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

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Date: Sep 03 2020 (6:00 p.m.)

Invocation (Scott Yirka, Lead Pastor, Hibernia Baptist Church)

Pledge of Allegiance

Call to Order

Public Hearing on the Budget

1. Review the 2020-2021 Final Millage, Rolled-Back Rate Calculation, and the 2020-2021 Budget (All Funds)
2. Public Hearing for Comments on the 2020-2021 Budget and Millages
3. Adopt the 2020-2021 Required Local Effort Millage Levy
4. Adopt the 2020-2021 Basic Discretionary Operating Millage Levy
5. Adopt the 2020-2021 Local Capital Improvement Fund Millage Levy
6. Adopt the 2020-2021 Additional Voted Operating Millage Levy
7. Adopt the 2020-2021 Total Millage Levy
8. Adopt the 2020/2021 – 2024/2025 Educational Facilities Plan
   - EFP Final 8.18.20 #1.pdf
   - EFP Final 8.18.20 #2.pdf
9. Adopt the Budget (All Funds) for 2020-2021
10. Resolution 21-04 Florida Department of Education Resolution Determining Revenues and Millages Levied
    - Resolution #21-04 ESE524.pdf
11. Resolution 21-05 Adopting the 2020-2021 Final Budget

Student Showcase

Recognitions and Awards

Presenters

12. Florida Safe School Assessment Findings

School Showcase

DRAFT

Presentations from the Audience (Public Comment)

Consent Agenda

Superintendent

13. C1 - Minutes of Workshop on July 14, 2020; Special Meeting on July 21, 2020, Workshop on July 28, 2020; Special Meeting on July 28, 2020; Regular Meeting on August 6, 2020

- 2020 July 14 Workshop.pdf
- 2020 July 21 Special Meeting.pdf
- 2020 July 28 Special Mtg.pdf
- 2020 July 28 Workshop.pdf
- 2020 August 6 Regular Meeting.pdf

Information and Technology Services

14. C2 - 2020-2025 District Technology Plan

- 2020-2025 District Technology Plan - Draft.pdf

IT-Data & Accountability

15. C3 - 2020-2021 Assessment Calendar Approval

- 2020-2021 Uniform Statewide Assessment Calendar.pdf

Human Resources

16. C4 - Personnel Consent Agenda

- Personnel Consent Agenda 9 3 2020.pdf

Instruction - Academic Services

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

- September 2020 - Student Field Trips.pdf

18. C6 - 2020-21 Dual Enrollment Articulation Agreement Between District School Board of Clay County and District Board of Trustees St. Johns River State College

- Sept 2020 - 2020-21 St Johns River Dual Enroll.pdf

19. C7 - 2020-21 Collegiate High School Contract Between Clay County School Board and District Board of Trustees of St. Johns River State College

- Sept 2020 - 2020-21 St Johns River Collegiate HS .pdf

20. C8 - Amendment to Embry-Riddle Aeronautical University (ERAU) Agreement with the School Board of Clay County

- September 2020 - Embry-Riddle Contract.pdf

21. C9 - 2020-2021 Dual Enrollment Articulation Agreement Between SBCC and FSCJ

- September 2020 - 2020-21 FSCJ Dual Enrollment.pdf

Instruction-Career and Technical Education

DRAFT

22. C10 - CTE Out of State and Overnight Field Trips

Instruction-Exceptional Student Education

23. C11 - Mileage Paid to Parents and Group Homes

Mileage Paid to Parents and Group Homes Previous Outcomes 20_21.pdf

24. C12 - Parent Liaison Services Contract 2020-2022 (two years)

Approved McElyea.pdf

25. C13 - Sunbelt Staffing Solutions Contract 20-21.

210018 Sunbelt Staffing.pdf

Instruction-Climate and Culture

26. C14 - 7 Mindsets Social Emotional Learning Program

7 Mindsets Final Contract.pdf

27. C15 - 2020-2022 School Health Plan

2020-2022 School Health Service Plan 1.pdf

28. C16 - 2020-2021 School Health Services Agreement

20-21 MOU Department of Health.pdf

Business Affairs

29. C17 - Proposed Allocation Changes for 2020-2021

Allocation Summary - September 3, 2020 (1).pdf

Business Affairs-Accounting

30. C18 - Budget Amendment Report for June 2020

31. C19 - Superintendent's Annual Financial Report for the FYE 6-30-2020

Business Affairs-Property

32. C20 - Deletion of Certain Items Report - August, 2020

Deletion Report-August, 2020.pdf

Business Affairs-Purchasing

33. C21 - BID to be Awarded

Operations

34. C22 - Maintenance Department Procedure Manual

Maintenance Procedure Manual.pdf

35. C23 - Florida Safe Schools Assessments Acceptance Letter

Operations-Facilities

36. C24 - Pre-Qualification of Contractors

DRAFT

Table for Board Backup Contractor Prequal, 9.3.20.pdf

37. C25 - Substantial Completion of Doctors Inlet Elementary School Cafeteria Expansion

Substantial Completion DIS Cafeteria.pdf

38. C26 - Change Order #5 (Direct Purchasing) for Doctors Inlet Elementary School Cafeteria Expansion

DIS Cafeteria CO 5.pdf

39. C27 - Substantial and Final Completion of Clay High School Erosion Control/Stormwater Repair

Certificate of Substantial Completion CHS Erosion Control.pdf

Adoption of Consent Agenda

CCEA Update

CESPA Update

Superintendent's Update and Presentations

Discussion Agenda

Human Resources

40. D1 - Human Resources Special Action

Instruction-Climate and Culture

41. D2 - Public Hearing to Approve as Advertised Student and Family Handbook and Code of Student Conduct

Advertisement of Public Hearing Student Code of Conduct.pdf

Student Code of Conduct 20-21 - for 9_3_20 bd mtg red lined DRAFT (1).pdf

School Board Attorney Remarks

School Board Member Remarks

Adjournment

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

Review the 2020-2021 Final Millage, Rolled-Back Rate Calculation, and the 2020-2021 Budget (All Funds)

Description

TRIM requires two public hearings from open discussion of millage rates and budgets of taxing authorities. The first substantive issue discussed by the governing body of taxing authority is the percentage increase or decrease in millage over the rolled-back rate necessary to fund the budget, if any, and the specific purposes for which ad valorem tax revenues, are being increased or decreased. The general public is allowed to speak and ask questions prior to the adoption of any measures by the governing body. The millage rate is adopted first and the budget is adopted second. The total mill levy for the fiscal year 2020-2021 is 6.889 which is 2.44 percent more than the rolled-back rate.

Gap Analysis

N/A

Previous Outcomes

Expected Outcomes

2020-2021 budget and millage rates will be approved and executed in accordance with Florida Statutes.

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

That the School Board of Clay County conduct a public hearing and adopt the 2020-2021 proposed millage rates and related resolutions 21-03.
That the School Board of Clay County adopt the 2020-2021 tentative budget and the related resolution 21-04.

Contact

Dr. Susan Legutko, Assistant Superintendent of Business Affairs

Financial Impact

The District will generate a total of $93,298,660 from all mill levies. The total tentative budget appropriation for 2020-2021 is $465,641,696.

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

Public Hearing for Comments on the 2020-2021 Budget and Millages

Description

TRIM requires two public hearings for open discussion of millage rates and budgets of taxing authorities. The first substantive issue discussed by the governing body of taxing authority is the percentage increase or decrease in millage over the rolled-back rate necessary to fund the budget, if any, and the specific purposed for which ad valorem tax revenues are being increase or decreased. The general public is allowed to speak and ask questions prior to adoption of any measures by the governing body. The millage rate is adopted first and budget is adopted second.

Gap Analysis

NA

Previous Outcomes

NA

Expected Outcomes

2020-2021 Budget millage rates will be approved and executed in accordance with Florida Statues.

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

The District will generate a total of $93,298,660 from all mill levies. The total tentative budget appropriation for 2020-2021 is $465,641,696.

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

Adopt the 2020-2021 Required Local Effort Millage Levy

Description

The District's Required Local Effort (RLE) is based on the gross calculation of Florida Education Program (FEFP) dollars. Millage rates are also adjusted because required local effort may not exceed 96 percent of a district's total FEFP entitlement. In order to receive state funding, school districts must levy the local property tax millage set by the Legislature.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Motion to adopt the required local effort mill levy of 3.641 mills which is 2.44 percent more than the rolled-back rate.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

Revenue to the District from the required local effort mill levy is in the amount of $49,310,556 in Fund 100 (General Operating).

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

Adopt the 2020-2021 Basic Discretionary Operating Millage Levy

Description

In addition to RLE, districts may choose to levy an additional non-voted property tax.
The Legislature establishes the maximum millage that each district may levy.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Motion to adopt the basic discretionary operating mill levy of 0.748.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

The levy will generate $10,130,265 Fund 100 (General Operating).

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

Adopt the 2020-2021 Local Capital Improvement Fund Millage Levy

Description

1.500 Mill Levy - Section 1011.71 (2), F.S., for new construction and modeling, maintenance, renovations and repairs of existing school plants or leased facilities; the purchase, lease-purchase of lease of school buses or new replacement equipment; payments for educational equipment; payments for educational facilities.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Motion to adopt the Local Capital Improvement Fund Mill Levy of 1.500 mills.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

The levy will generate $20,314,703 to Fund 300 (Capital Outlay).

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

Adopt the 2020-2021 Additional Voted Operating Millage Levy

Description

In addition to RLE, districts may choose to levy an additional voted property tax for the intended purposes of safety and security and other operational expenditures.
The Legislature establishes the maximum millage that each district may levy.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Motion to adopt the additional voted operating mill levy of 1.00.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

The levy will generate $13,543,135 Fund 100 (General Operating).

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

Adopt the 2020-2021 Total Millage Levy

Description

As described in previous items.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Motion to adopt the total mill levy of 6.889 mills which is 2.44 percent more than the rolled-back rate.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

The District will generate a total of $93,298,660 from all mill levies.

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

Adopt the 2020/2021 – 2024/2025 Educational Facilities Plan

Description

The Educational Facilities Plan (EFP) is developed and reviewed by District staff and approved by the School Board each fiscal year. The plan establishes a systematic approach to Educational Facility Construction in order to meet the needs of the district.

Gap Analysis

N/A

Previous Outcomes

The Board has reviewed and approved the Educational Facilities Plan in previous years.

Expected Outcomes

Meet the state requirement by submitting the five-year Educational Facilities Plan.

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

Adopt the plan.

Contact

Bryce Ellis, Interim Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Financial Impact

As shown in the Educational Facilities Plan.

Review Comments

Attachments

- EFP Final 8.18.20 #1.pdf
- EFP Final 8.18.20 #2.pdf

DRAFT

EDUCATIONAL FACILITIES PLAN

(FINAL)

FISCAL YEAR 2020/21 – 2024/25

DRAFT

CLAY COUNTY DISTRICT SCHOOLS

TABLE OF CONTENTS

		Page Number
SECTION 1	**PLANNING**	**1**
	1.1 Population and Housing Demographics	1
	Table 1.1 Clay County Populations 2010/2019	1
	Table 1.1.1 Population Projections 2020-2045	1
	1.2 Student Enrollment Projections	1
	Table 1.2 Capital Outlay FTE Forecast (COFTE)	2
	1.3 Classroom Requirements	3
	1.4 Existing and New School Facilities	3
	Table 1.4 Existing Schools	4, 5
	Map 1.4 Existing School Locations	6
	Table 1.4.1 Proposed New Schools	7
	Map 1.4.1 Proposed New Schools	8
	1.5 Construction Costs	9
	Table 1.5 School Construction Costs	9
	1.6 Student Stations District Wide	9
	1.7 School Capacity	9
	Table 1.7 Student Capacity for SY 2020/21 through SY 29/30 (Based on DOE 6/2020 COFTE)	10, 11
	1.8 Table 1.8 Student Generation Multiplier	12
SECTION 2	**MAINTENANCE AND TRANSPORTATION**	**13**
	2.1 Maintenance and Repairs	13
	Table 2.1 Capital Outlay Expenditures Maintenance Department	14
	2.2 Bus Transportation and Equipment	15
	Table 2.2 Capital Outlay Regular Education Buses, ESE Buses, Software and Radios	15
	Table 2.2.1 ESE Bus Management Plan	16
	Table 2.2.2 Regular Bus Management Plan	16
SECTION 3	**CAPITAL OUTLAY PLAN**	**17**
	3.1 Revenue Sources	17, 18
	Table 3.1 Projected New Revenue	19
	Table 3.1.1 District Capital Outlay Expenditures	20
	Table 3.1.2 Capital Projects Plan Worksheet	21-27
SECTION 4	**FINANCIALLY FEASIBLE WORK PROGRAM**	**28**
	4.1 Financially Feasible Work Program	28
	Attachment 1 Work Program (Pages 1-22)	29

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INTRODUCTION

The Educational Facilities Plan (EFP) is prepared annually pursuant to the requirements of Section 1013.35, Florida Statutes. Prior to October 1st each year, the plan is submitted to the Florida Department of Education (FDOE) for review and to all affected local governments to be reviewed for consistency with their comprehensive plans.

The plan provides the proposed commitments and planned expenditures of the School District to address the educational facilities needs of its students and to adequately provide for the maintenance of the educational and ancillary facilities including safe access ways from neighborhoods to schools. The plan must include the following:

(a) Projected student populations
(b) An inventory of existing and proposed school facilities
(c) Projections of facility space needs
(d) Information on leased, loaned, donated space, and relocatables
(e) The general location of existing and proposed new schools
(f) Options to reduce the need for additional permanent new stations
(g) The criteria and methodology for determining the impact of proposed development on public school capacity
(h) A financially feasible Work Program for a 5-year period

Upon giving proper notice to the public and local governments and an opportunity for public comment, the District may amend the plan to revise the priority of projects, to add or delete projects, to reflect the impact of change orders, or to reflect the approval of new revenue sources which may become available.

The Educational Facilities Plan has been divided into the following sections:

Section 1: *Planning* - This section addresses the various planning concepts, methodologies, and processes that the School District must implement in order to prepare a financially feasible plan. Topics discussed in this section include: enrollment forecasting, existing school inventory, future schools, construction costs, and school concurrency.

Section 2: *Maintenance and Transportation* - This section addresses maintenance projects and bus transportation plans for the District.

Section 3: *Capital Outlay Plan* - This section provides the sources of revenues used to finance our educational projects and itemizes our planned expenditures to arrive at a feasible plan.

Section 4: *Financially Feasible Work Program* - This section provides the 5-year work program which includes a 10-year and 20-year long range plan. This document is also submitted electronically to the FDOE using its prescribed format.

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SECTION 1 PLANNING

1.1 Population and Housing Demographics

The Clay County Population study for 2010 and 2019 shows some growth within areas of Clay County. Table 1.1 and Table 1.1.1 reflect that trend with local municipalities and state population estimates having some change in their population numbers.

Table 1.1 Clay County Populations

2010/2019 Clay County Population Comparison		
Area	**2010**	***2019**
Green Cove Springs	**6,908**	**7,841**
Keystone Heights	**1,350**	**1,357**
Orange Park	**8,412**	**8,668**
Penny Farms	**749**	**773**
Unincorporated	**173,446**	**196,607**
Total Clay	**190,865**	**215,246**

*Source: Bureau of Economic and Business Research Vol 53, Bulletin 186, January 2020

Census: 1 April 2010

Table 1.1.1 Population Projections, 2020 – 2045

Projections	*2020*	*2025*	*2030*	*2035*	*2040*	*2045*
Low	*210,100*	*220,600*	*229,300*	*235,200*	*239,300*	*242,400*
Medium	*219,000*	*236,800*	*252,500*	*265,000*	*275,600*	*285,100*
High	*227,600*	*251,800*	*276,000*	*296,600*	*315,700*	*334,100*

Source: Bureau of Economic and Business Research Vol 53, Bulletin 186, January 2020

DRAFT

1.2 Student Enrollment Projections

The Florida Department of Education (FDOE) annually prepares Capital Outlay Full-Time Equivalent (COFTE) Public School Enrollment projections for each school district for a 10-year period. The COFTE methodology uses a cohort-survival technique that presumes that the last five years is the best predictor of the next ten years. The projections are district-wide and are broken down by grade. FDOE projections are for public school enrollment only and do not include private school, charter school, virtual school, VPK or home school enrollment. Table 1.2 shows preliminary COFTE projections for pre-kindergarten (Pre-K) through grade twelve enrollment through 2030/31. The District COFTE enrollment for the end of the 2019/20 school year was 35,666 students (COFTE membership report July 2020). FDOE has projected COFTE enrollment at 36,137 students for SY 20/21 and 36,905 students by SY 2024/25 increasing approximately 768 students from the 2020 projections. FDOE is projecting this increase will be seen at various grade levels, slightly higher in PK-5.

Table 1.2 Capital Outlay Forecast FTE (COFTE) 2020-21 to 2030-31

Clay

2020-21 to 2030-31 Capital Outlay FTE Forecast

	Actual 2017-18	Actual 2018-19	Actual 2019-20	Projected 2020-21	Projected 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Projected 2028-29	Projected 2029-30	Projected 2030-31
Births*	2,079	2,063	2,082	2,226	2,204	2,154	2,225	2,219	2,229	2,280	2,331	2,383	2,436	2,488
Grade														
PreK	324.66	406.12	430.39	423.39	425.44	431.75	432.14	438.07	447.97	457.98	468.18	478.38	487.22	493.05
Grade K	2,388.00	2,420.59	2,505.20	2,623.67	2,603.05	2,536.97	2,606.20	2,593.26	2,605.26	2,654.45	2,702.58	2,752.42	2,802.97	2,851.98
Grade 1	2,453.29	2,518.48	2,472.87	2,553.12	2,672.16	2,660.26	2,597.89	2,665.19	2,668.84	2,682.78	2,732.80	2,785.49	2,839.08	2,893.49
Grade 2	2,484.05	2,435.43	2,496.76	2,458.96	2,530.78	2,647.71	2,638.62	2,577.75	2,652.21	2,656.57	2,669.33	2,717.35	2,768.73	2,821.04
Grade 3	2,573.09	2,577.42	2,502.08	2,560.64	2,519.96	2,595.17	2,713.93	2,708.84	2,658.83	2,731.05	2,737.19	2,749.61	2,797.38	2,849.61
Grade 4	2,706.46	2,632.69	2,595.95	2,520.24	2,578.61	2,537.24	2,611.54	2,729.93	2,735.64	2,683.80	2,754.49	2,759.34	2,770.18	2,816.46
Grade 5	2,725.02	2,768.58	2,715.28	2,677.36	2,599.34	2,657.67	2,613.57	2,688.24	2,819.55	2,823.18	2,767.37	2,837.56	2,840.18	2,848.84
Grade 6	2,936.66	2,866.46	2,902.36	2,846.85	2,807.03	2,724.32	2,783.74	2,736.87	2,824.65	2,960.51	2,962.92	2,902.70	2,973.85	2,974.92
Grade 7	2,753.17	2,942.53	2,918.51	2,954.51	2,898.84	2,858.50	2,775.00	2,834.56	2,799.22	2,887.49	3,025.56	3,028.86	2,967.50	3,038.63
Grade 8	2,802.98	2,797.65	3,030.51	3,007.78	3,044.41	2,985.38	2,941.34	2,853.47	2,922.84	2,884.18	2,970.98	3,109.34	3,110.51	3,044.79
Grade 9	3,020.67	2,949.12	2,988.06	3,236.62	3,212.54	3,248.26	3,182.07	3,131.87	3,047.41	3,117.37	3,072.26	3,160.54	3,303.42	3,300.50
Grade 10	2,809.02	2,981.47	2,937.74	2,976.49	3,223.99	3,198.54	3,233.27	3,166.25	3,127.59	3,041.37	3,109.18	3,062.33	3,148.29	3,288.54
Grade 11	2,922.11	2,699.49	2,896.83	2,862.26	2,897.58	3,130.89	3,114.28	3,145.15	3,094.22	3,054.46	2,970.25	3,029.82	2,986.12	3,064.05
Grade 12	2,408.58	2,475.46	2,274.05	2,440.29	2,411.17	2,444.74	2,645.71	2,635.78	2,677.14	2,637.20	2,606.68	2,538.09	2,592.32	2,558.23
PreK-Grade 12	35,307.76	35,471.47	35,666.59	36,137.18	36,424.91	36,657.80	36,889.30	36,905.23	37,081.37	37,271.39	37,549.77	37,911.83	38,387.75	38,844.13
Grade Level Summary														
PreK-Grade 5	15,654.57	15,759.29	15,718.53	15,812.38	15,929.35	16,066.77	16,213.89	16,401.28	16,588.30	16,688.81	16,831.94	17,060.15	17,305.74	17,574.47
Grades 6-8	8,492.81	8,606.64	8,851.38	8,809.14	8,750.28	8,568.20	8,500.08	8,424.90	8,546.71	8,732.18	8,959.46	9,040.90	9,051.86	9,058.34
Grades 9-12	11,160.38	11,105.54	11,096.68	11,515.66	11,745.28	12,022.83	12,175.33	12,079.05	11,946.36	11,850.40	11,758.37	11,790.78	12,030.15	12,211.32
PreK-Grade 12	35,307.76	35,471.47	35,666.59	36,137.18	36,424.91	36,657.80	36,889.30	36,905.23	37,081.37	37,271.39	37,549.77	37,911.83	38,387.75	38,844.13
COFTE Growth Summary **														
PreK-Grade 5				53.09	116.97	137.42	147.12	187.39	187.02	100.51	143.13	228.21	225.59	268.73
Grades 6-8				-	-	-	-	-	-	185.47	227.28	81.44	10.96	6.48
Grades 9-12				355.28	229.62	277.55	152.50	-	-	-	-	-	179.75	181.17
PreK-Grade 12				408.37	346.59	414.97	299.62	187.39	187.02	285.98	370.41	329.65	416.30	456.38

* Birth data are lagged for kindergarten entrance. Births shown for 2017-18 are the birth data for the students who will enter kindergarten in 2017-18. Students eligible to enter kindergarten in 2017-18 were born from September 1, 2011, through August 31, 2012.

** COFTE growth is the difference between the current year and the highest of the three previous years. Negative differences are shown as -.

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1.3 Classroom Requirements

The School District continues to plan capital projects to comply with the Class Size Reduction (CSR) requirements. CSR requirements: one teacher for 18 students in grades PreK-3, one teacher for 22 students in grades 4-8 and one teacher for 25 students in grades 9-12. As noted in previous Education Facilities Plans the District does have enough classroom seats for CSR compliance.

Clay County was recognized as one of the fastest growing counties in Florida. Planned and scheduled growth within and around the Branan Field Master Plan, Lake Asbury Master Plan, First Coast Expressway and Governors Park DRI will dramatically impact the School District 5, 10, and 15 years out.

1.4 Existing and New School Facilities

An inventory of existing schools is shown in Table 1.4 and their general locations are shown on Map 1.4.

The District does not utilize any leased or loaned facilities for classroom purposes. However 36% of the District's student stations identified in Florida Inventory of School Houses (FISH) are housed in satisfactory relocatable buildings (portables). A 2017 approved Spot Survey continues the process of removing relocatable buildings aged 20 years or older from the District's inventory.

The School District has identified two additional elementary schools, one which may be needed by school year 2023-2024. The proposed new schools for the 5, 10 and 20 year periods are shown in their general locations in Table 1.4.1 and Map 1.4.1. Locations of future school sites will be based on District owned property, school siting policies in the interlocal agreement and comprehensive plans of the local municipalities/governments.

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Table 1.4 Existing Schools

FACILITY NAME	STREET ADDRESS	CITY/TOWN	ACRES	LOW/ HIGH GRADE
ELEMENTARY SCHOOLS:				
ARGYLE ELEMENTARY	2625 SPENCER PLANTATION BLVD.	ORANGE PARK	21	PK 06
CHARLES E. BENNETT ELEMENTARY	1 S OAKRIDGE AVENUE	GREEN COVE SPRINGS	32	PK 06
COPPERGATE ELEMENTARY	3460 COPPPER COLTS COURT	MIDDLEBURG	29	PK 06
CLAY HILL ELEMENTARY	6345 STATE ROAD 218	JACKSONVILLE	17	PK 06
DISCOVERY OAKS ELEMENTARY	950 OAKLEAF PLANTATION PKWY	ORANGE PARK	63	PK 06
DOCTORS INLET ELEMENTARY	2634 STATE ROAD 220	DOCTORS INLET	20	PK 06
FLEMING ISLAND ELEMENTARY	4425 LAKESHORE DRIVE	ORANGE PARK	40	PK 06
GROVE PARK ELEMENTARY	1643 MILLER STREET	ORANGE PARK	16	PK 06
KEYSTONE HEIGHTS ELEMENTARY	335 S PECAN STREET	KEYSTONE HEIGHTS	12	PK 06
LAKE ASBURY ELEMENTARY	2901 SANDRIDGE ROAD	GREEN COVE SPRINGS	25	PK 06
LAKESIDE ELEMENTARY	2752 MOODY ROAD	ORANGE PARK	22	PK 06
MONTCLAIR ELEMENTARY	2398 MOODY ROAD	ORANGE PARK	23	PK 06
MIDDLEBURG ELEMENTARY	3958 MAIN STREET	MIDDLEBURG	17	PK 06
MCRAE ELEMENTARY	6770 COUNTY ROAD 315	KEYSTONE HEIGHTS	35	PK 06
ORANGE PARK ELEMENTARY	1401 PLAINFIELD AVENUE	ORANGE PARK	11	PK 06
OAKLEAF VILLAGE ELEMENTARY	410 OAKLEAF VILLAGE	ORANGE PARK	30	PK 06
PLANTATION OAKS ELEMENTARY	4051 PLANTATION OAKS BOULEVARD	ORANGE PARK	37	PK 06
ROBERT M PATERSON ELEMENTARY	5400 PINE AVENUE	ORANGE PARK	25	PK 06
RIDEOUT ELEMENTARY	3065 APALACHICOLA BOULEVARD	MIDDLEBURG	27	PK 06
RIDGEVIEW ELEMENTARY	421 JEFFERSON AVENUE	ORANGE PARK	28	PK 06
S BRYAN JENNINGS ELEMENTARY	215 CORONA DRIVE	ORANGE PARK	16	PK 06
SHADOWLAWN ELEMENTARY	2945 STATE ROAD 218	GREEN COVE SPRINGS	30	PK 06
SWIMMING PEN CREEK ELEMENTARY	1630 WOODPECKER LANE	MIDDLEBURG	20	PK 06
THUNDERBOLT ELEMENTARY	2020 THUNDERBOLT ROAD	ORANGE PARK	30	PK 06
TYNES ELEMENTARY	1550 TYNES BOULEVARD	MIDDLEBURG	46	PK 06
W. E. CHERRY ELEMENTARY	420 EDSON DRIVE	ORANGE PARK	15	PK 06
J L WILKINSON ELEMENTARY	4965 COUNTY ROAD 218	MIDDLEBURG	26	PK 06
JUNIOR HIGH SCHOOLS:				
GREEN COVE SPRINGS JUNIOR HIGH	1220 BONAVENTURE AVENUE	GREEN COVE SPRINGS	27	07 08
JACK L WILKINSON JUNIOR HIGH	5025 STATE ROAD 218	MIDDLEBURG	45	07 08
LAKESIDE JUNIOR HIGH	2750 MOODY ROAD	ORANGE PARK	30	07 08
LAKE ASBURY JUNIOR HIGH	2851 SANDRIDGE ROAD	GREEN COVE SPRINGS	35	07 08
OAKLEAF JUNIOR HIGH SCHOOL	4085 PLANTATION OAKS BOULEVARD	ORANGE PARK	40	07 08
ORANGE PARK JUNIOR HIGH	1500 GANO AVENUE	ORANGE PARK	30	07 08
HIGH SCHOOLS:				
CLAY HIGH SCHOOL	2025 HIGHWAY 16 WEST	GREEN COVE SPRINGS	40	09 12
FLEMING ISLAND HIGH SCHOOL	2233 VILLAGE SQUARE PARKWAY	ORANGE PARK	60	09 12
MIDDLEBURG HIGH SCHOOL	3750 STATE ROAD 220	MIDDLEBURG	54	09 12
ORANGE PARK HIGH SCHOOL	2300 KINGSLEY AVENUE	ORANGE PARK	53	09 12
OAKLEAF HIGH SCHOOL	4035 PLANTATION OAK BOULEVARD	ORANGE PARK	69	09 12
RIDGEVIEW HIGH SCHOOL	466 MADISON AVENUE	ORANGE PARK	79	09 12

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Table 1.4 Existing Schools (Continued)

FACILITY NAME	STREET ADDRESS	CITY/TOWN	ACRES	LOW/ HIGH GRADE
COMBINATION SCHOOLS:				
R C BANNERMAN LEARNING RESOURCE CENTER	608 MILL STREET	GREEN COVE SPRINGS	11	07 12
KEYSTONE HEIGHTS JUNIOR/SENIOR HIGH	900 SW ORCHID AVENUE	KEYSTONE HEIGHTS	55	07 12
VACANT SCHOOL BOARD PARCELS:				
ELEM/JUNIOR HIGH "#"	285 OLD HARD ROAD	ORANGE PARK	44	PK 08
ELEMENTARY "R"	COUNTY ROAD 315	GREEN COVE SPRINGS	21	PK 06
ELEMENTARY "A"	ADDIE LANE	MIDDLEBURG	20	PK 06

ACRES TOTALS : 1,426
SCHOOL TOTALS : 41

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Map 1.4 Existing Schools Locations Map

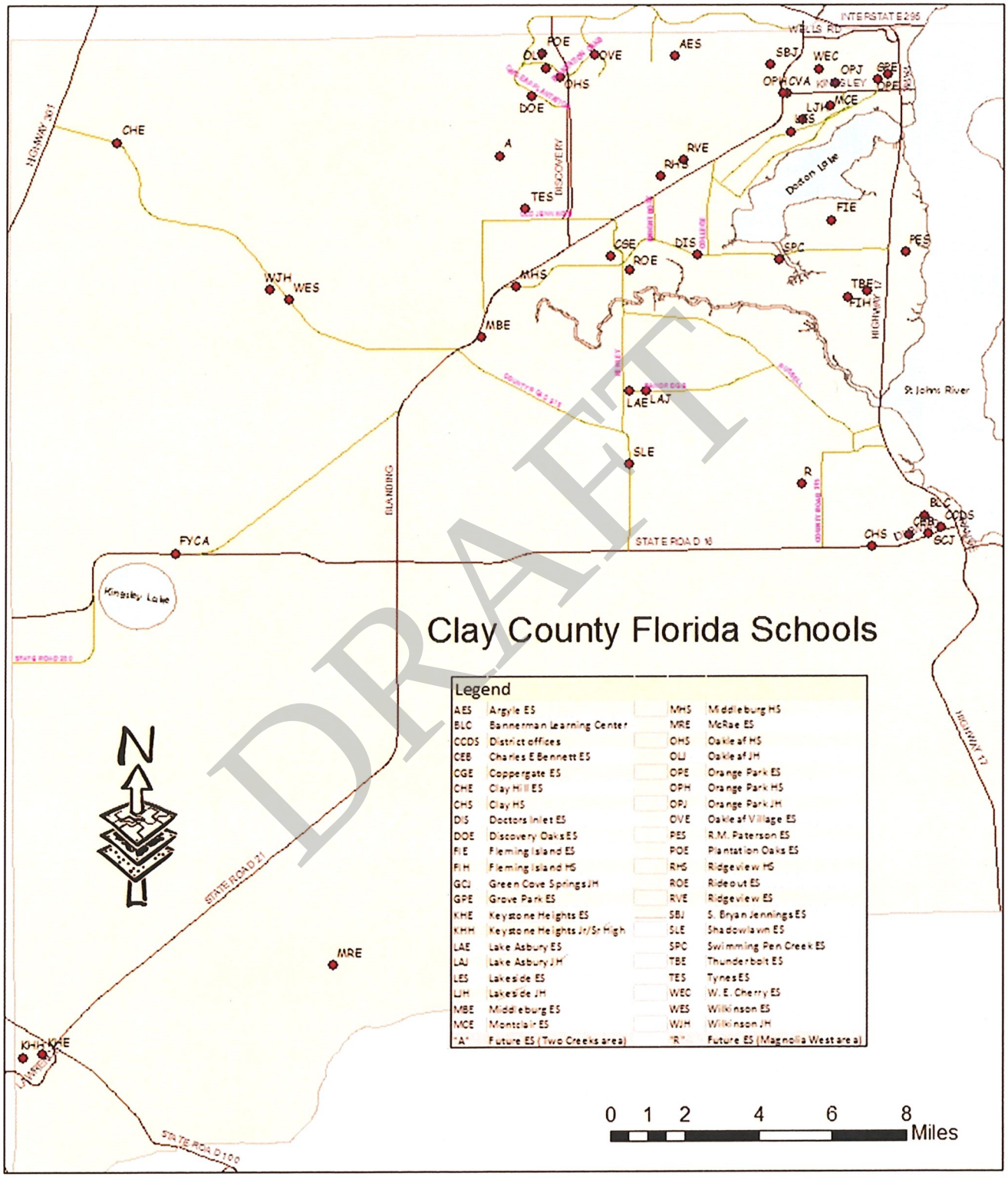


Table 1.4.1 Proposed New Schools

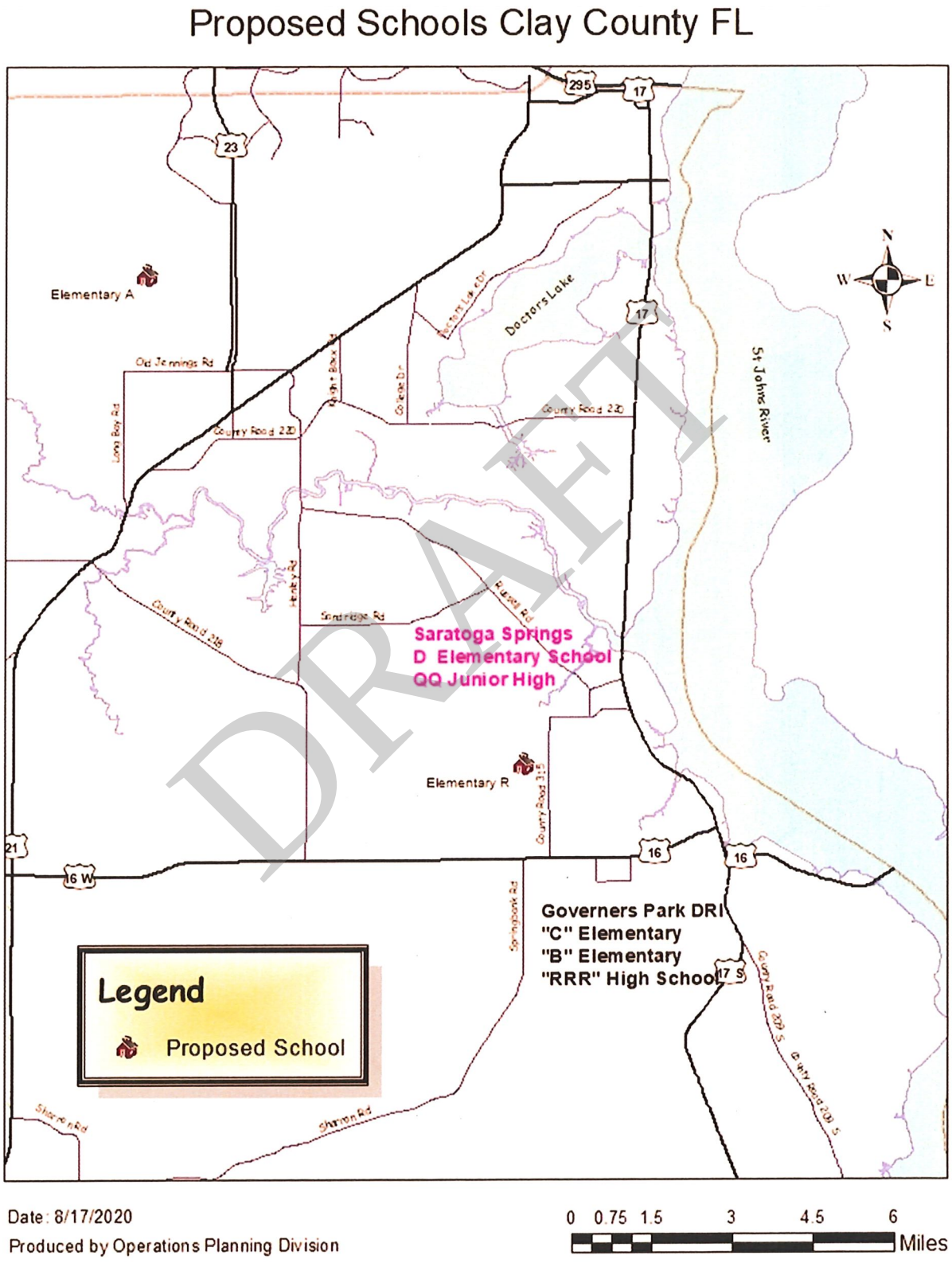
School Years	Priority	School Name	Description	Location	Opening Year	Estimated Cost (*,**)	# of New Student Stations
2020-21 to 2024-25 (Years 1-5)	1	R	Elementary	GCS Area CR 315	2022-2023	$20,149,250	862
	2	A	Elementary	Two Creeks Area	2023-2024	$20,149,250	862
	Subtotal:	**2**				**$40,298,500**	**1,724**
2025-26 to 2029-30 (Years 6-10)	3	B	K-8	Governor's Park (GCS)	2025-2026	$35,442,500	1,250
	4	C	K-8	Governor's Park (GCS)	2026-2027	$36,282,500	1,250
	5	RRR	Sr High	Governor's Park (GCS)	2028-2029	$68,749,626	1,739
	Subtotal:	**3**				**$140,474,626**	**4,239**
2030-31 to 2039-40 (Years10-20)	6	QQ	Junior High	Saratoga Springs	2031-2032	$34,702,956	1,117
	7	D	Elementary	Saratoga Springs	2031-2032	$24,799,740	862
	Subtotal:	**2**				**$59,502,696**	**1,979**
Grand Total:		**7**				**$245,171,982**	**7,942**

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*DOE Forecast future construction cost.
http://edr.state.fl.us/Content/conferences/peco/studentstation.pdf

**These figures DO NOT include; Legal Fees, FF&E, Site improvement costs or Architect fees

Map 1.4.1 Proposed New Schools Map



1.5 Construction Costs

The average construction costs provided by FDOE do not include the cost for land acquisition. According to the most recent School Impact Fee Study (April 2017), land values in Clay County are approximately $70,000 per acre. The district's minimum school acreage standard and number of student stations for proposed school sites are shown in Table 1.5.

Table 1.5 School Construction Costs

School	Acreage	# of Student Stations*	Cost per Student Station**	Total Construction Cost***
Elementary	30	862	$23,375	$20,149,250
Junior High	40	1,117	$25,242	$28,195,514
Senior High	60	1,739	$32,787	$57,016,593

*Number of Student Stations is based on the CCDS Educational Facilities List for new schools by type

**Cost per Student Station based on DOE cost forecast for Feb 2021

*** Total Cost is the product of the cost per student station times the number of student stations for each school type only, no land values are added in

Source: Student Station Cost Factors, DOE 10 Dec 2019
http://edr.state.fl.us/Content/conferences/peco/studentstation.pdf

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1.6 Student Stations District Wide

The number of student stations for the School District will increase by 72 and will shift from relocatable to permanent as the classroom wing is being built at Tynes Elementary School.

If required, in order to reduce the need for additional permanent student stations, the District will consider options such as redistricting, reassignment, and expanded capacity utilization (i.e. year-round school, split scheduling, and block scheduling).

1.7 School Capacity

Florida Statutes require that each School District monitor and manage their respective school capacities to ensure that the established Level of Service is not exceeded in any one school. Clay County School Board has set the Level of Service for Clay County Schools at 110% of FISH or Core capacity (lesser of).

The available student capacities and Level of Service for each educational facility, along with the projected student populations based on the Department of Education COFTE, FISH and projected growth, are shown in Table 1.7. The table gives a visual comparison of the total number of proposed students with the total number of proposed student stations extrapolated through ten years. The table will also identify any new student stations projected to be built within the ten-year timeline.

Table 1.7 - Student Capacity For SY 20/21 Thru SY 2024/25 (Based on DOE 7/2020 COFTE)

School Code	SCHOOL NAME	Total FISH Capacity	Core (Cafeteria + multipurpose area)	SY 20/21		SY 21/22		SY 22/23		SY 23/24		SY 24/25	
				COFTE Enroll.	Utilization	COFTE Enroll.	Utilization	COFTE Enroll.	Utilization	COFTE Enroll.	Utilization	COFTE Enroll.	Utilization
Elementary School 2020-2024													
AES	Argyle Elementary	825	1352	715	87%	734	89%	753	91%	777	94%	798	97%
CEB	Charles E. Bennett Elementary	830	804	641	80%	644	80%	646	80%	713	89%	778	97%
CGE	Coppergate Elementary	725	1320	519	72%	521	72%	523	72%	528	73%	532	73%
CHE	Clay Hill Elementary	474	770	444	94%	446	94%	447	94%	452	95%	455	96%
DIS	Doctor's Inlet Elementary	737	862	653	89%	656	89%	658	89%	665	90%	670	91%
DOE	Discovery Oaks Elementary	862	1320	892	103%	924	107%	949	110%	982	114%	989	115%
FIE	Fleming Island Elementary	912	1485	740	81%	743	81%	745	82%	753	83%	758	83%
GPE	Grove Park Elementary	512	925	460	90%	462	90%	463	90%	468	91%	472	92%
KHE	Keystone Heights Elementary	896	823	855	104%	858	104%	861	105%	870	106%	877	107%
LAE	Lake Asbury Elementary	970	1084	913	94%	972	100%	1012	104%	774	80%	795	82%
LES	Lakeside Elementary	876	888	776	89%	779	89%	781	89%	790	90%	795	91%
MRE	McRae Elementary	550	1485	550	100%	552	100%	554	101%	560	102%	564	103%
MBE	Middleburg Elementary	650	1279	548	84%	550	85%	552	85%	558	86%	562	86%
MCE	Montclair Elementary	649	781	493	76%	495	76%	496	77%	502	77%	506	78%
OPE	Orange Park Elementary	504	565	469	93%	471	93%	472	94%	477	95%	481	95%
OVE	Oakleaf Village Elementary	1097	1362	1062	97%	1067	97%	1070	98%	1081	99%	1089	99%
PES	R.M. Paterson Elementary	1105	1336	1176	106%	1206	109%	1226	111%	1064	96%	1072	97%
POE	Plantation Oaks Elementary	992	1362	1012	102%	1031	104%	1049	106%	1061	107%	1069	108%
ROE	RideOut Elementary	683	1320	534	78%	536	79%	538	79%	544	80%	548	80%
RVE	Ridgeview Elementary	547	776	577	106%	580	106%	581	106%	588	107%	592	108%
SBJ	S. Bryan Jennings Elementary	676	1086	494	73%	496	73%	498	74%	503	74%	507	75%
SLE	Shadowlawn Elementary	863	1362	727	84%	746	86%	765	89%	789	91%	809	94%
SPC	Swimming Pen Creek Elementary	547	1352	532	97%	534	98%	536	98%	542	99%	546	100%
TBE	Thunderbolt Elementary	1110	1353	885	80%	888	80%	891	80%	901	81%	908	82%
TES	Tynes Elementary	1004	1366	1095	109%	1110	111%	1146	114%	1190	119%	1199	119%
WEC	W.E. Cherry Elementary	881	855	770	90%	773	90%	775	91%	784	92%	789	92%
WES	Wilkinson Elementary	788	1372	783	99%	786	100%	788	100%	797	101%	803	102%
R	Elementary "R" CR 315	0	0	0		0		0		0		489	
B	Elementary "B" Governor's Park	0	0	0		0		0		0		0	
	Total:	**21265**	**30645**	**19315**	91%	**19561**	92%	**19774**	93%	**19713**	93%	**20452**	96%
Junior High School 2020-2024													
GCJ	Green Cove Springs Junior High	922	1750	842	91%	844	92%	837	91%	849	92%	876	95%
LAJ	Lake Asbury Junior High	1334	1747	1165	87%	1171	88%	1161	87%	1146	86%	1142	86%
LJH	Lakeside Junior High	1204	1263	850	71%	847	70%	833	69%	815	68%	812	67%
OLJ	Oakleaf Junior High	1474	1568	1196	81%	1197	81%	1182	80%	1161	79%	1157	79%
OPJ	Orange Park Junior High	1053	1262	749	71%	746	71%	734	70%	718	68%	715	68%
WJH	Wilkinson Junior High	752	1108	748	99%	750	100%	743	99%	726	97%	724	96%
#	Elem/JunHigh (PK-8)	0	0										
	Total:	**6739**	**8698**	**5548**	82%	**5555**	82%	**5490**	81%	**5415**	80%	**5427**	81%
High School 2020-2024													
CHS	Clay High	1892	2179	1566	83%	1607	85%	1645	87%	1676	89%	1758	93%
FIH	Fleming Island High	2375	2485	2100	88%	2142	90%	2193	92%	2226	94%	2208	93%
MHS	Middleburg High	2383	1637	1729	106%	1769	108%	1811	111%	1839	112%	1824	111%
OPH	Orange Park High	2343	2818	1592	68%	1624	69%	1662	71%	1683	72%	1670	71%
RHS	Ridgeview High	2254	2299	1579	70%	1611	71%	1649	73%	1670	74%	1657	73%
OLH	Oakleaf High	2459	2845	2721	111%	2785	113%	2851	116%	2892	118%	2875	117%
	Total:	**13706**	**14263**	11288	82%	11538	84%	11811	86%	11985	87%	11991	87%
Combination / Other 2020-2024													
BLC	Bannerman Learning Center	568	332	366	110%	371	112%	375	113%	377	114%	375	113%
KHS	Keystone Heights High (7-12)	1377	2247	1175	85%	1189	86%	1200	87%	1200	87%	1193	87%
	Total:	**1945**	**2579**	1541	79%	1559	80%	1575	81%	1577	81%	1568	81%
	Grand Total:	**43655**	**56185**	**37692**	86%	**38214**	88%	**38649**	89%	**38690**	89%	**39438**	90%

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Table 1.7 Cont. - Student Capacity For SY 2025/26 Thru SY 2029/30 (Based on DOE 7/2020 COFTE)

School Code	SCHOOL NAME	Total FISH Capacity	Core (Cafeteria + Multipurpose area)	SY 25/26		SY 26/27		SY 27/28		SY 28/29		SY 29/30	
				COFTE Enroll.	Utilization	COFTE Enroll.	Utilization	COFTE enroll.	Utilization	COFTE Enroll.	Utilization	COFTE Enroll.	Utilization
Elementary School 2025-2029													
AES	Argyle Elementary	825	1352	809	98%	819	99%	825	100%	833	101%	845	102%
CEB	Charles E. Bennett Elementary	830	804	849	106%	670	83%	675	84%	681	85%	691	86%
CGE	Coppergate Elementary	747	1320	540	72%	547	73%	551	74%	556	74%	564	76%
CHE	Clay Hill Elementary	474	770	462	97%	467	99%	471	99%	475	100%	482	102%
DIS	Doctor's Inlet Elementary	737	862	680	92%	688	93%	693	94%	700	95%	710	96%
DOE	Discovery Oaks Elementary	862	1320	1003	116%	1015	118%	1023	119%	1023	119%	1048	119%
FIE	Fleming Island Elementary	912	1485	769	84%	779	85%	785	86%	792	87%	804	88%
GPE	Grove Park Elementary	512	925	479	93%	484	95%	488	95%	493	96%	500	98%
KHE	Keystone Heights Elementary	896	823	889	108%	900	109%	907	110%	915	111%	929	113%
LAE	Lake Asbury Elementary	970	1084	807	83%	817	84%	823	85%	830	86%	843	87%
LES	Lakeside Elementary	876	888	807	92%	817	93%	823	94%	831	95%	843	96%
MRE	McRae Elementary	550	1485	572	104%	579	105%	584	106%	589	107%	598	109%
MBE	Middleburg Elementary	650	1290	570	88%	577	89%	581	89%	587	90%	596	92%
MCE	Montclair Elementary	649	781	513	79%	519	80%	523	81%	528	81%	536	83%
OPE	Orange Park Elementary	504	565	488	97%	494	98%	498	99%	502	100%	510	101%
OVE	Oakleaf Village Elementary	1043	1362	1105	106%	1119	107%	1127	108%	1138	109%	1154	111%
PES	R.M. Paterson Elementary	1047	1336	1087	104%	1101	105%	1109	106%	1119	107%	1136	109%
POE	Plantation Oaks Elementary	992	1362	1084	109%	1097	111%	1105	111%	1116	112%	1132	114%
ROE	RideOut Elementary	643	1320	556	86%	562	87%	567	88%	572	89%	580	90%
RVE	Ridgeview Elementary	565	776	600	106%	608	108%	612	108%	618	109%	627	111%
SBJ	S. Bryan Jennings Elementary	676	1086	514	76%	520	77%	524	78%	529	78%	537	79%
SLE	Shadowlawn Elementary	863	1362	837	97%	861	100%	881	102%	903	105%	931	108%
SPC	Swimming Pen Creek Elementary	516	1352	554	107%	560	109%	564	109%	570	110%	578	112%
TBE	Thunderbolt Elementary	1110	1353	921	83%	932	84%	939	85%	948	85%	962	87%
TES	Tynes Elementary	1004	1366	1216	121%	1231	123%	1240	124%	1252	125%	1271	127%
WEC	W.E. Cherry Elementary	881	855	801	94%	810	95%	816	95%	824	96%	836	98%
WES	Wilkinson Elementary	810	1372	814	101%	824	102%	830	102%	838	103%	851	105%
R	Elementary "R" CR 315	0	0	553		617		617		681		745	
B	Elementary "B" Governor's Park	0	0	0		0		353		516		326	
C	Elementary "C" Governor's Park	0	0	0		0		0		0		353	
	Total:	**21144**	**30656**	**20879**	99%	**21014**	99%	**21532**	102%	**21959**	104%	**22165**	105%
Junior High School 2025-2029													
GCJ	Green Cove Springs Junior High	922	1750	910	99%	948	103%	1015	110%	1069	116%	1088	118%
LAJ	Lake Asbury Junior High	1334	1747	1147	86%	1157	87%	1202	90%	1230	92%	1218	91%
LJH	Lakeside Junior High	1206	1263	816	68%	823	68%	855	71%	875	73%	866	72%
OLJ	Oakleaf Junior High	1751	1568	1162	74%	1172	75%	1218	78%	1247	80%	1234	79%
OPJ	Orange Park Junior High	1062	1262	718	68%	725	68%	753	71%	771	73%	763	72%
WJH	Wilkinson Junior High	761	1108	727	96%	734	96%	762	100%	780	103%	772	102%
#	Elem/JunHigh (PK-8)	0	0										
	Total:	**7036**	**8698**	**6480**	78%	**6558**	79%	**6805**	83%	**6971**	85%	**6943**	84%
High School 2025-2029													
CHS	Clay High	1892	2179	1787	94%	1820	96%	1854	98%	1907	101%	1994	105%
FIHS	Fleming Island High	2375	2485	2184	92%	2166	91%	2149	91%	2155	91%	2199	93%
MHS	Middleburg High	2383	1637	1804	110%	1790	109%	1776	108%	1781	109%	1817	111%
OPH	Orange Park High	2343	2818	1651	70%	1638	70%	1625	69%	1630	70%	1663	71%
RHS	Ridgeview High	2254	2299	1638	73%	1625	72%	1613	72%	1617	72%	1650	73%
OLH	Oakleaf High School	2459	2845	2843	116%	2820	115%	2798	114%	2806	114%	2863	116%
	Total:	**13706**	**14263**	**11907**	87%	**11860**	87%	**11816**	86%	**11897**	87%	**12186**	89%
Combination / Other 2025-2029													
BLC	Bannerman Learning Center	568	332	375	113%	373	112%	372	112%	374	113%	382	115%
KHS	Keystone Heights High (7-12)	1377	2130	1193	87%	1186	86%	1183	86%	1193	87%	1217	88%
	Total:	**1945**	**2462**	**1568**	81%	**1559**	80%	**1555**	80%	**1567**	81%	**1598**	82%
	Grand Total:	**43831**	**56079**	**39834**	91%	**39991**	91%	**40708**	93%	**41394**	94%	**41893**	96%

GRAPH KEY

LOS Exceeds 100%
LOS Exceeds 110%
Indicates New Capacity

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Table 1.8 Student Generation Multiplier

Student Distribution by Grade Level		
Grade Level	**# Students**	**Distribution**
PK-6	19,470	51.77%
7-8	5,912	15.72%
9-12	12,229	32.51%
Total Enrollment*	**37,611**	100.00%

Estimated Students per Total Dwelling Units				
Occupied Dwelling Units	=	**71,939**	=	**91.28%**
Total Dwelling Units**		**78,815**		
PK-12 Students	=	**37,611**	=	**0.5333**
Occupied Dwelling Units		**70,527**		

Occupied Dwelling Unit Distribution by Type		
Type	**# Units**	**Distribution**
Single Family	55,297	76.87%
Mobile Home	8,466	11.77%
Multi-Family	8,176	11.37%
Total	**71,939**	100.01%

Students per Dwelling Unit by Dwelling Type				
Grade Level	**SF**	**MH**	**MF**	**Total**
PK-6	0.2122	0.0325	0.0314	0.2761
7-8	0.0644	0.0099	0.0095	0.0838
9-12	0.1333	0.0204	0.0197	0.1734
Total	**0.4099**	**0.0628**	**0.0606**	**0.5333**

Total Dwelling Units:	
Single Family	59,407
Mobile Home	10,184
Multi-Family	9,224
Total	**78,815**

*Total Enrollment taken from April 15, 2019, Clay County School District Monthly Membership Report

**Total Dwelling Units are defined as Occupied, Vacant and Seasonal Housing Units (U.S. Census 2010)

Methodology: URBANOMICS, Inc. School Impact Fee Tech Report 2017

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SECTION 2 MAINTENANCE AND TRANSPORTATION

2.1 Maintenance and Repairs

Maintenance and repairs must be done to ensure that buildings function efficiently and remain environmentally safe and secure. Special maintenance projects such as renovations, HVAC systems, roofs, and flooring are undertaken throughout the year. A summary of maintenance projects for the 5-year period is shown in the Capital Outlay Expenditures in Table 2.1.

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Table 2.1 Capital Outlay Expenditures Maintenance Department

				2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	5 YEAR TOTAL
Special Maintenance	Carry Over from 2017-2019	PECO Carryover		$ 6,431.02	$ -	$ -	$ -		$ -
		LCIF Carryover		$ -	$ -	$ -	$ -		$ -
		Projected PECO		$ -	$ -	$ -	$ -	$ -	$ -
		Projected LCIF		$ 778,363.20	$ 778,363.20	$ 778,363.20	$ 778,363.20	$ 778,363.20	$ 2,335,089.60
		Safety-To-Life		$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 432,424.00
		SUBTOTAL:		$ 871,279.02	$ 864,848.00	$ 864,848.00	$ 864,848.00	$ 864,848.00	$ 5,266,076.69
Maintenance (PECO)	Project Description	Fund	Proj. #/Year	2020/2021	2021/2022	2022/2023	2022/2023	2024/2025	5 YEAR TOTAL
Roll Forward 2017	M/R/R/HVAC	340-7404682-9021	3038/7	$ 4,399.34					
Roll Forward 2019	M/R/R/HVAC	340-740-4682-9021	3038/9	$ 2,031.68					
County Wide	M/R/R Boilers/Plumbing	370-7404682-9021	3023/1	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 75,000.00
County Wide	M/R/R Cafeteria/Stage Floors	370-7404682-9021	3025/1	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 10,000.00
County Wide	M/R/R HVAC Units	370-7404682-9021	3038/1	$ 320,000.00	$ 320,000.00	$ 320,000.00	$ 320,000.00	$ 320,000.00	$ 1,600,000.00
County Wide	M/R/R Elevators	370-7404682-9021	3043/1	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 10,000.00
County Wide	M/R/R of Plant Services	370-7404682-9021	3309/1	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 250,000.00
County Wide	Safety-To-Life	370-7404682-9021	3348/1	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 432,424.00
County Wide	R/R Concrete	370-7404672-9021	3360/1	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 100,000.00
County Wide	M/R/R Plumbing	370-7404682-9021	3465/1	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 15,000.00
County Wide	M/R/R Restroom Partitions	370-7404682-9021	3500/1	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 5,000.00
County Wide	M/R/R Fencing	370-7404672-9021	3520/1	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 10,000.00
County Wide	M/R/R Light Fixtures/Electrical	370-7404682-9021	3540/1	$ 17,363.20	$ 17,363.20	$ 17,363.20	$ 17,363.20	$ 17,363.20	$ 86,816.00
County Wide	M/R/R Fire Alarm, I/C and Sound Systems	370-7404682-9021	3570/1	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 150,000.00
County Wide	Painting	370-7404682-9021	3590/1	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 75,000.00
County Wide	Maintenance Overtime	370-7404682-9021	3591/1	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 100,000.00
County Wide	M/R/R Doors	370-7404682-9021	3610/1	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 10,000.00
County Wide	R/R Asphalt Surfaces	370-7404672-9021	3620/1	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 150,000.00
County Wide	Tree Cutting, Trimming and removal	370-7404682-9021	3629/1	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 100,000.00
County Wide	M/R/R classroom Flooring	370-7404682-9021	3630/1	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 500,000.00
County Wide	M/R/R Roofs-Ceilings	370-7404682-9021	3660/1	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 50,000.00
County Wide	M/R/R EWC /Plumbing	370-7404682-9021	3664/1	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 250,000.00
County Wide	M/R/R Covered Walkways	370-7404682-9021	3665/1	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 5,000.00
County Wide	M/R/R Bleachers	370-7404682-9021	3671/1	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 5,000.00
County Wide	M/R/R Portables	370-7404682-9021	3681/1	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 100,000.00
County Wide	M/R/R WWR Plants	370-7404682-9021	3691/1	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 75,000.00
County Wide	M/R/R Drainage-Stormwater Systems	370-7404672-9021	3701/1	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 10,000.00
County Wide	R/R Play Courts	370-7404672-9021	3781/1	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 10,000.00
County Wide	M/R/R Emergency Generators	370-7404682-9021	3791/1	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 40,000.00
County Wide	M/R/R EMS	370-7404682-9021	3821/1	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 100,000.00
		Projected PECO		$ -	$ -	$ -	$ -	$ -	$ -
		Projected Safety to Life		$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 432,424.00
		Total Projected PECO		$	$	$	$	$	$
		PECO Carryover		$ 6,431.02	$ -	$ -	$ -	$ -	$ 6,431.02
		Available LCIF		$ 864,848.00	$ 864,848.00	$ 864,848.00	$ 864,848.00	$ 864,848.00	$ 4,324,240.00
		Total Projects		$ 871,279.02	$ 864,848.00	$ 864,848.00	$ 864,848.00	$ 864,848.00	$ 4,330,671.02
		PECO Remaining should be "0"		$ -	$ -	$ -	$ -	$ -	$ -

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2.2 Bus Transportation and Equipment

Passenger bus and radio (equipment) costs are shown in Table 2.2. The Bus Inventory Management Plan for both ESE and regular buses is outlined in Tables 2.2.1 and 2.2.2.

Table 2.2 Capital Outlay Regular Education Buses, ESE Buses, Software and Radios

Fiscal Year	Purpose	Qty.	Type	Budget Impact	Total Payment
2020/21	Lease Purchase	90	77 Passenger Bus with A/C & Radios	$ 1,458,917.89	
		10	65 Passenger Bus, E.S.E. with Radios		
		1	Interest	$ 156,641.54	$ 1,615,559.43
2021/22	Lease Payment	0	77 Passenger Bus with A/C & Radios	$ 1,483,928.12	
		0	65 Passenger Bus, E.S.E. with Radios		
		1	Interest	$ 131,631.31	$ 1,615,559.43
2022/23	Lease Payment	0	77 Passenger Bus with A/C & Radios	$ 1,509,367.10	
		0	65 Passenger Bus, E.S.E. with Radios		
		1	Interest	$ 106,192.33	$ 1,615,559.43
2023/24	Lease Payment	0	77 Passenger Bus with A/C & Radios	$ 1,535,242.18	
		0	65 Passenger Bus, E.S.E. with Radios		
		1	Interest	$ 80,317.25	$ 1,615,559.43
2024/25	Lease Payment	0	77 Passenger Bus with A/C & Radios	$ 1,561,560.83	
		0	65 Passenger Bus, E.S.E. with Radios		
		1	Interest	$ 53,998.59	$ 1,615,559.42
2025/26	Lease Payment	0	77 Passenger Bus with A/C & Radios	$ 1,588,330.67	
		0	65 Passenger Bus, E.S.E. with Radios		
		1	Interest	$ 27,228.75	$ 1,615,559.42
** Lease/Purchase Agreement to upgrade fleet by replacing 100 of our older buses for 7 years. 6 years remaining (Board approved on 6/27/19)					$ 9,693,356.52

Fiscal Year	Purpose	Qty.	Type	Budget Impact	Total Payment
2020/21	GPS Software	1	GPS Software	$ 26,932.73	
		1	Interest	$ 1,553.98	$ 28,486.71
2021/22	GPS Software	1	GPS Software	TBD	TBD
2022/23	GPS Software	1	GPS Software	TBD	TBD
2023/24	GPS Software	1	GPS Software	TBD	TBD
2024/25	GPS Software	1	GPS Software	TBD	TBD

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Table 2.2.1 ESE Bus Management Plan

Fiscal Year	Purchases for Growth and Addt'l Programs	Purchases for Replacement	Buses to be Deleted	Buses in Inventory	Buses Used Daily	Spare Buses
2020/21	0	0	0	80	65	15
2021/22	0	0	0	80	65	15
2022/23	0	0	0	80	65	15
2023/24	0	0	0	80	65	15
2024/25	0	0	0	80	65	15

Note: Deletion of buses may occur shortly after the end of each fiscal year.

Table 2.2.2 Regular Bus Management Plan

Fiscal Year	Purchases for Growth and Addt'l Programs	Purchases for Replacement	Buses to be Deleted	Buses in Inventory	Buses Used Daily	Spare Buses	
2020/21	0	0	0	160	120	40	
2021/22	0	0	0	160	120	40	
2022/23	0	0	0	160	120	40	
2023/24	5	0	0	160	120	40	** Based on growth in Clay County
2024/25	5	0	0	160	120	40	

Note: Deletion of buses may occur shortly after the end of each fiscal year.

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SECTION 3 CAPITAL OUTLAY PLAN

3.1 Revenue Sources

Capital Projects Funds are used for acquisition or construction of major capital facilities and improvements to existing facilities. Land acquisition, equipment purchases, buses, maintenance and capital debt service are also accomplished with these funds. There are several revenue sources that are designated to fund all of the capital projects for the 5-year and 10-year periods:

(a) ***Public Education Capital Outlay (PECO)(New Construction and Maintenance)*** funds are derived from a Gross Receipts Tax on utilities and are allocated to each school district by the State Legislature in the form of Public Education Capital Outlay Funding. Funds are allocated from a lump sum appropriation to the 67 school districts based upon a formula in Section 1013.64(1)(a), F.S. Funded projects must be recommended in the Educational Plant Survey. Cost ceilings on new schools apply to these funds.

(b) ***1.5Mill Levy*** is determined by using the certified tax roll. Section 1011.71(2), F.S., authorizes districts to levy up to 1.5 mills for capital outlay purposes. These funds may be used to buy school buses, buy land, maintenance and repair of existing schools, renovations, build schools, and to pay debt service (i.e. Certificates of Participation). New construction projects using this funding must be recommended in the Educational Plant Survey.

(c) ***BCC Local Option Sales Tax*** funds are received from the County derived from the voter approved one-percent sales tax, of which the school district receives 8.81% of the approved 1%.

(d) ***Educational Facility Impact Fees*** are assessed on a countywide basis to cover the costs of public school facilities necessitated by growth and development. School impact fees are charges paid by new residential development, i.e. houses, apartments, mobile homes and other residential construction that potentially generates public school enrollment. School impact fees are not imposed to cover the full cost of new school construction but rather to cover an amount equal to the difference between the total cost and the other available sources of revenue appropriated for capital facilities. Impact fees can only be charged for that portion of the cost of public facilities that is attributable to the new development and cannot be used to pay the cost of reducing existing deficiencies. The current school impact fees in Clay County are:

Single-Family - $7,034 per dwelling unit
Multi-Family - $3,236 per dwelling unit
Mobile Home - $5,979 per dwelling unit

(e) ***Certificates of Participation (COPS)*** amounts are determined by district administration and reviewed and approved by the Board. Proceeds from the issuance of these certificates can be used to acquire land and finance capital projects.

(f) ***Capital Outlay and Debt Service (CO&DS) funds*** pursuant to Article XII, Section 9(d), of the Florida Constitution, the first proceeds from the tax on motor vehicle licenses are available to school districts and community colleges for capital outlay purposes. The number of instruction units determines the annual allocation of these funds for each school district and community college. Projects utilizing this funding must be recommended in the Educational Plant Survey and listed on the Project Priority List (PPL).

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3.1 Revenue Sources (Continued)

(g) ***Gas Tax*** returns those portions of the county fuel tax imposed by S. 206.41(1)(b) which result from the collection of such tax paid by a school district, or by a private contractor operating school buses for a school district, on motor fuel for use in a motor vehicle operated by such district or private contractor shall be returned to the governing body of each such school district according to the administrative procedures in S. 206.41 to be used to fund construction, reconstruction, and maintenance of roads and streets within the school district required as a result of new school construction or renovation of existing schools.

