidance has been that districts may subtract applicable payroll taxes, including the employer portion of FICA taxes, and any mandatory payroll expenses to determine the gross amount that will be paid to each award recipient.

In July, a putative class action lawsuit, Alianiello v. State of Florida, Department of Education, No. 2019-CA-001674 (Fla. 2d Cir. Ct. filed July 16, 2019), was filed against the Department claiming damages based on the theory that certain award recipients had received less than the amounts set out in the statute. The Department denies any and all liability. Copies of the Alianiello complaint and of the Department's motion to dismiss that lawsuit are attached.

The Department continues to stand by its prior guidance to districts about awards under the Best and Brightest Program. Although employers are liable for the employer portion of FICA taxes vis-à-vis the IRS, federal tax law does not prohibit an employer from adjusting an employee's gross compensation to account for the employer's FICA taxes. In addition, courts have held that FICA does not create a private right of action for an employee to challenge employer deductions or withholdings for FICA taxes, and courts have also held that state-law claims challenging those practices (as such) are preempted by federal law. Courts have thus rejected claims challenging deductions of the employer portion of FICA taxes from amounts that might otherwise have been available to compensate employees.

If a district chooses to use some of the state funds made available under the Best and Brightest Program to pay FICA taxes, the Department's prior guidance provided that the amount used to pay the employer portion of FICA should not be included in "wages" for either FICA or income tax purposes. For example,



if a district received \$100 in state funds under the program and chose to deduct \$7.10 from that amount to cover the employer portion of FICA taxes before paying the balance to an employee, only \$92.90 could be reported as the employee's wages, from which the employee portion of FICA would be withheld. The Form W-2 would report wages of \$92.90 and FICA tax withheld from the employee of \$7.10. The district would remit \$14.20 in FICA with its Form 941.

While the Department stands by its guidance on the costs associated with these awards, in light of the pending putative class action lawsuit, districts should nevertheless consult with their own tax and legal counsel to ensure compliance with all state and federal requirements.

DRAFT

Select Year:

The 2019 Florida Statutes

[Title XLVIII](#)
K-20 EDUCATION CODE

[Chapter 1012](#)
PERSONNEL

[View Entire Chapter](#)

¹1012.731 The Florida Best and Brightest Teacher Program.—

(1) The Legislature recognizes that, second only to parents, teachers play the most critical role within schools in preparing students to achieve a high level of academic performance. Therefore, it is the intent of the Legislature to recruit, retain, and recognize teachers who meet the needs of this state and have achieved success in the classroom.

(2) The Florida Best and Brightest Teacher Program is created to provide recruitment and retention awards to classroom teachers, as defined in s. 1012.01(2)(a), and recognition awards to instructional personnel, as defined in s. 1012.01(2), to be funded as provided in s. 1011.62(18).

(3)(a) To be eligible for a one-time recruitment award as specified in the General Appropriations Act, a newly hired classroom teacher must be a content expert, based on criteria established by the department, in mathematics, science, computer science, reading, or civics.

²(b) To be eligible for a retention award as specified in the General Appropriations Act, a classroom teacher must have been rated as highly effective or effective the preceding year pursuant to s. 1012.34, and teach in a school for 2 consecutive school years, including the current year, which has improved an average of 3 percentage points or more in the percentage of total possible points achieved for determining school grades over the prior 3 years.

(c) To be eligible for a recognition award, instructional personnel must be rated as highly effective or effective and be selected by his or her school principal, based on performance criteria and policies adopted by the district school board or charter school governing board. Recognition awards must be provided from funds remaining under the allocation provided in s. 1011.62(18) after the payment of all teacher recruitment and retention awards and principal awards authorized under this section and the General Appropriations Act.

History.—s. 25, ch. 2016-62; s. 46, ch. 2017-116; s. 39, ch. 2018-6; s. 19, ch. 2019-23.

¹**Note.**—Section 24, ch. 2019-23, provides that:

“(1) The Department of Revenue is authorized, and all conditions are deemed to be met, to adopt emergency rules pursuant to s. 120.54(4), Florida Statutes, for the purpose of administering the provisions of this act relating to the Hope Scholarship Program and Florida Tax Credit Scholarship Program.

“(2) Notwithstanding any other provision of law, emergency rules adopted pursuant to subsection (1) are effective for 6 months after adoption and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules.

“(3) This section shall take effect upon this act becoming a law and shall expire January 1, 2022.”

²**Note.**—Section 49, ch. 2018-6, provides that:

“(1) The Department of Revenue is authorized, and all conditions are deemed to be met, to adopt emergency rules pursuant to s. 120.54(4), Florida Statutes, for the purpose of administering the provisions of this act.

“(2) Notwithstanding any other provision of law, emergency rules adopted pursuant to subsection (1) are effective for 6 months after adoption and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules.

“(3) This section shall take effect upon this act becoming a law and shall expire January 1, 2022.”

Section 19, ch. 2019-23, substantially reworded paragraph (3)(b), which was subject to s. 49, ch. 2018-6.

Select Year: 2019 ▾ Go

The 2019 Florida Statutes

[Title XLVIII](#) K-20 EDUCATION CODE

[Chapter 1012](#) PERSONNEL

[View Entire Chapter](#)

1012.01 Definitions.—As used in this chapter, the following terms have the following meanings:

(1) **SCHOOL OFFICERS.**—The officers of the state system of public K-12 and Florida College System institution education shall be the Commissioner of Education and the members of the State Board of Education; for each district school system, the officers shall be the district school superintendent and members of the district school board; and for each Florida College System institution, the officers shall be the Florida College System institution president and members of the Florida College System institution board of trustees.

(2) **INSTRUCTIONAL PERSONNEL.**—“Instructional personnel” means any K-12 staff member whose function includes the provision of direct instructional services to students. Instructional personnel also includes K-12 personnel whose functions provide direct support in the learning process of students. Included in the classification of instructional personnel are the following K-12 personnel:

(a) **Classroom teachers.**—Classroom teachers are staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education, and adult education, including substitute teachers.

(b) **Student personnel services.**—Student personnel services include staff members responsible for: advising students with regard to their abilities and aptitudes, educational and occupational opportunities, and personal and social adjustments; providing placement services; performing educational evaluations; and similar functions. Included in this classification are certified school counselors, social workers, career specialists, and school psychologists.

(c) **Librarians/media specialists.**—Librarians/media specialists are staff members responsible for providing school library media services. These employees are responsible for evaluating, selecting, organizing, and managing media and technology resources, equipment, and related systems; facilitating access to information resources beyond the school; working with teachers to make resources available in the instructional programs; assisting teachers and students in media productions; and instructing students in the location and use of information resources.

(d) **Other instructional staff.**—Other instructional staff are staff members who are part of the instructional staff but are not classified in one of the categories specified in paragraphs (a)-(c). Included in this classification are primary specialists, learning resource specialists, instructional trainers, adjunct educators certified pursuant to s. 1012.57, and similar positions.

(e) **Education paraprofessionals.**—Education paraprofessionals are individuals who are under the direct supervision of an instructional staff member, aiding the instructional process. Included in this classification are classroom paraprofessionals in regular instruction, exceptional education paraprofessionals, career education paraprofessionals, adult education paraprofessionals, library paraprofessionals, physical education and playground paraprofessionals, and other school-level paraprofessionals.

(3) **ADMINISTRATIVE PERSONNEL.**—“Administrative personnel” includes K-12 personnel who perform management activities such as developing broad policies for the school district and executing those policies through the direction of personnel at all levels within the district. Administrative personnel are generally high-level, responsible personnel who have been assigned the responsibilities of systemwide or schoolwide functions, such as district school superintendents, assistant superintendents, deputy superintendents, school principals,

assistant principals, career center directors, and others who perform management activities. Broad classifications of K-12 administrative personnel are as follows:

(a) *District-based instructional administrators.*—Included in this classification are persons with district-level administrative or policymaking duties who have broad authority for management policies and general school district operations related to the instructional program. Such personnel often report directly to the district school superintendent and supervise other administrative employees. This classification includes assistant, associate, or deputy superintendents and directors of major instructional areas, such as curriculum, federal programs such as Title I, specialized instructional program areas such as exceptional student education, career education, and similar areas.

(b) *District-based noninstructional administrators.*—Included in this classification are persons with district-level administrative or policymaking duties who have broad authority for management policies and general school district operations related to the noninstructional program. Such personnel often report directly to the district school superintendent and supervise other administrative employees. This classification includes assistant, associate, or deputy superintendents and directors of major noninstructional areas, such as personnel, construction, facilities, transportation, data processing, and finance.

(c) *School administrators.*—Included in this classification are:

1. School principals or school directors who are staff members performing the assigned activities as the administrative head of a school and to whom have been delegated responsibility for the coordination and administrative direction of the instructional and noninstructional activities of the school. This classification also includes career center directors.

2. Assistant principals who are staff members assisting the administrative head of the school. This classification also includes assistant principals for curriculum and administration.

(4) *YEAR OF SERVICE.*—The minimum time which may be recognized in administering K-12 education, not including retirement, as a year of service by a school employee shall be full-time actual service; and, beginning July 1963, such service shall also include sick leave and holidays for which compensation was received but shall exclude all other types of leave and holidays for a total of more than one-half of the number of days required for the normal contractual period of service for the position held, which shall be 196 days or longer, or the minimum required for the district to participate in the Florida Education Finance Program in the year service was rendered, or the equivalent for service performed on a daily or hourly basis; provided, further, that absence from duty after the date of beginning service shall be covered by leave duly authorized and granted; further, the school board shall have authority to establish a different minimum for local district school purposes.

(5) *SCHOOL VOLUNTEER.*—A K-12 school volunteer is any nonpaid person who may be appointed by a district school board or its designee. School volunteers may include, but may not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.

(6) *EDUCATIONAL SUPPORT EMPLOYEES.*—“Educational support employees” means K-12 employees whose job functions are neither administrative nor instructional, yet whose work supports the educational process.

(a) Other professional staff or nonadministrative/noninstructional employees are staff members who perform professional job functions which are nonadministrative/noninstructional in nature and who are not otherwise classified in this section. Included in this classification are employees such as doctors, nurses, attorneys, certified public accountants, and others appropriate to the classification.

(b) Technicians are individuals whose occupations require a combination of knowledge and manual skill which can be obtained through about 2 years of post-high school education, such as is offered in many career centers and Florida College System institutions, or through equivalent on-the-job training.

(c) Clerical/secretarial workers are individuals whose job requires skills and training in clerical-type work, including activities such as preparing, transcribing, systematizing, or preserving written communications and reports or operating equipment performing those functions. Included in this classification are secretaries, bookkeepers, messengers, and office machine operators.

(d) Skilled crafts workers are individuals who perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training

and experience or through apprenticeship or other formal training programs. Lead workers for the various skilled crafts areas shall be included in this classification.

(e) Service workers are staff members performing a service for which there are no formal qualifications, including those responsible for: cleaning the buildings, school plants, or supporting facilities; maintenance and operation of such equipment as heating and ventilation systems; preserving the security of school property; and keeping the school plant safe for occupancy and use. Lead workers in the various service areas shall be included in this broad classification.

(7) **MANAGERS.**—"Managers" includes those K-12 staff members who perform managerial and supervisory functions while usually also performing general operations functions. Managers may be either instructional or noninstructional in their responsibility. They may direct employees' work, plan the work schedule, control the flow and distribution of work or materials, train employees, handle complaints, authorize payments, and appraise productivity and efficiency of employees. This classification includes coordinators and supervisors working under the general direction of those staff identified as district-based instructional or noninstructional administrators.

History.—s. 689, ch. 2002-387; s. 6, ch. 2004-295; ss. 6, 131, ch. 2004-357; s. 161, ch. 2007-217; s. 182, ch. 2011-5; s. 12, ch. 2013-89.

Select Year: 2019 ▾ Go

The 2019 Florida Statutes

Title XLVIII
K-20 EDUCATION CODE

Chapter 1012
PERSONNEL

[View Entire Chapter](#)

¹**1012.732 The Florida Best and Brightest Principal Program.—**

(1) The Legislature recognizes that the most effective school principals establish a safe and supportive school environment for students and faculty. Research shows that these principals increase student learning by providing opportunities for the professional growth, collaboration, and autonomy that classroom teachers need to become and remain highly effective educational professionals. Therefore, it is the intent of the Legislature to designate school principals whose schools make noticeable academic improvement as Florida's best and brightest principals.

(2) The Florida Best and Brightest Principal Program is created to provide awards to school principals, as defined in s. 1012.01(3)(c)1., to be funded as provided in s. 1011.62(18).

(3) A school principal is eligible to receive an award, as specified in the General Appropriations Act, under this section if he or she has served as school principal at his or her school for at least 4 consecutive school years, including the current school year, and the school has improved an average of 3 percentage points or more in the percentage of total possible points achieved for determining school grades over the prior 3 years.

History.—s. 47, ch. 2017-116; s. 20, ch. 2019-23.

¹**Note.**—Section 24, ch. 2019-23, provides that:

“(1) The Department of Revenue is authorized, and all conditions are deemed to be met, to adopt emergency rules pursuant to s. 120.54(4), Florida Statutes, for the purpose of administering the provisions of this act relating to the Hope Scholarship Program and Florida Tax Credit Scholarship Program.

“(2) Notwithstanding any other provision of law, emergency rules adopted pursuant to subsection (1) are effective for 6 months after adoption and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules.

“(3) This section shall take effect upon this act becoming a law and shall expire January 1, 2022.”

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C7 - 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 |
|-----------------------|----------------|---------------------|--------------------------|---|
| Wilkinson Junior High | 12/19-20, 2019 | Disney | 8th Grade Band | They will perform music showing expressive qualities written in the music using proper playing techniques. |
| Clay High | 10/21-22, 2019 | Gulf Breeze, FL | Girls Golf Team | Girls Region 1 Golf Tournament (qualified for competition after submission deadline for October's board meeting approval.) |
| Clay High | 2/6-10, 2020 | Disney | Competitive Cheerleaders | National High School Cheerleading Championships. |
| Fleming Island High | 10/12-13, 2019 | Orlando, FL | Volleyball | Volleyball Tournament (invited for competition after submission deadline for October's board meeting approval.) |
| Fleming Island High | 12/26-28, 2019 | Columbia, SC | Boys Basketball | Participate in a prestigious Christmas Tournament at Brookland-Cayce High School. |
| Fleming Island High | 10/28-29, 2019 | Tallahassee, FL FSU | Swim Team | District Swim Meet (qualified for competition after submission deadline for October's board meeting approval.) |
| Fleming Island High | 12/6-7, 2019 | Tampa, FL | V & JV Cheerleaders | UCA Regionals - Qualifier |
| Fleming Island High | 2/6-9, 2020 | Orlando, FL | V & JV Cheerleaders | UCA National Championship |
| Fleming Island High | 3/5-7, 2020 | Orlando, FL | Spanish Student Team | State Spanish Conference |
| Keystone Heights High | 3/18-21, 2020 | Tampa, FL | Drama Club | Students will attend theatre workshops, observe performances, and/or compete on the state level. |
| Keystone Heights High | 2/6-8, 2020 | Orlando, FL | Drama Club | Students will attend theatre workshops, observe performances, and/or compete at the state level. |
| Keystone Heights High | 10/21-22, 2019 | World Golf Village | Boys Golf Team | Regional Golf Tournament (qualified for competition after submission deadline for October's board meeting approval.) |
| Middleburg High | 10/28-29, 2019 | Tallahassee, FL | Swim Team | District Swim Meet (qualified for competition after submission deadline for October's board meeting approval.) |
| Middleburg High | 3/12-15, 2020 | Washington, DC | TV Production | Students will attend workshops by industry professionals, participate in on-site contests, and listen to guest speakers who are at the top of the news/film industry. |
| Ridgeview High | 11/2/19 | Brunswick GA | NJROTC | Compete at orienteering meet. |
| | | | | |

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**

📎 [Nov 2019 - Student Travel.pdf](#)

SCHOOL DISTRICT OF CLAY ()
FIELD TRIP REQUE

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
November 7, 2019

1. School Requesting: WJH
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier ☒ Other _____
If Commercial Carrier or Other, please state type: chartered bus
3. Trip(s) Overnight: Yes ☒ No _____ Trip(s) Out-of-State: Yes _____ No ☒
4. Dates of Field Trip*: 12/19-20/2019 Destination*: Disney
5. Group Taking Trip: a few 8th WJH Band students
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: They will perform music showing expressive qualities written in the music, using proper playing techniques. They will perform the music from memory. They will listen and critique others performance.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): Perform expressive elements of musical works, demonstrating knowledge of musical structure and proper instrumental technique. They will listen and critique others
9. Number of Students*: 10 Number of Chaperones*: 2
10. Cost Per Student: \$290 Budget Code or Source to be charged: Internal
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 6:00 am Returning Time*: 11:00 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): _____

Ramona Perent
Teacher, Team Leader, Department Head, Etc.
Chandra
Principal
Wade Hynes
Assistant Superintendent
[Signature]
Superintendent

9/19/19
Date
9.24.19
Date
9/30/19
Date
10/9/19
Date

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
Received too late for October, 2019
Board Meeting
Received for Information: Nov 7, 2019

1. School Requesting: Clay High School
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) 1 Commercial Carrier _____ Other ✓
If Commercial Carrier or Other, please state type: Enterprise Rental Van
3. Trip(s) Overnight: Yes ✓ No _____ Trip(s) Out-of-State: Yes _____ No _____
4. Dates of Field Trip*: Oct. 21st - 22nd Destination*: Gulf Breeze, FL
5. Group Taking Trip: Girl Golf 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: Girls Region 1 Golf Tournament
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: ~9 Number of Chaperones*: 1
10. Cost Per Student: 25.00 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: Monday Oct 21 2:00pm Returning Time*: Tuesday Oct 22 8:00pm

*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):

Clay High School
Teacher, Team Leader, Department Head, Etc.

W. Cary Deeks
Principal

Michael Hunter
Assistant Superintendent

[Signature]
Superintendent

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

10-2-19

Date

10-7-19

Date

10/8/19

Date

10/16/19

Date

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

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: Charter bus
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes _____ No X
4. Dates of Field Trip*: 2/6/20-2/10/20 Destination*: Orlando, FL Disney-Wide World of Sports
5. Group Taking Trip: Competitive Cheerleaders
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: National High School Cheerleading Championships
8. Supporting Florida Standards Benchmark(s) with Narrative(s): N/A Athletics
9. Number of Students*: 20 Number of Chaperones*: 3
10. Cost Per Student: 600 Budget Code or Source to be charged: Comp Cheer
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 2:00 pm Returning Time*: 2:00 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): _____

Koni Davis, Coach
Teacher, Team Leader, Department Head, Etc.
Mr. [Signature]
Principal

Assistant Superintendent
Superintendent
SEC-1-2723; E 2/13/2019

10/14/19
Date
10/15/19
Date
10/21/19
Date

FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
Received too late for October, 2019
Board Meeting

Received for Information: Nov 7, 2019

1. School Requesting: Fleming Island
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*: Oct 12-13 Destination*: Orlando, FL
5. Group Taking Trip: Volleyball
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: Athletic Contest / tournament
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 15 Number of Chaperones*: 3
10. Cost Per Student: 0 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 12:00 Returning Time*: 3:00

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

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

Bus Requisition Number(s): _____

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

Principal [Signature]

Assistant Superintendent [Signature]

Superintendent [Signature]

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

Date 9/11/2019

Date 9/18/2019

Date 9/28/19

Date 9/24/19

FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

November 7, 2019

1. School Requesting: Fleming Island High School
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) ☒ Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes ☒ No _____ Trip(s) Out-of-State: Yes ☒ No _____
4. Dates of Field Trip*: Dec 26-28, 2019 Destination*: Columbia, SC
5. Group Taking Trip: Boys Basketball
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. Players will ride w/ their parents
7. Educational Value of Field Trip: We have been invited to participate in a prestigious Christmas Tournament at Brookland-Cayce High School. Along with that, we plan to visit University of South Carolina and some of historic Columbia sites.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____

9. Number of Students*: 16 Number of Chaperones*: 6
10. Cost Per Student: _____ Budget Code or Source to be charged: 1107
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 12/26/19 8:00a Returning Time*: 12/29/19 1:00p

*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 COUNTY
FIELD TRIP REQUEST

Received for Information: Nov 7, 2019

1. School Requesting: F I H S
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*: 10/28 → 10/29 Destination*: Tallahassee, FSU
5. Group Taking Trip: F I H S Swim
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. TBD
7. Educational Value of Field Trip:
Athletic trip District Swim Meet
8. Supporting Florida Standards Benchmark(s) with Narrative(s):

9. Number of Students*: 45 Number of Chaperones*: 10 (incl. coaches)
10. Cost Per Student: _____ Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 10/28, @ 4pm Returning Time*: 10/29, @ 7pm
*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 _____

9/18/19

Date

9/18/2019

Date

9/23/19

Date

Date

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
November 7, 2019

1. School Requesting: FIH
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*: 12/6-7/19 Destination*: Tampa, FL
5. Group Taking Trip: V & JV cheerleaders
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: UCA Regionals - Qualifier
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 50 Number of Chaperones*: 4
10. Cost Per Student: _____ Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 11am Returning Time*: 10pm

*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 REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
November 7, 2019

1. School Requesting: FIH
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier X Other _____
If Commercial Carrier or Other, please state type: Charter Bus
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes _____ No X
4. Dates of Field Trip*: 2/6-9/20 Destination*: Orlando, FL
5. Group Taking Trip: Varsity & junior varsity cheerleaders
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: UCA National Championship
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 50 Number of Chaperones*: 8
10. Cost Per Student: \$750 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 10am Returning Time*: 9pm

*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 REQUI

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
November 7, 2019

1. School Requesting: FILHS
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*: March 5-7 Destination*: Orlando (Wynham Resort)
5. Group Taking Trip: State Spanish Conference 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. Elizabeth Engelen-Meyers, Pamela Johnson
7. Educational Value of Field Trip: An opportunity for students to grow in their knowledge of the Spanish Language and culture, specially in its real expression by preparing to compete in a statewide interscholastic academic competition (impromptu, poetry and drama) beyond the classroom setting.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): NGSS 1-8 Benchmarks WIK12NH1.1, NH22/2.4/3.4/3.6/3.8 WIK12NH3.2/3.3/3.8 WIK12NM4.1-4.5/NH41/4.3 WIK12NM5.1/5.3-5.5 NH5.1-5.3 WIK12NM6.1/6.2/6.4 WIK12NH6.1/6.4 WIK12NM7.2/8.1/8.3 NH8.1/8.3 WIK12NM9.2/NH9.1/9.2
9. Number of Students*: 16 Number of Chaperones*: 2
10. Cost Per Student: \$290 Budget Code or Source to be charged: Internal Account
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 8:30 a.m. Thursday 3/5/20 Returning Time*: 4:30 p.m. on Saturday 3/7/20

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

ⓧ The bus will drop us off at the hotel. Then return to pick us up on Saturday.

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

Bus Requisition Number(s):

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

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

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

10/15/19
Date

10/15/19
Date

10/21/19
Date

[Signature]
Date

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
November 7, 2019

1. School Requesting: KHHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier X Other _____
If Commercial Carrier or Other, please state type: Enterprise
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes _____ No X
4. Dates of Field Trip*: 03/18/20 - 03/21/20 Destination*: FL State Thespian Festival - Tampa, FL
5. Group Taking Trip: Drama Club - Sr High Troupe 7056
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 attend theatre workshops, observe theatrical performances, and/or compete on the state level. (Adjudications)
8. Supporting Florida Standards Benchmark(s) with Narrative(s): TH.912.C.1.2. Create, refine and sustain complex and believable characters for performance through the integration and application of artistic choices based on research, rehearsal, feedback and refinement.
9. Number of Students*: 15 Number of Chaperones*: 3
10. Cost Per Student: 250.00 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 6 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): _____

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

09/06/2019
Date
9/6/19
Date
9/15/19
Date
9/18/19
Date

SCHOOL DISTRICT OF CLAY COUNTY
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
November 7, 2019

1. School Requesting: KHHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier X Other _____
If Commercial Carrier or Other, please state type: Enterprise
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes _____ No X
4. Dates of Field Trip*: 02/06/20 - 02/08/20 Destination*: FL Jr Thespians State Festival Orlando, FL
5. Group Taking Trip: Drama club - Jr High Troupe 88944
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 attend theatre workshops, observe theatrical performances, and/or be adjudicated at the state level.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): TH.9.12.C.1.2. Create, refine and sustain complex and believable characters for performance through the integration and application of artistic choices based on research, rehearsal, feedback, and refinement.
9. Number of Students*: 10 Number of Chaperones*: 3
10. Cost Per Student: 200.00 Budget Code or Source to be charged: Drama 3505
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 7 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

09/06/2019

Date

9/6/19

Date

9/6/19

Date

9/8/19

Date

FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
Received too late for October, 2019
Board Meeting
Received for Information: Nov 7, 2019

1. School Requesting: KHHS
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*: 10/21/19-10/22 Destination*: World Golf Village
5. Group Taking Trip: Boys Golf 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: Regional Golf tournament & practice round. Practice Round 2:30 - 7:30 pm 10/21. Golf Tournament 7am 10/22.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 5 Number of Chaperones*: 2
10. Cost Per Student: \$50. Budget Code or Source to be charged: n/a
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 1345 Returning Time*: 8pm

*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: 10/15/19

Date: 10/15/19

Date: 10/15/19

Date: 10/16/19

SCHOOL DISTRICT OF CLAY C

FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
Received too late for October, 2019
Board Meeting
Received for Information: Nov 7, 2019

1. School Requesting: Middleburg High S
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier ☒ Other _____
If Commercial Carrier or Other, please state type: charter bus
3. Trip(s) Overnight: Yes ☒ No _____ Trip(s) Out-of-State: Yes _____ No ☒
4. Dates of Field Trip*: 10/28 - 10/29 Destination*: Swim Districts - Tallahassee
5. Group Taking Trip: Swim 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: District Athletic meet
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 31 Number of Chaperones*: 5
10. Cost Per Student: \$100 Budget Code or Source to be charged: Internal Account
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 3 pm Returning Time*: 8 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): _____

M. Wallace
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

[Signature]
Assistant Superintendent

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

9/12/19
Date
7-18-19
Date
9/23/19
Date
9/23/19
Date

SCHOOL DISTRICT OF CLAY C
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
November 7, 2019

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: airline
3. Trip(s) Overnight: Yes ☒ No _____ Trip(s) Out-of-State: Yes ☒ No _____
4. Dates of Field Trip*: 3/12/20 - 3/15/20 Destination*: STN Convention, Washington DC.
5. Group Taking Trip: TV Production
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 attend workshops by industry professionals, participate in on-site contests, and listen to guest speakers who are at the top of the news/film industry
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: approx. 10-12 Number of Chaperones*: approx. 2-3
10. Cost Per Student: \$900 + food Budget Code or Source to be charged: Internal Accounts
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 7:00 am 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): _____

Sharon Jaws

Teacher, Team Leader, Department Head, Etc.

[Signature]

Principal

[Signature]

Assistant Superintendent

[Signature]

Superintendent

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

9/10/19

Date

9-20-19

Date

9/26/19

Date

10/9/19

Date

FIELD TRIP REQUEST

Received for Information: Nov 7, 2019

1. School Requesting: RHS
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*: Nov 2, 2019 Destination*: Bunguach, GA
5. Group Taking Trip: NJROTC 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. _____
7. Educational Value of Field Trip: To compete at orienteering meet
8. Supporting Florida Standards Benchmark(s) with Narrative(s): AT.2.2.4.2, AT.6.1.4.2
PE.B.2.4.4, AT.2.1.4.2, PE.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.B.3.4.5, HE.C.2.4.4, HE.B.3.4.7,
AT.6.1.4.2, LA.B.2.4.2, AT.9.1.4.2
9. Number of Students*: 14 Number of Chaperones*: 2
10. Cost Per Student: Free Budget Code or Source to be charged: N/A
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 5 am Returning Time*: 5 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

9/16/19
Date

9/17/19
Date

9/23/19
Date

9/23/19
Date



Brunswick High School NJROTC
3885 Altama Avenue
Brunswick, GA 31520
PH: (912) 267-4200 EXT 6159/6211
mjatindranath@glynn.k12.ga.us



19 June 2019

From: Brunswick High School NJROTC
To: NJROTC Area Twelve

Subj: **BRUNSWICK "PIRATE CLASSIC" NJROTC ORIENTEERING MEET - LETTER OF INSTRUCTION (LOI)**

Encl: (1) Orienteering USA Interscholastic Scoring Guidelines
(2) Registration Form
(3) Indemnity Form
(4) Pre-mishap plan
(5) Operational Risk Management Analysis
(6) Directions

1. GENERAL. Procedures for the 2019 Pirate Classic Orienteering Meet are contained herein. The LOI sets forth rules and regulations governing the conduct of participating schools, officials and cadets. It also establishes guidelines for entry, general operations and regulations for safe conduct of the meet. This JROTC Orienteering Meet is hosted by Brunswick H. S. NJROTC in cooperation with the Georgia Orienteering Club. The host school will participate, as GAOC will be setting the courses. This year's event will be held on Saturday, 2nd November 2019 at Blythe Island Regional Park, 6616 Blythe Island Hwy, Brunswick, GA 31523. For additional park information, visit <https://www.glynncounty.org/176/Blythe-Island-Regional-Park>. Instructors Safety Brief at 0800. First runner on course at 0830.

2. ELIGIBILITY. This meet primarily serves NJROTC Area Twelve. Other JROTC teams may enter if space allows. There are no orienteering prerequisites for eligibility to participate in this meet. Schools may initially register one team, as well as a standby team, if desired. If space for additional runners/teams remains after the registration deadline of 21st October 2019, alternate runners/teams on the standby list will be added to round out the meet.

3. RESPONSIBILITIES. The host NJROTC unit has shared responsibility for the successful conduct of the orienteering meet. Responsibilities include promulgation of this directive to include specific administrative and logistic information, start line, finish line, results area setup crews, water stops, results runners, judges/scorers, and awards. Orienteering trophies and medals will be provided by Brunswick HS NJROTC and will be presented to NJROTC competitors at the conclusion of the event.

4. AREA TWELVE CHAMPIONSHIP QUALIFICATION. Specific qualification requirements are located in the Area-12 Orienteering Championship LOI.

A. QUALIFICATION. The top 10 Area-12 finishers in the Brunswick Pirate Classic Orienteering Meet will automatically qualify for the Area-12 Championship.

B. DUAL QUALIFICATION. An individual school may dual qualify for the A-12 Championship, but this must occur at the same meet. In other words, if a school has two separate teams finish in the top 10 in the same event, both teams will qualify for the Championship. At a minimum, one

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C8 - Resident Clinical Faculty Memorandum of Understanding between Clay County District Schools and University of North Florida

Description

As part of a collaborative effort to simultaneously improve PreK-12 education and teacher preparation, The University of North Florida and the School Board of Clay County, Florida agree cooperatively participate in providing two Resident Clinical Faculty to the Professional Development Schools Network during the 2019-2020 academic year. The program will provide the District with an opportunity to implement new organizational structures and ways of teaching and learning which will enhance student learning and link professional development with Pre K-12 student learning.

At the same time, this program provides an opportunity for the University of North Florida College of Education and Human Services to enhance the internship and field experience component of its teacher preparation program by forging stronger linkages with the District and by providing opportunities for teams of university students to work with teachers who are implementing effective and innovative teaching strategies.

Based on the 9 Essentials for Professional Development Schools as outlined by the National Association for Professional Development Schools, Resident Clinical Faculty mentor approximately 100 interns/pre-interns from the University of North Florida who are seeking certification in teaching at three PDS schools: Grove Park Elementary, Orange Park Junior High and Orange Park High Schools.

Gap Analysis

Without the Memorandum of Understanding with the University of North Florida for the PDS model, pre-service interns/pre-interns would not receive the level of coaching, support and mentorship that accompanies the PDS model.

Previous Outcomes

Clay County District Schools and the University of North Florida have partnered in providing support to pre-service teachers for many years (the program formerly known as SPRINT). Since 2017, the institutions have partnered to provide more intensive support for pre-service teachers through the PDS Model. Since the PDS model inception, 4 Interns have been hired as teachers in the district.

Expected Outcomes

As a result of the PDS partnership with the University of North Florida, future teachers of Clay County students will gain more on-the-job learning and be better prepared for the rigors of the classroom. Currently, there are 41 pre-interns at the elementary level, 51 secondary pre-interns and 10 interns (5 elementary and 5 secondary).

Strategic Plan Goal

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

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

Recommendation

That the Clay County School Board approve the Resident Clinical Faculty Memorandum of Understanding between Clay County District Schools and the University of North Florida.

Contact

Terry Connor, Chief Academic Officer, 904.336.9405, terrence.connor@myoneclay.net

Financial Impact

\$76,704.09-50% of the Total Salary and Benefits

Review Comments

Attachments

DRAFT

**2019-2020 ACADEMIC YEAR
MEMORANDUM OF UNDERSTANDING
THE SCHOOL BOARD OF CLAY COUNTY
AND**

THE UNIVERSITY OF NORTH FLORIDA BOARD OF TRUSTEES

As part of a collaborative effort to simultaneously improve PreK-12 education and teacher preparation, The University of North Florida Board of Trustees, a public body corporate ("University of North Florida" or "University"), and the School Board of Clay County, Florida ("District,") agree to cooperatively participate in providing two Resident Clinical Faculty to the Professional Development Schools Network during the 2019-2020 academic year. The program will provide the District with an opportunity to implement new organizational structures and ways of teaching and learning which will enhance student learning and link professional development with Pre K-12 student learning.

At the same time, this program provides an opportunity for the University of North Florida College of Education and Human Services to enhance the internship and field experience component of its teacher preparation program by forging stronger linkages with the District and by providing opportunities for teams of university students to work with teachers who are implementing effective and innovative teaching strategies.

Based on the 9 Essentials for Professional Development Schools as outlined by the National Association for Professional Development Schools, participation by the District and the University of North Florida will involve the following:

- 1) College of Education and Human Services personnel and officials designated by the District will identify two experienced, exemplary District teachers to serve as Resident Clinical Faculty of the University for the 2019-2020 academic year.
- 2) During the 2019-2020 academic year, each selected Resident Clinical Faculty will hold the University title of Clinical Instructor, participate in a wide variety of innovative and reflective professional growth activities and action research, receive training in the areas of clinical supervision, coaching and various instructional strategies that are integrated into the University internship/field experiences component, the District professional development component, and appropriate school improvement components of the district. The Resident Clinical Faculty will work to create and uphold a comprehensive mission for the Professional Development School that is broader in its outreach and scope than the mission of any partner and that furthers the education profession and its responsibility to advance equity within schools and, by potential extension, the broader community.
- 3) During the academic year, the Resident Clinical Faculty will assist teachers at the Professional Development Schools in implementing agreed upon instructional changes, assist with implementing school improvement plans and work with individual students and beginning teachers. During the fall and spring semesters, each Resident Clinical Faculty member will also supervise a cohort of interns and other university students assigned to the Professional Development School. The Resident Clinical Faculty will help facilitate a school-university culture committed to the preparation of future educators that embraces their active engagement in the school community. The Resident Clinical Faculty will assist in the engagement in and public sharing of the results of deliberate investigations of practice by Professional development school teachers as well as University teacher candidates.
- 4) Each Resident Clinical Faculty will remain a school district employee and not be an employee of the University. However, each Resident Clinical Faculty will adhere to all applicable University policies and rules. The University agrees to reimburse the District for one-half of the average

teacher salary and benefits for each of the two Resident Clinical Faculty during the 2019-2020 contract year. It is understood that the Resident Clinical Faculty will work the same number of days as specified in their regular contract but they may require a modified schedule due to differences in the University and district calendars. The modified schedule must be acceptable to both the University and District personnel office.

- 5) The program will be evaluated by the University and District staff to determine the impact on the University students, the College of Education and Human Services teacher preparation program, the Resident Clinical Faculty, students and teachers at the Professional Development Schools, and the District. Results will be disseminated to the District and to all members of the project.
- 6) This Agreement is subject to Florida's Public Records Laws, Chapter 119, Florida Statutes. University and District understand the broad nature of these laws and, as to matters covered by this Agreement, agree to comply with Florida's public records laws and laws relating to records retention. In compliance with section 119.0701, Florida Statutes, University and District agree to:
 - a. Keep and maintain public records required by the District or the University in order to meet its obligations hereunder.
 - b. Upon request from the District's or University's custodian of public records, provide the other with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in the Chapter 119, Florida Statutes or as otherwise provided by law.
 - c. Ensure that public records that are exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement to the extent District or University does not transfer the records to the other.
 - d. Upon completion of the Agreement, transfer, at no cost, to the other all public records in its possession or keep and maintain public records required by the other to meet its obligations hereunder. If it keeps and maintains public records upon completion of the Agreement, it shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the other, upon request of the other's custodian of public records, in a format that is compatible with the information technology systems of the other.

IF UNIVERSITY OR DISTRICT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE UNIVERSITY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE ADDRESS AND PHONE NUMBER BELOW.

Jamie Iannone
Director of Professional Development, Leadership, ESOL, & School Choice and Charter
900 Walnut Street
Green Cove Springs, FL 32043
(904) 336-6950

Stephanie Howell
Office of the General Counsel
1 UNF Drive
Jacksonville, Florida 32224
(904) 620-1028

- 7) The University is self-insured through the State of Florida Risk Management Trust Fund, established pursuant to Section 284.30, Florida Statutes and administered by the State of Florida, Department of Financial Services. The University certifies that it maintains, and agrees to continue to maintain during the term of this MOU, workers compensation, general and professional liability protection coverage through the Risk Management Trust Fund, and that this protection extends to the University, its officers, employees, and agents, and covers statutory liability exposure to the limitations described in Section 768.28, Florida Statutes. The University will convey a copy of its current Certificate of Coverage upon request. Nothing herein is intended to serve as a waiver of sovereign immunity or will be construed as consent by the University to be sued by third parties. The University shall insure that the District receives immediate notification of reduction in or cancellation of coverage.

The District certifies that it is self-insured pursuant to the provisions of 768.28, F.S., for tort liability in anticipation of any claim, which it might be liable to pay pursuant to that section. Worker's compensation coverage is also self-insured at levels conforming to statutory requirements. Such liability and worker's compensation self-insurance supersedes any insurance obligation imposed on the District in the MOU. The District shall insure that University receives immediate notification of reduction in or cancellation of coverage.

- 8) The University and District agree to be fully responsible for their own acts of negligence, or their respective agents' acts of negligence when acting within the scope of their employment, and agree to be liable for any damages resulting from said negligence subject to the limitations and defenses provided by Section 768.28, Florida Statutes.

Nothing herein is intended to serve as a waiver of sovereign immunity by the District or the University. Nothing herein shall be construed by District or the University to be sued by third parties for any matter arising out of or relating to this MOU.

- 9) If University is permitted to subcontract any of the work set forth in the Agreement, University shall ensure that each subcontractor complies with all provisions of the Agreement. University will remain liable for the acts and omissions of such subcontractor(s) and the proper performance and delivery of the products and/or services set forth in the Agreement.
- 10) It is the policy of the District that directly negotiated contracted services authorized by District Policy 7.41 shall not be brokered. Specifically, the University must perform at least fifty percent (50%) of the services to be provided to the District in lieu of said services being provided by any subcontractor(s). Inasmuch as this Agreement is authorized by the District to be signed pursuant to Policy 7.41, the University represents and warrants to the District that at least fifty percent (50%) of the services to be provided under this Agreement will be provided directly by the University.

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: _____
Addison Davis,
Superintendent of Schools

By: _____
Carol Studdard, Chairman

Form Approved:

By: _____
Office of Legal Services

DRAFT

THE UNIVERSITY OF NORTH FLORIDA BOARD OF TRUSTEES

By: _____
Shari Shuman, Vice President

By: _____
Diane Yendol-Hoppey, Dean
UNF College of Education and Human Services

DRAFT

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C9 - Interagency Transition Agreement for Children and Families Birth to Kindergarten - Facilitated by Florida's Transition Project/TATS

Description

The Interagency Transition Agreement for Children and Families Birth to Kindergarten provides for a seamless articulation for students with disabilities to school-age services, as required under the Individuals with Disabilities Education Act (IDEA).

Gap Analysis

The interagency agreement links diverse community agencies and ensures a continuum of family-centered, coordinated services. Without such a formalized agreement, there may be occasions in which students in Clay County do not transition from one agency's care to another, leaving gaps in required services and supports.

Previous Outcomes

The interagency agreement has been in place for many years, linking successfully families with agencies. The agreement supports Florida Statutes and federal requirements relating to youngsters birth to kindergarten.

Expected Outcomes

With the approval of this interagency agreement, students will transition seamlessly from birth to preschool-age services. Agency collaboration will continue to support all aspects of identification, eligibility, and service provisions.

Strategic Plan Goal

1.1 Develop a high quality and aligned instructional system.

Recommendation

Approve the Interagency Transition Agreement for Children and Families Birth to Kindergarten

Contact

Mr. Michael McAuley, Assistant Superintendent of Climate and Culture, 904-336-6513, michael.mcauley@myoneclay.net Terry D. Roth, Director, Exceptional Student Education and Student Services, 904-336-6866, terry.roth@myoneclay.net

Financial Impact

None

Review Comments

Attachments

🔗 [Interagency Transition Agreement for Children and Families.pdf](#)

CLAY COUNTY

INTERAGENCY TRANSITION AGREEMENT FOR CHILDREN AND FAMILIES BIRTH TO KINDERGARTEN



July 1, 2019 – June 30, 2022

Facilitated by Florida's Transition Project/TATS

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I. Purpose

It is recognized that no single agency has all of the resources to meet a family's needs and that only through interagency collaboration can comprehensive services be delivered. This agreement represents a good faith effort by all participants in Clay County to reach that goal.

The purpose of these written Interagency Transition Procedures is to express the interagency commitment to this process during all phases of identification, service provision, and transition for children with disabilities or at risk of developmental delays birth through kindergarten, and their families.

Procedures are outlined which will enhance efforts to provide a complete continuum of family centered, coordinated, collaborative services consistent with the requirements of Early Steps/Part C and for the Local Education Agencies/Part B, and other service delivery systems.

Participating agencies agree to share information about children in a way that respects each family's confidentiality and facilitates provision of services in order to avoid duplication of services and gaps in services.

Transition is an important aspect of this interagency agreement. Participating agencies agree that transition is a major event in a family and child's life and that family participation is crucial to this process. We are committed to keeping each other well informed. Participating agencies agree that Transition will be considered for each family/child receiving services on an individual basis.

II. Description of Participating Agencies

A. Agency for Persons with Disabilities – The Agency for Persons with Disabilities (APD) assists individuals, from age 3 and older who have developmental disabilities, and their families and/or guardians. APD in this region serves the following counties: Alachua, Baker, Bradford, **Clay**, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union and Volusia.

Eligibility for Services - Individuals who have one or more of the following diagnoses are eligible to receive services:

- Intellectual Disabilities
- cerebral palsy
- autism
- spina bifida
- Down Syndrome
- Prader-Willi syndrome.

Individuals who meet the level of care for an Intermediate Care Facility for the Developmentally Disabled (ICF/DD) meet the eligibility criteria for the Home and Community-Based Services (HCBS). The Florida Legislature determines funding for HCBS waiver services annually. At the present time there is a waiting list for individuals who request HCBS funding. Individuals and their families/guardians may apply for services at their local/regional APD area office. www.apdcares.org

B. Center for Autism and Related Disabilities (CARD) at University of Florida - Jacksonville

CARD provides support and assistance with the goal of optimizing the potential of individuals of all ages with autism spectrum disorders, dual sensory impairments and related disabilities. Services are provided at no cost to individuals, their families and the professionals who work with them. CARD can assist agencies serving individuals with autism and related disabilities across the lifespan in the following ways:

- Providing training to early interventionists and other educational professionals serving this age group in best practices for this population. Suggested topics include screening and evaluation of children for autism spectrum disorders, applied behavior analysis, teaching language, addressing challenging behaviors, and arranging the home and school environment to promote learning.
- CARD provides support to families through programs such as Positive Parenting classes, training events, support groups, individualized consultation and training to families, referrals to service providers and nutritional information.

CARD works collaboratively with Early Steps at ongoing staffing meetings.

C. Children's Home Society and Healthy Families Program – The Buckner Division provides services to children and families in Baker, **Clay**, Duval, Nassau and St. Johns Counties. www.chsfl.org/buckner

1. Services include:
 - Birth parent counseling
 - Residential maternity care
 - Adoption
 - Family foster care including pre-adoptive foster care
 - Medically needy foster care for children with complex medical problems
 - Therapeutic foster care for children with serious emotional and behavioral problems
2. **Healthy Families Program** - is funded through Healthy Families Florida in partnership with the Ounce of Prevention Fund of Florida and the Department of Children and Families. Healthy Families is a primary prevention, family support initiative that provides intensive home visiting and case management services up to 5 years after the birth of a baby to overburdened families. Trained paraprofessional family support workers assist families in providing safe and nurturing environments for their children. Staff are trained to complete the ASQ and ASQ-SE with families. Referrals to the program can come from agencies, individuals or persons interested in participating in the program.

Healthy Families promotes healthy pregnancies; enhances children's growth and development through parenting education; builds positive parent-child interaction through supportive family environments and helps ensure optimal child safety conditions and promote school readiness through developmentally appropriate activities for children up to the age of five.

Voluntary participation in the program is facilitated through Healthy Start referrals, referrals by community agencies, and through self-referrals. In home services are provided by experienced and trained paraprofessionals and are offered to expectant families or at the birth of a baby, and last for three to five years, depending on the needs of the family. Trained paraprofessional family support workers assist families in providing safe and nurturing environments for their children. Staff is trained to complete the ASQ and ASQ-SE with families.

Eligibility:

- The mother is pregnant or has a child that is less than 3 months of age.
- A voluntary assessment, designed to assess for indications of "overburdeness" addressing family history, social and economic factors, must be completed to determine whether a family has risk factors that would indicate the need for services.

- The family does not have an open case with the Department of Children and Families.

D. Children's Medical Services (CMS) - a federal and state funded program through the Florida Department of Health that serves financially eligible children birth to 21 with special healthcare needs. CMS provides care coordination for children with long-term chronic medical conditions. Children may be referred through their family physician or pediatrician, or may self-refer.

Eligibility – serves financially eligible children birth to 21 with special healthcare needs. In addition to the age and financial eligibility requirements, children will be screened by a nurse to see if they meet clinical eligibility. Children should be insured through private insurance, Medicaid or Florida Kid Care. Families must apply for any programs for which they may be eligible. Children who are unable to obtain insurance may receive coverage under the CMS Safety Net Package.

E. Clay Behavioral Health Center (CBHC) - a non-profit agency licensed by the Department of Children and Families and accredited by the Commission to Accredited Rehabilitation Facilities. The agency provides outpatient mental health and substance abuse services to the people of Clay and surrounding counties. Both individual and group counseling services are available, as well as a vast array of other services provided to enhance the individual and families ability to function independently in the community. Services can be accessed by calling the main number 904-291-5568 twenty four hours a day. Crisis staff is available after usual business hours by calling this number. Access Department staff screen callers to determine the area of most need and then set the appointment for an assessment of the person and their situation, gathering information and orienting the person to services offered. CBHC is a Medicaid provider, qualifies clients for sliding scale fees supplemented by DCF and accepts some private insurance. The following are services offered at the three sites in Clay County and in the community:

- Mental Health individual and group counseling
- Substance Abuse individual and group counseling
- Vocational Services- Job coaching and support for clients diagnosed w/mental disorders.
- Supported Housing-assisting persons who are seriously mentally ill to live independently
- Intensive Family Services-counseling, case management and parenting services to assist families in child welfare system or at risk for placement in child welfare system.
- School based services-mental health counseling and prevention services provided in the school setting.
- Psychosocial Rehabilitation- Day treatment program for those diagnosed with serious and persistent mental illnesses.
- Psychiatric Services and Medication Management- evaluation and follow up for persons needing psychotropic medications to manage symptoms of a mental illness.
- Case Management – Monitoring and linking with community resources for adults and families of persons whose mental illness interferes with their ability to access these needed resources to function independently.
- Adult Crisis Alternative Program – (ACAP) a six bed step down unit for people being discharged from an inpatient setting or who are in crisis, but not at risk for imminent harm to themselves or others.

F. Department of Children and Families – Department of Children and Families - Northeast Region provides the following:

1. **Substance Abuse and Mental Health**

Provides policy direction, licensure and contract management for substance abuse and mental health services. Community-based contract agencies provide public education, assessment, detoxification, day treatment, outpatient programs, residential programs and intervention services.

Eligibility: Children and adults living in Florida with mental or substance abuse problems.

2. **Family Safety**

Conducts investigations of allegations of abuse and neglect of children under the age of 18 throughout Clay, Duval and Nassau counties. Within 48 hours of receipt of a hotline report, the investigator completes a child safety assessment on each child in the home to determine whether or not the child can remain safely in the home. Once a child is removed from the home, child welfare services are provided by Kids First of Florida, Inc.

Eligibility: Children under the age of 18 who are at risk of abuse or neglect. Calls that don't meet criteria for abuse or neglect are screened and may be referred to community agencies for follow up with the family. All referrals are accepted through the Abuse Hotline 1-800-96ABUSE.

3. **Child Welfare:**

The circuit contracts with community agencies to provide child welfare services to children identified as at risk for further abuse or neglect. These contract agencies provide services to children under the age of 18 and their families in the dependency system and includes the following programs: protective supervision, emergency shelter care, in-home services, foster care, adoption services, and independent living for children aging out of the foster care system.

Eligibility: All children involved in the dependency system in the state of Florida. All referrals are accepted through the Abuse Hotline 1-800-96ABUSE.

4. **Economic Self-Sufficiency**

Provides public assistance programs through the Automated Community Connection to Economic Self-Sufficiency or ACCESS. ACCESS Florida provides enhanced access to Medicaid, Food Stamps and cash benefits through a state and community partnership network throughout Clay, Duval and Nassau counties. The community partnerships provide additional ACCESS portals to these services for clients mutually served by the partner agency and DCF. The system offers self-directed opportunities and 24/7 service through a web application and an integrated voice response system.

Eligibility:

- **Temporary Cash Assistance** – Provides cash assistance to families with children under the age of 18 or under the age of 19 if full time secondary school students, that meet the technical, income, and asset requirements. The program helps families become self-supporting while allowing children to remain in their own homes.
- **Supplemental Nutrition Assistance Program (SNAP)** – (Formerly known as Food Stamps) The SNAP Program helps low-income individuals and families that meet the technical, income and asset requirements of the program to buy the food they need for good health.

- **Medicaid** – The Medicaid Program provides medical coverage to low-income individuals and families that meet the technical, income and asset requirements of the program. The Agency for Health Care Administration administers Medicaid services, while the Department of Children and Families determines Medicaid eligibility.

5. Child Care Licensure:

The child care licensure program is responsible for the licensure of child care facilities and the registration or licensure of family child care homes. The circuit's licensure program helps to ensure a healthy and safe environment for children in child care settings. The licensure staff conducts ongoing inspections thereby ensuring quality of care.

Eligibility:

- Major child care licensing activities include onsite inspections three times per year for facilities and 2 times per year for homes. This does not include re-inspections or technical assistance visits.
- Major child care training activities include mandated training for all child care personnel, administration of competency testing, and issuance of credentials.

G. Division of Blind Services - The Blind Babies program serves eligible children whose ages are from birth through the fifth year or to the sixth birthday. The program offers families contracted early intervention services. The contract for services in Baker, Clay, Duval, Nassau, and St. Johns counties is with Florida School for the Deaf and the Blind Parent/Infant Program. Early interventionists serve families in their home or day care setting in encouraging their child to develop in as close to an age appropriate manner as possible. Services teach parents to teach their child through activities in normal daily routines. The Children's Counselor and Early Interventionist provide transition services and support when children transition from home to school services, generally at age three. Services may include preparing for and attending doctor appointments, meetings and/or staffings. Parents/families are provided with information on rights and responsibilities, child development, vision diagnoses, and encouraging use of residual vision or using other senses to learn about their environment. Division of Blind Services does provide services to children 6-14 years of age and to adults of all ages.

Eligibility:

- 1) A bilateral eye pathology that has or will result in decreased acuity even with available correction. If measured acuity is available, the child must have 20/70 or worse, best corrected vision in the better eye. Visual field deficits are evaluated individually for interference in the child's developmental progress.
- 2) A reasonable expectation that services may benefit the child and family in terms of education, independence, and transition.

H. Early Learning Coalition of North Florida

The Early Learning Coalition (ELC) is the administrative agency charged with oversight and provision of school readiness and other early education programs. The ELC contracts with Episcopal Children's Services (ECS) for School Readiness and VPK (See Episcopal Children's Services). The ELC supports families through the following programs:

- **School Readiness** – for families that need to access subsidized funding for early learning programs for children birth to age five and for school age children up to age 13. Learning programs are available throughout the county to support the needs of working families 24 hours/seven days a week. The Coalition supports a variety of professional

development opportunities for staff of early learning programs and Parent/guardians of young children.

Eligibility for school readiness services is based on financial need or involvement with the Department of Children and Families through protective services or receipts of TANF.

- **Screening –**

Initial screening for developmental delays is done using the Ages and Stages Questionnaire. Children may then be referred to Early Steps, FDLRS or Child Find if developmental delays are suspected.

- **Quality Projects –** The Coalition supports multiple quality projects through direct delivery as well as through contracts with the School District. The projects include training and technical assistance, program evaluation, and parent and provider supports.

- **VPK** - The Coalition also conducts provider certification for Voluntary Pre-Kindergarten program (VPK). VPK provides for a high quality pre-k program for all 4 year olds at a certified public or private provider. Parent/guardian may select either a 540-hour school year program or a 300-hour summer program.

Eligibility: Children must be residents of Florida and 4 years old by September 1st of the year they are participating.

I. Episcopal Children's Services, Inc. (ECS)

ECS is dedicated to ensuring that all children have access to quality early education, regardless of their family income or where they live, through a variety of programs listed below. We honor our heritage as an outreach mission of the Episcopal Diocese of Florida but are a free-standing organization that is not supported by or operated by the Diocese.

- **Early Head Start (EHS)** –is a federally funded community-based program for low-income families with infants and toddlers and pregnant women. The mission of EHS is to promote healthy prenatal outcomes for pregnant women, enhance the development of very young children, and to promote healthy family functioning. EHS serves infants and toddlers as well as providing home based programs for pregnant women and young children in Clay County. Early Head Start provides a range of individualized services in the areas of education and early childhood development as well as:

- Medical
- Dental
- Health
- Mental Health
- Nutrition
- Disabilities
- Parent involvement

The staff recognizes that parents are the first and most important teachers of their children. Staff members welcome parent's involvement in Early Head Start activities and work as partners with parents to help the child. Children receive developmental screenings, and vision and hearing examinations with necessary referrals and follow up. Early Head Start offers a nutrition assessment and provides daily nutritious snacks and meals. Dental exams are provided as needed.

- **Head Start** is a federally-funded school readiness program for children ages three to five years old. Children who attend Head Start participate in a variety of education activities. They also receive comprehensive services which include:
 - Health services including medical, dental, mental health, and nutrition.
 - Healthy meals and snacks.

- Vision, hearing, dental, behavioral, health, and developmental screenings are arranged.
- Services for children with disabilities.
- Individual education goals.
- Family support services.
- Parent involvement activities which include center activities, parent meetings, parent workshops, and parenting education classes.

The Head Start classrooms operate daily, and follow the public school calendar. Head Start offers Voluntary PreK (VPK) program to children four years of age. Children eligible for resource therapies through the school district and who are served by Episcopal Children's Services/Head Start will receive services at their local center, in a designated space provided by the center.

Eligibility for Services -Requirements include:

- Child's birth certificate
- proof of family income
- annual physical
- proof of county of residence or classification as homeless

J. Florida Department of Health in Clay County

- **Healthy Start** – has the primary objective of decreasing infant mortality and morbidity by addressing the prenatal and infant care needs of pregnant women, and infants up to age 3. This is accomplished through development and implementation of coordinated systems of maternal and child healthcare, care coordination, and eliminating barriers to care by linking moms and babies with the resources and help they need to have a healthy pregnancy and a healthy birth. Healthy Start services are risk-based, not income-based; it is for all mothers and babies, not just those of low-income. Care Coordination services are currently provided by contract with the local Health Department.

Eligibility for services: Pregnant women, and infants up to age 3, are screened on a case-by-case basis. Full or partial eligibility is based on risk, following prenatal or infant screening. According to Healthy Start Standards and Guidelines for Screening, regardless of the score on the screen, potential participants may enter the program by a self-referral or as a result of a referral from a community resource. (Self-referral form – see attachment 4).

- **Women Infants and Children (WIC)** - The Federal Supplemental Nutrition Program provides EBT cards for free food to use at local grocery stores as well as nutrition and breastfeeding counseling for Women, Infants and Children under 5 years old. To be eligible you must be:
 - A pregnant woman or
 - A breastfeeding woman or
 - A woman who has recently delivered or
 - An infant or child under 5 years old and
 - Financially Eligible - Many working Parents/guardians are eligible for services. (Medicaid, Food Stamps, and wages/TANF recipients are qualified automatically)
- **School Health Nurses** - Our department serves students in school district programs.
- **Immunizations** - All child and adolescent immunizations in accordance with the Bureau of Immunizations Schedule and the Florida School Guidelines are available to eligible children ages 0-18 free of charge.
- **Dental** - Children (including Head Start) – emergency care, cleanings, fluoride treatment, sealants, restorative (fillings), extractions and x-rays.

K. Florida Diagnostic and Learning Resources System (FDLRS) Crown

FDLRS is a statewide network of nineteen centers serving Parent/Guardian, teachers, agencies and other professionals who work with exceptional students. Centers provide support services to district Exceptional Student Education (ESE) programs in four function areas: Child Find, Human Resource Development, Instructional Technology and Parent Services. Child Find functions as the point of entry for non-public school children potentially in need of public school exceptional education services.

1. **Child Find** assists in the location, identification, and evaluation of all children and youth birth-22 years of age, with emphasis on children 3-5 years of age who have, or are at risk of developing special or unique educational needs. Child Find will provide free developmental, speech, language, hearing and vision screenings to determine if a need exists for further evaluation. Children referred for further evaluation may be eligible for services in the public school system. Referrals are made to other agencies as appropriate.

Eligibility for Child Find services– Any child/student in Clay, Duval, or Nassau County, age three years up to age 22 years, who may be in need of special education services and is not enrolled in public school.

Additional services provided by FDLRS/Crown are available to district, agency, community and other personnel working with students with disabilities and/or gifted students and their families, and include:

2. **Human Resource Development** Specialists provide professional development to teachers, Parent/guardians, agency personnel and others working with exceptional students, designed to improve student outcomes. Training provided is research-based and designed to meet a data driven need(s).
3. The **Instructional Technology** Specialist provides consultation and training in assistive technology to teachers, Parent/guardian, agency personnel and others working with exceptional students. Instructional technology workshops are offered as requested.
4. The **Parent Services** Specialist assists districts in development of partnerships between families and professionals that allow for shared responsibility for improving the education of children and youth who are exceptional and/or have special or unique needs. Training is offered on a variety of topics to assist families in helping their ESE or gifted child be successful in school. The Parent Specialist also participates in community events as appropriate.
5. **Florida Inclusion Network (FIN)**- the Florida Inclusion Network collaborates with all districts and schools to provide customized services and supports ensuring all students with disabilities have the same educational, social, and future opportunities as their peers. In the FDLRS Crown region, FIN serves the administrators, educators and families of the following school districts: Clay, Duval and Nassau. Resources and information about FIN can be found on the web at www.FloridaInclusionNetwork.com.

L. Florida Diagnostic and Learning Resource System Multidisciplinary Center (FDLRS-MDC) at University of Florida – Jacksonville

FDLRS-MDC provides support services to children with complex medical, behavioral, developmental and/or social histories who are also struggling in school. Our multidisciplinary team consists of professionals with expertise in developmental pediatrics, school psychology, psychology and education. The program provides direct support to Early Steps, Crown FDLRS/Child Find, Local School Districts and CARD for children under 5 years with apparent Language Disorders, who may be manifesting an Autistic Spectrum Disorder, to facilitate development of an IFSP/IEP, and access to CARD resources if eligible.

Services include: comprehensive multidisciplinary assessments, consultations and trainings.

Eligibility: FDLRS-MDC serves individuals who are between the ages of 3 and 22 years, providing they are still in school.

M. Florida School for the Deaf and the Blind – Outreach and Parent Services, Parent Infant Program – provides coordination of activities statewide for children, families and professionals.

- The **Parent Infant Program** provides home based early intervention for families with infants and young children who are **deaf/hard-of-hearing** (birth through age 6). Home visits with the family provide information, support, and resources by trained early intervention professionals who have been certified in the use of one or more of the following nationally recognized curricula: **SKI-HI** –deaf/hard of hearing, **VIISA** – vision loss, and **INSITE** – deaf/hard of hearing and/or blind/visually impaired and additional disabilities. Training in these three models is provided by FSDB - PIP annually to qualified professionals throughout the state. The early intervention program is provided within the child's natural environment and recognizes that the family is the constant force in the child's life.
- The Parent Infant Program offers opportunities for young children who are Deaf/Hard of Hearing and their families to gather together for support, socialization, and community involvement by providing coordinated events at venues central to families participating in the home-visiting program.
- FSDB offers assistance to school districts across the state of Florida by evaluating students who are deaf/hard of hearing, blind/visually impaired, or deaf-blind. School districts can refer students to FSDB for assessment services on the FSDB campus. **Evaluation** results are shared with the school district IEP team to identify each student's programming needs, classroom accommodations or modifications, and service delivery strategies.
- FSDB offers **Online Sign Language Classes** and Community Sign Language Classes to ensure that schools, family members and other stakeholders develop skills to facilitate successful communication with children who are deaf/hard of hearing.
- **Resource Materials and Technology Center: Deaf/Hard of Hearing** plans and works collaboratively with school districts statewide, agencies, associations, and other state and federal discretionary projects, to ensure accessibility and pedagogical needs of all students with hearing loss are met as required by IDEA 2004 and by Florida Statutes. RMTC-D/HH works to positively influence student outcomes and graduation rates with an emphasis on college, career and life-readiness by supporting parents and school personnel in Florida serving students who are deaf/hard of hearing from birth to the age of 22. The Center is funded by the by the State of Florida, Department of Education, Bureau of Exceptional Education Student Services, through a grant agreement with FSDB.

The above services are provided by request and at no charge to the school, district, or organization.

Eligibility Requirements:

- **Deaf or Hard of Hearing** is defined as a hearing loss aided or unaided, that interferes in processing linguistic information and which adversely affects communication, developmental skills, academic achievement, vocational-career skills, or social-emotional adjustments. The degree of hearing loss may range from mild to profound.

- **Blind or Visually Impaired** is defined as a disorder(s) in the structure and function of the eye that, even with the best correction and treatment, interfere with learning. This includes a bilateral lack of central, steady or maintained fixation of vision with an estimated visual acuity of 20/70 or less after best possible correction, central Scotia, retinopathy of prematurity or documented eye impairment.
- **Dual Sensory Loss** is defined as a sensory impairment affecting both vision and hearing, the combination of which causes a serious impairment in the abilities to acquire information, communication, or function within the environment.

N. **Kids First of Florida** (formerly Clay and Baker Kids Net, Inc.) Through a contract with the Department of Children and Families, Kid First of Florida, Inc. a Community Based Care Agency (CBC), delivers a comprehensive array of foster care and related services to eligible children and families in Clay County through the provision of direct or contracted services. Pursuant to s. 409.1671, F.S., these services include, but are not limited to:

- In-home services - works with the family in the home
- Independent living – life skills for children in licensed care and for eligible children between 18-23 years of age who need supports
- Facilitate the licensing process for foster family homes
- Foster care supervision
- Case management – relative and non-relative supervision
- Post placement supervision – after a parent has completed court required tasks and children and parent are reunited. Related services also include prevention diversion and adoption services.

O. **Northeastern Early Steps (a program of Children's Medical Services)** – is a component of the Federal law, I.D.E.A. (34 CRF 303.167 (1) This is a family focused, multi-disciplinary, community-based, program that provides a comprehensive system of early intervention services for infants and toddlers in Clay County with a developmental delay or an established condition, and their families. Services are provided in the child's natural environment. Services provided include:

- Referral
- Screening
- Family Assessment
- First Contact
- Eligibility Evaluation
- Assessment
- Service coordination
- Individualized Family Support Plan development
- Funding for services as identified
- Delivery of Services
- Evaluation of Strategies
- Periodic Review (at least every six months)
- Annual Reassessment
- Transition planning

Eligibility - Children are determined eligible via a documented established condition or comparison with same age peers on a standardized test protocol. Comparisons are made in the domains of communication, cognition, gross or fine motor, adaptive behavior, and social/emotional behavior. All families, regardless of income, are potentially eligible.

P. School District of Clay County School

○ **Exceptional Student Education/PreKindergarten Program –**

Provides students with special needs, ages 3 years to kindergarten, with educationally based services in all areas of development to prepare them for kindergarten. These services are provided, according to eligibility, in school based classrooms throughout the district. Occupational Therapy, Physical Therapy, Speech Therapy and Language Therapy are also provided according to eligibility. Resource services are available to children on a scheduled basis. The school district contracts with the Lighthouse Learning Center Services to provide services at that site for eligible children. Children served by Episcopal Children's Services/Head Start will receive resource therapies at their local center, in a designated space provided by the center.

Eligibility for PreK Disability Programs/Services – To receive services, children must be found eligible according to school district requirements.

- **Voluntary Pre-kindergarten (VPK)** – Signed into law January 2005, VPK provides for a free high-quality pre-k program for all 4 year olds at an eligible public or private provider chosen by the family. VPK slots are available in the ESE PreKindergarten classrooms at various sites in the district.

Eligibility – Parents must be a resident of Florida and the child must be four years old by September 1st of the year they are participating.

Q. Other agencies /programs /resources

- Florida's Transition Project www.floridatransitionproject.com
- Technical Assistance and Training System (TATS) www.tats.ucf.edu
- United Way Information and Referral Services

III. Requirements Impacting the Agreement

Some, though not all, of the agencies participating in this agreement have statutory requirements, which may impact the manner in which they participate in the service delivery system. These laws mandate minimum requirements for facilitating the transition of children served in the Part C program into the Part B program and/or other appropriate services. Requirements include:

- A. Agency for Persons with Disabilities, 393.064, Florida Statute (F.S.), and The Florida Medicaid Developmental Disabilities Waiver Services Coverage and Limitation Handbook
- B. American's with Disabilities Act Amendment Act (ADAAA), Public Law 110-325;
- C. Blind Babies Legislation, Section 413.092, F.S.
- D. Child Care Resource and Referral – and Warm Line 402.3018 F.S.
- E. Department of Children and Families – s.409.175, F.S.; Chapters 65C-13 – 16, chapters 65C-28 – 30, F.A.C.; Chapters 39, 63, and 409, F.S. and Title IV-B and IV-E of the Social Security Act, as amended.
- F. Early Steps, current Policy Handbook and Operations Guide and superseding policy and guidance documents
- G. FDLRS, current Required Center Operating Procedures
- H. Head Start - Public Law 110-134 "Improving Head Start for School Readiness Act of 2007", CFR 45 Part 1308).
- I. Healthy Families, 409.153 F.S.
- J. Healthy Start Care Coordination, 64F-3, Florida Administrative Code (FAC), 383.011 F.S.
- K. Individuals with Disabilities Education Improvement Act (IDEA) 2004, Public Law 108-446, (as amended, 102-119), Part C and Part B
- L. School Health Services Act, 381.0056 F.S.

- M. School Readiness Act, s.1002.89(6)(b)6 and s.1002.92 F.S. (Warm Line, Child Care Resource and Referral, respectively)
- N. State Board of Education Rules, Chapter 6A-6, Special Programs for Exceptional Students, FAC
- O. Transfer of Assistive Technology, 1003.575, F.S.
- P. Voluntary PreKindergarten (VPK) Education Act, Part V of Section 1002, F.S.

IV. Activities, Procedures and Timelines

1. Children Birth to 3 years of Age

A. Public Awareness

- o Early Steps conducts on-going Public Awareness, including displays and materials distributed at community health fairs and at locations where families of young children, especially high risk families, receive services, including agencies and physicians. The Florida Department of Health, Early Steps State Office provides information on resource and referral to families. Available via telephone at 1-800-218-0001, or on the Early Steps state website at: http://www.floridahealth.gov/AlternateSites/CMS-Kids/early_steps_directory
- o Early Learning Coalition contracts with Episcopal Children's Services which is a child resource and referral agency and provides information and training on various areas of child and/or professional development and community resources.
- o Community agencies provide information, awareness at events and written resources individually.

B. Identification and Screening

- a. The Early Learning Coalition, through Episcopal Children's Services, uses the Ages and Stages Questionnaire to screen children who are receiving subsidized child care, for potential referral and provide technical assistance. The Inclusion Specialist also provides guidance to centers regarding children who are suspected of having developmental delays, and not receiving subsidized child care.
- b. Early Steps – Provides screening for children ages birth to three years of age who are referred and who do not have a documented established condition.
- c. Episcopal Children's Services Early Head Start screens children using the Ages and Stages Developmental Questionnaires/3 (ASQ/3) to identify developmental concerns, and the Ages and Stages Questionnaire /2 (ASQ-SE/2) to identify children who are at-risk and may need infant mental health services.
- d. Episcopal Children's Services School Readiness Education Services screens children with the ASQ-3.

