

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

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

Recognitions and Awards

Presenters

- [1. Veritas Steel Grant Check Presentation to Project Lead The Way for Orange Park High School](#)
- [2. Pragmatic Works Check Presentation and Clay Education Foundation Update](#)
- [3. Cost Savings Report from Cenergistic, Inc.](#)
- [4. Florida Safe School Assessment Findings](#)

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

Presentations from the Audience (Public Comment)

Consent Agenda

Superintendent

[5. 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

[6. 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.](#)

Human Resources

7. C3 - Personnel Consent Agenda

☞ [Personnel Consent Agenda 10 3 2019.pdf](#)

8. 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

☞ [2.0 HUMAN RESOURCES.pdf](#)

☞ [2.00 APPENDICES A,B,C.pdf](#)

☞ [3.00 EMPLOYEE RELATIONS.pdf](#)

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

Instruction-Academic Services

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

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

10. C6 - Approval of the Florida Virtual School Contract Amendment

☞ [190013a FLVS Amendment.pdf](#)

Instruction-Climate and Culture

11. C7 - First Coast Mobile Audiology Independent Contractor Services Agreement 2019-20

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

12. C8 - Patricia Becton Transition Coach Contract 2019-2021

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

13. C9 - Clay County District Schools & St. Leo University Agreement

☞ [St. Leo University & CCDS.pdf](#)

Business Affairs

14. C10 - Proposed Allocation Changes for 2019-2020

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

Business Affairs-Purchasing

15. C11 - Deletion of Certain Items Report - September, 2019

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

16. C12 - BID Renewal

Operations

17. 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

18. 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
19. 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
20. 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
21. 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
22. C18 - Change Order #2 for Lakeside Junior High School Parking Lot Lighting Improvements
- ☞ ChgOrder2, LSJ Parking Lot Lighting Replacement.pdf
23. C19 - Change Order #2 for Wilkinson Junior High School Parking Lot Lighting Improvements
- ☞ ChgOrder2, WJH Parking Lot Lighting Replacement.pdf
24. C20 - Pre-qualification of Contractors
- ☞ Table for Board Backup Contractor Prequal, 10.3.19.pdf
25. 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
26. C22 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Orange Park High School HVAC Repair/Replacement Building 4 Gymnasium
27. 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
28. C24 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Keystone Heights High School Site Improvements (Sanitary Line).
29. C25 - Change Order #2 for Paterson Elementary School Fire Alarm Replacement
- ☞ CO 2 PES Fire Alarm Replacement.pdf
30. C26 - Change Order #2 for Fleming Island Elementary School Fire Alarm Replacement
- ☞ CO 2 FIE Fire Alarm Replacement.pdf
31. C27 - Change Order #2 for Orange Park Elementary School Fire Alarm Replacement
- ☞ CO 2 OPE Fire Alarm Replacement.pdf
32. C28 - Substantial and Final Completion of Paterson Elementary School Fire Alarm Replacement

[☞ PES Fire Alarm Substantial & Final.pdf](#)

[33. C29 - Substantial and Final Completion of Orange Park Elementary School Fire Alarm Replacement](#)

[☞ OPE Fire Alarm Substantial & Final.pdf](#)

[34. C30 - Substantial and Final Completion of Fleming Island Elementary School Fire Alarm Replacement](#)

[☞ FIE Fire Alarm Substantial & Final.pdf](#)

Adoption of Consent Agenda

[35. Adoption of Consent Agenda](#)

CCEA Update

CESPA Update

Superintendent's Update and Presentations

Discussion Agenda

Superintendent

[36. D1 - 2020 Legislative Priorities](#)

School Board Member

[37. 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. \(Submitted by Mrs. Studdard\)](#)

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

Human Resources

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

School Board Attorney Remarks

School Board Member Remarks

Adjournment

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

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

Description

Veritas Steel has committed \$10,000 over the next three years for the Project Lead The Way program at Orange Park High School.

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

Terry Connor, Asst. Superintendent, Curriculum & Instruction; terrence.connor@myoneclay.net; (904) 336.6904

Financial Impact

None

Review Comments**Attachments**

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

Pragmatic Works Check Presentation and Clay Education Foundation Update

Description

Presentations

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal**Recommendation**

N/A

Contact

Makayla Buchanan, Executive Director of Clay Education Foundation; makayla.buchanan@myoneclay.net

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

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

Cost Savings Report from Cenergistic, Inc.

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Financial Impact

Review Comments

Attachments

DRAFT

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

Florida Safe School Assessment Findings

Description

Clay County District Schools, Safety and Security team must present their Florida Safe Schools Assessment findings and recommendations to the District School Superintendent and the District School Board which identify strategies and activities that the District School Board should implement in order to address the findings and improve school safety and security.

Gap Analysis**Previous Outcomes****Expected Outcomes**

Agenda review - Listen to safety and security present findings from the Florida Safe School Assessments.

Board Meeting- Present to the public and board members a broad overview of the assessment findings. Not to disclose any particular findings from each school

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

Presentation only

Contact

John Ward, Director of Safety and Security, (904) 336-6846, john.ward@myoneclay.net

Financial Impact

No Financial Impact

Review Comments**Attachments**

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

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.

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;

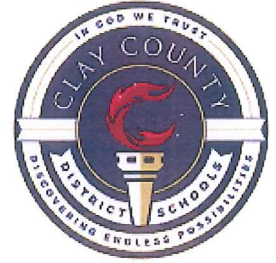
Financial Impact

None

Review Comments

Attachments

- 🔗 [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 of Clay County

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

August 27, 2019 - School Board Workshop

Date: Aug 27 2019 (9:00 a.m.)

Invocation (Mary Bolla)

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.)

Workshop Items

1. Review Draft Agenda for Regular School Board Meeting on September 5, 2019

📎 [september-5-2019-regular-meeting-and-public-hearing-on-the-2019-2020-budget_agenda_packet\(2\).pdf](#)

Minutes:

Public Hearing on the Budget - Budget items include the required reviews, public hearing for comments, adoption of millages and resolutions.

Presents:

- Pragmatic Works check presentation to Clay Education Foundation
- The Chemours Company check presentation to Keystone Heights Elementary School

CONSENT ITEMS:

- C1 Minutes of previous meetings - no discussion;
- C2 School Board Member Out-of-County?out-of-State Travel Expenses Estimated for FY 2019-2020 - new state requirement requires prior approval;
- C3 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;
- C4 Personnel Consent Agenda - multiple Maintenance job descriptions; to bring them up to date;
- C5 Ratify 2019-2020 Amendment to CCEA Master Contract - for ratification;
- C6 Ratify 2020-2022 Master Contract with CESPA - for ratification;
- C7 Kelly Services Custodial and Cafeteria Substitute Amendment - adds custodial/cafeteria substitutes to current contract; hard to fill positions;
- C8 CTE Out of State and Overnight Field Trips - projections for the entire year; state conferences and competitions;
- C9 K-12 Out of County Student Travel - routine student trips;
- C10 2019-2020 Dual Enrollment Articulation Agreement - no classes taught but we do send students to Florida State College;
- C11 OPMC Partnership 2019-2020 MOU - helps fund multiple district events;
- C12 College/University Agreements for Student Placement - pre-interns;
- C13 Mental Health Allocation Assistance Plan Outcome and Expenditure Report - provides supplemental funding to establish and expand mental health programs;
- C14 Proposed Allocation Changes 2019-2020 - includes movement/reassignments of guardians to meet needs;
- C15 NSF Write Off Permission - uncollectible checks;
- C16 Budget Amendment Report for June 2019 - no discussion;

- C17 Superintendent's Annual Financial Report for FYE 6/30/3019 - no discussion;
- C18 Deletion of Certain Items Report - August 2019 - routine report;
- C19 Bid to be Awarded - award to ADM Industry Group LLC for grounds maintenance and landscaping;
- C20 RFP to be Awarded - lease/purchase for up to 100 school buses;
- C21 Florida Safe Schools Assessments Acceptance Letter - confirms security assessments for all schools;
- C22 Sheriff's Office Guardian Certification MOU - sheriff's certification of guardians;
- C23 Pre-Qualification of Contractors - routine;
- C24 Change Order #1 for RHS Re-Roof Bldg 7 and 10 - for gutter boxes and materials;
- C25 Schmatic/Preliminary/Final Plans & Specs for DIS Cafeteria Expansion - to increase capacity;

DISCUSSION:

- D1 Approve Resolution to place the question of appointment versus election of Superintendent of Schools on a December 10, 2019, special election ballot (Kerekes) - no discussion;
- D2 Approve Resolution for Half-Cent Sales Tax (Studdard) - add for General Election in November 2020;
- D3 School Resource Officer Coverage for District Charter Schools (Gilhousen) - Mrs. Gilhousen requested backup be added from the original plans that were discussed in 2018;
- D4 HR Special Actions - none at this time;
- D5 Public Hearing - 2019-2020 Procedures Manual for Instructional Resources - as advertised;
- D6 Public Hearing - revisions to Policy 4.06H, Homeless Students - as advertised;
- D7 Public Hearing - boundary realignment at DOE, TES, OLJ, WJH - as advertised;

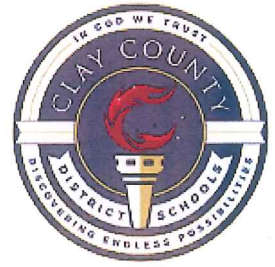
Closing Comments:

The final report from the OPPAGA audit will be shared with the Board during Superintendent's Update at the September meeting.

Questions from the Audience**Superintendent Comments****School Board Comments****Adjournment** (9:52 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)

August 27, 2019 - School Board Special Meeting

Date: Aug 27 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. Approval of School Improvement Plans for Schools Designated Comprehensive Support and Improvement

- ☞ [Turnaround Option Plan for CEB \(1\).pdf](#)
- ☞ [SIP 2019-20 10-Clay 0020-Florida Youth Challenge Academy.pdf](#)
- ☞ [SIP 2019-20 10-Clay 0111-R. C. Bannerman Learning Center.pdf](#)
- ☞ [SIP 2019-20 10-Clay 0112-Pace Center For Girls Clay.pdf](#)
- ☞ [SIP 2019-20 10-Clay 0113-Amikids Clay County.pdf](#)
- ☞ [SIP 2019-20 10-Clay 7023-Clay Virtual Academy.pdf](#)
- ☞ [SIP 2019-20 10-Clay 0071-Charles E. Bennett Elementary School\(1\).pdf](#)

Minutes:

Superintendent Davis explained the requirement for Comprehensive Support and Improvement (SC&I) schools and that in order to fulfill the requirements schools are required to complete a School Improvement Plan (SIP). Schools are designated as SC&I when they have:

1. a school grade of D or F
2. a graduation rate of 67% or lower
3. an overall Federal Index below 41%

For these schools, the SIP must be approved by the School Board as well as the Bureau of School Improvement.

Discussion included the interventions for addressing deficiencies in student performance at Charles E. Bennett Elementary School.

Public Comments: Renna Lee Paiva

Ms. Paiva stated that on behalf of the Clay County Education Association, they were rejecting all School Improvement Plans except for Charles E. Bennett because those plans had not gone through review by the CCEA committee as outlined in the collective bargaining contract. Following discussion, a Special Meeting was set for August 30, 2019, at 9:00 a.m., to give the CCEA time to review the plans, and for the Board to approve the plans and still meet the state's submission deadline.

Motion

Motion to approve the Turnaround Option Plan and School Improvement Plan for Charles E. Bennett

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 delay action on remaining plans

Vote Results (Approved)

Motion: Mary Bolla

Second: Ashley Gilhousen

Janice Kerekes - Aye


Carol Studdard - Aye


Ashley Gilhousen - Aye

Mary Bolla - Aye

Tina Bullock - Aye

2. Approval of Turnaround School Supplemental Service Allocation

 [TSSSA Application for Clay County.pdf](#)

 [MOU for CEB.pdf](#)

Minutes:

Superintendent Davis explained the new categorical fund, Turnaround School Supplement Services Allocation, that was created during the 2019 legislative session to provide supplemental services for schools that meet certain criteria. Mr. Davis reviewed the specific criteria for eligibility, and gave examples of the services that can be provided under the plans and the minimum areas that must be established in the plans.

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. Proposed Allocation Changes for 2019-2020

 [Allocation Summary - August 27, 2019.pdf](#)

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

Presentations from the Audience

Superintendent Comments

School Board Comments

Adjournment (11:05 a.m.)

Superintendent of Schools

School Board Chairman

DRAFT



School Board of Clay County

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

August 30, 2019 - School Board Special Meeting

Date: Aug 30 2019 (9:00 a.m.)

Invocation (Carol Studdard)

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

Agenda Items

1. Approval of School Improvement Plans for Schools Designated Comprehensive Support and Improvement

☞ [SIP 2019-20 10-Clay 0020-Florida Youth Challenge Academy.pdf](#)

☞ [SIP 2019-20 10-Clay 0111-R. C. Bannerman Learning Center.pdf](#)

☞ [SIP 2019-20 10-Clay 0112-Pace Center For Girls Clay.pdf](#)

☞ [SIP 2019-20 10-Clay 0113-Amikids Clay County.pdf](#)

☞ [REVISED SIP 2019-20 10-Clay 7023-Clay Virtual Academy\(1\).pdf](#)

Minutes:

Superintendent Davis thanked the CCEA for their willingness to meet and work through the review process.

Michael McAuley, Assistant Superintendent for Climate and Culture, noted one minor edit to the action step in the Clay Virtual Academy plan related to teacher-student contact regarding those students that are off-track for success. Per CCEA consult, added reference to state statute regarding required teacher contact with student when failing.

Board discussion followed regarding PACE and a question raised pertaining to transportation provisions for Keystone students. Mr. Davis will look into the matter and update the Board.

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

Presentations from the Audience (None)**Superintendent Comments**[2. Hurricane Dorian Update](#)**Minutes:**

Superintendent Davis gave an update on the trajectory of the storm's path and the district's preparations and possible school closures. Mr. Davis will continue to monitor the storm and stay in close communication with Emergency Management. He will keep the Board posted of any changes. There was brief discussion about TRIM guidelines should it become necessary to move the September 5, 2019, Regular board meeting which includes the final public hearing on the 2019-2020 budget.

School Board Comments (None)**Adjournment** (9:14 a.m.)

Superintendent of Schools

School Board Chairman

DRAFT



School Board of Clay County

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

September 5, 2019 - Regular Meeting and Public Hearing on the 2019-2020 Budget

Date: Sep 05 2019 (6:00 p.m.)

Invocation (Dr. Iana Harris - Administrative Pastor, Freedom Destiny 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.)

Public Hearing on the Budget

1. Review the 2019-2020 Final Millage, Rolled-Back Rate Calculation, and the 2019-2020 Budget (All Funds)

- 🔗 [Total Budget All Funds.pdf](#)
- 🔗 [2019-2020 DOE ESE 139.pdf](#)
- 🔗 [Final Budget Presentation 9-5-19.pdf](#)

Minutes:

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, used the attached PowerPoint to review the rolled-back calculation, final proposed millages, and the 2019-2020 Budget for all funds. The total millage levy is 7.047 and the total budget for all funds is \$448,800,119. A tax increase was advertised because the millage rate to be levied is more than the roll-back rate by 19.44 percent.

2. Public Hearing for Comments on the 2019-2020 Budget and Millages

Minutes:

The public hearing was opened by the Chair for comments on the 2019-2020 proposed budget and millages.

1. Delores Lansford
2. Patricia Shaffer
3. Sandy Russell
4. Phillip Jones
5. Teresa Dixon
6. Gerald Schaeffer
7. Jessica Willis
8. Richard Overman
9. Sarah Davis (Comments were delayed because they pertain to Discussion Item D3)
10. Josh Allen
11. Susie Ludwig
12. Tina Tillman
13. Paul Holman
14. Grayson Jones (Comments were delayed because they pertain to Use of Facilities)

15. Victoria Kidwell

16. Amy Fehrs

The public hearing was closed and Board discussion followed in which many of the questions raised by the public were answered and/or clarified.

3. Adopt the 2019-2020 Required Local Effort Mill Levy

Motion

Motion to adopt the 2019-2020 final proposed required local effort mill levy of 3.799 with a proposed amount to be raised of \$48,280,899. The RLE millage includes basic RLE of 3.791 and a prior period adjustment millage of .008.

Vote Results (Approved)

Motion: Janice Kerekes

Second: Tina Bullock

Janice Kerekes	- Aye
Carol Studdard	- Aye
Ashley Gilhousen	- Aye
Mary Bolla	- Aye
Tina Bullock	- Aye

4. Adopt the 2019-2020 Basic Discretionary Operating Mill Levy

Motion

Motion to adopt the 2019-2020 final proposed base discretionary millage of .748 with a proposed amount to be raised of \$9,506,215.

Vote Results (Approved)

Motion: Tina Bullock

Second: Mary Bolla

Janice Kerekes	- Aye
Carol Studdard	- Aye
Ashley Gilhousen	- Aye
Mary Bolla	- Aye
Tina Bullock	- Aye

5. Adopt the 2019-2020 Local Capital Improvement Fund Mill Levy

Motion

Motion to adopt the 2019-2020 final proposed capital outlay millage of 1.500 with a proposed amount to be raised of \$19,063,266.

Vote Results (Approved)

Motion: Mary Bolla

Second: Ashley Gilhousen

Janice Kerekes	- Aye
Carol Studdard	- Aye
Ashley Gilhousen	- Aye
Mary Bolla	- Aye
Tina Bullock	- Aye

6. Adopt the 2019-2020 Additional Voted One Mill Levy

Motion

Motion to adopt the 2019-2020 final proposed voted millage of 1.00 with a proposed amount to be raised of \$12,708,844

Vote Results (Approved)

Motion: Ashley Gilhousen

Second: Janice Kerekes

Janice Kerekes - Aye

Carol Studdard - Aye

Ashley Gilhousen - Aye

Mary Bolla - Aye

Tina Bullock - Aye

7. Adopt the 2019-2020 Total Mill Levy.

[2019-20 Total Millage.pdf](#)

Motion

Motion to adopt the 2019-2020 final proposed total millage will equal 7.047 with a total amount to be raised of \$89,559,224. The total millage rate to be levied is more than the roll-back rate by 19.44 percent.

Vote Results (Approved)

Motion: Janice Kerekes

Second: Tina Bullock

Janice Kerekes - Aye

Carol Studdard - Aye

Ashley Gilhousen - Aye

Mary Bolla - Aye

Tina Bullock - Aye

8. Adopt the Final 2019/20 – 2023/24 Educational Facilities Plan

[Educational Facilities Plan 2019-2020 FINAL.pdf](#)

Motion

Motion to approve the Final 2019-2020 to 2023-2024 Educational Facilities Plan.

Vote Results (Approved)

Motion: Tina Bullock

Second: Mary Bolla

Janice Kerekes - Aye

Carol Studdard - Aye

Ashley Gilhousen - Aye

Mary Bolla - Aye

Tina Bullock - Aye

9. Adopt the Budget (All Funds) for 2019-2020

[Total Budget All Funds.pdf](#)

Motion

Motion to adopt the tentative budget for the 2019-2020 school year as follows: General Operating in the amount of \$350,463,947; Special Revenue Budget in the amount of \$1,831,548; Debt Service Budget in the amount of \$5,852,725;

Capital Outlay Budget in the amount of \$51,647,871, for a total Final Budget of \$448,800,119.

Vote Results (Approved)

Motion: Mary Bolla

Second: Ashley Gilhousen

Janice Kerekes - Aye

Carol Studdard - Aye

Ashley Gilhousen - Aye

Mary Bolla - Aye

Tina Bullock - Aye

10. Resolution #20-03 Florida Department of Education Resolution Determining Revenues and Millages Levied

[Resolution #20-03 .pdf](#)

Motion

Motion to approve Resolution #20-03 determining the 2019-2020 Final Revenues and Millages levied for fiscal year 2019-2020.

Vote Results (Approved)

Motion: Ashley Gilhousen

Second: Janice Kerekes

Janice Kerekes - Aye

Carol Studdard - Aye

Ashley Gilhousen - Aye

Mary Bolla - Aye

Tina Bullock - Aye

11. Resolution #20-04 Adopting the 2019-2020 Final Budget

[Resolution #20-04 Adopting Final Budget.pdf](#)

Motion

Motion to approve Resolution #20-04 adopting the Final 2019-2020 Budget.

Vote Results (Approved)

Motion: Janice Kerekes

Second: Tina Bullock

Janice Kerekes - Aye

Carol Studdard - Aye

Ashley Gilhousen - Aye

Mary Bolla - Aye

Tina Bullock - Aye

Student Showcase (None)

Recognitions and Awards (None)

Presenters

~~12. Pragmatic Works check presentation to Clay Education Foundation~~

13. The Chemours Company check presentation to Keystone Heights Elementary School

Minutes:

Mrs. Melanie Sanders, Principal of the school, introduced Jodi Briscoe, the Gifted teacher at Keystone Heights Elementary School who wrote a grant proposal for STEM materials for the KHE Science Lab. The Chemours company gave the school a check for \$10,000 with a guarantee of an additional \$5,000 a year for the next four years. Chemours staff present at the meeting were Philip Pombier (Regional Unit Manager), Jessica Stacy (Technical Account Manager), and Nicole Newell (Starke, Florida Plant Manager).

School Showcase (Paterson Elementary School - John O'Brian, Principal)

Presentations from the Audience (Public Comment)

14. Public Comments

Minutes:

- Grayson Jones - use of facilities; policy pertaining to rentals;
- Shannon Hube - class size for ASD classes;
- Amy Green - ASD class sizes at POE;
- Katherine Morrison - class size;
- Victoria Kidwell - contract approval; class size;

Consent Agenda

Superintendent

15. C1 - Minutes of Workshop on July 23, 2019; Special Meeting (Budget) on July 23, 2019; Special Meeting (Exceptions Hearing) on July 23, 2019; Special Meeting on July 30, 2019; and Regular Meeting on August 1, 2019.

- 📎 [July 23rd Workshop Meeting Minutes.pdf](#)
- 📎 [July 23rd Special Budget Meeting Minutes.pdf](#)
- 📎 [July 23rd Special Meeting Minutes.pdf](#)
- 📎 [July 30th Special Meeting Minutes.pdf](#)
- 📎 [August 1st Regular Meeting Minutes.pdf](#)

School Board Member

16. C2 - School Board Member Out-of-County/Out-of-State Travel Expenses Estimated for FY 2019-2020

School Board Attorney

~~17. C3 - 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.~~

Human Resources

18. C4 - Personnel Consent Agenda

- 📎 [Personnel Consent Agenda 9 5 2019.pdf](#)

19. C5 - Ratify the 2019-2020 Amendment to the 2018-2020 Master Contract between the Clay County Education Association and the Clay County School Board

- 📎 [2019-2020 RAT PACK SUMMARY CCEA.pdf](#)

20. C6 - Ratification of the 2020-2022 Master Contract between the Clay Educational Staff Professional Association and the Clay County School Board

- 📎 [2019-2020 RAT PACK SUMMARY CESPA.pdf](#)

21. C7 - Kelly Services Custodial and Cafeteria Substitute Amendment

- 📎 [Kelly Services Contract Amendment.pdf](#)

[🔗 Kelly Services Executed.pdf](#)

Instruction-Career and Technical Education

[22. C8 - CTE Out of State and Overnight Field Trips](#)

[🔗 CTSO's Event Calendars.pdf](#)

Instruction-K-12 Academic

[23. C9 - Approval of Out of County Student Travel - K-12 Academic](#)

[🔗 Sept 2019- Student Travel.pdf](#)

[24. C10 - 2019-2020 Dual Enrollment Articulation Agreement Between SBCC and FSCJ](#)

[🔗 Sept 2019- FSCJ - SBCC DEAA 2019-20.pdf](#)

[25. C11 - CCSB and OPMC Partnership 2019-2020 Memorandum of Understanding](#)

[🔗 Sept 2019 - 2019-20 OPMC Agreement.pdf](#)

[26. C12 - COLLEGE/UNIVERSITY AGREEMENTS FOR STUDENT PLACEMENT](#)

[🔗 200040 Grand Canyon Univ.pdf](#)

[🔗 Clay County District Schools Clean with Addendum and COI 082119 Partially-Executed.pdf](#)

[🔗 2019 Sept 5 - Executed C12 Walden Univ.pdf](#)

Instruction-Climate and Culture

[27. C13 - 2018-29 Mental Health Allocation Assistance Plan Outcome and Expenditures Report](#)

[🔗 2018-2019 MHAAP Report Final.pdf](#)

[🔗 MHAA-ReportChecklist.pdf](#)

Business Affairs

[28. C14 - Proposed Allocation Changes for 2019-2020](#)

[🔗 Allocation Summary - September 5, 2019.pdf](#)

[29. C15 - NSF Write Off Permission](#)

[🔗 NSF Write off Board meeting Sept 5 2019.pdf](#)

Business Affairs-Accounting

[30. C16 - Budget Amendment Report for June 2019](#)

[🔗 June 2019 Budget Amendment Report.pdf](#)

[31. C17 - Superintendent's Annual Financial Report for the FYE 6-30-2019](#)

[🔗 Annual Financial Report.pdf](#)

[🔗 2019 Sep 5 - PC34 edit 8.29.19.pdf](#)

[🔗 Revised PC34 edit 9.5.19.pdf](#)

Business Affairs-Property

[32. C18 - Deletion of Certain Items Report - August, 2019](#)

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

Business Affairs-Purchasing

[33. C19 - BID to be Awarded](#)

34. C20 - RFP to be Awarded

[!\[\]\(eb3ff164f79f6658783ec1f6462fa176_img.jpg\) C20 DRAFT Lease Purchase Agreement TDEFClay County.pdf](#)

Operations35. C21 - Florida Safe Schools Assessments Acceptance Letter

[!\[\]\(ed6754fb969b73e72f998151e17d90e7_img.jpg\) 2019. 20 FSSAT MEMORANDUM FOR SCHOOL BOARD.pdf](#)

[!\[\]\(da429e12a05eb927178659682de93cbb_img.jpg\) 2019 Sep 5 - Executed C21 Acceptance Letter.pdf](#)

36. C22 - Sheriff's Office Guardian Certification MOU

[!\[\]\(e82bb7a73cab40c77fe69a7e55ffd735_img.jpg\) 19.20 CCSO CCDS Guardian MOU.pdf](#)

[!\[\]\(868cd8bec65c3e41dda30683af45e20b_img.jpg\) 2019 Sep 5 - Executed C22 Guardian Certification MOU.pdf](#)

Operations-Facilities37. C23 - Pre-qualification of Contractors

[!\[\]\(1d37fe9f90e68314090b436c97697f59_img.jpg\) Table for Board Backup Contractor Prequal, 9.5.19.pdf](#)

38. C24 - Change Order #1 for Ridgeview High School Re-Roof Buildings 7 and 10

[!\[\]\(a4d16c8a41cabf411fc07876e1ffe25d_img.jpg\) ChgOrder1, RHS ReRoof Buildings 7 and 10.pdf](#)

39. C25 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Doctors Inlet Elementary School Cafeteria Expansion.**Adoption of Consent Agenda**40. Adoption of Consent Agenda**Minutes:**

Prior to adoption, the following public comments were heard in support of the contract ratifications and new insurance rates (Item C6):

- Rhonda Bowers
- Lonnie Roberts
- Lynn Sparks

Chair Studdard noted, regarding C17 Superintendent's Annual Financial Report, that Clay Charter School's report was not received in time to be included as part of the Cost Report. The report has now been received and was distributed to the Board at the meeting to be included as part of the item. The Annual Financial Report will be updated in the minutes to reflect the inclusion of Clay Charter.

Following the approval of the Consent Agenda, both union presidents came forward and the CCEA and CESPA Collective Bargaining Agreements (C5 and C6) were officially signed.

Motion

Motion to approve the Consent agenda with the exception of C3 which was withdrawn and the noted change to C17

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

41. OPPAGA Performance Report

 [Supt's Update - OPPAGA.pdf](#)

 [Years of Service.pdf](#)

Minutes:

Superintendent Davis began with the Champions of Change, recognizing employees who have been with the school district for 30 and 40 years. See attached list with employee names and their years of service.

Mr. Davis' update included a visual presentation on the performance audit conducted by the Office of Program Policy Analysis and Government Accountability (OPPAGA). His review included the purpose of the audit, the Executive Summary from OPPAGA, the district's Management Letter response, and next steps.

Discussion Agenda

School Board Member

~~42. D1 - Approve Resolution to place the question of appointment versus election of Superintendent of Schools on a December 10, 2019 special election ballot. (Kerekes)~~

43. D2 - Approve Resolution for Half-Cent Sales Tax to appear on November 2020 General Election Ballot (Studdard)

 [Resolution.pdf](#)

 [Exhibit A.pdf](#)

 [Exhibit B.pdf](#)

Minutes:

Public Comments:

- Delores Lansford
- Dr. Richard Overman

Mrs. Studdard explained her desire to move ahead by taking this surtax to the voters in the November 2020 General Election. Discussion ensued in which Board members offered their support.

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

44. D3 - School Resource Officer Coverage for District Charter School (Gilhousen)

Minutes:

Public Comments: Sarah Davis

Mrs. Gilhousen referred to a memorandum provided to Board Members by Board Attorney Bruce Bickner on this topic. She recommended that the item be delayed until the October meeting to allow for further review of the issues that were raised. Mrs. Gilhousen noted that the charter schools currently have plans in place for school security.