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Table 3.1 Projected New Revenue

Revenue	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
LCIF (1.50 Mil)	$ 19,228,320.00	$ 20,189,736.00	$ 21,199,222.80	$ 22,259,183.94	$ 23,372,143.14
PECO New Construction	$ -	$ -	$ -	$ -	$ -
C.O. & D.S.	$ 1,300,000.00	$ 1,300,000.00	$ 1,300,000.00	$ 1,300,000.00	$ 1,300,000.00
PECO Maintenance	$ -	$ -	$ -	$ -	$ -
Impact Fees	$ 7,500,000.00	$ 7,500,000.00	$ 7,500,000.00	$ 7,500,000.00	$ 7,500,000.00
BCC Sales Surtax	$ 750,000.00	$ -	$ -	$ -	$ -
Mil Money	$ 5,000,000.00	$ 5,080,000.00	$ 5,080,000.00	$ -	$ -
Gas Tax	$ 46,500.00	$ 46,500.00	$ 46,500.00	$ 46,500.00	$ 46,500.00
Other Revenue	$ -	$ -	$ 13,500,000.00	$ 22,000,000.00	$ -
Total	**$ 33,824,820.00**	**$ 34,116,236.00**	**$ 48,625,722.80**	**$ 53,105,683.94**	**$ 32,218,643.14**

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Table 3.1.1 District Capital Outlay Expenditures

Item	DESCRIPTION	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
1	**Repay Certificate of Participation**					
	380-9700920-9001-3753-0 (OLS) (Series 2014) Refina	$ 876,602.00	$ 873,754.00	$ 880,544.00	$ 880,544.00	$ 880,544.00
	380-9700920-9001-3753-0 (OLS) (Series 2014) Refina	$ -	$ -	$ -	$ -	$ -
	380-9700920-9001-3783-0 (OHS/LAJ) (Series 2012)	$ 3,935,112.50	$ 3,935,882.50	$ 3,933,862.50	$ 3,933,862.50	$ 3,933,862.50
	370-9700920-9001-3723-1 (FIH) (Series 2005B/2017)	$ 364,634.30	$ 360,907.80	$ 367,145.10	$ 367,145.10	$ 367,145.10
	380-9700920-9001-3763-0 (Dues)	$ 16,100.00	$ 16,100.00	$ 16,100.00	$ 16,100.00	$ 16,100.00
Total		**$ 5,192,448.80**	**$ 5,186,644.30**	**$ 5,197,651.60**	**$ 5,197,651.60**	**$ 5,197,651.60**
3	**District-Wide**					
	370-9700910-9001-1520-1 (Equipment)	$ 300,000.00	$ 300,000.00	$ 300,000.00	$ 300,000.00	$ 300,000.00
Total		**$ 300,000.00**	**$ 300,000.00**	**$ 300,000.00**	**$ 300,000.00**	**$ 300,000.00**
4	**Property and Casualty Insurance**					
	370-9700910-9001-3553-1	$ 1,238,455.00	$ 1,367,300.00	$ 1,491,030.00	$ 1,540,133.00	$ 1,694,146.00
Total		**$ 1,238,455.00**	**$ 1,367,300.00**	**$ 1,491,030.00**	**$ 1,540,133.00**	**$ 1,694,146.00**
5	**District-Wide Technology**					
	392-7408-9 (see IT funding sheet)	$ 184,966.74	$ -	$ -	$ -	$ -
	392-7408680-9040-3153-0	$ 750,000.00	$ -	$ -	$ -	$ -
Total		**$ 934,966.74**	**$ -**	**$ -**	**$ -**	**$ -**
6	**Maintenance Department**					
	370-7404-9020-3309-1	$ 864,848.00	$ 864,848.00	$ 864,848.00	$ 864,848.00	$ 864,848.00
	370-9700910-9020-3894-1 (Salaries)	$ 2,500,000.00	$ 2,600,000.00	$ 2,600,000.00	$ 2,600,000.00	$ 2,600,000.00
Total		**$ 3,364,848.00**	**$ 3,464,848.00**	**$ 3,464,848.00**	**$ 3,464,848.00**	**$ 3,464,848.00**
7	**Facility Planning & Construction**					
	370-9700910-9020-3320-1 (PM Salaries)	$ 140,000.00	$ 140,000.00	$ 140,000.00	$ 140,000.00	$ 140,000.00
Total		**$ 140,000.00**	**$ 140,000.00**	**$ 140,000.00**	**$ 140,000.00**	**$ 140,000.00**
8	**Transportation Department**					
	370-9200710-9010-3878-1 (100 -Bus/Radio Lease Pu	$ 1,458,917.89	$ 1,483,928.12	$ 1,509,367.10	$ 1,535,242.18	$ 1,535,242.18
	370-9200720-9010-3878-1 (Interest for Bus Lease)	$ 156,641.54	$ 131,631.31	$ 106,192.33	$ 80,317.25	$ 80,317.25
	370-9200710-9010-3815-1 (GPS System)	$ 26,932.73				
	370-9200720-9010-3815-1 (Interest for GPS)	$ 1,553.98				
Total		**$ 1,644,046.14**	**$ 1,615,559.43**	**$ 1,615,559.43**	**$ 1,615,559.43**	**$ 1,615,559.43**
Grand Total		**$ 12,814,764.68**	**$ 12,074,351.73**	**$ 12,209,089.03**	**$ 12,258,192.03**	**$ 12,412,205.03**

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Table 3.1.2 Capital Projects Plan Worksheet

SCHOOL	PROJECT DESCRIPTION	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	5-YEAR TOTAL
BLC	Security Control Access	$ 75,000.00	$ -	$ -	$ -	$ -	**$ 75,000.00**
BLC	Security Cameras	$ 30,000.00	$ -	$ -	$ -	$ -	**$ 30,000.00**
BLC	New Kitchen Addition	$ -	$ -	$ 212,500.00	$ 2,500,000.00	$ -	**$ 2,712,500.00**
CHS	Restroom Renovations (Bldg. 3)	$ 300,000.00	$ -	$ -	$ -	$ -	**$ 300,000.00**
CHS	Track Improvements	$ -	$ 350,000.00	$ 250,000.00	$ -	$ -	**$ 600,000.00**
CHS	Gym Remodeling - Locker Rooms	$ 1,500,000.00	$ 250,000.00	$ -	$ -	$ -	**$ 1,750,000.00**
CHS	Security Control Access	$ 100,000.00	$ -	$ -	$ -	$ -	**$ 100,000.00**
CHS	Security Cameras	$ -	$ -	$ -	$ -	$ 150,000.00	**$ 150,000.00**
CHS	Automotive/Carpentry Exterior Remodel	$ -	$ 100,000.00	$ -	$ -	$ -	**$ 100,000.00**
CHS	Erosion Control/Stormwater Repair	$ 5,000.00	$ -	$ -	$ -	$ -	**$ 5,000.00**
CHS	Security Lighting Repair/Replacement	$ 10,000.00	$ -	$ -	$ -	$ -	**$ 10,000.00**
FIH	Repair/Replacement HVAC (Chiller's 1&2, 3&4 (2 per year))	$ 350,000.00	$ 350,000.00	$ -	$ -	$ -	**$ 700,000.00**
FIH	Campus Lighting Upgrades	$ 150,000.00	$ -	$ -	$ -	$ -	**$ 150,000.00**
FIH	Security Cameras	$ -	$ -	$ -	$ -	$ 150,000.00	**$ 150,000.00**
FIH	Security Control Access (Storefront)	$ 25,000.00	$ -	$ -	$ -	$ -	**$ 25,000.00**
FIH	Erosion Control/Stormwater Repair	$ 30,000.00	$ -	$ -	$ -	$ -	**$ 30,000.00**
FIH	Track Improvements	$ -	$ -	$ -	$ 350,000.00	$ 250,000.00	**$ 600,000.00**
KHS	Security Cameras	$ -	$ -	$ -	$ -	$ 150,000.00	**$ 150,000.00**
KHS	Erosion Control/Stormwater Repair	$ 30,000.00	$ -	$ -	$ -	$ -	**$ 30,000.00**
KHS	Security Control Access (Storefront)	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
KHS	Track Improvements	$ -	$ 350,000.00	$ 250,000.00	$ -	$ -	**$ 600,000.00**
KHS	Resurface Front Parking Lot	$ -	$ -	$ 50,000.00	$ -	$ -	**$ 50,000.00**
KHS	Tennis Courts	$ -	$ -	$ 250,000.00	$ -	$ -	**$ 250,000.00**

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

MHS	Flooring Replacement (Classrooms)	$ -	$ -	$ -	$ 200,000.00	$ 200,000.00	**$ 400,000.00**
MHS	New Front Office Spaces	$ -	$ -	$ 200,000.00	$ -	$ -	**$ 200,000.00**
MHS	Security Control Access	$ -	$ -	$ 10,000.00	$ -	$ -	**$ 10,000.00**
MHS	Restroom Renovations	$ 200,000.00	$ -	$ -	$ -	$ -	**$ 200,000.00**
MHS	Security Cameras	$ -	$ -	$ -	$ 300,000.00	$ -	**$ 300,000.00**
MHS	Storefront	$ 15,000.00	$ -	$ -	$ -	$ -	**$ 15,000.00**
MHS	Parking Lot Renovations (Bus Loop)	$ 200,000.00	$ 2,000,000.00	$ -	$ -	$ -	**$ 2,200,000.00**
MHS	Track Improvements	$ 350,000.00	$ 250,000.00	$ -	$ -	$ -	**$ 600,000.00**
MHS	Cafeteria Expansion	$ 200,000.00	$ 1,800,000.00	$ -	$ -	$ -	**$ 2,000,000.00**
MHS	Athletic Field Lighting (Softball)	$ 200,000.00	$ -	$ -	$ -	$ -	**$ 200,000.00**
MHS	Repair/Replacement HVAC (13 RTUs)	$ -	$ -	$ 750,000.00	$ 500,000.00	$ -	**$ 1,250,000.00**
MHS	Roof Replacement	$ -	$ -	$ 1,000,000.00	$ 1,000,000.00	$ -	**$ 2,000,000.00**
MHS	Hot Water Tank Replacement (2) 600 gallon	$ -	$ -	$ 50,000.00	$ -	$ -	**$ 50,000.00**
OLH	Security Cameras	$ -	$ -	$ -	$ -	$ 300,000.00	**$ 300,000.00**
OLH	Classroom Wing	$ -	$ -	$ -	$ -	$ 5,000,000.00	**$ 5,000,000.00**
OLH	Campus Lighting Upgrades	$ -	$ -	$ -	$ 150,000.00	$ -	**$ 150,000.00**
OPH	HVAC Repair/Replacement (Building 4 - Gymnasium)	$ 100,000.00	$	$ -	$ -	$ -	**$ 100,000.00**
OPH	Athletic Field Lighting (Baseball & Softball)	$ 10,000.00		$ -	$ -	$ -	**$ 10,000.00**
OPH	Renovate Weightroom/Drama Room (Building 27)	$ -	$ 350,000.00	$ -	$ -	$ -	**$ 350,000.00**
OPH	Stadium Replacement	$ 50,000.00	$ 2,000,000.00	$ -	$ -	$ -	**$ 2,050,000.00**
OPH	Restroom Renovation	$ -	$ -	$ 500,000.00	$ -	$ -	**$ 500,000.00**
OPH	Security Control Access	$ 50,000.00	$ 150,000.00	$ -	$ -	$ -	**$ 200,000.00**

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

OPH	Gym Floor Resurfacing	$ -	$ 100,000.00	$ -	$ -	$ -	**$ 100,000.00**
OPH	Security Cameras	$ -	$	$ -	$ -	$ 300,000.00	**$ 300,000.00**
OPH	Ceiling Insulation Repair/Renovation (Building 12 Shop)	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
OPH	Tennis Court Repairs	$ -	$ 600,000.00	$ -	$ -	$ -	**$ 600,000.00**
RHS	Bleacher Replacement	$ 225,000.00	$ -	$ -	$ -	$ -	**$ 225,000.00**
RHS	Security Control Access	$ 15,000.00	$ -	$ -	$ -	$ -	**$ 15,000.00**
RHS	Security Cameras	$ -	$ -	$ -	$ -	$ 300,000.00	**$ 300,000.00**
RHS	Asphalt Improvements (PE Basketball Court)	$ -	$ 60,000.00	$ -	$ -	$ -	**$ 60,000.00**
RHS	Demolition of Waterwater Tank/Treatment Buildings	$ -	$ 60,000.00	$ -	$ -	$ -	**$ 60,000.00**
RHS	Parking Lot Renovations (Softball & Baseball Fields)	$ -	$ -	$ -	$ 150,000.00	$ -	**$ 150,000.00**
RHS	Tennis Court Repairs	$ -	$ -	$ -	$ 400,000.00	$ -	**$ 400,000.00**
RHS	Restrooms Renovations (Portable area)	$ -	$ 200,000.00	$ -		$ -	**$ 200,000.00**
RHS	Track Improvements	$ -	$ -	$ -	$ 250,000.00	$ 350,000.00	**$ 600,000.00**
RHS	HVAC Repair/Replacement (Buildings 7, 8, 9, & 10)	$ 20,000.00	$ -	$ -	$ -	$ -	**$ 20,000.00**
GCJ	Security Cameras	$ 250,000.00	$ -	$ -	$ -	$ -	**$ 250,000.00**
GCJ	Window Replacement (Buildings 1, 2, & 3)	$ -	$ 750,000.00	$ -	$ -	$ -	**$ 750,000.00**
GCJ	Door Renovation (Building 3)	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
GCJ	Security Control Access	$ 30,000.00	$ -	$ -	$ -	$ -	**$ 30,000.00**
GCJ	Parking Lot Lighting Replacement	$ 100,000.00	$ -	$ -	$ -	$ -	**$ 100,000.00**
LAJ	Security Cameras	$ 250,000.00	$ -	$ -	$ -	$ -	**$ 250,000.00**
LAJ	Security Control Access	$ 20,000.00	$ -	$ -	$ -	$ -	**$ 20,000.00**
LJH	Security Cameras	$ 50,000.00	$ 200,000.00	$ -	$ -	$ -	**$ 250,000.00**
LJH	Security Control Access	$ 200,000.00	$ -	$ -	$ -	$ -	**$ 200,000.00**

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

LJH	Security Fencing	$ -	$ -	$ -	$ -	$ -	$ -
LJH	Cafeteria Renovation	$ -	$ 200,000.00	$ -	$ -	$ -	$ 200,000.00
LJH	Locker Room Renovation (Restroom)	$ 300,000.00	$ -	$ -	$ -	$ -	$ 300,000.00
LJH	Restroom Renovations	$ -	$ -	$ 600,000.00	$ -	$ -	$ 600,000.00
LJH	Window Replacement (Buildings 1, 2, 3, & 4)	$ -	$ 250,000.00	$ -	$ -	$ -	$ 250,000.00
LJH	Parking Lot Renovation	$ 10,000.00	$ -	$ -	$ -	$ -	$ 10,000.00
OLJ	Security Cameras	$ 50,000.00	$ 200,000.00	$ -	$ -	$ -	$ 250,000.00
OLJ	Security Control Access	$ 35,000.00	$ -	$ -	$ -	$ -	$ 35,000.00
OLJ	Security Lighting Repair/Replacement	$ 100,000.00	$ -	$ -	$ -	$ -	$ 100,000.00
OLJ	Tennis Court Repairs	$ -	$ -	$ 250,000.00	$ -	$ -	$ 250,000.00
OPJ	Security Cameras	$ 50,000.00	$ 200,000.00	$ -	$ -	$ -	$ 250,000.00
OPJ	Cafeteria Ceiling/Lighting Renovation	$ -	$ -	$ 200,000.00	$ -	$ -	$ 200,000.00
OPJ	Restroom Renovations	$ -	$ -	$ 600,000.00	$ -	$ -	$ 600,000.00
OPJ	Security Control Access	$ 200,000.00	$ -	$ -	$ -	$ -	$ 200,000.00
OPJ	Asphalt and Sidewalk Improvements	$ 60,000.00	$ -	$ -	$ -	$ -	$ 60,000.00
OPJ	HVAC Repair/Replacment (Building 1)	$ 130,000.00	$ -	$ -	$ -	$ -	$ 130,000.00
WJH	Security Control Access	$ 20,000.00	$ -	$ -	$ -	$ -	$ 20,000.00
WJH	Security Cameras	$ 50,000.00	$ 200,000.00	$ -	$ -	$ -	$ 250,000.00
WJH	Restroom Renovations	$ -	$ 400,000.00	$ -	$ -	$ -	$ 400,000.00
WJH	Covered Walkway Replacement	$ 200,000.00	$ -	$ -	$ -	$ -	$ 200,000.00
AES	Security Control Access	$ 60,000.00	$ -	$ -	$ -	$ -	$ 60,000.00
AES	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	$ 40,000.00

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

CEB	Cafeteria Expansion	$ -	$ 300,000.00	$ 2,500,000.00	$ -	$ -	**$ 2,800,000.00**
CEB	Reroof Buildings 4 & 5	$ -	$ 200,000.00	$ -	$ -	$ -	**$ 200,000.00**
CEB	Security Control Access	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
CEB	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
CEB	Covered Play Area	$ 120,000.00	$ -	$ -	$ -	$ -	**$ 120,000.00**
CGE	Security Control Access	$ 30,000.00	$ -	$ -	$ -	$ -	**$ 30,000.00**
CGE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
CHE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
CHE	Security Control Access	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
DIS	Cafeteria Expansion	$ 200,000.00	$ -	$ -	$ -	$ -	**$ 200,000.00**
DIS	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
DIS	Security Control Access	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
DIS	Security Lighting Repair/Replacement	$ 100,000.00	$ -	$ -	$ -	$ -	**$ 100,000.00**
DIS	HVAC Repair/Replacement (B8)	$ 150,000.00	$ -	$ -	$ -	$ -	**$ 150,000.00**
DOE	Security Control Access	$ 20,000.00	$ -	$ -	$ -	$ -	**$ 20,000.00**
DOE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
FIE	HVAC Repair/Replacement (Buildings 1, 2 & 3)	$ -	$ -	$ 300,000.00	$ -	$ -	**$ 300,000.00**
FIE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
FIE	Security Control Access	$ 20,000.00	$ -	$ -	$ -	$ -	**$ 20,000.00**
GPE	Flooring Repair/Replacement (Cafeteria)	$ 100,000.00	$ -	$ -	$ -	$ -	**$ 100,000.00**
GPE	HVAC Repair/Replacement (Building 2)	$ 10,000.00	$ -	$ -	$ -	$ -	**$ 10,000.00**
GPE	HVAC Repair/Replacement (Buildings 6, & 7)	$ 300,000.00	$ -	$ -	$ -	$ -	**$ 300,000.00**
GPE	Covered Play Area	$ 120,000.00	$ -	$ -	$ -	$ -	**$ 120,000.00**
GPE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
GPE	Security Control Access	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

KHE	Cafeteria Expansion	$ -	$ 300,000.00	$ 2,500,000.00	$ -	$ -	**$ 2,800,000.00**
KHE	Erosion Control/Stormwater Repair (Buildings 1, 3 & 4)	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
KHE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
KHE	Covered Walkway Replacement	$ 100,000.00	$ 100,000.00	$ -	$ -	$ -	**$ 200,000.00**
KHE	Renovation (Buildings 3 & 5)	$ -	$ 50,000.00	$ -	$ -	$ -	**$ 50,000.00**
LAE	Security Control Access	$ 25,000.00	$ -	$ -	$ -	$ -	**$ 25,000.00**
LAE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
LAE	New Classroom Addition	$ 500,000.00	$ 2,500,000.00	$ -	$ -	$ -	**$ 3,000,000.00**
LSE	Restroom Renovations (Admin & Cafeteria)	$ -	$ -	$ 200,000.00	$ -	$ -	**$ 200,000.00**
LSE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
LSE	Security Control Access	$ 10,000.00	$ -	$ -	$ -	$ -	**$ 10,000.00**
LSE	Safety Site Lighting	$ -	$ -	$ 100,000.00	$ -	$ -	**$ 100,000.00**
MBE	Demolish Building 3	$ -	$ 50,000.00	$ 50,000.00	$ -	$ -	**$ 100,000.00**
MBE	Demolish Wastewater Tank & Wastewater Treatment Building	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
MBE	Second Floor Walkway Renovation (Weatherproofing)	$ -	$ 25,000.00	$ 250,000.00	$ -	$ -	**$ 275,000.00**
MBE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
MBE	Security Control Access	$ 75,000.00	$ -	$ -	$ -	$ -	**$ 75,000.00**
MCE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
MCE	Security Control Access	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
MCE	Cafeteria/Kitchen Renovation	$ -	$ -	$ 800,000.00	$ 2,000,000.00	$ -	**$ 2,800,000.00**
MCE	New Parent Pickup	$ -	$ -	$ 500,000.00	$ -	$ -	**$ 500,000.00**
MCE	Site Improvements (Clay Track)	$ -	$ 80,000.00	$ -	$ -	$ -	**$ 80,000.00**
MCE	Covered Walkway Replacement	$ -	$ 100,000.00	$ -	$ -	$ -	**$ 100,000.00**
MCE	HVAC Replacement (Building 5)	$ -	$ 150,000.00	$ -	$ -	$ -	**$ 150,000.00**

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

MRE	HVAC Repair/Replacement (Buildings 1, 2 & 3)	$ -	$ 300,000.00	$ -	$ -	$ -	**$ 300,000.00**
MRE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
MRE	Security Control Access	$ 5,000.00	$ -	$ -	$ -	$ -	**$ 5,000.00**
OPE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
OVE	Security Cameras	$ 10,000.00	$ -	$ -	$ -	$ -	**$ 10,000.00**
OVE	Security Control Access	$ 30,000.00	$ -	$ -	$ -	$ -	**$ 30,000.00**
PES	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
PES	Security Control Access	$ 20,000.00	$ -	$ -	$ -	$ -	**$ 20,000.00**
PES	HVAC Replacement (Buildings 3, 4, 5, & 6)	$ -	$ 150,000.00	$ 150,000.00	$ -	$ -	**$ 300,000.00**
POE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
POE	Security Control Access	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
ROE	HVAC Repair/Replacement (Building 1)	$ -	$ -	$ 150,000.00	$ -	$ -	**$ 150,000.00**
ROE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
ROE	Security Control Access	$ 30,000.00	$ -	$ -	$ -	$ -	**$ 30,000.00**
RVE	Parking Lot Lighting Replacement	$ 60,000.00	$ -	$ -	$ -	$ -	**$ 60,000.00**
RVE	HVAC Replacement (Building 7)	$ -	$ 145,000.00	$ -	$ -	$ -	**$ 145,000.00**
RVE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
RVE	Security Control Access	$ 20,000.00	$ -	$ -	$ -	$ -	**$ 20,000.00**
SBJ	Cafeteria/Kitchen Renovation	$ -	$ 80,000.00	$ 1,200,000.00	$ -	$ -	**$ 1,280,000.00**
SBJ	Roof Repair/Replacement (Buildings 1,2&3)	$ 300,000.00	$ -	$ -	$ -	$ -	**$ 300,000.00**
SBJ	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
SBJ	Security Control Access	$ 30,000.00	$ -	$ -	$ -	$ -	**$ 30,000.00**

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

SLE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
SLE	Security Control Access	$ 10,000.00	$ -	$ -	$ -	$ -	**$ 10,000.00**
SLE	Covered Play Area	$ -	$ -	$ 130,000.00	$ -	$ -	**$ 130,000.00**
SPC	Security Control Access	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
SPC	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
TBE	Replace HVAC Controls	$ 10,000.00	$ -	$ -	$ -	$ -	**$ 10,000.00**
TBE	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
TBE	Security Control Access	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
TES	Classroom Addition	$ 3,000,000.00	$ -	$ -	$ -	$ -	**$ 3,000,000.00**
TES	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
TES	Security Control Access	$ 75,000.00	$ -	$ -	$ -	$ -	**$ 75,000.00**
WEC	Cafeteria/Kitchen Renovation	$ -	$ -	$ -	$ 500,000.00	$ -	**$ 500,000.00**
WEC	ReRoof (Buildings 3 & 4)	$ -	$ 300,000.00	$ -	$ -	$ -	**$ 300,000.00**
WEC	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
WEC	Security Control Access	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
WEC	Replace Hot Water Boilers (2)	$ -	$ -	$ 70,000.00	$ -	$ -	**$ 70,000.00**
WES	Fire Alarm Replacement	$ 15,000.00	$ -	$ -	$ -	$ -	**$ 15,000.00**
WES	Security Cameras	$ 40,000.00	$ -	$ -	$ -	$ -	**$ 40,000.00**
WES	Security Control Access	$ 25,000.00	$ -	$ -	$ -	$ -	**$ 25,000.00**
WES	Covered Play Area	$ -	$ 130,000.00	$ -	$ -	$ -	**$ 130,000.00**
Elementary School "R"		$ 2,000,000.00	$ 1,500,000.00	$ 29,000,000.00	$ 2,000,000.00	$ -	**$ 34,500,000.00**
Elementary School "A"		$ -	$ -	$ 3,500,000.00	$ 31,000,000.00	$ 2,000,000.00	**$ 36,500,000.00**

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

ANCILLARY	District Office Renovation/Remodeling	$ 2,000,000.00	$ 1,500,000.00	$ -	$ -	$ -	**$ 3,500,000.00**
ANCILLARY	District Office Master Plan (Professional Services)	$ 200,000.00	$ -	$ -	$ -	$ -	**$ 200,000.00**
ANCILLARY	Asphalt and Sidewalk Improvements	$ 1,000,000.00	$ -	$ -	$ -	$ -	**$ 1,000,000.00**
ANCILLARY	Security Control Access (All Ancillary Facilities)	$ 100,000.00	$ -	$ -	$ -	$ -	**$ 100,000.00**
ANCILLARY	Security Cameras	$ 100,000.00	$ -	$ -	$ -	$ -	**$ 100,000.00**
ANCILLARY	Security Operations Center (SOC Middleburg)	$ -	$ -	$ -	$ -	$ 692,000.00	**$ 692,000.00**
ANCILLARY	Window Replacement at H. C. Long	$ -	$ 75,000.00	$ -	$ -	$ -	**$ 75,000.00**
ANCILLARY	Roof Repair/Replacement (Building 1 - Operations)	$ 110,000.00	$ -	$ -	$ -	$ -	**$ 110,000.00**
ANCILLARY	Fuel System Repair/Replacement at Middleburg Transportation	$ 600,000.00	$ -	$ -	$ -	$ -	**$ 600,000.00**
ANCILLARY	Transportation Radio System (Additional Channel)	$ 120,000.00	$ -	$ -	$ -	$ -	**$ 120,000.00**
ANCILLARY	Land Acquisition/Fire Station Property	$ 150,000.00	$ -	$ -	$ -	$ -	**$ 150,000.00**
COUNTY-WIDE	Asphalt and Sidewalk Improvements	$ 250,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	**$ 350,000.00**
COUNTY-WIDE	Bleacher Replacement	$ 160,000.00	$ 160,000.00	$ 160,000.00	$ 160,000.00	$ 160,000.00	**$ 800,000.00**
COUNTY-WIDE	Covered Play Areas	$ 260,000.00	$ 130,000.00	$ 130,000.00	$ 130,000.00	$ 130,000.00	**$ 780,000.00**
COUNTY-WIDE	Covered Walkways	$ 100,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	**$ 200,000.00**
COUNTY-WIDE	Energy Conservation Upgrades	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	**$ 125,000.00**
COUNTY-WIDE	EHPA Upgrades (County Funded)	$ -	$ -	$ -	$ -	$ -	**$ -**
COUNTY-WIDE	Equipment County wide	$ 140,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	**$ 540,000.00**
COUNTY-WIDE	Erosion Control/Storm Water Repair	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	**$ 250,000.00**
COUNTY-WIDE	Flooring Repair/Replacement	$ 400,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	**$ 600,000.00**
COUNTY-WIDE	HVAC Repair/Replacement	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	**$ 250,000.00**
COUNTY-WIDE	Replace HVAC Controls	$ 400,000.00	$ -	$ -	$ -	$ -	**$ 400,000.00**
COUNTY-WIDE	Interactive Technology for Classrooms	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ 75,000.00	**$ 375,000.00**

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

COUNTY-WIDE	Land Acquisition	$ 235,000.00	$ -	$ -	$ -	$ -	**$ 235,000.00**
COUNTY-WIDE	Locker Repair/Replacement	$ 250,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	**$ 330,000.00**
COUNTY-WIDE	Lockdown Devices	$ 50,000.00	$ -	$ -	$ -	$ -	**$ 50,000.00**
COUNTY-WIDE	Lock Upgrades	$ 130,000.00	$ -	$ -	$ -	$ -	**$ 130,000.00**
COUNTY-WIDE	Outdoor PE/Playground Area Repairs	$ 250,000.00	$ -	$ -	$ -	$ -	**$ 250,000.00**
COUNTY-WIDE	Plumbing/Irrigation Repair/Replacement	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	**$ 50,000.00**
COUNTY-WIDE	Relocatable Disposal	$ 25,000.00	$ -	$ -	$ -	$ -	**$ 25,000.00**
COUNTY-WIDE	Reroof Relocatables	$ 200,000.00	$ 120,000.00	$ 120,000.00	$ 120,000.00	$ 120,000.00	**$ 680,000.00**
COUNTY-WIDE	Restroom Renovations	$ 450,000.00	$ 250,000.00	$ 250,000.00	$ 250,000.00	$ 250,000.00	**$ 1,450,000.00**
COUNTY-WIDE	Road Improvements (Gas Tax)	$ 292,477.49	$ 46,500.00	$ 46,500.00	$ 46,500.00	$ 46,500.00	**$ 478,477.49**
COUNTY-WIDE	Roof Repair/Replacement County Wide	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	**$ 250,000.00**
COUNTY-WIDE	Safety & Security (Control Access)	$ 421,366.00	$ 250,000.00	$ 250,000.00	$ 250,000.00	$ 250,000.00	**$ 1,421,366.00**
COUNTY-WIDE	Safety & Security Projects (Miscellaneous)	$ 100,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	**$ 200,000.00**
COUNTY-WIDE	Safety & Security - Clay County Police Department School Safes (41) - MIL $	$ 100,000.00					**$ 100,000.00**
COUNTY-WIDE	Security Cameras	$ 373,121.31	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	**$ 393,121.31**
COUNTY-WIDE	Security Fencing	$ 689,000.00	$ 25,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	**$ 744,000.00**
COUNTY-WIDE	Site Improvements	$ 250,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	**$ 450,000.00**
COUNTY-WIDE	Contingency	$ 581,604.38	$ -	$ -	$ -	$ -	**$ 581,604.38**
	Grant - Charters	$ 40,871.52	$ -	$ -	$ -	$ -	**$ 40,871.52**
Project Expense Subtotal		**$ 26,423,440.70**	**$ 20,946,500.00**	**$ 48,099,000.00**	**$ 42,826,500.00**	**$ 11,368,500.00**	**$ 149,663,940.70**

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

EXPENSES							
Projects Expense		$ 26,423,440.70	$ 20,946,500.00	$ 48,099,000.00	$ 42,826,500.00	$ 11,368,500.00	**$ 149,663,940.70**
District Capital Outlay Expense	Expenditure Annual Obligation - Maintenance Department and Technology Expenditures (Table 3.1.1)	$ 12,814,764.68	$ 12,074,351.73	$ 12,209,089.03	$ 12,258,192.03	$ 12,412,205.03	**$ 61,768,602.50**
Maintenance PECO Expense		$ 6,431.02					
RESERVE FOR NEW SCHOOLS							
New Elementary "R" (GCS)	Funds Reserved for New School	$ 10,853,432.31	$ 11,948,816.58	$ -	$ -	$ -	**$ 22,802,248.89**
New Elementary "A" (Oakleaf)	Funds Reserved for New School	$ 2,000,000.00	$ 2,000,000.00	$ 2,000,000.00	$ -	$ -	**$ 6,000,000.00**
Total Obligations:	**[A]**	**$ 52,098,068.71**	**$ 46,969,668.31**	**$ 62,308,089.03**	**$ 55,084,692.03**	**$ 23,780,705.03**	**$ 211,432,543.20**
NEW REVENUE							
New Revenue:	(Table 3.1) [B]	$ 33,824,820.00	$ 34,116,236.00	$ 48,625,722.80	$ 53,105,683.94	$ 32,218,643.14	$ 201,891,105.88

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

ROLL FORWARD REVENUE							
Reserved Funds Rolled Forward from Prior Year		$ -	$ 12,853,432.31	$ 13,948,816.58	$ 2,266,450.35	$ 287,442.86	**$ 29,356,142.10**
Educational Facilities Grant		$ 610,487.29	$ -	$ -	$ -	$ -	$ -
PECO New Construction		$ -	$ -	$ -	$ -	$ -	$ -
PECO Special Maintenance		$ 6,431.02	$ -	$ -	$ -	$ -	**$ 6,431.02**
C.O.& D.S.		$ 159,296.81					**$ 159,296.81**
Educational Impact Fees Roll Forward		$ 9,330,950.02					**$ 9,330,950.02**
LCIF Roll Forward		$ 7,735,139.34					**$ 7,735,139.34**
Gas Tax		$ 245,977.49					**$ 245,977.49**
BCC Sales Tax		$ 184,966.74	$ -	$ -	$ -	$ -	**$ 184,966.74**
Mil Money		$ -			$ -	$ -	$ -
Revenue from Funds Rolled Forward:	[C]	$ 18,273,248.71	$ 12,853,432.31	$ 13,948,816.58	$ 2,266,450.35	$ -	**$ 47,341,947.95**
Total Revenue:	**[B] + [C]**	**$ 52,098,068.71**	**$ 46,969,668.31**	**$ 62,574,539.38**	**$ 55,372,134.29**	**$ 32,218,643.14**	**$ 249,233,053.83**
Remaining Funds Available:	[B] + [C] - [A]	$ -	$ -	$ 266,450.35	$ 287,442.26	$ 8,437,938.11	**$ 8,991,830.72**
Remaining Funds that are Impact Fees:	RollFwd - Proj + (New Funds - Debt Svc) [D]	$ -	$ -	$ -	$ -	$ -	$ -
Funds Available to Roll Forward:	[B] + [C] - [A] - [D]	$ -	$ -	$ 266,450.35	$ 287,442.26	$ 8,437,938.11	**$ 8,991,830.72**

Note 1: Columns indicate the amount currently remaining in that project. Funds that remained in "completed" projects were redistributed to other projects or put in "contingency" fund line.

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SECTION 4 FINANCIALLY FEASIBLE WORK PROGRAM

4.1 Financially Feasible Work Program

A component of the Educational Facilities Plan is the financially feasible Work Program for a five-year period. The work program must include:

- A schedule of major repair and renovation projects necessary to maintain the educational facilities and ancillary facilities of the district;
- A schedule of capital outlay projects necessary to ensure the availability of satisfactory student stations for the projected student enrollment;
- The projected cost for each project identified in the work program;
- Revenues anticipated to be available to fund the proposed projects;
- A schedule showing how each project is to be funded; and
- A schedule of options for the generation of additional revenues to fund the work program.

The schedule of capital outlay projects must consider:

- The location, capacities and planned utilization rates of existing facilities;
- The location, capacities and planned use of proposed facilities with emphasis on new facilities to be constructed within the first three years of the work plan;
- Plans for the use and location of relocatable, leased and charter school facilities;
- Alternatives to be used to reduce the need for new permanent student stations;
- The effect of the work plan on class size and utilization rate by grade level;
- The number and percentage of students planned to be educated in relocatables; and
- Plans for the closure of any schools.

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Attachment 1: Work Program

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

Adopt the Budget (All Funds) for 2020-2021

Description

TRIM requires two public hearings for open discussion of millage rates and budgets of taxing authorities. The first substantive issue discussed by the governing body of taxing authority is the percentage increases or decrease in millage over the rolled-back rate necessary to fund the budget, if any, and the specific purposes for which ad valorem tax revenues are being increased or decreased. The general public is allowed to speak and ask questions prior to adoption of any measures by the governing body. The millage rate is adopted first and budget is adopted second.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Motion to adopt the Tentative 2020-2021 Budget of $465,641,696 and to set the public hearing for 2020-2021 final budget for Thursday, September 3, 2020, at 6:00 p.m. in the Teacher Training Center at Fleming Island High School.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

N/A

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

Resolution 21-04 Florida Department of Education Resolution Determining Revenues and Millages Levied

Description

NA

Gap Analysis

In accordance with Florida Statute, section 1011-04, the governing board must approve a Resolution determining Revenue and Millages Levied.

Previous Outcomes

NA

Expected Outcomes

Approval of Resolution 20-04 Florida Department of Education Resolution determining Revenues and Millages Levied.

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

To approve Resolution 21-04 Florida Department of Education Resolution determining Revenues and Millages Levied.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

NA

Review Comments

Attachments

Resolution #21-04 ESE524.pdf

DRAFT

RESOLUTION 21-04

Please return completed form to:
Florida Department of Education
Office of Funding & Financial Reporting
325 West Gaines Street, Room 814
Tallahassee, Florida 32399-0400

FLORIDA DEPARTMENT OF EDUCATION
RESOLUTION DETERMINING
REVENUES AND MILLAGES LEVIED

RESOLUTION OF THE DISTRICT SCHOOL BOARD OF CLAY COUNTY, FLORIDA, DETERMINING THE AMOUNT OF REVENUES TO BE PRODUCED AND THE MILLAGE TO BE LEVIED FOR THE GENERAL FUND, FOR THE DISTRICT LOCAL CAPITAL IMPROVEMENT FUND AND FOR DISTRICT DEBT SERVICE FUNDS FOR THE FISCAL YEAR BEGINNING JULY 1, 2020, AND ENDING JUNE 30, 2021.

WHEREAS, section 1011.04, Florida Statutes (F.S.), requires that, upon receipt of the certificate of the property appraiser giving the assessed valuation of the county and of each of the special tax school districts, the school board shall determine, by resolution, the amounts necessary to be raised for current operating purposes and for debt service funds and the millage to be levied for each such fund, including the voted millage; and

WHEREAS, s. 1011.71, F.S., provides for the amounts necessary to be raised for local capital improvement outlay and the millage to be levied; and

WHEREAS, the certificate of the property appraiser has been received;

THEREFORE, BE IT RESOLVED by the district school board that the amounts necessary to be raised, as shown by the officially adopted budget, and the millages necessary to be levied for each school fund of the district for the fiscal year are as follows:

1. DISTRICT SCHOOL TAX (nonvoted levy)

a) Certified taxable value	b) Description of levy	c) Amount to be raised	d) Millage levy
$ 13,543,135,466	Required Local Effort	$ 47,260,126	3.6350 mills s. 1011.62(4), F.S.
	Prior-Period Funding Adjustment Millage	$ 78,009	0.0060 mills s. 1011.62(4)(e), F.S.
	Total Required Millage	$ 47,338,135	3.6410 mills

2. DISTRICT SCHOOL TAX DISCRETIONARY MILLAGE (nonvoted levy)

a) Certified taxable value	b) Description of levy	c) Amount to be raised	d) Millage levy
$ 13,543,135,466	Discretionary Operating	$ 9,725,055	0.7480 mills s. 1011.71(1), F.S.

3. DISTRICT SCHOOL TAX ADDITIONAL MILLAGE (voted levy)

a) Certified taxable value	b) Description of levy	c) Amount to be raised	d) Millage levy
$ 13,543,135,466	Additional Operating	$ 13,001,411	1.0000 mills ss. 1011.71(9) and 1011.73(2), F.S.
	Additional Capital Improvement	$ 0	mills s. 1011.73(1), F.S.

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4. DISTRICT LOCAL CAPITAL IMPROVEMENT TAX (nonvoted levy)

a) Certified taxable value	b) Description of levy	c) Amount to be raised	d) Millage levy
$ 13,543,135,466	Local Capital Improvement	$ 19,502,116	1.5000 mills (s. 1011.71(2), F.S.)
	Discretionary Capital Improvement	$ 0	mills (s. 1011.71(3), F.S.)

5. DISTRICT DEBT SERVICE TAX (voted levy)

a) Certified taxable value	b) Description of levy	c) Amount to be raised	d) Millage levy
$		$	mills (s. 1010.40, F.S.)
		$	mills (s. 1011.74, F.S.)
		$	mills

6. THE TOTAL MILLAGE RATE TO BE LEVIED ☒ EXCEEDS ☐ IS LESS THAN THE ROLLED-BACK RATE COMPUTED PURSUANT TO S. 200.065(1), F.S., BY 2.44 PERCENT.

STATE OF FLORIDA

COUNTY OF CLAY

I, David Broskie, superintendent of schools and ex-officio secretary of the District School Board of Clay County, Florida, do hereby certify that the above is a true and complete copy of a resolution passed and adopted by the District School Board of Clay County, Florida, on September 3, 2020.

Signature of District School Superintendent

Date of Signature

Note: Copies of this resolution shall be sent to the Florida Department of Education, School Business Services, Office of Funding and Financial Reporting, 325 West Gaines Street, Room 814, Tallahassee, Florida 32399-0400; county tax collector; and county property appraiser.

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

Resolution 21-05 Adopting the 2020-2021 Final Budget

Description

The total Operating Budget for 2020-2021 is as follows:
General Fund
Special Revenue Fund
Debt Service Fund
Capital Project Funds
Total Budget

Gap Analysis

NA

Previous Outcomes

Approval of the Resolution # 21-05 Adopting the 2020-2021 Budget.

Expected Outcomes

Approval of the Resolution #21-05 Adopting the 2020-2021 Budget.

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Motion to Approve the Resolution # 21-05 Adopting 2020-2021 Budget.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

NA

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

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

During a School Board Special Meeting on August 26, 2020 (closed to the public), Chief Kenneth Wagner, Chief of Clay County District School Police Department, will present findings from the Florida Safe School Assessments to the School Board members.
During a Regular School Board Meeting on September 3, 2020, Chief Wagner will present to the public and board members a broad overview of the assessment findings. No specifics will be disclosed during the public meeting.

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

Kenneth Wagner, Chief of Police, kenneth.wagner@myoneclay.net

Financial Impact

No Financial Impact

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C1 - Minutes of Workshop on July 14, 2020; Special Meeting on July 21, 2020, Workshop on July 28, 2020; Special Meeting on July 28, 2020; Regular Meeting on August 6, 2020

Description

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

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Approve minutes as submitted.

Contact

David S. Broskie, Superintendent of Schools, david.broskie@myoneclay.net; Bonnie O'Nora, Board Assistant

Financial Impact

None

Review Comments

Attachments

- 2020 July 14 Workshop.pdf
- 2020 July 21 Special Meeting.pdf
- 2020 July 28 Special Mtg.pdf
- 2020 July 28 Workshop.pdf
- 2020 August 6 Regular Meeting.pdf

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School Board of Clay County

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

July 14, 2020 - School Board Workshop

Date: Jul 14 2020 (3:30 p.m.)

Invocation (Ashley Gilhousen, Board Member)

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 David Broskie)

Workshop Items

1. Discuss Reopening of Schools Plan(s)

DRAFT 2020-2021 CCDS School Reopening Plan.pdf

Reopening of Schools - Board Workshop 7_14_2020 (2).pdf

Minutes:

Superintendent Broskie introduced John Ward, Director of Emergency Management, in attendance via teleconferencing, who provided an overview of current new ways of living in response to the existing health crisis. Mr. Ward shared information related to facial coverings (strongly encouraged vs mandated), personal responsibility, and the method and prevention of virus spread.

Heather Huffman, Director of the Clay County Health Department, present via teleconferencing, provided updated data re coronavirus case numbers and the recent uptick resulting from increased testing and community spread. Information was shared relating to the median age range during the months the virus has progressed. Community-based testing in Green Cove Springs information was provided. The benefits of social distancing and various barriers were discussed as well as the value, feasibility, and CDC guidance on temperature checks. Facial coverings are strongly encouraged where social distancing cannot occur and when encountering indoor spaces where distance cannot be achieved. Contact tracing is made more efficient when utilizing assigned seating on buses and in classrooms, and contract tracing will be performed by the Department of Health. Guidance on the application of the Health Insurance Portability and Accountability Act (HIPAA) was shared.

Superintendent Broskie discussed the draft CCDS Smart Restart School Reopening Plan, outlining the four options available to students and enhanced cleaning procedures. Topics for discussion included the following -

- Face coverings - Areas where social distancing may not occur for consideration of the use of face coverings are bus/transportation, arrival/dismissal, hallways, common bathrooms, locker rooms, and classrooms. Safe social distance is defined as 6 feet. In-depth discussion followed which included classroom setup, students and teachers with disabilities and/or health-related conditions, additional buses and drivers, staggered bus routes, additional custodians, limiting number of students in classrooms, and eating lunch in the classroom under the supervision of monitors. Mrs. Kerekes questioned the authority of the teacher to enforce students wearing facial coverings when social distancing cannot be achieved. Superintendent Broskie responded that, without the enforcement piece, there is not a policy and questioned whether there was desire on the part of the board to make this a policy. Mrs. Gilhousen believes this issue relates to personal responsibility and professional judgment and was not in favor of a mandated mask policy. Mrs. Studdard supported an enforceable policy mandating masks when social distancing is not possible. School Board attorney Bruce Bickner was asked about the procedural steps to create such a policy and responded that the proposed policy can be made part of the reopening plan agenda, when the plan is adopted (emergency adoption), such policy

DRAFT

would be in effect for 90 days and further evaluation to implement the administrative procedures to make it permanent policy may be considered. Mr. Bickner advised of the responsibility for doing what can be done and meeting the standard of care set forth in CDC and DOH guidelines, exercising reasonable care. After additional discussion, Mrs. Studdard, Mrs. Bolla, Mrs. Bullock, and Mrs. Kerekes supported a policy to enforce the use of facial coverings when social distancing cannot be achieved and allowing for exceptions on an individual basis. Mr. Bickner will craft language for the board's review.

- School Calendar - Mrs. Kerekes expressed desire to postpone the start of school as long as possible. Superintendent Broskie discussed the districts that have already decided on a later start for a variety of reasons that include additional training for teachers, movement of staff, etc. Mrs. Bullock inquired as to the need to start in August. Mr. Bickner advised that the Executive Order issued by Commissioner Corcoran does not expressly state that schools must start in August but that the attorney for the Florida Association of District School Superintendents has recommended that no one proceed later than August 24th. The board did not object to the postponement of school to August 24th. The calendar committee will convene to work on a proposal. Extended pre-planning for teachers and employees' paydates will be among things considered when crafting the revised calendar.
- Temperature Checks - Following a 15-minute recess from 6:23 to 6:38, board discussion resumed on the topic of temperature checks. Mrs. Gilhousen, based on DOH guidance, indicated that temperature checks would seem to be not very effective and require extensive training and paperwork. Mrs. Kerekes expressed the desire to do all we can to keep students and personnel safe in the prevention of spread and suggested hiring aides to possibly perform temperature checks and monitor classes during lunch. Mrs. Bullock would like to have temperature checks available for checking as warranted/necessary. Mrs. Bolla advised that the presence of a fever means the contagion has already been present and does not see temperature checks as useful or feasible. Mrs. Studdard did not support temperature checks other than when warranted.

Victoria Kidwell, Clay County Education Association President, addressed the board to encourage planning for students to be in and remain in school, the use of CDC protocols, and a positive mindset. She indicated limiting class sizes would improve social distancing and requested enhanced cleaning throughout the day, adequate supplies, HVAC filters, improved air circulation, increased time outdoors, and the use of a face-covering policy that would require masks when social distancing is not possible, with accommodations when needed.

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Questions from the Audience

2. Questions from the Audience

Minutes:

Public attendees submitted questions related to reopening -

- Bob Wilson - masks
- Betsy Reagor - date of reopening
- Evan Gould - expert advice being used
- Jamie Beck - substitute teachers
- Amy Fehrs - COVID leave
- Ted Budzinski - teaching assignments, safe distancing
- Stephanie Boccieri - COVID procedures
- Katherine Morrison - classroom doors
- Nicole Honour - screening protocols, open nurse position
- Robin Repper - employment options available to teachers, safety protocols
- P. Shaffer - social distancing
- Michelle DeRousse - COVID procedures for positive cases

Superintendent Comments

3. Superintendent's Comments

Minutes:

The superintendent expressed his appreciation of the questions and concerns of the public as well as the contributions and professionalism of the board.

School Board Comments

4. School Board Member Comments

Minutes:

Mrs. Kerekes requested signs re facial coverings be displayed at the district offices and asked Human Resources to research whether the 80 hours of COVID leave is a per occurrence or total amount. She desires class size be addressed and that numbers are examined, with shifting/movement and all available means utilized to create maximum social distancing. Concern was expressed re the utilization of services provided by Take Stock in Children being affected by the public's limited access to schools. Board members agreed that the required services rendered by Take Stock would be an exception to the policy and the suggestion was made for establishing a designated meeting spot for working with those students. Dr. Legutko, Assistant Superintendent for Business Affairs, was asked to develop information re the effect of the suggested calendar change on employees' health insurance benefits. Graduation was also mentioned, noting that each school has developed a plan for the safe distribution of diplomas.

Mrs. Gilhousen expressed appreciation for the professional discussion re facial coverings, the diverse opinions on this topic, and looks forward to working on this policy.

Mrs. Bullock appreciated the development of the reopening plan.

Mrs. Bolla expressed gratitude for all in attendance, for the work done by the superintendent and subcommittees, and that we are united in supporting one another in this situation.

Mrs. Studdard extended appreciation to the board for the good, open discussion and gratitude for the numerous emails she has received.

Adjournment (7:33 p.m.)

DRAFT

Superintendent of Schools

School Board Chair

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School Board of Clay County

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

July 21, 2020 - School Board Special Board Meeting

Date: Jul 21 2020 (9:00 a.m.)

Invocation (None)

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 David Broskie)

Agenda Items

1. Approval for the Purchase of Ready LAFS Student Instruction Books for 2020-2021

LAFS Clay County SD Rep Quote 204566.3 June 5, 2020.pdf

iReady-on_above-grade-level 2020 (1).pdf

Motion

Motion to Approve the Purchase of LAFS Student Instruction Books for 2020-2021

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Mary Bolla

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

2. Proposed Allocation Changes for 2020-2021

Allocation Summary - July 21, 2020 .1.pdf

Motion

Motion to Approve Proposed Allocation Changes for 2020-2021

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Tina Bullock

Janice Kerekes	- Aye
Carol Studdard	- Aye
Ashley Gilhousen	- Aye

DRAFT

Mary Bolla - Aye

Tina Bullock - Aye

3. 2020-2021 Mental Health Assistance Allocation Plan

20-21 Checklist.pdf

20-21 Cert. Form.pdf

20-21 Mental Health Assistance Allocation Plan FINAL.pdf

20-21 St Johns Charter MHAAP.pdf

20-21 Clay Charter MHAAP (1).pdf

Motion

Motion to Approve the 2020-2021 Mental Health Assistance Allocation Plan

Vote Results (*Approved*)

Motion: Mary Bolla

Second: Tina Bullock

Janice Kerekes - Aye

Carol Studdard - Aye

Ashley Gilhousen - Aye

Mary Bolla - Aye

Tina Bullock - Aye

4. ADVERTISEMENT AND NOTICE OF PUBLIC HEARING FOR REVISION OF THE 2020- 21 STUDENT HANDBOOK AND CODE OF STUDENT CONDUCT

Approval to Advertise Revisions to Student Handbook and Code of Conduct 2020-2021.pdf

Student Code of Conduct 20-21 - Revised 7_16_20.pdf

Minutes:

pg 58 typo 2nd paragraph if not unlisted

Motion

Motion to Approve Advertisement and Notice of Public Hearing for Revision of the 2020-2021 Student Handbook and Code of Student Conduct

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Mary Bolla

Janice Kerekes - Aye

Carol Studdard - Aye

Ashley Gilhousen - Aye

Mary Bolla - Aye

Tina Bullock - Aye

5. Review 2020-2021 Tentative Budget for all Funds

Tentative Budget Presentation 7-21-20 (1).pdf

Minutes:

DRAFT

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, presented the tentative budget for the 2020-2021 fiscal year and explained how the roll-back rate is calculated. She reported the total millage rate to be levied exceeds the roll-back rate by 2.53%, so the district will be required to advertise a tax increase. The first public hearing on the millage rates and the tentative budget will be held on July 28, 2020. The proposed annual budget for all funds for the 2020-2021 school year is $465,641,696. The unassigned General Fund balance on June 30, 2020, is estimated at 5.00% with an estimated 5.00% at June 30, 2021.

Mrs. Kerekes requested addressing a plan to transition the police department expenditures to the General Fund, in order to permanently fund and maintain the police department, independent of current one mill funding being approved again in future years.

6. Advertisement for the 2020-2021 Tentative Budget and Millages

NOTICE OF PROPOSED TAX INCREASE 2020.pdf

2020-21 BUDGET SUMMARY-AD.pdf

NOTICE OF TAX FOR SCHOOL CAPITAL OUTLAY 2020_1.pdf

Motion

Motion to Authorize Publication of Legal Notices and Advertisement of a Public Hearing to be held on July 28, 2020 @ 5:01 p.m. on the Proposed Millage Rates and the Tentative Budget

Vote Results (*Approved*)

Motion: Tina Bullock

Second: Mary Bolla

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

Presentations from the Audience

7. Public Comment

Minutes:

In accordance with the legal advertisement of this meeting and due to the current public health emergency, public comments were to be taken on listed agenda items, via a comment link on our webpage (directions provided in legal advertisement), submitted prior to 4:00 p.m. on July 13, 2020, to be considered. No comments fitting these criteria were received.

No public speakers were physically present at the meeting.

Superintendent Comments

8. Superintendent's Comments

Minutes:

Superintendent Broskie provided a brief update on the reopening of schools. Currently, approximately 80% of students have selected the brick and mortar option, with the remaining 20% choosing some form of distance learning. The calendar committee is currently working on a recommended revision to the calendar to provide for a student return date of 8/24/2020.

School Board Comments

9. School Board Comments

Minutes:

DRAFT

The board members expressed appreciation for the wonderful graduation ceremonies in which they participated.

Dr. Legutko, Assistant Superintendent of Business Affairs, informed the board of the Office of Program Policy Analysis and Government Accountability (OPPAGA) audit and advised the board of their opportunity to participate if desired.

Adjournment (11:19 a.m.)

Superintendent of Schools

School Board Chairman

DRAFT

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School Board of Clay County

Teacher Inservice Center, 2233 Village Square Parkway, Fleming Island

July 28, 2020 - School Board Special Meeting (Budget)

Date: Jul 28 2020 (5:01 p.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 David Broskie)

Agenda Items

1. Review the 2020-2021 Proposed Millage, Rolled-Back Rate Calculation, and the 2020-2021 Tentative Budget (All Funds)

2020-21 BUDGET SUMMARY-AD (1).pdf

Tentative Budget Presentation 7.28.pdf

Minutes:

In accordance with the legal advertisement for this meeting, a "comment link" was available to utilize on the CCDS website (directions provided in advertisement). No comments were received via this link.

Public speakers addressing this agenda item prior to its presentation -

- Charles Walsh
- Vicki Kidwell

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, provided a visual presentation of the 2020-2021 budget that included the proposed millages, roll-back rate calculation, and proposed revenues and expenditures for all funds. The total millage rate to be levied is more than the roll-back rate by 2.44 percent. The district's total tentative budget (all funds) for the fiscal year 2020-2021 is $465,641,696.

Mrs. Kerekes requested addressing a plan to transition the police department expenditures to the General Fund, in order to permanently fund and maintain the police department, independent of current one mill funding being approved again in future years. An itemization of the CARES funding received, to include expenditures, was requested.

Mrs. Gilhousen proposed consideration for the Board to review/increase impact fees.

2. Public Hearing for Comments on the 2020-2021 Budget and Millages

Minutes:

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

3. Adopt the 2020-2021 Required Local Effort Millage Levy

Motion

DRAFT

That the Clay County School Board adopt the 2020-2021 final proposed required local effort mill levy of 3.641 with a proposed amount to be raised of $49,310,556. The RLE millage includes basic RLE of 3.635 and a prior period adjustment millage of .006.

Vote Results (*Approved*)

Motion: Mary Bolla

Second: Tina Bullock

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

4. Adopt the 2020-2021 Basic Discretionary Operating Millage Levy

Motion

That the Clay County School Board adopt the 2020-2021 final proposed base discretionary millage of .748 with a proposed amount to be raised of $10,130,265.

Vote Results (*Approved*)

Motion: Tina Bullock

Second: Janice Kerekes

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

5. Adopt the 2020-2021 Local Capital Improvement Fund Millage Levy

Motion

That the Clay County School Board adopt the 2020-2021 final proposed capital outlay millage of 1.500 with a proposed amount to be raised of $20,314,703

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Ashley Gilhousen

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

6. Adopt the 2020-2021 Additional Voted Operating Millage Levy

Motion

That the Clay County School Board adopt the 2020-2021 final proposed voted millage of 1.00 with a proposed amount to be raised of $13,543,135.

Vote Results (*Approved*)

Motion: Ashley Gilhousen

DRAFT

Second: Mary Bolla

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

7. Adopt the 2020-2021 Total Millage Levy

Motion

That the Clay County School Board adopt the 2020-2021 final proposed total millage will equal 6.889 with a total amount to be raised of $93,298,660. The total millage rate to be levied is more than the roll-back rate of 2.44 percent.

Vote Results (*Approved*)

Motion: Mary Bolla

Second: Tina Bullock

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

8. Adopt the 2020-2021 Tentative Budget (All Funds) and set the Public Hearing for the 2020-2021 final Budget Thursday, September 3, 2020 at 6:00 p.m.

Motion

That the Clay County School Board adopt the tentative budget for 2020-2021 school year as follows: General Operating in the amount of $357,172,959; Special Revenue Budget in the amount of $41,826,532; Debt Service Budget in the amount of $7,545,198; Capital Outlay Budget in the amount of $59,097,007, for a total Final Budget of $465,641,696. and set the Public Hearing for Sept. 3, 2020, at 6:00pm

Vote Results (*Approved*)

Motion: Tina Bullock

Second: Janice Kerekes

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

9. Resolution 21-01 Determining 2020-2021 Tentative Millages

Resolution 21-01.pdf

Motion

That the Clay County School Board approve Resolution #21-01 determining the 2020-2021 Tentative Revenues and Millages levied for fiscal year 2020-2021.

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Ashley Gilhousen

DRAFT

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

10. Resolution 21-02 Adopting the 2020-2021 Tentative Budget

Resolution 21-02.pdf

Motion

That the Clay County School Board approve Resolution #21-02 adopting the Tentative 2020-2021 Budget.

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Mary Bolla

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

11. Clarke School for the Deaf Agreement 2019 - 2021

Clarke Schools revised.pdf

Executed Clarke School.pdf

Motion

Motion to approve Clarke School for the Deaf Agreement 2019-2021

Vote Results (*Approved*)

Motion: Mary Bolla

Second: Ashley Gilhousen

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

12. Adopt Superintendent's Memorandum in Support of Declaration of Emergency and Approve the emergency adoption/implementation of The 2020-2021 Clay County District Schools Smart Restart School Reopening Plan

Memorandum in Support of Declaration of Emergency.pdf

2020-2021 CCDS School Reopening Plan.pdf

Minutes:

Public Speakers addressing Re-opening Plan -

- Shannon Hube - Exceptional Student Education services
- Robin Repper - safe restart
- Amy Fehrs - facial coverings

DRAFT

In accordance with the legal advertisement for this meeting, a "comment link" was available to utilize on the CCDS website (directions provided in advertisement). The following individual submitted a comment via the link -

- Michelle Foyet - facial coverings

Mrs. Kerekes questioned the necessity of declaring an emergency. School Board attorney Bruce Bickner advised that, without the declaration of emergency, there is no way to approve the re-opening plan within the time limits set forth by Commissioner of Education Corcoran and that the emergency declaration is needed to achieve an initial approval of the plan. The plan will then be brought back in the next 90 days for the full complement of requirements needed for approval. Absent the declaration of emergency, the plan would not exist, per the Administrative Procedures Act. The emergency lies in the necessity of meeting the requirements needed to receive funding.

Mrs. Gilhousen expressed concern that the memo in support of the delcaration of emergency states the school board policy, in this form, must be adopted. Mr. Bickner provided clarification that the reopening plan was here in form and could be revised and amended. The motion to approve the emergency adoption was then restated and voted (passed).

Terri Dennis, Chief of Staff, pointed out recent minor changes to the Reopening Plan on page 13 (link to calendar change) and page 36 (addition of Appendix B to include guidelines for our high school based child care centers.

Mrs. Gilhousen moved to approve the policy without the face mask mandate for grades 3-12. Without a second, the motion failed.

Lengthy conversation ensued re the policy concerning facial coverings. Mrs. Gilhousen does not support masks being mandated but is in favor of masks being strongly recommended. Mrs. Studdard supports masks being mandated for all grades, K - 12. Mrs. Bolla expressed concern re Exceptional Student Education students in self-contained classrooms where facial coverings are not able to be used and safe distancing is not possible. Mr. Bickner advised that our facial covering mandate for grades 3 - 12 reflects the stance of the Department of Health and the board but exceptions exist and language has been tailored to meet the board's objections. Superintendent Broskie advised the implementation of the plan will incorporate direction and training for school personnel.

Mrs. Kerekes supports temperature checks, not included in current plan.

DRAFT

Motion

Motion to adopt the Superintendent's resolution as amended finding that there is an emergency need to approve a reopening plan

Vote Results (*Approved*)

Motion: Mary Bolla

Second: Tina Bullock

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

Motion

Motion to approve the emergency adoption and implementation of the 2020-2021 Clay County Schools reopening plan incorporating changes that we have directed Mr. Bickner and the Superintendent to make. Noting that there were no changes directed by majority.

Vote Results (*Approved*)

Motion: Mary Bolla

Second: Ashley Gilhousen

Janice Kerekes	- Nay
Carol Studdard	- Aye

Ashley Gilhousen	- Nay
Mary Bolla	- Aye
Tina Bullock	- Aye

13. Revisions to 2020-2021 Calendars: Student Calendar, Employee Work Calendar, and Payroll Calendars

NEW 2020-2021 Payroll Calendar FYCA .pdf

NEW 2020-2021 Payroll Calendar 11 Month.pdf

NEW 2020-2021 Payroll Calendar 12 Month.pdf

NEW 2020-2021 Payroll Calendar 9 Month.pdf

Revised Calendar - Employee Work - 2020-2021 (2).pdf

REVISED - Calendar - Student 2020-2021 .pdf

Summary of Changes to Employee Calendar for 2020 2021.pdf

Summary of Changes to Student Calendar for 2020 2021.pdf

NEW 2020-2021 Pay Period Work Dates Calendars - 10 Mo 196 (1) (1).pdf

Minutes:

Mrs. Gilhousen expressed concern about taking days away from Christmas break. Terri Dennis advised she consulted with Jacob Oliva, Executive Vice Chancellor K - 12, Florida Department of Education and Bruce Bickner. Despite the governor waiving requirement re number of days, there still exists a 900 hour requirement for junior high and high school students to earn course credits. Extending the first semester into January gives consideration for the potential of hurricane days and ensures the hour requirement for credits is met. The calendars were extensively reviewed and revised by the calendar committee. The proposed calendars also ensure that support staff will receive employment compensation on the 8/31/2020 paydate. All employees will work their same number of currently contracted days.

Motion

Motion to approve revisions to 2020-2021 calendars; student calendar, employee work calendar, and payroll calendars

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

14. Public Comment

Minutes:

Public comments were heard prior to the presentation of the agenda items to which they pertained and are noted in those respective minutes.

Superintendent Comments

15. Superintendent's Comments

DRAFT

Minutes:

Superintendent Broskie expressed gratitude to the board for their collaboration on this effort and meeting the state deadline. The work of scheduling students will now begin.

School Board Comments

16. School Board Member Comments

Minutes:

Board members shared final thoughts regarding the plan and reopening of schools.

Adjournment (8:15 p.m.)

Superintendent of Schools

School Board Chairman

DRAFT

AgendaPlus®

School Board of Clay County

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

July 28, 2020 - School Board Workshop

Date: Jul 28 2020 (3:00 p.m.)

Invocation (Carol Studdard)

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

Workshop Items

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

august-6-2020-regular-school-board-meeting_agenda_packet.pdf

Minutes:

RECOGNITIONS AND PRESENTATIONS:

- Department of Health Presentation - Heather Huffman, Director, Clay County Department of Health

CONSENT AGENDA:

- C1 Minutes of Workshop on June 16, 2020; Regular Meeting on June 25, 2020 - no discussion;
- C2 Personnel Consent Agenda - no discussion;
- C3 Daily Hours for Teachers and Students for School Year 2020-21 - attachment pending;
- C4 Alonzo Sign Language Interpreting Independent Contractor Services Agreement 20/21 - no discussion;
- C5 Advertise the 2019-2020 through 2021-2022 Special Policies and Procedures (SP&P) Manual and set the Public Hearing for October 1, 2020 - no discussion;
- C6 7 Mindsets Social Emotional Learning Program - no discussion;
- C7 Suite 360 Mental Health, Child Trafficking, and Substance Abuse Curriculum - no discussion;
- C8 Proposed Allocation Changes for 2020-2021 - addition of health assistants re COVID 19 needs;
- C9 NSF Write-Off Permission - no discussion;
- C10 Deletion of Certain Items Report - July 2020 - routine surplus of items;
- C11 BID/Contract Renewal - no discussion;
- C12 Change Order #1 for Fire Alarm Replacement at Wilkinson Elementary School - no discussion;
- C13 Change Order #4 for Doctors Inlet Elementary School Cafeteria Expansion - no discussion;
- C14 Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Tynes Elementary School New Classroom Addition - no discussion;
- C15 Substantial and Final Completion of Keystone Heights Elementary School Roof Replacement/Repair (Building 10) - no discussion;
- C16 Substantial and Final Completion of Lakeside Junior High School Parking Lot Renovation - no discussion;

DISCUSSION AGENDA:

- D1 Resolution Condemning Racism and Affirming the Commitment of the School Board of Clay County, Florida to an Inclusive School Environment for All (Mrs. Kerekes) - no discussion;
- D2 Human Resources Special Action - no discussion;

DRAFT

- D3 Public Hearing to Approve as Advertised Modifications to the 2019-2020 Student Progression Plan - no discussion;
- D4 Public Hearing to Approve as Advertised the 2021-2021 Student Handbook and Code of Student Conduct - no discussion;
- D5 Public Hearing to Approve as Advertised Proposed Revisions to School Board Policy 5.02A, Business Affairs Purchasing, 5.03B Business Affairs School Activity Accounts, and 5.02C, Business Affairs Use of School Buildings, Grounds and Equipment - no discussion;
- D6 Public Hearing to approve as Advertised Revisions to the Clay County District Schools Internal Accounts Manual - no discussion;
- D7 Public Hearing to Approve as Advertised Revisions to the Clay County District Schools Use of Facilities/Use of Grounds Manual - no discussion.

Prior to review of the agenda, Mrs. Kerekes questioned the procedures for the upcoming Special Meeting and potential number of public speakers. The legal advertisement for this meeting limited, due to the current health crisis and size restrictions on gatherings, the number of public participants to 35. If additional members of the public wish to speak, they will be permitted to fill out a speaker card and we will allow them speaking time as others leave.

Questions from the Audience (None)

Superintendent Comments (None)

School Board Comments (None)

Adjournment (3:14 p.m.)

Superintendent of Schools

Board Chair

DRAFT

School Board of Clay County

Teacher Inservice Center, 2233 Village Square Parkway, Fleming Island

August 6, 2020 - Regular School Board Meeting

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

Student Showcase (None)

Invocation (Reverend Byron Jarvis, Ascension St. Vincent's Clay County)

Pledge of Allegiance

Call to Order (Present: Janice Kerekes, District 1 (present via telephonic conferencing); Carol Studdard, District 2, Tina Bullock, District 3; Mary Bolla, District 4; Ashley Gilhousen, District 5; Superintendent David Broskie)

Recognitions and Awards

Presenters

1. Department of Health Presentation

2020-08-06 17-26.pdf

Minutes:

Heather Huffman, Director, Clay County Department of Health, shared statistical data (documents attached) re COVID-19 including information re impact on population, contact tracing, CDC parameters defining exposure, self-isolation guidelines, and latest evidence-based practices.

School Showcase (None)

Presentations from the Audience (Public Comment)

2. Public Comment

Minutes:

In accordance with the legal advertisement of this meeting and due to the current public health emergency, public comments were permitted on listed agenda items, via a comment link on our webpage (directions provided in legal advertisement), submitted prior to 2:00 p.m. on August 6, 2020 to be considered. No comments fitting these criteria were received.

Public speakers in physical attendance:

- Al DeJesus -

Consent Agenda

Superintendent

3. C1 - Minutes of Workshop on June 16, 2020; Regular Meeting on June 25, 2020

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2020 June 16 Workshop.pdf

2020 June 25 Regular Meeting.pdf

Human Resources

4. C2 - Personnel Consent Agenda

Personnel Consent Agenda 8.6.2020.pdf

5. C3 - Revision to Appointment of Clay County School Board's CCEA and CESPA Bargaining Team Members for 2020-2021

2020-2021 Bargaining Team Members Update.pdf

6. C3A Increased Insurance contribution for the school year 2020 - 2021

MOU SBCC and CCEA.pdf

MOU SBCC and CESPA.pdf

Instruction-Academic Services

7. C4 - Daily Hours for Teachers and Students for School Year 2020-21

School Daily Hours 2020- 2021.pdf

Instruction-Exceptional Student Education

8. C5 - Alonzo Sign Language Interpreting - Independent Contractor Services Agreement 20/21

210008 Alonzo Sign Language.pdf

Executed 210008 Alonzo Sign Language.pdf

9. C6 - Advertise the 2019-2020 through 2021-2022 Special Policies and Procedures (SP&P) Manual and set the Public Hearing for October 1, 2020.

2019-2020 SP&P Clay.pdf

SIGNATURE PAGE-2019-2022 (fillable) (1).pdf

19-20 Revisions to SP&P Manual.pdf

Approval to Adv SP&P Manual.pdf

Instruction-Climate and Culture

~~10. C7 - 7 Mindsets Social Emotional Learning Program (withdrawn by Staff)~~

~~7 Mindsets Final Contract.pdf~~

11. C8 - Suite 360 Mental Health, Child Trafficking, and Substance Use Curriculum

Corrected Suite 360 Contract (1).pdf

Executed 210002 Suite 360 Contract.pdf

Business Affairs

12. C9 - Proposed Allocation Changes for 2020-2021

Allocation Summary - August 6, 2020.pdf

Business Affairs-Internal Accounts

13. C10 - NSF Write-off Permission

Agenda NSF Write Off CHS & FIH.pdf

Business Affairs-Property

DRAFT

14. C11 - Deletion of Certain Items Report - July, 2020

Deletion Report-July, 2020.pdf

Business Affairs-Purchasing

15. C12 - BID/Contract Renewal

Operations-Facilities

16. C13 - Change Order #1 for Fire Alarm Replacement at Wilkinson Elementary School

Change Order #1 Fire Alarm Replacement at Wilkinson Elementary School.pdf

17. C14 - Change Order #4 for Doctors Inlet Elementary School Cafeteria Expansion

DIS Cafeteria Expansion CO 4.pdf

18. C15 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Tynes Elementary School New Classroom Addition

19. C16 - Substantial and Final Completion of Keystone Heights Elementary School Roof Replacement/Repair (Building 10)

KHE Roof Replacement.Repair Bldg 10 Substantial & Final Completion.pdf

20. C17 - Substantial and Final Completion of Lakeside Junior High School Parking Lot Renovation

LSJ Parking Lot Renovation Substantial & Final Completion.pdf

Adoption of Consent Agenda

21. Adoption of Consent Agenda

Motion

Motion to Approve Consent Agenda

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Mary Bolla

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

CCEA Update (Vicki Kidwell)

CESPA Update (Lonnie Roberts)

Superintendent's Update and Presentations

22. Superintendent's Update and Presentations

SB Superintendent's Update 8-6-2020.pdf

Minutes:

Superintendent Broskie provided a presentation highlighting the District Reopening Plan (approved by the State of Florida), a breakdown of students electing to receive educational services outside of the brick and mortar setting, a recap of the Smart Restart Summer Recovery Program, a video demonstrating school preparations for the new year, and the Tools 4 Schools Teacher Appreciation Event.

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Discussion Agenda

School Board Member

23. D1 - Resolution Condemning Racism and Affirming the Commitment of the School Board of Clay County, Florida to an Inclusive School Environment for All (Mrs. Kerekes)

RESOLUTION RE RACISM.docx final.pdf

Minutes:

Prior to voting, Mrs. Kerekes read Resolution #21-03, Resolution Condemning Racism and Affirming the Commitment of the School Board of Clay County, Florida to an Inclusive School Environment for All. A portion of Congressman John Lewis' final letter expressing inspiration, unity, hope and a call to peace was also shared by Mrs. Kerekes.

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

24. D2 - Appoint one Board member and one citizen member to serve on the 2020 Value Adjustment Board (Mrs. Studdard)

Minutes:

Ashley Gilhousen agreed to serve as the Board's representative on the Value Adjustment Board for 2020. Mary Bolla will serve as the alternate. It was the consensus of the board to publicize the opportunity to serve as a citizen member on the 2020 VAB and explore retaining citizen membership from interested parties prior to the first VAB meeting in October.

Human Resources

25. D3 - Human Resources Special Action A

Special Action A.pdf (Confidential)

Motion

Motion to Approve

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Tina Bullock

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

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

~~Special Action B.pdf (Confidential)~~

DRAFT

27. D4A THIS ITEM HAS BEEN ADDED PURSUANT TO SEC. 120.525(2) FLA. STAT. BY THE BOARD CHAIR, GOOD CAUSE EXISTS FOR THIS AMENDMENT AND WILL BE READ INTO THE RECORD PRIOR TO TAKING ANY ACTION ON THIS ITEM Approve Agreement- "Placement of Oneclay Online Learning and Clay Virtual Academy Positions"

MOU SBCC and CCEA Placement of Teachers.pdf

Minutes:

Prior to opening this item up for a motion or taking any other action on this item, Chair Studdard read the following into the record -

As the Board Chair, I added this item to the Agenda because Good Cause exists to add it. This item is an Agreement with the teachers union (CCEA), My determination of Good Cause is that:

1. This item must be approved before the beginning of the school year as it involves providing teachers to teach in the online programs.
2. It amends the existing practice of how priority is determined for assignment of positions and extended leave.
3. Because of the existing pandemic and declaration of emergency, extraordinary means must be made available for provision of teaching personnel.
4. If this matter is delayed to a later agenda, it will not be in place in time to provide teachers by the opening day of school.
5. Delay in approving the Agreement would result in a danger to the public health, safety and welfare of our students and the community as it would negatively impact students' education and families in their ability to organize their work and home lives.
6. This item did not exist in time to place it on the agenda sooner as it was created Wednesday, August 5, 2020.

Motion

Motion to Approve

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Tina Bullock

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

Instruction-Academic Services

28. D5 - Public Hearing to Approve as Advertised Modifications to the 2019-2020 Student Progression Plan

Student Progression Plan 2020 - 2021 - Redlined DRAFT.pdf

Rationale for 20-21 SPP Changes.pdf

Student Progression Plan 2020 - 2021 - Un-Redlined DRAFT.pdf

Advertise Public Hearing Student Progression Plan.pdf

Minutes:

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

Motion

Motion to Approve

Vote Results (*Approved*)

Motion: Tina Bullock

DRAFT

Second: Mary Bolla

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

Instruction-Climate and Culture

29. D6 - PUBLIC HEARING TO APPROVE AS ADVERTISED THE 2020-2021 STUDENT HANDBOOK AND CODE OF STUDENT CONDUCT

5_15_20 Code of Conduct Rationale Clay County District Schools.pdf

5_15_21 2020-2021 Handbook & Code of Studnt Conduct.pdf

Advertise and Public Hearing to Adopt Student Handbook and Code of Conduct for 2020-2021.pdf

Minutes:

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

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

Business Affairs

30. D7 - Public Hearing to Approve As Advertised Proposed Revisions to School Board Policy 5.02A, Business Affairs Purchasing, 5.03B Business Affairs School Activity Accounts, and 5.02C, Business Affairs Use of School Buildings, Grounds and Equipment

Internal Account policy 5.03B.pdf

Public Hearing to Adopt SB Policy Revisions 5.02A Purchasing, 5.03B School Activity Accounts, 5.02C Use of Facilities.pdf

Proposed 5.02C BAD Facility Use Policy (2).pdf

CCSB - 5.02 Business Affairs_Purchasing_Federal Grant Funds as of 6_17_2020_FINAL.pdf

Minutes:

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

Mrs. Kerekes does not support the proposed limit of $100,000 for contracts not requiring board approval and believes that limit is more appropriately set at $50,000. She also believes the execution of contracts should be restricted to the superintendent or designee and senior staff.

Motion

Motion to Approve

DRAFT

Vote Results (*Approved*)

Motion: Mary Bolla

Second: Ashley Gilhousen

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

31. D8 - Public Hearing to Approve as Advertised Revisions to the Clay County District Schools Internal Accounts Manual

Advertise Public Hearing Internal Accounts Manual.pdf

Internal Accounts Manual (3).pdf

Minutes:

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

Motion

Motion to Approve

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Tina Bullock

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

32. D9 - Public Hearing to Approve as Advertised Revisions to the Clay County District Schools Use of Facilities/Use of Grounds Manual

Public Hearing Use of Facilities Manual.pdf

NEW Application-Agree w Waiver - Updated 6-29-2020 (x2).pdf

Minutes:

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

Motion

Motion to Approve

Vote Results (*Approved*)

Motion: Tina Bullock

Second: Mary Bolla

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

DRAFT

Tina Bullock - Aye

School Board Attorney Remarks (None)

School Board Member Remarks

33. School Board Member Comments

Minutes:

The board expressed appreciation for the work of all staff, hopes for a good start to the new school year, and proposed the consideration of training re racial bias as well as communication to the Department of Education to request full FTE funding for all students.

Adjournment (7:48 p.m.)

Superintendent of Schools **School Board Chairman**

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C2 - 2020-2025 District Technology Plan

Description

The Clay County District Schools Technology Plan is guided by the District Strategic Plan. The District has developed a five-year plan that addresses both current and future needs. The technology component of the Strategic Plan addresses technology integration, infrastructure, and personnel. The Plan is reviewed annually by the District Technology Team, presented to the Superintendent, and revised as necessary.

Gap Analysis

In a continuing effort to assess the current state of technology for Clay County District Schools, Information and Technology Services personnel use multiple sources of data to evaluate and guide their planning and decision-making. CCDS has contracted with consultants to conduct independent audits of technology covering areas from policies and procedures to hardware and environmental conditions. CCDS uses this data and guiding documents to align our planning to meet needs based on available resources and industry trends.

Previous Outcomes

None.

Expected Outcomes

Approval of this agenda item will satisfy the district's obligations to approve a Technology Plan in response to the OPPAGA Audit.

Strategic Plan Goal

All Goals

Recommendation

To approve the 2020-2025 Clay County District Schools Technology Plan.

Contact

Ethan Caren

Financial Impact

$0

Review Comments

Attachments

2020-2025 District Technology Plan - Draft.pdf

DRAFT

CLAY COUNTY DISTRICT SCHOOLS

TECHNOLOGY PLAN

DRAFT

David Broskie
Superintendent of Schools

CLAY COUNTY SCHOOL BOARD

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

July 2020 –June 2025

TABLE OF CONTENTS

SUPERINTENDENT'S MESSAGE 2

MISSION AND VISION 3

- Clay County District Schools Mission Statement 3
- Information and Technology Services Vision Statement 3

GENERAL INTRODUCTION AND BACKGROUND 3

- About Clay County 3
- Purpose of the CCDS Technology Plan 3

SECTION 1: NEEDS ASSESSMENT AND GOALS 4

- District Technology Needs Assessment 4
- District Technology Goals 6

SECTION 2: FUNDING 8

SECTION 3: TECHNOLOGY ACQUISITION 10

SECTION 4: TECHNOLOGY ACCESS 11

SECTION 5: USER SUPPORT 13

SECTION 6: PROFESSIONAL LEARNING 14

SECTION 7: TECHNOLOGY PROGRAM EVALUATION 16

APPENDIX A: CCDS BOARD POLICY 17

APPENDIX B: RESPONSIBLE USE GUIDELINES 18

- Student Responsible Use Guidelines 18
- Employee Responsible Use Guidelines 18
- Student Social Media Guidelines 19
- Employee Social Media Guidelines 20
- Social Media Guidelines for All Clay County District Schools Accounts 21

APPENDIX C: CCDS STANDARD TECHNOLOGY 22

APPENDIX D: FLDOE TECHNOLOGY GUIDELINES 23

DRAFT

SUPERINTENDENT'S MESSAGE

Dear Parents, Students, and Community Partners,



Clay County District Schools has a proud tradition of excellence, and have established the system as one of the best in the state if not in the country. From our students and their families, to teachers and their school administrators; from District staff and support personnel, to the teams that keep our buildings running, Clay County District Schools is an educational environment for which everyone can be proud. We have embraced a culture of learning and growth for ourselves as educators so that our students will ultimately benefit. This Technology Plan reflects the values of our community, and keeps an eye to the future for what it means to be a student of the 21st Century: creative, informed, technologically literate, and flexible, but most of all a critical thinker. Clay County District Schools plans to continue to increase our students' access to technology with the goal of being 1:1 (one student to one device) with Chromebooks and continuing to utilize the OneClay Online platform of carefully cultivated online resources and tools.

I am so pleased to observe our students effectively utilizing Chromebooks and online resources via our OneClay portal daily to communicate and collaborate on educational activities assigned by the teacher. Our teachers actively use these tools to provide our students with high quality, rigorous, and authentic learning experiences designed around content that connects our students to a global society and empowers them to use compassion, curiosity, creativity, critical thinking, communication, and collaboration to achieve their academic and personal goals. Our collaboration with each other is key so that we hold each other accountable for what matters most – our kids.

Respectfully,

David Broskie, Superintendent of Schools

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MISSION AND VISION

Clay County District Schools Mission Statement

The mission of Clay County District Schools (CCDS) is to work collaboratively with all stakeholders to provide a public education experience that is motivating, challenging and rewarding for all children. We will increase student achievement by providing students with learning opportunities that are rigorous, relevant and transcend beyond the boundaries of the school walls. We will ensure a working and learning environment built upon honesty, integrity and respect. Through these values, we will maximize student potential and promote individual responsibility.

Information and Technology Services Vision Statement

Information and Technology Services will relentlessly pursue high-quality technical experiences for all students and employees by:

- Providing safe and reliable access to the CCDS Network;
- Providing managed devices that allow students and staff to access network resources;
- Cultivating a sense of fiscally responsible innovation in our department to provide the best possible resources to our students and staff;
- Holding high expectations for our staff members to assist students and staff in utilizing digital resources safely and effectively.

GENERAL INTRODUCTION AND BACKGROUND

About Clay County

Clay County is a diverse mixture of suburban and rural areas covering 592 square miles. The county is bordered by Jacksonville to the north, St. Augustine to the east, and Palatka and Gainesville to the south. Orange Park, Middleburg, Green Cove Springs, Fleming Island, Oakleaf, and Keystone Heights are the towns comprising the county.

Purpose of the CCDS Technology Plan

The District Technology Plan is guided by the District Strategic Plan. The District has developed a five-year plan that addresses both current and future needs. The technology component of the Strategic Plan addresses technology integration, infrastructure, and personnel. The Plan is reviewed annually by the District Technology Team, presented to the Superintendent, and revised as necessary.

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SECTION 1: NEEDS ASSESSMENT AND GOALS

In a continuing effort to assess the current state of technology for Clay County District Schools, we use multiple sources of data to evaluate and guide our planning and decision-making. CCDS has contracted with consultants to conduct independent audits of technology covering areas from policies and procedures to hardware and environmental conditions. CCDS uses this data and guiding documents to align our planning to meet needs based on available resources and industry trends.

District Technology Needs Assessment

- Continue to improve infrastructure (routers, servers and UPS's, switches, wireless LAN controllers, wireless access points, telecommunication systems, dark fiber).
- Continue to upgrade and align Finance, Payroll, and Purchasing System with data reporting requirements for accurate and easy accessibility for staff to make informed business decisions

- Continue to provide modern hardware in classrooms, labs, media centers, and administrative locations
- Continue to provide online access to instructional resources for staff and students through a single sign-on portal solution.
- Continue to provide trained instructional technology staff and expand roles and responsibilities to enhance usability and access to resources.