C. Referral to Early Steps

- a. Federal guidelines for IDEA 2004, Part C require professionals (community providers) to make a referral to Early Steps as soon as possible, but in no case, not more than seven calendar days after identifying a child, birth through 35 months, with a suspected developmental delay. Parent/guardian may also self-refer. With parent permission, children with developmental concerns are referred by the community to Early Steps using the Early Steps Intake/Referral Form.
- b. Referrals (to Early Steps) for those children who have been involved in a substantiated case of child abuse or neglect – see Special Circumstances (Section J. Special Circumstances, d. on pages 18-19).

- c. All children who are thirty-four and a half months of age or older, are not yet in public school and are potentially eligible for exceptional student education will be referred to FDLRS/Child Find for screening.
- d. Early Steps makes an initial contact with the family within five (5) working days from the referral. An Ages and Stages Questionnaire will be completed with parents of all children who do not have established conditions. Parents will be given the option, based on the ASQ, to move forward with a full evaluation using the Battelle Developmental Inventory – Second Edition (BDI-2), be placed on a list to receive a follow-up phone call to rescreen using the ASQ, or to be discharged from the program. Children with a documented established condition or who are 32 months of age or older skip the screening and receive a full evaluation as stated in the Assessment and Evaluation section (2) below.
- e. For children without established conditions, a service coordinator is assigned to the family, and the service coordinator must conduct the First Contacts process during the first forty-four (44) days prior to the initial evaluation/assessment.
- f. If the child passes the screener but parent requests full evaluation, it will be completed as stated in the Assessment and Evaluation section (D) below. A forty-five (45) calendar day timeline for completing the Individualized Family Support Plan begins with the date Early Steps received the referral.
- g. Screening for Autism: All children 16 months of age or older are screened for autism using the M-CHAT (The Modified Checklist for Autism in Toddlers). If the child fails the screening, parent are offered the opportunity to have a representative from CARD present for the full evaluation and subsequent IFSP development.
- h. During the First Contacts Process, the service coordinator meets with the family, completes paperwork, including release and consent forms, explains Early Steps and assists the family in planning for the evaluation.
- i. If the referring agency has completed screening of the child, with parent permission, a copy of the screening results will be forwarded with the referral to Early Steps and used in identification of the evaluation team.
- j. With parent permission, Early Steps sends FDLRS/Crown an *Informed Consent for Notification to CHRIS* form on an individual child basis to provide information for the CHRIS data base and facilitate tracking of children. For parents who do not give permission at that time, Early Steps discusses it again at later meetings with the parents.

D. Assessment and Evaluation

- a.. A multidisciplinary Team comprised of an Infant Toddler Developmental Specialist (ITDS), at least one other licensed healing arts professional, and the service coordinator conducts the evaluation in collaboration with the family. A representative from CARD may also be present, at the family's request.
- b. A multidisciplinary developmental evaluation /assessment is completed including each of the following domains:
 - i. Communication
 - ii. Self-help/adaptive
 - iii. Cognitive
 - iv. Physical including fine and gross motor and vision and hearing
 - v. Social/emotional

- c. If the child skipped the screening process, a screening for autism using the M-CHAT will be conducted at the evaluation appointment.
- d. The Initial Evaluation and Assessment is conducted in an arena setting within forty-five (45) calendar days from referral by the team using the BDI-2 and other discipline specific evaluations as determined necessary.
- e. If the child is eligible, and unless the family requests otherwise, the IFSP meeting is conducted immediately after the evaluation/assessment is completed.
- f. Upon the family's request, and with their written consent, the service coordinator will invite a representative from ECS Early Head Start to attend the initial IFSP meeting and any review meetings thereafter. For any child served in an out of home care setting by the community based care agency, an agency representative will be invited to participate.
- g. Early Steps has thirty (30) calendar days to ensure services for the child/family have begun.
- h. If the child is ineligible, Early Steps will provide the family with information about community services and resources, and inform the family they can return, if their concerns persist, until the child is three years of age.
- i. For any child made eligible due to developmental delay based on documented sources beyond standard scores when the scores on the initial eligibility assessment do not meet the Early Steps criteria, the child's eligibility must be re-determined with parental consent no later than the end of the initial 6 month service authorization period.
- j. Early Steps will conduct an annual review of the child's IFSP. Determination of continuing eligibility must take place during the annual review of the IFSP for children determined eligible due to developmental delay.
- k. Early Steps will notify the referral source of the outcome of the evaluation/referral, with parent permission.
- l. Families may also be referred to Episcopal Children's Services/ Head Start, Division of Blind Services, Agency for Persons with Disabilities, or other community agencies, according to parent preference. Children may also be referred to Child Find, if nearing the age of three years.

E. Early Steps children served by Episcopal Children's Services Early Head Start

Early Steps will:

- a. Evaluate the child within 45 days of referral; and, with parental permission, notify Episcopal Children's Services Early Head Start of the results of the referral.
- b. Upon family's request, invite a representative from the ECS Early Head Start to attend the initial IFSP meeting, any review meetings thereafter, and the transition conference. Notification of such meetings will be sent to the attention of the ECS Disabilities Specialist.
- c. Upon the request of the Episcopal Children's Services Disabilities Specialist, provide copies of clinical evaluation reports and IFSP to Early Head Start, with parental permission.
- d. Arrange for, or provide, occupational, physical, and speech therapies as designated on the IFSP in accordance with Part C regulation.
- e. Provide an opportunity for a representative from ECS to provide an information tutorial about ECS Early Head Start and Head Start

Programs to the Early Steps Early Intervention Program Family Service Workers.

- f. Offer referral information about ECS Early Head Start as an option for services for children with special needs (Part C) and their families.
- g. If a child is not eligible for Part C services, inform the family of availability of ECS Early Head Start through a referral. Children may be referred to ECS Early Head Start on the Outside Agency Referral Form (See attachment 3, Page 29).
- h. Early Steps will contact the Head Start Disabilities Specialist for assistance when an update or transition meeting is requested and a parent does not respond or is unable to be contacted.

F. Notification - Early Steps notifies the Local Education Agency of children receiving services and turning three, for planning purposes.

- a. Early Steps sends notification to the School District of Clay County/ PreK ESE Specialist and the state Department of Education, as required, on an individual basis when the child is 24-27 months of age. The notification will identify children as soon as possible when the child is referred after 27 months of age, and will include the following information for children residing in the school district:
 - i. Child's name
 - ii. Child's date of birth
 - iii. Parent contact information, including Parent/guardian names, addresses and telephone numbers
- b. For children who are discharged from Early Steps prior to their third birthday, with parent permission, Early Steps will notify the LEA via letter that the child is no longer receiving services and the LEA will notify FDLRS/Crown.
- c. FDLRS/Crown will send Northeastern Early Steps a list of children in the CHRIS System who are 27 months of age. Early Steps will update the information on the 27-month list and note children with inactive status. The school district will follow up with the family.
- d. Early Steps will inform the school district of any child for whom the school district has received notification, but who is no longer eligible based on the Early Steps Annual Review of the IFSP.

G. Transition Planning, Transition Conference and Referrals

Transition Timeline Reference Chart

| Birthday | Notification to LEA (27 m) | Transition Planning (27-33 m) | Transition Conferences (30-33 m) | Exit BDI-2 (33 m) | Staffing 3 rd Birthday (35-36m) |
|-----------|----------------------------|-------------------------------|----------------------------------|-------------------|--|
| January | April | Apr – Oct | July - Oct | Oct | Dec – Jan |
| February | May | May – Nov | August - Nov | Nov | Jan – Feb |
| March | June | June – Dec | Sept - Dec | Dec | Feb – Mar |
| April | July | July – Jan | Oct - Jan | Jan | Mar – Apr |
| May | August | Aug – Feb | Nov – Feb | Feb | Apr – May |
| June | September | Sept – Mar | Dec - March | March | May – June |
| July | October | Oct – April | Jan – April | April | June |
| August | November | Nov – May | Feb – May | May | June |
| September | December | Dec – June | March - June | June | Aug – Sept |
| October | January | Jan – July | April - June | June | Sept – Oct |
| November | February | Feb - Aug | May - August | Aug | Oct – Nov |
| December | March | Mar – Sept | June - Sept | Sept | Nov – Dec |

- a. Transition planning for all children in Early Steps will begin six months to one year prior to the child's third birthday to include a discussion of transition options such as school district or other community options.
- b. An individualized transition plan will be developed for each child and family.
- c. The transition plan will address strategies to enable a successful transition and specific steps to prepare the child and family for the new environment.
- d. Early Steps sends FDLRS/Crown a Twenty-Seven Month and 30 Month Report of children in the Early Steps system.
 - i. For comparison, FDLRS/Crown sends Early Steps a list of the children who are 27 months of age whose information has been entered in the CHRIS data system.
 - ii. With parent permission Early Steps updates the status of the children on the CHRIS list and returns it to FDLRS/Crown.
 - iii. If there is a disparity between the two lists, it is updated by the Early Steps Data Manager before it is returned to FDLRS/Crown, with indication if parent permission has not been obtained.
 - iv. FDLRS Crown updates the CHRIS list and forwards the refined list to the Prekindergarten Staffing Specialist.
 - v. A follow up report at 30 months is generated by CHRIS and sent to Early Steps for review. The report is updated by the Early Steps data manager and returned to FDLRS Crown.
 - vi. When parents do not give permission, the children's names are not included on the 27 month FDLRS/Crown list by the Early Steps Data Manager.
- e. **Transition Conference:** Referral to the school district may occur before, during or after the transition conference. For children who may be transitioning to the School District of Clay County Prekindergarten Program for Children with Disabilities, a transition conference will be held no more than 9 months, and not less than 90 days before the child's third birthday to include at least the family, the service coordinator and the local school district representative. Early Steps and the school district strive to hold transition conferences at 6 months prior to the child's third birthday, except for children entering late (see Late Entry below).
 - i. The Service Coordinator will invite representatives from other agencies identified by the family to the transition conference. If the child is being served by the Department of Children and Families, the Kids First of Florida Case Manager will be informed of the transition conference.
 - ii. At the transition conference, the family, the service coordinator, the school district representative, and any other representatives the family chooses, including Head Start if a representative is present, review the transition/referral packet and provide the family with information to help them understand their role in the transition process. Families can use the information to make decisions about the next steps, including opportunities to visit community programs, schedule appointments and gather information. School programs are not open to specific prekindergarten disabilities

classroom visitation until the child has been determined eligible.

- iii. If a child/family doesn't show up for the transition conference, the service coordinator attempts to reschedule a transition conference as soon as possible. If there is insufficient time to have a face to face transition conference with the family, Early Steps and the school district will communicate to set up a plan for following up with the family.

f. Referral to the School District

- i. With parent permission, at least 7 calendar days prior to the monthly transition conference, Early Steps provides the School District of Clay County Prekindergarten Program for Children with Disabilities with a schedule and list of children who are transitioning, and the list will be forwarded to FDLRS/Child find to be cross-referenced with the corresponding packets/contents. The transition conference occurs on the second Tuesday of the month, with exceptions as agreed.
 - ii. No new children will be added to the schedule without Early Steps contacting the school district to discuss/mutually agree.
 - iii. For children added to the transition calendar later than 7 calendar days prior to the transition conference, LES will contact LEA directly to make arrangements.
- g. A transition conference for children who are not transitioning to the School District Prekindergarten Program for Children with Disabilities (either by choice or ineligibility), will include providers of other appropriate services for the child as desired by the parent, including Head Start and other early care and education programs. Referral to Head Start may be made on the Outside Agency Referral form (see attachment 3, Page 29).
- i. In the case of a child who is in licensed out of home care, the parent (if available), Family Service Counselor, the foster parent and guardian ad litem representative, if appointed, may be invited to participate in the transition conference.
 - j. For children who are potentially eligible for services through the **Agency for Persons with Disabilities**, the Early Steps Service Coordinator will assist the family in obtaining an application for the agency by the child's third birthday.

H. School District Evaluation and Determination of Eligibility for Part B Services/IEP

At the transition conference, if parents select the school district to provide PreK ESE services, the following occurs:

- a. LEA is able to find children eligible for Developmental Delay services based on the results of the BDI-2 evaluation administered by Early Steps.
- b. If appropriate, families sign consent for evaluation to provide necessary information for the school district referral packet.
- c. The referral packet is forwarded to the specific program evaluator.
- d. Necessary evaluations are completed and the results forwarded to the Program Specialist.
- e. The child's district assigned school schedules an eligibility/placement meeting with the family, representatives from Part C and other agencies as appropriate.

- f. If the child is eligible an Individualized Educational Plan (IEP) is written by the child's third birthday, consent for placement is obtained, and upon registration at the school site or Head Start, the IEP is implemented.
- g. In the case of a child who is in licensed out of home care, the parent (if available), Family Service Counselor, the foster parent and guardian ad litem representative, if appointed, may be invited to participate in the IEP meeting.
- h. After the child is determined eligible, parents may visit their child's specific classroom prior to consent to placement.
- i. If the child is ineligible, information is shared with the family regarding community programs available, including Head Start.

I. Special Circumstances

a. Children referred to Early Steps Late—

- i. Children who are referred to Early Steps between 32 and 34 ½ months are referred for a full evaluation, and, if the parent would like the LEA to be present at the evaluation, Early Steps will invite the LEA to participate and hold a transition conference at that time. A screener for ASD is administered as part of the evaluation, and, with parent permission, a referral to CARD/Developmental Pediatrics is made if appropriate.
- ii. Families of children who come to Early Steps less than 45 calendar days prior to the child's third birthday are given assistance to connect directly to FDLRS/Child Find.
- iii. **Note:** Early Steps is not required to conduct an eligibility evaluation/IFSP when the referral is less than 45 days before the child's 3rd birthday. School districts are not obligated to have an IEP developed and implemented by age 3 for a child who was not determined eligible for Early Steps and does not have an IFSP. These children follow the school district timeline – 60 school days from the time the consent for evaluation is signed by the parent, unless unexpected delays occur, which will be documented.

- b. **Summer birthdays** – Refers to children who are preparing to transition out of Early Steps and turn three years old during the summer months. Children will be evaluated and have their IEP written prior to their third birthday.

Note: Exceptions to either the Late Entry or Summer birthday process will be discussed on a case by case basis between the school district and Early Steps.

- c. **Eligibility for Extended School Year Services (ESY)** – Referral for extended school year services is submitted to the ESE Director by the child's IEP Team.
- d. **Referrals (to Early Steps) for those children who have been involved in a substantiated case of child abuse or neglect**
Children from birth to thirty-six months who have been determined to be victims of "substantiated cases of child abuse or neglect", as defined by the Florida Office of Family Safety will be referred to Early Steps according to the following criteria:
 - 1. Children who will remain in their parents' or legal guardian's home without referral to KIDS FIRST OF FLORIDA, INC. for

services will be referred to Northeastern Early Steps by the Protective Investigator handling that case. This will be done by completion of the referral form CF FSP 5322- CAPTA REFERRAL FOR EARLY STEPS, within 48 hours of the abuse or neglect being verified. The completed form will be delivered to Northeastern Early Steps via facsimile, electronic mail that is encrypted or protected by a password or by mail.

2. Children who will remain in their parents' or legal guardian's home and are referred to KIDS FIRST OF FLORIDA, INC. for services, will also be referred to Northeastern Early Steps by the Kids First of Florida, Inc. child welfare case worker if the following criteria are met:

- i. A referral to Early Steps will occur during the child welfare case plan development process when there is an indication that the child may have an established condition or developmental delay. This will be accomplished by completion of the referral form CF FSP 5322- CAPTA REFERRAL FOR EARLY STEPS, within 48 hours of the child's established condition or possible developmental delay being identified. The form must include the reason for referral. The form will be delivered to Northeastern Early Steps via facsimile, electronic mail that is encrypted or protected by a password or by mail.
- ii. Kids First of Florida will follow up to determine if the child has been found eligible for Part C services and will support the participation of eligible children's families in Early Steps. This support may include the following:
 - Participation in meetings in person or by phone
 - Assistance with transportation if necessary
 - Provision of written information about Early Steps
 - Follow-up with the family and encouragement about child's participation in Early Steps.

3. Children who are being **placed into temporary care for referral to KIDS FIRST OF FLORIDA, INC. for out-of-home care placement** will receive an initial assessment during the child welfare case plan development process and will be referred to Northeastern Early Steps. Kids First of Florida, Inc. caseworker will ensure that recommendations are included in the child welfare case plan, in accordance with the following criteria:

- i. Children who **are referred** for a Medicaid Comprehensive Behavioral Health Assessment, will also be referred to Early Steps by KIDS FIRST OF FLORIDA, INC. child welfare case worker if the child's Comprehensive Behavioral Health Assessment flags the child as potentially having a developmental delay or an established condition. The Early Steps referral will be reflected in the child's case plan. Once completed, the form will be delivered to the local Early Steps via facsimile, electronic mail that is encrypted or protected by a password, or mail.
- ii. The Medicaid Comprehensive Behavioral Health Assessment that indicates the child shows indications of possible developmental delay or has an established condition will be forwarded to Northeastern Early Steps as soon as it is available.

All confidential information will be handled appropriately and all electronic mail will be encrypted or protected by a password.

Northeastern Early Steps will screen or evaluate all children referred by KIDS FIRST OF FLORIDA, INC., in accordance with Early Steps policy. When a child is referred to Early Steps from a child welfare case worker, the information on the outcome of the child's screening or evaluation and any recommended services on the child's individualized family support plan will be forwarded by the Early Steps service coordinator to KIDS FIRST OF FLORIDA, INC., for consideration in development of the child's case plan.

J. Child Outcomes Measurement Using the BDI-2

Florida's system for collection of child outcomes data includes the use of the Battelle Developmental Inventory-2 (BDI-2) or the BDI-2 Screener. Clay County's plan, below, will be revisited annually and changes made as needed to ensure compliance.

a. Early Steps –

1. Entrance Assessment

- Early Steps will complete the entrance BDI-2 Assessment or Screener to determine program eligibility.
Note: If an instrument other than the BDI-2 is used for determination of eligibility, and the results of the child's Assessment indicate that the child is in the typical range in all five developmental domains, and the child is determined eligible for services using other criteria, the BDI-2 Screening Test may be administered.
- Early Steps will enter item-level data from the BDI-2 entry assessment into the web-based BDI2 Data Manager, as described in the BDI-2 Data Manager: Guide for the Florida Child Outcomes Measurement System (7.14.10).

2. Exit Assessment

- Early Steps staff or providers will complete the BDI-2 on all children exiting Early Steps who have been evaluated using the BDI-2 at the entry data point, were determined eligible for the Early Steps program, and who have had an IFSP for at least six months, no earlier than 90 calendar days before the date of termination of services, per notice, with a 30 day window after.
- For children who have had an IFSP for at least six months, Early Steps will complete the exit BDI-2 when the child is 33 months of age and provide a copy of the Comprehensive Report or Test Record Report from the Data Manager to the school district at the transition conference, but not less than 12 days following the administration of the assessment for all children referred to the Part B/PreK Disabilities program, with parent permission.
- Exception - If Early Steps is unable to complete the BDI-2 exit due to issues such as no-show, medical, etc. and an exit Assessment cannot be rescheduled prior to the child's third birthday, Early Steps will notify the school district as soon as possible. In this case, the school district has a thirty day window after the child's exit from Early Steps on the third birthday to initiate the exit BDI-2 on the child, if parent is interested in Part B services for the child. If the LEA completes the BDI-2, the LEA will enter the data into the web-based BDI2 Data Manager, as described in the BDI-2 Data Manager: Guide for the Florida Child Outcomes Measurement System (7.14.10).

b. Shared Data point - When a shared data point exists, the same BDI-2 assessment will be used as both the exit from Early Steps and the entry for the school district.

1. If Early Steps administers the BDI-2 to any child beginning when the child is 30 months and 1 day or older, the school district can use the Early Steps entrance BDI-2 Assessment as its entrance assessment for child outcomes measurement, and as part of the school district's consideration for eligibility.
2. If the school district conducts the exit BDI-2 assessment, the school district will share a copy of the Comprehensive Report or Test Record Report from the Data Manager with Early Steps no later than 12 days after administration of the assessment, with parent permission.
3. The agency conducting the exit/entry BDI-2 will enter the data and share with the partner agency, with parent permission. The agency that did not conduct the exit/entry BDI-2 will enter raw score data into their BDI-2 Data Manager.
4. All BDI-2 Protocols and score sheets will be maintained at the Administrative Offices of the local Early Steps or the community provider, whichever administered the assessment.

c. School District

1. Entrance Assessment:
 - o All children referred for Prekindergarten Exceptional Student Education will receive a BDI-2 screener or full BDI-2 entrance Assessment, if it has not already been completed. The school district will use the BDI-2 for consideration of eligibility, along with other assessments as needed for children entering Part B.
 - o If Early Steps has completed the entrance BDI-2 on a child who has an IFSP less than 6 months at Early Steps, the school district can use this BDI-2 as entrance data for the purpose of Child Outcomes Measurement and may use it for eligibility per district decision.
 - o Preschool children with an entry BDI-2 assessment and an initial IEP date of **December 1 or later in the school year prior to kindergarten** will not be included in the Part B/PreK Disabilities system for the measurement of child outcomes.
2. Exit Assessment:
 - o The school district will administer an exit BDI-2 assessment for all preschool children who have an entry BDI-2 assessment, were determined eligible for special education, and have had an **IEP for at least six months**. The exit BDI-2 assessment will be administered **no earlier than 90 calendar days or later than 30 calendar days** from the date of termination of services or May 31st in the year the child transitions to kindergarten.
 - o The school district will enter item-level data from the exit BDI-2 assessment into the web-based BDI-2 Data Manager, as described in the BDI-2 Data Manager: Guide for the Florida Child Outcomes Measurement System (7.14.10).
 - o All BDI-2 protocols and score sheets will be maintained as determined by the school district administration.

d. Use of BDI-2 Screener

Battelle Developmental Inventory-2 (BDI-2) Screening Test

Part C/Early Steps and Part B/PreK Disabilities may use the BDI-2 Screening Test in the measurement of child outcomes (and the determination of eligibility for Part C/Early Steps only) as defined in the Revision to Guidance on Use of the BDI-2 Screening Test in Florida's Child Outcomes Measurement System from the Department of Education, BEES and the Department of Health, ESSO (current memo).

2. Activities, Procedures and Timelines Children Thirty-six months up to Kindergarten Age.

A. Public Awareness –

Agencies agree to keep each other informed of opportunities to participate in public awareness events or materials dissemination.

a. FDLRS/Child Find –

- i. Child Find information is sent to all schools, pediatrician offices and child care centers.
- ii. Information is presented at community agency fairs.
- iii. FDLRS/Child Find is listed in the phone book as well as in various local community resource directories and websites.
- iv. Child Find is included in a community resource booklet/packet that will be provided to the school district.
- v. Child Find maintains a publication highlighting non-profit community agencies that serve children with disabilities – Special Places for Special Kids (available on the FDLRS Crown website – www.fdlrscrown.org)

b. Episcopal Children's Services

- i. Episcopal Children's Services Head Start distributes information throughout the community as appropriate.
- ii. ELC distributes child care information to local businesses in the community, and maintains other advertising.

B. Referral

Community partners or families refer children suspected of having a disability to FDLRS/Child Find for developmental screenings. The Child Find Specialist uses the screening data as one of the tools to determine the need for referral for evaluation and makes referrals for evaluation to the school district PreK Specialist as appropriate.

C. Identification and Screening

Agencies are encouraged to forward any screening information to FDLRS/Child Find when referring.

- a. Agencies participating in this agreement may screen children using the Ages and Stages Developmental Questionnaires (ASQ) for developmental concerns to refer to Part B services.
- b. Clay Behavioral Health Center – uses the Achenbach (a behavioral checklist)
- c. **Child Find** – currently uses a variety of screening instruments, including the BDI-2 screener, and has a selection of several behavioral checklists for parents and child care staff to complete if social/emotional or behaviors are a concern. FDLRS also completes a review of any other records pertaining to any child referred.
- d. Episcopal Children's Services Head Start screens children enrolled in the program within 45 days of enrollment using the Ages and Stages

Developmental Questionnaires (ASQ) and the Fluharty-2 to identify developmental concerns, and the ASQ-SE to identify children at-risk who may need mental health services. Children are also screened for hearing, vision, and dental concerns. Head Start also partners with FDLRS to screen children with suspected delays.

- e. Other instruments may be used for screening by individual agencies, and may change according to agency policy.

D. Evaluation –

- a. Child Find - Child Find Specialist presents the results to the School District of Clay County PreK Specialist and refers the child for additional evaluations as needed.
- b. The school district evaluation team completes necessary evaluations and schedules an eligibility meeting with the family, and whoever the family wants to have participate in the meeting.
- c. If the child is eligible an Individualized Educational Plan (IEP) is written.
- d. In the case of a child who is in licensed out of home care, the parent (if available), Family Service Counselor, the foster parent and guardian ad litem representative, if appointed, should be invited to participate in the IEP meeting.
- e. If the child is ineligible, information is shared with the family regarding community programs available.

E. Services Provided in the Community by the School District of Clay County

Children may be served in a variety of community settings, as follows:

- a. School district classrooms are available for children who are eligible
- b. Episcopal Children's Services/ Head Start – School District of Clay County consultative services. The child's progress toward the IEP goals are provided to the parents every 4 weeks. The school district provides resources to help the teacher work with the child's area of concern.
- c. Resource therapies are available on a weekly schedule (e.g. Speech and/or language, OT, PT).

F. Process for Head Start Children Eligible to Receive School District Services –

- a. At the eligibility staffing an Individualized Educational Plan (IEP) will be developed.
- b. ECS/Head Start will assist in the coordination of the IEP meeting for Head Start children and require appropriate staff to attend the IEP meeting when invited.
- c. The school district will send a copy of the IEP and other relevant documents to ECS/Head Start Disabilities Specialist with parent permission.
- d. ECS/Head Start will share concerns with school district personnel for children who have IEPs that currently do not meet the children's needs and may need to be updated. ECS/Head Start will participate in the reconvening of the multidisciplinary team as appropriate.
- e. ECS/Head Start will make available a minimum of 10% of its enrollment opportunities to children with disabilities who qualify, and follow other appropriate Head Start guidelines.
- f. The school district will utilize Head Start as a placement option, when appropriate, for preschool children according to parent preference.
- g. The school district will provide consultative services to children who demonstrate delay in one or more developmental areas and qualify for services, per decision of the IEP team. The school district will provide speech, language and cooperative consultation services, including occupational and physical therapy, to children who qualify for any of these services in which the parent chooses to utilize Head Start placement as an option.

- h. ECS/Head Start will provide and monitor individualized instruction, if appropriate, for children who demonstrate delay in one or more developmental areas.

G. Transition to Kindergarten

- d. For children served by the school district: In January the Student Service Team, including the family, meet to discuss the child's progress and the need for further evaluations. The school district meets with parents on an individual basis and completes a transition IEP at the school where the child is currently being served. The child's needs and progress are reviewed. The families are invited to visit the school and register.
- e. Children in school district classrooms: Transition meeting with parents. The receiving school is invited to attend. A new IEP is written to meet the child's needs for kindergarten.
- f. For Children served in Head Start classrooms: The ESE PreK Specialist meets with the parent to discuss the child's progress and the need for further evaluations prior to transition. A transition IEP is completed.
- g. Episcopal Children's Services disseminates information about kindergarten to child care providers to give to families.

VI. Implementation of the Agreement

The Participants of this Interagency Transition Agreement consent to implement the following procedures within their agencies/programs:

- Train current staff and include the Interagency Transition Agreement Document in new employee orientation for appropriate staff in each agency.
- Encourage staff participation in any joint training activities available in the county or region.
- Hold regular meetings of the interagency partners at least two times a year, on the second Monday of the month from 10:30 – Noon, at the Orange Park Branch Library, in September and February. The TATS Facilitator will assist in sending reminders for these meetings.

| 2019 | 2020 | 2021 | 2022 |
|-------------|--------------|--------------|--------------|
| February 11 | February 10 | February 9 | February 14 |
| September 9 | September 14 | September 13 | September 12 |

- Hold regular period meetings with Early Steps and the school district to ensure timelines for Part C to Part B transition are being met (Monitoring and Evaluation of the Agreement, 2., below).

VII. Monitoring and Evaluation of the Agreement

1. Participants will meet a minimum of two times per year, or more often as needed, to review data and discuss needed updates to the agreement. The TATS Regional Facilitator will send out meeting reminders a month in advance.
2. Northeastern Early Steps and the School District of Clay County Exceptional Student Education PreK Specialist and FDLRS Child Find Specialist will communicate as often as needed, to maintain required transition timelines and share data specific to those. The following data will be reviewed to determine adherence to timelines outlined in the document:
 - a. CHRIS data reports that support the community transition process
 - b. Early Steps
 - i. Notification to the school district of children transitioning
 - ii. Transition conference dates (Early Steps)
 - c. School District data regarding IEPs in place by the child's third birthday
 - d. BDI-2 reports

3. Partners will share information at meetings that will inform each other about changes in legislation, results of family satisfaction surveys that may have been completed, opportunities to collaborate on activities, training and events, etc.

VIII. Interagency Conflict Resolution Process

The agencies/programs will work informally to resolve issues that arise. However, if the issues cannot be resolved informally, the following procedures will be employed:

1. The agency/program with a concern shall provide written communication to the agency/program with which they have an issue that identifies the concern.
2. The receiving agency/program shall provide a written response, which includes proposed solutions to the concern, no more than thirty (30) days of receipt of notice of the concern.
3. Upon resolution of the concern, a joint written statement so indicating will be developed and disseminated by a representative of each partner and the agreement amended as needed.

Until final resolution, each of the partners to this Interagency Agreement shall respect the policies and procedures of each other.

The parties may at any time request assistance from Florida's Transition Project (FTP) Coordinator or the Technical Assistance and Training System (TATS) Facilitator.

IX. Duration of the Interagency Agreement -

This Interagency Agreement shall be effective for three years from July 1, 2019 to June 30, 2022, with annual review.

IX. Signatures

This Interagency Agreement is not a binding contract. It is an expression of cooperation for the purpose of providing services to clients and coordinating activities to the extent possible and as allowed by law. No contract rights attach to this Agreement for any of the parties or for any third party beneficiaries. This Agreement is effective July 1, 2019, and shall end June 30, 2022, unless extended in writing by the parties. A party may terminate their involvement in the Agreement without cause upon written notice to the remaining parties.

Agency for Persons with Disabilities Northeast Region-Lesli Richards, Northeast Region Manager, Florida

Jeannie Potthast

5/06/19

Center for Autism and Related Disabilities (CARD) University of Central Florida – Jeannie Potthast

Erica Teal

5/13/19

Children's Home Society/Buckner Division, Healthy Families – Erica Teal, Program Manager

April Leopold

07/08/2019

Northeastern Florida Early Steps – April Leopold, Program Director

Connie Stophel

5/16/19

Episcopal Children's Services-Head Start/Early Head Start – Connie Stophel, CEO

Florida Department of Children and Families Circuit 4 –Regional Managing Director

Florida Department of Health in Clay County-Healthy Start/Healthy Families– Stephanie Bechtel, Administrator

Henry Schmitges

Florida Diagnostic and Learning Resources System

5/22/19

Florida Diagnostic and Learning Resources System/Crown, Child Find & Florida Inclusion Network – Henry Schmitges, Program Manager

Cindy Day

FSDB Executive Director, Parent Services

5/03/19

Florida School for the Deaf and the Blind, Parent Infant Program – Cindy Day, Director

Madeline C. Davidson

5/06/19

Division of Blind Services – Madeline Davidson, District Administrator

Terry Dumas Roth

School District of Clay County – Terry Dumas Roth, Supervisor of Exceptional Student Education

School District of Clay County – Addison Davis, Superintendent

Additional Partners

X. List of Attachments:

1. Definition of Terms
2. Early Steps Referral Form
3. Episcopal Children's Services Outside Agency Referral Form
4. Healthy Start Self-Referral Form
5. Florida School for the Deaf & the Blind Referral Form
6. List of Participants

Attachment 1. Definition of Terms

1. **Assessment** – an ongoing collaborative process, including systematic observation and analysis designed to determine the child's unique strengths, competencies, resources, and needs along with the family's priorities and concerns. The assessment leads to identification of the appropriate caregiving and learning environments to benefit the child's development and assists in planning for appropriate educational services.
2. **Assistive Technology** – an assistive device is any item, piece of equipment, or product system—whether acquired commercially off the shelf, modified, or customized—that is used to increase, maintain, or improve the functional capabilities of children with disabilities. Exception: the term does not include a medical device that is surgically implanted or the replacement of such device.
3. **Battelle Developmental Inventory 2nd Edition (BDI-2)** – a standardized, individually administered assessment battery of key developmental skills in children from birth through 7 years of age in the following domains: Personal-Social, Adaptive, Motor, Communication, and Cognitive ability. Some school districts have used this tool as a part of a typical battery of instruments used to determine eligibility for the prekindergarten program for children with disabilities. This instrument is also used by Early Steps for the determination of program eligibility.
4. **Child Abuse Prevention and Treatment Act (CAPTA)** – a significant requirement for States to have provisions and procedures for the referral of children under the age of three who are involved in substantiated cases of child abuse or neglect to early intervention services under Part C of the IDEA [42 U.S.C. 5106a, Sec. 106 (b)(2)(A)(xxi)]. Florida has defined "substantiated" as any case with verified findings of child abuse or neglect.
5. **Child Care** – the provision of childcare in a licensed, licensed-exempt, faith-based, registered, or informal setting.
6. **Child Care Resource and Referral (CCR&R) Network** – a program to help families find answers to their questions regarding how to identify quality child care and early education programs and how to locate a provider that meets their family's needs. Child Care Resource and Referral office can also provide families with creative financial assistance options and community resources that may ease their financial burden.
7. **Child find** – public awareness initiatives to ensure that young children in the state who are eligible for services are identified, located, and evaluated.
8. **Child Outcomes Measurement System** – a measurement system, developed by the Department of Education (DOE), in collaboration with the Department of Health (DOH)/Early Steps, to meet the requirements for reporting on the progress of children with disabilities, ages birth to five, in the areas of positive social-emotional skills, acquisition and use of knowledge and skills, and use of appropriate behaviors to meet their needs. A determination was made to collect data on children across the prek disability school district program and local Early Steps on a common instrument, the Battelle Developmental Inventory 2nd Edition (BDI-2).
9. **Children's Registry and Information System (CHRIS)** – a confidential data information system used by FDLRS as a case management tool to assist school districts in the educational planning of service needs and support coordination of referrals.
10. **Cultural Competence** – the demonstration of respect for the rights, opinions, and

concerns of families from all backgrounds. Services must be sensitive and responsive to cultural differences. Caregivers are aware of the impact of culture and possess skills to help provide services that respond appropriately to a person's unique cultural differences, including race and ethnicity, national origin, religion, age, gender, sexual orientation, or physical disability. They also adapt their skills to fit a family's values and customs.

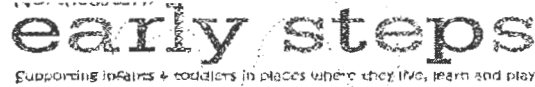
11. **Early Steps** – A comprehensive, multidisciplinary, community-based, family-focused system that provides a coordinated system of early intervention services for infants and toddlers with a developmental delay or an established condition which may result in a delay. This umbrella program has three components: the Developmental, Evaluation and Intervention (DEI) Program, the IDEA, Part C Program, and services provided under Chapter 393, Florida Statutes, for children, birth to 36 months.
12. **Early Steps State Office (ESSO)** – A bureau under Children's Medical Services within the Florida Department of Health that oversees a statewide, coordinated system of early intervention services for infants and toddlers with developmental delays or established conditions.
13. **Evaluation** – the process and procedures used by appropriate qualified personnel to determine a child's initial eligibility for programs.
14. **Exceptional Student Education (ESE)** – specially designed instruction and related services that are provided by school districts or others at no cost to parents to meet the unique needs of eligible students, ages three through twenty-one years, who have a disability.
15. **Extended School Year (ESY)** – refers to the special education and related services which meet the standards of the state that a child with a disability receives beyond the normal school year in accordance with the child's individual educational plan (IEP). ESY services must be considered by the IEP or IFSP team as part of the provision of a free appropriate public education (FAPE). ESY must be provided only if a child's IEP team determines, on an individual basis, in accordance with 34 CFR 300.340-300.350, that the services are necessary for the provision of FAPE to the child. ESY is provided at no cost to the parents of the child.
16. **Family** – parents or guardians, siblings, grandparents, caregivers and other persons designated as family members by parents or guardians.
17. **Family Resource Specialist (FRS)** – an individual employed by Early Steps (Part C) who is available to assist families with information, support, training, and connection to other families. This person must be a family member of a child with special needs who received services or would have been eligible for early intervention services.
18. **Florida Administrative Code (F.A.C.)** – used when referencing State Board of Education Rules or other state agency rules. For example: Rule 6A-6.03012, F.A.C.
19. **Family Educational Rights and Privacy Act (FERPA)** – legislation that protects the privacy and confidentiality of student education records.
20. **Florida Central Directory** – a component under the Individuals with Disabilities Education Improvement Act (IDEA), Part C. Each state that receives funds must have a central directory that includes information on services, resources, and experts available in the state and research and demonstration projects being conducted in the state.
21. **Florida Diagnostic and Learning Resources System (FDLRS) Child Find** – a resource, referral, and screening agency for children, birth through age twenty-one years, not enrolled in public school, who may be eligible for Exceptional Student Education Services.
22. **Free Appropriate Public Education (FAPE)** – refers to specially designed instruction and related services provided at public expense in conformity with the individual educational plan.
23. **Head Start Programs** – a group of federally funded child development programs for children from birth to mandatory school age. Early Head Start serves pregnant women and children from birth to age 3, Head Start serves children from 3 to 5 years, and Migrant and Seasonal Head Start serves children from six weeks to school age. Of the participating families, 90 percent must have incomes at or below the national poverty guidelines. Head Start is also mandated to provide 10 percent of its enrollment slots to children with disabilities.

24. **HIPAA – The Health Insurance Portability and Accountability Act** – provides the structure for sharing Personal Health Information (PHI) and restricts sharing among providers without specific consent of the patient. Does not apply to student records.
25. **Inclusion** – a term used to describe the concept that supports the right of all children, regardless of abilities, to participate actively in natural environments within their communities. Natural environments are those in which the child would spend time if he or she did not have a disability. These settings include—but are not limited to—home, preschool, nursery settings, Head Start programs, kindergarten, neighborhood school classrooms, child care, places of worship, recreational (such as community playgrounds and community events), and other settings that all children and families enjoy.
26. **Individual Educational Plan (IEP)** – a written statement that describes the specially designed instruction and related services that will be provided to students with disabilities ages three through twenty-one years. The IEP is the authorizing document for services provided through Part B of IDEA. The IEP is developed jointly by a team composed of the child’s family and professionals to meet the needs of a child eligible for IDEA, Part B services.
27. **Individualized Family Support Plan (IFSP)** – a plan that documents and guides the early intervention process for children with disabilities and their families in accordance with the IDEA, Part C. The IFSP is developed jointly by a team composed of the child’s family and professionals to meet the needs of a child eligible for Early Steps and his or her family. The IFSP authorizes the types of services the child and family need, as well as the frequency, location, and provider of the services.
28. **Individuals with Disabilities Education Act (IDEA) 2004, Part B** – a federal entitlement program that requires states to provide free appropriate public education (FAPE) in the least restrictive environment (LRE) to children with disabilities from ages three through twenty-one years. Eligibility criteria are mandated through federal and state regulations, and services are supported with public funds.
29. **Individuals with Disabilities Education Improvement Act (IDEA) 2004, Part C** – a federal entitlement program that states participate in voluntarily, and requires states to provide a statewide, community-based, comprehensive, coordinated, family-focused, multidisciplinary, interagency program of early intervention services for eligible infants and toddlers from birth to age three years with a developmental delay or who have an established condition resulting in a developmental delay, and their families within their natural environment. Florida’s early intervention program is called “Early Steps.”
30. **Late Entry** – refers to children who are entering Early Steps 135 days or less prior to their third birthday.
31. **Least Restrictive Environment (LRE)** – an educational setting or program where a child with disabilities receives services designed to meet his or her needs while being educated with children without disabilities, to the maximum extent appropriate.
32. **Local Early Steps (LES) Office** – The local organization that contracts with Department of Health, Children’s Medical Services to ensure provision of early intervention services in a designated geographic area and is responsible to fulfill federal, state and local policies in the implementation of services.
33. **Local Education Agency (LEA)** – the local public school district in which the child resides that is responsible for the provision of IDEA, Part B, specially designed instruction and related services.
34. **Medicaid** – a program that provides medical coverage to low-income individuals and families. The state and federal government share the costs of the Medicaid program. Medicaid eligibility in Florida is determined either by the Department of Children and Families (DCF) or the Social Security Administration. Florida Medicaid is moving toward statewide managed care for certain populations and away from fee-for-services.
35. **Multidisciplinary Evaluation** – the involvement of two or more disciplines or professionals working as a team in the provision of evaluation and assessment activities and in the development of the IFSP. With this approach, the team individually plans, conducts, and reports the results related to their discipline areas. Results are shared with the other team members who are working with the child, and the contributions of each team member are respected.
36. **Natural Environments** – daily activities and routines used as vehicles for addressing

skill development in one or more particular domains of development at a variety of times throughout the child's daily schedule of activities in the home or in community settings in which children without disabilities participate.

37. **Notification** – For all children enrolled in Early Steps, without regard to reason for eligibility, the LES provides, not fewer than 90 days prior to the child's third birthday (unless the parent opts out as set forth in the Early Steps "Understanding Notification" brochure), the following information to the Department of Education (SEA) and the local school district for Child Find Purposes only: child's name, child's date of birth, parent(s) name(s), and parent contact information.
38. **Opt Out** – a process by which parents of a child served under IDEA, Part C may object in writing to notification to the Department of Education and the Local Education Agency, after being informed that notification will occur in the absence of objection by the parent.
39. **Parent** –
 - (A) a natural, adoptive or foster parent of a child (unless a foster parent is prohibited by State law from serving as a parent);
 - (B) a guardian (but not the State if the child is a ward of the State);
 - (C) an individual acting in the place of a natural or adoptive parent (including a grandparent, stepparent or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or
 - (D) except as used in IDEA sections 615(b)(2) and 639(a)(5), an individual assigned under either of those sections to be a surrogate parent.
40. **Payor of Last Resort** – Early Steps funds that can only be used for early intervention services that an eligible child needs when no other resources are available. These other resources include federal, state, local and private resources, including but not limited to: Title V of the Social Security Act (relating to maternal and child health); Title XIX of the Social Security Act (relating to Medicaid); and any medical program administered by the Department of Health. After it has been documented that no other funds are available, IDEA, Part C/Early Steps funds will be used for early intervention services.
41. **Prekindergarten Program for Children with Disabilities** – the preschool component of IDEA, Part B in Florida that is provided by the local school district to meet the child's needs for specially designed instruction and related services, ages three through five. Eligibility for special education is based on criteria in State Board of Education rules.
42. **Primary Service Provider** – the individual on the IFSP team with Early Steps that has the responsibility to ensure that exchange of information and discussions between team members occur on a frequent basis. The primary service provider is the identified professional on the IFSP team that works with the family/primary caregivers on a regular basis and with other members of the team through consultation and/or joint visits.
43. **Procedural Safeguards** – requirements established to protect the rights and responsibilities of eligible children and their families and the rights of agencies as related to Part B and Part C services under IDEA.
44. **Receiving Agency/Program** – the agency/program to which a child will be transitioning.
45. **Related services** – Developmental, corrective, and supportive services required under IDEA to assist children with a disability to benefit from special education, or, in the case of preschool-aged children, developmentally appropriate activities.
46. **School Readiness** – a program that offers qualified parents financial assistance for child care through a variety of services. Child care services include extended-day, extended-year, and school age care to support parents in becoming financially self-sufficient.
47. **Screening** – a brief, standardized procedure designed to quickly survey a child's sensory, behavioral, and developmental skills to determine whether the child is progressing as expected or if further evaluation is needed.
48. **Sending Agency/Program** – the agency/program providing services to the child and family prior to transition.
49. **Service Coordinator (or Family Service Coordinator)** – the individual responsible for coordinating the implementation of the IFSP. This includes activities that promote

- and support the families' capacities and competencies to identify, obtain, coordinate, monitor, and evaluate resources and services to meet their needs.
50. **Service Providers** – individuals or agencies in the community that provide services to families with children birth to five who have special needs.
 51. **Serving Hearing Impaired Newborns Effectively (SHINE)** – the component of Florida Early Steps that provides early intervention services to families of children with hearing impairment. SHINE services provide parents with information and support shortly after the hearing loss of their infant or toddler has been confirmed. SHINE providers work as part of a team that provides assessment, ongoing intervention services, and evaluation of child progress to families and caregivers with the goal of meeting the unique communication and developmental needs of children who are deaf or hard of hearing.
 52. **Surrogate Parent** – the individual assigned to protect the child's interests as it relates to early intervention or special education services whenever the parents of the child are not known; or the agency/program cannot, after reasonable efforts, locate the parents; or the child is a ward of the State. State workers are prohibited from being surrogate parents due to conflict of interest issues.
 53. **Transition** – the process supported by collaboration among agencies to provide a continuum of services for children and families as the child moves from one program or educational setting to another.
 54. **Transition Conference** – a conference held with the family and service coordinator not less than 90 days and not more than 9 months prior to the child's third birthday, and, with parent approval, with a representative from the potential receiving agency(s)/program(s) and other individuals preferred present by the family. The purpose of the conference is to develop outcomes and activities for the child and family to move from the Early Steps program at age 3 years to the most appropriate early care and educational setting (Head Start, school district prekindergarten disabilities, community preschool, or childcare).
 55. **Voluntary Prekindergarten (VPK) Education Program** – is a free prekindergarten program for Florida children who are age-eligible. VPK prepares early learners for success in kindergarten and beyond. VPK helps build a strong foundation for school using educational material corresponding to various stages in a child's development. To be eligible, children must live in Florida and be 4 years old on or before Sept. 1 of the current school year. Effective July 1, 2016, a new law lets parents whose children are born between Feb. 2 and Sept. 1 of the calendar year postpone enrolling their 4-year-old until the following year when their child is 5. Parents can choose from different educational settings and various program options. Private child care centers, public schools and specialized instructional services providers offer VPK. For more information, visit the web site: <http://www.floridaearlylearning.com/vpk/floridas-vpk-program>
 56. **VPK Specialized Instructional Services (VPK-SIS)**—is a free program available for Florida children who are VPK-age eligible and have a current individual educational plan (IEP). VPK-SIS for children to receive services consistent with the IEP, instead of attending a traditional VPK classroom program. VPK SIS services are offered in individual or small group settings with a certified or licensed professional trained to provide specific instruction. More information can be found on the web site: <http://www.floridaearlylearning.com/Content/Uploads/floridaearlylearning.com/files/2015%20VPK%20SIS%20Fact%20Sheet%205.12.15.pdf>



Referral to Northeastern Early Steps Program For developmental screening and evaluation

Date of Referral: _____ Referral To: Early Steps Hearing Program

Office name:
Office address:

Office phone:
Office fax:

Child's Name: _____
Please print First, Middle Initial, Last Name

Child's Date of Birth: _____

Referred by: _____
Please print

Signature: _____
Please include credentials (MD, LCSW, RN, PA, LMHC, etc.)

Reason for referral:

"I, _____ give permission for _____
(legal guardian's printed name) (referring agency)
 and Northeastern Early Steps to exchange medical, developmental, and educational information regarding
 _____ (child's name).

Legal guardian's signature Date Witness Date

Contact: Please give contact information for the child's **LEGAL GUARDIAN(S)**

Name: _____ Home phone: _____
Child's Legal Guardian

Relationship to child: _____ Work Telephone: _____

Address: _____ Ok to contact at work? ☐ Yes ☐ No

Refer by Fax or Phone Call to: (f) 904-798-4544 (p) 904-360-7022 ext. 261

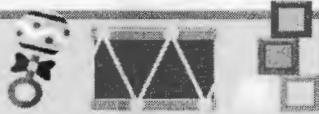
Notice: "This communication contains confidential information. Re-disclosure of any information within this document without or sent of the client is prohibited by law. If you feel you have received this document in error, please notify the sender."

A State of Florida Children's Medical Services Program Operated by the Department of Pediatrics University of Florida/Jacksonville Rev 10/2010

Discover What Head Start Offers!

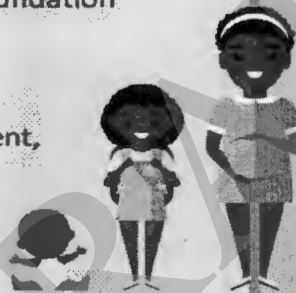
Did you know Head Start provides comprehensive services to more than a million children each year?

Birth to 5



We support learning through play, creative expression, and guided activities. We build strong relationships as the foundation of early learning.

We promote language and literacy development, early math and science concepts, and positive attitudes toward learning.



Health & Wellness



We promote physical development both indoors and outdoors. We serve breakfast and lunch, as well as healthy snacks.

We provide hearing, vision, & behavioral screenings and promote medical & dental services.



Social Services

We help families find assistance in challenging times.

We help families identify and reach goals around employment, training, and parenting.



Disability Services

We build on children's strengths and individualize experiences to meet their needs.

We collaborate with community agencies when further assessment is needed.



How to Apply in Clay County

Green Cove Springs Head Start
Ages: Birth-5
1170 Martin Luther King Jr. Ave.
Green Cove Springs FL 32043
(904) 529-1170

Middleburg Head Start
Ages: Birth-5
2506 Blanding Blvd.
Middleburg FL 32068
(904) 291-5473

Orange Park Head Start
Ages: 3-5
15 Belmont Blvd.
Orange Park FL 32073
(904) 213-3071

Outside Agency

| | | |
|---|---|--|
| <p>□ Baker County Early Head Start 522 S. 6th Street MacClenny, Florida 32063 904-259-8982 Fax: 904-259-7540</p> | <p>□ Callahan Head Start /Early Head Start 45089 Third Avenue Callahan, Florida 32011 904-879-2811 Fax: 904-879-5177 FSS (Office) 904-879-5019</p> | <p>□ Bradford Head Start/Early Head Start 1080 North Pine Street Starke, Florida 32091 904-964-8280 Fax: 904-964-3195 FSS (office) 904-964-2519</p> |
| <p>□ Baker Complex 212 Blvd South MacClenny, Florida 32731 904-259-5390 Fax: 904-259-5363 FSS (Office) 904-259-8162</p> | <p>□ Green Cove Springs Head Start/ Early Head Start 1107 Martin Luther King Blvd Green Cove Spgs, Florida 32043 904-529-1150 Fax: 904-529-1151</p> | <p>□ Orange Park Head Start 15 Belmont Blvd Orange Park, Florida 32073 904-213-3071 Fax: 904-213-3072 FSS #: 904- 213-3071</p> |
| <p>□ Fernandina Beach Head Start 516 South 10th Street Fernandina Beach, Florida 32034 904-491-3630 Fax: 904-491-3632 FSS (Office) 904-491-3631</p> | <p>□ Middleburg Head Start/Early Head Start 2506 Blanding Blvd Middleburg, Florida 32068 904-291-5472 Fax: 904-291-5474</p> | |

Please fax referral: Attention: ECS Family Support Specialist-Thank you

Attachment 4. Healthy Start Referral Form

Northeast Florida Healthy Start

HEALTHY START REFERRAL FORM

| | | | | | |
|---|--|---|--|-----------------------------------|------------------------------|
| Referred to: | | | | | |
| Address: | | | | Phone: | |
| From: (name of person making referral) | | | Title: | | Phone: |
| CLIENT AND FAMILY INFORMATION | | | | | |
| Client Name: First _____ Last _____ MI _____ | | Social Security # | | Date of Birth (mo/day/yr): | Age: |
| Mother's Name: (if client is an infant) First _____ Last _____ MI _____ | | | | Date of Birth (mo/day/yr): | |
| Street address: | | | County: | | Zip code: |
| Medical Insurance covered by: <input type="checkbox"/> Medicaid # _____ <input type="checkbox"/> Private Insurance _____ <input type="checkbox"/> No Insurance <input type="checkbox"/> Other _____ | | | Next Appt. Date: | | Best time to contact: |
| | | | Doctor's Name: | | Home Phone #: |
| | | | | | Cell Phone #: |
| | | | | | Other: |
| Language of Preference: English Spanish Other _____ | | Pre-Pregnancy: Wt: _____ lbs Height _____ ft in BMI _____ | | Estimated Due Date: | # of weeks pregnant: |
| Reason for Prenatal Referral: | | | Reason for Postnatal Referral: | | |
| <input type="checkbox"/> No high school diploma/GED (1) <input type="checkbox"/> Not married (1) <input type="checkbox"/> Has experienced depression/hopelessness (1) <input type="checkbox"/> Of African descent (3) <input type="checkbox"/> Consumed alcohol or drugs in the last month (1) <input type="checkbox"/> Smoked cigarettes in the last month (1) <input type="checkbox"/> Does not want to be pregnant (1) <input type="checkbox"/> First pregnancy (2) <input type="checkbox"/> Previous pregnancy- baby born 3 weeks or more before due date (3) <input type="checkbox"/> Previous pregnancy-had a baby that weighed less than 5lbs. 8oz (3) <input type="checkbox"/> Previous pregnancy-had a baby that was not born alive (stillborn or miscarriage) (3) <input type="checkbox"/> Age is less than 18 (1) <input type="checkbox"/> Pre-pregnancy BMI is less than 19.8 (1) or greater than 35.0 (2) <input type="checkbox"/> If not first pregnancy, pregnancy interval was less than 18 months (1) <input type="checkbox"/> Received prenatal care during the 2nd trimester (1) <input type="checkbox"/> Has an illness that requires ongoing medical care (2) Please specify _____ <input type="checkbox"/> Other _____ Score _____ | | | Infant's Age: _____ Gender: Male _____ Female _____ <input type="checkbox"/> Abnormal conditions of the infant include one or more of the following: assisted ventilation (≥ 30 min), assisted ventilation (≥ 6 hrs), NICU admission, Newborn given Surfactant Replacement Therapy, Hyaline Membrane Disease/RD, or seizure of serious neurological dysfunction. (4) <input type="checkbox"/> Infant's birth weight is less than 4 lbs. 7oz (4) <input type="checkbox"/> Infant transferred to another facility (4) <input type="checkbox"/> Mother is not married (1) <input type="checkbox"/> Principal source of payment Medicaid (1) <input type="checkbox"/> Mother's race black (1) <input type="checkbox"/> Father's name not present or unknown (1) <input type="checkbox"/> Mother used tobacco during one of more trimesters (1) <input type="checkbox"/> The number of prenatal visits is < two or unknown (1) <input type="checkbox"/> Mother's age is less than 18 or unknown (1) <input type="checkbox"/> Other _____ Score _____ | | |
| Client's Consent: I accept the invitation to participate in Florida's Healthy Start Program. I consent that this information be given to the County Health Department, Healthy Start Providers, and the Northeast Florida Healthy Start Coalition and shared with its programs: WIC, MomCare, and Florida KidCare for services. I understand that this information will be held strictly confidential. | | | | | |
| Signature of Participant, or Parent/Guardian _____ | | | Date _____ | | |

Referring Person's Signature

Date

Referring Person's Title

Referral Comments

Updated 3.23.15



Florida School for the Deaf & the Blind

Parent Infant Program

Referral Information Sheet



Date of Referral: _____ Person Taking Referral/Position: _____

Referral Source /Agency: _____ Referral Contact/Position: _____

Phone: _____ Fax: _____ Email: _____

How was this referral received? ☐ In Person ☐ Phone ☐ Fax ☐ Website ☐ Mail ☐ Email

Child's Name: _____ D.O.B: _____ Age at time of Referral: _____

Child's Address: _____ City: _____

State: _____ County: _____ Zip: _____ Primary Language: _____

Sensory Concern: ☐ D/HH ☐ B/VI Sensory Diagnosis: ☐ Yes ☐ No

Details: _____

Additional Concerns/Diagnosis: _____

Parent/Guardian 1: Resides with Child: ☐ Yes, address above is correct ☐ No, see address below:

Name: _____ Relationship: _____

Preferred Method of Contact: _____ Secondary Contact Info: _____

Address: _____ City: _____ Zip: _____

Languages Spoken in the Home: _____

Parent/Guardian 2: Resides with Child: ☐ Yes, address above is correct ☐ No, see address below:

Name: _____ Relationship: _____

Preferred Method of Contact: _____ Secondary Contact Info: _____

Address: _____ City: _____ Zip: _____

Languages Spoken in the Home: _____

PLEASE FAX TO: PARENT INFANT PROGRAM (904)827-2293

If available, please include most recent: IFSP/IEP and Audiological/Eye Report

OFFICE USE ONLY (Please do not write below this line)

Action Steps Taken/Details:

- ☐ Confirmation of Receipt to Referral Source _____
- ☐ Initial Contact with Guardian (**MUST** document on **Contact Log**): _____
- ☐ Assigned to Parent Advisor: _____
- ☐ Intake/Initial Interview Scheduled: _____
- ☐ Referral to Outside Agency: _____

Attachment 5. List of Participants

Belinda Hoyt /Renee Cooke
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3631 Hodges Boulevard, Jacksonville,
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904.992-2401, Fax 904.992-2429
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Helen.Cooke@apdcares.org

Jeannie Potthast
UF JAX/CARD
UF - JAX FDLRS-MDC
6271 St. Augustine Road, Suite 1
Jacksonville, FL 32217 904.633.0760 CARD
904.633.0770 FDLRS
Jeannie.Potthast@jax.ufl.edu

Clay Behavioral Health Center
3292 County Road 220
Middleburg, FL 32068
904.291.5561 X 2124

Children's Home Society / Buckner
Division, Healthy Families
Baker, Clay, Nassau
Erica Teal, Prog Mgr
3027 San Diego Road
Jacksonville, FL 32207
904.493.7744 Fax 904.348.2818
Erica.Teal@chsfl.org

Terry Dumas Roth, Supervisor/ESE
School District of Clay County
23 South Green Street
Green Cove Springs, FL 32043
904.336.6889
troth@oneclay.net
Stacie Upchurch - ESE PreK Specialist
School District of Clay County
23 South Green Street
Green Cove Springs 32043 904.336.6889
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Kathryn Williams, Program Administrator
Jessica Ammon, Linda Compton
Department of Children and Families
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Park, FL 32003
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904.237.9442 (cell)
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Jessica.Ammon@myflfamilies.com
Linda.Compton@myflfamilies.com
Division of Blind Services
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1809 Art Museum Drive, Suite 201
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Fax 904.348.2737
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Alexis.Read@dbsfldoe.org

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dbell@elcnorthflorida.org

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Jacksonville, FL 32256
904-726-1500 Ext: 220
rsantillo@ecs4kids.org
amsackman@ecs4kids.org

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Jacksonville, FL 32256
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904.529.2828 (fax)
lisa.rogers@flhealth.gov

Val Palamidy, WIC Coordinator **Florida**
Department of Health in Clay County
301 S. West St
Green Cove Springs, FL 32043
904.213.3279 FAX: 904.213.3288
Valeria.Palamidy@flhealth.gov

Judy Glendenning/Henry Schmitges (signer)
FDLRS/Crown Child Find
4124 Boulevard Center Drive Jacksonville,
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904.348.7618
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schmitgesh@duvalschools.org
Megan McMillan
Florida Inclusion Network 4124
Boulevard Center Drive Jacksonville, FL
32207 904.346.4601 X104
mcmillanm6@duvalschools.org

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Amy Gallagher
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catoj@fsdb.k12.fl.us
turnerb@fsdb.k12.fl.us
gallaghera@fsdb.k12.fl.us

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207 N. San Marco Avenue
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Dayc@fsdb.k12.fl.us

Kids First of Florida
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Orange Park, FL 32073
904.278.5644 x X2080 Fax 904.278.2092

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Northeastern Early Steps
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904.360.7022 x 7272
April.Leopold@jax.ufl.edu
Sara.Carter@jax.ufl.edu

Amanda Moore, Regional Facilitator
Office of Early Learning
904.733.2376
Amanda.Moore@oel.myflorida.com

Resource Contacts:

Roxie Heist
Technical Assistance and Training
System Project (TATS)
34788 352.455.4550
tats-unf@ucf.edu

Bettianne S. Ford
Florida's Transition Project
352.372.2485
www.floridatransitionproject.com

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C10 - SEDNET Support Services Contract, Darla Dumas 2019-2021

Description

The Multiagency Network for Students with Emotional/Behavioral /disabilities (SEDNET) receives additional funding through Lutheran Social Services of Northeast Florida. SEDNET services students and families in Clay, Duval and Nassau counties and the additional Lutheran Services funding has increased supports available.

Gap Analysis

There is a need for additional staff, on a periodic basis, to support the expanded services available from the increased funding by Lutheran Social Services of Northeast Florida. Contracting this to an individual experienced with these tasks allows the district to effectively meet the requirements of the SEDNET 4 IDEA Part B, SEDNET Part B Trust entitlement grants and the IDEA grants serving student with disabilities.

Previous Outcomes

The district has contracted with Darla Dumas since 2014. Using a contract for hourly services is the most efficient and cost effective way to provide the necessary support

Expected Outcomes

Continued use of this hourly contract ensures that all necessary data reporting, records and data management, and scheduling of training occur. This provides compliance with IDEA grants and Lutheran Social Services of Florida requirements.

Strategic Plan Goal

Strategy 3.2. Develop systems and processes that focus on developing the whole child.

Recommendation

Approve contract for SEDNET Support Services.

Contact

michael McAuley, Assistant Superintendent of Climate and Culture, 904-336-6513, michael.mcauley@myoneclay.net

Terry D. Roth, Director, Exceptional Student Education and Student Services, 904-336-6866, terry.roth@myoneclay.net

Financial Impact

This is funded with district funds. Costs are expected to be under \$28,000.00

Review Comments

Attachments

📎 [Darla Dumas.pdf](#)

Pending
Comment

200059

AGREEMENT/CONTRACT REVIEW FORM

BOARD MEETING DATE:

11-7-19

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

Date Submitted: 9/19/19

Contract Initiator (Name of Person Overseeing the Contract): Jeri Hardin

Telephone Number: 336-6867

School/Department Submitting Contract: County Office/Exceptional Student Education

Vendor/Contractor Name: Darla Dumas

Contract Title: SEDNET and ESE Support Services Contract 2019-2021

Contract Type: New ☐ Renewal ☒ Amendment ☐ Extension ☐ Date Original Contract Approved: 10/16/2014

Contract Term: July 1, 2019 – June 30, 2021 Renewal Option(s):

Contract Cost: \$28,800 (2019-2021)

Payment Schedule: Monthly

Funding Source: 0100.5200.0310.9005.1901

Purchase Requisition No.: R025358

Strategic Plan Tie-In Explanation: Collaborative programming to meet the needs of eligible students is required under the IDEA grants and agreement with Lutheran Services Florida, Inc. and Family Services of North Florida, Inc.

Pre-Approved by Superintendent or Designee? Yes ☒ No ☐

Additional Information: This agreement provides experienced support on a periodic basis for records and data management and agency collaboration. It allows the SEDNET project and ESE department to meet the requirements of all IDEA grants and local agreements.

CONTRACT REQUIRED DOCUMENTS ("CRD") PACKAGE ATTACHED:

- ☒ Completed Contract Review Form
- ☒ SBAO Template Contract or other Contract (with all basic and mandatory terms)
- ☒ SIGNED 2018 Addendum A (If not an SBAO Template Contract)*

*This Statement MUST BE Included in the body of the Contract: "The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."

n/a Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
(WORKS REMOTELY, ONLINE)

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

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

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

Workers' Compensation = \$100,000 Minimum

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

SBAO
RECEIVED
9/24/19

Approvals

Comments

| | | | |
|--------------------------------|----------|--------|-------------------------------------|
| Purchasing Department | Approved | Denied | long Standing Contract |
| Review Date 9/24/2019 | Approved | Denied | Fill in Non-Collusion Affidavit |
| Risk Management Department | Approved | Denied | Not Sure Addendum A or Mandatory |
| Review Date: | Approved | Denied | Certifications are Needed (Not Used |
| School Board Attorney | Approved | Denied | in Past Contracts) Include Docs |
| Review Date: 10/2/19 (18) | Approved | Denied | per Call w/ Attorney |
| Information & Technology Dept. | Approved | Denied | |
| Review Date: | Approved | Denied | |
| Other | Approved | Denied | |
| Review Date: | Approved | Denied | |

RECEIVED

SEP 23 2019

PURCHASING

SEDNET and ESE SUPPORT SERVICES CONTRACT – 2019-2021

INTENT: The School Board of Clay County, Florida (herein referred to as "School Board") contracts with Darla Dumas, ("Contractor"), a qualified individual, to provide part-time SEDNET and Exceptional Student Education support services in accordance with the terms and conditions as contained herein.

QUALIFICATIONS: Contractor has experience in the coordination of resources, implementation of policies and procedures, and experience with records management sufficient to justify us to contract her as a provider and trainer. Direct and consultation services provided by Contractor shall commence **July 1, 2019** and end **June 30, 2021**.

BACKGROUND: The Multiagency Network for Students with Emotional/Behavioral Disabilities (SEDNET) is a discretionary project funded through the Florida Department of Education, Bureau of Exceptional Student Education and Student Services. The grant provides support working with education, mental health, child welfare and juvenile justice professionals; along with other agencies and families to ensure children with mental, emotional and behavioral problems, and their families, have access to the services and supports they need to succeed.

SEDNET Region Four (Clay, Duval and Nassau counties) has expanded services for local students and families by a developing a strong partnership with Lutheran Services. As a result, an additional specialist position was provided through Lutheran Services funding. This has resulted in greater services to students and families in crisis, but consequently supplemental staff support is needed to ensure the ancillary services for students and families are implemented.

These services are defined in the SEDNET 4 IDEA Part B and Part B Trust entitlement grants. The individual providing SEDNET Support Services is contracted to support the grant activities listed in Appendix A. The major activities that may augment promote and support SEDNET activities are to be identified by the ESE Director, SEDNET Project Manager, and Contractor from potential areas of contribution to SEDNET services, including:

- a. Collaborating with agencies to track services provided to eligible students
- b. Assisting with SEDNET initiatives
- c. Assist school and agency professionals
- e. Communicate with agencies, staff, and parents
- f. Assist with records and data management for eligible students
- g. Scheduling relevant training for personnel

THE PARTIES AGREE AS FOLLOWS:

1. Hold harmless – Notwithstanding any contrary contractual language, nothing in any agreement shall be construed or interpreted to increase the scope or dollar limit of the School's or School Board's liability beyond that which is set forth in 768.28 Fla. Stat. , or to otherwise waive School's or School Board's sovereign immunity, or to require School or School Board to indemnify the vendor or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts other than the negligent acts of School or School Board or its agents or employees. Vendor shall, in addition to any other statutory or common law obligation to indemnify the School Board of Clay County, Florida, indemnify, defend and hold harmless the School Board of Clay County, Florida, its agents, officers, elected officials and employees against all claims, actions, liabilities, damages, losses, costs, fines punitive damages and expenses of any kind or nature whatsoever, including but not limited to attorney's fees and legal costs, brought against the School Board of Clay County, Florida, and/or its agents, officers, elected officials, employees and assigns, by any individual, corporation, consortium or any other legal person or entity, arising out of or caused by acts or omissions, negligence, recklessness, intentional wrongful misconduct, violations of laws, statutes, ordinances, government administration orders, rules or regulations of the contractor,

contractor's employees, officers, agents, subcontractors, sub-subcontractors, material man or agents of any tier or their respective employees. This indemnification clause shall not be construed to require any indemnitor to indemnify the School Board of Clay County, Florida, for any negligence on the part of the School Board of Clay County, Florida, its agents or employees.

The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for the contractor or any subcontractor under workers' compensation acts, disability benefit acts, other employee benefits acts or any statutory bar.

This indemnification/hold harmless provision shall survive the termination of any contract with the School Board of Clay County, Florida.