Motion

Motion to postpone the item to the October 3, 2019, school board meeting

Vote Results (Approved)

Motion: Ashley Gilhousen

Second: Janice Kerekes

Janice Kerekes	- Aye
Carol Studdard	- Aye
Ashley Gilhousen	- Aye
Mary Bolla	- Aye
Tina Bullock	- Aye

Human Resources[45. D4 - Human Resources Special Action A](#)**Minutes:**

There were no special actions.

Instruction-Instructional Resources[46. D5 - Public Hearing to approve as advertised the adoption of the 2019-2020 Procedures Manual for Instructional Resources](#)

🔗 [Redlined Copy Proposed 2019-2020 CCDS Instructional Resources Department Procedures Manual \(3\).pdf](#)

🔗 [Updates to 2019-20 IR Procedures Manual \(2\).pdf](#)

Minutes:

Chair Studdard opened the public hearing. With no one present to speak to the item, the public hearing was closed.

Motion

Motion to approve

Vote Results (Approved)

Motion: Janice Kerekes

Second: Tina Bullock

Janice Kerekes	- Aye
Carol Studdard	- Aye
Ashley Gilhousen	- Aye
Mary Bolla	- Aye
Tina Bullock	- Aye

Instruction-Climate and Culture[47. D6 - Public Hearing to approve as advertised the revisions to School Board Policy 4.06.H., Homeless Students](#)

[checklist with notes.pdf](#)

[Revisions to Homeless Policy 4.06.pdf](#)

[Notice of Intent to Advertise Public Hearing on 4.06 Homeless Students RTISE SB Policy.docx - Google Docs.pdf](#)

Minutes:

Chair Studdard opened the public hearing. With no one present to speak to the item, the public hearing was closed.

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

Operations-Facilities

[48. D7 - Public hearing to approve, as advertised, the Boundary Realignment at Discovery Oaks Elementary, Tynes Elementary, Oakleaf Junior High and Wilkinson Junior High Schools.](#)

[Oakland Hill attend zone.pdf](#)

Minutes:

Chair Studdard opened the public hearing. With no one present to speak to the item, the public hearing was closed.

Motion

Motion to approve

Vote Results (Approved)

Motion: Janice Kerekes

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

[49. Comments](#)

Minutes:

Board member comments were heard.

Adjournment (10:16 p.m.)

Superintendent of Schools

School Board Chairman

DRAFT

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

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.

Description

As a result of the hearing before the full School Board, a Final Order has been generated in the above referenced case which incorporates the School Board's findings

Gap Analysis

The Final Order must be entered in order to bring this case to resolution

Previous Outcomes

Administrative law Judge, Lawrence P. Stevenson, entered a Recommended Order in this matter. This Final Order supersedes his prior Order.

Expected Outcomes

Entry of this Final Order will bring this matter to conclusion.

Strategic Plan Goal

N/A

Recommendation

Approve Final Order

Contact

David Broskie, Assistant Superintendent of Human Resources

Financial Impact

Undetermined

Review Comments

Attachments

School Board of Clay County

October 3, 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 September 5, 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 10 3 2019.pdf](#)

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

October 3, 2019

TABLE OF CONTENTS

I.	<u>Administrative Actions</u>	
A.	2018-2019 Appointments	I-A, p. 1
B.	2018-2019 Re-Appointments	I-B, p. 1
C.	2018-2019 Redesignations	I-C, p. 1
D.	2018-2019 Transfers	I-D, p. 1
E.	2018-2019 Resignations, Retirements, Conclude Employment	I-E, p. 1
F.	2018-2019 Supplements	I-F, p. 1
A.	2019-2020 Appointments	I-A, p. 1
B.	2019-2020 Re-Appointments	I-B, p. 1
C.	2019-2020 Redesignations	I-C, p. 1
D.	2019-2020 Transfers	I-D, p. 1
E.	2019-2020 Resignations, Retirements, Conclude Employment	I-E, p. 1
F.	2019-2020 Supplements	I-F, p. 1
II.	<u>Job Descriptions and Supporting Documents</u>	
A.	NONE	II-A, p.1
III.	<u>Instructional Actions</u>	
A.	2018-2019 Appointments	III-A, p. 1
B.	2018-2019 Reappointments	III-B, p. 1
C.	2018-2019 Redesignations	III-C, p. 1
D.	2018-2019 Transfers	III-D, p. 1
E.	2018-2019 Resignations/Retirements/Conclude Employment	III-E, p. 1
F.	2018-2019 Supplements	III-F, p. 1
G.	2018-2019 Pending Appointments	III-G, p. 1
H.	2018-2019 Out of Field	III-H, p. 1
A.	2019-2020 Appointments	III-A, p. 1
B.	2019-2020 Reappointments	III-B, p. 1
C.	2019-2020 Redesignations	III-C, p. 1-2
D.	2019-2020 Transfers	III-D, p. 1
E.	2019-2020 Resignations/Retirements/Conclude Employment	III-E, p. 1
F.	2019-2020 Supplements	III-F, p. 1-5
G.	2019-2020 Pending Appointments	III-G, p. 1
H.	2019-2020 Out of Field	III-H, p. 1
IV.	<u>Instructional Miscellaneous Actions</u>	
A.	2018-2019 Summer School	IV-A. p. 1
B.	2018-2019 Community Education	IV-B. p. 1
C.	2018-2019 Adult Education	IV-C. p. 1
A.	2019-2020 Summer School	IV-A. p. 1
B.	2019-2020 Community Education	IV-B. p. 1
C.	2019-2020 Adult Education	IV-C. p. 1

V. Instructional Substitute Teacher Actions

- A. 2018-2019 Substitute Teacher Approval (None)
- A. 2019-2020 Substitute Teacher Approval (None)

V-A. p. 1

V-A. p. 1

VI. Support Actions

- A. 2018-2019 Appointments
- B. 2018-2019 Reappointments
- C. 2018-2019 Redesignations
- D. 2018-2019 Transfers
- E. 2018-2019 Resignations/Retirements/Conclude Employment
- F. 2018-2019 Supplements
- A. 2019-2020 Appointments
- B. 2019-2020 Reappointments
- C. 2019-2020 Redesignations
- D. 2019-2020 Transfers
- E. 2019-2020 Resignations/Retirements/Conclude Employment
- F. 2019-2020 Supplements

VI-A, p. 1

VI-B, p. 1

VI-C, p. 1

VI-D, p. 1

VI-E, p. 1-2

VI-F, p. 1

VI-A, p. 1-11

VI-B, p. 1

VI-C, p. 1

VI-D, p. 1-4

VI-E, p. 1

VI-F, p. 1

DRAFT

I. Administrative Actions**A. APPOINTMENT**

	Name/Assignment	Site	Contract
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DRAFT

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

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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I. Administrative Actions**C. RE-DESIGNATION**

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

I. Administrative Actions**D. TRANSFER**

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

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

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

I. Administrative Actions**F. SUPPLEMENT**

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

I. Administrative Actions**A. APPOINTMENT**

Name/Assignment	Site	Contract
BOESE, TRUDI J GRAPHIC DESIGNER 12 MONTH	SUPERINTENDENT/	Effective 2019-09-03 12 MONTH / Annual
DOBSON, LISA MARIE FNS MANAGER FOOD SERVICES INTE CAFETERI	FOOD NUTRITION SERVICES	Effective 2019-08-19 CAFETERI / Annual
HOWARD, LORI LYNNE FNS MANAGER FOOD SERVICES INTE CAFETERI	FOOD NUTRITION SERVICES	Effective 2019-08-19 CAFETERI / Annual

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

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

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

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

I. Administrative Actions**D. TRANSFER**

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

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

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
HOWARD, LORI LYNNE RHS CAFE ASSISTANT 6.25 HOURS 9 MON CA	FOOD NUTRITION SERVICES	Effective 2019-08-16 RESIGNATION

I. Administrative Actions**F. SUPPLEMENT**

Name/Assignment	Site	
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DRAFT

II. Job Description Actions

NONE

DRAFT

III. Instructional Actions

A. APPOINTMENT

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

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

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

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

Name/Assignment	Site	Effective/Action
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DRAFT

III. Instructional Actions**D. TRANSFER**

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

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

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
0.4	ANGRY, TAMMIE MARIE LAJ COMPUTER LAB ASSISTANT 9 MON SU	RIDGEVIEW HIGH	Effective 2019-06-05 RESIGNATION
0.6	ANGRY, TAMMIE MARIE LAJ SCHOOL SEC ADMINISTRATION 10 MONTH	RIDGEVIEW HIGH	Effective 2019-06-07 RESIGNATION
0.9	CONNER, COURTNEY DENISE ROE BEHAVIORAL HEALTH ASST 9 MON SU	SHADOWLAWN ELEM	Effective 2019-06-05 RESIGNATION
0.9	JACKSON, JESSICA C WEC GENERAL HEALTH ASSISTA 9 MON SU	LAKESIDE ELEMEN	Effective 2019-06-05 RESIGNATION
	LIEHRMANN, AMY SUMMERLIN HMR COUNSELOR, ELEM LNG TRM	COUNTY-WIDE LEAVE	Effective 2019-06-07 CONCLUDE EMPLOYMENT
0.9	SCARBROUGH, CAROLYN LAJ GENERAL HEALTH ASSISTA 9 MON SU	WILKINSON JUNIO	Effective 2019-06-05 RESIGNATION
	WILKINSON, KELLY L CEB TITLE I ASSISTANT 9 MON SU	CLAY HIGH	Effective 2019-06-05 RESIGNATION

III. Instructional Actions**F. SUPPLEMENT**

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

III. INSTRUCTIONAL ACTIONS

2018-2019

G. PENDING APPOINTMENTS

Name / Assignment

Site

Contract

NONE

DRAFT

III. INSTRUCTIONAL ACTIONS 2018-2019

H. OUT OF FIELD

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

III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	BOKTOR, TUODORA SAMIR GCJ TEACHER, MATHEMATICS, JH 10 MONTH	GREEN COVE SPRI	Effective 2019-09-13 10 MONTH / Instructional Probationary Annual
	COLBERT, JENNIFER C TES TEACHER, PRE-KDG ESE 10 MONTH	TYNES ELEMENTAR	Effective 2019-08-28 10 MONTH / Instructional Probationary Annual
0.2	FRAMPTON, MELISSA SYLVIA KHH COUNSELOR SH 10 MO SPECIAL	KEYSTONE HEIGHT	Effective 2019-09-18 SPECIAL / Instructional Probationary Annual
	HALCOMB, DONNA C CHS COUNSELOR, SH 11 MO 11 MONTH	CLAY HIGH	Effective 2019-09-03 11 MONTH / Instructional Probationary Annual
	HOPSON, BOBBY A OHS TEACHER, READING, SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-09-11 10 MONTH / Instructional Probationary Annual
	JOSEY, JENNIFER DANETTE GCJ TEACHER, MATHEMATICS, JH 10 MONTH	GREEN COVE SPRI	Effective 2019-09-13 10 MONTH / Instructional Probationary Annual
	NIX, GABRIELLE A CEB TEACHER, SC, FOURTH GR 10 MONTH	CHARLES E. BENN	Effective 2019-08-27 10 MONTH / Instructional Probationary Annual
	TRAYLOR, VICKY R CEB TEACHER, SC, FIFTH GR 10 MONTH	CHARLES E. BENN	Effective 2019-08-23 10 MONTH / Instructional Probationary Annual
	TRAYWICK, BENJAMIN D MBE TEACHER, PHYSICAL ED EL 10 MONTH	MIDDLEBURG ELEM	Effective 2019-08-30 10 MONTH / Instructional Probationary Annual
	WASHINGTON, ARIEL P WEC TEACHER, VE/INCLUSION 10 MONTH	W.E. CHERRY ELE	Effective 2019-08-26 10 MONTH / Instructional Probationary Annual
	WOOD, SUSAN ALLISON CEB TEACHER, CURRICULUM COACH 10 MONTH	CHARLES E. BENN	Effective 2019-08-30 10 MONTH / Instructional Probationary Annual

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

Name/Assignment	Site	Contract
HILL, CATHERINE ANN PES TEACHER, SC, THIRD GR 10 MONTH	PATERSON ELEMEN	10 MONTH / Annual

DRAFT

III. Instructional Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
ACKERMAN, CASSIDY IRENE LES TEACHER, PRE-KDG ESE (OOF) 10 MONTH	LAKESIDE ELEMEN	Effective 2019-08-06 /transfer from / LES TEACHER, PRE-KDG ESE / 10 MONTH
BORCHERDING, GREGORY ALLEN OLJ TEACHER, GIFTED 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-06 / redesignated from / OLJ TEACHER, GIFTED Out of field / 10 MONTH
BROWN, JASON EDWARD POE TEACHER, PHYSICAL ED EL (OOF) 10 MONTH	PLANTATION OAKS	Effective 2019-08-13 /transfer from / POE TEACHER, PHYSICAL ED EL / 10 MONTH
BURY, DEBORAH ANN WES TEACHER, SC, SIXTH GR (OOF) 10 MONTH	WILKINSON ELEME	Effective 2019-08-06 /transfer from / WES TEACHER, SC, SIXTH GR / 10 MONTH
ECCLES, MATTHEW THOMAS OPJ TEACHER, SCIENCE, JH (OOF) 10 MONTH	ORANGE PARK JUN	Effective 2019-08-12 /transfer from / OPJ TEACHER, SCIENCE, JH / 10 MONTH
FERRER, PATRICIA L ROE TEACHER, AUTISM SPECTR DIS 10 MONTH	RIDEOUT ELEMENT	Effective 2019-08-06 / redesignated from / ROE TEACHER, AUTISM SPECTR DIS Out of field / 10 MONTH
HARRIS, ISABELLA CEB TEACHER, VE/INCLUSION 10 MONTH	CHARLES E. BENN	Effective 2019-08-20 / redesignated from / CEB TEACHER, VE/INCLUSION Out of field / 10 MONTH
HARWELL, JOSHUA SEAN OPH TEACHER, VE/INCLUSION 10 MONTH	ORANGE PARK HIG	Effective 2019-08-23 / redesignated from / OPH TEACHER, VE/INCLUSION Out of field / 10 MONTH
LEVINE, HILLARY MICHELLE RHS TEACHER, READING, SH (OOF) 10 MONTH	RIDGEVIEW HIGH	Effective 2019-08-13 /transfer from / RHS TEACHER, READING, SH / 10 MONTH
MUZAFFAR, HINNA DOE TEACHER, SC, THIRD GR 10 MONTH	DISCOVERY OAKS ELEMENTARY	Effective 2019-08-06 / redesignated from / DOE TEACHER, SC, THIRD GR Out of field / 10 MONTH
O MEARA, DESIRAE NOELLE DOE TEACHER, SC, SECOND GR 10 MONTH	DISCOVERY OAKS ELEMENTARY	Effective 2019-08-06 / redesignated from / DOE TEACHER, SC, SECOND GR Out of field / 10 MONTH
OGLESBY, WENDY ANN RVE TEACHER, SC, FIRST GR (OOF) 10 MONTH	RIDGEVIEW ELEME	Effective 2019-08-06 /transfer from / RVE TEACHER, SC, FIRST GR / 10 MONTH
RELATION, BRIDGETTE R DOE TEACHER, SC, FIFTH GR 10 MONTH	DISCOVERY OAKS ELEMENTARY	Effective 2019-08-06 / redesignated from / DOE TEACHER, SC, FIFTH GR Out of field / 10 MONTH
SYKES, MARY TORODE WJH COUNSELOR, JH 10 MONTH 10 MONTH	WILKINSON JUNIO	Effective 2019-08-06 / redesignated from / WJH COUNSELOR, JH 10 MONTH Out of field / 10 MONTH
TOLENTINO, CAROLINE D OPJ TEACHER, SOC STUD, JH	ORANGE PARK JUN	Effective 2019-08-12 /transfer from / OPJ TEACHER,

III. Instructional Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	(OOF) 10 MONTH		SOC STUD, JH / 10 MONTH
	TYSON, SANDRA MELODY CVA TEACHER, ASSIGNMENT (OOF) 10 MONTH	CLAY VIRTUAL AC	Effective 2019-08-06 /transfer from / CVA TEACHER, ASSIGNMENT / 10 MONTH
0.2	WASHINGTON, ARIEL P WEC TITLE I ASSISTANT 9 MON SU	W.E. CHERRY ELE	RE-DESIGNATE FROM .9 ESE ASST BEHAVIORAL HEALTH TO .9 ESE ASST BEHAVIORAL HEALTH .1 TITLE 1 ASST EFFECTIVE 08/09/2019
	WOOD, WILLIAM H LAE TEACHER, AUTISM SPECTR DIS 10 MONTH	LAKE ASBURY ELE	Effective 2019-08-06 / redesignated from / LAE TEACHER, AUTISM SPECTR DIS Out of field / 10 MONTH

III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
ALT-REVELS, JOETTE ANN CEB TEACHER, CURRICULUM COACH 10 MONTH	CHARLES E. BENN	Effective 2019-09-10 /transfer from / OHS TEACHER, READING, SH
EVANS, VICTORIA A CEB TEACHER, SC, FOURTH GR 10 MONTH	CHARLES E. BENN	Effective 2019-09-10 /transfer from / MRE TEACHER, SC, FIRST GR
FRISBEE, STEPHANIE WILLIAMS PES TEACHER, SC, KINDERGARTEN 10 MONTH	PATERSON ELEMEN	Effective 2019-09-09 /transfer from / ROE DEPT HD (3-5)
FRISBEE, STEPHANIE WILLIAMS PES TEACHER, SC, KINDERGARTEN 10 MONTH	PATERSON ELEMEN	Effective 2019-09-09 /transfer from / ROE TEACHER, SC, KINDERGARTEN
GANAS, DONNA TANNER CEB TEACHER, SC, FOURTH GR 10 MONTH	CHARLES E. BENN	Effective 2019-09-10 /transfer from / MBE TEACHER, SC, SECOND GR
HINKLE, WENDY MORGAN CEB TEACHER, CURRICULUM COACH 10 MONTH	CHARLES E. BENN	Effective 2019-08-27 /transfer from / FYA TEACHER, BUSINESS ED
HOBBS, KIMBERLY MARIE TES TEACHER, SC, KINDERGARTEN 10 MONTH	TYNES ELEMENTAR	Effective 2019-08-28 /transfer from / CEB TEACHER, SC, FIRST GR
JEFFRIES, STACEY P CEB TEACHER, SC, SIXTH GR 10 MONTH	CHARLES E. BENN	Effective 2019-09-10 /transfer from / MBE TEACHER, SC, SIXTH GR
SENTERS, APRIL D DIS COUNSELOR, ELEM 10 MONTH	DOCTORS INLET E	Effective 2019-09-06 /transfer from / CHS COUNSELOR, SH 11 MO
SHODD, CHERYL ANN POE TEACHER, AUTISM SPECTR DIS 10 MONTH	GROVE PARK ELEM	Effective 2019-09-16 /transfer from / GPE TEACHER, SC, FIFTH GR

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	BICE, JOSHUA DAVID WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	WILKINSON JUNIO	Effective 2019-08-21 RESIGNATION
	DAVIS, MICHELLE CATHERINE GCJ TEACHER, MATHEMATICS, JH 10 MONTH	GREEN COVE SPRI	Effective 2019-08-29 RESIGNATION
0.2	FORSTER, WHITNEY NICOLE KHH COUNSELOR SH 10 MO SPECIAL	KEYSTONE HEIGHT	Effective 2019-08-16 RESIGNATION
	FOWLER, BRENDA M RHS SECRETARY 12 MO 12 MO SU	KEYSTONE HEIGHT	Effective 2019-08-05 RESIGNATION
	FRYER, ROBERT WALTER GCJ (.128) SIXTH PERIOD SUPPLEME	GREEN COVE SPRI	Effective 2019-08-29 RESIGNATION
	FRYER, ROBERT WALTER GCJ TEACHER, MATHEMATICS, JH 10 MONTH	GREEN COVE SPRI	Effective 2019-08-26 RESIGNATION
	HENRY, CALONDA L ESE TEACHER, SPEECH CLINICIAN 10 MONTH	RIDEOUT ELEMENT	Effective 2019-09-13 RESIGNATION
0.4	ROSE, HEIDI JEANNINE MHS TEACHER, ART, SH 10 MONTH	MIDDLEBURG HIGH	Effective 2019-08-27 RESIGNATION
0.6	ROSE, HEIDI JEANNINE MHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	MIDDLEBURG HIGH	Effective 2019-08-27 RESIGNATION
	ROSSI, HALEY ANN MHS TEACHER, FOREIGN LANG, SH 10 MONTH	MIDDLEBURG HIGH	Effective 2019-08-09 CONCLUDE EMPLOYMENT
	SIEGERS, JONATHAN DAVID CEB TEACHER, SC, FOURTH GR 10 MONTH	CHARLES E. BENN	Effective 2019-09-11 RESIGNATION
	WARREN, XAVBRYELLE A OLJ COUNSELOR, JH 10 MONTHS 10 MONTH	OAKLEAF JUNIOR	Effective 2019-09-06 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	ALLEN, LISA L CGE DEPT HD (3-5) SUPPLEME	COPPERGATE ELEM	Appointment
	BEGIN, MARGARET E MHS PEER TEACHER SUPPLEME	MIDDLEBURG HIGH	Appointment
	BLANTON, MARGO DEEANN RHS SOCCER HEAD JV SUPPLEME	W.E. CHERRY ELE	Resignation
	BOWMAN, MICHAEL DAVID BLC (.128) SIXTH PERIOD SUPPLEME	BANNERMAN LEARN	Appointment
	BRIGHTMAN, DESTINY LASHELLE CVA (.128) SIXTH PERIOD SUPPLEME	CLAY VIRTUAL AC	Appointment
	BROWN, LISA LUANNE STS PEER TEACHER SUPPLEME	STUDENT SERVICE	Appointment
	BUCKLEW, BAIRE FIH SOFTBALL FP HD JV SUPPLEME	FLEMING ISLAND	Appointment
0.5	BUONOPANE, KAREN MICHELLE RHS JUNIOR CLASS SPONSOR SUPPLEME	RIDGEVIEW HIGH	Appointment
	CASTELLI, BARBARA JEAN STS PEER TEACHER SUPPLEME	STUDENT SERVICE	Appointment
0.5	CHAMPAGNE, TIMOTHY JAMES RHS SOPHMORE CLASS SPON SUPPLEME	RIDGEVIEW HIGH	Appointment
	CLYATT, TIMOTHY RAY BLC (.128) SIXTH PERIOD SUPPLEME	BANNERMAN LEARN	Appointment
	COLLIER, THOMAS MICHAEL FIH SOCCER HEAD JV SUPPLEME	FLEMING ISLAND	Appointment
0.5	DAVIS, MICHELLE CATHERINE GCJ DEPT HD (3-5) SUPPLEME	GREEN COVE SPRI	Resignation
0.5	DECK, JULIE LYNN CGE DEPT HD (3-5) SUPPLEME	COPPERGATE ELEM	Appointment
	DOBSON, JANET ALEXANDRA OPJ (.128) SIXTH PERIOD SUPPLEME	ORANGE PARK JUN	Appointment
	DUBIS, KIMBERLY N BLC (.128) SIXTH PERIOD SUPPLEME	BANNERMAN LEARN	Appointment
	DUFFORD, BRENDA LEE DOE PEER TEACHER SUPPLEME	DISCOVERY OAKS ELEMENTARY	Appointment
	EASTMAN, TONIA JEAN RHS (.128) SIXTH PERIOD SUPPLEME	RIDGEVIEW HIGH	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
0.5	FRISBEE, STEPHANIE WILLIAMS ROE DEPT HD (3-5) SUPPLEME	PATERSON ELEMEN	Resignation
	FULENWIDER, KRISTIN LAROE LAJ PEER TEACHER SUPPLEME	LAKE ASBURY JUN	Appointment
	GAYNES, DEBRA E CHS PEER TEACHER SUPPLEME	CLAY HIGH	Appointment
	GLOVER, ASHLEY ROSE SPC DEPT HD (3-5) SUPPLEME	SWIMMING PEN CR	Appointment
0.5	GOODMAN, KAITLYN DENNETTE OPJ ACADEMIC COACH, LOCAL SUPPLEME	ORANGE PARK JUN	Resignation
	HALL, STEPHANIE SUE CVA (.128) SIXTH PERIOD SUPPLEME	CLAY VIRTUAL AC	Appointment
2.0	HILL, KATHLEEN LYNN STS PEER TEACHER SUPPLEME	STUDENT SERVICE	Appointment
	HOFFMANN, KARA L CEB PEER TEACHER SUPPLEME	CHARLES E. BENN	Appointment
0.5	HOLMGREN, RACHEL ANN LJH ANNUAL STAFF JH SUPPLEME	LAKESIDE JUNIOR	Appointment
	HOPE, SHAUNDRICKA LA SHAWN GPE PEER TEACHER SUPPLEME	GROVE PARK ELEM	Appointment
	IVEY, DARRELL MARCINE FIH SOCCER HEAD SH SUPPLEME	THUNDERBOLT ELE	Resignation
	JOHNSON, ANGELA LOUANN LAJ PEER TEACHER SUPPLEME	LAKE ASBURY JUN	Appointment
	JOHNSON, TABITHA J OPJ PEER TEACHER SUPPLEME	ORANGE PARK JUN	Appointment
0.5	JOHNSON, TRACE MORGAN RHS SOPHMORE CLASS SPON SUPPLEME	RIDGEVIEW HIGH	Resignation
	JOSHUA, SARAH ALICE LAJ VOLLEYBALL HD JH SUPPLEME	WILKINSON ELEME	Appointment
	KINGSTON, JOAN LOUISE STS PEER TEACHER SUPPLEME	STUDENT SERVICE	Appointment
0.5	KNIGHT, SHERRILL NICOLE OHS SOPHMORE CLASS SPON SUPPLEME	OAKLEAF HIGH SC	Appointment
	KNOTTS, KRISTEN DANIELLE LES TT1 SUP ED	LAKESIDE ELEMEN	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
	KUCZLER, LISA EMILY LJH SCI FAIR COOR LOCAL SUPPLEME	LAKESIDE JUNIOR	Appointment
0.5	LAFONTANT, FLORENCE GLADYS RHS DANCE TEAM SH SUPPLEME	RIDGEVIEW HIGH	Appointment
0.5	LANNOM, CHRISTOPHER PHILLIP OHS FOOTBALL ASST HS 25% SUPPLEME	OAKLEAF HIGH SC	Appointment
0.5	LANNOM, CHRISTOPHER PHILLIP OHS FOOTBALL ASST SH 75% SUPPLEME	OAKLEAF HIGH SC	Appointment
	LEITHEISER, BETH COLLEEN KHH PEER TEACHER SUPPLEME	KEYSTONE HEIGHT	Appointment
	LOWE, KIMBERLY ANN RHS PEER TEACHER SUPPLEME	RIDGEVIEW HIGH	Appointment
0.5	MANSEL-TUCKER, TAMARA D RHS DANCE TEAM SH SUPPLEME	CAREER AND TECHN	Appointment
	MARTIN, CRAIG EDWARD MHS SCI FAIR COOR LOCAL SUPPLEME	MIDDLEBURG HIGH	Appointment
	MILLER, HEATHER D CGE PEER TEACHER SUPPLEME	COPPERGATE ELEM	Appointment
	MILLER, KAREN B WES DEPT HEAD (6-10) SUPPLEME	WILKINSON ELEM	Appointment
0.5	MILLER, PAULA DENISE RHS SOPHMORE CLASS SPON SUPPLEME	RIDGEVIEW HIGH	Appointment
	MILLER, VICTORIA LIEN CHS (.128) SIXTH PERIOD SUPPLEME	CLAY HIGH	Appointment
	MISKOWSKI, KIMBERLY M CGE PEER TEACHER SUPPLEME	COPPERGATE ELEM	Appointment
	MOORE, JENNIFER JANELL CGE PEER TEACHER SUPPLEME	COPPERGATE ELEM	Appointment
	MOUSLEY, MORGAN LEE CHS DISCRETIONARY SUPPLEME	CLAY HIGH	Appointment
	MUFFLEY, JESSICA MARIE GPE DEPT HD (3-5) SUPPLEME	GROVE PARK ELEM	Appointment
2.0	NACHTSHEIM, KARLA S STS PEER TEACHER SUPPLEME	STUDENT SERVICE	Appointment
	NETTLES, ALEKSANDRA	ORANGE PARK JUN	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	OPJ ACADEMIC COACH, LOCAL SUPPLEME		
	PATRIARCA, KYLEE A GCJ (.128) SIXTH PERIOD SUPPLEME	GREEN COVE SPRI	Appointment
0.5	PEREZ, CYBEL CRISTINA OHS SOPHMORE CLASS SPON SUPPLEME	OAKLEAF HIGH SC	Appointment
	QUALLS, BEVERLY A OPJ PEER TEACHER SUPPLEME	ORANGE PARK JUN	Appointment
	RACE, PAMELA LEENELL TES PEER TEACHER SUPPLEME	TYNES ELEMENTAR	Appointment
	REDFORD, APRIL LYNN WJH (.128) SIXTH PERIOD SUPPLEME	WILKINSON JUNIO	Appointment
	REMSEN, KENNETH MAYNARD CHS PEER TEACHER SUPPLEME	CLAY HIGH	Appointment
	RICHARDSON, CLAYTON SWANN CHS DISCRETIONARY SUPPLEME	CLAY HIGH	Resignation
	RODRIGUEZ RODRIGUEZ, WILSON-O LAJ SCI FAIR COOR LOCAL SUPPLEME	LAKE ASBURY JUN	Appointment
	SCHOFIELD, SHELIA PETERSON OLJ PEER TEACHER SUPPLEME	OAKLEAF JUNIOR	Appointment
	SCOTT, JACOB THOMAS OHS FOOTBALL ASST HS 25% SUPPLEME	OAKLEAF HIGH SC	Appointment
	SCOTT, JACOB THOMAS OHS FOOTBALL ASST SH 75% SUPPLEME	OAKLEAF HIGH SC	Appointment
	SHEPHERD, KATHRYN MAY ROE DEPT HD (3-5) SUPPLEME	RIDEOUT ELEMENT	Appointment
	SHERIDAN, JANICE M LJH DEPT HEAD (6-10) SUPPLEME	LAKESIDE JUNIOR	Appointment
	SMITH, LAURA ELIZABETH CEB TITLE 1 SUP ED SUPPLEME	CHARLES E. BENN	Appointment
	SNOW, NANCY J CEB PEER TEACHER SUPPLEME	CHARLES E. BENN	Appointment
	SOMMERS, SHERRY L ROE ESE INTERVENTION FAC. SUPPLEME	RIDEOUT ELEMENT	Appointment
	STEINER, JOHN ARMAND GCJ DEPT HD (3-5) SUPPLEME	GREEN COVE SPRI	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	STUTZ, AIMEE LYNNE RHS SOPHMORE CLASS SPON SUPPLEME	RIDGEVIEW HIGH	Resignation
	SULLIVAN, BETSY H KHH PEER TEACHER SUPPLEME	KEYSTONE HEIGHT	Appointment
	SWENSON, EDWIN OTTO LAJ PEER TEACHER SUPPLEME	LAKE ASBURY JUN	Appointment
	TAYLOR, LAURA M CGE TT1 SUP ED SUPPLEME	COPPERGATE ELEM	Appointment
	TAYLOR, LEE C OPH SOFTBALL FP HD SH SUPPLEME	ORANGE PARK HIG	Appointment
	TOMPKINS, VICTORIA A BLC (.128) SIXTH PERIOD SUPPLEME	BANNERMAN LEARN	Appointment
	WALLS, MELANIE DAWN KHH PEER TEACHER SUPPLEME	KEYSTONE HEIGHT	Appointment
	WALSH, SHARON KAY FYA PEER TEACHER SUPPLEME	SCHOOL IMPROVEM	Appointment
0.5	WILLIAMS, KELLY NICHOLE LJH ANNUAL STAFF JH SUPPLEME	LAKESIDE JUNIOR	Appointment
	YOUNG, BERNICE MIRANDA OHS SOPHMORE CLASS SPON SUPPLEME	OAKLEAF HIGH SC	Resignation