HARDWARE		
Project	**Current Status**	**Need**
Wireless	Full instructional deployment	Replace Access Point with modern 802.X standard every 4 years
Telecommunications	Full VOIP deployment	Update system devices every 4 years
Wide Area Network	2gb	100gb
Internet Access	6gb	20gb
Switching	Fully Deployed Network	Upgrade Switching every 5 years
Enhanced Classrooms	Projectors hooked to teacher computers with document camera	Move to a mobile display with attached Chromebox with wireless controls.
Employee Devices	Aged Employee Devices	Replace ¼ of all employee devices each year to enter a four year maintenance cycle.
Instructional Employee Devices	Desktop Devices	Replace ¼ of all employee devices each year with a mobile device to enter into a four year maintenance cycle.
Student Devices	Fully deployed Chromebook network	Purchase additional Chromebooks to provide a 1:1 (one student to one device) ration and then manage the Chromebook fleet with a maintenance schedule of a three year cycle.
Assistive Technology *	New user devices are being developed that present new challenges for special use cases.	The District will continue an ongoing process to pilot new assistive technology devices to determine what is needed for support.

*District, state, and federal mandates require the District to support the selection, acquisition, and implementation of adaptive and assistive technology devices and resources recommended for a student with a disability by an IEP team.

CORE APPLICATIONS

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Project	Current Status	Need
Neverware	41% of aging windows PC's converted to the ChromeOS Platform	100% of windows devices converted to the Neverware platform by 2021
ClassLink	Casslink is deployed as the Single Sign On solution (OneClay Portal)	Continued refinement to enhance user experience
G Suite for Education	Fully Deployed G-Suite	Maintain system and deploy new tools as presented by Google
Student Information System	We are current using the FOCUS SIS system in full deployment	The district will be switching to Synergy (EduPoint) system on July 1, 2021
Business System	The district converted to Business Plus on GLCF and HR/PY in 2019	Continue to modify the system to the needs of the district
Ticketing System	Converted to SchoolDudes from IssueTrack on July 1, 2019	Maintain the new system system and modify to best fit the needs of the district
LightSpeed (CIPA Compliance)	All students and staff currently filtered with an inline filtering device	Deploy and train additional features of the LightSpeed application (Classroom, etc.)
Communications Applications	Maintain current tools for communicating with parents and the school community, including websites, social media, and mass communications systems	Continue to train staff in best practices for approved communications tools and add new platforms as needs arise
Assessment and Analytics System	Currently utilizing Performance Matters/Unify for delivery of local assessment and student performance analytics	Will move to the Synergy application for delivery of assessment and analytics on July 1, 2021

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District Technology Goals

Goal 1 : Technology Access

To provide all students and staff with secure and reliable network access, devices, and applications that ensure they are able to complete tasks and assignments efficiently and support the growing need for blended learning.

Strategies:

- Research and develop a plan to consolidate funding and standardize purchasing procedures for technology (i.e., hardware, software, web-based services, and telecommunications) with a recommended refresh date.
- Continue to expand the Service Desk in order to provide just in time support to all users.
- Develop and provide training on technology competencies for teachers and leaders (Initiative 5.2.3).*
- Maintain an online "one stop shop" that houses all curriculum materials (Initiative 1.1.4).*
- Maintain blended learning instructional platforms that support individualized learning (Initiative 1.2.4).*
- Update the wiring (copper and fiber optics) to continue to build a robust network to provide a stable and consistent access to digital resources (Initiative 2.1.5).*
- Maintain all output switches in schools in order to improve speed and access of internet (Initiative 2.1.1).*
- Maintain wireless access points in all classrooms (Initiative 2.1.2).*
- Use funding from the FLDOE Digital Classroom Plan to decrease student-to-device ratio (Initiative 2.1.3).*
- Develop a plan to provide all staff with mobile devices upon hire (Initiative 2.1.4).*
- Develop a plan to provide all students with a Chromebook (1:1)

Goal 2: Stakeholder Communication

To increase staff use of communications platforms to increase communication with all District stakeholders.

Strategies:

- Review analytics to determine what platforms are utilized most by certain groups (parents, students, business partners) to ensure we are connecting with our target audience on their preferred platform.
- Train staff on best practices for communication, including websites, social media, and mass notification systems.
- Develop and implement communication protocol between all stakeholders using internal and external social media platforms (Initiative 3.1.2).*
- Maintain interactive websites for the District and all schools (Initiative 3.1.6).*

Goal 3: Information Security

To implement policies and procedures that protect the confidentiality of data, preserve the integrity of data, and promote the availability of data for authorized users.

Strategies:

- Continue to incorporate account governance processes and procedures into account creation, management, permissions, and terminations.
- Continue to implement standardized methods of account provisioning and rostering reducing the number of different systems involved and eliminating proprietary methods and remove inefficient overhead.
- Continue to hold bi-annaul meeting in July and December to review, update, and refine the Incident Response Plan (IRP) and Disaster Recovery Plan (DRP).

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Goal 4: Student Information System

To work collaboratively with the Edupoint team to set-up, implement, and train the Synergy platform.

Strategies:

- Meet bi-weekly with Edupoint team to review project status to meet the goal of a system launch July 1, 2021.
    - Develop and Test a Florida State reporting module
    - Migrate current ESE systems into Synergy
    - Migrate local assessment systems into the Synergy
    - Train users in the use of the new system to ensure successful and efficient transition
- Develop a District Synergy Teacher Team to meet and regularly provide feedback in the Synergy set-up and training.

Goal 5: Data Lake Strategy

To implement and refine the Innive Analytics and Dashboard Systems for Executive and Administrative staff members to streamline data informed decision making processes.

Strategies:

- Work collaboratively with stakeholders to make adjustments to the platform to ensure it meets data needs within the District to inform practice, discussions, and decisions.
    - Identify an efficient data warehousing method (Initiative 4.1.1).*
    - Identify and implement an analytics tool for district and school-based dashboards (Initiative 4.1.2).*
    - Tailor analytics and data norms to meet needs for school improvement planning and implementation (Initiative 4.1.3).*
    - Integrate existing data structures with new data warehouse (Initiative 4.1.4).*
    - Develop and implement interactive data dashboard for internal and external review (Initiative 3.1.4).*

**Driven by the District Strategic Plan*

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SECTION 2: FUNDING

The School District of Clay County supports district-wide technology needs with numerous sources, including:

General Funds – Recurring

- Salary/technology support personnel
- Maintenance for infrastructure
- Software licensing/maintenance
- Computer repair
- Equipment
- Computer hardware
- Software
- Wiring
- Telecommunications
- Other purchased services

Public School Technology Funds – Identified by District from FEFP

- Software licensing/maintenance
- Equipment
- Computer hardware
- County 1/10 of 1/2 Cent Sales Tax
- Capital purchases with at least a 5-year useful life
- Computer hardware
- Routers, servers, switches, wireless access points
- Permanent facility modifications

State Instructional Materials Funds – Recurring if State Appropriated

- Software
- State Library Media Funds
- Online databases

Title II, Part A – Recurring

- Technology integration staff
- Training
- Substitutes
- Stipends
- Computer hardware for training
- Other purchased services
- Conferences/travel

Title III, Part A - ESOL

- Computer hardware

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- Software

District Strategic Planning – Non-Recurring

- Software licensing
- Computer hardware
- Phone systems
- Personnel

E-Rate – Recurring if Federally Appropriated

- Telecommunications

Clay County District Schools strives to comply with the FCC's E-Rate Modernization Order, as described below:

The Order adopts three goals for the E-rate program: (1) ensuring affordable access to high-speed broadband sufficient to support digital learning in schools and robust connectivity for all libraries, (2) maximizing the cost-effectiveness of spending for E-rate supported purchases, and (3) making the E-rate application process and other E-rate processes fast, simple and efficient. The Order then takes actions aimed at reaching those goals. With respect to high-speed broadband, the Order increases focus on the largest and most urgent need—closing the Wi-Fi gap—while transitioning support away from legacy technologies. Next, the Order adopts improvements that will ensure E-rate money is spent smartly. Finally, the Order enacts numerous changes that will improve program administration. Collectively, these actions will ensure greater access to E-rate support for the Wi-Fi networks needed to connect 10 million students a year to 21st Century educational tools and target an additional $5 billion for Wi-Fi services over the next five years.

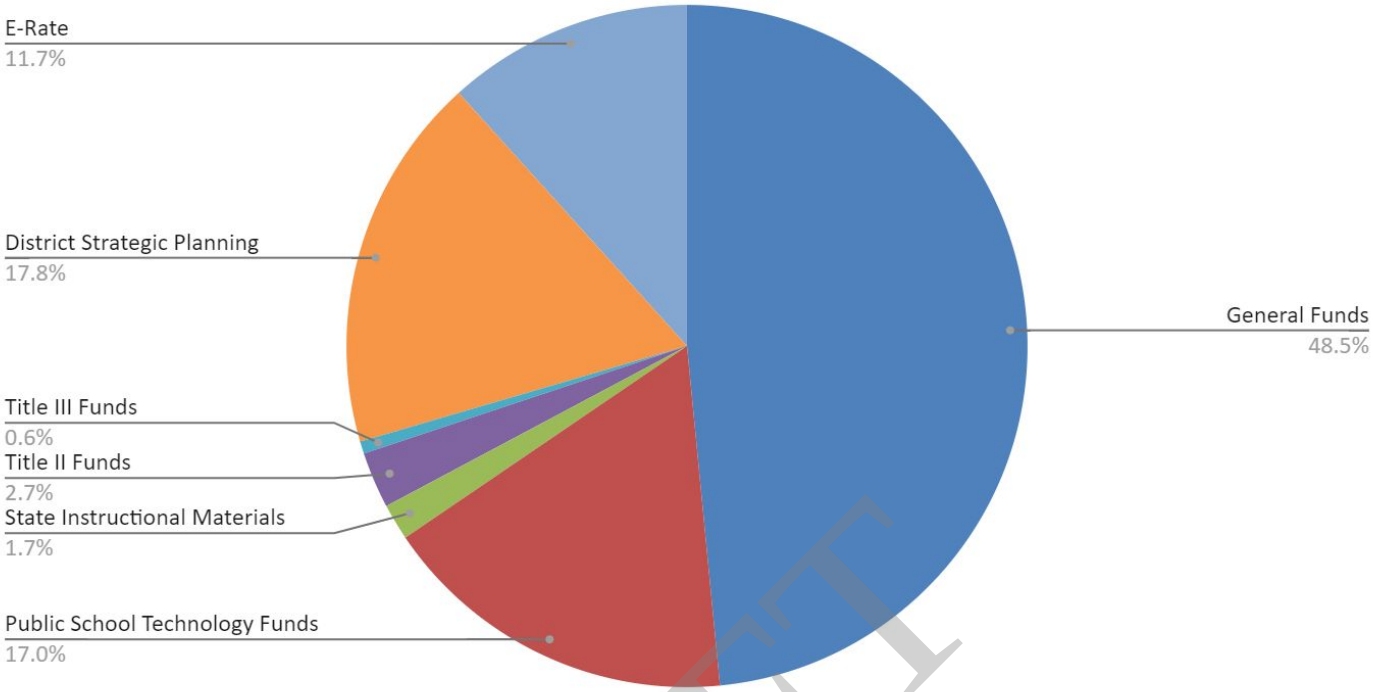
For more information: https://www.fcc.gov/general/summary-e-rate-modernization-order

In addition, other funds designated for technology-related purposes, such as Title I funds and ESE assistive technology, are expended at school sites and not included above.

Project REVENUE

Due to fluctuation in budgets and changes in legislation, the figures below are projected amounts in percentage of CCDS Department of Information and Technology Services budgets.

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E-Rate
11.7%
District Strategic Planning
17.8%
General Funds
48.5%
Title III Funds
0.6%
Title II Funds
2.7%
State Instructional Materials
1.7%
Public School Technology Funds
17.0%

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SECTION 3: TECHNOLOGY ACQUISITION

Information and Technology Services provides technical assistance to individual departments and schools regarding the purchase of technology related hardware and applications (see Appendix C). In addition, ongoing technical assistance is available to school and district personnel through the school-level Technical Support Specialists.

Whenever possible, Information and Technology Services strive to provide standardized technology hardware and applications for our users in order to combine purchasing power with streamlined support. Identification of appropriate technologies to meet the goals of the district departments and the instructional program are identified by the needs assessment procedures in a collaborative effort between District departments and the Information and Technology Services Division.

Appropriate technology acquisition policies that address the following areas:

- Consistency and interoperability with existing and planned technology delivery systems
- Support and maintenance requirements
- Provision for technical guidance to school and district personnel responsible for making strategic technology related purchasing decisions.

Computer Purchases

Computer purchases will focus on Chromebooks for students and laptops for employees with a goal of being 1:1 (one device per person). Student Chromebooks should be refreshed on a three year cycle and employee devices* should be refreshed on a four year cycle.

*Some staff members will receive laptops and others will receive desktops based on the needs of the user.

Enhanced Classrooms

The Enhanced Classroom concept will transition to a mobile setup consisting of a large panel display on a mobile cart with a Chromebox and wireless controls attached.

Network Infrastructure

Network infrastructure will continue to be updated as needed to accommodate the ever-expanding need for bandwidth in the schools.

Telephony

Telephony Systems will need to be maintained and updated with release of modern VOIP devices.

Servers and Storage

Data Center servers and storage will continue to be updated as needed to support the processing and storage needs of the District. The district currently is using the Hyper Converged model in the data center to maximize expenditures.

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SECTION 4: TECHNOLOGY ACCESS

Equitable Distribution to Ensure Student Achievement

- Ensure that every school's campus-wide wireless access is maintained.
- Continue to provide Chromebooks in core content areas to ensure students are able to utilize online applications and resources for personalized/blended learning environment.
- Continue to provide access to digital resources for all students to enable the acquisition of digital skills to include those necessary for academic work as well as future employment.
- Students in junior high will complete an Internet-based course to assist students in determining educational and career options and goals that will emphasize technology in career fields.
- Senior high and Junior High schools will provide students with access to coursework in technology, including industry certification curriculum.

Access to Curriculum Resources

- Continue to provide online access to all curriculum and instructional resources and increase access to digital instructional materials to take the place of traditional textbooks and instructional materials through a single sign-on portal.
- Provide resources for teaching digital citizenship to all students.
- Support the integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, and school safety.
- Provide for online delivery of professional development to reach more educators.

Access for Students with Special Needs

- Support the selection, acquisition, and implementation of assistive technology devices and resources identified for a student with a disability identified by the IEP team in accordance with district, state and federal mandates.
- Continue to utilize a language acquisition program to meet the language development needs of English Language Learners.
- Provide digital and instructional materials, including software applications, to students with disabilities.

Access to Information for Decision-Making

- Provide teachers and administrators with easily accessible systems that increase access to the analysis of student achievement data.
- Support access to online resources that provide ongoing formal and informal assessment of student achievement.
- Continue to utilize online surveys for decision-making purposes.

Responsible Use Guidelines

The "Student Responsible Use Guidelines for Technology" policy will be reviewed and updated at least annually and will address the following issues:

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- Protection of the confidentiality of students, including following FERPA guidelines about the protection of identification of exceptional students
- Protection of intellectual property rights, licensing agreements, and legal/ethical standards for sharing of resources with other educational entities
- At all times be in compliance with CIPA by restricting Access by minors to inappropriate matter on the Internet. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online, measures designed to restrict minors' access to materials harmful to minors
- At all times be in compliance with FERPA by avoiding unauthorized disclosure, use, and dissemination of personal information regarding minors

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SECTION 5: USER SUPPORT

Information and Technology Services recognizes the importance of supporting the users of the CCDS network, devices, and applications. Our number one priority is to provide safe and reliable access to our employees and students. To that end, ITS staff supports end users in the following ways:

- Network security and monitoring, and support and maintenance, are provided by the Information and Technology Services Department.
- Users may access the Technology Information Guide for quick tips on how to fix the most common technology issues.
- Users may access online technology tip sheets for learning and managing technology resources via the OneClay Portal.
- Users may contact the Service Desk at 904-336-9600 between the hours of 6:30 am and 4:00 pm Monday - Friday in order to provide troubleshooting and support for CCDS devices, applications, and network issues.
- Users may submit an issue through our SchoolDude HelpDesk ticketing system to be addressed by ITS team members.
- ITS technicians are assigned to areas in order to equally support all schools.
- Career & Technical Education students with or pursuing industry certification will be trained to provide equipment repair and/or network troubleshooting. Other equipment repair remains the responsibility of Information and Technology Services.

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As technology changes or needs are identified, new hardware and software are acquired as appropriate to maintain interoperability with existing and future systems. When necessary, upgrades of software and hardware are acquired to meet or exceed current technological standards.

Information and Technology Services regularly provides specifications and quotes for technology-related purchasing decisions. (See Appendix C)

SECTION 6: PROFESSIONAL LEARNING

There is a need for the District to increase the training efforts utilizing various methodologies to meet strategies for users of all levels, spanning from basic to high technical or specified. The following broad issues must be addressed:

SUPPORT AND LEADERSHIP

- Continue to improve communication, coordination, and collaboration
- Continue to centralize operations and coordinate funding
- Continue to standardize processes and procedures
- Continue to support ICT (Information and Communication Technology) training for educators to enhance instruction
- Continue to utilize data as basis for technology and curriculum decisions

LEARNING ENVIRONMENT

- Continue to increase access to digital tools
- Continue to enhance the integration of technology in curricula
- Continue to strengthen student ICT skills
- Continue to utilize technology to differentiate instruction
- Continue to maintain current programs, hardware, software, communication devices, and other technology for Career & Technical Education/Industry Certification

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Professional learning in the modern era should be designed to function as an ongoing team approach focused on enhancing student performance. Team members should be those who impact student learning including parents, teachers, administrators, and any others who fall into this category. Professional learning should be thought of as continuous learning. It should facilitate participants with developing the skills, knowledge, practices, and dispositions they need to best help students continually perform at higher levels.

At the district level, varied data needed to help develop and implement effective professional learning will be gathered from stakeholders annually to determine interests, skills and ability levels. Tools such as professional development surveys, employee technology skills, pre- and post-assessments, and parent surveys will be used. Educators will continue to use student assessment data to evaluate their personal teaching practices and shape their individual training goals. In addition, training will be provided for parents to develop skills that will help them support classroom instruction. A main focus of the District will be to infuse technology into all aspects of professional development. Training at the district and school level on 1:OneClay Technology Resources, including accessing online applications through the OneClay Portal, including the G Suite for Education, online textbook resources, and blended learning applications will be strategic, so users will benefit as enhancements are made to its teaching, learning, and communication capabilities. In addition, there will be training for new technologies that promote integration of technology into everyday curriculum needs as they are developed and acquired. If training is needed to address certain aspects of a particular technology, it will be offered as well.

Levels of proficiency vary on a scale that ranges from basic to high for most of the District's technology users. Professional learning will be designed to incorporate strategies to help increase the skill levels of these users. Technology training will be in different forms, and may be either online on onsite. Traditional face-to-face classes will be held at the Teacher Training Center, the Teaching and Leadership Center, and the Professional Development Center. To minimize teacher time away from the classroom, online, self-paced learning will be available.

In order to sustain the learning gains of any professional learning, there must be key mechanisms in place. When appropriate, trainers will provide participants access to supportive training materials and resources. These resources will be curated in the OneClay Portal. In addition, district and school level training facilitators will continue to avail themselves to participants to provide ongoing coaching and support.

District and school-based cadres of technology experts will be formed as a means of support. In order to strengthen technology training, cadre members will participate in and facilitate technology training designed to enhance instruction.

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SECTION 7: TECHNOLOGY PROGRAM EVALUATION

Evaluation of the effectiveness of how technologies are being utilized throughout the District, including how technology is integrated into the curriculum and are affecting student achievement is based on utilization statistics, staff attitudinal surveys, authentic assessment, and evaluation of student achievement data generated by the program being evaluated, or district pre- and post-student achievement data.

Based on these assessments, operational problems, or new developments, the District must sometimes change usage goals, selecting from abandonment of use, modifications in operation or use of certain technologies, or additions of new developments. The five-year District Technology Plan is evaluated annually.

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APPENDIX A: CCDS BOARD POLICY

Clay County District Schools has developed policies in response to state and federal statutes and to give direction to the educational process in Clay District Schools. These policies are intended to protect the rights and well-being of our students and staff and are revised as needed to meet our mission to provide a quality education that prepares all children for a successful future.

CCDS School Board Policies

Section 7: Information and Technology Services

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APPENDIX B: RESPONSIBLE USE GUIDELINES

Student Responsible Use Guidelines

Technology is an integral part of the CCDS curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the Florida Standards which include: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

Student Technology Agreement

I understand that using digital devices (whether personal or school owned) and the CCDS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.

I understand that I have no right to privacy when using the CCDS network.

All students of Clay County District Schools agree to follow the Clay County District Schools Code of Student Conduct, school rules, and commit to the following Responsible Use Guidelines:

I will:

- use digital devices, networks, email, and software in school for educational purposes.
- keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- show respect for myself and others when using technology, including social media.
- give acknowledgement to others for their ideas and work.
- report inappropriate use of technology immediately.

The **Responsible Use Guidelines** will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship, ethical, and appropriate use of technology.

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Student Electronic Device Agreement

Please read the following carefully before electronically signing this document. This is a legally binding contract and must be signed by the student ("Student") and a Parent or Legal Guardian ("Parent/Guardian") before a Chromebook (hereafter "Electronic Device") is assigned to you.

PURPOSE

The primary purpose of Clay County District School's provision of access to electronic devices, network resources, and computer support services is to facilitate education and research consistent with the educational objectives of Clay County District Schools ("CCDS").

This Agreement must be signed by both the Student and the Parent/Guardian and is binding upon both parties.

TERMS AND CONDITIONS

Term and Termination: This Agreement shall commence on the issue date and shall terminate at the end of the school year the agreement is signed.

Student and Parent/Guardian's Obligations
Student and their Parent/Guardian agrees to:

- Use, maintain, and keep the Electronic Device in good operating order, at their own expense, in the manner for which it was designed and intended
- Not allow or make any alterations or additions to the Electronic Device without the prior written consent of CCDS
- Return the Electronic Device to CCDS in the same condition as received on the beginning date of the Agreement, minus reasonable wear and tear
- Use the Electronic Device in ways that are not disruptive, offensive, harmful, or otherwise improper or against the acceptable use policies of CCDS
- Provide CCDS with written notice to any change in address or telephone number during the term of this Agreement

Issuing Electronic Devices
If you have an objection to your student using CCDS electronic devices, you must notify the school of your objection, in writing, within 48 hours of your receipt of this information.

Return of Electronic Device
Students are required to return the Electronic Device to the assigned school administrative office upon:

- Graduation OR
- Transfer from CCDS School OR
- Temporary or permanent discontinuance of schooling OR
- Last Day of School OR
- Termination of this Agreement for Failure to Comply

Student and Parent/Guardian acknowledge that failure to return the property after notice of termination constitutes theft

Failure to Comply
Failure to comply with any of the terms of this Agreement may result in the imposition of fines (for repair or replacement of the device), termination of the Student's ability to participate in this Program, and/or the imposition of appropriate civil or criminal penalties against Student and/or Parent/Guardian.

Criminal or Civil Liability
Student and Parent/Guardian acknowledge that they are subject to criminal prosecution or civil liability for the destruction or misuse of the device. A theft report will be filed with the local Law Enforcement if a device is reported as stolen and Student and Parent/Guardian would still be financially responsible for the Electronic Device.

Ownership of Electronic Device

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The Electronic Device is, and shall remain, the property of CCDSB. Student and Parent/Guardian shall have no right, title, or interest herein or thereto except as expressly set forth in this Agreement.

Student and Parent/Guardian shall not assign or rights or obligations under this Agreement or enter into any sublease of all or any part of the Electronic Device.

Warranty
Student is being issued the device acknowledges that the device is being presented “as is” without warranty, other than any warranty provided by the manufacturer of the Electronic Device.

Lost or Damaged Electronic Device
Should the Student damage or lose the Electronic Device, the Student and Parent/Guardian will be responsible for paying all outstanding lease payments for the entire term of this Agreement or repair cost, as applicable.

Right to Audit
As permitted by law, CCDS reserves and intends to exercise the right to review, audit, intercept, access, and search the Electronic Device at will, monitor data usage and messages on the Electronic Device at any time for any reason, without notice or other restrictions.

Computer Resource Use Policies
All users of CCDS devices and network resources are required to comply with the following:

- Files, user ID's, passwords, and computer output belonging to an individual or to CCDS are considered to be personal property, but may be subject to audit by CCDS.

- Users shall not examine, change, or use CCDS or another person's files, output, or usernames for which they do not have explicit authorization.

- Users shall not deliberately attempt to degrade system performance or capability. Knowledge of systems or special passwords shall not be used to damage a system or file, or to change or remove information without authorization.

- Users shall not use the system for any illegal purpose or to enter or send any material that is obscene, pornographic, or defamatory, or material that is intended to annoy, harass, or alarm another person.

- All users shall use software only in accordance with applicable license agreements. Users shall not make unauthorized copies of any software under any circumstances. Duplication of licensed software for any purpose except for backup and archival purposes or when otherwise specifically authorized is prohibited. Users shall not give or transfer software to anyone except other authorized users of the CCDS network or device without specific approval from the CCDS. All software must be lawfully purchased or acquired.

- Use of computer systems and databases shall be limited to the purpose(s) for which access is granted. Unless such use is specifically granted, use of CCDS digital resources for

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personal or private use for-profit, is prohibited.

- Students are authorized to use electronic devices and network services for incidental personal use, provided such use does not interfere with the educational objectives of CCDS or overload network resources, thereby denying it to others.

- Repeated minor infractions of the Student Responsible Use Guidelines or violations of a serious nature may result in the temporary or permanent loss of network access and/or Electronic Device use. More serious violations that may result in permanent loss of network access and/or Electronic Device use include, but are not limited to, extending computing resources to unauthorized users, attempts to steal passwords or data, unauthorized use or copying of licensed software, unauthorized attachment of personal computers to the CCDS network, unauthorized use of another's account, or overloading network resources thereby denying it to others. No payments made for the Electronic Device will be refunded if network access and/or Electronic Device use is denied due to violations or infractions of any CCDS or computer use policies, whether or not such infractions are mentioned in this Agreement.

- Filtering will be provided by CCDS for school and off-site use. This filtering is a best effort to ensure that inappropriate material is not accessed by students whether in school or off site. No filtering solution is perfect, and this service is being provided free of any warranty.

Employee Responsible Use Guidelines

Technology is an integral part of the CCDS curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the Florida Standards which include: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

Employee Technology Agreement

I understand that using digital devices (whether personal or school owned) and the CCDS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.

I understand that I have no right to privacy when using the CCDS network.

All employees of Clay County District Schools agree to follow the Clay County District Schools Employee Handbook and commit to the following Responsible Use Guidelines:

I will:

- use digital devices, networks, email, and software in school for educational purposes and activities.
- keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- show respect for myself and others when using technology, including social media.
- give acknowledgement to others for their ideas and work.
- report inappropriate use of technology immediately.

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The **Responsible Use Guidelines** will be reviewed each school year with employees and will provide a springboard for discussion around topics such as Internet safety, digital citizenship, ethical, and appropriate use of technology.

Student Social Media Guidelines

In accordance with the Clay County District Schools' Student Code of Conduct, the District expects students to set and maintain high ethical standards in their use of social networking. Personal use of social media may have an effect at school. While at times it is easy to tell whether social media use is school-related or personal, at other times it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at school and the school may need to get involved. This could include disciplinary action such as a parent conference or suspension. It is important to remember that infractions outlined in the CCDS Student Code of Conduct prohibiting certain types of communication also apply to electronic communication. To be safe, be in control of what you do online, even if it is during personal time.

Student Guidelines

- Think before you post. Clay County District Schools recommends that students use discretion when posting to social media sites at all times and requires that students follow the CCDS Student Code of Conduct when on school district property.
- If you see anything of concern on a fellow student's social networking page or account, you should promptly contact your school based administration, your teacher, or other school staff.
- Be thoughtful about what you share online and consider how it would appear to family, friends, colleges, and future employers. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking site(s) that you wouldn't want anyone to access. Social media venues are public and information can be shared beyond your control.
- When responding to others, remember to be respectful and avoid comments that may be hurtful. You should refrain from using profane, obscene, or threatening language.
- Use of school or District logos or images on your personal social networking sites is prohibited. Clay County District Schools reserves the right to request school-related images or content posted without permission to be removed from the internet. If you wish to promote a specific activity or event, you may do so only by means of a link to school or District official social media accounts.
- You should always take responsibility for what you post. Do not misrepresent yourself by using someone else's identity.
- Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to: Social Security numbers, phone numbers, addresses, exact birth dates, and pictures with parties you don't know or on unsecure sites.
- Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.
- Cyberbullying is considered an act of harassment.

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Employee Social Media Guidelines

In accordance with the Clay County District Schools' Employee Handbook, the District expects employees to set and maintain high ethical standards in their use of social networking. Personal use of social media may have an effect at work. While at times it is easy to tell whether social media use is personal or professional, at other times it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at work and the District may need to get involved. This could include disciplinary action. It is important to remember that infractions outlined in the CCDS Employee Handbook prohibiting certain types of communication also apply to electronic communication. To be safe, be in control of what you do online, even if it is during personal time.

Employee Guidelines

- Think before you post. Clay County District Schools asks employees to use discretion when posting to social media sites and to follow the CCDS Employee Handbook. Employees should conduct themselves online as they would at work.
- When using a social media site, an CCDS employee is strongly discouraged from including current, minor students as "friends," "followers," or any other similar terminology used by various sites. Employees are also required to follow all applicable privacy laws when referencing students or posting photos and video of students on private or CCDS affiliated social media accounts. Though it may seem appropriate to celebrate or publicly recognize student successes, posting identifying information or media is prohibited.
- If you see anything of concern on a student's or fellow employee's social networking page or account, you should promptly contact your immediate supervisor.
- Use of school or District logos or images on your personal social networking sites is prohibited. Clay County District Schools reserves the right to request school-related images or content posted without permission to be removed from the internet. If you wish to promote a specific activity or event, you may do so only by means of a link to school or District official social media accounts.
- Be thoughtful about what you share online and consider how it would appear to family, friends, colleagues, and the school community. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking site(s) that you wouldn't want anyone to access. Social media venues are public and information can be shared beyond your control. What you present on social networking forums represents you forever.
- When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language. Employees should always take responsibility for what they post. Do not misrepresent yourself by using someone else's identity.
- Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to: Social Security numbers, phone numbers, addresses, exact birth dates, and pictures with parties you don't know or on unsecure sites. Users should keep their passwords secure and never share passwords with others. If someone tampers

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with your blog, email, or social networking account without you knowing about it, you could be held accountable.

- Postings regarding critical or confidential school and/or district related events are prohibited without approval from administration.
- In the event of an emergency or critical event, staff use of personal devices such as cell phones and social media may be restricted or directed by school or district administration.
    - Procedures are in place to help maintain the safety and security of students and staff within the school environment.
    - Failure to follow these procedures may result in severe consequences such as termination and/or criminal charges.
    - Employees will be instructed on appropriate usage and message content, including but not limited to text messages, voice calls, social media posts, etc.

Social Media Guidelines for All Clay County District Schools Accounts

Clay County District Schools (CCDS) understands the benefit of social media to our community. Facebook, Twitter, and Instagram can serve as great communication avenues between the District and our community, but with additional reach comes more responsibility. These Social Media Guidelines apply to any social media account that's main purpose is to promote a CCDS classroom, club, activity, sport, program, department, school, or employee and/or is created using a CCDS email account.

We require that all CCDS social media managers abide by the following guidelines in their use of social media accounts that represent Clay County District Schools.

Guidelines for District Social Media Accounts:
https://docs.google.com/document/d/1qhwkfn7f7Vid_U3KCjSrj1ml2wdQ30suqoVZMaWkEIY/edit

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APPENDIX C: CCDS STANDARD TECHNOLOGY

CCDS Standard Technology Quotes

CCDS Information and Technology Services provides a list of hardware that meets or exceeds current District standards for use by employees and students. A list of hardware and current quotes are available to all employees in the OneClay Portal.

CCDS Standard Technology Quotes

District Hardware Purchases

All technology-based hardware purchased by the District will meet or exceed the current district standard found in the District Technology Standard Hardware and Pricing. Exceptions must be approved in writing by the Information and Technology Services Department.

Computer Hardware Purchased for District Use by Other Organizations

All computer hardware purchased for the District using SAC, PTO, or any other internal funds will meet or exceed the current District standard.

Crowdfunded Technology

Clay County District Schools wants to support teachers and schools in expanding their access to technology resources by participating in crowdfunding projects and grants. There are a few things to keep in mind to ensure that the technology you request is in compliance with Clay County District Schools Technology Policies and Procedures to ensure the digital security of our students and staff.

Chromebooks are the only device approved for student use in classrooms for purchase through crowdfunding and grants. iPads, Kindles, etc. are not part of the CCDS Technology program and will not be supported or allowed on the CCDS network due to security and support concerns. Our main focus is to ensure the safety of our student's data and privacy while online.

Steps for Ordering Technology through Crowdfunding

Donated Computer Hardware

The District is very appreciative of all donations. So that the most effective use of donated equipment occurs, computer or printer equipment donated to the District must meet or exceed the current District standards.

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APPENDIX D: FLDOE TECHNOLOGY GUIDELINES

Clay County District Schools strives to comply with all Florida Department of Education requirements as outlined below:

The Florida Department of Education through its Bureau of Educational Technology works with districts and schools to help students access digital technology and to assist teachers with incorporating technology into the classroom. Technology integration in education promotes seamless use of digital tools in a specific discipline with the objective of promoting higher-order thinking skills. The following programs and tools help Florida's school districts reach the goal of improving digital education and technology integration.

FLDOE Bureau of Educational Technology:
http://www.fldoe.org/about-us/division-of-technology-info-services/educational-technology/

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C3 - 2020-2021 Assessment Calendar Approval

Description

Per Rule 6A-1.094224, F.A.C., districts must add their district information to the uniform assessment calendar for the following year (i.e., 2020–21), submit the calendar for district school board approval, and then publish the approved, populated uniform assessment calendar on the district's website and submit it to the department by October 1.

Gap Analysis

Performance Matters tests are only used in key EOC/NGSSS tested courses as progress monitoring to guide instruction and ensure student success on state mandated assessments. These are the only stand-alone assessments that the district is requiring for the 2020-2021 school year. All other assessments are embedded as part of daily curriculum and instruction activities and to place students at their appropriate level in onlines resources (example: Achieve3000/i-Ready Reading and Math). Optional assessments are also provided for schools to assign as needed to ensure the success of their students.

Previous Outcomes

The board approved the 2019-2020 Uniform Statewide Assessment Calendar on August 1, 2019.

Expected Outcomes

Approval of this agenda item will satisfy the district's obligations to approve a uniform assessment calendar to submit to the state.

Strategic Plan Goal

Goal 1: Develop Great Educators and Leaders

Recommendation

Contact

Steven Amburgey, Director of Information and Technology Services, (904) 336-9639

Financial Impact

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Review Comments

Attachments

- 2020-2021 Uniform Statewide Assessment Calendar.pdf

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2020–2021 Uniform Statewide Assessment Calendar

According to Section 1008.22(7)(c), Florida Statutes (F.S.), and State Board of Education Rule 6A-1.094224, Florida Administrative Code (F.A.C), each school district must complete this uniform calendar with district-required assessment information, publish the calendar to the district website, and provide it to the Department by October 1 of each school year, beginning in 2016–17. Districts must provide completed calendars to schools and include the calendar in their parent guides. In addition, each school must publish the completed calendar on its website.

The statewide assessment information in sections 3 and 4 should not be altered; however, districts may otherwise modify and populate this template to accurately indicate their assessment schedules for the school year.

1. Glossary of Assessment Terms

The following glossary includes definitions of assessment terms and explanations of acronyms used throughout this template. Districts may add rows as needed for additional glossary terms that are specific to district-required assessments. Do not modify any other information in this section.

Acronym/Term	Definition
ACCESS for ELLs	Assessing Comprehension and Communication in English State-to-State (ACCESS) for English Language Learners (ELLs)
Accommodation	Per Rule 6A-1.0943, F.A.C., "Accommodations are defined as adjustments to the presentation of the statewide standardized assessment questions, methods of recording examinee responses to the questions, scheduling for the administration of a statewide standardized assessment to include amount of time for administration, settings for administration of a statewide standardized assessment, and the use of assistive technology or devices to facilitate the student's participation in a statewide standardized assessment."
CBT	Computer-Based Test
Diagnostic	Assessments that measure students' understanding of a subject area or skills base, which allow teachers and educators to evaluate student learning, focusing on strengths and areas of need
District Window	The selected dates within the statewide window during which a district will administer a given assessment
District-Required Assessments	Assessments required by the school district for students in a specific grade or course
ELA	English Language Arts
EOC	End-of-Course
Evaluative	Assessments that measure student proficiency at selected intervals in order to compare change over time and to compare state-level results
FAIR	Florida Assessments for Instruction in Reading
FLKRS	Florida Kindergarten Readiness Screener
Formative	Formative assessments are the formal and informal ways that teachers and students gather and respond to evidence of student learning. Formative assessments are part of teaching in the classroom. Formative assessments will not result in a score that will appear on a student's report card, but they serve the greater purpose of informing both students and teachers on what changes need to happen in classroom instruction to better serve the needs of individual students.
FSA	Florida Standards Assessments
FSAA	Florida Standards Alternate Assessment
Interim	Interim assessments are administered on a smaller scale (i.e., school or district) with results that can be used at the classroom level or aggregated at the school- or district-level. Depending on the design, interim assessments can be used to predict a student's ability to succeed

DRAFT

	on a summative assessment, to evaluate a program, or to diagnose student learning gaps.
NAEP	National Assessment of Educational Progress
NGSSS	Next Generation Sunshine State Standards
PBT	Paper-Based Test
Progress Monitoring	Process used to determine whether a student's academic performance is improving, at what rate it is improving, and how effective instruction has been
PSAT/NMSQT	Preliminary SAT/National Merit Scholarship Qualifying Test
Summative	Assessments that evaluate student mastery of Florida's academic standards at or near the conclusion of the course of instruction
Statewide, Standardized Assessments	All assessments required by s. 1008.22, F.S.
Statewide Window	The range of dates during which districts and/or schools may choose to administer a given assessment
Testing Time	The amount of time individual students are each given to respond to test items on each test
VAM	A Value-Added Model (VAM) is used by some school districts as part of their educator evaluation system. It is also used in the approval process for teacher preparation programs, as part of the criteria for teachers to qualify for a financial award under the Florida Best and Brightest Teacher Scholarship program and as part of the criteria to extend an educator's temporary teaching certificate.
VPK	Florida's Voluntary Prekindergarten Education Program

2. Test, Type, and Purpose/Use

Add rows as needed to define district-required tests, test type, and their purpose/use in your district. If additional types are added, define applicable types in the glossary. Do not modify any other information in this section.

Test	Type	Purpose/Required Use	Statutory Authority/Required Use Citation
ACCESS for ELLs 2.0	Diagnostic	Measure English language acquisition of ELLs	s. 1003.56, F.S. Rule 6A-6.0902, F.A.C. Rule 6A-6.09021, F.A.C. Rule 6A-6.0903, F.A.C.
Alternate ACCESS for ELLs	Diagnostic	Measure English language acquisition of ELLs with significant cognitive disabilities	
FAIR	Diagnostic/Progress Monitoring	Provides general estimates of students' reading ability/monitors students' progress toward meeting grade-level skills in reading	s. 1008.25(4), F.S.
FLKRS	Diagnostic/Progress Monitoring	Determine readiness for kindergarten; used to calculate VPK Provider Kindergarten Readiness Rates	s. 1002.69, F.S. Rule 6M-8.601, F.A.C.
FSA	Summative	Purpose: Measure student achievement of Florida's academic standards (Florida Standards, Next Generation Sunshine State Standards) Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated	s. 1002.38, F.S. s. 1003.4156, F.S. s. 1003.4282, F.S. s. 1004.04, F.S.
FSAA	Summative		
NGSSS EOC	Summative		
Statewide Science Assessment	Summative		

DRAFT

		accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting	s. 1004.85, F.S. s. 1008.22, F.S. s. 1008.25, F.S. s. 1008.33, F.S. s. 1008.34, F.S. s. 1008.341, F.S. s. 1012.34, F.S. s. 1012.56, F.S. s. 1012.731, F.S. Rule 6A-1.09422, F.A.C. Rule 6A-1.094221, F.A.C. Rule 6A-1.094222, F.A.C. Rule 6A-1.0943, F.A.C. Rule 6A-1.09432, F.A.C. Rule 6A-1.09981, F.A.C. Rule 6A-1.099811, F.A.C. Rule 6A-1.099822, F.A.C. Rule 6A-5.0411, F.A.C.
NAEP	Evaluative	Measure student performance for comparison among state and national populations over time	s. 1008.22, F.S.
PreACT	Summative	Inform course placement	s. 1007.35, F.S.
PSAT/NMSQT	Summative	Inform course placement	s. 1007.35, F.S.

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3. Required Statewide Assessments

The following assessments are required for students as indicated in the Students to Be Tested column.

Populate the **District Window** column for each assessment in the table below. Do not modify any other information in this section. When calculating total test time in Section 6, do not include times for assessments indicated by grey rows, which indicate duplicate assessment windows (e.g., EOCs), assessments that take the place of another assessment, or assessments that do not have a specified testing time.

Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
FLKRS	Kindergarten	July 13–October 16,	**08/25/2020 -**	CBT[1]	15–20 minutes	Immediately

2020–2021 Uniform Statewide Assessment Calendar

		2020	**10/05/2020**			following test completion
FSAA—Datafolio[4]	Grades 3–10 ELA (Reading & Writing); Grades 3–8 Mathematics; Grades 5 & 8 Science; and Algebra 1, Biology 1, Civics, Geometry, & U.S. History EOCs	Collection Period 1: September–October 2020	**09/01/2020 –10/31/2020**	PBT	Varies/Untimed	June 2021
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	September 14–October 2, 2020	**09/14/2020 - 10/02/2020**	CBT[1]	180 minutes[2]	October 2020
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	September 14–October 2, 2020	**09/14/2020 - 10/02/2020**	CBT[1]	160 minutes[3]	October 2020
FSAA—Datafolio[4]	Grades 3–10 ELA (Reading & Writing); Grades 3–8 Mathematics; Grades 5 & 8 Science; and Algebra 1, Biology 1, Civics, Geometry, & U.S. History EOCs	Collection Period 2: November–December 2020	**11/02/2020 –12/22/2020**	PBT	Varies/Untimed	June 2021
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	November 30–December 18, 2020	**11/30/2020 - 12/18/2020**	CBT[1]	180 minutes[2]	January 2021
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	November 30–December 18, 2020	**11/30/2020 - 12/18/2020**	CBT[1]	160 minutes[3]	January 2021
FSAA—Datafolio[4]	Grades 3–10 ELA (Reading & Writing); Grades 3–8 Mathematics; Grades 5 & 8 Science; and Algebra 1, Biology 1, Civics, Geometry, & U.S. History EOCs	Collection Period 3: March–April 2021	**03/01/2021 – 04/30/2021**	PBT	Varies/Untimed	June 2021

DRAFT

2020–2021 Uniform Statewide Assessment Calendar

FSAA—Performance Task[5]	Grades 3–8 ELA & Mathematics; Grades 4–8 Writing; Grades 5 & 8 Science; and Civics EOC	March 1–April 16, 2021	**03/01/2021 – 04/16/2021**	PBT	Varies/Untimed	June 2021
FSAA—Performance Task[5]	Grades 9 & 10 ELA; Grades 9 & 10 Writing; and Algebra 1, Biology 1, Geometry, and U.S. History EOCs	March 15–April 30, 2021	**03/15/2021 – 04/30/2021**	PBT	Varies/Untimed	June 2021
FSA ELA – Reading	Grade 3	April 5–16, 2021	**04/05/2021 - 04/16/2021**	PBT	160 minutes	May 2021
FSA ELA – Writing	Grades 4–6	April 5–16, 2021	**04/05/2021 - 04/16/2021**	PBT	120 minutes	June 2021
FSA ELA – Writing	Grades 7–10	April 5–16, 2021	**04/05/2021 - 04/16/2021**	CBT[1]	120 minutes	June 2021
FSA ELA – Reading	Grades 4–6	May 3–14, 2021	**05/03/2021 - 05/14/2021**	PBT	Grades 4–5 Reading: 160 minutes Grade 6 Reading: 170 minutes	June 2021
FSA Mathematics	Grades 3–6	May 3–14, 2021	**05/03/2021 - 05/14/2021**	PBT	Grades 3–5 Mathematics: 160 minutes Grade 6 Mathematics: 180 minutes	June 2021
FSA ELA – Reading	Grades 7–10	May 3–28, 2021	**05/03/2021 - 05/28/2021**	CBT[1]	Grades 7–8 Reading: 170 minutes Grades 9–10 Reading: 180 minutes	June 2021
FSA Mathematics	Grades 7 and 8	May 3–28, 2021	**05/03/2021 - 05/28/2021**	CBT[1]	180 minutes	June 2021
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	May 3–28, 2021	**05/03/2021 – 05/28/2021**	CBT[1]	180 minutes[2]	June 2021
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	May 3–28, 2021	**05/03/2021 – 05/28/2021**	CBT[1]	160 minutes[3]	June 2021
NGSSS Statewide Science	Grades 5 and 8	May 10–21, 2021	**05/10/2021 -**	PBT	160 minutes	June 2021

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Assessment			**05/21/2021**			
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	July 12–23, 2021	**07/12/2021 – 07/23/2021**	CBT[1]	180 minutes[2]	August 2021
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	July 12–23, 2021	**07/12/2021 – 07/23/2021**	CBT[1]	160 minutes[3]	August 2021

[1] Paper-based accommodations (e.g., regular print, large print, braille, one-item-per-page) for computer-based tests are available to eligible students if indicated as an accommodation on an IEP or Section 504 plan.

[2] Any student taking an FSA EOC assessment who has not completed a session by the end of the allotted time may continue working up to half the length of a typical school day.

[3] Any student taking an NGSSS EOC assessment who has not completed the session by the end of the allotted time may continue working; however, testing must be completed within the same school day.

[4] The FSAA—Datafolio is designed for students with significant cognitive disabilities for whom participation in the general statewide assessment or the FSAA—Performance Task is inappropriate, even with accommodations.

[5] The FSAA—Performance Task is designed for students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations.

4. Statewide Assessments for SELECT Students

The following assessments are only intended for selected students/students in certain sub-groups. Populate the **District Window** column for the assessments in the table below. If an assessment is not being administered in your district, indicate "N/A" in the District Window column. Do not modify any other information in this section.

Because the tests included in this section are not administered to all students or, in some cases, are optional for students, the testing time for these tests should not be included in the total testing time calculated in Section 6.

Assessment	Applicable Students[4]	Statewide Window	District Window	Mode	Testing Time	Results Expected
FAIR	Grades 3–12	Assessment Period (AP) 1: July 31–November 6, 2020	**08/25/2020 – 11/06/2020**	CBT[1]	45 minutes	1 week after
PreACT	Grade 10	September–December 2020	**09/01/2020 – 12/22/2020**	PBT	150 minutes	Approximately 2 weeks after testing
ELA Grade 10 Retake – Writing		September 14–October 2, 2020	**09/14/2020 - 10/02/2020**	CBT[1]	120 minutes[2]	December 2020
ELA Grade 10 Retake – Reading		September 14–October 2, 2020	**09/14/2020 - 10/02/2020**	CBT[1]	180 minutes[2]	December 2020
FSAA—Performance Task[6] Grade 10 ELA and Algebra 1 EOC Makeup		September 28–October 16, 2020	**09/28/2020 - 10/16/2020**	PBT	Varies/Untimed	December 2020
PSAT/NMSQT	Grade 10	October 14, 2020	**10/14/2020**	PBT	165 minutes	January 2021
FAIR	Grades 3–12	AP 2:	**11/09/2020 –**	CBT[1]	45 minutes	1 week after

DRAFT

2020–2021 Uniform Statewide Assessment Calendar

		November 9, 2020–February 12, 2021	**02/12/2021**			
ACCESS for ELLs	Grades K–12 currently classified as ELL with "LY" code	January 25–March 19, 2021	**01/25/2021 – 03/19/2021**	PBT	Kindergarten: 45 minutes Grades 1–12: 105–245 minutes (varies by grade-level/tier)	June 2021
Alternate ACCESS for ELLs	Grades 1–12 with significant cognitive disabilities and currently classified as ELL with "LY" code	January 25–March 19, 2021	**01/25/2021 – 03/19/2021**	PBT	80 minutes	June 2021
NAEP	Grades 4 and 8	January–March 2021	**01/05/2021 – 03/31/2021**	CBT	90–120 minutes	Fall 2021 *(National, State, and Trial Urban District Assessment results)*: Mathematics and Reading, Grades 4 and 8 Spring 2022 *(National results)*: Grade 8 Civics and U.S. History
FAIR	Grades 3–12	AP 3: February 15–June 11, 2021	**02/15/2021 – 06/11/2021**	CBT[1]	45 minutes	1 week after
ELA Grade 10 Retake – Writing		February 22–March 12, 2021	**02/22/2021 - 03/12/2021**	CBT[1]	120 minutes[2]	May 2021
ELA Grade 10 Retake – Reading		February 22–March 12, 2021	**02/22/2021 - 03/12/2021**	CBT[1]	180 minutes[2]	May 2021
FSA Algebra 1 Retake EOC[5]		February 22–March 12, 2021	**02/22/2021 - 03/12/2021**	CBT[1]	180 minutes[2]	May 2021

[1] Paper-based accommodations (e.g., regular print, large print, braille, one-item-per-page) for computer-based tests are available to eligible students if indicated as an accommodation on an IEP or Section 504 plan.

[2] Any student taking an FSA ELA Retake or EOC assessment who has not completed a session by the end of the allotted time may continue working up to half the length of a typical school day.

[3] Any student taking an NGSSS EOC assessment who has not completed the session by the end of the allotted time may continue working; however, testing must be completed within the same school day.

[4] If indicated, "applicable students" relates to the sub-group(s) of students who *may* take that assessment; it does not indicate that all students throughout the state in that sub-group will take that assessment. Assessments for which no applicable student group is listed are available to students as needed but are not limited to any specific sub-group.

[5] The FSA Algebra 1 EOC Assessment is only offered as a separate Retake assessment during the Spring administration; students retaking the FSA Algebra 1 EOC in Fall, Winter, or Summer participate in the regular EOC administration.

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[6] The FSAA—Performance Task is designed for students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations.

5. District-Required Assessment Information

Complete the table below with assessments that are required for all schools in your district.

Assessment	Students to Be Tested	District Window	Mode	Testing Time	Results Expected
VPK Assessment #1	VPK	08/25/2020 - 09/23/2020	PBT	20 minutes	Within 30 days after window closes
Baseline Algebra I	Algebra I	08/26/2020 - 09/11/2020	CBT, PBT	90 minutes	Results are in PM the day after the student tests
Baseline Geometry	Geometry	08/26/2020 - 09/11/2020	CBT, PBT	90 minutes	Results are in PM the day after the student tests
Baseline Civics	Civics	08/26/2020 - 09/11/2020	CBT, PBT	50 minutes	Results are in PM the day after the student tests
Baseline U.S. History	U.S. History	08/26/2020 - 09/11/2020	CBT, PBT	75 minutes	Results are in PM the day after the student tests
Baseline Science	Grade 5	08/26/2020 - 09/11/2020	CBT, PBT	60 minute	Results are in PM the day after the student tests
Baseline Science	Grade 8	08/26/2020 - 09/11/2020	CBT, PBT	100 minutes	Results are in PM the day after the student tests
Baseline Biology 1	Biology 1	08/26/2020 - 09/11/2020	CBT, PBT	100 minutes	Results are in PM the day after the student tests
Baseline Achieve3000	Grades 4-10	08/26/2020 - 09/11/2020	CBT	45 minutes	Immediate

DRAFT

2020–2021 Uniform Statewide Assessment Calendar

Math i-Ready Diagnostic #1	Grades K-8	08/26/2020 - 09/25/2020	CBT	90 minutes	Immediate
Reading i-Ready Diagnostic #1	Grades K-3	08/26/2020 - 09/25/2020	CBT	90 minutes	Immediate
VPK Assessment #2	VPK	01/06/2021 - 01/15/2021	PBT	20 minutes	Within 30 days after window closes
MidYear Algebra I	Algebra I	01/06/2021 - 01/15/2021	CBT, PBT	90 minutes	Results are in PM the day after the student tests
MidYear Geometry	Geometry	01/06/2021 - 01/15/2021	CBT, PBT	90 minutes	Results are in PM the day after the student tests
MidYear Civics	Civics	01/06/2021 - 01/15/2021	CBT, PBT	50 minutes	Results are in PM the day after the student tests
MidYear U.S. History	U.S. History	01/06/2021 - 01/15/2021	CBT, PBT	75 minutes	Results are in PM the day after the student tests
MidYear Science	Grade 5	01/06/2021 - 01/15/2021	CBT, PBT	60 minutes	Results are in PM the day after the student tests
MidYear Science	Grade 8	01/06/2021 - 01/15/2021	CBT, PBT	100 minutes	Results are in PM the day after the student tests
MidYear Biology 1	Biology 1	01/06/2021 - 01/15/2021	CBT, PBT	100 minutes	Results are in PM the day after the student tests
VPK Assessment #3	VPK	04/28/2021 - 06/03/2021	PBT	20 minutes	Within 30 days after window closes
PSAT	Grade 10	10/14/2020	PBT	165 minutes	Results are reported

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					in November
PERT Reading/Writing	Grades 11-12	05/03/2021 - 05/28/2021	CBT, PBT	90 minutes	Immediate for CBT, 4-6 weeks for PBT
PERT Math	Grades 11-12	05/03/2021 - 05/28/2021	CBT, PBT	45 minutes	Immediate for CBT, 4-6 weeks for PBT
End of Year Achieve3000	Grades 4-10	05/03/2021 - 05/28/2021	CBT	45 minutes	Immediate
Math i-Ready Diagnostic #3	Grades K-8	05/03/2021 - 05/28/2021	CBT	90 minutes	Immediate
Reading i-Ready Diagnostic #3	Grades K-3	05/03/2021 - 05/28/2021	CBT	90 minutes	Immediate

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6. Estimates of Total Testing Time by Grade Level

Estimates of average time for administering state-required and district-required assessments (listed in Sections 3 and 5 above) by grade level. Subject-based assessments should be included with the grade level to which they are most likely to be administered (e.g., Biology 1 with grade 9).

Grade Level	Statewide Assessments	District Assessments	Approximate Total Testing Time (In Minutes)
K	15–20	360	375-380
1	0	360	360
2	0	360	360
3	320	360	680
4	440	270	710
5	600	390	990
6	470	270	740
7	630	370	1000
8	630	470	1100
9	640	270	910
10	480	635	1115
11	160	285	445
12	0	135	135

2020–2021 Uniform Statewide Assessment Calendar

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C4 - Personnel Consent Agenda

Description

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

Gap Analysis

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

Previous Outcomes

The Clay County School Board has approved each month a Personnel Consent Agenda which contains appointments, re-appointments, transfers, redesignations, retirements, resignations, and conclude employments.

Expected Outcomes

Approval of the Personnel Consent Agenda.

Strategic Plan Goal

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

Initiative 5.1.1 - Recruit and retain highly skilled, qualified, and diverse educators, leaders, and support staff.

Recommendation

To approve the Personnel Consent Agenda.

Contact

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

Financial Impact

Personnel changes involving already-allocated positions will result in salary impact per the current Board-approved Salary Schedule. This also includes supplemental positions. See current backup for allocation changes for impact of new positions.

Review Comments

Attachments

Personnel Consent Agenda 9 3 2020.pdf

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DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA

September 3, 2020

TABLE OF CONTENTS

I.	**Administrative Actions**		
	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
	A.	2020-2021 Appointments	I-A, p. 1
	B.	2020-2021 Re-Appointments	I-B, p. 1
	C.	2020-2021 Redesignations	I-C, p. 1
	D.	2020-2021 Transfers	I-D, p. 1
	E.	2020-2021 Resignations, Retirements, Conclude Employment	I-E, p. 1
	F.	2020-2021 Supplements	I-F, p. 1
II.	**Job Descriptions and Supporting Documents**		
	A.	Administative	II-A, p.1-10
	B.	Support	II-B, p.1-18
III.	**Instructional Actions**		
	A.	2019-2020 Appointments	III-A, p. 1
	B.	2019-2020 Reappointments	III-B, p. 1
	C.	2019-2020 Redesignations	III-C, p. 1
	D.	2019-2020 Transfers	III-D, p. 1
	E.	2019-2020 Resignations/Retirements/Conclude Employment	III-E, p. 1-3
	F.	2019-2020 Supplements	III-F, p. 1
	G.	2019-2020 Pending Appointments	III-G, p. 1
	H.	2019-2020 Out of Field	III-H, p. 1
	A.	2020-2021 Appointments	III-A, p. 1-7
	B.	2020-2021 Reappointments	III-B, p. 1
	C.	2020-2021 Redesignations	III-C, p. 1
	D.	2019-2020 Transfers	III-D, p. 1-8
	E.	2020-2021 Resignations/Retirements/Conclude Employment	III-E, p. 1
	F.	2020-2021 Supplements	III-F, p. 1-4
	G.	2020-2021 Pending Appointments	III-G, p. 1
	H.	2020-2021 Out of Field	III-H, p. 1
IV.	**Instructional Miscellaneous Actions**		
	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
	A.	2020-2021 Summer School	IV-A. p. 1-5
	B.	2020-2021 Community Education	IV-B. p. 1
	C.	2020-2021 Adult Education	IV-C. p. 1

DRAFT

V. Instructional Substitute Teacher Actions

A.	2019-2020	Substitute Teacher Approval (None)	V-A. p. 1
A.	2020-2021	Substitute Teacher Approval (None)	V-A. p. 1

VI. Support Actions

A.	2019-2020	Appointments	VI-A, p. 1
B.	2019-2020	Reappointments	VI-B, p. 1
C.	2019-2020	Redesignations	VI-C, p. 1
D.	2019-2020	Transfers	VI-D, p. 1
E.	2019-2020	Resignations/Retirements/Conclude Employment	VI-E, p. 1-2
F.	2019-2020	Supplements	VI-F, p. 1
A.	2020-2021	Appointments	VI-A, p. 1-3
B.	2020-2021	Reappointments	VI-B, p. 1-12
C.	2020-2021	Redesignations	VI-C, p. 1
D.	2020-2021	Transfers	VI-D, p. 1
E.	2020-2021	Resignations/Retirements/Conclude Employment	VI-E, p. 1
F.	2020-2021	Supplements	VI-F, p. 1

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I. Administrative Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract

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I. Administrative Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract

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I. Administrative Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous Assignments

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I. Administrative Actions

D. TRANSFER

	Name/Assignment	Site	Contract

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I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
DEVORE, HEATHER LYNN MRE TEACHER, TITLE I, ELEM 10 MONTH	Coppergate Elementary	Effective 2020-06-05 RESIGNATION
KNOX, MIRANDA LYNN TEACHER, DEAN HS 10 MONTH	Middleburg High	Effective 2020-06-05 RESIGNATION

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I. Administrative Actions

F. SUPPLEMENT

	Name/Assignment	Site	

DRAFT

I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
DAVIS, DANIEL SCOTT LAJ ASST PRINCIPAL JH 12 MO 12 MONTH	Lake Asbury Junior High School	Effective 2020-07-20 12 MONTH / Annual
DEVORE, HEATHER LYNN CGE ASST PRINCIPAL EL 12 MO 12 MONTH	Coppergate Elementary	Effective 2020-07-28 12 MONTH / Annual
KNOX, MIRANDA LYNN MHS ASST PRIN 11 MO SH 11 MONTH	Middleburg High	Effective 2020-08-11 11 MONTH / Annual
UMBAUGH, JENNIFER NICOLE LAJ ASST PRINCIPAL JH 11 MO 11 MONTH	Lake Asbury Junior High School	Effective 2020-07-21 11 MONTH / Annual+PSC as Teacher, Admin only

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I. Administrative Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignments
CURRY, DEBORAH LYN MHS ASST PRIN 12 MO SH 12 MONTH	Middleburg High	Effective 2020-08-11 / redesignated from / MHS ASST PRIN 11 MO SH / 11 MONTH

DRAFT

I. Administrative Actions

D. TRANSFER

Name/Assignment	Site	Contract
PALMER, STEPHANIE ANN COORDINATOR STUDENT ENGAGEMENT 12 MONTH	Student Services	Effective 2020-08-11 /transfer from / MHS ASST PRIN 12 MO SH

DRAFT

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
KRISTOL, JOSHUA A COORDINATOR STUDENT ENGAGEMENT 12 MONTH	Student Services	Effective 2020-07-31 RESIGNATION
UMBAUGH, JENNIFER NICOLE ELE CURR SPEC 12 MO 12 MONTH	Lake Asbury Junior High School	Effective 2020-07-20 RESIGNATION

DRAFT

I. Administrative Actions

F. SUPPLEMENT

	Name/Assignment	Site	
0.5	BRIGHT, STEVEN KYLE TES ESE INTERVENTION FAC. SUPPLEME	Tynes Elementary	Appointment
0.5	CHRISTOPHER, NAKIA MONIQUE TES ESE INTERVENTION FAC. SUPPLEME	Tynes Elementary	Appointment

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II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

REVISED:

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

I-1.1.25 - Director of Information Services
Current job description reviewed and changes made to revised to reflect current organizational structure.

I-1.1.34 - Director of Assessment, Accountability and School Support
Current job description reviewed and changes made to revised to reflect current organizational structure.

I-1.1.60 - Technology Services Manager
Current job description reviewed and no changes were necessary.

I-1.4.21 - Technology Services Coordinator
Current job description reviewed and no changes were necessary.

I-1.4.22- Supervisor of Technology Services
Current job description reviewed and no changes were necessary.

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Job Locator: I-1.1.25
Title: Director of Information Services
Position Grade: Director I
Evaluated By: ~~Assistant~~ Superintendent

Job Description:

The Director of Information Services is responsible to ~~an Assistant Superintendent as determined by~~ the Superintendent and serves in a staff relationship with other Directors and executive leadership.

Responsibilities and duties of this position include:

1. Provide strategic and tactical direction to the District for information technology ensuring that the information systems infrastructure effectively supports the District's mission and strategic plan.
2. Lead the information technology team, overseeing staff responsible for telecommunications, internet access, data security, filtering and firewall, application support, network operations, field support and technology implementation.
3. Provide leadership in building and maintaining relationships between Information Services and district schools and departments, establishing and maintaining effective communication and working closely with various district and school staff members, and working with technology committees.
4. Oversee technology purchases ensuring that the most appropriate and cost-effective technology and staff is selected to address the defined business need.
5. Manage the department budget and associated project budgets in a fiscally prudent manner
6. Assist in the development of the district technology plan for Board review and acceptance
7. Conduct annual performance assessments, ensure appropriate professional development is pursued and make recommendations for appropriate employment action.
8. Develop, maintain and coordinate procedures that will ensure secure, reliable and well-supported technology systems and services.
9. Exercise proactive leadership in promoting the vision and mission of the District.
10. Manage Private and Open Records as the Official Custodian of Records for the district.
11. Perform other duties/tasks consistent with the goals and objectives of this position.

Required Qualifications:

1. Bachelor's Degree with emphasis on, or minimum seven (7) years experience in information services in an educational setting.
2. Seven (7) years experience in, administration or supervision in technology.
3. Knowledge of current information technology, student systems, network infrastructure, State testing requirements, voice/data systems, security systems, and desktop/mobile hardware & software.

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4. Skills in human relations.

5. Knowledge of, and experience in the education industry.

Desired Qualifications:

1. Master's Degree or ten (10) years experience supervising information services in an educational setting.

2. Knowledge of Florida Statutes and State Board of Education Rules.

Board Approved: 11/16/2010
Reviewed: 02/10/2014
Revised: 06/29/2017
Revised: 09/03/2020

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Job Locator: I-1.1.34
Title: Director of Assessment, Accountability and School Support
Position Grade: Director I
Evaluated By: ~~Assistant~~ Superintendent ~~of Climate and Culture~~

Job Description:

The Director of Assessment, Accountability and School Support is responsible to the ~~Assistant~~ Superintendent ~~determined by the Superintendent~~ and serves in a staff relationship with other Directors and executive leadership.

Responsibilities and duties of this position include:

1. Provide strategic and tactical direction to the District for assessment and accountability ensuring that the information systems effectively supports the District's mission and strategic plan.
2. Lead the assessment, accountability, data systems, management of reports and form control and state reporting management teams, overseeing staff responsible for assessment, accountability, data systems, state reporting, school support and other staff as assigned.
3. Provide leadership in building and maintaining relationships between ~~the Climate and Culture Division and~~ district schools and departments, establishing and maintaining effective communication and working closely with various district and school staff members.
4. Provide professional development and training to district and school staff in assessment, accountability, data systems, and state reporting.
5. Manage the department budget and associated project budgets in a fiscally prudent manner.
6. Assist in the development of the district technology plan for Board review and acceptance
7. Conduct annual performance assessments, ensure appropriate professional development is pursued and make recommendations for appropriate employment action.
8. Develop, maintain and coordinate procedures that will ensure secure, reliable and well-supported technology, assessment, accountability, data systems and services.
9. Exercise proactive leadership in promoting the vision and mission of the District.
10. Perform other duties/tasks consistent with the goals and objectives of this position.

Required Qualifications:

1. Master's Degree with emphasis on, or seven (7) years experience in administration, supervision or school operations.
2. Seven (7) years experience in administration or supervision.
3. Knowledge in state and local assessments, state accountability system, Florida Statutes and State Board of Education Rules, school operations, Florida school funding and state reporting.
4. Skills in human relations.
5. Knowledge of, and experience in the education industry.

Board Approved: 06/29/2017, Revised: 09/03/2020

DRAFT

Job Locator: I- 1.1.60
Title: Technology Services Manager
Position Grade: Coordinator III
Evaluated by: Assigned Administrator

Job Description:

The Technology Services Manager is directly responsible to their assigned administrator. He/she has primary responsibility for managing the deployment and support technology within the District.

Responsibilities and duties of this position:

1. Manage the development, implementation, and improvement of support procedures for the efficient delivery of assigned technology services.
2. Monitor, evaluate, and report on the technology services delivered by assigned personnel or vendors; remains within the parameters set in the department's service level agreements.
3. Communicate with vendor technical support to resolve hardware, software, application, and/or service issues.
4. Monitor and manage the performance of technology services and initiate necessary corrective action.
5. Monitor, evaluate, and report on the availability and capacity of assigned technology services to ensure high availability of resources.
6. Provide project management for planning, implementing, improving, and maintaining technology services for the district.
7. Analyze and act on data collected through the use of tools and strategies designed to measure customer satisfaction and quality of technology services delivered by the department to improve effectiveness and efficiency.
8. Provide coordination and direction for the installation and maintenance of technology services for the District.
9. Provide plans for the justification and procurement of hardware, software, applications, and services.
10. Keep supervisor informed of potential problems or unusual events.
11. Respond to concerns and inquiries in a timely manner.
12. Assist leadership in implementing and monitoring technology services in schools and administrative offices to achieve the district's mission and strategic aims.

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Required Qualifications:

1. Associates Degree and/or industry certification.
2. Experience working with technology in an educational setting.
3. Working knowledge of industry standards, i.e. networking, hardware, software, web applications.
4. Experience in developing communication strategies utilizing current technologies and industry best practices.
5. Ability to communicate well and work well with people.

Desired Qualifications:

1. Bachelor's Degree
2. Experience with Process Flow, Change Management, and/or Project Management.

Board Approved: 05/07/2015
Reviewed: 09/03/2020

DRAFT

Job Locator: I-1.4.21
Title: Technology Services Coordinator
Position Grade: Coordinator I
Evaluated by: Assistant Superintendent, Information and Technology

Job Description:

The Technology Services Coordinator is directly responsible to the Director of Information Services. He/she has primary responsibility for the coordination for all activities related to technology in the District.

Responsibilities and duties of this position:

1. Analyze data, digital devices, applications, infrastructure, and communication resources and requirements to prepare recommendations to meet district needs.
2. Coordinate work flow for installation and maintenance of district technology.
3. Coordinate district resources in the selection and management of vendor supplied services and goods.
4. Assist with the research, analysis and implementation of innovative and pilot projects related to data, digital devices, applications, infrastructure, and communication resources.
5. Assist in the design and documentation of system requirements and system specifications throughout the district, including those for Computer Based Testing.
6. Coordinate district resources in the evaluation and management of vendor supplied services and goods.
7. Assist in the coordination and delivery in the administration and supervision for all K-12 student assessments, required by the United States DOE, Florida DOE, or SDCC.
8. Assist school and district personnel in the coordination of research, analysis, selection and the implementation of innovative and pilot projects related to data, digital devices, applications, infrastructure, and communication resources.
9. Assist in the development and implementation of the district and school technology plans, comprehensive planning and budgeting, and the development of procedures for technology specialists and advisors.
10. Assist with the generation and maintenance of documentation for data collection and analysis reports, development and implementation of the district and school technology plans, school improvement plans, comprehensive planning and budgeting, security and vulnerability assessment and remediation, and user support procedures.
11. Assist with the analysis and development of District procedures such as Project plans, Disaster plans, Change Management, Feasibility Studies.

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12. Coordinates daily tasks and assists with evaluations of Support personnel.
13. Assist with the coordination and delivery of Professional Development for assigned staff as needed.
14. Perform such other tasks and assume such other responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. Bachelor's Degree and/or industry certification.
2. Experience working with technology in an educational setting.
3. Working knowledge of industry standards, i.e. networking, hardware, software, web applications.
4. Experience with Process Flow, Change Management, and/or Project Management Processes.
5. Experience in developing communication strategies utilizing current technologies and industry best practices.
6. Ability to communicate well and work well with people.

Desired Qualifications:

1. Familiarity with Research and Development processes including the creation of feasibility studies.
2. Knowledge and experience with coordination of vendor services.

Board Approved: 05/06/2013
Reviewed: 02/10/2014
Revised: 05/07/2015
Reviewed: 09/03/2020

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Job Locator: I-1.4.22
Title: Supervisor of Technology Services
Position Grade: Supervisor II
Evaluated by: Assistant Superintendent, Information and Technology

Job Description:

The Supervisor of Technology Services is directly responsible to the Assistant Superintendent, Information and Technology. He/she is directly responsible for all activities related to Technology in the district.

Responsibilities and duties of this position:

1. Work with the Assistant Superintendent, Technology and Innovation and other stakeholder groups to analyze data, digital devices, applications, infrastructure, and communication resources to meet district needs.
2. Assist school and district personnel in the operation and effective utilization of technology.
3. Provides administrative leadership in the administration and supervision for all K-12 student assessments, required by the United States DOE, Florida DOE, or SDCC.
4. Assist the Assistant Superintendent, Information and Technology with designing and implementing the minimum system requirements and standardized system specifications, including those for Computer Based Testing.
5. Assist school and district personnel in the selection, organization, and use of technology related resources.
6. Supervise and assist in data collection and analysis reports, development and implementation of the district and school technology plans, school improvement plans, comprehensive planning and budgeting, security and vulnerability assessment and remediation, and user support procedures.
7. Supervise the review, coordinate, and monitoring for the development and implementation of technology related projects.
8. Provide support for instructional programs through cooperative and collaborative efforts both within and external to the district.
9. Oversee coordination, collaboration, and response measures with external agencies such as Law Enforcement, Fire/Rescue, and Health Services as needed.
10. Collaborate, assist, and evaluate activities of Support personnel.
11. Supervises the research, analysis and implementation of innovative and pilot projects related to data, digital devices, applications, infrastructure, and communication resources.
12. Supervise the development of professional development activities for technology based initiatives.

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13. Supervise all State and Federal technology mandates including assessments, bandwidth, and compliance reporting such as Security Audits, FTE, VAM, Roster Verification, and State Surveys.
14. Communicates with key stakeholders on the status of District technology related projects and initiatives.
15. Supervises district resources in the evaluation and management of vendor supplied services and goods.
16. Perform such other tasks and assume such other responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. Bachelor's Degree and/or advanced industry networking or security certification and/or five years experience in the supervision of multiple technology centered projects and/or initiatives.
2. Experience in supervision of one or more of the following: computer or information systems operations, system and security analysis, the utilization or development of desktop, web, or mobile applications.
3. Working knowledge of industry standards, mandated digital and reporting requirements, digital security, or development lifecycle.
4. Experience in Strategic Planning, Change Management, and Project Management Processes.
5. Experience in developing communication strategies utilizing current technologies and industry best practices.
6. Ability to communicate well and work well with people.

Desired Qualifications:

1. Valid Florida Educator's Certificate in Administration and Supervision or Education Leadership.
2. Advanced Degree
3. Valid Florida Educator's Certificate
4. Three (3) years teaching experience

Board Approved: 05/18/2006
Revised: 03/17/2011
Revised: 02/10/2014
Revised: 05/07/2015
Reviewed: 09/03/2020

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II. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job descriptions:

REVISED:

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

3.1.01 - Data Services Assistant
Current job description reviewed and revised to add and complete the physical abilities grid under the Required Qualifications.

3.1.04 - Database Specialist
Current job description reviewed and revised to update language to remove outdated applications and systems and aligned requirements with other equivalent job descriptions. Added and completed the physical abilities grid under the Required Qualifications.

3.1.06 - Programmer/Analyst
Current job description reviewed and revised to add and complete the physical abilities grid under the Required Qualifications and update job needs and expectations.

3.1.08 - Technical Specialist
Current job description reviewed and revised to add and complete the physical abilities grid under the Required Qualifications and update job needs and expectations.

3.1.10 - Network Specialist
Current job description reviewed and revised to update language to remove outdated applications and systems. Added and completed the physical abilities grid under the Required Qualification.

3.2.16 Testing and Administrative Support
Current job description reviewed and revised to add and complete the physical abilities grid under the Required Qualifications.

3.8.40 - Instructional Application Specialist
Current job description reviewed and revised to add and complete the physical abilities grid under the Required Qualifications.

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Job Locator: C-3.1.01
Title: Data Services Assistant
Position Grade: Support Salary Schedule
Evaluated By: Director of Information Services or Assigned Administrator

Job Description:

Provides support for all data related processes for the district. Maintains district files on both physical and electronic records; provides support and information to users on data and document management, identifies and analyzes data related and systems problems.

Responsibilities and duties of this position include:

1. Manage district records by maintaining and updating files, making program updates available to users and updating files executing district procedures including those related to Federal Impact Aid and the Florida Department of Education Reporting Process, and other District related processes.
2. Manage document retention (both electronic and physical) according to federal, state and district guidelines.
3. Provide support and information to users including district applications, physical document management and technical support in either written or oral form.
4. Identify and analyze document management and district application problems issues and establish and follow procedures for problem solving.
5. Manage data security by adding, deleting and modifying user's access to student data.
6. Renew, evaluate, and learn new applications and processes as developed or acquired by the school system.
7. Provide and prepare training and support materials and procedures for the users. This may include written procedures, the development of checklists, and other communications to schools/district.
8. Develop and disseminate technical and user documentation and procedures for both electronic and physical records.
9. Perform other duties of a similar level or nature.

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Two years experience in data processing, communication skills, teaching skills, and organizational skills; or a combination of education/training/experience which provides a background necessary to perform the work.