2. Contractor shall maintain a log, reporting the time spent in the performances of authorized services rendered. This log, along with a statement of services rendered by the Contractor shall be submitted to the School Board for payment each month.
3. Contractor shall ensure compliance with Title VI of the Civil Rights Act of 1964.
4. Contractor agrees to enroll in E-Verify. All new employees assigned by the Contractor to perform work pursuant to this contract shall have their citizenship verified through E-Verify and shall be verified as employment eligible within 3 business days of hire. Said verification shall be supplied to the School Board upon receipt.
5. Contractor shall provide services consistent with the highest degree of professional care in compliance with all requirements imposed by the Florida State Department of Education and any other applicable regulatory agency.
6. Contractor shall comply with all policies and procedures established by the School Board relevant to parent involvement and training.
7. All services rendered by Contractor shall be preauthorized by the School Board's Director of Exceptional Student Education or a Designee, in keeping with State and Federal Statutes.
8. This Contract will cover the **2019-2021** school year with the option to renew for additional periods by mutual agreement in writing.
9. Contracts shall not be accepted from individuals presently under employee contract with the School Board.
10. The individual or entity named herein and identified as "Contractor" shall at all times be considered an independent contractor and shall not be considered to be an employee of the School Board. The employees of the contractor (if any) shall be considered at all times to be solely the employees of the contractor and not an employee or agent of the School Board. The contractor shall supply competent and capable personnel and the School Board reserves the right to require the contractor to remove an employee it deems to be careless, incompetent or otherwise objectionable and whose continued presence on School Board property to be contrary to the best interest of the School Board. Each employee shall carry proper identification. Each employee shall, at contractor's expense, shall pass a level 2 background check, including fingerprinting, as is required by the current Jessica Lunsford Act or any other Florida Statute requiring background checks of contractors or their employees.
11. The venue for litigation of disputes shall only be in the State of Florida and venue shall be in state courts located in Clay County, Florida.

DEFAULT: The School Board may, by written notice to the contractor, terminate this contract with thirty (30) days' notice. Likewise, the contractor may terminate this Agreement by thirty (30) days' notice to the School Board. The School Board shall be sole judge of non-performance. Duties and responsibilities shall be agreed upon by the contractor and ESE Director based on IDEA grant guidelines.

SCHOOL BOARD RESPONSIBILITIES:

The School Board agrees:

1. To designate the ESE Director, to provide supervision to and direction of the SEDNET Support Services Contractor and to approve all drafts, final products and invoices for payment.
2. To review the draft documents, data collection instruments, plans and reports and provide technical review comments to the SEDNET Support Services Contractor.
3. To complete activities in accordance with the specification and time line agreed upon by the ESE Director, SEDNET Project Manager and SEDNET Support Services Contractor.
4. To arrange all meetings through written and oral communication within the district.

COMPENSATION:

1. The SEDNET Support Services contractor will be compensated at \$30.00 per hour. Hours shall not exceed forty (40) per month, without prior approval from the ESE Director.
2. Invoices shall be submitted to the ESE Director as activities are completed. Invoices shall be paid in accordance with the Local Government Prompt Payment.
3. The School Board agrees to reimburse mileage to and from schools at the current approved rate.
4. The terms and conditions of School Board's purchase order are incorporated herein by reference.

RESPECTFULLY SUBMITTED:



Darla Dumas, SEDNET Support Services Contractor

Date 8



Approved: Terry D. Roth, Director
Exceptional Student Education and Student Services

Date 9-16-19

Approved: The School Board of Clay County, Florida

Date

It is recommended that you examine all Contract requirements thoroughly. Any questions you have should be directed as follows:

Terry D. Roth, Director
Exceptional Student Education
and Student Services
(904) 336-6866

SEDNET SUPPORT SERVICES CONTRACTOR JOB DUTIES:

The following job/contract duties for SEDNET Support Services contractor are assumed through contracting of SEDNET Support Services contractor, part-time to carry out services in the district, via the SEDNET 4 IDEA Part B and Part B Trust entitlement, IDEA Discretionary grants and/or other district general revenue or special revenue funds. This SEDNET Support Services Contractor will work with the SEDNET Project Manager and be responsible to the ESE Director.

Job/Contract Duties - SEDNET Support Services Contractor

1. Coordinate with agency personnel to ensure services are provided to eligible students.
2. Support SEDNET initiatives serving at risk students.
3. Support the SEDNET annual conference.
4. Assist with the SEDNET tracking system for eligible students.
5. Communicate with agencies, providers, and the funding entity.
6. Support the student and parent after-hours programs as needed.
7. Provide analysis of data as requested to determine program needs.
8. Collaborate with families in crisis to access needed programs.
9. Perform other duties of a similar nature or level as assigned by the ESE Director or designee.

"ADDENDUM A"
TO
CONTRACT WITH THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

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

1. INDEMNIFICATION

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

2. INSURANCE

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

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

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

Each insurance policy shall be obtained from an insurance carrier rated as "A-" or better, under a policy approved for use in the State of Florida. Further, unless otherwise agreed to by the Board, such insurance policy shall contain evidence/endorsement for physical and sexual abuse and molestation coverage. Each Certificate of Insurance ("COI") shall

name the School Board of Clay County, Florida, as an additional insured and the policy must unconditionally entitle the Board to thirty (30) days' notice of policy/coverage cancellation.

3. RESERVATION OF SOVEREIGN IMMUNITY

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

4. GOVERNING LAW AND VENUE

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

5. LEVEL II BACKGROUND SCREENING

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

6. INDEPENDENT CONTRACTOR

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

7. PUBLIC RECORDS

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

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

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

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

8. STUDENT RECORDS

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

9. PAYMENT TERMS AND CONTINGENCIES

Unless otherwise required by law, the Board's payment obligations (if any) arising from the underlying contract are contingent upon an annual appropriation by the Board and the availability of funds to pay for the contracted goods and/or services provided. If such funds are not appropriated or made available for the underlying contract and results in its termination, such conditions/events shall not constitute a default by the Board.

Contractor/Vendor shall be paid in accordance with the Local Government Prompt Payment Act upon submission of invoices to the District after delivery and acceptance of the goods and/or services provided. Where required, an original invoice referencing a District purchase order number shall be submitted for payment to the District's Accounts Payable Department, 814 Walnut Street, Green Cove Springs, Florida 32043.

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

Signature: 

Printed Name: DARLA DUMAS

Title: Contractor

Date: 8-2-19

MANDATORY CERTIFICATIONS: CONTRACTS SUPPORTED BY FEDERAL FUNDS

The purpose of this document is to ensure Contractor compliance with local, state, and federal regulations which apply to Contractor agreements whereby The School Board of Clay County, Florida ("School Board")/Clay County District Schools ("CCDS") provides payment from federal funding sources. By signing the following certifications and statements, the Contractor affirms its/his/her compliance with such regulations (as described below) throughout the term of an agreement with the School Board.

REGULATORY COMPLIANCE STATEMENT

1. The Contractor agrees to allow CCDS, a federal granting agency, the Comptroller General of the United States or Florida, or any of their duly authorized representatives reasonable access to Contractor's books, documents, papers, and records which are directly pertinent to the contract for the purpose of making audit, examination, excerpts and transcriptions.
2. The Contractor agrees to maintain all records related to this agreement for a period of three years after the final payment for the agreement and after all other matters are closed.
3. The Contractor affirms that it is equal opportunity and affirmative action employer and shall comply with all applicable federal, state and local laws and regulations including, but not limited to: Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11758; 12073; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1975; Civil Rights Act of 1964; Equal Pay Act of 1963; Age Discrimination Act of 1967; Immigration Reform and Control Act of 1986; Public Law 95-507; the Americans with Disabilities Act; 41 CFR Part 60 and any additions or amendments thereto.
4. The Contractor agrees to a provision for non-appropriations, whereby the contract will terminate if sufficient funds are not appropriated in any given fiscal year to allow CCDS to sustain the cost (if applicable).
5. The Contractor agrees to properly complete and submit to CCDS a federal debarment certification form for each renewal year of the Contract, if renewals apply.
6. The Contractor agrees to properly complete and submit to CCDS a non-collusion affidavit.
7. The Contractor agrees to properly complete and submit to CCDS a federal drug free workplace certification form.
8. The Contractor agrees CCDS may terminate the contract at any time for any reason. If terminated for cause, the Contractor agrees CCDS may seek remedies for damages, if applicable.

9. The Contractor agrees to comply with all applicable environmental standards, orders or requirements.

PUBLIC ENTITY CRIME BAR: A PERSON OR AFFILIATE WHO HAS BEEN PLACED ON THE CONVICTED VENDOR LIST FOLLOWING A CONVICTION FOR A PUBLIC ENTITY CRIME MAY NOT SUBMIT A PROPOSAL ON A CONTRACT TO PROVIDE ANY GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A PROPOSAL ON A CONTRACT WITH A PUBLIC ENTITY FOR THE CONSTRUCTION OR REPAIR OF A PUBLIC BUILDING OR PUBLIC WORK, MAY NOT SUBMIT PROPOSALS ON LEASES OF REAL PROPERTY TO A PUBLIC ENTITY, MAY NOT BE AWARDED OR PERFORM WORK AS A CONTRACTOR, SUPPLIER, SUBCONTRACTOR, OR CONSULTANT UNDER A CONTRACT WITH A PUBLIC ENTITY, AND MAY NOT TRANSACT BUSINESS WITH ANY PUBLIC ENTITY IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FOR CATEGORY TWO FOR A PERIOD OF 36 MONTHS FROM THE DATE OF BEING PLACED ON THE CONVICTED VENDOR LIST.

DISCRIMINATORY VENDOR BAR: AN ENTITY OR AFFILIATE WHO HAS BEEN PLACED ON THE DISCRIMINATORY VENDOR LIST MAY NOT SUBMIT A BID ON A CONTRACT TO PROVIDE GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A BID ON A CONTRACT WITH A PUBLIC ENTITY FOR THE CONSTRUCTION OR REPAIR OF A PUBLIC BUILDING OR PUBLIC WORK, MAY NOT SUBMIT BIDS ON LEASES OF REAL PROPERTY TO A PUBLIC ENTITY, MAY NOT AWARD OR PERFORM WORK AS A CONTRACTOR, SUPPLIER, SUBCONTRACTOR, OR CONSULTANT UNDER CONTRACT WITH ANY PUBLIC ENTITY, AND MAY NOT TRANSACT BUSINESS WITH ANY PUBLIC ENTITY.

THE FOREGOING IS ACKNOWLEDGED AND AGREED TO BY THE CONTRACTOR.

CONTRACTOR NAME:

Sarla Dumas

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Sarla Dumas
(Printed Name)

[Signature]
(Signature)

Contractor
(Title)

8-2-19
(Date)

CERTIFICATION REGARDING NON-DISCRIMINATION

THE UNDERSIGNED ASSURES THAT IT SHALL COMPLY WITH:

- A. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED, 42 U.S.C. 2000d ET SEQ., WHICH PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, OR NATIONAL ORIGIN.
- B. SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, 20 U.S.C. 794, WHICH PROHIBITS DISCRIMINATION ON THE BASIS OF HANDICAP.
- C. TITLE IV OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED, 20 U.S.C. 1681 ET SEQ., WHICH PROHIBITS DISCRIMINATION ON THE BASIS OF SEX.
- D. THE AGE DISCRIMINATION ACT OF 1975, AS AMENDED, 42 U.S.C. 6101 ET SEQ., WHICH PROHIBITS DISCRIMINATION ON THE BASIS OF AGE.
- E. SECTION 654 OF THE OMNIBUS BUDGET RECONCILIATION ACT OF 1981, AS AMENDED, 42 U.S.C. 9849, WHICH PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, HANDICAP, POLITICAL AFFILIATION OR BELIEFS.
- F. THE AMERICANS WITH DISABILITIES ACT OF 1990, P.L. 101-336, WHICH PROHIBITS DISCRIMINATION ON THE BASIS OF DISABILITY AND REQUIRES REASONABLE ACCOMMODATION FOR PERSON WITH DISABILITIES.
- G. ALL REGULATIONS, GUIDELINES, AND STANDARDS AS ARE NOW OR MAY BE LAWFULLY ADOPTED UNDER THE ABOVE STATUTES.

THE VENDOR AGREES THAT ITS GOOD FAITH PROVISION OF THIS ASSURANCE AND CERTIFICATION CONSTITUTES A CONDITION PRECEDENT TO RECEIVING PAYMENT UNDER THIS CONTRACT/PURCHASE ORDER AND THAT IT IS BINDING UPON THE VENDOR FOR THE PERIOD DURING WHICH SERVICES/PRODUCTS ARE PROVIDED.

CONTRACTOR NAME: Darla Dumas

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Darla Dumas
(Printed Name)

[Signature]
(Signature)

Contractor
(Title)

8-2-19
(Date)

CERTIFICATION REGARDING LOBBYING

THE UNDERSIGNED CERTIFIES, TO THE BEST OF HIS OR HER KNOWLEDGE AND BELIEF, THAT:

1. NO FEDERAL APPROPRIATED FUNDS HAVE BEEN PAID OR SHALL BE PAID BY OR ON BEHALF OF THE UNDERSIGNED, TO ANY PERSON FOR INFLUENCING OR ATTEMPTING TO INFLUENCE AN OFFICER OR EMPLOYEE OF ANY AGENCY, A MEMBER OF CONGRESS, AN OFFICER OR EMPLOYEE OF CONGRESS, OR AN EMPLOYEE OF A MEMBER OF CONGRESS IN CONNECTION WITH THE AWARDED OF ANY FEDERAL CONTRACT, THE MAKING OF ANY FEDERAL GRANT, THE MAKING OF ANY FEDERAL LOAN, THE ENTERING INTO OF ANY COOPERATIVE AGREEMENT, AND THE EXTENSION, CONTINUATION, RENEWAL, AMENDMENT, OR MODIFICATION OF ANY FEDERAL CONTRACT, GRANT, LOAN OR COOPERATIVE AGREEMENT.

2. IF ANY FUNDS OTHER THAN FEDERAL APPROPRIATED FUNDS HAVE BEEN PAID OR SHALL BE PAID TO ANY PERSON FOR INFLUENCING OR ATTEMPTING TO INFLUENCE AN OFFICER OR EMPLOYEE OF ANY AGENCY, A MEMBER OF CONGRESS, AN OFFICER OR EMPLOYEE OF CONGRESS, OR AN EMPLOYEE OF A MEMBER OF CONGRESS IN CONNECTION WITH THIS FEDERAL CONTRACT, GRANT, LOAN, OR COOPERATIVE AGREEMENT, THE UNDERSIGNED SHALL COMPLETE AND SUBMIT STANDARD FORM-LLL, "DISCLOSURE FORM TO REPORT LOBBYING," IN ACCORDANCE WITH ITS INSTRUCTIONS.

3. THE UNDERSIGNED SHALL REQUIRE THAT THE LANGUAGE OF THIS CERTIFICATION BE INCLUDED IN THE AWARD DOCUMENTS FOR ALL SUB-AWARDS AT ALL TIERS (INCLUDING SUBCONTRACTS, SUB-GRANTS AND CONTRACT UNDER GRANTS, LOANS, AND COOPERATIVE AGREEMENTS) AND THAT ALL SUB-RECIPIENTS SHALL CERTIFY AND DISCLOSE ACCORDINGLY.

THIS CERTIFICATION IS A MATERIAL REPRESENTATION OF FACT UPON WHICH RELIANCE WAS PLACED WHEN THIS TRANSACTION WAS MADE OR ENTERED INTO. SUBMISSION OF THIS CERTIFICATION IS A PREREQUISITE FOR MAKING OR ENTERING INTO THIS TRANSACTION. ANY PERSON WHO FAILS TO FILE THE REQUIRED CERTIFICATION SHALL BE SUBJECT TO CIVIL PENALTY FOR EACH SUCH FAILURE.

CONTRACTOR NAME: Darla Dumas

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Darla Dumas
(Printed Name)

Darla Dumas
(Signature)

contractor
(Title)

8-2-14
(Date)

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

AS REQUIRED BY EXECUTIVE ORDER 12549, DEBARMENT AND SUSPENSION, AND IMPLEMENTED AT 34 CFR PART 85, FOR PROSPECTIVE PARTICIPANTS IN PRIMARY COVERED TRANSACTIONS, AS DEFINED AT 34 CFR PART 85, SECTION 95.105 AND 85.110, THE BIDDER/CONTRACTOR CERTIFIES THAT IT AND ITS PRINCIPALS:

A. ARE NOT PRESENTLY DEBARRED, SUSPENDED, PROPOSED FOR DEBARMENT, DECLARED INELIGIBLE, OR VOLUNTARILY EXCLUDED FROM COVERED TRANSACTIONS BY ANY FEDERAL DEPARTMENT OR AGENCY;

B. HAVE NOT WITHIN A THREE YEAR PERIOD PRECEDING THIS INVITATION TO BID BEEN CONVICTED OF OR HAD CIVIL JUDGMENT RENDERED AGAINST THEM FOR COMMISSION OF FRAUD OR A CRIMINAL OFFENSE IN CONNECTION WITH OBTAINING OR ATTEMPTING TO OBTAIN, OR PERFORMING A PUBLIC (FEDERAL, STATE OR LOCAL) TRANSACTION OR CONTRACT UNDER A PUBLIC TRANSACTION: VIOLATION OF FEDERAL OR STATE ANTITRUST STATUTES OR COMMISSION OF EMBEZZLEMENT, THEFT, FORGERY, BRIBERY, FALSIFICATION OR DESTRUCTION OF RECORDS, MAKING FALSE STATEMENTS, OR RECEIVING STOLEN PROPERTY;

C. ARE NOT PRESENTLY INDICATED FOR OR OTHERWISE CRIMINALLY OR CIVILLY CHARGED BY A GOVERNMENT ENTITY (FEDERAL, STATE OR LOCAL) WITH COMMISSION OF PAYING FEDERAL FUNDS OR SHALL PAY FEDERAL FUNDS BY OR ON BEHALF OF THE UNDERSIGNED TO ANY PERSON FOR INFLUENCING OR ATTEMPTING TO INFLUENCE AN OFFICER OR EMPLOYEE OF ANY AGENCY, A MEMBER OF CONGRESS, AN OFFICER OR EMPLOYEE OF CONGRESS OR AN EMPLOYEE OF A MEMBER OF CONGRESS IN CONNECTION WITH THE MAKING OF ANY FEDERAL GRANT, THE ENTERING INTO ANY COOPERATIVE AGREEMENT, AND THE EXTENSION, CONTINUATION, RENEWAL, AMENDMENT OR MODIFICATION OF ANY FEDERAL GRANT OR COOPERATIVE AGREEMENT; AND

D. HAVE NOT WITHIN A THREE YEAR PERIOD PRECEDING THIS INVITATION TO BID HAD ONE OR MORE PUBLIC TRANSACTION (FEDERAL, STATE OR LOCAL) TERMINATED FOR CAUSE OR DEFAULT.

AS A DULY AUTHORIZED REPRESENTATIVE OF THE COMPANY OR INDIVIDUAL SUBMITTING THIS CONTRACT OR BID PACKAGE OR RESPONSE TO RFP, I HEREBY CERTIFY THAT SAID COMPANY OR INDIVIDUAL FULLY COMPLIES WITH THE CONDITIONS AND REQUIREMENTS HEREIN STATED.

CONTRACTOR NAME:

Darla Dumas

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Darla Dumas

(Printed Name)

[Signature]

(Signature)

Contractor

(Title)

8-2-19

(Date)

DRUG-FREE WORKPLACE CERTIFICATION

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

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

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

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

CONTRACTOR NAME: _____

Darla Dumas

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Darla Dumas

(Printed Name)

Darla Dumas

(Signature)

Contractor

(Title)

8-2-15

(Date)

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF CLAY)

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

(1) The firm's prices and amounts offered have been arrived at independently and without consultation, communication or agreement with any other contractor or respondent.

(2) Neither the final nor approximate prices or amounts offered have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.

(3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.

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

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

CONTRACTOR NAME: Darla Dumas

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Darla Dumas
(Printed Name)

[Signature]
(Signature)

Contractor
(Title)

8-2-19
(Date)

Mandatory Certifications, May 2018, SBAO (web)

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C11 - Proposed Allocation Changes for 2019-2020

Description

Staff allocation documents clarify how each school, district, department, and division is staffed for the 2019-2020 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 the 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

☞ [Allocation Summary - November 7, 2019.pdf](#)

Board Meeting, November 7, 2019

[illegible]

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C12 - Monthly Financial Reports for September, 2019

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 September, 2019.

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 Report for September, 2019

Contact

Dr. Susan M. Legutko, Assistant Superintendent of Business Affairs, (904) 336-672, susan.legutko@myoneclay.net

Financial Impact

The Monthly Financial Report reflects the year-to-date results of operations.

Review Comments

Attachments

- 🔗 [2019 September Monthly Financial.pdf](#)
- 🔗 [JUNE 2019 Property Report.pdf](#)
- 🔗 [JULY 2019 Property Report.pdf](#)
- 🔗 [AUG 2019 Property Report.pdf](#)
- 🔗 [SEPT 2019 Property Report.pdf](#)

CLAY COUNTY SCHOOL BOARD
SUMMARY OF CASH INVESTMENTS
07/01/2019 thru 09/30/2019

| | CASH BALANCE | INVESTMENT AMOUNT | TYPE | GRAND TOTAL |
|--------------------------|---------------------|----------------------|-------------------|----------------------|
| General Fund(3) | 11,151,576.13 | 46,488,903.10 | (1) & (4) SBA/OTH | 57,640,479.23 |
| Debt Services(5) | 0.00 | 411,306.59 | SBA/OTH | 411,306.59 |
| Capital Projects | 0.00 | 21,543,934.93 | SBA/OTH | 21,543,934.93 |
| Special Rev. - Other | 0.00 | 0.00 | SBA | 0.00 |
| Spec. Rev - Food Service | 4,201,265.67 | 0.00 | SBA | 4,201,265.67 |
| Self Insurance | 0.00 | 3,964,505.46 | SBA | 3,964,505.46 |
| GRAND TOTAL | 15,352,841.8 | 72,408,650.08 | | 87,761,491.88 |

NOTES:

1. The rate of interest earned on investments with the State Board of Administration during the month of September, 2019 was 2.31%.
2. For comparison purposes with the General Fund Statement of Revenue, we have completed 25% 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 \$1,409,437.12 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 September, 2019 was 2.30%.
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 through 09/30/2019

| | | Acct # | Original Budget | Amended Budget | Cash Received | % OF COLL |
|----------------------------------|--------------------------------|--------|-----------------------|-----------------------|-----------------------|---------------|
| Federal Direct | Federal Impact Curr Operatio | 3121 | 700,000.00 | 700,000.00 | 0.00 | 0.00% |
| | R O T C | 3191 | 365,000.00 | 365,000.00 | 981.57 | 0.27% |
| Federal Direct - Total | | | 1,065,000.00 | 1,065,000.00 | 981.57 | |
| Fed thr Loc St | Medicaid | 3202 | 1,700,000.00 | 1,700,000.00 | 18,910.49 | 1.11% |
| | Other Federal Thru State | 3290 | 0.00 | 0.00 | 23,391.04 | NA |
| | Other Federal Thru Local | 3280 | 297,585.00 | 297,585.00 | 39,860.81 | 13.39% |
| Fed thr Loc State - Total | | | 1,997,585.00 | 1,997,585.00 | 82,162.34 | |
| State Sources | Florida Educ Finance Program | 3310 | 190,364,739.00 | 190,364,739.00 | 50,423,927.00 | 26.49% |
| | Workforce Development | 3315 | 469,160.00 | 469,160.00 | 117,288.00 | 25.00% |
| | 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 | 5,838.97 | 23.36% |
| | District Disc Lottery Funds | 3344 | 130,911.00 | 130,911.00 | 428.00 | 0.33% |
| | Class Size Reduction | 3355 | 40,895,811.00 | 40,895,811.00 | 10,223,952.00 | 25.00% |
| | School Recognition | 3361 | 2,204,340.00 | 2,204,340.00 | 0.00 | 0.00% |
| | Voluntary Pre-K High Schools | 3370 | 96,000.00 | 96,000.00 | 16,595.04 | 17.29% |
| | Voluntary Pre-K | 3371 | 510,244.00 | 510,244.00 | 107,653.80 | 21.10% |
| | Miscellaneous State Revenue | 3390 | 4,793,913.00 | 4,922,726.00 | 12,931.43 | 0.26% |
| | Other Misc State Revenue | 3399 | 0.00 | 0.00 | 0.00 | 0.00% |
| State Sources - Total | | | 239,512,118.00 | 239,640,931.00 | 60,908,614.24 | |
| Local Sources | District School Taxes | 3411 | 55,475,629.94 | 55,475,629.94 | 0.00 | 0.00% |
| | Prior Year Coll School Taxes | 3419 | 50,000.00 | 50,000.00 | 6,369.78 | 12.74% |
| | Tax Redemptions | 3421 | 750,000.00 | 750,000.00 | 0.00 | 0.00% |
| | Rent | 3425 | 300,000.00 | 300,000.00 | 70,616.40 | 23.54% |
| | Interest Incl Profit On Inves | 3430 | 800,000.00 | 800,000.00 | 152,645.97 | 19.08% |
| | Gifts Grants & Bequests | 3440 | 60,000.00 | 66,667.87 | 10,667.87 | 16.00% |
| | Adult Gen Educ Course Fee-Ged | 3461 | 44,800.00 | 44,800.00 | 13,080.00 | 29.20% |
| | Postsecondary Voc Course Fees | 3462 | 0.00 | 329.00 | 727.00 | 220.97% |
| | Lifelong Learning Fees | 3466 | 30,000.00 | 30,000.00 | 444.00 | 1.48% |
| | Other Student Fees-Summer Rec | 3469 | 861.25 | 2,358.75 | 14,625.75 | 620.06% |
| | Preschool Program Fees | 3471 | 400,000.00 | 400,000.00 | 10,810.00 | 2.70% |
| | Other Schl Class Fees-Blc | 3479 | 0.00 | 0.00 | 0.00 | NA |
| | Miscellaneous Local Sources | 3490 | 1,931,313.50 | 1,060,079.00 | 1,593,871.22 | 150.35% |
| | Receipt Of Fed Indirect Cost | 3494 | 0.00 | 376,000.00 | 65,956.48 | 17.54% |
| | Other Misc Local Sources | 3495 | 0.00 | 40,000.00 | 4,425.00 | 11.06% |
| | Refund Of Prior Year'S Expense | 3497 | 0.00 | 10,000.00 | 0.00 | 0.00% |
| | Lost Damaged &Sale Of Textbo0 | 3498 | 0.00 | 5,000.00 | 425.79 | 8.52% |
| | Receipt Of Food Serv Ind Cost | 3499 | 0.00 | 400,000.00 | 0.00 | 0.00% |
| Local Sources - Total | | | 59,842,604.69 | 59,810,864.56 | 1,944,665.26 | |
| Transfers | Transfer From Capital Projects | 3630 | 4,100,753.00 | 4,100,753.00 | 200,488.00 | 4.89% |
| Transfers - Total | | | 4,100,753.00 | 4,100,753.00 | 200,488.00 | |
| OFS | Sale Of Land | 3731 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Sale Of Equipment | 3733 | 70,000.00 | 70,000.00 | 26,759.40 | 38.23% |
| | Capital Lease Agreements | 3724 | 0.00 | 10,680,670.00 | 10,680,670.00 | 100.00% |
| OFS - Total | | | 70,000.00 | 10,750,670.00 | 10,707,429.40 | |
| Revenue | | | 306,588,060.69 | 317,365,803.56 | 73,844,340.81 | 23.27% |
| | Fund Balance July 1, 2019 | 2750 | 31,725,396.00 | 31,725,396.00 | 31,725,396.00 | |
| Grand Total | | | 338,313,456.69 | 349,091,199.56 | 105,569,736.81 | 30.24% |

CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS
STATEMENT OF EXPENDITURES AND TRANSFERS

07/01/2019 through 09/30/2019

| Expense | Acct# | Original Budget | Amended Budget | Salaries | Emp Benefits | Pur Services | Eng Services | Mat Supplies | Cap Outlay | Other | Totals | % OF Budget |
|---|-----------|-----------------------|-----------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|-----------------------|---------------|
| Instruction | 5000 | 209,201,228.51 | 209,152,778.79 | 16,016,429.72 | 4,371,748.71 | 3,610,136.26 | 564.16 | 4,513,660.84 | 172,204.38 | 153,230.27 | 28,937,974.34 | 13.80% |
| Student Support Services | 6100 | 15,410,559.91 | 15,397,471.60 | 2,028,456.72 | 487,178.07 | 10,611.52 | 183.00 | 19,458.17 | 18,103.13 | 2,980.44 | 2,586,971.05 | 16.87% |
| Instructional Media Services | 6200 | 4,354,203.54 | 4,363,529.75 | 372,492.66 | 104,798.33 | 31,007.14 | 0.00 | 11,368.39 | 19,093.58 | (550.00) | 538,210.1 | 12.33% |
| Curriculum Development | 6300 | 3,789,125.47 | 3,793,157.53 | 638,228.55 | 143,805.92 | 15,971.86 | 124.00 | 6,653.77 | 9,392.71 | 238.00 | 814,414.81 | 21.47% |
| Inst. Staff Training Services | 6400 | 2,252,300.35 | 2,401,886.17 | 365,750.67 | 80,517.85 | 33,053.42 | 0.00 | 2,854.31 | 4,199.85 | 50.00 | 486,426.1 | 20.25% |
| Instruction Related Technology | 6500 | 4,579,437.53 | 4,579,307.53 | 606,992.38 | 131,266.83 | 261,887.15 | 0.00 | 4,036.31 | 0.00 | 0.00 | 1,004,182.67 | 21.93% |
| Board | 7100 | 825,800.82 | 1,011,068.17 | 92,300.38 | 27,334.00 | 30,427.40 | 0.00 | 91.53 | 0.00 | 18,755.00 | 168,908.81 | 16.71% |
| General Administration | 7200 | 735,931.04 | 600,206.04 | 94,289.74 | 35,934.41 | 7,542.64 | 238.00 | 75.85 | 0.00 | 15,897.00 | 153,977.64 | 25.65% |
| School Administration | 7300 | 15,127,890.64 | 15,147,348.27 | 2,890,893.42 | 634,811.96 | 8,873.72 | 0.00 | 12,950.25 | 5,694.36 | 888.00 | 3,553,881.71 | 23.45% |
| Facilities Acquisition and Construction | 7400 | 3,273,228.74 | 3,255,714.62 | 153,313.95 | 31,417.05 | 23,297.15 | 379.00 | 4,941.39 | 123,062.45 | 0.00 | 336,410.99 | 10.33% |
| Fiscal Services | 7500 | 1,532,116.03 | 1,480,188.65 | 253,586.29 | 45,180.76 | 2,535.92 | 0.00 | 1,458.72 | 177.32 | 0.00 | 303,039.01 | 20.47% |
| Food Services | 7600 | 4,454.28 | 4,454.28 | 17,060.38 | 3,866.95 | 0.00 | 0.00 | 0.00 | 0.00 | 190.28 | 21,117.61 | 474.10% |
| Central Services | 7700 | 3,716,763.87 | 3,806,013.57 | 571,155.09 | 124,374.56 | (17,050.46) | 886.39 | 25,967.44 | 149,136.66 | 1,088.00 | 855,537.66 | 22.48% |
| Pupil Transportation Services | 7800 | 11,289,846.20 | 22,040,575.64 | 1,005,443.95 | 284,456.88 | 48,042.05 | 80,133.53 | 105,469.47 | 23,423.77 | 8,521.56 | 1,555,491.21 | 7.06% |
| Operation of Plant | 7900 | 23,476,816.28 | 23,535,465.26 | 1,522,125.84 | 380,616.98 | 1,388,268.94 | 1,276,266.10 | 183,500.74 | 103,916.58 | 3,926.51 | 4,858,621.69 | 20.64% |
| Maintenance Of Plant | 8100 | 5,820,089.28 | 5,803,434.39 | 737,901.82 | 172,916.45 | 153,715.88 | 22,336.00 | 275,605.59 | 24,484.85 | 400.00 | 1,387,360.39 | 23.91% |
| Administrative Technology Svcs | 8200 | 1,433,498.88 | 1,433,379.88 | 231,356.96 | 52,913.96 | 4,490.02 | 1,719.00 | 2,520.52 | 0.00 | 0.00 | 293,000.46 | 20.44% |
| Community Services | 9100 | 554,238.96 | 555,618.96 | 38,952.50 | 13,985.38 | 0.00 | 0.00 | 3,224.46 | 0.00 | 3,334.13 | 57,496.47 | 10.35% |
| Total Expense | | 307,387,511.33 | 318,961,599.10 | 27,634,531.52 | 7,127,125.05 | 5,612,910.39 | 3,326,090.72 | 6,703,512.53 | 1,838,763.73 | 208,899.19 | 47,893,022.72 | 15.02% |
| Nonspendable Fund Balance | 6/30/2020 | 278,104.36 | 278,104.36 | | | | | | | | 278,104.36 | |
| Restricted Fund Balance | 6/30/2020 | 3,000,000.00 | 3,000,000.00 | | | | | | | | 3,000,000.00 | |
| Assigned Fund Balance | 6/30/2020 | 12,641,745.00 | 12,641,745.00 | | | | | | | | 12,641,745.00 | |
| Unassigned Fund Balance | 6/30/2020 | 15,006,096.00 | 14,209,751.10 | | | | | | | | 41,756,864.73 | |
| Total Fund Balance | | 30,925,945.36 | 30,129,600.46 | | | | | | | | 57,676,714.09 | |
| Grand Totals | | 338,313,456.69 | 349,091,199.56 | | | | | | | | 105,569,736.81 | 30.24% |

CLAY COUNTY SCHOOL BOARD
ADDITIONAL MILLAGE FUND
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2019 Through 09/30/2019

REVENUE AND TRANSFERS

Local Sources

| | Acct # | Original Budget | Amended Budget | Cash Received | % OF COLL |
|-----------------------------|--------|-----------------|----------------|---------------|-----------|
| District School Taxes | 3411 | 12,150,490.06 | 12,200,490.06 | 0.00 | 0.00% |
| Total Local Sources | | 12,150,490.06 | 12,200,490.06 | 0.00 | |
| Total REVENUE AND TRANSFERS | | 12,150,490.06 | 12,200,490.06 | 0.00 | |
| Fund Balance July 1, 2019 | | 0.00 | 0.00 | 0.00 | |
| GRAND TOTAL | | 12,150,490.06 | 12,200,490.06 | 0.00 | 0.00% |

EXPENDITURES

7400-Facilities Acquisition and Construction

| | Acct # | Original Budget | Amended Budget | Expended | % OF EXP |
|---|--------|-----------------|----------------|----------|----------|
| Purchased Services | 300 | 4,750.00 | 4,750.00 | 107.84 | 2.27% |
| Materials and Supplies | 500 | 60,000.00 | 60,000.00 | 0.00 | 0.00% |
| Capital Outlay | 600 | 2,617,504.06 | 2,617,504.06 | 1,818.00 | 0.07% |
| Total Facilities and Acquisition and Construction | | 2,682,254.06 | 2,682,254.06 | 1,925.84 | |

7900-Operation of Plant

| | Acct # | Original Budget | Amended Budget | Expended | % OF EXP |
|--------------------------|--------|-----------------|----------------|--------------|----------|
| Salaries | 100 | 3,029,830.60 | 3,029,830.60 | 705,875.53 | 23.30% |
| Employee Benefits | 200 | 2,958,518.70 | 2,958,518.70 | 244,163.05 | 8.25% |
| Purchased Services | 300 | 686,087.10 | 686,087.10 | 44,147.57 | 6.43% |
| Energy Services | 400 | 55,000.00 | 55,000.00 | 4,701.40 | 8.55% |
| Materials and Supplies | 500 | 42,199.52 | 42,199.52 | 4,917.69 | 11.65% |
| Capital Outlay | 600 | 2,746,600.08 | 2,746,600.08 | 2,214,956.98 | 80.64% |
| Total Operation of Plant | | 9,518,236.00 | 9,518,236.00 | 3,218,762.22 | |

Total EXPENDITURES 12,200,490.06 12,200,490.06 3,220,688.06

FUND BALANCE

Fund Balance

| | Acct # | Original Budget | Amended Budget | | |
|----------------------------|--------|-----------------|----------------|----------------|-------|
| Fund Balance June 30, 2020 | 2750 | (50,000.00) | 0.00 | (3,220,688.06) | |
| GRAND TOTAL | | 12,150,490.06 | 12,200,490.06 | 0.00 | 0.00% |

CLAY COUNTY SCHOOL BOARD
DEBT SERVICE FUND
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2019 Through 09/30/2019

REVENUE AND TRANSFERS

Local Sources

| | Acct # | Original Budget | Amended Budget | Cash Received | % OF COLL |
|-------------------------------|--------|-----------------|----------------|---------------|-----------|
| Interest Incl Profit On Inves | 3430 | 0.00 | 0.00 | 1,611.54 | NA |
| Miscellaneous Local Sources | 3490 | 0.00 | 0.00 | 0.00 | NA |
| Total Local Sources | | 0.00 | 0.00 | 1,611.54 | |

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% |
| CO&DS Withheld/Admin Expense | 3323 | 0.00 | 0.00 | 0.00 | NA |
| Racing Commission Funds | 3341 | 215,955.00 | 215,955.00 | 0.00 | 0.00% |
| Total State Sources | | 283,515.00 | 283,515.00 | 0.00 | |

Transfers

| | Acct # | Original Budget | Amended Budget | Cash Received | % OF COLL |
|--------------------------------|--------|-----------------|----------------|---------------|-----------|
| Transfer From Capital Projects | 3630 | 5,124,511.00 | 5,124,511.00 | 0.00 | 0.00% |
| Total Transfers | | 5,124,511.00 | 5,124,511.00 | 0.00 | |
| Total REVENUE AND TRANSFERS | | 5,408,026.00 | 5,408,026.00 | 1,611.54 | 0.03% |
| Fund Balance July 1, 2019 | | 444,699.31 | 444,699.31 | 444,699.31 | |
| GRAND TOTAL | | 5,852,725.31 | 5,852,725.31 | 446,310.85 | 7.63% |

EXPENDITURES

Debt Service

| | Acct # | Original Budget | Amended Budget | Expended | % OF EXP |
|--------------------|--------|-----------------|----------------|-----------|----------|
| Redempt Of Pmc | 710 | 4,008,460.00 | 4,008,460.00 | 0.00 | 0.00% |
| Interest | 720 | 1,382,366.50 | 1,382,366.50 | 0.00 | 0.00% |
| Dues And Fees | 730 | 16,100.00 | 16,100.00 | 37,726.08 | 234.32% |
| Total Debt Service | | 5,406,926.50 | 5,406,926.50 | 37,726.08 | |
| Total EXPENDITURES | | 5,406,926.50 | 5,406,926.50 | 37,726.08 | 0.70% |

FUND BALANCE

Fund Balance

| | Acct # | Original Budget | Amended Budget | | |
|----------------------------|--------|-----------------|----------------|------------|-------|
| Fund Balance June 30, 2020 | 2750 | 445,798.81 | 445,798.81 | 408,584.77 | |
| GRAND TOTAL | | 5,852,725.31 | 5,852,725.31 | 446,310.85 | 7.63% |

CLAY COUNTY SCHOOL BOARD
CAPITAL IMPROVEMENTS FUNDS
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2019 Thru 09/30/2019

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 | 0.00 | 0.00% |
| Local Sales Taxes | 3418 | 1,700,000.00 | 1,700,000.00 | 396,509.60 | 23.32% |
| Prior Year Coll School Taxes | 3419 | 0.00 | 0.00 | 1,993.78 | NA |
| Interest Incl Profit On Inves | 3430 | 232,000.00 | 232,000.00 | 25,627.16 | 11.05% |
| Impact Fees | 3496 | 5,000,000.00 | 5,000,000.00 | 2,562,535.70 | 51.25% |
| Total Local Sources | | 25,232,735.54 | 25,232,735.54 | 2,986,666.24 | |
| 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 | 22,977.62 | 0.00 | 0.00% |
| Miscellaneous State Revenue | 3390 | 46,500.00 | 1,191,936.28 | 150,316.00 | 12.61% |
| Public Ed Capital Outlay(Peco) | 3391 | 1,145,436.28 | 0.00 | 0.00 | NA |
| Total State Sources | | 2,613,979.20 | 2,613,979.20 | 150,316.00 | |
| Transfers and Other Financing Sources | | | | | |
| | Acct # | Original Budget | Amended Budget | Cash Received | % OF COLL |
| Sale of Equipment | 3730 | 0.00 | 0.00 | 75,094.65 | NA |
| Transfer From Capital Projects | 3630 | 0.00 | 0.00 | 0.00 | NA |
| Total Transfers and OFS | | 0.00 | 0.00 | 75,094.65 | |
| Total REVENUE AND TRANSFERS | | 27,846,714.74 | 27,846,714.74 | 3,212,076.89 | 11.53% |
| Fund Balance July 1, 2019 | | 23,801,156.43 | 23,801,156.43 | 23,801,156.43 | |
| GRAND TOTAL | | 51,647,871.17 | 51,647,871.17 | 27,013,233.32 | 52.30% |

EXPENDITURES

| | Acct # | Original Budget | Amended Budget | Expended | % OF EXP |
|----------------------------|--------|-----------------|----------------|---------------|----------|
| Redempt Of Prnc | 710 | 2,904,136.36 | 2,877,703.42 | 1,163,854.32 | 40.44% |
| Interest | 720 | 0.00 | 0.00 | 0.00 | NA |
| Total Debt Service | | 2,904,136.36 | 2,877,703.42 | 1,163,854.32 | 40.44% |
| Gen Sup Svc | | | | | |
| | Acct # | Original Budget | Amended Budget | Expended | % OF EXP |
| Library Books | 610 | 0.00 | 0.00 | 0.00 | 0.00% |
| AV Mat | 620 | 25,000.00 | 25,000.00 | 0.00 | 0.00% |
| Bldg & Fixed Eq | 630 | 11,638,106.26 | 11,516,987.74 | 350,117.37 | 3.04% |
| Equipment | 640 | 1,042,643.33 | 1,177,687.33 | 277,229.88 | 23.54% |
| School Buses and Vehicles | 650 | 199,352.00 | 199,352.00 | 45,210.00 | 22.68% |
| Land | 660 | 193,993.22 | 100,000.00 | 0.00 | 0.00% |
| Imprv. Not Bldg | 670 | 5,767,497.08 | 4,391,731.67 | 684,493.84 | 15.59% |
| Remodeling and Renovations | 680 | 11,788,755.13 | 12,001,185.81 | 2,438,662.88 | 20.32% |
| Software | 690 | 304,520.00 | 1,604,355.41 | 569,915.07 | 35.52% |
| CHARTER LCIF | 793 | 0.00 | 0.00 | 0.00 | NA |
| Total Gen Sup Svc | | 30,959,867.02 | 31,016,299.96 | 4,365,629.04 | 14.08% |
| | Acct # | Original Budget | Amended Budget | Expended | % OF EXP |
| Xfer To Gen Fnd | 910 | 4,170,753.00 | 4,100,753.00 | 200,488.00 | 4.89% |
| Xfer To Dbt Svc | 920 | 5,124,511.00 | 5,124,511.00 | 0.00 | 0.00% |
| Xfer To Cap Prj | 930 | 0.00 | 0.00 | 0.00 | 0.00% |
| Total Xfer Of Funds | | 9,295,264.00 | 9,225,264.00 | 200,488.00 | 2.17% |
| Total EXPENDITURES | | 43,159,267.38 | 43,119,267.38 | 5,729,971.36 | 13.29% |
| FUND BALANCE | | | | | |
| Fund Balance | | | | | |
| | Acct # | Original Budget | Amended Budget | | |
| Fund Balance June 30, 2020 | 2750 | 8,488,603.79 | 8,528,603.79 | 21,283,261.96 | |
| | | | 0.00 | | |
| GRAND TOTAL | | 51,647,871.17 | 51,647,871.17 | 27,013,233.32 | 52.30% |

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - FOOD SERVICES
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2019 Thru 9/30/2019

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 | 229.97 | 2.30% |
| Student Lunches | 3451 | 2,261,050.00 | 2,261,050.00 | 383,210.50 | 16.95% |
| Student Breakfasts | 3452 | 194,580.00 | 194,580.00 | 29,694.60 | 15.26% |
| Adult Breakfasts/Lunches | 3453 | 1,800.00 | 1,800.00 | 10,488.45 | 582.69% |
| Student A La Carte | 3454 | 1,700,000.00 | 1,700,000.00 | 419,582.63 | 24.68% |
| Student Snacks | 3455 | 0.00 | 0.00 | 0.00 | NA |
| Miscellaneous Local Sources | 3490 | 5,000.00 | 5,000.00 | 9,332.34 | 186.65% |
| Total Local Sources | | 4,172,430.00 | 4,172,430.00 | 852,538.49 | |

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 | 804,333.32 | 8.17% |
| School Breakfast Reimbursement | 3262 | 2,314,814.00 | 2,314,814.00 | 170,555.42 | 7.37% |
| After School Snack Reimb | 3263 | 0.00 | 0.00 | 0.00 | NA |
| 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 | 57,604.61 | 57.60% |
| Total Fed thr Loc St | | 13,476,644.00 | 13,476,644.00 | 1,032,493.35 | |

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 | 1,885,031.84 | |
| 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 | 6,984,325.84 | 30.51% |

EXPENDITURES

| Gen Sup Svc | | | | | |
|-----------------------------------|-------------|----------------------|----------------------|---------------------|----------|
| | Acct # | Original Budget | Amended Budget | Expended | % OF EXP |
| Administrator | 110 | 1,971,171.00 | 1,971,171.00 | 355,352.25 | 18.03% |
| Other Support | 160 | 3,569,212.86 | 3,569,212.86 | 583,268.62 | 16.34% |
| Retirement | 210 | 476,609.94 | 476,609.94 | 82,156.36 | 17.24% |
| Social Security | 220 | 420,209.16 | 420,209.16 | 70,729.25 | 16.83% |
| Group Insurance | 230 | 632,731.37 | 632,731.37 | 131,848.80 | 20.84% |
| Workmans Comp | 240 | 77,134.84 | 77,134.84 | 13,027.67 | 16.89% |
| Professional Services | 310 | 48,495.00 | 48,495.00 | 0.00 | 0.00% |
| Travel-In Cnly and Out Cnly | 330 | 11,400.00 | 11,400.00 | 1,167.68 | 10.24% |
| Repairs And Mai | 350 | 25,000.00 | 25,000.00 | 1,186.95 | 4.75% |
| Rentals | 360 | 64,000.00 | 64,000.00 | 5,509.70 | 8.61% |
| Communications | 370 | 29,000.97 | 29,000.97 | 6,474.52 | 22.33% |
| Stamps | 371 | 0.00 | 0.00 | 0.00 | 0.00% |
| Tech Communictn | 379 | 0.00 | 0.00 | 0.00 | 0.00% |
| Refuse | 381 | 0.00 | 0.00 | 0.00 | 0.00% |
| Othr Purch Svc | 390 | 66,100.00 | 66,100.00 | 19,498.17 | 29.50% |
| Printing | 391 | 0.00 | 0.00 | 0.00 | 0.00% |
| Bottled Gas | 420 | 3,128.76 | 3,128.76 | 43.63 | 1.39% |
| Electricity | 430 | 156,500.00 | 156,500.00 | 0.00 | 0.00% |
| Gasoline | 450 | 4,000.00 | 4,000.00 | 724.00 | 18.10% |
| Diesel Fuel | 460 | 2,000.00 | 2,000.00 | 526.00 | 26.30% |
| Supplies | 510 | 876,457.74 | 876,457.74 | 122,023.16 | 13.92% |
| Sunprint Fee | 515 | 0.00 | 0.00 | 0.00 | 0.00% |
| Tech Supplies | 519 | 0.00 | 0.00 | 0.00 | 0.00% |
| Oil & Grease | 540 | 1,000.00 | 1,000.00 | 55.00 | 5.50% |
| Repair Parts | 550 | 3,000.00 | 3,000.00 | 1,510.00 | 50.33% |
| Tires & Tubes | 560 | 1,000.00 | 1,000.00 | 0.00 | 0.00% |
| Food | 570 | 7,072,002.83 | 7,072,002.83 | 1,008,059.69 | 14.25% |
| 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 | 500.00 | 500.00 | 0.00 | 0.00% |
| AV Mat L/T \$1000 | 622 | 670.00 | 670.00 | 0.00 | 0.00% |
| Bldg & Fixed Eq | 630 | 0.00 | 0.00 | 0.00 | 0.00% |
| Equip \$1000 Over | 641 | 167,583.48 | 167,583.48 | 20,603.65 | 12.29% |
| Equip L/T \$1000 | 642 | 0.00 | 0.00 | 0.00 | 0.00% |
| Comp Hdw > \$1000 | 643 | 0.00 | 0.00 | 0.00 | 0.00% |
| Cptr Hdw <\$1000 | 644 | 0.00 | 0.00 | 0.00 | 0.00% |
| TechRel FFE<1000 | 649 | 0.00 | 0.00 | 0.00 | 0.00% |
| Vehicles | 652 | 25,000.00 | 25,000.00 | 0.00 | 0.00% |
| Non-Cap Remodlg | 681 | 343,599.52 | 343,599.52 | 85,137.25 | 24.78% |
| Software >1000 | 691 | 2,500.00 | 2,500.00 | 0.00 | 0.00% |
| Dues And Fees | 730 | 30,364.00 | 30,364.00 | 8,790.00 | 28.95% |
| Oth Pers Svcs | 750 | 10,000.00 | 10,000.00 | 13,637.48 | 136.37% |
| Pmls 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% |
| Total Gen Sup Svc | | 17,515,371.47 | 17,515,371.47 | 2,531,329.85 | |
| Total EXPENDITURES | | 17,515,371.47 | 17,515,371.47 | 2,531,329.85 | |
| Fund Balance June 30, 2020 | 2750 | 5,377,996.53 | 5,377,996.53 | 4,452,995.99 | |

GRAND TOTAL 22,893,368.00 22,893,368.00 6,984,325.84 30.51%

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF REVENUE
07/01/2019 thru 09/30/2019

| | | Acct # | Original Budget | Amended Budget | Cash Received | % OF COLL |
|-------------------------------|--------------------------------------|--------|----------------------|----------------------|---------------------|--------------|
| Federal Direct | Federal Impact Curr Operatio | 3121 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Miscellaneous Federal Direct | 3199 | 0.00 | 480,649.37 | 19,806.67 | 4.12% |
| Federal Direct - Total | | | 0.00 | 480,649.37 | 19,806.67 | |
| Fed thru State | Career And Technical Education | 3201 | 304,780.00 | 304,780.00 | 9,647.04 | 3.17% |
| | Workforce Innovation and Opportunity | 3221 | 264,148.31 | 230,914.31 | 27,182.36 | 11.77% |
| | English Literacy And Civics Ed | 3222 | 0.00 | 33,234.00 | 1,318.65 | 3.97% |
| | Title II | 3226 | 1,088,628.59 | 1,088,628.59 | 71,621.54 | 6.58% |
| | I D E A | 3230 | 8,932,749.30 | 8,932,749.00 | 382,571.43 | 4.28% |
| | Title I - Elem & Secondary Edu | 3240 | 5,676,388.97 | 5,676,388.99 | 283,937.94 | 5.00% |
| | Title III | 3241 | 160,028.00 | 160,028.00 | 5,320.74 | 3.32% |
| | Twenty-First Century Schools | 3242 | 713,674.88 | 713,674.88 | 66,304.34 | 9.29% |
| | Federal Through Local Revenue | 3280 | 321,159.43 | 0.00 | 0.00 | 0.00% |
| | Other Federal Thru State | 3290 | 480,649.37 | 375,159.43 | 164,567.12 | 43.87% |
| Fed thru State - Total | | | 17,942,206.85 | 17,515,557.20 | 1,012,471.16 | |
| | Other Federal Thru Local | 3280 | 0.00 | 3,672.49 | 0.00 | 0.00% |
| Fed thru Local - Total | | | 0.00 | 3,672.49 | 0.00 | |
| Total | | | 17,942,206.85 | 17,999,879.06 | 1,032,277.83 | 5.73% |

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2019 thru 09/30/2019

| Expense | Acct# | Original Budget | Amended Budget | Salaries | Emp Benefits | Pur Services | Eng Services | Mat Supplies | Cap Outlay | Other | Totals | % OF Budget |
|--------------------------------|-------|----------------------|----------------------|-------------------|-------------------|-------------------|--------------|------------------|------------------|------------------|---------------------|--------------|
| Instruction | 5000 | 10,185,424.19 | 10,474,936.50 | 197,364.26 | 37,532.77 | 63,747.76 | 0.00 | 33,959.84 | 34,683.92 | 2,182.00 | 369,470.55 | 3.53% |
| Student Support Services | 6100 | 1,916,398.07 | 1,688,673.59 | 95,210.13 | 17,659.98 | 14,989.12 | 0.00 | 1,707.31 | 0.00 | 0.00 | 129,566.54 | 7.67% |
| Instructional Media | 6200 | 11,024.53 | 11,024.53 | 0.00 | 24.53 | 0.00 | 0.00 | 0.00 | 0.00 | 320.66 | 345.19 | 3.13% |
| Inst & Curric Dev Services | 6300 | 2,228,803.40 | 2,228,751.68 | 162,473.86 | 30,340.05 | 1,083.76 | 0.00 | 1,279.53 | 0.00 | 59.00 | 195,236.20 | 8.76% |
| Inst Staff Training Services | 6400 | 2,514,214.45 | 2,521,674.98 | 116,393.22 | 20,839.28 | 64,122.91 | 0.00 | 4,592.50 | 0.00 | 75.00 | 206,022.91 | 8.17% |
| Instruction Related Technology | 6500 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | NA |
| General Administration | 7200 | 634,870.12 | 622,834.99 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 28,677.43 | 28,677.43 | 4.60% |
| School Administration | 7300 | 87,151.93 | 87,151.93 | 735.33 | 129.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 864.36 | 0.99% |
| Central Services | 7700 | 32,605.96 | 32,605.96 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Pupil Transportation Services | 7800 | 86,100.90 | 86,611.90 | 0.00 | 0.00 | 1,922.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,922.00 | 2.22% |
| Operation Of Plant | 7900 | 242,613.00 | 242,613.00 | 0.00 | 0.00 | 100,172.65 | 0.00 | 0.00 | 0.00 | 0.00 | 100,172.65 | 41.29% |
| Administrative Technology Svcs | 8200 | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Community Services | 9100 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | NA |
| Total Expense | | 17,942,206.55 | 17,999,879.06 | 572,176.80 | 106,525.64 | 246,038.20 | 0.00 | 41,539.18 | 34,683.92 | 31,314.09 | 1,032,277.83 | 5.73% |

CLAY COUNTY SCHOOL BOARD
SELF INSURANCE FUND
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2019 Thru 09/30/2018

REVENUE AND TRANSFERS

Local Sources

| | Acct # | Original Budget | Amended Budget | Cash Received | % OF COLL |
|-------------------------------|--------|-----------------|----------------|---------------|-----------|
| Interest Incl Profit On Inves | 3430 | 71,250.00 | 71,250.00 | 31,566.24 | 44.30% |
| Charges For Services | 3481 | 2,546,106.00 | 2,546,106.00 | 0.00 | 0.00% |
| Total Local Sources | | 2,617,356.00 | 2,617,356.00 | 31,566.24 | |
| Total REVENUE AND TRANSFERS | | 2,617,356.00 | 2,617,356.00 | 31,566.24 | |
| 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 | 5,100,683.24 | 66.36% |

EXPENDITURES

Gen Sup Srvc

| | Acct # | Original Budget | Amended Budget | Expenditures | % OF EXP |
|--------------------|--------|-----------------|----------------|--------------|----------|
| Workmans Comp | 240 | 1,306,260.00 | 1,306,260.00 | 413,051.19 | 33.07% |
| Pro & Tech Serv | 310 | 169,293.00 | 169,293.00 | 38,159.50 | 43.61% |
| Ins & Bond Prem | 320 | 1,120,553.00 | 1,120,553.00 | 956,219.31 | 83.69% |
| Total Gen Sup Srvc | | 2,596,106.00 | 2,596,106.00 | 1,407,430.00 | |
| Total EXPENDITURES | | 2,596,106.00 | 2,596,106.00 | 1,407,430.00 | |

FUND BALANCE

Fund Balance

| | Acct # | Original Budget | Amended Budget | | |
|----------------------------|--------|-----------------|----------------|--------------|--------|
| Fund Balance June 30, 2020 | 2750 | 5,090,367.00 | 5,090,367.00 | 3,693,253.24 | |
| Total Fund Balance | | 5,090,367.00 | 5,090,367.00 | 3,693,253.24 | |
| GRAND TOTAL | | 7,686,473.00 | 7,686,473.00 | 5,100,683.24 | 66.36% |

JUNE, 2019

| | LOCATION | BEG BALANCE | NEW PURCHASE | VALUE ADD | OTHER | TRANSFER IN | TRANSFER OUT | DELETIONS | ENDING BALANCE |
|------|-------------------------------|--------------|--------------|-----------|-------|-------------|--------------|-----------|----------------|
| 0311 | KEYSTONE HEIGHTS JR/SR HIGH | 92,250.00 | | | | | | | 92,250.00 |
| 0341 | CLAY HIGH SCHOOL | 6,659.00 | | | | | | | 6,659.00 |
| 0371 | WILKINSON JUNIOR HIGH | 1,255.23 | | | | | | | 1,255.23 |
| 0431 | RIDGEVIEW HIGH SCHOOL | 86,960.00 | | | | | | | 86,960.00 |
| 0481 | LAKE ASBURY JUNIOR HIGH | 5,604.00 | | | | | | | 5,604.00 |
| 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 | 3,379,866.83 | | 8,000.00 | | | | | 3,387,866.83 |
| 9050 | BUSINESS AFFAIRS | 11,240.83 | | | | | | | 11,240.83 |
| 9110 | FOOD & NUTRITION SERVICES | 41,095.00 | | | | | | | 41,095.00 |
| | | | | | | | | | |
| | TOTAL | 3,776,771.40 | 0.00 | 8,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,784,771.40 |

| JUNE, 2019 | | | | | | | | | |
|------------|------------------------|---------------|--------------|-----------|-------|-------------|--------------|------------|----------------|
| | LOCATION | BEG BALANCE | NEW PURCHASE | VALUE ADD | OTHER | TRANSFER IN | TRANSFER OUT | DELETIONS | ENDING BALANCE |
| 0391 | MIDDLEBURG HIGH SCHOOL | 3,784.20 | | | | | | | 3,784.20 |
| 9010 | TRANSPORTATION | 28,266,007.49 | 134,451.48 | | | | | 877,573.90 | 27,522,885.07 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | TOTAL | 28,269,791.69 | 134,451.48 | 0.00 | 0.00 | 0.00 | 0.00 | 877,573.90 | 27,526,669.27 |

Clay County Public Schools Audio Visual

| Location Number | Begin Balance | New Purchase | Other | Monthly Deletions | Ending Balance |
|----------------------------------|---------------|--------------|-------|----------------------|----------------|
| 0111 BANNERMAN LEARNING CENTER | 2,402.11 | 0.00 | 0.00 | 0.00 | 2,402.11 |
| 0252 ORANGE PARK HIGH | 11,083.79 | 0.00 | 0.00 | 0.00 | 11,083.79 |
| 0311 KEYSTONE HEIGHTS JR/SR HIGH | 1,792.00 | 0.00 | 0.00 | 0.00 | 1,792.00 |
| 0341 CLAY HIGH SCHOOL | 7,715.06 | 0.00 | 0.00 | 0.00 | 7,715.06 |
| 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 | 3,369.20 | 0.00 | 0.00 | 0.00 | 3,369.20 |
| 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 |
| 9003 DEPT OF INST RESOURCES STEM | 1,410.00 | 0.00 | 0.00 | 0.00 | 1,410.00 |
| | 60,689.66 | 0.00 | 0.00 | 0.00 | 60,689.66 |

Date: 6/30/19
JE: 0439

JUNE, 2019

Debit Credit

| 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 | 305,977.99 | | | | | | | | 305,977.99 |
| 0071 CHARLES E BENNETT ELEMENTARY | 134,646.78 | 8,092.00 | | | | | | 1,689.00 | 141,049.78 |
| 0111 BANNERMAN LEARNING CENTER | 140,929.60 | | | | | | | 1,211.79 | 139,717.81 |
| 0201 ORANGE PARK ELEMENTARY | 131,919.12 | 7,859.00 | | | | | | | 139,778.12 |
| 0232 GROVE PARK ELEMENTARY | 151,292.80 | | | | | | | 5,898.95 | 145,393.85 |
| 0241 W E CHERRY ELEMENTARY | 184,156.27 | 2,404.32 | | | | | 2,581.00 | 1,070.64 | 182,908.95 |
| 0252 ORANGE PARK HIGH | 1,214,367.31 | 8,391.60 | | | | | | 11,076.93 | 1,211,681.98 |
| 0261 DOCTORS INLET ELEMENTARY | 172,978.52 | 1,043.50 | | | | | | | 174,022.02 |
| 0271 MIDDLEBURG ELEMENTARY | 211,967.30 | | | | | | | 1,199.00 | 210,768.30 |
| 0301 KEYSTONE HEIGHTS ELEMENTARY | 305,746.46 | 3,656.45 | | | | | | 1,150.00 | 308,252.91 |
| 0311 KEYSTONE HEIGHTS JR/SR HIGH | 680,398.40 | | | 5,800.00 | | | 2,072.70 | 9,205.71 | 674,919.99 |
| 0331 S BRYAN JENNINGS ELEMENTARY | 196,050.73 | 2,404.32 | | | | | 9,705.70 | | 188,749.35 |
| 0341 CLAY HIGH SCHOOL | 895,504.10 | 3,248.42 | | 3,199.00 | | | 3,381.00 | 3,978.00 | 894,592.52 |
| 0351 LAKESIDE JUNIOR HIGH | 431,249.29 | | | | | | | 14,048.42 | 417,200.87 |
| 0352 LAKESIDE ELEMENTARY | 197,395.29 | | | | | | | 1,150.00 | 196,245.29 |
| 0361 ORANGE PARK JUNIOR HIGH | 389,726.51 | | | | | | | 24,801.50 | 364,925.01 |
| 0371 WILKINSON JUNIOR HIGH | 430,983.27 | 2,045.00 | | | | 1,219.97 | 1,219.97 | 6,836.20 | 426,192.07 |
| 0381 MONTCLAIR ELEMENTARY | 122,859.93 | | | | | | | | 122,859.93 |
| 0391 MIDDLEBURG HIGH SCHOOL | 1,249,923.53 | 5,559.97 | | | | | 1,219.97 | 5,731.33 | 1,248,532.20 |
| 0401 RIDGEVIEW ELEMENTARY | 211,759.99 | | | | | | | 4,958.00 | 206,801.99 |
| 0411 CLAY HILL ELEMENTARY | 244,208.81 | | | | | | | 2,828.00 | 241,380.81 |
| 0431 RIDGEVIEW HIGH SCHOOL | 995,710.59 | 16,671.04 | 2,453.00 | | | 4,600.97 | | 16,647.00 | 1,002,788.60 |
| 0451 LAKE ASBURY ELEMENTARY | 199,782.34 | | | | | | | | 199,782.34 |
| 0471 ROBERT M PATERSON ELEMENTARY | 172,166.12 | | | | | | | 1,135.00 | 171,031.12 |
| 0481 LAKE ASBURY JUNIOR HIGH | 584,434.25 | | | | | | | 1,150.00 | 583,284.25 |
| 0491 WILKINSON ELEMENTARY | 270,532.69 | | | | | | 9,144.31 | 1,150.00 | 260,238.38 |
| 0501 TYNES ELEMENTARY | 191,154.04 | | | | | | 16,391.49 | 2,525.00 | 188,629.04 |
| 0511 MCRAE ELEMENTARY | 193,967.86 | 3,801.00 | | | | | | 2,828.00 | 178,549.37 |
| 0521 FLEMING ISLAND ELEMENTARY | 220,968.63 | | | | | | | 2,828.00 | 218,140.63 |
| 0531 THUNDERBOLT ELEMENTARY | 249,932.33 | | | | | | | 2,828.00 | 247,104.33 |
| 0541 RIDEOUT ELEMENTARY | 173,477.00 | | | | | | | \$1,150.00 | 172,327.00 |
| 0551 FLEMING ISLAND HIGH SCHOOL | 970,577.61 | 4,543.95 | | 4,649.00 | | | | 9,671.00 | 970,099.56 |
| 0571 SWIMMING PEN CREEK ELEMENTARY | 145,220.84 | | | | | | | 2,750.05 | 142,470.79 |
| 0591 ARGYLE ELEMENTARY SCHOOL | 144,971.11 | | | | | | | 4,520.62 | 140,450.49 |
| 0601 COPPERGATE ELEMENTARY | 182,984.04 | | | | | | | | 182,984.04 |
| 0611 OAKLEAF JUNIOR HIGH | 520,070.14 | | | | | 1,219.97 | 5,502.53 | | 515,787.58 |
| 0621 OAKLEAF VILLAGE ELEMENTARY | 291,153.21 | | | | | | | | 291,153.21 |
| 0631 SHADOWLAWN ELEMENTARY | 224,767.99 | 4,236.00 | | | | | | 2,387.00 | 226,616.99 |
| 0641 DISCOVERY OAKS ELEMENTARY | 602,698.48 | 48,273.38 | | | | | | | 650,971.86 |
| 0651 PLANTATION OAKS ELEMENTARY | 575,520.79 | 6,282.00 | | | | | | 2,141.28 | 579,661.51 |
| 0661 OAKLEAF HIGH SCHOOL | 1,502,088.85 | 1,899.00 | | | | | | 6,269.65 | 1,497,698.20 |

| | LOCATION | BEG BALANCE | NEW PURCHASE | VALUE ADD | OTHER | REINSTATED | TRANSFER IN | TRANSFER OUT | DELETIONS | ENDING BALANCE |
|------|--------------------------------|---------------|--------------|-----------|-----------|------------|-------------|--------------|------------|----------------|
| 0769 | ST JOHNS COUNTRY DAY | 32,616.80 | | | | | | | 6,723.00 | 25,893.80 |
| 4050 | LIGHTHOUSE LEARNING DOE RPT | 1,352.25 | | | | | | | 1,352.25 | 0.00 |
| 7005 | CLAY VIRTUAL - ACADEMY | 53,650.82 | | | | | | | 10,717.92 | 42,932.90 |
| 9000 | SCHOOL BOARD | 25,378.30 | | | | | | | | 25,378.30 |
| 9002 | CAREER AND TECHNICAL EDUCATION | 22,238.57 | | | | | | | | 22,238.57 |
| 9003 | DEPT OF INST RESOURCES STEM | 118,254.72 | | | | | | | | 118,254.72 |
| 9004 | STUDENT SERVICES | 61,334.78 | | | | | | 5,124.40 | | 56,210.38 |
| 9005 | EXCEPTIONAL STUDENT EDUCATION | 216,560.96 | | | | | | 1,123.54 | | 215,437.42 |
| 9006 | DEPT OF ELEMENTARY EDUCATION | 20,770.49 | | | | | | | | 20,770.49 |
| 9007 | K12 ACADEMIC SERVICES | 15,860.69 | | | | | | | | 15,860.69 |
| 9008 | ADULT COMMUNITY EDUCATION | 74,242.66 | | | | | | | | 74,242.66 |
| 9009 | SCH IMPROVEMENT & PROF DEVEL | 33,685.43 | 7,486.00 | | | | | | | 41,171.43 |
| 9010 | TRANSPORTATION | 459,940.23 | 16,472.00 | | | | | | 8,224.00 | 468,188.23 |
| 9014 | INSTRUCTIONAL MEDIA SERVICES | 2,941.50 | | | | | | | 1,232.00 | 1,709.50 |
| 9016 | SUPERINTENDENT/DEPUTY SUPER | 37,527.57 | | | | | 1,183.39 | | | 38,710.96 |
| 9020 | OFFICE OF SUPPORT SERVICES | 13,899.39 | | | | | | | | 13,899.39 |
| 9021 | MAINTENANCE DEPARTMENT | 513,940.30 | 16,472.00 | | | | | | | 530,412.30 |
| 9022 | OPERATIONS | 141,710.90 | | | | | | | | 141,710.90 |
| 9023 | FACILITY PLANNING & CONSTRUCT | 26,392.70 | | | | | | | | 26,392.70 |
| 9024 | CODE ENFORCEMENT | 5,602.43 | | | | | 1,795.84 | | | 7,398.27 |
| 9025 | SCHOOL POLICE DEPARTMENT | 4,062.95 | | | | | | | | 4,062.95 |
| 9030 | PRINT CENTER | 64,262.81 | | | | | | | | 64,262.81 |
| 9040 | INFORMATION SERVICES | 2,963,003.82 | | | | | 33,506.83 | 2,979.23 | 28,612.32 | 2,964,919.10 |
| 9050 | BUSINESS AFFAIRS DIVISION | 110,695.96 | | | | | | | | 110,695.96 |
| 9060 | HUMAN RESOURCES | 102,096.05 | | | | | | | 7,855.28 | 94,240.77 |
| 9104 | DEPT OF HEALTH & MILITARY SERV | 55,614.64 | | | | | | | | 55,614.64 |
| 9106 | TITLE 1 | 18,082.31 | | | | | | | | 18,082.31 |
| 9110 | FOOD & NUTRITION SERVICES | 230,586.70 | 2,404.32 | | | | 16,918.87 | | | 249,909.89 |
| 9111 | INSTRUCTIONAL DIVISION | 25,513.80 | 4,118.00 | | | | | | | 29,631.80 |
| 9113 | TEACHER TRAINING CENTER FIH | 56,501.99 | | | | | | | | 56,501.99 |
| 9114 | TEACHER LEARNING CENTER OPHS | 3,785.99 | | | | | | | | 3,785.99 |
| | | | | | | | | | | |
| | TOTAL | 21,932,429.42 | 177,363.27 | 2,453.00 | 13,648.00 | | 60,445.84 | 60,445.84 | 221,530.84 | 21,904,362.85 |