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

Name

Subject

OOF Subject

Site

DRAFT

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

No Data Available

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

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

No Data Available

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

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

VI. Support Actions

B. RE-APPOINTMENT

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

VI. Support Actions

C. RE-DESIGNATION

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

VI. Support Actions**D. TRANSFER**

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

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	BAKER, AMANDA NICOLE CGE CUSTODIAN LNG TRM	COUNTY-WIDE LEAVE	Effective 2019-06-28 RESIGNATION
0.9	BISSON, SHARON ELIZABETH KHH GENERAL ASSISTANT 9 MON SU	KEYSTONE HEIGHT	Effective 2019-06-05 RESIGNATION
	BLOUNT, JOSEPHINE C RHS CAFE ASSISTANT 3.5 HOURS 9 MON CA	RIDGEVIEW HIGH	Effective 2019-06-04 RESIGNATION
	BONHAM, ROBERT L FNS CAFE VAN DRIVER 7.5 HOURS 9 MON SU	FOOD NUTRITION SERVICES	Effective 2019-06-04 RESIGNATION
	CARRICK, ALLISON T CHS LICENSED PRAC NURSE 10 MONTH	CLAY HIGH	Effective 2019-06-07 RESIGNATION
	CHANNELL, WALTER OWENKEITH TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-06-05 RESIGNATION
	FREDRICH, HANNAH M GCJ CAFE ASSISTANT 3.25 HOURS LNG TRM	GREEN COVE SPRI	Effective 2019-06-04 RESIGNATION
	GILFORD, TRENT LEMAR RHS COMPUTER LAB ASSISTANT 9 MON SU	RIDGEVIEW HIGH	Effective 2019-06-05 RESIGNATION
0.9	HILL, CHRISTINE RVE GENERAL ASSISTANT 9 MON SU	RIDGEVIEW ELEME	Effective 2019-06-05 RESIGNATION
0.9	HILL, ERIN E ROE GENERAL ASSISTANT 9 MON SU	RIDEOUT ELEMENT	Effective 2019-06-05 RESIGNATION
	JONES, MIRIAM NICOLE RVE CAFE ASSISTANT 5.5 HOURS 9 MON CA	RIDGEVIEW ELEME	Effective 2019-06-05 RESIGNATION
0.9	KELLER, SHARON T WES GENERAL ASSISTANT 9 MON SU	WILKINSON ELEME	Effective 2019-06-05 RESIGNATION
0.9	LANOUX JR, CAROL L BLC BEHAVIORAL HEALTH ASST 9 MON SU	BANNERMAN LEARN	Effective 2019-06-05 RESIGNATION
0.8	LEINO, TAMMY JO OVE GENERIC CLASSROOM ASSISTAN 9 MON SU	OAKLEAF VILLAGE	Effective 2019-06-05 RESIGNATION
	LOCKETT, NINA MARIE TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-06-05 RESIGNATION
0.9	LOMBARDO, CHERYL ANN TES BEHAVIORAL HEALTH ASST LNG TRM	TYNES ELEMENTAR	Effective 2019-06-05 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	MALDONADO, ANNE M BLC BEHAVIORAL HEALTH ASST 9 MON SU	BANNERMAN LEARN	Effective 2019-06-05 RESIGNATION
	MCAVOY, THERESA JEANE TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-06-05 RESIGNATION
0.9	MCMINN, MARY LYNNE SLE GENERAL ASSISTANT LNG TRM	SHADOWLAWN ELEM	Effective 2019-06-05 RESIGNATION
	OSE, CYNTHIA ANN MRE CAFE ASSISTANT 6 HOURS LNG TRM	MCRAE ELEMENTAR	Effective 2019-06-05 RESIGNATION
	PAINTER, SHELLY LYNN RHS CAFE ASSISTANT 3.5 HOURS 9 MON CA	RIDGEVIEW HIGH	Effective 2019-06-05 RESIGNATION
0.9	PERRY, GINA F RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-06-05 RESIGNATION
	RIDAUGHT, OPAL E MRE CLASSROOM ASSISTANT PREK 9 MON SU	MCRAE ELEMENTAR	Effective 2019-06-05 CONCLUDE EMPLOYMENT
	SMALLS, EARL TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-06-05 RESIGNATION
0.9	SMITH, KATHLEEN MARIE RHS GENERAL ASSISTANT 9 MON SU	RIDGEVIEW HIGH	Effective 2019-06-05 RESIGNATION
0.8	VARONA-ELLISON, ALICIA GPE GENERIC CLASSROOM ASSISTAN 9 MON SU	GROVE PARK ELEM	Effective 2019-06-05 RESIGNATION
	WHISMAN, KANDICE CHRISTINE TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-06-05 RESIGNATION

VI. Support Actions**F. SUPPLEMENT**

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

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.8	ABRAMOWITZ, RACHEL M MCE GENERIC CLASSROOM ASSISTAN 9 MON SU	MONTCLAIR ELEME	Effective 2019-08-12 9 MON SU / Annual
0.8	ACOSTA, MARIA V OHS ESOL CLASSROOM ASSISTANT 9 MON SU	OAKLEAF HIGH SC	Effective 2019-08-09 9 MON SU / limited
0.8	ADAMS, TAMARA LYNETTE GPE SCHOOL SECRETARY 10 MONTH 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Annual
0.2	ADAMS, TAMARA LYNETTE GPE TITLE I ASSISTANT 9 MON SU	GROVE PARK ELEM	Effective 2019-08-09 9 MON SU / Annual
	ADERMAN, KELLE R ROE CAFE ASSISTANT 6 HOURS 9 MON CA	RIDEOUT ELEMENT	Effective 2019-08-12 9 MON CA / Annual
0.9	ALFORD, FANNIE DERING LAE BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY ELE	Effective 2019-08-09 9 MON SU / Annual
	ALLEN SR, DANIEL A OPH CUSTODIAN 12 MO SU	ORANGE PARK HIG	Effective 2019-08-05 12 MO SU / Annual
0.9	ARBIR, MICHELE LYNN TES GENERAL ASSISTANT 9 MON SU	TYNES ELEMENTAR	Effective 2019-08-09 9 MON SU / limited
0.9	BAGASAN, CRISTINA N KHH GENERAL HEALTH ASSISTA 9 MON SU	KEYSTONE HEIGHT	Effective 2019-08-30 9 MON SU / Annual
	BAILEY, ROSE MARY CGE CUSTODIAN 12 MO SU	COPPERGATE ELEM	Effective 2019-08-06 12 MO SU / Annual
	E0200681 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual
0.9	BAXLEY, STACY K ROE BEHAVIORAL HEALTH ASST 9 MON SU	RIDEOUT ELEMENT	Effective 2019-08-12 9 MON SU / Annual
	BEMIS, AUDREY LYNNE TES CAFE ASSISTANT 7 HOURS 9 MON CA	TYNES ELEMENTAR	Effective 2019-08-12 9 MON CA / Annual
0.9	BERTIE, ANDREA BELLE RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-08-09 9 MON SU / Annual
0.9	BLITCHINGTON, ASHLEY LORRAINE BLC BEHAVIORAL HEALTH ASST 9 MON SU	BANNERMAN LEARN	Effective 2019-08-21 9 MON SU / Annual
	E0200687 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	E0200683 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual
	E0200685 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual
	BRYANT, EUGENIA S TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
	BURT, JACQUILINE LYNN AES CAFE ASSISTANT 6 HOURS 9 MON CA	ARGYLE ELEMENTA	Effective 2019-08-12 9 MON CA / Annual
	BUTLER, CATHY L OHS CAFE ASSISTANT 6 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2019-08-12 9 MON CA / Re-employed retiree, A/C support
	BYRD, SHELIA VERNESE TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
0.9	CARTER, CATHERINE E GCJ BEHAVIORAL HEALTH ASST 9 MON SU	GREEN COVE SPRI	Effective 2019-08-15 9 MON SU / Annual
	E0200689 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual
	CAYANAN, JOSEPHINE GPE SECRETARY 11 MO 11 MONTH	GROVE PARK ELEM	Effective 2019-07-29 11 MONTH / Annual
	COCHRAN, MAGEN H LAJ CAFE ASSISTANT 3.75 HOURS 9 MON CA	LAKE ASBURY JUN	Effective 2019-08-12 9 MON CA / Annual
	COCKFIELD, KIMBERLY D TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
	E0200691 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual
0.8	COOPER, REBEKAH V POE HEALTH ASSISTANT 9 MON SU	PLANTATION OAKS	Effective 2019-08-09 9 MON SU / Annual
	COWART, GLORIA ANNETTE TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
0.9	CRABTREE, KRYSTAL LYNN KHE BEHAVIORAL HEALTH ASST 9 MON SU	KEYSTONE HEIGHT	Effective 2019-08-09 9 MON SU / limited
	E0200693 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual
	CUSACK, ASHLEY M KHE REGISTERED NURSE 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.8	DIAZSANCHEZ, MARIA LOURDES OHS ESOL CLASSROOM ASSISTANT 9 MON SU	OAKLEAF HIGH SC	Effective 2019-08-19 9 MON SU / limited
	DILLARD, LALANA JEAN TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
0.9	DINKINS, KENNETH D CGE BEHAVIORAL HEALTH ASST 9 MON SU	COPPERGATE ELEM	Effective 2019-08-15 9 MON SU / Annual
0.9	DONALDSON, HOLLIE AMBER SPC BEHAVIORAL HEALTH ASST 9 MON SU	SWIMMING PEN CR	Effective 2019-08-09 9 MON SU / Annual
0.9	DORR, SARAH BETH KHH GENERAL HEALTH ASSISTA 9 MON SU	KEYSTONE HEIGHT	Effective 2019-08-09 9 MON SU / Annual
	DREW, WENDY CHRISTINA TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
0.9	EDDINS, LISA F MCE BEHAVIORAL HEALTH ASST 9 MON SU	MONTCLAIR ELEME	Effective 2019-08-16 9 MON SU / Annual
	ELDER, CHERYL LOUISE WEC CAFE ASSISTANT 3.5 HOURS 9 MON CA	W.E. CHERRY ELE	Effective 2019-08-15 9 MON CA / Annual
0.9	ELSBERRY, MELISSA KEENE SPC BEHAVIORAL HEALTH ASST 9 MON SU	SWIMMING PEN CR	Effective 2019-08-09 9 MON SU / Annual
0.9	FORT, AMY MARIE LES GENERAL ASSISTANT 9 MON SU	LAKESIDE ELEMEN	Effective 2019-08-09 9 MON SU / Annual
	GANCI, DEBRA RAE SBJ TITLE I ASSISTANT 9 MON SU	S. BRYAN JENNIN	Effective 2019-08-12 9 MON SU / Annual
0.8	GARRISON, SHERRY LYNN DOE GENERIC CLASSROOM ASSISTAN 9 MON SU	DISCOVERY OAKS ELEMENTARY	Effective 2019-08-09 9 MON SU / Annual
0.9	GIBBS, BRITTNEY K LAJ BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY JUN	Effective 2019-08-09 9 MON SU / Annual
0.8	GILLANDER, RANDALL ALAN WEC TITLE I ASSISTANT 9 MON SU	W.E. CHERRY ELE	Effective 2019-08-15 9 MON SU / Annual
	E0200695 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual
	GONZALEZ, VICTORIA ANN OHS SCHOOL SEC ADMINISTRATION	OAKLEAF HIGH SC	Effective 2019-08-29 10 MONTH / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	10 MONTH		
	GONZALEZRIVERA, CARMEN MICHELL TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
0.9	GRAFF, SARAH C KHH BEHAVIORAL HEALTH ASST 9 MON SU	KEYSTONE HEIGHT	Effective 2019-08-09 9 MON SU / Annual
0.8	GREEN, LAKEYSHA S OVE IN SCHOOL SUSPENSION 9 MON SU	OAKLEAF VILLAGE	Effective 2019-08-13 9 MON SU / Annual
	GREGORY, ADRIANA N OPH CAFE ASSISTANT 3.25 HOURS 9 MON CA	ORANGE PARK HIG	Effective 2019-08-14 9 MON CA / Annual
	GRUENWALD, KANDI MICHELLE TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
	HALEY, TIENNA L OPH CAFE ASSISTANT 6.5 HOURS 9 MON CA	ORANGE PARK HIG	Effective 2019-08-12 9 MON CA / Annual
	HAMILTON, ELESIA L AES CAFE ASSISTANT 4.5 HOURS 9 MON CA	ARGYLE ELEMENTA	Effective 2019-08-12 9 MON CA / Annual
	HANSEN, NANCY C OPH CAFE ASSISTANT 3.25 HOURS 9 MON CA	ORANGE PARK HIG	Effective 2019-08-16 9 MON CA / Annual
0.9	HARGRETT, FAITH CIARA OVE GENERAL ASSISTANT 9 MON SU	OAKLEAF VILLAGE	Effective 2019-08-09 9 MON SU / Annual
	HARRELL, JENNIFER M POE CAFE ASSISTANT 6 HOURS 9 MON CA	PLANTATION OAKS	Effective 2019-08-15 9 MON CA / Annual
0.9	HARRINGTON, CHARLIE A KHE GENERAL HEALTH ASSISTA 9 MON SU	KEYSTONE HEIGHT	Effective 2019-08-12 9 MON SU / Annual
0.9	HAWKINS, CHRISTINA M OVE GENERAL HEALTH ASSISTA 9 MON SU	OAKLEAF VILLAGE	Effective 2019-08-09 9 MON SU / Annual
0.9	HENDRY, ALEXIS N CHE GENERAL ASSISTANT 9 MON SU	CLAY HILL ELEME	Effective 2019-08-09 9 MON SU / Annual
	HERKO, KAREN ANN CHE CUSTODIAN 12 MO SU	CLAY HILL ELEME	Effective 2019-08-19 12 MO SU / Annual
	HERRICK, MICHELLE D TES LICENSED PRAC NURSE 10 MONTH	TYNES ELEMENTAR	Effective 2019-08-06 10 MONTH / Annual
	HICKS, DESIREE L GPE CAFE ASSISTANT 5.5	GROVE PARK ELEM	Effective 2019-08-12 9 MON CA / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	HOURS 9 MON CA		
	HINGSON, LAURA JO RVE REGISTERED NURSE 10 MONTH	RIDGEVIEW ELEME	Effective 2019-08-06 10 MONTH / Annual
	HOGAN, MICHELLE A OPJ CAFE ASSISTANT 3 HOURS 9 MON CA	ORANGE PARK JUN	Effective 2019-08-12 9 MON CA / Annual
0.9	HOLDREN, BRANDEN RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-08-09 9 MON SU / Annual
0.9	HOODENPLYE, TIFFANY GAYLE ROE GENERAL ASSISTANT 9 MON SU	RIDEOUT ELEMENT	Effective 2019-08-27 9 MON SU / Annual
0.9	HOWARD, MICHAEL J SLE GENERAL HEALTH ASSISTA 9 MON SU	SHADOWLAWN ELEM	Effective 2019-08-09 9 MON SU / Annual
	HOWARD, SYLVIA GRINER TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
	ISAIS, ALIVIA REESE CEB SECRETARY 11 MO 11 MONTH	CHARLES E. BENN	Effective 2019-08-15 11 MONTH / Annual
0.9	JACKSON, JONATHAN C WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. CHERRY ELE	Effective 2019-08-09 9 MON SU / Annual
	JEAN LOUIS, ROSE D PES CAFE ASSISTANT 3.75 HOURS 9 MON CA	PATERSON ELEMEN	Effective 2019-08-12 9 MON CA / Annual
	JOHNSON, ALLYSON R OHS SCHOOL SEC ADMINISTRATION 10 MONTH	OAKLEAF HIGH SC	Effective 2019-08-06 10 MONTH / Annual
0.9	JOHNSON, LAKESHIA T TES BEHAVIORAL HEALTH ASST 9 MON SU	TYNES ELEMENTAR	Effective 2019-08-09 9 MON SU / Annual
0.9	JOHNSON, TIFFANIE DAWN KHH GENERAL HEALTH ASSISTA 9 MON SU	KEYSTONE HEIGHT	Effective 2019-08-09 9 MON SU / Annual
0.9	JONES, AMANDA JO SPC BEHAVIORAL HEALTH ASST 9 MON SU	SWIMMING PEN CR	Effective 2019-08-09 9 MON SU / Annual
0.9	JUDD, HOLLY MICHELE WES GENERAL ASSISTANT 9 MON SU	WILKINSON ELEME	Effective 2019-08-09 9 MON SU / Annual
	JUNOR, PATRICK CEDRIC TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
0.9	KEMP, SHENISE E BLC BEHAVIORAL HEALTH	BANNERMAN LEARN	Effective 2019-08-09 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ASST 9 MON SU		
	KING, BRENDA C CHS CAFE ASSISTANT 4.25 HOURS 9 MON CA	CLAY HIGH	Effective 2019-08-16 9 MON CA / Annual
	E0200760 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual
	KRAJEWSKI, HANNAH W MNT PAINTER 12 MO SU	SUPPORT SVC-MAI	Effective 2019-08-23 12 MO SU / Annual
0.9	KUSHNER, ASHLEY MICHELLE AES GENERAL ASSISTANT 9 MON SU	ARGYLE ELEMENTA	Effective 2019-08-09 9 MON SU / Annual
0.8	LATHERS, KAREN D SBJ IN SCHOOL SUSPENSION 9 MON SU	S. BRYAN JENNIN	Effective 2019-08-13 9 MON SU / Annual
0.9	LICKI, DEBORAH MARY ROE GENERAL ASSISTANT 9 MON SU	RIDEOUT ELEMENT	Effective 2019-08-26 9 MON SU / Annual
	LITTLE, CHRISTINA L ROE CAFE VAN DRIVER 5.25 HOURS 9 MON SU	RIDEOUT ELEMENT	Effective 2019-08-12 9 MON SU / Annual
0.8	LITTON, GRACE ELIZABETH SBJ GENERIC CLASSROOM ASSISTAN 9 MON SU	S. BRYAN JENNIN	Effective 2019-08-09 9 MON SU / Annual
	LIVELY, AARON MICHAEL OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2019-08-22 9 MON CA / Annual
0.9	LOPEZ, WENDY THERESE OHS GENERAL HEALTH ASSISTA 9 MON SU	OAKLEAF HIGH SC	Effective 2019-08-15 9 MON SU / Annual
0.9	MANIS, KAREN MARIE RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-08-27 9 MON SU / Annual
	MARTIN, DELAINE M SPC CAFE ASSISTANT 4.5 HOURS 9 MON CA	SWIMMING PEN CR	Effective 2019-08-12 9 MON CA / Annual
0.9	MAURIL, GERTRIDE LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	Effective 2019-08-13 9 MON SU / Annual
	MCCLAIN, MICHELLE LYNN TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
	MCGURER, CHRISTIE LEE RVE REGISTERED NURSE 9 MON SU	RIDGEVIEW ELEME	Effective 2019-08-20 9 MON SU / Annual
	MERCHAN, LESLIE VANESSA TRN BUS DRIVER	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	TRANSPOR		
0.9	MILAM, MICHAELA GRACE RVE BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW ELEME	Effective 2019-08-09 9 MON SU / Annual
0.9	MILEY, LISA D LES TITLE I ASSISTANT 9 MON SU	LAKESIDE ELEMEN	Effective 2019-08-15 9 MON SU / Annual
	MILLER, PENNY H OPH REGISTERED NURSE 10 MONTH	ORANGE PARK HIG	Effective 2019-08-06 10 MONTH / Annual
0.8	MONROE, PENELOPE LYN SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	SWIMMING PEN CR	Effective 2019-08-09 9 MON SU / Annual
0.9	MOODY, JESSICA L RVE BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW ELEME	Effective 2019-08-09 9 MON SU / Annual
	MOSLEY, JALYN M TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
0.9	MRWIK, ANGELA MAE FIE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	Effective 2019-08-09 9 MON SU / Annual
	MULDER, LISA F WEC LICENSED PRAC NURSE 10 MONTH	W.E. CHERRY ELE	Effective 2019-08-06 10 MONTH / Annual
0.8	MULLINS, AMBER LYNN MARIE OVE GENERIC CLASSROOM ASSISTAN 9 MON SU	OAKLEAF VILLAGE	Effective 2019-08-09 9 MON SU / Annual
	NEWBEGIN, JESSICA LYNN TES CAFE ASSISTANT 5 HOURS 9 MON CA	TYNES ELEMENTAR	Effective 2019-08-15 9 MON CA / Annual
0.9	NIBERT, HANNAH SALOME OVE BEHAVIORAL HEALTH ASST 9 MON SU	OAKLEAF VILLAGE	Effective 2019-08-09 9 MON SU / Annual
0.9	NICHOLS, RAELYNN WEC GENERAL ASSISTANT 9 MON SU	W.E. CHERRY ELE	Effective 2019-08-23 9 MON SU / Annual
0.9	NICHOLS, REBECCA L WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. CHERRY ELE	Effective 2019-08-15 9 MON SU / Annual
	NOLAN, JENNIFER SUSANNE LAE SCHOOL SEC ADMINISTRATION 10 MONTH	LAKE ASBURY ELE	Effective 2019-08-06 10 MONTH / Annual
0.9	NOLAN, LINDSEY MORGAN DIS GENERAL HEALTH ASSISTA 9 MON SU	DOCTORS INLET E	Effective 2019-08-15 9 MON SU / Annual
0.8	NOVOA-MORALES, DIANJOLLIE GCJ ESOL CLASSROOM ASSISTANT 9 MON SU	GREEN COVE SPRI	Effective 2019-08-15 9 MON SU / limited

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	NOWALK, MIKAELA TARYN WES GENERAL ASSISTANT 9 MON SU	WILKINSON ELEME	Effective 2019-08-28 9 MON SU / Annual
	OAKS, AVA LATISHA LAE PRINCIPAL SECRETARY CONFIDEN	LAKE ASBURY ELE	Effective 2019-08-13 CONFIDEN / Annual
0.8	OLIVER, LAUREN ASHLEY SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	SWIMMING PEN CR	Effective 2019-08-09 9 MON SU / Annual
	ONTIVEROS, JOSEPH J FIH CUSTODIAN 12 MO SU	FLEMING ISLAND	Effective 2019-07-23 12 MO SU / Annual
0.8	ORMONDE, MARILYN JANEL TES GENERIC CLASSROOM ASSISTAN 9 MON SU	TYNES ELEMENTAR	Effective 2019-08-09 9 MON SU / Annual
0.8	ORTS-HERNANDEZ, VIVIAN TES ESOL CLASSROOM ASSISTANT 9 MON SU	TYNES ELEMENTAR	Effective 2019-08-13 9 MON SU / limited
0.9	OSBORNE, CHRISTINA MARIE KHH GENERAL HEALTH ASSISTA 9 MON SU	KEYSTONE HEIGHT	Effective 2019-08-15 9 MON SU / Annual
	E0200697 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual
	OWENS, LORI MARIE MRE CAFE ASSISTANT 4.25 HOURS 9 MON CA	MCRAE ELEMENTAR	Effective 2019-08-15 9 MON CA / Annual
0.9	PAPP, LENA T LAE GENERAL ASSISTANT 9 MON SU	LAKE ASBURY ELE	Effective 2019-08-09 9 MON SU / Re-employed retiree, A/C support
	PARKER, BRITTANY S OPH CAFE ASSISTANT 5 HOURS 9 MON CA	ORANGE PARK HIG	Effective 2019-08-15 9 MON CA / Annual
	PASS, SHARON E MRE CAFE ASSISTANT 6 HOURS 9 MON CA	MCRAE ELEMENTAR	Effective 2019-08-12 9 MON CA / Annual
0.9	PELAEZ NUNEZ, JASMINE G KHE BEHAVIORAL HEALTH ASST 9 MON SU	KEYSTONE HEIGHT	Effective 2019-08-12 9 MON SU / Annual
	PEREZ HERNANDEZ, MARALDYS FIH CAFE ASSISTANT 6 HOURS 9 MON CA	FLEMING ISLAND	Effective 2019-08-12 9 MON CA / Annual
0.9	PETERS, MICHELLE A LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	Effective 2019-08-13 9 MON SU / Annual
0.9	PETTEWAY, QUARCENA ALICE MHS GENERAL HEALTH ASSISTA	MIDDLEBURG HIGH	Effective 2019-08-09 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	9 MON SU		
0.9	POWELL, NICHOLE CARTER OPH BEHAVIORAL HEALTH ASST 9 MON SU	ORANGE PARK HIG	Effective 2019-08-09 9 MON SU / Annual
	POWERS, KARLA ANN TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
	PRICE, LONI JEAN CEB SCHOOL SECRETARY 10 MONTH 10 MONTH	CHARLES E. BENN	Effective 2019-08-06 10 MONTH / Annual
	REWINKEL, ROBERT EDWARD TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
0.9	RICE, MARY GAYLE TES BEHAVIORAL HEALTH ASST 9 MON SU	TYNES ELEMENTAR	Effective 2019-08-09 9 MON SU / Annual
0.8	RICHMOND, BERNARD D TES HEALTH ASSISTANT 9 MON SU	TYNES ELEMENTAR	Effective 2019-08-09 9 MON SU / Annual
	RIEGEL, MELODY LOUISE CGE CAFE ASSISTANT 5.75 HOURS 9 MON CA	COPPERGATE ELEM	Effective 2019-08-19 9 MON CA / Annual
	RIGDON, JESSICA LEE MRE TITLE I ASSISTANT 9 MON SU	MCRAE ELEMENTAR	Effective 2019-08-23 9 MON SU / Annual
0.9	RIVERA, LUCY ORBELLO AES GENERAL HEALTH ASSISTA 9 MON SU	ARGYLE ELEMENTA	Effective 2019-08-09 9 MON SU / Annual
0.8	ROBERTS, DANTE LAMAR FIH COMPUTER LAB ASSISTANT 9 MON SU	FLEMING ISLAND	Effective 2019-08-15 9 MON SU / Annual
	ROBINSON, KENNETH D TES CUSTODIAN 12 MO SU	TYNES ELEMENTAR	Effective 2019-08-05 12 MO SU / Annual
	ROBINSON, WALTER LEROY TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
	RODRIGUEZ, IVAN RODRIGO TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
0.9	RUMLEY, JESSICA R GCJ BEHAVIORAL HEALTH ASST 9 MON SU	GREEN COVE SPRI	Effective 2019-08-15 9 MON SU / Annual
	SAKOWSKI, DINA M FIH SCHOOL SEC ADMINISTRATION 10 MONTH	FLEMING ISLAND	Effective 2019-08-12 10 MONTH / Annual
0.9	SANDERS, ALLISON JAMES KHE BEHAVIORAL HEALTH ASST	KEYSTONE HEIGHT	Effective 2019-08-09 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	9 MON SU SANDIFORD, ASHLEY NICOLE RVE REGISTERED NURSE 10 MONTH	RIDGEVIEW ELEME	Effective 2019-08-06 10 MONTH / Annual
0.9	SENTERS, LISA D RVE GENERAL HEALTH ASSISTA 9 MON SU	RIDGEVIEW ELEME	Effective 2019-08-09 9 MON SU / Annual
0.9	SHROPSHIRE, WENDY J SPC BEHAVIORAL HEALTH ASST 9 MON SU	SWIMMING PEN CR	Effective 2019-08-09 9 MON SU / Annual
	SIMMONS, CORDELIA NELSON TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
	E0200746 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual
	SMITH, VICTORIA Y OHS CAFE ASSISTANT 4 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2019-08-22 9 MON CA / Annual
0.8	SNYDER, HEATHER K LES DROP OUT PREV. CR ASST. 9 MON SU	LAKESIDE ELEMEN	Effective 2019-08-15 9 MON SU / Annual
0.9	SOLOMON, HALEY R WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. CHERRY ELE	Effective 2019-08-12 9 MON SU / Annual
0.9	SPRIGGLE, DONNA R LAJ BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY JUN	Effective 2019-08-09 9 MON SU / Annual
0.8	STEWART, MONICA LEE CHE IN SCHOOL SUSPENSION 9 MON SU	CLAY HILL ELEME	Effective 2019-08-13 9 MON SU / Annual
0.9	TALLEY, LANDAN GERROD RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-08-09 9 MON SU / Annual
0.9	TAYLOR, MEGAN ANN DIS GENERAL ASSISTANT 9 MON SU	DOCTORS INLET E	Effective 2019-08-09 9 MON SU / Annual
0.9	TAYLOR, SARAH J LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	Effective 2019-08-09 9 MON SU / Annual
0.8	THOMAS, BIANCA OPJ ESOL CLASSROOM ASSISTANT 9 MON SU	ORANGE PARK JUN	Effective 2019-08-09 9 MON SU / Annual
	THOMAS, JESSICA LEIGH KHH SECRETARY 11 MO 11 MONTH	KEYSTONE HEIGHT	Effective 2019-08-15 11 MONTH / Annual
	THOMAS, VERNISHA K OPH CAFE ASSISTANT 5 HOURS	ORANGE PARK JUN	Effective 2019-08-12 9 MON CA / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	9 MON CA		
0.9	THOMPSON, KAREN B OPJ BEHAVIORAL HEALTH ASST 9 MON SU	ORANGE PARK JUN	Effective 2019-08-19 9 MON SU / Annual
	TIMMS, SHANNON I CHE CAFE ASSISTANT 3.5 HOURS 9 MON CA	CLAY HILL ELEME	Effective 2019-08-22 9 MON CA / Annual
0.9	TOBLER, JESSICA M RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-08-09 9 MON SU / Annual
0.9	TUCKER, CHRISTOPHER B ROE BEHAVIORAL HEALTH ASST 9 MON SU	RIDEOUT ELEMENT	Effective 2019-08-27 9 MON SU / Annual
	TUCKER, HAYLEE M MRE REGISTERED NURSE 10 MONTH	MCRAE ELEMENTAR	Effective 2019-08-06 10 MONTH / Annual
	TURNER, SUSAN MAY TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
0.9	UPDEGRAFF, MORGAN E LAE BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY ELE	Effective 2019-08-15 9 MON SU / Annual
	E0200699 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 9 MON SU / Annual
	WAGER, JOANNE H SBJ TITLE I ASSISTANT 9 MON SU	S. BRYAN JENNIN	Effective 2019-08-13 9 MON SU / Re-employed retiree, A/C support
	WEAVER, EVONNE MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-08-13 TRANSPOR / Annual
0.9	WHITE JR, HOWARD RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-08-15 9 MON SU / Annual
0.9	WRIGHT, LEANNE MADISON SPC BEHAVIORAL HEALTH ASST 9 MON SU	SWIMMING PEN CR	Effective 2019-08-09 9 MON SU / Annual
0.8	YOUELL, JAMES ALEXANDER RHS IN SCHOOL SUSPENSION 9 MON SU	RIDGEVIEW HIGH	Effective 2019-08-09 9 MON SU / Re-employed retiree, A/C support
0.9	ZURLO, VINCENT J LAJ BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY JUN	Effective 2019-08-13 9 MON SU / Annual