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

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

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Board Approved: 05/20/1993
Revised: 09/15/1994
Revised: 07/21/2011
Revised: 05/20/2014
Revised: 09/03/2020

Job Locator: C-3.1.04
Title: Database Specialist
Position Grade: Support Salary Schedule
Evaluated by: Director of Information Services or Assigned Administrator

Job Description:

Maintains and supports the Department of Education (DOE) Student, Staff, and Finance databases; provides training and support to district and school personnel with respect to state database requirements; works with district and school staffs in utilizing the district's data as one means of providing the best possible education for our students; creates requested reports utilizing district data; provides basic programming support and works with the programming staff to modify and correct software to meet DOE and local database needs.

Responsibilities and duties of this position include:

1. Assist school data entry operators and student information administrators with data entry procedures to meet DOE and local reporting requirements.
2. Determine accuracy of data on the Student, Staff and Finance databases ~~by using the AS/400 Query facility to inspect and review data~~.
3. Read, coordinate, duplicate and distribute changes received from the DOE, and provide training to appropriate personnel.
4. Process, edit, and transmit Student, Staff, and Finance data to the DOE. Make decisions on corrective activity to resolve edit, validation and exception errors, and assist district and school personnel with corrections.
5. ~~Maintain Job Control Language (JLC) to~~ Send and receive database files and receive state reports. Distribute reports to appropriate district and school personnel.
6. Modify programs related to the Student, Staff and Finance databases. Work with the programming staff to develop user defined applications.
7. Develop a regular training schedule for those responsible for maintaining the district databases.
8. Perform other similar or related duties as assigned.

Required Qualifications:

1. ~~Bachelor's Degree in Computer Science or related field, or training and experience equivalent to the above.~~ Requires a minimum of a vocational or technical training in computer science, programming or related subject; at least two years experience in programming, systems analysis and design; or an equivalent combination of education/training/experience which provides the background necessary to perform the work.
2. ~~Three years experience in data processing and organizational skills; or three years of experience utilizing DOE databases; or a combination or previous education/training/experience which provides for an equivalent background necessary to perform the work~~. Must be a high school graduate or have passed the G. E. D. equivalency examination.

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

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

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Board Approved: 05/20/1993
Revised: 09/15/1994
Revised: 03/19/1998
Revised: 07/21/2011
Revised: 09/03/2020

Job Locator: C-3.1.06
Title: Programmer/Analyst
Position Grade: Support Salary Schedule
Evaluated By: Director of Information Services or Assigned Administrator

Job Description:

Supports the information needs of the school district by providing computer programs that meet the needs of the system users and fulfill other system requirements. Maintains and enhances existing application systems of the district. Performs programming functions. Designs computer systems as prescribed by administration and under the direction of the Director of Information Services and the Supervisor of Data Processing.

Responsibilities and duties of this position include:

1. Utilizes district programming standards to code, test and implement application programs.
2. Performs modifications and enhancements to current systems as directed.
3. Investigates potential program errors and makes necessary corrections.
4. Designs computer based information systems following prescribed specifications.
5. Creates and maintains detailed programming and procedural documentation and provides instruction and guidance to end-users on this documentation.
6. Coordinates with users to validate any new or modified programs.
7. Maintains work environment and utilizes resources effectively to meet development deadlines.
8. Performs other duties of a similar nature or level.

Required Qualifications:

1. Requires a minimum of a vocational or technical training in computer science, programming or related subject; at least two ~~to three~~ years experience in programming, systems analysis and design; or an equivalent combination of education/training/experience which provides the background necessary to perform the work.
2. Must be a high school graduate or have passed the G. E. D. equivalency examination.

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

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

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

Board Approved: 05/20/1993
Revised: 07/29/1993
Revised: 09/15/1994
Revised: 07/21/2011
Revised: 09/03/2020

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Job Locator: C-3.1.08
Title: Technical Specialist
Position Grade: Support Salary Schedule
Evaluated By: Director of Information Services or Assigned Administrator

Job Description:

Investigates all computer, network, and telecommunication related equipment problems and determines actions to be taken in order to resolve problems; installs new computer, network, and telecommunication equipment and accomplishes the relocation of equipment as requested by Administration. Provides leadership in complex installations.

Responsibilities and duties of this position include:

1. Relocate computer, network and telecommunication equipment throughout the district and/or assigned work site as requested by Administration.
2. Perform the functions of team leader in the installation of wiring and peripheral hardware necessary to build both Local Area and Wide Area Networks (LAN's and WAN's).
3. Coordinate, make assignments, and monitor projects involving one or more technicians.
4. Perform network administration duties on Windows NT LAN software and determine appropriate hardware and software configurations.
5. Oversee the installation of software packages as requested throughout the district and/or assigned work site and determine the appropriate configuration of the software.
6. Investigate computer, network and telecommunication equipment problems. Work with Service Desk personnel and/or other departments as appropriate to notify warranty vendors or arrange repair as necessary.
7. Maintain accurate property records for equipment and capitalized software.
8. Perform other similar or related duties as assigned.

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Post high school training in basic electronics.

Items 3, 4 and 5 below apply only to positions allocated to county wide departments.

3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and must maintain the same during employment.
4. Must have a safe driving record during employment. Safe driving history shall be interpreted as follows: On a license record search on accumulation of points totaling eight (8) or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no contest

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plea shall be considered the same as a conviction.

5. Must maintain a safe driving record while employed.

6. Three years experience in installation of computer equipment; troubleshooting hardware problems, minimal programming experience; use of diagnostic software and equipment; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.

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

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

Board Approved: 06/18/1996
Revised: 03/19/1998
Revised: 03/21/2002
Revised: 07/21/2011
Revised: 09/03/2020

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Job Locator: C-3.1.10
Title: Network Specialist
Position Grade: Support Salary Schedule
Evaluated By: Director of Information Services or Assigned Administrator

Job Description:

Installs, configures, and maintains new and existing servers and networks. Investigates all server, server-related network, and physical connectivity related problems and determines proper actions to be taken in order to resolve problems with least amount of downtime and data loss. Provides planning and leadership on networking projects.

Responsibilities and duties of this position include:

1. Installs server and network equipment throughout the district
2. Installs, configures, and maintains server services for ~~Windows NT/Windows 2000/Windows XP such as DHCP, DNS, WINS, Terminal Services, IIS, Telnet, TFTP, etc.~~ current district operating system services.
3. Installs, configures, and maintains ~~Exchange 2000 and SQL 2000 using~~ Microsoft Active Directory and other management MMC snap-ins.
4. Installs new software and hardware as necessary on the servers throughout the district.
5. Investigates server, network, and software / OS related problems. Works with appropriate vendors to resolve problems or arrange for repair as necessary.
6. Assigns appropriate levels of control (Through OU management) to members of the Tech Advisors / School Network Administrators group.
7. Monitors, investigates, and repairs potential problems as reported through ~~WinNT / Windows 2000~~ systems Event Viewer.
8. Maintains ~~NT~~ user accounts, ~~Windows 2000~~ Organizational Units, logon and logoff scripts.
9. Supports all server users.
10. Troubleshoots basic router / switch related connectivity issues.
11. Researches, evaluates, and makes suggestions as required and/or necessary with regard to new software and hardware solutions.
12. Perform other duties as assigned.

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Post high school training in Network Administration / Design.
3. Must have at least One (1) year experience with ~~Windows 2000~~ Microsoft Active Directory.

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4. Must have experience with Network Administration on a current or recent Network operating system. Must have experience designing, deploying, and administering ~~Exchange 2000 and SQL 2000~~ Microsoft Active Directory and/or similar SQL services such as MySQL, Sybase, Oracle, etc…

5. Must possess a valid Florida Drivers License appropriate for the vehicle/equipment assigned and maintained.

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

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

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

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Desired Qualifications:

1. Preferably ~~a CCNA~~ an industry certification or minimum One (1) year similar work experience ~~and/or A+ Certification~~.
2. Experience in HTML, HTML5, PowerShell, SQL, ASP, C++, Visual Basic 6, VB Script, VBA, and PHP helpful.
3. Experience with Dell and IBM servers is helpful.

Board Approved: 09/19/2002
Revised: 03/16/2006
Revised: 07/21/2011
Revised: 09/03/2020

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Job Locator: C-3.2.16
Title: Testing and Administrative Support Assistant
Position Grade: Support Salary Schedule
Evaluated By: Assigned Administrator

Job Description:

Provides assistance for testing/assessment programs and performs general secretarial and clerical duties such as typing/word processing, answering phones, data entry, filing, etc., to provide secretarial/clerical support to the assigned area.

Responsibilities and duties of this position include:

1. Provides support for the district, state and national assessments, including material preparation, test scanning, generation of reports, and the monitoring and distribution of test materials.
2. Schedules test sessions, testing materials and data reports. Maintains test security for all secure testing documents.
3. Conducts training on administering the ESOL aural/oral test for school personnel.
4. Assists administration with the training of all faculty regarding test administrator/proctor guidelines as well as specific security protocol for individual tests.
5. Types/word processes correspondence, memoranda, reports, notices and other materials as assigned.
6. Compiles, verifies and analyzes information for reports based on criteria provided.
7. Assists with IEP and section 504 testing accommodations compliance.
8. Prepares home to school communication regarding testing for virtual/home school parents and students.
9. Performs miscellaneous clerical duties such as filing and designing forms, etc.
10. Inputs various types of information for a variety of data processing and testing applications into the computer and verifies the data as appropriate.
11. Monitors and screens telephone calls; provides general information and assistance as required, and routes calls to appropriate person or department.
12. Monitors and orders supplies and materials as needed for assigned areas.
13. Inputs purchase orders for equipment, projects and other needs.
14. Perform other duties of a similar nature or level.

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Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must possess one or more years of general secretarial/clerical experience.
3. Pass the secretarial/clerical skills test.

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

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

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Desired Qualifications:

1. Associates Degree from an accredited college or university.
2. Experience in Microsoft Word and Excel.

Board Approved: 02/16/1996
Revised: 06/15/2000
Revised: 08/17/2006
Revised: 04/17/2014
Revised: 09/03/2020

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Job Locator: C-3.8.40
Title: Instructional Application Specialist
Position Grade: Support Salary Schedule
Evaluated By: Assistant Superintendent of Instruction and/or Director of Information Services

Job Description:

Installs, configures, implements and maintains instructional applications, servers or networks. Investigates Instructional server or server related networks and software problems and facilitates a resolution. Facilitates the communication between Information Services and the Instructional Division to define issues, develop plans, and provide guidance so that proper priorities and resources may be assigned to Instructional projects.

Responsibilities and duties of this position include:

1. Installs application servers and network equipment as necessary for instructional applications.
2. Installs, configures, and maintains instructional servers and applications.
3. Integrates instructional applications with Active Directory, LDAP, or other district databases or authentication services.
4. Investigates hardware and client software requirements to support instructional applications.
5. Analyzes security and functionality of existing and proposed software and collaborates findings with Instructional Administrators.
6. Monitors and investigates instructional server, network, operating system and software related problems.
7. Communicates with staff, vendors or consultants to facilitate problem resolutions.
8. Maintains instructional applications by testing, communicating, scheduling and applying updates.
9. Assists Instructional Division in the implementation of applications.
10. Creates documentation as required and provides training and support for end users.
11. Performs other duties as assigned ~~by manager~~.

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Minimum 4 years experience in using and/or providing support in network systems, database management, and application software.

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3. Excellent oral and written skills.

4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintained.

5. Must have a safe driving record during employment. Safe driving history shall be interpreted as follows: On a license search no accumulation of points totaling eight (8) or more within any 12-month period within the three (3) years immediately preceding the record search; and no conviction of DUI within the seven (7) years immediately preceding the record search. A no contest please shall be considered the same as a conviction.

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

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

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Desired Qualifications:

1. Experience in managing content servers.
2. Support experience with ~~Blackboard or other~~ online learning environments.
3. Experience in PHP, HTML, ASP, C+, Visual Basic 6, or other software code.
4. Microsoft MCSE certification.

Board Approved: 06/19/2008
Revised: 10/18/2012
Revised: 09/03/2020

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III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract

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III. Instructional Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract

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III. Instructional Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Effective/Action

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III. Instructional Actions

D. TRANSFER

	Name/Assignment	Site	Previous Assignment

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	BEASLEY, KRISTEN NICOLE SLE TEACHER, SC, SIXTH GR 10 MONTH	Shadowlawn Elementary	Effective 2020-06-05 RESIGNATION
	BENNER, LIESL MARIE CHS TEACHER, FOREIGN LANG, SH 10 MONTH	Clay High	Effective 2020-06-05 RESIGNATION
	BROWN, CHERYL LYNN RVE TEACHER, SC, SECOND GR 10 MONTH	Ridgeview Elementary	Effective 2020-06-05 RETIREMENT
	BURGESS, AMY K FIE TEACHER, SC, SIXTH GR 10 MONTH	Fleming Island Elementary	Effective 2020-06-05 RESIGNATION
0.9	BURNSED, ALYSSA E MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	Effective 2020-06-03 RESIGNATION
	BURRIS, ALYSSA NICHOLSON CHS TEACHER, VE/INCLUSION 10 MONTH	Clay High	Effective 2020-06-05 RESIGNATION
	CAVINS, SHARON MCCALL RVE TEACHER, SC, FOURTH GR 10 MONTH	Ridgeview Elementary	Effective 2020-06-05 RESIGNATION
	CORCORAN, LAURIE A OHS TEACHER, IND 10 MONTH	Oakleaf High School	Effective 2020-06-05 RETIREMENT
0.9	COSTON, KATHERINE MORGAN RHS BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2020-06-03 RESIGNATION
	DENIO, JUDITH ANN FIH TEACHER, SUPP FACIL 10 MONTH	Fleming Island High School	Effective 2020-06-05 RESIGNATION
0.9	DOHRMANN, ROBYN LEIGH BLC BEHAVIORAL HEALTH ASST 9 MON SU	FL Youth Challenge Academy	Effective 2020-06-03 RESIGNATION
	EASTMAN, TONIA JEAN RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2020-06-05 RESIGNATION
	FAIRLEY, ASHLEY N OVE TEACHER, SC, KINDERGARTEN 10 MONTH	Oakleaf Village Elementary	Effective 2020-06-05 RESIGNATION
	GIARDINA, MARIANNE ELIZABETH TES TEACHER, ART, ELEM 10 MONTH	Tynes Elementary	Effective 2020-06-05 RESIGNATION
	HEMPHILL-DAVIS, MARY J DOE TEACHER, SC, SECOND GR 10 MONTH	Discovery Oaks Elementary	Effective 2020-06-05 RESIGNATION
0.9	HILTON, TERESA G MCE BEHAVIORAL HEALTH ASST	Mcrae Elementary	Effective 2020-06-03 RESIGNATION

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
9 MON SU		
INGRAM, MELISSA ANN ROE TEACHER, SC, THIRD GR 10 MONTH	Rideout Elementary	Effective 2020-06-05 RESIGNATION
KAPEGHIAN, SUSAN ANN BLC TEACHER, EBD 10 MONTH	Bannerman Learning Center	Effective 2020-06-05 RETIREMENT
LACOMBE, ANASTACIA SUZANNE RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2020-06-05 RESIGNATION
LAMBERT III, GAVIN S OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2020-06-05 RESIGNATION
LEBLANC, ROBERT C DOE TEACHER, SC, SIXTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2020-06-05 RESIGNATION
LEOPOLD, JAIME LYNN GCJ TEACHER, READING, JH 10 MONTH	Green Cove Springs Junior High	Effective 2020-06-05 RESIGNATION
LUSK, JACOB CHARLES FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	Effective 2020-06-05 RESIGNATION
MERRITT, STEPHANIE LEANNE INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2020-06-05 RESIGNATION
MINKEL, SARAH JOAN OPJ TEACHER, MATHEMATICS, JH 10 MONTH	Orange Park Jr High	Effective 2020-06-05 RESIGNATION
MORALES, EDWARD WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	Effective 2020-06-05 RESIGNATION
MYATT, SHERRY L ESE BEHAVIOR SITE COACH 10 MONTH	Keystone Heights High School	Effective 2020-06-05 RESIGNATION
NANCE, CHERYL E CGE TEACHER, MUSIC, ELEM 10 MONTH	Coppergate Elementary	Effective 2020-06-05 RESIGNATION
NESBURG, EMILY K SBJ TEACHER, SC, FIRST GR LNG TRM	S. Bryan Jennings Elementary	Effective 2020-06-05 RESIGNATION
RENTAS, JOSUE LJH TEACHER, SCIENCE, JH 10 MONTH	Lakeside Junior High	Effective 2020-06-05 RESIGNATION
SIMS, FAITH ASHLEY RVE TEACHER, SC, THIRD GR 10 MONTH	Ridgeview Elementary	Effective 2020-06-05 RESIGNATION
SMITH, LEIA A K12 MATH COACH, SENIOR HIGH 10 MONTH	K-12 Academic Services	Effective 2020-06-05 RESIGNATION
TAYLOR, TAMMY HOBBS	Oakleaf Village Elementary	Effective 2020-06-05

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	OVE TEACHER, SC, FIFTH GR 10 MONTH		RESIGNATION
	TERRY, LUCINDA W OVE TEACHER, SC, FOURTH GR 10 MONTH	Oakleaf Village Elementary	Effective 2020-06-05 RESIGNATION
	THOMPSON, CHARLES W MHS TEACHER, INDUSTRIAL ED 10 MONTH	Middleburg High	Effective 2020-06-05 RETIREMENT
0.9	UPCHURCH, JESSICA B WEC GENERAL HEALTH ASSISTA 9 MON SU	Robert M. Paterson Elementary	Effective 2020-06-03 RESIGNATION
	VANDER VENTER, ERICA JEAN LAJ TEACHER, SCIENCE, JH 10 MONTH	Lake Asbury Junior High School	Effective 2020-06-05 RESIGNATION
	WHEAT, CLIFFORD W DIS TEACHER, VE/INCLUSION 10 MONTH	Doctors Inlet Elementary	Effective 2020-06-05 RETIREMENT
	WHITNEY, MARY M KHE TEACHER, PHYSICAL ED EL 10 MONTH	Keystone Heights Elementary	Effective 2020-06-05 RESIGNATION
	WORKMAN, BEVERLY LYNN RHS TEACHER, FAMILY/CONSUMER 10 MONTH	Ridgeview High School	Effective 2020-06-05 RETIREMENT

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action

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III. INSTRUCTIONAL ACTIONS 2019-2020

G. PENDING APPOINTMENTS

Name/Assignment	Location	Effective

NONE

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III. INSTRUCTIONAL ACTIONS 2019-2020

H. OUT OF FIELD

Name	Subject	OOF Subject	Site	Effective

NONE

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
ABUBAKAR, MALLORY IDA RVE TEACHER, SC, THIRD GR 10 MONTH	Ridgeview Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
ADELMANN, BAILEY CHRISTINE GPE TEACHER, SC, SIXTH GR 10 MONTH	Grove Park Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
ANDERSON, COURTNEY NICOLE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Exceptional Student Education	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
ARNETTE, ROBERT BRYAN OHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
ASKEY, JACOB D CEB TEACHER, SC, SIXTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
AVERY, AARON BRANDON OHS TEACHER, PHYSICAL ED SH 10 MONTH	Oakleaf High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
BAGLEY, CYNTHIA KHH TEACHER, VE/INCLUSION 10 MONTH	Keystone Heights High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
BEHNING, CHRISTIE ERICA TBE TEACHER, VE SELF-CONTAINED 10 MONTH	Thunderbolt Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
BENNER, MARK DAVID CGE TEACHER, VE SELF-CONTAINED 10 MONTH	Coppergate Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
BEYER, BRADLEY THOMAS OPH TEACHER, INDUSTRIAL ED 10 MONTH	Orange Park High	Effective 2020-08-12 10 MONTH / Instructional Probationary Annual
BISHOP, BRITTANY MARIE CEB TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
BLAIR, MARANDIA POE TEACHER, SC, SIXTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
BRADDOCK, MELODY JOYCE ESE STAFFING SPECIALIST 10 MO 10 MONTH	Exceptional Student Education	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
BRADFORD, NAOMI F OPH TEACHER, READING, SH 10 MONTH	Orange Park High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
BRADLEY, WILLIAM LITER FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
BURKE II, MARVIN AUSTIN CHS TEACHER, PHYSICAL ED SH 10 MONTH	Clay High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
BURNSED, ALYSSA E MHS TEACHER, IND 10 MONTH	Middleburg High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
BURRELL, LANEY CHARLOTTE LES TEACHER, SC, FIFTH GR 10 MONTH	Lakeside Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
CAFIERO, FRANCO CHS TEACHER, MATHEMATICS, SR 10 MONTH	Clay High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
CARNES, AMY NICOLE KHE TEACHER, SC, FOURTH GR 10 MONTH	Keystone Heights Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
CARTER, BRITTANY LAURIN OPJ COUNSELOR, JH 10 MONTH 10 MONTH	Orange Park Jr High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
CARVER, RYAN MASON OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
CIMINSKI, LINDA LEA LES TEACHER, SC, FIRST GR 10 MONTH	Lakeside Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
COLEMAN, LASHANN CHIQUITA SBJ TEACHER, SC, FOURTH GR 10 MONTH	S. Bryan Jennings Elementary	Effective 2020-08-12 10 MONTH / Instructional Probationary Annual
COSTON, KATHERINE MORGAN MCE TEACHER, VE SELF-CONTAINED 10 MONTH	Montclair Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
CRIBBS, BRANDON CHARLES LJH TEACHER, VE/INCLUSION 10 MONTH	Lakeside Junior High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
DEL RIO, MADELINE ESE BEHAVIOR SITE COACH 10 MONTH	Keystone Heights High School	Effective 2020-08-13 10 MONTH / Instructional Probationary Annual
DJAVAHERI, STEVEN A MHS TEACHER, INDUSTRIAL ED 10 MONTH	Middleburg High	Effective 2020-08-12 10 MONTH / Instructional Probationary Annual
DOANE, LEANDRA STONE OPH COUNSELOR, SH 11 MO 11 MONTH	Orange Park High	Effective 2020-08-11 11 MONTH / Instructional Probationary Annual
DOHRMANN, ROBYN LEIGH FYA TEACHER, DROPOUT PREV SH 10 MONTH	FL Youth Challenge Academy	Effective 2020-07-20 10 MONTH / Instructional Probationary Annual
ELLIOTT-WALLACE, ERIN DENESE KHH TEACHER, VE SELF-CONTAINED 10 MONTH	Keystone Heights High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
ERON, MICHELLE L OPJ TEACHER, VE SELF-CONTAINED 10 MONTH	Orange Park Jr High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
FITTS, PAULA LYNN	S. Bryan Jennings Elementary	Effective 2020-08-11

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
SBJ TEACHER, SC, SECOND GR 10 MONTH		10 MONTH / Instructional Probationary Annual
FORTUNE, JOSEPH EDWARD DOE TEACHER, SCIENCE RESOURCE 10 MONTH	Discovery Oaks Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
GARAY, LUCIO ALBERTO PES TEACHER, SC, FIFTH GR 10 MONTH	Robert M. Paterson Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
GARBER, MARGARET ELIZABETH OLJ TEACHER, VE/INCLUSION 10 MONTH	Oakleaf Junior High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
GAYLORD, REBECCA LYNN AES TEACHER, SC, KINDERGARTEN 10 MONTH	Argyle Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
GWALTNEY, VICTORIA LEIGH OHS TEACHER, AGRICULTURE 11 MONTH	Oakleaf High School	Effective 2020-07-22 11 MONTH / Instructional Probationary Annual
HACKETT, BRITTANY NICOLE CHS TEACHER, SOC STUD, SH 10 MONTH	Clay High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
HALL, COURTNEY ANN BLC TEACHER, VE SELF-CONTAINED 10 MONTH	Bannerman Learning Center	Effective 2020-08-13 10 MONTH / Instructional Probationary Annual
HAMMOND, KRISTIN CAROLINE ROE TEACHER, SC, FOURTH GR 10 MONTH	Rideout Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
HARRIS, MARRISSA OLJ TEACHER, SUPP FACIL 10 MONTH	Oakleaf Junior High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
HELOCK, DINA ANN PES TEACHER, SC, FIRST GR 10 MONTH	Robert M. Paterson Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
HILTON, TERESA G MRE TEACHER, SC, KINDERGARTEN 10 MONTH	Mcrae Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
HOLT, PAULA RENEA CEB TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
HOLTZAPPLE, JENNIFER L STS STUD SERV PSYCH 12 MO 12 MONTH	Student Services	Effective 2020-08-17 12 MONTH / Instructional Probationary Annual
HOOVER, AUDREY MELISSA ROE TEACHER, SC, THIRD GR 10 MONTH	Rideout Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
HUCKS, DANNIELLE LOUISE BLC TEACHER, LANGUAGE ARTS, SH 10 MONTH	Bannerman Learning Center	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
JOHNSON, AVIUS EYVETTE OVE TEACHER, SC, THIRD GR	Oakleaf Village Elementary	Effective 2020-08-11 10 MONTH / Instructional

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
10 MONTH		Probationary Annual
JOHNSON, CAMERON MAE CEB TEACHER, VE/INCLUSION 10 MONTH	Charles E. Bennett Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
JONES, TIMARA DESTINY ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Exceptional Student Education	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
JORDAN, MARY MONICA OPH TEACHER, VE SELF-CONTAINED 10 MONTH	Orange Park High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
KERN, KATERI MARIAH TBE TEACHER, VE/INCLUSION 10 MONTH	Thunderbolt Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
KINSEY, BRITTANY LOUISE SPC TEACHER, COMBINATION, EL 10 MONTH	Swimming Pen Creek Elem	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
KRAJNIAK COUCH, WENDY MICHELLE SBJ TEACHER, VE/INCLUSION 10 MONTH	S. Bryan Jennings Elementary	Effective 2020-08-13 10 MONTH / Instructional Probationary Annual
LAROUSSI, AHMED AFIA ESE STAFFING SPECIALIST 10 MO 10 MONTH	Exceptional Student Education	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
LARSEN, ELYSSA AULL POE TEACHER, SC, SIXTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
LESHER, RACHEL ANNE SBJ TEACHER, SC, KINDERGARTEN 10 MONTH	S. Bryan Jennings Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
LEVINE, TERRI S CGE TEACHER, VE SELF-CONTAINED 10 MONTH	Coppergate Elementary	Effective 2020-08-11 10 MONTH / Annual
MAGAR, KATHERINE MARGARET SLE TEACHER, SC, SIXTH GR 10 MONTH	Shadowlawn Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
MARTELLE, JASON SCOTT LJH TEACHER, MATHEMATICS, JH 10 MONTH	Lakeside Junior High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
MILLS, PATRICK L FYA TEACHER, DROPOUT PREV SH 10 MONTH	FL Youth Challenge Academy	Effective 2020-07-22 10 MONTH / Annual
MINTZ, JOSHUA MARTIN OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
MOSLEY, CARLY RENEE OPE TEACHER, MUSIC, ELEM 10 MONTH	Orange Park Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
MUNTAIN, KATHRYN ALIS MHS TEACHER, MATHEMATICS, SR 10 MONTH	Middleburg High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
NESTOR, JORDAN ALEXANDRA SBJ TEACHER, SC, KINDERGARTEN 10 MONTH	S. Bryan Jennings Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
NOLAN, DARYAN BROOKE LJH TEACHER, BUSINESS ED 10 MONTH	Lakeside Junior High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
OWENS, DARRION EMA'N OPH TEACHER ESE APP TECH 10 MONTH	Orange Park High	Effective 2020-08-12 10 MONTH / Instructional Probationary Annual
PALMER, GLENEISHA LAVELLA DIS TEACHER, PRE-KDG ESE 10 MONTH	Doctors Inlet Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
PEREZ-MANSO, KIMBERLIE ROSE LAE TEACHER, VE SELF-CONTAINED 10 MONTH	Lake Asbury Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
POTTS, EBONY KENYATTA OLJ TEACHER, SCIENCE, JH 10 MONTH	Oakleaf Junior High School	Effective 2020-08-12 10 MONTH / Instructional Probationary Annual
RALEIGH, LAURIE MARIE LAJ TEACHER, VE/INCLUSION 10 MONTH	Lake Asbury Junior High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
RAY, JORDAN LEE RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
REYNOLDS JR, STEVEN MICHAEL CHS TEACHER, SOC STUD, SH 10 MONTH	Clay High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
RICH, SASHA J STS SCHOOL SOCIAL WORKER 10 MONTH	Student Services	Effective 2020-08-20 10 MONTH / Instructional Probationary Annual
RICHARDSON, AMBER DAWN CGE TEACHER, SC, FIRST GR 10 MONTH	Coppergate Elementary	Effective 2020-08-12 10 MONTH / Instructional Probationary Annual
ROBLES-RODRIGUEZ, ILEANA TES TEACHER, VE SELF-CONTAINED 10 MONTH	Tynes Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
ROUNTREE, BOBBIE JEAN DIS TEACHER, SC, SECOND GR 10 MONTH	Doctors Inlet Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
SADSARIN, JAMES RICHARD OHS TEACHER, MATHEMATICS, SR 10 MONTH	Oakleaf High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
SALAMONE, KAREN MARIE RVE TEACHER, SC, SIXTH GR 10 MONTH	Ridgeview Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
SAMPSON, LERA MONIQUE	Orange Park Jr High	Effective 2020-08-11

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III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	OPJ TEACHER, VE/INCLUSION 10 MONTH		10 MONTH / Instructional Probationary Annual
	SAMSON, DAVID A GCJ TEACHER, SOC STUD, JH 10 MONTH	Green Cove Springs Junior High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	SANDERSON, TAMMY L CEB TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	SCOLLO, DANIELLE ASHLEY FIE TEACHER, SC, FOURTH GR 10 MONTH	Fleming Island Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	SHORT, ASHLEY ANNE ESE BEHAVIOR SITE COACH 10 MONTH	Exceptional Student Education	Effective 2020-08-13 10 MONTH / Instructional Probationary Annual
	STARNES, DAVID HAMPTON BLC TEACHER, SOC STUD, SH 10 MONTH	Bannerman Learning Center	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	STORK, MARY WATSON GCJ TEACHER, VE/INCLUSION 10 MONTH	Green Cove Springs Junior High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	STRATTON, SERINA VICTORIA CHE TEACHER, ART, ELEM 10 MONTH	Clay Hill Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	TAYLOR, TYKERA SHYNICE WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	Effective 2020-08-12 10 MONTH / Instructional Probationary Annual
	THOMASON, JENNIFER WALSH LJH TEACHER, VE SELF-CONTAINED 10 MONTH	Lakeside Junior High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	TISON, CECILIA ELIZABETH ROE TEACHER, VE/INCLUSION 10 MONTH	Rideout Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	TRACY, LAURA JOHNSON CHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	TUCKER, KERRY K FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	UPCHURCH, JESSICA B PES TEACHER, SC, FIRST GR 10 MONTH	Robert M. Paterson Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	URBANO, SARA E RVE TEACHER, TITLE I, ELEM 10 MONTH	Ridgeview Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
0.6	WEATHERHEAD, JUDITH ANN ESE TEACHER, SPEECH CLINICIAN SPECIAL	Doctors Inlet Elementary	Effective 2020-08-11 SPECIAL / Instructional Probationary Annual
0.6	WEAVER, REBECCA MARIE ESE TEACHER OCCUPATION THERAPI SPECIAL	Thunderbolt Elementary	Effective 2020-08-13 SPECIAL / Instructional Probationary Annual

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III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	WEISS, AUBREY LEIGH CGE TEACHER, VE/INCLUSION 10 MONTH	Coppergate Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	WESOLOWSKI, LYNN COLLEEN GPE TEACHER, SC, FIFTH GR 10 MONTH	Grove Park Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	WILLIAMS, KIRSTEN JULIANNE TES TEACHER, ART, ELEM 10 MONTH	Tynes Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	WILLIAMS, KRISTINA R TES TEACHER, PRE-KDG/ASD ESE 10 MONTH	Tynes Elementary	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	WILLIAMS, PATRICIA LOUISE FIH TEACHER, DRAMA, SH 10 MONTH	Fleming Island High School	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
	WINTERS, DANIELLE MARGARET LJH TEACHER, VE/INCLUSION 10 MONTH	Lakeside Junior High	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual
0.5	WOODS, TAMARA SHANELL CVA TEACHER, SC, THIRD GR 10 MONTH	Clay Virtual Academy	Effective 2020-08-11 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
BOGART, MAGEN R CVA TEACHER, TECHNOLOGY ED 10 MONTH	Clay Virtual Academy	10 MONTH / Annual
GODWIN, KAREN M GPE TEACHER, VE/INCLUSION 10 MONTH	Grove Park Elementary	10 MONTH / Annual
SIMMONS, FRANCES ELLEN LJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lakeside Junior High	10 MONTH / Annual

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III. Instructional Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignment
CLEMONS-KIRBY, STEPHANIE NICOL TES TEACHER, VE SELF-CONTAINED 10 MONTH	Tynes Elementary	EFFECTIVE 08/11/2020 / REDESIGNATE FROM TES TEACHER, VE SELF-CONTAINED OUT OF FIELD / 10 MONTH
FOWLER, BRENDA M KHH TEACHER, STRATEGIC INT 10 MONTH	Keystone Heights High School	EFFECTIVE 08/11/2020 / REDESIGNATE FROM KHH TEACHER, STRATEGIC INT OUT OF FIELD / 10 MONTH
JOHNSON, VICTORIA R RVE TEACHER, SC, FIRST GR 10 MONTH	Ridgeview Elementary	EFFECTIVE 08/11/2020 / REDESIGNATE FROM RVE TEACHER, VE/INCLUSION OUT-OF-FIELD / 10 MONTH
PARADISE-SWITZER, APRIL GCJ TEACHER, LANGUAGE ARTS, JH(OOF) 10 MONTH	Green Cove Springs Junior High	EFFECTIVE 08/11/2020 / REDESIGNATE FROM GCJ TEACHER, LANGUAGE ARTS .5 (OOF) / 10 MONTH
ROCKWELL, AMBER DAY ELE CURR SPEC 12 MO 12 MONTH	Dept Of Elementary Education	EFFECTIVE 07/21/2020 / REDESIGNATE FROM ELE TEACHER, CURRICULUM COACH / 10 MONTH
SKAPETIS, SHANE E BLC TEACHER, FAMILY/CONSUMER 10 MONTH	Bannerman Learning Center	EFFECTIVE 08/11/2020 / REDESIGNATE FROM BLC TEACHER, FAMILY/CONSUMER OUT OF FIELD / 10 MONTH

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
ALEXANDER, JACKLYN LISA ROE TEACHER, SC, FIFTH GR 10 MONTH	Rideout Elementary	EFFECTIVE 08/11/2020 / TRANSFER FROM LAE TEACHER, SC, SECOND GR / 10 MONTH
ALFORD, ANITRA M TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM DOE TEACHER,SC,THIRD GRADE / 10 MONTH
ANDERSON, PATRICIA R K12 CURR SPEC 11 MO 11 MONTH	K-12 Academic Services	EFFECTIVE 08/11/2020 / TRANSFER FROM RHS TEACHER, VE/INCLUSION / 10 MONTH
AUDLEY, MAUREEN ELIZABETH LJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lakeside Junior High	EFFECTIVE 08/11/2020 / TRANSFER FROM LAJ TEACHER, LANGUAGE ARTS, JH / 10 MONTH
BADER, JENNIFER CHRISTINE TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM TBE TEACHER,SC,FIRST GRADE / 10 MONTH
BAKER, LISA MICHELLE OLJ TEACHER, VE LANG IMPAIRED 10 MONTH	Oakleaf Junior High School	EFFECTIVE 08/11/2020 / TRANSFER FROM RVE TEACHER, IND / 10 MONTH
BATTON, JACQUELYN MICHELLE TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM MBE TEACHER,SC, FIRST GRADE / 10 MONTH
BLEEKER, CLAUDIA FORAIN LAJ TEACHER, FOREIGN LANG, JH 10 MONTH	Lake Asbury Junior High School	EFFECTIVE 08/11/2020 / TRANSFER FROM MHS TEACHER, FOREIGN LANG, SH / 10 MONTH
BORING, THERESA MARIE CVA TEACHER, SOC STUD, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OHS TEACHER, FAMILY/CONSUMER / 10 MONTH
BOSSINGER, ROBIN M SPECIALIST 12 MONTH	Sch Improvement & Prof. Devel.	Effective 2020-07-27 /transfer from / CGE ASST PRINCIPAL EL 12 MO
BRYANT, SHEREE M CVA TEACHER, SOC STUD, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OLJ TEACHER, SOC STUD, JH / 10 MONTH
BUNN, RANDY C CVA TEACHER, PHYSICAL ED SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM MCE TEACHER, PHYSICAL ED EL / 10 MONTH
BYRD, ELISSA DENISE OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	EFFECTIVE 08/03/2020 / TRANSFER FROM OHS TEACHER, LANGUAGE ARTS / 10 MONTH
CHASON, CRISTIN L TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM MRE TEACHER, PHYSICAL ED EL / 10 MONTH

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
CLEARY, NORA ROSA CVA TEACHER, SCIENCE, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM LAJ TEACHER, FOREIGN LANG, JH / 10 MONTH
CORNWELL, BRYAN SCOTT CVA TEACHER, TECHNOLOGY ED 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM SPC TEACHER, MATHEMATICS,ELEM / 10 MONTH
CORONA, JENNIFER M OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	EFFECTIVE 08/11/2020 / TRANSFER FROM GCJ TEACHER, LANGUAGE ARTS, JH / 10 MONTH
CORRITORE, JENNIFER JOY CVA TEACHER, MATHEMATICS, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OPH TEACHER, MATHEMATICS, SH / 10 MONTH
CRANE, RACHEL LAUREN CVA TEACHER, READING, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM RHS TEACHER, STRATEGIC INT / 10 MONTH
CRIM, SIMONE CVA TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OPH TEACHER, READING, SH / 10 MONTH
DE MEDICI, LERIN MCKENZIE TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM ROE TEACHER,SC, FIRST GRADE / 10 MONTH
DEBARTOLOMEIS, CHARLES SAMUEL CVA TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM MHS TEACHER, LANGUAGE ARTS, SH / 10 MONTH
DEVAULT, REBECCA-LYNN BALFOUR CVA TEACHER, ASSIGNMENT 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OPJ TEACHER, FAMILY/CONSUMER / 10 MONTH
FARMER, DEBORAH TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM LES TEACHER, GIFTED / 10 MONTH
FROESS, ALISON M MBE TEACHER, SC, FIRST GR 10 MONTH	Middleburg Elementary	EFFECTIVE 08/11/2020 / TRANSFER FROM MCE TEACHER, SC, FIFTH GR / 10 MONTH
GANN, WILLIAM RALPH CVA TEACHER, SCIENCE, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM LAJ TEACHER, GIFTED / 10 MONTH
GILBERT, CLARA CVA TEACHER, ASSIGNMENT 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM RHS TEACHER, BUSINESS ED / 10 MONTH
GLOD, DONNA L CVA TEACHER, SCIENCE, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM LAJ TEACHER, SCIENCE, JH / 10

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
		MONTH
GLOD, ROBERT P CVA TEACHER, ASSIGNMENT 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM LAJ TEACHER, PHYSICAL ED, JH / 10 MONTH
GORHAM, SUSAN DALE TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM MRE TEACHER, VE/INCLUSION / 10 MONTH
GRETTON, PAMELA ANN TEACHER, 4-6 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OLJ TEACHER, FAMILY/CONSUMER / 10 MONTH
GRIBBEN, MARK ANDREW CVA TEACHER, SCIENCE, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OLJ TEACHER, SCIENCE, JH / 10 MONTH
HAMMONDS, SUSAN B CVA TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OLJ TEACHER, LANGUAGE ARTS, JH / 10 MONTH
HARVEY, DIANE P CVA TEACHER, MATHEMATICS, SR 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OHS TEACHER, MATHEMATICS, SH / 10 MONTH
HOLBROOK, LEANN KATHERINE CVA TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM RHS TEACHER, ORTHOPED IMPAIR / 10 MONTH
JACKSON, ALICIA RAE CVA TEACHER, LANGUAGE ARTS, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OPJ TEACHER, LANGUAGE ARTS, JH / 10 MONTH
JETT, ELIZABETH LYNN TEACHER, 4-6 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM ROE TEACHER, SC, FOURTH GR / 10 MONTH
JOHNSON, LEANNE CHRISTA TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM WEC TEACHER,SC,SECOND GRADE / 10 MONTH
JOHNSON, NANCY L LJH TEACHER, READING, JH 10 MONTH	Lakeside Junior High	EFFECTIVE 08/11/2020 / TRANSFER FROM WJH TEACHER, READING, JH / 10 MONTH
JOHNSON, PAMELA ANNE RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	EFFECTIVE 08/11/2020 / TRANSFER FROM FIH TEACHER, FOREIGN LANG, SH / 10 MONTH
JONES, LEISA ELIZABETH TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM GCJ TEACHER, READING, JH / 10 MONTH

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
KATZ, HOWARD STEPHEN CVA TEACHER, SCIENCE, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OHS TEACHER, SCIENCE, SH / 10 MONTH
KEENAN, MARCUS DAVID CVA TEACHER, SOC STUD, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OPH TEACHER, SOC STUD, SH / 10 MONTH
KING, FAITH ANGELA CVA TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM MHS TEACHER, LANGUAGE ARTS, SH / 10 MONTH
KLAES, LISA MARIE CVA TEACHER, SCIENCE, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM MHS TEACHER, SCIENCE, SH / 10 MONTH
LEGGE, KELLIE D TEACHER, 4-6 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM PES TEACHER, INSTRUCT TECH EL / 10 MONTH
LOWE, VICKI MICHELLE LJH TEACHER, SUPP FACIL 10 MONTH	Lakeside Junior High	EFFECTIVE 08/11/2020 / TRANSFER FROM OLJ TEACHER, SUPP FACIL / 10 MONTH
LOWERY, LISA LOGAN TEACHER, 4-6 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM AES TEACHER, SC, FOURTH GR / 10 MONTH
LUECKERT, MICHAEL THOMAS CVA TEACHER, MATHEMATICS, SR 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OPH TEACHER, MATHEMATICS, SH / 10 MONTH
MACE-SCHOFIELD, SHANNA RAE CVA TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM LJH TEACHER, READING, JH / 10 MONTH
MALLARD, CATHARINE JUDD CVA TEACHER, SOC STUD, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM CHS TEACHER, ART, SH / 10 MONTH
MATTHEWS, JOSHUA DARYL CVA TEACHER, SCIENCE, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM LAJ TEACHER, SCIENCE, JH / 10 MONTH
MAULONI, JASON ANTHONY CVA TEACHER, TECHNOLOGY ED 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM RHS TEACHER, BUSINESS ED / 10 MONTH
MCALLISTER, KENNETH CVA TEACHER, SOC STUD, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM CHS TEACHER, VE/INCLUSION / 10 MONTH
MCGUFFEY, PAMELA GAIL TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM PES TEACHER,SC,THIRD GRADE /

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
		10 MONTH
MILLER, JEFFREY BRANDON ESE CURR SPEC 11 MO 11 MONTH	Exceptional Student Education	EFFECTIVE 07/21/2020 / TRANSFER FROM WEC TEACHER, INSTRUCT TECH EL / 10 MONTH
MISKOWSKI, KIMBERLY M TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM CGE MEDIA SPECIALIST, ELEM / 10 MONTH
MORANO, JESSICA LYNN CVA TEACHER, LANGUAGE ARTS, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OPJ TEACHER, READING, JH / 10 MONTH
MORRELL, SUSAN KAY TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM LES TEACHER,SC,THIRD GRADE / 10 MONTH
MULLIS, SHANNON KAYE CVA TEACHER, MATHEMATICS, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM BLC TEACHER, SCIENCE, SH / 10 MONTH
NGUYEN, ANGELA L OPE TEACHER, SC, FIRST GR 10 MONTH	Orange Park Elementary	EFFECTIVE 08/11/2020 / TRANSFER FROM ESE STAFFING SPECIALIST / 10 MONTH
PAINSCHAB, CHRISTINE TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM DIS TEACHER, SC, FOURTH GRADE / 10 MONTH
RAE, ROBIN JOY ELE TEACHER, CURRICULUM COACH 10 MONTH	Dept Of Elementary Education	EFFECTIVE 08/11/2020 / TRANSFER FROM SIP PROF LEARNING FACILITATOR / 10 MONTH
RAVN, SUSAN MARY TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM AES TEACHER, VE/INCLUSION / 10 MONTH
REDFORD, APRIL LYNN CVA TEACHER, MATHEMATICS, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM WJH TEACHER, MATHEMATICS, JH .6 / 10 MONTH
ROBERTS, KIMBERLEE HARDRICK CVA TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM CHS TEACHER, READING, SH / 10 MONTH
ROSS, COURTNEY HALL TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM CHS TEACHER, VE/SELF- CONTAINED / 10 MONTH
ROSS, STEPHANIE MICHELLE CVA TEACHER, ASSIGNMENT 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM RHS TEACHER, FAMILY/CONSUMER / 10 MONTH
ROWE, JANET M CVA TEACHER, PHYSICAL ED SH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OLJ TEACHER, PHYSICAL ED JH /

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
10 MONTH		10 MONTH
SANTIAGO, LUIS CARLOS CVA TEACHER, SOC STUD, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OPH TEACHER, FOREIGN LANGUAGE / 10 MONTH
SCHLOFMAN, LAURA ELIZABETH SIP PROF LEARNING FACILITATOR 10 MONTH	Sch Improvement & Prof. Devel.	EFFECTIVE 08/11/2020 / TRANSFER FROM ELE TEACHER, CURRICULUM COACH / 10 MONTH
SCHMELZ, MICHAEL CVA TEACHER, MATHEMATICS, SR 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OPH TEACHER, MATHEMATICS, SH / 10 MONTH
SCHNARE, KATHARINE GRACE CVA TEACHER, MATHEMATICS, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM CHS TEACHER, MATHEMATICS, SH / 10 MONTH
SHERIDAN, JANICE M TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM LJH TEACHER, LANGUAGE ARTS, JH / 10 MONTH
SIMMONS, THERESA M CVA TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM LJH TEACHER, READING, JH / 10 MONTH
SMITH, CATHERINE ANN TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM AES TEACHER, VE/INCLUSION / 10 MONTH
SMITH, ELIZABETH JANE TEACHER, 4-6 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM RHS TEACHER, VE SELF- CONTAINED / 10 MONTH
SMITH, KATE ELIZABETH CVA TEACHER, SOC STUD, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM FIH TEACHER, SOC STUD, SH / 10 MONTH
SMITH, LORI ANN TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM AES TEACHER,SC,SECOND GRADE / 10 MONTH
SMITH, STEPHANIE NICOLE TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM KHE TEACHER,SC,FIFTH GRADE / 10 MONTH
SOLIS, AMY NICOLE ESE BEHAVIOR SITE COACH 10 MONTH	Exceptional Student Education	EFFECTIVE 08/11/2020 / TRANSFER FROM PES TEACHER,SC,FOURTH GRADE / 10 MONTH
SOLOMON, GUSSIE LAFREDA CVA TEACHER, MATHEMATICS, SR 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OHS TEACHER, MATHEMATICS, SH / 10 MONTH
STANHOPE, AMBER LYNNE	Argyle Elementary	EFFECTIVE 08/11/2020 /

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
AES TEACHER, SC, FOURTH GR 10 MONTH		TRANSFER FROM POE TEACHER, SC, SIXTH GR / 10 MONTH
STOVER, CHRISTOL REGINA TEACHER, K-3 (OOF) 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM TES TEACHER, VE/INCLUSION / 10 MONTH
SUITS, JEFFREY W TEACHER, 4-6 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM DIS MEDIA SPECIALIST, ELEM / 10 MONTH
SUMLAR, BARBARA BRANETTE CVA TEACHER, LANGUAGE ARTS, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OLJ TEACHER, SOC STUD, JH / 10 MONTH
SWARTZ, KATHLEEN ALICE CVA TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OHS TEACHER, LANGUAGE ARTS, SH / 10 MONTH
TAFF, YVETTE STRAWN CVA TEACHER, SCIENCE, SH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OPH TEACHER, SCIENCE, SH / 10 MONTH
TONEY, ELIZABETH MCEWEN TEACHER, 4-6 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM ROE TEACHER, SC, FOURTH GR / 10 MONTH
TRICHE, KHRISTINE ANN TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM LES TEACHER, SC, SECOND GRADE / 10 MONTH
TURNER, NAOMI FOND TEACHER, K-3 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM PES TEACHER, SC, FIRST GRADE / 10 MONTH
VARRASO, CHERYL TERESA CVA TEACHER, LANGUAGE ARTS, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM FIH TEACHER, LANGUAGE ARTS, SH / 10 MONTH
VIDAK, HEIDI MARIE TEACHER, 4-6 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM TBE TEACHER, SC, FIFTH GR / 10 MONTH
WARNER, AMANDA BETH TBE TEACHER, VE SELF-CONTAINED 10 MONTH	Thunderbolt Elementary	EFFECTIVE 08/11/2020 / TRANSFER FROM OPE TEACHER, SC, FIRST GRADE / 10 MONTH
WARREN, VICTORIA MARIE TEACHER, 4-6 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM POE TEACHER, SC, FOURTH GR / 10 MONTH
WEBBER, DESIREE ZAORSKI CVA TEACHER, SCIENCE, JH 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM RHS TEACHER, SCIENCE, SH / 10 MONTH

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
WEBBER, THOMAS R CVA TEACHER, ASSIGNMENT 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/11/2020 / TRANSFER FROM OHS TEACHER, SCIENCE, SH / 10 MONTH
WEITNAUER, SUSAN BRAY MBE TEACHER, SC, FIFTH GR 10 MONTH	Middleburg Elementary	EFFECTIVE 08/11/2020 / TRANSFER FROM DOE TEACHER,SC,SIXTH GRADE / 10 MONTH
WELLS, JENNIFER M RHS TEACHER, SCIENCE, SH 10 MONTH	Ridgeview High School	EFFECTIVE 08/11/2020 / TRANSFER FROM FIH TEACHER, SCIENCE, SH / 10 MONTH

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	FRIIS, LAURA ELAINE KHE TEACHER, VE/INCLUSION 10 MONTH	Keystone Heights Elementary	Effective 2020-08-11 RETIREMENT
	HUFFMAN, EDWARD SMITH MRE TEACHER, SC, THIRD GR 10 MONTH	Mcrae Elementary	Effective 2020-08-11 RETIREMENT
	JACKSON, PAULINE J STS STUD SERV PSYCH 12 MO 12 MONTH	Student Services	Effective 2020-08-31 RETIREMENT
	KRISTOL, KRISTIN M LAJ TEACHER, MATHEMATICS, JH 10 MONTH	Lake Asbury Junior High School	Effective 2020-08-21 RESIGNATION
0.6	TRIANA, ROSEANN ESE TEACHER OCCUPATION THERAPI SPECIAL	W.E. Cherry Elementary	Effective 2020-08-20 RETIREMENT

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	ANDERSON, CHARLES R WJH FOOTBALL ASST JH 25% SUPPLEME	Wilkinson Jr High	Appointment
	ANDERSON, DANIEL R WJH FOOTBALL ASST JH 25% SUPPLEME	Wilkinson Jr High	Appointment
	BAZEMORE, TIFFANY JOAN MRE TITLE 1 SUP ED SUPPLEME	Ridgeview Elementary	Appointment
0.5	BURNSED, ALAN PHILLIP MHS WEIGHTLIFTING HD SH SUPPLEME	Middleburg High	Appointment
	DANDRIDGE, SARA ELIZABETH FIH VOLLEYBALL ASST SH SUPPLEME	Fleming Island High School	Appointment
	DUVALL, CHERYL ANNE WJH NATION JUNIOR HONOR SOC SUPPLEME	Wilkinson Jr High	Appointment
	EATON, DAKOTA EUGENE WJH FOOTBALL HD JH 25% SUPPLEME	Wilkinson Jr High	Appointment
	FISCHER, MICHELLE N FIH VOLLEYBALL ASST SH SUPPLEME	Fleming Island High School	Resignation
	FLOYD, VICKIE C MHS DANCE TEAM SH SUPPLEME	Middleburg High	Appointment
	FREW, KIMBERLY LECAS FIH DEPT HEAD 17-20 SUPPLEME	Fleming Island High School	Appointment
	GANN, WILLIAM RALPH LAJ ACADEMIC COACH, LOCAL SUPPLEME	Clay Virtual Academy	Resignation
0.5	GANN, WILLIAM RALPH LAJ DEPT HEAD (11-16 SUPPLEME	Clay Virtual Academy	Resignation
	GILLENWATERS, MELISSA LYNN KHE TITLE 1 SUP ED SUPPLEME	Keystone Heights Elementary	Appointment
0.5	GLOD, ROBERT P LAJ DEPT HEAD (6-10) SUPPLEME	Clay Virtual Academy	Resignation
	GOODMAN, KAITLYN DENNETTE OPJ FLAG FOOTBALL HD SH/JH SUPPLEME	Orange Park Jr High	Resignation
0.5	GRAHAM, INGA HELSETH CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Appointment
	GRAY, CATHERINE G WJH CHEERLEADING JH SUPPLEME	Wilkinson Jr High	Resignation
	GRIBBEN, CHRISTINA H CEB TITLE 1 SUP ED	Charles E. Bennett Elementary	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
	GRYBB, MEGHAN EILEEN LES DEPT HD (3-5) SUPPLEME	Lakeside Elementary	Resignation
	HALL, KATHERYN LEE WJH DEPT HD (3-5) SUPPLEME	Wilkinson Jr High	Appointment
	HAMMONDS, SUSAN B OLJ ANNUAL STAFF JH SUPPLEME	Clay Virtual Academy	Resignation
0.5	HARVEY, DIANE P OHS DEPT HEAD 21+ SUPPLEME	Clay Virtual Academy	Resignation
	HAYES, CAITLYN E OPJ VOLLEYBALL HD JH SUPPLEME	Orange Park Jr High	Resignation
	HENDERSON, LINDSAY K WEC TT1 SUP ED SUPPLEME	W.E. Cherry Elementary	Appointment
	HENRY, CASEY ELIZABETH SBJ TT1 SUP ED SUPPLEME	S. Bryan Jennings Elementary	Appointment
	KOTZIERS, WILLIAM J WJH SOCCER HEAD JH SUPPLEME	Wilkinson Jr High	Appointment
	LABELLE, HEATHER JONES GCJ VOLLEYBALL HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	LAUNIKITIS, MORGAN MARIE MBE DEPT HD (3-5) SUPPLEME	Middleburg Elementary	Appointment
	LEVO, BLAIR ELIZABETH LES DEPT HD (3-5) SUPPLEME	Lakeside Elementary	Appointment
	MALLARD, CATHARINE JUDD CHS DEPT HD (3-5) SUPPLEME	Clay Virtual Academy	Resignation
	MARSHALL, RICHARD BRANDON KHH FOOTBALL ASST HS 25% SUPPLEME	Keystone Heights High School	Resignation
	MARSHALL, RICHARD BRANDON KHH FOOTBALL ASST SH 75% SUPPLEME	Keystone Heights High School	Resignation
	MINKEL, SARAH JOAN OPJ MATH TEAM SPONSOR SUPPLEME	Orange Park Jr High	Resignation
	MINKEL, SARAH JOAN OPJ VOLLEYBALL HD JH SUPPLEME	Orange Park Jr High	Resignation
	MISKOWSKI, KIMBERLY M CGE DISCRETIONARY SUPPLEME	Clay Virtual Academy	Resignation
	MURRHEE, ASHLEY N MRE TITLE 1 SUP ED	Mcrae Elementary	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
	NEBESNYK, HEIDI RENE MCE TT1 SUP ED SUPPLEME	Montclair Elementary	Appointment
	NEWLIN, ROSA LEIGH MBE DEPT HD (3-5) SUPPLEME	Middleburg Elementary	Resignation
	PATTON, ROBERT DOUGLAS GCJ FOOTBALL ASST JH 25% SUPPLEME	Green Cove Springs Junior High	Appointment
	PATTON, ROBERT DOUGLAS GCJ FOOTBALL ASST JH 75% SUPPLEME	Green Cove Springs Junior High	Appointment
	PITCHFORD, CRISTA D CHE TITLE 1 SUP ED SUPPLEME	Clay Hill Elementary	Appointment
	RECHIS, SANDRA KAY MHS SWIMMING HD SH SUPPLEME	Middleburg High	Appointment
	REDFORD, APRIL LYNN WJH DISCRETIONARY SUPPLEME	Clay Virtual Academy	Resignation
	REINHART, SALLI DEANN DIS DEPT HD (3-5) SUPPLEME	Mcrae Elementary	Resignation
	ROBERTS, CHELSEY NICHOLE MHS DRILL SPONSOR SH SUPPLEME	Middleburg High	Resignation
0.5	ROBERTS, KIMBERLEE HARDRICK CHS DEPT HEAD (6-10) SUPPLEME	Clay Virtual Academy	Resignation
	ROBERTSON, COLL RYAN MHS WRESTLING ASST SH SUPPLEME	Charles E. Bennett Elementary	Appointment
0.5	RODIFER, KELLIE ANTHONY GPE TT1 SUP ED SUPPLEME	Grove Park Elementary	Appointment
	ROGERS, KENNETH B WJH SOCCER HEAD JH SUPPLEME	Wilkinson Jr High	Appointment
	ROSENBAUM, TANNER NICOLE WJH DEPT HD (3-5) SUPPLEME	Wilkinson Jr High	Resignation
	ROWE, JANET M OLJ ACTIVITY PROG CO JH SUPPLEME	Clay Virtual Academy	Resignation
0.5	SANTIAGO, LUIS CARLOS OPH DEPT HD (3-5) SUPPLEME	Clay Virtual Academy	Resignation
	SCHLOFMAN, DANIELLE LITTELL WJH CHEERLEADING JH SUPPLEME	Wilkinson Elementary	Appointment
	SHERIDAN, JANICE M LJH DEPT HEAD (6-10)	Clay Virtual Academy	Resignation

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
0.3	SHERIDAN, JANICE M LJH NAT HON SOC SH SUPPLEME	Clay Virtual Academy	Resignation
	SIMMONS, STEPHEN CHRISTOPHE WES TITLE 1 SUP ED SUPPLEME	Wilkinson Elementary	Appointment
0.5	SMELTZER, KARL RYAN MHS WEIGHTLIFTING HD SH SUPPLEME	Middleburg High	Appointment
0.5	STEINFURTH, KRISTIN MARIE GPE TT1 SUP ED SUPPLEME	Grove Park Elementary	Appointment
0.5	STUDER, LAUREN DEGRYSE SLE ESE INTERVENTION FAC. SUPPLEME	Shadowlawn Elementary	Appointment
	TONEY, ELIZABETH MCEWEN ROE DEPT HD (3-5) SUPPLEME	Clay Virtual Academy	Resignation
	TONEY, ELIZABETH MCEWEN ROE ESE INTERVENTION FAC. SUPPLEME	Clay Virtual Academy	Resignation
	TORRES, SUZETTE M DIS DEPT HD (3-5) SUPPLEME	Doctors Inlet Elementary	Appointment
	WALLACE, ANTHONY VENTO WJH BASKETBALL SUPPLEME	Wilkinson Elementary	Appointment
	WEITNAUER, SUSAN BRAY MBE TITLE 1 SUP ED SUPPLEME	Middleburg Elementary	Appointment
	WILHITE, ANDREA ADAIR MHS SWIMMING HD SH SUPPLEME	Middleburg High	Appointment
	WYLIE, STEPHANIE N GCJ SOFTBALL FP ASST JH SUPPLEME	Green Cove Springs Junior High	Appointment

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III. INSTRUCTIONAL ACTIONS 2020-2021

G. PENDING APPOINTMENTS

Name/Assignment	Location	Effective

NONE

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III. INSTRUCTIONAL ACTIONS 2020-2021

H. OUT OF FIELD

Name	Subject	OOF Subject	Site	Effective

NONE

DRAFT

IV. INSTRUCTIONAL 2019-2020 MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

B. COMMUNITY EDUCATION

Appointments

NONE

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

C. ADULT EDUCATION

Appointments

NONE

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A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates
CONWAY, LINDA CAROL MRE TEACHER, ASSIGNMENT	Mcrae Elementary	Effective 2020-07-01 - 2020-08-01
DEVORE, HEATHER LYNN MRE TEACHER, ASSIGNMENT	Mcrae Elementary	Effective 2020-07-01 - 2020-08-01

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021

B. COMMUNITY EDUCATION

Appointments

NONE

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021

C. ADULT EDUCATION

Appointments

NONE

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V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2019-2020

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

DRAFT

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2020-2021

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

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VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	

DRAFT

VI. Support Actions

C. RE-DESIGNATION

	Name/Assignment	Site	

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VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	

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VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	BAXLEY, SHARON LOUISE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-06-03 RESIGNATION
0.9	BAXLEY, STACY K CHS GENERAL HEALTH ASSISTA 9 MON SU	Clay High	Effective 2020-06-03 RESIGNATION
0.9	CLEGG, LINDA M TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2020-06-03 RESIGNATION
	CRAWFORD, JAMIE ELISE OPJ LICENSED PRAC NURSE 10 MONTH	Orange Park Jr High	Effective 2020-06-05 RESIGNATION
0.8	DIAZ, NANCIE PES ESOL CLASSROOM ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2020-06-01 RESIGNATION
0.9	FETHE, MARTHA IRENE PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2020-06-03 RETIREMENT
0.9	HILBERGER, ANGELA R MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2020-06-03 RESIGNATION
0.8	IMUS, CAROL ANN ROE IN SCHOOL SUSPENSION 9 MON SU	Rideout Elementary	Effective 2020-06-01 RESIGNATION
0.9	LUZUNARIS, FRANCIS A MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	Effective 2020-06-03 RESIGNATION
	MATTIX, DEBRA A TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-06-03 RETIREMENT
0.9	MOLAND, BRITTANY M FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2020-06-03 RESIGNATION
	MORRIS, AMANDA J DIS CAFE ASSISTANT 3.25 HOURS 9 MON CA	Doctors Inlet Elementary	Effective 2020-06-03 RESIGNATION
0.9	PATTERSON, MARI T RVE BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview Elementary	Effective 2020-06-03 RESIGNATION
	REYES, BERNICE RHS REGISTERED NURSE 10 MONTH	Ridgeview High School	Effective 2020-06-05 RESIGNATION
0.9	RUMLEY, JESSICA R GCJ BEHAVIORAL HEALTH ASST 9 MON SU	Green Cove Springs Junior High	Effective 2020-06-03 RESIGNATION
0.8	SANTIAGO, THERESA POE ESOL CLASSROOM ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2020-06-01 RESIGNATION

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VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	SCHNIREL, KELLY LYNN BLC LICENSED PRAC NURSE 10 MONTH	Bannerman Learning Center	Effective 2020-06-05 RESIGNATION
0.8	WILLIAMS, DEBORAH S TBE ESOL CLASSROOM ASSISTANT 9 MON SU	Thunderbolt Elementary	Effective 2020-06-03 RESIGNATION
0.8	WILLIAMS, ROCIO SANCHEZ OPH ESOL CLASSROOM ASSISTANT 9 MON SU	Orange Park High	Effective 2020-06-03 RESIGNATION
0.9	ZMIJSKI, MARY J LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2020-06-03 RESIGNATION

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VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	

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VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ADAMS, STACEY MARIE ROE MEDIA TECHNICAL ASST 10 MONTH	Rideout Elementary	Effective 2020-08-11 10 MONTH / Annual
	ALDOR, IRMA AES CUSTODIAN 12 MO SU	Argyle Elementary	Effective 2020-08-05 12 MO SU / Annual
	ALEQUIN, HARVEY TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2020-08-05 12 MO SU / Annual
0.9	ALGER, ERICA JEAN AES GENERAL ASSISTANT 9 MON SU	Argyle Elementary	Effective 2020-08-14 9 MON SU / Annual
0.9	CHRISTIAN, JENNIFER DAWN LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2020-08-14 9 MON SU / Annual
	CLINE, KAITLYN ANN MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2020-08-14 9 MON SU / Annual
0.8	CLINKSCALE, LAKEERA UNEEK RHS ESOL CLASSROOM ASSISTANT 9 MON SU	Ridgeview High School	Effective 2020-08-14 9 MON SU / limited
	CORNISH, SU OHS CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf High School	Effective 2020-08-17 9 MON CA / Annual
	CROWE, REBECCA LYNN FIH CUSTODIAN 12 MO SU	Fleming Island High School	Effective 2020-07-23 12 MO SU / Annual
	DANIEL, SHANTERRIA DENISE AES CAFE ASSISTANT 7 HOURS 9 MON CA	Argyle Elementary	Effective 2020-08-17 9 MON CA / Annual
0.9	GARVEY, SCOTT R KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	Effective 2020-08-14 9 MON SU / Annual
	GLENN II, JOSEPH KEITH SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2020-07-27 12 MO SU / AC Safety and Security
	GRIFFIN, EARL J DIS CUSTODIAN 12 MONTH	Doctors Inlet Elementary	Effective 2020-07-13 12 MONTH / limited
0.9	HACKLEY, STEPHANIE MINNIE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2020-08-14 9 MON SU / Annual
	HAYDEN, BRANDI M SLE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Shadowlawn Elementary	Effective 2020-08-17 9 MON CA / Annual
0.9	HILL, CRYSTEL ANN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2020-08-14 9 MON SU / Annual
	HOWARD, NICHOLAS A	Rideout Elementary	Effective 2020-08-05

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VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ROE CUSTODIAN 12 MO SU		12 MO SU / Annual
0.9	JENNINGS, JORDAN RAE KHE GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights Elementary	Effective 2020-08-14 9 MON SU / Annual
0.9	JOHNSON, ASHLEY RVE BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview Elementary	Effective 2020-08-14 9 MON SU / Annual
	KING, SARAH CAITLYN RVE REGISTERED NURSE 10 MONTH	Ridgeview Elementary	Effective 2020-08-11 10 MONTH / Annual
	LEMAY, TERESA G MHS CAFE ASSISTANT 5 HOURS 9 MON CA	Middleburg High	Effective 2020-08-17 9 MON CA / Annual
0.9	LEVINE, HILLARY MICHELLE LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2020-08-14 9 MON SU / Annual
	LOYOLA SOTO, NORBERTA FELIPA LJH CUSTODIAN 12 MO SU	Lakeside Junior High	Effective 2020-08-07 12 MO SU / Annual
0.9	MATHIS, AMANDA M SLE CLASSROOM ASSISTANT PREK 9 MON SU	Shadowlawn Elementary	Effective 2020-08-14 9 MON SU / Annual
0.9	MOONEY, MAKALA KRISTINA LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2020-08-14 9 MON SU / Annual
	MOORE, MARTINA SHAWNTAE OHS SECRETARY 11 MO 11 MONTH	Oakleaf High School	Effective 2020-08-05 11 MONTH / Annual
0.6	NATION, MACAYLA KAREN OPH CHILD CARE ASSISTANT 9 MON SU	Orange Park High	Effective 2020-08-14 9 MON SU / Annual
0.4	RANGEL, LOURDES OLJ COMPUTER LAB ASSISTANT 9 MON SU	Oakleaf Junior High School	Effective 2020-08-14 9 MON SU / Annual
	RISCHAR, JULIE LEANNE KHH REGISTERED NURSE 10 MONTH	Keystone Heights High School	Effective 2020-08-12 10 MONTH / Annual
0.8	ROLDAN, PEGGY LYNN PES GENERIC CLASSROOM ASSISTAN 9 MON SU	Robert M. Paterson Elementary	Effective 2020-08-14 9 MON SU / Annual
	ROWAND, LISA WILKINSON DOE REGISTERED NURSE 10 MONTH	Discovery Oaks Elementary	Effective 2020-08-11 10 MONTH / Annual
	SCHEIBLY, JENNIFER MARIE OLJ REGISTERED NURSE 10 MONTH	Oakleaf Junior High School	Effective 2020-08-11 10 MONTH / Annual
0.9	SCHUCHART, TIFFANY LYNN	Coppergate Elementary	Effective 2020-08-14

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VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	CGE BEHAVIORAL HEALTH ASST 9 MON SU		9 MON SU / Annual
0.9	SEXTON, AMELIA FAITH POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2020-08-14 9 MON SU / Annual
	SHANNON, TAMMY J BAF PAYROLL ASSISTANT 12 MO SU	Business Affairs	Effective 2020-07-14 12 MO SU / Annual
0.6	SILIAC, TORI CHANTAE FIH CHILD CARE ASSISTANT 9 MON SU	Fleming Island High School	Effective 2020-08-14 9 MON SU / Annual
0.9	STILTNER, ALEXA R WES TITLE I ASSISTANT 9 MON SU	Wilkinson Elementary	Effective 2020-08-14 9 MON SU / Annual
0.9	THIBODEAUX, NICOLE LYNN TBE BEHAVIORAL HEALTH ASST 9 MON SU	Thunderbolt Elementary	Effective 2020-08-17 9 MON SU / Annual
0.8	VILLEGAS, ARIEL ELIZABETH SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2020-08-14 9 MON SU / Annual
	WARD, COURTNEY LYNN SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2020-07-29 12 MO SU / Annual
	WILHITE, JAMI R MHS CAFE ASSISTANT 4 HOURS 9 MON CA	Middleburg High	Effective 2020-08-17 9 MON CA / Annual
	WILLOW, HEATHER RANEE OPH BOOKEEPER 12 MO SU	Orange Park High	Effective 2020-08-06 12 MO SU / Annual
	WOLLITZ, ALLISON MICHELLE MRE CAFE ASSISTANT 4.25 HOURS 9 MON CA	Mcrae Elementary	Effective 2020-08-17 9 MON CA / Annual
	YANCEY, HEATHER N WES IN SCHOOL SUSPENSION 9 MON SU	Wilkinson Elementary	Effective 2020-08-17 9 MON SU / Annual
0.8	ZILLMER, NICOLE M POE IN SCHOOL SUSPENSION 9 MON SU	Plantation Oaks Elementary	Effective 2020-08-17 9 MON SU / Annual

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VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
ACE, TERESA LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
ADOLPH, ROBERT N TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
ALBINANA-AVILA, DAWN RENEA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
ALDHOUS-EVANS, WENDY CHRISTINA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
ALLIGOOD, JACKIE M TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
ANDERSON, DEBORAH KAY TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
ANDREAS, ROBERTA JEAN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
ANDRES, DONNA RAE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
ARNETT, GWENDOLYN H TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BANGI, MARTHA SUE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BARBER, KALISHA RENEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BARON, EUGENE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BATESON, JENNIFER LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BENOIT, KATHERINE MARY TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BILLINGS, YVONNE FAITH TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BIRD, GEORGE WARREN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BOASE, DIANNA LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BOREE, WENDY MICHELLE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
BOWERS, RHONDA ELAINE	Transportation	TRANSPOR / Multi-Year

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
TRN BUS DRIVER TRANSPOR		Conditional
BRADSHAW, RHONDA JEAN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BRISBANE, DEANA SUZANNE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BROWN, RANDALL K. TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BRUSHERD, TINA LOUISE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BRUSSEAU, GAIL E TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BRYANT, EUGENIA S TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
BRYANT, JAMES DAVID TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BURGESS, VERONICA JOSEPHINE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BURRIS, ANNIE I TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BUSBEE, MARGARET JUNE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BUSSEY, DAPHNE G TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
BYRD, SHELIA VERNESE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
CANTLON, VICKI LEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CARMICHAEL, SHIRLEY MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CARROLL, MALIA LATEIS TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CASEY, LORRAYNE L TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CAVES, BEATRICE EVELYN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CEBALLOS, DIEGO FERNANDO TRN BUS DRIVER	Transportation	TRANSPOR / Multi-Year Conditional

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
TRANSPOR		
CEBALLOS, LELIS ILDEFONSA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
CERCY, KATHERINA LYNN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CETOUTE, FRANTZ TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CHAMBERS, LINDA LOUISE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CHRISTIAN, BRENDA JEAN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CHRISTMAN, ESTHER E TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CHRISTMAN, FIONA ANNE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CLARK, WAYNE J TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CLAY, GEORGE S TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
CLYMER, WANDA GAIL TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
COCKFIELD, KIMBERLY D TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
COOPER, KAMESHA ANN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
COPSAN, NICOLAE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
CORKRAN, BRENDA MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
COUGHENOUR, CHARLES RAY TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
COUGHENOUR, SHARON PADGETT TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR /
COWART, GLORIA ANNETTE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
CUDNEY, CHERI R TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
DANIELS, ANGELA M TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
DANIELS, SHANNON NICHOLE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
DAUGHTERY, CHRISTAL R TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
DAVIDSON, WILLIAM JOHN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
DEAN, TENISHA ANTIONETTE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
DIAZ, DAVID TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
DILLARD, LALANA JEAN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
DILLARD, SANDRA ELIZABETH TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
DOLE, JONI M TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
DORSAINVIL, ODETTE VINCENT TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
DRIGGERS, SANDRA NADINE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
DRURY, LINNIE L TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
DUIJN, TED J TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
EDWARDS, SHERRY YVONNE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
ELLIOTT, ANGELA MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
EMME, RHONDA KAY TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
FAGAN, LORI ANGENETTE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
FORGACS, SARAH JO TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
GEERDES, PATRICIA COLAHAN TRN BUS DRIVER	Transportation	TRANSPOR / Multi-Year Conditional

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
TRANSPOR		
GILBERT, MICHELLE LYN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
GONZALEZRIVERA, CARMEN MICHELL TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
GORDON, SHANNON RENEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
GREEN, CAROL SUE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
GREEN, MALINA JANE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
GREEN, REBECCA MICHELLE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
GRIFFIS, MILDRED MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
GRIMLEY, JUDY L TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
GRUENWALD, KANDI MICHELLE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
HALL, ANGELA MICHELE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
HALL, KRISTIN RACHEL TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
HALL, TAMSIN R TRN BUS DRIVER/ DR TRAINER 12 MO SU	Transportation	12 MO SU / Multi-Year Conditional
HANSON, SHAWNA MICHELLE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
HARDEE, DEBRA KAY TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
HARDISON, SYLVIA YALITZA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
HARPER, SHIRLEY B TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
HARPER, VICTORIA M TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
HATCHER, BRENDA G TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
	HATTABAUGH, TERRI JO TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	HAVENS, RICHARD MARTIN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	HERRING, JOSEPH GLYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	HINGSON-GREEN, DAWN M TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	HIRSCH, LISA MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	HOWARD, SYLVIA GRINER TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	HRVATIN, JOANNE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
	HUBBARD, WILLIAM LEAVITT TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	JACKSON JR, EDWARD CHARLES TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
	JACKSON, LINDA PAULINE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	JOHNSON, BENNIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	JOHNSON, JULIE LYNN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	JONES, ROBERT FRANCIS TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
	JONES, SHIRLEY JEAN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	JONES, TAMESHA ARLENE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	JOSEPH, WILLIAM ROBERTO TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	JUNOR, PATRICK CEDRIC TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	KIDONAKIS, PAULA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	KING, LOCKE C	Lake Asbury Junior High School	9 MON SU / Multi-Year

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
	LAJ GENERAL HEALTH ASSISTA 9 MON SU		Conditional
	KITE, SUSAN RENEE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	LAIDLER, MARK E TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
	LANE, NANCY LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	LECLAIR, BRENDA LEE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	LEEPER, THELMA E TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	LEWIS, JO ANN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR /
	LIBERT, LAURA J TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	LITTLE, CHARLES EDWARD TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.8	LITTLES, VALENCIA A OLJ IN SCHOOL SUSPENSION 9 MON SU	Oakleaf Junior High School	9 MON SU / Multi-Year Conditional
	LONGMIRE, JACKIE E TRN BUS DRIVER/ DR TRAINER 12 MO SU	Transportation	12 MO SU / Multi-Year Conditional
	LONGMIRE, SHIRLEY R TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MACOMBER, ROBYN LEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MALONEY, DANIEL JAMES TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MANIRE, SHARON LEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MARTINEZ, MARYANNE ELAINE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MCCARTY, PAMELA ELIZABETH TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MCCLURE, KELLY REGINA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
	MCFARLAND, GLORIA MARY TRN BUS DRIVER	Transportation	TRANSPOR / Annual

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
TRANSPOR		
MCGEE, DANNY THOMAS TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MCLAURIN, TWALA SHANIK TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MCLENDON, CLARA MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MCLENDON, COLLENNETTA KAY TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MELTON, WINONA LEONA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MERCHAN, LESLIE VANESSA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
METZLER, TAMARA DAWN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MICK, JENNIE M TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MILAM, KATHERINE DAWN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MILLER, AMY LAVITA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MILLER, MARYANN O TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MOCK, BRENDA LEE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MOORE, CINDY JEAN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MOORE, STEPHEN DOUGLAS TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MORGAN, DONNA LOUISE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
MOSLEY, PRISCILLA DENISE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MURRAY, CHRISTIE M TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
NEEL, ANNE MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional

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VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
	NELSON, AMBER NICOLE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
	NEWTON, ANGELA FAYE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	NIPPER, CECILIA ANNE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	NOBLES, SABRINA S TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	NUSSBAUM, EDWARD TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	O KEEFE, KAREN MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	OAKLEY, KATHRYNE VIRGINA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	OWENS, LORI MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
	PADGETT, HELEN ANNETTE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	PADGETT, MARGARET E TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	PADGETT, MICHELLE L TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	PARKER, LISA MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	PETERS, HEATHER NICOLE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
	PHILMON, BECKY OLSON TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	POTOCKI, RUTH ANN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	POWERS, KARLA ANN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
	PRICE, DAVIDE STANLEY TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	PRINCE, ANN ELVIRA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	RIDDLE, BRANDI LEA LAJ INSTRUCTIONAL	Lake Asbury Junior High School	9 MON SU / Annual

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VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
ASSISTANT 9 MON SU		
ROBERTS, REBECCA LEIGH LJH IN SCHOOL SUSPENSION 9 MON SU	Lakeside Junior High	9 MON SU / Annual
ROBINSON, WALTER LEROY TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
RUSSELL, GINGER LENORE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
SALLIE, STEPHANIE L TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SAMS, DOREEN FRANCES TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
SAMUELS, VIVIAN JOYCE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SAVOY, MELISSA ANN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
SEGERS, TERESA ANN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SIEWERT, DEBORAH L TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SIGLEY, CHARLES LEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SMITH, AMY MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SMITH, BARBARA ARMSTRONG TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SNYDER, KERRIE ANN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SOLANO, BEVERLY A TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR /
SOMMERS SR, RICHARD DALE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
SOTO, JERI L TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SOTO, PEDRO TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SPARKS, LYNN A TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
SPINEK, LISA LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SPIVEY, BRENDA LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
STANLEY, WILMA DAVIS TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
TAYLOR, DAWN MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
TAYLOR, KRISTEN BLAIR TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
TAYLOR, MAKENZIE DREW TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
THIBODEAU, GINA ELAINE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
THOMAS, DEYVON MARTAVIOUS TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
THOMAS, LYNN THROWER TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR /
TOUW, MARTHA A TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
TRIPP, VALERIE J TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
UBER, CHERYL ANN TRN ESE ASST/BUS MONITOR LNG TRM	Transportation	LNG TRM / Multi-Year Conditional
VALLE, CHRISTINE DENICE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
VANWIE, HEATHER LYNN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
WADDLE, ANN G TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
WALL, CANDIDA MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
WEAVER, EVONNE MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
WHITESIDE, KIMBERLY JO TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
WHITTON, GLENDA MARIE	Transportation	TRANSPOR / Multi-Year

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
TRN ESE ASST/BUS MONITOR TRANSPOR		Conditional
WIGGINS, PATRICIA A TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
WILKINS, KARAN GAY TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
WILLIAMSON, DEBORAH S TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
WINSLOW, PATRICIA A TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
WYNN, DARENE E TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional

DRAFT

VI. Support Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous
0.9	CAREY, VENETIA PULEO TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	EFFECTIVE 2020-08-14 RE-DESIGNATE FROM TBE .9 GENERAL ASST
0.9	ESPINOSA, CYNTHIA TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	EFFECTIVE 2020-08-14 RE-DESIGNATE FROM TBE .9 ESE GENERAL
0.9	JONES COMER, ACQUINETT TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	EFFECTIVE 2020-08-14 RE-DESIGNATE FROM TBE .9 GENERAL ASST
0.9	KUSHNER, DEBORAH ANN TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	EFFECTIVE 2020-08-14 RE-DESIGNATE FROM TBE .9 ESE GENERAL
0.9	NOLAN, LINDSEY MORGAN MBE GENERAL HEALTH ASSISTA 9 MON SU	Middleburg Elementary	EFFECTIVE 2020-08-14 REDESIGNATE FROM DIS .9 GENERAL HEALTH ASST
0.9	PRICE, LANE MARION TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	EFFECTIVE 2020-08-14 RE-DESIGNATE FROM TES .9 GENERAL ASST
	THOMPSON, CAROLINA JOANNE STS SEDNET CASE MANAGER 11 MONTH	Student Services	RE-DESIGNATE END DATE FROM 09/30/20 TO 06/10/21

DRAFT

VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	ANDERSON, ROGER A ROE HEAD CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2020-07-28 /transfer from / DOE HEAD CUSTODIAN
0.9	BOYSEN, LAURA E TBE BEHAVIORAL HEALTH ASST 9 MON SU	Thunderbolt Elementary	EFFECTIVE 2020-08-14 TRANSFER FROM RHS .6 CHILD CARE ASST
0.9	BRAZELL, ANNETTE SHAVONNE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	EFFECTIVE 2020-08-14 TRANSFERRED FROM OLJ .9 BEHAVORIAL HEALTH ASST
	DASHER, RANDALL L AES HEAD CUSTODIAN 12 MO SU	Argyle Elementary	Effective 2020-07-13 /transfer from / SLE CUSTODIAN
0.9	DAVIS, JENNIFER M PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	EFFECTIVE 2020-08-14 TRANSFER FROM PES .8 ISS ASST
	FORD, DORIS MAE POE HEAD CUSTODIAN 12 MO SU	Plantation Oaks Elementary	Effective 2020-07-20 /transfer from / POE CUSTODIAN
0.9	FULLER, COURTNEY J WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	EFFECTIVE 2020-08-14 TRANSFER FROM RHS .9 BEHAVIORAL HEALTH ASST
0.9	KUSHNER, ASHLEY MICHELLE OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	EFFECTIVE 2020-08-14 TRANSFER FROM LAJ .9 GENERAL HEALTH ASST
	LITTLES, BARBARA IDELLA LES CAFE ASSISTANT 6 HOURS 9 MON CA	Lakeside Elementary	EFFECTIVE 2020-08-17 TRANSFER FROM GPE CAFE ASST 5.5 HRS
0.9	MAFFETT, WILLIAM TAFT LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	EFFECTIVE 2020-08-14 TRANSFER FROM OLJ .9 BEHAVIORAL HEALTH ASST
0.9	MATEI, DANUT G FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	EFFECTIVE 2020-08-14 TRANSFER FROM CGE .9 BEHAVIORAL HEALTH ASST
	ONTIVEROS, JOSEPH J RVE HEAD CUSTODIAN 12 MO SU	Ridgeview Elementary	Effective 2020-07-27 /transfer from / FIH CUSTODIAN
	REVIS, JOHN DAVID SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2020-07-27 /transfer from / CC POLICE DEPT SERGEANT
	VILCEUSSYLLON, MARIE BETTY OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2020-07-28 /transfer from / OPH CUSTODIAN
	WOOLFLEY, NANCY R BLC REGISTERED NURSE 10 MONTH	Bannerman Learning Center	EFFECTIVE 2020-08-11 TRANSFER FROM OVE .9 GENERAL HEALTH ASST
	YRIGOLLEN, GILBERT R DOE HEAD CUSTODIAN 12 MO SU	Discovery Oaks Elementary	Effective 2020-08-03 /transfer from / ROE CUSTODIAN
	ZAYAS, AMANDA RENEE OPR ADMIN SECRETARY 12 MO SU	Division Of Support Services	Effective 2020-07-30 /transfer from / ELE ADMINISTRATIVE SECRETARY

DRAFT

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Action/Effective
CRAWFORD, RANDALL J OPJ BOOKEEPER 12 MO SU	Orange Park Jr High	Effective 2020-07-28 RESIGNATION
DONLEY, WALTER MRE CUSTODIAN 12 MO SU	Mcrae Elementary	Effective 2020-09-04 RETIREMENT
GRIFFIN, EARL J DIS CUSTODIAN 12 MONTH	Doctors Inlet Elementary	Effective 2020-08-03 RESIGNATION
HAYES, ROBYN D SUPPORT - CWL 12 M0 LNG TRM	COUNTY-WIDE LEAVE	Effective 2020-07-30 CONCLUDE EMPLOYMENT
MESSER, LILLIAN LORRAINE WJH CUSTODIAN 12 MO SU	Wilkinson Jr High	Effective 2020-07-31 RESIGNATION
MORGAN, KRISTEN L PES SCHOOL SEC ADMINISTRATION 10 MONTH	Robert M. Paterson Elementary	Effective 2020-08-31 RESIGNATION
NAU, PRECIOSA F TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-09-30 RETIREMENT
SIEDSCHLAG, THERESA M LES SECRETARY 11 MO 11 MONTH	Lakeside Elementary	Effective 2020-08-14 RESIGNATION
SMITH, CAROLYN JEAN SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2020-07-17 RETIREMENT
SROZINSKI, STEVEN JAMES SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2020-07-21 RESIGNATION
SULLIVAN, HENRY STEVEN PES CUSTODIAN 12 MO SU	Robert M. Paterson Elementary	Effective 2020-08-14 RESIGNATION
WILKINSON, VICKIE L SUPPORT - CWL 12 M0 12 MO SU	COUNTY-WIDE LEAVE	Effective 2020-09-30 RETIREMENT

DRAFT

VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

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
Fleming Island High	10/2-3, 2020	Tallahassee, FL	Boys Varsity Cross Country	FSU Pre-State XC Meet
Fleming Island High	10/2-3, 2020	Tallahassee, FL	Girls Varsity Cross Country	FSU Pre-State XC Meet
Fleming Island High	11/6-7, 2020	Tallahassee, FL	Boys Varsity Cross Country	Cross Country State Championships
Fleming Island High	11/6-7, 2020	Tallahassee, Fl	Girls Varsity Cross Country	Cross Country State Championships

DRAFT

Gap Analysis

Field trips provide students with a window to the real world that they don't get in the classroom, and they can help students understand real-world applications to abstract concepts.