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999-279000. 000.000.000.000.
\$ 28,666.37

JULY, 2019

| LOCATION | BEG BALANCE | NEW PURCHASE | VALUE ADD | OTHER | TRANSFER IN | TRANSFER OUT | DELETIONS | ENDING BALANCE |
|------------------------------------|--------------|--------------|-----------|-------|-------------|--------------|-----------|----------------|
| 0311 KEYSTONE HEIGHTS JR/SR HIGH | 92,250.00 | | | | | | | 92,250.00 |
| 0341 CLAY HIGH SCHOOL | 6,659.00 | | | | | | | 6,659.00 |
| 0371 WILKINSON JUNIOR HIGH | 1,255.23 | | | | | | | 1,255.23 |
| 0431 RIDGEVIEW HIGH SCHOOL | 86,960.00 | | | | | | | 86,960.00 |
| 0481 LAKE ASBURY JUNIOR HIGH | 5,604.00 | | | | | | | 5,604.00 |
| 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 | 3,387,866.83 | 75,417.22 | 14,474.14 | | | | | 3,477,758.19 |
| 9050 BUSINESS AFFAIRS | 11,240.83 | | | | | | | 11,240.83 |
| 9110 FOOD & NUTRITION SERVICES | 41,095.00 | | | | | | | 41,095.00 |
| TOTAL | 3,784,771.40 | 75,417.22 | 14,474.14 | 0.00 | 0.00 | 0.00 | 0.00 | 3,874,662.76 |

Clay County Public Schools Vehicles

Location Number
0391 MIDDLEBURG HIGH SCHOOL
9010 TRANSPORTATION

| Begin Balance | New Purchase | Other | Monthly Deletions | Ending Balance |
|---------------|--------------|-------|----------------------|----------------|
| 3,784.20 | 0.00 | 0.00 | 0.00 | 3,784.20 |
| 27,522,885.07 | 0.00 | 0.00 | 0.00 | 27,522,885.07 |
| 27,526,669.27 | 0.00 | 0.00 | 0.00 | 27,526,669.27 |

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Clay County Public Schools Audio Visual

| Location Number | Begin Balance | New Purchase | Other | Monthly Deletions | Ending Balance |
|----------------------------------|---------------|--------------|-------|----------------------|----------------|
| 0111 BANNERMAN LEARNING CENTER | 2,402.11 | 0.00 | 0.00 | 0.00 | 2,402.11 |
| 0252 ORANGE PARK HIGH | 11,083.79 | 0.00 | 0.00 | 0.00 | 11,083.79 |
| 0311 KEYSTONE HEIGHTS JR/SR HIGH | 1,792.00 | 0.00 | 0.00 | 0.00 | 1,792.00 |
| 0341 CLAY HIGH SCHOOL | 7,715.06 | 0.00 | 0.00 | 0.00 | 7,715.06 |
| 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 | 3,369.20 | 0.00 | 0.00 | 2,300.00 | 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 |
| 9003 DEPT OF INST RESOURCES STEM | 1,410.00 | 0.00 | 0.00 | 0.00 | 1,410.00 |
| | 60,689.66 | 0.00 | 0.00 | 2,300.00 | 58,389.66 |

JULY, 2019

| | 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 | 305,977.99 | 7,355.92 | | | | | | | 313,333.91 |
| 0071 | CHARLES E BENNETT ELEMENTARY | 141,049.78 | | | | | 3,061.97 | 2,397.54 | | 141,714.21 |
| 0111 | BANNERMAN LEARNING CENTER | 139,717.81 | | | | | 1,219.97 | | | 140,937.78 |
| 0201 | ORANGE PARK ELEMENTARY | 139,778.12 | | | | | | | | 139,778.12 |
| 0232 | GROVE PARK ELEMENTARY | 145,393.85 | | | | | | | | 145,393.85 |
| 0241 | W E CHERRY ELEMENTARY | 182,908.95 | 1,399.32 | | | | | | | 184,308.27 |
| 0252 | ORANGE PARK HIGH | 1,211,681.98 | | | | | | | | 1,210,535.38 |
| 0261 | DOCTORS INLET ELEMENTARY | 174,022.02 | | | | | 7,300.00 | 7,979.10 | 1,146.60 | 173,342.92 |
| 0271 | MIDDLEBURG ELEMENTARY | 210,768.30 | | | | | | | | 210,768.30 |
| 0301 | KEYSTONE HEIGHTS ELEMENTARY | 308,252.91 | | | | | | 1,270.00 | | 306,982.91 |
| 0311 | KEYSTONE HEIGHTS JR/SR HIGH | 674,919.99 | | | | | | 1,050.00 | | 674,919.99 |
| 0331 | S BRYAN JENNINGS ELEMENTARY | 188,749.35 | | | | | | | | 187,889.35 |
| 0341 | CLAY HIGH SCHOOL | 894,592.52 | | | | | | | 12,932.33 | 881,660.19 |
| 0351 | LAKESIDE JUNIOR HIGH | 417,200.87 | | | | | 1,219.97 | | | 418,420.84 |
| 0352 | LAKESIDE ELEMENTARY | 196,245.29 | | | | | | | | 196,245.29 |
| 0361 | ORANGE PARK JUNIOR HIGH | 364,925.01 | | | | | | | | 364,925.01 |
| 0371 | WILKINSON JUNIOR HIGH | 426,192.07 | | | | | | | 7,086.00 | 419,106.07 |
| 0381 | MONTCLAIR ELEMENTARY | 122,859.93 | | | | | | | | 122,859.93 |
| 0391 | MIDDLEBURG HIGH SCHOOL | 1,248,532.20 | | | | | 10,895.00 | | 4,588.90 | 1,254,838.30 |
| 0401 | RIDGEVIEW ELEMENTARY | 206,801.99 | | | | | | | | 206,801.99 |
| 0411 | CLAY HILL ELEMENTARY | 241,380.81 | | | | | 1,219.97 | 1,219.97 | 2,817.80 | 238,563.01 |
| 0431 | RIDGEVIEW HIGH SCHOOL | 1,002,788.60 | | | | | | | | 1,002,788.60 |
| 0451 | LAKE ASBURY ELEMENTARY | 199,782.34 | | | | | | 1,123.54 | | 198,558.80 |
| 0471 | ROBERT M PATERSON ELEMENTARY | 171,031.12 | | | | | | 6,088.62 | | 164,942.50 |
| 0481 | LAKE ASBURY JUNIOR HIGH | 583,284.25 | | | | | | | 1,165.48 | 582,118.77 |
| 0491 | WILKINSON ELEMENTARY | 260,238.38 | | | | | | 4,436.00 | 2,826.00 | 252,976.38 |
| 0501 | TYNES ELEMENTARY | 188,629.04 | | | | | | | | 188,629.04 |
| 0511 | MCRAE ELEMENTARY | 178,549.37 | | | | | | | 1,610.00 | 176,939.37 |
| 0521 | FLEMING ISLAND ELEMENTARY | 218,140.63 | | | 2,000.00 | | | 18,926.15 | | 201,214.48 |
| 0531 | THUNDERBOLT ELEMENTARY | 247,104.33 | | | | | | 1,219.97 | | 245,884.36 |
| 0541 | RIDEOUT ELEMENTARY | 172,327.00 | | | | | \$1,219.97 | \$3,061.97 | \$14,254.00 | 156,231.00 |
| 0551 | FLEMING ISLAND HIGH SCHOOL | 970,099.56 | | | | | | | | 970,099.56 |
| 0571 | SWIMMING PEN CREEK ELEMENTARY | 142,470.79 | | | | | 1,219.97 | 12,600.51 | | 131,090.25 |
| 0591 | ARGYLE ELEMENTARY SCHOOL | 140,450.49 | | | | | 1,219.97 | 1,219.97 | | 140,450.49 |
| 0601 | COPPERGATE ELEMENTARY | 182,984.04 | | | | | | | 4,737.57 | 178,246.47 |
| 0611 | OAKLEAF JUNIOR HIGH | 515,787.58 | | | | | | 7,300.00 | 7,601.00 | 500,886.58 |
| 0621 | OAKLEAF VILLAGE ELEMENTARY | 291,153.21 | | | | | | | | 291,153.21 |
| 0631 | SHADOWLAWN ELEMENTARY | 226,616.99 | | | | | | | | 226,616.99 |
| 0641 | DISCOVERY OAKS ELEMENTARY | 650,971.86 | | | | | | | | 650,971.86 |
| 0651 | PLANTATION OAKS ELEMENTARY | 579,661.51 | | | | | | | 16,180.00 | 563,481.51 |
| 0661 | OAKLEAF HIGH SCHOOL | 1,497,698.20 | | | | | | 12,114.97 | 1,070.64 | 1,484,512.59 |

JULY, 2019

| | LOCATION | BEG BALANCE | NEW PURCHASE | VALUE ADD | OTHER | REINSTATED | TRANSFER OUT | DELETIONS | ENDING BALANCE |
|------|--------------------------------|---------------|--------------|-----------|----------|------------|--------------|------------|----------------|
| 0769 | ST JOHNS COUNTRY DAY | 25,893.80 | | | | | | | 25,893.80 |
| 7005 | CLAY VIRTUAL - ACADEMY | 42,932.90 | | | | | | | 42,932.90 |
| 9000 | SCHOOL BOARD | 25,378.30 | | | | | | | 25,378.30 |
| 9002 | CAREER AND TECHNICAL EDUCATION | 22,238.57 | | | | | | | 22,238.57 |
| 9003 | DEPT OF INST RESOURCES STEM | 118,254.72 | | | | | | | 118,254.72 |
| 9004 | STUDENT SERVICES | 56,210.38 | | | | | 5,320.72 | | 52,109.63 |
| 9005 | EXCEPTIONAL STUDENT EDUCATION | 215,437.42 | | | | | | | 215,437.42 |
| 9006 | DEPT OF ELEMENTARY EDUCATION | 20,770.49 | | | | | | | 20,770.49 |
| 9007 | K12 ACADEMIC SERVICES | 15,860.69 | | | | | | | 15,860.69 |
| 9008 | ADULT COMMUNITY EDUCATION | 74,242.66 | | | | | | | 74,242.66 |
| 9009 | SCH IMPROVEMENT & PROF DEVEL | 41,171.43 | | | | | | | 41,171.43 |
| 9010 | TRANSPORTATION | 468,188.23 | | | | | | | 468,188.23 |
| 9014 | INSTRUCTIONAL MEDIA SERVICES | 1,709.50 | | | | | | | 1,709.50 |
| 9016 | SUPERINTENDENT/DEPUTY SUPER | 38,710.96 | | | | | | 1,070.64 | 37,640.32 |
| 9020 | OFFICE OF SUPPORT SERVICES | 13,899.39 | | | | | | | 13,899.39 |
| 9021 | MAINTENANCE DEPARTMENT | 530,412.30 | | | | | | 1,553.00 | 530,412.30 |
| 9022 | OPERATIONS | 141,710.90 | | | | | | | 140,157.90 |
| 9023 | FACILITY PLANNING & CONSTRUCT | 26,392.70 | | | | | | | 26,392.70 |
| 9024 | CODE ENFORCEMENT | 7,398.27 | | | | | | | 7,398.27 |
| 9025 | SCHOOL POLICE DEPARTMENT | 4,062.95 | | | | | | | 4,062.95 |
| 9030 | PRINT CENTER | 64,262.81 | | | | | | | 64,262.81 |
| 9040 | INFORMATION SERVICES | 2,964,919.10 | 33,353.09 | | | 58,143.15 | 4,879.88 | 630,924.36 | 2,420,611.10 |
| 9050 | BUSINESS AFFAIRS DIVISION | 110,695.96 | | | | | | | 110,695.96 |
| 9060 | HUMAN RESOURCES | 94,240.77 | | | | | | | 94,240.77 |
| 9104 | DEPT OF HEALTH & MILITARY SERV | 55,614.64 | | | | | | | 55,614.64 |
| 9106 | TITLE 1 | 18,082.31 | | | | | | | 18,082.31 |
| 9110 | FOOD & NUTRITION SERVICES | 249,909.89 | | | | 4,269.00 | | 3,772.00 | 250,406.89 |
| 9111 | INSTRUCTIONAL DIVISION | 29,631.80 | | | | | | | 29,631.80 |
| 9113 | TEACHER TRAINING CENTER FIH | 56,501.99 | | | | | | 32,603.10 | 23,898.89 |
| 9114 | TEACHER LEARNING CENTER OPHS | 3,785.99 | | | | | | | 3,785.99 |
| | | | | | | | | | |
| | | | | | | | | | |
| | TOTAL | 21,904,362.85 | 42,108.33 | 0.00 | 2,000.00 | | 92,208.91 | 747,939.42 | 21,200,531.76 |

AUGUST, 2019

| LOCATION | BEG BALANCE | NEW PURCHASE | VALUE ADD | OTHER | TRANSFER IN | TRANSFER OUT | DELETIONS | ENDING BALANCE |
|------------------------------------|--------------|--------------|-----------|-------|-------------|--------------|-----------|----------------|
| 0311 KEYSTONE HEIGHTS JR/SR HIGH | 92,250.00 | | | | | | | 92,250.00 |
| 0341 CLAY HIGH SCHOOL | 6,659.00 | | | | | | | 6,659.00 |
| 0371 WILKINSON JUNIOR HIGH | 1,255.23 | | | | | | | 1,255.23 |
| 0431 RIDGEVIEW HIGH SCHOOL | 86,960.00 | | | | | | | 86,960.00 |
| 0481 LAKE ASBURY JUNIOR HIGH | 5,604.00 | | | | | | | 5,604.00 |
| 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 | 3,477,758.19 | 19,270.00 | 18,867.64 | | | | | 3,515,895.83 |
| 9050 BUSINESS AFFAIRS | 11,240.83 | | | | | | | 11,240.83 |
| 9110 FOOD & NUTRITION SERVICES | 41,095.00 | | | | | | | 41,095.00 |
| TOTAL | 3,874,662.76 | 19,270.00 | 18,867.64 | 0.00 | 0.00 | 0.00 | 0.00 | 3,912,800.40 |

Clay County Public Schools Vehicles

| Location Number | Begin Balance | New Purchase | Other | Monthly Deletions | Ending Balance |
|-----------------------------|---------------|--------------|-------|----------------------|----------------|
| 0391 MIDDLEBURG HIGH SCHOOL | 3,784.20 | 0.00 | 0.00 | 1,233.35 | 2,550.85 |
| 9010 TRANSPORTATION | 27,522,885.07 | 315,680.00 | 0.00 | 4,084.34 | 27,834,480.73 |
| | 27,526,669.27 | 315,680.00 | 0.00 | 5,317.69 | 27,837,031.58 |

Clay County Public Schools AudioVisual

| Location Number | Begin Balance | New Purchase | Other | Monthly Deletions | Ending Balance |
|----------------------------------|---------------|--------------|-------|----------------------|----------------|
| 0111 BANNERMAN LEARNING CENTER | 2,402.11 | 0.00 | 0.00 | 0.00 | 2,402.11 |
| 0252 ORANGE PARK HIGH | 11,083.79 | 0.00 | 0.00 | 0.00 | 11,083.79 |
| 0311 KEYSTONE HEIGHTS JR/SR HIGH | 1,792.00 | 0.00 | 0.00 | 0.00 | 1,792.00 |
| 0341 CLAY HIGH SCHOOL | 7,715.06 | 0.00 | 0.00 | 3,193.00 | 4,522.06 |
| 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 |
| 9003 DEPT OF INST RESOURCES STEM | 1,410.00 | 0.00 | 0.00 | 0.00 | 1,410.00 |
| | 58,389.66 | 0.00 | 0.00 | 3,193.00 | 55,196.66 |

AUGUST, 2019

| 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 | 313,333.91 | | | | | | 1,124.70 | | 312,209.21 |
| 0071 CHARLES E BENNETT ELEMENTARY | 141,714.21 | | | | | | | 3,147.84 | 138,566.37 |
| 0111 BANNERMAN LEARNING CENTER | 140,937.78 | 2,867.20 | | | | | | | 143,804.98 |
| 0201 ORANGE PARK ELEMENTARY | 139,778.12 | | | | | | 1,166.67 | | 139,778.12 |
| 0232 GROVE PARK ELEMENTARY | 145,393.85 | | | | | | | | 144,227.18 |
| 0241 W E CHERRY ELEMENTARY | 184,308.27 | | | | | | | | 184,308.27 |
| 0252 ORANGE PARK HIGH | 1,210,535.38 | 2,557.70 | | | | | | | 1,213,093.08 |
| 0261 DOCTORS INLET ELEMENTARY | 173,342.92 | | | | | | | 1,799.00 | 171,543.92 |
| 0271 MIDDLEBURG ELEMENTARY | 210,768.30 | | | | | | | | 210,768.30 |
| 0301 KEYSTONE HEIGHTS ELEMENTARY | 306,982.91 | | | | | | | 1,029.00 | 305,953.91 |
| 0311 KEYSTONE HEIGHTS JR/SR HIGH | 674,919.99 | | | | | | | | 674,919.99 |
| 0331 S BRYAN JENNINGS ELEMENTARY | 187,699.35 | | | | | | | | 187,699.35 |
| 0341 CLAY HIGH SCHOOL | 881,660.19 | | | | | 3,887.97 | 31,627.97 | 18,822.36 | 835,097.83 |
| 0351 LAKESIDE JUNIOR HIGH | 418,420.84 | | | | | | | | 418,420.84 |
| 0352 LAKESIDE ELEMENTARY | 196,245.29 | | | | | | | | 196,245.29 |
| 0361 ORANGE PARK JUNIOR HIGH | 364,925.01 | | | | | | | | 364,925.01 |
| 0371 WILKINSON JUNIOR HIGH | 419,106.07 | | | | | | | | 419,106.07 |
| 0381 MONTCLAIR ELEMENTARY | 122,859.93 | | | | | | | | 122,859.93 |
| 0391 MIDDLEBURG HIGH SCHOOL | 1,254,838.30 | 5,612.71 | | | | | 4,713.59 | 16,057.53 | 1,239,679.89 |
| 0401 RIDGEVIEW ELEMENTARY | 206,801.99 | | | | | | 1,978.80 | | 204,823.19 |
| 0411 CLAY HILL ELEMENTARY | 238,563.01 | | | | | | | | 221,822.13 |
| 0431 RIDGEVIEW HIGH SCHOOL | 1,002,788.60 | 2,000.00 | | | | 30,408.00 | 1,175.90 | 7,736.40 | 1,026,284.30 |
| 0451 LAKE ASBURY ELEMENTARY | 198,656.80 | | | | | | | | 198,656.80 |
| 0471 ROBERT M PATERSON ELEMENTARY | 164,942.50 | | | | | | | 1,644.00 | 163,298.50 |
| 0481 LAKE ASBURY JUNIOR HIGH | 582,118.77 | | | | | 5,621.75 | | | 587,740.52 |
| 0491 WILKINSON ELEMENTARY | 252,976.38 | | | | | | | | 252,976.38 |
| 0501 TYNES ELEMENTARY | 188,629.04 | | | | | | | | 188,629.04 |
| 0511 MCRAE ELEMENTARY | 176,939.37 | | | | | 9,250.00 | | | 186,189.37 |
| 0521 FLEMING ISLAND ELEMENTARY | 201,214.48 | | | | | | | | 201,214.48 |
| 0531 THUNDERBOLT ELEMENTARY | 245,884.36 | | | | | 1,219.97 | | 6,412.00 | 240,692.33 |
| 0541 RIDEOUT ELEMENTARY | 156,231.00 | | | | | | \$1,177.57 | \$3,328.00 | 151,725.43 |
| 0551 FLEMING ISLAND HIGH SCHOOL | 970,099.56 | | | | | | 11,201.67 | | 961,974.26 |
| 0571 SWIMMING PEN CREEK ELEMENTARY | 131,090.25 | | | | | | 3,171.64 | 1,797.00 | 128,073.28 |
| 0591 ARGYLE ELEMENTARY SCHOOL | 140,450.49 | | | | | | | | 140,450.49 |
| 0601 COPPERGATE ELEMENTARY | 178,246.47 | | | | | | | | 178,246.47 |
| 0611 OAKLEAF JUNIOR HIGH | 500,886.58 | | | | | | | | 500,886.58 |
| 0621 OAKLEAF VILLAGE ELEMENTARY | 291,153.21 | | | | | | | | 291,153.21 |
| 0631 SHADOWLAWN ELEMENTARY | 226,616.99 | | | | | | | | 226,616.99 |
| 0641 DISCOVERY OAKS ELEMENTARY | 650,971.86 | | | | | | | | 650,971.86 |
| 0651 PLANTATION OAKS ELEMENTARY | 563,481.51 | | | | | 2,983.52 | | | 566,465.03 |

AUGUST, 2019

| | LOCATION | BEG BALANCE | NEW PURCHASE | VALUE ADD | OTHER | REINSTATED | TRANSFER IN | TRANSFER OUT | DELETIONS | ENDING BALANCE |
|------|--------------------------------|---------------|--------------|-----------|-------|------------|-------------|--------------|------------|----------------|
| 0661 | OAKLEAF HIGH SCHOOL | 1,484,512.59 | | | | | | | | 1,484,512.59 |
| 0769 | ST JOHNS COUNTRY DAY | 25,893.80 | | | | | | | | 25,893.80 |
| 7005 | CLAY VIRTUAL - ACADEMY | 42,932.90 | | | | | | | | 42,932.90 |
| 9000 | SCHOOL BOARD | 25,378.30 | | | | | | | | 25,378.30 |
| 9002 | CAREER AND TECHNICAL EDUCATION | 22,238.57 | | | | | | | | 22,238.57 |
| 9003 | DEPT OF INST RESOURCES STEM | 118,264.72 | | | | | | \$3,828.32 | 1,513.61 | 112,912.79 |
| 9004 | STUDENT SERVICES | 52,109.63 | 7,859.76 | | | | | 4,100.75 | | 55,868.64 |
| 9005 | EXCEPTIONAL STUDENT EDUCATION | 215,437.42 | | | | | | | | 215,437.42 |
| 9006 | DEPT OF ELEMENTARY EDUCATION | 20,770.49 | | | | | | | | 20,770.49 |
| 9007 | K12 ACADEMIC SERVICES | 15,860.69 | | | | | | | | 15,860.69 |
| 9008 | ADULT COMMUNITY EDUCATION | 74,242.66 | | | | | | | | 74,242.66 |
| 9009 | SCH IMPROVEMENT & PROF DEVEL | 41,171.43 | | | | | | | | 41,171.43 |
| 9010 | TRANSPORTATION | 468,188.23 | | | | | | | 7,250.85 | 460,937.38 |
| 9014 | INSTRUCTIONAL MEDIA SERVICES | 1,709.50 | | | | | | | | 1,709.50 |
| 9016 | SUPERINTENDENT/DEPUTY SUPER | 37,640.32 | | | | | | | | 37,640.32 |
| 9020 | OFFICE OF SUPPORT SERVICES | 13,899.39 | | | | | | | | 13,899.39 |
| 9021 | MAINTENANCE DEPARTMENT | 530,412.30 | | | | | | | | 530,412.30 |
| 9022 | OPERATIONS | 140,157.90 | | 37,351.91 | | | | | 27,725.00 | 149,784.81 |
| 9023 | FACILITY PLANNING & CONSTRUCT | 26,392.70 | | | | | | | | 26,392.70 |
| 9024 | CODE ENFORCEMENT | 7,398.27 | | | | | | | | 7,398.27 |
| 9025 | SCHOOL POLICE DEPARTMENT | 4,062.95 | | | | | | | | 4,062.95 |
| 9030 | PRINT CENTER | 64,262.81 | | | | | | | | 64,262.81 |
| 9040 | INFORMATION SERVICES | 2,420,611.10 | | | | | 13,603.55 | 1,219.97 | 7,745.66 | 2,425,249.02 |
| 9050 | BUSINESS AFFAIRS DIVISION | 110,695.96 | | | | | | | | 110,695.96 |
| 9060 | HUMAN RESOURCES | 94,240.77 | | | | | | 1,060.43 | | 93,180.34 |
| 9104 | DEPT OF HEALTH & MILITARY SERV | 55,614.64 | | | | | | | | 55,614.64 |
| 9106 | TITLE 1 | 18,082.31 | | | | | | 1,418.00 | | 16,664.31 |
| 9110 | FOOD & NUTRITION SERVICES | 250,406.89 | | | | | 1,166.67 | 2,983.52 | 1,487.00 | 247,103.04 |
| 9111 | INSTRUCTIONAL DIVISION | 29,631.80 | | | | | | 1,219.97 | | 28,411.83 |
| 9113 | TEACHER TRAINING CENTER FIIH | 23,898.89 | | | | | | | | 23,898.89 |
| 9114 | TEACHER LEARNING CENTER OPHS | 3,785.99 | | | | | | | | 3,785.99 |
| | | | | | | | | | | |
| | TOTAL | 21,200,531.76 | 20,897.37 | 37,351.91 | 0.00 | 0.00 | 73,169.47 | 73,169.47 | 124,236.13 | 21,134,544.91 |

SEPTEMBER, 2019

| | LOCATION | BEG BALANCE | NEW PURCHASE | VALUE ADD | OTHER | TRANSFER IN | TRANSFER OUT | DELETIONS | ENDING BALANCE |
|------|-------------------------------|--------------|--------------|------------|-------|-------------|--------------|-----------|----------------|
| 0311 | KEYSTONE HEIGHTS JR/SR HIGH | 92,250.00 | | | | | | 25,000.00 | 67,250.00 |
| 0341 | CLAY HIGH SCHOOL | 6,659.00 | | | | | | | 6,659.00 |
| 0371 | WILKINSON JUNIOR HIGH | 1,255.23 | | | | | | | 1,255.23 |
| 0431 | RIDGEVIEW HIGH SCHOOL | 86,960.00 | | | | | | | 86,960.00 |
| 0481 | LAKE ASBURY JUNIOR HIGH | 5,604.00 | | | | | | | 5,604.00 |
| 0501 | TYNES ELEMENTARY | 1,512.50 | | | | | | 5,604.00 | 0.00 |
| 0541 | RIDEOUT ELEMENTARY | 7,605.95 | | | | | | | 1,512.50 |
| 0551 | FLEMING ISLAND HIGH SCHOOL | 3,385.00 | | | | | | | 7,605.95 |
| 0611 | OAKLEAF JUNIOR HIGH | 37,921.00 | | | | | | | 3,385.00 |
| 0661 | OAKLEAF HIGH SCHOOL | 20,895.00 | | | | | | | 37,921.00 |
| 9005 | EXCEPTIONAL STUDENT EDUCATION | 1,105.82 | | | | | | | 20,895.00 |
| 9008 | ADULT COMMUNITY EDUCATION | 1,295.00 | | | | | | | 1,105.82 |
| 9010 | TRANSPORTATION | 38,383.84 | | | | | | | 1,295.00 |
| 9020 | OFFICE OF SUPPORT SERVICES | 4,495.38 | | | | | | | 38,383.84 |
| 9121 | MAINTENANCE | 13,800.00 | | | | | | | 4,495.38 |
| 9023 | FACILITY PLANNING & CONSTRUCT | 21,441.02 | | | | | | | 13,800.00 |
| 9040 | INFORMATION SERVICES | 3,515,895.83 | | 287,054.81 | | | | | 21,441.02 |
| 9050 | BUSINESS AFFAIRS | 11,240.83 | | | | | | | 3,802,950.64 |
| 9110 | FOOD & NUTRITION SERVICES | 41,095.00 | | | | | | | 11,240.83 |
| | | | | | | | | | 41,095.00 |
| | TOTAL | 3,912,800.40 | 0.00 | 287,054.81 | 0.00 | 0.00 | 0.00 | 30,604.00 | 4,169,251.21 |

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 | 27,834,480.73 | 1,042,760.00 | 0.00 | 0.00 | 28,877,240.73 |
| | 27,837,031.58 | 1,042,760.00 | 0.00 | 0.00 | 28,879,791.58 |

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| SEPTEMBER, 2019 | | | | | | | | | |
|-----------------------------------|-------------|--------------|-----------|-------|-------------|--------------|-----------|----------------|--|
| LOCATION | BEG BALANCE | NEW PURCHASE | VALUE ADD | OTHER | TRANSFER IN | TRANSFER OUT | DELETIONS | ENDING BALANCE | |
| 0111 BANNERMAN LEARNING CENTER | 2,402.11 | | | | | | | 2,402.11 | |
| 0252 ORANGE PARK HIGH | 11,083.79 | | | | | | | 11,083.79 | |
| 0311 KEYSTONE HEIGHTS JR/SR HIGH | 1,792.00 | | | | | | | 1,792.00 | |
| 0341 CLAY HIGH SCHOOL | 4,522.06 | 1,270.81 | | | | | | 5,792.87 | |
| 0361 ORANGE PARK JUNIOR HIGH | 2,658.00 | | | | | | | 2,658.00 | |
| 0391 MIDDLEBURG HIGH SCHOOL | 9,650.45 | | | | | | | 9,650.45 | |
| 0431 RIDGEVIEW HIGH SCHOOL | 1,069.20 | | | | | | | 1,069.20 | |
| 0481 LAKE ASBURY JUNIOR HIGH | 11,237.85 | | | | | | | 11,237.85 | |
| 0551 FLEMING ISLAND HIGH SCHOOL | 3,149.99 | | | | | | | 3,149.99 | |
| 0661 OAKLEAF HIGH SCHOOL | 6,221.21 | | | | | | | 6,221.21 | |
| 9003 DEPT OF INST RESOURCES STEM | 1,410.00 | | | | | 1,410.00 | | 0.00 | |
| 9009 SCH IMPROVEMENT & PROF DEVEL | 0.00 | | | | 1,410.00 | | | 1,410.00 | |
| TOTAL | 55,196.66 | 1,270.81 | 0.00 | 0.00 | 1,410.00 | 1,410.00 | 0.00 | 56,467.47 | |

Clay County Public Schools Furniture / Equipment

| Location Number | Begin Balance | New Purchase | Other | Monthly Deletions | Ending Balance |
|-------------------------------------|---------------|--------------|----------|----------------------|----------------|
| 0020 FL YOUTH CHALLENGE ACADEMY | 4,120.00 | 0.00 | 0.00 | 0.00 | 4,120.00 |
| 0021 GREEN COVE SPRINGS JUNIOR HIGH | 312,209.21 | 0.00 | 0.00 | 0.00 | 312,209.21 |
| 0071 CHARLES E BENNETT ELEMENTARY | 137,346.40 | 0.00 | 0.00 | 0.00 | 137,346.40 |
| 0111 BANNERMAN LEARNING CENTER | 137,045.04 | 2,155.00 | 0.00 | 1,905.00 | 137,295.04 |
| 0201 ORANGE PARK ELEMENTARY | 139,778.12 | 0.00 | 0.00 | 0.00 | 139,778.12 |
| 0232 GROVE PARK ELEMENTARY | 139,703.58 | 0.00 | 0.00 | 1,248.00 | 138,455.58 |
| 0241 W E CHERRY ELEMENTARY | 184,308.27 | 0.00 | 0.00 | 0.00 | 184,308.27 |
| 0252 ORANGE PARK HIGH | 1,213,093.08 | 0.00 | 0.00 | 8,229.00 | 1,204,864.08 |
| 0261 DOCTORS INLET ELEMENTARY | 171,543.92 | 0.00 | 0.00 | 8,582.00 | 162,961.92 |
| 0271 MIDDLEBURG ELEMENTARY | 210,768.30 | 0.00 | 0.00 | 1,196.00 | 209,572.30 |
| 0301 KEYSTONE HEIGHTS ELEMENTARY | 298,825.11 | 0.00 | 0.00 | 0.00 | 298,825.11 |
| 0311 KEYSTONE HEIGHTS JR/SR HIGH | 679,690.99 | 0.00 | 0.00 | 0.00 | 679,690.99 |
| 0331 S BRYAN JENNINGS ELEMENTARY | 187,699.35 | 1,350.00 | 0.00 | 0.00 | 189,049.35 |
| 0341 CLAY HIGH SCHOOL | 822,150.17 | 0.00 | 0.00 | 0.00 | 822,150.17 |
| 0351 LAKESIDE JUNIOR HIGH | 418,420.84 | 0.00 | 0.00 | 0.00 | 418,420.84 |
| 0352 LAKESIDE ELEMENTARY | 197,722.29 | 0.00 | 0.00 | 0.00 | 197,722.29 |
| 0361 ORANGE PARK JUNIOR HIGH | 355,326.48 | 16,798.00 | 0.00 | 0.00 | 372,124.48 |
| 0371 WILKINSON JUNIOR HIGH | 419,106.07 | 1,489.75 | 0.00 | 0.00 | 420,595.82 |
| 0381 MONTCLAIR ELEMENTARY | 121,682.36 | 0.00 | 0.00 | 0.00 | 121,682.36 |
| 0391 MIDDLEBURG HIGH SCHOOL | 1,234,000.40 | 8,465.00 | 0.00 | 0.00 | 1,242,465.40 |
| 0401 RIDGEVIEW ELEMENTARY | 204,823.19 | 0.00 | 0.00 | 2,033.58 | 202,789.61 |
| 0411 CLAY HILL ELEMENTARY | 221,822.13 | 0.00 | 0.00 | 0.00 | 221,822.13 |
| 0431 RIDGEVIEW HIGH SCHOOL | 1,025,064.33 | 6,776.00 | 0.00 | 0.00 | 1,031,840.33 |
| 0451 LAKE ASBURY ELEMENTARY | 198,658.80 | 0.00 | 0.00 | 0.00 | 198,658.80 |
| 0471 ROBERT M PATERSON ELEMENTARY | 163,298.50 | 8,465.00 | 3,880.00 | 3,318.00 | 172,325.50 |
| 0481 LAKE ASBURY JUNIOR HIGH | 581,905.52 | 0.00 | 0.00 | 23,659.33 | 558,246.19 |
| 0491 WILKINSON ELEMENTARY | 252,976.38 | 0.00 | 0.00 | 0.00 | 252,976.38 |
| 0501 TYNES ELEMENTARY | 188,629.04 | 0.00 | 0.00 | 0.00 | 188,629.04 |
| 0511 MCRAE ELEMENTARY | 179,423.57 | 0.00 | 0.00 | 0.00 | 179,423.57 |
| 0521 FLEMING ISLAND ELEMENTARY | 201,214.48 | 0.00 | 0.00 | 0.00 | 201,214.48 |
| 0531 THUNDERBOLT ELEMENTARY | 245,307.08 | 2,155.00 | 0.00 | 10,202.97 | 237,259.11 |
| 0541 RIDEOUT ELEMENTARY | 151,725.43 | 0.00 | 0.00 | 7,392.32 | 144,333.11 |
| 0551 FLEMING ISLAND HIGH SCHOOL | 961,974.26 | 0.00 | 0.00 | 0.00 | 961,974.26 |
| 0571 SWIMMING PEN CREEK ELEMENTARY | 128,073.28 | 2,155.00 | 0.00 | 0.00 | 130,228.28 |
| 0591 ARGYLE ELEMENTARY SCHOOL | 140,450.49 | 6,776.00 | 0.00 | 0.00 | 147,226.49 |
| 0601 COPPERGATE ELEMENTARY | 178,246.47 | 0.00 | 0.00 | 4,825.44 | 173,421.03 |
| 0611 OAKLEAF JUNIOR HIGH | 500,886.58 | 1,709.99 | 0.00 | 0.00 | 502,596.57 |
| 0621 OAKLEAF VILLAGE ELEMENTARY | 291,153.21 | 8,465.00 | 0.00 | 0.00 | 299,618.21 |

Clay County Public Schools Furniture / Equipment

| Location Number | Begin Balance | New Purchase | Other | Monthly Deletions | Ending Balance |
|-------------------------------------|---------------|--------------|----------|----------------------|----------------|
| 0631 SHADOWLAWN ELEMENTARY | 225,493.45 | 0.00 | 0.00 | 0.00 | 225,493.45 |
| 0641 DISCOVERY OAKS ELEMENTARY | 650,971.86 | 0.00 | 0.00 | 0.00 | 650,971.86 |
| 0651 PLANTATION OAKS ELEMENTARY | 566,465.03 | 0.00 | 0.00 | 0.00 | 566,465.03 |
| 0661 OAKLEAF HIGH SCHOOL | 1,483,016.26 | 5,655.88 | 0.00 | 47,084.17 | 1,441,587.97 |
| 0769 ST JOHNS COUNTRY DAY | 25,893.80 | 0.00 | 0.00 | 0.00 | 25,893.80 |
| 7005 CLAY VIRTUAL - ACADEMY | 38,204.90 | 0.00 | 0.00 | 0.00 | 38,204.90 |
| 9000 SCHOOL BOARD | 26,598.27 | 0.00 | 0.00 | 0.00 | 26,598.27 |
| 9002 CAREER AND TECHNICAL EDUCATION | 22,238.57 | 0.00 | 0.00 | 0.00 | 22,238.57 |
| 9003 DEPT OF INST RESOURCES STEM | 53,101.74 | 0.00 | 0.00 | 0.00 | 53,101.74 |
| 9004 STUDENT SERVICES | 53,433.69 | 0.00 | 0.00 | 0.00 | 53,433.69 |
| 9005 EXCEPTIONAL STUDENT EDUCATION | 216,895.09 | 0.00 | 0.00 | 0.00 | 216,895.09 |
| 9006 DEPT OF ELEMENTARY EDUCATION | 20,770.49 | 0.00 | 0.00 | 0.00 | 20,770.49 |
| 9007 K12 ACADEMIC SERVICES | 17,080.66 | 0.00 | 0.00 | 0.00 | 17,080.66 |
| 9008 ADULT COMMUNITY EDUCATION | 71,368.03 | 0.00 | 0.00 | 0.00 | 71,368.03 |
| 9009 SCH IMPROVEMENT & PROF DEVEL | 103,830.81 | 0.00 | 0.00 | 0.00 | 103,830.81 |
| 9010 TRANSPORTATION | 481,392.88 | 0.00 | 0.00 | 0.00 | 481,392.88 |
| 9014 INSTRUCTIONAL MEDIA SERVICES | 1,709.50 | 0.00 | 0.00 | 0.00 | 1,709.50 |
| 9016 SUPERINTENDENT/DEPUTY SUPER | 34,502.12 | 1,049.00 | 0.00 | 0.00 | 35,551.12 |
| 9020 OFFICE OF SUPPORT SERVICES | 13,899.39 | 0.00 | 0.00 | 0.00 | 13,899.39 |
| 9021 MAINTENANCE DEPARTMENT | 528,415.60 | 0.00 | 0.00 | 0.00 | 528,415.60 |
| 9022 OPERATIONS | 149,784.81 | 3,532.72 | 0.00 | 0.00 | 153,317.53 |
| 9023 FACILITY PLANNING & CONSTRUCT | 28,188.54 | 0.00 | 0.00 | 0.00 | 28,188.54 |
| 9024 CODE ENFORCEMENT | 7,398.27 | 0.00 | 0.00 | 0.00 | 7,398.27 |
| 9025 SCHOOL POLICE DEPARTMENT | 4,062.95 | 308,524.50 | 0.00 | 0.00 | 312,587.45 |
| 9030 PRINT CENTER | 64,262.81 | 0.00 | 0.00 | 0.00 | 64,262.81 |
| 9040 INFORMATION SERVICES | 2,448,680.31 | 0.00 | 0.00 | 0.00 | 2,448,680.31 |
| 9050 BUSINESS AFFAIRS DIVISION | 110,695.96 | 0.00 | 0.00 | 0.00 | 110,695.96 |
| 9060 HUMAN RESOURCES | 93,180.34 | 0.00 | 0.00 | 0.00 | 93,180.34 |
| 9104 DEPT OF HEALTH & MILITARY SERV | 55,614.64 | 0.00 | 0.00 | 0.00 | 55,614.64 |
| 9106 TITLE 1 | 16,664.31 | 0.00 | 0.00 | 0.00 | 16,664.31 |
| 9110 FOOD & NUTRITION SERVICES | 265,110.74 | 17,400.00 | 0.00 | 0.00 | 282,510.74 |
| 9111 INSTRUCTIONAL DIVISION | 28,411.83 | 0.00 | 0.00 | 0.00 | 28,411.83 |
| 9113 TEACHER TRAINING CENTER FIH | 21,528.56 | 0.00 | 0.00 | 0.00 | 21,528.56 |
| 9114 TEACHER LEARNING CENTER OPHS | 5,505.98 | 0.00 | 0.00 | 0.00 | 5,505.98 |
| | 21,134,544.91 | 402,921.84 | 3,880.00 | 119,675.81 | 21,421,670.94 |

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C13 - Budget Amendment for Month Ending September 30, 2019

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 September 30, 2019.

Contact

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

Financial Impact

As presented

Review Comments

Attachments

📎 [September 2019 Budget Amendment Reports.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 SEPTEMBER 30, 2019

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. |
| 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

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 SEPTEMBER 30, 2019

| 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 | 3390 | 000 | 128,813.00 | - | 128,813.00 | 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 | 6,667.87 | 1,440.00 | 8,107.87 | 3440000 | Gifts Grants & Bequests |
| 100 | 3460 | 000 | 329.00 | 130.00 | 459.00 | 3462000 | Postsecondary Voc Course Fees |
| 100 | 3460 | 000 | 2,358.75 | 1,497.50 | 3,856.25 | 3469000 | Other Student Fees-Summer Rec |
| 100 | 3490 | 000 | 1,060,079.00 | 819.50 | 1,060,898.50 | 3490000 | Miscellaneous Local Sources |
| 100 | 3724 | 000 | 10,680,670.00 | 10,680,670.00 | 21,361,340.00 | 3724000 | Capital Lease Agreements |
| 100 | 5100 | 120 | 20,485,406.29 | 14,800.00 | 20,500,206.29 | 5100120 | Bsc FEFP K-12-Teacher Salary |
| 100 | 5100 | 121 | - | - | - | 5100121 | Bsc FEFP K-12-Tech Perform Pay |
| 100 | 5100 | 125 | 10,014.46 | - | 10,014.46 | 5100125 | Bsc FEFP K-12-Tutoring Salary |
| 100 | 5100 | 128 | 8,280.97 | 8,280.97 | 16,561.94 | 5100128 | Bsc FEFP K-12-Ss Classrm Teac |
| 100 | 5100 | 150 | 30,361.68 | 15,130.24 | 45,491.92 | 5100150 | Bsc FEFP K-12-Aide |
| 100 | 5100 | 155 | 2,066.50 | 2,066.50 | 4,133.00 | 5100155 | Bsc FEFP K-12-Tutoring Salary |
| 100 | 5100 | 210 | 1,820,693.61 | - | 1,820,693.61 | 5100210 | Bsc FEFP K-12-Retirement |
| 100 | 5100 | 220 | 1,602,376.12 | 6,890.00 | 1,609,266.12 | 5100220 | Bsc FEFP K-12-Social Security |
| 100 | 5100 | 230 | 2,408,463.26 | - | 2,408,463.26 | 5100230 | Bsc FEFP K-12-Group Insurance |
| 100 | 5100 | 240 | 299,892.16 | 1,288.00 | 301,180.16 | 5100240 | Bsc FEFP K-12-Workmans Comp |
| 100 | 5100 | 310 | 2,000.00 | - | 2,000.00 | 5100310 | Bsc FEFP K-12-Pro & Tech Serv |
| 100 | 5100 | 313 | 1,002,500.00 | - | 1,002,500.00 | 5100313 | Bsc FEFP K-12-Prof Svcs - Su |
| 100 | 5100 | 330 | 15,000.00 | 15,000.00 | 30,000.00 | 5100330 | Bsc FEFP K-12 - Field Trip |
| 100 | 5100 | 331 | 51.62 | - | 51.62 | 5100331 | Bsc FEFP K-12-Trvl In Cnyt |
| 100 | 5100 | 334 | 15,235.00 | 325.00 | 15,560.00 | 5100334 | Bsc FEFP K-12-Registration Fee |
| 100 | 5100 | 350 | 82,818.71 | - | 82,818.71 | 5100350 | Bsc FEFP K-12-Repairs And Mai |
| 100 | 5100 | 360 | 37,815.09 | - | 37,815.09 | 5100360 | Bsc FEFP K-12-Rentals |
| 100 | 5100 | 369 | 590,359.43 | - | 590,359.43 | 5100369 | Bsc FEFP K-12-Tech Rentals |
| 100 | 5100 | 371 | 1,832.00 | - | 1,832.00 | 5100371 | Bsc FEFP K-12-Stamps |
| 100 | 5100 | 390 | 82,861.59 | - | 82,861.59 | 5100390 | Bsc FEFP K-12-Othr Purch Srvc |
| 100 | 5100 | 391 | 7,061.07 | - | 7,061.07 | 5100391 | Bsc FEFP K-12-Printing |
| 100 | 5100 | 393 | 550,578.66 | - | 550,578.66 | 5100393 | Bsc FEFP K-12-Purchased Svcs |
| 100 | 5100 | 510 | 1,199,571.04 | - | 1,199,571.04 | 5100510 | Bsc FEFP K-12-Supplies |
| 100 | 5100 | 515 | 3,687.62 | - | 3,687.62 | 5100515 | Bsc FEFP K-12-Sunprint Fee |
| 100 | 5100 | 519 | 3,462.54 | - | 3,462.54 | 5100519 | Bsc FEFP K-12-Tech Supplies |
| 100 | 5100 | 520 | 32,547.77 | - | 32,547.77 | 5100520 | Bsc FEFP K-12-Textbooks, St |
| 100 | 5100 | 521 | (160,247.75) | - | (160,247.75) | 5100521 | Bsc FEFP K-12-Textbooks-Non S |
| 100 | 5100 | 529 | 477,027.64 | - | 477,027.64 | 5100529 | Bsc FEFP K-12-Tech Textbooks |
| 100 | 5100 | 530 | 2,515.67 | - | 2,515.67 | 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 | 4,069.34 | 1,199.99 | 5,269.33 | 5100622 | Bsc FEFP K-12-AV Mat L/T \$1000 |
| 100 | 5100 | 641 | 19,727.45 | 5,000.00 | 24,727.45 | 5100641 | Bsc FEFP K-12-Equip \$1000 Over |
| 100 | 5100 | 642 | 40,522.82 | - | 40,522.82 | 5100642 | Bsc FEFP K-12-Equip L/T \$1000 |
| 100 | 5100 | 643 | 863.71 | 863.71 | 1,727.42 | 5100643 | Bsc FEFP K-12-Comp Hdw >\$1000 |
| 100 | 5100 | 644 | 97,005.14 | - | 97,005.14 | 5100644 | Bsc FEFP K-12-Cptr Hdw <1000 |
| 100 | 5100 | 649 | 1,253.64 | - | 1,253.64 | 5100649 | Bsc FEFP K-12-Tech Rel < 1000 |
| 100 | 5100 | 730 | 26,728.25 | - | 26,728.25 | 5100730 | Bsc FEFP K-12-Dues And Fees |
| 100 | 5200 | 120 | 1,155,178.40 | - | 1,155,178.40 | 5200120 | Exceptional-Teacher Salary |
| 100 | 5200 | 150 | 1,136,196.25 | - | 1,136,196.25 | 5200150 | Exceptional-Aide |
| 100 | 5200 | 210 | 301,101.11 | - | 301,101.11 | 5200210 | Exceptional-Retirement |
| 100 | 5200 | 220 | 248,937.74 | - | 248,937.74 | 5200220 | Exceptional-Social Security |
| 100 | 5200 | 230 | 373,732.45 | - | 373,732.45 | 5200230 | Exceptional-Group Insurance |
| 100 | 5200 | 240 | 46,464.06 | - | 46,464.06 | 5200240 | Exceptional-Workmans Comp |
| 100 | 5200 | 311 | 5,000.00 | - | 5,000.00 | 5200311 | Exceptional-Legal Fees & Re |
| 100 | 5200 | 330 | 6,082.37 | - | 6,082.37 | 5200330 | Exceptional - Field Trip |
| 100 | 5200 | 350 | 8,055.72 | 95.11 | 8,150.83 | 5200350 | Exceptional-Repairs And Mai |
| 100 | 5200 | 369 | 91,910.02 | 556.50 | 92,466.52 | 5200369 | Exceptional-Tech Rentals |
| 100 | 5200 | 390 | 570.00 | - | 570.00 | 5200390 | Exceptional-Othr Purch Srvc |
| 100 | 5200 | 391 | 100.00 | - | 100.00 | 5200391 | Exceptional-Printing |
| 100 | 5200 | 450 | - | - | - | 5200450 | Exceptional-Gasoline |
| 100 | 5200 | 510 | 16,703.46 | 739.98 | 17,443.44 | 5200510 | Exceptional-Supplies |



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING SEPTEMBER 30, 2019

| Fund | Func | Obj | Adopted | Budget Adj | Working Budget | Func / Obj | Desc |
|------|------|-----|------------|------------|----------------|------------|---------------------------------|
| 100 | 5200 | 515 | 900.00 | - | 900.00 | 5200515 | Exceptional-Sunprint Fee |
| 100 | 5200 | 519 | 673.09 | - | 673.09 | 5200519 | Exceptional-Tech Supplies |
| 100 | 5200 | 521 | 126,895.75 | 339.40 | 127,235.15 | 5200521 | Exceptional-Textbooks-Non S |
| 100 | 5200 | 529 | 450.00 | 450.00 | 900.00 | 5200529 | Exceptional-Tech Textbooks |
| 100 | 5200 | 530 | 738.61 | - | 738.61 | 5200530 | Exceptional-Periodicals |
| 100 | 5200 | 622 | 531.08 | 200.00 | 731.08 | 5200622 | Bsc FEFP K-12-AV Mat L/T \$1000 |
| 100 | 5200 | 641 | 12,580.00 | 30.00 | 12,610.00 | 5200641 | ESE K-12-Equip \$1000 Over |
| 100 | 5200 | 642 | 3,242.83 | - | 3,242.83 | 5200642 | ESE K-12-Equip L/T \$1000 |
| 100 | 5200 | 644 | 2,833.28 | - | 2,833.28 | 5200644 | Exceptional-Cptr Hdwr <1000 |
| 100 | 5200 | 649 | 1,179.99 | 1,100.00 | 2,279.99 | 5200649 | Exceptional Tech Rel < 1000 |
| 100 | 5200 | 730 | - | - | - | 5200730 | Exceptional-Dues And Fees |
| 100 | 5200 | 750 | 24,027.48 | - | 24,027.48 | 5200750 | Exceptional-Oth Pers Svcs |
| 100 | 5300 | 120 | 23,005.82 | - | 23,005.82 | 5300120 | Applied Tech -Teacher Salary |
| 100 | 5300 | 210 | 515.52 | - | 515.52 | 5300210 | Applied Tech -Retirement |
| 100 | 5300 | 220 | 465.61 | - | 465.61 | 5300220 | Applied Tech -Social Security |
| 100 | 5300 | 240 | 87.04 | - | 87.04 | 5300240 | Applied Tech -Workmans Comp |
| 100 | 5300 | 310 | 400.00 | 400.00 | 800.00 | 5300310 | Applied Tech -Pro & Tech Serv |
| 100 | 5300 | 332 | 1,000.00 | - | 1,000.00 | 5300332 | Applied Tech - Trvl Out/Count |
| 100 | 5300 | 350 | 7,417.66 | - | 7,417.66 | 5300350 | Applied Tech -Repairs And Mai |
| 100 | 5300 | 360 | 2,695.00 | 1,695.00 | 4,390.00 | 5300360 | Applied Tech -Rentals |
| 100 | 5300 | 369 | 58,195.12 | - | 58,195.12 | 5300369 | Applied Tech -Tech Rentals |
| 100 | 5300 | 390 | 45.00 | 45.00 | 90.00 | 5300390 | Applied Tech -Othr Purch Svcs |
| 100 | 5300 | 420 | 2,000.00 | 2,000.00 | 4,000.00 | 5300420 | Applied Tech -Bottled Gas |
| 100 | 5300 | 510 | 67,412.67 | - | 67,412.67 | 5300510 | Applied Tech -Supplies |
| 100 | 5300 | 519 | 4,555.47 | - | 4,555.47 | 5300519 | Applied Tech -Tech Supplies |
| 100 | 5300 | 521 | 7,529.59 | - | 7,529.59 | 5300521 | Applied Tech -Textbooks-Non S |
| 100 | 5300 | 622 | 5,602.98 | 440.00 | 6,042.98 | 5300622 | Bsc FEFP K-12-AV Mat L/T \$1000 |
| 100 | 5300 | 641 | 29,906.00 | 4,761.25 | 34,667.25 | 5300641 | APP TECH K-12-Equip \$1000 Over |
| 100 | 5300 | 642 | 72,043.71 | - | 72,043.71 | 5300642 | APP TECH K-12-Equip L/T \$1000 |
| 100 | 5300 | 643 | 75,929.71 | - | 75,929.71 | 5300643 | Applied Tech-Comp Hdwr > \$1000 |
| 100 | 5300 | 644 | 24,078.53 | 1,095.95 | 25,174.48 | 5300644 | Applied Tech - Cptr Hdwr <1000 |
| 100 | 5300 | 648 | 3,180.00 | 3,180.00 | 6,360.00 | 5300648 | Applied Tech - Furn > 1000 |
| 100 | 5300 | 649 | 5,922.42 | - | 5,922.42 | 5300649 | Applied Tech - Furn < 1000 |
| 100 | 5300 | 692 | 17,466.00 | (750.00) | 16,716.00 | 5300692 | Bsc FEFP K-12-Software <1000 |
| 100 | 5300 | 730 | 840.00 | - | 840.00 | 5300730 | Applied Tech -Dues And Fees |
| 100 | 5400 | 120 | 5,000.00 | - | 5,000.00 | 5400120 | Adult Gen -Teacher Salary |
| 100 | 5400 | 160 | 9,900.00 | - | 9,900.00 | 5400160 | Adult Gen -Other Support |
| 100 | 5400 | 210 | 1,269.83 | - | 1,269.83 | 5400210 | Adult Gen -Retirement |
| 100 | 5400 | 220 | 4,597.71 | 309.66 | 4,907.37 | 5400220 | Adult Gen -Social Security |
| 100 | 5400 | 230 | 57.88 | 57.88 | 115.76 | 5400230 | Adult Gen -Group Insurance |
| 100 | 5400 | 240 | 3,344.13 | - | 3,344.13 | 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 | 800.00 | 800.00 | 1,600.00 | 5400369 | Adult Gen -Tech Rentals |
| 100 | 5400 | 378 | 105.36 | - | 105.36 | 5400378 | Adult Ed-Cell Phones |
| 100 | 5400 | 390 | 27,881.46 | 1,360.00 | 29,241.46 | 5400390 | Adult Gen -Othr Purch Svcs |
| 100 | 5400 | 391 | - | - | - | 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 | 530 | 2,875.00 | - | 2,875.00 | 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 | 330 | 3,309.10 | - | 3,309.10 | 5500330 | Pre K - Field Trip |
| 100 | 5500 | 369 | 270.00 | - | 270.00 | 5500369 | Pre K-Tech Rentals |
| 100 | 5500 | 510 | 13,900.64 | - | 13,900.64 | 5500510 | Pre K-Supplies |
| 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 | 130 | 457,132.75 | - | 457,132.75 | 6100130 | Pupil Per Svcs-Other Certifie |
| 100 | 6100 | 160 | 55,727.16 | - | 55,727.16 | 6100160 | Pupil Per Svcs-Other Support |
| 100 | 6100 | 210 | 20,945.16 | - | 20,945.16 | 6100210 | Pupil Per Svcs-Retirement |



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING SEPTEMBER 30, 2019

| Fund | Func | Obj | Adopted | Budget Adj | Working Budget | Func / Obj | Desc |
|------|------|-----|------------|------------|----------------|------------|---------------------------------|
| 100 | 6100 | 220 | 12,816.59 | - | 12,816.59 | 6100220 | Pupil Per Svcs-Social Securit |
| 100 | 6100 | 230 | 25,816.64 | - | 25,816.64 | 6100230 | Pupil Per Svcs-Group Insuranc |
| 100 | 6100 | 240 | 2,136.37 | - | 2,136.37 | 6100240 | Pupil Per Svcs-Workmans Comp |
| 100 | 6100 | 310 | 246,536.36 | 49,000.00 | 295,536.36 | 6100310 | Pupil Per Svcs-Pro & Tech Ser |
| 100 | 6100 | 313 | - | - | - | 6100313 | Pupil Per Svcs-Prof Svcs - S |
| 100 | 6100 | 331 | 11.02 | - | 11.02 | 6100331 | Pupil Per Svcs-Travel InCnty |
| 100 | 6100 | 350 | 450.00 | - | 450.00 | 6100350 | Pupil Per Svcs-Repairs And Ma |
| 100 | 6100 | 369 | 50,450.00 | - | 50,450.00 | 6100369 | Pupil Per Svcs-Tech Rentals |
| 100 | 6100 | 391 | 80.00 | 80.00 | 160.00 | 6100391 | Pupil Per Svcs-Printing |
| 100 | 6100 | 519 | 52.66 | 34.29 | 86.95 | 6100519 | Pupil Per Svcs-Tech Supplies |
| 100 | 6100 | 642 | 992.68 | - | 992.68 | 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 | 361.43 | 180.67 | 542.10 | 6100644 | Pupil Per Svcs - Cptr Hdw <1 |
| 100 | 6100 | 649 | 152.37 | 152.37 | 304.74 | 6100649 | Pupil Per Svcs - Furn < 1000 |
| 100 | 6100 | 750 | 331.50 | - | 331.50 | 6100750 | Pupil Per Svcs-Oth Pers Svcs |
| 100 | 6150 | 160 | 26,317.69 | 26,317.69 | 52,635.38 | 6150160 | Parent Involvem-Other Support |
| 100 | 6150 | 210 | 3,679.06 | 3,679.06 | 7,358.12 | 6150210 | Parent Involvem-Retirement |
| 100 | 6150 | 220 | 3,322.88 | 3,322.88 | 6,645.76 | 6150220 | Parent Involvem-Social Securit |
| 100 | 6150 | 230 | 9,495.60 | 9,495.60 | 18,991.20 | 6150230 | Parent Involvem-Group Ins |
| 100 | 6150 | 240 | 621.14 | 621.14 | 1,242.28 | 6150240 | Parent Involvem-Workmans Comp |
| 100 | 6150 | 310 | 4,000.00 | 4,000.00 | 8,000.00 | 6150310 | Parent Involvem-Pro & Tech Ser |
| 100 | 6150 | 371 | 1,000.00 | 1,000.00 | 2,000.00 | 6150371 | Parent Involvem-Stamp |
| 100 | 6150 | 390 | 500.00 | 500.00 | 1,000.00 | 6150390 | Parent Involvem-Othr Purch Srv |
| 100 | 6200 | 130 | 4,328.61 | 4,328.61 | 8,657.22 | 6200130 | Inst Media-Other Certified |
| 100 | 6200 | 210 | 444.68 | 444.68 | 889.36 | 6200210 | Inst Media-Retirement |
| 100 | 6200 | 220 | 401.63 | 401.63 | 803.26 | 6200220 | Inst Media-Social Security |
| 100 | 6200 | 240 | 75.08 | 75.08 | 150.16 | 6200240 | Inst Media-Workmans Comp |
| 100 | 6200 | 334 | 645.00 | 275.00 | 920.00 | 6200334 | Inst Media-Prof Svcs - Reg |
| 100 | 6200 | 350 | 3,755.20 | - | 3,755.20 | 6200350 | Inst Media-Repairs And Mai |
| 100 | 6200 | 360 | - | (249.00) | (249.00) | 6200360 | Inst Media-Rentals |
| 100 | 6200 | 369 | 153,575.81 | 249.00 | 153,824.81 | 6200369 | Inst Media-Tech Rentals |
| 100 | 6200 | 390 | - | 300.00 | 300.00 | 6200390 | Inst Media-Othr Purch Srv |
| 100 | 6200 | 510 | 7,269.64 | (40.31) | 7,229.33 | 6200510 | Inst Media-Supplies |
| 100 | 6200 | 519 | 301.85 | - | 301.85 | 6200519 | Inst Media-Tech Supplies |
| 100 | 6200 | 530 | 190.00 | 2.00 | 192.00 | 6200530 | Inst Media-Periodicals |
| 100 | 6200 | 612 | 17,189.96 | - | 17,189.96 | 6200612 | Inst Media-Books Exist Lib |
| 100 | 6200 | 614 | 441.00 | - | 441.00 | 6200614 | Inst Media-Library Books-E |
| 100 | 6200 | 619 | 1,114.97 | - | 1,114.97 | 6200619 | Inst Media-Library Books-E |
| 100 | 6200 | 622 | 4,680.38 | - | 4,680.38 | 6200622 | Bsc FEFP K-12-AV Mat L/T \$1000 |
| 100 | 6200 | 641 | 10,796.76 | 903.00 | 11,699.76 | 6200641 | INST MED K12-Equip \$1000 Over |
| 100 | 6200 | 642 | 19,365.94 | 474.99 | 19,840.93 | 6200642 | INST MEDIA-Equip L/T \$1000 |
| 100 | 6200 | 643 | 1,266.50 | (304.74) | 961.76 | 6200643 | Inst Media-Comp Hdw > \$1000 |
| 100 | 6200 | 644 | 3,749.26 | 863.71 | 4,612.97 | 6200644 | Inst Media - Cptr Hdw <1000 |
| 100 | 6200 | 648 | 165.01 | (34.99) | 130.02 | 6200648 | Inst Media - Furn > 1000 |
| 100 | 6200 | 649 | 187.36 | 34.99 | 222.35 | 6200649 | Inst Media - Furn < 1000 |
| 100 | 6200 | 692 | 1,351.00 | 995.00 | 2,346.00 | 6200692 | Bsc FEFP K-12-Software <1000 |
| 100 | 6200 | 730 | 75.00 | 75.00 | 150.00 | 6200730 | Inst Media-Dues And Fees |
| 100 | 6200 | 391 | 81.05 | - | 81.05 | 6250391 | Film Lib -Printing |
| 100 | 6300 | 110 | - | - | - | 6300110 | Inst/Curr Dev -Administrator |
| 100 | 6300 | 130 | 61,149.50 | - | 61,149.50 | 6300130 | Inst/Curr Dev -Other Certifie |
| 100 | 6300 | 131 | - | - | - | 6300131 | Inst/Curr Dev -OthCertPerfrom |
| 100 | 6300 | 160 | 128,097.50 | - | 128,097.50 | 6300160 | Inst/Curr Dev -Other Support |
| 100 | 6300 | 210 | 16,031.55 | - | 16,031.55 | 6300210 | Inst/Curr Dev -Retirement |
| 100 | 6300 | 220 | 3,261.33 | - | 3,261.33 | 6300220 | Inst/Curr Dev -Social Securit |
| 100 | 6300 | 230 | 11,120.60 | - | 11,120.60 | 6300230 | Inst/Curr Dev -Group Insuranc |
| 100 | 6300 | 240 | 806.74 | - | 806.74 | 6300240 | Inst/Curr Dev -Workmans Comp |
| 100 | 6300 | 331 | 438.55 | - | 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 | 3,975.00 | - | 3,975.00 | 6300369 | Inst/Curr Dev -Tech Rentals |
| 100 | 6300 | 371 | 450.00 | - | 450.00 | 6300371 | Inst/Curr Dev -Stamp |
| 100 | 6300 | 378 | 800.00 | - | 800.00 | 6300378 | Inst/Curr Dev -Cell Phones |
| 100 | 6300 | 390 | 500.00 | - | 500.00 | 6300390 | Inst/Curr Dev -Othr Purch Srv |



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING SEPTEMBER 30, 2019

| Fund | Func | Obj | Adopted | Budget Adj | Working Budget | Func / Obj | Desc |
|------|------|-----|------------|------------|----------------|------------|---------------------------------|
| 100 | 6300 | 515 | 113.72 | - | 113.72 | 6300515 | Inst/Curr Dev -Sunprint Fee |
| 100 | 6300 | 519 | 63.97 | 41.98 | 105.95 | 6300519 | Inst/Curr Dev - Tech Supplies |
| 100 | 6300 | 641 | 4,532.00 | - | 4,532.00 | 6300641 | INST CURR-Equip \$1000 Over |
| 100 | 6300 | 642 | 13,125.19 | - | 13,125.19 | 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 | 779.40 | - | 779.40 | 6300644 | Inst/Curr Dev - Cptr Hdw <100 |
| 100 | 6300 | 649 | 431.61 | - | 431.61 | 6300649 | Inst/Curr Dev - Furn < 1000 |
| 100 | 6300 | 692 | 177.35 | - | 177.35 | 6300692 | Bsc FEFP K-12-Software <1000 |
| 100 | 6300 | 730 | 350.00 | 350.00 | 700.00 | 6300730 | Inst/Curr Dev -Dues And Fees |
| 100 | 6400 | 110 | 1,000.00 | - | 1,000.00 | 6400110 | Inst Stf Trning-Administrator |
| 100 | 6400 | 120 | 15,980.80 | - | 15,980.80 | 6400120 | Inst Stf Trning-Teacher Salary |
| 100 | 6400 | 130 | 434,482.35 | - | 434,482.35 | 6400130 | Inst Stf Trning-Other Certifie |
| 100 | 6400 | 210 | 36,280.99 | - | 36,280.99 | 6400210 | Inst Stf Trning-Retirement |
| 100 | 6400 | 220 | 34,425.68 | 459.00 | 34,884.68 | 6400220 | Inst Stf Trning-Social Securit |
| 100 | 6400 | 230 | 45,023.73 | - | 45,023.73 | 6400230 | Inst Stf Trning-Group Insuranc |
| 100 | 6400 | 240 | 6,352.84 | - | 6,352.84 | 6400240 | Inst Stf Trning-Workmans Comp |
| 100 | 6400 | 310 | 12,500.00 | - | 12,500.00 | 6400310 | Inst Stf Trning-Pro & Tech Ser |
| 100 | 6400 | 313 | 101,044.00 | 63,540.00 | 164,584.00 | 6400313 | Inst Stf Trning-Prof Svcs - S |
| 100 | 6400 | 331 | 2,500.00 | - | 2,500.00 | 6400331 | Inst Stf Trning-Trvl In Cnty |
| 100 | 6400 | 332 | 14,167.02 | 1,500.00 | 15,667.02 | 6400332 | Inst Stf Trning- Trvl Out/Coun |
| 100 | 6400 | 333 | 5,979.88 | 1,300.00 | 7,279.88 | 6400333 | Inst Stf Trning - Trvl Out/Stat |
| 100 | 6400 | 334 | 14,402.58 | 407.35 | 14,809.93 | 6400334 | Inst Stf Trning-Registration F |
| 100 | 6400 | 369 | 63,495.74 | - | 63,495.74 | 6400369 | Inst Stf Trning-Tech Rentals |
| 100 | 6400 | 390 | 1,625.00 | 1,500.00 | 3,125.00 | 6400390 | Inst Stf Trning-Other Purch Srv |
| 100 | 6400 | 510 | 2,075.56 | 1,000.00 | 3,075.56 | 6400510 | Inst Stf Trning-Supplies |
| 100 | 6400 | 590 | 6,911.99 | - | 6,911.99 | 6400590 | Inst Stf Trning-Other Matl/Sup |
| 100 | 6400 | 621 | 0.01 | 0.01 | 0.02 | 6400621 | STF TRNG-AV Mat \$1000/Ovr |
| 100 | 6400 | 649 | 2,149.54 | 2,149.54 | 4,299.08 | 6400649 | Prof Dev - Furn < 1000 |
| 100 | 6400 | 730 | 5,600.00 | 2,400.00 | 8,000.00 | 6400730 | Inst Stf Trning-Dues And Fees |
| 100 | 6500 | 369 | 473,643.90 | 35,000.00 | 508,643.90 | 6500369 | Inst Rel Tech-Tech Rentals |
| 100 | 6500 | 519 | 11,795.92 | 1,500.00 | 13,295.92 | 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 | 378 | 2,500.00 | - | 2,500.00 | 7200378 | General Admin-Cell Phones |
| 100 | 7200 | 510 | 3,000.00 | - | 3,000.00 | 7200510 | General Admin-Supplies |
| 100 | 7200 | 530 | 125.00 | - | 125.00 | 7200530 | General Admin-Periodicals |
| 100 | 7300 | 110 | 16,490.00 | 16,490.00 | 32,980.00 | 7300110 | School Admin-Administrator |
| 100 | 7300 | 210 | 1,694.00 | 1,694.00 | 3,388.00 | 7300210 | School Admin-Retirement |
| 100 | 7300 | 220 | 1,530.00 | 1,530.00 | 3,060.00 | 7300220 | School Admin-Social Security |
| 100 | 7300 | 230 | - | - | 0.00 | 7300230 | School Admin-Group Insurance |
| 100 | 7300 | 240 | 286.00 | 286.00 | 572.00 | 7300240 | School Admin-Workmans Comp |
| 100 | 7300 | 331 | 640.48 | - | 640.48 | 7300331 | School Admin-Trvl In Cnty |
| 100 | 7300 | 369 | 79.00 | - | 79.00 | 7300369 | School Admin-Tech Rentals |
| 100 | 7300 | 391 | 1.74 | - | 1.74 | 7300391 | School Admin-Printing |
| 100 | 7300 | 510 | 1,123.98 | - | 1,123.98 | 7300510 | School Admin-Supplies |
| 100 | 7300 | 519 | 265.00 | - | 265.00 | 7300519 | School Admin-Tech Supplies |
| 100 | 7300 | 530 | 593.41 | - | 593.41 | 7300530 | School Admin-Periodicals |
| 100 | 7300 | 642 | 2,290.05 | 191.66 | 2,481.71 | 7300642 | SCH ADMIN-Equip L/T \$1000 |
| 100 | 7300 | 644 | 4,973.25 | - | 4,973.25 | 7300644 | School Admin - Cptr Hdw <1000 |
| 100 | 7300 | 692 | 400.00 | - | 400.00 | 7300692 | Bsc FEFP K-12-Software <1000 |
| 100 | 7300 | 730 | 4,260.00 | - | 4,260.00 | 7300730 | School Admin-Dues And Fees |
| 100 | 7400 | 378 | 2,713.00 | - | 2,713.00 | 7400378 | Fac Aq/Const-Cell Phones |
| 100 | 7400 | 515 | 1,000.00 | - | 1,000.00 | 7400515 | Facilities-Sunprint Fee |
| 100 | 7400 | 642 | 40,682.29 | - | 40,682.29 | 7400642 | FAC ACQ CONST-Equip L/T \$1000 |
| 100 | 7400 | 644 | 16,000.00 | - | 16,000.00 | 7400644 | Fac Aq/Const - Cptr Hdw <1000 |
| 100 | 7400 | 670 | 61,479.00 | 40,000.00 | 101,479.00 | 7400670 | Fac Aq/Const-Imprv. Not Bldg |
| 100 | 7400 | 682 | 80,000.00 | 80,000.00 | 160,000.00 | 7400682 | Fac Aq/Const-Direct Purch-No |
| 100 | 7400 | 670 | 32,255.15 | - | 32,255.15 | 7400670 | 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 |