VI. Support Actions**B. RE-APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
0.9	CHANEY, NELLIE LEONE FIE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	9 MON SU / Multi-Year Conditional
0.9	COOPER, DAWN R KHH BEHAVIORAL HEALTH ASST 9 MON SU	KEYSTONE HEIGHT	9 MON SU / Multi-Year Conditional
0.9	GORDON, YVONNE C MCE BEHAVIORAL HEALTH ASST 9 MON SU	MONTCLAIR ELEME	9 MON SU / Multi-Year Conditional
0.9	HATCHER, JESSECA KHH BEHAVIORAL HEALTH ASST 9 MON SU	KEYSTONE HEIGHT	9 MON SU / Multi-Year Conditional
0.9	INGRAM, TERESA A BLC BEHAVIORAL HEALTH ASST 9 MON SU	BANNERMAN LEARN	9 MON SU / Multi-Year Conditional
0.9	RIDDLE, BRANDI LEA LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	9 MON SU / Multi-Year Conditional
0.9	SIMON, FELICIA MARIE KHH BEHAVIORAL HEALTH ASST 9 MON SU	KEYSTONE HEIGHT	9 MON SU / Multi-Year Conditional
0.9	VALERO, GLENN A LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	9 MON SU / Multi-Year Conditional

VI. Support Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.1	CISCO, LISA N MRE TITLE I ASSISTANT 9 MON SU	MCRAE ELEMENTAR	RE-DESIGNATE FROM .8 CLASSROOM ASST TO .8 CLASSROOM ASST .1 TITLE 1 ASST EFFECTIVE 08/09/2019
	COLEMAN, MISTY LYNN KHH REGISTERED NURSE 10 MONTH	KEYSTONE HEIGHT	RE-DESIGNATE FROM LPN TO RN EFFECTIVE 08/06/2019
0.1	HUGHES, ERICA M CGE TITLE I ASSISTANT 9 MON SU	COPPERGATE ELEM	RE-DESIGNATE FROM .8 ISS ASST TO .8 ISS ASST .1 TITLE 1 ASST EFFECTIVE 08/09/2019
	NELSON, NICOLE PHILLIPS WES IN SCHOOL SUSPENSION 9 MON SU	WILKINSON ELEME	RE-DESIGNATE FROM .8 ISS ASST TO 1.0 ISS ASSISTANT EFFECTIVE 08/13/2019
0.2	SHUEY, ROBYN LEIL ANI CGE TITLE I ASSISTANT 9 MON SU	COPPERGATE ELEM	RE-DESIGNATE FROM .8 SCHOOL SEC TO .8 SCHOOL SEC .2 TITLE 1 ASST EFFECTIVE 08/09/2019
0.2	TOMACK, DEBORAH ANNE GPE TITLE I ASSISTANT 9 MON SU	GROVE PARK ELEM	RE-DESIGNATE FROM .8 CLASSROOM ASST ESOL TO .8 CLASSROOM ASST ESOL .2 TITLE 1 ASST EFFECTIVE 08/09/2019

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	ADAMS, OCTAVIA MONIQUE GPE CAFE ASSISTANT 6.5 HOURS 9 MON CA	GROVE PARK ELEM	Effective 2019-08-26 /transfer from / FIE CAFE ASSISTANT 4 HOURS
0.9	ALVAREZ, CHRISTINE A TBE GENERAL HEALTH ASSISTA 9 MON SU	THUNDERBOLT ELE	Effective 2019-08-09 /transfer from /
	AUMAN, DEE ANNA LAJ CAFE ASSISTANT 3.75 HOURS 9 MON CA	LAKE ASBURY JUN	Effective 2019-08-12 /transfer from /
	BATTEN, MICHAEL W CHS CAFE ASSISTANT 3.25 HOURS 9 MON CA	CLAY HIGH	Effective 2019-08-15 /transfer from / CHS CAFE ASSISTANT 4.5 HOURS
	BENNETT, MICHAEL CLAUDE MNT CARPENTER 12 MO SU	SUPPORT SVC-MAI	Effective 2019-08-06 /transfer from / MNT CARPENTER ASSISTANT
	BLACK, SHARON R LAJ SCHOOL SEC ADMINISTRATION 10 MONTH	LAKE ASBURY JUN	Effective 2019-09-03 /transfer from / WJH SECRETARY 11 MO
0.9	BOWMAN, CHRISTINA ANN POE BEHAVIORAL HEALTH ASST 9 MON SU	PLANTATION OAKS	Effective 2019-08-09 /transfer from /
0.4	BUTLER, KAREN ELLEN LAJ COMPUTER LAB ASSISTANT 9 MON SU	LAKE ASBURY JUN	Effective 2019-08-09 /transfer from /
0.6	BUTLER, KAREN ELLEN LAJ SCHOOL SEC ADMINISTRATION 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 /transfer from /
0.8	CARRION LOPEZ, ROSE A CGE GENERIC CLASSROOM ASSISTAN 9 MON SU	COPPERGATE ELEM	Effective 2019-08-09 /transfer from /
0.9	CHAMPAGNE, LYNNE P SLE GENERAL ASSISTANT 9 MON SU	SHADOWLAWN ELEM	Effective 2019-08-12 /transfer from / ROE GENERAL ASSISTANT
0.9	CLEGG, LINDA M TBE GENERAL HEALTH ASSISTA 9 MON SU	THUNDERBOLT ELE	Effective 2019-08-09 /transfer from /
0.9	CUSTER, BARBARA LYNN LES BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE ELEMEN	Effective 2019-08-19 /transfer from / CGE BEHAVIORAL HEALTH ASST
	DE JESUS, MILAGROS OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2019-08-12 /transfer from /
0.9	DELPHA, KIMBERLY CGE BEHAVIORAL HEALTH ASST 9 MON SU	COPPERGATE ELEM	Effective 2019-08-09 /transfer from /

VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	DOWDY, LINDA D KHH MEDIA TECHNICAL ASST 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 /transfer from /
	DRAGO, KAREN ELAINE MHS CAFE ASSISTANT 3.75 HOURS 9 MON CA	MIDDLEBURG HIGH	Effective 2019-08-12 /transfer from /
	DUCKWORTH, MARGARET A WES SCHOOL SECRETARY 10 MONTH 10 MONTH	WILKINSON ELEME	Effective 2019-08-16 /transfer from / OHS SCHOOL SECRETARY/ST SER
	EZQUERRA, CHRISTINA MBE CAFE ASSISTANT 4.75 HOURS 9 MON CA	MIDDLEBURG ELEM	Effective 2019-08-12 /transfer from /
	E0200188 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2019-08-09 /transfer from /
	HARPER, RHONDA LEE KHE CUSTODIAN 12 MO SU	KEYSTONE HEIGHT	Effective 2019-08-06 /transfer from /
	HERRINGTON, ALANA MARIE OPH CAFE ASSISTANT 4.25 HOURS 9 MON CA	ORANGE PARK HIG	Effective 2019-08-12 /transfer from /
0.9	HICKMAN, ROBIN L LAE BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY ELE	Effective 2019-08-09 /transfer from /
	HILBERT, RUSSELL DALE KHH CAFE ASSISTANT 5 HOURS 9 MON CA	KEYSTONE HEIGHT	Effective 2019-08-12 /transfer from /
0.9	HOLCOMB, BRANDI CHANTEL MRE BEHAVIORAL HEALTH ASST 9 MON SU	MCRAE ELEMENTAR	Effective 2019-08-09 /transfer from /
	HUFFMAN, JESSICA J BAF PAYROLL ASSISTANT CONFIDEN	BUSINESS AFFAIR	Effective 2019-08-07 /transfer from /
	HUNT, KATHERINE J SBJ TITLE I ASSISTANT 9 MON SU	S. BRYAN JENNIN	Effective 2019-08-09 /transfer from /
0.9	KILDUFF, CARRIE ELIZABETH FIE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	Effective 2019-08-09 /transfer from /
0.9	MARNEY, KEIRSTIN B KHE GENERAL ASSISTANT 9 MON SU	KEYSTONE HEIGHT	Effective 2019-08-09 /transfer from /
	MCCALL, VERA V MNT ADMINISTRATIVE SEC 12 MO SU	SUPPORT SVC-MAI	Effective 2019-08-26 /transfer from / WES ST RECORD SEC 12 MO
	MCINERNEY, ROBYN LONER KHE MEDIA TECHNICAL ASST 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-12 /transfer from / KHE GENERAL HEALTH ASSISTA
	MURPHY, MARY A CHS CAFE ASSISTANT 6.75	CLAY HIGH	Effective 2019-08-12 /transfer from /

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	HOURS 9 MON CA		
	NATALIE, KAREN ANN ESE REGISTERED NURSE 12 MONTH 12 MO SU	EXCEPTIONAL STU	Effective 2019-08-06 /transfer from /
	PARKES, TRACEY E FIH CUSTODIAN 12 MO SU	FLEMING ISLAND	Effective 2019-08-05 /transfer from /
	PARLAND, HILARY A WES PRINCIPAL SECRETARY CONFIDEN	WILKINSON ELEME	Effective 2019-08-15 /transfer from / WES SCHOOL SECRETARY 10 MONTH
	PIERCE, MARLA ELIZABETH AES CAFE ASSISTANT 7 HOURS 9 MON CA	ARGYLE ELEMENTA	Effective 2019-08-12 /transfer from /
0.9	PRIDEMORE, JOANN LOFTUS CHE GENERAL ASSISTANT 9 MON SU	CLAY HILL ELEME	Effective 2019-08-09 /transfer from /
0.9	PRIDGEN, MELISSA A SPC BEHAVIORAL HEALTH ASST 9 MON SU	SWIMMING PEN CR	Effective 2019-08-09 /transfer from /
	QUEEN, SANDRA LORENE WEC MEDIA TECHNICAL ASST 10 MONTH	W.E. CHERRY ELE	Effective 2019-08-09 /transfer from /
	RYSAK, NANCY JANE BAF ACCOUNTING SUPPORT ASST 12 MO SU	BUSINESS AFFAIR	Effective 2019-08-15 /transfer from / MNT ADMINISTRATIVE SEC
0.9	SCHMITT, LISA ANN LAE GENERAL ASSISTANT 9 MON SU	LAKE ASBURY ELE	Effective 2019-08-09 /transfer from / CEB SECRETARY 11 MO
0.9	SCOTT, JEANNIE A SBJ GENERAL ASSISTANT 9 MON SU	S. BRYAN JENNIN	Effective 2019-08-09 /transfer from /
0.8	SETTLE, CATHERINE M PES GENERIC CLASSROOM ASSISTAN 9 MON SU	PATERSON ELEMEN	Effective 2019-08-09 /transfer from /
	SEYMOUR, LISA CAROL HMR PERSONNEL ASST CONFIDEN	HUMAN RESOURCES	Effective 2019-08-15 /transfer from / WES PRINCIPAL SECRETARY
	SHUMWAY-KING, TAMI J OVE MEDIA TECHNICAL ASST 10 MONTH	OAKLEAF VILLAGE	Effective 2019-08-06 /transfer from /
	SKEEN, MICHELLE MARIE OPH BOOKEEPER 12 MO SU	ORANGE PARK HIG	Effective 2019-08-05 /transfer from / OHS BOOKEEPER
	SPENCER, MICHELE SLE CAFE ASSISTANT 4.25 HOURS 9 MON CA	SHADOWLAWN ELEM	Effective 2019-08-12 /transfer from /
0.9	SPOFFORD, JANET LESLIE TBE GENERAL HEALTH ASSISTA 9 MON SU	THUNDERBOLT ELE	Effective 2019-08-09 /transfer from /

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	TERRY, ERICA M RHS SECRETARY 12 MO 12 MO SU	RIDGEVIEW HIGH	Effective 2019-08-15 /transfer from / LAJ BEHAVIORAL HEALTH ASST
0.8	TOMACK, DEBORAH ANNE GPE ESOL CLASSROOM ASSISTANT 9 MON SU	GROVE PARK ELEM	Effective 2019-08-09 /transfer from /
0.9	WALLACE, MARIAN LES TITLE I ASSISTANT 9 MON SU	LAKESIDE ELEMEN	Effective 2019-08-09 /transfer from /
	WALSH, CARRIE FIH SCHOOL SECRETARY/ST SER 12 MO SU	FLEMING ISLAND	Effective 2019-08-01 /transfer from /

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	CONDON, MEGAN O'REGAN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. CHERRY ELE	Effective 2019-08-23 RESIGNATION
	DICKERSON, MICHAEL D CGE CUSTODIAN 12 MO SU	COPPERGATE ELEM	Effective 2019-08-05 RESIGNATION
0.9	GOODWIN, ALEXA C SPC BEHAVIORAL HEALTH ASST 9 MON SU	SWIMMING PEN CR	Effective 2019-08-16 RESIGNATION
	HARMON, GLENDA E CEB CAFE ASSISTANT 6.75 HOURS 9 MON CA	CHARLES E. BENN	Effective 2019-08-27 RESIGNATION
	JUSTUS, JOY R CHS SCHOOL SEC ADMINISTRATION 10 MONTH	CLAY HIGH	Effective 2019-09-03 RETIREMENT
	NEWTON, MICHAEL MNT HEAVY EQUIP OPERATOR 12 MO SU	SUPPORT SVC-MAI	Effective 2019-08-09 RESIGNATION
	PETIOTE, NELIE RVE CUSTODIAN 12 MO SU	RIDGEVIEW ELEME	Effective 2019-08-06 RETIREMENT
	SMITH JR, JOSEPH M CHE CUSTODIAN 12 MO SU	CLAY HILL ELEME	Effective 2019-08-16 RESIGNATION
	WATFORD, BENJAMIN ROBERT TRN MECHANIC 12 MO SU	TRANSPORTATION	Effective 2019-08-13 RESIGNATION

VI. Support Actions**F. SUPPLEMENT**

	Name/Assignment	Site	Previous
	BAGLEY, SHAIN INDIA RHS BASKETBALL ASST SH SUPPLEME	RIDGEVIEW HIGH	Resignation
	BRITT, CHRISTOPHER DEVON GCJ FOOTBALL ASST JH 25% SUPPLEME	GREEN COVE SPRI	Appointment
	BRITT, CHRISTOPHER DEVON GCJ FOOTBALL ASST JH 75% SUPPLEME	GREEN COVE SPRI	Appointment
	BUCKLEW, JENNIFER ANN FIH SOFTBALL FP HD SH SUPPLEME	FLEMING ISLAND	Appointment
	DUNCAN, ZACHARY JAMES FIH SOCCER HEAD JV SUPPLEME	FLEMING ISLAND	Appointment
0.5	HARRIS, ALLISON J RHS JUNIOR CLASS SPONSOR SUPPLEME	RIDGEVIEW HIGH	Appointment
	LAWRENCE, JESSICA PATE CHS VOLLEYBALL HD JV SUPPLEME	CLAY HIGH	Appointment
	LIPSITZ, DAWN M ROE DISCRETIONARY SUPPLEME	RIDEOUT ELEMENT	Appointment
0.5	WANEK, JUDY CATHERINE LJH DISCRETIONARY SUPPLEME	LAKE ASBURY JUN	Resignation

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

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

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 Advertisement and Notice of Intent to Adopt proposed amendments to Board policies following a Public Hearing.

Contact

David S. Broskie, Assistant Superintendent of Human Resources, david.broskie@myoneclay.net

Financial Impact

None

Review Comments

Attachments

- 🔗 [2.0 HUMAN RESOURCES.pdf](#)
- 🔗 [2.00 APPENDICES A,B,C.pdf](#)
- 🔗 [3.00 EMPLOYEE RELATIONS.pdf](#)
- 🔗 [NOTICE OF APPROVAL TO ADVERTISE SB Policy.pdf](#)

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, 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 ~~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.. 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. 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; ~~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 ~~preceding~~ 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; ~~01-18-96~~ /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.
 - 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~~ 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.
- 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 employee 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 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~~ Assistant Superintendent shall serve as chairperson of this committee. If the ~~Deputy Assistant~~ 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**]

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)

~~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, 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.

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

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

Description

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

Field Trips Details

School	Date	Destination	Group	Purpose
Lakeside Junior High	5/2/20	Wild Adventures, GA	Chorus/Band	For Chorus and Band students to hear quality musicians in a semi-professional setting.
Middleburg High	1/17-18, 2020	Wrestling	St. Cloud High School	Tournament
Middleburg High	1/31-2/1, 2020	Wrestling	Wakulla High School	Tournament
Middleburg High	2/21-22, 2020	Wrestling	TBD	Tournament
Middleburg High	2/28-29, 2020	Wrestling	TBD	Tournament
Middleburg High	3/5-7, 2020	Wrestling	Silver Spurs Arena	State Tournament

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**

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

DRAFT

SCHOOL DISTRICT OF CLAY CO
FIELD TRIP REQUEST

1. School Requesting: Lakeside Jr. High
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier X Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes _____ No X Trip(s) Out-of-State: Yes X No _____
4. Dates of Field Trip*: 5/2/20 Destination*: Wild Adventures, GA
5. Group Taking Trip: Chorus + band
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: See attached
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 150 Number of Chaperones*: 25
10. Cost Per Student: \$120.00 Budget Code or Source to be charged: 2100 + 2200
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 6:30 am Returning Time*: 11:00 pm

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

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

Bus Requisition Number(s): _____

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

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

8/1/19
Date
8/19/19
Date
8/26/19
Date
8/30/19
Date



Educational Value of the Field Trip:

For Chorus and Band students at Lakeside Jr. High to hear quality musicians in a semi-professional setting so that they can listen and evaluate the pieces and broaden their knowledge of the music in the State of Florida.

Lakeside Jr. High Chorus and Band Supporting Bench Marks

MU.68.F.1: Creating, interpreting, and responding in the arts stimulate the imagination and encourage innovation and creative risk-taking. read more

Date Adopted or Last Revised: 12/10

MU.68.F.2: Careers in and related to the arts significantly and positively impact local and global economies. read more

Date Adopted or Last Revised: 12/10

MU.68.F.3: The 21st-century skills necessary for success as citizens, workers, and leaders in a global economy are embedded in the study of the arts. read more

Date Adopted or Last Revised: 12/10

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

1. School Requesting: Middleburg HS
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*: Jan. 17-18 Destination*: St. Cloud HS
5. Group Taking Trip: Wrestling
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. Richard Dusingberre, Tristan Tollison
7. Educational Value of Field Trip: Athletes
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 14 Number of Chaperones*: 4-8
10. Cost Per Student: 0 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: Jan. 17 10:00 Am Returning Time*: Jan. 18 11:00 pm

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

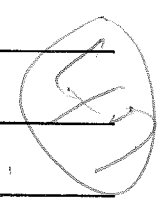
N/A

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

Bus Requisition Number(s):

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

8-23-19
Date
8-29-19
Date
8/30/19
Date
9/5/19
Date



SCHOOL DISTRICT OF CLAY COUNTY
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
October 3, 2019

1. School Requesting: Middleburg HS
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*: Jan. 31 - Feb. 1 Destination*: Nakulla HS
5. Group Taking Trip: Wrestling
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. Richard Dusiinberre, Tristan Tollison
7. Educational Value of Field Trip: Athletes
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 14 Number of Chaperones*: 4-8
10. Cost Per Student: 0 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: Jan. 31 10 AM Returning Time*: Feb. 1 11 pm

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

N/A

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

Bus Requisition Number(s): _____

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

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

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

8-23-19
Date

8-24-19
Date

8/30/19
Date

9/5/19
Date

SCHOOL DISTRICT OF CLAY ()
FIELD TRIP REQUEST

1. School Requesting: Middleburg HS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) X Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes _____ No X
4. Dates of Field Trip*: Feb. 21-22 Destination*: TBD
5. Group Taking Trip: Wrestling
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. Richard Dusingberre, Tristan Tollison
7. Educational Value of Field Trip: Athletes
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 14 Number of Chaperones*: 4-8
10. Cost Per Student: 0 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: Feb. 21 2 pm Returning Time*: Feb. 22 11 pm

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

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

Bus Requisition Number(s): _____

R. Olie
Teacher, Team Leader, Department Head, Etc.

Middleburg
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

8-23-19
Date

8-29-19
Date

8/30/19
Date

9/5/19
Date

Date

October 3, 2019

SCHOOL DISTRICT OF CLAY COUNTY

FIELD TRIP REQUEST

1. School Requesting: Middleburg HS
2. Transportation (Check One):
 School Bus(s) _____ Private Vehicle(s) X Commercial Carrier _____ Other _____
 If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes _____ No X
4. Dates of Field Trip*: Feb. 28-29 Destination*: TBD
5. Group Taking Trip: Wrestling
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. Richard Dusingberre, Tristan Tollison
7. Educational Value of Field Trip: Athletes
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 14 Number of Chaperones*: 4-8
10. Cost Per Student: 0 Budget Code or Source to be charged: _____
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: Feb. 27 2 pm Returning Time*: Feb. 29 11 pm

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

N/A

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

Bus Requisition Number(s):

R. Die
Teacher, Team Leader, Department Head, Etc.

me
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

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

8-23-19

Date

8-29-19

Date

8/30/19

Date

9/5/19

Date

October 3, 2019

SCHOOL DISTRICT OF CLAY COUNTY

FIELD TRIP REQUEST

1. School Requesting: Middleburg HS
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*: Mar. 5-7 Destination*: Silver Spurs Arena (state)
5. Group Taking Trip: Wrestling
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. Richard Dusingberre, Tristan Tollison
7. Educational Value of Field Trip: Athletes
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 14 Number of Chaperones*: 4-8
10. Cost Per Student: 0 Budget Code or Source to be charged: _____
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: Mar. 5 2 pm Returning Time*: Mar. 7 11 pm

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

N/A

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

Bus Requisition Number(s): _____

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

Principal [Signature]

Assistant Superintendent [Signature]

Superintendent [Signature]

SEC-1-2723; 2/13/2019

Date 8-23-19

Date 8-29-17

Date 8/30/19

Date 9/5/19

[Signature]

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C6 - Approval of the Florida Virtual School Contract Amendment

Description

This is an amendment to Appendix A of the FLVS agreement. This year FLVS has added new courses to its course catalog (ex. American Sign Language 1). Course fees have been updated to reflect the new courses so that Franchises may utilize them. No additional price changes have been made.

Gap Analysis

Without the approval of the amendment, students will not be able to enroll in the new course offerings through FLVS.

Previous Outcomes

CCDS currently already holds a signed 3-year agreement with FLVS. This is an amendment in their price agreement to include the new courses.

Expected Outcomes

Clay Virtual Academy will be able to utilize and teach the newest curriculum/courses that FLVS offers to the CCDS students for the 2019-2020 school year.

Strategic Plan Goal

Goal 1: Develop a High Quality & Aligned Instructional System

Strategy 1.1: Provide teachers and students with the tools and resources necessary to meet the demands of the Florida Standards and students' individual needs.

Recommendation

That the Clay County School Board approve the amendment of FLVS course fees to allow CCDS students availability to new offerings.

Contact

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

Financial Impact

This will be dependent on the number of FLVS course enrollments. The previous year's billing was \$575,000.00. However, the current year's should be substantially less because the District currently uses the Edgenuity virtual instruction program curriculum. 0100.5100.0369.7005.0000

Review Comments

Attachments

📎 [190013a FLVS Amendment.pdf](#)

☒ APPROVED

190013a

CONTRACT REVIEW FORM ("CRF")

BOARD MEETING DATE:

8/11/2019

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

Date Submitted: 6/11/2019

Contract Initiator (Name of Person Overseeing the Contract): Melissa Rowinski / CVA

Telephone Number: 336-9875

School/Department Submitting Contract: Clay Virtual Academy

Vendor/Contractor Name: Florida Virtual School

Contract Title: Florida Virtual Agreement

Contract Type: New ☐ Renewal ☐ Amendment ☒ Extension ☐

Date Original Contract Approved:

Contract Term: 7/1/2018 through 6/30/2021 (3 yrs)

Renewal Option(s):

Contract Cost: \$ 575,000.00

Payment Schedule (Monthly? Upon delivery? When finished?):

7/2018, 11/2018, 3/2019, 6/2019 (4 paychs)

Funding Source:

0369
6100.5100.0529.7005.0000

Purchase Requisition No.:

2018/2019 Fiscal year

Strategic Plan Tie-in Explanation:

Virtual Instruction Program (VIP) requirements for students in accordance w/ 1002.45 Florida statutes.

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

Additional Information:

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."
- Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
- COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A or better.
- General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate
- Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses)
- Workers' Compensation = \$100,000 Minimum
- (If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless form. If not exempt, vendor/contractor must provide Workers' Compensation coverage)

Approvals

Comments

Purchasing Department	Approved	Denied	
Review Date: 6/11/2019	B78		
Risk Management Department	Approved	Denied	
Review Date:			
School Board Attorney	Approved	Denied	(per Myrna Email)
Review Date: 6/10/19	575		
Information & Technology Dept.	Approved	Denied	
Review Date:			
Other:	Approved	Denied	
Review Date:			

Contract Review Form, May 2018, SBAO (web)

RECEIVED

JUN 10 2019

Page 214 of 348

DRAFT



FLORIDA VIRTUAL SCHOOL

Amendment 1

To:

**Franchise Agreement for State of Florida School District
With School Board of Clay County**

THIS FIRST AMENDMENT TO THE Franchise Agreement for State of Florida School District Agreement (the "First Amendment") is entered in to as of the 1st day of May 2019, (the "Effective Date"), by and between School Board of Clay County ("CUSTOMER") and the Board of Trustees of the Florida Virtual School ("FLVS"). The following changes are hereby incorporated into the aforementioned Terms and Conditions of this Agreement.