Previous Outcomes

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

Expected Outcomes

It is important to recognize that learning outcomes from field trips can range from cognitive to affective outcomes. Exposing students to new experiences and can increase interest and engagement in academics regardless of prior interests.

Strategic Plan Goal

Ensure that every classroom provides a quality and rigorous instructional experience in order to elevate student outcomes.

Recommendation

That the Clay County School Board approve out of county student travel.

Contact

Roger Dailey, Assistant Superintendent of Curriculum & Instruction; roger.dailey@myoneclay.net; 904-336-6904

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

Financial Impact

None

Review Comments

Attachments

- September 2020 - Student Field Trips.pdf

DRAFT

SCHOOL DISTRICT OF CLAY

FIELD TRIP REQUE

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 3, 2020

1. School Requesting: FIHS XC - Bo

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

3. Trip(s) Overnight: Yes ✓ No___ Trip(s) Out-of-State: Yes___ No ✓

4. Dates of Field Trip*: 10/2/20 - 10/3/20 Destination*: TALLAHASSEE FL

5. Group Taking Trip: Boys XC TEAM VARSITY

6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. CHRIS OTERO, DAVE ALLEN

7. Educational Value of Field Trip: FSU PRE-STATE XC MEET

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

9. Number of Students*: 15 Number of Chaperones*: 2

10. Cost Per Student: 0 Budget Code or Source to be charged:_____
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 12:30 PM 10/2/20 Returning Time*: 4:00pm 10/3/20

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

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

Bus Requisition Number(s):

Chris OTERO	7/1/20
Teacher, Team Leader, Department Head, Etc.	Date
Principal	Date 7/1/20
Assistant Superintendent	Date 7/10/20
Superintendent	Date

DRAFT

SCHOOL DISTRICT OF CLAY

FIELD TRIP REQUE

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 3, 2020

1. School Requesting: FHS XC - Girl

2. Transportation (Check One):
School Bus(s)____ Private Vehicle(s) ✓ Commercial Carrier____ Other ✓ Rental Vans
If Commercial Carrier or Other, please state type:____

3. Trip(s) Overnight: Yes ✓ No___ Trip(s) Out-of-State: Yes___ No ✓

4. Dates of Field Trip*: 10/2 - 10/3/20 Destination*: Tallahassee FL

5. Group Taking Trip: GIRLS XC TEAM VARSITY

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. SUZANNE BAKER, LISA ADAMS

7. Educational Value of Field Trip: FSU PRE-STATE XC MEET

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

9. Number of Students*: 15 Number of Chaperones*: 2

10. Cost Per Student: 0 Budget Code or Source to be charged:____
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 12:30pm 10/2 Returning Time*: 4:00 pm 10/3

**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):

Suzanne Baker Teacher, Team Leader, Department Head, Etc.	7/1/20 Date
Principal	7/1/20 Date
Assistant Superintendent	7/20/20 Date
Superintendent	Date

DRAFT

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 3, 2020

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUE

1. School Requesting: FCHS XC - Boys

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

3. Trip(s) Overnight: Yes ✓ No___ Trip(s) Out-of-State: Yes___ No ✓

4. Dates of Field Trip*: 11/6-11/7/20 Destination*: TALLAHASSEE FL

5. Group Taking Trip: XC STATE CHAMPIONSHIPS Boys

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: _____

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

9. Number of Students*: 20 Number of Chaperones*: 4

10. Cost Per Student: $ 50.00 Budget Code or Source to be charged:_____
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 12:30pm 11/6 Returning Time*: 4:00pm 11/7

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

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

Bus Requisition Number(s):

Chris OTERO Teacher, Team Leader, Department Head, Etc.	7/1/20 Date
Principal	7/1/20 Date
Assistant Superintendent	7/20/20 Date
Superintendent	Date

DRAFT

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

SCHOOL DISTRICT OF CLAY C

FIELD TRIP REQUE

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 3, 2020

1. School Requesting: FHS XC - GIR

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

3. Trip(s) Overnight: Yes ✓ No___ Trip(s) Out-of-State: Yes___ No ✓

4. Dates of Field Trip*: 11/6-11/7/20 Destination*: TALLAHASSEE FL

5. Group Taking Trip: XC STATE CHAMPIONSHIPS GIRLS

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: _____

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

9. Number of Students*: 20 Number of Chaperones*: 4

10. Cost Per Student: $ 50.00 Budget Code or Source to be charged:_____
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 12:30pm 11/6/20 Returning Time*: 4:00pm 11/7/20

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

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

Bus Requisition Number(s):

Suzanne Baker	7/1/20
Teacher, Team Leader, Department Head, Etc.	Date
[signature]	7/1/20
Principal	Date
[signature]	7/20/20
Assistant Superintendent	Date
[signature]	
Superintendent	Date

DRAFT

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

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C6 - 2020-21 Dual Enrollment Articulation Agreement Between District School Board of Clay County and District Board of Trustees St. Johns River State College

Description

A collaborative agreement between the St. Johns River State College and the SBCC for Dual Enrollment purposes. The 2020-21 agreement allows for the continuation of a longstanding relationship between these two organizations. This agreement allows Clay County students to enroll in college courses on the campuses of SJRSC and on each high school site. The agreement outlines policies pertaining to Dual Enrollment and the roles and responsibilities of each entity.

Gap Analysis

The agreement must be made in order to continue this offering to Clay students.

Previous Outcomes

Clay County has had a positive working relationship with SJRSC for many years. This agreement benefits the students of the District by allowing them to earn both college credits and high school credits simultaneously. Thousands of students have earned these dual credits over the years, thus, allowing students to accelerate their postsecondary work and to save parents/families money.

Expected Outcomes

Clay County students will continue to receive college-level courses on the high school sites and on the SJRSC campus and to inform students of this opportunity. It is expected that the total number of credit hours earned will slightly increase due to the positive promotion of this program.

Strategic Plan Goal

Goal 1: Develop a High Quality & Aligned Instructional System
Strategy 1.3: Prepare all students to be full option graduates who are prepared for college, eligible to enlist in military services, or able to compete in the workforce.

Recommendation

That the Clay County School Board approve 2020-21 Dual Enrollment Articulation Agreement Between District School Board of Clay County and District Board of Trustees St. Johns River State College.

Contact

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

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

Financial Impact

Approximately $380,000.00 - 100.5100730.9007.0000

Review Comments

Attachments

Sept 2020 - 2020-21 St Johns River Dual Enroll.pdf

DRAFT

☑ APPROVED

210024

CONTRACT REVIEW FORM

BOARD MEETING DATE:

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

Date Submitted: 7/29/20

Name of Contract Initiator:
Telephone Number: Treasure Pickett Email: treasure.pickett@myoneclay.net

School/Department Submitting Contract: C+I - 9007

Vendor Name: St. Johns River State College

Contract Title: Dual Enrollment Articulation Agreement

Contract Type: New ☐ Renewal ☒ Amendment ☐ Extension ☐

Date Original Contract Approved: Prior Year's Pricing:

Contract Term: 1 Year Renewal Option(s):

Contract Cost: $380,000 (approx.) - This includes Collegiate High School program **Payment Schedule** (Monthly? Upon delivery? When Finished?):

Funding Source: 100.5100730.9007.0000

Strategic Plan Tie-in Explanation:

Pre-Approved by Superintendent or Designee? Yes _____ No _____

Additional Information:

DRAFT

SBAO RECEIVED 8/14/20

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE:

_____ **Completed Contract Review Form**
_____ **SBAO Template Contract or other Contract**
_____ **SIGNED Addendum A (if not an SBAO Template Contract)***

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

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

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

REVIEWED BY:	PLEASE ADDRESS COMMENTS BELOW:
School Board Attorney: 8/13/20 Approved	
Review Date:	
Other Department: Purchasing	Note: There are a few changes from
Review Date: 8/10/2020	prior year 19-20 Contract 200024
Other Department:	
Review Date:	

RECEIVED
AUG 03 2020
PURCHASING

Dual Enrollment Articulation Agreement Between
School Board of Clay County, Florida and
District Board of Trustees of St. Johns River State College

Section 1007.271 (21), Florida Statutes, specifies the development of the Dual Enrollment Articulation Agreements between the state college presidents and the superintendents of schools within their respective state college districts for the purpose of providing a primary framework within which all future Dual Enrollment objectives and activities shall be described. The School Board of Clay County, Florida, hereinafter referred to as the School Board, and the District Board of Trustees of St. Johns River State College, hereinafter called SJR State, desire to implement the above statute and have, therefore, established an articulation committee with representation from the School Board and SJR State. Each year, this articulation committee will review this Agreement and the performance of parties hereunder in order to assure both parties that it continues to serve their mutual interest.

Committee members shall include:

- Appointed School Board Representative, School Board of Clay County, Florida (Co-Chair)
- Vice President for Academic Affairs/CAO, SJR State (Co-Chair)
- Vice President for Workforce Development/CTE
- Associate Vice President for Academic Affairs, SJR State
- Director of Dual Enrollment and College Access, SJR State
- Director of Career Education, School Board
- Appointed School Board Representative

The term of this agreement shall commence August 1, 2020, and end July 31, 2021. Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the School Board of Clay County, Florida and the President of St. Johns River State College.

The School Board and SJR State agree as follows:

1. **Ratification of articulation agreements between the State college and school district:**
   This agreement replaces any existing agreement with the School Board and SJR State regarding the Dual Enrollment Articulation Agreement.

2. **Parent and student notification process about student participation in the Dual Enrollment program:** The School Board and SJR State will work collaboratively to notify eligible students and their parents of Dual Enrollment acceleration mechanisms. The School Board shall inform all eligible secondary students and their parents of Dual Enrollment as an educational option and mechanism for acceleration, including eligibility criteria, and the process by which students exercise their option to participate in Dual Enrollment. This information shall be included annually in each high school's curriculum guide, programs of study, student progression plan, and/or course catalog. SJR State shall work with each high school to provide information for their curriculum guides/progression plans/course catalogs, will coordinate inquiries to SJR State from parents and students with high school guidance staff, and will communicate directly with parents and students about Dual Enrollment options as appropriate. Additionally, SJR State's Director of Dual Enrollment will host annual Information Sessions for potential Dual Enrollment students and parents.

3. **Programs and courses available to students eligible for Dual Enrollment:**

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A. *Program Description:* Dual Enrollment, an articulated mechanism between the School Board and SJR State, shall serve to shorten the time necessary for students to complete the requirements associated with the conferral of a degree, broaden the scope of curricular options available to students, and/or obtain opportunities for completing career/technical programs. Section 1007.271, Florida Statutes, establishes that "the Dual Enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree" (Section 1007.271(1), F.S.). "Early admission shall be a form of Dual Enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree" (Section 1007.271(7), F.S.). "Career early admission is a form of career Dual Enrollment through which eligible secondary students enroll full time in a career center or a state college in courses that are creditable toward the high school diploma and the certificate or associate degree" (Section1007.271(8), F.S.). Students enrolled as Dual Enrollment, early admission, or career early admission shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as Dual Enrollment, early admission, and career early admission will be eligible to participate in both high school and College activities as appropriate including graduation and other extracurricular activities.

B. Course Offerings: Dual Enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The *Dual Enrollment Course -- High School Subject Area Equivalency List* states the relationship between high school and college course subject areas and dictates the awarding of credit for said classes (available online at http://www.fldoe.org/articulation/pdf/DEList.pdf). All courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for Dual Enrollment credit and count toward high school graduation, including electives. These courses may include but are not limited to communications, humanities, mathematics, science, social sciences, foreign languages, and workforce education courses. Physical education and college preparatory courses are excluded from this Agreement. Physical education, college preparatory, and non-credit courses in addition to courses within selected limited access programs are excluded from this agreement, as are courses with activities that presume an adult-level of maturity and personal responsibility such as study abroad. Neither traditional high school nor dual enrolled high school students may be permitted to pay to take any college courses, including physical education or college preparatory classes. In addition to the A.A. and A.S. degrees, career and technical certificate programs (formerly known as CTC) are available to students eligible for Dual Enrollment. Dual enrolled students must be A.A., A.S. Degree or CTC certificate seeking students.

C. High School Site Dual Enrollment courses: The School Board, High School Principal, or High School's Dual Enrollment contact must contact the Dual Enrollment Office with any known extended, planned or unplanned medical or other leave of the Dual Enrollment teacher immediately upon knowing of the absence. High school site Dual Enrollment courses must meet the required contact hours of the specific course requirement in a consecutive manner. In addition, no course material is to be covered and no grades are to be assigned except by anyone other than the Dual Enrollment teacher or by a SJR State approved substitute who meets the appropriate credentials of a SJR State faculty member.

4. **Process for students and their parents to elect to participate in the Dual Enrollment program:**

A. Application Procedure: In order to participate in Dual Enrollment at SJR State, Dual Enrollment eligible high school students will be required to first meet with their high school guidance counselor to receive the Dual Enrollment Admission Application (online application). The completed Dual Enrollment Admission Application online verification form (students print this form at the conclusion of the online admissions application) and copy of official test scores must be submitted, with all necessary signatures, to the high school Dual Enrollment counselor, no later than 30 days before the start of the term or posted Dual Enrollment deadline, whichever comes first. The high school guidance counselor will confirm that the student has the appropriate class standing, CPT, P.E.R.T., ACT, or SAT

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test scores (please see updated testing information below), and GPA to be eligible for Dual Enrollment prior to forwarding the application to SJR State. Students who do not have a social security number will need to use the paper Dual Enrollment Admissions Application (Appendix 1).

Temporary Application Procedure for Fall 2020 only: On May 13, 2020, the Florida Department of Education released an Emergency Order (EO), DOE Order No. 2020-EO-02, in response to COVID 19. In section VIII (d), the emergency order states: The testing requirement for student eligibility for initial enrollment in college credit dual enrollment courses taken through December 31, 2020 provided in section 1007.271(3), is suspended.

*Per State of Florida guidance, this EO **does not** eliminate the unweighted 3.0 GPA requirement for initial dual enrollment eligibility, nor does it remove the College's ability to establish course prerequisites and assess students' readiness for college-level English and mathematics courses.*

In accordance with the Department of Education's Emergency Order, common placement tests scores (PERT, SAT, ACT, and CPT) already on file at SJR State or which were taken on or before May 13, 2020, will be accepted for initial eligibility for enrollment and placement for Summer 2020 and Fall 2020 terms. Any scores for PERT, SAT, ACT, and CPT exams taken after May 14, 2020, will not be accepted for Summer 2020 and Fall 2020 eligibility and placement, and the listed below methods must be utilized.

In accordance with the EO and state guidance, in addition to the admission requirement of a 3.0 unweighted high school GPA, for the Summer 2020 and Fall 2020 terms, dual enrollment students will demonstrate readiness for the following courses using one of the identified alternative placement measures:

Course:	Alternative Placement Measures:
ENC1101	✓ Grade 10 PSAT/NMSQT EBRW: 430+ **OR** ✓ Grade of B or better in any AP, IB, or AICE English course **OR** ✓ 6 earned DE college credits with a 3.0+ cumulative college GPA **OR** ✓ Satisfactory score on SJR State EdReady Assessment
MAT1033	✓ Grade 10 PSAT/NMSQT Math: 480+ **OR** ✓ Grade of B or better in Algebra I Honors, Algebra II, or Algebra II Honors **OR** ✓ Satisfactory score on SJR State EdReady Assessment
MAC1105 STA2023	✓ PSAT/NMSQT Math: 530+ **OR** ✓ Grade of B or better in any AP, IB, or AICE math course **OR** ✓ Satisfactory score on SJR State EdReady Assessment **OR** ✓ Completion of prerequisite course
MAC1147 MAC2233 MAC2311	Students who have earned an A or B in high school Precalculus and/or Calculus and believe they have the prerequisite knowledge required to enroll directly in MAC1147, MAC2233, or MAC2311 may take an SJR State placement test

B. Career and Technical Certificate (CTC) Application Procedure: CTC programs are limited access with unique admission requirements. Students must meet specific criteria with the academic department before enrollment. The application and registration procedure is amended to ensure a review of the student's qualifications as they pertain to meeting these criteria. Admission criteria for each CTC program may be found in the College catalog. CTC programs require a mandatory orientation facilitated by the academic department so that students may be provided with the additional admission requirements and due dates associated with on the job training components of CTC programs (i.e. physical exam). It is within the discretion of the school district to assign Career and Technical

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Education program staff to assist with the responsibilities of disseminating and collecting Dual Enrollment applications and supporting documentation needed to fulfill the CTC admission requirements addressed during this orientation. The maximum course load for a CTC student is the required sequence of courses in the CTC program.

C. Acknowledgement of Principles of Participation: By signing the online admissions application, students selected for participation in Dual Enrollment and their parents both agree to the *Principles of Participation for Dual Enrollment /Early Admission Program* (available online on the SJR State's Dual Enrollment webpage at http://www.sjrstate.edu/forms/dualprinciples.pdf and Appendix 2). Students have the ability to print out the Principles of Participation at the conclusion of the online admission application. This document should be retained by the student.

D. Registration Process: The Dual Enrollment student meets with their high school's Dual Enrollment contact to initiate the registration process as well as receive approval to any changes in their Dual Enrollment schedule, in order to safeguard the meeting of high school graduation requirements. The student must submit the paper Dual Enrollment registration form (Appendix 4) so that the high school's Dual Enrollment contact can approve it.

E. Disabilities Accommodation: Students will need to contact SJR State's Advising Center to register for accommodations. The student has the responsibility to self-identify to the appropriate College personnel.

F. Schedule Changes: In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all schedule change requests with their high school guidance counselor. The high school guidance counselor will then submit the necessary paperwork on the student's behalf to the Office of Dual Enrollment for processing (Appendix 5). All schedule changes must be completed by the College's published add/drop deadline.

G. Withdrawing from a Course: In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all course withdrawal requests with their high school guidance counselor. The high school guidance counselor will then submit the necessary paperwork on the student's behalf to the Dual Enrollment Office for processing (Appendix 6). All withdrawals must be completed by the College's withdrawal deadline. Dual Enrollment students who earn a "W" by withdrawing from a course will be subject to dismissal from the Dual Enrollment program. Students will be withdrawn from both a lecture and a lab when they are taken as co-requisites. CTC withdrawal deadlines are different from those posted in the academic calendar. Students are informed of these dates during required program orientations or on the first day of class. Students who withdraw or receive a D or F in a course must first complete the petition process with the Dual Enrollment Office before they are permitted to register for additional courses.

H. Maximum Course Load: Dual Enrollment students may take a maximum of ten (10) Dual Enrollment credit hours in the fall term, ten (10) Dual Enrollment credit hours in the spring term, and six (6) to eight (8) Dual Enrollment credit hours for the summer term (for a total of 2 courses maximum). Early admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term. The maximum course load for a CTC student is the required sequence of courses in the CTC program.

I. Weighting of Dual Enrollment: The School Board will "weigh Dual Enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated" (Section 1007.271, F.S.).

J. Final Course Grades: At the end of the semester after grades are posted, the Dual Enrollment Office will transmit students' final course grades to the high school guidance counselors. Students may view their final course grades through SJR State's online portal, MySJRstate, on the Dual Enrollment tab at http://www.sjrstate.edu/mysjrstate.html

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K. High School Site Dual Enrollment Grades: For both fall and spring semesters, high school site Dual Enrollment teachers will submit their grades via MySJRstate portal. Fall semester grades must be submitted into the MySJRstate portal by 11:59pm on December 14, 2020, and Spring semester grades must be submitted into MySJRstate portal by 11:59pm on May 3, 2021.

L. College Academic Calendar: Dual Enrollment students are required to adhere to SJR State's Academic Calendar and attend all regularly scheduled classes, regardless of any conflicts with high school holidays, extracurricular activities, and sports. SJR State's Academic Calendar is available in the College Catalog and also posted online at http://www.sjrstate.edu/academcal.html.

M. Grade Forgiveness: Students may not repeat Dual Enrollment courses that they earned a "W", "D", or "F" (unless granted permission through the Dual Enrollment petition process). All grades including "W" for withdrawal will become part of the student's permanent record. SJR State's grade forgiveness policy is that the last grade recorded for a course will be used to calculate the student's SJR State cumulative GPA. Students will only be granted one Dual Enrollment petition while enrolled in SJR State's Dual Enrollment program.

5. **Student eligibility requirements for participation in the Dual Enrollment program**:
A. Eligibility Criteria for Student Participation in Dual Enrollment: Students eligible for Dual Enrollment must be an eligible secondary student with an unweighted high school GPA of 3.0, and demonstrate readiness for college coursework through scores on college placement tests (please see Fall 2020 Temporary Application Procedure for Fall placement guidelines in section 4A). Early admissions students' eligibility would be the same requirements for a Dual Enrollment student. Participation in career/vocational Dual Enrollment requires a 2.0 unweighted GPA. Students who are enrolled at their high school as 12th grade seniors may enroll in SLS 1122 Academic Pathways for College Success with a 2.5 unweighted high school GPA. Dual Enrollment students will be required to complete the CPT, P.E.R.T., ACT, and/or SAT (4A for Fall 2020). No student shall be enrolled in a college credit mathematics or English Dual Enrollment course unless the student has demonstrated adequate precollegiate preparation on the appropriate sections of the CPT, P.E.R.T., ACT, or SAT; a placement test score chart is available online on the College's website at http://www.sjrstate.edu/catalog/placementtest.pdf (4A for Fall 2020). High school students who do not meet the minimum class standing but who are enrolled in a career academy or are otherwise selected by their high school administration for participation in Dual Enrollment and meet the other minimum requirements may do so upon petition to SJR State's Dual Enrollment Office by their school district. High school students not enrolled through the Dual Enrollment program shall not be permitted to take college level credit or vocational credit classes at SJR State under any circumstances or proviso. The School District and St. Johns River State College agree that eligible secondary students are entitled to participate in Dual Enrollment for a maximum of three years in college credit coursework at the 1000 and 2000 level.

B. Continued Eligibility of Student Participation in Dual Enrollment: Dual Enrollment students who earn below a "C" (including a "W" grade) in any Dual Enrollment course will be subject to dismissal from the Dual Enrollment program. Dual Enrollment students must maintain an unweighted cumulative high school GPA of 3.0 or higher and a college GPA of 2.0 or higher to continue in the Dual Enrollment program. CTC Dual Enrollment students must maintain an unweighted cumulative high school GPA of 2.0 or higher to continue in the Dual Enrollment program and a college GPA of 2.0 or higher in order to continue in the Dual Enrollment program. Students who do not meet these minimum standards to continue in Dual Enrollment may contact the Dual Enrollment Office to learn about the petition process. Students not maintaining this standard are subject to dismissal from the Dual Enrollment program and will not be eligible for admission if this standard was not met at a previous college or university. Students who do not maintain satisfactory progress at the college will be placed on academic probation.

DRAFT

C. Loss of Eligibility in Dual Enrollment: Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a Dual Enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.

D. Florida Youth Challenge: The designated Florida Youth Challenge personnel will select students to participate in the Dual Enrollment program based upon their TABE scores and their performance in the program. These students will be administered the CPT or PERT tests (4A for Fall 2020), in order to participate. The selected students will be eligible to enroll in SLS courses based upon the recommendation of the designated Florida Youth Challenge personnel.

E. Graduating Seniors: Students who graduate prior to completion of the postsecondary course may not register for the course through Dual Enrollment. Graduating seniors who successfully participated in Dual Enrollment while in high school may be approved to register as traditional, fee-paying students in summer courses that begin prior to the award of their high school diploma after completion of a waiver process that originates in the Office of Student Affairs; however, financial aid will not be available to students until after their high school diploma has been conferred.

6. **Delineation of the high school credit earned for the passage of each Dual Enrollment course:**
Course Credit: Students enrolled in Dual Enrollment courses shall earn both high school credit from the School Board and college credit from SJR State if they meet the minimum requirements for satisfactory completion of such courses. Students who complete a three (3) or four (4) credit hour Dual Enrollment course at SJR State with a passing grade will earn at least one-half (1/2) elective credit towards the high school diploma and/or designated subject credit assigned by the *Dual Enrollment Course -- High School Subject Area Equivalency List*.

7. **Process for informing students and their parents of college-level course expectations:**
During the application process, students selected for participation in Dual Enrollment and their parents agree to the *Principles of Participation for Dual Enrollment /Early Admission Program* (available online on the SJR State Dual Enrollment webpage at http://www.sjrstate.edu/forms/dualprinciples.pdf and Appendix 2). This document is available for print at the conclusion of the online admissions application. The *Principles of Participation for Dual Enrollment /Early Admission Program* addresses the college-level course expectations as well as the fact that Dual Enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. Additionally, SJR State's Director of Dual Enrollment will host annual Information Sessions for potential Dual Enrollment (also available online on the SJR State's Dual Enrollment webpage at http://www.sjrstate.edu/forms/deinfosession.pdf). During these information sessions, the college-level course expectations are presented. Each fall, SJR State's Director of Dual Enrollment hosts a Dual Enrollment Orientation for new Dual Enrollment students (also available online on the SJR State Dual Enrollment webpage at http://www.sjrstate.edu/forms/deorientation.pdf). During these sessions, the differences between high school expectation and college expectations are detailed. Upon request, by the high school, the Dual Enrollment Office will present additional Information Sessions and Orientation Sessions throughout the year.

8. **Policies and procedures for determining exceptions to the required grade point averages on an individual student basis:** Section 1007.271(3), F.S. allows exceptions to the required GPA on an individual student basis if both parties agree. Students must submit a petition (Appendix 8) and letter that must be approved by the appropriate high school personnel and College personnel. Student's coursework, college readiness, and other factors will be reviewed to determine if the student has the potential to be successful in the Dual Enrollment program. If a student is approved, the student will be placed on probationary status and may be limited in credit hours and course selection.

9. **Registration policies for Dual Enrollment courses:**

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A. Course Scheduling: Section 1007.271(5), Florida Statutes, establishes that "District school boards shall annually assess the demand for Dual Enrollment and other advanced courses, and the district school board shall consider strategies and programs to meet that demand and include access to Dual Enrollment on the high school campus whenever possible. Alternative grade calculation, weighting systems, or information regarding student education options which discriminates against Dual Enrollment courses is prohibited." So as to implement the above statute, the School Board and SJR State will work collaboratively to ensure students eligible for Dual Enrollment shall be permitted to enroll in Dual Enrollment courses offered on the high school site, on SJR State's campuses, and/or offered through distance learning as appropriate. Students eligible for Dual Enrollment shall be permitted to enroll in Dual Enrollment courses conducted during school hours, after school hours, and during the summer terms.

B. Registration Procedure: After acceptance into the Dual Enrollment program, the student and high school Dual Enrollment contact will meet to fill out the course registration form (Appendix 4). The high school's Dual Enrollment contact will submit the Dual Enrollment registration form (paper form) to the SJR State's Dual Enrollment Office. The Dual Enrollment Course Registration Form should be submitted as soon as possible, but no later than the posted Dual Enrollment deadline (www.sjrstate.edu, under Dates and Deadlines). During Dual Enrollment Registration, Dual Enrollment students taking courses on the College site will be required to log into MySJRstate, SJR State's online portal, to confirm their registration. Students registering for Dual Enrollment courses taught on the high school site will be registered after the beginning of the fall and spring semesters.

C. Registration Policies for CTC Dual Enrollment courses: The scheduling of CTC courses does not align with the traditional semesters and registration periods for college credit courses. CTC courses have start and end dates at various times throughout the academic year. If necessary, registration for CTC courses may occur during the first day of class rather than during the college credit Dual Enrollment registration periods in the school district. However, for course approval purposes, the course name, number, and section number can be provided to the district guidance staff and high school Dual Enrollment contact for use during these registration periods.

10. Program Management and Quality Assurance:

A. Program Management: Dual Enrollment courses are college courses with the identical content and learning outcomes expected of all other college courses identified with the same statewide course prefixes and numbers. To ensure that the Dual Enrollment program demonstrates the level of academic rigor expected of all college courses and programs, the School Board and SJR State's Dual Enrollment Program will adhere to the rules dictated in the *Statement of Standards of Dual Enrollment /Early College Programs in the Florida State College System* (available online at http://www.fldoe.org/articulation/pdf/DualEnrollmentStatementStandards.pdf that was codified in State Board of Education Rule 6A-14.064, FAC. CTC programs are limited access and the capacity is determined by the program requirements. Although Dual Enrollment faculty teaching college credit courses will have completed at least (18) graduate semester hours in the teaching discipline and hold at least a master's degree, teachers of CTC Dual Enrollment courses will have the credentials established by the Southern Association of Colleges and Schools Commission on Schools (SACSCOC) for each CTC level program area.

B. Enrollment capacity: Composition courses are limited to 25 students in each section. Science lectures and labs have a maximum of 24 students. All other Dual Enrollment courses are limited to 30 students per course section. High school site Dual Enrollment courses must reflect the seating capacity limits of the college courses taught at SJR State campuses.

C. Dual Enrollment Instructors: Teachers of Dual Enrollment courses will have college teaching credentials established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Appropriate School Board and SJR State staff shall meet and confer to recommend qualified faculty for Dual Enrollment classes taught on the high school site. Preference will be given to qualified high school teachers in the selection process. All instructors will meet or exceed the academic and professional preparation requirements for teaching at SJR State.

DRAFT

All Dual Enrollment faculty will have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree. SJR State shall appoint all instructors.

D. Faculty Evaluation: SJR State will evaluate instruction and monitor student performance and student satisfaction in all Dual Enrollment classes using the same criteria for judging instructional quality as in effect in all classes offered at the College. To ensure course content, requirements, and evaluation components for Dual Enrollment courses taught on the high school site will be identical to those taught on SJR State's campuses, all SJR State's Dual Enrollment instructors will be assigned a curriculum coordinator and/or mentor from SJR State's full-time faculty. The assigned SJR State personnel will evaluate the Dual Enrollment teacher annually based on the College's teacher evaluation criteria.

E. Dual Enrollment Advisory Committee: The School Board and SJR State shall appoint an advisory committee to make recommendations regarding the Dual Enrollment classes and other aspects of this Agreement.

F. Administration: SJR State shall appoint an administrator, the Director of Dual Enrollment, who shall represent SJR State in all matters pertaining to the operation of Dual Enrollment classes and shall serve as liaison between the School Board and SJR State. The School Board shall appoint an administrator who shall represent the School Board in all matters pertaining to the operation of the Dual Enrollment classes and shall serve as liaison between the School Board and SJR State

11. **Determination of Student Eligibility and Monitoring of Student Performance:**

A. High School Guidance Services: The School Board's guidance staff will maintain oversight and monitoring responsibility to ensure the meeting of high school graduation requirements remains the first priority. In addition, each high school's Dual Enrollment contact will check the unweighted GPA of Dual Enrollment students to confirm GPA qualifications are met. To ensure seamless articulation and coordination, high school guidance counselors will meet at least once per year with SJR State's college advisors.

B. College Guidance Services: Prior to the beginning of the fall term, SJR State's Dual Enrollment Office will host Dual Enrollment Orientation Sessions for new and returning Dual Enrollment students. The purpose of the Dual Enrollment Orientation Sessions will be to introduce the Dual Enrollment students to the College campus; highlight the SJR State guidance, career, library, and college planning services available; and clarify College policies and procedures. A key advising point that will be shared with parents and students is that Dual Enrollment grades are calculated and recorded in the student's college GPA and transcript, creating a permanent record that can impact future university admission decisions. At this time, all high school Dual Enrollment students will be assigned a MySJRstate account. Through this online portal, the College will send the student communications about educational and career development activities. Additionally, Dual Enrollment students will work with the staff of SJR State's Dual Enrollment Office regularly throughout the process of planning and scheduling Dual Enrollment courses. Dual Enrollment and early admission students are encouraged to meet regularly with college advisors and to develop a post-secondary plan and major during information and orientation sessions. Dual Enrollment and Early Admission students will be required to meet with a College advisor after completion of 20-30 college credits. Information and orientation session presentations are also available online to all students who cannot attend in person sessions. It is the student's responsibility to review this material before their Dual Enrollment career begins.

C. Responsibility for Student Screening:

I. Student Testing for Fall 2020: Please see 4A Application Procedure

II. Student Testing for Spring 2021 and Summer 2021:

DRAFT

The P.E.R.T. placement test will be administered by the School District to high school students eligible for Dual Enrollment. Students who have a qualifying A.C.T. or S.A.T. score are not required to take the P.E.R.T. The School District will be solely responsible for providing test security at all P.E.R.T. testing sites. The School District will administer and provide the P.E.R.T. test materials at no charge for high school students eligible for Dual Enrollment. SJR State will assist high school personnel in interpreting individual students' test results for course placement and assistance in the development of academic interventions by high schools to improve student's skills. The Dual Enrollment contact for the high school will be responsible for providing individual student's test scores to SJR State's Dual Enrollment Office as part of the Dual Enrollment application process.

Testing at the High School Site: Testing at the high school site for Dual Enrollment will be the responsibility of the School District. Reasonable accommodations will be provided at the test site at the expense of the high school for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.

Testing at the College Campus: With prior approval and in very limited numbers, the P.E.R.T. may be administered at a testing center at SJR State at the request of the high school. All P.E.R.T. testing at the College campus must be approved by SJR State's Director of Dual Enrollment. Students approved to test at SJR State's Campus will be responsible for providing their own transportation to the College and for paying the College's $20 testing fee. Reasonable accommodations will be provided at the test site at the expense of the College for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.

Retaking the P.E.R.T.: Dual Enrollment students may retake the P.E.R.T. once during their high school tenure in accordance with SJR State's P.E.R.T. Policies and Procedures.

D. Student Policies, Procedures, and Behavioral Expectations: Students enrolled in Dual Enrollment classes will be subject to the student policies and procedures of both the School Board and SJR State. Should a conflict be identified as a result of either institution's policies or procedures, the School Board and SJR State will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for students. College policies and procedures are published in the College Catalog/Handbook and are also available online on the Student Services website at http://www.sjrstate.edu/catalog.html

E. High School Site's Attendance Policy: The attendance policy is dictated by the teacher's syllabus. At the high school site, the teacher may elect to excuse up to six absences due to the number of the course's contact hours. This is ultimately up to the discretion of the instructor.

F. *High School's/School District's Disciplinary Action:* A student suspended from their high school may not attend their high school site's Dual Enrollment courses. Yet, they can attend their college site Dual Enrollment courses. If a student is sent to the district's alternative school, then the Dual Enrollment student loses their Dual Enrollment eligibility and will receive a "W" for all of their registered Dual Enrollment courses.

12. **Student Grades and Records:**

A. *Student Grades*: Transmission of student grades in Dual Enrollment: Grades assigned by the post-secondary institution for Dual Enrollment courses, including the "W," are to be accepted at face value by the School Board and are not to be changed on the student's high school academic record (SBE Rule 6A-1.09941, F.A.C.).

B. Student Records: The School Board and SJR State may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida

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Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

13. **Responsibility for Costs:**

A. Full-Time Equivalency Funding: The School Board shall be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules. For Dual Enrollment courses offered on the College campus and online, the School District shall pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For Dual Enrollment courses offered on the high school campus by a qualified high school teacher, by an SJR State adjunct, or by an SJR State full-time instructor, the School District shall be responsible for the College's actual costs associated with Dual Enrollment. For 2020-2021, the following per credit hour rates will apply:

- Course taught on SJR State Campus: $71.98/credit hour
- Course taught online: $71.98/credit hour
- Course taught on the high school campus by a qualified high school instructor: No fee
- Course taught on the high school campus by an SJR State adjunct with a Master's Degree or full-time instructor teaching as an overload with a Master's Degree: $675.00 per contact hour
- Course taught on the high school campus by an SJR State adjunct with a Doctoral Degree or full-time instructor teaching as an overload with a Doctoral Degree: $675.00 per contact hour

B. CTC Responsibility for Costs: The current credit hour rate for CTC courses taught on the SJR State Campus is $60.93 per credit hour which converts to $2.33 per vocational clock hour which will be the responsibility of the School District along with other required course fees as outlined in the specific program cost summary sheet. The School District will also be responsible for books and if providing background checks, the school district will submit this information to SJR State. Students will be responsible for required physicals and shots for participation in clinicals and will release this information to the college as well as clinical sites. Students may add or drop a course during the add/drop window for the part of term associated with the CTC course. These dates are provided to the School District and students during the CTC program orientation

C. Add/Drop and Withdrawal Policy: Students may add or drop a course during the Add/Drop window denoted on the College's Academic Calendar. The District will not be assessed tuition for students who drop a course during Add/Drop. After the conclusion of Add/Drop, students may withdraw from a course without academic penalty (a grade of "W") at any time prior to the point in the semester as published in the academic calendar. The District will be responsible for tuition for students who withdraw from a course after the conclusion of Add/Drop.

D. Student Fees: Any student enrolled in the Dual Enrollment program shall be exempt from the payment of textbook, online instructional material access code, registration, tuition, and laboratory fees. Students enrolled in Dual Enrollment courses will be responsible for the cost of any personal or consumable items associated with a specific course or program such as school supplies, background checks, blood tests, etc.

E. Instructional Materials: SJR State shall select textbooks used in Dual Enrollment courses. Payment for required textbooks for classes conducted on the high school campuses or on SJR State's campuses will be through the individual high schools. The textbooks shall be the property of the School Board. Inventories of Dual Enrollment textbooks will be maintained by individual high schools and/or school district. The District will inform students of any fines relating to instructional materials (e.g., late return or lost book fees) prior to issuing them back to the students. The District must provide each student with a textbook for each Dual Enrollment course, including courses taught at the high school site. A class set of textbooks does not suffice. Textbooks used by Dual Enrollment students at high school sites will follow the Department of Education's cycle for textbook replacement, with the following provisions: 1) the College has not changed the textbook, or 2) the new textbook edition has not so substantively changed in content that it has rendered the previous edition unusable.

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F. Instructor Fees: SJR State is responsible for the full cost of the instructor for courses taught on SJR State's campuses and online. The School Board is responsible for the full cost of the instructor for courses taught at the high school sites.

G. Facility and Laboratory Fees: SJR State is responsible for the full cost of any facility and laboratory fees for courses taught on SJR State's campuses. The School Board is responsible for the full cost of any facility and laboratory fees for courses taught on the high school site.

H. Disability Services: As required by law, students with disabilities must receive appropriate accommodations. SJR State will be responsible for the cost of providing the necessary accommodations for courses taken on SJR State's campuses. The School Board will be responsible for the cost of providing the necessary accommodations for courses taken at the high school sites and for the cost of adaptive textbooks and other materials. Students with disabilities will be responsible for providing appropriate documentation so that accommodations can be provided.

14. **Responsibility for Student Transportation:**
Students will be responsible for providing their own transportation to and from Dual Enrollment classes on SJR State's campuses.

15. **Submission of Updated Dual Enrollment to the Florida DOE:**
The College shall be responsible for submitting annually an updated copy of the Dual Enrollment Articulation Agreement electronically to the Florida Department of Education, Office of Articulation, by August 1st.

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2020-2021 Dual Enrollment Articulation Agreement Execution Between
School Board of Clay County, Florida and
St. Johns River State College

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to the School Board of Clay County and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and the School Board of Clay County, Florida.

Signed on this _____ day of _____ 2020

for the District Board of Trustees of St. Johns River State College:

_____

Chairman, St. Johns River State College

_____

President, St. Johns River State College

Signed on this _____ day of _____ 2020

for the School Board of Clay County, Florida:

_____

Chairman, School Board of Clay County, Florida

_____

Superintendent, School Board of Clay County, Florida

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Appendices

St. Johns River State College
School Board of Clay County, Florida
Dual Enrollment/Early Admissions/Collegiate High School Forms

1 Application/Admissions Form (only to be used for students who do not have a social security number)
2 Online application signature page
3 Principles of Participation
4 Student Responsibilities
5 Registration/Approval Form
6 Registration Adjustment/Drop Add Form
7 Student Initiated Course Withdrawal Form
8 Instructor Initiated Absence Warning/Withdrawal Form
9 Policy Exception Request
10 State College Waiver Request

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C7 - 2020-21 Collegiate High School Contract Between Clay County School Board and District Board of Trustees of St. Johns River State College

Description

A collaborative agreement between the St. Johns River State College and the School Board of Clay County for Dual Enrollment purposes that deals with legislation requiring all school districts to have a K-12 program in place each year. This agreement renews the contract for another year with Orange Park High School and Middleburg High School. This program will lead to more students earning their "AA" degree upon graduating from high school.

Gap Analysis

Through the intentional work and collaboration of the two organizations and "Curriculum and Instructional" department, the program has gained momentum in these two communities (OPHS and MHS). The District will continue to identify students who are eligible for this opportunity by reviewing grades and goals.

Previous Outcomes

Clay County has had a positive working relationship with SJRSC and this agreement benefits the students of the District by allowing both college credits and high school credits at the same time.

Expected Outcomes

Clay County will continue to provide college-level courses on the two sites and to promote the "Collegiate High School" initiative.

Strategic Plan Goal

Goal 1: Develop a High Quality & Aligned Instructional System
Strategy 1.3: Prepare all students to be full option graduates who are prepared for college, eligible to enlist in military services, or able to compete in the workforce.

Recommendation

That the Clay County School Board approve the 2020-21 Collegiate High School Contract Between Clay County School Board and District Board of Trustees of St. Johns River State College.

Contact

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

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

Financial Impact

Approximately $50,000.00 - 100.5100730.9007.0000

Review Comments

Attachments

Sept 2020 - 2020-21 St Johns River Collegiate HS .pdf

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☑ APPROVED

210020

CONTRACT REVIEW FORM

BOARD MEETING DATE:

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

Date Submitted: 7/29/20

Name of Contract Initiator:
Telephone Number: Treasure Pickett Email: treasure.pickett@myoneclay

School/Department Submitting Contract: C + I - 9007

Vendor Name: St Johns River State College

Contract Title: Collegiate High School Contract

Contract Type: New ☐ Renewal ☒ Amendment ☐ Extension ☐

Date Original Contract Approved: Prior Year's Pricing:

Contract Term: 1 year Renewal Option(s):

Contract Cost: **Payment Schedule** (Monthly? Upon delivery? When Finished?):
approx. $50,000 - (this includes cost of Collegiate high school program)

Funding Source: 100.900730.9007.0000

Strategic Plan Tie-in Explanation:

Pre-Approved by Superintendent or Designee? **Yes** _____ **No** _____

Additional Information:

SBAO
RECEIVED 8/10/20

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE:

_____ **Completed Contract Review Form**
_____ **SBAO Template Contract or other Contract**
_____ **SIGNED Addendum A (if not an SBAO Template Contract)***

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

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

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

REVIEWED BY:	PLEASE ADDRESS COMMENTS BELOW:
School Board Attorney: 8/13/20 Approved dB	
Review Date:	
Other Department: Purchasing BR	Note: There are a few changes from prior year 19-20 Contract #200023
Review Date: 8/10/2020	
Other Department:	
Review Date:	

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AUG 03 2020
PURCHASING

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Collegiate High School Contract Between
School Board of Clay County and
District Board of Trustees of St. Johns River State College

Section 1007.273, Florida Statutes, specifies the development of a contract between the state college presidents and the superintendents of schools within their respective state college districts for the purpose of establishing a collegiate high school. The purpose of the contract is to provide a primary framework within which all future Collegiate High School's objectives and activities shall be described. The School Board of Clay County, hereinafter referred to as the School Board, and the District Board of Trustees of St. Johns River State College, hereinafter called SJR State, desire to implement the above statute.

1. **Parent and student notification process about student participation in the Collegiate High School:** The School Board and SJR State will work collaboratively to notify eligible students and their parents of all Dual Enrollment acceleration mechanisms. The School Board shall inform all eligible secondary students and their parents of Dual Enrollment as an educational option and mechanism for acceleration, including eligibility criteria, and the process by which students exercise their option to participate in Dual Enrollment. This information shall be included annually in each high school's curriculum guide, programs of study, student progression plan, and/or course catalog. SJR State shall work with each high school to provide information for their curriculum guides/progression plans/course catalogs, will coordinate inquiries to SJR State from parents and students with high school guidance staff, and will communicate directly with parents and students about Dual Enrollment options as appropriate. Additionally, SJR State's Director of Dual Enrollment will host annual Information Sessions for potential Dual Enrollment student and parents. The Director of Dual Enrollment will also host Information Sessions at the high school sites by request.

2. **Programs and courses available to students eligible for Dual Enrollment:**
   A. Program Description: Collegiate High School is an option for public high school seniors to earn CAPE industry certifications (Section 1008.44) and to successfully complete a minimum of 30 college credit hours through the Dual Enrollment program. Section 1007.271, Florida Statutes, establishes that "the Dual Enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree."

   In Clay County, St. Johns River State College has two Collegiate High School programs: SJR State's Collegiate High School at Orange Park High School and SJR State's Collegiate High School at Middleburg High School. SJR State's Collegiate High School programs allow admitted students to complete a full 60-credits of Dual Enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate of Arts (AA) Degree upon completing four years of high school. In grades nine through eleven, Collegiate High School students take both college-level and high school coursework at their high school site, and in the twelfth grade, all coursework is completed at St. Johns River State College's Orange Park Campus.

   B. Collegiate High School Dual Enrollment Course Offerings: Dual Enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The *Dual Enrollment Course -- High School Subject Area Equivalency List* states the relationship between high school and college course subject areas and dictates the awarding of credit for said classes (available online at http://www.fldoe.org/articulation/pdf/DEList.pdf). All courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for Collegiate High School Dual Enrollment credit and count toward high school graduation, including electives. These courses may include but are not limited to communications, humanities, mathematics, science, social sciences, foreign languages, and workforce education courses. Physical education and college preparatory courses are excluded from this Agreement. Physical education, college preparatory, and non-credit courses in addition to

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courses within selected limited access programs are excluded from this agreement, as are courses with activities that presume an adult-level of maturity and personal responsibility such as study abroad. Neither traditional high school nor dual enrolled high school students may be permitted to pay to take any college courses, including physical education or college preparatory classes. Dual Enrollment students must be A.A. degree, A.S. degree, or Career and Technical Certificate seeking students.

C. Online Course Availability: Collegiate High School students may take online Dual Enrollment courses assuming seating availability exists.

D. Delineation of the high school credit earned for the passage of each Dual Enrollment course:
Students enrolled in Dual Enrollment courses shall earn both high school credit from the School Board and college credit from SJR State if they meet the minimum requirements for satisfactory completion of such courses. Students who complete a three (3) or four (4) credit hour Dual Enrollment course at SJR State with a passing grade will earn at least one-half (1/2) elective credit towards the high school diploma and/or designated subject credit assigned by the *Dual Enrollment Course -- High School Subject Area Equivalency List*.

3. **Student eligibility requirements for participation in the Collegiate High School program**:
A. Initial Eligibility Criteria for Student Participation: Students eligible to apply for the lottery to participate in one of the Collegiate High Schools must be rising 8th graders who have a cumulative unweighted GPA of 3.0 in all academic coursework and a cumulative unweighted GPA of 3.0 in at least one academic high school course taken as an 8th grader. Collegiate high school students will be required to complete the CPT, P.E.R.T., ACT, and/or SAT (see Temporary Application Procedure for Fall 2020 below) so as to demonstrate readiness for college coursework. No student shall be enrolled in a college credit mathematics or English Dual Enrollment course unless the student has demonstrated adequate precollegiate preparation on the appropriate sections of the CPT, P.E.R.T., ACT, or SAT, a placement test score chart is available online on the College's website at http://www.sjrstate.edu/catalog/placementtest.pdf (see Temporary Application Procedure for Fall 2020 below).

Temporary Application Procedure for Fall 2020 only: On May 13, 2020, the Florida Department of Education released an Emergency Order (EO), DOE Order No. 2020-EO-02, in response to COVID 19. In section VIII (d), the emergency order states: The testing requirement for student eligibility for initial enrollment in college credit dual enrollment courses taken through December 31, 2020 provided in section 1007.271(3), is suspended.

*Per State of Florida guidance, this EO **does not** eliminate the unweighted 3.0 GPA requirement for initial dual enrollment eligibility, nor does it remove the College's ability to establish course prerequisites and assess students' readiness for college-level English and mathematics courses.*

In accordance with the Department of Education's Emergency Order, common placement tests scores (PERT, SAT, ACT, and CPT) already on file at SJR State or which were taken on or before May 13, 2020, will be accepted for initial eligibility for enrollment and placement for Summer 2020 and Fall 2020 terms. Any scores for PERT, SAT, ACT, and CPT exams taken after May 14, 2020, will not be accepted for Summer 2020 and Fall 2020 eligibility and placement, and the listed below methods must be utilized.

In accordance with the EO and state guidance, in addition to the admission requirement of a 3.0 unweighted high school GPA, for the Summer 2020 and Fall 2020 terms, dual enrollment students will demonstrate readiness for the following courses using one of the identified alternative placement measures:

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Course:	Alternative Placement Measures:
ENC1101	✓ Grade 10 PSAT/NMSQT EBRW: 430+ **OR** ✓ Grade of B or better in any AP, IB, or AICE English course **OR** ✓ 6 earned DE college credits with a 3.0+ cumulative college GPA **OR** ✓ Satisfactory score on SJR State EdReady Assessment
MAT1033	✓ Grade 10 PSAT/NMSQT Math: 480+ **OR** ✓ Grade of B or better in Algebra I Honors, Algebra II, or Algebra II Honors **OR** ✓ Satisfactory score on SJR State EdReady Assessment
MAC1105 STA2023	✓ PSAT/NMSQT Math: 530+ **OR** ✓ Grade of B or better in any AP, IB, or AICE math course **OR** ✓ Satisfactory score on SJR State EdReady Assessment **OR** ✓ Completion of prerequisite course
MAC1147 MAC2233 MAC2311	Students who have earned an A or B in high school Precalculus and/or Calculus and believe they have the prerequisite knowledge required to enroll directly in MAC1147, MAC2233, or MAC2311 may take an SJR State placement test

B. Continued Eligibility Criteria for Student Participation: Collegiate High School students who earn below a "C" (including a "W" grade) in any Dual Enrollment course will be subject to dismissal from the Collegiate High School and Dual Enrollment programs. All Dual Enrollment students must maintain an unweighted cumulative high school GPA of 3.0 or higher and a college GPA of 2.0 or higher to continue in the Dual Enrollment program. Students who do not meet these minimum standards to continue in Dual Enrollment may contact the Dual Enrollment Office to learn about the petition process. Students not maintaining this standard are subject to dismissal from the Collegiate High School and Dual Enrollment programs and will not be eligible for admission if this standard was not met at a previous college or university. Students who do not maintain satisfactory progress at the college will be placed on academic probation. Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a Dual Enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.

C. Graduating seniors: Students who graduate prior to completion of the postsecondary course may not register for the course through the Collegiate High School. Graduating seniors who successfully participated in Dual Enrollment while in high school may be approved to register as traditional, fee-paying students in summer courses that begin prior to the award of their high school diploma after completion of a waiver process that originates in the Office of Student Affairs; however, financial aid will not be available to students until after their high school diploma has been conferred.

4. **Process for students and their parents to elect to participate in the Collegiate High School:**
A. Application Procedure: In order to participate in the Collegiate High School program at SJR State, eligible rising 8th grader students are required to attend one of SJR State's Collegiate High School Information Sessions to receive the Collegiate High School Lottery Application. The completed Collegiate High School Lottery Application must be submitted, with all necessary signatures, by the posted deadline. The School District will confirm that the student is eligible to participate in the collegiate high school prior to including the application in the Collegiate High School Lottery. Collegiate High School application deadlines will be published by the School District and posted on SJR State's website each spring http://www.sjrstate.edu/collegiate_hs.html

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B. Registration (Enrollment) Process: The Collegiate High School's registration policies will follow the same registration policies for the Dual Enrollment courses that are addressed in the SJR State and School Board's Dual Enrollment articulation agreement

C. Parties involved with the Collegiate High School program will need to refer to the SJR State and School Board's Dual Enrollment articulation agreement for the following areas: Acknowledgement of Principles of Participation, Registration Process, Disabilities Accommodation, Schedule Changes, Withdrawing from a course, Weighting of DE course, College Academic Calendar, and Grade Forgiveness.

5. **Identification of instructional methods and instructors for all courses:**
Collegiate High School Dual Enrollment Instructors: Teachers of Dual Enrollment Collegiate High School courses will have college teaching credentials established by the Southern Association of Colleges and Schools Commission on Schools (SACSCOC). Appropriate School Board and SJR State staff shall meet and confer to recommend qualified faculty for Dual Enrollment classes taught on the high school site. Preference will be given to qualified high school teachers in the selection process. All instructors will meet or exceed the academic and professional preparation requirements for teaching at SJR State. All Dual Enrollment faculty will have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree. SJR State shall appoint all instructors.

6. **Identification of student advising and progress monitoring mechanisms:**
A. High School Guidance Services: The School Board's guidance staff will maintain oversight and monitoring responsibility to ensure the meeting of high school graduation requirements remains the first priority. In addition, each high school's Dual Enrollment contact will check the unweighted GPA of Collegiate High School students to confirm GPA qualifications are met. To ensure seamless articulation and coordination, high school guidance counselors will meet at least once per year with SJR State's college advisors.

B. College Guidance Services: Prior to the beginning of the fall term, SJR State's Dual Enrollment Office will host Dual Enrollment Orientation Sessions for new and returning Dual Enrollment students. The purpose of the Dual Enrollment Orientation Sessions will be to introduce the Dual Enrollment students to the College campus; highlight the SJR State guidance, career, library, and college planning services available; and clarify College policies and procedures. A key advising point that will be shared with parents and students is that Dual Enrollment grades are calculated and recorded in the student's college GPA and transcript, creating a permanent record that can impact future university admission decisions. At this time, all high school Dual Enrollment students will be assigned a MySJRState account. Through this online portal, the College will send the student communications about educational and career development activities. Additionally, Dual Enrollment students will work with the staff of SJR State's Dual Enrollment Office regularly throughout the process of planning and scheduling Dual Enrollment courses. Dual Enrollment and Early Admission students are encouraged to meet regularly with college counselors and to develop a post-secondary plan and major during information and orientation sessions. Dual Enrollment and Early Admission students will be required to meet with a College advisor after completion of 20-30 college credits.

C. Progress Monitoring Mechanism: Parties involved with the Collegiate High School program will need to refer to the SJR State and School Board's Dual Enrollment articulation agreement for the following areas: Responsibility for Student Screening and Student Policies, Procedures, and Behavioral Expectations.

7. **Program Management and Quality Assurance**: Collegiate High School Dual Enrollment courses are college courses with the identical content and learning outcomes expected of all other college courses identified with the same statewide course prefixes and numbers. To ensure that the Dual Enrollment program demonstrates the level of academic rigor expected of all college courses and programs, the School Board and SJR State's Dual Enrollment

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Program will adhere to the rules dictated in the *Statement of Standards of Dual Enrollment /Early College Programs in the Florida State College System* (available online at http://www.fldoe.org/articulation/pdf/DualEnrollmentStatementStandards.pdf that was codified in State Board of Education Rule 6A-14.064, FAC.

Student Grades and Records:

A. *Student Grades*: Transmission of student grades in Collegiate High School Dual Enrollment: Grades assigned by the post-secondary institution for Dual Enrollment courses, including the "W," are to be accepted at face value by the School Board and are not to be changed on the student's high school academic record (SBE Rule 6A-1.09941, F.A.C.).

B. Student Records: The School Board and SJR State may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

8. **Responsibility for Costs:**

Full-Time Equivalency Funding: The School Board shall be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules. For Collegiate High School Dual Enrollment courses offered on the College campus and online, the school district shall pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For Dual Enrollment courses offered on the high school campus by a qualified high school teacher, by an SJR State adjunct, or by an SJR State full-time instructor, the school district shall be responsible for the college's actual costs associated with paying the instructor's salary and benefits. During the 2020-2021 academic year, the following per credit hour rates will apply:

- Course taught on SJR State Campus: $71.98/credit hour
- Course taught online: $71.98/credit hour
- Course taught on the high school campus by a qualified instructor paid by the District: No fee due to SJR State
- Course taught on the high school campus by an SJR State adjunct with a Master's Degree or full-time instructor teaching as an overload with a Master's Degree: $675.00 per contact hour
- Course taught on the high school campus by an SJR State adjunct with a Doctoral Degree or full-time instructor teaching as an overload with a Doctoral Degree: $675.00 per contact hour

Parties involved with the Collegiate High School program will need to refer to the SJR State and School Board's Dual Enrollment articulation agreement for the following areas: Add/Drop and Withdrawal Policy, Student Fees, Instructional Materials, Instructor Fees, Facility and Laboratory Fees, Disability Services, and Student Transportation.

9. **Cost Savings to Students:** Based on SJR State's 2020-2021 in-state tuition rate for Florida residents of $110 per credit hour, for 30 credit hours, the tuition cost savings to students would be $3,300.00, and the estimated textbook cost savings to students would be $1420, for a total cash savings of $4,720. For students who complete the full SJR State Collegiate High School program, completing 60 college credits and earning the Associate in Arts degree, the tuition cost savings to students would be $6,600.00, and the estimated textbook cost savings to students would be $2840, for a total cash savings of $9,440.

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2021 Collegiate High School Contract Execution Between
School Board of Clay County and
St. Johns River State College

This Contract is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and the School Board of Clay County.

Signed on this _____ day of _____ 2020

for the District Board of Trustees of St. Johns River State College:

_____

Chairman, St. Johns River State College

_____

President, St. Johns River State College

Signed on this _____ day of _____ 2020

for the School Board of Clay County:

_____

Chairman, School Board of Clay County

_____

Superintendent, School Board of Clay County

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C8 - Amendment to Embry-Riddle Aeronautical University (ERAU) Agreement with the School Board of Clay County

Description

This is an amendment to the original contract. The original contract was for a three-year period (2017-2020) which involves dual enrollment/CTE courses offered by this institution at some of our high schools. The purpose of the amendment is to extend the contract through 2020-21 school year, an increase in costs ($25,530 to $26,529) due to a increase in CAPE certificates, and Embry-Riddle added two more high school courses.

Gap Analysis

This program has been a beneficial program to the District as it provides Dual Enrollment to our students.

Previous Outcomes

This positive working relationship with ERAU benefits the students of Clay County by allowing them to earn both college credits and high school credits. These particular courses allow students to move towards a degree and industry certificates.

Expected Outcomes

Clay students will continue to provide college-level courses on the high school sites. It is expected that the total number of students in this program will increase from the current year to the next school year.

Strategic Plan Goal

Goal 1: Develop a High Quality & Aligned Instructional System

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

Recommendation

That the Clay County School Board approve the amendment to Embry-Riddle Aeronautical University agreement.

Contact

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

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

Financial Impact

$26,529 (100.5100730.9007.0000)

Review Comments

Attachments

September 2020 - Embry-Riddle Contract.pdf

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210017

CONTRACT REVIEW FORM

BOARD MEETING DATE: ?

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

Date Submitted: 7/28/20

Name of Contract Initiator: Treasure Pickett Email: treasure.pickett@myerecky.net

Telephone Number:

School/Department Submitting Contract: 9007 (200068)

Vendor Name: Embry-Riddle Aeronautical University

Contract Title: Amendment Three Between Gaetz Aerospace ERAU + SBCC

Contract Type: New ☐ Renewal ☐ Amendment ☒ Extension ☐

Date Original Contract Approved: Prior Year's Pricing: 2020-21

Contract Term: 1 year Renewal Option(s): Upon Signed Amendment

Contract Cost: **Payment Schedule** (Monthly? Upon delivery? When Finished?):

2018-19-$24,530, 2019-20-$25,316, 2020-21-$26,529.

Funding Source: 100.5100730.9007.0000

Strategic Plan Tie-in Explanation:

SBAO RECEIVED 7/30/20

Pre-Approved by Superintendent or Designee? Yes _____ No _____

Additional Information: Each year ERAU has to amend the original contract due to not knowing what the numbers for CAPE Certificates will be. The amount is determined each year when industry certificates are finalized. Also added two more high school courses.

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE:

_____ **Completed Contract Review Form**

_____ **SBAO Template Contract or other Contract**

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

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

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

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

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

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

Workers' Compensation = $100,000 Minimum

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

REVIEWED BY:	PLEASE ADDRESS COMMENTS BELOW:
School Board Attorney:	
Review Date: 7/30/20 JP	I'm good if we include the changes in Red
Other Department: Purchasing BTS	See change written in Red & Pink Tabs
Review Date: 7/29/2020	
Other Department:	
Review Date:	Changes made 8/17/20
	RECEIVED JUL 29 2020 PURCHASING

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Amendment Three between Gaetz Aerospace Institute,
Embry-Riddle Aeronautical University, Inc. and
The School Board of Clay County, Florida
Academic Years 2020-2021

This Amendment Three (the "Amendment") is entered into effective July 1, 2020 or upon the date of the last signature, whichever is later (the "Effective Date") and is by and between the School Board of Clay County, Florida (hereinafter referred to as the **DISTRICT**), and Embry-Riddle Aeronautical University, Inc. a not-for-profit corporation organized and existing under the laws of the State of Florida (hereinafter referred to as **ERAU**)

1. Background. This Amendment pertains to the Agreement between the parties dated effective on January 23, 2018 in the amount of $ 24,530.00 relating to the parties' agreement regarding dual enrollment/CTE courses for the 2017-20 academic years (the "Agreement"). Included in this Agreement are the following Amendments:

   - Amendment 001 sets forth the budget for Academic Year (AY) 18-19 in the amount of $ 24,530.00.
   - Amendment Two sets forth the budget for Academic Year (AY) 19-20 in the amount of $ 25,316.00.

   This amendment extends the Agreement for the 2020-2021 academic year and adds $26,529.00 to the contract. The number of sections for AY 20-21 are set forth in Attachment B and the schedule of courses requested are attached in Appendix B.

2. Effective Date. The effective date of this Amendment is July 1, 2020 or upon the date of the last signature, whichever is later.

3. Definitions. The capitalized terms used herein shall have the same definitions set forth in the Agreement, unless specifically otherwise indicated in this Third Amendment.

4. Amendment. The Parties hereby agree to the following amendments to the Agreement including the term of this Amendment:

5. Article 4.0 of the Agreement is deleted in its entirety and replaced with the following:

ARTICLE 4.0 PAYMENT

4.1 DISTRICT will make payment for the academic year in accordance with Attachment B and any addenda to this Agreement entered into by both Parties.

4.2 Payments for verified invoices for the academic school year (ASY) will be due as follows:

Date of Final Execution	Payment of - $ 13,264.50 for ASY
April 1, 2021	Payment of - $ 13,264.50 for ASY
Upon Receipt of Certification Dollars in AY 21-22 if Applicable	Payment of - 5% CAPE Certification due for ASY

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6. Article 6.0, Term and Termination, section 6.1, is hereby amended as follows:

   a. This Agreement shall commence on the date of final execution and shall remain in effect until June 30, 2021 unless terminated earlier as provided in this Agreement or extended by the Parties in writing.

7. Article 18.0, 3rd paragraph is deleted in its entirety and replaced with the following:

   For the purposes of this Agreement, if dual enrollment certification is earned on ERAU courses with CAPE certifications, the equitable distribution of funds is set at 5% to ERAU in year 1; 5% for year 2; 5 % for year 3; and 5% for year 4. Each year's percentage will be dictated based on the availability of state grant dollars. Districts are encouraged to utilize Industry Certifications as a means for future sustainability.

8. Attachment A, Statement of Work and Budget, is hereby voided and replaced with Attachment B, Statement of Work and Budget, of which is attached hereto.

9. Appendix A, List of courses taught in The School Board of Clay County, Florida, is hereby voided and replace with Appendix B, List of courses taught The School Board of Clay County, Florida of which is attached hereto.

10. Attachment B, Terms and Conditions, page 11, paragraph A., is hereby amended as follows:

A. A ratification or modification of all existing agreements

Once the Agreement is signed by both parties, the Agreement will be active for the upcoming academic year and provide optional years that will become active only after an amendment is signed with an updated Statement of Work (SOW). This Agreement covers dual enrollment, but also course work to support career pathways, outreach and teacher preparation. Legislative changes that occur after the final draft of this document which impacts any academic year will take precedence.