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING SEPTEMBER 30, 2019

| Fund | Func | Obj | Adopted | Budget Adj | Working Budget | Func / Obj | Desc |
|------|------|-----|---------------|---------------|----------------|------------|---------------------------------|
| 100 | 7400 | 681 | 608.00 | 608.00 | 1,216.00 | 7408681 | Fac Tech-Cap Remodlg |
| 100 | 7500 | 331 | 500.00 | 500.00 | 1,000.00 | 7500331 | Fiscal Svcs-Trvl In Cnty |
| 100 | 7500 | 378 | 720.00 | - | 720.00 | 7500378 | Fiscal Svcs-Cell Phones |
| 100 | 7500 | 510 | 5,629.00 | 2,830.00 | 8,459.00 | 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 | (2,830.00) | 340.00 | 7500642 | FISCAL SVCS-Equip L/T \$1000 |
| 100 | 7500 | 519 | 36.58 | - | 36.58 | 7501519 | Budget & Acctg-Tech Supplies |
| 100 | 7500 | 642 | 80.34 | - | 80.34 | 7502642 | Payroll-Equipment |
| 100 | 7700 | 390 | 2,000.00 | - | 2,000.00 | 7720390 | Is-Othr Purch Svc |
| 100 | 7700 | 642 | 3,000.00 | - | 3,000.00 | 7720642 | INFO SVCS-Equip L/T \$1000 |
| 100 | 7700 | 643 | 1,500.00 | - | 1,500.00 | 7720643 | Is-Comp Hdw > \$1000 |
| 100 | 7700 | 730 | 508.00 | - | 508.00 | 7720730 | Is-Dues And Fees |
| 100 | 7700 | 310 | 177,419.00 | 312.00 | 177,731.00 | 7730310 | Staff Svcs-Pro & Tech Serv |
| 100 | 7700 | 313 | 10,288.00 | 10,288.00 | 20,576.00 | 7730313 | Inst Stf Svcs-Prof Svcs - S |
| 100 | 7700 | 390 | 960.00 | 380.00 | 1,340.00 | 7730390 | Staff Svcs-Othr Purch Svc |
| 100 | 7700 | 590 | 5,162.70 | - | 5,162.70 | 7730590 | Staff Svcs-Other Matl/Supp |
| 100 | 7700 | 333 | 11,550.00 | - | 11,550.00 | 7731333 | NonInstr Stf Dev-Tvl Out/State |
| 100 | 7700 | 334 | 10,300.00 | - | 10,300.00 | 7731334 | Non-Instruc SD - Registration |
| 100 | 7700 | 730 | 8,000.00 | - | 8,000.00 | 7731730 | Personnel S D -Dues And Fees |
| 100 | 7700 | 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 - Tvl Out/State |
| 100 | 7700 | 334 | 5,500.00 | - | 5,500.00 | 7737334 | Bad SD - Travel Registra |
| 100 | 7700 | 331 | 156.00 | - | 156.00 | 7739331 | Board Member-Trvl In Cnty |
| 100 | 7700 | 332 | 19,000.00 | - | 19,000.00 | 7739332 | Board Member - Trvl Out/County |
| 100 | 7700 | 333 | 1,000.00 | - | 1,000.00 | 7739333 | Board Member - Tvl Out/State |
| 100 | 7700 | 334 | 5,000.00 | - | 5,000.00 | 7739334 | Board Member-Registration Fee |
| 100 | 7700 | 510 | 2,715.00 | - | 2,715.00 | 7760510 | Internal Svcs-Supplies |
| 100 | 7700 | 378 | 950.00 | - | 950.00 | 7763378 | Prop Records-Cell Phones |
| 100 | 7700 | 519 | 56.38 | 56.38 | 112.76 | 7763519 | Property Records-Tech Supplies |
| 100 | 7700 | 331 | 300.00 | 300.00 | 600.00 | 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 | 5,583,035.75 | - | 5,583,035.75 | 7800160 | Pup Trans Svcs-Other Support |
| 100 | 7800 | 210 | 3,205.41 | 250.41 | 3,455.82 | 7800210 | Pup Trans Svcs-Retirement |
| 100 | 7800 | 220 | 484,474.69 | - | 484,474.69 | 7800220 | Pup Trans Svcs-Social Securit |
| 100 | 7800 | 230 | 11,120.60 | - | 11,120.60 | 7800230 | Pup Trans Svcs-Group Insuranc |
| 100 | 7800 | 240 | 542.28 | - | 542.28 | 7800240 | Pup Trans Svcs-Workmans Comp |
| 100 | 7800 | 360 | 10,687,045.50 | 10,680,670.00 | 21,367,715.50 | 7800360 | Pup Trans Svcs-Rentals |
| 100 | 7800 | 378 | 8,000.00 | - | 8,000.00 | 7800378 | Pup Trans Svcs-Cell Phones |
| 100 | 7800 | 460 | 1,200.00 | 1,200.00 | 2,400.00 | 7800460 | Pup Trans Svcs-Diesel Fuel |
| 100 | 7800 | 644 | 8,000.00 | - | 8,000.00 | 7800644 | Pup Trans Svcs - Cptr Hdw <1 |
| 100 | 7900 | 160 | 185,040.24 | - | 185,040.24 | 7900160 | Op Of Plant-Other Support |
| 100 | 7900 | 210 | 24,205.70 | 6,161.74 | 30,367.44 | 7900210 | Op Of Plant-Retirement |
| 100 | 7900 | 220 | 13,718.49 | - | 13,718.49 | 7900220 | Op Of Plant-Social Security |
| 100 | 7900 | 230 | 14,386.45 | - | 14,386.45 | 7900230 | Op Of Plant-Group Insurance |
| 100 | 7900 | 240 | 2,564.28 | - | 2,564.28 | 7900240 | Op Of Plant-Workmans Comp |
| 100 | 7900 | 313 | 132,326.65 | - | 132,326.65 | 7900313 | Operations-Prof Svcs-Subs |
| 100 | 7900 | 350 | 6,821.43 | - | 6,821.43 | 7900350 | Op Of Plant-Repairs And Mai |
| 100 | 7900 | 378 | 2,174.00 | 1,000.00 | 3,174.00 | 7900378 | Op Of Plant-Cell Phones |
| 100 | 7900 | 390 | 559,617.66 | 11,732.60 | 571,350.26 | 7900390 | Op Of Plant-Othr Purch Svc |
| 100 | 7900 | 510 | 11,027.47 | - | 11,027.47 | 7900510 | Op Of Plant-Supplies |
| 100 | 7900 | 511 | 25,379.39 | - | 25,379.39 | 7900511 | Op Of Plant-Supp Land Imprv |
| 100 | 7900 | 540 | 16.90 | - | 16.90 | 7900540 | Op Of Plant-Oil & Grease |
| 100 | 7900 | 560 | 85.00 | 85.00 | 170.00 | 7900560 | Op Of Plant-Tires & Tubes |
| 100 | 7900 | 622 | 221.51 | - | 221.51 | 7900622 | Bsc FEFP K-12-AV Mat L/T \$1000 |
| 100 | 7900 | 641 | 1,095.00 | - | 1,095.00 | 7900641 | OP OF PLANT-Equip \$1000 Over |
| 100 | 7900 | 642 | 2,510.50 | - | 2,510.50 | 7900642 | OPS OF PLANT-Equip L/T \$1000 |
| 100 | 7900 | 649 | 152.37 | - | 152.37 | 7900649 | Exceptional Tech Rel < 1000 |
| 100 | 7900 | 682 | 4,219.00 | 4,000.00 | 8,219.00 | 7900682 | OPRTNS-NONCAP REMOD/RENOV/REPA |
| 100 | 7900 | 750 | 1,632.00 | - | 1,632.00 | 7900750 | Op Of Plant-Oth Pers Svcs |
| 100 | 7900 | 379 | 3,017,352.88 | - | 3,017,352.88 | 7906379 | Tech Communications |



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
GENERAL FUND
FOR MONTH ENDING SEPTEMBER 30, 2019

| Fund | Func | Obj | Adopted | Budget Adj | Working Budget | Func / Obj | Desc |
|------|------|-----|-----------|------------|----------------|------------|--------------------------------|
| 100 | 8100 | 369 | 30,441.30 | - | 30,441.30 | 8100369 | Maint of Plant-Tech Rentals |
| 100 | 8100 | 390 | 2,500.00 | 2,500.00 | 5,000.00 | 8100390 | Maint Of Plant-Othr Purch Svc |
| 100 | 8100 | 682 | 6,000.00 | 6,000.00 | 12,000.00 | 8100682 | MAINT-NONCAP REMOD/RENOV/REPA |
| 100 | 8200 | 350 | 1,810.53 | 62.00 | 1,872.53 | 8200350 | Admin Tech Svcs-Repairs And Ma |
| 100 | 8200 | 515 | 4,737.37 | 218.38 | 4,955.75 | 8200515 | Admin Tech Svcs-Sunprint Fee |
| 100 | 9100 | 150 | 54,000.00 | - | 54,000.00 | 9100150 | Community Svcs-Aide |
| 100 | 9100 | 210 | 3,500.00 | - | 3,500.00 | 9100210 | Community Svcs-Retirement |
| 100 | 9100 | 230 | 43,584.61 | - | 43,584.61 | 9100230 | Community Svcs-Group Insuranc |
| 100 | 9100 | 310 | 1,380.00 | 1,380.00 | 2,760.00 | 9100310 | Community Svcs-Pro & Tech Ser |
| 100 | 9100 | 510 | 11,750.00 | - | 11,750.00 | 9100510 | Community Svcs-Supplies |
| 100 | 9100 | 530 | 66.55 | - | 66.55 | 9100530 | Com Svcs FEFP K-12-Periodicals |
| 100 | 9100 | 642 | 608.47 | 217.55 | 826.02 | 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 |

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CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2019-2020
GENERAL FUND – ONE MILL
FUND 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
GENERAL FUND- ONE MILL
FOR MONTH ENDING SEPTEMBER 30, 2019

| Fund | Func | Obj | Adopted | Budget Adj | Working Budget | Func / Obj | Desc |
|------|------|-----|--------------|------------|----------------|------------|-------------------------------|
| 105 | 7400 | 378 | 1,000.00 | 1,000.00 | 2,000.00 | 7400378 | Fac Aq/Const-Cell Phones |
| 105 | 7400 | 510 | 60,000.00 | - | 60,000.00 | 7400510 | Fac Aq/Const-Supplies |
| 105 | 7400 | 682 | 255,009.36 | 155,009.36 | 410,018.72 | 7400682 | Fac Aq/Const-Direct Purch-No |
| 105 | 7900 | 160 | 564,199.60 | - | 564,199.60 | 7901160 | SSO Dept-Support Salary |
| 105 | 7900 | 210 | 46,961.81 | - | 46,961.81 | 7901210 | SSO Dept-Retirement |
| 105 | 7900 | 220 | 43,161.34 | - | 43,161.34 | 7901220 | SSO Dept-FICA |
| 105 | 7900 | 230 | 63,761.67 | - | 63,761.67 | 7901230 | SSO Dept-Group Ins |
| 105 | 7900 | 240 | 8,592.66 | - | 8,592.66 | 7901240 | SSO Dept-Workers Comp |
| 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 | 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 | 4,000.00 | - | 4,000.00 | 7915540 | PD Dept-Oil & Grease |
| 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 |

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CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2019-2020 CAPITAL PROJECTS FUND FUND 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
CAPITAL PROJECT FUNDS
FOR MONTH ENDING SEPTEMBER 30, 2019

| Fund | Func | Obj | Adopted | Budget Adj | Working Budget | Func / Obj | Desc |
|------|------|-----|--------------|------------|----------------|------------|--------------------------------|
| 370 | 7400 | 642 | 100,000.00 | 75,000.00 | 175,000.00 | 7400642 | FAC ACQ CONST-Equip L/T \$1000 |
| 370 | 7400 | 672 | 405,000.00 | - | 405,000.00 | 7400672 | MNT Tech-Non Cap Remod/Renovat |
| 370 | 7400 | 682 | 382,492.47 | - | 382,492.47 | 7400682 | Fac Aq/Const-Direct Purch-No |
| 370 | 7400 | 684 | 139,000.00 | 64,000.00 | 203,000.00 | 7400684 | Dir Prch-Non Cap Remodeling |
| 370 | 7400 | 682 | 373,000.00 | - | 373,000.00 | 7404682 | MNT Tech-Non Cap Remod/Renovat |
| 370 | 7400 | 644 | 50,000.00 | 50,000.00 | 100,000.00 | 7408644 | Fac Tech - Cptr Hdwr <1000 |
| 370 | 7900 | 682 | 15,000.00 | - | 15,000.00 | 7900682 | OPRTNS-NONCAP REMOD/RENOV/REP |
| 370 | 9200 | 720 | 92,436.21 | - | 92,436.21 | 9200720 | Debt Service-Interest |
| 392 | 7400 | 642 | 180,218.80 | - | 180,218.80 | 7408642 | FAC TECH-Equip L/T \$1000 |
| 392 | 7400 | 644 | 1,874.25 | - | 1,874.25 | 7408644 | Fac Tech - Cptr Hdwr <1000 |
| 392 | 7400 | 682 | 154,956.00 | - | 154,956.00 | 7408682 | Fac Tech-Non Cap Remod/Renovat |
| 392 | 7400 | 691 | 530,585.47 | - | 530,585.47 | 7408691 | Bsc FEFP K-12-Software >1000 |
| 392 | 7400 | 692 | 336,167.02 | - | 336,167.02 | 7408692 | Bsc FEFP K-12-Software <1000 |
| 399 | 3390 | 000 | 1,145,436.28 | - | 1,145,436.28 | 3390000 | Miscellaneous State Revenue |

DRAFT



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2019-2020

FEDERAL PROGRAM –FOOD SERVICE

FUND 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 SEPTEMBER 30, 2019

| 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 | 390 | 49,595.00 | - | 49,595.00 | 7600390 | Food Svcs-Othr Purch Svc |
| 410 | 7600 | 510 | 362,981.26 | (1,000.00) | 361,981.26 | 7600510 | Food Svcs-Supplies |
| 410 | 7600 | 570 | 2,601,035.29 | - | 2,601,035.29 | 7600570 | Food Svcs-Food |
| 410 | 7600 | 622 | 1,170.00 | 1,000.00 | 2,170.00 | 7600622 | FNS-AV Mat L/T \$1000 |
| 410 | 7600 | 641 | 76,925.08 | 35,000.00 | 111,925.08 | 7600641 | FOOD SVCS-Equip \$1000 Over |
| 410 | 7600 | 642 | 68,158.40 | - | 68,158.40 | 7600642 | FOOD SVCS-Equip L/T \$1000 |

DRAFT



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2019-2020

FEDERAL PROGRAM – SPECIAL REVENUE

FUND 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
FOR MONTH ENDING SEPTEMBER 30, 2019

| 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 | 419,016.47 | - | 419,016.47 | 3240000 | Title I - Elem & Secondary Edu |
| 420 | 3240 | 000 | 160,028.00 | - | 160,028.00 | 3241000 | Title III |
| 420 | 3240 | 000 | 503,342.51 | - | 503,342.51 | 3242000 | Twenty-First Century Schools |
| 420 | 3290 | 000 | 323,544.00 | 54,000.00 | 377,544.00 | 3290000 | Other Federal Thru State |
| 420 | 5100 | 120 | 35,220.50 | - | 35,220.50 | 5100120 | Bsc FEFP K-12-Teacher Salary |
| 420 | 5100 | 122 | 54,762.00 | 38,262.00 | 93,024.00 | 5100122 | Bsc FEFP K-12-Academic Sup |
| 420 | 5100 | 130 | 4,515.00 | - | 4,515.00 | 5100130 | Bsc FEFP K-12-Other Certified |
| 420 | 5100 | 132 | 4,605.00 | 2,625.00 | 7,230.00 | 5100132 | Bsc FEFP K-12-Other Cert Sup |
| 420 | 5100 | 210 | 8,429.34 | - | 8,429.34 | 5100210 | Bsc FEFP K-12-Retirement |
| 420 | 5100 | 220 | 7,617.27 | - | 7,617.27 | 5100220 | Bsc FEFP K-12-Social Security |
| 420 | 5100 | 240 | 1,424.26 | - | 1,424.26 | 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 | 17,120.00 | - | 17,120.00 | 5100330 | Bsc FEFP K-12 - Field Trip |
| 420 | 5100 | 350 | 7,027.38 | - | 7,027.38 | 5100350 | Bsc FEFP K-12-Repairs And Mai |
| 420 | 5100 | 369 | 48,055.00 | 2,500.00 | 50,555.00 | 5100369 | Bsc FEFP K-12-Tech Rentals |
| 420 | 5100 | 370 | 500.00 | - | 500.00 | 5100370 | Bsc FEFP K-12-Communications |
| 420 | 5100 | 390 | 350.00 | - | 350.00 | 5100390 | Bsc FEFP K-12-Othr Purch Svc |
| 420 | 5100 | 391 | 2,008.15 | - | 2,008.15 | 5100391 | Bsc FEFP K-12-Printing |
| 420 | 5100 | 393 | 14,452.73 | - | 14,452.73 | 5100393 | Bsc FEFP K-12-Purchased Svcs |
| 420 | 5100 | 510 | 119,554.90 | - | 119,554.90 | 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 | 100.00 | 100.00 | 200.00 | 5100519 | Bsc FEFP K-12-Tech Supplies |
| 420 | 5100 | 520 | 16,705.01 | (3,295.00) | 13,410.01 | 5100520 | Bsc FEFP K-12-Textbooks, St |
| 420 | 5100 | 521 | 29,512.88 | 1,115.21 | 30,628.09 | 5100521 | Bsc FEFP K-12-Textbooks-Non S |
| 420 | 5100 | 530 | 9,803.60 | 980.60 | 10,784.20 | 5100530 | Bsc FEFP K-12-Periodicals |
| 420 | 5100 | 622 | 3,219.09 | - | 3,219.09 | 5100622 | Bsc FEFP K-12-AV Mat L/T \$1000 |
| 420 | 5100 | 641 | 1,849.00 | - | 1,849.00 | 5100641 | Bsc FEFP K-12-Equip \$1000 Over |
| 420 | 5100 | 642 | 1,151.00 | - | 1,151.00 | 5100642 | Bsc FEFP K-12-Equip L/T \$1000 |
| 420 | 5100 | 644 | 76,331.55 | - | 76,331.55 | 5100644 | Bsc FEFP K-12-Cptr Hdwr <1000 |
| 420 | 5100 | 730 | 2,680.00 | - | 2,680.00 | 5100730 | Bsc FEFP K-12-Dues And Fees |
| 420 | 5200 | 210 | 3,218.60 | - | 3,218.60 | 5200210 | Exceptional-Retirement |
| 420 | 5200 | 230 | 22,240.00 | - | 22,240.00 | 5200230 | Exceptional-Group Insurance |
| 420 | 5200 | 310 | 1,649,887.31 | 280,917.20 | 1,930,804.51 | 5200310 | Exceptional-Pro & Tech Serv |
| 420 | 5200 | 369 | 5,334.00 | - | 5,334.00 | 5200369 | Exceptional-Tech Rentals |
| 420 | 5200 | 510 | 29,192.15 | - | 29,192.15 | 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 | 440.85 | - | 440.85 | 5300521 | Applied Tech -Textbooks-Non S |
| 420 | 5300 | 642 | 1,994.31 | 774.00 | 2,768.31 | 5300642 | APP TECH K-12-Equip L/T \$1000 |
| 420 | 5300 | 644 | 6,567.34 | - | 6,567.34 | 5300644 | Applied Tech - Cptr Hdwr <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 | 17,445.25 | - | 17,445.25 | 5900120 | Other Instructi-Teacher Salary |
| 420 | 5900 | 150 | 27,751.00 | - | 27,751.00 | 5900150 | Other Instructi-Aide |
| 420 | 5900 | 210 | 3,725.33 | - | 3,725.33 | 5900210 | Other Instructi-Retirement |
| 420 | 5900 | 220 | 3,506.19 | - | 3,506.19 | 5900220 | Other Instructi-Social Securit |
| 420 | 5900 | 240 | 1,591.49 | - | 1,591.49 | 5900240 | Other Instructi-Workmans Comp |
| 420 | 5900 | 369 | 384.00 | 384.00 | 768.00 | 5900369 | Other Instructi-Tech Rentals |
| 420 | 5900 | 390 | 9,555.00 | - | 9,555.00 | 5900390 | Other Instructi-Othr Purch Srv |
| 420 | 5900 | 510 | 5,211.32 | (384.00) | 4,827.32 | 5900510 | Other Instructi-Supplies |
| 420 | 6100 | 130 | 60,889.00 | - | 60,889.00 | 6100130 | Pupil Per Svcs-Other Certifie |
| 420 | 6100 | 160 | 106,276.00 | 25,000.00 | 131,276.00 | 6100160 | Pupil Per Svcs-Other Support |
| 420 | 6100 | 210 | 17,799.66 | - | 17,799.66 | 6100210 | Pupil Per Svcs-Retirement |
| 420 | 6100 | 220 | 16,250.28 | - | 16,250.28 | 6100220 | Pupil Per Svcs-Social Securit |
| 420 | 6100 | 230 | 18,712.60 | 7,592.00 | 26,304.60 | 6100230 | Pupil Per Svcs-Group Insuranc |
| 420 | 6100 | 240 | 3,019.15 | - | 3,019.15 | 6100240 | Pupil Per Svcs-Workmans Comp |
| 420 | 6100 | 310 | 9,789.00 | - | 9,789.00 | 6100310 | Pupil Per Svcs-Pro & Tech Ser |
| 420 | 6100 | 590 | 3,468.70 | - | 3,468.70 | 6100590 | Pupil Per Svcs-Other Matl/Sup |



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
SPECIAL REVENUE
FOR MONTH ENDING SEPTEMBER 30, 2019

| Fund | Func | Obj | Adopted | Budget Adj | Working Budget | Func / Obj | Desc |
|------|------|-----|------------|------------|----------------|------------|---------------------------------|
| 420 | 6100 | 730 | 60.00 | - | 60.00 | 6100730 | Pupil Per Svcs-Dues And Fees |
| 420 | 6100 | 750 | 2,900.00 | 2,900.00 | 5,800.00 | 6100750 | Pupil Per Svcs-Oth Pers Svcs |
| 420 | 6110 | 130 | 8,210.00 | 8,210.00 | 16,420.00 | 6110130 | Social Wrk Svcs-Other Certifi |
| 420 | 6110 | 210 | 678.00 | 678.00 | 1,356.00 | 6110210 | Social Wrk Svcs-Retirement |
| 420 | 6110 | 220 | 628.00 | 628.00 | 1,256.00 | 6110220 | Social Wrk Svcs-Soc Sec |
| 420 | 6110 | 240 | 117.00 | 117.00 | 234.00 | 6110240 | Social Worker-Workmans Comp |
| 420 | 6110 | 330 | 1,000.00 | 1,000.00 | 2,000.00 | 6110330 | Social Workers - Field Trip |
| 420 | 6150 | 220 | 364.00 | - | 364.00 | 6150220 | Parent Involvem-Social Securit |
| 420 | 6150 | 240 | 363.20 | - | 363.20 | 6150240 | Parent Involvem-Workmans Comp |
| 420 | 6150 | 330 | 500.00 | - | 500.00 | 6150330 | Parent Involvem - Field Trip |
| 420 | 6150 | 390 | 1,632.69 | - | 1,632.69 | 6150390 | Parent Involvem-Othr Purch Srv |
| 420 | 6150 | 391 | 1,972.41 | - | 1,972.41 | 6150391 | Parent Involvem-Printing |
| 420 | 6150 | 510 | 37,277.97 | 1,000.00 | 38,277.97 | 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 | 210 | 5,422.82 | - | 5,422.82 | 6300210 | Inst/Curr Dev -Retirement |
| 420 | 6300 | 220 | 2,296.82 | - | 2,296.82 | 6300220 | Inst/Curr Dev -Social Securit |
| 420 | 6300 | 230 | 14,572.74 | - | 14,572.74 | 6300230 | Inst/Curr Dev -Group Insuranc |
| 420 | 6300 | 240 | 429.34 | - | 429.34 | 6300240 | Inst/Curr Dev -Workmans Comp |
| 420 | 6300 | 310 | 5,400.00 | - | 5,400.00 | 6300310 | Inst/Curr Dev -Pro & Tech Ser |
| 420 | 6300 | 330 | 250.00 | - | 250.00 | 6300330 | Inst/Curr Dev - Field Trip |
| 420 | 6300 | 331 | 1,000.00 | - | 1,000.00 | 6300331 | Inst/Curr Dev-Trvl In Cnty |
| 420 | 6300 | 332 | 20.00 | - | 20.00 | 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 | 519 | 119.44 | 7.98 | 127.42 | 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 | 17,501.76 | - | 17,501.76 | 6400120 | Inst Stf Trning-Teacher Salary |
| 420 | 6400 | 130 | 125,805.92 | - | 125,805.92 | 6400130 | Inst Stf Trning-Other Certifie |
| 420 | 6400 | 210 | 10,774.26 | - | 10,774.26 | 6400210 | Inst Stf Trning-Retirement |
| 420 | 6400 | 220 | 14,094.59 | - | 14,094.59 | 6400220 | Inst Stf Trning-Social Securit |
| 420 | 6400 | 230 | 22,511.00 | - | 22,511.00 | 6400230 | Inst Stf Trning-Group Insuranc |
| 420 | 6400 | 240 | 2,976.34 | - | 2,976.34 | 6400240 | Inst Stf Trning-Workmans Comp |
| 420 | 6400 | 310 | 23,442.18 | - | 23,442.18 | 6400310 | Inst Stf Trning-Pro & Tech Ser |
| 420 | 6400 | 330 | 32,700.00 | - | 32,700.00 | 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 | 56,038.89 | - | 56,038.89 | 6400332 | Inst Stf Trning- Trvl Out/Coun |
| 420 | 6400 | 333 | 24,785.38 | - | 24,785.38 | 6400333 | Inst Stf Trning - Trvl Out/Stat |
| 420 | 6400 | 334 | 20,765.00 | 2,725.00 | 23,490.00 | 6400334 | Inst Stf Trning-Registration F |
| 420 | 6400 | 369 | 9,204.26 | - | 9,204.26 | 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 | 1,132.00 | 1,132.00 | 2,264.00 | 6400391 | Inst Stf Trning-Printing |
| 420 | 6400 | 510 | 886.00 | - | 886.00 | 6400510 | Inst Stf Trning-Supplies |
| 420 | 6400 | 590 | 6,796.52 | - | 6,796.52 | 6400590 | Inst Stf Trning-Other Matl/Sup |
| 420 | 6400 | 644 | 10,364.52 | - | 10,364.52 | 6400644 | Inst Stf Trning - Cptr Hdw <1 |
| 420 | 6400 | 649 | 1,726.44 | - | 1,726.44 | 6400649 | Prof Dev - Furn < 1000 |
| 420 | 6400 | 730 | 43,800.00 | - | 43,800.00 | 6400730 | Inst Stf Trning-Dues And Fees |
| 420 | 7200 | 790 | 41,464.80 | - | 41,464.80 | 7200790 | General Admin-Ind Cst/Misc Ex |
| 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 | 28,634.25 | - | 28,634.25 | 7800160 | Pup Trans Svcs-Other Support |
| 420 | 7800 | 210 | 2,364.17 | - | 2,364.17 | 7800210 | Pup Trans Svcs-Retirement |
| 420 | 7800 | 220 | 2,189.70 | - | 2,189.70 | 7800220 | Pup Trans Svcs-Social Securit |
| 420 | 7800 | 240 | 783.04 | - | 783.04 | 7800240 | Pup Trans Svcs-Workmans Comp |
| 420 | 7800 | 360 | 3,388.50 | - | 3,388.50 | 7800360 | Pup Trans Svcs-Rentals |
| 420 | 7800 | 460 | 8,620.50 | - | 8,620.50 | 7800460 | Pup Trans Svcs-Diesel Fuel |



SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2019-2020
SPECIAL REVENUE
FOR MONTH ENDING SEPTEMBER 30, 2019

| Fund | Func | Obj | Adopted | Budget Adj | Working Budget | Func / Obj | Desc |
|------|------|-----|------------|------------|----------------|------------|---------------------------------|
| 420 | 7900 | 510 | 72,826.00 | - | 72,826.00 | 7900510 | Op Of Plant-Supplies |
| 421 | 3280 | 000 | 3,672.49 | 1,033.50 | 4,705.99 | 3280000 | Federal Through Local Revenue |
| 421 | 3290 | 000 | 480,649.37 | - | 480,649.37 | 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 | 510 | 63,968.89 | - | 63,968.89 | 5100510 | Bsc FEFP K-12-Supplies |
| 421 | 5100 | 622 | 25,418.13 | - | 25,418.13 | 5100622 | Bsc FEFP K-12-AV Mat L/T \$1000 |
| 421 | 5100 | 644 | 67,536.29 | - | 67,536.29 | 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 | 1,033.50 | 3,933.99 | 5200510 | Exceptional-Supplies |
| 421 | 6100 | 130 | 55,921.71 | - | 55,921.71 | 6100130 | Pupil Per Svcs-Other Certifie |
| 421 | 6100 | 210 | 4,580.53 | - | 4,580.53 | 6100210 | Pupil Per Svcs-Retirement |
| 421 | 6100 | 220 | 4,190.15 | - | 4,190.15 | 6100220 | Pupil Per Svcs-Social Securit |
| 421 | 6100 | 230 | 6,298.17 | - | 6,298.17 | 6100230 | Pupil Per Svcs-Group Insuranc |
| 421 | 6100 | 240 | 783.06 | - | 783.06 | 6100240 | Pupil Per Svcs-Workmans Comp |
| 421 | 6100 | 310 | 10,000.00 | - | 10,000.00 | 6100310 | Pupil Per Svcs-Pro & Tech Ser |
| 421 | 6100 | 331 | 648.47 | - | 648.47 | 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 | 313 | 42,786.06 | - | 42,786.06 | 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 | 334 | 6,000.00 | - | 6,000.00 | 6400334 | Inst Stf Trning-Registration F |
| 421 | 6400 | 510 | 3,829.60 | - | 3,829.60 | 6400510 | Inst Stf Trning-Supplies |

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C14 - Deletion of Certain Items Report - October, 2019

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 September, 2019.

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 - October, 2019 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-October, 2019.pdf](#)

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 10/31/2019

| <u>Disposal Method</u> | <u>Tag</u> | <u>Description</u> | | <u>Acquisition Date</u> | <u>Disposal Date</u> | <u>Purchase Amount</u> | <u>Depreciation Value</u> |
|---|------------|--------------------------------|--------------------------------|-------------------------|----------------------|------------------------|---------------------------|
| LCTN 0021 GREEN COVE SPRINGS JUNIOR HIGH | | | | | | | |
| Surplus Sale | 00096788 | CART: LAPTOP SECURITY 16-MODUL | Furniture,Fixtures & Equipment | 12/18/2008 | 10/01/2019 | 1,138.00 | 0.00 |
| Surplus Sale | 15000663 | CART: DELL MOBILE COMPUTING | Furniture,Fixtures & Equipment | 01/15/2015 | 10/01/2019 | 2,265.99 | 0.00 |
| | | | | | | 3,403.99 | 0.00 |
| LCTN 0071 CHARLES E BENNETT ELEMENTARY | | | | | | | |
| Junk/Parts | 09000772 | COPIER:COLOR-RICOH MPC5000 W/F | Furniture,Fixtures & Equipment | 08/13/2009 | 10/02/2019 | 9,830.00 | 0.00 |
| Junk/Parts | 10000158 | DUPLICATOR:W/CAB-RICOH PRIPORT | Furniture,Fixtures & Equipment | 11/24/2009 | 10/02/2019 | 3,314.00 | 0.00 |
| Junk/Parts | 10000260 | MIXER: DIGITAL VIDEO EDIROL #L | Furniture,Fixtures & Equipment | 04/08/2010 | 10/02/2019 | 1,480.60 | 0.00 |
| Junk/Parts | 13000141 | DUPLICATOR:W/CAB-RICOH PRIPORT | Furniture,Fixtures & Equipment | 10/25/2012 | 10/02/2019 | 4,108.00 | 0.00 |
| | | | | | | 18,732.60 | 0.00 |
| LCTN 0252 ORANGE PARK HIGH | | | | | | | |
| Junk/Parts | 00014312 | CABINET:TOOL CARPETRY | Furniture,Fixtures & Equipment | 06/10/1976 | 10/01/2019 | 2,702.58 | 0.00 |
| Junk/Parts | 00052153 | CAMCORDER:HITACHI | Furniture,Fixtures & Equipment | 05/08/1992 | 10/01/2019 | 1,995.78 | 0.00 |
| Surplus Sale | 00073181 | UNIT:AC SERV RECOVER RECYCLE R | Furniture,Fixtures & Equipment | 11/09/2000 | 10/01/2019 | 2,499.99 | 0.00 |
| Junk/Parts | 10000151 | CD: BOOK 1 PWIMPACT | Audiovisual | 10/08/2009 | 10/01/2019 | 1,044.75 | 0.00 |
| Trade-In | 16000132 | HEADSET: WIRELESS COMSTAR (FOO | Furniture,Fixtures & Equipment | 01/14/2016 | 10/01/2019 | 5,549.50 | 0.00 |
| Junk/Parts | 00076259 | PRINTER:HEWLETT/PACKARD LASERJ | Furniture,Fixtures & Equipment | 09/13/2001 | 10/03/2019 | 1,355.45 | 0.00 |
| Junk/Parts | 00080226 | PROJECTOR:LCD SVGA - PHILIPS B | Furniture,Fixtures & Equipment | 02/26/2004 | 10/03/2019 | 1,349.00 | 0.00 |
| | | | | | | 16,497.05 | 0.00 |
| LCTN 0341 CLAY HIGH SCHOOL | | | | | | | |
| Junk/Parts | 13000342 | SOFTWARE:VIRTUAL POINT OF SALE | Computer Software | 10/25/2012 | 10/04/2019 | 1,060.00 | 0.00 |
| | | | | | | 1,060.00 | 0.00 |
| LCTN 0351 LAKESIDE JUNIOR HIGH | | | | | | | |
| Junk/Parts | 00088107 | COPIER:RICOH AFICIO 3035E DIGI | Furniture,Fixtures & Equipment | 02/23/2006 | 10/01/2019 | 5,980.00 | 0.00 |
| Junk/Parts | 00088109 | COPIER:RICOH AFICIO 3035E DIGI | Furniture,Fixtures & Equipment | 02/23/2006 | 10/01/2019 | 5,980.00 | 0.00 |
| Junk/Parts | 00089837 | DUPLICATOR: W/DOC FEEDER/CAB - | Furniture,Fixtures & Equipment | 10/11/2007 | 10/01/2019 | 3,318.00 | 0.00 |
| | | | | | | 15,278.00 | 0.00 |
| LCTN 0361 ORANGE PARK JUNIOR HIGH | | | | | | | |
| Surplus Sale | 00082146 | LAPTOP:LATITUDE - DELL D800 PE | Furniture,Fixtures & Equipment | 01/13/2005 | 10/01/2019 | 1,859.99 | 0.00 |
| Surplus Sale | 00083328 | LAPTOP:LATITUDE - DELL D505 PE | Furniture,Fixtures & Equipment | 12/16/2004 | 10/01/2019 | 1,661.62 | 0.00 |
| Surplus Sale | 00089333 | LAPTOP - DELL LATITUDE D830 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,175.45 | 0.00 |
| Surplus Sale | 10011473 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 09/24/2009 | 10/02/2019 | 1,070.64 | 0.00 |

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|---|------------|--------------------------------|--------------------------------|-------------------------|----------------------|------------------------|---------------------------|
| Surplus Sale | 10011773 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 02/11/2010 | 10/02/2019 | 1,070.64 | 0.00 |
| Surplus Sale | 10011774 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 02/11/2010 | 10/02/2019 | 1,070.64 | 0.00 |
| Surplus Sale | 10011775 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 02/11/2010 | 10/02/2019 | 1,070.64 | 0.00 |
| Surplus Sale | 10011776 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 02/11/2010 | 10/02/2019 | 1,070.64 | 0.00 |
| | | | | | | 10,050.26 | 0.00 |
| LCTN 0371 WILKINSON JUNIOR HIGH | | | | | | | |
| Surplus Sale | 09000174 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| | | | | | | 1,177.57 | 0.00 |
| LCTN 0401 RIDGEVIEW ELEMENTARY | | | | | | | |
| Junk/Parts | 00065914 | DESK:CIRCULATION MEDIA CENTER | Furniture,Fixtures & Equipment | 12/02/1998 | 10/02/2019 | 3,306.50 | 0.00 |
| Surplus Sale | 00066857 | MOWER RIDING 46" HUSQUA VANA | Furniture,Fixtures & Equipment | 08/19/1997 | 10/02/2019 | 2,699.96 | 0.00 |
| | | | | | | 6,006.46 | 0.00 |
| LCTN 0431 RIDGEVIEW HIGH SCHOOL | | | | | | | |
| Surplus Sale | 10001234 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 03/25/2010 | 10/02/2019 | 1,070.64 | 0.00 |
| | | | | | | 1,070.64 | 0.00 |
| LCTN 0451 LAKE ASBURY ELEMENTARY | | | | | | | |
| Surplus Sale | 09000088 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| | | | | | | 1,177.57 | 0.00 |
| LCTN 0471 ROBERT M PATERSON ELEMENTARY | | | | | | | |
| Surplus Sale | 00091390 | SCRUBBER: FLOOR DELUXE W/CHARG | Furniture,Fixtures & Equipment | 09/13/2007 | 10/02/2019 | 4,592.00 | 0.00 |
| Junk/Parts | 00093514 | CART:INSTRUCTIONAL W/PROJECTOR | Furniture,Fixtures & Equipment | 08/14/2008 | 10/02/2019 | 2,401.75 | 0.00 |
| Junk/Parts | 00093515 | CART:INSTRUCTIONAL W/PROJECTOR | Furniture,Fixtures & Equipment | 08/14/2008 | 10/02/2019 | 2,401.75 | 0.00 |
| | | | | | | 9,395.50 | 0.00 |
| LCTN 0481 LAKE ASBURY JUNIOR HIGH | | | | | | | |
| Surplus Sale | 10001371 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 05/13/2010 | 10/02/2019 | 1,165.48 | 0.00 |
| | | | | | | 1,165.48 | 0.00 |
| LCTN 0511 MCRAE ELEMENTARY | | | | | | | |
| Surplus Sale | 00061987 | UNIT MOBILE CASHIER | Furniture,Fixtures & Equipment | 03/25/1996 | 10/02/2019 | 1,224.54 | 0.00 |
| Surplus Sale | 00063007 | TABLE WORK 30 "X96""X34"" | Furniture,Fixtures & Equipment | 04/19/1996 | 10/04/2019 | 1,205.00 | 0.00 |
| | | | | | | 2,429.54 | 0.00 |
| LCTN 0521 FLEMING ISLAND ELEMENTARY | | | | | | | |

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|---|------------|--------------------------------|--------------------------------|-------------------------|----------------------|------------------------|---------------------------|
| Junk/Parts | 00088175 | LIFT: STANDER W/CHARGER AND H | Furniture,Fixtures & Equipment | 07/20/2006 | 10/02/2019 | 6,097.00 | 0.00 |
| | | | | | | 6,097.00 | 0.00 |
| LCTN 0531 THUNDERBOLT ELEMENTARY | | | | | | | |
| Junk/Parts | 00066702 | PROJECTOR:MULTIMEDIA XGA XG-NV | Furniture,Fixtures & Equipment | 06/29/2000 | 10/02/2019 | 7,419.92 | 0.00 |
| Surplus Sale | 00074767 | CAMCORDER:PANASONIC S-VHS AG-4 | Furniture,Fixtures & Equipment | 07/27/2000 | 10/02/2019 | 1,533.00 | 0.00 |
| Surplus Sale | 00092895 | ECHARGER CADDY W/16 SIDEKICK B | Furniture,Fixtures & Equipment | 01/08/2009 | 10/02/2019 | 3,560.00 | 0.00 |
| | | | | | | 12,512.92 | 0.00 |
| LCTN 0601 COPPERGATE ELEMENTARY | | | | | | | |
| Surplus Sale | 00060288 | MOWER:RIDING JOHN DEERE 48" | Furniture,Fixtures & Equipment | 08/22/1995 | 10/02/2019 | 2,438.52 | 0.00 |
| | | | | | | 2,438.52 | 0.00 |
| LCTN 0621 OAKLEAF VILLAGE ELEMENTARY | | | | | | | |
| Surplus Sale | 00093239 | LAPTOP: LATITUDE D830 - DELL | Furniture,Fixtures & Equipment | 04/24/2008 | 10/01/2019 | 1,206.73 | 0.00 |
| | | | | | | 1,206.73 | 0.00 |
| LCTN 0651 PLANTATION OAKS ELEMENTARY | | | | | | | |
| Surplus Sale | 00064598 | SCRUBBER:ADVANCE AUTO FLOOR | Furniture,Fixtures & Equipment | 07/31/1997 | 10/02/2019 | 2,995.96 | 0.00 |
| Surplus Sale | 09000617 | SCRUBBER - AUTO FLOOR 240X-MIN | Furniture,Fixtures & Equipment | 03/26/2009 | 10/02/2019 | 4,896.50 | 0.00 |
| | | | | | | 7,892.46 | 0.00 |
| LCTN 9010 TRANSPORTATION | | | | | | | |
| Surplus Sale | V0000329 | VAN:STEP 2007 WORKHORSE 18 UTI | Motor Vehicles | 12/16/2010 | 10/02/2019 | 45,165.35 | 0.00 |
| | | | | | | 45,165.35 | 0.00 |
| LCTN 9021 MAINTENANCE DEPARTMENT | | | | | | | |
| Surplus Sale | 00094088 | CHASSIS/MONITOR/KEYBOARD - DEL | Furniture,Fixtures & Equipment | 06/12/2008 | 10/02/2019 | 1,045.80 | 0.00 |
| | | | | | | 1,045.80 | 0.00 |
| LCTN 9040 INFORMATION SERVICES | | | | | | | |
| Surplus Sale | 00089098 | LAPTOP: LATITUDE - DELL | Furniture,Fixtures & Equipment | 08/24/2006 | 10/01/2019 | 1,349.00 | 0.00 |
| Surplus Sale | 09000001 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 12/18/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| Surplus Sale | 09000122 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| Surplus Sale | 09000387 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| Surplus Sale | 09000393 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| Surplus Sale | 09000395 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| Surplus Sale | 09000398 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,177.57 | 0.00 |

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|------------------------|-------------|--------------------------------------|--------------------------------|-------------------------|----------------------|------------------------|---------------------------|
| Surplus Sale | 09000401 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| Surplus Sale | 09000402 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| Surplus Sale | 09000409 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| Surplus Sale | 09000494 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 11/25/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| Surplus Sale | 09000541 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 12/18/2008 | 10/01/2019 | 1,177.57 | 0.00 |
| Surplus Sale | 09010015 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 05/28/2009 | 10/01/2019 | 1,070.64 | 0.00 |
| Surplus Sale | 00084212 | CHASSIS/MONITOR/KEYBOARD - APP | Furniture,Fixtures & Equipment | 06/09/2005 | 10/02/2019 | 1,175.90 | 0.00 |
| Surplus Sale | 00094528 | LAPTOP: MACBOOK PRO 17 " - APP | Furniture,Fixtures & Equipment | 10/11/2007 | 10/02/2019 | 2,718.00 | 0.00 |
| Surplus Sale | 09010020 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 06/11/2009 | 10/02/2019 | 1,070.64 | 0.00 |
| Surplus Sale | 10001377 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 05/13/2010 | 10/02/2019 | 1,165.48 | 0.00 |
| Surplus Sale | 10001379 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 05/13/2010 | 10/02/2019 | 1,165.48 | 0.00 |
| Surplus Sale | 10001381 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 05/13/2010 | 10/02/2019 | 1,165.48 | 0.00 |
| Surplus Sale | 10001382 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 05/13/2010 | 10/02/2019 | 1,165.48 | 0.00 |
| Surplus Sale | 10001449 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 06/10/2010 | 10/02/2019 | 1,070.64 | 0.00 |
| Surplus Sale | 10011532 | LAPTOP: DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 10/22/2009 | 10/02/2019 | 1,070.64 | 0.00 |
| Surplus Sale | 10011752 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 01/14/2010 | 10/02/2019 | 1,070.64 | 0.00 |
| Surplus Sale | 10011754 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 01/14/2010 | 10/02/2019 | 1,070.64 | 0.00 |
| Surplus Sale | 10011755 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 01/14/2010 | 10/02/2019 | 1,070.64 | 0.00 |
| Surplus Sale | 10011757 | LAPTOP - DELL LATITUDE E6400 | Furniture,Fixtures & Equipment | 01/14/2010 | 10/02/2019 | 1,070.64 | 0.00 |
| Surplus Sale | 13100514 | LAPTOP - DELL LATITUDE E6430 + | Furniture,Fixtures & Equipment | 05/09/2013 | 10/02/2019 | 1,183.39 | 0.00 |
| Surplus Sale | 16000528 | LAPTOP: HP ELITEBOOK 820 | Furniture,Fixtures & Equipment | 02/25/2016 | 10/02/2019 | 1,196.07 | 0.00 |
| | | | | | | 33,802.67 | 0.00 |
| | | | | | | | |
| <u>LCTN</u> | <u>9110</u> | <u>FOOD & NUTRITION SERVICES</u> | | | | | |
| Surplus Sale | 00024403 | TABLE:SERVING LINE | Furniture,Fixtures & Equipment | 07/08/1980 | 10/02/2019 | 1,705.45 | 0.00 |
| Surplus Sale | 00024404 | TABLE:SERVING LINE | Furniture,Fixtures & Equipment | 07/08/1980 | 10/02/2019 | 1,705.45 | 0.00 |
| Surplus Sale | 00035579 | TABLE: SERVING MOBILE UTILITY | Furniture,Fixtures & Equipment | 05/22/1985 | 10/02/2019 | 1,383.00 | 0.00 |
| Surplus Sale | 00040234 | TABLE: UTILITY SERVING | Furniture,Fixtures & Equipment | 05/17/1993 | 10/02/2019 | 1,615.00 | 0.00 |
| Surplus Sale | 00040237 | TABLE: UTILITY SERVING | Furniture,Fixtures & Equipment | 05/17/1993 | 10/02/2019 | 1,615.00 | 0.00 |
| Surplus Sale | 00040241 | BOX MILK | Furniture,Fixtures & Equipment | 05/17/1993 | 10/02/2019 | 3,245.00 | 0.00 |
| Surplus Sale | 00061052 | UNIT: MOBILE CASHIER | Furniture,Fixtures & Equipment | 05/31/1994 | 10/02/2019 | 1,235.00 | 0.00 |
| Surplus Sale | 00072229 | TABLE:5 UTILITY W/CAMLOCKS STA | Furniture,Fixtures & Equipment | 02/22/2001 | 10/02/2019 | 2,421.00 | 0.00 |
| Surplus Sale | 00072237 | CABINET:FOOD STORAGE HALF-SIZE | Furniture,Fixtures & Equipment | 09/13/2001 | 10/02/2019 | 1,275.00 | 0.00 |
| Surplus Sale | 00079224 | CASHIER UNIT:MOBILE W/ACCESS B | Furniture,Fixtures & Equipment | 07/24/2003 | 10/02/2019 | 1,605.00 | 0.00 |
| Surplus Sale | 00079238 | STATION:CASHIER | Furniture,Fixtures & Equipment | 08/26/2004 | 10/02/2019 | 1,823.28 | 0.00 |

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|------------------------|------------|--------------------------------|--------------------------------|-------------------------|---------------------------|------------------------|-----------------------------------|
| Surplus Sale | 00079246 | CABINET:HEATED TRANSPORT - CRE | Furniture,Fixtures & Equipment | 01/13/2005 | 10/02/2019 | 2,195.00 | 0.00 |
| Surplus Sale | 00093160 | CART: MILK MOBILE - ATLAS META | Furniture,Fixtures & Equipment | 05/15/2007 | 10/02/2019 | 5,052.00 | 0.00 |
| Surplus Sale | 14000036 | WARMER: DISPLAY - HATCO GR2SDS | Furniture,Fixtures & Equipment | 09/12/2013 | 10/02/2019 | 3,365.00 | 0.00 |
| | | | | | | 30,240.18 | 0.00 |
| | | | Total Furniture | Total Vehicles | Total Audio Visual | Total Software | Totals for Deletion Report |
| | | | 180,576.19 | 45,165.35 | 1,044.75 | 1,060.00 | 227,846.29 |
| | | | | | | | 0.00 |

Note:SEPTEMBER 2019 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

November 7, 2019 - Regular School Board Meeting

Title

C15 - BID Renewal

Description

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

a. Covered Walkways County-Wide BID #16-F-220: Contract Period is December 21, 2019 through December 20, 2020. The contract period is for 1 year and is the final renewal option for Bid.

Gap Analysis

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

Previous Outcomes

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

Expected Outcomes

Upon approval by the Board; we expect the contractors and vendors to continue providing quality services and products at the same terms and conditions as when the original Bid 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. Covered Walkways County-Wide BID #16-F-220:

F&G Construction General Contractors, Inc., 2734 Edison Avenue, Jacksonville, FL 32254

Contact

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

Financial Impact

a. Covered Walkways County-Wide BID #16-F-220: Contract Term Estimated \$200,000.00 from General and Capital Revenue

Review Comments

Attachments

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C16 - Approval to Advertise and Notice of Public Hearing on amendments to School Board Policy 6.01(B)1(a), Annual Architect/Engineer Selection

Description

Florida State Statute 287.055 (2)(g) states that “continuing contract” is a contract for professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$2 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another.”

Current board policy limits us to \$500,000.00. This is an unrealistic figure based on current market conditions and is creating significant delays in carrying out Board approved capital projects in the Educational Facilities Plan. The limit should be increased to \$2M consistent with surrounding counties Nassau, Duval, etc. The recommendation will require an amendment to CCSB Policy 6.01 (B) 1 (a).

Gap Analysis

The majority of major capital projects are coming in over the \$500,000.00 policy limit. The problem the policy limit creates is that the architectural and design services (continuing contract) required for capital projects are rendered useless because once the projection exceeds \$500K, our policy requires us to basically start over and advertise for professional services (architectural/design, engineering, etc) and bid the project accordingly. This results in a minimum 3-4 month delay in executing Board approved capital projects.

Ex. KHE Parking Lot project. We engaged our continued contract architectural and engineering services with that project.

The original cost estimate was \$400K; however, the market brought the bid in at \$597K. We had to postpone the project due to the limit but still had to pay the continuing service architect/engineering fees for a project that got shelved.

Previous Outcomes

Board approved capital projects were limited to \$500K. This resulted in significant project delays and incurring professional service fees for projects that were shelved.

Expected Outcomes

Board approved capital projects up to \$2M can be designed per FS 287.055 allowing for projects to be executed in a more timely and fiscally responsible manner.

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 for advertising the amendments to SB Policy 6.01 (B) 1(a) - Annual Architect/Engineer Selection as recommended per FS 287.055.

Contact

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

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

Financial Impact

None

Review Comments

Attachments

- 🔗 [Section 6.01 \(B\)1\(a\) revision \(1\) \(1\).pdf](#)
- 🔗 [NOTICE OF APPROVAL TO ADV Policy 6.01 .docx.pdf](#)

DRAFT

SECTION VI SUPPORT SERVICES

6.01 EDUCATIONAL AND ANCILLARY FACILITIES

B. Annual Architect/Engineer Selection

1. To increase staff efficiency toward having architectural/engineering services available on projects not exceeding ~~\$500,000.00~~, \$2,000,000.00, the following is authorized:
 - a. An appointment of a single architectural/engineering firm for a period of not more than one year is authorized. The appointment may be extended for an additional period of not more than one year if agreeable to the School Board and the architectural/engineering firm. The architectural/engineering firm selection shall follow the professional selection procedures as set forth in 6.01(A). The appointed architectural/engineering firm shall be available to the Superintendent to design, manage and inspect any/all projects costing ~~\$500,000.00~~ \$2,000,000.00 or less. The successful architectural/engineering firm shall be compensated according to the terms of the standard form agreement and fees shall be a stipulated percentage of each project's construction cost. The percentage shall be the same on each project.
 - b. The selection of an architectural firm, an engineering firm, or a firm that provides both architectural and engineering services, and the amount of compensation, shall require Board approval.

(Ref. F.S. 1001.41; 287.055; 1013) (Amended: __/__/19)

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

APPROVAL TO ADVERTISE/NOTICE OF INTENT TO ADOPT AMENDMENTS TO SCHOOL BOARD POLICY 6.01 (B)1(a)

Approval to Advertise: The School Board of Clay County, Florida ("the Board") approves the advertisement of proposed amendments to Board Policy 6.01 (B)1(a), Annual Architect/Engineer Selection.

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

Access to Text of Proposed Amendments: The full text of the proposed amendments is available for inspection and copying by the public in the Office of the Superintendent for Clay County District Schools, located at 900 Walnut Street, Green Cove Springs, Florida 32043. The full text is also available via the School District's website at www.oneclay.net under the School Board Meeting Links, School Board Agendas - November 7, 2019. The Superintendent is authorized to correct technical errors in grammar, numbering, section designations, and cross-references as may be necessary to reflect the intention of such Policy amendments.

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

Laws Implemented: The laws implemented by the above-referenced Board Policies and proposed amendments are noted under each section of the Policy.

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

Public Hearing: The Board intends to formally adopt the proposed amendments to its Policies following a public hearing. ***The public hearing shall be held on Thursday, December 12, 2019,*** during the course of the Board's regular meeting, which begins ***at 6:00 p.m.*** and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

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

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

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C17 - 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

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

Expected Outcomes

CCSB 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

Recommend the School Board approve the Contractor Pre-qualification list attached.

Contact

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

Financial Impact

None.

Review Comments

Attachments

☞ [Table for Board Backup Contractor Prequal, 11.7.19.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 Susan Legutko, Bryce Ellis, Phil Hans, Bertie Staefe and Tina Bullock. 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 |
|--------------------------------------|----------------------------------|------------------|-------------------|
| Barton Mallow Company | General Contractor | \$400,000,000.00 | November 30, 2020 |
| Charles Perry Partners, Inc. | General Contractor | \$250,000,000.00 | November 30, 2020 |
| DDI Southeast | Building and HVAC Contractor | \$2,500,000.00 | November 30, 2020 |
| E. Vaughan Rivers, Inc. | General Contractor | \$25,000,000.00 | November 30, 2020 |
| Elkins Construction, LLC | General Contractor | \$150,000,000.00 | November 30, 2020 |
| Harrell Construction Company, Inc. | General Contractor | \$10,000,000.00 | November 30, 2020 |
| Network Cabling Services, Inc. | Specialty Electrical Contractor | \$2,000,000.00 | November 30, 2020 |
| STG Contracting Group, Inc. | General Contractor | \$17,500,000.00 | November 30, 2020 |
| Scorpio | General Contractor | \$40,000,000.00 | November 30, 2020 |
| Southern Roofing Company, Inc. | General and Roofing Contractor | \$3,000,000.00 | November 30, 2020 |
| Wright Plumbing of Clay County, Inc. | Building and Plumbing Contractor | \$300,000.00 | November 30, 2020 |

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C18 - Substantial and Final Completion of Ridgeview High School Re-Roof Buildings 7 & 10

Description

Establish a Substantial and Final Completion date for audit purposes and as required by the State Requirements for Educational Facilities (SREF) and Florida Statutes. The project, as determined by the Project Manager and Project Architect/Engineer, has reached Substantial Completion on August 19, 2019 and Final Completion on September 3, 2019 in accordance with the project documents.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve Substantial and Final Completion.

Contact

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

Financial Impact

None.

Review Comments

Attachments

📎 [Sub and Final Completion RHS ReRoof Buildings 7 and 10.pdf](#)

School District of Clay County Certificate of Substantial Completion

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

Project Title: Reroof Buildings 7 & 10

School: Ridgeview High School


SDCC Project Number: C - 11 - 18/19


Project Architect: Bhide & Hall Architects

Project Contractor: KBT Contracting

Date of Substantial Completion: August 19, 2019


Signature: Contractor Date 8-19-19


Signature: Architect/Engineer Date 8-19-19


Signature: Project Manager Date 8-19-19

School District of Clay County Certificate of Final Completion

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

Project Title: Reroof Buildings 7 & 10

School: Ridgeview High School

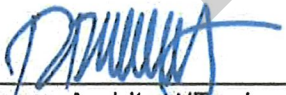
SDCC Project Number: C - 11 - 18/19

Project Architect: Bhide & Hall Architects

Project Contractor: KBT Contracting

Date of Final Completion: September 3, 2019


Signature: Contractor Date 9/3/2019


Signature: Architect/Engineer Date 9/3/2019


Signature: Project Manager Date 9/3/2019

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C19 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Thunderbolt Elementary School Intercom/PA System.

Description

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

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Contact

Dr. Michael Kemp, Assistant Superintendent for Operations, (904) 336-6824, michael.kemp@myoneclay.net, David Kramer, Project Manager, (904) 336-6849, david.kramer@myoneclay.net

Financial Impact

As budgeted in the Educational Facilities Plan for \$100,000.00. The architect's cost estimate is \$78,000.00.

Review Comments

Attachments

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C20 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Rideout Elementary School Intercom/PA System.

Description

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

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Approve Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for the Rideout Elementary School Intercom/PA System.

Contact

Dr. Michael Kemp, Assistant Superintendent for Operations, (904) 336-6824, michael.kemp@myoneclay.net, David Kramer, Project Manager, (904) 336-6849, david.kramer@myoneclay.net

Financial Impact

As budgeted in the Educational Facilities Plan for \$100,000.00. The architect's cost estimate is \$65,000.00.

Review Comments**Attachments**

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C21 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Keystone Heights Elementary School Intercom/PA System.

Description

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

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Approve Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for the Keystone Heights Elementary School Intercom/PA System.

Contact

Dr. Michael Kemp, Assistant Superintendent for Operations, (904) 336-6824, michael.kemp@myoneclay.net, David Kramer, Project Manager, (904) 336-6849, david.kramer@myoneclay.net

Financial Impact

As budgeted in the Educational Facilities Plan for \$100,000.00. The architect's cost estimate is \$60,000.00.

Review Comments**Attachments**

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C22 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Keystone Heights High School Intercom/PA System.

Description

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

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Approve Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for the Keystone Heights High School Intercom/PA System.

Contact

Dr. Michael Kemp, Assistant Superintendent for Operations, (904) 336-6824, michael.kemp@myoneclay.net, David Kramer, Project Manager, (904) 336-6849, david.kramer@myoneclay.net

Financial Impact

As budgeted in the Educational Facilities Plan for \$100,000.00. The architect's cost estimate is \$130,000.00.

Review Comments**Attachments**

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

C23 - Doctors Inlet Elementary School Cafeteria Expansion Contract Award

Description

This project is listed in the 2019/20 Educational Facilities Plan (EFP). The project was competitively bid and was advertised for three (3) consecutive weeks with the Clay Today. The bid opening was held October 17, 2019 at 2:00 p.m. The project had Seven (7) bidders and all bidders met the bid requirements.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction of Doctors Inlet Elementary School Cafeteria Expansion.

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

Award the construction contract to F&G Construction General Contractors, Inc., the low bidder meeting specifications in the base bid amount of \$2,198,000.00.

Contact

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

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

Financial Impact

These funds are available and budgeted in the Educational Facilities Plan.

Review Comments**Attachments**

☞ [DIS Cafeteria Expansion Bid Tabulation Sheet.pdf](#)



BID TABULATION

BRIANBOATRIGHT
ARCHITECT

Opened by:

Scott Schultz

A. D. O'Leary

Tabulated by:

Bryan Ellis

Posted by:

Michelle A. Dadd

Witnessed by:

Robert Smith

Time Date:

10/21/19 10:00am

CCDS Project Number:

C-7-18/19

Project Name:

Doctors Inlet Elementary Cafeteria Expansion

Bid Opening Date:

17 October 2019

Time: 2:00pm

M&BA Project Number: 182000

| CONTRACTORS | Enclosures | | | | Alt. 1 Deduct Re-roofing | Alt. 2 Deduct RTU Replacement | Alt. 3 Deduct Fasca & Soffit | Alt. 4 Deduct Stage Skirt | BASE BID | Apparent Rank by Base Bid |
|----------------------------|------------|----------|--------------|----------------|--------------------------------|-------------------------------------|------------------------------------|---------------------------------|-----------|------------------------------|
| | 4 Addenda | Bid Bond | List of Subs | Roofing Résumé | | | | | | |
| CC Borden Construction | ✓ | ✓ | ✓ | ✓ | 115,250 | 46,500 | 39,480 | 8,000 | 2,374,813 | |
| CORE Construction | | | | | No Bid | | | | | |
| Chas Perry Partners (CPPI) | ✓ | ✓ | ✓ | ✓ | 115,251.00 | 33,687 | 37,030 | 5,000 | 2,608,433 | |
| E. Vaughan Rivers | ✓ | ✓ | ✓ | ✓ | 123,000 | 51,000 | 127,000 | 2,000 | 2,384,000 | |
| F&G Construction | ✓ | ✓ | ✓ | ✓ | 145,000 | 47,000 | 140,000 | 6,500 | 2,198,000 | |
| Gary S. Bailey, Inc. | ✓ | ✓ | ✓ | ✓ | 129,800 | 53,200 | 138,000 | 3,600 | 2,395,000 | |
| JA Standridge Construction | ✓ | ✓ | ✓ | ✓ | 124,000 | 76,000 | 85,000 | 15,000 | 2,489,000 | |
| Thomas May Construction | ✓ | ✓ | ✓ | ✓ | 165,000 | 48,000 | 100,000 | 2,500 | 2,219,250 | |

Recommendation:

Award the construction contract to the low bidder meeting

specifications, F&G Construction General Contractors, Inc.,
for a total bid award of \$2,198,000.00.

\$ 2,198,000

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

Adoption of Consent Agenda

Description

This item is for motion and action on 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; Karen Bush, Board Assistant;

Financial Impact

See individual Consent Item statements.

Review Comments**Attachments**

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

D1 - 2020 Legislative Priorities

Description

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

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

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

Recommendation

Approve Legislative Priorities as submitted.

Contact

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

Financial Impact**Review Comments****Attachments**

📎 [Update 2020 Legislative Priorities.pdf](#)



2020 Legislative Priorities

THE FOLLOWING REPRESENTS THE CLAY COUNTY SCHOOL BOARD'S PRIORITIES FOR 2020

Clay County District Schools continues to provide a world-class education. Over the last three years, our school district had made monumental gains in the areas of student performance, accelerated opportunities, expansion of school choice, graduation rates, industry certifications, equity of curriculum, climate and culture, safety and security, school-based supports, technology accessibility, and fiscal responsibility. In order to continue this momentum, our 2020 legislative priorities are identified below:

Facility and Infrastructure

- ❖ Restore all funding related to the Public Education Capital Outlay (PECO) for public district managed schools.

Personnel Investment

- ❖ Provide adequate funding to raise the salaries for all employees to assist with recruiting and retaining highly skilled and qualified candidates to Florida.
- ❖ Add certified Pre-K Teachers to the K-12 Best and Brightest Scholarships to demonstrate value for early childhood education.

Safety and Security

- ❖ Provide sufficient and flexible funding in the Safe Schools Allocation to hire and retain qualified resource officers and other safety personnel for all schools.
- ❖ Provide sufficient funding to finalize school hardening projects to ensure all schools and district campuses are secure to the maximum extent possible.

State Assessments

- ❖ Eliminate all High School Assessments and transition to national assessments such as the SAT and ACT.
- ❖ Provide sufficient Funding to pay for every student in the 10th grade to take the SAT or ACT.
- ❖ Provide funding for teachers to obtain bonus money for all students who earn Dual Enrollment college credits.

Student and School Investment

- ❖ Provide adequate funding to all school districts to offer full day VPK Programs.
- ❖ Provide adequate funding to assist school districts with expanding Dual Enrollment opportunities to all learners (financial assistance to cover tuition and textbooks).
- ❖ Restore all funding related to the Digital Classroom Initiative to continue to address the digital divide.

Board Members

Janice Kerekes, Dist. I

Carol Studdard, Dist. II

Tina Bullock, Dist. III

Mary Bolla, Dist. IV

Ashley Gilhousen, Dist. V

Addison Jenkins, Superintendent

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

D2 - Public Hearing to approve, as advertised, proposed amendments to School Board Policies 2.00 Human Resources, 2.00 Appendices A, B & C and 3.00 Employee Relations

Description

School Board Policies outline rules and procedures to ensure the efficient operation of the school district. According to School Board Policy 1.02, "All School Board policies shall be reviewed with regularity by the Superintendent or his or her designee(s). The review shall be for the purpose of identifying and correcting deficiencies in Board policies, clarifying and simplifying policies, deleting obsolete, unnecessary or redundant policies, and ensuring their compliance with statutory and other legal requirements."

The Board intends to adopt the proposed revisions following a public hearing to take place on November 7, 2019.

Gap Analysis

All Board Policies are reviewed periodically to ensure they are up to date and compliant with current applicable laws and regulations.

Previous Outcomes

The Board policies have been reviewed and/or revised in the past.

Expected Outcomes

The proposed amendments to Board policies will be adopted by the Board and implemented appropriately.

Strategic Plan Goal

Recommendation

Approve the amendments to Board policies.

Contact

David S. Broskie, Assistant Superintendent of Human Resources, david.broskie@myoneclay.net

Financial Impact

None

Review Comments

Attachments

- 🔗 [NOTICE OF APPROVAL TO ADVERTISE SB Policy.pdf](#)
- 🔗 [2.00 APPENDICES A,B,C.pdf](#)
- 🔗 [2.0 HUMAN RESOURCES.pdf](#)
- 🔗 [3.00 EMPLOYEE RELATIONS.pdf](#)

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

APPROVAL TO ADVERTISE/NOTICE OF INTENT TO ADOPT AMENDMENTS TO SCHOOL BOARD POLICY 2.0 and 3.0

Approval to Advertise: The School Board of Clay County, Florida ("the Board") approves the advertisement of proposed amendments to Board Policy:

2.0 – Human Resources

2.0 Appendices – A, B & C

3.0 – Employee Relations

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

Access to Text of Proposed Amendments: The full text of the proposed amendments is available for inspection and copying by the public in the Office of the Superintendent for Clay County District Schools, located at 900 Walnut Street, Green Cove Springs, Florida 32043. The full text is also available via the School District's website at www.oneclay.net under the School Board Meeting Links, School Board Agendas - October 3, 2019. The Superintendent is authorized to correct technical errors in grammar, numbering, section designations, and cross-references as may be necessary to reflect the intention of such Policy amendments.

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

Laws Implemented: The laws implemented by the above-referenced Board Policies and proposed amendments are noted under each section of the Policy.