WITNESSETH

WHEREAS, CUSTOMER and FLVS entered into a Franchise Agreement for State of Florida School District Agreement ("Agreement") with an effective date of July 1, 2018 and a term of Three (3) years (the "Term");

WHEREAS, CUSTOMER and FLVS now desire to modify the Agreement;

Now, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the parties agree as follows:

1. The parties agree that, except as modified herein, the terms and conditions of the Agreement remain in full force and effect.
2. This First Amendment replaces Appendix A, Course Fees with an annual updated course fee list as stated in section 8.9 of the Agreement.

Except as expressly amended above, the Agreement is hereby ratified and affirmed in all other respects.

ACKNOWLEDGED AND AGREED BY:

Customer

Customer's Name (If other than an individual, state whether a corporation, partnership, etc.)

The School Board of Clay County

By (Authorized Signature)

Date Signed

Printed Name and Title of Person Signing

Address **900 Walnut Street Green Cove Springs, FL 32043**

FLVS

FLVS Name	
Florida Virtual School	
By (Authorized Signature)	Date Signed 5/1/12
Printed Name and Title of Person Signing	
Address	
2145 Metrocenter Blvd, Suite 100, Orlando, FL 32835	

DRAFT



**Florida Virtual School
Franchise Agreement**

APPENDIX A

The Components, which are the subject of the FLVS Franchise Agreement, including FLVS Course Content, Third Party Components, FLVS Virtual School Administrator, Registration, Student Information System, and the Learning Management System granted to Customer and the fees payable to FLVS hereunder are as follows:

The most current version of all FLVS courses available for public release, except for those still in a pilot or BETA phase of development.

1. Fees

This list may be altered based on any additional course releases or enhancements during the year. The Course Catalog may be found at:

<http://www.flvs.net/Students/Pages/find-course.aspx#highschool>.

FLVS Course Offerings	
Course Name	Price
SOCIAL STUDIES	
AP United States Government and Politics	85.00
AP Human Geography	50.00
AP Macroeconomics	50.00
AP Microeconomics	55.00
AP Psychology	80.00
AP US History	90.00
Economics with Financial Literacy	50.00
Law Studies	90.00
M/J Civics	50.00
MJ United States History	50.00
MJ World History	50.00
Psychology 1	55.00
United States Government	50.00
United States History	50.00
World History	50.00
LANGUAGE ARTS	
AP Art History	50.00
AP English Language and Composition	50.00
AP English Literature and Composition	85.00
English 1	50.00
English 2	50.00
English 3	50.00
English 4	50.00



**Florida Virtual School
Franchise Agreement**

Intensive Reading	50.00
MJ Language Arts 1	50.00
MJ Language Arts 2	50.00
MJ Language Arts 3	50.00
Reading for College Success	50.00
Journalism I	50.00
English 4: Florida College Prep	50.00
Social Media	50.00
WORLD LANGUAGES	
American Sign Language 1	50.00
Chinese 1	50.00
Chinese 2	50.00
Chinese 3 honors	50.00
French 1	50.00
French 2	50.00
Latin 1	50.00
Latin 2	50.00
Latin 3	50.00
MJ Spanish Beginning	50.00
MJ Spanish Intermediate	50.00
Spanish 1	50.00
Spanish 2	50.00
Spanish 3 Honors	50.00
Spanish 4 Honors	50.00
Spanish for Spanish Speakers	50.00
MATHEMATICS	
Algebra 1	50.00
Algebra 2	50.00
AP Calculus AB	90.00
AP Calculus BC	90.00
AP Statistics	50.00
Calculus	75.00
Calculus Honors	90.00
Geometry	50.00
Liberal Arts Math 1	60.00
Liberal Arts Math 2	60.00
Math for College Readiness	70.00
MJ Math 1	50.00
MJ Math 2	50.00
MJ Pre-Algebra	50.00
Precalculus Honors	80.00
SCIENCE	
Anatomy & Physiology	50.00



**Florida Virtual School
Franchise Agreement**

AP Biology	100.00
AP Environmental Science	50.00
Biology	80.00
Chemistry	50.00
Earth Space Science	50.00
Forensic Science	90.00
Marine Science	50.00
MJ Science 1	50.00
MJ Science 2	50.00
MJ Science 3	55.00
Physical Science	50.00
Physics	55.00
CAREERS AND LIFE SKILLS	
AP Computer Science	85.00
Art History and Criticism 1 Honors	50.00
Career Research and Decision Making	77.00
Creative Photography	90.00
Critical Thinking and Study Skills	77.00
Drivers Education	80.00
Fitness Lifestyle Design	50.00
Guitar 1	80.00
HOPE	50.00
Leadership Skills Development	77.00
Life Management Skills	50.00
MJ Creative Photography	90.00
MJ Critical Thinking, Problem Solving and Learning Strategies	50.00
MJ Fitness	50.00
MJ Guitar I	80.00
MJ Physical Education 6	50.00
MJ Physical Education 7	50.00
Music of the World	90.00
Outdoor Education	110.00
Peer Counseling 1	77.00
Peer Counseling 2	77.00
Personal Fitness	50.00
Theater, Cinema & Film Production	100.00
Criminal Justice Operations	90.00
CAREERS AND TECHNICAL EDUCATION	
AgriScience Foundations I	90.00
Biotechnology I	90.00
Business Software Applications I	103.00
Computer and Network Security Fundamentals	103.00
CSIT Network Systems Configuration	103.00



**Florida Virtual School
Franchise Agreement**

CSIT System Essentials	103.00
Culinary Arts I	90.00
Data and Control Functions	103.00
Database Fundamentals	103.00
Dave Ramsey's Foundations In Personal Finance	90.00
Digital Information Technology	50.00
Digital Media/Multimedia Foundations 1	103.00
Digital Media/Multimedia Foundations 2	103.00
Digital Media/Multimedia Foundations 3	103.00
Forestry and Natural Resources 2	90.00
Foundations of Programming	50.00
Foundations of Web Design	60.00
Health Science Foundation	90.00
Introduction to Alternative Energy	90.00
Introduction to Horticulture	90.00
M/J Business Keyboarding	62.00
MJ Career Research and Decision Making	50.00
M/J Orientation to Career	90.00
Networking 1	103.00
Nutrition and Wellness	90.00
Parenting Skills	90.00
Personal and Family Finance	90.00
Personal and Family Finance – Dave Ramsey	90.00
Principles of Public Service	90.00
Procedural Programming	50.00
Technology Support Services - Client Systems	103.00
Technology Support Services - Network Systems	103.00
User Interface Design	60.00
CREDIT RECOVERY	
Algebra 1	50.00
Algebra 2	50.00
Biology I	50.00
Chemistry I	50.00
Economics with Financial Literacy	50.00
English 1	50.00
English 2	50.00
English 3	50.00
English 4	50.00
Geometry	50.00
US Government	50.00
US History	50.00
World History	50.00
OTHER ELECTIVES	



**Florida Virtual School
Franchise Agreement**

Anthropology	90.00
Art in World Cultures	90.00
Astronomy Solar/Galactic	90.00
Early Childhood Education	90.00
Health Science I	90.00
Holocaust	90.00
Philosophy	90.00
Psychology 2	90.00
Sociology	90.00
Speech I	90.00
Sports, Recreation and Entertainment Marketing Management	90.00
World Religions	90.00
ELEMENTARY COURSES	
Language Arts - Kindergarten	50.00
Language Arts - Grade One	50.00
Language Arts - Grade Two	50.00
Language Arts - Grade Three	50.00
Language Arts - Grade Four	50.00
Language Arts - Grade Five	50.00
Mathematics - Kindergarten	50.00
Mathematics - Grade One	50.00
Mathematics - Grade Two	50.00
Mathematics - Grade Three	50.00
Mathematics - Grade Four	50.00
Mathematics - Grade Five	50.00
Science - Kindergarten	50.00
Science - Grade One	50.00
Science - Grade Two	50.00
Science - Grade Three	50.00
Science - Grade Four	50.00
Science - Grade Five	50.00
Social Studies - Kindergarten	50.00
Social Studies - Grade One	50.00
Social Studies - Grade Two	50.00
Social Studies - Grade Three	50.00
Social Studies - Grade Four	50.00
Social Studies - Grade Five	50.00
Elementary Technology K	50.00
Elementary Technology 1	50.00
Elementary Technology 2	50.00
Elementary Technology 3	50.00
Elementary Technology 4	50.00
Elementary Technology 5	50.00



**Florida Virtual School
Franchise Agreement**

Elementary Spanish Introductory Level	50.00
Elementary Spanish 1	50.00
Elementary Spanish 2	50.00
Elementary Spanish 3	50.00
Elementary Spanish 4	50.00
Elementary Spanish 5	50.00
Elementary Physical Education K	50.00
Elementary Physical Education 1	50.00
Elementary Physical Education 2	50.00
Elementary Physical Education 3	50.00
Elementary Physical Education 4	50.00
Elementary Physical Education 5	50.00
Elementary Art K	50.00
Elementary Art 1	50.00
Elementary Art 2	50.00
Elementary Art 3	50.00
Elementary Art 4	50.00
Elementary Art 5	50.00

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C7 - First Coast Mobile Audiology Independent Contractor Services Agreement 2019-20

Description

The School Board of Clay County is required to provide audiological services to eligible students through ESE supports. The contracted services will include but are not limited to Child Find activities, audiological evaluations, fittings for hearing aids, use of FM systems and audiological consultations. These mandatory services are most efficiently provided by a vendor.

Gap Analysis

The Audiological Therapy Services are required services to eligible students through ESE supports based upon their Individual Education Plan (IEP), under the federal Individuals with Disabilities Education Act (IDEA).

Previous Outcomes

The district has contracted with Audiological Therapy Services since 2006, during which time all contract requirements have been met with a high degree of professionalism and flexibility. Using an annual contract for service is more cost effective than an ad hoc approach and ensures continuity of services for SWD and supporting staff.

Expected Outcomes

Continued related services, including audiological evaluations, fitting for hearing aids, FM systems, and audiological services. Contracting with First Coast Mobile Audiology, Inc., ensures that the district is able to meet the requirements of a free, appropriate public education (FAPE) for all students.

Strategic Plan Goal

Strategy 3.2. Develop systems and processes that focus on developing the whole child. Audiological services are required under the Individuals with Disabilities Education Act (IDEA).

Recommendation

Continuation of Audiological Therapy Services Contract.

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

The projected cost of implementing this contractual agreement is \$52,000.00.

Review Comments

Attachments

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

✓ APPROVED

below Addressed

190/70

AGREEMENT/CONTRACT REVIEW FORM

BOARD MEETING DATE:

October 3

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

Date Submitted: 8/26/19

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: First Coast Mobile Audiology

Contract Title: Independent Contractor Services Agreement

Contract Type: New ☐ Renewal ☒ Amendment ☐ Extension ☐ Date Original Contract Approved: 8/31/2006

Contract Term: July 1, 2019 – June 30, 2020

Renewal Option(s):

Contract Cost: 18-19 = \$63,240.00

Payment Schedule: Monthly

Funding Source:

Purchase Requisition No.: R024431

Strategic Plan Tie-In Explanation: Strategy 3.2. Develop systems and processes that focus on developing the whole child. Audiological services are required under the Individuals with Disabilities Education Act (IDEA)

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

Additional Information: This contract provides Audiological services to eligible Exceptional Student Education students. Services include Audiological evaluations, fitting for hearing aids, FM systems, and Audiological consultations. Using an annual contract for services is more cost efficient than an ad hoc approach and ensures continuity of services for students with disabilities and supporting staff.

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."

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

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

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

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

Workers' Compensation = \$100,000 Minimum

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

SBAO
RECEIVED
4/29/19

Approvals

Comments

Purchasing Department	B18	Approved	Denied	Need Mandatory Forms per
Review Date	6-18-2019	Approved	Denied	Section 16 if Federal Funds
Risk Management Department		Approved	Denied	
Review Date:		Approved	Denied	
School Board Attorney		Approved	Denied	
Review Date:	2/17/19	Approved	Denied	OK if get current COI.
Information & Technology Dept.		Approved	Denied	
Review Date:		Approved	Denied	
Other		Approved	Denied	
Review Date:		Approved	Denied	

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This Agreement ("Agreement") is entered into by and between **FIRST COAST MOBILE AUDIOLOGY** ("Contractor"), and the School Board of Clay County, Florida ("Board" or "District"), collectively referred to hereinafter as "the Parties," which Agreement shall become effective on the date it is fully executed by the Parties.

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

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

WHEREAS, the District desires to engage the services of Contractor, the Parties agree as follows:

1. Contractor shall timely perform and deliver to the District services which include: **Audiological services to eligible Exceptional Student Education students. Services include Audiological evaluations, fitting for hearing aids, FM systems, and Audiological consultations.**

2. In exchange, Contractor shall be compensated by the District as follows: **\$76.00 per hour.** Invoicing and payment obligations and procedures shall comply with and be governed by section 218.70, et seq., Florida Statutes ("Prompt Payment Act").

3. *The term of this Agreement commences as of the date upon which it is fully executed and shall terminate on **June 30, 2020** unless earlier terminated as set forth below.*

4. Upon thirty (30) days' notice to Contractor, the District may terminate this Agreement at its convenience and without cause. However, the District may

immediately terminate this Agreement without penalty upon: (a) Contractor's violation of any federal, state, or local law, regulation, or rule; (b) neglect of any duty owed to the School by Contractor, including, but not limited to any unauthorized absence from any scheduled event; (c) Contractor's inability or disqualification to perform its obligations to the School; or (d) incompetence or unprofessional conduct by or on behalf of Contractor.

5. Contractor shall perform such services in a manner customarily performed by one having special expertise in the same or substantially similar position, and such other related services as may be requested by the District during the term of this Agreement.

6. The means by which the services called for under this Agreement are performed shall be determined by the Contractor, but such means must satisfy the schedules, deadlines, and objectives established by the District.

7. Contractor shall at all times comply with state law, federal law, and School Board Policies during the performance of this Agreement. Any violation of this term will result in the immediate termination of the Agreement with no penalty to the District.

8. Contractor understands that this Agreement does not form an employer-employee or agency relationship with the District. Contractor is not authorized to enter into agreements on behalf of the District, or to order or purchase goods or services or to otherwise purport to contractually bind or legally obligate the District in any way.

9. Contractor understands that no federal or state taxes are being withheld from compensation under this Agreement, and Contractor has the responsibility to pay any and all taxes, fees, and other payments imposed by any applicable laws,

regulations, or rules. Contractor shall indemnify and hold harmless the District for any failure to satisfy such liabilities.

10. As a condition precedent to this Agreement, Contractor shall present the District with a Certificate of Insurance ("COI") which must provide for the following policies of insurance/coverages at 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 (if charter or common carrier)
3. Worker's Compensation Policy:
\$100,000.00

Note: If the Contractor is exempt from Worker's Compensation insurance obligations, the Contractor must sign the *Worker's Compensation Acknowledgment Form* attached hereto as **Exhibit A**.

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. Each Certificate of Insurance shall name the School Board of Clay County, Florida, as an additional insured and the policy must unconditionally entitle the School Board to thirty (30) days' notice of cancellation of such policy or any of the coverages provided by it.

11. By entering into this Agreement, Contractor acknowledges and accepts responsibility for all risks of injury and loss associated with the performance of this Agreement. In addition to any other statutory or common law obligation to indemnify and defend the School Board, Contractor shall indemnify, defend, and hold harmless the School Board, its officers, and employees from any claim, loss, damage, penalty, or liability arising from the negligent acts, omissions, misfeasance, malfeasance, or

intentionally wrongful conduct of Contractor, its employees, or agents relating to the performance of duties imposed upon Contractor by this Agreement. Such indemnity shall not be limited by benefits payable by or for Contractor under worker's compensation, disability, or any other employee benefits or insurance programs or policies. Contractor shall timely provide to the District written notice of any claim, complaint, or demand asserted against Contractor related to the performance of this Agreement. Contractor's obligations under this section shall survive the termination of this Agreement.

12. Contractor represents and warrants to the District that Contractor is familiar with sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. Contractor covenants to comply with all requirements of the above-cited statutes at Contractor's sole expense and shall provide the District proof of such compliance upon request. Contractor's indemnification obligations to the District extend to and include any liabilities, injury, or damages resulting from Contractor's failure to comply with the requirements of this paragraph.

13. Contractor is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of duties under this Agreement. Accordingly, in addition to all other Public Records obligations, Contractor 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 this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
- b. Provide to the District, upon its request and free of charge, a copy of each record which Contractor seeks to produce in response to a public records request.

- c. Ensure that all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
- d. Upon completion of its obligations under the Agreement, transfer to the District, at no cost, all Agreement Data in Contractor's possession or otherwise keep and maintain such data/records as required by law.

All records transmitted to the District must be provided in a format that is compatible with the District's information technology systems. Contractor's failure to comply with the provisions set forth in this section shall constitute a default and material breach of this Agreement, which may result in immediate termination by the District without penalty.

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

14. Contractor understands and agrees that it is subject to all federal and state laws and District rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization.

15. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida without regard to any choice of law provisions. The Parties agree that the Circuit Court for the Fourth Judicial Circuit in and for Clay County,

Florida, shall have sole and exclusive jurisdiction to enforce the terms of this Agreement and to adjudicate disputes arising from this Agreement.

16. To the extent that the District is using federal funds as a source of payment for this Agreement, Contractor shall execute and deliver to the District the following forms: (a) Regulatory Compliance Statement; (b) Certification Regarding Non-Discrimination; (c) Certification Regarding Lobbying; (d) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; (e) Certification Regarding Drug-Free Workplace Requirements; and (f) Non-Collusion Affidavit.

IN WITNESS WHEREOF, the Parties, by and through execution of this Agreement by their authorized representative below, concur with and bind themselves to all terms and conditions of this Agreement.

AS TO CONTRACTOR:

Melisa Sharpe
(Printed Name)
Audiologist
(Title)
1808 Red Hawk Ct
St. Augustine, FL 32092
(Address)
904-982-4833
(Phone number and e-mail)

Melisa Sharpe
(Signature)
8/15/19
(Date)

AS TO BOARD/DISTRICT:

(Printed Name)

(Title)

(Signature)

(Date)

(Address)

(Phone number and e-mail)

District Independent Contractor Services Agreement, May 2018, SBAO (web)

EXHIBIT A

INDEPENDENT CONTRACTOR WORKERS COMPENSATION ACKNOWLEDGEMENT

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

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.

2. Contractor maintains a separate business with its own work equipment, material, and accommodations.

3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.

4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.

5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business

expenses related to the services rendered or work performed for the District.

6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.

7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.

8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.

9. Contractor had an opportunity to review and consult with legal counsel regarding this document.

10. Contractor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

Name of Contractor/Vendor: First Coast Mobile Audiology, LLC

Signature of Authorized Representative: M. Sharpe, AuD

Printed Name of Authorized Representative: Melisa Sharpe, AuD

Title of Authorized Representative: Audiologist/Owner

Date: 8/15/19

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:

Melisa Sharpe

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Melisa Sharpe

(Printed Name)

Audiologist

(Title)

M Sharpe

(Signature)

8/15/19

(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: _____

Melisa Shaye

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Melisa Shaye

(Printed Name)

Audiologist

(Title)

MShaye

(Signature)

8/15/19

(Date)

CERTIFICATION REGARDING LOBBYING

58

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: Melisa Shays

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Melisa Shays
(Printed Name)

Melisa Shays
(Signature)

Audiologist
(Title)

8/15/19
(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: Melisa Sharpe

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Melisa Sharpe
(Printed Name)

MSherpe
(Signature)

Audiologist
(Title)

8/15/19
(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: Melisa Sharpe

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Melisa Sharpe
(Printed Name)

MSharpe
(Signature)

Audiologist
(Title)

8/15/19
(Date)

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF CLAY)

My name is (INSERT NAME Melisa Sharpe). 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 First Coast Mobile Audiology) 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 First Coast Mobile Audiology) 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: Melisa Sharpe

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Melisa Sharpe
(Printed Name)

MSharpe
(Signature)

Audiologist
(Title)

8/15/19
(Date)

Mandatory Certification is May 2018 SBA 10web



HEALTHCARE PROVIDERS SERVICE
ORGANIZATION PURCHASING GROUP

Certificate of Insurance
OCCURRENCE POLICY FORM



Print Date: 7/26/2019

Producer 018098 **Branch** 970 **Prefix** HPG **Policy Number** 0619520847 **Policy Period** from 08/12/19 to 08/12/20 at 12:01 AM Standard Time

Named Insured and Address:

Melisa H Sharpe
1808 Red Hawk Ct
St Augustine, FL 32092-5038

Program Administered by:

Healthcare Providers Service Organization
1100 Virginia Drive, Suite 250
Fort Washington, PA 19034
1-800-982-9491
www.hpsso.com

Medical Specialty:

Audiologist

Code:

80716

Insurance is provided by:

American Casualty Company of Reading, Pennsylvania
151 N. Franklin Street Chicago, IL 60606

Excludes Cosmetic Procedures

Professional Liability \$1,000,000 each claim \$3,000,000 aggregate

Your professional liability limits shown above include the following:

- * Good Samaritan Liability
- * Malplacement Liability
- * Personal Injury Liability
- * Sexual Misconduct Included in the PL limit shown above subject to \$25,000 aggregate sublimit

Coverage Extensions

License Protection	\$25,000	per proceeding	\$25,000	aggregate
Defendant Expense Benefit	\$1,000	per day limit	\$25,000	aggregate
Deposition Representation	\$10,000	per deposition	\$10,000	aggregate
Assault	\$25,000	per incident	\$25,000	aggregate
Includes Workplace Violence Counseling				
Medical Payments	\$25,000	per person	\$100,000	aggregate
First Aid	\$10,000	per incident	\$10,000	aggregate
Damage to Property of Others	\$10,000	per incident	\$10,000	aggregate
Information Privacy (HIPAA) Fines and Penalties	\$25,000	per incident	\$25,000	aggregate

Workplace Liability

Workplace Liability Included in Professional Liability Limit shown above
Fire & Water Legal Liability Included in the PL limit shown above subject to \$150,000 aggregate sublimit
Personal Liability \$1,000,000 aggregate

Total: \$ 265.00

Base Premium

Premium reflects Self Employed, Part Time

Policy Forms & Endorsements(Please see attached list for a general description of many common policy forms and endorsements.)

G-121500-D	CNA80989	G-121503-C	G-121501-C	G-145184-A	G-147292-A	GSL15563
GSL15564	GSL15565	GSL17101	GSL13424	CNA80051	CNA80052	G-123846-D09
CNA81753	CNA81758	CNA82011	CNA79575	G-141231-A		

Chairman of the Board

Secretary

Keep this document in a safe place. It and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. In order to activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance.
Master Policy # 188711433

G-141241-B (03/2010)

Coverage Change Date:

Endorsement Change Date:

POLICY FORMS & ENDORSEMENTS

The following are the policy forms and endorsements that apply to your current professional liability insurance policy.

COMMON POLICY FORMS & ENDORSEMENTS

<u>FORM #</u>	<u>DESCRIPTION</u>
G-121500-D	Common Policy Conditions
CNA80989	Concealment, Misrepresentation, Fraud Condition Amendatory Endorsement - Florida
G-121503-C	Workplace Liability Form
G-121501-C	Occurrence Policy Form
G-145184-A	Policyholder Notice - OFAC Compliance Notice
G-147292-A	Policyholder Notice - Silica, Mold & Asbestos Disclosure
GSL15563	Information Privacy Coverage Endorsement HIPAA Fines, Penalties & Notification Costs
GSL15564	Sexual Misconduct Sublimits of Liability Professional Liability & Sexual Misconduct Exclusion
GSL15565	Healthcare Providers Professional Liability Assault Coverage
GSL17101	Exclusion of Specified Activities Reuse of Parenteral Devices and Supplies
GSL13424	Services to Animals
CNA80051	Amended Definition of Personal Injury Endorsement
CNA80052	Distribution or Recording of Material or Information in Violation of Law Exclusion Endorsement
G-123846-D09	Florida Cancellation and Non-Renewal
CNA81753	Coverage & Cap on Losses from Certified Acts Terrorism
CNA81758	Notice - Offer of Terrorism Coverage & Disclosure of Premium
CNA82011	Related Claims Endorsement
CNA79575	Exclusion of Cosmetic Procedures
G-141231-A	Additional Insured Healthcare Entity

PLEASE REFER TO YOUR CERTIFICATE OF INSURANCE FOR THE POLICY FORMS & ENDORSEMENTS SPECIFIC TO YOUR STATE AND YOUR POLICY PERIOD.

- For NJ residents: The PLIGA surcharge shown on the Certificate of Insurance is the NJ Property & Liability Insurance Guaranty Association.
- For KY residents: The Surcharge shown on the Certificate of Insurance is the KY Firefighters and Law Enforcement Foundation Program Fund and the KY LGPT is the KY Local Government Premium Tax which includes charges at a municipality and/or county level.
- For WV residents: The surcharge shown on the Certificate of Insurance is the WV Premium Surcharge.
- For FL residents: The FIGA Assessment shown on the Certificate of Insurance is the FL Insurance Guaranty Association - 2012 Regular Assessment.

Form#: G-141241-B (03/2010)
Master Policy#: 188711433

Named Insured: Melisa H Sharpe
Policy#: 0619520847

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C8 - Patricia Becton Transition Coach Contract 2019-2021

Description

Transition services for students with disabilities are required under the Individuals with Disabilities Education Act (IDEA). The Transition Coach will support the enrollment of students with disabilities in area colleges, coordinate with Clay County School personnel, and collaborate with families.

Gap Analysis

The percentage of students with disabilities who had active Individual Education Plans (IEP) at the time they left school and were found enrolled in higher education within one year of leaving school was 17.98% (2016-2017 date, latest year available). This remains an area of focus.

Previous Outcomes

The Transition Coach has supported students with disabilities since 2014. Students have successfully transitioned to post-secondary education with this additional layer of support.

Expected Outcomes

Continue to successfully enroll and maintain students with disabilities in post-secondary institutions. This requires providing logistical support to families and active collaboration with the staff at local post-secondary institutions.

Strategic Plan Goal

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

Recommendation

Approve Transition Coach Contract.

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

\$32,000 over the two year contract period.

Review Comments

Attachments

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

☒ APPROVED

Pending Comments 200027
below Addressed

AGREEMENT/CONTRACT REVIEW FORM

BOARD MEETING DATE:

October 2019

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

Date Submitted: 7/1/2019

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: Patricia Becton - Fleming Island

Contract Title: Transition Coach Contract 2019-2021

Contract Type: New ☐ Renewal ☒ Amendment ☐ Extension ☐ Date Original Contract Approved: 4/23/2014

Contract Term: July 1, 2019 - June 30, 2021 2 year Renewal Option(s):

Contract Cost: \$32,000.00 (2019-2021)

2 year
Contract

Payment Schedule: Monthly

R024595

Funding Source: 0100.5200.0310.9005.0000

Purchase Requisition No.: Pending opening of 19-20 budget

Strategic Plan Tie-In Explanation: Services are required under the Individuals with Disabilities Education Act (IDEA).

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

Additional Information: The transition coach supports the enrollment of students with disabilities in area colleges. This individual coordinates with Clay County personnel, local agencies, and families to collaboratively plan and support post-secondary opportunities for eligible student.

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."

- ☒ Release and Hold Harmless Form

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

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

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

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

Workers' Compensation = \$100,000 Minimum

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

SBAO
RECEIVED
7/8/2019

Approvals

Comments

Purchasing Department	Approved	Denied	Same Agreement as previous year
Review Date 7/2/2019	Approved	Denied	Department please correct Page 3
Risk Management Department	Approved	Denied	No COI / Signed Release
Review Date:	Approved	Denied	
School Board Attorney	Approved	Denied	
Review Date: 7/15/19	Approved	Denied	COI + Signed Release
Information & Technology Dept.	Approved	Denied	(40)
Review Date:	Approved	Denied	
Other	Approved	Denied	
Review Date:	Approved	Denied	

Note
Appendix A
Updated

TRANSITION COACH CONTRACT – FY 2019-2021

INTENT: The School Board of Clay County, Florida (herein referred to School Board) contracts with Patricia Becton, ("Contractor"), a qualified individual, to provide part-time transition coach services in accordance with the terms and conditions as contained herein.

QUALIFICATIONS: Contractor is knowledgeable of the regulations impacting students with disabilities, has experience as an advocate for such students, and experience with college requirements, faculty, and staff sufficient to justify a contract with her as a provider and trainer. Direct and consultation services provided by Contractor shall commence **July 1, 2019** and end **June 30, 2021**.