11. Attachment B, Terms and Conditions, page 14, paragraph D, section 3, 3rd paragraph, A description of the process by which students and their parents exercise options to participate in the duel enrollment program, is hereby amended as follows:

In addition, a student will be sanctioned accordingly if found to violate any of the ERAU student code of conduct standards as outlined in the ERAU Student Handbook. This could include a sanction ranging from a warning to permanent dismissal from ERAU. https://daytonabeach.erau.edu/campus-life/dean-of-students/honor/codes

Remainder of page left blank intentionally

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12. Attachment B, Terms and Conditions, page 21, paragraph M., Accountability, is hereby amended as follows:

> This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the representative authorized to commit the school districts and Gaetz Aerospace Institute of Embry-Riddle Aeronautical University, but shall be executed before registration for the fall term of the following school year. Courses of study and programs are to be incorporated into the Agreement before instruction begins. This Agreement shall be valid for the 2020-2021 academic school year.

Except as specifically modified and amended herein, all remaining terms, provisions, requirements and specifications contained in the original Agreement and are in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized officers or representatives.

For Embry-Riddle Aeronautical University, Inc.

_____ _____

Nanette Guzman, DBA, CRA — Date
Director, Office of Sponsored Research Administration

DRAFT

For the School Board of Clay County, Florida

_____ _____

Carol Y. Studdard, School Board Chair (Sign) — Date

_____ _____

David Broskie, Superintendent (Sign) — Date

Attachment B
Statement of Work and Budget

AY 2020-2021 Course Sections

2020 Fall Semester/Spring Semester 2021	
1. High School Course Sections	2
2. Dual Enrollment Course Sections	16
Total Sections	**18**
Course Monitor Fees	$ 1,600
Faculty Costs	$ 10,500
Fringe Benefits	$ 968
Dual Enrollment Section Cost	$ 8,000
High School Section Cost	$ 500
Subtotal	$ 21,568
Indirect Costs	$ 4,961
Total Price	**$ 26,529**

Grant funds will cover the cost of all technical training, travel for professional development, textbooks, Unmanned Aerial Vehicles, teacher stipends, program management, student industry certification exams and programs in UAS and Private Pilot Ground school, teacher industry certification exams and training programs in UAS and Private Pilot Ground School, professional industry conferences when possible and other aviation opportunities as they may arise.

Payment

The DISTRICT will make payment for each academic school year in accordance with this schedule and any addenda to this contract entered into by both Parties. Payments will be due as follows:

Date of Final Execution	$ 13,264.50	(50% of total due)
April 01, 2021	$ 13,264.50	(50% of total + Amended amount)
Sub-total Due	**$ 26,529.00**	
Total Due	**$ 26,529.00**	+ 5% of Cape Certification Dollars upon receipt of funds in AY 20-21

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Appendix B

List of courses being taught in The School Board of Clay County, Florida:

Fall 2020

Fleming Island HS	AS	120	Principles of Aeronautical Science	Keller, David
Keystone Heights HS	AS	120	Principles of Aeronautical Science	ADJUNCT-George, Raymond
Keystone Heights HS	AS	120	Principles of Aeronautical Science	ADJUNCT-George, Raymond
Keystone Heights HS	AS	121a	Private Pilot Operations	ADJUNCT-George, Raymond
Keystone Heights HS	AS	235	UAS Ops & XCountry Data Entry	ADJUNCT-George, Raymond
Middleburg HS	AS	120	Principles of Aeronautical Science	Lee, Michael
Oakleaf High School	AS	120	Principles of Aeronautical Science	Hendrix, Shawna
Oakleaf High School			sUAS Safety Certification HS Course	Bowler, Ellis
Oakleaf High School			sUAS Safety Certification HS Course	Bowler, Ellis
Orange Park High School	EGR	101	Intro to Engineering	DeMarco, Mary Ellen

Spring 2021

Fleming Island HS	AS	220	Unmanned Aircraft Systems	Keller, David
Keystone Heights HS	AS	220	Unmanned Aircraft Systems	ADJUNCT-George, Raymond
	AS	220	Unmanned Aircraft Systems	
	AS	121b	Private Pilot Operations	
Keystone Heights HS	AS	222	UAS Security	ADJUNCT-George, Raymond
Keystone Heights HS	AS	220	Unmanned Aircraft Systems	ADJUNCT-George, Raymond
Keystone Heights HS	AS	220	Unmanned Aircraft Systems	ADJUNCT-George, Raymond
Middleburg HS			sUAS Safety Certification HS Course	Lee, Michael
Oakleaf High School			sUAS Safety Certification HS Course	Hendrix, Shawna
Orange Park High School	CS	223	Scientific Programming in C	DeMarco, Mary Ellen

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/01/2020

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

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

PRODUCER Brown & Brown of Florida, Inc. P.O. Box 2412 Daytona Beach FL 32115-2415	CONTACT NAME: Laurie DeSandre PHONE (A/C, No, Ext): (386) 239-7242 FAX (A/C, No): (386) 323-9159 E-MAIL ADDRESS: ldesandre@bbdaytona.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : United Educators Insurance A		10020
INSURED EMBRY RIDDLE AERONAUTICAL UNIVERSITY, INC. 1 AEROSPACE BOULEVARD DAYTONA BEACH FL 32114	INSURER B : Church Mutual Insurance Company A		18767
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 2020-21 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X PER LOC AGG GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT X LOC OTHER:			B8987U	07/01/2020	07/01/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 5,000 $ INCLUDED $ 3,000,000 $ INCLUDED
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			036314 09-128448	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			B8987U	07/01/2020	07/01/2021	EACH OCCURRENCE AGGREGATE	$ 40,000,000 $ 40,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	EDUCATORS LEGAL PROFESSIONAL LIABILITY			B8987U	07/01/2020	07/01/2021		25,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: KEYSTONE HEIGHTS HIGH SCHOOL, CLAY COUNTY, FL. SCHOOL BOARD OF CLAY COUNTY IS ADDITIONAL INSURED PER FORM CGL 06-2008.

DRAFT

CERTIFICATE HOLDER

SCHOOL BOARD OF CLAY COUNTY
900 WALNUT ST
GREEN COVE SPRINGS FL 32043

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/07/2020

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

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PRODUCER	CONTACT NAME: Laurie DeSandre	
Brown & Brown of Florida, Inc. P.O. Box 2412 Daytona Beach FL 32115-2415	PHONE (A/C, No, Ext): (386) 239-7242	FAX (A/C, No): (386) 323-9159
	E-MAIL ADDRESS: ldesandre@bbdaytona.com	

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	United Educators Insurance, a Reciproca Risk Retention	10020
INSURER B :	Church Mutual Insurance Company	18767
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
EMBRY-RIDDLE AERONAUTICAL UNIVERSITY, INC.
1 AEROSPACE BOULEVARD
DAYTONA BEACH FL 32114

COVERAGES **CERTIFICATE NUMBER:** 2020-21 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT X LOC OTHER:			B8987U	07/01/2020	07/01/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 5,000 $ INCLUDED $ 3,000,000 $ INCLUDED
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			036314 09-128448	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

SCHOOL BOARD OF CLAY COUNTY
900 WALNUT ST
GREEN COVE SPRINGS FL 32043

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title
C9 - 2020-2021 Dual Enrollment Articulation Agreement Between SBCC and FSCJ

Description
A collaborative agreement between the Florida State College at Jacksonville and SBCC for Dual Enrollment purposes. The 2020-21 agreement allows for the continuation of a longstanding relationship between the two organizations. This agreement allows Clay County students to enroll in college courses on the campuses of FSCJ. Currently, there are no courses taught on a Clay County campus site. The agreement outlines policies pertaining to Dual Enrollment and the roles and responsibilities of each entity.

Gap Analysis
This agreement allows students to continue college-level courses while enrolled in high school.

Previous Outcomes
Clay County has had a positive working relationship with FSCJ and the agreement benefits the students of the District by allowing them to earn both college credits and high school credits. Although the number of students who attend FSCJ during the year is extremely low, with the growth of certain areas of the District, this may increase in the coming years. This allows the continuation of students to accelerate their postsecondary work and to save parents/families money.

Expected Outcomes
Clay County students continue to take advantage of the Dual Enrollment program and earn college level credits. As certain areas grow, the number associated with this organization may increase.

Strategic Plan Goal
Goal 1: Develop a High Quality & Aligned Instructional System
Strategy 1.3: Prepare all students to be full option graduates who are prepared for college, eligible to enlist in military services, or able to compete in the workforce.

Recommendation
That the Clay County School Board approve the 2020-2021 Dual Enrollment Articulation Agreement Between SBCC and FSCJ

Contact
Roger Dailey, Chief Academic Officer, roger.dailey@myoneclay.net, 904-336-6904, Treasure Pickett, Director K-12 Academic Services, treasure.pickett@myoneclay.net, 904-336-6918

Financial Impact
$4000.00 (100.5100730.9007.0000.0000)

Review Comments

Attachments
September 2020 - 2020-21 FSCJ Dual Enrollment.pdf

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☑ APPROVED 210003

CONTRACT REVIEW FORM

BOARD MEETING DATE:

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

Date Submitted: 7/9/20

Name of Contract Initiator:
Telephone Number: Treasure Pickett Email: treasure.pickett@myoneclay.net

School/Department Submitting Contract: ~~FSCJ~~ C&I

Vendor Name: Florida State College @ Jacksonville

last year 200033

Contract Title: 2020-2021 Dual Enrollment Articulation Agreement

Contract Type: New ☐ Renewal ☑ Amendment ☐ Extension ☐

Date Original Contract Approved: Prior Year's Pricing:

Contract Term: Continual (unless modified or terminated) Renewal Option(s):

Contract Cost: $4,000 **Payment Schedule** (Monthly? Upon delivery? When Finished?):

Funding Source: 0100 - 5100 - 0730 - ~~9007~~ 0000

Strategic Plan Tie-in Explanation:

SBAO RECEIVED 7/14/20

Pre-Approved by Superintendent or Designee? Yes _____ No _____

Additional Information: CCDS has very few students attend FSCJ, but we will have a few each year, therefore we must have an agreement & budget monies for this purpose.
*only change → removal of testing requirements for dual enrollment students for fall 2020 sem per state mandate.

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE:

_____ **Completed Contract Review Form**
_____ **SBAO Template Contract or other Contract**
_____ **SIGNED Addendum A (if not an SBAO Template Contract)***

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

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

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

REVIEWED BY:	PLEASE ADDRESS COMMENTS BELOW:
School Board Attorney:	
Review Date: 7/29/20 SB Approved	
Other Department: Purchasing	Contract 200033 will end thus Replaced
Review Date: 7/13/20 (Approved)	with this One 210003
Other Department:	
Review Date:	

RECEIVED JUL 09 2020 PURCHASING

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2020-2021 DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN CLAY COUNTY SCHOOLS AND
FLORIDA STATE COLLEGE AT JACKSONVILLE

THIS AGREEMENT, hereinafter referred to as ("the Agreement"), is entered into by and between The School Board of Clay County, Florida, a body politic and corporate, hereinafter referred to as ("SBCC") and The District Board of Trustees of Florida State College at Jacksonville, a public body corporate of the State of Florida, hereinafter referred to as ("the College or FSCJ"); and

WHEREAS, the Commissioner of Education has encouraged enhanced articulation agreements among public schools, community colleges, and universities and has provided comprehensive guidelines for such agreements; and

WHEREAS, the College and SBCC have a long history of cooperation;

WHEREAS, Section 1007.271, Florida Statutes, specifies that articulation agreements pertaining to acceleration programs (dual enrollment) shall be executed between Florida College System institution presidents and District school superintendents in their respective school districts and Florida College System Institutions and defines specific eligibility requirements for participating students, defines the types of courses which can be taken by dual enrollment students, defines curriculum standards for dual enrollment courses taught on the high school campus, defines credentialing standards for secondary school faculty teaching dual enrollment courses on the secondary school campus, defines criteria for the participation of home and private school students in dual enrollment, defines the mandatory components of dual enrollment articulation agreements to include funding provisions for partners in dual enrollment articulation agreements, and provisions to provide support for students with disabilities who wish to participate in dual enrollment;

WHEREAS the State Board of Education must establish by rule the minimum test scores a student must achieve to demonstrate readiness; and

WHEREAS, Florida Statute 1007.23 (3) requires each student who is seeking an associate in arts degree to indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours and that the institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest; and

WHEREAS, the 2014 Legislature enacted HB 5101 amending 1007.271 F.S. requiring school districts to pay public postsecondary institutions tuition for courses offered on the college campus (including virtual campus) in the fall and spring terms, requiring school districts to pay only the costs of salary and benefits when instruction on the high school site is offered by a postsecondary instructor, but not requiring school districts to reimburse costs to the postsecondary institution for instruction on the high school sites delivered by high school instructors; and

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WHEREAS, the 2014 Legislature enacted SB 850 creating 1007.273 F.S. requiring a Florida College System institution to work with each district school board in it designated service area to establish collegiate high school programs; providing options for participation in a collegiate high school program; requiring a local Florida College System institution to execute a contract with a district school board to establish the program; requiring the contract to be executed by a specified date for the purpose of implementation and components of the contract; requiring student performance contracts and specifications for participating students; requiring the State Board of Education to enforce compliance; and

WHEREAS, the 2012 Legislature enacted HB 7135 amending 1007.25 FS, mandating that all students entering state colleges and universities in the Fall semester of 2015 must have 15 credits identified as "core" general education as part of their Associate of Arts or Bachelor degree to be universally accepted by said institutions; and

WHEREAS, the 2016 Legislature enacted CS/HB 837 mandating that all postsecondary institutions participating in dual enrollment shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at an eligible institution and provide information regarding such services and resources to the Florida Center for Students with Unique Abilities and that the Center will disseminate that information to students with disabilities and their parents or guardians; and

WHEREAS, the College and SBCC desire to continue to enjoy a harmonious working relationship and voluntarily continue to enhance articulation between the two entities to improve college and career readiness and facilitate educational opportunities for students who are served by the two entities; and

WHEREAS, the College and SBCC acknowledge the changes in federal and state law that demand secondary to postsecondary career training pathways linked to requirements in postsecondary Workforce Development.

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NOW, THEREFORE, BE IT RESOLVED that SBCC and the College agree to the following:

A. The Agreement is a modification of all existing articulation agreements.

B. The Agreement may be further amended or modified only on written consent of SBCC or FSCJ consistent with all State and Federal statutes, rules and regulations.

C. The College and SBCC agree to continue to be committed to the activities established by this Agreement, to recommend enhancements and other changes, and to generally promote collaboration between the public schools and the college in furtherance of this Agreement.

D. **Assignment of Responsibilities for Acceleration Programs:** The College and SBCC agree to provide acceleration opportunities for Clay County students through the Dual Enrollment (Traditional Dual Enrollment, Career Dual Enrollment, Early Admission), Advanced Placement, and International Baccalaureate and articulation of industry certifications or other jointly approved curricula. The College and SBCC agree to abide by the terms and assignments of responsibilities as detailed in Exhibit A. The College and SBCC shall create systems and policies that align with the terms and assignments of responsibilities. These systems and policies may be adjusted when agreed to by both parties. Information about available programs, advising, and counseling services will be provided to students and their parents in order for them to take advantage of acceleration opportunities for which they are qualified.

E. **Career Academies:** Where applicable, SBCC and the College agree to cooperate in the advancement of Career Academies to promote better preparation of all Clay County students for postsecondary education. Agreements of this type will be developed under separate cover but are to be considered ratified under this Agreement.

F. **Charter Schools and Home Schools:** The College and SBCC agree that students of Charter Schools in Clay County and Clay County private schools registered with SBCC are not covered by the provisions of this Agreement, and must seek individual articulation with the college. Clay County home education program students who are officially registered with SBCC Superintendent of Schools and the State of Florida, per Florida Statute 1002.41, may participate in dual enrollment under and according to the terms of separate individual articulation agreements and after formal release from St. Johns River State College Dual Enrollment Office.

G. **Technical Program Articulation:** SBCC and the College agree to develop program by program agreements that provide opportunities to receive college credit or advanced standing for appropriate work completed in courses and programs completed at the high schools and technical education centers. These agreements will be developed under separate cover but are to be considered ratified under this Agreement.

H. **Faculty Certification:** If desired by SBCC, the College will authorize qualified instructors who are employed by SBCC to teach the College's approved curriculum to dual enrollment students pursuant to the guidelines set forth in Exhibit A and which are agreed to by the parties.

I. **Independent Contractor:** The relationship of the parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture or partnership relationship. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party.

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J. **Insurance of College:** SBCC acknowledges that the College is self-insured for worker's compensation, general liability, and other coverage, with said protection being applicable to officers, employees, servants, and agents while acting within the scope of their employment by the College. Its self-insured fund and various policies are authorized pursuant to Florida Statutes and the District Board of Trustees. Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of the College to be sued; or (iii) a waiver of sovereign immunity of the College beyond the waiver provided in Section 768.28, Florida Statutes. Subject to the limits of Section 768.28, Florida Statutes, the College agrees to indemnify, hold harmless and defend SBCC from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of College and/or sub-contractors arising out of or in connection with the provisions of this Agreement.

Insurance of SBCC: The College acknowledges that SBCC is self-insured for worker's compensation, general liability, and other coverage, with said protection being applicable to officers, employees, servants, and agents while acting within the scope of their employment by SBCC. Its self-insured fund is authorized pursuant to Florida Statutes and the School Board of Clay County, Florida. Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of SBCC to be sued; or (iii) a waiver of sovereign immunity of SBCC beyond the waiver provided in Section 768.28, Florida Statutes. SBCC maintains the responsibility to ensure that its employees comply with all state and federal laws, including but not limited to mandatory reporting requirements set forth in Chapter 39 of Florida Statutes pertaining to child abuse, abandonment, or neglect. Subject to the limits of Section 768.28, Florida Statutes, SBCC agrees to indemnify, hold harmless and defend the College from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of SBCC and/or sub-contractors arising out of or in connection with the provisions of this Agreement. Under no circumstances does SBCC agree to pay attorney's fees.

K. **Joint Use Agreements:** Any joint use agreements for facilities used by both entities and those agreements are not included in or affected by this Agreement.

L. **Strategies for Ensuring College Readiness of Dual Enrollment Students:** The College and SBCC will initiate the following strategies to assist in ensuring dual enrollment students are prepared for college-level coursework, thereby promoting postsecondary enrollment:

1. Faculty Collaboration: If desired by SBCC, the College offers on-going professional development for SBCC teachers involved in the Dual Enrollment

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program and other purposes by mutual agreement. This professional development includes:

a. access to the courses and programs offered by the College's Academy for Professional Development (AFPD) at no charge to SBCC,
b. training in pedagogy associated with the Canvas course shell,
c. ongoing faculty mentoring,
d. inclusion of dual enrollment faculty in professional development activities of academic departments.

2. School Counseling Collaboration: The College offers opportunities for School Counselors for updates on College policies and procedures.

M. Delineation of Programs and Courses Not Part of Agreement: The College and SBCC agree that either institution may offer new programs authorized under current legislation or administrative rule. However, both parties agree to notify the other prior to implementation of any new programs. Grants and any program that references/uses dual enrollment as a mechanism must be reviewed and approved by SBCC and the College's Office of Articulation.

N. General Collaboration Efforts: The College and SBCC agree to work toward initiatives that will reduce duplication, share resources, and otherwise enhance the activities and opportunities for each entity in areas such as Staff and Professional Development, Faculty to Faculty Articulation, Student Assessment, Counselor to Counselor Articulation, Research and Management Information, and Testing.

O. Student Records: The College and SBCC agree to share student data consistent with the restrictions imposed by state and federal laws and statutes. The purpose of this sharing will be to inform students of educational opportunities, monitor academic achievement and college readiness, measure program effectiveness and facilitate on-going research. Each organization agrees to treat such shared student information as confidential, and agrees not to release personally identifiable information to third parties, except as permitted by law. Technical details of data sharing will be determined by mutual agreement of the data processing departments of both the College and SBCC. The parties may provide personally identifiable student records to each other in the performance of this Agreement, including, but not limited to, academic transcripts and disciplinary records. Such records are provided pursuant to Section 1002.221 and 1002.225 Florida Statutes, Family Education Rights Act, FERPA, 20 U.S.C.A.1232g, and all other applicable laws and regulations governing student privacy as it relates to the services provided pursuant to this Agreement. Each party further agrees to comply with Section 1002.221 and 1002.225 Florida Statutes, Family Education Rights Act, FERPA, 20 U.S.C.A.1232g, and all other applicable laws and regulations governing student privacy as it relates to the services provided pursuant to this Agreement including but not limited to

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provisions related to confidentiality, access, consent, length of retention and security of student records. A Committee, composed of representatives of both organizations will monitor, control and review all data sharing. All related enrollment projections, FTE reports, cost analyses and other elements required for the allocation of funds shall be the sole responsibility of the assigned party unless indicated otherwise herein.

P. Faculty Records: For initial screening and review of high school instructors who apply to teach college dual enrollment courses, SBCC agrees to allow the College access, copying, and review of faculty transcripts already on file with SBCC. It is understood that after initial screening, faculty who meet Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) credentialing standards must provide FSCJ with an official copy of their undergraduate and graduate transcripts prior to encoding of their dual enrollment classes.

Q. Non-exclusivity: The provision contained in this agreement shall not prevent whichever party is assigned responsibility for one or more of these programs from developing joint programs or contracting for specific instructional services with another entity or agency.

R. Amendments and Modifications: This agreement may be amended at any time through a Memorandum of Understanding signed, dated, and consented to by both parties and consistent with state and federal statutes, rules, and regulations. Amendments to any Exhibit included in this Agreement may be executed at any time with the signed consent of both parties and shall reflect the date of the amendment.

S. Term: The Agreement shall commence on the effective date and shall continue in full force until it is terminated, modified, or renewed by the parties. Pursuant to Section 1007.235(2), Florida Statutes, this dual enrollment articulation Agreement shall be reviewed each year for required modifications prior to high school registration for the fall term of the following year. The parties shall cooperate to renew this Agreement annually. The renewal of this Agreement shall be executed before the fall term of the following school year. If any part(s) of the Agreement is in conflict with any law, statute, or rule of a higher governing body, then such part(s) shall be deemed inoperative to the extent it conflicts therewith and shall be modified to conform to such law, statute, or rule.

T. Compliance: The Parties agree to comply with all State and Federal laws applicable to this Agreement, including those set forth by the U.S. Department of Education, Program Integrity Rules. Further, SBCC will comply with the College's requirements to ensure its continued Accreditation by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC). The College agrees to establish specific training and minimum standards to ensure compliance in these areas, as outlined in Exhibit A, and to monitor ongoing compliance. SBCC agrees to comply with all compliance mandates set forth in Exhibit A and to require compliance of all SBCC staff and employees.

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U. Notice: All notices under this Agreement shall be shall be in writing and sent via hand delivery or overnight delivery (with a receipt) or United States mail, certified return receipt requested, directed to the other party at its address provided below or such other address as either party may designate by notice from time to time in accordance herewith:

If to College:
Dr. Nancy Webster
Florida State College at Jacksonville
501 West State Street
Jacksonville, FL 32202

With copy to:
Office of General Counsel
Florida State College at Jacksonville
501 West State Street, Suite 403
Jacksonville, FL 32202

If to District:
Clay County Public Schools
900 Walnut Street
Green Cove Springs, FL 32043
Attn: Mr. David Broskie, Superintendent

V. Background Screening: College and SBCC agree that all of their respective employees providing instructional services on the high school sites under this Agreement will meet the Level 2 background screening requirements described in Florida Statute §1012.32. If it is found that a person who is providing instructional services under this Agreement does not meet the Level 2 requirements, that person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.

W. Facsimile and Counterpart Signatures: The parties agree that this Agreement may be executed via counterpart and facsimile signature, the counterparts and facsimiles of which, when taken together, shall be deemed to constitute an entire and original Agreement.

[Signature Page Immediately Follows]

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[Signature Page to 2020-2021 Dual Enrollment Articulation Agreement
Between The School Board of Clay County, Florida and
Florida State College at Jacksonville]

IN WITNESS THEREOF, the Parties hereto have adopted this Agreement, together with the incorporated Exhibit A (Dual Enrollment Acceleration Programs: Overview and Requirements) effective _____2020.

Florida State College at Jacksonville

By _____
Dr. John Avendano
President

The School Board of Clay County, Florida

By_____
Mr. David Broskie
Superintendent

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Exhibit A. Dual Enrollment Acceleration Programs: Overview and Requirements

I. Dual Enrollment: Traditional, Career, Early Admission, Early College, Collegiate Career High School

A. Program Definitions

The dual enrollment program is the enrollment of an eligible secondary student or home education student pursuant to s.1007.271(2) in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. (s.1007.271 F.S.)

Traditional dual enrollment refers to coursework offered for dual enrollment that meets both high school graduation requirements and requirements for the Associate of Arts taken by eligible students enrolled on a part-time basis.

Career dual enrollment refers to coursework in college credit career programs and non-credit workforce certificates based upon state-approved frameworks that lead to industry certifications.

Early Admission is a form of dual enrollment in which eligible senior level high school students are permitted to enroll on the college campus on a full-time basis in fall and spring terms of the senior year, earning both college and high school graduation credit.

B. Process for Informing Students and Parents about Opportunities for Student Participation in Dual Enrollment

SBCC will inform students and parents about opportunities for participation in Traditional Dual Enrollment, Career Dual Enrollment, and Early Admission through presentations at middle and high school sites, on SBCC website, and SBCC-wide events for high school choice and acceleration mechanisms.

FSCJ will inform students about opportunities for participation in Traditional Dual Enrollment, Career Dual Enrollment, and Early Admission through the FSCJ Dual Enrollment website, and College Open House events.

C. Location and Scheduling

With the approval of the College and SBCC, eligible dual enrollment students may take the courses described herein during regular class periods at SBCC school sites in fall or spring terms, in approved times in fall or spring terms outside of the regular class

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periods at SBCC school sites, or during any scheduled fall or spring term on the College campus or online.

Research by the College has demonstrated that students are most successful in full term classes. Consequently, student will be preferentially scheduled in those classes rather than a short term or hybrid classes when at all possible.

SBCC may not require students to register for only those dual enrollment classes offered at SBCC school sites, but may limit students from taking a course at an FSCJ campus if that same course is also offered at their home SBCC school.

If the College is physically closed or limiting on-campus class sizes through unexpected circumstances, courses which were originally scheduled as face-to-face or hybrid may be converted to online. In such circumstances, students and faculty members affected will be given all possible support to ensure students have the greatest chance of success.

D. Course Selection

College courses selected for this program shall meet and satisfy the requirements of s.1007.271 F.S. for awarding both high school credit and college credit. SBCC shall advise interested students and their parents or guardians of the application of the college credits earned to the credit required for a high school diploma, the ramifications, and responsibilities of initiating a permanent college transcript.

In accordance with s.1007.271 F.S., students may not earn dual enrollment credit for pre-collegiate instruction (including career/technical-preparatory instruction and college-preparatory courses), recreation or leisure, or physical education courses focusing on the physical execution of a skill.

Dual enrollment students may only enroll in those courses approved by SBCC and FSCJ. Courses offered at SBCC sites will be those exclusively available through FSCJ and will not duplicate courses offered through SBCC and their dual enrollment agreement with St. Johns River State College.

Students entering dual enrollment must complete the State-mandated 15 credit hours of "Core" General Education courses prior to earning 24 total hours of college credit. "Core" General Education courses are indicated in the advising guide listed in Exhibit B.

The guide for courses to be offered through Dual Enrollment is the Dual Enrollment Course-High School Subject Area Equivalency List approved by the State Articulation Coordinating Committee which can be found on the State Articulation website at http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList1920.pdf.

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If SBCC wants to offer FSCJ dual enrollment courses on SBCC sites, the request for new courses and programs to be offered for dual enrollment will be made by SBCC, to the Executive Director of Articulations, FSCJ. Faculty certification, sufficient student enrollments, instructional materials, and appropriate classroom facilities must be available for the courses to be offered.

Dual enrollment courses offered at the high school site may not be stacked with any non-dual enrollment high school course. SBCC may not assign any non-dual enrollment students to class periods designated for dual enrollment students.

E. Course Equivalency

In general, three (3) college credit hours are equivalent to a 0.5 high school credit, with six (6) college credit hours equating to one (1) full high school credit. There are exceptions, however:

1. Florida Department of Education's articulation committee maintains a list of dual enrollment courses identified to meet high school graduation requirements. This list contains certain semester-length postsecondary courses deemed of sufficient rigor to earn a full high school credit. The current list can be found on the Florida Department of education website at http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList1920.pdf.

2. High school credits shall be awarded per the status of the list at the time of student enrollment.

3. One (1) credit hour college music courses are equivalent to 0.5 high school credit.

4. Most two (2) hour college credit courses are equivalent to 0.5 high school credit.

5. College certificate program workforce credit courses are equivalent to a 0.5 high school career education credit.

F. Eligibility for Traditional Dual Enrollment

1. Dual Enrollment programs are designed for secondary students who demonstrate the ability to conduct themselves as mature, responsible students in a collegiate environment, and who understand the consequences of establishing a permanent college transcript. Students taking individual Traditional Dual Enrollment courses who are not part of an Early Admission program must establish a qualifying cumulative unweighted GPA of 3.0 calculated based upon at least four (4) full high school credits.

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2. Fall 2020 Only COVOD-19 Eligibility Exception:
   For the Fall 2020 Semester Only: Students will be considered eligible to take Dual Enrollment courses with a cumulative unweighted GPA of 3.0 calculated based on at least four (4) full high school credits, even if they have not posted college-ready test scores. Students without test scores will be limited to enrollment in the following courses:

   - SLS1103 Strategies for Success in College, Career and Life
   - IDS1007 Strategies for the Pursuit of Knowledge
   - DEP2004 Human Growth and Development
   - ENC1101 English Composition I
   - Humanities courses with the same eligibility requirements as ENC1101
   - MAT1033 Intermediate Algebra
   - MGF1106 Topics in College Mathematics
   - MGF1107 Explorations in Mathematics
   - AST1002 Astronomy
   - AST1002L Astronomy Lab
   - BSC1005 Life in its Biological Environment
   - BSC1005L Biology Lab
   - ESC1000 Earth and Space Science
   - ESC1000L Earth and Space Science Laboratory
   - EVR1001 Introduction to Environmental Science
   - AMH2010 United States History to 1877
   - AMH2020 United States History from 1877 to Present
   - POS2041 American Federal Government
   - PSY1012 General Psychology
   - SYG2000 Introductory Sociology

   Enrollment in courses other than those listed above such as higher level math or science courses will need to demonstrate appropriate college ready test scores.

3. Students who successfully complete courses in which they enrolled without test scores in the Fall 2020 semester will not need to complete placement testing for continuation in the Dual Enrollment program. If however, students did not take higher level math or science courses in the Fall 2020 semester and wish to enroll in science or math classes in the Spring 2021 term will need to present appropriate college ready test scores.

4. For enrollment in the Spring 2021 semester and beyond, students who enroll in Traditional Dual Enrollment courses must demonstrate readiness for college-level work with scores on a common placement test adopted by the State Board of Education under s.1007.27(5) F.S. such as the ACT, SAT, or Postsecondary Education Readiness Test (PERT) that exempts them from remedial work in reading

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and writing. If the PERT is used for this purpose, students must present for review scores in all three areas of reading, writing, and mathematics. This includes students wishing to take dual enrollment courses in Humanities or the Social and Behavioral Sciences. Students wishing to take dual enrollment courses in mathematics or science must also present test scores that exempt them from remedial work in mathematics. Qualifying PERT test scores in the areas of Writing and Math must be dated within two (2) calendar years prior to the first day of the dual enrollment class.

5. Exception: Placement for SLS1103, IDS1107, or an acceptable SLS alternative course only may be achieved through the following:
    a. senior and junior level students who have no posted college-ready reading scores may qualify with a cumulative unweighted 3.0 high school GPA calculated based upon at least four (4) full high school credits.

6. Students must meet all prerequisite requirements for any dual enrollment course prior to registration. Students using courses from another accredited postsecondary institution or test scores (such as AICE, AP, IB, or CLEP scores) must submit official documentation to FSCJ at least three (3) weeks prior to registration for courses on the college campus on at least three (3) weeks prior to the first day of class for courses offered on the high school campus.

7. Schools may schedule high school Level 3 world language classes as dual enrollment for qualified secondary students (including minimum GPA requirements based upon at least four full high school credits and college ready test scores) who have previously completed the competencies of the Level I and II classes in the same language, with a grade of "C" or better. The courses in which these students enroll must consist of only dual enrollment students.

8. State law requires that dual enrollment students may only enroll in 12 credit hours before achieving assessment scores that place them into college level courses in all three areas of reading, writing, and mathematics. This requirement pertains to all established assessment placement instruments: PERT, ACT, SAT, and any subsequent functional equivalents. A special exception to the 12 credit hour rule may be available to students who have met placement requirements in reading and writing, and are enrolled in an academic course in mathematics at their high school or have completed a college level math course at another accredited postsecondary institution. Exceptions must be approved by SBCC and FSCJ's Office of Articulations and are valid for one semester only, after which appropriate test scores must be presented.

9. General Education Requirement: Students must complete the State-mandated 15 credit hours of "Core" General Education courses prior to earning 24 total hours of college credit. "Core" General Education courses are indicated in the advising guide listed in Exhibit B.

DRAFT

10. Maximum course enrollments will be as follows:
    Fall and spring terms: Traditional Dual Enrollment students (those who are not participating in an Early Admission program) may enroll in no more than three (3) courses (11 credit hours) per 15 week semester.

11. Students must maintain a minimum 2.0 grade point average on their FSCJ transcript of college courses as well as a cumulative unweighted 3.0 high school GPA.

12. A grade of W, D, FN, or F or assignment of NA in a single term, regardless of cumulative unweighted high school or college GPA, will remove student eligibility to participate in dual enrollment.

13. Students who have lost eligibility by earning a single grade of W, D, FN, F or having been assigned NA, may apply for probationary status. Application for probationary status does not guarantee acceptance. Probationary status limits the number and location of courses the student is eligible to take. Successful completion of courses while on probation will return the student to full status as a traditional dual enrollment student. Students who do not successfully complete their probation courses will not be able to take any further coursework while a high school student but may apply to FSCJ after high school graduation.

14. Students who did not participate in probation may re-apply to take dual enrollment courses after the completion of two (2) consecutive semesters (including fall or spring) taking only high school coursework, if meeting all other eligibility requirements.

15. If a student posts a grade of W, D, FN or F in the same course on two attempts, the student will not be permitted to attempt the course a third time while a dual enrollment student.

16. Students and their parent or guardian must sign a contract delineating an understanding of both academic and behavioral expectations of the Dual Enrollment Program and adhere to the College Expectations for Student Conduct and SBCC Student Code of Conduct. Students who disrupt the educational process or in other ways violate the Expectations for Student Conduct and SBCC Code (including issues of Academic Dishonesty) shall be referred to the appropriate Administrator for discipline in accordance with the Code and the College's policies and procedures. Discipline may include, but is not limited to, ineligibility for further dual enrollment participation as determined by a disciplinary committee including SBCC and FSCJ personnel. A copy of the Student/Parent Dual Enrollment Contract is included as Exhibit C.

17. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.

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18. Dual enrollment students may not perform any online change of registration status—dropping, adding, and withdrawal from courses. As stated in the Student/Parent Dual Enrollment Contract, performance of such activities will result in the student not being permitted to take dual enrollment classes. Students are expected to attend all classes in which they are registered. Students who are dropped for nonattendance will be subject to the requirement to apply for probationary status described in # 13.

G. Eligibility for Career Dual Enrollment—College Credit Courses

1. Dual Enrollment programs are designed for secondary students who demonstrate the ability to conduct themselves as mature, responsible students in a collegiate environment and who understand the consequences of establishing a permanent college transcript. Students taking individual Career Dual Enrollment courses who are not part of an Early College or Collegiate Career High School program must establish a qualifying cumulative unweighted GPA of 3.0 calculated based upon at least four (4) full high school credits.

2. Fall 2020 Only COVOD-19 Eligibility Exception:
   For the Fall 2020 Semester Only: Students will be considered eligible to take Dual Enrollment courses with a cumulative unweighted GPA of 3.0 calculated based on at least four (4) full high school credits, even if they have not posted college-ready test scores. Students without test scores will be limited to enrollment in career dual enrollment courses approved by the appropriate academic dean.

3. For Spring 2021 enrollment: Students who enroll in Career Dual Enrollment courses must demonstrate readiness for college-level work with scores on a common placement test adopted by the State Board of Education under s.1007.27(5) F.S. such as the ACT, SAT, or Postsecondary Education Readiness Test (PERT) that exempts them from remedial work in reading and writing. If the PERT is used for this purpose, students must present for review scores in all three areas of reading, writing, and mathematics. This includes students wishing to take dual enrollment courses in Humanities or the Social and Behavioral Sciences. Students wishing to take dual enrollment courses in mathematics or science must also present test scores that exempt them from remedial work in mathematics. Qualifying PERT test scores in the areas of Writing and Math must be dated within two (2) calendar years prior to the first day of the dual enrollment class.

4. Exception: Placement for SLS1103, IDS1107, or an acceptable SLS alternative course only may be achieved through the following:
   senior and junior level students who have no posted college-ready reading scores may qualify with a cumulative unweighted 3.0 high school GPA calculated based upon at least four (4) full high school credits.

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5. Students must meet all prerequisite requirements for any Career Dual Enrollment courses prior to registration.

6. Career Academy students who meet eligibility requirements based upon a qualifying cumulative unweighted GPA calculated on the successful completion of 1-3 full high school credits may enroll in dual enrollment courses identified as part of their career academy pathway approved by SBCC and FSCJ.

7. State law requires that dual enrollment students may only enroll in 12 credit hours before achieving assessment scores that place them into college level courses in all three areas of reading, writing, and mathematics. This requirement pertains to all established assessment placement instruments: PERT, ACT, SAT and any subsequent functional equivalents. A special exception to the 12 credit hour rule may be available to students who have met placement requirements in reading and writing, and are enrolled in an academic course in mathematics at their high school. Exceptions must be approved by the Office of High School Acceleration and FSCJ's Office of Articulations three (3) weeks prior to May 1 for fall registration and three (3) weeks prior to December 1 for spring registration.

8. General Education Requirement: Students entering dual enrollment must complete the State-mandated 15 credit hours of "Core" General Education courses prior to earning 24 total hours of college credit. "Core" General Education courses are indicated in the advising guide listed in Exhibit B.

9. Maximum course enrollments will be as follows:
    a. Fall and spring terms: Traditional Dual Enrollment students (those who are not participating in an Early Admission program) may enroll in no more than three courses (11 credit hours) per 15 week semester.

10. Students must maintain a minimum 2.0 grade point average on their FSCJ transcript of college courses as well as a cumulative unweighted 3.0 high school GPA.

11. A grade of W, D, FN, or F or assignment of NA in a single term, regardless of cumulative unweighted high school or college GPA, will remove student eligibility to participate in dual enrollment.

12. Students who have lost eligibility by earning a single grade of W, D, FN, F or having been assigned NA, may apply for probationary status. Application for probationary status does not guarantee acceptance. Probationary status limits the number and location of courses the student is eligible to take. Successful completion of courses while on probation will return the student to full status as a traditional dual enrollment student. Students who do not successfully complete their probation courses will not be able to take any further coursework while a high school student but may apply to FSCJ after high school graduation.

DRAFT

13. Students who did not participate in probation may re-apply to take dual enrollment courses after the completion of two (2) consecutive semesters (including fall or spring) taking only high school coursework, if meeting all other eligibility requirements.

14. If a student posts a grade of W, D, FN or F in the same course on two attempts, the student will not be permitted to attempt the course a third time while a dual enrollment student.

15. Students and their parent or guardian must sign a contract delineating an understanding of both academic and behavioral expectations of the Dual Enrollment Program and adhere to the College Expectations for Student Conduct and SBCC Student Code of Conduct. Students who disrupt the educational process or in other ways violate the Expectations for Student Conduct and SBCC Code (including issues of Academic Dishonesty) shall be referred to the appropriate Administrator for discipline in accordance with the Code and the College's policies and procedures. Discipline may include, but is not limited to, ineligibility for further dual enrollment participation as determined by a disciplinary committee including SBCC and FSCJ personnel. A copy of the Student/Parent Dual Enrollment Contract is included as Exhibit C.

16. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.

17. Dual enrollment students may not perform any online change of registration status—dropping, adding, and withdrawal from courses. As stated in the Student/Parent Dual Enrollment Contract, performance of such activities will result in the student not being permitted to take dual enrollment classes. Students are expected to attend all classes in which they are registered. Students who are dropped for nonattendance will be subject to the requirement to apply for probationary status described in #12.

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H. Eligibility for Career Dual Enrollment: Non Credit Certificate Programs

1. Dual Enrollment programs are designed for secondary students who demonstrate the ability to conduct themselves as mature, responsible students in a collegiate environment and who understand the consequences of establishing a permanent college transcript. Students taking individual Non-Credit Career Dual Enrollment courses must establish a qualifying cumulative unweighted GPA of 2.0 calculated based upon at least 4 full high school credits. The deadline to apply is May 1 for fall and December 1 for spring.

2. Students enrolling in non-credit career/technical courses must take the Test of Adult Basic Education (TABE) within the first six (6) weeks of the first term of enrollment.

Students must also meet other requirements established by the career program in which they wish to enroll.

3. Students must meet all prerequisite requirements for any non-credit Career Dual Enrollment courses prior to registration.

4. Career Academy students taking non-credit Career Dual Enrollment courses who meet eligibility requirements based upon a qualifying cumulative unweighted GPA calculated on the successful completion of 1-3 full high school credits may enroll in dual enrollment courses identified as part of their career academy pathway approved by District and FSCJ.

5. Non-Career Academy students eligible to take non-credit Career Dual Enrollment courses who meet eligibility requirements based upon a qualifying cumulative unweighted GPA calculated on the successful completion of 1-3 full high school credits may enroll in one (1) or two (2) dual enrollment courses at the college but may not participate in non-credit Career Dual Enrollment programs that require students to complete a certain number of contact (clock) hours.

6. Maximum course enrollments will be as follows:
    a. College campus locations courses: Students enrolled in non-credit certificate programs are limited to no more than two dual enrollment courses offered on the College campus per semester.
    a. Combination of college and high school site enrollments:
        i. Fall and spring terms: Traditional Dual Enrollment students taking non-credit certificate program courses may enroll in no more than the clock equivalent of 11 credit hours per 15 week semester. This maximum includes all courses taken as dual enrollment for any postsecondary institution, including the college site or at a District school location.
    b. Exception: Project Vertical or Transition Instruction and Employment Support (TIES) program personnel may exceed the two (2) course per term college campus limitation for their students, due to the inherent purpose and design of those programs. Fall and spring course maximums will not exceed four (4) courses per term.

7. Students must maintain a minimum 2.0 grade point average on their FSCJ transcript of college courses as well as a cumulative unweighted 2.0 high school GPA.

8. A grade of W, D, FN, or F or assignment of NA in a single term, regardless of cumulative unweighted high school or college GPA, will remove student eligibility to participate in dual enrollment.

9. Students who have lost eligibility by earning a single grade of W, D, FN, F or having been assigned NA, may apply for probationary status. Application for probationary status does not guarantee acceptance. Probationary status limits the number and

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location of courses the student is eligible to take. Successful completion of courses while on probation will return the student to full status as a traditional dual enrollment student. Students who do not successfully complete their probation courses will not be able to take any further coursework while a high school student but may apply to FSCJ after high school graduation.

10. Students who did not participate in probation may re-apply to take dual enrollment courses after the completion of two (2) consecutive semesters (including fall or spring) taking only high school coursework, if meeting all other eligibility requirements.

11. If a student posts a grade of W, D, FN or F in the same course on two attempts, the student will not be permitted to attempt the course a third time while a dual enrollment student.

12. Students and their parent or guardian must sign a contract delineating an understanding of both academic and behavioral expectations of the Dual Enrollment Program and adhere to the College Expectations for Student Conduct and SBCC Student Code of Conduct. Students who disrupt the educational process or in other ways violate the Expectations for Student Conduct and SBCC Code (including issues of Academic Dishonesty) shall be referred to the appropriate Administrator for discipline in accordance with the Code and the College's policies and procedures. Discipline may include, but is not limited to, ineligibility for further dual enrollment participation as determined by a disciplinary committee including SBCC and FSCJ personnel. A copy of the Student/Parent Dual Enrollment Contract is included as Exhibit C.

13. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.

14. Dual enrollment students may not perform any online change of registration status—dropping, adding, and withdrawal from courses. As stated in the Student/Parent Dual Enrollment Contract, performance of such activities will result in the student not being permitted to take dual enrollment classes. Students are expected to attend all classes in which they are registered. Students who are dropped for nonattendance will be subject to the requirement to apply for probationary status described in #9.

I. Eligibility for Early Admission

1. Early Admission is a senior year program, allowing full time enrollment in fall and spring terms of a student's senior year. For the Fall Semester 2020 only, students will be considered eligible to participate in Early Admission with a cumulative unweighted GPA of 3.5 calculated based on at least four (4) full high school credits,

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even if they have not posted college-ready test scores. Students without test scores will be limited to enrollment in the following courses:

- SLS1103 Strategies for Success in College, Career and Life
- IDS1007 Strategies for the Pursuit of Knowledge
- DEP2004 Human Growth and Development
- ENC1101 English Composition I
- Humanities courses with the same eligibility requirements as ENC1101
- MAT1033 Intermediate Algebra
- MGF1106 Topics in College Mathematics
- MGF1107 Explorations in Mathematics
- AST1002 Astronomy
- AST1002L Astronomy Lab
- BSC1005 Life in its Biological Environment
- BSC1005L Biology Lab
- ESC1000 Earth and Space Science
- ESC1000L Earth and Space Science Laboratory
- EVR1001 Introduction to Environmental Science
- AMH2010 United States History to 1877
- AMH2020 United States History from 1877 to Present
- POS2041 American Federal Government
- PSY1012 General Psychology
- SYG2000 Introductory Sociology

Enrollment in courses other than those listed above such as higher level math or science courses will need to demonstrate appropriate college ready test scores.

2. Students who successfully complete courses in which they enrolled without test scores in the Fall 2020 semester will not need to complete placement testing for continuation in the Dual Enrollment program. If however, students did not take higher level math or science courses in the Fall 2020 semester and wish to enroll in science or math classes in the Spring 2021 term will need to present appropriate college ready test scores.

3. For Spring 2021 and beyond, students who wish to enroll in early admission must demonstrate readiness for college-level work with a 3.5 unweighted cumulative high school grade point average at time of registration and scores on a common placement test adopted by the State Board of Education under s.1007.271 such as the ACT, SAT, or Postsecondary Education Readiness Test (PERT) that exempts them from remedial work in reading, writing, and mathematics.

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4. Student eligibility must be approved by both the high school counselor and college campus dual enrollment coordinator during the spring semester of their junior year for full-time dual enrollment registration during their senior year. Students must be enrolled and maintain continuous enrollment in SBCC by November 1 of the junior year. The deadline to apply for Early Admission status is May 1 of the student's junior year.

5. Students whose cumulative unweighted high school grade point average falls below the required cumulative unweighted 3.5 GPA between application and start of Early Admission in the fall semester will not be permitted to participate in the program.

6. Students in Early Admission must take four courses per term (fall and spring) enrolling in a minimum of 12 credit hours and a maximum of 14 credit hours per 15 week semester. Any courses required for high school graduation must be taken in the fall semester.

7. Students must be advised in writing by SBCC that failure in or withdrawal from dual enrollment courses may jeopardize their high school graduation and their acceptance to a selective admission postsecondary institution.

8. Students must meet all prerequisite requirements for dual enrollment courses prior to registration.

9. General Education Requirement: Students entering dual enrollment must complete the State-mandated 15 credit hours of "Core" General Education courses prior to earning 24 total hours of college credit. General Education courses are indicated in the advising guide listed in Exhibit B.

10. Students must successfully complete all college courses attempted (as defined by a final course grade of A, B, or C) and maintain an FSCJ transcript reflecting a minimum 2.0 GPA and a cumulative unweighted high school GPA of 3.0 for continuing eligibility for the second semester of the senior year. If a student posts any grades of W, D, FN, F or has an assignment of NA in a single term, regardless of cumulative high school or college GPA, that student will not be permitted to continue as an early admission student, but may apply for probationary status to continue as a traditional dual enrollment student.

11. Students and their parent or guardian must sign a contract delineating an understanding of both academic and behavioral expectations of the Dual Enrollment Program and adhere to the College Expectations for Student Conduct and SBCC Student Code of Conduct. Students who disrupt the educational process or in other ways violate the Expectations for Student Conduct and SBCC Code (including issues of Academic Dishonesty) shall be referred to the appropriate Administrator for discipline in accordance with the Code and the College's policies and procedures. Discipline may include, but is not limited to, ineligibility for further dual enrollment participation as determined by a disciplinary committee including SBCC and FSCJ

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personnel. A copy of the Student/Parent Dual Enrollment Contract is included as Exhibit C.

12. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.

13. Dual enrollment students may not perform any online change of registration status—dropping, adding, and withdrawal from courses. As stated in the Student/Parent Dual Enrollment Contract, performance of such activities will result in the student not being permitted to take dual enrollment classes. Students are expected to attend all classes in which they are registered. Students who are dropped for nonattendance will be subject to the requirement to apply for probationary status described in #10.

II. RESPONSIBILITIES OF EACH INSTITUTION

A. Marketing of Dual Enrollment Acceleration Mechanisms and Expectations:

Students of SBCC and their parents or guardians will be informed about opportunities for Dual Enrollment including credit Dual Enrollment courses leading to an Associate of Arts degree, Career Credit and Non-credit Dual Enrollment courses leading to degrees and certificates, as well as the option of Early Admission. Included will be information on academic rigor of Dual Enrollment programs, benefits of acceleration mechanisms, academic and behavioral expectations of Dual Enrollment students, and application processes and deadlines. In addition, students of SBCC and their parents or guardians who have documented disabilities will be sent information on services available for those students who choose to participate in Dual Enrollment.

SBCC Shall:

1. Inform students and parents about opportunities for participation in Traditional Dual Enrollment, Career Dual Enrollment, and Early Admission and services available for students with disabilities through presentations at middle and high school sites, on SBCC website, and District-wide events for high school choice and acceleration mechanisms.

The College Shall:

1. Inform students about opportunities for participation in Traditional Dual Enrollment, Career Dual Enrollment, and Early Admission and services available for students with disabilities through the FSCJ Dual Enrollment website, College Open House events, and through other collaborative mechanisms with SBCC.

B. Assessment Services

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In all assessment activities, SBCC and Florida State College at Jacksonville agree to adhere to the State policy regarding PERT administration.

SBCC and the College Shall

1. Collaborate to ensure all appropriate prospective dual enrollment and Early Admission students including registered home school students have access to PERT testing either through their home high school sites or through a referral to one of the College's Assessment and Certification Centers.

C. Program Planning—If SBCC desires to offer FSCJ Dual Enrollment courses on high school sites:

SBCC Shall:

1. Present the Office of Dual Enrollment, FSCJ, with the list of proposed dual enrollment courses and instructors for the entire academic year by May 1 of the previous academic year to ensure appropriate credentialing and training of faculty before the beginning of the academic term. The list must specify courses offered for the first time at any high school site, since it is necessary to ensure college compliance with the notification/permission policies of its accrediting body.

2. Submit credentialing paperwork that includes official college transcripts for all dual enrollment teachers and syllabi for proposed dual enrollment courses no later than one (1) month prior to the start of each academic term to the Dual Enrollment Coordinator/Campus Academic Dean.

3. Restrict high school instructors from teaching more than 50% of their course load (four courses) in dual enrollment courses.

4. Ensure that dual enrollment courses offered at the high school site are not combined with any non-college credit high school course.

5. Ensure that all scheduled dual enrollment courses adhere to a minimum number of 10 students and a maximum number that coincides with that on the College's Master Outline for each course, housed in Curriculum Services.

6. Support the College's efforts to ensure compliance with the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC"), standards regarding the quality of courses offered by SBCC teachers

7. Collaborate with the College on the development of new Dual Enrollment sites and programs, to include the development of any Collegiate Career High School programs.

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The College Shall:

1. Send preliminary determination of the proposed course list back to SBCC within three (3) weeks of receipt in the office of Dual Enrollment. Courses offered for the first time at any high school site may require notifications or permissions from the college's accrediting body, and therefore may not receive approval from the college for the immediate term requested.

2. Review faculty credentials and course syllabi in a timely manner to facilitate final approval of proposed course list.

3. Send notification of final approval of courses to SBCC within two (2) weeks of credential verification of faculty. The newly credentialed teacher will be provided information on when he/she will be provided access to myFSCJ, when Canvas training is available, textbook information, a list of contact for curriculum support, provided a sample syllabus, and advised to submit his/her course syllabus for review and approval.

4. Encode only those courses which appeared on the proposed course list and received final approval of faculty.

5. Offer appropriate training and mentoring for dual enrollment faculty to be completed prior to the beginning of the academic term.

6. Collaborate with SBCC on the development of new Dual Enrollment sites and programs.

7. Prepare and submit prospectus documents for high school sites that wish to expand on-site Dual Enrollment offerings, pending verification of appropriately credentialed faculty.

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D. Student Registration

SBCC Shall:

1. Provide dual enrollment and early admission applications to students which will include the annual contract of understanding of expectations and requirements.

2. Provide guidance and approval for specific course requests, documented on the application forms in collaboration with the college.

3. Check applications for completion, including signatures from parents or guardians and high school counselors, as well as ensuring eligibility criteria are met each term.

4. Provide original applications to the FSCJ designated campus by the established deadline and the designated method each term. Student registration deadlines will be strictly enforced.

5. Inform students of the relevant requirements and conditions for enrollment outlined in Exhibit A-C, including but not limited to their adherence to the FSCJ "Expectations for Student Conduct," SBCC "Code," and provide information to students about access to the online Student Handbook.

The College Shall:

1. Provide a primary point of contact Dual Enrollment Coordinator for purposes of coordination of all dual enrollment processes.

2. Provide the eligibility criteria for SBCC use to ensure students meet eligibility requirements. This information shall be updated to align with changes as needed.

3. Designate a campus dual enrollment coordinator to handle all dual enrollment and early admission applications. This coordinator will provide advisement, review applications, and eligibility criteria prior to registering students in classes each term, with SBCC and high school being notified of any ineligible students within two (2) weeks.

4. Provide verification of student registration for all courses taken at the high school sites with student ID numbers and College course numbers to SBCC, the high school instructor, and the high school dual enrollment coordinator.

5. Develop processes to ensure dual enrollment students will not be permitted to independently perform any registration activity with college enrollment services offices or on-line.

6. Ensure that once the dual enrollment application has been submitted, any changes in enrollment including dropping and adding classes, must be done at the approval of the high school counselor through the campus dual enrollment coordinator.

7. Provide copies of student schedules with any schedule changes to SBCC and high school dual enrollment coordinator at the time of registration.

8. Give students information on their full collegiate web access, including FSCJ e-mail accounts on completion of registration.

E. Faculty-- If SBCC desires to offer FSCJ Dual Enrollment courses on high school sites:

SBCC Shall:

1. Submit dual enrollment certification applications to the College for only those high school faculty members who meet the following SACSCOC accreditation standards.

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a. Faculty members selected to teach general education core courses or courses in a transferable Associate degree program must have, at a minimum, a Master's degree from a regionally accredited institution in addition to 18 graduate semester hours in the discipline they propose to teach.
b. Faculty teaching SLS1103 or an alternative must have a Master's degree from a regionally accredited institution; however, it may be in any discipline and they must complete all three (3) components of the SLS Professional development training provided by the College.
c. The minimum academic degree required for faculty teaching in professional, occupational, and technical areas (non-transfer) will correspond to the standard set for each instructional program offered by the College. While the standard for associate degree level is a Master's degree, in areas for which this degree is not offered, certification may include work experience, professional certification or licensure, and education in a discipline-specific field.

2. Submit official transcripts for each proposed instructor.

3. Provide SBCC principals and prospective SBCC faculty with the requirements which must be satisfied in order for high school instructors to teach dual enrollment courses, including but not limited to:
    a. participation in yearly orientation sessions and course specific training provided by FSCJ.
    b. submission of credentialing documentation including official transcripts.
    c. use of the standard electronic syllabus template for all proposed dual enrollment courses offered on the high school sites to be submitted electronically to the appropriate Campus Academic Dean and the Office of Dual Enrollment prior to the start of classes each term, typically August 1 for fall term classes and December 1 for spring term classes.
    d. verification of class rosters to the College dual enrollment coordinators:
        i. prior to the date of drop without penalty,
        ii. prior to the date of Withdrawal from the course, and
        iii. prior to the date of submission of final grades.
    e. submission of required assignments and assessments (including final exams) pertinent to the course being taught to FSCJ.
    f. submission of all course grades including assignments and tests in the gradebook component of the Canvas course shell for each section being taught.
    g. participation in the electronic submission of grades through the myFSCJ portal according to the schedule set for the academic term. Instructors who fail to submit their grades to FSCJ during the established online grading window will receive a written warning for the first offense. For any subsequent offenses, they will not be permitted to teach dual enrollment.
    h. submission to periodic classroom observation by College representatives who will provide feedback to instructors for self-improvement.

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i. familiarity and compliance with all policies and procedures set forth in the College's Adjunct Faculty Handbook, and all Faculty related College Policies and Procedures including FERPA.

4. Provide SBCC dual enrollment faculty with access to training provided by FSCJ in the appropriate technology to perform expected classroom management activities including:
    a. myFSCJ system to check classroom rosters for accuracy;
    b. electronic submission of grades; and
    c. FSCJ e-mail for updates, information, and communication.

5. Provide SBCC dual enrollment faculty with appropriate instructional materials to teach each dual enrollment course offered at the high school site in collaboration with the College.

6. Provide a high school dual enrollment code only to those courses whose faculty have met all appropriate credentialing requirements.

7. Provide the College with the name and credentials of any instructor who will be substituting for an approved dual enrollment faculty member who takes a planned leave of absence during the term with an understanding that the course will not be encoded as a dual enrollment course if the substitute fails to meet credentialing standards.

8. Inform the College within a week if a faculty member teaching dual enrollment courses on the high school site has an extended absence (more than one week) requiring another instructor to teach the course.

9. Remove the high school dual enrollment code from classes whose credentialed faculty member is unable to complete instruction if another appropriately credentialed faculty member is not approved by the College.

The College Shall:

1. Review the educational credentials of each proposed first-time dual enrollment instructor and inform SBCC within two (2) weeks of document submission if the proposed candidate meets credential standards.

2. Provide a yearly orientation for all dual enrollment faculty, high school dual enrollment contacts, appropriate high school counseling and advising staff, appropriate SBCC administrators, campus dual enrollment and appropriate College administrators including College academic deans.

3. Provide faculty, particularly newly credentialed faculty or those teaching a course for the first time with sample syllabi and additional support.

DRAFT

4. Provide appropriate course specific training for dual enrollment faculty to include requirements for assessments.

5. Conduct evaluations of performance for dual enrollment faculty and provide feedback of observations within 3-4 weeks.

6. Encode for dual enrollment college credit only those courses whose faculty have met all appropriate credentialing, course documentation, and orientation requirements.

7. Provide discipline-specific contacts to serve as resources and mentors for each SBCC dual enrollment faculty member.

8. Provide access to the online current College faculty handbook and student handbook to each SBCC dual enrollment faculty member.

9. Perform an immediate credential review of any SBCC faculty member proposed to teach a high school dual enrollment course as a substitute for a teacher on extended absence.

10. Assist SBCC in finding an appropriately credentialed instructor in the event of an extended absence of a high school dual enrollment faculty member.

11. Remove the dual enrollment college credit status for any course whose initial credentialed instructor has an extended absence and for which another appropriately credentialed instructor cannot be found.

12. Provide appropriate training to faculty in myFSCJ and Canvas to facilitate instruction.

F. Curriculum-- If SBCC desires to offer FSCJ Dual Enrollment courses on high school sites:

SBCC Shall:

1. Ensure the use of only College established and approved curriculum by all dual enrollment faculty.

2. Ensure that in accordance with State Board Rule 6A-14.064, dual enrollment courses taught on the high school campus meet all postsecondary standards.

3. Ensure that all syllabi for dual enrollment courses meet all competencies and student learning outcomes specified in the Course Master Outlines in the College's Curriculum services website.

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4. Ensure that textbooks and instructional materials used in dual enrollment courses on the high school site have been selected from the list of materials on the College's Course Master Outline unless approved by an appropriate college dean through review.

5. Submit for review any proposed instructional materials not on the College's Course Master outline to the College at least one (1) month prior to the beginning of the academic term.

6. Ensure that faculty teaching General Education dual enrollment classes taught at the high school site participate fully in any College-wide assessment activities including assignments that will generate student artifacts. Student and faculty identifiers will be redacted from these artifacts prior to assessment and results will be reported at a programmatic level. Instructors who fail to submit their artifacts to FSCJ by the established deadline will receive a written warning for the first offense. If there is any additional offense, they will not be permitted to teach dual enrollment in the subsequent term.

7. Ensure that faculty teaching dual enrollment courses administer the standard final exams or other mutually agreed upon assessments or activities and use them toward the calculation of the final course grade in accordance with current standards of end of course examinations.

8. Return completed final exams or end of course assessments to the executive director to be held for a period of one year. Instructors who fail to submit their final exams or end of course assessments to FSCJ during the established window will receive a written warning for the first offense. Any subsequent offenses, they will not be permitted to teach dual enrollment

The College Shall:

1. Provide access to the Course Master Outlines on the College's Curriculum Services website to all SBCC dual enrollment faculty.

2. Provide all SBCC dual enrollment faculty with the College's list of required elements for all syllabi including expected student learning outcomes through an electronic syllabus template.

3. Review submitted syllabi and report approval status back to SBCC within two (2) weeks of submission.

4. Provide assistance to SBCC faculty teaching dual enrollment courses in syllabus revision if initial submission does not meet current standards.

5. Review, within two (2) weeks of submission by SBCC, any proposed textbooks or instructional materials not on the College's Course Master Outline submitted by SBCC for equivalency to current standards.

DRAFT

6. Facilitate the development and implementation of common final exams for each dual enrollment college course taught on high school sites. For any exams for which a standard does not yet exist, high school teachers will have the opportunity to collaborate on the development of the exams with FSCJ faculty.

7. Provide the exams and answer keys to the instructors prior to the start of the semester, as well as contact information for the faculty leader of the test development team.

8. Review and approve any alternate final assignments for those courses in which a cumulative final exam is not administered.

9. Hold final exams or alternate assignments returned to the College for a period of one (1) year.

G. Supervision-- If SBCC desires to offer FSCJ Dual Enrollment courses on high school sites:

SBCC Shall:

1. Ensure all SBCC faculty teaching dual enrollment courses adhere to required standards designated in State Board Rule 6A-14.064, including, but not exclusive to, syllabus submission, submission of final exams and other required assignments, and adherence to College grading policies.

2. Offer access to the high school site for appropriate College personnel, including, but not exclusive to, campus dual enrollment coordinators, Executive Director of Articulations, College-wide and academic deans conducting classroom visitations.

3. Ensure dual enrollment students on the high school campus have instructions for, and access to technology to enable them to submit online instructional evaluations.

4. Conduct formal performance appraisal of the dual enrollment instructor according to the current District contract and Florida state law.

5. Coordinate with the College for formal program assessment and evaluation to include a yearly evaluative report describing student performance, student progression, and operational benchmarks of process.

The College Shall:

1. Monitor adherence to dual enrollment faculty submission of required syllabi, final exams, and other required assignments.

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2. Evaluate submitted documents and provide feedback/approval within two (2) weeks for syllabus submissions and four (4) weeks for other submitted documents.

3. Perform classroom visitations and conduct dual enrollment evaluations which conform to standards for adjunct faculty on the College campus. Newly credentialed dual enrollment faculty will be observed in the fall.

4. Provide feedback to the instructor on classroom visitations/evaluations within four (4) weeks following the date of visitation.

5. Provide information on classroom visitation to the Office of Dual Enrollment for purposes of program level evaluation and improvement.

6. Provide mentoring to dual enrollment faculty.

7. Provide SBCC with information on the process for student submission of online instructional evaluation.

H. Student Performance, Grades, and Appeals

SBCC Shall:

1. Ensure that student performance is monitored and evaluated in accordance with FSCJ college credit and non-credit grading and academic standards:
    a. for classes offered at the high school site, the grading may include a mid-term grade consistent with the Clay County Schools nine (9) weeks reporting schedule for the participating high schools and
    b. there is to be no grade recovery strategy for any dual enrollment course offered on the high school or College site.

2. Ensure grading in courses is consistent with the grading system approved on the course syllabus.

3. Ensure any changes to grading standards for dual enrollment courses are submitted to the appropriate College academic dean for approval before institution.

4. Ensure dual enrollment faculty electronically post course gradebook items in the Canvas course shell provided for each course section and post final course grades in the College's student information management system by the designated dates for each academic term. Instructors who fail to post course gradebook items or submit final course grades to FSCJ during the established online grading window will receive a written warning for the first offense. Should there be a subsequent offense, they will not be permitted to continue to teach in the dual enrollment program.

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5. Ensure the grades entered into the FSCJ and SBCC permanent record systems are the same. If a grading discrepancy is noted, it will be corrected within a period of two (2) weeks.

6. Ensure that students who have earned a grade of D, F, FN, or W in a dual enrollment course, and their parents, are provided with full information regarding the consequences of withdrawals, multiple retakes, including the possibility of paying out-of-state tuition rate, GPA implications for transcripts and potential impacts on financial aid eligibility, and acceptance to selective admission postsecondary institutions.

7. Ensure that students who have earned a grade of D, F, FN, or W in dual enrollment courses in a single semester and their parents are provided with full information regarding the student's ineligibility to take further dual enrollment courses.

8. Provide the College with information on any student who must be withdrawn from a dual enrollment course for reasons beyond their control (transfer to another school, move out of the area) within one (1) week of the withdrawal.

9. Ensure no students submit an application to retake a dual enrollment course more than once. Students who wish to retake MAT1033, MGF1106, MGF1107, and MAC1105 must retake the PERT to ensure proper advising and placement.

10. Provide students on the high school site with information on how to appeal a grade through a written request to SBCC, who will then review the appeal with the FSCJ Executive Director of Articulations for joint determination of further action. Students may need to submit an appeal in accordance with the college's student appeal process as outlined in the catalog.

The College Shall:

1. Evaluate grading processes to ensure compliance with College procedures and stated guidelines on course syllabi.

2. Review submitted gradebooks in the Canvas course shells from SBCC faculty to ensure alignment with submitted grades.

3. Ensure the Campus Dual Enrollment Coordinators securely deliver grades for courses taken on the College Campus to SBCC.

4. Develop a secure electronic file transfer protocol to send grades from the College system to SBCC.

5. Provide students enrolled in dual enrollment courses information on the student appeals procedure outlined in the college catalog if they wish to appeal a grade.

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6. Process dual enrollment student grade appeals in a timeframe pursuant to College policy and procedure.

I. Student Advising

SBCC Shall:

1. Inform all secondary students and their parents of dual enrollment as an educational option and mechanism for acceleration. Students and their parents shall be informed of:
    a. student eligibility requirements criteria;
    b. the option for taking dual enrollment courses beyond the regular school year;
    c. the minimum academic credits required for graduation;
    d. the fact that dual enrollment grades are posted to a permanent college transcript;
    e. the consequences of grades of D, F, FN, and W on a college transcript regarding future eligibility for selective access programs at colleges and universities, financial aid, and continuation in dual enrollment courses; and
    f. the availability of services for students with disabilities who wish to participate in Dual Enrollment.

2. Provide academic advising to dual enrollment students regarding program and course selection:
    a. encourage each dual enrollment student to identify a postsecondary educational objective that includes course selection leading to a technical certificate, associate degree or baccalaureate degree, rather than a random selection of courses.
    b. assist students and parents who wish to select courses which meet degree requirements for a specific course of study at another postsecondary institution, which may have different numbers of elective credit.
    c. advise students who are undecided about their postsecondary major to take courses which meet General Education requirements.
    d. advise students taking college credit courses including those in Early Admission programs of the requirement to complete the 15 hour State mandated General Education "Core" courses prior to earning 24 total college credit hours.

The College Shall:

1. Provide all dual enrollment students with access to the College Catalog and Student Handbook.

2. Provide academic advising to dual enrollment students regarding program and course selection:

DRAFT

a. assist students in identifying and declaring a postsecondary educational objective that includes course selection leading to a technical certificate, associate degree, or baccalaureate degree.
b. assist students pursuing an Associate of Arts degree in declaring their intended transfer degree program and institution prior to attaining 30 credit hours toward the AA degree.
c. advise students who are undecided about their postsecondary major to take courses which meet General Education requirements.
d. advise students taking college credit courses including those in Early Admission and Early College programs of the requirement to complete the 15 hour State mandated General Education "Core" courses prior to earning 24 total college credit hours.

3. Provide access to advisement throughout the year with campus dual enrollment coordinators and Student Success advisement staff.

4. Provide information to students regarding the requirement for self-identification of disabilities to the College's Disabilities Office in order to obtain services and accommodations.

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J. Student Costs and Fees

Consistent with provisions of Florida Statute s.1007.271 F.S., properly enrolled high school students receiving dual enrollment or early admission instruction under the provisions of this plan shall not be charged registration, tuition, technology, or laboratory fees for the college courses in which they enroll.

Students will be responsible for payment of other special course or program fees, including, but not exclusive to:

1. art supplies;
2. aviation flight fees;
3. automotive tools;
4. culinary equipment;
5. health care uniforms;
6. fees for dissection or other science consumables required for science courses; and
7. other consumables which will be identified by the college in collaboration with District prior to student enrollment.

Students will be responsible for paying the transcript request fee standard for all students of the College (charged per transcript) if they wish to have a copy of their College transcript or wish to have a transcript sent from the College to other postsecondary institutions.

K. Instructional Materials

In accordance with s.1007.271 F.S., instructional materials, including digital integrated course materials, for dual enrollment courses shall be made available to public high school students free of charge. Payment for course textbooks shall be made in accordance with the following guidelines set forth below. Tangible instructional materials shall be the property of the governing board of the purchaser.

To reduce cost of instructional materials, use of open resource materials will be encouraged, followed by textbook rental options where available.

SBCC Shall:

1. Pay for textbooks and other instructional materials required for dual enrollment students. All tangible textbooks purchased by SBCC are the property of SBCC.

2. Encourage courses taught on the high school sites to use open resource course shells when available.

3. Ensure student access to the technology required to fully use open resource course shells provided by the College.

   Charter schools: SBCC is not responsible for costs for textbooks or other instructional materials for Charter schools.

   Home school students will be provided textbooks and other instructional materials through a College process.

The College Shall:

1. Make available to SBCC any open resource course shells developed by FSCJ free of cost provided students are guaranteed access to the appropriate technology required to fully use them.

2. Provide course shell orientation to any SBCC faculty using FSCJ open resource shells to maximize effectiveness of resources.

L. Transportation

Unless specifically provided for a designated program by SBCC, students attending dual enrollment classes at a location other than their public high school shall provide their own transportation.

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M. Cost Sharing

In accordance with HB 5101 amending 1007.271 F.S. school districts are required to pay public postsecondary institutions tuition for courses offered on the college campus (including virtual campus) for the fall and spring terms, to pay only the costs of salary and benefits when instruction at the high school site is offered by a postsecondary instructor, but are not required to reimburse costs to the postsecondary institution for instruction on the high school sites delivered by high school instructors.

SBCC Shall:

1. Compensate SBCC personnel acting as dual enrollment adjunct faculty for FSCJ as part of their regular teaching load at the high school campus.

2. Compensate FSCJ per the current cost of adjunct faculty instruction, for the costs of College instructional personnel, who teach at the high school campus at SBCC request.

3. Compensate FSCJ at the current rate of instruction, for any college campus class specifically requested by SBCC for targeted groups of dual enrollment students.

4. Remit payment for college campus tuition.

The College Shall:

1. Compensate FSCJ faculty teaching a combination of regular FSCJ students and dual enrollment students on a college campus course if there are more than 16 SBCC dual enrollment students and the course was not specifically requested by SBCC.

2. Provide SBCC with rates of instruction on an annual basis.

3. Invoice SBCC for any class taught on the high school site by an FSCJ faculty member (full-time or adjunct) at the request of SBCC.

4. Submit to SBCC an invoice for tuition at the rate of $71.98 per credit hour for all college credit courses Dual Enrollment and Early Admission students take through an FSCJ Campus/Center during the fall or spring term.

5. Submit to SBCC an invoice for tuition at the rate of $2.33 per contact hour for all non-credit courses in programs leading to a career certificate or an applied technology diploma (PSAV) taken by Dual Enrollment students on the college campus during the fall or spring semesters.

N. Teacher Preparation and In-Service Training

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FSCJ and SBCC will partner to provide teacher preparation and in-service training to District teachers and counselors to assist them in increasing the success of students in postsecondary education.

SBCC Shall:

1. Designate a day during the fall term professional development period for a comprehensive dual enrollment orientation/training for all prospective dual enrollment teachers.

2. Support SBCC teachers participating in required professional development training offered by FSCJ.

3. Support school counselors and other dual enrollment support personnel attendance at professional development activities offered by the College.

The College Shall:

1. Offer collaborative workshops between college and high school faculty to develop curriculum and instructional methodologies and cumulative final exams.

2. Offer SBCC teachers and guidance staff access to workshops on the use of technology in instruction as well as other courses offered by the Academy for Professional Development.

3. Offer recertification courses for SBCC teachers.

4. Offer in-service for SBCC school counselors that delineates the diverse career education options available to students and the basic skill levels necessary for success.

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O. Data Sharing and Program Evaluation

The FSCJ Executive Director of Articulations and SBCC shall provide overall leadership for the implementation of this articulation agreement and shall be responsible for sharing data for the purpose of state reporting and program improvement. Each party agrees to protect the rights of students with respects to records created, maintained and used by each Party in accordance with state and federal law.

Shared data will be used to produce an annual evaluation report on implementation. The report shall include:

1. number and percentage of high school student participants by school, program type, and course;

2. agreed-upon demographic data;
3. student course performance; and
4. program improvement actions.

In alignment with the 2007 Council of Presidents' Statement of Standards, the following assessment and accountability measures will be established:

1. FSCJ will share statewide and specific research on dual enrollment student progression and
2. FSCJ will conduct follow-up research on dual enrollment courses to ensure grading standards and outcomes are comparable to non-dual enrollment sections. Results are to be shared with the principals, local district, and the division.

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FSCJ
Florida State College of Jacksonville

Dual Enrollment Academic Advising Early College Associate in Arts Degree
(Fall 2015 and later)

Name : _____ EMPL ID _____ High School: _____

Anticipated Major: _____

Potential Transfer Colleges/Universities: _____

Note:
1. Students select general education courses from the five broad liberal arts discipline areas: communication, humanities, mathematics, natural sciences and social/behavioral sciences. Per Florida State Statute 1007.25(3): At least one course in each of the five discipline areas shall be identified as a state core course option. Courses identified with an asterisk (*) are designated as state core courses, accepted as general education at all state colleges and universities. A grade of "C" or better is required in all general education courses.
2. General Education: 36 Core Credits + 24 Elective Credits = 60 credits.