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

Public Hearing: The Board intends to formally adopt the proposed amendments to its Policies following a public hearing. ***The public hearing shall be held on Thursday, November 7, 2019,*** during the course of the Board's regular meeting, which begins ***at 6:00 p.m.*** and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

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

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

APPENDIX “A”
NON-DEGREED VOCATIONAL TEACHER
QUALIFICATION AND TRAINING REQUIREMENTS
(Reference 6GX-10-2.09)

- A. Non-degreed vocational instructional personnel employed by the School District of Clay County shall meet the qualifications and training requirements as outlined herein as authorized by Section 1012.39, Florida Statutes.
- B. Non-degreed vocational instructional personnel are those staff members whose qualifications are established on the basis of occupational expertise in the non-degreed areas of Agriculture, Business, Health Science, Family and Consumer Science, Industrial, Marketing and Public Service Education based primarily on successful occupational experience rather than academic training, and who are assigned to teach only those vocational courses which the Florida Department of Education Course Code Directory specifies Non-Degreed Vocational Instructor as the appropriate infield certification area. The qualifications, application and employment procedures for part time non-degreed vocational teachers are the same as those outlined below:
- C. Qualifications for initial temporary district certification as a non-degreed vocational teacher in the School District of Clay County are as follows:
1. Fingerprinting: A complete set of fingerprints shall be submitted, approved and cleared in the same manner as required for non-instructional personnel by Section 1012.32, and 1012.39, Florida Statutes.
 2. Occupational/Educational Qualifications: The teacher must hold at least a high school diploma, or the equivalent based on general education development test or other achievement tests approved by the state board, which establishes the equivalency for a high school diploma, (and establishes the minimum) competency in the area of assignment based on the following criteria:
 - a. Occupational/Educational Qualifications shall be established in the area of assignment by one of the plans specified below:
 - 1) Plan One: Must possess at least six (6) years of full time occupational experience or the equivalent in part time experience in the occupational field of the teaching assignment; or
 - 2) Plan Two: Must possess a minimum of two (2) years of full time occupational experience or the equivalent in part time experience in the occupational field of the teaching assignment combination with one of the options listed below:
 - a) A bachelor's or high degree. The degree must have been completed at an accredited institution as specified in Rule 6A-4.003, FAC, with an undergraduate or graduate degree major related to the instructional assignment; or
 - b) Thirty six (36) semester hours of college credit. The college credit must have been earned at an accredited institution as specified in Rule 6A-

4.003, FAC, in skills or theory courses related to the instructional assignment; or

- c) Successful completion of a program of training. The training program must be specific to the area of assignment and completed at post-secondary vocational or technical institution approved by the state board or vocational education in the state where the institution is located; or
- d) A valid certificate, registration, or license, which was issued by a recognized city, county, state, or national credentialing agency in an area specific to the area of assignment. The appropriateness of credentials and credentialing agencies will be evaluated by the Director of Applied Technology and/or the Local Occupational Advisory Committee; or
- e) A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor, or any state apprenticeship department, which is specific to the area assignment; or
- f) Thirty (30) semester hours of college credit. The college credit must have been earned by the occupational competency tests (NOCTI tests) in the area of assignment at an institution, which is approved by the vocational educational section of the state department of education in the state where the institution is located; or
- g) A written verification of the candidate's occupational competency. The verification of occupational competency shall be assigned by the district Director of Applied Technology and the chairperson of the occupational advisory committee, specific to the area of assignment. The verification shall include a listing of all current members of the advisory committee and verification that the candidate was endorsed by a majority of the membership.

b. Other Requirements:

- 1) Occupational experience shall be gained as a wage earned after sixteen (16);
- 2) The occupational experience shall be verified by former employers. In the case of self-employment, experience in a family-owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or by a notarized affidavit(s). Such verification shall specify the dates of employment, job title(s), and whether such experience was full time or part time. When employment was part time, the number of hours worked per week shall be included;
- 3) When occupational credentialing is required for approval of the program to which the teacher is to be assigned or for programs in which students are expected to attain an appropriate level of employment, the teacher applicant shall be required to present the appropriate valid certificate, registration, or license described in subparagraph C, 2, a, (2), (d) above; and

- 4) Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:
- a) At least ~~six (6) weeks~~ one (1) year of occupational experience gained within the five (5) year period immediately preceding the date of application for district certification; or
 - ~~b) At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of application for district certification. The college credit shall be earned at an accredited institution as specified in Rule 6A-4.003, FAC, and shall be completed in skills or theory courses related to the instructional assignments; or~~
 - e) b) Completion of a vocational training program as described in subparagraph C, 2, a, (2), (c) above, or completion of an apprenticeship program as described in subparagraph C, 2, a, (2), (e) above within the five (5) year period immediately preceding the date of application for district certification; or
 - ~~d) c)~~ One (1) year of successful teaching experience in the program area of assignment during the five (5) year period immediately preceding the date of application for district certification.

D. Local Occupational Advisory Committees

1. The Director of Applied Technology may appoint local occupational advisory committees consisting of three to five members, at least three of which include a teacher in the occupational (a closely related) field, one district or school based administrator, and one member of the occupational field selected from local industry. The chairperson will be selected by the Director. The membership will change with the occupational area under consideration. All members on the committee will have a vote, with decisions being made by a majority vote of the members present.
2. The Clay County Occupational Advisory Committees will meet, when directed by the Director of Applied Technology and the Director of Instructional Personnel Services, to evaluate the acceptability of occupational experience required for issuance of an initial three year Clay County Non-Degreed Vocational Certificate. The written recommendation for issuance of an initial district issued certificate will be signed by the Director of Applied Technology and the chairperson of the Occupational Advisory Committee. The written recommendation shall include a listing of all current members of the advisory committee and verification that the candidate was endorsed by a majority of the membership. Action of the committee will be taken pursuant to Florida Statutes 1012.39 and the policies of the School District of Clay County.

E. Categories of District Certification

1. Temporary. A teacher shall be considered to have met minimum qualifications for initial certification as a non-degreed vocational teacher for a period not to exceed three (3) years, or a period of time established by the State Board of Education, when basic qualifications, as outlined in Section C above, have been successfully met and the individual employed by the district. This time period may be extended by a period not to exceed two (2) years under extenuating circumstances in accordance with 6A-4.004, FAC, and as defined below:

a. Extenuating Circumstances:

Up to two additional one-year nonrenewable certificates may be issued to an applicant when serious illness, injury or other extraordinary extenuating circumstances beyond the control of the applicant prevented completion of requirements. The certificate shall be issued when the following conditions are met:

- 1) The applicant completes the application requirements as specified in Appendix C, and
 - 2) The Florida District School Superintendent or the chief administrative officer of a state supported or nonpublic school submits a written request for issuance of the certificate that explains the extenuating circumstances. In case of illness or injury, a physician's written verification shall be submitted.
2. Regular: A non-degreed vocational teacher shall be considered to have met the requirements for full certification for a period not to exceed five (5) years when the individual has successfully met requirements outlined in sections C, D and G, 1 below.

F. Terms of Continued Certification

1. Requirements for Regular District Certification: The non-degreed vocational teacher will be required to complete the following to meet the district qualifications for regular district certification for a five year period:
 - a. During the first full year of employment, the teacher will participate in an orientation program comparable to the Teacher Induction Program as required for certificated teachers in the district.
 - b. The teacher must successfully complete one of the plans specified below.
 - 1) Plan One. Must complete twelve (12) semester hours of college credit in education as specified below:
 - a) Three (3) semester hours in Principles of Vocational - Technical Education;
 - b) Three (3) semester hours in Vocational Instruction Evaluation;
 - c) Three (3) semester hours in Special Methods in Vocational–Technology Education. The methods course shall include course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory; ~~and~~
- and one (1) of the following:
- d) Three (3) semester hours in Introduction to Vocational Special Needs Education.
 - e) Three (3) semester hours in Selection and Guidance of Vocational Students.

- f) Three (3) semester hours in Cooperative Education.

NOTE: Any alternative or substitution to the courses listed above must be done with prior approval of the Director of Applied Technology and the Director of Instructional Personnel Services.

- 2) Plan Two: May complete a district vocational teacher education program, which is approved as part of the District Master In-service Plan. The program must include in-service components submitted by the Director of Applied Technology and subsequently approved as part of the District Master In-service Plan and contains a minimum of 240 in-service points, which are equivalent to twelve (12) semester hours.

2. Maintaining Certification

- a. The non-degreed vocational teacher who has obtained the regular district certification may renew the certificate in accordance with State Board Rules for other full time instructional personnel by the completion of a minimum of six (6) semester hours of college credit, ~~which shall include three (3) semester hours specific to each area of the teaching assignment(s) before the expiration of the five year regular certificate.~~ to include at least one (1) semester hour in teaching students with disabilities (SWD) during each five year renewal period. The non-degreed vocational teacher may participate in the District Master In-service Plan to earn an equivalent amount of in-service points as other full time instructional personnel in lieu of the college credits.

3. Removal of Certificate

- a. When the Superintendent has cause to believe that a holder of a certificate issued by the district is guilty of any offense specified in 6GX-10-2.17, and investigation shall be conducted in accordance with 6GX-10-2.17.
- b. Should such an investigation result in a finding of probable cause, the Superintendent may issue an order revoking or suspending the certificate.
- c. The certificate holder shall be advised of the charges and of the findings and may appeal the decision of the Superintendent in accordance with the Administrative Procedures Act, Chapter 120, Florida Statutes.
- d. Suspension or revocation of a certificate or the non-renewal of a certificate shall constitute cause for termination of employment.

(Amended: 06/20/06)(Amended -/-/2019)

APPENDIX “B”
ADULT/COMMUNITY EDUCATION
QUALIFICATION AND TRAINING REQUIREMENTS
(Reference 6GX-10-2.09)

I. Full Time Adult Education Instructors

Instructional personnel who are employed by the Clay County School Board to teach full time in the Adult Education Program shall hold a valid full time Florida Educator’s Certificate issued by the State Department of Education in the area of assignment and shall be governed by the same school board policies as other full time instructional personnel.

II. Part Time Adult Education Instructors

Certified instructional personnel who are employed to teach part time in the Adult Education Program shall be employed as part time instructional personnel in compliance with Section 1012.39, Florida Statutes. A position shall be considered part time when the individual is employed for no more than 99 days or 450 clock hours during one school year in accordance with Section 1000.21, Florida Statutes.

- A. A district credential will be issued for those personnel who do not have a Florida Teaching Certificate. Community Education fee based teachers are not required to have a Clay County credential or a Florida Teaching Certificate.
- B. The district superintendent or designee shall insure that each candidate for employment in a part time instructional position in an Adult Education Program meets minimum requirements for employment and shall maintain records of such information in the candidate’s personnel file.
- C. Qualifications – To be eligible for district certification as a certified part time instructor in an adult education program in the School District of Clay County, the teacher applicant must complete the following requirements:
 - 1. Fingerprinting: A complete set of fingerprints shall be submitted, approved, and cleared, in the same manner as required for instructional personnel by Section 1012.32 and 1012.39, Florida Statutes.
 - 2. Educational Qualifications:
 - a. The certified adult education teacher must hold a bachelor’s or higher degree with an undergraduate or graduate degree major in the areas of assignment or hold a bachelor’s or higher degree in another area and meet the certification rules as established by the Florida Department of Education. The degree or college credit must have been completed at an accredited institution as specified in Rule 61-4.003, FAC.

- b. A non-degree part time vocational teacher employed in Adult Education must meet the same requirements for employment as indicated in Clay County School Board Policy regarding employment of full time non-degreed vocational teachers (see Appendix A).
- D. Application Procedures: The application procedures for part time teachers in the Adult Education Program shall be the same as the procedures for full time instructional personnel in accordance with School Board Policy. However, an application for a Florida Teaching Certificate shall not be required.
- E. Employment Vacancies and Selection Procedures: The School District of Clay County is an equal employment opportunity business. Vacancies are posted by the Supervisor of Adult/Community Education as they occur.
- F. Terms of Employment: Part time instructional personnel shall be employed according to School Board Policy for the employment of full time instructional personnel, except that they shall not be entitled to contractual status.
- G. Salary: The salary for part time instructional personnel employed by the Board shall be in accordance with the salary schedule adopted by the School Board for adult education teachers. Other providers may be contracted in keeping with School Board Policy 2.04E.
- H. Terminations
 - 1. Resignation: Part time instructional personnel shall adhere to the resignation policy established by the School Board for full time instructional personnel.
 - 2. Suspension/Dismissal: A part time teacher in the Adult Education Program may be suspended or dismissed at any time during the work year pursuant to the provisions set forth by the School Board for other teachers.
 - 3. Discontinuation of Positions: A part time teacher in the Adult Education Program shall be governed by School Board Policy established for certificated part time instructional personnel.
- I. Fulfillment of the adult education contract is contingent upon sufficient class enrollment as determined by the Supervisor of Adult/Community Education.

APPENDIX “C”
NON-DEGREED JUNIOR RESERVE OFFICER (JROTC) INSTRUCTOR
QUALIFICATIONS AND TRAINING REQUIREMENTS
(Reference 6GX-10-2.09)

A. Junior Reserve Officer (JROTC) Instructors shall be employed by the Clay County School Board based upon qualifications and training requirements as outlined herein as authorized by section 1012.55, Florida Statute.

B. Qualifications

To be eligible for appointment to a full time Junior Reserve Officer’s Training Corps instructional position, a person must meet the following requirements:

1. Background clearance through fingerprinting shall be completed in the same manner as required for certificated personnel 1012.32.
2. Hold at least a high school diploma or the equivalent, if required by the specific service agency. The senior JROTC Instructor may be required to document attainment of a Bachelor’s Degree, if required by the specific service agency.
3. Verification that the applicant is retired from active military duty pursuant to chapter 102 of Title 10, U.S.C.
4. Document that the applicant was a commissioned or non-commissioned military officer at the time of official separation from active military duty with an exemplary military record.
5. Satisfy criteria established by the appropriate military service and be certified by the service as a Junior Reserve Officer Training Instructor.

C. Issuance of Professional District Certificate

1. Full time Junior Reserve Officer Training instructional personnel shall apply and qualify for a professional district certificate issued by the Clay County School Board covering Junior Reserve Officer Training Corps (JROTC)- if all qualifications are met.

a. The initial JROTC certificate issued shall be valid for three school years with a validity period from July 1st to June 30th.

~~b. A full time JROTC certificate valid for five school years will be issued when the following requirements are met:~~

~~1) Completion of two years full time successful teaching.~~

~~2) Three (3) semester hours in psychology of adolescent development.~~

~~3) Successful completion of the Teacher Induction Program.~~

D. Requirements for Renewing Certification

1. The instructor shall provide documentation of successfully completing the training required during the certificate five-year validity period by the branch of the military linked to the JROTC program to which the teacher is assigned. With this documentation the JROTC instructor be issued an additional five-year vocational professional certificate by the school district, or
2. ~~The instructor shall provide documentation of successfully completing six (6) semester hours of pre-approved college courses or the equivalent (120 hours) of in-service points.~~
The instructor who has obtained the professional district certification may renew the certificate in accordance with State Board Rules for other full time instructional personnel by the completion of a minimum of six (6) semester hours of college credit to include at least one (1) semester hour in teaching students with disabilities (SWD) during each five year renewal period.

E. Teaching assignments in addition to instruction of JROTC

1. If such an instructor is assigned instructional duties other than Junior Reserve Officer Training, he or she shall hold the certificate required by law and rules of the state board for the type of service rendered (S. 1012.55).

(Amended: 06/20/06)(Amended -/-/2019)

CHAPTER–SECTION II

HUMAN RESOURCES

2.01 DEFINITIONS

- A. Instructional personnel are teachers who are required to hold a current teaching certificate in the State of Florida or who are licensed by the State of Florida as required by State Board Rules and who are directly or indirectly engaged in an instructional capacity. These teachers include counselors, ~~librarians~~ media specialists, specialists and others assigned to schools or to various ~~Central~~ District Office departments whose functions are tied to the delivery of instruction to students.
- B. Administrative Personnel are those assigned responsibility for administrative direction and instruction supervision or for responsibility as an administrative or supervisory head of a support activity, non-instructional activity, or district-level function. Administrative Personnel may be assigned to school-based positions or to positions within the ~~Central~~ District Office or Support Offices.
- C. Support personnel are those referred to in Florida Statutes as educational support employees. Such an employee is employed as a teacher assistant, a member of the transportation department, a member of the maintenance or operations department, a member of food service, a secretary, or a clerical employee, or any other non-administrative employee who is not required to hold a teaching certificate or license as described in A. above.
- D. Benefits, as used in this policy, include rewards accruing to the employee such as leaves and insurance opportunities provided by these policies and the applicable master contract(s) and social security and retirement contributions required by Florida Statute and State Board Rules.
- E. Regular employees are those personnel who are employed by contract and whose terms of usual employment are expected to be at least the normal length of a contract year for the respective job category and which job position normally is expected to carry over into a succeeding year. Full-time regular employees are entitled to all benefits provided by the School Board. Full-time employees are those who are contracted for a six-tenths (.6) or greater allocated position~~s~~ or for six-tenths (.6) or more of each consecutive normal day for the allocated position during the contracted period. Employees doing job sharing (contracted on a .5 contract plus 1 day) work ninety-nine (99) days, entitling them to gain credit for one (1) year of experience.
- F. Temporary employees are those personnel employed by the Superintendent, but not appointed by the School Board, who are employed during a peak-load period, the duration of which is normally limited to two months and may be for a work day of less than that which is usual for the particular job category. No contract, leave or insurance benefits shall be available to these employees.
- G. Part-time employees are those personnel employed by contract for less than a .6 allocated position. Part-time employees are not entitled to leave with pay (other than Professional leave, Leave for Contagious Disease or Temporary Duty Elsewhere leave) or to insurance benefits.

- H. A substitute employee is one whose employment is on a day-by-day basis, but normally not for an extended period of time. Substitutes may be employed at the discretion of the Superintendent during the temporary absence of a regular employee or during a peak-load period. A substitute employee is not entitled to a contract, leave or insurance benefits.
- I. A Long Term Substitute teacher is one whose employment is on a day-to-day basis in the same position for an extended period of time (11 to 60 working days or as approved by the Superintendent). Long Term Substitutes may be employed at the discretion of the Superintendent during the temporary absence of a regular employee. They are not entitled to contracts, leave or insurance benefits, but must have at least a Bachelor Degree recognized by an approved accrediting agency.
- J. An Interim teacher or administrator is one whose employment is contracted in the same position for an extended period of time (over 60 working days, or as approved by the Superintendent). Interim teachers or administrators may be employed at the discretion of the Superintendent during the temporary absence of regular employees or to fill vacant positions. Interims must meet the same requirements for the position as the regular employee. They are entitled to receive contracts and, if full-time, are eligible to accrue and receive normal benefits afforded regular employees under these policies. The interim teacher or administrator must have a Florida Educator's or district-issued certificate.
- K. Limited contract employees are support employees, recommended by the Superintendent and appointed by the Board, whose terms of employment are expected to be less than the minimum for a regular employee but normally for more than thirty (30) days. This type of employee shall receive a contract and be eligible to accrue and receive benefits with the exception of annual leave and extended leave. In the case of a limited contract employee assigned to a twelve (12) month position, should such limited contract employee subsequently be appointed as a regular employee (.6 allocation or greater) without a break in service in the same twelve (12) month job category, annual leave shall accrue from the date of hire as a limited contract employee.

(Ref. F.S. 1012.22; 1012.40; 1000.21) (Adopted: 1-8-81)(Revised: 2-17-94, 12-14-95, 4/20/00, 06/20/06; -/-/2019)

2.02 APPLICATION/RECRUITMENT

A. Application

Application for a position with the Clay County School Board shall be made on-line from the District website. Discrimination in any phase of the employment of personnel, on the basis of race, religion, color, sex, marital status, age, pregnancy, ethnicity, ancestry, sexual orientation, national origin or disability, is expressly prohibited by the Clay County School Board.

B. Application Screening

- 1. Evaluations will be secured from references and other information shall be required as necessary to substantiate qualifications. Interviews with the applicant may be required before employment. All applicants for a position with the School Board shall have a completed application on-line prior to consideration for employment.

2. Fingerprinting and background checks will be as follows:
- a. Fingerprint/background checks shall be conducted on all prospective employees of the School Board, including substitute and part-time, in accordance with the regulations of the State of Florida and Clay County School Board Rule. The cost of such initial fingerprint/background checks shall be borne by the applicant, except that, the School Board shall bear the cost of fingerprint/background processing for initial employment of support substitute personnel, part-time supplemented positions; ~~and non-paid student records volunteers, part-time Adult/Community Education teachers and temporary part-time teachers.~~ If the applicant/employee does not meet the requirements of the Department of Education and the Clay County School Board, any contract issued and any pay processed shall be terminated immediately. Former employees, including substitutes who terminate employment, must be re-fingerprinted.
 - b. Effective July 1, 2004, all Clay County School District employees must be fingerprinted and background checked through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation every five years. The ~~initial and~~ renewal cost of the fingerprint processing of current employees will be paid by the Clay County School District.
 - c. Fingerprinting/Background checks for non-instructional contractual personnel will be conducted as follows:
 - 1) Non-instructional contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds, must undergo fingerprinting and must meet Level 2 background screening requirements. This requirement shall apply to any vendor, individual or entity under contract with a school or the School Board, except those to which paragraph 2) and 3) of this subsection apply. The cost shall be borne by the contracting agency or individual. The screening shall be conducted as set forth in Florida Statute 1012.465.
 - 2) Non-instructional contractors who are vendors, individuals, entities, employees of contractors, subcontractors, or employees of subcontractors who contract with a school, a sub unit of a school, or the School Board, either directly or through its designated purchasing agent, to perform services and receive remuneration for said performance (as distinguished from those who sell a product) and who are permitted access to school grounds when students are present and for whom the performance of their contract does not anticipate direct contact with students and unanticipated contact will be infrequent and incidental, shall undergo a fingerprint-based criminal history check by the School Board or its employees or agents as required by Florida Statute 1012.467. The cost shall be borne by the contractor and may not exceed the amounts set by law.

A non-instructional contractor for whom a criminal history check is required pursuant to this subsection may not have been convicted of any of the offenses listed in Florida Statute 1012.467(2) (g). Convicted means that there has been a determination of guilt by trial, plea of guilty, or plea of *nolo contendere*, regardless of whether adjudication is withheld. All contracts shall contain a provision addressing contractors' self-reporting requirements for subsequent arrests that are provided by law.

- 3) Non-instructional contractors who are subject to subsection 2) herein are exempt from screening requirements of subsection 1) and 2) herein if they are under the direct supervision of a school district employee OR a contractor who has had a criminal history check and meets the screening requirements. Direct supervision means the district employee or contractor is physically present with the non-instructional contractor when the contractor has access to a student AND the access remains in the district employee's or contractor's line of sight. If a non-instructional contractor who is exempt is no longer under direct supervision, he shall not be permitted on school grounds when students are present until he meets screening requirements of subsection 1) or 2). Non-instructional contractors who meet the following criteria are also exempt from the screening requirements of subsections 1) and 2) herein:
 - a.) A law enforcement officer as defined in 943.10, who is dispatched/assigned to school grounds by his employer.
 - b.) An employee or medical director of an ambulance service licensed pursuant to Chapter 401 who is providing services within the scope of Chapter 401 on behalf of the provider.
 - c.) Non-instructional contractors who remain at a site where students are not permitted if the site is separated from the remainder of the school grounds by a single chain-like fence six feet in height.
 - d.) A non-instructional contractor who provides pick-up and delivery services and those services involve brief visits on school grounds when students are present.
 - e.) Non-instructional contractors who are required by law to undergo a Level 2 background screening per Florida Statute 435.04 for licensure, certification, employment, or other purposes and submit evidence that the contractor meets the screening standards of Florida Statute 435.04, the contractor's license or certification is in good standing, the contractor completed the criminal history check within the immediately preceding five years.

Even though exempt from requirements of subsection 1) and 2) herein, a non-instructional contractor is subject to a search of his/her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement and the national sex offender registry

maintained by the United States Department of Justice. The school district SHALL conduct this search without charge to the contractor.

A non-instructional contractor identified as a sexual predator or sexual offender in the registry search may not be permitted on school grounds when students are present AND the school district shall notify the vendor, individual, or entity under contract within three business days.

- d. Fingerprint/Background checks will also be conducted for all student teachers, pre-intern teachers and college/university field experience students. The cost of fingerprinting will be borne by the individual.
 - e. Volunteers/Mentors, who may be in close, unsupervised contact with students, must have a fingerprint/background check. The cost for such a check shall be borne by the individual or the agency, with which the volunteer/mentor works.
 - f. Fingerprint/Background checks shall be secured from the Florida Department of Law Enforcement (FDLE) and/or other appropriate law enforcement agencies on any prospective employee. All prospective employees or volunteers shall have their name checked against the FDLE internet sexual predator/sexual offender list.
 - g. Applicants, ~~or probationary employees who are not employed or are terminated,~~ who are denied employment because of their criminal records shall have the right to appeal such decision. The District will notify the applicant, in writing, of the problem and of his/her status. He/She will have the opportunity to send a written explanation of the problem along with official court documents and other requested information and may request an appointment with the Director of Support Personnel Services or Instructional Personnel Services. The decision of the administration shall be final.
- 3. Applicants for positions which require the individual to drive a School Board vehicle shall, prior to being recommended for a position, provide their seven-year driving history which verifies compliance with the minimum safe driving standards approved for the appropriate job description. The applicant shall bear the cost of the driving history records.
 - 4. Drug screening shall be required for all support applicants and administrative personnel prior to employment and for all support substitutes prior to approval for use at the expense of the School Board. Former employees who were previously cleared by these drug screening requirements must submit to drug screening upon reemployment if their separation from the Board exceeded ninety days. Such reemployed persons shall bear the cost of the drug screening.
 - 5. The School Board shall bear the cost of required initial physical examinations for applicants as specified by law and as follows:
 - a. Applicants for positions for which a driver's license is required.
 - b. Applicants for positions which involve assigned responsibility of operating or repairing motor vehicles or other motorized equipment.
 - c. Applicants for positions involving the handling of food or pesticides.

6. Principals and District Level Department Heads shall work with the Assistant Superintendent for Human Resources in making recommendations of qualified teacher and support applicants for openings to the Superintendent of Schools. An Interview ~~Reaction~~ Form shall be completed by the ~~applicant and the~~ Principal or District Level Department Head for each applicant considered. The supervisor shall maintain the completed form as required by Records Management policies and statutes.

No applicant may be recommended as a regular or interim teacher or as a regular or limited contract support employee unless that applicant has been screened and approved as recommended by the Human Resources Division. Except as required by Veteran's Preference laws, supervisors are not bound in their recommendations by any order of applicant listings. Rather, Principals and ~~Department Heads~~ District level Administrators are expected to identify the best match, from among qualified applicants, for the position available.

7. Veteran's Preference
 - a. All veterans' preference eligible applicants, as defined in the Florida Statutes shall be given special consideration at each step of the employment selection process. Specifically, all preference-eligible applicants shall be granted an interview.
 - b. If there is more than one step in the application process, a preference-eligible applicant who meets the minimum qualifications for the position shall be advanced to the next step in the selection process.
 - c. If an applicant other than a preference-eligible applicant is hired into a position, the person making the recommendation will document the reason for the decision.
 - d. Any employee who is reinstated to employment after separation from the U.S. Armed Forces with an honorable discharge will be given preference in promotion. This preference means that the preference-eligible employee will be promoted ahead of all other employees who are as well or less qualified for the position. This applies to the first promotion after reinstatement only.
 - e. Special consideration for retention will be given to preference-eligible employees where layoffs are necessitated. Documentation will be maintained to confirm preference was given.
8. A former Clay County employee, or Clay County School Board member, who was elected immediately after his/her last teaching, administrative or work assignment in the district, shall be considered for a teaching or support position in Clay County if: he/she has completed an on-line application and, if applicable, has official transcript(s) ~~(official or microfilmed)~~ on file; received a satisfactory rating on the last performance evaluation conducted in Clay (if applicable); ~~was recommended for reappointment by his/her last Clay County administrator (if applicable);~~ presents a satisfactory reference, on the required form, from his/her last Clay County administrator; ~~and has not been separated from Clay County for more than two years.~~
9. An employee who has served as an Interim Under Contract teacher or as a Limited Contract employee, has met the minimum standards required for hire and has a

complete application shall be required to submit only a satisfactory reference completed by his/her Clay County supervisor in order to be considered for regular employment as a teacher or support employee. This exemption from other application requirements shall be valid for the current and next school year only.

10. A former Clay County teacher or support employee who received a satisfactory evaluation, but was not recommended for reappointment for the following year, will be allowed to return to the candidate pool. The individual may be considered only if a current on-line application, with all required documentation, is submitted and all minimal pool requirements are met.
11. A former Clay County teacher or support employee who received an unsatisfactory performance evaluation from his/her last Clay County supervisor will not be considered for reemployment in Clay County until a new, complete on-line application is submitted, including a reference documenting satisfactory performance subsequent to Clay County employment. A former Clay County teacher or support employee who received an unsatisfactory evaluation ~~and was not recommended for reappointment~~ by his last Clay County supervisor shall not be considered for reemployment in the district, except as directed by the Superintendent.
12. Any exceptions to these requirements, due to extenuating circumstances, must be approved by the Superintendent. No other exceptions shall be made to these procedures.
13. All applications for employment shall remain active for a period of one year following the date of initial on-line application and may be reactivated upon written notification by the applicant to the Human Resources Division prior to the expiration of the current application period. If an on-line application is inactivated, it must be updated when reactivated, a new application, including a reference and official transcript, will be required before an applicant will be considered for employment. In no case shall an applicant be considered for employment based on an application that is older than two years.
14. Prior to payment of salary, all nominated candidates for positions shall report to the Division of Human Resources for a pre-employment meeting to complete required paperwork. When requirements have been completed for employment, a contract may be offered with the approval of the Superintendent. The Superintendent shall make his nomination at the next regular School Board meeting, but final employment shall rest with confirmation of the School Board.
15. Once an employee has been appointed by the School Board, the employee may be released from contract only through regular resignation or leave procedures or as provided by law.
16. Applicants and employees' eligibility under Section 504, or the Americans with Disabilities Act, and their need for reasonable accommodation, shall be determined on a case-by-case basis. Employment opportunities shall not be denied to applicants or employees with a disability unless reasonable accommodations cannot be provided due to undue hardship or the presence of direct threat to the health or safety of the applicant/employee or others.

C. Recruitment

Activities which relate to the recruitment of applicants for all positions shall be coordinated by the Division of Human Resources. Administrators, ~~central~~ District office administrators, and principals are expected to actively assist in recruiting activities and assistant principals, vice principals and other certificated staff may be utilized in such activities as needed. Adjustments will be made to recruitment activities to ensure that they do not have the effect of screening out potential applicants with disabilities.

Recruitment activities shall include participation in recruitment fairs, visitations on college campuses, interviewing at other school districts, meeting and conferencing with student teacher interns, advertising in newspapers and magazines, providing information to recruits about the school district and surrounding area, providing promotional material to college placement offices and/or recruits, and all related travel pertaining to such activities.

Recruitment activities shall be funded by the General Fund and expenditures shall be authorized in accordance with the approved budget.

Emphasis shall be placed on the recruitment of teachers in critical shortage areas as identified ~~in the Division of Human Resources Comprehensive Plan~~ as part of the District's Strategic Plan and of persons in areas requiring special skills or in other areas of critical shortage as specified by the Assistant Superintendent for Human Resources in consultation with the Superintendent.

Recruitment travel itineraries shall be submitted to the Assistant Superintendent for Human Resources for his/her review and approval, and to the Superintendent for final approval. The School Board shall be advised of such approval and shall have final approval authority unless recruitment was previously approved as part of the ~~Division of Human Resources Comprehensive Plan~~ District's Strategic Plan.

D. Conflict of Interest

1. Employees shall not be transferred or assigned to a position where a conflict of interest shall be created. A conflict of interest shall exist whenever the activities of an employee are under the supervision of a close relative.

A "close relative" shall be defined as the first degree of kindred: husband, wife, father, mother, brother, sister, son, daughter, and in-laws of the same degree.

2. This section shall be effective July 1, 1993, but shall not apply to supervisory relationships existing on that effective date.

(Ref. F.S. 1012.22; 1012.27; 1012.32; 1012.56)(Adopted: 01/08/81)(Amended: 10/14/82, 12/13/84, 04/10/86, 01/08/87, 01/21/88, 01/19/89, 11/21/89, 04/19/90, 04/18/91, 07/18/91, 09/19/91, 06/15/93, 02/17/94, 01/18/96, 01/21/99, 12/16/2004, 06/20/06, 11/20/07, 05/20/10) (6/29/17; -/-/2019)

2.03 POSITION AVAILABILITY

- A. All regular employment positions and supplemental positions shall be allocated by the School Board. Such allocations must be recommended by the appropriate division head ~~and Deputy Superintendent~~ to the Superintendent prior to the Superintendent's recommendation to the School Board for their consideration and approval.
- B. No allocation shall be approved unless supported by a job description with job locator code, description of duties and qualifications. Each job description shall be submitted to the Human Resources Division for review and approval prior to submission to the School Board for its final approval.
- C. Positions which have been authorized by the School Board and which are available must be posted in all schools as required by the applicable collective bargaining agreement.

(Ref. F.S. 1012.27) (Adopted: 01-08-81)(Amended: 12-13-84, 01-18-96) (Amended: 09/19/13; -/-/2019).

2.04 EMPLOYMENT PROCEDURES FOR TEACHERS

A. EMPLOYMENT

- 1. The minimum requirements to be employed as a teacher in Clay County shall include meeting the minimum standards as prescribed by state law and as outlined below.
- 2. Applicants for teaching positions in the Clay County Schools shall be required to file an on-line application. A complete application file will consist of an electronic application, appropriate reference submitted on the required form and, a complete set of transcripts from each college/university from which the applicant received a bachelor's degree or higher. Additional transcripts necessary for certification purposes may be required. The application form, reference sheets, transcripts and other required documents shall be submitted as required by the Board-approved application and accompanying directions. These forms and directions shall be reviewed and revised as necessary in order to comply with state, federal and court requirements
- 3. No applicant shall be recommended for hire unless the following minimum standards have been met:
 - a. A valid professional or temporary Florida teaching certificate or a valid district certificate with coverage in the appropriate subject areas; or, in the case of a speech clinician, occupational or physical therapist, a valid license or registration issued by the ~~Department of Business & Professional Regulations~~ Florida Department of Health; or evidence that the requirements for Non-Certified Instructional Personnel, stipulated in these policies, have been met. If required certification or licensure has not yet been issued, the applicant may submit evidence of eligibility for such, pending receipt of the certificate/license.

- b. Professional Practices Commission clearance. If any action has been taken by the Commission regarding the applicant, the case will be reviewed by the Human Resources administrator. The decision regarding the impact of the record on the applicant's employment in Clay County shall be at the sole discretion of the Superintendent or his/her designee.
- c. Ratings on the appropriate reference form must average, at least, "Meets Acceptable Standards (3) "and must include no overall recommendation less than that of "Recommend". Additionally, if any of the references stipulates that there may be reasons for not allowing the applicant to work around children, the applicant will be excluded from the pool until cleared by Human Resources administrative review.
- d. Security Background Check clearance by Human Resources administrator.
- e. Interviews of applicants will be scheduled and conducted by the principal, department head, or their designees. Veterans will be provided an opportunity to interview, if they are qualified for the posted position, in accordance with 2.02, Section B6.
- 4. ~~All applicants shall have a chance to be reconsidered after one year from the date that initial eligibility was determined if new teaching experience is submitted and if the applicant requests such review and submits the required documentation.~~

B. TEACHING IN AREA OF APPOINTMENT AND CERTIFICATION

- 1. Instructional personnel must be utilized by the principal in the field of appointment and certification unless, due to unusual circumstances, this requirement is waived by the Human Resources Division.
- 2. Teachers teaching in areas considered out-of-field will be reappointed to an out-of-field position only upon submission of proof of successful completion of the equivalent of six (6) semester hours of college coursework (or required in-service training) or completion of state testing, which leads to certification in the out-of-field certification area.
- 3. A certificated employee who is declared out-of-field or who is impacted by the placement of ~~an Limited English Proficient (L.E.P.)~~ English Language Learners (ELL) student in his/her classroom or school must complete the English as a Second Language (E.S.O.L.) Training as required in the Board-approved Limited English Proficient Plan.
- 4. The Principal shall review the board-approved out-of-field plan submitted by the out-of-field teacher. The out-of-field plan will be submitted to the Human Resources Division for district level approval.
- 5. A Principal, ~~or Instructional Director/Supervisor,~~ or out of field teacher, may request that an out-of-field classroom teacher be qualified "in-field" if the teacher

~~submits a letter requesting a review of his/her subject matter expertise to his/her Principal/Supervisor, and the teacher:~~ meets one all of the following:

- a. has successfully demonstrated the required minimum teaching competencies through successful completion of a Teacher Induction Program, and
- b. has at least a satisfactory performance evaluation for the most recent school year (including a recommendation that the teacher be reappointed for the next school year), and
- c. has had a review of his/her subject matter expertise conducted ~~at his/her school/department~~ by Human Resources which has resulted in a recommendation of “in-field” placement based upon one of the following options listed below:
 - 1) has a declared minor on his/her transcript in the certification subject area presently required in the Department of Education Course Code Directory; or submits documentation from a college official, on official stationery, indicating that the teacher had a minor, in the required certification subject area, even though it is not stated as such on his/her transcript;
 - 2) holds Department of Education or Clay County District certification in a subject area other than the area in which he/she is teaching, but holds either (1) a Bachelor’s or higher degree in the assigned out-of-field subject area, or (2) an academic endorsement directly related to the area of the out-of-field teaching assignment;
 - ~~3) has successfully completed, since the initial date of out of field assignment, 12 semester hours of college course work with a 2.5 GPA (or the equivalent in district add-on in-service training);~~
 - 3) Has successfully completed college semester hours or inservice training to add an endorsement;
 - 4) has successfully passed the Florida Teacher Certification Exam (FTCE) for the area of out-of-field assignment and added to their teaching certificate;
 - 5) has demonstrated fluency in a foreign language with certification in another area and demonstrates sufficient subject matter expertise for teaching the language (i.e., experience teaching a foreign language, documentation of prior experience using the foreign language, experience as an interpreter, etc.)

~~The teacher requesting the subject matter expertise review may request mentoring assistance to be provided by Clay County Nationally Board Certified teachers who have achieved national certification in the teacher’s subject area. The Director of Instructional Personnel will provide a list of appropriately certified mentors upon the request of the affected teacher.~~

The review of the demonstration of subject matter expertise is to be conducted ~~at the local school/department by the Principal,~~ by the appropriate Director or approved administrative designee. A vocational classroom teacher will have his/her subject matter expertise recommendation reviewed for approval by the ~~Director of Career and Technical Education~~ Department.

~~Upon completion of the subject matter expertise review, a review form must be submitted by the Principal/Supervisor to the Director of Instructional Personnel for approval.~~ The Director's of Instructional Personnel's approval must be secured prior to submission of the final recommendation to the Clay County School Board for a change in the teacher's appointment status. For audit purposes, appropriate documentation substantiating the "in-field" recommendation will be maintained at the local school/department.

This policy is limited in implementation to classroom teachers. It is not applicable to media specialists, guidance counselors, social workers, school psychologists or other student services personnel. Teachers declared out-of-field in English as a Second Language (ESOL) are not affected by this policy and must complete training as required by the META decree.

- C. The Principal shall initiate all requests for changes in employment status of personnel under their direct supervision. Teacher requested transfers must be agreeable to principal(s), as required by Master Contract, the Superintendent and the School Board. The Superintendent may transfer, subject to School Board confirmation, any employee in the system.

D. ADULT & COMMUNITY EDUCATION

1. All Adult and Community Education personnel shall clear employment requirements with Human Resources Division as required for all instructional employees, prior to the first day of employment.
2. Teachers employed for Adult and Community Education FTE courses shall hold a valid Clay County or Florida Teaching Certificate covering the field(s) being taught, except as indicated in policies governing Non-Certificated Instructional Personnel.
3. Fee-based courses may be taught by teachers not holding certificates.
4. If class enrollment does not meet School Board minimum requirements, the class may be terminated and the Board shall have no further obligation to the employee.
5. See Appendix B – Adult Education and Non-Degreed Part-Time Vocational Teacher Qualifications and Training Requirements.

E. NON-CERTIFICATED INSTRUCTIONAL PERSONNEL

1. With approval of the Superintendent and the School Board, non-certificated instructional personnel may be utilized when special services are needed in order to deliver appropriate instruction, or as part-time adult education FTE academic teachers ~~for a maximum of 160 clock hours during a fiscal year,~~ under the provisions of this section.

2. All policies pertaining to certificated personnel with regard to health, age, employment procedures, personnel records, assignment, suspension, dismissal, and evaluation shall also apply to non-certificated instructional personnel.
 3. Principals/supervisors of non-certificated instructional personnel shall ensure that each employee understands all state and district rules, regulations and policies pertinent to instructional responsibilities. A person so appointed shall possess the necessary knowledge to perform such duties as are necessary in special areas in a proper and reasonable manner.
 4. It shall be the responsibility of each non-certificated instructional person to keep whatever registration, license or permit in force if a specific profession requires such registration.
 5. No contract as prescribed by the state shall be offered to such non-certificated instructional personnel but a work agreement with the Board shall be executed.
 6. In no case shall a non-certificated instructional person be allowed to continue in his/her position after a qualified, certified person as identified in Section 2.04A is available. However, a minimum of two weeks' notice will be given prior to termination of employee.
 7. Non-certificated instructional personnel holding a current valid state license, registration or permit in their occupation shall be entitled to the Bachelor's Level salary or Master's Level salary, for approved and appropriate Master's degree, on the teachers' salary schedule in accordance with approved experience. All other non-state-certificated instructional personnel shall be entitled to the beginning Bachelor's Level salary on the teachers' salary schedule or, in the case of Adult and Community Education teachers, the salary schedule established in the current Master Contract.
 8. If the School Board is unable to identify individuals as indicated above, and special services are still required, the services of specialists in the field may be contracted through outside agencies or directly with qualified individuals under a special agreement with the School Board. The agreement shall specify the relationship between the agency and the Board, service to be performed, salaries of the individual performing such service, ~~time period limited to a maximum of one (1) fiscal year,~~ and the rules and procedures for evaluating the service.
- F. The procedures listed herein shall not act to infringe on the rights of individuals or protected classes.

(Ref. F.S. 1012.22; 1012.27; 1012.37; 1012.55; 1012.28; 1012.32; 1012.39)(Adopted: 01-08-81)
 (Amended: 11-08-84; 7-10-86; 11-18-86)(Amended: 04-23-92)(Amended: 06-15-93) (Amended: 02-17-94,
 01-21-99, 11-16-99, 12-18-01, 04/18/02, 06/20/06, 05/20/10; -/-/2019)

2.05 SCREENING, SELECTION AND APPOINTMENT OF ADMINISTRATORS

A. School Administrators

1. General

~~All procedures for application, selection, and appointment of school administrators shall be established in the Clay County Human Resources Management Development (HRMD) Plan. All persons who wish to apply for vacancies in school level administration must be screened, trained and interviewed in accordance with the HRMD Plan, as developed and submitted by the Superintendent and approved by the School Board.~~

Clay County District Schools selection of principals and assistant/vice principals is a state approved system that is a collaborative effort between the Human Resources and Professional Development departments.

All procedures for application and selection shall be established in Clay County's state approved Level I and Level II Leadership preparation programs leading to state principal certification. All persons who apply for vacancies in school level administration must be screened, trained and interviewed in accordance with the state and Board approved programs.

2. Veteran's Preference

- a. All veterans' preference eligible applicants, as defined in the Florida Statutes shall be given special consideration at each step of the employment selection process. Specifically, all preference-eligible applicants shall be granted an interview.
- b. If there is more than one step in the application process, a preference-eligible applicant who meets the minimum qualifications for the position shall be advanced to the next step in the selection process.
- c. If an applicant other than a preference-eligible applicant is hired into a position, the person making the recommendation will document the reason for the decision.
- d. Any employee who is reinstated to employment after separation from the U.S. Armed Forces with an honorable discharge will be given preference in promotion. This preference means that the preference-eligible employee will be promoted ahead of all other employees who are as well or less qualified for the position. This applies to the first promotion after reinstatement only.
- e. Special consideration for retention will be given to preference-eligible employees where layoffs are necessitated. Documentation will be maintained to confirm preference was given.

3. Notification for Enrollment in the ~~HRMD Program~~ Leadership Program

~~The Human Resources Division shall notify current certificated employees through notices posted in the schools of the opportunity to participate in the HRMD Program. Persons who apply to enroll in the HRMD Program must provide evidence of qualifications sufficient to ensure that they possess minimum requirements for subsequent training and selection.~~

The Professional Development department shall notify current certified employees through notices posted in schools, through email, and other possible social media of the opportunity to participate in either a Level I or Level II Leadership program.

4. Training Requirement

The ~~HRMD~~ **Leadership** Program shall include training components designed to develop leadership skills. Other training opportunities will be provided where appropriate for the purpose of developing in-depth job content knowledge and for developing an individual's potential as an educational leader.

5. Screening Requirement

~~Pre-candidate screening of applicants shall be conducted at specific intervals as outlined in the HRMD plan. Such screening shall include credential screening, interviews conducted by trained interviewers utilizing research-based instruments, and verification that prerequisite training requirements have been satisfied.~~

Pre-candidate screening of applicants shall be conducted at specific intervals as outlined in the Level I and Level II Leadership program plan. Such screening shall include credential screening, reference verifications and to ensure all prerequisite training requirements have been satisfied.

6. Identification of Candidates

Persons who are identified as candidates and who are otherwise qualified to be appointed to such positions shall be eligible for final selection to be Vice/Assistant Principals. Persons who are identified as candidates, who are otherwise qualified to be appointed to such positions and who have successfully completed an ~~HRMD~~ a Level II School Principal training program shall be eligible for final selection to be Principals. Current administrators who have attained or are eligible for certification as School Principal/Educational Leadership in Florida, have been screened by trained interviewers utilizing research-based instruments, and have met all other requirements may be eligible for final selection to be Principals. The Superintendent may waive screening requirements to allow other experienced, certified candidates, from outside of Clay, to be placed in the pool of qualified administrators.

7. Selection

Vacancy notices for Principal, and Vice/Assistant Principal positions will be posted, and applicants, if eligible under the rules, may apply for such positions. ~~These vacancy postings shall also be posted at each school.~~ Eligible candidates, who apply for such vacancies, may be interviewed by the Principal and/or the Superintendent of Schools. The Principal and/or Superintendent may choose to interview applicants through use of a representative committee consisting of school staff, parents, current administrators, members of the School Advisory Council, etc. The Superintendent shall verify that his/her nominee for such vacancy is qualified under these rules. The Superintendent shall have the responsibility of identifying an applicant as his/her nominee for the vacant position from those interviewed. His/Her recommendation will be forwarded to the School Board who will have the responsibility for approving such recommendation in accordance with current state statutes.

8. Feedback and Counseling

Appropriate career counseling and feedback may be provided to applicants at any stage of the selection process.

9. Interim School Administrator

Interim Principals may be recommended by the Superintendent and appointed by the School Board under circumstances which affect the smooth and continuous operation of the school system. Such interim school administrator must possess the minimum degree and experience requirements as established by the state and by the School Board adopted job description, except that some training and screening requirements may be met during the initial year of appointment. In no case shall any such interim school administrator be reappointed to a subsequent year unless all screening and training requirements are met. ~~in accordance with the HRMD Plan.~~

B. DISTRICT WIDE ADMINISTRATORS

1. General

All persons who wish to apply for vacancies as district wide administrators must be screened and interviewed. All candidates must apply on-line to the appropriate division. The candidate will furnish references, transcripts of college work, other credentials substantiating training level, occupational experience, and other pertinent documents. Only the Superintendent has the authority to waive any of these application requirements. District level administrators who are required to have a Florida Educators Certificate must present verification of eligibility or a copy of their Florida Educators Certificate or district issued certificate.

2. Veteran's Preference

- a. All veterans' preference eligible applicants, as defined in the Florida Statutes shall be given special consideration at each step of the employment selection process. Specifically, all preference-eligible applicants shall be granted an interview.
- b. If there is more than one step in the application process, a preference-eligible applicant who meets the minimum qualifications for the position shall be advanced to the next step in the selection process.
- c. If an applicant other than a preference-eligible applicant is hired into a position, the person making the recommendation will document the reason for the decision.
- d. Any employee who is reinstated to employment after separation from the U.S. Armed Forces with an honorable discharge will be given preference in promotion. This preference means that the preference-eligible employee will be promoted ahead of all other employees who are as well or less qualified for the position. This applies to the first promotion after reinstatement only.
- e. Special consideration for retention will be given to preference-eligible employees where layoffs are necessitated. Documentation will be maintained to confirm preference was given.

3. Vacancy Posting

Vacancy notices for district wide administrative positions will be posted on-line via the district website.

4. Selection

The Assistant Superintendent and/or appropriate Directors will be responsible for screening of candidates. Eligible candidates will be interviewed by the department head and/or screening committee, and/or the Superintendent of Schools. The Superintendent will forward his/her recommendation to the School Board who will have the responsibility for approving such recommendation in accordance with current state statutes.

5. Appointment

Prior to the first day of work, a district wide administrator who is new to the Clay County School Board, shall have passed required drug screening, been fingerprinted, and appointed by the School Board. Prior to the first salary payment, the new-to-Clay administrator shall have completed the required pre-employment process.

(Ref. F.S. 1012.22; 1012.27; 1012.32)(Revised: 01-08-81)(Amended: 12-31-84; 06-12-86; 04-18-91; 03-21-96; 02-15-01; 06/20/06, 05/20/10; -/2019)

2.06 EMPLOYMENT OF SUPPORT PERSONNEL

- A. Applicants for non-instructional positions hereafter referred to as support positions, in the Clay County Schools shall be required to complete an on-line application on the district website. A complete application shall consist of a completed application, reference on the required form, transcripts of college work or other credentials substantiating training level, appropriate screening test results and other pertinent documents. Tests used as part of the hiring process shall measure actual skills and abilities required to perform essential job functions.
- B. Requirements and procedures governing the application process shall be stipulated in the Board-approved on-line application. The application and directions shall be reviewed and revised as necessary in order to comply with state, federal and court requirements.
- C. No applicant shall be ~~placed in the pool of qualified applicants~~ considered unless the following minimum standards have been met:
 - 1. The applicant has met the minimum requirements for the position as identified on the official job description and the Special Requirements detailed in this policy.
 - 2. Ratings on the one appropriate reference form average, at least, "Meets Acceptable Standards (3)" and include no overall recommendation less than that of "Recommend." Additionally, if the reference stipulates that there may be reasons for not allowing the applicant to work around children, the applicant will be

~~excluded from the pool~~ not be considered until cleared by Human Resources administrative review.

3. Security background check responses have been cleared by the Human Resources administrator.
- D. All support candidates for employment shall serve at least a three (3) month period of probation.
- E. The principal or department head shall initiate all requests for changes in employment status of personnel under his/her direct supervision. Transfer requests must be agreeable to both principals or department heads, as required by the current Master Contract, the Superintendent and the School Board. The Superintendent may recommend transfers of employees to the School Board for approval.
- F. Annual Health Certificate

Bus drivers shall be required to pass an annual health screening, the content of which shall be as stipulated by law or the School Board. Additionally, this policy shall serve to authorize and require the annual health screening of any other employee group as made necessary by changes in regulations or laws that affect those positions.

Information obtained from these medical examinations shall be maintained in the employee's separate medical files and shall be treated as confidential.

G. Special Requirements

1. Heavy Vehicle/Equipment Operators

Qualification requirements of job descriptions notwithstanding, employees required to operate any heavy school board vehicle/equipment, such as an 11 passenger or greater school bus or van, or heavy straight truck of gross vehicle weight rating of more than 26,000 lbs., or tractor trailer of gross combined vehicle weight rating of more than 26,000 lbs., or a vehicle transporting hazardous materials requiring a placard, must hold the valid license required by Florida Statutes or Regulations.

2. Bus Driver Applicants

All bus drivers, whether part time or full time, shall be required to hold a valid Commercial Driver's License (CDL) and to satisfy all other requirements of the State of Florida as a prerequisite for employment. Candidates for bus driver (regular and substitute) positions shall be required to provide a driving history report that covers, as a minimum, the last seven (7) years of driving history. Candidates shall be deemed ineligible for employment if they do not demonstrate a safe driving history, defined as:

- a. No accumulation of points totaling eight (8) or more in any 12-month period within the three (3) years immediately preceding the record search;
- b. 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.)

Bus Drivers

While employed, all bus drivers shall be expected to successfully pass a reasonable written examination concerning traffic laws, state and local transportation regulations and driving skills, and to master the principles of first aid and to be prepared to give emergency treatment. As a condition for continued employment, bus drivers shall be required to maintain a safe driving record, as defined in the District's Safe Driver Plan approved by the Board. Any employee who knowingly operates a school bus with a suspended or revoked license shall be subject to dismissal by the Board.

3. Drivers of Other District-Owned Vehicles:

When required by the Board-approved job description to operate a district-owned vehicle, job candidates must provide their driving history report for review by the appropriate hiring supervisor. Candidates for these positions must demonstrate a safe driving history, which is defined in paragraph 2, above. Once employed in a position, which requires the operation of a district-owned vehicle, employees shall, as a condition for continued employment, maintain a safe driving record. The safe driving record standards shall be set forth in the District's Safe Driver Plan, which is approved by the Board.

a. Occasional Drivers

Employees who drive district-owned vehicles in the course of their work but whose job descriptions do not require such use of the vehicle shall have their driving history screened regularly by the Transportation Department. No such employee shall be permitted to drive a district-owned vehicle if his/her driving history includes eight (8) or more points assessed in any 12-month period within the three (3) years preceding the record search, or a DUI conviction within seven (7) years preceding the search. A no-contest plea shall be considered the same as a conviction.

4. Cafeteria Employees – Managers and Satellite Base Manager

All Cafeteria Managers and Satellite Base Managers must be a graduate of high school or equivalency and must have ~~three (3)~~ two (2) years of successful experience in the Clay County Food and Nutrition Services ~~School Food Service~~ Program or verified and accepted related or similar experience. All Managers must possess a State of Florida, Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification. In addition each Manager, if employed after July 1, 1991, must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County Food and Nutrition Services ~~School Food Service~~ Department or be able to complete a post-test with 80% accuracy.

5. Cafeteria Employees – Satellite Managers

All Satellite Managers must be a graduate of high school or equivalency and must have ~~one (1)~~ two (2) years of successful experience in the Clay County ~~School Food Service~~ Food and Nutrition Services Program or verified and accepted related or similar experience. All must possess a State of Florida, Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification. In addition, each Satellite Manager, if employed after July 1, 1991, must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County ~~School Food~~

Service Food and Nutrition Services Department or be able to complete a post-test with 80% accuracy.

6. ~~Cafeteria Employees — Assistant Cafeteria Managers~~ Cafeteria Employees – Manager Intern

All ~~Assistant Cafeteria Managers~~ Interns must be a graduate of high school or equivalency and must have one (1) year successful experience in the Clay County ~~School Food Service~~ Food and Nutrition Services Program or verified and accepted related or similar experience. All must possess State of Florida, Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification—within six (6) months of hire. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County Food and Nutrition Services Program within one (1) year of hire or be able to complete a post-test with 80% accuracy.

(Ref. F.S. 1012.22; 1012.27; 1012.52; 1012.32) (Revised: 01-08-81; 12-13-84; 01-19-89; 04-20-89; SBR-6A-3.0141) (Amended: 11-21-89; 03-19-92; 02-17-94; 01-21-99, 12/16/04, 06/20/06; -/-/2019)

2.07 PREREQUISITES FOR SALARY PAYMENT

- A. No person shall receive payment for work performed except as provided in accordance with the rules of the Clay County School Board.
- B. All employees shall be required to complete forms as indicated below at the Division of Human Resources prior to payment of salary. These forms are to be completed after the recommendation for employment is received from the appropriate supervisor.
 - 1. Forms required of employees:
 - a. Florida Retirement System Certification Form
 - b. Employee's Withholding Exemption Certificate W-4
 - c. Social Security Card, in legal name which matches all other forms
 - d. Insurance Forms
 - e. Loyalty Oath
 - f. Personal Data Sheet
 - g. Complete set of fingerprints submitted by Division of Human Resources, ~~with a money order~~
 - h. Immigration & Naturalization Employment Eligibility Verification (Form I-9), with appropriate identification
 - i. Terminal Leave Beneficiary Form
 - j. Notice of Drug Free Workplace Act
 - k. Certification of status for Florida Retirement System
 - l. Other forms as necessary
 - 2. Additional forms required of certificated personnel:
 - a. Valid Florida Educator's Certificate or a Clay County Certificate as provided by Florida Statutes or a completed application for such certificate filed through the District Director of Instructional Personnel and accepted by him/her as meeting the requirements for certification. The name must match the name on the social security card.

- b. Signed ~~Code of Ethics~~ Principles of Professional Conduct
 - c. Official transcripts and other approved documentation of required coursework and training.
 - d. Release of Information for candidates required to hold a Commercial Driver's License (CDL) as specified in 2.06.
3. Support and administrative personnel must be drug screened and cleared prior to beginning the position.

C. Employment Contracts

1. All regular employees shall sign a contract as prescribed by law prior to employment but not before required paperwork is on file and approved. Such contract shall specify: a definite term of service not to exceed three (3) years, (with the exception of Continuing Contract, Professional Service Contract or Multi-Year Contract); position ~~and salary to be paid~~; and shall be on such forms as approved by the State Board of Education for certificated personnel and approved by the School Board for all other personnel.
2. An annual contract must be issued to probationary instructional, probationary non-degreed vocational and non-instructional personnel and ~~may be issued to~~ administrative and supervisory personnel. Such contract may be held for no longer than a period of one year providing the qualifications of the individual holding such contract are maintained or providing just cause has not been shown at a public hearing to remove such contract. No cause need be shown by the Board if such contract is not renewed for a subsequent year.
3. Effective June 30, 1997, the first 97 days of employment for a newly-hired ~~teacher or instructional administrator~~ shall be considered a probationary period during which time the employee may be dismissed without cause or may resign without breach of contract. The first year of a teacher's contract is probationary during which the employee may be dismissed without cause or may resign without breach of contract. The School Board hereby delegates the authority and power to the Superintendent to dismiss any employee during said probationary period. Said dismissal by the Superintendent shall have the same force and effect as if it had been done by the full Board, shall be final, irreversible and shall be effective on the date that notification is given to the employee by the Superintendent or his designee. Terminations effected pursuant to this section of Policy shall be presented to the Board at the first regularly scheduled Board meeting following the employee's notification of termination and shall be ratified by the Board nunc pro tunc to the effective date of the termination.
4. A contract for a term of no more than 3 years subject to annual review and renewal may be issued to administrative and supervisory personnel. Such contract shall have a term of up to 3 years providing the qualifications of the individual holding such contract are maintained or providing just cause has not been shown at a public hearing to remove such contract, and shall be automatically renewed for a 2nd or 3rd subsequent year providing the School Board does not request review of such contract for a particular individual. No cause need be shown by the Board if such reviewable, renewable contract is not renewed for a subsequent multiple year term upon its expiration.

5. A contract for a term of no more than 3 years may be issued to administrative and supervisory personnel and principals after a period of 3 continuous years of probationary service in a 5 year period broken only by a leave of absence as an administrator, supervisor, or principal. Such contract is not subject to review or renewal until the expiration of its term and cannot be canceled provided the qualifications of the individual holding such contract are maintained or providing just cause has not been shown at a public hearing to remove such contract. No cause need be shown by the Board if such multi-year contract is not renewed for a subsequent multi-year term upon its expiration.
6. ~~A Professional Service Contract may be issued to teachers who qualify in accordance with Florida Statute and Board policy.~~ Any person holding a continuing contract or professional services contract shall retain such contract status as long as: he/she continues employment in a certificated, administrative or supervisory position in the Clay County School District; and provided he/she remains qualified to hold such contract; and provided just cause has not been shown to remove such contract in accordance with Florida Statutes, and, in the case of a Professional Service Contract teacher, provided the teacher's performance has not been found to be unsatisfactory as provided in Florida Statute and the Clay Assessment System.
7. Multi-Year Contracts
 - a. Non-instructional personnel who have served satisfactorily under annual contract during a probationary period as regular employees for ~~three (3)~~ two (2) consecutive years in the last five (5) years, broken only by a leave of absence, shall receive a multi-year conditional contract with the School Board upon the recommendation of their immediate supervisor, appropriate Assistant Superintendent, if applicable, and by the Superintendent, and reappointment by the School Board. A ~~fourth~~ third consecutive annual contract may be recommended by the Superintendent and approved by the School Board should a multi-year conditional contract not be recommended. No cause need be shown, should such multi-year conditional contract not be recommended after a three ~~or four~~ year probationary period or if an annual contract is not renewed.
 - b. When the multi-year conditional contract has been reviewed at the end of the contract year and is recommended for termination at the close of the contract year, the employee who is being terminated shall receive written notice of such termination, including reasons for cause, from the Superintendent at least fifteen (15) workdays before the termination date. Such reasons shall include misconduct; abandonment of position; conviction of a felony; dishonesty; falsification of school board forms; gross insubordination; immorality (as defined in Chapter 6B-4.009(2), FAC, 1994); misappropriation or willful destruction of public property; neglect of duty; possession, consumption or sale of alcohol, illegal drugs, controlled substances or narcotics on school board property; breach of rules and regulations, and incompetency.
 - c. Such employee shall have the right, if requested in writing within fifteen (15) working days of such notice, to have a conference with the Superintendent

concerning his/her termination. The Superintendent shall notify the employee in writing within seven (7) working days following the conference of his/her decision.

- d. Within ten (10) working days of receipt of the Superintendent's decision, such employee shall have the right to request, in writing, a hearing before the School Board. Such written request may include the employee's election of either a single school board member appointed by the school Board as hearing officer, or a hearing officer assigned by the Division of Administrative Hearings of the State of Florida Department of Management Services to conduct the hearing. In the event the written request for a hearing does not include the employee's election of the source of hearing officer, the school board shall appoint one of its members as hearing officer to hear the appeal, in which event the employee shall be provided notice of not less than fourteen (14) calendar days of the hearing date.
- e. The hearing officer shall submit his/her recommended order consisting of findings of fact, conclusions of law, and recommendation to the school board, the employee and the administration within fourteen (14) days of the hearing. Both parties shall have ten (10) days to submit written exceptions to the recommended order to the school board.
- f. The school board may adopt the recommended order of the hearing officer at a meeting within fifteen (15) days of the receipt of the hearing officer's report.
- g. Disciplinary terminations may occur at any time in accordance with the reasons and procedures set forth in the Collective Bargaining Article regarding Evaluation & Disciplinary Procedures in School Board Rules on discipline and the Administrative Procedures Act.
- h. An employee's contract may be non-renewed at the close of a fiscal year due to reduction in force or terminated during a school year as the result of financial reasons in accordance with procedures outlined in the Collective Bargaining Agreement for layoff or reduction in force.

(Ref. F.S. 1012.27; 1001.51; 1012.22; 1011.62; 1012.33; 1012.35; 1012.56; 1012.52; 1012.42)
(Revised: 01-08-81; Amended: 07-12-84; 11-08-84; 12-13-84; 02-14-84; 02-14-85; 11-21-89; 08-22-90;
04-18-91; 04-23-92; 02-17-94; 11-22-94; 01-18-96; 10-16-97, 01-21-99, 06/20/06, 11/16/10; -/-/2019)

2.08 SALARY

- A. Salaries of all personnel shall be in accordance with the adopted salary schedule.
 - 1. For salary entry or increment purposes, annual increments will be allowed in accordance with the maximum established by the adopted salary schedule or collective bargaining agreement.
 - a. Allowable experience for instructional and support personnel, including confidential employees, shall be established through collective bargaining and described in the applicable Master Contract.

- b. Experience for support, instructional, and administrative personnel shall be established by the appropriately adopted salary schedule.
- c. All allowable experience must be verified by the previous employer and approved prior to being applied to salary. Such verified, approved experience shall be applied retroactively to the first day of employment provided that the approved verification of the experience is received by the Division of Human Resources by the end of the employee's first contracted year. In the event that such experience is not verified by the end of the first contracted year, it will be approved retroactive to the first day of the contract year during which such verification is received and approved.
- d. Service external to the Clay County School Board must be verified and approved by the Division of Human Resources. Verified experience gained in other U.S. public school systems, or in a regionally accredited public or private school, may be approved on the same basis as experience gained in the Clay County School System. All other experience must be verified by the agency or company on the school board approved form, on letterhead stationery, or other documentation approved by the Division of Human Resources. Experience must be full time paid actual service of more than one-half of the fiscal year indicated by the former employer. In instances where the employer is unable to verify its fiscal year, the school fiscal year shall be used. No experience may be counted more than one time for the purpose of accumulating experience.
- e. Experience earned initially shall not be reduced upon the reassignment of a certificated employee to a certificated teaching position.
- f. Occupational Experience (Specialized Certificated Teachers)
 - 1) Teachers holding the Florida or Clay County vocational level certificates and teaching in-field will receive credit for occupational experience on the salary schedule as adopted where such experience is applicable to the subject matter taught. Degreed vocational instructors shall be limited to four (4) years of occupational experience.
 - 2) Occupational experience shall not count toward continuing contract status.
 - 3) To receive credit for occupational experience, proper verification must be presented and placed in the teacher's file.
- g. Verified military services as indicated in subparagraphs a, b and c below may be credited for experience purposes up to four (4) years for certificated personnel. One (1) year of teaching experience will be credited for each year of military service limited to the following conditions.
 - 1) Military service may be claimed when teaching service was interrupted, or
 - 2) Military service may be claimed when teaching degree was earned but teacher was called into the military through the draft, or

- 3) Military service may be claimed if it was continuous and any part of such service was during war time periods as defined in the Division of Retirement, Rules of Retirement.
2. To receive credit for a year of experience, the teacher or administrative employee must be on duty at least one (1) day more than one-half (1/2) the period required for the contractual position. Paid leave may be counted in determining the amount of duty toward credit for work experience, but all other types of leave and summer extra work are excluded.
3. Change in Degree Status for Instructional Personnel

Any change of degree status for Instructional Personnel which would result in higher pay in accordance with state statute must be requested by the affected teacher. Such higher pay will be credited on the salary schedule on the date the degree was conferred as indicated on the official transcript. ~~reflecting such degree as long as the date of request is within six months of the fiscal year during which the degree was conferred.~~ No pay shall be rendered to the teacher until the Human Resources Division has received the official transcript and request for higher pay. In no event shall such pay be rendered sooner than the school year of request.
- B. Supplements for extra duties and responsibilities paid to employees beyond that of the ten-month schedule will be by Board action.
- C. Part-Time Instructors

Salaries for part-time teachers are paid at an hourly rate or according to the salary schedule and they must have a valid Florida or Clay County teaching certificate.
- D. Teachers employed in programs not in conjunction with consultant fees shall be paid as follows:
 1. Regularly contracted teachers in Clay County shall be paid on hourly rates based on their 196-day contract salary.
 2. Teachers not under regular contract in Clay County shall be paid an hourly rate based on the beginning salary step of the adopted teacher salary schedule.

(Ref. F.S. 1012.22; 1012.27; 1011.60) (Revised: 01-08-81; 01-12-84; 11-08-84; 01-09-86; 11-18-86, 02-16-89; 08-22-90; 11-22-94; 01-18-96; 11-18-97, 06/20/06; -/-/2019)

2.09 CERTIFICATION

- A. It is the teacher's responsibility to keep his certificate valid. ~~Each teacher must register his certificate, extension, or renewal in the District Human Resources Office.~~ When a teacher's name is changed, the Division of Human Resources Instructional Personnel Office must be notified, and the change must be effected on the Florida or Clay County Teacher Certificate, the Florida Retirement Form M-10, W-4 Withholding Certificate and the social security card. The social security card should show the legal name.

- B. Certification of personnel as used in these policies or in employment contracts shall mean Florida Educator's Certification or Clay County District Issued Non-Degreed Vocational Certificate, whenever such certification is available. In the event such rules and such authority regarding the certification of personnel by the State of Florida expire and are of no force or effect, the policies and procedures established in the current State Board rules governing certification and in Appendices A-C shall govern such certification as it applies in Clay County. During such period, there shall be no requirement to satisfy the Florida Teachers Examination, unless the Department of Education continues offering such examination or until examination is reinstated. In addition, under such circumstances:
1. All Florida Educator's Certificates which were valid as of midnight of the day preceding any expiration of state rules and authority regarding certification shall continue to be accepted as certificates until the date of expiration as shown on the face of such certificates.