BACKGROUND: Transition services for students with disabilities are required under the Individuals with Disabilities Education Act (IDEA). The Transition Coach is contracted to fulfill the responsibilities in the attached job duties included in Appendix A. The major activities that may augment, promote and support the enrollment of students with disabilities on the college campus are to be identified by the ESE Director or designee and Contractor from potential areas of contribution to district ESE services, including:

- a. Collaborating with disability coordinators on local college campuses
- b. Assist individual students with the transition to college
- c. Assist school and college professionals
- e. Communicate with parents
- f. Build community support

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, 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 ESE procedures, advocacy, 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 shall 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 Contractor shall at all times be considered an independent contractor and shall not be considered to be an employee of the School Board. Contractor shall carry proper identification. Prior to entering upon any Clay County School District school campus or having contact with any School Board student, Contractor shall, at contractor's expense, submit to and pass a level 2 background check, including fingerprinting, as is required by Fla. Stat. 1012.465 and 1012.467.

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 Transition Coach and to approve all drafts, final products and invoices for payment.

2. To review the draft brochures, data collection instruments, plans and reports, and to complete activities in accordance with the specification and time line agreed upon by the ESE Director and Transition Coach.
3. To arrange all meetings through written and oral communication within the district.
4. To provide the Transition Coach with requested data from various district departments.
5. To conduct other such tasks as to facilitate product development and technical review of products.

COMPENSATION:

1. The transition coach will be compensated at **\$40.00** per hour. Hours shall not exceed thirty (30) 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 and universities at the current approved rate.
4. The terms and conditions of School Board's purchase order are incorporated herein by reference.

RESPECTFULLY SUBMITTED:

Patricia Becton
Patricia Becton, Transition Coach

8/22/19
Date

Terry D. Roth
Terry D. Roth, Director, ESE and Student Services

8-24-19
Date

Carol Studdard, Chairman
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) 336-6867

APPENDIX A

TRANSITION COACH JOB DUTIES:

The following job/contract duties for transition coach services are assumed through contracting of a qualified individual, part-time, to carry out these transition coach services in the district, via the IDEA Discretionary Supplement Grant and/or other district general revenue or special revenue funds. The Transition Coach will collaborate with ESE Specialists and be responsible to the ESE Director.

Job/Contract Duties - ESE Transition Coach

1. Coordinate with local high school personnel to support the dual enrollment of students with disabilities in area colleges.
2. Coordinate with disability coordinators at area colleges to ensure the smooth transition of students with disabilities into campus life.
3. Monitor student performance on the high school and college campus.
4. Support individual students with disabilities through the process of accessing appropriate accommodations on the college campus.
5. Collaborate with families of students with disabilities to access needed post-secondary services.
6. Assist individual students to acquire necessary organizational strategies for academic success.
7. Suggest topics for workshops for professionals on effective practices to support the transition to post-secondary college enrollment.
8. Perform other duties of a similar nature or level as assigned by the ESE Director.

"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: Patricia Becton Patricia Becton
Printed Name: Patricia Becton Patricia Becton
Title: Transition Coach Transition Coach
Date: 6/24/19 6/24/19

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: Patricia Becton

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Patricia Becton
(Printed Name)

Patricia Becton
(Signature)

Transition Coach
(Title)

6/24/19
(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: Patricia Becton

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Patricia Becton
(Printed Name)

Patricia Becton
(Signature)

Transition Coach
(Title)

6/24/19
(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: Patricia Becton

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Patricia Becton
(Printed Name)

Patricia Becton
(Signature)

Transition Coach
(Title)

6/24/19
(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: Patricia Becton

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Patricia Becton
(Printed Name)

Patricia Becton
(Signature)

Transition Coach
(Title)

6/24/19
(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: Patricia Becton

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Patricia Becton
(Printed Name)

Patricia Becton
(Signature)

Transition Coach
(Title)

6/24/19
(Date)

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF CLAY)

My name is (INSERT NAME Patricia Becton). 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 Patricia Becton) 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 Patricia Becton) 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: Patricia Becton

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Patricia Becton
(Printed Name)

Patricia Becton
(Signature)

Transition Coach
(Title)

6/24/19
(Date)

Mandatory Certifications, May 2018, SBAO (web)



Addison G. Davis
Superintendent of Schools

SCHOOL BOARD OF CLAY COUNTY

900 Walnut Street
Green Cove Springs, Florida 32043
Telephones:
904/284-6500 (GCS) 904/272-8100 (OP)
1-888-663-2529 (KH)
FAX 904/284-6525 TDD 904/284-6584

BOARD MEMBERS:

Janice Kerekes
District 1
Carol Studdard
District 2
Betsy Condon
District 3
Mary Bolla
District 4
Ashley Gilhousen
District 5

RELEASE AND HOLD HARMLESS AGREEMENT

READ THIS FORM CAREFULLY -IT CONTAINS A FULL AND COMPLETE RELEASE OF LIABILITY

Name of Adult Participant: Patricia Becton

Date of Birth: April 4, 1949

By signing below I hereby confirm that I am electing to participate in the Transition Coach Contract being offered by the Clay County School.

I certify that I have no health problems or physical infirmities which impair my ability to participate in the named event or any associated physical activity (strenuous or other). I know and acknowledge that there are risks involved in all activities including those associated with this *one*, which risks include the possibility of serious physical injury and death, and I choose to accept all responsibility for my safety and welfare while participating in this activity.

With full understanding of the risks involved in the Transition Coach activities, I hereby release and hold harmless the School Board of Clay County, Florida, employees or agents of the School Board, the adults and sponsors of the activities, the volunteers, and any and all other personnel associated with the activity from any and all responsibility and liability for any injury resulting from participation in the above-described activities.

If I am injured and unable to seek medical treatment, I further authorize emergency medical treatment for me should the need arise for such treatment while I am participating in this activity and agree to be responsible for all costs arising from said emergency medical treatment.

READ THIS FORM CAREFULLY. YOU ARE AGREEING TO ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE ACKNOWLEDGING THAT THERE IS A CHANCE YOU COULD BE INJURED OR KILLED IN THIS ACTIVITY. BY SIGNING THIS FORM YOU ARE GIVING UP YOUR RIGHT TO RECOVER DAMAGES FROM THE SCHOOL, THE SCHOOL BOARD, ANY SPONSORS, OR OTHERS WHO SUPERVISE YOU IN THIS ACTIVITY AND ANY PERSONNEL ASSOCIATED WITH THIS ACTIVITY IN THE EVENT YOU SUFFER SERIOUS PERSONAL INJURY OR DEATH. YOU HAVE A RIGHT TO REFUSE TO SIGN THIS FORM. YOU WILL NOT BE ALLOWED TO PARTICIPATE IN THE ACTIVITY IF YOU REFUSE TO SIGN THIS FORM.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ THIS DOCUMENT CAREFULLY, UNDERSTAND ITS TERMS AND KNOW THAT IT CONTAINS A RELEASE OF LIABILITY.

Patricia Becton

Signature

Date: 6/24/19

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C9 - Clay County District Schools & St. Leo University Agreement

Description

Clay County District Schools will enter into agreement with St. Leo University to provide internship opportunities for Undergraduate Social Work students. Students will obtain necessary background checks and be supervised by school social workers. These agreements further Clay County District School's collaboration with institutions of higher education, promote future employment with the district, and increase the overall reach of social workers in our district.

Gap Analysis

Social work interns will increase and expand current school social workers' abilities to reach families and connect appropriate services.

Previous Outcomes

Expected Outcomes

School board will approve agreements.

Strategic Plan Goal

Recommendation

Contact

Heather McDonald, Coordinator of Mental Health Services heather.mcdonald@myoneclay.net 904-336-6900

Financial Impact

NA/No Cost

Review Comments

Attachments

📎 [St. Leo University & CCDS.pdf](#)



Department of Undergraduate Social Work
Field Placement Letter of Agreement

Date: May 23, 2019

Name of Organization: Clay County District Schools
Attn: Heather McDonald, Coordinator of Mental Health Services- Clay County District Schools
Address: 900 Walnut Street, Green Cove Springs, FL 32043

To Heather McDonald.

The purpose of this letter is to set forth the agreement between Saint Leo University, hereinafter referred to as the "University" and Clay County District Schools, hereinafter referred to as the "Agency." Therefore, in consideration of the mutual agreements set forth herein, the University and the Agency enter into this agreement on the terms and conditions set forth below.

The University and the Agency mutually agree:

1. To cooperate in establishing the educational objectives for the field experience and devising methods for implementation. This collaboration will include sharing information for field planning, selection of experiences, maintenance of acceptable standards of client care, appropriate supervision, and evaluation of student performance. To the extent allowed by public records laws, all information obtained as a result of this collaboration will remain confidential, even after the relationship resolves.
2. To make no distinction between students, faculty, and supervisors covered by this agreement by race, color, creed, age, sex, religion, national origin, veteran status, or disability.
3. Students will be placed with the Agency for a 15 week semester and a total of 400 hours. Students will fulfill the requirement by attending the Agency approximately 16 or 32 hours per week.

In consideration of the above, the University agrees:

1. To notify the Agency of its planned schedule of social worker intern student assignments and will identify the student availability for placement and involve the Agency in the final selection decision.
2. To appoint a faculty liaison to serve as a liaison between the University and the Agency in matters relating to field instruction. This shall include (1) maintaining continuous contact with students and Agency; (2) providing Agency with course outlines, field work evaluations, and other pertinent material; and (3) ensuring compliance with field expectations for student learning. The faculty liaison will schedule a minimum of two visits to the agency to review students' progress and consult with the

placement supervisor in the beginning and mid-semester. Also, the faculty liaison will be available to the Agency supervisor for immediate consultation, if, and when needed.

3. To advise assigned students that they will be subjected to the Agency's policies, procedures, organizational protocols, holiday, and practices of the Agency. This includes, but not limited to, client care, the health of staff members, uniforms, and use of equipment and facilities. Students will be responsible for undergoing and paying the cost of appropriate criminal background screenings per Agency, state, and federal requirement.
4. To remove any students from a placement whose conduct or practice is not in accordance with the Agency's policies and standards of care. Notices of such removal shall be in writing and state the reason(s) for the removal. The University may also remove students from the placement whose progress, conduct, or performance does not meet the University's standards for the continuation of the program.
5. To ensure that the University will provide professional liability insurance for the students. There is no financial obligation on the part of the University, the Agency, or the students.
6. To make all final decisions as to the educational objectives for the field experience. This includes but not limited to determining the progress of students, grades, degree requirements, and the minimum number of field instruction hours in the Agency.

In consideration of the above, the Agency agrees:

1. To identify a field supervisor who is a Bachelor of Social Work (BSW), Master of Social Work (MSW) or Licensed Clinical Social Worker (LCSW). In the case there is no supervisor mentioned above, the Agency will assign a task supervisor. The task supervisor will report on the students' progress to an appointed field supervisor who is assigned by the University. The field or task supervisor shall oversee the student's field experience by providing opportunities for the students to learn and demonstrate their skills. This includes but not limited to the following:
 - a. Endeavor to select clients and groups with whom the students can utilize and integrate knowledge, theory, and practice skills while understanding that clients selection is often random and based on need.
 - b. Provide students with opportunities to become involved with assessment and research when appropriate.
 - c. Allow students to attend any community functions on behalf of the Agency or other learning experiences that are deemed appropriate.
 - d. Evaluate the performance of assigned students on a regular basis using the evaluation forms supplied by the University. Evaluations should be reviewed with the students to allow them the opportunity to add their own comments if they so desire.
 - e. Provide a one-hour weekly supervisory conference with the student to review work in progress and instruction.

2. To provide students with appropriate workspace and office equipment, supplies, and physical facilities to encourage the students to participate in the Agency to the greatest extent possible. This shall include giving students access to records and maximizing student's participation in the Agency staff meetings, case conferences, and other appropriate organization resources.
3. To ensure supervision of students and require that students will not transport clients at any time.
4. To notify the University of any students whose conduct or practice is not consistent with the Agency's policies and standards of care. It will then be the mutual responsibility of the Agency supervisor and the faculty liaison to devise a plan to which the student may be assisted to achieve educational success or, in the alternative, removed from the program..
5. To advise the University of any changes in its personnel, operation or policies which may affect the student field experience.
6. To review and adhere to the University Field Education Manual and supervisory training.
7. To provide input to the University regarding the program's strengths and weaknesses and make suggestions for improvement to the program.

This agreement shall be effective for a period of three (3) years when executed by both parties. This agreement may be terminated by either party upon 30 days' written notice, providing that any students enrolled in the field experiences may complete the agreed upon hours and schedule.

If you are in agreement with the foregoing, please sign below and return to the Department of Undergraduate Social Work at the following address:

Department of Undergraduate Social Work
Saint Leo University
P.O. Box 6665 MC-2067
33701 State Road 52
Saint Leo, FL 33574-6665

Along with the Department of Undergraduate Social Work faculty, I look forward to a long and mutually beneficial relationship.

Sincerely,

Mary Spoto, Ph.D.
Vice President of Academic Affairs

Carol Y. Studdard, Board Chair
Clay County District Schools

Signature

Date

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C10 - 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 - October 3, 2019.pdf](#)

Board Meeting, October 3, 2019

DRAFT

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C11 - Deletion of Certain Items Report - September, 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 August, 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 - September, 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-September, 2019.pdf](#)

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 09/30/2019

<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 0111 BANNERMAN LEARNING CENTER							
Surplus Sale	00091400	EXTRACTOR: CARPET DUAL 3 STAGE	Furniture,Fixtures & Equipment	02/14/2008	09/10/2019	1,905.00	0.00
						1,905.00	0.00
LCTN 0232 GROVE PARK ELEMENTARY							
Junk/Parts	00011067	CURTAINS:STAGE W/VALANCE	Furniture,Fixtures & Equipment	04/09/1973	09/10/2019	1,248.00	0.00
						1,248.00	0.00
LCTN 0252 ORANGE PARK HIGH							
Junk/Parts	00073183	WORKSTATION:BIO-TECH LAB	Furniture,Fixtures & Equipment	11/09/2000	09/06/2019	1,371.50	0.00
Junk/Parts	00073184	WORKSTATION:BIO-TECH LAB	Furniture,Fixtures & Equipment	11/09/2000	09/06/2019	1,371.50	0.00
Junk/Parts	00073185	WORKSTATION BIO-TECH LAB	Furniture,Fixtures & Equipment	11/09/2000	09/06/2019	1,371.50	0.00
Junk/Parts	00073186	WORKSTATION:BIO-TECH LAB	Furniture,Fixtures & Equipment	11/09/2000	09/06/2019	1,371.50	0.00
Junk/Parts	00073187	WORKSTATION:BIO-TECH LAB	Furniture,Fixtures & Equipment	11/09/2000	09/06/2019	1,371.50	0.00
Junk/Parts	00073188	WORKSTATION:BIO-TECH LAB	Furniture,Fixtures & Equipment	11/09/2000	09/06/2019	1,371.50	0.00
						8,229.00	0.00
LCTN 0261 DOCTORS INLET ELEMENTARY							
Surplus Sale	00088775	CAMCORDER: DIGITAL & LENS KIT	Furniture,Fixtures & Equipment	01/25/2007	09/06/2019	2,299.00	0.00
Junk/Parts	00090488	DEFIBRILLATOR:HEARTSTART FRX-P	Furniture,Fixtures & Equipment	12/14/2006	09/06/2019	1,150.00	0.00
Surplus Sale	00091213	CAMCORDER: PROLINE STUDIO MINI	Furniture,Fixtures & Equipment	11/09/2006	09/06/2019	1,035.00	0.00
Surplus Sale	00091761	CAMCORDER: DIGITAL W/LENS KIT	Furniture,Fixtures & Equipment	02/22/2007	09/06/2019	2,049.00	0.00
Surplus Sale	00091762	CAMCORDER: DIGITAL W/LENS KIT	Furniture,Fixtures & Equipment	02/22/2007	09/06/2019	2,049.00	0.00
						8,582.00	0.00
LCTN 0271 MIDDLEBURG ELEMENTARY							
Trade-In	12000632	COPIER: W/CABINET - RICOH RMP2	Furniture,Fixtures & Equipment	03/08/2012	09/06/2019	1,196.00	0.00
						1,196.00	0.00
LCTN 0311 KEYSTONE HEIGHTS JR/SR HIGH							
Junk/Parts	SW004712	DISC:PLATO PACKAGE VI AUDIO FO	Computer Software	03/09/2000	09/06/2019	25,000.00	0.00
						25,000.00	0.00
LCTN 0401 RIDGEVIEW ELEMENTARY							
Junk/Parts	00059708	STATION:WORK 3 PERSON	Furniture,Fixtures & Equipment	08/23/1996	09/06/2019	1,016.79	0.00
Junk/Parts	00059709	STATION:WORK 3 PERSON	Furniture,Fixtures & Equipment	08/23/1996	09/06/2019	1,016.79	0.00
						2,033.58	0.00

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 09/30/2019

<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 0471 ROBERT M PATERSON ELEMENTARY							
Junk/Parts	00093506	DUPLICATOR: W/DOC FEEDER/CABIN	Furniture,Fixtures & Equipment	09/13/2007	09/06/2019	3,318.00	0.00
						3,318.00	0.00
LCTN 0481 LAKE ASBURY JUNIOR HIGH							
Surplus Sale	00084241	LAPTOP: HP TABLET TC-1100	Furniture,Fixtures & Equipment	06/23/2005	09/06/2019	1,771.00	0.00
Surplus Sale	00084247	LAPTOP: HP TABLET TC-1100	Furniture,Fixtures & Equipment	06/23/2005	09/06/2019	1,771.00	0.00
Junk/Parts	00084830	LAMINATOR: HEATSEAL-W/CABINET/	Furniture,Fixtures & Equipment	07/21/2005	09/06/2019	2,505.98	0.00
Surplus Sale	00086585	LAPTOP:LATITUDE - DELL D810 PE	Furniture,Fixtures & Equipment	09/08/2005	09/06/2019	1,626.70	0.00
Surplus Sale	00086620	PROJECTOR:EX100U XGA-MITSUBISH	Furniture,Fixtures & Equipment	08/11/2005	09/06/2019	1,449.00	0.00
Surplus Sale	00086621	PROJECTOR:EX100U XGA-MITSUBISH	Furniture,Fixtures & Equipment	08/11/2005	09/06/2019	1,449.00	0.00
Surplus Sale	00086627	PROJECTOR:EX100U XGA-MITSUBISH	Furniture,Fixtures & Equipment	08/11/2005	09/06/2019	1,449.00	0.00
Surplus Sale	00086633	PRINTER: EPSON STYLUS PRO 760	Furniture,Fixtures & Equipment	07/21/2005	09/06/2019	2,928.36	0.00
Surplus Sale	00096145	LAPTOP: LATITUDE D830 - DELL	Furniture,Fixtures & Equipment	06/12/2008	09/06/2019	1,206.73	0.00
Surplus Sale	10001135	LAPTOP - DELL LATITUDE E6400	Furniture,Fixtures & Equipment	03/11/2010	09/06/2019	1,070.64	0.00
Surplus Sale	10001136	LAPTOP - DELL LATITUDE E6400	Furniture,Fixtures & Equipment	03/11/2010	09/06/2019	1,070.64	0.00
Surplus Sale	10001137	LAPTOP - DELL LATITUDE E6400	Furniture,Fixtures & Equipment	03/11/2010	09/06/2019	1,070.64	0.00
Surplus Sale	10001139	LAPTOP - DELL LATITUDE E6400	Furniture,Fixtures & Equipment	03/11/2010	09/06/2019	1,070.64	0.00
Junk/Parts	00085412	LAPTOP: HP TABLET TC-1100	Furniture,Fixtures & Equipment	06/23/2005	09/09/2019	1,771.00	0.00
Surplus Sale	00086622	PROJECTOR:EX100U XGA-MITSUBISH	Furniture,Fixtures & Equipment	08/11/2005	09/10/2019	1,449.00	0.00
Junk/Parts	SW004909	SOFTWARE: AES LAB MGT SYSTEM P	Computer Software	01/12/2006	09/10/2019	5,604.00	0.00
						29,263.33	0.00
LCTN 0531 THUNDERBOLT ELEMENTARY							
Surplus Sale	00064212	BALANCE BEAM:BSN SPORTS	Furniture,Fixtures & Equipment	11/22/1996	09/06/2019	1,268.94	0.00
Surplus Sale	00071825	FLOOR SCRUBBER:AUTO MINUTEMAN	Furniture,Fixtures & Equipment	01/23/2003	09/06/2019	4,995.00	0.00
Surplus Sale	00073971	SCRUBBER:MINUTEMAN FLOOR W/ATT	Furniture,Fixtures & Equipment	06/08/2000	09/06/2019	3,939.03	0.00
						10,202.97	0.00
LCTN 0541 RIDEOUT ELEMENTARY							
Surplus Sale	00075533	SCRUBBER:MINUTMAN AUTOMATIC W/	Furniture,Fixtures & Equipment	06/14/2001	09/06/2019	4,539.20	0.00
Junk/Parts	00076356	LAMINATOR:GBC ULTIMA 65 W/CABI	Furniture,Fixtures & Equipment	05/24/2001	09/06/2019	1,550.00	0.00
Surplus Sale	00086243	CHASSIS/MONITOR/KEYBOARD - DEL	Furniture,Fixtures & Equipment	12/15/2005	09/06/2019	1,303.12	0.00
						7,392.32	0.00
LCTN 0601 COPPERGATE ELEMENTARY							
Junk/Parts	00094531	PROJECTOR: 4000 LUMENS XGA - N	Furniture,Fixtures & Equipment	10/25/2007	09/06/2019	4,825.44	0.00

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 09/30/2019

<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>
						4,825.44	0.00
LCTN	0661	OAKLEAF HIGH SCHOOL					
Junk/Parts	10001385	COPIER-RICOH MP9001SP-W/FINISH	Furniture,Fixtures & Equipment	03/25/2010	09/10/2019	14,796.47	0.00
Junk/Parts	10001386	COPIER-RICOH MP9001SP-W/FINISH	Furniture,Fixtures & Equipment	03/25/2010	09/10/2019	14,796.46	0.00
Junk/Parts	10001387	COPIER-RICOH MP9001SP-W/FINISH	Furniture,Fixtures & Equipment	03/25/2010	09/10/2019	14,796.46	0.00
Junk/Parts	10001722	EXTRACTOR: CARPET 40 " - SSS A	Furniture,Fixtures & Equipment	06/29/2010	09/10/2019	1,347.39	0.00
Junk/Parts	10001723	EXTRACTOR: CARPET 40 " - SSS A	Furniture,Fixtures & Equipment	06/29/2010	09/10/2019	1,347.39	0.00
						47,084.17	0.00
Total Furniture			Total Vehicles	Total Audio Visual	Total Software	Totals for Deletion Report	
119,675.81			0.00	0.00	30,604.00	150,279.81	0.00

Note:AUGUST 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

October 3, 2019 - Regular School Board Meeting

Title

C12 - BID Renewal

Description

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

a. Unleaded Gasoline, #2 Undyed Diesel and Dyed Diesel Fuel BID #17-BA-122: Contract Period is December 1, 2019 through December 30, 2022. The contract period is for 3 years and is the final renewal option for Bid. Bid established for the purchase and delivery of total Unleaded Gasoline, #2 Undyed Diesel and Dyed Diesel Fuel needs for The School Board of Clay County, The Board of Clay County Commissioners, The City of Green Cove Springs and The Town of Orange Park.

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 October 20, 2016 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

a. Unleaded Gasoline, #2 Undyed Diesel and Dyed Diesel Fuel BID #17-BA-122:

-Gate Fuel Services, P.O. Box 23627, Jacksonville, FL 32241

Contact

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

Financial Impact

a. Unleaded Gasoline, #2 Undyed Diesel and Dyed Diesel Fuel BID #17-BA-122: Contract Term Estimated \$5,000,000.00 from General Revenue

Review Comments

Attachments

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

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

Description

Central Square CAD software allows dispatchers to assign calls for service to individual officers in the field. Additionally, it allows officers to intercommunicate silently and “instant message” other officers from CCSO, GCSPD and OPPD. It provides officers the means to record calls for service and apply call information for archiving.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

The software affords additional support for reporting of events and record keeping of officer assignments.

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

This software was included in the options to create the police department in accordance with “Option B.” It is recommended to purchase the software for use within the police department.

Contact

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

Kenneth Wagner, Chief of Police, 904-336-0101, kenneth.wagner@myoneclay.net

Financial Impact

Initially \$81,680.00 in year 1 and recurring financial cost of \$8,120.00 annually for this software out of the CCPD budget.

Review Comments

Attachments

📎 [Central Square Attachment.pdf](#)

Superior, a CentralSquare Company

Add-On Quote

Quote Number: Q-00014948 Valid Until:
08/30/19

Quote Prepared For:

Kenneth Wagner, Chief of Police
Clay County District Schools
900 Walnut Street
Green Cove Springs, FL, 32043
(904) 885-2191

Date: 08/27/19

Quote Prepared By:
Lindsey Bjerke, Account Manager
Central Square Technologies
1000 Business Center
Lake Mary, FL 32746
Phone: +14073044684 Fax:
lindsev.bjerke@centralsquare.com

Thank you for your interest in our company and our software and services solutions. Please review the below quote and feel free to contact Lindsey Bjerke with any questions.

License Fees & Maintenance

Product Name

ONESolution Multi-Jurisdictional Dispatch Option
ONESolution MCT Client-Digital Dispatch

Quantity	License Fee	Maintenance
1	3,000.00	600.00
47	37,600.00	7,520.00
Total	40,600.00	8,120.00

Professional Services Installation & Configuration

Product Name

ONESolution Public Safety & Justice Map Audit Services

Amount
7,000.00

Total

7,000.00

Technical Services

Product Name

ONESolution Computer-Aided Dispatch Technical Services

Amount
1,600.00

Total

1,600.00

Training

Product Name

Amount

ONESolution Computer-Aided Dispatch Training	11,520.00
ONESolution Mobiles Management Training	2,560.00
Total	14,080.00

Project Management	
Product Name	Amount
ONESolution Computer-Aided Dispatch Project Management	3,680.00
ONESolution Mobiles Management Project Management	640.00
ONESolution Public Safety & Justice Map Audit Services	960.00
Total	5,280.00
Total Professional Services	27,960.00

Travel & Living Expenses	
Product Name	Amount
Public Safety Travel & Living Expenses Estimate	5,000.00
Total	5,000.00

Summary	
Product/Service	Amount
License Fees	40,600.00
Professional Services	27,960.00
Subtotal	68,560.00 USD
Total Excluding Maintenance	68,560.00 USD
Net Maintenance	8,120.00 USD
Total with Maintenance	76,680.00 USD
Travel & Living Estimate	5,000.00 USD
Total inclusive of any Maintenance, Travel & Living	81,680.00 USD

See Product notes in the Additional Information Section

Payment terms as follows, unless otherwise notated below for Special Payment Terms by Product:
Do not pay from this form. Customer will be invoiced for the fees set forth after execution.

If applicable, annual Access, Subscription and/or Cloud/Hosting Fees will be invoiced annually after the initial term.

Maintenance Service and Support Fees (including third party products) are included with purchase for the initial term and will be invoiced annually after the initial term.

License, Start-up and Third Party software and/or hardware Fees are due at execution.

Training Fees and Travel Expenses are due as incurred. All other Professional Services will be Fixed Fee, due at execution.

Custom Modifications and Third Party Product Implementation Services fees are due 50% on execution of this Quote and 50% due upon invoice, upon completion.

Pricing for professional services provided under this quote is a good faith estimate based on the information available at the time of execution. The total amount may vary based on the actual number of hours of services required to complete the services. If required, additional services can be provided on a time and materials basis at CentralSquare's then-current hourly rates for the services at issue. For training and on-site project management sessions which are cancelled at the request of Customer within fourteen (14) days of the scheduled start date, Customer is responsible for entire price of the training or on-site project management plus incurred expenses.

Travel not to exceed \$5,000

Additional Terms:

This form constitutes a supplemental order and amendment to the Agency Access Agreement (the "Agreement") attached hereto, by and between CentralSquare and Customer. Unless otherwise stated below, all terms and conditions as stated in the Agreement shall remain in effect.

Applicable taxes are not included, and, if applicable, will be added to the amount in the payment of invoice(s) being sent separately.

Travel expenses shall be governed by the CentralSquare Travel Expense Guidelines (attached) excluding alcoholic beverages and tipping.

Preprinted conditions and any terms stated on purchase orders or other documents submitted hereafter by Customer are of no force or effect, and the terms and conditions of the Contract and Agreement and any amendments thereto shall control unless expressly accepted in writing by both parties.

If applicable, Third party hardware/software maintenance and any applicable warranty provisions will be provided by the third party manufacturer(s). The return and refund policy of each individual third party hardware/software supplier shall apply. In the event that a manufacturer changes any of these respective policies or prices, CentralSquare reserves the right to adjust this proposal to reflect those changes if they occur prior to execution.

Any shipping charges shown are estimated only and actual shipping charges will be due upon invoice, upon delivery. Delivery is defined as either a) electronic delivery, by posting it on CentralSquare's network for downloading, or similar electronic file transfer method, or (b) physical shipment, such as on a disc or other media transfer method. Physical shipment is on FOB- CentralSquare's shipping point, and electronic delivery is deemed effective at the time CentralSquare provides Customer with access to download the CentralSquare Solutions.

Comments:

Products/Services/Training breakdown as follows:

CAD

CAD System Admin Training/System Admin Workshop - 4 days total- 3 onsite (This will be assistance with configuration and build of the new agency and will also serve as an SA refresher for Green Cove for new features, etc.)