Enrolled	Completed (C or higher)	I. COMMUNICATION (9 credit hours – 3 credit hours from each category)			FSCJ DE Coordinator Notes
Category A					
		***ENC1101**	**English Composition**	3	
		ENC1101C*	**English Composition I Enhanced**	4	
Category B					
		ENC 1102	Writing About Texts	3	
Category C					
		SPC2017	Intro to Speech Communication	3	
		SPC2065	Speech Communication for Business	3	
		SPC2608	Fundamentals of Public Speaking	3	

**This course includes one credit hour of supplemental lab instruction that will count toward the 24 hours of Associate in Arts electives.

Projected Term	Enrolled	Completed (C or higher)	II. HUMANITIES (6 credit hours – choose one course from Category A AND one course from Category A or B) *At least one course must have an HUM Prefix			FSCJ DE Coordinator Notes
Category A						
			***HUM2020**	**Topics in the Humanities**	3	
			***ARH2000**	**Arts in the Humanities**	3	
			***PHI2010**	**Philosophy in the Humanities**	3	
			***MUL2010**	**Music in the Humanities**	3	
			***LIT2000**	**Literature in the Humanities**	3	
			***THE2000**	**Theatre In the Humanities**	3	
Category B						
			HUM2210	Humanities: Prehistory to the 15th Century	3	
			HUM2230	Humanities: Mainstream of Cultures 15th to 20th Century	3	
			HUM2250	Humanities: 20th & 21st Century Cultural Perspectives	3	
			HUM2410	Humanities of Asia	3	
			HUM2450	Humanities in the Americas	3	
			DAN2100	Dance in the Humanities	3	
			AML2010	American Literature: Colonial Times to 1900	3	
			AML2020	American Literature: 1865 to Present	3	
			ARH2050	Art History from Prehistory to 15th Century	3	
			ARH2051	Art History from 15th to 21st Century	3	
			ENG2100	Film Studies	3	
			ENL2100	English Literature to 1750	3	
			ENL2022	English Literature since 1750	3	
			LIT2100	Great Ideas in World Literature	3	
			PHI2603	Introduction to Applied Ethics	3	
			PHI2600	Moral and Political Philosophy	3	
			REL2000	Religion in the Humanities	3	
			REL2300	World Religions	3	

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Projected Term	Enrolled	Completed (C or higher)	III. NATURAL SCIENCE (minimums 6 - 8 credit hours)	FSCJ DE Coordinator Notes
Option 1: Choose one course from Category A (Biological Sciences) and one course from Category B (Physical Sciences). One must have a				

laboratory credit associated with it. These courses are listed with a "C" or an "L" following the course number.

Option 2: Choose one pair of courses from Category C – Biological Sciences and Physical Sciences.

****ISC1075 may fulfill the requirement in either area, but not both.**

Tips from your FSCJ DE Coordinators:
When selecting science courses please consider the following suggested courses based on your anticipated major — see notes in Category C.

Category A (Biological Sciences)						
			BOT1010C	Botany	4	
			***BSC1005**	**Life in its Biological Environment**	3	
			BSC1005L	Biology Lab	1	
			***BSC2010C**	**Principles of Biology I**	4	
			BSC2011C	Principals of Biology II	4	
			BSC2020C	Human Biology	4	
			BSC2050	Biology of Environmental Systems	3	
			***BSC2085C**	**Human Anatomy and Physiology I**	4	
			BSC2086C	Human Anatomy and Physiology II	4	
			**ISC1075	Principles of Science and Investigation	3	
			MC2010C	Microbiology	4	
			OCB2000C	Fundamentals of Marine Biology	4	
			ZOO1010C	General Zoology	4	
Category B (Physical Sciences)						
			***AST1002**	**Introduction to Astronomy**	3	
			AST1002L	Astronomy Laboratory	1	
			***CHM1020**	**Chemistry for Liberal Arts**	3	
			CHM1025C	Introduction to General Chemistry	4	
			CHM1032C	Principles of General Chemistry	4	
			***CHM2045C**	**General Chemistry and Qualitative Analysis I**	4	
			CHM2046C	General Chemistry and Qualitative Analysis II	4	
			***ESC1000**	**Earth and Space Science**	3	
			ESC1000L	Earth and Space Science Lab	1	
			GLY1010C	Physical Geology and Laboratory	4	
			**ISC1075	Principles of Science and Investigation	3	
			***EVR1001**	**Introduction to Environmental Science**	3	
			OCE2001	Survey of Oceanography	3	
			OCE2001L	Survey of Oceanography Lab	1	
			***PHY1020C**	**Physics for Liberal Arts with Laboratory**	3	
			***PHY2048C**	**Physics I with Calculus**	4	
			PHY2049C	Physics II with Calculus	4	
			***PHY2053C**	**General Physics I**	4	
			PHY2054C	General Physics II	4	
			PSC1341	Physical Science	3	
Category C (Biological Sciences and Physical Sciences PAIRS)						
			***BSC2085C**	**Human Anatomy and Physiology I**	4	for nursing majors and allied health majors
			and BSC2086C	Human Anatomy and Physiology II	4	
			***BSC2010C**	**Principles of Biology I**	4	for Biology majors and most pre-med programs
			and BSC2011C	Principals of Biology II	4	
			***BSC2010C**	**Principles of Biology I**	4	for some allied health majors
			and BSC2020C	Human Biology	4	
			***CHM2045C**	**General Chemistry and Qualitative Analysis I**	4	for chemistry majors and some pre-med programs
			and CHM2046C	General Chemistry and Qualitative Analysis II	4	
			***PHY2048C**	**Physics I with Calculus**	4	for physics and engineering majors
			and PHY2049C	Physics II with Calculus	4	
			***PHY2053C**	**General Physics I**	4	for some pre-med majors
			and PHY2054C	General Physics II	4	

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d Term		d (C or higher)	(6 credit hours – choose any two from the following)			Coordinator Notes
Tips from your FSCJ DE Coordinators: When selecting mathematics courses please consider the following suggested courses based on your anticipated major — 1. Mathematics: MAC1105 and MAC1147 if you meet the criteria OR MAC1114 and MAC1140. 2. Science: MAC1105 and MAC 1147 OR STA2023. 3. Psychology and Sociology: MGF1106 and STA2023 4. Other majors: MGF1106 and MGF 1107 OR other strong math students may wish to take MAC1105 and SAT2023						
			***MAC1105**	**College Algebra**	3	
			MAC1114	College Trigonometry	3	
			MAC1140	Precalculus Algebra	4	
			MAC1147	Precalculus Algebra and Trigonometry	5	
			MAC2233	Calculus for Business and Social Studies	3	
			***MAC2311**	**Calculus with Analytic Geometry I**	4	
			MAC2312	Calculus with Analytic Geometry II	4	
			MAC2313	Calculus with Analytic Geometry III	4	
			MAP2302	Differential Equations	3	
			***MGF1106**	**Topics in College Mathematics**	3	
			***MGF1107**	**Explorations in Mathematics**	3	
			***STA2023**	**Elementary Statistics**	3	

Projected Term	Enrolled	Completed (C or higher)	V. SOCIAL AND BEHAVIORAL SCIENCES (9 credit hours – 3 credit hours for each category) *At least one course must come from the State Core (denoted with*)			FSCJ DE Coordinator Notes
Civic Literacy Requirement: Beginning in Fall 2018, all first-time-in-college Associate in Arts or baccalaureate degree-seeking students must demonstrate civic literacy competency prior to graduation either by successfully completing AMH2020 or POS2041 with a "C" or higher, or by achieving the standard score on one of the three approved assessments. **Date Civic Literacy Requirement Met:** _____ NOTE: Dual Enrollment students taking ECO 2013 for high school graduation must also take ECO 1931.						
Category A						
			AMH2010	United States History 1865	3	
			***AMH2020**	**United States History from 1865 to Present**	3	
			***POS2041**	**American Federal Government**	3	
			WOH1012	World History to 1500	3	
			WOH1022	World History since 1500	3	
Category B						
			AMH2070	History of Florida	3	
			AMH2092	African-American History/Culture (African Origins to 1877)	3	
			AMH2093	African-American History/Culture (1877 to Present)	3	
			***ANT2000**	**General Anthropology**	3	
			ANT2410	Cultural Anthropology	3	
			ANT2511	Physical Anthropology	3	
			ECO1931	Financial Literacy (to be taken with ECO 2013 only)	1	
			***ECO2013**	**Principles of Economics**	3	
			INR2002	International Relations	3	
			LAH2000	History of Latin America	3	
			POS2112	State and Local Government	3	
			WST2010	Introduction to Women's Studies	3	
Category C						
			DEP2004	Human Growth and Development	3	
			INP1390	Human Relations in Business and Industry	3	
			***PSY1012**	**General Psychology**	3	
			***SYG2000**	**Introductory Sociology**	3	
			SYG2010	Social Problems	3	
			SYG2340	Marriage and Family	3	

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FSCJ
Florida State College at Jacksonville

Dual Enrollment Academic Advising Early College Associate in Arts Degree
(Fall 2015 and later)

Foreign Language Requirement

In accordance with Florida Statue 1007.25, A.A. degree-seeking students entering FSCJ or another Florida College System institution in 2014-2015 and thereafter must demonstrate competency in a foreign language. Competency is demonstrated by the completion of a minimum of eight semester hours in the same foreign language at the college level or by the completion of two high school credits in the same foreign language.

Courses are offered in Chinese (CHI1120 and CHI1121), French (FRE1120 and FRE1121), French Conversation (FRE2210 or FRE2211), Spanish (SPN1120 and SPN1121), Spanish Conversation (SPN 2210 or SPN 2211), German (GER1120 and GER1121), Latin (LAT11120 and LAT1121) and Brazilian Portuguese (POR1120 and POR1121) that fulfill this eight credit hour requirement. You may use Sign Language I and II (ASL1140 and ASL1150) to satisfy foreign language requirements, however, these courses may not count toward the requirements of the university.

Projected Term	Enrolled	Completed (C or higher)	Electives/Major Prerequisites (24 credit hours)			FSCJ DE Coordinator Notes
When choosing electives, refer to your intended transfer institution's prerequisite requirements for your intended major. Certain prerequisite courses may be required before you can transfer into a major at the junior level. Some major prerequisites may be used to meet the Associate in Arts General Education Requirements. The elective course options within the Associate in Arts degree consists of any combination of college-level courses or recommended/required courses for a specific upper-division major/or courses selected form the five core general education academic areas of general education: communication, humanities/social science, history, science and mathematics. Students are encouraged to pay careful attention to their major field of study and to the specific requirements of the institution to which they plan to transfer.						
			SLS 1103/IDS 1107	Strategies for Learning Success / Strategies for the Pursuit of Knowledge		

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☐ I understand these are the requirements to complete the Associate of Arts degree, that I need to pass my current courses, and I need to plan my future schedule accordingly.

Name (print) Signature Date

Exhibit C. Student and Parent Contract (included on page 2 of the Dual Enrollment Application)

FSCJ
Florida State College at Jacksonville

FLORIDA STATE COLLEGE AT JACKSONVILLE/CLAY COUNTY SCHOOLS
DUAL ENROLLMENT STUDENT CONTRACT

Success in dual enrollment college classes is dependent upon academic readiness, social maturity, and motivation. Students who choose to enter dual enrollment classes are subject to the same rules and regulations as other college students. Classes contain mature, adult students from diverse backgrounds, and life experiences. Additionally, course content is college level and may contain material, situations, and examples that may offend immature students. Students choosing to take college classes do so with the understanding that course rigor and content is intended for a mature, college-level student.

The high school student on the college campus experiences the same freedom and lack of direct supervision as any other college student; consequently, dual enrollment students are expected to conduct themselves as adults and follow both Clay County Public Schools' Code of Student Conduct and the College's Expectations for Student Conduct.

College course-level expectations include, but are not limited to the following:

- Students are expected to follow the guidelines in the course syllabus and retain that syllabus for reference.
- Students are expected to be in class on the first day and should attend all scheduled classes. Students may be assigned a grade of FN (Failure for Nonattendance) by the instructor for unexcused excessive absences.
- Students taking courses on the college campus are expected to have their texts and other course materials the first day of class.
- Two to three hours of homework or study should be completed for each hour spent in class.
- Assignment deadlines are firm.
- Students are expected to monitor their own progress in a course and to communicate regularly with their instructor if they have any questions about their progress or course material.
- Parents or guardians who have questions or concerns about their students' progress are subject to FERPA requirements and should direct their questions to the College Dual Enrollment Office and not to the course instructor.
- Students who take classes on the high school sites will have their final exams and program level assessments returned to the college and held for a period of one calendar year.

Program Level Requirements include, but are not limited to the following:

- Traditional Dual Enrollment students are limited to a maximum of 11 credit hours per fall or spring term.
- Early Admission students are limited to a maximum of 14 credit hours per fall or spring term.
- Final course grades of W (withdrawal), D, F, or FN, are permanent parts of a student's college transcript and may negatively impact transfer to other colleges and universities, scholarships, and eligibility for Federal Financial Aid.
- A grade of W, D, F or FN or assignment of NA (drop for nonattendance) in a single term will remove student eligibility for dual enrollment.
- Once a schedule has been entered for a semester, there will be no changes to the schedule unless a class is cancelled.
- Students whose college GPA drops below 2.0 or whose cumulative unweighted HS GPA drops below 3.0 will lose eligibility for participation.
- Students must complete the 15 credit hours of "State Core" General Education prior to attaining a total of 24 college credit hours.
- To drop or withdraw from a course, the student, parent, and high school designee must submit the appropriate documentation prior to the deadline.
- Students who violate the SBCC Code of Student Conduct or the College's Expectations for Student Conduct (including Academic Dishonesty) are subject to disciplinary action. Depending on the offense, this may include, but is not limited to, assignment or course failure, and suspension or removal from the dual enrollment program. Students are entitled to the College's Appeal Process in such circumstances.
- **Students are not permitted to independently perform any registration activity. Any student found in violation will not be allowed to continue in dual enrollment for subsequent terms.**
- Students may be asked to participate in educational research deemed exempt by the College's Institutional Research Board. This may include studies involving surveys and normal educational practices.

Students and Parents are expected to read the complete information regarding the dual enrollment program available in the Dual Enrollment Student Handbook online.

I have read and understand the above expectations and requirements for participation in the FSCJ/DCPS Dual Enrollment Program.

Student Signature	Date	Parent/Guardian Signature	Date
FSCJ Dual Enrollment	Date	SBCC	Date

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C10 - CTE Out of State and Overnight Field Trips

Description

We are asking for tentative approval. We realize that students may not be able to attend based on CDC guidelines or travel restrictions at the time of the events. It is possible that the events may be cancelled by the organizer.
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 memeber or any advisor as designated by the Superintendent.

Group	Function	Date	Destination
FCCLA	State Conference National Conference	March 19-21, 2021 June 27-July 1, 2021	Orlando, FL Nashville, FL
TSA	Leadership Training Conference State Conference National Conference	October 21-24, 2020 February 24-28, 2021 June 23-27, 2021	Altamonte Springs, FL Orlando, FL Orlando, FL
FFA	State Conference	June 14-18, 2021	Orlando, FL
FBLA	State Conference National Conference	March 25-28, 2021 June 29-July2, 2021	Orlando, FL Anaheim, CA
HOSA	State Conference National Conference	March 25-28, 2021 June 23-26, 2021	Orlando, FL Orlando, FL
SKILLS USA	State Conference National Conference	April 11-14, 2021 June 21-25, 2021	Jacksonville, FL Atlanta, GA

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

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

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

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

Strategic Plan Goal
Goal 1: Develop a High Quality & Aligned Instructional System
Strategy 1.3: Prepare all students to be full option graduates who are prepared for college, eligible to enlist in military services, or able to compete in the workforce.

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

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

Financial Impact
None

Review Comments

Attachments

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C11 - Mileage Paid to Parents and Group Homes

Description

The Individuals with Disabilities Education Act (IDEA) provides that transportation to school is a related service and the responsibility of the local education agency in order that students receive a free appropriate public education.

Gap Analysis

In certain cases, the Exceptional Student Education department, in conjunction with the transportation department, must authorize the payment of mileage reimbursement for parents or group homes to transport students. Examples of such cases include no available bus, medical issues which cannot be resolved, significant behavior difficulties, or other special circumstances.

Previous Outcomes

The attached chart reflects the expenditures for mileage paid to individual families or group homes over the last several years. The increase in expenditures in mileage reflects students who are in a specialty placement outside of Clay County, and transport for group home students with highly volatile behavior.

Expected Outcomes

Approval of this agenda item will ensure that the district fully complies with the requirements of IDEA.

Strategic Plan Goal

Strategy 2.4 Ensure effective and efficient use of resourced for fiscal stability.
Goal 2: Improve management of district-wide operations and facilities.

Recommendation

The School Board of Clay County approve the reimbursement of mileage to parents or group homes when transporting by other means is either unsafe or unavailable.

Contact

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

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

Financial Impact

The total cost of reimbursement for mileage is expected to be less than $10,000 annually.

Review Comments

Attachments

Mileage Paid to Parents and Group Homes Previous Outcomes 20_21.pdf

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Previous Outcomes:

School Year	Expenditure
2014-2015	$4,310.00
2015-2016	$6,396.00
2016-2017	$8,453.88
2017-2018	$11,027.00
2018-2019	$2,849.55
2019-2020	$2,359.97

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C12 - Parent Liaison Services Contract 2020-2022 (two years)

Description

The Individuals with Disabilities Education Act (IDEA) requires explicit activities to support the parents of students with disabilities.
The IDEA funded parent liaison serves as an advocate for parents, consults with school and district personnel, attends meetings as requested and provides other support, enhancing the participation of families in the eligibility and Individual Education Plan (IEP) process.

Gap Analysis

Parent services are a required component under the Individual with Disabilities Education Act (IDEA). The parent liaison supports advocacy and training for parents of students with disabilities. The parent liaison collaborates with school personnel and parents/guardians to increase communication and meet student needs. Utilizing a parent liaison has saved the district many thousands of dollars in potential due process and other legal proceedings.

Previous Outcomes

The original contract with Ms. McElyea was approved in 2003. Through the years, the IDEA funded parent liaison has established rapport and been the backbone for establishing a positive climate and culture with parents. This additional support has kept the District from paying exorbitant fees associated with potential due process and other legal proceedings. Ms. McElyea provides superb support to Clay County families, enhancing the work done by school personnel.

Expected Outcomes

The ESE funded parent liaison effectively collaborates with school personnel and parents/guardians to increase communication and to meet student needs. The continued utilization of the parent advocate improves student academic and behavioral outcomes, increases communication, and reduces conflict. Using Ms. McElyea's expertise increases parent satisfaction in the eligibility and IEP process.

Strategic Plan Goal

Goal 1: Develop Great Educators and Leaders
Strategy 1.3: Prepare all students to be full option graduates who are prepared for college, eligible to enlist in military services, or able to compete in the workforce.

Recommendation

That the Clay county School Board approve Parent Liaison Services Contract 2020-2022.

Contact

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

Terry Roth, Director ESE, 904-336-6866, terry.roth@myoneclay.net

Financial Impact

The projected cost of implementing this contractual agreement is about $64,000.00 over two years.

Funding source: 0420.6150.390.9005.4100.1.

Review Comments

Attachments

Approved McElyea.pdf

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PR034004 ☑ APPROVED Pending Waiver Added Contract # 210015

CONTRACT REVIEW FORM

BOARD MEETING DATE: 9/3/2020

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

☐ Must Have Board Approval over $100,00.00

Date Submitted: 7/20/2020

Name of Contract Initiator: Terry Roth — Telephone #: 904-336-6866

School/Dept Submitting Contract: CO/ESE — Cost Center # 9005

Vendor Name: Jill McElyea - Fleming Island

Contract Title: Parent Liason Services Contract 2020-2022

Contract Type: New ☐ Renewal ■ Amendment ☐ Extension ☐ Previous Year Contract # 190050

Contract Term: July 1, 2020 - June 30, 2022 — Renewal Option(s):

Contract Cost: $64,000 for two (2) years

☐ **BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**

Funding Source: Budget Line # 0420.6150.300.9005.4100.1

Funding Source: Budget Line # _____

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

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

Strategic Plan Tie-In Explanation or Additional Information:

Goal 1: Develop Great Educators and Leaders.
Strategy 1.3: Prepare all students to be full option graduates who are prepared for college, eligible to enlist in military services, or able to compete in the workforce. Parent services are required under the Individuals with Disabilities Education Act (IDEA). The advocacy provided by Ms. McElyea enhances the participation of families in the eligibility and Individual Education Plan (IEP) process.

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE:

RECEIVED SBFO 7/30/20

✓ Completed Contract Review Form

✓ SBAO Template Contract or other Contract

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

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

NA 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).

COI Waived Signed Release Hold Harmless

AREA BELOW FOR DISTRICT PERSONNEL ONLY

CONTRACT REVIEWED BY:	HIGHLIGHTED COMMENTS BELOW MUST BE CORRECTED BY INITIATOR
Purchasing Department BTS Review Date 7/29/2020	Service Specialized & listed in Grant per Roth, Same as last Contract Added COVID Waiver & Force Majeure (See last Page)
School Board Attorney Review Date 7/30/20 JB	Good!
Other Dept as Necessary Review Date	
FINAL STATUS:	

RECEIVED JUL 22 2020 PURCHASING

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CONTRACT REVIEW PROCESS FOR "ALL" CONTRACTS

For assistance, visit the School Board Attorney's Office ("SBAO") webpage or call 904-336-6507

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

Step 2: (1) Completed Contract Review Form
(2) Complete SBAO Template Contract or other Contract
(3) Signed Addendum A (if not an SBAO Template Contract*)
**This Statement MUST BE included in 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."*
(4) Certificate of Insurance (COI)* and/or Release and Hold Harmless Form
*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 EXHIBIT A "Independent Contractor Workers Compensation Acknowledgement" or A Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].

For Contracts using Budgeted Funds or For No Cost / Master (County Wide) Contracts:
Initiator submits Contract Review Package to Purchasing Department - See Step 3
For Contracts using Internal Funds Individual to each School:
Initiator submits Contract Review Package direct to SBAO - See Step 4

IMPORTANT

Step 3: The Purchasing Department will begin the contract review process then submit the contract to the SBAO for review, SBAO may reach out to Initiator and/or other Departments (Risk, IT, Purchasing) with questions or concerns, SBAO will assist with contract revisions.

If there is a Cost Funded by District, a District Purchase Order is required, SBAO will send the Contract Review Package back to the Purchasing Department for final processing.

Purchasing will log "District" Contracts (Cost/No Cost) on Contract Review Log & save the Final copy of contract in the Contract Review Team Drive.

Step 4: If Funded by Internal Account (IA), submit the Contract Review Package directly to SBAO. The SBAO will begin the contract review process and return it directly to Initiator

Step 5: The Initiator is responsible for finalizing the Contract which includes: Addressing Comments/Revisions, Obtaining Required Signatures, and Retain file of Contract Review Package per School Board Record Policy.

If there is a Cost Funded by District, the Initiator will need to work with their Bookkeeper to finalize the Purchasing Process.

For assistance with insurance-related matters, please visit the Business Affairs - Risk Management webpage or call 904-336-6745. For assistance with District Purchasing, please visit the Business Affairs - Purchasing webpage or call 904-336-6736.

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SCHOOL BOARD OF CLAY COUNTY, FLORIDA

INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This Agreement ("Agreement") is entered into by and between **JILL MCELYEA** ("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: **The Parent Liaison supports advocacy and training for parents of students with disabilities. The parent liaison collaborates with school personnel and parents/guardians to increase communication and meet student needs.** [*The Parties may attach and label as a numbered Exhibit (i.e., Exhibit 1, Exhibit 2, etc.) a document which details the scope of services. The Parties must sign and date the document*].

2. In exchange, Contractor shall be compensated by the District as follows: **$40.00 per hour. The hours shall not exceed sixty (60) hours per month, without prior approval from the ESE Director or designee. The School Board agrees to reimburse mileage to and from schools at the current approved rate.** [*The Parties may attach and label as a numbered Exhibit (i.e., Exhibit 1, Exhibit 2, etc.) a document*

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which details rates and/or payment schedules. The Parties must sign date the document]. 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, 2022**, 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.

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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

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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 Contactor'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.

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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@myoneclay.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")

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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.

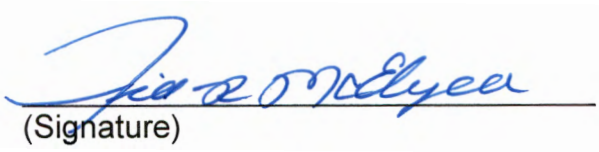
16. To the extent that the District is using federal funds as a source of payment for this Agreement, Contractor shall execute and deliver to the District the following forms: (a) Regulatory Compliance Statement; (b) Certification Regarding Non-Discrimination; (c) Certification Regarding Lobbying; (d)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

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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:

Jill R. McElyea
(Printed Name)


(Signature)

ESE Parent Liaison
(Title)

7/21/2020
(Date)

1684 Waters Edge Dr.
Fleming Island, Fl 32003
(Address)

904-449-1301 mcelyeajill@comcast.net
(Phone number and e-mail)

AS TO BOARD/DISTRICT:

(Printed Name)

(Signature)

(Title)

(Date)

(Address)

(Phone number and e-mail)

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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.

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

10. Contactor 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: Jill R. McElyea

Signature of Authorized Representative: Jill R McElyea

Printed Name of Authorized Representative: Jill R. McElyea

Title of Authorized Representative: ESE Parent Liaison

Date: 7/21/2020

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MANDATORY FORMS FOR ALL 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.

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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.

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THE FOREGOING IS ACKNOWLEDGED AND AGREED TO BY THE CONTRACTOR.

CONTRACTOR NAME: Jill R. McElyea

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jill R. McElyea	Jill R McElyea
(Printed Name)	(Signature)
ESE Parent Liaison	7/21/2020
(Title)	(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: Jill R. McElyea

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jill R. McElyea	Jill R McElyea
(Printed Name)	(Signature)
ESE Parent Liaison	7/21/2020
(Title)	(Date)

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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 AWARDING OF ANY FEDERAL CONTRACT, THE MAKING OF ANY FEDERAL GRANT, THE MAKING OF ANY FEDERAL LOAN, THE ENTERING INTO OF ANY COOPERATIVE AGREEMENT, AND THE EXTENSION, CONTINUATION, RENEWAL, AMENDMENT, OR MODIFICATION OF ANY FEDERAL CONTRACT, GRANT, LOAN OR COOPERATIVE AGREEMENT.

2. IF ANY FUNDS OTHER THAN FEDERAL APPROPRIATED FUNDS HAVE BEEN PAID 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 SUBAWARDS 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: ___Jill R. McElyea_____

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jill R. McElyea	Jill R. McElyea
(Printed Name)	(Signature)
ESE Parent Liaison	7/21/2020
(Title)	(Date)

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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: Jill R. McElyea

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jill R. McElyea	Jill R McElyea
(Printed Name)	(Signature)
ESE Parent Liaison	7/21/2020
(Title)	(Date)

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DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drugfree 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: ___Jill R. McElyea_____

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jill R. McElyea	Jill R. McElyea
(Printed Name)	(Signature)
ESE Parent Liaison	7/21/2020
(Title)	(Date)

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NON-COLLUSION AFFIDAVIT

State of FLORIDA)
County of CLAY)

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

CONTRACTOR NAME: ___Jill R. McElyea_____

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jill R. McElyea	
(Printed Name)	(Signature)
ESE Parent Liaison	7/21/2020
(Title)	(Date)

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CLAY COUNTY DISTRICT SCHOOLS
900 WALNUT STREET, GREEN COVE SPRINGS, FL 32043
P (904) 336-6500 F (904) 336-6536 W oneclay.net
SUPERINTENDENT OF SCHOOLS
David S. Broskie

BOARD MEMBERS:
Janice Kerekes, District 1
Carol Studdard, District 2
Tina Bullock, 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 (please print): Jill R. McElyea

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By signing below I hereby confirm that I am electing to participate in the 2020-2021 through 2021-2022 Consultant Services Agreement with Clay County District Schools.

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, I hereby release and hold harmless Clay County District Schools, 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 HARMED PERFORMING OR PARTICIPATING 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 PARTICIPATE IN THIS ACTIVITY AND ANY PERSONNEL ASSOCIATED WITH THIS ACTIVITY IN THE EVENT YOU SUFFER PERSONAL INJURY OR DEATH. YOU HAVE A RIGHT TO REFUSE TO SIGN THIS FORM, BUT YOU WILL NOT BE ALLOWED TO PARTICIPATE IN THE ACTIVITY IF YOU REFUSE TO DO SO. BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS DOCUMENT CAREFULLY, UNDERSTAND ITS TERMS AND KNOW THAT IT CONTAINS A RELEASE OF LIABILITY.

Jill R McElyea
SIGNATURE

Date: 7-21-2020

INDEPENDENT CONTRACTOR
WORKERS COMPENSATION ACKNOWLEDGEMENT

The undersigned represents and acknowledges that it is an independent contractor who is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "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. The undersigned is not an "Employee" as defined under Chapter 440 of the Florida Statutes describing the workers compensation laws of Florida. 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. The undersigned maintains a separate business with its own work equipment, material, and accommodations.

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

5. The undersigned holds at least one bank account in the name of the undersigned business entity for the purposes of paying business expenses or other expenses related to the services rendered or work performed for the District.

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

7. The undersigned receives compensation for work or services rendered on a competitive-bid basis or completion-of-task basis or set of tasks as defined by a contract, unless a contractual agreement expressly states that an employment relationship exists.

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8. The undersigned either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.

9. The undersigned has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.

10. I have had an opportunity to review this acknowledgement and consult with an attorney before signing same. I am freely and knowingly signing this acknowledgement on the date indicated below.

11. I understand that the District is relying upon the truthfulness and accuracy of my representations in this acknowledgement as a material basis for the District entering into an independent contractor relationship with me.

Name of Vendor/Contractor: Jill R. McElyea

Signature of Authorized Representative: Jill R McElyea

Printed Name of Authorized Representative: Jill R McElyea

Title of Authorized Representative: ESE Parent Liaison

Date: 7-20-2020

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APPLICANT WAIVER AGREEMENT AND STATEMENT

For Criminal History Record Checks

This form shall be completed and signed by every applicant for non-criminal justice purposes.

I hereby authorize *(enter Name of Non-Criminal Justice Agency)* Clay County District Schools to submit a set of my fingerprints to the Florida Department of Law Enforcement (FDLE) for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the Federal Bureau of Investigation (FBI). Pursuant to Title 28, Code of Federal Regulations (CFR), Sections 16.30-16.34 and that I could then freely disclose any such information to whomever I chose.

I understand that, my fingerprints may be retained at FDLE and the FBI for the purpose of providing any subsequent arrest notifications, upon request you may provide me a copy of the criminal history record report if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I am aware that procedures for obtaining a change, correction, or updating of the FDLE or FBI criminal history are set forth in F.S. 943.056 and Title 28, CFR, Section 16.34. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

Signature: Jill R McElyea Date: 7-20-2020

Printed Name: Jill R McElyea Date of Birth: 7-26-64

Address: 1084 Waters Edge Dr. Fleming Island, FL 32003

ORIGINAL- MUST BE RETAINED BY NON-CRIMINAL JUSTICE AGENCY

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

COVID-19 WAIVER

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

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

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

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

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

Jill R McElyea — 8-11-2020

Participant/Parent Signature — Date

Jill R McElyea

Printed Name

Name of each minor child for whom this Release applies.

No minor children

FORCE MAJEURE: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the Internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title
C13 - Sunbelt Staffing Solutions Contract 20-21.

Description
The School Board of Clay County is required to provide speech-language services to eligible ESE students by a fully credentialed speech language pathologist. The contracted services will include but are not limited to Child Find activities, evaluations, therapy, IEP development and implementation, and consultations.

Gap Analysis
The speech-language services are required for eligible ESE students based upon their Individual Education Plan (IEP). Speech-Language Pathologists require specialty training and there is a national shortage of qualified providers. School Districts must contract with private providers the district is able to meet the IDEA requirements of a free, appropriate public education (FAPE) for all students with disabilities.

Previous Outcomes
The district has contracted with Sunbelt Staffing Solutions since 2004. Sunbelt Staffing Solutions has provided high-quality speech-language pathologists to meet to meet the IEP requirements for each student.

Expected Outcomes
Successful outcomes will allow for implementation of IEP obligations for students with disabilities. The contracted services will include, but are not limited to, Child Find activities, evaluations, therapy, IEP development and implementation, and consultations.

Strategic Plan Goal
Goal 1: Develop Great Educators and Leaders.
Strategy 1.3: Prepare all students to be full option graduates who are prepared for college, eligible to enlist in military services, or able to compete in the workforce. Services are required under the Individuals with Disabilities Education Act (IDEA).

Recommendation
That the Clay county School Board approve Sunbelt Staffing Solutions contract for 2020-2021

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

Financial Impact
The projected cost of implementing this contractual agreement is approximately $197,400.00

Funding source: 0100.5200.310.9005.1819 $197,400.00

Review Comments

Attachments
210018 Sunbelt Staffing.pdf

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☑ APPROVED Pending Waiver Added

R0344O4 Contract # 210018

CONTRACT REVIEW FORM

BOARD MEETING DATE: 9/3/2020

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

☑ Must Have Board Approval over $100,00.00

Date Submitted: 7/29/2020

Name of Contract Initiator: Terry Roth — Telephone #: 904-336-6866

School/Dept Submitting Contract: CO/ESE — Cost Center # 9005

Vendor Name: Sunbelt Staffing

Contract Title: Independent Contractor Services Agreement

Contract Type: New ☐ Renewal ■ Amendment ☐ Extension ☐ Previous Year Contract # 190168

Contract Term: August 6, 2020 - June 30, 2021 — Renewal Option(s):

Contract Cost: $197,400.00

■ **BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**

Funding Source: Budget Line # 0100.5200.0310.9005.1819

Funding Source: Budget Line # _____

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

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

Strategic Plan Tie-in Explanation or Additional Information:

Goal 1: Develop Great Educators and Leaders.
Strategy 1.3: Prepare all students to be full option graduates who are prepared for college, eligible to enlist in military services, or able to compete in the workforce. Services are required under the Individuals with Disabilities Education Act (IDEA).

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE:

SBAO RECEIVED 7/30/20

X Completed Contract Review Form

X SBAO Template Contract or other Contract

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

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

X 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).

AREA BELOW FOR DISTRICT PERSONNEL ONLY

CONTRACT REVIEWED BY:	HIGHLIGHTED COMMENTS BELOW MUST BE CORRECTED BY INITIATOR
Purchasing Department BTS Review Date 7/29/2020	Health Services-Same as last year Added COVID Waiver & Force Majeure (See last page)
School Board Attorney (TB) Review Date 7/30/20	Amend COI to reflect SBCC added insured. I see (COI DONE) That the policy includes if required by contract. And it is required
Other Dept as Necessary Review Date	
FINAL STATUS:	

Contract Review Process for ALL Contracts, July 2020, SBAO (web)

RECEIVED
JUL 29 2020
PURCHASING

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SCHOOL BOARD OF CLAY COUNTY, FLORIDA
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This Agreement ("Agreement") is entered into by and between ***SUNBELT STAFFING*** ("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: ***See Exhibit 1***.

2. In exchange, Contractor shall be compensated by the District as follows:

SLP Rate per Hour: $70.50

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, 2021*** 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,

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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.

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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

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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 Contactor'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.

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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@myoneclay.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,

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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:

Jena Zander
(Printed Name)

(Signature)

Director of Administration
(Title)

07/21/2020
(Date)

3687 Tampa Road, Suite 200
Oldsmar, FL 34677
(Address)

813-792-3467
jena.zander@sunbeltstaffing.com
(Phone number and email)

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AS TO BOARD/DISTRICT:

Terry Roth
(Printed Name)

Terry Roth
(Signature)

Director, Exceptional Student Education
(Title)

07/28/2020
(Date)

23 South Green Street
Green Cove Springs, Florida 32043
(Address)

(904) 336-6866
terry.roth@myoneclay.net
(Phone number and email)

EXHIBIT 1

SPEECH THERAPY SERVICES CONTRACT - 2020/2021

Qualifications

Firms or individuals actually providing the services herein noted will hold valid Certification under Chapter 468, Part I, Florida Statutes or teacher certification in SLP. Personnel providing services under this contract must be knowledgeable of the purpose of SLP in public school setting and must be expert in screening, evaluating, and conducting therapy.

Times & Dates

Contact Time With Children - Student attendance hours, as set by the School Board of Clay County, Monday-Friday as per **2020-2021** school calendar shall be provided. Contact time shall include direct therapy, screening and evaluation, as authorized by the School Board of Clay County's Director of Exceptional Student Education. SLP's shall deliver services for a maximum of seven (7.0) hours per day, in keeping with the assigned school's teacher hours. Should a change from the assigned school's student attendance hours or teacher hours be necessary, a letter of request along with an approval letter from the principal should be sent to the Director of Exceptional Student Education for final approval. This approved change will then become an addendum to the contract. Up to one hour per day may be billed, per SLP, for onsite planning and paperwork. This one (1) hour per day shall be included within the maximum seven (7) hours/day billable. A minimum of five (5) hours of therapy must be conducted within a day for which this additional hour is billed. Please see the attached log (titled "School Board of Clay County Exceptional Student Education Contracted Speech Clinician's Log of Hours Worked") which shall be used to document hours worked. Lunch is not billable (30 minutes). Travel time between School sites during the school day is billable.

Additional Time - Staffing, consultation, parent conferences, Individual Educational Plan (IEP) Reviews, etc., on an as needed basis and as authorized by the Director and or Supervisor of Exceptional Student Education or designee. SLP shall work, under this contract, only on student attendance days and Planning Days during the school year as established on the school calendar. Inservice Days are not working days. Any other additional time needs to be preauthorized by the Director of Exceptional Student Education.

Therapy Schedule - The bidder must be able to provide comprehensive therapy as established by each student's Individual Educational Plan and per the therapy schedule established by the school(s) to which the SLP is assigned. SLP's employed under this contract shall be assigned to school(s) by the Director and or Supervisor of Exceptional Student Education after all regular hire employees have been placed. Changes can be made at the discretion of the Director of Exceptional Student Education who shall take into account the best interest of the schools and students. After preplanning, changes in school assignments shall be made only if there is no adverse effect on other school sites and if it is in the best interest of the school program and students during that school year. In additional, Contractor must be prepared to serve additional students upon referral from the School Board of Clay County's Director of Exceptional Student Education or designee.

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EXHIBIT 1

SPEECH THERAPY SERVICES CONTRACT - 2020/2021

Contractor's Responsibilities and Duties Include:

1. Complete appropriate screening and/or evaluation of students referred to or being considered for dismissal from the Speech & Language Program, as authorized by the Director of Exceptional Student Education or designee.

2. Attend ESE staffing regarding SLP as assigned by Director of Exceptional Student Education or designee.

3. Maintain and review IEPs for students staffed into the SLP Program. Develop IEPs for new students as assigned by the Director of Exceptional Student Education or designee.

4. Provide therapy, classroom and/or home program and alternatives for students placed in the SLP program.

5. Provide consultation to parents, teachers and administrators in the area of SLP, as assigned by the Director of Exceptional Student Education or designee.

6. Complete all paperwork necessary for Medicaid claims and reimbursement.

Contractor shall be required to furnish at no cost to the School Board of Clay County the following:

1. All transportation and travel.

2. Any salary paid to a SLP providing services under this contract.

3. Evidence of the evaluation of the quality of screening, evaluation and therapy provided shall be available to the Director of Exceptional Student Education, upon request.

4. Use of SLP license for Medicaid filings and reimbursements.

Location(s) of Delivery of Services

1. On campuses of Clay County Schools, and private schools, as assigned by the Director of Exceptional Student Education or designee

and/or

2. In the homes of students registered in Clay County Schools authorized by the Director of Exceptional Student Education to receive SLP on a homebound basis.

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INDEPENDENT CONTRACTOR
WORKERS COMPENSATION ACKNOWLEDGEMENT

The undersigned represents and acknowledges that it is an independent contractor who is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "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. The undersigned is not an "Employee" as defined under Chapter 440 of the Florida Statutes describing the workers compensation laws of Florida. 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. The undersigned maintains a separate business with its own work equipment, material, and accommodations.

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

5. The undersigned holds at least one bank account in the name of the undersigned business entity for the purposes of paying business expenses or other expenses related to the services rendered or work performed for the District.

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

7. The undersigned receives compensation for work or services rendered on a competitive-bid basis or completion-of-task basis or set of tasks as defined by a contract, unless a contractual agreement expressly states that an employment relationship exists.

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8. The undersigned either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.

9. The undersigned has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.

10. I have had an opportunity to review this acknowledgement and consult with an attorney before signing same. I am freely and knowingly signing this acknowledgement on the date indicated below.

11. I understand that the District is relying upon the truthfulness and accuracy of my representations in this acknowledgement as a material basis for the District entering into an independent contractor relationship with me.

Name of Vendor/Contractor: Sunbelt Staffing, LLC

Signature of Authorized Representative: 

Printed Name of Authorized Representative: Jena Zander

Title of Authorized Representative: Director of Administration

Date: 07/21/2020

DRAFT

Client#: 202106 50SOLIANTHEA

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/30/2020

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

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

PRODUCER	CONTACT NAME: Amber Zell
J Smith Lanier & Co Newnan P. O. Box 71429 47 Postal Parkway Newnan, GA 30271-1429	PHONE (A/C, No, Ext): 770-683-1000 FAX (A/C, No): 770-683-1010 E-MAIL ADDRESS: azell@jsmithlanier.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Everest Indemnity Insurance Company A+	10851
INSURER B : Zurich American Insurance Company A++	16535
INSURER C : Everest Denali Insurance Company A+	16044
INSURER D : TDC Specialty Insurance Company A	34487
INSURER E :	
INSURER F :	

INSURED
Sunbelt Staffing, LLC
3687 Tampa Road, STE 200
Oldsmar, FL 34677

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY X PRO-JECT LOC OTHER:	X	X	91MLN00259201	01/01/2020	01/01/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$2,000,000 $1,000,000 $10,000 $2,000,000 $4,000,000 $4,000,000 $
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	X	X	91MLN00259201	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$1,000,000 $ $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $	X	X	91CUN05467201	01/01/2020	01/01/2021	EACH OCCURRENCE AGGREGATE $	$10,000,000 $10,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	WC112614300	01/01/2020	01/01/2021	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
C	Crime			91CR000817201	01/01/2020	01/01/2021	$2,000,000	
A	Staffing Prof E&O	X	X	91MLN00259201	01/01/2020	01/01/2021	$1MM/$2MM - $10K ded	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

10 Days Notice for Nonpayment Cancellations and 30 Days Notice for all other Cancellations.
Retroactive Date for Medical Professional Liability is 01/01/2020.
General Liability is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and where required by written contract. Waiver of subrogation is applicable where required by written contract. The Workers Compensation policy includes an
(See Attached Descriptions)

CERTIFICATE HOLDER

School Board of Clay County
900 Walnut Street
Green Cove Springs, FL 32043

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

PETER J. KRAUSE

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DESCRIPTIONS (Continued from Page 1)

Alternate Employer endorsement.Certificate Holder is/are included as Loss Payee regarding Crime Policy where required by written contract.
Umbrella Policy follows form over General Liability/Professional Liability policy 91MLN00259201.

PRIMARY MEDICAL PROFESSIONAL LIABILITY:
Policy Number: MFP011882000
CARRIER (D): TDC Specialty Insurance Company
POLICY PERIOD: 01/01/2020 - 01/01/2021
LIMIT: $1,000,000 EACH CLAIM / $3,000,000 AGGREGATE
Deductible: $250,000 each claim
Virginia Limits Effective 7/1/20 are $2,450,000/$7,350,000.

EXCESS MEDICAL MALPRACTICE:
Policy Number: MFX011892000
CARRIER (D): TDC Specialty Insurance Company
POLICY PERIOD: 01/01/2020 - 01/01/2021
LIMIT: $9,000,000 EACH CLAIM / $9,000,000 AGGREGATE

Sexual Abuse and Molestation is included under the medical malpractice policy with a deductible of $250K with a sublimit of $1,000,000 each claim / $3,000,000 aggregate that is INCLUDED within the overall policy limits. Excess Medical Malpractice is follow form of the Primary Medical Malpractice policy and does not exclude sexual misconduct.
(GL) Additional Insured and Blanket Waiver of Subrogation applies per Form ECG04780. (GL) Primary and Non-Contributory Basis Per Form CG2001.

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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.

DRAFT

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: Sunbelt Staffing, LLC

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jena Zander
(Printed Name)

(Signature)

Director of Administration
(Title)

07/21/2020
(Date)

DRAFT

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.

DRAFT

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: Sunbelt Staffing, LLC

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jena Zander
(Printed Name)

(Signature)

Director of Administration
(Title)

07/21/2020
(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 AWARDING OF ANY FEDERAL CONTRACT, THE MAKING OF ANY FEDERAL GRANT, THE MAKING OF ANY FEDERAL LOAN, THE ENTERING INTO OF ANY COOPERATIVE AGREEMENT, AND THE EXTENSION, CONTINUATION, RENEWAL, AMENDMENT, OR MODIFICATION OF ANY FEDERAL CONTRACT, GRANT, LOAN OR COOPERATIVE AGREEMENT.

2. IF ANY FUNDS OTHER THAN FEDERAL APPROPRIATED FUNDS HAVE BEEN PAID 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: Sunbelt Staffing, LLC

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jena Zander
(Printed Name)

(Signature)

Director of Administration
(Title)

07/21/2020
(Date)

DRAFT

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: Sunbelt Staffing, LLC

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jena Zander
(Printed Name)

(Signature)

Director of Administration
(Title)

07/21/2020
(Date)

DRAFT

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: Sunbelt Staffing, LLC

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jena Zander
(Printed Name)

(Signature)

Director of Administration
(Title)

07/21/2020
(Date)

DRAFT

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF CLAY)

My name is (*INSERT NAME* Jena Zander). 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* Sunbelt Staffing, LLC) its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

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

CONTRACTOR NAME: Sunbelt Staffing, LLC

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Jena Zander	
(Printed Name)	(Signature)
Director of Administration	07/21/2020
(Title)	(Date)

Mandatory Certifications, May 2018, SBAO (web)

DRAFT

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

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

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

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

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

DRAFT

_____ _____

Participant/Parent Signature Date

_____

Printed Name

Name of each minor child for whom this Release applies:

_____ _____

_____ _____

_____ _____

_____ _____

FORCE MAJEURE: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C14 - 7 Mindsets Social Emotional Learning Program

Description

7 Mindsets provides Social Emotional Learning (SEL) content that will be implemented district wide. SEL will be critical to re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning as schools reopen. Developing the whole child will help ensure that students will have the tools needed to handle difficult situations. The Professional development components will help instructors understand equity, how to build a positive school and classroom culture, and how to develop the social emotional learning for all students.

Gap Analysis

As stated in SB 7030, districts are required to "be focused on a multi-tiered system of supports to deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students..." Clay County is focused on encouraging and fostering the success of the whole child. To meet these standards and to prioritize the significance of Tier I prevention efforts, the 7 Mindsets social and emotional learning platform will be implemented on a district wide basis to ensure all students are receiving a common language and understanding of growth and development. 7 Mindset's digital format also expands our capability of continuing with programming and topics in all educational settings, whether physically in the classroom or online at home.

Previous Outcomes

Nineteen schools used 7 Mindsets for the 2019-2020. Due to a disruption in the school year, accurate outcome data is not available.

Expected Outcomes

The use of 7 Mindsets will facilitate the development of the whole child by helping students understand how to handle difficult situations, engage with others and build relationships. Developing these skills will assist in removing barriers and open the pathway for academic achievement.

Strategic Plan Goal

Goal:3: Establish a respectful climate and culture that provides equity and access to all.
Strategy:3.2: Develop systems and processes that focus on developing the whole child.

Recommendation

That the Clay County School Board approve 7 Mindsets be purchased for instructors to use lessons to increase the social, emotional, learning for all students.

Contact

Laura Fogarty laura.fogart@myoneclay.net 904-336-9641

Financial Impact

$226,000.00

Review Comments

Attachments

- 7 Mindsets Final Contract.pdf

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☑ APPROVED Pending Comments below Addressed 2|0001

AGREEMENT/CONTRACT REVIEW FORM

BOARD MEETING DATE: 8/6/2020

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

Date Submitted: **7-8-20**

Contract Initiator (Name of Person Overseeing the Contract):Laura Fogarty Telephone Number: **6-6513**

School/Department Submitting Contract: **Climate & Culture**

Vendor/Contractor Name: **7 Mindsets**

Contract Title: **7 Mindsets School License and Professional Development Agreement**

Contract Type: New □ Renewal X Amendment □ Extension □ Date Original Contract Approved:

Contract Term: 20-21 School Year Renewal Option(s): Yes

Contract Cost: **$226,000.00** Payment Schedule: **Upon Delivery of each item**

Funding Source: **100-6100310-9004-1171-0000-000-0** Purchase Requisition No.:

Strategic Plan Tie-In Explanation:

7 Mindsets provides Social Emotional Learning (SEL) content that will be implemented district wide. SEL will be critical to re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning as schools reopen. Decades of data collection have indicated the effectiveness of SEL in supporting students' academic and long-term success.

Pre-Approved by Superintendent or Designee? Yes__X___ No _____

Additional Information:

SBAO RECEIVED 7/13/2020

CONTRACT REQUIRED DOCUMENTS ("CRD") PACKAGE ATTACHED:

__X__ **Completed Contract Review Form**

__X__ **SBAO Template Contract or other Contract (with all basic and mandatory terms)**

__X__ **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.")*

__X__ **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/contactor must sign a Release and Hold Harmless Form. If not exempt, vendor/contactor must provide Workers' Compensation coverage].

DRAFT

Approvals			Comments
Purchasing Department	Approved	Denied	Software / Training 6A-1.012 (11b)
Review Date 7/9/20	Approved	Denied	Added Wording in Red on Quote
Risk Management Department	Approved	Denied	Vendor Approved Changes on Contract 2000
Review Date:	Approved	Denied	COI Needs updating w/ ADDL INS "Y
School Board Attorney	Approved	Denied	
Review Date: 7/20/20 dB	Approved	Denied	COI needs update. Addendum "A"
Information & Technology Dept.	Approved	Denied	cures all of my concerns. (example-pg, pg2)
Review Date:	Approved	Denied	All the Add "A" Language in Red on Quote
Other	Approved	Denied	
Review Date:	Approved	Denied	

7 MINDSETS
Teaching Mindsets. Changing Lives.

7 Mindsets Academy, LLC
60 King Street
Roswell, GA 30075
(678) 878-3144
www.7mindsets.com

QUOTE

Quote Number	00001266	Prepared By	Christine Post
Quote Date	7/7/2020	Email	chris@7mindsets.com
Expiration Date	8/15/2020	Phone	(770) 235-3971

CONTACT INFORMATION

Contact Name	Laura Fogarty	Prepared For:	Clay Co School District
Email	laura.fogarty@myoneclay.net	Billing Address	900 Walnut St Green Cv Spgs, FL 32043 United States

Notes

Quote Notes:

DISTRICT SELECT includes:
4 live meetings 2 FALL 2 SPRING (up to 160 attendees) for key members from each Clay County schools, to also include non targets school
1 FALL Phone Session
1 SPRING Phone Session (both recorded for those who cannot attend) - ongoing email support and coaching

*Eight multi-user scholarship licenses cover 7 Mindsets portal access for all remaining secondary schools (specific department staff to be identified).
*Includes full participation in the District Select 4 meetings, webinars, emails, calls.

5 Step PD SUMMARY MODEL (tentative, to be confirmed) BELOW:
1) All licensed educators in the district receive welcome email with access to updated 7M Portal for the 2020/2021 year. Email includes video tutorial so they can log-in and confidently navigate the portal.
2) The Portal will contain two new learning modules that the educators will take approximately one week before their scheduled Live Training Date.
a. Module 1 - quick tutorial on SEL to provide everyone the same basic background information. Approximately 20-minutes, interactive features for educators to answer questions and provide input.
b. Module 2 - background on the 7 Mindsets – high level overview, research and value of mindsets-based SEL. Approximately 20 minutes and has interactive components.
Notes: Educators can complete these two modules at their own pace, responses will be forwarded to the 7M trainers who will incorporate comments and feedback into the live training. Modules will be accessible in the portal so any educator can return to them throughout the year as needed.
3) Live Training (Delivered via Zoom). A 90-minute, engaging training will be delivered FOR individual school by a 7M pro to include, music, videos, PPT, polling, chat features, whiteboard, interactive activities, and more. Attendees will learn the 7 Mindsets and the four learning objects for each mindset. This training is intended for adult-based SEL. Sessions will be recorded and provided to each school so they can be shared with anyone unable to attend live and for those who would like the ability to review at future times.
4) Separate Live Curriculum and Product Demos specific to CLAY county employees (30-minute session) for Elementary, Middle, & High. We will be scheduling multiple demos attendees can participate in for live demos with our trainers. These demos will take place after the Live Training day and will focus specifically on navigating the portal to access and properly use the curriculum and resources. The sessions will be interactive allowing for Q&A. Will also be recorded for future viewing.
5) Private Implementation meeting per school with a 7M SEL Coach and the school leadership team. Sessions designed to last 45-60 minutes, schedule to be determined. The 7M SEL Coach will guide the attendees through implementation planning for a successful launch to their school year.

OPTIONAL: Mindsets University (Virtual)

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7 MINDSETS
Teaching Mindsets. Changing Lives.

7 Mindsets Academy, LLC
60 King Street
Roswell, GA 30075
(678) 878-3144
www.7mindsets.com
QUOTE

This will be a 1-day event designed for the leadership/ambassador teams from each of the 41 schools plus the District Staff. Delivered this live (via Zoom) on a scheduled day for Clay. Multiple sessions with multiple speakers including Scott Shickler, Jeff Waller, Tracey Smith, Nashid, 7M Trainers and special guests. Variety of topics including RAS, Anxiety, Equity, Best Practices, etc. Built in breaks throughout the day Highly engaging and interactive. Sessions to be recorded and made available for future viewing. Target audience size is 200.

Terms

License Start Date 7/1/2020

License End Date 6/30/2021

Product	Product Description	List Price	Sales Price	Quantity	Total Price
District SELECT 4	Full Access to 7 Mindsets Online Resources & Curriculum. Active Implementation Coaching & Support - 4 Events	$18,000.00	$16,000.00	1.00	$16,000.00
SELECT BASIC (Renew)	Full Access to 7 Mindsets Online Resources & Curriculum. Active Implementation Coaching & Support as described below.	$10,000.00	$5,000.00	12.00	$60,000.00
SELECT BASIC (NEW)	Full Access to 7 Mindsets Online Resources & Curriculum. Active Implementation Coaching & Support as described below.	$10,000.00	$5,000.00	15.00	$75,000.00
School Site License (Renew)	Full Access 7 Mindsets Online Resources and Curriculum	$7,000.00	$0.00	3.00	$0.00
School Site License (Renew)	Full Access 7 Mindsets Online Resources and Curriculum	$7,000.00	$5,000.00	3.00	$15,000.00
Multi-User License (New)	Full Access 7 Mindsets Online Resources and Curriculum	$3,750.00	$0.00	8.00	$0.00
Professional Development (New)	Onsite Training, Coaching, and Modeling	$3,000.00	$1,500.00	30.00	$45,000.00
Professional Development (New)	Onsite Training, Coaching, and Modeling	$3,000.00	$0.00	11.00	$0.00
Virtual Mindsets University 2020	SEL Conference, Power User Training - 2020/21 academic school year	$20,000.00	$12,000.00	1.00	$12,000.00
Ridiculously Amazing Schools Book	Creating a Culture Where Everyone Thrives	$25.00	$15.00	200.00	$3,000.00

Subtotal	$226,000.00
Grand Total	$226,000.00

SELECT applies to the following School(s) or Group(s)

Select Accounts: All Clay County Elementary Schools, and six secondary schools to be named August

License applies to the following School(s) or Group(s)

License Accounts: ALL Clay county schools

Product Terms & Definitions

SELECT Terms

7 Mindsets SELECT Program *means:* Training, Annual Full School Site License to online portal, Consulting, Professional Development, Implementation and Support Services.

7 Mindsets SELECT scope includes onsite events to be determined during initial discovery process. Needs analysis, customized

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QUOTE

Implementation planning, ongoing coaching and support plan are all included.

SELECT Program services delivered pursuant to License Start and End Dates listed in the above terms.

License Terms

License to 7 Mindsets Online Portal *means* access to all Student and Educator Curriculum (Self-Paced, and Facilitated Group Modules), Resource Hub, Leadership Zone, Parent Resources, and all supporting materials.

7 Mindsets online portal may be accessed at www.7mindsetsportal.com. Renewal notification details will be sent sixty (60) days prior to License End Date. Invoices will be generated within thirty (30) days of License End Date.

Professional Development Terms

7 Mindsets Professional Development means Onsite and/or Virtual Training and Implementation Services. Scope and delivery date(s) to be determined during initial discovery process, unless previously agreed upon and referenced in Notes section above.

Complete License Terms and Conditions may be found in the Master Subscription Agreement at 7mindsetsportal.com/agreement.pdf

Purchasing Terms

Purchase Orders (PO) may be sent directly to orderprocessing@7mindsets.com or faxed to (678) 550-9750.
If applicable, please include current tax exempt form.

If a Purchase Order (PO) is *NOT* required, please *Sign Below* and an invoice will be generated and sent via email.
Invoice Instructions

School or District: _____

Attention: _____

Special Instructions (Reference PO or Requisition Number, etc): _____

Email: _____

Customer Approval

Upon signature by Customer and submission to orderprocessing@7mindsets.com, the Customer acknowledges and accepts the terms of this order, pricing, applicable training dates and deliverables. All billing pertaining to this order form will contain the pricing and payment terms listed above.

Printed Name _____

Title _____

Signature _____

Date _____

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.
Vendor Approval Signature: Matthew Smith 7/23/20 VP Operations 7 Mindsets Academy LLC

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7 Mindsets Subscription Agreement

SUBJECT TO THESE SUBSCRIPTION AGREEMENT TERMS AND CONDITIONS, 7 MINDSETS AND CUSTOMER WISH TO ENTER INTO THIS AGREEMENT PURSUANT TO WHICH 7 MINDSETS WILL DELIVER THE MINDSET ACADEMY CLASSROOM PORTAL AS SPECIFIED IN MORE DETAILS ON AN ORDER FORM OR PRICE QUOTE (TOGETHER, THE "AGREEMENT").

1. DEFINITIONS.

"Authorized Users" means individuals who are authorized by Customer to use the Mindset Academy Classroom Portal for which Customer has paid a subscription fee and who have been supplied log in credentials by Customer or by Us at Customer's request. Authorized Users may include but are not limited to Customer employees, parents, consultants, contractors and agents whom Customer permits to access and use the Service subject to these Terms and Conditions as well as subject to the 7 Mindsets Terms of Use and 7 Mindsets Privacy Policy which can be found here and here respectively.

"Service" means the online, mobile and Web-based applications of the Mindset Academy Classroom Portal found at www.7mindsetsacademy.net and all content in the Portal including designs, text, graphics, pictures, information, data, software, sound files, other files, and the selection and arrangement thereof (collectively, the "7 Mindsets Materials") provided by 7 Mindsets for access by the Authorized Users via a unique code provided to the Customer as part of this Agreement.

"Customer" "You" or "Your" means the School, School District, or other legal entity on whose behalf you are accepting this Agreement and purchasing a subscription to the Service.

"Customer Data" means the first name, last name, user name, passwords, or other log-in information used to access the Service. Customer Data may also include any data which may be uploaded or submitted into the Service by Authorized Users.

"License Start Date" means July 1st of the current calendar year or the date otherwise indicated as the License Start Date on the applicable Order Form or Quote.

"Malicious Code" means viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs.

"Order Form" or "Quote" means the ordering documents between the Customer and 7 Mindsets, which set forth, at a minimum, (i) the Subscription Term purchased (1 year, 3 year or 5 year and whether pre-paid or paid annually); (ii) the quantity of licenses provided with the Subscription (number of Authorized Users/classrooms/school buildings/district-wide permitted to access the Service); and (iii) the price of the Service purchased subject to these Terms and Conditions as well as any exhibits, addendum, or attachments to such Order Forms. By way of example, an Order Form may take the form of a Price Quote signed by the Customer or a Purchase Order submitted to 7 Mindsets by the Customer. In any case, the applicable Order Forms shall be incorporated herein by reference.

"Subscription Term" means the number of years purchased by the Customer beginning on the License Start Date as set forth in the applicable Order Form or Quote. By way of example only, a 1-year Subscription Term will run from July 1 in the current calendar year through June 30th of the following calendar year unless otherwise set forth in the applicable Order Form or Quote.

"7 Mindsets," "We," "Us" or "Our" means 7 Mindsets LLC as described in Section 9 (Who You Are Contracting With, Notices, Governing Law and Jurisdiction).

2. MINDSET ACADEMY CLASSROOM PORTAL LICENCE AND ENTITLEMENTS.

Subject to the Terms and Conditions of this Agreement, 7 Mindsets grants to Customer a non-exclusive, non-transferrable, non-sublicensable license to permit Authorized Users to access and use the Service during the Term. The number of licenses to which you are entitled and the applicable fees payable to 7 Mindsets will be specified in the Order Form. Customer agrees that Your purchases hereunder are neither contingent on the delivery of any future functionality or features nor dependent on any oral or written public comments made by Us regarding future functionality or features of the Service.

3. USE OF THE SERVICE.

3.1 Customer shall: (i) comply with the 7 Mindsets Terms of Use here and 7 Mindsets Privacy Policy here both of which are incorporated by this reference in this Agreement; (ii) provide accurate account information with respect to its Authorized Users to 7 Mindsets and promptly report any changes to such information; (iii) maintain the confidentiality and security of Customer's account information; (iv) use commercially reasonable efforts to prevent unauthorized access to or use of the Service and keep all log-in information strictly confidential, and notify Us promptly of any unauthorized access or use; (v) have an appropriate privacy and data security policy in place and comply with said policy (including the requirements of the Family Educational Rights and Privacy Act ("FERPA"); (vi) use the Service only in accordance with the terms of this Agreement and applicable laws and government regulations; and (vii) ensure that each of its Authorized Users complies with the foregoing.

3.2 Customer shall not, except as expressly authorized or directed by 7 Mindsets, (i) share the unique Customer code allowing access to the Service with anyone other than Authorized Users; (ii) copy, modify, translate, or distribute the Service; (iii) decompile, disassemble, or otherwise reverse engineer the Service or otherwise use the Service to develop functionally similar products or services; (iv) modify, alter or delete any of the copyright, trademark, slogan, or other proprietary notices in or on the Service; (v) sell, resell, rent or lease the Service or use the Service for the benefit of any third party; (vi) use the Service to store or transmit Malicious Code; (vii) attempt to gain unauthorized access to the Service or their related systems or networks; or (viii) permit any Authorized Users or third party to do any of the foregoing.

4. FEES AND PAYMENT.

4.1. Fees. In consideration of the Service provided hereunder, Customer shall pay all fees specified in any Order Forms between the Customer and 7 Mindsets. Except as specified herein or in an Order Form, (i) fees are based on number of Authorized Users/classrooms/school buildings/district-wide licenses purchased (as indicated on the Order Form) and not actual usage of the licenses; (ii) with the exception of any non-appropriation as outlined in clause 8.2 and other rights of termination as specified in clause 8, payment obligations are non-cancelable and non-refundable; (iii) fees are payable annually in advance, and (iv) the number of licenses purchased cannot be decreased during the relevant Subscription Term stated on the Order Form.

4.2. Invoicing and Payment. Unless otherwise stated in the Order Form or unless otherwise agreed between you and 7 Mindsets in writing, Customer will pay to 7 Mindsets, the fees specified in the Order Form within thirty (30) days of the date of invoice. If you purchased a multi-year subscription payable annually, unless otherwise specified in the Order Form or unless otherwise agreed between you and 7 Mindsets, 7 Mindsets will automatically invoice you thirty (30) days prior to the anniversary of your License Start Date. You are responsible for maintaining complete and accurate billing and contact information to Us and notifying Us of any changes to such information. Fees are subject to any taxes, levies, duties or similar governmental assessments of any nature, including but not limited to sales, use or withholding taxes, assessable by any local, state, or federal jurisdiction (collectively, "Taxes"). You are responsible for paying all Taxes associated with Your purchases hereunder, unless You provide Us with a valid tax exemption certificate authorized by the appropriate taxing authority.

45 Per Addn. A

4.3. Suspension of Service. If any amount owing by You under this or any other agreement for the Services is 30 or more days overdue, We may, without limiting Our other rights and remedies, suspend Your use of the Service until such amounts are paid in full.

5. PROPRIETARY RIGHTS.

5.1. Reservation of Rights. The Service is a subscription product that is licensed to the Customer not sold outright to the Customer. Subject to the limited rights expressly granted hereunder, We reserve all rights, title and interest in and to the Service and all materials contained in the Service, including all related intellectual property rights. No rights are granted to You hereunder other than as expressly set forth herein.

5.2. Ownership of Customer Data. As between Us and You, except for your co-operation and the rights granted to 7 Mindsets for the purpose of offering the Service as more fully detailed in the 7 Mindsets Terms of Use, 7 Mindsets has no ownership interest in any Customer Data and will not share, disclose, or disseminate any personally identifiable Customer Data with any third parties without the express permission of the Customer. See 7 Mindset's Privacy Policy located here for more information about our privacy and security practices with respect to personally identifiable information.

6. WARRANTIES AND DISCLAIMERS.

EXCEPT AS EXPRESSLY PROVIDED HEREIN, THE SERVICE IS PROVIDED "AS IS" AND WITHOUT WARRANTY OF ANY KIND BY 7 MINDSETS. 7 MINDSETS EXPRESSLY DISCLAIMS ALL WARRANTIES EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY AS TO TITLE,

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NON-INFRINGEMENT, OR WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE. WITHOUT LIMITING THE FOREGOING, 7 MINDSETS GIVES NO WARRANTY THAT THE SERVICE WILL BE ERROR-FREE OR FREE FROM INTERRUPTIONS OR OTHER FAILURES OR WILL MEET CUSTOMER'S REQUIREMENTS. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY 7 MINDSETS OR ITS EMPLOYEES SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF 7 MINDSETS'S OBLIGATIONS HEREUNDER, AND YOU MAY NOT RELY ON ANY SUCH INFORMATION OR ADVICE.

7. LIMITATION OF LIABILITY.

7.1. Limitation of Liability. IN NO EVENT SHALL 7 MINDSETS BE LIABLE TO CUSTOMER OR TO ANY AUTHORIZED USER FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES. ADDITIONALLY, 7 MINDSETS SHALL NOT BE LIABLE FOR DAMAGES FOR LOST DATA OR ANY OTHER INDIRECT DAMAGES EVEN IF 7 MINDSETS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. TO THE EXTENT PERMITTED BY APPLICABLE LAW, 7 MINDSETS' AGGREGATE LIABILITY ARISING OUT OF OR RELATING TO THIS AGREEMENT, WHETHER IN CONTRACT, TORT, STRICT LIABILITY, OR UNDER ANY OTHER THEORY OF LIABILITY, SHALL NOT EXCEED THE TOTAL AMOUNT PAID BY THE CUSTOMER HEREUNDER IN THE PRIOR 12-MONTH PERIOD. 7 MINDSETS WILL NOT BE LIABLE FOR ANY CONSEQUENCES OF ANY UNAUTHORIZED USE OF THE PRODUCTS THAT VIOLATES ANY APPLICABLE LAW OR REGULATION. The limitation of liability set forth in this Section 7 shall not apply to (i) liability resulting from 7 Mindsets' gross negligence, fraud, or willful misconduct and (ii) death or bodily injury resulting from 7 Mindsets' negligent acts or omissions.

8. TERM AND TERMINATION.

8.1. Term of Agreement. Customer's licenses and these Terms and Conditions will be in effect from the License Start Date through the duration of the Subscription Term specified in the Order Form and may be renewed or extended by mutual agreement of 7 Mindsets and the Customer.

8.2 Early Termination. Either party may terminate the subscription for cause if the other party (or in the case of 7 Mindsets, an Authorized User of the Customer) materially breaches any term, provision, warranty or representation under this Agreement and fails to correct the breach within thirty (30) days of its receipt of written notice of such breach. Non-payment of Subscription Fees and a breach of any provision of clause 3 shall be considered a material breach.

Customer may terminate the subscription at any time and for any reason as follows:

8.2.1 In the event Customer's subscription is a multi-year subscription payable over multiple years, Customer may terminate their subscription by giving notice of termination in writing to 7 Mindsets at least 30 days prior to the anniversary of the License Start Date. In such event, Customer will not be required to pay the remainder of the license fees, however, Customer is not entitled to a refund of previously paid license fees.

8.2.2 If the Customer purchased a 1-year subscription or pre-paid for a multi-year subscription, Customer may terminate their subscription at any time, however, the Customer will not be entitled to any refund of previously paid subscription fees.

To the extent that 7 Mindsets suspends or terminates the Service for more than ninety (90) consecutive days:

8.2.3 Customer may terminate their subscription and such Customers will be refunded a prorated share of the current annual subscription fee as well as any fees which Customer pre-paid for future years.

8.3 Effect of Termination. Upon termination for any reason by either party,

8.3.1 Customer will (i) cease using the Service; (ii) ensure that any Authorized Users cease using the Service; (iii) return or destroy all materials provided by 7 Mindsets; (iv) pay 7 Mindsets any fees due and owing hereunder; and (v) not be entitled to a refund of any fees previously paid.

8.3.2 7 Mindsets will (a) disable the unique Customer code provided to the Customer to access the Service; and (b) destroy or de-identify any personally identifiable information provided to 7 Mindsets by the Customer in accordance with the 7 Mindsets Privacy Policy.

9. WHO YOU ARE CONTRACTING WITH, NOTICES, GOVERNING LAW AND JURISDICTION.

You are contracting with 7 Mindsets, LLC ("7 Mindsets"), a registered company in the United States located at 60 King Road, Roswell, Georgia 30075. Customer agrees that any dispute arising under or which is related to this Agreement (whether in contract, tort, or otherwise) and the validity, performance and interpretation of this Agreement will be governed by and construed in all respects under and subject to the laws of the State of Georgia, USA, and the exclusive jurisdiction of the Superior Courts of Fulton County, Georgia.

10. GENERAL PROVISIONS.

10.1. Export Compliance. The Service or other technology and derivatives thereof that 7 Mindsets makes available to Customer under this Agreement may be subject to export laws and regulations of the United States. Each party shall comply with the export laws and regulations of the United States in providing and using the Service. Without limiting the foregoing, (i) each party represents that it is not named on any U.S. government list of persons or entities prohibited from receiving exports, and (ii) You shall not permit any Authorized Users to access or use the Service in a U.S. embargoed country or in violation of any U.S. export law or regulation.

10.2. Anti-Corruption. Customer agrees that Customer has not sought, elicited, received or been offered any illegal or improper bribe, kickback, gift, or thing of greater than nominal value from any 7 Mindsets employees or agents in connection with this Agreement. Customer will use reasonable efforts to promptly notify Us if You learn of any violation of the above restriction.

10.3. Entire Agreement. This Agreement, including all exhibits and addenda hereto and all Order Forms and addenda thereto including any Statements of Work and these Terms and Conditions and the 7 Mindset Privacy Policy and 7 Mindset Terms of Use referenced herein, constitutes the entire agreement between the parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and either signed or accepted electronically by the party against whom the modification, amendment or waiver is to be asserted. No terms and conditions stated in any purchase order or other order documentation submitted by the Customer shall be incorporated into or form any part of this Agreement, and all such terms and conditions shall be null and void.

10.4. Miscellaneous. No failure or delay by either party in exercising any right under this Agreement shall constitute a waiver of that right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity. Section headings are provided for convenience only, and shall not be used to construe the meaning of any section hereof. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision shall be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement shall remain in effect. Neither party may assign any of its rights or obligations hereunder, without the prior written consent of the other party (not to be unreasonably withheld or delayed). Notwithstanding the foregoing, 7 Mindsets may assign this Agreement in its entirety (including all Order Forms), without consent of the Customer in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties, their respective successors and permitted assigns. Any provision of this Agreement, which expressly or by implication is intended to come into or continue in force on or after termination of this Agreement, shall remain in full force and effect.

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7 Mindsets Privacy Policy

Last Updated: 2019

This privacy policy ("Privacy Policy") explains how information about you is collected, used, and disclosed by 7 Mindsets, LLC ("7 Mindsets," "we," or "us"). This Privacy Policy applies to information we collect when you use our websites, mobile applications, and other online products and services including the Mindset Academy Classroom Portal at www.7mindsetsportal.com (collectively, the "Services"), when you interact with us on third-party sites where we have an official presence, or when you otherwise interact with us.

We may change this Privacy Policy from time to time. If we make material changes, we will notify you by revising the date at the top of this Privacy Policy. In some cases, we may provide you with additional notice, such as adding a statement to the homepages of our websites or sending you an email notification. We encourage you to review this Privacy Policy whenever you access our Services to stay informed about our information practices and the ways you can help protect your privacy.

1. What Information Do We Collect?

A. Information You Provide to Us

We collect information you provide directly to us. For example, we collect information when you create an account, participate in interactive features of our Services, fill out a form, make a purchase, communicate with us via a third party social media site, sign up for a contest or sweepstakes, request customer support, or otherwise communicate with us. The types of information we may collect include your name, email address, mailing address, phone number, job title, information about your school or organization, and any other information you choose to provide.

B. Information We Collect Automatically When You Use Our Services

When you access or use our Services, we automatically collect information about you, including:

- Log Information: We log information about your use of our Services, such as your Internet Protocol ("IP") address, the type of browser you use, the address of a referring website, and your activity with our Services.
- Device Information: We collect information about the computer or device you use to access our Services, including the operating system and version, and network information.
- Information Collected by Cookies and Other Tracking Technologies: We use various technologies to collect information, and this may include sending cookies to your computer or device. Cookies are small data files that are stored on your hard drive or in device memory that help us recognize users who have visited the Services previously and retain certain information, such as customer preferences and history. We also may collect information using web beacons (also called "tracking pixels"). Web beacons are electronic images that may be used in our Services or emails to help deliver cookies, count visits, understand usage and campaign effectiveness, and determine whether an email has been opened and acted upon. For more information about cookies and how to disable them, please see clause 5 below.

C. Information We Collect from Other Sources

We may also obtain information from other sources, such as mailing list providers, and combine that information with information we collect through our Services.

2. How Do We Use the Information We Collect?

We may use information about you for various purposes, including to:

- Provide, maintain, and improve our Services;
- Provide and deliver information, products, or services you request, and send your related information, such as confirmations and invoices;
- Send you technical notices, updates, security alerts, and support and administrative messages;

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- Respond to your comments, questions, and requests (such as your copyright permission requests) and provide customer service;
- Communicate with you about products or services offered by 7 Mindsets, and provide other information and news we think will be of interest to you;
- Monitor and analyze trends, usage, and activities in connection with our Services
- Process and deliver contest or sweepstakes entries or prizes; and
- Carry out any other purpose for which the information was collected.