(Revised: 06/20/06)

2.10 CONTINUING CONTRACTS

- A. Continuing contracts and professional service contracts are issued to teachers in accordance with Florida Statutes.
- ~~B. Teachers who have held a continuing contract or professional service contract in a public school in Florida may, after one (1) year of satisfactory service in Clay County, be issued a professional service contract effective July 1, 1984.~~

(Ref. F.S. 1012.33; 1012.22) (Revised: 01-08-81; 10-14-82, 06/20/06; ~~:-/2019~~)

2.11 LENGTH OF DAY FOR PERSONNEL

- A. The normal work day for support employees is seven and one-half (7.5) hours per day excluding lunch unless otherwise specified by the Board in special action or through approval of a full (1.0) allocation at less than the normal work day.
- B. The normal workday for teachers is ~~7.83~~ 7.5 hours per day including lunch, and they are expected to teach a minimum of five (5) class periods a day. Conference periods should be scheduled within the school day.
- C. The minimum number of hours on duty for all school instructional personnel between the set time for teachers to report for duty in the morning and the time set for teachers to leave school in the afternoon shall be seven hours and ~~fifty~~ thirty minutes.
- ~~D. School instructional personnel are expected to serve longer hours than the minimum for special duties such as faculty meetings, appointments with parents, bus duty, committee work, et cetera.~~
- ~~E. Teachers shall report for duty at least fifteen (15) minutes before school begins and remain on duty at least fifteen (15) minutes after school closes unless otherwise approved by the Board.~~

~~F.D.~~ The principals shall enforce the time schedule recommended by the Superintendent and approved by the School Board. Schools shall not be dismissed prior to the regular dismissal hour except in an emergency and with the consent of the Superintendent or his designee, who shall report such dismissal and the reasons for such dismissal to the School Board at the next regularly scheduled meeting.

~~G.E.~~ Regularly established working hours shall be those reporting and dismissal times established by the Board and shall be construed to include any changes in those times as from time to time the Board may deem necessary to alter.

(Ref. F.S. 1001.42; 1012.22; 1006.07; 1012.27) (Revised: 01-08-81; 11-08-84; 12-13-84; 01-18-96; ~~-/-~~ /2019)

2.12 PUNCTUALITY

Employees are expected to be on the job at the time designated for the center at which they work. Failure to arrive at work on time may be determined to be absence without leave.

(Ref. F.S. 1012.53; 1012.27) (Readopted: 01-08-81)

2.13 SUMMER INSTRUCTIONAL PROGRAM

A. Except for extreme circumstances, persons employed in the summer program must be under contract in the county for the year preceding or for the next school year. Compensation shall be based on the salary schedule adopted for the school year immediately ~~proceeding~~ preceding the summer term.

B. Persons employed in the summer program must be eligible (at the time of appointment) to possess a certificate, which is valid for the entire summer session.

(Ref. F.S. 1012.22) (Revised: 01-08-81; 01-18-96, 06/20/06; ~~-/-~~ /2019)

2.14 SELF-REPORTING OF ARRESTS AND CHARGES BY CURRENT EMPLOYEES

A. All employees of the District shall be required to self-report, within 48 hours to the Assistant Superintendent for Human Resources any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, the district shall comply with the confidentiality provisions of Sections 943.0585(4) (c) and 943.059(4) (c), Florida Statutes.

B. An employee found through fingerprinting processing of self-reporting to have been convicted of, or who has pled nolo contendere to, a felony or a crime involving moral turpitude, as defined by SBR 6A-5.056(8) ~~6B-4.009(6)~~, shall be required to provide a written explanation of the incident(s) along with other information stipulated by the Human Resources Division such as copies of official arrest reports and court documents.

- C. Should the Superintendent recommend disciplinary action against the employee described in 2.14A, current Board policy, Florida Statutes and applicable Master Contract provisions shall be followed. Additionally, relevant mitigating or aggravating factors, such as those provided in SBR 6B-11.007(3), shall be considered as part of the Superintendent's recommendation regarding discipline of the employee.
- D. The District shall comply with all requirements for reporting criminal histories of certified personnel, outlined in F.S. SBR 6A-10.081 ~~6B-1.006~~.
- E. Notwithstanding, the provisions of 2.14C, an employee found through fingerprint processing or self-reporting to have been convicted of a crime involving moral turpitude, as defined by SBR 6B-4.009(6), shall not be employed in any position requiring direct student contact. The Board shall have no obligation to create a position for the purpose of providing continued employment for the employee.
- F. All records obtained and generated through fingerprint processing of current employees shall be subject to federal, state and local laws, rules and policies regarding confidentiality.

(Ref. F.S. 1012.32; 1012.39; 1012.795) (Approved: 09-19-96)(Revised: 06-18-98, -/-/2019)

2.15 LEAVE

A. Terms:

- 1. Leave granted by the School Board, the Superintendent or his/her designee shall be taken by the individual for the purpose for which it was requested and granted. An employee who is granted sick, extended sick, child care, maternity, illness-in-line-of-duty, or personal leave shall not accept full-time employment while on such leaves of absence. This condition may be waived by action of the Board. A teacher or support employee who has been absent for 10 consecutive days or for 15 days in a 20 work day period for the same or related cause shall request the appropriate extended leave of absence in accordance with the rules set forth in this policy. For any employee eligible for FMLA, such leave must be exhausted before any other extended leave may be granted. Should such employee fail to provide sufficient documentation to be eligible for the appropriate extended leave, the School Board shall place such employee on extended personal leave for the balance of the school year.
- 2. Employees may be granted up to two (2) consecutive years of extended leave if such request is filed and approved in the manner set forth in Section D of this policy. Such requests from teachers and support personnel shall be considered as described in the Leave Articles of the current, applicable Master Contract.

An employee's request for an extension of an approved extended leave, or for a second extended leave, in the same school year shall be considered by the Board on a case-by-case basis. Where, in its discretion, the Board determines such repeated leave requests by the employee are detrimental to the best interests of the system, such leave may be granted only for the remainder of the school year. It will be considered a single leave request when childcare leave is requested subsequent to and consecutively taken after maternity leave, if notice is given with the maternity leave request that childcare leave will be requested.

3. Employees who want to return from extended leave which terminates at the close of the school year shall notify the Human Resources Division in writing by March 1 of the school year for which leave was granted. If leave was granted after March 1, this written notification of the desire to return shall be submitted with the leave request. Upon return from leave which terminates at any time during or at the end of the school year, reassignment will be based on seniority to a position in which he or she is qualified, provided the employee is not on probationary status and, in the case of teachers, holds a continuing or professional service contract. The School Board shall not be responsible to any employee who fails to submit such request in writing as specified above. The Board shall not be responsible for reinstatement of any employee to any position except as otherwise provided herein.
4. Educational personnel in the Department of Health and Rehabilitative Services residential care facilities who are employed by the District School Board under the provisions of S.402.22(1)(d) may request a transfer of accumulated sick and annual leave to the School Board. The School Board shall accept the transfer of accumulated sick and annual leave for those persons referred to herein who are employed in a position in the district eligible to accrue sick or vacation leave under policies of the District School Board.
5. As used in this section, full-time shall mean contracted for .6 or greater allocated position or .6 or more of each consecutive normal day during the contract period.

B. Short Term Leaves

1. As used in this section, one day of short term leave for the purpose of accrual and use shall mean to be the equivalent in hours.

2. Sick Leave

Each employee employed on a full-time basis who is unable to perform his/her duty in the school because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own household, and, consequently, has to be absent, shall be granted leave of absence for sickness. Support and Administrative employees shall be entitled to four days of sick leave at the end of the first month of employment of each contract year. Instructional staff, employed on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment of each contract year. Employees shall thereafter be credited for one day of sick leave for each month of employment, which shall be credited to him/her at the end of that month and which shall not be used prior to the time it is earned and credited to him/her. Each employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year of employment. If the employee terminates his/her employment and has not accrued the four sick days available to him/her, the School Board may withhold the average daily amount for the sick days utilized but unearned by the employee. Such sick leave shall be cumulative from year to year. There shall be no limit on the number of days of sick leave an employee may accrue except that at least one-half of this cumulative leave must be established within the district. Employees are responsible for requesting that accumulated sick leave earned in another Florida public school district be transferred to the district. Transferred sick leave from another Florida public school district will be posted on

the record of the employee at the rate of one day for each day earned in the district. Effective 7-01-97, employees may begin requesting that accumulated sick leave earned while employed by another educational entity governed by the Florida Retirement System (FRS) be transferred to the district. Beginning on 7-01-97 the transferred sick leave from another FRS-governed educational entity will be posted on the record of the employee at the rate of one day for each day earned in the district. Before receiving compensation for the time absent on sick leave, employees shall file a written statement stating the day or days absent. Employees shall not be required to state reasons or nature of illness for sick leave. Sick leave must be substantiated by a physician's statement, if it is requested either by the supervisor or the Superintendent.

- a. Sharing of Sick Leave: ~~Effective 7/01/01, a~~ An employee of the District may authorize his/her spouse, child, step child, parent, step parent, sibling, step sibling or half sibling who is also an employee any other employee of the District to use sick leave that has accrued to the authorizing employee, subject to the following guide-lines and stipulations.
 - 1) Sick leave transfer between employees is provided for the purpose of extending paid sick leave time in the event of a personal illness or the illness of an immediate family member. A completed "Certificate of ~~Physician or Practitioner~~ Health Care Provider (HRD1-4194)" form shall accompany any sick leave transfer request to document that such a qualifying illness has occurred.
 - 2) Transferred sick leave will be available for use upon approval of a properly completed request for transfer of leave and depletion of all of the receiving employee's leave, including annual leave, if applicable.
 - 3) If the ~~receiving employee~~ recipient is a member of a sick leave bank, he/she must use donated sick leave days before drawing days from the bank.
 - 4) Requests for transfer of leave may be submitted only for the current payroll cycle applicable to the receiving employee. Credit of transferred sick leave will be processed upon receipt in the Payroll Office of all required forms in complete and proper format. Requests shall not be processed retroactively.
 - 5) ~~Sick leave will be transferred in blocks of five (5) days.~~ The authorizing employee may authorize a minimum of one (1) day up to any number of days as long as the authorizing employee retains ten (10) sick leave days after donation pursuant to this article. The Superintendent, on a case by case basis, can adjust the timeline as appropriate.
 - 6) The number of sick leave days donated to an employee within a single fiscal year shall be limited to the number of days remaining in that employee's standards working calendar. The same employee may receive additional donated days in subsequent fiscal years by filing additional leave transfer requests.

7) If there is more than one authorizing employee for a recipient, the donated sick leave days shall be used by the recipient in the order that the documentation authorizing the donation is received from the authorizing employee. If received on the same day, the documentation shall be considered received from the employee with the most years of service with the School Board first, and any other authorizing documentation received in the order of seniority of the authorizing employee.

7)8 Leave donated, but not used, will revert back to the donating employee. However, the Board shall not be responsible to make retroactive adjustments to retired employees who, prior to retirement, donated sick leave days that could have been used for terminal pay purposes.

8)9 “Upfront” days are defined as sick leave days credited to employees before they are earned, as required in F.S. 1012.61. Such days may not be eligible for transfer until the employee has worked the required duration to earn the days.

9)10 Sick leave days transferred from one ~~family member~~ employee to another under this policy may not be used for personal leave. Donated sick leave shall have no terminal value. Transferred sick leave days may not be held or used for terminal leave purposes.

11) To be eligible to donate sick leave pursuant to this Article, the authorizing employee must have been employed a minimum of one full school year before the date of the authorizing employee’s donation.

~~10)12 Transferred sick leave days may not be held or used for terminal leave purposes.~~

~~11)13~~ 12 Sick leave transferred from one family member to another will result in payment of wages/salary applicable to the recipient of the leave, and the District will not be responsible for differences in the value of sick leave transferred under this policy.

1413) One sick leave day referenced in this Article shall equate to the number of hours the employee is contracted to work for one day.

3. Personal Leave With Pay

Six (6) days leave per year for teachers, administrators and confidential employees and ~~five (5) six (6) days leave per year~~ for other support employees may be used for the employee’s personal business. Leave of this type is non-cumulative and chargeable against accrued sick leave. An employee planning to use a personal

leave day or days shall notify and gain the approval of his/her principal or supervisor using the appropriate form at least one day in advance, except in the case of an emergency (See definition 5a. below). The employee shall suffer no loss of pay for such leave and shall not be required to give reasons except that the leave is for “personal reasons”.

4. Personal Leave Without Pay

An employee may be granted leave days without pay for personal business when extenuating circumstances dictate. This leave may be granted to an employee only when he/she cannot otherwise schedule his/her business outside of normal working hours. A reason must be stated with the request. Personal leave without pay shall be submitted to the supervisor/principal at least three (3) days prior to the requested date of leave. The supervisor/principal shall review the leave request for approval on a case-by-case consideration. Any employee who is absent without authorization shall be disciplined after consideration of the facts and in accordance with disciplinary procedures adopted by the Board.

5. Emergency Leave

a. Definition

Emergency leave shall be taken for a sudden unexpected happening, an unforeseen occurrence or condition.

b. Emergency Leave With Pay

One (1) leave day counted against sick leave may be granted for emergency purposes for support employees covered by the Master Contract. Leave of this type must be certified in writing through channels for approval by the Superintendent or his designee.

c. Emergency Leave Without Pay

Leave days for emergency purposes may be granted without pay. Leave of this type must be certified, in writing, through channels for approval by the Superintendent or his designee.

6. Court Leaves

Leave with pay may be granted to any employee when called for jury duty or subpoenaed as a witness, or when a written notice to appear in court is received. A copy of the court order or subpoena shall be attached to this request and the request must be on file filed with the Human Resources Division prior to the leave.

7. Unless otherwise stated in paragraphs 1 through 6 above, upon return from leave, the immediate supervisor shall provide the employee with the necessary form for verification of the reason for absence. These completed forms shall be submitted to the immediate supervisor by the end of the first day the employee returns to duty provided that forms are given to the employee on that day.

8. Illness-In-The-Line-Of-Duty Leave

~~An employee shall be entitled to Illness-in-the-line-of-duty leave when he/she has to be absent from his/her duties because of personal injury received from the discharge of duty or because of illness from any contagious or infectious disease contracted in school work. Such illness or injury must be certified by both his/her supervisor and a physician, then, forwarded to the Superintendent for his recommendation and submission to the Board for approval or disapproval. According to Florida Statute 231.41, any employee who has any claim for compensation under this section while absent because of illness contracted or injury incurred as prescribed herein shall file a claim within five (5) working days following his return from such absence. The Board shall approve such claims and authorize the payment thereof; provided that the Board shall satisfy itself that the claim correctly states the facts and that such claimant is entitled to payment in accordance with the provisions of this section. The use of illness in the line-of-duty leave shall result in no reduction of the employee's accumulated sick leave. Such leave shall be authorized for a total not to exceed ten (10) workdays during a fiscal year for illness contracted or injury incurred from such cause as prescribed above.~~

Illness-in-the-Line-of-Duty Leave

- a. An employee shall be entitled to Illness-in-the-line-of-duty leave (ILOD) when he/she has to be absent from his/her duties because of a reported and verified Workers Compensation related injury (from any contagious or infectious disease contracted in school work) and the restrictions imposed by the SBCC approved medical provider prohibit employee from working a light duty assignment (if available and offer is made). ILOD request should be submitted by employee to his/her Administrator within five (5) working days of returning to work (or sooner if able).
- b. The use of ILOD leave shall result in no reduction of the employee's accumulated sick leave. Such leave shall be authorized for a total not to exceed ten (10) work days during a fiscal year for illness contracted or injury incurred from such cause as described above.
- c. The Board shall not be liable for any difference in compensation between Workers Compensation payments and the employee's normal daily rate of pay.
- d. Should the injury/illness be compensable under the Workers Compensation Law and should such convalescent period exceed the authorized ILOD leave, the employee would be eligible for state approved Workers Compensation benefit.

9. Temporary Duty Elsewhere

When an employee is rendering service ~~outside of Clay County~~ in the performance of his contractual duties while away from his usually assigned ~~location~~ responsibilities, he must apply for Temporary Duty Elsewhere. Employees on T.D.E. shall receive their regular pay and may be allowed expenses.

10. Professional Leave

- a. Professional leave days with pay, when properly requested and approved by the Superintendent or his designee, may be granted to employees for the purpose of:

- 1) Attending and/or participating in professional meetings relating to educational workshops, education seminars, clinics, or educational conferences in the teaching area of the employee or other area deemed job-related and beneficial to the school system by the Superintendent.
 - 2) Visitation for the purpose of observing instructional techniques or programs.
- b. Professional leave days with pay, when properly requested and approved by the Superintendent or his designee, may be granted to teachers during pre- and post-planning days for attendance in college courses for the purpose of extending certificates or for the purpose of earning credit toward being certified in the subject area of teaching responsibility. This request should be filed with the Human Resources Division at least by ten (10) days in advance, ~~prior to the post-planning period for leave during post-planning and pre-planning.~~
- c. Professional Leave Without Pay
- Professional leave without pay, when properly requested and approved by the Superintendent or his designee, may be granted to teachers during pre- and post-planning days for the purpose of attending college classes for reasons other than that stated in subparagraph b. above.

11. Filing Leave

Leave in this section must be applied for on the authorized forms with attachments, if required, and submitted to the immediate supervisor. ~~Leave requests must be filed with the Human Resources Division.~~

C. Family and Medical Leave Act Leave

1. Leave pursuant to the Family and Medical Leave Act (FMLA Leave) must be authorized and approved by the Superintendent or his/her designee. The request, with required documentation, must be submitted at least thirty days before the date on which the leave is to begin, or, if the need for leave is not sufficiently foreseeable, as soon as practicable. The employee shall schedule any planned leave so as not to unduly disrupt the operations and educational mission of the School Board. FMLA leave will begin on the first workday on which the employee is absent as a result of the emergency or other situation requiring the leave. Upon expiration of FMLA leave, a returning employee will be returned to the same or an equivalent position as defined in the Family and Medical Leave Act. For leave due to the employee's illness, a statement from the physician verifying the employee's fitness for duty must be on file with the Human Resources Division prior to re-employment.
2. For employees with at least twelve (12) months of service, who have worked 1,250 hours prior to the start of FMLA leave (qualified employees) who are eligible for benefits, leave for childbirth, adoption of a child (including foster care placement), or a serious health condition of the employee or to provide necessary care for a member of his/her immediate family (spouse, child, parent), due to a serious health condition, will be granted for up to a maximum of twelve (12) weeks in a twelve (12) month period. The amount of leave available for an eligible employee is

calculated by using a “rolling” twelve month period measured backward from the date an employee uses any such leave. However, for counting the 26 weeks of military caregiver leave, the District will measure the single 12-month period by looking forward from the date an employee’s leave to care for the covered service member begins. Leave for birth or adoption of a child must be taken within twelve (12) months of the birth, adoption, or placement for foster care. If both parents are district employees, such employees are permitted to take only a combined total of twelve (12) weeks of leave during any twelve month period for such birth, adoption, or placement for foster care.

3. Intermittent FMLA leave may be granted for medical treatment for the employee or the employee’s immediate family (spouse, child, or parent), within the maximum twelve (12) week leave period, with the appropriate documentation providing the medical necessity for and dates and duration of such treatment. In addition, intermittent leave or reduced schedule may be granted to a qualified employee to care for a covered service member with a serious injury or illness with the maximum 26 week leave period. Employees needing intermittent FMLA leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt operations of the School Board. In addition, after consultation with the employee, the School Board may, at its option, assign an employee to an alternative position with equivalent pay and benefits that the Board determines will better accommodate the employee’s intermittent or reduced leave schedule.
4. If a teacher needs intermittent leave or a reduced leave schedule involving more than 20% of the working days during the period over which the leave extends, then, after consulting with the teacher and the principal, the Board may, at its option, require the teacher to choose either to: (a) take leave for the full period of the planned treatment; or (b) transfer temporarily to an alternative position if one is available, for which the teacher is qualified, which had equivalent pay, and which the Board determines will better accommodate reoccurring periods of leave than does the teacher’s regular position.
5. FMLA Leave which is requested by a teacher with a request to return to work three weeks or less than three weeks before the end of the semester, or if the teacher requests FMLA Leave during the last three weeks of the semester, special rules apply under the Family Medical Leave Act which may result in the Board requiring the teacher to continue taking leave until the end of the semester.
6. At the teachers option, sick leave days which have been earned and, when sick leave days are exhausted, earned annual leave days, may be used during FMLA leave to care for a sick family member or because of the employee’s own illness, including any period of disability due to pregnancy or for the adoption of a child. For administrative and non-instructional personnel, earned sick leave days or earned annual leave days may be used for these purposes, at the employee’s option. In addition, earned annual leave may be used during any other FMLA leave. Pay shall not be rendered for any period of time beyond the number of sick leave and annual leave days on record.
7. The Board will maintain coverage under its group health plan for any employee granted FMLA leave. The employee’s portion of the health insurance premium shall be deducted from any pay received by the employee during FMLA leave.

During unpaid leave, the employee may continue group health plan coverage by arranging payment of the employee's share of the premium. If the employee does not return from FMLA leave as scheduled, the Board may cover premiums for maintaining group health coverage paid during the leave, unless the employee's failure to return to work was due to medical or other circumstances beyond the control of the employee. Any premiums due the District will be deducted from any payment of terminal leave.

8. Qualified employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) week leave entitlement to address certain qualifying exigencies. An employee may not take exigency leave if the service member is a member of the Regular Armed Forces. Qualifying exigency leave is available for short-notice deployment (up to 7 days leave available when the service member receives 7 days or less notice of a call to active duty), military events and activities, arranging for alternative childcare and school activities (but not normal ongoing childcare), addressing certain financial and legal arrangements, attending certain counseling sessions, rest and recuperation (up to 5 days leave permitted when the service member is on temporary rest and recuperation leave), attending post-deployment activities, and additional activities which may arise out of active duty (provided that the District and the employee agree on the timing and duration of leave for these additional activities). The District will require each employee to provide a copy of the service member's active duty orders the first time the employee requests exigency leave.

9. Military Caregiver Leave. A spouse, son, daughter, parent, or next of kin who is a qualified employee can take up to 26 work weeks of FMLA leave during a single twelve (12) month period without pay to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness.

D. Extended Leave

1. When FMLA leave expires, and extended leave beyond twelve (12) weeks is needed, or if the employee is not eligible for FMLA leave, leave of this type may be requested and must be authorized and approved as stipulated below. The request with required documentation must be on file with the Human Resources Division and approved prior to the effective date of leave and must be in accordance with sections A-C of this policy. Reapplication for a second year of leave, where applicable, must be made prior to the termination of the initial year of leave. Upon return from extended leave, reassignment will be based on seniority and only to an available position in which he/she is qualified, provided the employee is not on probationary status.

2. Extended Sick Leave

An extended leave of absence for reasons of personal illness or for reasons of illness of father, mother, husband, wife or child, may be granted to an employee for up to

one (1) year of disability if verified by a physician and approved by the Superintendent or his/her designee. For teachers, sick leave days which have been earned and, when sick leave days are exhausted, earned annual leave days, may be used for this purpose but pay shall not be rendered for any period of time beyond the number of earned sick leave days and annual leave days on record. For administrative and non-instructional personnel, earned sick leave days or earned annual leave days, at the employee's option, may be used for this purpose, but pay shall not be rendered for any period of time beyond the number of earned sick leave and annual leave days on record. Extended sick leave shall be granted only for the period of time verified by the physician and a statement from the physician verifying the employee's ability to return to work must be on file with the Human Resources Division prior to reemployment.

3. Maternity Leave

Leave may be granted to an employee for pregnancy during a period of time from nine (9) months prior to the due date and two (2) months after delivery, or for whatever period of time of disability designated by the attending physician which is directly a result of the pregnancy. A physician's statement shall accompany such request and must verify the dates requested. The request must be approved by the Superintendent or his/her designee. Earned sick leave or, for administrative and non-instructional personnel, earned annual leave may be used during any portion of this leave during which the physician verifies in writing that the employee is disabled; otherwise, maternity leave shall be without pay.

4. Child Care Leave

Leave without pay may be granted to any employee for the purpose of the care of a dependent child under the age of two living in the same household. If the dependent child in the same household is over the age of two, an accompanying statement from a physician verifying the need for the employee to care for the child must accompany this request. This leave shall be granted only for the period of time verified by the physician and must be approved by the Superintendent or his/her designee.

5. Military Leave

- a. Any employee required as a result of the draft, enlistment, or recall to serve in the Armed Forces of the United States shall be granted extended leave without pay, by the Superintendent or his/her designee, for such service to a cumulative maximum of ~~four (4)~~ five (5) years. This may be extended at the request or for the convenience of the federal government, or upon authorization of the President of the United States. An employee returning from such leave shall be returned to employment, without prejudice, provided discharge or release is under honorable conditions, and application for reemployment is filed in accordance with the requirements of federal law. The school district shall employ the employee returning from such leave ~~by not later than thirty (30) days from the date of the employee's written application for reemployment.~~ within the time frame provided by Federal law. Such employee shall be returned to his/her former position or to a similar position satisfactory to the employee and for which he/she is fully qualified.

- b. Employees who are members of the National Guard or Reserves, who are called to active military service shall be granted extended leave by the Superintendent or his/her designee. Such leave shall be with full pay and benefits for the first thirty (30) calendar days. An employee returning from such leave who reapplies to be reemployed in accordance with law, shall be returned to employment without prejudice according to the provisions set forth in law.
- c. Persons in the National Guard or Active Reserve who take annual military training should schedule their period of training during the summer vacation period whenever possible.
- d. Teachers who are required to report for a physical examination for Selective Service shall apply for military leave for the period of time required for the examination.

6. Extended Professional Leave

A leave of absence for professional improvement, without salary, may be granted for any employee upon application, for up to one (1) year and upon reapplication, for a second year for the purpose of engaging in full-time study at an accredited university in his/her subject area or area deemed beneficial to the school system by the Superintendent; full-time participation in the federally sponsored Peace Corps, or Job Corps; participation in foreign exchange teaching programs; full-time teaching in his/her subject area in the Department of Defense or Department of State programs; or engaging a study or an activity deemed beneficial to the school system and approved by the Superintendent or his/her designee. Applications for such leave shall be submitted to the Superintendent not later than sixty (60) days prior to the start of the date when the leave is to commence. Application for reemployment should be filed at least six (6) months prior to the end of leave. Upon return from such leave the employee should be returned to a position, which is vacant at the time of return and for which he/she is qualified.

7. Extended Personal Leave

There are conditions, which make it reasonable for an employee to be temporarily excused from his contractual obligations for personal reasons. Extended Personal Leave must be granted for a maximum of one (1) year and must be only for health and welfare of the employee or members of his immediate family unless otherwise stipulated in the applicable master contract. Extended Personal leave shall not be granted for more than two (2) consecutive years. Leave for this purpose must be supported by appropriate documentation and the request must be on file with the Human Resources Division and approved, by the Superintendent or his/her designee, prior to the effective date of leave.

8. Fitness for Duty/Medical Examination

- a. If the Superintendent has reasonable suspicion based upon objective factors to indicate an impairment of performance of productivity rendering the employee unable to safely and satisfactorily perform his/her complete duties and responsibilities, the Superintendent may require the employee to submit to a physical, medical or psychiatric examination or other laboratory tests to

determine the employee's fitness to perform the complete duties and responsibilities of the employee's position.

- b. ~~Any examination performed under this Section will be performed by a medical physician, psychologist, psychiatrist or laboratory testing facility (where testing for substance abuse) selected by the employee from a list recommended by the district. The written results of the evaluation shall be submitted by the examining physician, psychologist, psychiatrist or laboratory facility to the Superintendent and to the employee. Otherwise, the report will remain confidential. Where the Superintendent receives a medical report that the employee is infected with or is a carrier of a contagious disease, a medical examination by a public health physician may be required.~~ Any examination performed under this Article will be performed by a medical physician, psychologist, or psychiatrist or laboratory testing facility (where testing for substance abuse) selected by the employee from a list of at least three (3) physicians, psychologists, or psychiatrists, or two to five laboratory testing facilities (where applicable) recommended by the district. A copy of the list of laboratory facilities will be provided by the Superintendent to the Clay Educational Staff Professional Association annually and updated accordingly. A Fitness for Duty Certification form shall be submitted by the examining physician, psychologists, or psychiatrist or laboratory facility to the Superintendent and to the employee. Otherwise, the Fitness for Duty Certification form will remain confidential. Where the Superintendent receives a medical report that the employee is infected with or is a carrier of a contagious disease, a medical examination by a public health physician may be required.
- c. If the employee disagrees with medical examination results other than substance abuse tests, the employee may, within five (5) working days of receiving the results of the examination, provide the Superintendent with medical or psychiatric verification from the employee's own physician, psychologist or psychiatrist. In the case of substance abuse tests, the employee may, on the same day of the required test, submit to the same substance abuse test at an approved laboratory testing facility of the employee's own choosing. This second report must be received by the Division of Human Resources within three (3) days of the test and must be accompanied by sufficient information, including chain of custody documentation, for interpretation by the administration. The Superintendent will reserve the right to interpret the results of the test. An employee may not be reimbursed for the expense of any medical, psychological or psychiatric examination, or testing conducted by the employee's own physician, psychologist, psychiatrist, or laboratory testing facility.
- d. If the employee's own doctor offers an opinion inconsistent with the report of the district's medical professional, a third opinion shall be obtained from a medical physician, psychologist, or psychiatrist selected by the employee from a list of three (3) physicians, psychologists or psychiatrists provided by the employer. The decision of the third physician, psychologist or psychiatrist as reflected in the written Fitness for Duty Certification shall be considered the controlling decision.
- d.e. The district will be responsible for all expenses incurred from any district-required medical, psychologists, or psychiatric examination performed by a physician or psychiatrist from the district's recommended list. ~~The district~~

~~will be responsible for the cost of a confirmation test where initial tests are positive for substance abuse.~~

e.f. If the information revealed by the medical examination(s) indicates that the employee cannot safely and satisfactorily perform the complete duties and responsibilities of the employee's position, the Superintendent shall:

- 1) Determine whether another position is available for which the employee would be qualified and in which the employee can safely and satisfactorily perform the complete duties and responsibilities of the position. If so, the Superintendent shall offer the employee an opportunity to accept a transfer to such position.
- 2) If no such transfer is available or if the employee declines an offered transfer, and if no reasonable means of accommodation is available, the Superintendent shall file a recommendation with the School Board recommending that the employee be placed on compulsory Extended Sick Leave.
- 3) When an Employee Assistance Program becomes available, the Superintendent shall consider placement in such program prior to e.2.
- 4) Nothing in this Section shall prevent the district from taking disciplinary action in accordance with union agreements and 6GX-10-2.17.

f.g. Should the employee's physical or mental impairment be corrected during the term of the employee's compulsory Extended Sick Leave to the extent that the employee can safely perform the essential functions of the position and so as certified by the employee's own attending physician, psychologist or psychiatrist, the employee may petition the Superintendent for reinstatement. At this time the employee will submit to additional examinations under the procedures described in Section 2.15 D.8.b of this Rule. Based upon the results of the medical examinations, the Superintendent shall file a written recommendation on the petition for reinstatement with the School Board with regard to reinstatement or denial of reinstatement. Should an employee's petition for reinstatement be approved, the reinstatement and reassignment shall be determined in accordance with Section 2.15 D.1 of this Rule.

E. Annual Leave

1. As used in this section, one day of annual leave for the purpose of accrual and use shall mean to be the equivalent in hours.
2. Earning Annual Leave
 - a. Annual leave shall be available to 12-month employees based on regulations contained in their respective union negotiated agreements or if there is no certified bargaining agent representing such employees, on the policy stated herein.

- b. Regular employees who are employed for twelve (12) months shall earn and accumulate vacation leave days from the first day of such employment with pay at the rate of:
- 1) One (1) day per month of employment for employees with less than five (5) continuous years of employment with Clay County, other Florida county school system, or, effective May 19, 2000, with another educational entity governed by the Florida Retirement System (FRS).
 - 2) One and one-fourth (1-1/4) days per month of employment for employees with more than five (5) continuous years but less than ten (10) continuous years of employment with Clay County, other Florida county school system, or, effective May 19, 2000, with another educational entity governed by the Florida Retirement System (FRS).
 - 3) One and one-half (1-1/2) days per month of employment for employees with more than ten (10) continuous years of employment with Clay County, other Florida county school system, or, effective May 19, 2000, with another educational entity governed by the Florida Retirement System (FRS).
- c. In determining continuous years of service, full-time continuous service rendered in a nine-month, ten-month, eleven-month or twelve-month contractual position shall be considered as continuous service.
- d. Up to four (4) days of annual leave may be granted in addition to the days earned in subparagraph (b) above for use only during the Christmas holidays or the first four (4) work days in January as directed by the Superintendent and only in the event of required leave during the Christmas holidays.
- e. All vacation leave days on record in excess of the totals noted below shall be voided on each employee's record at the end of each fiscal year:
- 1) Effective August 15, 2002, thirty-four (34) for instructional personnel;
 - 2) Effective May 17, 2001, thirty-four (34) for support personnel;
 - 3) Effective May 19, 2000, forty-two (42) for administrative personnel.
 - 4) Effective July 1, 2002, forty-two (42) for confidential personnel.
- f. Procedure for Granting Vacation Leaves
- Normally one-half (1/2) year of successful continuous service shall be required before any vacation leave may be granted by the Superintendent or his County Office designee and taken by the employee. Accrued vacation leave must be applied for and taken at the time of separation from active employment. Employees may be required to take vacation leave during the Christmas holidays or as directed by the Superintendent.
- g. No more than ten (10) consecutive days or forty-two (42) total days of earned annual leave may be taken by an employee except when approved at the discretion of the Superintendent of Schools.

3. Effective July 1, 1986, accrued vacation leave shall be paid in a lump sum to employees who separate from active employment or to their beneficiaries if employment is terminated by death.
 - a. DROP enrollees may elect to apply for and receive either full or partial vacation leave lump sum payoffs at the time of DROP enrollment. Those electing this option will continue to accrue vacation leave during DROP participation at the accrual rate they had attained prior to DROP enrollment, and may apply for and receive a second lump sum payoff at the time of DROP termination provided that the total vacation leave paid off with both lump sums does not exceed the maximum of accrued vacation leave permissible by the provisions of this policy.
 - b. Effective March 17, 2000, an employee who elects to enter DROP and who elects to receive a lump-sum payment for accrued annual leave upon beginning DROP participation shall have said lump-sum payment deposited into the Board-approved 401(a) Qualified Retirement Plan, subject to annual contribution limits. An employee who receives a lump-sum payment of accrued annual leave upon termination of DROP and termination of employment shall deposit said lump-sum payment into a Board-approved 401(a) Qualified Retirement Plan subject to annual contribution limits.
 - c. Effective March 17, 2000, an employee who terminates employment through regular FRS retirement shall deposit 100% of his/her terminal sick and annual leave payments into a Board-approved 401(a) Qualified Retirement Plan subject to the limits established by the Internal Revenue Service. Such deposit shall be made at the time of retirement in keeping with procedures and time lines established by Business Affairs.

F. Sabbatical Leave

1. Leave may be granted by the School Board to an employee for the purpose of engaging in full-time study at a public or regionally accredited institution of higher education in accordance with the union contract and the following rules. In the case of a person not covered by a union contract, the rules of the School Board shall be followed; compensation and benefits shall be no greater than that allowed to instructional personnel under the union contract.
2. Only certificated staff members who have taught in the Clay County Schools or have served as administrators in the Clay County School District for an accumulated total of eight (8) consecutive years, broken only by an authorized leave of absence, and who have not received an unsatisfactory evaluation may apply or be considered for approval for sabbatical leave. No more than three (3) requests for sabbatical leave may be approved for any given school year, including the maximum number allowed by the union contract.
3. Such sabbatical year shall be for a one (1) year period and may not be extended.
4. Application for sabbatical leave must be made to the Superintendent not later than sixty (60) days prior to the start of the school year when the leave is to commence. The application must include:

- a. A letter specifying that the leave request is for full-time study; stating the name of the institution where he/she is enrolled; and identifying the field of study.
 - b. Proof of full-time enrollment.
 - c. A letter from the Dean's Office verifying the field of study.
5. The Superintendent will determine whether or not the field of study is appropriate for the needs of the district.
6. The Superintendent will submit a recommendation to the Board before final approval.
7. A staff member who is approved for such sabbatical leave shall not accept or agree to receive, during such period of leave, any compensation, through grant or extra employment, which, when added to the salary paid by the Board, would be in excess of his/her ordinary salary.
8. The Board agrees to pay the staff member who has been approved for sabbatical leave an amount no greater than the maximum dollar amount allowed any instructional personnel in the union contract. Additionally, benefits allowed during sabbatical leave under the union contract shall be provided other staff members approved for such leave.
9. Upon completion of the sabbatical, but prior to final payment to the individual on sabbatical, a report shall be submitted to the Superintendent which shall contain the grades earned in the courses taken under the sabbatical showing successful completion, proof of continuous full-time enrollment, any other proof of compliance with the conditions of the approved leave as may be requested, and a written statement which summarizes how the course of study will benefit the Clay County School District.
10. Upon return from such approved year of sabbatical leave and upon proof of compliance of all conditions of the approved sabbatical as set forth herein and in the sabbatical contract, the staff member shall accept a position in the Clay County School District for which he/she is qualified and which is vacant and may be offered to him/her.
11. No pay shall be rendered to any person on sabbatical if the conditions of the sabbatical are not met or the person loses his/her valid Florida Teaching Certificate. If the staff member approved for sabbatical leave fails to abide by the conditions for sabbatical leave, the staff member shall reimburse the Board for all salary paid and for the cost of all benefits paid during such sabbatical. A contract to this effect shall be signed by the Board and the person affected.

G. Foreign Exchange Teacher Leave

1. The School Board may grant leave to an employee for the purpose of teaching abroad as a foreign exchange teacher in accordance with the following rules:

- a. Consideration for approval for foreign exchange teacher leave will only be given to certified staff members who have taught in, or have served as an administrator in, the schools of the Clay County School District for a continuous accumulated total of five (5) years, who are eligible for reappointment and who have not received an unsatisfactory evaluation during their employment term with the District.
 - b. Said leave shall be for a period of one (1) contract year and may not be extended.
 - c. During the time the staff member is on foreign exchange teacher leave, said teacher shall be under contract with the School Board and shall continue to receive salary and benefits from the District which shall be the same as those for all other Clay County School District teachers as required by the applicable collective bargaining agreement and School Board salary schedule. Said teacher shall be obligated to report to the District all annual, personal and sick leave days taken while on foreign exchange teacher leave in the same manner as if he/she had not been on foreign exchange teacher leave. Entitlement to contractual salary and benefits shall terminate if the exchange teacher fails to meet the conditions of the foreign exchange teacher leave, loses his/her valid Florida Teaching Certificate or is terminated or disciplined for cause by the School Board in accordance with Board policy.
 - d. Upon completion of the foreign exchange teacher leave, but prior to final payment of salary to the individual on said leave, the exchange teacher shall submit to the Superintendent a report or other documentation satisfactory to the Superintendent which proves that the exchange teacher received a satisfactory teaching evaluation from the foreign teaching supervisor, proof of satisfactory attendance and compliance with any other terms or conditions of the foreign exchange teacher leave as may be requested. Upon proof of compliance with this subsection, including a satisfactory evaluation, the teacher shall receive credit for the year of foreign teaching experience.
 - e. Upon return from foreign exchange teacher leave, the teacher shall be required to accept employment as a teacher for the subsequent school year in any position offered by the School Board for which he/she is qualified.
 - f. The School Board shall not be responsible for any financial losses incurred by the employee related to or resulting from or as a consequence of the employee's participation in the foreign exchange teacher leave program other than those financial obligations set forth in the employment contract and those specifically imposed by Florida law.
2. Application for foreign exchange teacher leave must be made to the Superintendent not later than sixty (60) days prior to the school year when the leave is to commence. The application must include:
 - a. A letter specifying that the leave request is for foreign exchange teaching; stating the name of the approved exchange institution and the specific teaching assignment, if determined.
 - b. Proof of acceptance by the approved exchange teaching organization.
3. The Superintendent shall determine whether or not the foreign exchange teacher leave is appropriate for and in the best interest of the needs of the District.

H. Bereavement Leave

~~Any employee who has utilized all of their regular leave (zero leave balance)~~ Employees will be granted ~~one (1) day~~ three (3) days of bereavement leave per school year, due to a death in the immediate family, to include miscarriage and stillbirth. Immediate family shall be defined as father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own household. Bereavement leave is of special nature and may not be deferred or converted to any other purpose. It is not charged against any other leave account. ~~Application shall be made to the Superintendent and granted by the Superintendent or his/her designee.~~ The employee will not be paid for days not scheduled to work. In order to honor a request for bereavement leave, details about the relationship may be requested by the Superintendent, as well as appropriate documentation, such as published obituary or copy of death certificate.

I. Domestic Violence Leave

Effective July 1, 2007, any employee who has been employed for at least three (3) months, and who has used all of his/her regular leave (zero balance) shall be granted up to three (3) days of leave per contract year due to domestic violence, which may be used to address matters including seeking an injunction for protection; obtaining medical care or mental health counseling for themselves or for a family household member to address physical or psychological injuries arising from domestic violence; obtaining services from a victim-services organization such as a domestic violence shelter or rape crisis center as a result of an act of domestic violence; making an employee's home secure from a perpetrator of domestic violence or seeking alternate housing; or seeking legal assistance or attending or preparing for court related proceedings regarding acts of domestic violence. Domestic violence leave is of special nature and may not be deferred or converted to any other purpose. It shall not be charged against any other leave account. Application for domestic violence leave shall be made to the Superintendent and shall be granted by the Superintendent or his/her designee, except in cases of imminent danger to the health and safety of the employee or a family or household member. Employees seeking such leave under this provision shall, at the time of making a request, provide advance notice of the need for sick leave and provide documentation about the domestic violence circumstances. Details about the situation may be requested by the Superintendent and may include a request for appropriate documentation, including, but not limited to, police reports, court injunctions/documents and proof of legal counsel in relation to such documents. Leave may be with or without pay at the discretion of the Board.

(Ref. F.S. 741.313; 1001.42; 1012.33; 1012.66; 1012.62; 1012.61; 1012.63; 1012.67; 1012.68; 1012.65; 1012.64)(Adopted: 02-08-79; Amended: 10-14-82; 11-08-84; 12-12-85; 03-12-87; 11-17-87; 03-21-91; 04-18-91; 12-19-92; 08-20-92; 02-17-94; 07-28-94; 02-15-99; 11-18-97; 06-18-98; 12-15-98; 03-16-00; 05-16-00, 05-17-01, 09-19-02, 10/16/03, 09/17/07, 07/16/09; -/-/2019)

2.16 ABSENCE WITHOUT LEAVE

An employee who is willfully absent from duty without leave shall forfeit compensation for the time of such absence, and his contract may be canceled by the Board.

(Ref. F.S. 1012.67; 1012.64)(Readopted: 01-08-81)

2.17 DISCIPLINE

A. Policy and Procedures

1. Policy

To assure the continuing and efficient operation of the school system, all employees may be disciplined up to and including discharge in accordance with applicable statutes and/or contractual arrangements. Administrative and instructional staff members shall receive and familiarize themselves with the “~~Code of Ethics of the Education Profession in Florida~~” Principles of Professional Conduct for the Education Profession in Florida, located in the State Board of Education Rules, and shall abide by the code. Disciplinary actions shall consist of oral reprimands, written reprimands, demotions, suspensions or dismissals. Resignation, non-renewal of employment contracts, or separation of probationary employees shall not be considered disciplinary action. Any employee wishing to secure release from his/her contract shall submit his/her resignation to the Board in an approved form

2. Procedures

School Board action shall be required for any suspension, demotion or dismissal. However, subject to the requirements of Chapter 1001, Florida Statutes, the Superintendent may suspend with pay any employee for no longer than the next regular or special School Board meeting at which time the School Board may confirm the suspension with pay, continue the suspension with pay, suspend without pay, demote or dismiss.

3. Standards of Conduct

Subject to the requirements of Chapter 1001, Florida Statutes, the School Board may dismiss any employee for just cause. Just cause shall include, but is not limited to, the following:

- a. Abandonment or neglect of position.
- b. Action, which brings the school system into disrepute.
- c. Conviction of a felony.
- d. Dishonesty
- e. Failure to fulfill contractual obligations.
- f. Falsification of School Board forms, including application for employment.
- g. Gross insubordination.
- h. Immorality
- i. Incompetence
- j. Misappropriation or willful destruction of public property.

- k. Misconduct in office.
- l. Willful neglect of duty.
- m. Possession, consumption or sale of alcohol, drugs or narcotics on School Board property.
- n. Non-compliance with the regulations and policies of the School Board, State Board of Education, or the laws of Florida.

The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.

Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law, and may result in dismissal by the School Board.

Obligation to the student requires that the individual:

- a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
- c. Shall not unreasonably deny a student access to diverse points of view.
- d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- f. Shall not intentionally violate or deny a student's legal rights.
- g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- h. Shall not exploit a relationship with a student for personal gain or advantage.
- i. Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure served professional purposes or is required by law.

Obligation to the public requires that the individual:

- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

- b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- c. Shall not use institutional privileges for personal gain or advantage.
- d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
- e. Shall offer no gratuity, gift, or favor to obtain special advantages.

Obligation to the profession of education requires that the individual:

- a. Shall maintain honesty in all professional dealings.
- b. Shall not, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, if otherwise qualified, or social and family background, deny to a colleague professional benefits or advantages or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct, which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.
- f. Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide, upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

- m. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in SBR 6A-10.081 ~~6B-1.006~~.
- n. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in SBR 6A-10.081 ~~6B-1.006~~.
- o. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- p. Shall as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.
- q. Shall self-report within 48 hours to the Assistant Superintendent for Human Resources any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, the district shall comply with the confidentiality provisions of Sections 943.0585(4) (c) and 943.059(4) (c), Florida Statutes.

4. Investigations

- a. Investigations of complaints against employees shall be the responsibility of the Superintendent of Schools. Such investigations shall be coordinated by the Human Resources Division.
- b. A report of an alleged violation of a school law, rule, or regulation shall be filed with the Assistant Superintendent for Human Resources who will direct the investigation. When determined that an investigation is warranted, the appropriate administrator shall notify the employee.
- c. All allegations made against employees alleging sexual or physical abuse of a student shall be immediately reported by the principal to ~~HRS~~ DCF and to the Assistant Superintendent for Human Resources. The Principal, the Assistant Superintendent for Human Resources, and other administrators as deemed necessary by the superintendent are authorized to conduct an investigation of such alleged child abuse, including the interview of the student(s) involved, in order to determine whether cause exists to bring school board charges against the employee. These officials and the School Board attorney are authorized to continue such investigation in order to gather whatever evidence is deemed necessary to support the charges. During any questioning of students in child abuse cases, there shall be at least two administrators present, one of which must be of the same sex as the student being questioned.

- d. If the investigation results in a finding by the superintendent of the reasonable probability of a violation of the code of ethics, the criminal code, or involves a wrongful misappropriation of monies, the appropriate state or local law enforcement agency or the state regulatory agency shall be notified immediately. Full cooperation shall be given to these agencies in the conduct of their investigations.
- e. All material and evidence pertaining to the investigation shall remain confidential until charges are filed or the investigation is completed with a finding of no cause.
- f. If an investigation results in a finding of cause to suspend or dismiss, charges shall be placed in writing by the Human Resources Division, approved by the Assistant Superintendent for Human Resources, and presented to the Superintendent for determination of appropriate action to take.
- g. Coordination of dismissal and suspension proceedings shall be through the office of Assistant Superintendent for Human Resources.
- h. Authorized School Board employees conducting an investigation of a complaint against an employee shall be defended, saved and held harmless by the School Board so long as they comply with all applicable laws, rules and regulations, and do not exceed the scope of their authority, against all suits and actions against them as a result of the conduct of their investigation.

B. Alcohol and Substance Abuse

- 1. This policy is intended to support the School Board's safety programs and to avoid drug-related or alcohol-related work performance problems by maintaining a work environment free of illegal drugs, alcohol or other mind-altering or intoxicating substances. This policy also recognizes that illegal drugs remain in the body for several days or weeks and therefore could affect the employee's ability to perform the job safely. "Drug" as used in this rule includes a substance other than alcohol, as listed in Chapter 893.03, Florida Statutes.
- 2. The use, possession, purchase or sale of alcohol or illegal drugs or controlled substance on School Board property, or during working hours is strictly prohibited. School Board employees engaged in such action may be subject to discipline up to and including discharge. Violations by any person may result in notification to law enforcement officials or appropriate agencies.
- 3. Use of illegal drugs off duty and off School Board property may adversely affect on-the-job performance and the confidence of the public in the School District's ability to meet its responsibilities; violations may result in discipline up to and including discharge.
- 4. Any employee who reports to work with illegal drugs in ~~his~~ their body may be subject to discipline up to and including discharge.
- 5. Any employee whose performance on the job is impaired by the use of drugs, including abuse of prescription drugs, or alcoholic beverages, or who is under the

influence of alcohol at work or during the work day, may be subject to discipline up to and including discharge.

6. The Superintendent reserves the right to require a fitness-for-duty medical examination or medical test of any employee when the Superintendent has reasonable suspicion based upon objective factors to indicate an impairment of performance or productivity rendering the employee unable to safely and satisfactorily perform his/her complete duties and responsibilities, including the results of being under the influence of alcoholic beverages or the consumption of drugs.
7. Employees who transport children or other persons in School Board vehicles shall abstain from consuming alcoholic beverages a minimum of eight hours before and through the balance of the workday during which the employee is required to drive; violations may result in discipline up to and including discharge.
8. The Clay County School Board shall not discharge, discipline or discriminate against any employee solely upon voluntarily seeking treatment for any drug or alcohol related problem. This action to seek voluntary treatment must be taken prior to notification of selection for any testing. Nothing shall prohibit the district's immediately reassigning the individual to a non safety-sensitive position, if available, or placing the individual on leave until the voluntary treatment is complete.
9. ~~CMV~~ Commercial Motor Vehicle (CMV) Operators/Safety Sensitive Function Employees:
 - a. Employees who operate commercial motor vehicles (CMVs), and who as such perform safety-sensitive functions as defined in Federal Regulations, shall be subject to drug and alcohol testing in accordance with the Omnibus Transportation Employee Testing Act of 1991, Public Law 102-143, hereinafter referred to as OTETA, and local policy as defined herein. This drug and alcohol testing program shall be administered by the Division of Human Resources with a key contact to be assigned by the Superintendent to answer questions about the program.

"Safety-sensitive function" is defined as follows:

- 1) All time spent inspecting, servicing, or conditioning any CMV.
- 2) All time spent on or in a CMV.
- 3) All time loading or unloading a CMV, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- 4) All time spent performing the driver requirements associated with an accident/incident.
- 5) All time repairing, obtaining assistance, or remaining in attendance upon a disabled CMV.

- b. **Prohibited Acts/Operators of CMVs** – The following alcohol and controlled substance-related activities are prohibited:
- 1) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02 or greater.
 - 2) Being on duty or operating a CMV while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
 - 3) Using alcohol while performing safety-sensitive functions.
 - 4) Consuming alcohol within eight (8) hours of performing a safety-sensitive function.
 - 5) When required to take a post-accident or post-incident alcohol test, using alcohol within eight (8) hours following the accident/incident or prior to undergoing a post-accident/incident alcohol test, whichever comes first. For information regarding qualifying accidents or incidents, see C (4)-(5).
 - 6) Refusing to submit to an alcohol or a controlled substance test required by post-accident/incident, random, reasonable suspicion or follow-up testing requirements.
 - 7) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance, except when instructed by a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate the CMV.

Failing to report to an appropriate supervisor any medications prescribed, or otherwise obtained, which carry a warning concerning the operation of a motor vehicle or performance of other safety-sensitive functions.
 - 8) Reporting for duty, remaining on duty or performing a safety-sensitive function, if the driver tests positive for controlled substance.
- c. **Testing Categories:** The types of tests required to be performed are pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, post-incident testing, return-to-duty testing, and follow-up testing.
- 1) **Pre-employment Testing** – Prior to the first time an employee performs safety-sensitive functions for the School Board, the employee must submit to testing for alcohol and controlled substances. Individuals sent for pre-employment testing shall report immediately to the collection facility when notified to do so. In no instance shall an individual report later than the time necessary to reach the collection facility from the time the request to screen was issued.

- 2) Random Testing – Random alcohol testing shall be administered at a minimum annual rate of 25 percent of the average number of covered employee positions. For controlled substance testing the minimum annual rate shall be 50 percent of the average number of covered employee positions. All such tests shall be unannounced and spread reasonably throughout the calendar year.

The names for random alcohol and controlled substance abuse testing shall be generated by the agency contracted for such testing and shall be reported to the key contact in a confidential manner. Employees requiring testing will be notified in writing by an immediate supervisor and shall report immediately to the collection facility for the proper testing. In no instance shall an employee report later than the time necessary to reach the collection facility from the time notification was given. Employees shall be compensated at their normal rate of pay for the time necessary to comply with the requirements for random alcohol and controlled substance testing.

- 3) Reasonable Suspicion Testing – The District must require a covered employee to submit to an alcohol or controlled substance test when the District has reasonable suspicion to believe the employee has violated the alcohol or controlled substance prohibitions. “Reasonable Suspicion” shall be defined as a belief that the employee has violated the alcohol or controlled substances prohibitions, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or District administrator who is trained in accordance with the Federal Regulations. As a minimum such supervisors and administrators shall receive at least one (1) hour of training on alcohol misuse and at least one (1) hour of training on controlled substances use. This training shall cover the physical behavioral, speech, and performance indicators or probable alcohol misuse and use of controlled substances.

- 4) Post-Accident Testing - As soon as practicable following a qualifying accident involving a CMV, the District shall require testing for alcohol and controlled substances. For the purposes of this policy a “qualifying accident” shall be defined as any accident involving: 1) A fatality; 2) A citation for a moving violation issued to the employee and removal of a person from the scene for medical treatment, 3) A citation for a moving violation issued to the employee and the removal of any vehicle from the scene by tow vehicle, or 4) Any accident in which the employee is deemed by the supervisor to have been at fault.

Employees shall be provided and shall be required to retain at all times while performing a safety-sensitive function the appropriate information to allow appropriate contact with supervisors when involved in a qualifying accident regardless of where the accident occurs. Nothing in this policy or Federal Regulations should be construed as to require the

delay of necessary medical attention for injured people following an accident, or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

An employee who is subject to post-accident testing must remain available, or the District may consider the employee to have refused to submit to testing. The employee subject to post-accident testing must refrain from consuming alcohol for eight (8) hours following the accident or until he/she submits to an alcohol test.

- 5) Post-Incident Testing – As soon as practicable following involvement in a qualifying incident in a CMV, the District shall require testing for alcohol and controlled substances. For the purposes of this Policy, “qualifying incident” shall be defined as any incident causing damage (when such incident would not qualify as an accident) to the CMV or other property in contact with the CMV, when the employee involved in the incident is at fault. Such determinations shall be at the discretion of the appropriate supervisor.

An employee who is subject to post-incident testing must remain available, or the District may consider the employee to have refused to submit to testing. The employee subject to post-incident testing must refrain from consuming alcohol for eight (8) hours following the incident or until he/she submits to an alcohol test.

- 6) Return-To-Duty Testing – The District shall ensure that, before an employee returns to duty requiring the performance of a safety-sensitive function, after engaging in prohibited conduct regarding alcohol misuse, the employee shall undergo a return-to-duty alcohol test indicating no breath alcohol concentration.

The District shall also ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, after engaging in prohibited conduct regarding controlled substance use, the employee shall undergo a return-to-duty control substances test with a result indicating a verified negative for controlled substances use.

In addition to the return-to-duty test, the employee must also have been evaluated by a substance abuse professional (SAP) and must have participated in any assistance program prescribed. Enrollment in and completion of any such assistance program shall be at the employee’s expense.

If the SAP evaluation included drug and/or substance abuse testing, the required return-to-duty test conducted by the district-approved lab will be at the district’s expense unless the results are positive.

- 7) Follow-Up Testing – When an employee who was in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances returns to work, the District shall ensure that the employee is subject to unannounced follow-up alcohol and/or controlled

substances testing as directed by the SAP. The employee shall be subject to a minimum of six (6) follow-up controlled substance and/or alcohol tests in the first twelve (12) months.

- d. Drug Testing Procedures: With respect to drug testing procedures OTETA requires the use of a “split sample” approach, which provides employees an option for a second screening test following positive findings on the primary sample. All testing for controlled substances shall be performed on urine specimens and be accomplished by means of an initial screen (Enzyme Immunoassay or EIA), followed by a confirmation of any positive findings by Gas Chromatography/Mass Spectrometry or GC/MS. All controlled substances testing will be carried out at a laboratory certified by the Department of Health and Human Services (DHHS).

Urine specimens shall be screened for amphetamines, cannabinoids, cocaine, Phencyclidine, and opiates.

- e. Review of Controlled Substance/Alcohol Test Results: All laboratory results generated by the District’s drug testing program shall be reviewed by a medical review officer (MRO). The MRO is a licensed physician (medical doctor or doctor of osteopathy) having knowledge of substance abuse disorders and having appropriate medical training to interpret and evaluate an individual’s confirmed positive test result, together with his/her medical history and any other relevant biomedical information.

Prior to verifying a “positive” result, the MRO shall make every reasonable effort to contact the employee (confidentially), and afford him/her the opportunity to discuss the test result. If, after making all reasonable efforts and documenting them, the MRO shall contact the District’s key contact, who shall direct the employee to contact the MRO as soon as possible (within 24 hours).

Under split-sample collection procedures, the employee has seventy-two (72) hours following notification of a positive result to request the secondary sample be analyzed. Analysis of the split-sample specimen shall be at the employee’s expense and shall be paid in advance with a money order or certified check.

- f. Procedures for Alcohol Testing: Testing for alcohol shall be performed on breath specimens collected by Breath Alcohol Technicians (BATs) certified under a program defined by the U.S. Department of Transportation (DOT).

Breath alcohol testing shall be performed only with testing instruments found on the National Highway Transportation Safety Administration’s Conforming Products List.

The test shall consist of an initial screen. Positive findings must be confirmed by a second test utilizing a device that meets the criteria for evidentiary breath testing as defined by the U.S. DOT.

- g. Refusal To Submit To Drug and/or Alcohol Testing: “Refusal to submit (to an alcohol or controlled substance test)” – An employee 1) fails to provide

adequate breath for testing without a valid medical explanation after he or she has received notice for breath testing, 2) fails to provide adequate urine for controlled substances testing without a valid medical explanation, after he or she has received notice of the requirement for urine testing, 3) engages in conduct that clearly obstructs the testing process.

h. Consequences for Violations of Prohibitions of this Rule (See Section 9.b):

Employees who are known to have engaged in prohibited behavior, with regard to alcohol misuse or use of controlled substances, are subject to the following consequences:

- 1) Employees shall not be permitted to perform safety-sensitive functions. This removal from safety-sensitive function assignment shall be immediate and shall continue until all information regarding the violation is available and evaluated.
- 2) Employees shall be advised by the District of the resources available to them in evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances.
- 3) Employees shall be subject to discipline up to and including termination.
- 4) Employees who are permitted to continue employment with the District shall be required to seek evaluation by a SAP who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse or controlled substance use. Any treatment or assistance provided by a SAP shall be at the employee's expense. In addition, a prerequisite for returning to work will be a SAP evaluation, at the employee's expense, verifying the employee's successful completion of the prescribed treatment program.
- 5) If permitted to continue employment with the District in any position, the employee shall be required to undergo a return-to-duty test with a result indicating no breath alcohol concentration if the conduct involved alcohol, or a controlled substance test with a verified negative result if the conduct involved controlled substance use.
- 6) If permitted to continue employment with the District, the employee shall be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of such follow-up testing shall be as directed by the SAP, and consist of at least six (6) tests in the first twelve (12) months.

i. Consequences For Drivers Found To Have Any Level of Breath Alcohol Concentration of Less than 0.02: If the result of an employee's test indicates a breath alcohol concentration of any measurable level but less than 0.02, a second breath alcohol test shall be required not sooner than 15 minutes following the completion of the first test. If the second breath alcohol test does not indicate a rising level of breath alcohol concentration, the employee shall not be permitted to perform safety-sensitive functions until at least one (1) hour has elapsed.

Should the second test indicate that the breath alcohol concentration is on the rise, the employee shall be deemed to have violated the eight (8) hour pre-duty abstinence rule as referenced in Section 9.b.(4) of this policy. In such cases, the employee shall be subject to the consequences as defined in Section 9.h of this policy.

- j. Employee Responsibilities In Obtaining Medications Containing Alcohol: Due to the prohibitions listed in Section 9.b of this policy, employees shall be required to request alcohol-free substitutes for all medications prescribed or otherwise obtained whenever available and appropriate for the employee's medical need. The employee shall inform his/her physician or pharmacist that he/she is employed in a safety-sensitive position and cannot perform the duties of that position while taking medications containing alcohol.
- k. Employee Information: All employees subject to alcohol and controlled substance testing under this policy shall be provided information relative to the requirements of the Federal Regulations applicable and those requirements initiated by the Clay County School Board. Additionally, the District shall provide to covered employees information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when an alcohol or a controlled substances problem is suspected.

10. Operators of District-Owned Vehicles Not Classified as Commercial Motor Vehicles:

- a. Employees who, by designation on Board-approved job descriptions, must possess a valid driver's license other than a Commercial driver's license shall be subject to random drug testing.
 - 1) Random drug testing under this section shall be administered at a minimum annual rate of 50% of the average number of covered employee positions. All such tests shall be unannounced and spread reasonably throughout the calendar year.
The names for random drug testing shall be generated by the agency contracted for such testing and shall be reported to the district key contact in a confidential manner. Employees to be tested will be notified in writing of this requirement and will be directed to report to the approved collection site within a specific time frame. Employees shall be compensated at their normal rate of pay appropriate for the time necessary to comply with this section.
 - 2) Drug Testing Procedure/Review of Results: Procedures used for testing and review of test results under this section shall be the same as those established for CMV operators as specified in 2.17B.9, d., e.

b. Prohibited Acts/Operators of Non-CMV's:

The actions listed in 2.17 B.9, b. (6) (7) (8), are considered prohibited acts for employees covered by this section.

- c. Refusal to Submit to a Drug Test: An employee refuses to submit to a required drug test when he/she 1) fails to provide an adequate quantity of urine for controlled substance testing without a valid medical explanation, after receiving notification of the requirement for testing, or 2) engages in conduct that clearly obstructs the testing process.
- d. Consequences of Prohibited Conduct

Employees covered by this section who engage in prohibited behaviors identified in section 10B. are subject to the consequences listed in 2.17B.9.h, with respect to controlled substances.

C. Harassment

1. Employees shall not engage in harassment or discriminatory conduct based on race, religion, color, sex, pregnancy, ethnicity, ancestry, sexual orientation, marital status, age, national origin or disability against any student, parent, staff or faculty, or engage in harassment or discriminatory conduct against another employee which unreasonably interferes with the employee's performance of profession or work responsibilities or with orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, each employee shall make reasonable effort to assure that each student, parent, or employee is protected from such harassment or discrimination by others.
2. Harassment which could be viewed as sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a harassing nature.
3. Complaints of harassment by any person including teacher, administrator, supervisor, co-worker, or the public shall be reported within sixty (60) days to the appropriate assistant principal or principal or supervisor, Assistant Superintendent of Human Resources, Deputy Superintendent, or Superintendent by the aggrieved student or employee. Should the complaint involve an individual in the employee's direct line of supervision, or is the individual against whom the charge is made, then the employee may refer the complaint to another supervisor or the Assistant Superintendent for Human Resources.
4. All complaints will be properly; thoroughly and impartially investigated within five (5) days of being reported to the appropriate administrator. Where such investigations are concluded in a finding of probable cause against an employee, appropriate corrective and disciplinary procedures will be initiated by the appropriate administrator within ten (10) days of said finding.
5. An employee who makes a complaint of harassment or provides information related to such a complaint will be protected against retaliation. No adverse treatment of an employee, because of his/her part in a harassment claim will be tolerated.
6. Such complaints and any subsequent investigations and materials obtained during such investigations will be considered confidential to the extent provided by law.
7. Information regarding this policy will be distributed to all employees and, annually, to all new employees. Additionally, Human Resources Management Development

candidates will receive training regarding this policy as part of their administrative training program. Additional training will be provided to district personnel based on requests from principals or directors.

(Ref. Section 1012.22), Chapter 316, Chapter 893, F.S.)(Readopted: 01-08-81; Amended: 04-11-85, 11-17-87, 02-20-92, 06-15-93, 02-17-94, 07-28-94, 01-23-95, 08-15-96, 11-16-99, 07/18/02, 10/20/05, 11/22/05; -/-/2019)

2.18 RETIREMENT AND RESIGNATIONS

- A. New employees will join the Florida Retirement System (FRS) and pay social security.
- B. The Board shall provide terminal pay to employees in accordance with their respective collective bargaining agreements.
- C. At the employee's option and upon completion of the Exit Interview Questionnaire at the time of separation, the Board shall provide terminal pay of up to one hundred twenty (120) days to ~~any administrative, managerial or confidential employee~~ all employees, upon the employee's non-disciplinary separation from school district employment or enrollment in Deferred Retirement Option Program (DROP), or to the employee's beneficiary if service is terminated by death. If the employee is ineligible or fails to request payment within 60 days of the conclusion of employment, any unused sick leave will remain on the Board's records for a period of three (3) years from the date of termination. Upon that time any unused sick leave will be removed from the Board's records.
 - 1. Employees hired after November 19, 2002 shall be eligible for terminal pay as defined under this policy upon completion of three consecutive years of service in Clay County. For employees hired on or before November 19, 2002, Clay County service requirements shown in paragraph C.4. (a) through C.4. (e) need not be consecutive.
 - 2. For the purposes of determining eligibility for terminal pay, a year of service shall be defined as: paid service rendered in a .6 or greater allocation for a minimum of one day more than half the normal working contract in the fiscal year.

Terminal pay shall be determined as follows:

- 3. For unused sick leave accumulated by ~~administrative, confidential and managerial~~ all employees, terminal payment shall not exceed a total of one hundred twenty (120) days and shall be determined as follows. The employee must have been:
 - a. Employed for at least three (3) years in Clay County, in which case the terminal pay shall be at the rate of 35% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
 - b. Employed for more than three (3) years but not more than six (6) years in Clay County, in which case the terminal pay shall be at the rate of 40% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or

- c. Employed for more than six (6) years but not more than nine (9) years in Clay County, in which case the terminal pay shall be at the rate of 45% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
 - d. Employed for more than nine (9) years but not more than twelve (12) years in Clay County, in which case the terminal pay shall be at the rate of 50% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
 - e. Employed during and after the thirteenth (13th) year in Clay County in which case the terminal pay shall be at the rate of 100% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days.
4. Payment for unused sick leave accumulated by administrative, confidential and managerial employees on or after July 1, 2004, shall be compensated at no more than the daily rate of pay applicable at the time the sick leave was earned. For purposes of determining unused sick leave, the Board will assume that the unused balance is the most current sick leave accrued.
 5. For an employee ~~described in C. above~~ the transfer into Clay of accumulated sick leave and the use of sick leave while a Clay County employee shall be based on the following procedures:
 - a. As determined by the policy of the employee's previous district, the employee's sick leave balances as of July 1, 2004 for ~~administrative, confidential and managerial~~ employees, and his/her sick leave balance at the time of his termination of employment in the previous district, or other educational entity governed by the FRS, shall be certified.
 - b. For the purposes of leave transferred into Clay, if two separate balances are accepted on behalf of new Clay administrators, confidential and managerial employees, days will be transferred into Clay ~~as of~~ as of 07-01-04 balance from the administrator's as-of-07/01/04 balance from the previous employer first. If the above employee is eligible to transfer into Clay additional sick leave days after his/her as-of-07/01/04 balance from the previous employer is exhausted, the additional days will be transferred to Clay's after 07/01/04 balance.
 6. For an administrative, confidential and managerial employee ~~described in C. above~~, at the employee's option, sick leave used by the employee may be charged first against sick leave earned and available in Clay for use by the employee on or after July 1, 2004. Unless requested by the employee, accumulated sick leave earned before July 1, 2004 will not be used until all sick leave earned on or after July 1, 2004 has been exhausted.
 7. Employees who, by virtue of enrollment in DROP, have deposited terminal leave payment(s) into the Board approved 401(a) Qualified Retirement Plan (Bencor), shall continue to deposit such payments as stipulated in paragraph G. of this policy, notwithstanding the limitations of paragraph C. (This clarification is intended to

facilitate the continuation of terminal leave payments to which the Board had committed prior to the November 19, 2002 approval of amendments to this policy.)