CAD Audits - 5 days (Initial Audit = 1 day, Intermediate Audit = 2 days & Final Audit = 2 days for a total of 5 days)- These are client system configuration reviews by CST resources to ensure customer build work is on track for time, accuracy and quality to meet the project schedule.

Standard Map Audit Services – 1 day (Assist with determinations about map changes, specifically, how to address buildings, floors, areas, etc. that could be more than just a single address on a map)- These are client system configuration reviews by CST resources to ensure customer map data is consistent with build work, corrections or adjustments are on track for time, accuracy and quality to meet the project schedule.

Message Switch System Admin Training- 1 day onsite- This course focuses on Message Switch principles, methodologies, and administration. Instruction is followed by a cooperative planning session and hands-on activities to build the internal switch configuration for a subset of mobile devices. The class covers familiarization with the message switch host process, management console, and SQL databases required for proper operation. Administration of the users and unit tables of the message switch will be covered along with basic troubleshooting tools and reporting.

MCT

47 MCT Licenses

MCT System Admin Training- 1 day- This course focuses on configuration and maintenance of mobile computing devices running the Superior Public Sector MCT application (also called ONESolution MCT/OSMCT). We will cover initial installation of the MCT client, assignment of terminal identifiers provided by the Message Switch administrator, configuration requirements for mobile connectivity and agency specific configuration options within the MCT application.

Waived Items

Mobile

Technical Services - 7 days (4 days onsite, 3 days remote) (includes initial config plus building user/unit configurations as requested and install assist for mobiles)- ***Agency waived this recommended service.

MCT Train the Trainer- 4 days onsite- ***Agency waived this recommended training.

Additional Notes:

- CentralSquare Technologies will not be responsible for any issues arising during implementation since this is outside of the recommended services plan and training for an add on agency.
- Attached Access Agreement will need to be executed by both Clay County School and Green Cove Springs to proceed with order.
- Maintenance for year 1 is included in the price of the MCT licenses. Year 2 is listed for informational purposes only. Amount of the Purchase Order should be for total license and services costs, plus a line item for estimated expense for Travel and Living will be billed as incurred but not to exceed \$5,000 pursuant to the Travel Expense Guidelines attached.
- Custom Modifications and Third Party Product Implementation Services fees do not apply to this quote.
- Any additional services needed will be scoped, priced and presented to the customer. Additional work, if needed will be handled via a signed change order or additional price quote.
- See Tax Exempt Form.
- The terms and conditions of Addendum A and District Purchase Order are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated.

Kenneth Wagner, Chief of Police
Clay County District Schools

Authorized Signature: _____

Printed Name: _____

Date: _____

Additional Information Section

Product Notes:

ONESolution MCT Client-Digital Dispatch: Purchase of base product includes the following features. -ONESolution MCT Client-Digital Dispatch -ONESolution MCT Client-MAPS -Client access to Message Switch _____

Travel and living expenses not to exceed \$5,000.00 are an estimate. Actual expenses will be charged per our current Travel Expense Guidelines (attached) excluding alcoholic beverages and tipping. _____

DRAFT

Travel Expense Guidelines

Superion will adhere to the following guidelines when incurring travel expenses:

All arrangements for travel are to be made through the Superior Corporate Travel Agent unless other arrangements have been made with the Customer and are documented in writing.

AIR TRAVEL – Superior will use the least expensive class of service available with a minimum of seven (7) day, maximum of thirty (30) day, advance purchase. Upon request, Superior shall provide the travel itinerary as the receipt for reimbursement of the airfare and any fees. Fees not listed on the itinerary will require a receipt for reimbursement.

Trips fewer than 250 miles round are considered local. Unless a flight has been otherwise approved by the Customer, Customer will reimburse the current IRS approved mileage rate for all local trips.

LODGING –Superion will use the most reasonable accommodations possible, dependent on the city. All movies and phone/Internet charges are not reimbursable.

RENTAL CAR – Compact or Intermediate cars will be required unless there are three or more Superior employees sharing the car in which case the use of a full size car is authorized. Gas is reimbursable however, pre-paid gas purchases will not be authorized and all rental cars are to be returned with a full tank of gas. Upon request, receipts for car rental and gas purchases will be submitted to Customer. Superior shall decline all rental car insurance offered by the car rental agency as staff members will be covered under the Superior auto insurance policy. Fines for traffic violations are not reimbursable expenses.

OTHER TRANSPORTATION – Superior staff members are expected to use the most economical means for traveling to and from the airport (Airport bus, hotel shuttle service). Airport taxi or mileage for the employee's personal vehicle (per IRS mileage guidelines) are reimbursable if necessary. Upon request, receipt(s) for the taxi will be submitted to Customer. Proof of mileage may be required and may be documented by a readily available electronic mapping service. The mileage rate will be the then-current IRS mileage guideline rate (subject to change with any change in IRS guidelines).

OTHER BUSINESS EXPENSES – Parking at the airport is reimbursable. Tolls to and from the airport and while traveling at the Customer site are reimbursable. Receipts shall be provided to Customer upon request for all of the aforementioned items.

MEALS – Standard per Diem will be \$60 fixed rate for day.

AGENCY ACCESS AGREEMENT

among

School Board of Clay County, Florida
900 Walnut Street
Green Cove Springs, FL 320403

and

Green Cove Springs Police Department
321 Walnut Street
Green Cove Springs, FL 32043

and

Superion, LLC, successor to SunGard Public Sector Inc.
1000 Business Center Drive
Lake Mary, FL 32746

Whereas, Clay County Sheriff's Office ("Licensee") and Superion, LLC, successor to SunGard Public Sector Inc., ("Superion") entered into that Contract and Agreement dated March 5, 1997 ("Licensee Agreement"). School Board of Clay County, FL ("Accessor") desires to obtain access to and a limited right of use from Licensee for certain software licensed by Licensee under the Licensee Agreement (the "Accessed Software"). In order that Accessor obtain such limited right of access and use, SunGard Public Sector, Licensee and Accessor are entering into this Agreement (the "Access Agreement").

Accordingly, the parties, intending to be legally bound, agree as follows:

1. Limited Right of Access. Superion grants Licensee permission to allow Accessor to have access to Licensee's instance of the Accessed Software, subject to the terms, conditions and restrictions provided for in this Access Agreement. The Accessed Software consists of the following:

ONESolution Multi-Jurisdictional Dispatch Option
ONESolution MCT Client-Digital Dispatch

2. Right of Termination. Superion has right to terminate this Access Agreement, and accordingly, Accessor's access to the Accessed Software, upon any breach of this Access Agreement. To terminate this Access Agreement, Superion will provide notice of such breach to Licensee and Accessor (as appropriate), and the breaching party will have thirty (30) days from the date of such notice to cure such breach. If such breach is not cured to Superion's reasonable satisfaction by the expiration of such thirty (30) day period, then this Agreement will be deemed terminated at the expiration of such thirty (30) day period, and thereupon, Accessor's right to access the Accessed Software will be deemed terminated, without any further action by any party.

3. Accessor Software Constitutes Confidential Information of Superion. Accessor acknowledges and agrees that Accessed Software constitutes confidential, proprietary information of Superion, and is and will remain the sole property of Superion. Accessor agrees that it shall not at any time sell, assign, transfer or otherwise make available to, or allow use by, a third party any of components of Accessed Software. Accessor shall hold in confidence the Superion proprietary information for its benefit and internal use only by its employees on a strict "need to know" basis.

4. Obligations of Superion, Right of Accessor Regarding Accessed Software. Accessor's right to use the Accessed Software is derivative of Licensee's license to use the Accessor Software under the terms and conditions of the Licensee Agreement. Superion is not deemed to have granted Accessor any license to use the Accessor Software by virtue of this Access Agreement. Any such license can only be effected by the execution by Accessor and Superion of a definitive written software license agreement between Superion and Accessor that, by its express terms, purports to provide such a right of license to Accessor. Superion will have no obligations whatsoever to Accessor in connection with the Accessed Software. **AS BETWEEN SUPERION AND ACCESSOR, THE ACCESSED SOFTWARE IS MADE AVAILABLE ON AN "AS IS" BASIS. SUPERION MAKES NO WARRANTIES WHATSOEVER TO ACCESSOR REGARDING THE ACCESSED SOFTWARE, AND HEREBY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT AND/OR FITNESS FOR A PARTICULAR PURPOSE. SUPERION WILL HAVE NO LIABILITY TO OR THROUGH ACCESSOR UNDER OR IN CONNECTION WITH THIS ACCESS AGREEMENT OR OTHERWISE IN CONNECTION WITH THE ACCESSED SOFTWARE, IN WHOLE OR IN PART.**
5. Accessor Indemnification Obligations. To the extent that Accessor's sovereign immunity is waived by F.S. 768.28, Accessor shall indemnify, defend and hold harmless Superion, and the Licensee and their respective officers, directors, employees, agents, successors, and assigns from and against any and all losses incurred by either Superion or the Licensee resulting from any action by a third party that arise out of or result from, or are alleged to arise out of or result from the gross negligence or more culpable act or omission (including recklessness or willful misconduct) by Accessor, any authorized user, or any third party on behalf of Accessor or any authorized user, in connection with this Access Agreement.
6. Governing Law. This Agreement will be governed by and construed under the laws of the State of Florida, without reference to the choice of laws provisions thereof. If any provision of this Agreement is illegal or unenforceable, it will be deemed stricken from the Agreement and the remaining provisions of the Agreement will remain in full force and effect.
7. Integration Provision. This Access Agreement contains the entire understanding of the parties with respect to its subject matter and supersedes and extinguishes all prior oral and written communications between the parties about its subject matter. No modification of this Access Agreement will be effective unless it is in writing, is signed by each party, and expressly provides that it amends this Agreement.

SCHOOL BOARD OF CLAY COUNTY, FL

SUPERION, LLC

Authorized Signature

DocuSigned by:

Lisa Neumann

Authorized Signature

Lisa Neumann

Controller

Print Name & Title

9/12/2019

Date

GREEN COVE SPRINGS POLICE DEPARTMENT,
FL

Authorized Signature

Print Name & Title

Date

**“ADDENDUM A”
TO
CONTRACT WITH THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA**

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

1. INDEMNIFICATION

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

2. INSURANCE

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

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

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

Each insurance policy shall be obtained from an insurance carrier rated as “A-” or better, under a policy approved for use in the State of Florida. Further, unless otherwise agreed to by the Board, such insurance policy shall contain evidence/endorsement for physical and sexual abuse and molestation coverage. Each Certificate of Insurance (“COI”) shall

name the School Board of Clay County, Florida, as an additional insured and the policy must unconditionally entitle the Board to thirty (30) days' notice of policy/coverage cancellation.

3. RESERVATION OF SOVEREIGN IMMUNITY

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

4. GOVERNING LAW AND VENUE

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

5. LEVEL II BACKGROUND SCREENING

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

6. INDEPENDENT CONTRACTOR

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

7. PUBLIC RECORDS

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

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

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

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

8. STUDENT RECORDS

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

9. PAYMENT TERMS AND CONTINGENCIES

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: DocuSigned by: Lisa Neumann
81171DEF05564F6...
Printed Name: Lisa Neumann
Title: Controller
Date: 8/27/2019



CERTIFICATE OF LIABILITY INSURANCE

8/31/2020

DATE (MM/DD/YYYY)

8/31/2019

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

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

PRODUCER Lockton Insurance Brokers, LLC CA License #OF15767 Three Embarcadero Center, Suite 600 San Francisco CA 94111 (415) 568-4000	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED 1426915 CentralSquare Technologies, LLC 1000 BUSINESS CENTER DR. Lake Mary FL 32746	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: National Fire Insurance Co of Hartford	NAIC # 20478
	INSURER B: The Continental Insurance Company	35289
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES RAMHO01 **CERTIFICATE NUMBER:** 16252734 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	N	6072382367	8/31/2019	8/31/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Comp Ded: \$10K Coll Ded: \$1,000	Y	N	6072382370	8/31/2019	8/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	N	N	6072382322	8/31/2019	8/31/2020	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$ XXXXXXXX
B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	6072382353 (CA) 6072382336 (AOS)	8/31/2019 8/31/2019	8/31/2020 8/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
School Board of Clay County is an Additional Insured with respect to liability arising out of the operations of the insured and to the extent provided by the policy language or endorsement issued or approved by the insurance carrier.

CERTIFICATE HOLDER**CANCELLATION** See Attachments

16252734 School Board of Clay County 900 Walnut Street Green Cove Springs FL 32043	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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July 2, 2019

Chief Kenneth Wagner
Clay County District School Police Department
900 Walnut Street
Green Cove Springs FL 32043

Chief Wagner,

This letter serves as confirmation as the developer and owner of the copyright to the Superion Software applications. This includes, but not limited to, One Solution CAD software. Superion is the sole source for the purchase of software licenses and associated services, including annual software support and subscription services for the One Solution software applications. The Superion One Solution product has unique interoperability to other customers in Clay County, Florida, including Green Cove Spring Police Department.

Superion was recently part of a merger in September of 2018. This merger became the newly formed CentralSquare Technologies company

Should you have any questions, please contact me at bob.koenig@centralsquare.com, or by phone at 330-321-6529.

Sincerely,

Bob Koenig
Vice President Sales, PSJ Enterprise

MEMORANDUM OF UNDERSTANDING FOR ACCESS TO FCIC AND NCIC
DATA THROUGH THE CLAY COUNTY SHERIFF'S OFFICE COMPUTER NETWORK.

This agreement is made this 20TH DAY OF AUG., 2019 by and between the Clay County School Board Police Department, Green Cove Springs, FL, (hereinafter called "CCSBPD") and the Clay County Sheriff's Office, having an office located at 901 North Orange Ave, Green Cove Springs, FL 32043 (hereinafter called "CCSO").

A. Overview of the Agreement

1. The CCSBPD and the CCSO joined together in a cooperative effort to share information and resources in order to help the respective agency enhance its crime prevention, crime solving, and procedural capabilities. In furtherance of these goals, the CCSBPD and the CCSO will run the Central Square Public Safety software with the main servers on the CCSO computer network. The Orange Park Police Department, Orange Park, FL (hereinafter called "OPPD") and the Green Cove Springs Police Department, Green Cove Springs, FL (hereinafter called "GCSPD") will also be on the system with a similar agreement. Through the software each Agency has access to query only transactions from NCIC/FCIC. This document is to establish responsibilities for each Agency due to this access.

B. Responsibilities of CCSO

1. The CCSO will house and maintain the physical and logical security of the four main services used to run the Central Square Public Safety software commonly known as Computer Aided Dispatch (CAD), Records Management System (RMS), Jail Management System (JMS), the message switch, and the database servers.
2. Auditing of the data in the system is not required due to data being query only.
3. NCIC/FCIC shall not be disseminated from this system.
4. Hits are not confirmed through this system.
5. Server logs from the six main servers CAD, SQL1, CADMSG, CADDB, MDS, and RMSDB will be captured by CCSO, reviewed weekly, and maintained for 365 days as required by CJIS Policy. CCSO will grant CCSBPD access to these logs for official purposes only.
6. Quality Assurance (QA) is not required with query only data.
7. CCSO will protect all personal information provided by CCSBPD for system management.
8. CCSO will allow CCSBPD access to the system twenty-four hours a day seven days a week.
9. CCSO will ensure all their personnel have completed all the training and screening required to access FCIC/NCIC prior to system access.
10. Use of the system is for official law enforcement purposes only.

11. Validation is not required due to no data entry.
12. The CCSO Information Technology (IT) Section will provide CCSBPD with a current Network map required by FDLE.
13. The CCSO Local Agency Security Officer (LASO) will provide technical assistance as it relates to CJIS policies, but it is still up to CCSBPD to determine their own policies.
14. The CCSO IT Section will provide support for application training if needed, network design and configuration, and laptop support for law enforcement software as required and requested by CCSBPD.
15. Due to the fact that our networks are directly connected, if CCSO identifies a network threat that warrants CCSO notification of FDLE, CCSO will also notify CCSBPD so they can take appropriate actions.

C. Responsibilities of CCSBPD

1. CCSBPD will grant CCSO access to the social security numbers of the personnel requiring access to the system. The numbers are required for management of the system and the message switch interface.
2. CCSBPD will ensure all personnel accessing the system meet all the personal screening requirements outlined in CJIS policy. CCSBPD will immediately notify CCSO if the access status changes on their personnel so CCSO can disable access to the system.
3. CCSBPD will provide a current list at least quarterly to CCSO of personnel with access to the system.
4. CCSBPD will ensure all computers and mobile computers meet the CJIS requirements for physical and logical security. They will also ensure their Mobile Computing Terminals (MCT) meet the advanced authentication requirements if applicable.
5. Due to the fact that our networks are directly connected, if CCSBPD identifies a network threat that warrants notification of FDLE, they will also notify CCSO so they can take appropriate actions as needed. CCSBPD will provide CCSO with an updated network map as required by CJIS policy due to the fact our networks are directly connected.
6. CCSBPD will ensure their computer network meets all the requirements defined in CJIS security policy due to the fact they have their own ORI and agreement with FDLE.

D. Contact Information

The technical contact information is to be updated as follows:

CCSO:

Mr. Dominic Antonello

IT Applications/Development Manager

dantonello@claysheriff.com

904-529-6017

CCSBPD:

MR. JONATHAN SKIPPER

IT SUPERVISOR

JONATHAN.SKIPPER@MYONECLAY
SPD.NET

904-336-9601

Ms. Stacy Wase

IT Systems Manager

swase@claysheriff.com

904-529-6027

Mr. Jim Hansen

Local Agency Security Officer

jhansen@claysheriff.com

904-529-6024

MARK ROMANO.

ALT. L.A.S.O.

MARK.ROMANO@MYONECLAY
SPD.NET

904-336-0102

E. **Execution**

This amendment will become effective upon execution of the signature of all parties to the amendment. The date of execution shall be the date of the last signature.

Law Enforcement Administrator

[Signature] 8-19-19
Signature Date

DARRYL DANIELS

Print Name

Sheriff

Title

Law Enforcement Administrator

[Signature] 8-20-19
Signature Date

KENNETH J. WAGNER

Print Name

Chief of Police

Title

JD
8/16/19

2019-2020
SCHOOL SAFETY INTERLOCAL AGREEMENT AMONG
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA;
CITY OF GREEN COVE SPRINGS, FLORIDA; AND
GREEN COVE SPRINGS POLICE DEPARTMENT

THIS AGREEMENT is made among and executed by the School Board of Clay County, Florida ("School Board"), the City of Green Cove Springs, Florida ("City"), and the City of Green Cove Springs Police Department ("GCSPD"), collectively referred to hereinafter as "the Parties."

WHEREAS, the Parties have historically entered into annual "Safety and Education Articulation Agreements" whereby GCSPD Officers are assigned to certain public schools within Clay County District Schools ("District") to maintain safety and provide certain educational resource services in exchange for the School Board's payment of sums to the City for the benefit of GCSPD; and

WHEREAS, the Parties are currently performing one such agreement known as the *2018-2019 Safety and Education Articulation Agreement* ("2018-19 Articulation Agreement"), a complete and accurate copy of which is attached hereto as *Exhibit A*; and

WHEREAS, under the 2018-19 Articulation Agreement, GCSPD's educational resource services include assistance and support to District personnel in planning and implementing school programs such as Drug Abuse Resistance Education ("DARE"), health and substance abuse education, and traffic and pedestrian safety programs at Charles E. Bennett Elementary School and Green Cove Springs Junior High School; and

WHEREAS, Florida's recently-enacted Marjory Stoneman Douglas High School Public Safety Act, Ch. 2018-3, Laws of Florida ("the Act"), as amended in 2019, made significant school safety reforms and imposed upon all Florida public school districts numerous additional requirements to achieve greater safety and security for all public school students and staff; and

WHEREAS, one requirement of the Act, codified in part under section

1006.12 of the Florida Statutes (2018), calls for school boards to partner with law enforcement agencies to establish or assign at least one "school safety officer" at each public school within a school district by implementing one or any combination of ~~three~~ four statutory options going into the 2019-20 school year; and

WHEREAS, a District-wide combination School Safety Officer/School Resource Officer "SRO" program presents one statutory option, though state funding committed to the District for a program of this nature is substantially insufficient; and

WHEREAS, the School Board and Superintendent -in collaboration with local law enforcement agencies, officials, and community stakeholders - have collectively explored (and continue to explore) avenues by which adequate funding may be raised and mandates of the Act may be met without compromising the level of services provided by each of the public agencies involved; and

WHEREAS, the Parties have, in fact, partnered with each other, and desire to enter into an agreement under which GCSPD provides SRO services at Charles E. Bennett Elementary School and Green Cove Springs Junior High School, continues to deliver the above-referenced educational resource services to said schools throughout the 2019-20 school year, and also creates, sets up and staffs a combined Police Dispatch Center to jointly serve GCSPD and the Clay County District Schools Police Department in exchange for payment of certain sums by the School Board.

NOW, THEREFORE, IN CONSIDERATION of the foregoing and the mutual promises and obligations stated herein, the Parties agree as follows:

1. The School Board upon approval of this Agreement by all Parties shall pay to the City the sum of \$328,091.24 in exchange for certain services provided to the School Board by GCSPD from July 1, 2019, through June 30, 2020, as specified below. Such payment shall be made in twelve (12) equal installments after execution of this Agreement and upon receipt of a monthly detailed invoice submitted by GCSPD to the School Board. The above total sum includes payment for the existing School Resource Officers in the total amount of \$143,534.00 and payment for all salaries and all other expenses for four dispatchers in the total amount of \$184,557.24

2. The City agrees to accept payment of such funds for the benefit and use of CGSD.

3. Included under this Agreement shall be GCSPD's assignment of a School Resource Officer ("SRO") per site to provide public safety, law enforcement, and educational resource services at Charles E. Bennett Elementary School and Green Cove Springs Junior High School. The educational resources services shall include GCSPD assistance and support to District personnel in planning and implementing school programs such as Drug Abuse Resistance Education ("DARE"), health and substance abuse education, and traffic and pedestrian safety programs at these schools.

4. Also included under this Agreement, the City and GCSPD shall implement a combined Police Dispatch Center to serve to facilitate communications between 911 services, the Clay County District Schools Police Department and the Green Cove Springs Police Department, which Dispatch Center shall be staffed by four (4) communications Officers who shall be employees of the Green Cove Springs Police Department. Said dispatch officers shall be hired by the Green Cove Springs Police Department and shall meet all of the criteria set forth in the GCSPD job description for "Communications Officer 110-3."

5. The School Board, the Clay County District Schools Police Department, and GCSPD will collaborate and work together with other government agencies to ensure that the services contemplated herein are appropriately and effectively delivered. General orders and directives will be reviewed and updated to enhance the working relationship between District and GCSPD staff and encourage early intervention strategies and activities.

6. CGSPD agrees to comply with the requirements of the Jessica Lunsford Act by requiring that all GCSPD personnel and agents who come into contact with students are fingerprinted and have passed a Level II background check at no cost to the School Board.

7. GCSPD shall maintain records concerning the performance of services provided by the GCSPD Officers assigned as SROs. In accordance with the *Law Enforcement Officers Bill of Rights*, Chapter 112, Fla. Stat., complaints

against a GCSPD Officer shall be referred to and appropriately addressed by GCSPD.

8. This Agreement is entered into and governed by the *Florida Interlocal Cooperation Act of 1969*, section 163.01, Fla. Stat., and all applicable portions of the same are hereby incorporated by reference.

9. Subject to and within the limitations of the sections 163.01 and 768.28, Fla. Stat., GCSPD agrees to indemnify and hold harmless the School Board and its officers, employees, and agents from and against any and all loss, damage, or liability which arises as a result of the negligent or intentional acts of GCSPD personnel which occur in connection with the services contemplated by this Agreement.

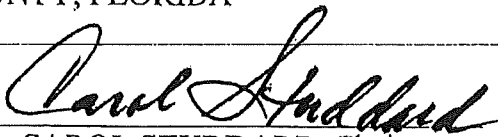
10. This Agreement shall become effective upon the date it is fully executed by all the Parties.

11. Upon full execution of this Agreement, the Parties' 2018-19 Articulation Agreement shall be deemed terminated and rendered void without penalty or any further obligations of any party. Otherwise, the 2018-19 Articulation Agreement will remain in full force and effect through September 30, 2019.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date(s) hereinafter indicated.

THE SCHOOL BOARD OF CLAY
COUNTY, FLORIDA

By:

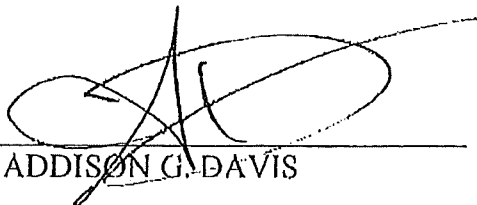


CAROL STUDDARD, Chair
900 Walnut Street
Green Cove Springs, Florida 32043

Date:

06/27/2019

By:


ADDISON G. DAVIS

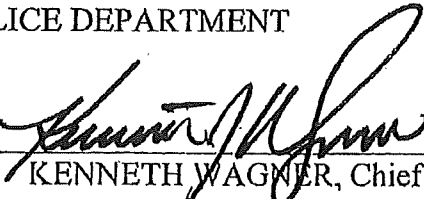
Date:

06/27/2019

Superintendent of Schools

* * * * *

CLAY COUNTY DISTRICT SCHOOLS
POLICE DEPARTMENT

By: 
KENNETH WAGNER, Chief
900 Walnut Street
Green Cove Springs, Florida 32043

Date: 6-22-19

* * * * *


POLICE DEPARTMENT OF GREEN
COVE SPRINGS, FLORIDA

By: 
DEREK ASDOT, Chief

Date: 7-23-19

* * * * *

CITY OF GREEN COVE SPRINGS,
FLORIDA

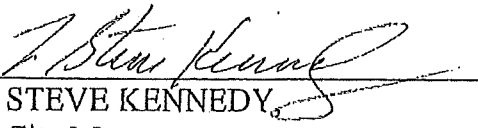
By: 
STEVEN KELLEY, Mayor
321 Walnut Street
Green Cove Springs, Florida 32043

Date: 7-23-19

* * * * *

CITY OF GREEN COVE SPRINGS,

FLORIDA

By: 
STEVE KENNEDY
City Manager

Date: 7-23-19

DRAFT



June 27, 2019 - Regular School Board Meeting

Dr. Michael Kemp, Assistant Superintendent for Operations, (904) 336-6824, michael.kemp@myoneclay.net, John Ward, Director of Safety and Security, 904-336-6846, john.ward@myoneclay.net

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C14 - Substantial and Final Completion of W.E. Cherry Elementary Re-Roof Buildings 1 and 2

Description

Establish a Substantial and Final Completion dates 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 July 30, 2019 in accordance with the project documents and Final Completion on August 13, 2019.

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**

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

🔗 [FinalComp, WEC ReRoof Buildings 1 and 2.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 1 & 2

School: W.E. Cherry Elementary


SDCC Project Number: C - 12 - 18/19


Project Architect: Bhide & Hall Architects

Project Contractor: McCurdy-Walden, Inc.

Date of Substantial Completion: July 30, 2019

 Date 8-12-19
Signature: Contractor

 Date 8-19-2019
Signature: Architect/Engineer

 Date 8-19-2019
Signature: Project Manager

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 1 & 2


School: W.E. Cherry Elementary

SDCC Project Number: C - 12 - 18/19

Project Architect: Bhide & Hall Architects

Project Contractor: McCurdy-Walden, Inc.

Date of Final Completion: August 13, 2019


Signature: Contractor

Date

9-13-19


Signature: Architect/Engineer

Date

9-13-19


Signature: Project Manager

Date

9/13/19

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C15 - Substantial and Final Completion of Grove Park Elementary Re-Roof Buildings 8, 9A and 9B

Description

Establish a Substantial and Final Completion dates 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 July 30, 2019 in accordance with the project documents and Final Completion on August 13, 2019.

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**

🔗 [SubComp, GPE ReRoof Buildings 8, 9a and 9b.pdf](#)

🔗 [FinalComp, GPE ReRoof Buildings 8 9A and 9B.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 8, 9a & 9b


School: Grove Park Elementary School

SDCC Project Number: C - 8 - 18/19

Project Architect: Bhide & Hall Architects

Project Contractor: McCurdy-Walden, Inc.

Date of Substantial Completion: July 30, 2019


Signature: Contractor

Date 8-12-19


Signature: Architect/Engineer

Date 8-19-2019


Signature: Project Manager

Date 8-19-2019

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 8, 9a & 9b


School: Grove Park Elementary School

SDCC Project Number: C - 8 - 18/19

Project Architect: Bhide & Hall Architects

Project Contractor: McCurdy-Walden, Inc.

Date of Final Completion: August 13, 2019

 _____ Date 9-13-19
Signature: Contractor

 _____ Date 9-13-19
Signature: Architect/Engineer

 _____ Date 9/13/19
Signature: Project Manager

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C16 - Substantial and Final Completion of Lakeside Junior High School Parking Lot Lighting Replacement

Description

Establish a Substantial 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 1, 2019 and Final Completion on September 14, 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**

- 🔗 [SubComp, LSJ Parking Lot Lighting Replacement.pdf](#)
- 🔗 [FinalComp, LSJ Parking Lot Lighting Replacement.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: Parking Lot Lighting Replacement


School: Lakeside Junior High School

SDCC Project Number: C - 19 - 18/19


Project Engineer: Haddad Engineering, Inc.

Project Contractor: T&M Electric of Clay County, LLC.

Date of Substantial Completion: August 1, 2019


Signature: Contractor Date 8/19/19

namir Haddad
Signature: Architect/Engineer Date 8/19/2019


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: Parking Lot Lighting Replacement


School: Lakeside Junior High School

SDCC Project Number: C - 19 - 18/19

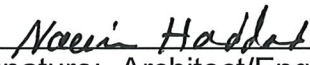
Project Engineer: Haddad Engineering, Inc.

Project Contractor: T&M Electric of Clay County, LLC.

Date of Final Completion: September 14, 2019


Signature: Contractor

Date 9/13/19


Signature: Architect/Engineer

Date 9/13/2019


Signature: Project Manager

Date 9/13/2019

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C17 - Substantial and Final Completion of Wilkinson Junior High School Parking Lot Lighting Replacement

Description

Establish a Substantial 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 1, 2019 and Final Completion on September 12, 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**

- 🔗 [SubComp, WJH Parking Lot Lighting Replacement.pdf](#)
- 🔗 [FinalComp, WJH Parking Lot Lighting Replacement.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: Parking Lot Lighting Replacement


School: Wilkinson Junior High School

SDCC Project Number: C - 20 - 18/19


Project Engineer: Haddad Engineering, Inc.

Project Contractor: T&M Electric of Clay County, LLC.

Date of Substantial Completion: August 1, 2019


Signature: Contractor Date 8/19/19

namir Haddad
Signature: Architect/Engineer Date 8/19/2019


Signature: Project Manager Date 8/19/2019

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: Parking Lot Lighting Replacement

School: Wilkinson Junior High School

SDCC Project Number: C - 20 - 18/19

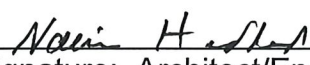
Project Engineer: Haddad Engineering, Inc.

Project Contractor: T&M Electric of Clay County, LLC.

Date of Final Completion: September 12, 2019


Signature: Contractor

Date 9/13/19


Signature: Architect/Engineer

Date 9/13/2019


Signature: Project Manager

Date 9/13/2019

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C18 - Change Order #2 for Lakeside Junior High School Parking Lot Lighting Improvements

Description

Change Orders are initiated by the Contractor, Architect/Engineer or Owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change Orders are reviewed by the Architect/Engineer and staff prior to submission to the School Board for approval. This change order is for additional materials and labor to replace existing light fixtures on pole near relocatable classroom.N/

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

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

Recommendation

Approve Change Order # 2.

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

This change order will increase the contract amount by \$1,457.30. Engineering fees will increase by \$123.87 as a result of this change order. These funds are available and budgeted in the Educational Facilities Plan.

Review Comments**Attachments**

🔗 [ChgOrder2, LSJ Parking Lot Lighting Replacement.pdf](#)

SCHOOL BOARD OF CLAY COUNTY

CHANGE ORDER NO. 2

SDCC PROJECT NAME: Lakeside Junior High School Parking Lot Lighting Replacement

SDCC PROJECT NO: C-19-18/19

The Owner authorized the Contractor to make the following change(s) in the contract dated April 4, 2019.

ORIGINAL CONTRACT AMOUNT: \$ 112,391.00

REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 73,530.87

Change(s) and reason(s) for this Change Order: Owner/Engineer directed changes (see attached justification.)

Additional Time needed for this Change Order is zero (0) calendar days. Contract Substantial Completion date is July 31, 2019. Final Completion date is August 30, 2019.

For these changes: ☒ Add to ☐ Deduct from the Contract in accordance with the conditions of the Contract the sum of: One Thousand Four Hundred Fifty-Seven Dollars and 30/cents.

CURRENT CONTRACT AMOUNT:	<u>\$73,530.87</u>
ADDITION TO CONTRACT:	<u>\$1,457.30</u>
DEDUCTION TO CONTRACT:	<u>\$0.00</u>
REVISED CONTRACT AMOUNT:	<u>\$74,988.17</u>

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: namir Haddad
Architect

Date: 8/21/2019

By execution of this Change Order, the Contractor acknowledges that all issues related to compensation and time have been resolved and payment recited herein is full compensation for the work identified in this Change Order.

ACCEPTED: Signature: [Signature]
Contractor

Date: 8/21/19

Signature: [Signature]
SDCC Project Manager

Date: 8/22/19

APPROVED: Signature: [Signature]
School Board Chairman

Date: _____

MIS15010
EFF 7/10/08

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER # 2

SBCC PROJECT NAME: Lakeside Junior High School Parking Lot Lighting Replacement

SBCC PROJECT NUMBER: C-19-18/19

Additional Information:

1. Additional materials and labor to replace existing light fixtures on pole near portable classroom.

\$1,457.30

Total Change Order Amount: \$1,457.30

Addition of Zero (0) days to the Contract to complete the work.

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C19 - Change Order #2 for Wilkinson Junior High School Parking Lot Lighting Improvements

Description

Change Orders are initiated by the Contractor, Architect/Engineer or Owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change Orders are reviewed by the Architect/Engineer and staff prior to submission to the School Board for approval. This change order is for material and labor to repair damaged 6" sewer line that was not located during utility locate performed by the School District. Due to time constraints, Maintenance was not able to perform repairs and an outside contractor was needed to repair the sewer line.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

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

Recommendation

Approve Change Order # 2.

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

This change order will increase the contract amount by \$3,970.94. Engineering fees will increase by \$337.53 as a result of this change order. These funds are available and budgeted in the Educational Facilities Plan.

Review Comments

Attachments

📎 [ChgOrder2, WJH Parking Lot Lighting Replacement.pdf](#)

SCHOOL BOARD OF CLAY COUNTY

CHANGE ORDER NO. 2

SDCC PROJECT NAME: Wilkinson Junior High School Parking Lot Lighting Replacement

SDCC PROJECT NO: C-20-18/19

The Owner authorized the Contractor to make the following change(s) in the contract dated April 4, 2019.

ORIGINAL CONTRACT AMOUNT: \$ 140,199.00

REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 102,442.33

Change(s) and reason(s) for this Change Order: Owner directed changes (see attached justification).

Additional Time needed for this Change Order is Thirteen (13) calendar days. Contract Substantial Completion date is August 13, 2019. Final Completion date is September 12, 2019.

For these changes: ☒ Add to ☐ Deduct from the Contract in accordance with the conditions of the Contract the sum of: Three Thousand Nine Hundred Seventy Dollars and 94/cents.

CURRENT CONTRACT AMOUNT:	<u>\$102,442.33</u>
ADDITION TO CONTRACT:	<u>\$3,970.94</u>
DEDUCTION TO CONTRACT:	<u>\$0.00</u>
REVISED CONTRACT AMOUNT:	<u>\$106,413.27</u>

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: namir Haddad
Architect

Date: 9/21/2019

By execution of this Change Order, the Contractor acknowledges that all issues related to compensation and time have been resolved and payment recited herein is full compensation for the work identified in this Change Order.

ACCEPTED: Signature: [Signature]
Contractor

Date: 8/21/19

Signature: [Signature]
SDCC Project Manager

Date: 8/22/19

APPROVED: Signature: _____
School Board Chairman

Date: _____

MIS15010
EFF 7/10/08

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER # 2

SBCC PROJECT NAME: Wilkinson Junior High School Parking Lot Lighting Replacement

SBCC PROJECT NUMBER: C-20-18/19

Additional Information:

1. Additional materials and labor to repair 6" sewer line that was not located during utility locate performed by the CCDS. Due to time constraints, Maintenance wasn't able to perform repairs and an outside contractor was needed to repair the sewer line.

\$3,970.94

Total Change Order Amount: \$3,970.94

Addition of Thirteen (13) days to the Contract to complete the work.

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C20 - 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, 10.3.19.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
AJAX Building Corporation	General Contractor	\$100,000,000.00	October 31, 2020
Auld & White Constructors, LLC	General Contractor	\$50,000,000.00	October 31, 2020
CGC, Inc.	General and Underground Utility & Excavation Contractor	\$25,000,000.00	October 31, 2020
McCurdy-Walden, Inc.	Roofing Contractor	\$2,500,000.00	October 31, 2020
Register Roofing & Sheet Metal, Inc.	General and Roofing Contractor	\$10,000,000.00	October 31, 2020
Stellar Group, Inc.	General and Mechanical Contractor	\$75,000,000.00	October 31, 2020
T&M Electric	Electrical Contractor	\$7,000,000.00	October 31, 2020
Trane U.S., Inc.	General, HVAC and Mechanical Contractor	\$100,000,00.00	October 31, 2020

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C21 - Substantial and Final Completion of Keystone Heights Elementary Parent Pickup/Parking Improvements

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 9, 2019 and Final Completion on August 24, 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

- 🔗 [SubComp, KHE Parent Pickup Parking Improvements.pdf](#)
- 🔗 [FinalComp, KHE Parent Pickup Parking Improvements.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: Parent Pickup/Parking Improvements

School: Keystone Heights Elementary School

SDCC Project Number: C - 14 - 18/19

Project Architect: CHW Professional Consultants

Project Contractor: Besch & Smith Civil Group Inc.

Date of Substantial Completion: August 9, 2019

Nicole Beal Date 9-11-19
Signature: Contractor

Monique M. Hathorn Date 09-12-19
Signature: Architect/Engineer

Byrne Ellis Date 9-12-2019
Signature: Project Manager

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: Parent Pickup/Parking Improvements

School: Keystone Heights Elementary School

SDCC Project Number: C - 14 - 18/19

Project Architect: CHW Professional Consultants

Project Contractor: Besch & Smith Civil Group Inc.

Date of Final Completion: August 24, 2019

Nicole Beal Date 9-11-19
Signature: Contractor

Monique M. Heathcock Date 09.12.19
Signature: Architect/Engineer

Byrne Ellis Date 9/12/2019
Signature: Project Manager

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C22 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Orange Park High School HVAC Repair/Replacement Building 4 Gymnasium

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 Orange Park High School HVAC Repair/Replacement Building 4 Gymnasium.

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

As budgeted in the Educational Facilities Plan for \$800,000.00. The engineer's cost estimate is \$903,000.00.

Review Comments

Attachments

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C23 - Substantial and Final Completion of Middleburg Elementary School Re-Roof Buildings 4 and 9

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 July 30, 2019 and Final Completion on August 13, 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

- 🔗 [FinalComp, MBE ReRoof Buildings 4 and 9.pdf](#)
- 🔗 [SubComp, MBE ReRoof Buildings 4 and 9.pdf](#)

School District of Clay County Certificate of Final Completion

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

Project Title: Reroof Buildings 4 & 9

School: Middleburg Elementary School

SDCC Project Number: C - 10 - 18/19

Project Architect: Bhide & Hall Architects


Project Contractor: Register Roofing

Date of Final Completion: August 13, 2019


Signature: Contractor

Date

8/11/19


Signature: Architect/Engineer

Date

9/10/2019


Signature: Project Manager

Date

9/11/2019

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 4 & 9


School: Middleburg Elementary School

SDCC Project Number: C - 10 - 18/19

Project Architect: Bhide & Hall Architects


Project Contractor: Register Roofing

Date of Substantial Completion: July 30, 2019


Signature: Contractor

Date

9/11/19


Signature: Architect/Engineer

Date

9/9/2019


Signature: Project Manager

Date

9/9/2019

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C24 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Keystone Heights High School Site Improvements (Sanitary Line).

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

Recommendation

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.

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

As budgeted in the Educational Facilities Plan for \$500,000.00. The engineer's cost estimate is \$414,771.00.

Review Comments

Attachments

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C25 - Change Order #2 for Paterson Elementary School Fire Alarm Replacement

Description

Change Orders are initiated by the Contractor, Architect/Engineer or Owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change Orders are reviewed by the Architect/Engineer and staff prior to submission to the School Board for approval. This change order is for materials and labor to replace damaged fiber connectors, breakout kits, and fiber optic cabling for 40 portable classrooms and install fire alarm interface to 12 new HVAC units in Buildings 1 and 2 not shown on contract drawings.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

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

Recommendation

Approve Change Order # 2.

Contact

Dr. Michael Kemp, Assistant Superintendent for Operations (904) 336-6824, michael.kemp@myoneclay.net, Jeffery Marks, Project Manager (904) 336-6821, Jeffery.marks@myoneclay.net

Financial Impact

This change order will increase the contract amount by \$19,288.69. Architect fees will increase by \$1,639.54 as a result of this change order. These funds are available and budgeted in the Educational Facilities Plan.

Review Comments

Attachments

📎 [CO 2 PES Fire Alarm Replacement.pdf](#)

SCHOOL DISTRICT OF CLAY COUNTY

CHANGE ORDER NO. 2

SDCC PROJECT NAME: Paterson Elementary School Fire Alarm Replacement

SDCC PROJECT NO: C-16-18/19

The Owner authorized the Contractor to make the following change(s) in the contract dated April 4, 2019.

ORIGINAL CONTRACT AMOUNT: \$ 347,347.00

REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 277,138.78

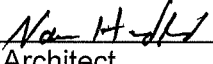
Change(s) and reason(s) for this Change Order: Materials and labor to replace damaged fiber connectors, breakout kits, and fiber optic cabling for 40 portable classrooms (see attached) and install fire alarm interface to 12 new HVAC units in Buildings 1 and 2 not shown on contract drawings

Additional Time needed for this Change Order is twenty (20) calendar days. Contract Substantial Completion date is August 20, 2019 Final Completion date is September 12, 2019.

For these changes: ☒ Add to ☐ Deduct from the Contract in accordance with the conditions of the Contract the sum of: Nineteen thousand, two hundred eighty-eight dollars and 69/100.

CURRENT CONTRACT AMOUNT:	<u>\$277,138.78</u>
ADDITION TO CONTRACT:	<u>\$19,288.69</u>
DEDUCTION TO CONTRACT:	<u>\$0.00</u>
REVISED CONTRACT AMOUNT:	<u>\$296,427.47</u>

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: 
Architect

Date: 9/9/2019

By execution of this Change Order, the Contractor acknowledges that all issues related to compensation and time have been resolved and payment recited herein is full compensation for the work identified in this Change Order.

ACCEPTED: Signature: 
Contractor

Date: 9/9/19

Signature: 
SDCC Project Manager

Date: 9/9/19

APPROVED: Signature: _____
School Board Chairman

Date: _____

SCHOOL DISTRICT OF CLAY COUNTY
CHANGE ORDER #2

SDCC PROJECT NAME: Paterson Elementary School Fire Alarm Replacement

SDCC PROJECT NUMBER: C-16-18/19

ADDITIONAL INFORMATION

Materials and labor to replace damaged fiber connectors, breakout kits, and fiber optic cabling for 40 portable classrooms and fire alarm interface to 12 new HVAC units in Buildings 1 and 2 not shown on contract drawings

1. 414 OM1 SC Fiber Connectors	\$11,592.00
2. 6 Strand Fiber Break Out Kits	\$ 1,496.00
3. 10 Strand Break Out Kits	\$ 192.60
4. 80 Hours Labor to Install 90 Break Out Kits	\$ 3,600.00
5. Fire Alarm Interface	\$ 1,798.00
6. Labor to Install Fire Alarm Interface	<u>\$ 610.09</u>

TOTAL CHANGE ORDER AMOUNT: \$19,288.69

20 additional calendar days to achieve final completion due to Hurricane Dorian storm delays and unforeseen site conditions during the demolition phase of the project. New Substantial Completion Date to be August 20, 2019. New Final Completion date to be September 12, 2019.

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C26 - Change Order #2 for Fleming Island Elementary School Fire Alarm Replacement

Description

Change Orders are initiated by the Contractor, Architect/Engineer or Owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change Orders are reviewed by the Architect/Engineer and staff prior to submission to the School Board for approval. This change order is for materials and labor to install 1 wall mount strobe notification device for 24 portables that was not shown on the plans.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

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

Recommendation

Approve Change Order # 2.

Contact

Dr. Michael Kemp, Assistant Superintendent for Operations (904) 336-6824, michael.kemp@myoneclay.net, Jeffery Marks, Project Manager (904) 336-6821, Jeffery.marks@myoneclay.net

Financial Impact

This change order will increase the contract amount by \$7,865.73. Architect fees will increase by \$668.59 as a result of this change order. These funds are available and budgeted in the Educational Facilities Plan.

Review Comments**Attachments**

📎 [CO 2 FIE Fire Alarm Replacement.pdf](#)

SCHOOL DISTRICT OF CLAY COUNTY

CHANGE ORDER NO. 2

SDCC PROJECT NAME: Fleming Island Elementary School Fire Alarm Replacement

SDCC PROJECT NO: C-17-18/19

The Owner authorized the Contractor to make the following change(s) in the contract dated April 4, 2019.

ORIGINAL CONTRACT AMOUNT: \$ 370,468.00
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 286,264.60

Change(s) and reason(s) for this Change Order: Owner/Engineer directed to provide materials and labor to install 1 wall mount strobe notification device not shown on plans in 24 portable classrooms (see attached)

Additional Time needed for this Change Order is twenty-eight (28) calendar days. Contract Substantial Completion date is August 28, 2019. Final Completion date is September 20, 2019.

For these changes: ☒ Add to ☐ Deduct from the Contract in accordance with the conditions of the Contract the sum of: Seven thousand, eight hundred sixty-five dollars and 73/100.

CURRENT CONTRACT AMOUNT:	<u>\$286,264.60</u>
ADDITION TO CONTRACT:	<u>\$7,865.73</u>
DEDUCTION TO CONTRACT:	<u>\$0.00</u>
REVISED CONTRACT AMOUNT:	<u>\$294,130.33</u>

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: Nam Hedder
Architect

Date: 9/9/2019

By execution of this Change Order, the Contractor acknowledges that all issues related to compensation and time have been resolved and payment recited herein is full compensation for the work identified in this Change Order.

ACCEPTED: Signature: [Signature]
Contractor

Date: 9/8/19

Signature: [Signature]
SDCC Project Manager

Date: 9/9/19

APPROVED: Signature: _____
School Board Chairman

Date: _____

SCHOOL DISTRICT OF CLAY COUNTY
CHANGE ORDER #2

SDCC PROJECT NAME: Fleming Island Elementary School Fire Alarm Replacement

SDCC PROJECT NUMBER: C-17-18/19

ADDITIONAL INFORMATION

Materials and Installation for 24 wall mount strobe notification devices not shown on plans for 24 portable classrooms as directed by Haddad Engineering:

TOTAL CHANGE ORDER AMOUNT:

\$7,865.73

Addition of twenty-eight (28) days to the Contract in order to complete the additional work, unforeseen site conditions encountered during demolition, and achieve Final Completion due to Hurricane Dorian Delay. Substantial Completion date is August 28, 2019 and Final Completion date is September 20, 2019.

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C27 - Change Order #2 for Orange Park Elementary School Fire Alarm Replacement

Description

e initiated by the Contractor, Architect/Engineer or Owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change Orders are reviewed by the Architect/Engineer and staff prior to submission to the School Board for approval. This change order is for materials and labor to install 1 wall mount strobe notification device for 24 portables that was not shown on the plans.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

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

Recommendation

Approve Change Order # 2.

Contact

Dr. Michael Kemp, Assistant Superintendent for Operations (904) 336-6824, michael.kemp@myoneclay.net, Jeffery Marks, Project Manager (904) 336-6821, Jeffery.marks@myoneclay.net

Financial Impact

This change order will not increase the contract amount.

Architect fees will not increase as a result of this change order.

Review Comments**Attachments**

📎 [CO 2 OPE Fire Alarm Replacement.pdf](#)

SCHOOL DISTRICT OF CLAY COUNTY
CHANGE ORDER NO. 2

SDCC PROJECT NAME: Orange Park Elementary School Fire Alarm Replacement

SDCC PROJECT NO: C-18-18/19

The Owner authorized the Contractor to make the following change(s) in the contract dated April 4, 2019.

ORIGINAL CONTRACT AMOUNT: \$ 257,221.00

REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 211,270.88

Change(s) and reason(s) for this Change Order: Days only - 20 additional calendar days to achieve Substantial/Final Completion due to unforeseen site conditions encountered during demolition phase and Hurricane Dorian storm delay.

Additional Time needed for this Change Order is Twenty (20) calendar days. Contract Substantial Completion date is August 20, 2019 Final Completion date is September 12, 2019.

For these changes: ☐ Add to ☐ Deduct from the Contract in accordance with the conditions of the Contract the sum of: Zero dollars and 00/100.

CURRENT CONTRACT AMOUNT:	<u>\$211,270.88</u>
ADDITION TO CONTRACT:	<u>\$0.00</u>
DEDUCTION TO CONTRACT:	<u>\$0.00</u>
REVISED CONTRACT AMOUNT:	<u>\$211,270.88</u>

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: *namir Haddad*
Architect

Date: 9/10/2019

By execution of this Change Order, the Contractor acknowledges that all issues related to compensation and time have been resolved and payment recited herein is full compensation for the work identified in this Change Order.

ACCEPTED: Signature: *[Signature]*
Contractor

Date: 9/10/19

Signature: *[Signature]*
SDCC Project Manager

Date: 9/10/19

APPROVED: Signature: _____
School Board Chairman

Date: _____

MIS15010
EFF 7/10/08

SCHOOL DISTRICT OF CLAY COUNTY
CHANGE ORDER #2

SDCC PROJECT NAME: Orange Park Elementary School Fire Alarm Replacement

SDCC PROJECT NUMBER: C-18-18/19

ADDITIONAL INFORMATION

20 additional calendar days to achieve final completion due to Hurricane Dorian storm delays and unforeseen site conditions during the demolition phase of the project. New Substantial Completion Date to be August 20, 2019. New Final Completion date to be September 20, 2019:

TOTAL CHANGE ORDER AMOUNT: \$0.00

Addition of twenty (20) days to the Contract in order to complete the additional work. Substantial Completion date to be August 20, 2019 and Final Completion date is September 20, 2019.

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C28 - Substantial and Final Completion of Paterson Elementary School Fire Alarm Replacement

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, has reached Substantial Completion on August 20, 2019 and Final Completion on September 12, 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, Jeffery Marks, Project Manager (904) 336-6821, Jeffery.marks@myoneclay.net

Financial Impact

None

Review Comments**Attachments**

📎 [PES Fire Alarm Substantial & Final.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: Fire Alarm Replacement (Campus Wide)

School: RM Paterson Elementary School

SDCC Project Number: C - 16 - 18/19

Project Engineer: Haddad Engineering, Inc.

Project Contractor: T&M Electric of Clay County, LLC.

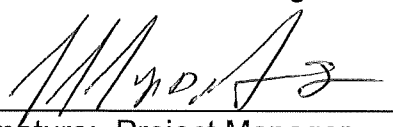
Date of Substantial Completion: August 20, 2019


Signature: Contractor

Date 8/20/19

Nou Haddad
Signature: Architect/Engineer

Date 8/20/2019


Signature: Project Manager

Date 8/20/2019

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: Fire Alarm Replacement (Campus Wide)

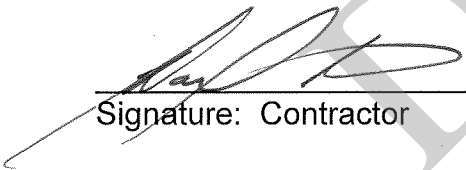
School: RM Paterson Elementary School

SDCC Project Number: C – 16 – 18/19

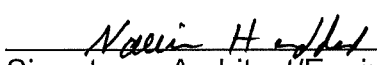
Project Engineer: Haddad Engineering, Inc.

Project Contractor: T&M Electric of Clay County, LLC.

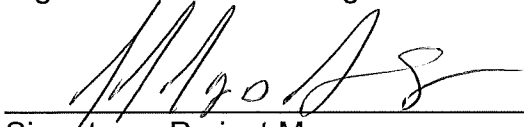
Date of Final Completion: September 12, 2019


Signature: Contractor

Date 9/13/19


Signature: Architect/Engineer

Date 9/13/2019


Signature: Project Manager

Date 9/13/2019

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C29 - Substantial and Final Completion of Orange Park Elementary School Fire Alarm Replacement

Description

Establish a Substantial 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, has reached Substantial Completion on August 20, 2019 and Final Completion on September 12, 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, Jeffery Marks, Project Manager (904) 336-6821, Jeffery.marks@myoneclay.net

Financial Impact

None

Review Comments**Attachments**

📎 [OPE Fire Alarm Substantial & Final.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: Fire Alarm Replacement (Campus Wide)

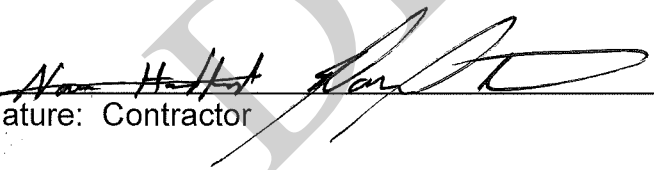
School: Orange Park Elementary School

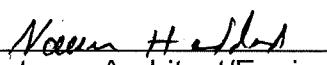
SDCC Project Number: C – 18 – 18/19

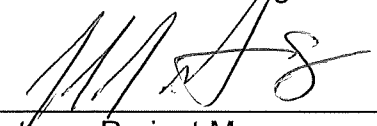
Project Engineer: Haddad Engineering, Inc.

Project Contractor: T&M Electric of Clay County, LLC.

Date of Substantial Completion: August 20, 2019

 Date 8/20/2019
Signature: Contractor

 Date 8/20/2019
Signature: Architect/Engineer

 Date 8/20/2019
Signature: Project Manager

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: Fire Alarm Replacement (Campus Wide)

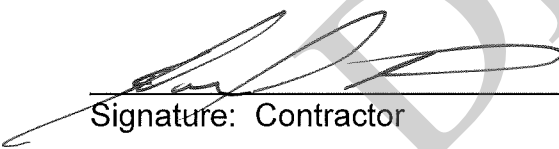
School: Orange Park Elementary School

SDCC Project Number: C – 18 – 18/19

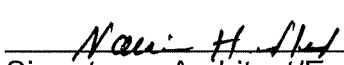
Project Engineer: Haddad Engineering, Inc.

Project Contractor: T&M Electric of Clay County, LLC.

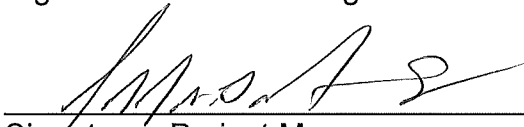
Date of Final Completion: September 12, 2019


Signature: Contractor

Date 9/13/19


Signature: Architect/Engineer

Date 9/13/2019


Signature: Project Manager

Date 9/13/2019

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

C30 - Substantial and Final Completion of Fleming Island Elementary School Fire Alarm Replacement

Description

Establish a Substantial 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, has reached Substantial Completion on August 8, 2019 and Final Completion on September 20, 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, Jeffery Marks, Project Manager (904) 336-6821, Jeffery.marks@myoneclay.net

Financial Impact

None

Review Comments

Attachments

📎 [FIE Fire Alarm Substantial & Final.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: Fire Alarm Replacement (Campus Wide)


School: Fleming Island Elementary School

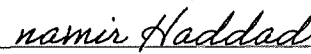
SDCC Project Number: C - 17 - 18/19

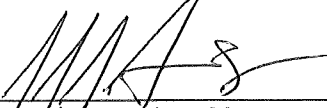
Project Engineer: Haddad Engineering, Inc.

Project Contractor: T&M Electric of Clay County, LLC.

Date of Substantial Completion: August 8, 2019

 Date 8/19/19
Signature: Contractor

 Date 8/19/2019
Signature: Architect/Engineer

 Date 8/19/2019
Signature: Project Manager

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: Fire Alarm Replacement (Campus Wide)

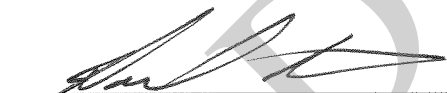
School: Fleming Island Elementary School

SDCC Project Number: C - 17 - 18/19

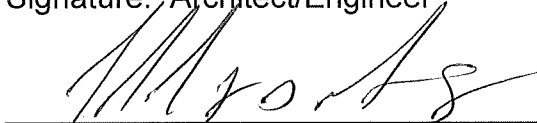
Project Engineer: Haddad Engineering, Inc.

Project Contractor: T&M Electric of Clay County, LLC.

Date of Final Completion: September 20, 2019


Signature: Contractor Date 9/13/19


Signature: Architect/Engineer Date 9/13/2019


Signature: Project Manager Date 9/13/2019

School Board of Clay County

October 3, 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****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

October 3, 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**

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

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)

Description

The current December meeting is scheduled during the week that the Joint Florida School Boards Association and the Florida Association of District School Superintendents annual conference in Tampa, Florida is being held. This is a state meeting and the superintendent and board members will be attending.

The current January meeting falls during the Christmas holiday break when school is not in session.

School Board Policy 1.02E allows for Regular meeting dates to be changed by action of the School Board.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Superintendent recommends approval

Contact

Carol Studdard, School Board Chair

Financial Impact

N/A

Review Comments

Attachments

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

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

Description

Backup will be added

Gap Analysis**Previous Outcomes****Expected Outcomes****Strategic Plan Goal****Recommendation****Contact****Financial Impact****Review Comments****Attachments**

DRAFT

School Board of Clay County

October 3, 2019 - Regular School Board Meeting

Title

D4 - Human Resources Special Action

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments**Attachments**