- D. If, at the end of his or her term of office, the Superintendent separates from employment with the school district, terminal pay for unused sick leave shall be computed based on his/her annual salary and on the number of work days for the district's 12-month employees during the Superintendent's last year in office. Should the Superintendent return to the employment of the School Board following his/her term of office, terminal pay for unused leave shall be computed based on his/her daily rate of pay at the time of his/her separation from the system. For the purposes of leave accumulation, the Superintendent's term of office shall not be considered a break in service from the school system.
- E. Effective March 17, 2000, an employee who terminates employment through retirement from the FRS Pension Plan or the FRS Investment Plan FRS shall deposit 100% of his/her terminal sick leave, as established in this policy, and annual leave payments into the Board-approved Qualified Retirement Plan ([Bencor](#)), up to the limits established by the Internal Revenue Service.
- F. All employees participating in the Plan since its implementation in Clay County, who are under fifty-five (55) years of age at the time of termination of employment and choose, at the time of termination, to take a cash distribution in the amount of 100% of their respective balance from the Board-approved 401(a) Qualified Retirement Plan and are assessed a withdrawal penalty, shall be reimbursed a percentage of the withdrawal by the Board. This reimbursement is an amount equal to the difference between the current withdrawal penalty and the current Social Security and Medicare combined tax contribution rate. If the withdrawal penalty and/or Social Security and Medicare tax rates change, the amount of reimbursement from the Board shall change accordingly.
- G. Effective March 17, 2000, an employee who is already enrolled in DROP, or, who elects thereafter to participate in DROP, shall deposit his/her accumulated terminal sick leave pay, for which he/she is eligible, as established in this policy, into the Board-approved 401(a) Qualified Retirement Plan, subject to contribution limits and according to the following:

| Payment | Maximum Percentage of Accumulated Terminal Sick Leave Days |
|---------|--|
| Year 1 | 20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less |
| Year 2 | 20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less |
| Year 3 | 20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less |
| Year 4 | 20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less |
| Year 5 | 100% of balance of the individual's terminal sick leave, not to exceed a total of 120 days |

1. The initial payment shall be made on the last payday in April following the employee's DROP effective date ~~or the last payday in April, 2000, for those already enrolled in DROP as of March 17, 2000.~~ Subsequent payments shall be made on the last payday in April of each year following the employee's DROP effective date anniversary.
2. The rate of pay used to calculate the amount to be placed in the 401(a) Plan shall be the employee's daily rate of pay on each payment date.
3. If an employee elects to participate in DROP for fewer than the sixty-month maximum, or, has fewer than the sixty-month maximum remaining in DROP as of March 17, 2000, the percentage of terminal sick leave to be deposited each year will change so that, at the end of his/her DROP participation, potentially a total of 100% of the maximum allowed contribution of terminal sick leave pay will have been made to the 401(a) Plan.
4. DROP participants may access these terminal sick leave funds prior to termination of employment only through loan procedures outlined in the Bencor Plan.

H. Insurance Coverage – Retired Employees

1. Health Insurance

- a. The Clay County School Board will provide continuing group health insurance coverage for all retired employees and their spouses and dependents provided the ~~employee~~ retiree bears the full expense of said insurance coverage and provided the ~~employee~~ retiree was enrolled in a Board-provided insurance plan at the time of separation, there has been no lapse or break in enrollment and one or more of the following qualifications has been met:

- ~~1) The employee separates from school district employment through retirement under a state retirement system; or~~
- ~~2) The employee separates from school district employment through retirement under a state optional annuity or retirement program; or~~
- ~~3) The employee separates from school district employment by being placed on disability retirement; and~~
- ~~4) The employee begins receiving retirement benefits immediately after retirement from employment with the school district; or~~
- ~~5) The employee retires under the Public Employee Optional Retirement Program established under part II of chapter 121 and has met the age and service requirements to qualify for normal retirement as set forth in s. 121.021(29); or has attained the age specified by s. 72(t) (2) (A) (i) of the Internal Revenue Code and has 6 years of creditable service.~~

- 1) The employee must be enrolled in the school district group health insurance plan at the time of retirement, and meet the requirements of either paragraph 2 or 3.

2) The retiree shall:

- a) Begin receiving retirement benefits immediately after retirement from employment with the school district, and either
- b) Separate from school district employment by retirement under the state retirement system, *[completes 6 or more years of creditable service under pension plan if hired before July 1, 2011 or 8 or more years of creditable service under the pension plan if hired after July 1, 2011]*, OR
- c) Separate from school district employment through retirement under a state optional annuity or retirement program, *[not applicable with the School Board of Clay County]*, OR
- d) Separate from school district employment by being placed on disability retirement.

3) The employee terminates employment with the School District with the expectation of receiving distributions under the Investment Plan established under part II of chapter 121 F.S. and has met the age and service requirements to qualify for normal retirement as set forth in section 121.021(29) F.S., *[If employed on or before June 30, 2011 either completes 6 or more years of creditable service and attains age 62; or completes 30 years of creditable service, regardless of age, which may include a maximum of 4 years military service credit as long as such credit is not claimed under any other system. If employed on or after July 1, 2011, either completes 8 or more years of creditable service and attains age 65; or completes 33 years of creditable service, regardless of age, which may include a maximum of 4 years military service credit as long as such credit is not claimed under any other system]*; or has attained the age specified by sec. 72(t)(2)(A)(i) of the Internal Revenue Code *[59.5 years]* and has 6 years of creditable service if employed on or before June 30, 2011, or 8 years of creditable service if employed on or after July 1, 2011.

- b. Such health insurance coverage will continue to be made available for the spouse and dependents of an eligible retiree at the spouse's expense even though the retired employee becomes eligible for Medicare or is deceased, and shall continue until said spouse becomes eligible for Medicare or ceases paying the cost thereof.

2. Life Insurance

Retired employees, ~~their spouses and dependents~~ shall be entitled to life insurance as part of the group insurance plan, subject to the limitations expressed in paragraph H.1. (a) above. The employee shall be responsible for paying the full cost of said insurance.

- a. Such Term Life Policy may vary in amounts of coverage, conditions, and premiums from the group plan.
- b. Such Term Life plan is optional to retired employees.

3. Dental plans and vision plans shall be made available to eligible retirees, their spouses and dependents, if available within the employee group insurance program. The ~~employee~~ retiree shall be responsible for paying the full cost of said insurance and such coverage shall be subject to the limitations expressed in H.1. (a), above.

I. Notification Requirements for Voluntary Separation from Employment

1. Personnel wishing to be released from contract shall submit their request in writing. After July 1, a request for release will be considered on the merits of the request and on availability of a satisfactory replacement.
2. Employees who are voluntarily terminating their employment with the District shall provide two weeks' notice of separation when possible. The resignation or retirement notice shall be submitted in writing to the Superintendent with a copy to the department head or principal. Additionally, certificated employees should provide thirty (30) days notice of any intentions to accept a new position with another district.
3. The effective date of resignation or retirement shall be the close of the last day of work or the close of the next calendar day (or Monday if the next day falls on a weekend) if such day is a paid holiday.
4. Employees who enrolled in the DROP shall be required to submit a letter of separation in accordance with this section, in the same fiscal year as the DROP termination date.

(Ref. F.S. 112.0801, 1012.61; 1012.62; 1012.65) (Readopted: 01-08-81; Amended: 02-10-83, 01-09-86, 09-21-89, 12-19-91, 02-16-95, 08-15-96, 05-15-97, 06-18-98, 03/16/00, 06/27/01, 11/19/02, 07/17/03, 09/18/04, 06/21/07, 02/21/08; ~~-/-/2019~~)

J. ~~Retiree Insurance Premium Reduction~~

~~The purpose of the Retiree Insurance Premium Reduction Program is to partially fund the insurance premium(s) for retired employees of the School District of Clay County. The eligibility rules are:~~

- ~~1. An employee shall have worked for the School District of Clay County for a minimum total of twenty five (25) years, shall have retired from Florida Retirement System, shall have retired from the School District of Clay County, and be age 59 before the beginning of the Insurance Plan Year (October 1st).~~
- ~~2. To be granted the years of experience, the eligible employee must have worked full time (.6+) or on an approved Job Share (.5 + 1 day) for each year of service.~~
- ~~3. Retirees that become Medicare eligible (65) will no longer qualify for this reduction of premium benefit at the end of the Insurance Plan Year (September 30) in which they turn 65.~~
- ~~4. All eligible retirees will receive up to a maximum of \$1,200 annual reduction of premium benefit, not to exceed the premium total.~~

5. ~~Retirees shall be enrolled in the current School District of Clay County Retiree Insurance Plan to be eligible for the reduction of premium benefit. Eligible retirees may choose from the retiree insurance options available from the School District of Clay County.~~

6. ~~A retiree that has a spouse still actively working with the School District of Clay County cannot use the Retiree Insurance Premium Reduction benefit to be covered under an active employee's plan. The Retiree Insurance Premium Reduction benefit can only be used toward the School District of Clay County's Retiree Group Insurance Benefits.~~

KJ. The Deferred Retirement Option Program (DROP), as defined in Chapter 121, Florida Statutes, is an alternative method of deferred payment of retirement benefits for up to sixty (60) months, or ninety-six (96) months for certain qualifying grade K-12 instructional personnel, after an eligible member of the Florida Retirement System reaches his/her normal retirement date but wishes to continue employment with a Florida Retirement System employer. In order to participate, the employee must meet all of the requirements of Section 121.091(13), Florida Statutes, and must submit the appropriate documentation establishing a deferred termination date. DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will be eligible to receive the DROP benefits and his/her regular retirement benefits as provided by Chapter 121, Florida Statutes.

1. All members of the Florida Retirement System who are participants in a pension plan, other than re-employed retirees, are eligible for DROP. Members electing to participate in DROP must meet the eligibility and timeline requirements outlined in Florida Statutes.
2. At the conclusion of an employee's participation in DROP, employee's employment with the School Board of Clay County, Florida, shall terminate and said employee shall be retired.
3. An individual who has terminated employment at the completion of his/her participation DROP, or who has terminated employment due to retirement from any agency participating in the Florida Retirement System and who is receiving or is eligible to receive retirement benefits under Chapter 121, Florida Statutes, shall not be employed as an employee of the School Board of Clay County, Florida or another other Florida Retirement System employer, for a period of twelve (12) calendar months following such termination/retirement; ~~with the following exceptions:~~

~~a. A retired member may be re-employed as a substitute or hourly teacher, education paraprofessional, transportation assistant, bus driver, or food service worker on a non contractual basis after he/she has been retired for one (1) calendar month in accordance with Section 121.021(39), Florida Statutes.~~

~~b. A retired member may be re-employed by the School Board of Clay County, Florida, as instructional personnel on an annual contractual basis after he/she has been retired for one (1) calendar month in accordance with Section 121.021(39), Florida Statutes. For purpose of this subsection, instructional personnel is defined as classroom teachers assigned the professional activity of~~

instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education, and adult education, including substitute teachers.

- c. A retired member of the Public Employee Optional Retirement Program (PEORP) as defined by sec. 121.4501(2) (j) Florida Statutes may not be re-employed pursuant to sub-paragraphs (3) (a) or (3) (b) of this policy section until such person has been retired for three calendar months unless the participant has reached the normal retirement requirements as set forth in sec. 121.021(29) Florida Statutes.
- d. For purposes of computation of time in the implementation of this policy with regards to those members participating in PEORP, the term “retired” is defined as the date on which the terminated employee takes a distribution as provided in sec. 121.591 Florida Statutes.
- e. The limitations set forth herein may be altered or waived by the Board only in the event that it is determined by the Board that extraordinary circumstances exist which necessitates the re-employment of a retired employee contrary to these policies but within the limitations of Florida law.

4. Once an employee is retired from the Pension Plan, Investment Plan, or DROP Plan, the employee is subject to termination requirements and reemployment restrictions with FRS-participating employers. As an FRS retiree, an individual must consider certain reemployment restrictions.

Employment with an FRS employer includes any employment with an individual's previous employer or any FRS employer, regardless of whether their new position is covered for retirement.

Before an individual becomes reemployed in any capacity with an FRS employer after they retire or terminate DROP participation, they must contact the Division of Retirement to understand how to protect retirement benefits from unnecessary jeopardy.

For the first six calendar months after an individual's retirement date, an individual must not have any employment relationship with any FRS employer in order to meet the definition of termination and avoid cancellation of their retirement benefits. Restrictions include being employed by an FRS employer in a temporary or substitute position that are not covered by their FRS employer.

If an individual is employed by any FRS employer in any capacity during the first six (6) calendar months after DROP participation, pension or investment plan terminations dates, the following will apply:

- Retirement and DROP participation will be voided.
- The individual will be required to repay the DROP payout and monthly Pension benefits and/or Investment Plan distributions.

- The individual's new employer will be required to pay penalties.

If an individual is employed by a participating employer during the seventh through twelfth calendar months after DROP participation or Service Pension retirement date, proper documents must be submitted to the FRS prior to accepting a position. Upon accepting a position, the individual must forfeit their retirement benefits in any month they receive a salary or wage payments from their new FRS employer. Investment Plan retirees are not allowed to take a distribution from their investments for the balance of months seven through twelve.

Effective March 9, 2018, there is one exception to the restrictions on reemployment limitations after retirement. If an individual is a retired law enforcement officer, he/she may be reemployed as a school resource officer during the seventh through twelfth calendar months after their retirement date by an employer that participates in the FRS and he/she may receive both their salary and retirement benefits.

(Ref. F.S. 121.021; 121.091; 121.4501; 1001.41; 1001.42; 1001.43; 1012.01; 1012.61; 1012.62; 1012.65) (Readopted: 01/08/81; Amended: 02/10/83, 01/09/86, 09/21/89, 12/19/91, 02/16/95, 08/15/96, 05/15/97, 06/18/98, 03/16/00, 06/27/01, 11/19/02, 07/17/03, 09/18/04, 06/21/07, 06/19/08; -/-/2019)

2.19 HOLIDAYS

The District Board will annually adopt the school calendar and designate the holidays on such adopted school calendar.

(Ref. F.S. 1001.42; 1011.50) (Revised: 01-08-81)

2.20 GIFTS AND GRATUITIES

School Board employees are not permitted to accept from vendor's personal gifts, gift certificates, coupons, stamps, or any type of gratuity for personal use. In addition, there shall be no supplement or any other form of remuneration accepted by School Board employees from any club, organization, or any other source. Acceptance of such gifts and gratuities may be grounds for dismissal. This does not prohibit civic clubs from paying initiation and membership dues for school personnel who are members of the respective civic organizations.

(Ref. F.S. 1012.22) (Readopted: 01-08-81; Amended: 07-12-84)

2.21 DRESS AND APPEARANCE

Employees of the District School Board are expected to dress appropriately according to the customs of the community and suitability to their position. (Ref. F.S. 1012.53) (Readopted: 01-08-81)

2.22 MERITORIOUS AWARDS

Meritorious service awards may be awarded, by the Board, to employees who propose procedures or ideas which are adopted and will result in eliminating or reducing expenditures

or improving operations. Priority consideration for such awards will be given to such procedures or ideas, which result in demonstrated savings to the Board. Any employee who wishes consideration under this rule must have such procedure or idea screened by his/her Principal and/or District Department Head. If, in the opinion of the Principal or District Level Department Head, the procedure or idea so screened is extraordinary and worthy of further consideration, a recommendation by the Principal or District Level Department Head may be made to the Superintendent for his consideration. The Superintendent shall review and investigate such recommendations and determine which of these recommendations shall be presented to the Board for its consideration and for its determination of the monetary amount of such award, if any. No award granted under this provision shall exceed limits established in Florida Statutes.

(Ref. F.S. 1012.22) (Adopted: 01-08-81)

2.23 TUTORING

A member of the professional staff shall not receive direct compensation for professional services rendered to students ~~he~~ they teaches during the regular school day nor shall ~~he~~ they promote in the school any activity or project from which ~~he is~~ they are likely to receive compensation or remuneration other than ~~his~~ their salary as an employee in the District School Board.

(Ref. F.S. 1012.53) (Readopted: 01-08-81)

2.24 PERSONNEL FILE AND RELEASE OF INFORMATION

- A. The personnel file maintained by the District Human Resources Division shall contain all information required under Florida Statute and State Board of Education Rules and all information necessary for making decisions relative to employment under 6GX-10-2.02, 2.04, 2.05 and 2.06, as well as, information required under 6GX-10-2.07, 2.08 and 2.09 except those records for which the retention is less than 25 years after termination as documented on the District's Disposition List. If the retention requirement is less than 25 years after termination, the record will be filed either separately or with other related records with the same retention. Further, records with the same retention as the Personnel File may be maintained separately in the office that administers the record if access is not ordinarily required. No anonymous letters or materials may be placed in the personnel file. Derogatory material pertaining to the work performance or other such matters that may be cause for discipline, suspension, or dismissal may be placed in the file only after notifying the employee in accordance with procedures developed by the Human Resources Division.
- B. In response to a proper request by an appropriate recognized ~~leading~~ lending institution or credit bureau purposes, the District Office will verify the following information:
1. Length of employment
 2. Status of employment
 3. Salary
- C. In no case shall an opinion be given as to the character of the individual.

- D. All information contained in the personnel file at the District Office shall be considered a public record. However, some Public Records are exempt from inspection by Statute. No exempt record may be disclosed except as provided by Statute. The Human Resources Division shall maintain a record in the file of those persons reviewing the file each time it is reviewed.
- E. The contents of each employee's personnel file shall be open to inspection at all times by School Board Members, the Superintendent, the staff of the Human Resources Division, the principal and his/her designee, and to law enforcement personnel in the conduct of a lawful investigation.
- F. Sealed or expunged records reported by the applicant or employee pursuant to Florida Statute 943.0585 and 943.059 will not be disclosed or open to the public.

(Ref. F.S. 119; 1012.31; 943.0585; 943.059)(Readopted: 01-08-81; Revised: 10-14-82, 11-08-84, 02-15-96; 05-15-97, 06/19/08; ~~-/-/2019~~)

2.25 **INTERIM/SUBSTITUTE/ LIMITED CONTRACT EMPLOYEES/ ~~SUBSTITUE~~ SUPPORT EMPLOYEES**

- ~~A. Substitute teachers shall be qualified and certified by the Clay County Division of Human Resources and fulfill all requirements for substitute teachers prior to being used in the classroom in place of regular teachers who are absent. An approved list will be compiled by the Division of Human Resources Department of Instructional Personnel and sent to each principal who will be responsible for securing substitute teachers for his/her school from the list. Salaries paid will be according to the adopted salary schedule for substitute teachers.~~
- ~~B. Long term substitute teachers may be employed by the Board. They must hold a bachelor's degree, satisfy all other qualifications and requirements for substitute teachers, and shall be paid on an hourly rate based on the adopted salary schedule for substitute teachers.~~
- C. ~~A. Contract~~ Interim contract teachers may be employed by the Board. They must hold a valid Florida Educator's Certificate or Clay County certificate, in the case of non-degreed vocational interim teachers, on file in the Division of Human Resources, satisfy all other qualifications and requirements for regular teachers, and shall be paid on an hourly rate based on the instructional salary schedule.
- ~~D. Teachers may not employ or pay interim or substitute teachers. All absences for teachers, on sick leave or other, must be shown on the principal's report along with the name of the interim or substitute teacher who worked.~~
- ~~E. Interim/Substitute teachers must have required paperwork on file at the District Office.~~
 - ~~1. Official transcripts of all degrees awarded from accredited institutions~~
 - ~~2. Valid Florida Educator's Certificate, if available, (true copy on file)~~
 - ~~3. Possess at least a High School Diploma or its equivalent for substitute teachers~~

- ~~F.B.~~ Limited contract employees shall be qualified for the positions for which they are recommended and must be selected from the appropriate applicant pool or from among qualified employees. They shall be paid in accordance with the current salary schedule implementation rules contained in the Master Contract for support personnel.
- ~~G.C.~~ Substitute support employees must meet or exceed the minimum requirements for each position for which they wish to serve as a substitute. No person may be utilized as a substitute unless he/she has a current and complete application for employment on file and has satisfied the screening requirements for substitutes as stipulated in Section 2.02 of this Policy. Wage payments for support substitute personnel shall be as stipulated in the official salary schedule.
- ~~H.~~ ~~Substitute teachers must complete an initial orientation/training program in school district policies and procedures addressing school safety and security procedures, educational liability laws, professional responsibilities and ethics.~~
- ~~I.~~ ~~Prior to employment, substitute teaching applicants without prior teaching experience must complete an additional training program in classroom management skills and instructional strategies.~~
- ~~J.~~ ~~Substitute teachers who provide instruction for 30 or more days in a single classroom placement must have a performance appraisal to assess the quality of instruction presented.~~

(Ref. F.S. 1012.35, 1012.39) (Adopted: 12-14-78; Amended: 11-08-84, 08-22-90, 02-17-94, 02-15-96, 07/20/00, 12/16/2004; ~~-/-/2019~~)

2.26 **EVALUATIONS**

Disabled employees who need reasonable accommodations in order to perform essential job functions shall not be evaluated on their ability to perform the function without such accommodation.

A. Teachers

1. Staff evaluation shall be conducted annually by supervisory personnel on each instructional staff member, hereinafter referred to as "teacher", contracted for a period of six (6) weeks or longer. The goal of evaluation shall be the improvement of the teacher's performance and ultimately increased student achievement. However, it may also assist the Superintendent and administrative staff in assigning, transferring, or promoting teachers, making contract decisions, and/or determining whether or not a teacher needs to be placed on probation or be dismissed. The evaluation process ~~may~~ will also be used to determine which employees would earn performance pay.
2. The Clay Assessment System shall be research based and shall include a training component, which will provide qualified evaluators and observers; a growth and development component which will focus on specified or identified needs; and a feedback component which utilizes the school principal in promoting positive growth.

3. It shall be the teacher's responsibility to become familiar with the performance and professional competencies and indicators identified in the Clay Assessment System, and to strive for self-improvement.
4. It shall be the principal's or district level department head's responsibility to provide the opportunity for each teacher to become familiar with the Clay Assessment System procedures and competencies. He/She shall also be responsible for providing all possible means for improvement to those who need it, including assistance in helping correct deficiencies and time for correcting these deficiencies.
5. The principal is ultimately responsible for the assessment of his/her personnel. However, he/she may designate assistant principals and district level department heads may designate their assistants to perform the evaluation in their stead who will be authorized to carry out the process. The principal shall be encouraged to solicit the assistance of district level staff ~~or of the C.A.S. support team~~ in providing input into the evaluation process. In the case of the teachers who are progressing unsatisfactorily, the principal or district level department head shall retain full responsibility for the evaluation as soon as it is obvious the teacher falls in this category.
6. A pre-evaluation conference shall be held between each teacher and principal, district level staff member, or designee at the beginning of each contract year but within six (6) weeks, or two (2) weeks for a late hire, from the contracted date of employment. The teacher's professional goals and performance should be discussed and a Professional Development Plan shall be initiated, if appropriate, at such pre-evaluation conference.
7. Classroom teachers shall be formally observed in the classroom at least one time a year according to the Clay Assessment System. Those teachers holding ~~an~~ probationary annual contract must have two (2) formal observations and two (2) evaluations. During the evaluation period ~~at least one~~ formal observation shall be announced and shall last a minimum of 30 minutes. The teacher shall be notified at least three (3) teaching days in advance of the week of observation. The teacher shall be allowed, if it is necessary to select three (3) of the five days, which would be the most convenient.
8. A post observation conference shall be scheduled with the teacher by the evaluator within three workdays after the announced observation during each evaluation period.
9. There shall be two evaluation periods, one prior to ~~December 1~~ the end of first semester, and one before March 1, of each year for each probationary annual contract or probationary teacher and at least one evaluation period per year prior to March 1 for each annual contract, continuing contract or professional service contract teacher. For new hires, the first formal observation shall take place ~~during the 97 calendar day probationary period~~ within first 45 days of employment.
10. ~~Except in unusual circumstances the final evaluation period shall determine the teacher's employment year.~~ A teacher ~~in this circumstance~~ whose overall rating is ~~not~~ unsatisfactory shall be notified in writing through the evaluation instrument, shall not be recommended for reappointment, and an appeal by the supervisor or teacher to the Superintendent shall be only under ~~very~~ exceptional circumstances.

11. A PSC teacher whose performance is found to be unsatisfactory during the school year or thereafter, and any AC teacher who receives an unsatisfactory evaluation during any school year shall be placed on a 90 calendar day (exclusive of school holidays and school vacation periods) probationary period and shall be required to submit a PDP as part of their evaluation. The PDP will be initiated within one week after the post-observation/evaluation at which unsatisfactory evaluation was determined. The PDP will be reviewed periodically but not less than once each four-week period until the Plan is completed or the 90 calendar days have ended

A PSC teacher whose performance evaluation is found to be unsatisfactory and all CC teachers with unsatisfactory evaluations shall be placed on probation for the next school year. For a PSC teacher placed on probation and for the probationary CC teacher in any school year, the evaluation periods shall be extended to coincide with probationary annual contract evaluation periods, and observations and assessment forms shall be completed accordingly. These teachers will be required to submit a PDP as part of their evaluation. The PDP will be initiated within one week after the post-observation/evaluation at which the unsatisfactory evaluation was determined. The PDP will be reviewed periodically, but not less than once each six-week period until the plan is completed. The evaluation periods shall be coincident with those of probationary annual contract teachers and observations of performance and completion of assessment forms shall be conducted accordingly. Should the performance of the teacher not meet expectations by the end of the first evaluation period following the unsatisfactory evaluation, a decision shall be made whether to extend the probationary period or to take action as determined appropriate by the Superintendent. Should the probationary period be extended, a review shall be made by the Superintendent at the end of each evaluation period thereafter to determine the appropriate action to take.

Unsatisfactory progress on a PDP by any probationary teacher shall be considered sufficient cause for removal of the probationary teacher from employment in Clay County.

12. The sections of this rule, notwithstanding, a probationary employee shall have no right to continued employment beyond the term of his/her contract.
13. Any teacher who has been evaluated as unsatisfactory shall be afforded a conference in accordance with these rules and notified in writing on the evaluation instrument describing such unsatisfactory performance and procedural requirements stipulated by Statute. Any teacher who has received two consecutive unsatisfactory annual evaluations and written notice has been given by the district that his/her employment is being terminated or not being renewed or that the school board intends to terminate or not renew his/her employment shall be reported by the Superintendent to the Department of Education Professional Practices Services Section for investigation in accordance with Florida Statutes.
14. The assessment of the performance and professional competencies of each teacher shall be assessed on the forms designed by the Clay Assessment System Committee. Observation instruments approved by the Clay Assessment System Committee shall be utilized in conducting the formal classroom observations. Probationary teachers shall also be required to complete the Professional Development Plan form, which shall be incorporated into their annual assessment.

15. A Professional Development Plan shall include a description of the desired and/or unsatisfactory performance, recommendations for improved performance, provisions for assistance to correct such deficiencies and a prescribed time frame for demonstration of improved performance.
16. The assessor shall rate the teacher's overall job performance for the year during the final conference in accordance with Clay Assessment System procedures. The teacher shall be given the opportunity to respond in writing within one week of this conference if he/she disagrees with the evaluation and this written disagreement shall be attached to the evaluation form.
17. In cases where disagreements regarding unsatisfactory evaluations cannot otherwise be resolved, the teacher may file an appeal with the principal or district office instructional director, if applicable, within ten (10) working days of receiving the assessment report. The following process shall be utilized for the appeal.

Level I: Within 10 working days of the Post-observation conference, the teacher requests a joint meeting with the administrator and the County Office supervisor, if applicable, in an effort to resolve the disagreement satisfactorily. The meeting must take place within 5 working days of receipt of the written request from the teacher. Documentation of performance must be provided by the administrator/evaluator. The decision resulting from this meeting must be provided within 3 working days of the meeting.

Level II: Within 10 working days of the decision at Level I, the teacher requests a joint meeting with the administrator/evaluator and a committee designated by the Superintendent. The committee should include six (6) persons comprised of: two (2) teachers in the same subject area as the appellant, the teacher's principal, one other school-based administrator and two (2) district level staff persons. A chairperson, not the Level III administrator, shall be selected by the Superintendent. The committee will meet within 10 working days of receipt of the teacher's request and will review the assessment materials and all information produced at the Level I appeal and interview those individuals they may deem necessary for reaching a decision. The decision must be rendered within 5 working days of the meeting.

Level III: Should the teacher not be satisfied with the results of the Level II appeal, he/she may appeal the decision to the Assistant Superintendent for Human Resources. Such appeal must be placed in writing by the teacher, within 10 working days of the Level II decision and must cite the specific rationale for the appeal. The Assistant Superintendent for Human Resources will review the assessment material and all information produced at the Level II appeal and will interview those individuals he/she may deem necessary for reaching a decision. His/her decision must be rendered within 5 working days of receipt of the teacher's appeal.

18. If, following the statutory 90 calendar day probationary period, the teacher wishes to contest the Superintendent's decision regarding the teacher's continued employment, the appeal procedures specified in the applicable statute shall be followed.
19. The electronic evaluation form shall be completed ~~in triplicate~~ on-line: one copy to be retained by the teacher. ~~one copy retained by the supervisor, and one copy (the original) to be sent to the Human Resources Division by March 1 of each year~~ the

~~Superintendent will examine all evaluations to be examined by the Superintendent~~
for the purpose of reviewing the teacher's contract.

20. The completed electronic evaluation form shall be placed in the staff member's kept on file, confidentially file for a period of one fiscal year after the year of evaluation. Thereafter such evaluation shall become public record.
21. The forms, criteria and methods for evaluation, including final evaluation ratings, shall be prepared by the Superintendent's Clay Assessment System Committee and shall be revised as necessary.

(Section A revised: 07/17/08, 05/19/11, 6/16/11; -/-/2019)

B. Principals

1. The Clay County ~~Performance Appraisal School Administrator Evaluation~~ System for School ~~Principals Based Administrator~~ shall be conducted annually by the Superintendent with the assistance ~~for~~ of Assistant Superintendents or designee and ~~the Deputy Superintendent~~. The goals of the appraisal system shall be to appraise the progress, stimulate the development and meet the learning needs of the ~~principal~~ School Based Administrator while also meeting the needs of the organization. ~~The appraisal section of the board-approved Human Resources Management Development (HRMD) plan~~ The School Administrator Evaluation System will be the basis for determining eligibility of ~~school-based administrators~~ for pay for performance. It shall be the responsibility of the ~~Principal~~ School Based Administrator to become familiar with the criteria to be used in his/her evaluation, and it will be the responsibility of the Human Resource Management Development Committee to recommend criteria and procedures to the Superintendent.
2. Evaluators designated by the Superintendent shall work together and with ~~Principal~~ School Based Administrator to determine areas for improvement and to develop an ~~Individual Leadership Development Plan (ILDP)~~ Deliberate Practice and/or a Professional Development Plan (P.D.P.).
3. The performance appraisal system will be based upon a minimum of two conferences (initial and final). At the beginning of the annual performance appraisal, each evaluator shall hold an initial conference with each ~~Principal~~ School Based Administrator to discuss the appraisal process review, performance expectation and begin development of the ~~Individual Leadership Development Plan~~ Deliberate Practice or Professional Development Plan. Materials developed throughout the year of assessment may be reviewed by the evaluator and discussed with the ~~Principal~~ School Based Administrator at any performance appraisal conference. By the final conference, the Evaluator and principal shall sign the Performance Appraisal form based on the criteria assessed during the year. This form shall be reviewed by the Superintendent and a conference shall be held with the ~~Principal~~ School Based Administrator if deemed necessary. The original of this form shall be forwarded to and retained by the Human Resources Division; a copy shall be forwarded to the ~~Principal~~ School Based Administrator, and a copy given to the Evaluator.
4. The results of the evaluation shall be reviewed by the Superintendent who will make his/her recommendation for reappointment. The ~~Principal~~ School Based

Administrator shall be permitted to appeal the result of the evaluation at Level I to the evaluator and then to the Level II Appeals Committee. Such committee shall be comprised of another Assistant ~~or Deputy~~ Superintendent who did not appraise the ~~Principal~~ School Based Administrator who is appealing, a ~~Principal~~ School Based Administrator, selected by the ~~Principal~~ School Based Administrator who is appealing and the Assistant Superintendent for Human Resources. Final appeal shall be to the Superintendent. All procedures for the appeal process shall be established in the Performance Appraisal Section of the ~~HRMD Plan~~ School Administrator Evaluation System.

5. Planning for the next assessment year shall commence upon the completion of the assessment for the current school year. Such planning shall be conducted by the evaluator with the ~~Principal~~ School Based Administrator and shall be in conjunction with the Division Heads.

(Section B revised: 6-12-86; 11-01-88, 02/15/96, 10/17/02, 3-/-/2019)

C. Support Employees

1. Support staff, who are employed in regularly-established positions or limited contract positions for a period of six (6) weeks or longer shall be evaluated annually by supervisory personnel. The purpose of the evaluation shall be to improve the performance of the employee, but also shall be used to assist the administration in making assignments and decisions on promotion and retention.
2. Principals are ultimately responsible for the evaluations of all support personnel assigned to their cost center, but may delegate this responsibility to members of the administrative staff or, in the case of evaluations of cafeteria employees, to the cafeteria manager or satellite cafeteria manager. District Office supervisors shall evaluate employees whom they supervise. Principals shall consult district-wide supervisors in the case of the evaluation of school-based employees who are indirectly related to the district-wide supervisors and are encouraged to elicit feedback from other supervisory personnel who come in direct contact with their employees. If the result of an evaluation will be less than satisfactory, the supervisor having the authority to make employment decisions and recommendations shall conduct the evaluation conference.
3. The supervisor shall conduct a pre-evaluation conference with his/her support employees during the first ~~two (2) weeks~~ six (6) weeks of the contract year or the first ~~two (2) weeks~~ six (6) weeks of the employment of newly employed support personnel. The supervisor shall explain the criteria and the procedure to be used during this pre-evaluation conference.
4. The supervisor shall provide assistance whenever necessary to the employee so that the employee will have the opportunity to make needed improvements in his/her performance or attitude. ~~The NEAT process, described in State Board Rules and Florida Statutes, will be provided all employees as part of this evaluation process.~~
5. An evaluation conference shall be held by the administrative supervisor with the employee for the purpose of discussing the employee's weaknesses, strengths, and the criteria marked in each category. A copy of the signed evaluation shall be provided ~~to~~ the employee at the evaluation conference. The employee at any time

~~shall have one (1) week from this conference to~~ may respond in writing if he/she disagrees with the evaluation up to the close of the contract year. This written response shall be made part of the employee's evaluation file.

6. An appeal by the employee regarding an evaluation may be made within two (2) weeks following the evaluation conference if the employee can show cause why he/she has reason to believe the evaluation is an inaccurate assessment of his/her performance or attitude. The Assistant Superintendent for Human Resources shall make a determination whether or not such appeal has merit, and, if so, forthwith conduct a hearing on the matter.
7. The forms and amendments to policy and procedure are to be determined by the Support Employee Evaluation Committee and recommended to the Superintendent for consideration. The School Board shall be the final authority for the adoption of changes in forms and policy. The forms shall include a section for the pre-evaluation conference, criteria for evaluation, an overall rating section, sections for comments regarding high and low ratings, section reserved for commendations and improvements to be made, section for a follow-up evaluation, if desired, and a section for the official evaluation conference.
8. ~~The evaluation form shall be completed in quadruplicate. The original copy shall be placed in the employee's file in the Division of Human Resources, a copy shall be retained by the local supervisor, a copy shall be provided to the district wide supervisor, and a copy shall be provided to the employee.~~
8. The electronic evaluation shall be completed on-line: one copy is to be retained by the teacher support employee. No later than March 1 of each year the Superintendent will examine all evaluations for the purpose of reviewing the teacher support employee's contract.
9. The completed electronic evaluation shall be kept on file, confidentially, for a period of one fiscal year after the year of evaluation. Thereafter, such evaluation shall become public record.

(Section C revised: 08-14-86, 10-17-91, 09-17-98, 11-19-02; -/-/2019)

D. Administrative/Supervisory

1. The evaluation of district-wide administrative/supervisory personnel shall be conducted annually by the ~~Deputy Superintendent and each~~ Assistant Superintendents, Division Head or designee. This evaluation shall be reviewed by the Superintendent who will make an overall recommendation for board appointment after his/her review of the valuation. The evaluation of the ~~Deputy~~ Assistant Superintendents and Division Heads will be conducted annually by the Superintendent.
2. The administrator/supervisor shall be responsible for becoming familiar with the procedure and criteria for their evaluation. At the beginning of the contract year each individual shall sign the pre-evaluation section of the evaluation form, indicating his/her understanding of the evaluation process and criteria.

3. Prior to reappointment for the following contract year, an overall appraisal conference shall be held with each administrator/supervisor for the purpose of discussing job performance. Commendations and areas for improvement shall be noted on the evaluation form and both the evaluator and the person being evaluated shall sign the form to indicate that this conference was held. At this conference, the evaluator shall submit to the individual a copy of the evaluation form. The original of the form shall be presented to the Superintendent for his/her review and final determination and the evaluator shall retain a copy. The individual being evaluated shall have ten (10) days from the Superintendent's final determination to submit a written reply, which shall be attached to his/her evaluation form. The original copy of the evaluation form along with any attachments shall be submitted to the Human Resources Division to be filed in the individual's permanent file. A copy of the final evaluation shall be distributed to the evaluator and the individual being evaluated.

4. District Level Administrator Appraisal Appeal Process

A district-level administrator who fails to meet mutually agreed upon expectations will be allowed to review the data used to reach this judgment. The administrator may appeal his/her evaluation through a three-step appeal process.

- a. Appeal Process for Administrator Not Evaluated Directly by the Superintendent

Level I – Within ten (10) working days of the post-observation conference the administrator may request in writing a meeting with his/her appraiser for the purpose of appealing his/her appraisal. The meeting must take place within five (5) working days of receipt of the written request from the administrator. The decision resulting from this meeting must be provided by the appraiser within three (3) working days of the appeal meeting.

Level II – Within ten (10) days of the decision at Level I the administrator may appeal the Level I decision to a committee composed of: (1) the Assistant Superintendent for Human Resources, (2) another Assistant ~~or Deputy~~ Superintendent or designee who did not appraise the administrator appealing, and (3) a Principal selected by the administrator who is appealing. If the Assistant Superintendent ~~or the Deputy Superintendent~~ is the appealing administrator's appraiser, the Superintendent shall designate another district level administrator to serve on this committee. A chairperson shall be selected by the Superintendent. The committee will meet within ten (10) working days of receipt of the administrator's written request for appeal of the Level II decision. The decision from the deliberation of this committee must be rendered within five (5) working days of the meeting.

Level III – Should the administrator not be satisfied with the results of the Level II appeal, he/she may appeal the decision to the Superintendent. Such appeal shall be made in writing by the administrator within ten (10) working days of the Level II decision and must cite the rationale for the appeal. The Superintendent will review the appraisal information, and all information produced at the Level II appeal, and will render a judgment within five (5) working days of receipt of the administrator's appeal.

- b. Appeal Process for Administrator Evaluated Directly by the Superintendent

Level I – Within ten (10) working days of the post-observation conference the administrator may request in writing a meeting with the Superintendent for the purpose of appealing his/her appraisal. The meeting must take place within five (5) working days of receipt of the written request from the administrator. The decision resulting from this meeting must be provided by the appraiser within three (3) working days of the appeal meeting.

Level II – Within ten (10) days of the decision at Level I the administrator may appeal the Level I decision to a committee composed of: ~~(1) the Deputy Superintendent, (2) another~~ (1) Assistant Superintendent or District level designee who did not appraise the administrator appealing, and ~~(3)~~ (2) a Principal/Administrator selected by the administrator who is appealing. The ~~Deputy~~ Assistant Superintendent shall serve as chairperson of this committee. If the ~~Deputy~~ Assistant Superintendent is the administrator appealing, the Superintendent shall designate a new chairperson and another district level administrator to serve on this committee. The committee will meet within ten (10) working days of receipt of the administrator's written request for appeal of the Level II decision. The decision from the deliberation of this committee must be rendered within five (5) working days of the meeting.

Level III – Should the administrator not be satisfied with the results of the Level II appeal, he/she may appeal the decision to the Assistant Superintendent for Human Resources. Such appeal shall be made in writing by the administrator within ten (10) working days of the Level II decision and must cite the rationale for the appeal. The Assistant Superintendent will review the appraisal information and all information produced at the Level II appeal and will render a judgment within five (5) working days of receipt of the administrator's appeal.

5. All District Level Administrators will be evaluated annually through use of the District Level Administrator Evaluation form. In addition, the appraiser may require use of an Administrator Professional Development Plan (PDP) to improve performance.
6. The handbook of each school includes the process the county uses to allow parents or teachers input as to their concerns about administrators. It is clear that any parent or teacher who has a concern about an administrator should put that concern in writing. The concern will then be investigated by the administrator's supervisor. If the result of the investigation warrants any disciplinary action, then that action will be taken. That action could include input into the administrator's evaluation document. Clay County district policy states that any administrator with an unsatisfactory evaluation for the year will not receive a pay increase the following year. The Superintendent is also responsible for making the final recommendation to the School Board for reappointment of all administrative staff based, partially, upon the results of the appraisal process.

(Ref. F.S. 1012.34; 1012.31) (Adopted: 01-08-81, 04-21-82, 10-14-82, Section B, Principals revised 06-12-86, 11-01-88. Section: Support Employees rev. 08-14-86, Section A, Teacher rev. 06-16-88, 07-07-88, 02-17-94, 09-15-94, 02-15-96, 10-16-97, 09-17-98) Section D: Revised 05-20-99, 06/20/06, 08/19/10; -/-/2019)

2.27 ALLOCATION OF STAFF RESOURCES

- A. The School Board shall establish and maintain, if at all possible, student: teacher ratios within the standards of the ~~Southern Association of Colleges and Schools (SACS)~~. AdvancEd.
- B. The Superintendent will recommend allocations annually to the Board based on the Guidelines for Staffing Instructional Programs and the Student Support Staffing Report. Included will be procedures for the allocation and reallocation of staff. The procedures should allow district-level administrators to recognize and encourage school-site decision-making in these matters.

2.28 ADMINISTRATIVE/CONFIDENTIAL EMPLOYEE SICK LEAVE BANK

A. Committee

A sick leave bank shall be established for participating employees paid on the Administrative/Managerial/Confidential salary grades/schedules. Such bank shall be administered by a committee composed of three (3) persons selected by the Superintendent, which shall adhere to all rules, laws and regulations in effect.

B. Membership

Any administrator or confidential employee who has been employed a minimum of one (1) year in Clay County and who has an accumulation of a minimum of ten (10) days of sick leave on record shall be eligible for membership in the bank. Such membership and participation shall, at all time, be voluntary. Each participating employee shall contribute three (3) days of earned sick leave during the first thirty (30) working days of the fiscal year. These days shall not be returned to the employee unless the bank fails to come into existence in accordance with the following rules: No further contributions to the bank shall be necessary except as provided below for the replenishment of the bank.

C. Procedures and Audit

The sick leave bank committee shall consult with and comply with procedures developed by the Human Resources Division and Business Affairs Division regarding the identifying and recording of contributions. Such record keeping and procedures shall be audited by these Divisions to ~~in~~ ensure compliance with regulations.

D. Bank Rules

1. The sick leave bank shall have a minimum of one hundred fifty (150) days on deposit before being activated. At no time shall the balance of the days on deposit fall below zero (0).
2. In the event the balance of days on deposit falls below seventy-five (75) days during a fiscal year, all participating members shall contribute two (2) additional days during the first thirty (30) working days of the next fiscal year in order to replenish the bank to the level established in D.1 above for reactivation. Any employee not contributing under this provision shall be considered to have dropped his/her membership and shall not have his/her previously contributed days returned. The

two (2) days contributed under this Section (D.2.) shall not be returned to the employee unless the bank fails to be reactivated.

3. Use and Application

- a. Sick leave drawn from the bank by participating members must be used for said members' prolonged personal illness, accident, or injury.
- b. No member shall be eligible to use the bank until he/she has exhausted all accumulated sick leave and annual leave on record.
- c. Any member wishing to use the bank must have been a member of the bank for at least thirty (30) working days before contraction of the illness unless waived in the case of extreme emergency by the committee. In addition, the member must have been absent for a minimum of fifteen (15) consecutive workdays of which five (5) have been without pay.
- d. No member shall be eligible to draw more than thirty (30) days from the bank during any school year.
- e. Any member applying for days from the sick leave bank must file with the committee an application. This application must be accompanied by a doctor's statement certifying the illness or disability and the necessity for the extended leave. The member must certify in the application the date leave began, the date leave will be exhausted, and the date on which the sick leave bank is requested. The committee reserves the right to request a second medical opinion at the cost of the applicant.
- f. No member shall be permitted to use the sick leave bank if he/she is on injury or illness in the line of duty or drawing workers' compensation.

4. Abuse

If a member is found to have abused the use of the sick leave bank, he/she shall repay the days drawn from the bank and be subject to such other disciplinary action as determined by the School Board.

5. Withdrawal from Sick Leave Bank

Administrators wishing to withdraw membership in the bank shall not have their contributed sick leave days returned.

(Ref. F.S. 1012.63) (Adopted: 3-10-83, 2-20-92, 11-22-94, 1-18-96)

2.29 USE OF INTERNAL FACILITIES TO PROMOTE ELECTION ACTIVITIES DURING ELECTION PERIOD PROHIBITED

No facility, publication, document or other informational paper prepared by or distributed through the Clay County School System shall be used in any manner that promotes any candidate for election to public office from the date any such candidate qualifies for public office until the date of final election for such office. This provision shall not be construed to prohibit publication or distribution of documents containing the name of any such candidate

whose name has appeared regularly on said documents throughout the year so long as there is no change in the volume of documents or in the presentation of the names.

(Ref. F.S. 1001.41) Adopted: 11-19-91)

2.30 EMPLOYEES, PROHIBITED ACTIONS

- A. No employee of the school district shall, either directly or indirectly through a business organization in which the employee, his spouse or child has a material interest, lease or sell any goods or services to the district or to any school related organization in the district. In addition, in the case of district level employees, this prohibition includes all schools in the district. In the case of school-based employees, such transactions with the employee's own school are prohibited.

No employee of the school district, acting on behalf of the district of a school, shall either purchase or recommend the purchase of goods or services from a business organization in which the employee, his spouse or child has a material interest.

For purposes of this Rule, "material interest" shall be defined as direct or indirect ownership of more than five (5) percent of the total assets or capital stock of any business entity. (F.S. 112.312(15))

No employee of the school district shall, at any time, misuse privileged information or his/her position for the purpose of personal financial gain. No employee of the school district shall solicit or sell goods or services to district employees or students during the employee's scheduled work time.

Any employee in violation of this policy may be subject to disciplinary action.

- B. No employee of the School Board, without prior approval by the School Board, shall participate in an advertisement or public announcement in which it is made to appear that the employee is speaking for, or on behalf of, the Clay County School System or any element thereof.
- C. No employee shall accept compensation from a publisher of instructional materials for services rendered by that employee to the Clay County School System. Any employee who, during the same fiscal year, has accepted compensation from a publisher of instructional materials for services rendered outside of the Clay County School System is prohibited from promoting the sale of that publisher's materials within the Clay County School System. The employee is prohibited from:
1. Voting or participating in any committee discussion in the Clay County School System regarding the publisher's instructional materials;
 2. Providing training for Clay County school personnel regarding said publisher's materials, unless the decision has already been made to purchase said materials for use by the personnel receiving the training.

No employee shall promote or sell, within the district or during any school system-sponsored activity, any book or other instructional material authored and/or published by that employee.

(Ref. F.S. 1001.41; 112.312; 112.313, 1001.42, SBR 6B-1.006, Adopted: 3-17-94, Amended: 8-17-95)

2.31 EMERGENCY CLOSING OF SCHOOLS AND/OR DISTRICT FACILITIES

In the event the Superintendent finds it necessary to close a school(s) and/or district facility (ies) due to an emergency and to prohibit employees' work attendance during the closed day(s), the following guidelines shall be utilized:

A. Emergency Closing During 180-Day School Year or During Summer School

1. If students are required to make up day(s) lost due to an emergency, the Board shall schedule such make up day(s):
 - a. on a teacher planning or in-service day;
 - b. on a school holiday; or
 - c. by extending student attendance hours on the necessary number of remaining school days.

If no such days remain in the fiscal year during which the emergency occurs, students shall make up the day(s) at the end of the school year or summer term.
2. All personnel who were prohibited from working during the emergency closing shall report to work on the scheduled make up days(s). If additional hours are added to student attendance days in order to make up the closed day(s), employees who work directly with students and all administrators shall work those additional hours. Overtime procedures and requirements will apply to hourly employees required to work beyond their normal number of work hours.
3. If the make-up time(s) scheduled by the Board were already scheduled as regular working time(s) for any employee group, that employee group shall not be required to work additional time in order to make up the closed, emergency days. The time during which regular employees are not allowed to report to work, per their established schedules, due to emergencies shall be considered paid emergency leave time and shall NOT be counted against any other type of leave available to these employees.

B. Emergency Closing During Time School is NOT in Session

If employees are prohibited from coming to work because of a Superintendent-declared emergency during times when school is not in session, the lost time shall be designated as paid emergency leave. Such leave will not be deducted from the employee's sick leave, and the employees shall not be required to make up the time designated as emergency leave time.

- C. If an employee was granted pre-approved leave for the time his/her school or facility was closed due to an emergency, that leave shall be re-designated as paid emergency leave.
- D. All employees required, by their supervisors, to work during an emergency closing shall be paid one and one-half times their normal hourly rate of pay for each hour worked during the closing. This rate of pay shall apply regardless of where the employee is assigned to work, by the supervisor, during the emergency closing. Total compensation paid an individual during emergency closings shall not exceed one and one-half times the

normal hourly rate of pay inclusive of paid emergency leave and payment for hours actually worked. These employees will not be required to report to work on make-up days unless such days are already part of their regular work calendar.

(F.S. 1001.49; 1011.60; SBR 6A-1.09533 Adopted: 10-17-96, Amended: 11-16-99)

2.32 USE OF REASONABLE FORCE

As provided by Florida Statute 1006.11, this policy establishes the standards for the use of reasonable force by Clay County school personnel. Such use shall be for the purpose of establishing and maintaining a safe and orderly learning environment and shall provide guidance to school personnel in dealing with disruptions to that environment.

A. Definition of Terms: The following definitions apply to terms used in this policy:

Learning Environment: All events and activities authorized by the School Board requiring an employee to be on duty in/out of the classroom setting.

Orderly: Devoid of disruption or violence; peaceful. An orderly environment is one in which learning can take place.

Disruption: An interruption of or impediment to the usual course of harmony.

Reasonable Force: Appropriate professional conduct including physical force as necessary to maintain a safe and orderly learning environment.

Safe: Preventing injury or loss of life; a safe environment is one in which persons are protected from injury or threat of injury.

School Personnel: Employee/individual hired by the School Board.

B. Conditions that may require use of reasonable force:

While the use of physical force may be needed at times in order to ensure a safe and orderly learning environment, alternatives to such force should be attempted, time permitting.

The use of reasonable force is permitted to protect students from:

1. conditions harmful to learning;
2. conditions harmful to students' mental health;
3. conditions harmful to students' physical health;
4. conditions harmful to safety;
5. other conditions which, in the judgment of on-site employee(s), threaten the safety and welfare of students or adults.

C. Guidelines for the determination of "reasonableness" of force:

When school personnel employ physical force in order to maintain or restore safety and/or order to a situation, determinants as to the reasonableness of such force shall include, but not be limited to:

1. severity of offense(s);
2. size and physical condition of participant(s);
3. patterns of behavior;
4. potential danger, physical and other;
5. availability of assistance;
6. other circumstances surrounding offense; and
7. actions taken prior to use of physical force.

D. Other factors:

1. Reasonable force cannot be excessive or cruel or unusual in nature.
2. Physical force being used should cease upon the restoration of a safe and orderly environment.
3. Nothing in this policy should be construed as addressing Clay County School Board policy (ies) on corporal punishment.
4. Use of these guidelines shall provide guidance to school personnel in receiving the limitations on liability specified by Florida Statutes.

(Ref. F.S. 1006.11; Adopted: 11/18/97; [1003.22](#); [1006.09](#))

2.33 VOLUNTEERS

- A. A volunteer is defined as any individual who assists in any school program without pay. School volunteers may include, but not be limited to, parents, senior citizens, students, grandparents, and others who assist the teacher or other members of the school staff.
- B. Volunteers will work within the guidelines established by the superintendent and the school administration and will work under the supervision of teachers and school staff members.
- C. As provided by Florida State School Board Rules, the principal of the school shall ensure that each volunteer and the supervising teacher or coordinator possess a clear understanding of state and district rules and policies relevant to volunteer responsibilities.
- D. The principal of the school shall ensure that:
 1. Volunteers do not pose a threat to the health, safety or welfare of the students or faculty members. The principal shall evaluate the background and acceptability of each volunteer as deemed necessary and may exclude anyone from volunteer service that he/she considers, for any reason, to be unacceptable.

2. When a volunteer is assigned duties requiring knowledge of rules, regulations or policies of a special nature, the staff member to whom the volunteer is assigned will ascertain that the volunteer possesses the necessary knowledge to perform such duties in a proper and reasonable manner.
 3. When a volunteer is expected to assume responsibility for assisting a teacher in promoting student learning, the volunteer possesses a clear understanding of all state and district instructional practices and policies relevant to volunteer responsibilities.
 4. When a volunteer is assigned duties requiring knowledge of instructional practices and policies of a specialized nature, the instructional staff member whom he or she is assisting ascertains in advance that the volunteer possesses the necessary knowledge.
 5. Volunteers will complete a period of supervised practice each time a new assignment is introduced.
 6. Accurate records of service, duties and training are maintained.
 7. The volunteer clearly understands the type of performance or behavior which the students are expected to demonstrate during the time the volunteer is working with them.
 8. Volunteers understand that they may not:
 - a. Establish educational objectives;
 - b. Make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives;
 - c. Make decisions regarding the appropriateness of certain teaching materials of accomplishing instructional objectives;
 - d. Make judgments regarding the attainment of instructional objectives unless these judgments are based upon clear and objective criteria;
 - e. Have access to permanent student records and/or student grades;
 - f. Give medication to students;
 - g. Discipline students;
 - h. Bring preschoolers or children not registered at the school where they volunteer except with the express permission of the principal of the school where they volunteer.
- E. Volunteers, who act as mentors to students or others at the request of the principal, are subject to background checks.

(Ref. ~~F.S. 1000.21~~; 1002.22; 1006.061; ~~SBR 6A-1.070~~)(Approved: 11/17/98, Amended: 12/17/09; -/-/2019)

2.34 SCHOOL BOARD EMPLOYEES WITH COMMUNICABLE DISEASES INCLUDING HIV, AIDS

- A. It is the School Board's intent to protect employees and students from exposure to infectious diseases, to risk occasioned by infectious diseases, and to provide reasonable accommodations to infected School Board employees.
- B. It is recognized that employees with any illness, may wish to continue to work. As long as employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to themselves nor to others, they shall be assured continued employment as would any other employees. If it becomes necessary, reasonable accommodations shall be made to enable the qualified individual to continue to work. An employee of the School Board who has a medical diagnosis of a communicable disease is encouraged to notify his/her supervisor that such a condition exists and, if necessary, to request consideration of the provision of reasonable accommodations.
- C. As is the case of all employees, if, based on objective factors, the supervisor believes that the employee is unable to safely and satisfactorily perform his/her complete duties and responsibilities, the Superintendent may require the employee to submit to medical examination by a physician chosen and paid for by the district.
- D. The fitness-for-duty medical information shall be obtained from a qualified health care or rehabilitation professional. The medical information must include, at least, the employee's diagnosis, prognosis, and functional limitations, an assessment of the degree of risk and severity of harm posed by the employee's disease, and an explanation of the need for reasonable accommodations.
- E. The medical information will be reviewed by a committee comprised of the employee, the Assistant Superintendent for Human Resources or designee, the employee's supervisor, a Clay County Public Health official and, if the employee desires and at the employee's expense, his/her personal physician. The committee shall evaluate the information available, take into account reasonable medical judgment that relies on the most current medical knowledge and/or the best available objective evidence, and determine whether or not the employee's condition poses a direct threat to himself or others. Each case shall be handled on its own merits, with consideration given to the degree of risk and probable harm posed by the employee's condition and the imminence and duration of the risk.
- F. The committee shall also determine the need for reasonable accommodations in order to allow the otherwise qualified employee to continue to perform the essential functions of his/her job. The identification of accommodations to be provided and recommendations regarding periodic medical and/or committee reevaluations shall also be the responsibility of the committee.
- G. All information regarding these matters shall be held in strict confidence and released only to those who have a legitimate need to know. The recommendations of the committee and all medical records provided shall be maintained in the employee's confidential file, separate from other personnel records.
- H. Employees of the board may not be compelled or required to reveal, disclose or report that they have been tested for and/or determined to be infected by the HIV or AIDS, submit to testing, or provide fitness-for-duty medical information for HIV.

2.35 ANTI-FRAUD

- A. It is the policy of the School Board that the commission of fraud and/ or fraudulent acts or concealment of fraud by any employee of the school district will not be tolerated. This policy applies to any fraud, suspected or observed, involving district staff/employees, outside support organizations, vendors, contractors, volunteers, and/or outside agencies doing business with the School Board, and any other persons or organizations in a position to commit fraud in carrying out their relation with the district and the School Board.
- B. Fraud is defined as the intentional falsification, misrepresentation or concealment of facts, by or at the direction of a district employee, acting in his/her capacity as a school district employee, for the purpose of obtaining some benefit for the employee or any other person or to induce another person to act to his/her detriment or the detriment of the school district.
- C. Fraud includes but is not limited to the following: lying to obtain material benefit; embezzlement; theft of property, funds or services; misappropriation and/or personal use of school district funds, property or equipment; collusion with third parties for their benefit and to the detriment of the district; falsifying, altering or forging school district, state or other government agency documents, forms or reports; accepting bribes, gifts or other favors from any person or organization under circumstances that indicate that the gift or favor was intended to influence the employee's decision making.
- D. All employees of the district have an affirmative obligation to report fraud to their supervisor or, if the circumstances warrant, directly to the Superintendent of Schools. If the observed or suspected fraud or fraudulent activity involved a school board member or the Superintendent, the report should be made to the School Board's attorney or the State of Florida's Chief Inspector General. Any employee who reports fraud in good faith shall not be subject to recrimination for having made the report. Whistleblower protection may apply to individuals who comply with the requirements for whistleblower protection under State law and who report alleged fraud or fraudulent activity directly to the Superintendent who serves as the agency chief inspector. Anonymous complaints for which no corroboration can be found will be retained by the District but pursuant to State law, shall not be placed in any employee's personnel file. Individuals who knowingly make a false report of fraud shall be subject to discipline. Failure to report known fraudulent acts or acts that reasonably appear to constitute fraud may be grounds for discipline.
- E. All allegations of fraud will be investigated by the appropriate district staff and will be reported to law enforcement if there is cause to believe that a criminal offense has occurred. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the district or any other employee of the district. Employees who are determined to have committed a fraudulent act as defined herein shall be subject to discipline, up to and including dismissal. Any non-employee identified in paragraph 1 above who is determined to have committed fraud as defined herein shall be permanently barred from further

association or business relations with the district. Employees who are dismissed shall not be eligible for rehire.

- F. The Superintendent, working in conjunction with the Internal Auditor, external auditors, and district staff will ensure that appropriate internal controls are in place to diminish the opportunities for theft, embezzlement and other fraudulent acts by employees. Such internal controls shall be reviewed and revised as necessary including but not limited to such times as an employee has been found to have committed fraud.
- G. Employees having been found to have committed or concealed fraud shall be disciplined as set forth in Human Resources Policy 2.17 (A)(4).

STATUTORY AUTHORITY: 1001.32, 1001.41, 1001.42, 1001.43, Florida Statutes

LAWS IMPLEMENTED: 1001.42, 1001.43, Florida Statutes (Adopted: 09/17/09) (Amended: 5/19/16)

2.36 FIREARMS AND CHEMICAL WEAPONS *New language Oct 2018 Bd approved*

A. Firearm Possession

~~Notwithstanding the provisions of any Florida Statute to the contrary, possession of a firearm or antique firearm, as defined in Fla. Stat. 790.001, on school property is prohibited. For purposes of this policy possession is defined to include, but not limited to, maintenance of a securely encased firearm or antique firearm in the locked or unlocked trunk, interior passenger compartment or interior or exterior storage compartment or a motor vehicle which is occupied or unoccupied and is either moving, standing or parked on school property, including but not limited to areas designated for motor vehicle operation or designated for motor vehicle parking. For purposes of this policy "school" is defined to include any pre-school facility, elementary school, middle school, junior high school, K-8 school, high school, secondary school, career center, post secondary school or any other facility owned or operated by the School Board for the purpose of educating students regardless of their age or grade level.~~

~~The prohibitions of this policy shall not apply to antique firearms as defined by Fla. Stat. 790.001 et seq, when the possession of said antique firearm is specifically authorized for legitimate education purposes by the Superintendent of schools. The prohibitions of this policy shall not apply to state or local law enforcement officers who are authorized by law to possess and carry firearms.~~

B. Defensive Chemical Sprays

~~Employees may possess and carry a self-defense chemical spray, as defined by Fla. Stat. 790.001(3) (b), on school property. Said self-defense chemical spray must be carried solely for the purpose of self-defense, must be compact in size, must be designed to be carried on or about the person and must contain no more than two (2) ounces of chemical. Any employee who carries a self-defense chemical spray shall not recklessly display said spray container, publish to students or any other person other than the site administrator the fact that such a spray is carried or brandish said spray container except in a self-defense situation.~~

~~(F.S. 790.001, 790.001(3) (b): Adopted: 12/16/10)~~

A. Firearm Possession

The possession of a firearm or antique firearm, as defined in Fla. Stat. 790.001, on school property is prohibited. For purposes of this policy, “possession” includes, but is not limited to, maintenance of a securely encased firearm or antique firearm in the locked or unlocked trunk, interior passenger compartment, or interior or exterior storage compartment of a motor vehicle which is occupied or unoccupied. For purposes of this policy, “school property” is defined to include any pre-school facility, elementary school, middle school, junior high school, K-8 school, high school, secondary school, career center, post-secondary school, and any other facility owned or operated by the School Board for the purpose of educating students regardless of their age or grade level.

The prohibitions of this policy shall not apply to “antique firearms,” as defined by Fla. Stat. 790.001, when the possession of said antique firearm is specifically authorized for legitimate education purposes by the Superintendent of schools. Further, such prohibitions shall not apply to:

1. “Law Enforcement Officers,” as defined by Fla. Stat. 790.01;
2. “School Resource Officers,” as defined by Fla. Stat. 1006.12;
3. “School Safety Officers,” as defined by Fla. Stat. 1006.12; or
4. “Coach Aaron Feis Guardians,” as defined by Fla. Stat. 30.15.

B. Defensive Chemical Sprays

Employees may possess and carry on school property a “self-defense chemical spray,” as defined by Fla. Stat. 790.001(3)(b). Said chemical spray must be carried solely for the purpose of self-defense, must be compact in size, must be designed to be carried on or about the person, and must contain no more than two (2) ounces of chemical spray. Any employee who carries a self-defense chemical spray shall not recklessly display said spray container, publish to students or any other person (other than the site administrator) the fact that such a spray is carried, or brandish said spray container except in a self-defense situation.

(Ref. F.S. §§ 30.15; 790.001; 1006.12) [Adopted 12/16/10; **Amended 10/04/18**]

~~SECTION~~ CHAPTER III
EMPLOYEE RELATIONS

3.01 EMPLOYEE RELATIONS POLICIES AND PROCEDURES

It is the intent of the Clay County School Board to implement a harmonious relationship between the School Board of Clay County and employee organizations in accordance with Chapter 447, Florida Statutes. Within the framework of laws and regulations of the State of Florida and the Federal government, the adoption of policies to govern public education is the legal responsibility of the School Board.

- A. The School Board of Clay County recognizes that organizations exist in which employees hold membership, as a result of their employment by the School Board. In developing and maintaining its relationships with such employee organizations, the Board will be guided by the following principles:
1. The Board, in its relationships with employee organizations, recognizes that the legally established responsibilities of the Board and school administration for policy making interpretation, and policy implementation cannot be delegated to organizations which are not a part of the official structure of the school system.
 2. The responsibilities of teachers and other employees of the school system must be clearly differentiated from their activities in employee organizations. As school system employees, they are responsible, commensurate with their assignments and competencies, to contribute satisfactorily to school operations.
 3. The membership of any employee of the Board in any employee organization shall be entirely voluntary and there shall be no discrimination against any employee by the Board or the school administration because of his membership or non-membership in such employee organizations.
 4. The School Board will provide, upon request, the opportunity to meet with its employees, under limitations imposed by statute and court decisions, with employee organizations to which it has extended official recognition, or which have been selected by a majority of the employees voting in an election, for collective bargaining purposes, and in accordance with policies and regulations adopted by the Board.

B. RECOGNITION OF EMPLOYEE ORGANIZATIONS

1. The Board may grant official recognition in accordance with Florida Statutes for purposes of collective bargaining to an employee organization upon the organization's compliance with all of the following:
 - a. Meet the registration requirements of Florida Statute 447.305.
 - b. Request recognition by the Board.
 - c. Submit to the Board's representative statements from a majority of employees in the proposed unit, which indicate their desire to be represented by the organization.
 - d. Provide, annually, the following information and/or resources to the Board:

- 1) The names of officers and Board of Directors of the organization.
- 2) The number of members in the organization to a disinterested third party, mutually selected, who shall relate the certified list to the Board.
- 3) A copy of the constitution, bylaws, and other documents of governance of the employee organization.
- 4) A statement adopted by the membership that inclusion in the organization is not barred on the basis of race, religion, or national origin.
- 5) A statement that the organization(s) will provide for each Board member, the Superintendent, the Board Attorney, the Assistant Superintendent for Human Resources, and school principals copies of all organization newspapers, special bulletins, and policy position statements.

2. Petitioning the Public Employee Relations Commission

If the Board refuses to recognize the employee organization, the employee organization may file a petition with the Public Employees Relations Commission, and meet all the other requirements of Florida Statute 447.307 in order to represent the employees of the proposed bargaining unit.

C. POLICIES AND PROCEDURES FOR COLLECTIVE BARGAINING

The following procedures will be used in the collective bargaining process between the School Board and those employee organizations, which have complied with the provisions in Section B.

1. The right to join or not to join organizations. It is recognized that employees of the School Board have the right to join or not to join any organization. Membership in any organization shall not be a prerequisite for employment or continuation of employment of any employee.
2. The Superintendent and the Board shall designate a Chief Negotiator and his assistants to represent the School Board and Superintendent in the collective bargaining process.
3. Consultants - The parties to the collective bargaining process may call upon consultants to assist in preparing for said discussions and to advise them during conference sessions. The expense of such consultants shall be borne by the party requesting them.
4. Time, place and length of meeting - Upon formal request of a certified employee organization for collective bargaining with the Board, meetings shall be conducted with the representative (Chief Negotiator) of the Superintendent and the Board for the purpose of a free exchange of facts, opinions, and proposals in an effort to reach mutual understandings and agreement. The discussion shall be held on neutral or mutually agreed upon grounds, and to the extent possible and practicable, shall be held at a time other than the regular working day.

5. Amendments - The Agreement between the School Board and a certified organization may be amended by mutual consent of all parties with written evidence of said consent being presented by each party of the other.
6. Propriety permits the School Board to expect any organization that participated in discussions to share the reasonable expenses incurred in the process. Any and all expenses incurred in these processes shall be borne equally by all parties, subject however, to the availability of funds properly budgeted by the Board from year to year.
7. Subjects - The School Board recognizes the concept that all children must be educated because society benefits from education. The School Board will not abdicate its responsibility in the enforcement of all laws and regulations required for the administration of the school system.
8. The Board reserves the right to communicate with its employees in spite of on-going negotiations.
9. The Board's negotiating team meeting with the School Board in executive session shall receive instruction relative to parameters on economic and non-economic matters which are subject to negotiation, prior to signing any tentative agreement to such matters at the bargaining table. The School Board shall be kept advised by its negotiating team of all tentative amendments to the contract prior to ratification.

D. UNLAWFUL ACTS

1. No School Board employee may participate in a strike against the Clay County School Board by instigating or supporting in any matter, a strike. Any violation of this section shall subject the violator to the penalties as stipulated under Florida Statutes.
2. Other unlawful acts as outlined in Chapter 447 of the Florida Statutes shall be forbidden.
3. Bargaining unit members shall be expected to comply with all state laws, regulations and rules which pertain to collective bargaining when engaged in related activities, and the public employer representative for collective bargaining and/or other designees of the Superintendent, the Superintendent, and the School Board shall be expected to enforce all laws, regulations, and rules which are related.

[Ref. F.S. 447] (Revised: 1-8-81) (Amended: 12-13-84, -/-/19)

3.02 EMPLOYEE COMPLAINT PROCEDURES

- A. Any claim by an employee or a group of employees that there has been a violation, misinterpretation, or misapplication of any rule, order or regulation of the Board or contract agreement to which the employee is a party, may be addressed as provided in this section.
 1. Employees covered by a collective bargaining agreement are to follow the procedures and guidelines for grievances as outlined in the appropriate collective bargaining agreement.

2. Employees not covered by a collective bargaining agreement:
 - a. The School District of Clay County operates under an open door policy in handling employee disputes or complaints. All such disputes or complaints are to be addressed with the immediate supervisor having responsibility over the employee, unless the complaint is with the supervisor. In such circumstances, the complaint or concern should be addressed with the administrator having supervisory responsibility over the individual who is the subject of the complaint.
 - b. If, after addressing the issue with the appropriate supervisor, the issue is unresolved, the employee making the complaint may appeal in writing to the Superintendent or his/her designee. Decisions rendered at this level shall be final. Nothing in this policy is intended, however, to bar any employee from seeking remedies that may otherwise be allowed by law.

School Board of Clay County

November 7, 2019 - Regular School Board Meeting

Title

D3 - Human Resources Special Action A

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments**Attachments**

🔗 [Special Action A.pdf \(Confidential\)](#)