7 Mindsets is based in the United States, and the information we collect is governed by U.S. law. By accessing or using our Services or otherwise providing information to us, you consent to the processing and transfer of information in and to the U.S..

3. Collection of Personal Information about Children

The Services are intended for use by school educators and administrators. The 7 Mindsets Services are NOT intended to be used and accessed by children. 7 Mindsets does not knowingly collect or solicit personal information from anyone under the age of 13 or knowingly allow such persons to register for an event. If you are under 13, please do not attempt to register or send any information about yourself to us, including your name, address, telephone number, or email address. No one under the age 13 may provide any personal information to 7 Mindsets. You should not be submitting any information about students or children while using the Services. If we learn that we have collected personal information from a child under the age 13, we will delete that information as quickly as possible. If you believe that we might have any information from or about a child under 13, please contact us at info@7mindsets.com.

4. What Information Do We Share with Third Parties?

We may share information about you as follows or as otherwise described in this Privacy Policy:

- With vendors, consultants, and other service providers who need access to such information to carry out work on our behalf;
- In response to a request for information if we believe disclosure is in accordance with any applicable law, regulation, or legal process, or as otherwise required by any applicable law, rule, or regulation;
- If we believe your actions are inconsistent with the spirit or language of our user agreements or policies, or to protect the rights, property, and safety of 7 Mindsets and others;
- In connection with, or during negotiations of, any merger, sale of organizational assets, acquisition of all or part of our business to another organization, reorganization, or in any other situation where your information may be transferred as one of the assets of 7 Mindsets; and
- With your consent or at your direction.
- We may also share aggregated or de-identified information, which cannot reasonably be used to identify you.

5. How Do Our Services Interact with Third Party Services?

We may use certain trusted third-party companies and individuals to help us provide, analyze and improve the Services, including but not limited to, data storage, maintenance Sites, database management, web analytics, payment processing and improvement of the Services' features. These trusted third parties may have access to your personal information only for purposes of performing these tasks on our behalf and under obligations similar to those in this Privacy Policy. As of the date of this policy, we use Shopify, Inc., Amazon Web Services, MediaTemple, Google Analytics, and Pardot to provide some or all of these tasks. To learn more about the privacy policy of each of these third parties go to each of their websites.

6. What Steps Do We Take to Protect Your Information?

We take reasonable measures to help protect information about you from loss, theft, misuse, and unauthorized access, disclosure, alteration, or destruction.

A. Account Information

You may update, correct, or delete information about you at any time by logging into your online account, emailing us at info@7mindsets.com or contacting us by mail at the address provided below. If you wish to deactivate your account, please email us but note that we may retain certain information as required by law or for legitimate business purposes. We may also retain cached or archived copies of information about you for a certain period.

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B. Cookies

Most web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove or reject browser cookies. Removing or rejecting browser cookies does not necessarily affect third party flash cookies used in connection with our Services. You may visit www.adobe.com/products/flashplayer/security for more information about deleting or disabling flash cookies. Please note that if you choose to remove or reject cookies, this could affect the availability and functionality of our Services.

C. Promotional Communications

You may "opt out" of receiving marketing or promotional communications from us by following the directions in the communications. If you opt out, we may still send you non-promotional communications, such as those about your account or our ongoing business relations.

7. How Can You Obtain Additional Information?

If you have any questions or comments about this Privacy Policy, please email us through our website or at info@7mindsets.com, or contact us by mail at

7 Mindsets, LLC
60 King Road
Roswell, Georgia 30075

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"ADDENDUM A"
TO
CONTRACT WITH THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

Notwithstanding any contractual language to the contrary, the terms and conditions of this "Addendum A" shall govern and prevail over any conflicting or inconsistent terms and conditions in the underlying contract to which this "Addendum A" is attached and/or otherwise incorporated. All references herein made to the School Board of Clay County, Florida ("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.

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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.

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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

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8. STUDENT RECORDS

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

9. PAYMENT TERMS AND CONTINGENCIES

Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. Contractor/Vendor shall be paid in accordance with the Local Government Prompt Payment Act upon submission of invoices to the District after delivery and

acceptance of the goods and/or services provided. Where required, an original invoice referencing a District purchase order number shall be submitted for payment to the District's Accounts Payable Department, 814 Walnut Street, Green Cove Springs, Florida 32043. To the extent that the District is using federal funds as a source of payment for this Agreement, Contractor shall execute and deliver to the District the following forms: (a) Regulatory Compliance Statement; (b) Certification Regarding Non-Discrimination; (c) Certification Regarding Lobbying; (d) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; (e) Certification Regarding Drug-Free Workplace Requirements; and (f) Non-Collusion Affidavit.

Unless otherwise required by law, the Board's payment obligations (if any) arising from the underlying contract are contingent upon an annual appropriation by the Board and the availability of funds to pay for the contracted goods and/or services provided. If such funds are not appropriated or made available for the underlying contract and results in its termination, such conditions/events shall not constitute a default by the Board. Either party may terminate this contract with or without cause and without penalty or further payment by providing the other party sixty (60) days' written notice.

10. FORCE MAJEURE

Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

Contractor/Vendor agrees to the foregoing terms and conditions of this "Addendum A" as evidenced by the following signature of its authorized representative as of the date indicated below:

Signature: Matthew Smith

Printed Name: Matthew Smith

Title: VP Operations 7 Mindsets Academy LLC

Date: 7/8/20

Addendum A Form, May 2020, SBAO (web)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/30/2019

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 Sterling Seacrest Partners, Inc P O Box 724137 Atlanta GA 31139	CONTACT NAME: Tammy Kimbrough PHONE (A/C, No, Ext): (678) 419-5349 FAX (A/C, No): (678) 809-3233 E-MAIL ADDRESS: tkimbrough@sspins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Travelers Property Casualty Insurance Co. of America	36161
	INSURER B : Travelers Indemnity Co of America	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	
INSURED 7 Mindsets Academy, LLC 60 King Street Roswell GA 30075		

COVERAGES CERTIFICATE NUMBER: 19-20 Master REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		ZLP-91M69117	09/01/2019	09/01/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			BA-9K471155	09/01/2019	09/01/2020	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ 1,000,000 $ $ $ $
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			CUP-9K472613	09/01/2019	09/01/2020	EACH OCCURRENCE AGGREGATE [ ]	$ 1,000,000 $ 1,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
	Professional Liability & Tech E&O Liability			ZPL-15T62290	09/01/2019	09/01/2020	Each Wrongful Act Aggregate	$1,000,000 $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, Florida is included as an additional insured as respects to General Liability, when required by written contract.

CERTIFICATE HOLDER

Clay County District Schools
900 Walnut Street
Green Cove Springs FL 32043

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Douglas L Rieder

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C15 - 2020-2022 School Health Plan

Description

FS 381.0056 requires each local Department of Health to develop, jointly with the school district and school health advisory committee, a school health services plan that outlines the provisions and responsibilities to provide mandated health services in all public schools.

Gap Analysis

Compare current performance against potential.

Previous Outcomes

Upholding FS381.0056 to provide health services.

Expected Outcomes

To provide clear responsibilites for mandated health services.

Strategic Plan Goal

Approve the 2020-2022 School Health Services Plan as submitted.

Recommendation

Approve as submitted.

Contact

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

Financial Impact

N/A

Review Comments

Attachments

2020-2022 School Health Service Plan 1.pdf

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Mission: *To protect, promote & improve the health of all people in Florida through integrated state, county, and community efforts.*

2020 – 2022 School Health Services Plan

for

Clay County

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Due by September 15, 2020

E-mail Plan as an Attachment to:

HSF.SH_Feedback@flhealth.gov and County School Health Liaison

2020 - 2022 School Health Services Plan Signature Page

Please ensure that this signature page is signed by the parties below, scanned and sent via email to hsf.sh_feedback@flhealth.gov and your county school health liaison.

My signature below indicates I have reviewed and approved the Clay County 2020 - 2022 School Health Services Plan.:

Position	Name and Signature		Date
County Health Department Administrator/Director	Heather Huffman, MS, RDN, LD/N, IBCLC *Printed Name*	*Signature*	*Date*
County Health Department Nursing Director	Cynthia Jackman, MN, RN *Printed Name*	*Signature*	*Date*
County Health Department School Health Coordinator	Jacqueline Copeland, BSN, RN *Printed Name*	*Signature*	*Date*
School Board Chairperson	Carol Studdard *Printed Name*	*Signature*	*Date*
School District Superintendent	Superintendent David S. Broskie, M.S. *Printed Name*	*Signature*	*Date*
School District School Health Coordinator	Kristin Riebe, RN, A.A./A.S. *Printed Name*	*Signature*	*Date*
School Health Advisory Committee Chairperson	Tina Baker, M.Ed *Printed Name*	*Signature*	*Date*
Public/Private Partner Provider of School Health Services	Donna Wethington, M.Ed, CPP, CIC *Printed Name*	*Signature*	*Date*

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SUMMARY – SCHOOL HEALTH SERVICES PLAN 2020-2022

Statutory Authority: Section 381.0056, Florida Statute (F.S.) requires each local county health department (CHD) to develop, jointly with the school district and school health advisory committee, a School Health Services Plan (referred herein as the "Plan") that outlines the provisions and responsibilities to provide mandated health services in all public schools. Florida Administrative Code Rule 64F-6.002 (F.A.C.) requires the plan to be completed biennially.

The Plan format is arranged in 3 parts relating to the services provided and funding streams, as follows:

- Part I: Basic School Health Services - General school health services which are available to all students in Florida's public and participating non-public schools in all 67 school districts.
- Part II: Comprehensive School Health Services – include increased services in section 381.0057, Florida Statutes, for student health management, interventions and classes. These services promote student health; reduce high-risk behaviors and their consequences (substance abuse, unintentional/ intentional injuries, and sexually transmitted diseases); provide pregnancy prevention classes and interventions; and provide support services to promote return to school after giving birth.
- Part III: Health Services for Full Service Schools (FSS) – Includes basic school health services and additional specialized services that integrate education, medical, social and/or human services such as nutrition services, basic medical services, aid to dependent children (temporary assistance for needy families (TANF)), parenting skills, counseling for abused children, counseling for children at high risk for delinquent behavior and their parent/guardian and adult education to meet the needs of the high-risk student population and their families. These services are required of schools as defined in section 402.3026, Florida Statutes.

The Plan contains 4 columns, as follows:

- Column 1 –Requirements and References. This column includes Florida Statutes, Florida Administrative Codes and references demonstrating best practices related to school health.
- Column 2 – Program Standards. This column provides specific requirements related to the statutes, administrative code and references listed in Column 1.
- Column 3 – Local Agency(s) Responsible. The local agencies (CHD, Educational Agency (LEA), and School Health Advisory Committee (SHAC)) determine the responsibilities for providing the services described columns 1 and 2.
- Column 4 – Local Implementation Strategy & Activities. This column describes the implementation strategies and activities to fulfill requirements in columns 1 and 2.

Plan Submission:

- If the plan signature page has not been signed by all parties on or before September 15, 2020, you may submit the plan at that time and submit the scanned signature page as a PDF file when it is fully signed.

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PART I: BASIC SCHOOL HEALTH SERVICES			
Requirements/References	**Program Standards**	**Local Agency(s) Responsible**	**Local Implementation Strategy & Activities**
1. School Health Services Plan; Basic School Health Services; Comprehensive School Health Services and Full Service Schools: School Health Services Act: s. 381.0056, F.S.; Chapter 64F-6.002, F.A.C.; Florida Nurse Practice Act: Chapter 464 Nursing Technical Assistance Guidelines - The Role of the Professional School Nurse in the Delegation of Care in Florida Schools (Rev. 2010); ss. 381.0057, F.S., 402.3026, F.S.	1a. Each local school health services plan shall be completed biennially and approved and signed by, at a minimum, the superintendent of schools, the school board chairperson, and the local CHD medical director/administrator.	CHD, LEA	School Health Services Plan is reviewed and completed biennially, at a minimum by the CHD and LEA. All designated parties listed sign, as required.
	1b. The local school health services plan shall be reviewed each year for the purpose of updating the plan. Amendments shall be signed by the school district superintendent and the county health department medical director/administrator and forwarded to the School Health Services Program office.	CHD, LEA	The plan is updated by March 1st and reviewed yearly by both parties. It is finalized by August 1st and ready for signatures for the following school year. CHD will submit the School Health Services Plan to the School Program Office in Tallahassee by September 15 of the year it is due.
	1c. The local school health services plan shall describe employing or contracting for all health-related staff and the supervision of all school health services personnel regardless of the funding source.	CHD, LEA	CHD employs all CHD staff which includes 4 CHD RNs and 1 RN School Health Coordinator. LEA employs all school health staff including School Health Room Nurses (RN or LPN), Health Aides (UAPs), 2 ESE Nurses and District Wide Coordinator of Nursing Services.
	1d. Each local CHD uses annual Schedule C funding allocation to provide school health services pursuant to the School Health Services Act and the requirements of the Schedule C Scope of Work.	CHD	Schedule C Funds – SCHGR, SCHSP, are used for the provision of basic school health services at all schools, as well as at schools designated as full-service schools and comprehensive schools.
	1e. The local CHD and local LEA shall each designate one person, RN recommended, to be responsible for the coordination of planning, development, implementation and evaluation of the program. These individuals should collaborate throughout the school year to assure program	CHD, LEA	CHD-Jacqueline Copeland, BSN, RN LEA-Kristin Riebe, AA/AS, RN CHD and LEA communicate regularly, by phone and email, as needed. School Health Services Program meetings are scheduled regularly, throughout the year.

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	compliance and to plan and assess the delivery of program services.		
	1f. Protocols for supervision of school health services personnel shall be described in the local school health services plan to assure that such services are provided in accordance with statutory and regulatory requirements and professional standards and are consistent with the Nurse Practice Act.	CHD, LEA	Direct supervision of school district personnel who perform school health services is the principals' responsibility. LEA supervises Clay County School District (CCSD) employees, except in charter schools. LEA has district wide Coordinator of Nursing Services (RN) to supervise the LPN and unlicensed assistive personnel-UAP. LEA RN will also delegate care to the UAP, when appropriate, except in charter schools. LEA will develop care plans and perform child specific training in schools without an RN, except in charter schools. The CHD is responsible for the supervision all the CHD personnel. The CHD provides program oversight of the school health program and is available for consultative and support services for school district personnel. Support services shall be defined as periodic school visits by CHD nurses monitoring, and assisting school personnel to identify the physical, social, and emotional needs of students. CHD provides oversight of school health services and performs annual School Health Services Program reviews. LEA completes Process Improvement Plan for any deficiencies noted in the reviews. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.

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	1g. Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the local CHD medical director in conjunction with district school boards, local school health advisory committees, the school district medical consultant if employed or the student's private physician.	CHD, LEA	The CHD provides guidelines in the School Health Services Manual (SHSM) for the delivery of School Health Services Program under the direction of a CHD medical director, Eugenia Ngo-Seidel, MD, MPH. The SHSM is reviewed annually and updated every 2 years. The school board approves the SHSM by July 1st for the following school year. District policy related to health is in the Student & Family Handbook and Code of Student Conduct and is approved by the school board. Individual student medical needs are addressed in the Medical Management Plan and is written by the student's own health care provider. LEA updates all required forms for the School Health Services Program on an annual basis and/or, as needed. The CHD, provides consultative support as needed. The LEA informs CHD of any changes to the forms, and provides CHD access to the forms, so they can be included in the School Health Services Manual and the CHD website links.
	1h. Establish procedures for health services reporting in Health Management System (HMS) and the annual report, to include services provided by all partners.	CHD, LEA	LEA submits data for reporting into HMS (by the 5th of the month), as indicated and mutually agreed upon by CHD and LEA in the Memorandum of Agreement, which is signed yearly. CHD inputs data into HMS, as indicated in Scope of Work, as received from central office.
	1i. Each School Health Advisory Committee (SHAC) should include members representing the eight components of the Centers for Disease Control and Prevention's Coordinated School Health (CSH) model. The SHAC is encouraged to	CHD, LEA	SHAC redesign was implemented in SY 2017-2018 and members were recruited to include the 10 components of the Whole School, Whole Community, Whole Child (WSCC) model, expanding upon the Coordinated School Health (CSH) model. SHAC was renamed

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	address the eight CSH components in the school district's wellness policy.		School Health Wellness Advisory Council (SHWAC) to include the Wellness component. The LEA is the lead of SHWAC.
2. Health Appraisal s. 381.0056(4)(a)(1), F.S.	2a. Determine the health status of students.	LEA	Student records are reviewed by the LEA and students with medical conditions are referred to the nurse for further inquiry and evaluation with the parent and/or healthcare provider. Daily health needs of students are met by (LEA) school health room personnel in the health rooms. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.
3. Records Review s. 381.0056(4)(a)(2), F.S. s.1003.22(1)(4) F.S.; Chapters: 64F-6.005(1), F.A.C., 64F-6.004(1)(a),F.A.C.	3a. Perform initial school entry review of student health records, to include school entry physical, immunization status, cumulative health record, emergency information, school health screenings and student-specific health related documents.	CHD, LEA	Student health records are reviewed by LEA personnel (i.e. administration, registrars and/or nurse) for initial school entry requirements. CHD performs yearly record audits at each school as part of their oversight activities. CHD performs additional audits as schools are visited and, as needed. CHD communicates the school health entry requirements and the outcomes of the reviews with administration and principals.
	3b. Emergency information card/form for each student shall be updated each year.	CHD, LEA	Student health records are reviewed by LEA personnel (i.e. administration, registrars and/or nurse) for initial school health entry requirements. LEA obtains an emergency information card for the current school year, on each student, and it is accessible to the health room staff by September 30th. CHD performs record audits at each school as part of their oversight activities to ensure each student has an emergency card on file, that is updated yearly. These audits are

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			quarterly, at a minimum. CHD may perform additional audits, as needed.
4. Nurse Assessment s. 381.0056(4)(a)(3), F.S.; Chapters: 64F-6.001(6), F.A.C., 6A-6.0253, F.A.C, 6A-6.0252, F.A.C., 6A-6.0251, F.A.C.	4a. Perform nursing (RN) assessment of student health needs.	CHD, LEA	LEA completes record reviews for health needs. These reviews are completed by registrar and health room personnel. CHD reviews records during annual School Health Services Program reviews to ensure school health entry requirements are met.
	4b. For day-to-day and emergency care of students with chronic and/or complex health conditions at school, the RN develops an individualized healthcare plan (IHP) and Emergency Care Plan (ECP).	LEA	Periodic health needs assessed by LEA health room personnel through MMP (Medical Management Plan), students' daily visits and parental input. IHPs and Emergency Action Plans (EAPs) created by LEA RNs or LEA RN Coordinator of Nursing Services in schools staffed by an LPN or UAP. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.
5. Nutrition Assessment s. 381.0056(4)(a)(4), F.S.; Florida School Health Administrative Resource Manual, 2017	5a. Identify students with nutrition related problems and refer to an appropriate healthcare provider.	CHD, LEA	Information regarding student nutrition is received by LEA from communication and collaboration with the parents and students. Emergency contact records are reviewed for chronic illnesses involving nutritional management such as diabetes, celiac disease, cystic fibrosis, peanut and/or other food allergies and other conditions. Special dietary health needs are coordinated by the LEA with the districts nutritional services department. Height, weight and BMI screenings are conducted in 1st, 3rd and 6th grades and one additional attempt to contact the parent/guardian is made by the CHD, if the child is assessed as underweight or obese.

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6. Preventive Dental Program s. 381.0056(4)(a)(5), F.S.	6a. Provide services such as oral health education, screenings and referrals, dental sealants, fluoride varnish and/or fluoride rinse as appropriate.	CHD, LEA	LEA is partnering with DOH--Clay to provide Preventative Dental Sealant Program in all 13 Title-One schools. Services provided by the program include sealants on first and second molars, fluoride varnish, oral hygiene instruction, dental assessments by a dental hygienist. Services will expand to include dental prophylaxis beginning in school year 2020-21. LEA RNs complete dental assessments in Health Rooms, as needed.
7. Health Counseling s. 381.0056(4)(a)(10), F.S.	7a. Provide health counseling as appropriate.	LEA	Health counseling is provided by partnering qualified agency, as needed.
8. Referral and Follow-up of Suspected and Confirmed Health Problems s. 381.0056(4)(a)(11), F.S.	8a. Provide referral and follow-up for abnormal health screenings, emergency health issues and acute or chronic health problems. Coordinate and link to community health resources.	CHD, LEA	LEA completes a health report card, which is sent home with the mandated health screening results (as per F.S for appropriate grades) including results for students that did not pass, with referral information for the parents/guardian. CHD performs one attempt to contact parents/guardian, by letter, of any students who have been identified to have an abnormal screening, if they have not responded to the initial notification. Letters are returned to the school for distribution. LEA provides CHD with initial and final follow-up list so that 1st letter can be distributed, and final outcomes can be recoded into the Health Management Program. HMS. Referral lists are utilized and updated at least twice a year, to assist parents/guardians and nurses in coordinating services. LEA conducts multiple attempts to follow up, until the parents are contacted, for coordinating services for students with chronic health conditions and needs.

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9. Provisions for Screenings s. 381.0056(4)(a)(6-9), F.S.; Chapter 64F-6.003(1-4), F.A.C.	9a. Provide mandated screenings: (1) Vision screening shall be provided, at a minimum, to students in grades kindergarten, 1, 3 and 6 and students entering Florida schools for the first time in grades kindergarten – 5. (2) Hearing screening shall be provided, at a minimum, to students in grades kindergarten, 1 and 6; to students entering Florida schools for the first time in grades kindergarten – 5; and optionally to students in grade 3. (3) Growth and development screening shall be provided, at a minimum, to students in grades 1, 3 and 6 and optionally to students in grade 9. (4) Scoliosis screening shall be provided, at a minimum, to students in grade 6.	CHD, LEA	LEA conducts vision, hearing, growth and development, and scoliosis screenings for school age children and are coordinated by individual schools. LEA solicit potential volunteers from Health Occupations of America (HOSA) Program, school volunteers and community agencies. CHD assists with screenings, as requested and as available. LEA borrows screening equipment from CHD, as requested and as available. LEA enters screening results and outcome of referrals into the designated school district database. Screening results and referrals are coded into Health Management System (HMS) by CHD. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.
	9b. Obtain parent/guardian permission in writing prior to any invasive screening, (e.g. comprehensive eye exam).	LEA	Consent would be obtained in writing before comprehensive screenings involving invasive screenings.
	9c. Refer students with abnormal screening results to service providers for additional evaluation and/or treatment (e.g. state contracted vision service providers).	CHD, LEA	Local and state contracted vision service providers are utilized for referral services. Providers include: Vision is Priceless, Florida's Vision Quest and Florida Heiken Children's Vision Program. Referral resource lists are utilized by the nurses to refer the families for services. Vision provider information is provided to school nurses at yearly School Health Services Program meeting and/or periodically throughout the year, as needed. This information is available on the CHD website.

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10. Meeting Emergency Health Needs ss. 381.0056(4)(a)(10), F.S., 1006.165, F.S.; Chapter 64F-6.004(1), F.A.C.; Emergency Guidelines for Schools, 2019 Florida Edition	10a. Ensure written health emergency policies and protocols are maintained and include minimum provisions. Ensure that student emergency information forms/cards are updated annually and completed for each student listing contact person, family physician, allergies, significant health history and permission for emergency care.	CHD, LEA	Health Room policies and procedures are updated yearly by CHD and LEA. Emergency Guidelines for Schools 2019 Florida Edition utilized in the health rooms, as well as the School Health Services Manual. Medical Emergency Plan are created yearly by each school and posted at required locations on each school campus. Clay County School District (CCSD) Safety Plan updated and distributed annually by LEA.
	10b. Ensure health room staff and two additional staff in each school are currently certified in cardiopulmonary resuscitation (CPR) and first aid and a list is posted in key locations.	CHD, LEA	LEA requires Health Room Personnel have current CPR and First Aid certification. CPR and First Aid classes are provided yearly and as needed by LEA for school health personnel to maintain current certification. School employees that hold CPR and First Aid instructor certificates offer classes on planning days for school employees. Each school nurse sends out an annual letter to faculty to identify those school employees that hold current CPR and First Aid certifications. Medical Emergency Plan created yearly by each school and posted at required locations on each school campus. CHD audits this measure yearly, during the School Health Services Program reviews, to ensure compliance.
	10c. Assist in the planning and training of staff responsible for emergency situations.	CHD, LEA	First Aid and CPR training is provided annually by LEA for health room personnel. LEA has a pool of American Red Cross certified instructors available, to train school personnel. LEA & CHD provides or coordinates emergency updates at the annual School Health Services Program meeting or at trainings throughout the year, as needed (i.e. Stop the Bleed Training).

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	10d. The school nurse shall monitor adequacy and expiration of first aid supplies, emergency equipment and facilities.	CHD, LEA	LEA health room personnel maintain first aid bags with adequate supplies. CHD performs annual School Health Services Program reviews assessing for expiration dates of student emergency medications and locations of Automatic External Defibrillators (AEDs). LEA school nurses perform quarterly maintenance checks on AEDs in the health room.
	10e. The school principal (or designee) shall assure first aid supplies, emergency equipment, and facilities are maintained.	LEA	LEA health room personnel maintain first aid bags with adequate supplies. Each school replaces first aid supplies each summer before students arrive for the next school year.
	10f. All injuries and episodes of sudden illness referred for emergency health treatment shall be documented and reported immediately to the principal or the person designated by the principal or the acting principal.	LEA	Injuries and illness documented in student data system or in Student Health Room Visit Record by health room personnel. Principal notification and accident reporting done by LEA, when indicated.
	10g. It is the responsibility of each school that is a member of the Florida High School Athletic Association to: 1) have an operational automatic external defibrillator (AED), 2) ensure employees expected to use the AED obtain appropriate training, and 3) register the AEDs with the county emergency medical services director.	LEA	A minimum of 2 AEDs are in each Jr. and Sr. High School, one is in the athletic department and the other is in the health room. Employees are offered training on AEDs annually. Individual school AED Maintenance Logs are completed quarterly by the school district and maintained by CCSD Department of Student Services. Location of AEDs are stated in the Emergency Crisis Plan, a plan that is available to emergency responders such as county emergency medical services director and Clay County Sheriff.
11. Assist in Health Education Curriculum s. 381.0056(4)(a)(13), F.S.	11a. Collaborate with schools, health staff and others in health education curriculum development.	CHD, LEA	CHD and LEA work collaboratively through SHWAC to review and recommend health curriculum. Health resources from CHD available upon request and as available. CHD may

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			purchase supplies and educational materials for the School Health Services Program, as funding allows.
12. Refer Student to Appropriate Health Treatment s. 381.0056(4)(a)(14), F.S.	12a. Use community or other available referral resources. Assist in locating referral sources for Medicaid eligible, uninsured and underinsured students.	CHD, LEA	Students and families referred, as needed. LEA Social workers and CHD provide yearly updated list of available community resources. Local provider agency, The Clay SafetyNet Alliance meets monthly to discuss community resources. The LEA and CHD has representation at these meetings to share the resources.
13. Consult with parent/guardian regarding student's health issues s. 381.0056(4)(a)(15), F.S.; Chapter 64F-6.001(1), F.A.C.	13a. Provide consultation with parent/guardian, students, staff and physicians regarding student health issues.	CHD, LEA	Forms available on CHD website and on LEA website and portal for communication of health needs between physician, parent and school staff. Care Planning meetings held, as needed, by LEA. LEA creates, reviews yearly and updates, as needed, a Clinic Nurse Guide for the health room staff. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.
14. Maintain Health-Related Student Records ss. 381.0056(4)(a)(16), F.S., 1002.22, F.S.; Chapter 64F-6.005(1)(2), F.A.C.	14a. Maintain a cumulative health record for each student that includes required information.	CHD, LEA	Files maintained at each school in the students' cumulative record. Daily health room charting is entered in the student data system or on School Health Visit Record by school health room personnel. Records retained as per Record Retention Schedule and school district policy and guidelines. CHD audits yearly during School Health Services Program reviews to ensure compliance.

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15. Nonpublic School Participation ss. 381.0056(5)(a)(18), F.S., 381.0056(5)(a)-(g), F.S.	15a. Notification to the local nonpublic schools of the school health services program, allowing the nonpublic school to request participation in the school health services program provided they meet requirements.	CHD	Private schools notified by letter or email and invited yearly to participate. Private schools contact the CHD for specific needs. CHD invite private schools to request assistance with mandatory health screenings, as needed and Memorandums of Understanding are completed for those requesting the service. Private schools contact the CHD for specific needs.
16. Provision of Health Information for Exceptional Student Education (ESE) Program Placement s. 381.0056(4)(a)(17), F.S.; Chapters 6A-6.0331, F.A.C., 64F-6.006, F.A.C.	16a. Provide relevant health information for ESE staffing and planning.	LEA	LEA RNs present at Individualized Educational Plan (IEP) meetings to address health issues when requested. Information is updated, as needed. Vision and hearing screenings completed by health room staff, upon request. LEA has 2 ESE District RN positions. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.
17. The district school board shall provide in-service health training for school personnel. s. 381.0056(6)(b), F.S.; Chapter 64F–6.002, F.A.C.	17a. /Ensure that district staff are provided with training to assist with the day-to-day and emergency health needs of students.	CHD, LEA	CHD provides 4 hours of orientation to all newly hired school health personnel. CHD and LEA coordinate annual School Health Services Program meeting & Training and additional in-service training throughout the year on various health topics. LEA provides yearly CPR, First Aid training to all school health and ESE assistant personnel. Online medication training course or PowerPoint available for all school staff who assist with medication administration and for those ESE assistants that require it as part of their job description. Medication training is followed by a skills checklist, to assess understanding and document return demonstration. Charter schools will need to provide their own RN for school health services or enter into a contractual

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			agreement with CHD for fee for service. Child Abuse and Blood Borne Pathogens trainings provided annually to faculty by LEA. Mandatory Health Screening Training is provided to new health room staff by CHD. Community partners are invited to facilitate training needs, as appropriate
18. The district school board shall include health services and health education as part of the comprehensive plan for the school district. s. 381.0056(6)(a), F.S.; Chapter 64F-6.002, F.A.C.	18a. School-based health services and health education are provided to public school children in grades pre-kindergarten through 12.	CHD, LEA	LEA yearly informs parents and guardians, in writing, that their children who are students in the district schools will receive specified health services as provided for in the district health services plan. LEA is providing child trafficking education in KG-12; curriculums include Child Safety Matters in KG-5, Teen Safety Matters in 6-12. LEA is providing substance use and abuse health education in KG-12; curriculums include Too Good for Drugs & Catch My Breath in KG-6; Catch My Breath, Hanley Foundation and MH Curriculum for 7-8; Catch My Breath, EverFi and MH Curriculum in 9-12; Prescription Drug Safety in 10th; Alcohol Education in 11-12. LEA is providing mental and emotional health education in 6-12; Walk in Our Shoes curriculum in 6th; District created modules in 7-12.

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19. The district school board shall make available adequate physical facilities for health services. s. 381.0056(6)(c), F.S.; State Requirements for Educational facilities, 2014 and/or State Requirements for Existing Educational Facilities 2014	19a. Health room facilities in each school will meet Florida Department of Education (FDOE) requirements.	LEA	Health room facilities available at each school and maintained by LEA.
20. The district school board shall, at the beginning of each school year, provide parent/guardian with information concerning ways that they can help their children to be physically active and eat healthy foods. s. 381.0056(6)(d), F.S.	20a. List programs and/or resources to be used to help children be physically active and eat healthy foods.	CHD, LEA	LEA disseminates information to parents through school newsletters, food and nutrition services, Physical Education (PE)/Health curriculum and district website. LEA incorporates Healthy School Teams into school policy to monitor foods on the school campus. Nutrition guidelines are monitored by the team regarding food on campus, classroom parties, food-based fundraisers and after school evening community events. LEA has 20 schools participating in the Community Eligibility Provision. LEA also participates in the National School Lunch and Breakfast Program. LEA sends home a letter at the beginning of the year that states why and how screenings are conducted. This letter also has healthy lifestyle and wellness tips. CHD shares resources and information received through FDOH. CHD collaborates with a primary school, each school year, to assist in the coordination and celebration of a Every Kid Healthy Week event, as part of the Healthiest Weight Florida Initiative.
21. The district school board shall inform parent/guardian	21a. Provide parent/guardian with list of services provided and the opportunity to request an exemption in writing.	LEA	Information on the School Health Services Program and screenings is posted on the school district's website

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in writing at the beginning of each school year of the health services provided. s. 381.0056(6)(e), F.S.			and is in the Student & Family Handbook and Code of Student Conduct. LEA also shares information on how to opt-out of school health services through a "welcome letter" that is sent home with each student in the beginning of each school year.
22. The presence of any of the communicable diseases for which immunization is required by the Department of Health in a Florida public or private school shall permit the county health department director or administrator or the State Health Officer to declare a communicable disease emergency. s. 1003.22(9), F.S.; Chapter 64F-6.002(2)(d), F.A.C.	22a. The school health plan shall include communicable disease policies. Note: Policies need to provide for interagency coordination during suspected or confirmed disease outbreaks in schools.	CHD, LEA	Communicable Disease Notification in Student & Family Handbook and Code of Student Conduct which is posted on the school district's webpage. Communicable Disease reporting requirements are included in the School Health Services Manual, with appropriate reporting paperwork. Influenza Like Illness (ILI) is indicated on LEA student data system and CHD Disease Prevention and Control Program monitors ILI reporting weekly during flu season. Disease Control and Prevention notified of outbreaks noted by school personnel. CHD provides education to LEA on communicable diseases, as requested.
23. Each district school board shall include in its approved school health services plan a procedure to provide training, by a registered nurse, a licensed practical nurse, a physician or a physician assistant (pursuant to chapter 458 or 459), to the school personnel designated by the school principal to assist students in the administration of prescribed medication. s. 1006.062(1)(a), F.S.	23a. Include provisions in the procedure for general and student-specific administration of medication training.	CHD, LEA	Medication course available for all school staff who assist with medication administration and Exceptional Student Education (ESE) Assistants who have it required in their job description. Medication skills checkoff completed by LEA RN. Child specific training by LEA for unlicensed assistive personnel (UAP), as needed and in schools staffed by a LPN. The CHD provides program oversight. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.

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24. Each district school board shall adopt policies and procedures governing the administration of prescription medication by district school board personnel. s. 1006.062(1)(b), F.S.; Chapter 64B9-14, F.A.C.	24a. The school district medication policy will address the use of designated school staff for medication administration and be consistent with delegation practices.	CHD, LEA	School Health Services Manual reviewed annually and updated, as needed, with current medication and health related forms available on school district website, Google Drive and CHD website. School Health Services Manual has provisions for all school health personnel that will assist with medication administration to complete the online medication course or PowerPoint and have a skills checkoff completed by a RN. The school RN may delegate one-on-one child specific medication training for staff required to administer medications in the health room, on field trips or school sponsored events. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service. The CHD provides program oversight.
25. Each district school board shall adopt a policy and a procedure for allowing a student who is a qualified patient, as defined in s. 381.986, to use marijuana obtained pursuant to that section. ss. 1006.062(8), F.S., 381.986, F.S.	25a. Ensure that all school health room/clinic staff and school staff designated by principals have read and have on file the school district policy on medical marijuana. Pursuant to the district policy, develop procedures to follow when parents of students, that are qualified patients under section 381.986, Florida Statutes, request that medical marijuana be administered to their child at school.	LEA	LEA developed administration of medical marijuana- rules, guidelines and release from liability for the administration of medical marijuana/low THC cannabis. Parent/caregiver is solely responsible for safely administering and transporting medical marijuana to and from school.
26. Students with asthma whose parent/guardian and physician provide approval may carry a metered dose inhaler on their person while in school. s. 1002.20(3)(h), F.S.;	26a. Ensure written authorization for use of metered dose inhaler at school is completed and signed by healthcare provider and parent/guardian.	CHD, LEA	School Health policies and procedures, developed jointly by the CHD and LEA, require that a student who carries medication on their person have a current medication administration form (MAR) with parental signature, Parent Authorization for Administration of Medication (PAAM) and Medical

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National Association of School Nurses (NASN) Position Statement, The Use of Asthma Recue Inhalers in the School Setting			Management Plan (MMP) with physician authorization. Care planning meetings are held, as needed, where individual health care plans and emergency health care plans/action plans are created for those needs. LEA documents child specific training completed on skills checkoff sheets, in IHP, and~~/or~~ in student data system. The CHD provides program oversight. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service. Schools are encouraged to apply for Asthma Friendly School Recognition. Bannerman Learning Center holds this recognition for SY 2018-2019.
27. A student who is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer while en route to and from school, in school, or at school-sponsored activities if written parent/guardian and physician authorization has been provided. s. 1002.20(3)(i), F.S.; Chapters 6A-6.0251, F.A.C., 64F-6.004(4), F.A.C.; Saving Lives at School Anaphylaxis and Epinephrine School Nurse and Handbook for Connection Cards, NASN; NASN Position Statement on Rescue Medications in School;	27a. For students with life threatening allergies, the RN shall develop and update annually IHP that includes an ECP, in cooperation with the student, parent/guardian, physician, and school staff. The IHP shall include child-specific training to protect the safety of all students from the misuse or abuse of auto-injectors. The ECP shall direct that 911 will be called immediately for an anaphylaxis event and have a plan of action for when the student is unable to perform self-administration of the epinephrine auto-injector.	CHD, LEA	School Health policies and procedures, developed jointly by the CHD and LEA, require that a student who carries medication on their person have a current medication administration form (MAR) with parental signature, Parent Authorization for Administration of Medication (PAAM) and Medical Management Plan (MMP) with physician authorization. Care planning meetings are held, as needed where individual health care plans and emergency health care plans are created for those needs. LEA documents child specific training completed on skills checkoff sheets, in IHP, and in student data system. The CHD provides program oversight. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.

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Students with Life-Threatening Allergies, 2017 Updated Guidance			
28. A public school may purchase a supply of epinephrine auto-injectors from a wholesale distributor or manufacturer as defined in s. 499.003, F.S. **for the epinephrine auto-injectors at fair-market, free, or reduced prices for use in the event a student has an anaphylactic reaction. The epinephrine auto-injectors must be maintained in a secure location on the public school's premises. The participating school district shall adopt a protocol developed by a licensed physician for the administration by school personnel who are trained to recognize an anaphylactic reaction and to administer an epinephrine auto-injection.** s. 1002.20(3)(i)(2), F.S.	28a. If the school district has chosen to maintain supplies of epinephrine auto-injectors, a standing order and written protocol has been developed by a licensed physician and is available at all schools where the epinephrine auto-injectors are stocked.	N/A	N/A
29. Educational training programs required by this section must be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity or individual	29a. Ensure that school staff that are designated by the principal (in addition to school health staff in the school clinic) to administer stock epinephrine auto-injectors (not prescribed to an individual student) are trained by a nationally recognized organization experienced in training laypersons in emergency health treatment	N/A	N/A

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approved by the department. The curriculum must include at a minimum: (a) Recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and (b) The proper administration of an epinephrine auto-injector. s. 381.88, F.S.	or an entity approved by the Department of Health.		
30. Students with diabetes will have a Diabetes Medical Management Plan (DMMP) from the student's healthcare provider that includes medication orders and orders for routine and emergency care. An Individualized Healthcare Plan (IHP) will be developed from the DMMP by the RN in collaboration with the parent/guardian, student, healthcare providers and school personnel for the management of diabetes while en route to and from school, in school, or at school-sponsored activities. An Emergency Care Plan (ECP) will be developed as a child-specific action plan to facilitate quick and appropriate responses to an individual emergency in the school setting. The ECP may be a component of the IHP. The ECP will summarize signs	30a. Maintain a copy of the current physician's diabetes medical management plan and develop and implement an IHP and ECP to ensure safe management of diabetes	CHD, LEA	Clay County School District has no restrictions on which school students with diabetes may attend and currently has students with diabetes at most schools. LEA ensures completion of Medical Management Plan (MMP) with physician authorization and Parental Authorization for Administration of Medication (PAAM) form with parental authorization and physician authorization. Care planning meetings are held, as needed where individual health care plans and emergency action care plans are created for those needs. LEA documents child specific training completed on skills checkoff sheets, in IHP, and/~~or~~ in student data system. The CHD provides program oversight. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.

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and symptoms and how to recognize and treat hypoglycemia and hyperglycemia. It shall specify when to call 911. s. 1002.20(3)(j), F.S.; Chapter 6A-6.0253, F.A.C.; NASN position statement, Diabetes Management in the School Setting			
31. Students with diabetes that have physician and parent/guardian approval may carry their diabetic supplies and equipment and self-manage their diabetes while en route to and from school, in school, or at school-sponsored activities. The written authorization shall identify the diabetic supplies, equipment and activities the student can perform without assistance for diabetic self-management, including hypoglycemia and hyperglycemia. s. 1002.20(3)(j), F.S.; Chapter 6A-6.0253, F.A.C.; NASN position statement, Diabetes Management in the School Setting	31a. Maintain a copy of the current physician's diabetes medical management plan and develop and implement an IHP and ECP to ensure safe self-management of diabetes.	CHD, LEA	School Health policies and procedures require that a student who carries diabetic supplies on their person have a current Medical Management Plan (MMP) with physician authorization and Parental Authorization for Administration of Medication (PAAM) form with parental authorization and physician authorization. Care planning meetings are held, as needed, where individual health care plans and emergency action care plans are created for those needs. LEA documents child specific training completed on skills checkoff sheets, in IHP, and in student data system. The CHD provides program oversight. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.
32. A student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may	32a. Develop and implement an IHP and ECP for management of the conditions requiring pancreatic enzyme supplements and to ensure that the student carries and self-administers such supplements as	CHD, LEA	School Health policies and procedures require that a student who carries medication on their person have a current Medical Management Plan (MMP) with physician authorization and

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carry and self-administer a prescribed pancreatic enzyme supplement while en route to and from school, in school, or at school sponsored activities, if the school has been provided with authorization from the student's parent/guardian and prescribing practitioner. s. 1002.20(3)(j), F.S.; Chapter 6A-6.0252, F.A.C.	prescribed by the physician. Maintain documentation of healthcare provider and parental/guardian authorization to self-carry.		Parental Authorization for Administration of Medication (PAAM) form with parental authorization and physician authorization. Care planning meetings are held, as needed where individual health care plans and emergency action care plans are created for those needs. The CHD provides program oversight. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.
33. Nonmedical assistive personnel shall be allowed to perform health-related services upon successful completion of child specific training by a registered nurse or advanced registered nurse practitioner, physician, or physician assistant. s. 1006.062(4), F.S.; Chapters: 64B9-14.002(3), F.A.C., 64B9-14, F.A.C.; Technical Assistance Guidelines - The Role of the Professional School Nurse in the Delegation of Care in Florida Schools (Rev. 2010).	33a. Document health related child-specific training by an RN for delegated staff. The delegation process shall include communication to the UAP which identifies the task or activity, the expected or desired outcome, the limits of authority, the time frame for the delegation, the nature of the supervision required, verification of delegate's understanding of assignment, verification of monitoring and supervision. The documentation of training and competencies should be signed and dated by the RN and the trainee.	CHD, LEA	Documentation of child specific training done on skills checkoff sheets, child specific training sheets, in IHP, and/or in student data system. Child specific training by LEA for unlicensed assistant personnel (UAP), as needed. Child specific training for UAP will be completed by school board RN or appropriate licensed personnel from the child's medical provider for schools without a RN. The CHD provides program oversight. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with CHD for fee for service.
	31b. Use of nonmedical assistive personnel shall be consistent with delegation practices per requirements.	CHD, LEA	LEA RNs follow Technical Assistance Guidelines when delegating tasks and procedures to UAPs. The CHD provides program oversight.
34. Pursuant to the provisions of Chapter 435, any person who provides services under a school health services plan pursuant to s. 381.0056, F.S. must meet level 2 screening	34a. Collaborate with school district to ensure district background screening policies do not result in duplicate or conflicting background screening requirements for staff providing school health services.	CHD, LEA	All school health employees from LEA, CHD and community agencies undergo Level 2 background screenings prior to employment and repeated every 5 years.

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requirements as described in s. 435.04, F.S. **A person may satisfy the requirements of this subsection by submitting proof of compliance with the requirements of level 2 screening conducted within 11 months before the date that person initially provides services under a school health services plan.** ss. 381.0059, F.S., 1012.465, F.S.			
35. Immediate notification to a student's parent/guardian, or caregiver if the student is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to s. 394.463, F.S. **including the requirements established pursuant to** ss. 1002.20(3)(l), F.S., 1002.33(9), F.S., 381.0056(4)(a)(19), F.S.	35a. The school health services plan shall include policies and procedures for implementation of the aforementioned statutory requirements.	LEA	LEA has policies and procedural guidelines in place when a student is removed from school, school transportation or a school-sponsored activity and taken to a facility for an involuntary examination under the Baker Act. These guidelines provide for the immediate notification to a student's parent or guardian if the student is removed from school as stipulated in s.381.0056(4)(a)(19). This information is disseminated through school counselors, mental health therapists, the crisis response manual, code of student conduct, as well as provided on the LEA web page.

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PART II: COMPREHENSIVE SCHOOL HEALTH SERVICES (CSHSP)			
References/Resources	**Program Standards**	**Local Agency(s) Responsible**	**Local Implementation Strategy & Activities**
36.The services provided by a comprehensive school health program must focus attention on promoting the health of students, reducing risk-taking behavior, and reducing teen pregnancy. Services provided under this section are additional and are intended to supplement, rather than supplant, basic school health services. ss. 381.0057(6), F.S., 743.065, F.S.	36a. Provide in-depth health management, interventions and follow-up through the increased use of professional school nurse staff.	CHD, LEA	All comprehensive schools have a RN or LPN on-site for the entire school day. The CHD provides program oversight.
	36b. Provide health activities that promote healthy living in each school.	CHD, LEA	Health promotion activities provided at each comprehensive school. CHD participates, as available and when requested. A Student Health Expo is provided with community partners each year and LEA/CHD participate. Wilkinson Junior High School is a community partnership school partnering with Children's Home Society of Florida, St. John's River State College, Clay County School District and Baptist Health/Wolfson Children's Hospital. Orange Park High School is a community partnership school collaborating with Children's Home Society of Florida, Orange Park Medical Center, Clay County School District, Palms Medical Group and St. John's River State College. LEA coordinates Hunger Free Campus, and Share Table. LEA provides district wide annual training on child abuse. LEA provided Youth Mental Health First Aid training to the DOH-Clay school nurses and all the LEA

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			staff. LEA and CHD participate in SHWAC with community partners.
	36c. Provide health education classes.	LEA	Health promotion classes provided at each comprehensive school with health promotion resources available, upon request. LEA certificated staff provide health education instruction integrated within the core curriculum. This 2019-20 SY, CATCH my Breath-Anti-Vaping Program was trained and implemented in 5th-9th grade physical education.
	36d. Provide or coordinate counseling and referrals to decrease substance abuse.	LEA	Students referred to local substance abuse center for services, as needed. Family Education Program- Too Good for Drugs and Violence provided to students, as needed. Student Assistance Program is provided, as needed.
	36e. Provide or coordinate counseling and referrals to decrease the incidence of suicide attempts.	LEA	Annual training is provided to counselors on identification and referral concerning suicide prevention. LCSW and guidance counselors will provide individual counseling and referral, if needed. Student Assistance Program is provided, as needed.
	36f. Provide or coordinate health education classes to reduce the incidence of substance abuse, suicide attempts and other high-risk behaviors.	LEA	Student Assistance Program is provided, as needed.
	36g. Identify and provide interventions for students at risk for early parenthood.	LEA	Student Assistance Program (SAP) is provided, as needed. SAP counselors, school nurse, guidance counselors, school psychologists and social workers work with students to identify needs and resources.

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	36h. Provide counseling and education of teens to prevent and reduce involvement in sexual activity.	LEA	Student Assistance Program is provided, as needed. SAP counselors, school nurse, guidance counselors, school psychologists and social workers work with students to identify needs and resources.
	36i. Collaborate with interagency initiatives to prevent and reduce teen pregnancy.	CHD, LEA	LEA social workers and guidance counselors work with agencies to provide support, education and services. Healthy Start Services available at Bannerman Learning Center. CHD provides Healthy Start referral information to the LEA.
	36j. Facilitate the return to school after delivery and provide interventions to decrease repeat pregnancy.	CHD, LEA	LEA social workers and guidance counselors work with agencies to provide support, education and services for the transition back into the school setting. Healthy Start Services available at Bannerman Learning Center. CHD provides Healthy Start referral information to the LEA.
	36k. Refer all pregnant students who become known to staff for prenatal care and Healthy Start services.	CHD, LEA	Healthy Start Services available at Bannerman Learning Center. Referrals are made by social workers and school counselors. CHD provides Healthy Start referral information to the LEA.

PART III: HEALTH SERVICES FOR FULL SERVICE SCHOOLS (FSS)

References/Resources	Program Standards	Local Agency(s) Responsible	Local Implementation Strategy & Activities
37.The State Board of Education and the Department of Health shall jointly establish full-service schools (FSS) to serve	37a. Designate full-service schools based on demographic evaluations.	CHD, LEA	Currently 10 full-service schools in the county.
	37b. Provide nutritional services.	LEA	Referrals to local agencies, summer nutrition program at selected school sites. Free lunch provided at all full-service schools.

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students from schools that have a student population at high risk of needing medical and social services s. 402.3026(1), F.S.	37c. Provide basic medical services.	CHD, LEA	CHD coordinates or participates in Back to School Event in the summer with LEA at selected school sites or other community agencies with community partners. LEA partnering with Health Heroes Inc. to provide Influenza, HPV and Tdap vaccines.
	37d. Provide referral to dependent children (Temporary Assistance to Needy Families (TANF).	LEA	Referrals to local agencies for needed specialized services. Social worker available at all school sites, SAP counselors for at risk students.
	37e. Provide referrals for abused children.	CHD, LEA	LEA provides referrals to local agencies for needed specialized services. Social worker available at all school sites, SAP counselors for at risk students. CHD and LEA provide training and information on how to report child abuse to school health room staff.
	37f. Provide specialized services as an extension of the educational environment that may include: nutritional services, basic medical services, aid to dependent children, parenting skills, counseling for abused children, counseling for children at high risk for delinquent behavior and their parent/guardian, and adult education.	LEA	Parenting and GED classes at various sites provided. Referrals to local agencies for needed specialized services. Social worker available at all school sites, SAP counselors for at risk students.
	37g. Develop local agreements with providers and/or partners for in-kind health and social services on school grounds.	LEA	Partnerships in place with multiple community agencies for health and social services. Keystone Heights Jr./Sr. High School is a community partnership school partnering with Azalea Health, Children's Home Society, Clay County School District and Santa Fe State College.

LEKED

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C16 - 2020-2021 School Health Services Agreement

Description

Agreement between the Clay County District Schools and the Clay Department of Health as to what each party will provide for the upcoming year.

Gap Analysis

Compare current performance against potential.

Previous Outcomes

Upholding FS 381.0056 to provide health services.

Expected Outcomes

To provide clear responsibilities for mandated health services.

Strategic Plan Goal

Approve the 2020-2021 School Health Services Agreement as submitted.

Recommendation

Approve as submitted.

Contact

Laura Fogarty, director of Climate & Culture, 336-6513, laura.fogarty@myoneclay.net, Kristin Riebe, Coordinator of Nursing Services, 336-6884, kristin.riebe@myoneclay.net

Financial Impact

n/a

Review Comments

Attachments

20-21 MOU Department of Health.pdf

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☑ APPROVED Pending comments are addressed

200151

CONTRACT REVIEW FORM ("CRF")

BOARD MEETING DATE: 8-6-2020
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED

Date Submitted: 6-29-2020

Contract Initiator (Name of Person Overseeing the Contract): Kristin Riebe

Telephone Number: 904-336-6884

School/Department Submitting Contract: Climate & Culture (190068)

Vendor/Contractor Name: Clay Department of Health

Contract Title: School Health Service Agreement.

Contract Type: New ☐ Renewal ☑ Amendment ☐ Extension ☐ Date Original Contract Approved:

Contract Term: 1 year Renewal Option(s):

Contract Cost: N/A **Payment Schedule** (Monthly? Upon delivery? When finished?):

Funding Source: N/A **Purchase Requisition No.:**

Strategic Plan Tie-in Explanation:

Pre-Approved by Superintendent or Designee? Yes _____ No _____

Additional Information:
Service agreement between Clay County Health Department and Clay county district Schools

SBAO RECEIVED 7/6/20

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

Approvals

			Comments
Purchasing Department	Approved	Denied	No Cost. Do every year
Review Date: 6/30/2020	BTS		Who should be Contact for the District?
Risk Management Department	Approved	Denied	Add Contact Kristen Riebe to page 7
Review Date: 7/20/20	JB		OK with change on P7 — See
School Board Attorney	Approved	Denied	sticky note
Review Date:			
Information & Technology Dept.	Approved	Denied	
Review Date:			
Business Affairs Division	Approved	Denied	
Review Date:			

RECEIVED
JUN 29 2020
PURCHASING

HEARD

DEPARTMENT OF FINANCIAL SERVICES
Division of Risk Management

STATE RISK MANAGEMENT
TRUST FUND

Policy Number: GL-8300

General Liability
Certificate of Coverage

Name Insured: Department of Health

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

Coverage Limits:

General Liability: **$200,000.00** each person

$300,000.00 each occurrence

Inception Date: July 1, 2020

Expiration Date: July 1, 2021

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DEPARTMENT OF FINANCIAL SERVICES
Division of Risk Management

STATE RISK MANAGEMENT TRUST FUND
GENERAL LIABILITY
CERTIFICATE OF COVERAGE

In consideration of the provisions and stipulations contained herein or added hereto and for the premium charged, the State Risk Management Trust Fund, hereinafter referred to as the "Fund", certifies that the State department or agency named in this certificate is hereby provided general liability coverage. Coverage shall be effective on the inception date at 12:01 a.m. standard time.

This certificate is comprised of the foregoing provisions and stipulations, together with such other provisions and stipulations as may be added hereto by the Fund in the future:

I. COVERAGES

General Liability Coverage--Bodily and Property Damage

To pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any officer, employee, agent or volunteer of the named insured, as such terms may be further defined herein or by administrative rule, while acting within the scope of his office or employment, pursuant to the provisions and limitations of Chapter 284, Part II and Section 768.28, Florida Statutes.

II. DEFENSE, SETTLEMENT, SUPPLEMENTARY PAYMENTS

With respect to such coverage as is afforded by this certificate, the Fund shall:

(a) defend any proceeding against the insured seeking such benefits and any suit against the insured alleging such injury and seeking damages on account thereof, even if such proceeding or suit is groundless, false, or fraudulent. The Fund will investigate all claims filed against the insured in order to determine the legal liability of the insured and to determine damages sustained by the claimant. The Fund will negotiate, settle, or deny the claim based on these findings and appropriate Florida law.

(b) pay all premiums on bonds to release attachments and on appeal bonds required in any such defended suit for an amount not in excess of the applicable limit of liability established in this certificate;

(c) pay all expenses incurred by the Fund, all costs taxed against the insured in any such suit, and all interest accruing after entry of judgment until the Fund has paid, tendered, or deposited in court that part of such judgment as does not exceed the limit of the Fund's liability thereon;

(d) pay expenses incurred by the insured for such immediate medical relief to others as shall be imperative at the time of the accident.

III. DEFINITIONS

(a) Named Insured - The department or agency named herein.

(b) Insured - State department or agency named herein, their officers, employees, agents or volunteers.

(c) Volunteer - Any person who of his own free will, provides goods or services to the named insured, with no monetary or material compensation as defined in Chapter 110, Part IV, Florida Statutes.

(d) Agent - Any person not an employee, acting under the direct control and supervision of a state agency or department, for the benefit of a state agency or department.

(e) Automobile - A land motor vehicle, trailer, or semi-trailer designed and licensed for use on public roads (including machinery or apparatus attached thereto), but does not include mobile equipment.

(f) Mobile Equipment - A land vehicle (including machinery or apparatus attached thereto), whether or not self-propelled;
  (1) not subject to motor vehicle registration, or
  (2) maintained for use exclusively on premises owned by or rented to the named insured, including the ways immediately adjoining, or
  (3) designed for use principally off public roads, or
  (4) designed or maintained for the sole purpose of affording mobility to equipment of the following types forming an integral part of or permanently attached to such vehicle; power cranes, shovels, loaders, diggers and drills; concrete mixers (other than the mix-in-transit type); graders, scrapers, rollers and other road construction or repair equipment; air-compressors, pumps and generators, including spraying, welding, and building cleaning equipment; and geophysical exploration and well-servicing equipment.

IV. EXCLUSIONS

This certificate does not apply:

(a) to bodily injury or property damage arising out of the ownership, maintenance, operation, use, loading or unloading of:
  (1) any automobile owned or operated by or rented or loaned to any insured, or
  (2) any other automobile operated by any person in the course of his employment by any insured, but this exclusion does not apply to the parking of an automobile on premises owned by, rented to, or controlled by the named insured or the ways immediately adjoining, if such automobile is not owned by, rented, or loaned to any insured;

(b) to any action which may be brought against the named insured by anyone who unlawfully participates in riot, unlawful assembly, public demonstration, mob violence, or civil disobedience if the claim arises out of such riot, unlawful assembly, public demonstration, mob violence, or civil disobedience;

(c) to any obligation for which the insured or the Fund may be held liable under any employer's liability or workers' compensation law;

(d) to property damage to property owned or occupied by the insured;

(e) to property damage to premises alienated by the insured arising out of such premises or any part thereof;

(f) to loss of use of tangible property which has not been physically injured or destroyed, resulting from:
  (1) a delay in or lack of performance by or on behalf of the named insured of any contract or agreement;
  (2) the failure of the named insured's products, or work performed by or on behalf of the named insured to meet the level of performance, quality fitness, or durability warranted or represented by the named insured;

(g) to property damage to the named insured's products arising out of such products or any part of such products;

(h) to property damage to work performed by or on behalf of the named insured arising out of the work or any portion

thereof, or out of materials, parts, or equipment furnished in connection therewith;

(i) eminent domain proceedings or damage to persons or property of others arising therefrom;

(j) to punitive damages;

(k) to actions of insureds committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property;

(l) to professional medical liability of the Board of Regents, the physicians, officers, employees, or agents of the Board;

(m) to liability related in any way with nuclear energy;

(n) to liability assumed by the insured under any contract or agreement;

(o) to final judgments in which the insured has been determined to have caused the harm intentionally;

(p) to awards for injunctive, declaratory, or prospective relief rendered against an insured by any federal or state court, agency or commission.

V. CONDITIONS

A. Premium

Premium charges shall be assessed in accordance with the provisions of Chapter 284, Part II, Florida Statutes, and any rules promulgated thereunder utilizing a retrospective rating arrangement premium calculation method whereby 80% of the premium is based on losses actually incurred by the insured and 20% is based on the changes in risk exposures (employees, etc.) of an insured. The premium must be paid promptly by an insured agency from its operating budget upon receiving the premium bill or invoice.

B. Audit

The Fund shall be permitted to examine and audit the insured's books and records at any time during the term of this coverage and any extension thereof, and within three years after the final termination of this coverage, as far as they relate to the premium bases or the subject matter of this coverage.

C. Insured's Duties in the Event of Occurrence, Claim or Suit

(1) Event of Occurrence
Written notice containing particulars sufficient to identify the insured, along with reasonably obtainable information with respect to the time, place and circumstances thereof, the names and addresses of the injured and all known witnesses, shall immediately be given by or for the insured to the Fund.

(2) Notice of Claim or Suit
If claim is made by suit brought against the insured, the insured shall immediately forward to the Fund every demand, notice, summons, or other process received by him or his representative. Failure by the insured to advise the Fund of a claim or suit prior to a settlement agreement or the insured otherwise obligating itself, shall void coverage by the Fund, for that claim.

(3) Assistance and Cooperation of the Insured
The insured shall cooperate with the Fund and, upon the Fund's request, assist in making settlements, in the conduct of suits and in enforcing any right of contribution or indemnity against any person or organization who may be liable to the insured because of injury or damage with respect to which coverage is afforded under this certificate, and the insured shall upon request, make available all agency records pertaining to a specific claim, shall attend hearings and trials and assist in securing and giving evidence and obtaining the attendance of witnesses. The insured shall not, except at his own cost, voluntarily make any payment, assume any obligation or incur any expenses other than for first aid to others at the time of accident.

(4) Action Against the Fund
No action shall lie against the Fund unless, as a condition precedent thereto, the insured shall have been in full compliance with all of the terms of this certificate and the provisions of applicable Florida Statutes.

(5) Severability of Interest
The term "the insured" is used severally and not collectively, but the inclusion herein of more than one insured shall not operate to increase the limits of the Fund's liability.

(6) Limits of Liability
The limit of liability expressed as applicable to "each person" is the limit of the Fund's liability for all damages, including damages for care and loss of services, arising out of personal injury and property damage sustained by one person as a result of any one occurrence; but the total liability of the Fund for all damages sustained by two or more persons as a result of any one occurrence shall not exceed the limit of liability as applicable "each occurrence".

(7) Other Insurance
If there is insurance applicable to any claim, the coverage extended by this certificate shall apply only as excess insurance over any and all other applicable insurance.

(8) Terms of Coverage
This certificate is issued for the purpose of confirming coverage as contemplated by Chapter 284, Part II, Florida Statutes. In the event of any conflict between provisions or coverages in this certificate and the provisions of any Florida Statutes or laws including, but not limited to the aforesaid, said statutes and laws shall control.

(9) Cancellation
Failure of the Fund to receive the amount of premiums billed to the insured agency within the time frames allowed by law may result in cancellation of the certificate of coverage. Payments must be made promptly from the insured's operating budget upon receipt of the premium bill as specified in Section 284.36, Florida Statutes, and lack of prompt payment will result in a request from the Fund to the Comptroller to transfer premiums from any available funds of the delinquent agency under the provisions of Section 284.44(7), Florida Statutes.

D. Self-Insurance Coverage

Coverage for defending and paying claims under this certificate is provided under the authority of Chapter 284, Florida Statutes, wherein the state is authorized to administer a self-insurance program. Provision of this certificate does not constitute the issuance of insurance other than on a self-insurance basis, and payment of any covered claim obligations is contingent upon availability of legislative funding.

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School Health Services Agreement
Between The
State of Florida, Department of Health,
Clay County Health Department
And The
Clay County District Schools

This AGREEMENT is between the STATE OF FLORIDA, DEPARTMENT OF HEALTH, CLAY COUNTY HEALTH DEPARTMENT, hereinafter referred to as "DOH-CLAY," 1305 Idlewild Avenue, Green Cove Springs, Florida, and the CLAY COUNTY DISTRICT SCHOOLS, hereinafter referred to as "CLAY COUNTY DISTRICT SCHOOLS," 900 Walnut Street, Green Cove Springs, Florida, as the governmental agency with jurisdiction over all Clay County District Schools.

The purpose of this Agreement is to establish the terms and conditions under which the DOH-CLAY and the CLAY COUNTY DISTRICT SCHOOLS shall deliver or perform the following school health services for the 2020 - 2021 school year.

The term of this Agreement shall begin on the 1st day of July 2020 and shall end on the 30th day of June 2021.

The DOH-CLAY shall deliver the following services under this Agreement:

a) The DOH-CLAY will provide school health services oversight. Oversight shall be defined as monitoring the compliance of the School Health Services Plan.

b) The DOH-CLAY will perform annual school health services program reviews of all Clay County Public School Health Services Programs and share the results with the DOH School Health Coordinator, health room personnel, the principal and the Coordinator of Nursing Services.

   1) If opportunities for improvement are identified, a process improvement plan will be requested from the school. Process improvement plans (PIPs) should be completed by the CLAY COUNTY DISTRICT SCHOOLS for all identified deficiencies and returned to DOH-CLAY within 15 days of the receipt of the noted deficiencies. A second review and or follow up will be conducted by the DOH-CLAY, within 15 days of the receipt of the performance improvement plan, if deficiencies are noted.

   2) In the absence of a school health nurse, a CLAY COUNTY DISTRICT SCHOOLS, district nurse will be present during the duration of the school health services program reviews, which includes a records review for school health entry requirements.

c) The DOH-CLAY will provide consultative and support services to qualified health room personnel. Support services shall include:

   1) Periodic visits by the DOH-CLAY nurses to meet with records and health room personnel.
   2) Record audits via the school district database(s) for compliance with school health entry and records requirements.
   3) Communicate with the records personnel, health room personnel, and the principal on the status of record audits.
   4) Assist school personnel to identify the physical, social and emotional needs of students.

d) The DOH-CLAY will provide protocols for health services under the medical direction of a licensed Florida physician functioning under the Administrator/Health Officer of the DOH-CLAY.

e) The DOH-CLAY will provide four (4) hours of orientation, at the Florida Department of Health in Clay County, administrative office, to new school health room personnel, new school health room relief staff, and new school health room substitutes.

f) The DOH-CLAY will assure that DOH-CLAY nurses work according to the Florida Nurse Practice Act

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and be licensed as a RN in accordance with Chapter 464, Florida Statutes (F.S.).

g) The DOH-CLAY will provide orientation on school health entry requirements to new records personnel and refreshers for current records staff, upon request.

h) The DOH-CLAY will assure that DOH-CLAY nurses have documented knowledge of pediatrics and growth and developmental training.

i) The DOH-CLAY will assure that a DOH-CLAY nurse is assigned to each Clay County School to provide school health services oversight.

j) The DOH-CLAY will notify the CLAY COUNTY DISTRICT SCHOOLS within 5 days of any school health assignment or personnel changes.

k) The DOH-CLAY will assure that DOH-CLAY staff adhere to all applicable confidentiality laws, both federal and state, governing school and health records.

l) The DOH-CLAY will assure that their staff meets Level 2 background screening as required by s.1012.465, F.S. and pursuant to Chapter 435, F.S.

m) The DOH-CLAY will be responsible for the supervision of DOH-CLAY nurses and/or agents assigned to provide services under this Agreement.

The DOH-CLAY and the CLAY COUNTY DISTRICT SCHOOLS shall jointly deliver the following services under this Agreement:

a) Complete student health screenings as per current Florida law and administrative code, s. 381.0056 F.S. and rule 64F-6.003 F.A.C.

1) The CLAY COUNTY DISTRICT SCHOOLS will submit mandatory health screening dates in writing to DOH-CLAY by October 9, 2020. If the CLAY COUNTY DISTRICT SCHOOLS is needing DOH-CLAY staffing or screening resources, including loaned equipment and supplies, this will be requested in writing by October 9, 2020. DOH-CLAY will assist with screening, as available.

2) The DOH-CLAY will deliver requested screening equipment and supplies to the school on the date of the scheduled screening. The CLAY COUNTY DISTRICT SCHOOLS can make arrangements with the DOH-CLAY assigned nurse to pick-up equipment and supplies in advance. DOH-CLAY screening equipment will be assigned to schools based on the earliest date of request and resource availability. DOH-CLAY may need assistance with delivered equipment and supplies from their vehicle into the school buildings. Upon completion of the screenings they may need assistance placing the equipment and supplies into their vehicle. The CLAY COUNTY DISTRICT SCHOOLS will provide this assistance, if requested.

3) The CLAY COUNTY DISTRICT SCHOOLS will provide one school health nurse (with no other assigned duties) for the duration of the screening, as well as other staff and volunteers, to ensure the appropriate number of qualified personnel is available to conduct each screening session. DOH-CLAY cannot support the screening unless the required one CLAY COUNTY DISTRICT SCHOOLS nurse and sufficient volunteers are on site for the event. In the absence of a school health nurse, a CLAY COUNTY DISTRICT SCHOOLS, district nurse will be assigned to the screening (with assistance from the schools assigned DOH-CLAY school nurse, as available.) Screening timelines and responsibilities should still be met by the CLAY COUNTY DISTRICT SCHOOLS.

4) The CLAY COUNTY DISTRICT SCHOOLS agrees to reschedule the screening if the predetermined appropriate number of qualified personnel (staff and volunteers) needed for the screening is not available.

5) The CLAY COUNTY DISTRICT SCHOOLS will complete screenings, and all rescreens by

EXHIBIT

November 20, 2020.

6) The CLAY COUNTY DISTRICT SCHOOLS will input screening results into the School District Database System by December 4, 2020.

7) The DOH-CLAY will collect screening results using the School District Data Base System. The DOH-CLAY will input initial screening data into the Department of Health (DOH), Health Management System (HMS) by January 15, 2021.

8) The CLAY COUNTY DISTRICT SCHOOLS will provide student screening report card results to parents/guardians by December 18, 2020. The CLAY COUNTY DISTRICT SCHOOLS will send home a health report card with the mandated health screening results, as per s. 381.0056, F.S., including the results for students that did not pass, with referral information for the parents/guardian. This will be considered the first attempt to contact the parents/guardian of any students who have been identified to have an abnormal screening.

9) The CLAY COUNTY DISTRICT SCHOOLS will forward initial screening outcomes to the DOH-CLAY by January 18, 2021, from the responses of the health reports, for those students who failed a health screening.

10) The DOH-CLAY will conduct one follow-up attempt, by letter, to reach the parents/guardian of the students who did not pass a health screening (BMI, Hearing, Vision, Scoliosis) and parents/guardian have not responded to the 1st attempt to contact initiated by the CLAY COUNTY DISTRICT SCHOOLS. These letters will be given to the CLAY COUNTY DISTRICT SCHOOLS for distribution to the parents/guardian. DOH-CLAY will forward the letters to the CLAY COUNTY DISTRICT SCHOOLS for distribution by February 8, 2021.

11) The CLAY COUNTY DISTRICT SCHOOLS will forward final screening outcomes to the DOH-CLAY by March 22, 2021, from the responses of the health reports and or letter, for those students who failed a health screening.

12) The DOH-CLAY will input all screening outcomes into HMS by June 21, 2021.

13) The CLAY COUNTY DISTRICT SCHOOLS will conduct vision and hearing screenings for ESE students and students new to Clay County, Florida (KG-5).

b) The DOH-CLAY and the CLAY COUNTY DISTRICT SCHOOLS will provide an annual School Health Services Program update training prior to the start of the school year. The agenda will be developed jointly.

1) The CLAY COUNTY DISTRICT SCHOOLS will assure attendance of all school health room personnel, school health room relief personnel, school health room substitutes, ESE nurses and the Coordinator of Nursing Services.

2) The DOH-CLAY will assure attendance of all DOH-CLAY school nurses and the School Health Coordinator.

c) The DOH-CLAY and the CLAY COUNTY DISTRICT SCHOOLS will review the School Health Services Plan every year and amend it, as needed. The DOH-CLAY and CLAY COUNTY DISTRICT SCHOOLS will update the School Health Services Plan every two (2) years as required by s. 381.0056 F.S. and Florida School Health Administrative Resource Manual (2017), Chapter 1. The plan will be updated and ready for signatures by August 1st of the year it is due. The DOH-CLAY will submit the School Health Services Plan to the School Health Program Office in Tallahassee by September 15th, of the year it is due. (The next plan is due in 2020).

d) On or before the 5th day of each month during the school calendar year, the CLAY COUNTY DISTRICT SCHOOLS will submit to the DOH-CLAY the prior month's school health services data for the following reports:

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1) Yearly Health Room Activity Log
2) Monthly Outcome Disposition Report
3) Monthly Screening Statistics
4) Health Education Classes Taught in Basic, Full Service and Comprehensive Schools

e) The DOH-CLAY will input the previous month's school health services data in the state's health management reporting system (HMS) by the 15th of the following month.

f) The DOH-CLAY and the CLAY COUNTY DISTRICT SCHOOLS will act collectively, with the community, to advise the school district on aspects of a Coordinated School Health approach. The DOH-CLAY and CLAY COUNTY DISTRICT SCHOOLS will work collaboratively in the coordinating and planning of the School Health Wellness Advisory Council (SHWAC) meetings as required by s. 381.0056, F.S., Florida School Health Administrative Resource Manual (2017), Chapter 1, and SHWAC Bylaws.

1) The SHWAC will hold quarterly meetings.
2) The CLAY COUNTY DISTRICT SCHOOLS shall appoint one of its members to serve as the liaison to the SHWAC, as per the SHWAC Bylaws.
3) Staff support to the SHWAC shall be provided by the CLAY COUNTY DISTRICT SCHOOLS and other Clay County District School Staff, as needed, as per the SHWAC Bylaws.

g) The DOH-CLAY and the CLAY COUNTY DISTRICT SCHOOLS will review the Clay County School Health Services Manual every two (2) years and update it, as needed.

1) The DOH-CLAY will present updates to the CLAY COUNTY DISTRICT SCHOOLS by July 1st, the year it is due. (Next year due is 2022)
2) The CLAY COUNTY DISTRICT SCHOOLS will present documentation to the DOH-CLAY that the School Health Services Manual was approved by August 15th, the year it is due.

h) The CLAY COUNTY DISTRICT SCHOOLS will update all required forms for the School Health Services Program, on an annual basis and/or, as needed. The DOH-CLAY, can provide consultative support, as needed. The CLAY COUNTY DISTRICT SCHOOLS will inform DOH-CLAY of any changes to the forms, as well as provide DOH-CLAY access to the forms, so they can be included in the School Health Services Manual and the DOH-CLAY website links.

i) The DOH-CLAY and the CLAY COUNTY DISTRICT SCHOOLS will follow all protocols, guidelines and procedures outlined in the Clay County School Health Services Manual.

j) The CLAY COUNTY DISTRICT SCHOOLS will prepare Individual Plans of Care, Emergency Action Plans and Child Specific Training, within 30 days of an identified need. Charter schools will need to provide their own RN for school health services or enter into a contractual agreement with DOH for fee for service.

k) The CLAY COUNTY DISTRICT SCHOOLS will provide medication administration training and medication skills verification for unlicensed staff administering medications.

l) The DOH-CLAY and the CLAY COUNTY DISTRICT SCHOOLS will comply with the Florida School Health Administrative Resource Manual (2017).

m) The CLAY COUNTY DISTRICT SCHOOLS will work collaboratively with the DOH-CLAY to collect the data for the Annual School Health Report. If the data collected below is modified by Central Office, mid-year, required data will be submitted to DOH-CLAY by the CLAY COUNTY DISTRICT SCHOOLS. The following data will be forwarded to the DOH-CLAY by the CLAY COUNTY DISTRICT SCHOOLS by June 30, 2021:

1) School District Contact Information
2) Overview of Schools and Students

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3) Types of Health Conditions
4) Number of Students Needing Medication and/or Procedures
5) School Health Disposition of Room/Clinic Visits
6) Student Referrals
7) Health Education Classes
8) In-Kind Services
9) Schools with Any Health Staff On-Site Full-Time
10) Schools with a Registered Nurse On-Site Full-Time
11) Community / Public-Private Partners Providing Staff or Funds for the Partner Staff
12) School Health Staffing
13) School District Expenditures for School Health Services and Health Education
14) Community and Public-Private Partner Expenditures for School Health Services and Health Education
15) Accomplishments and Challenges
16) Medications Administered to Students & Health Procedures Performed (obtained from health room personnel)
17) Number of Care Plans Written by Condition (obtained from health room personnel)

n) The DOH-CLAY will compile the data collected from the CLAY COUNTY DISTRICT SCHOOLS and will complete the Annual School Health Report for 2020-2021 school year and submit to School Health Program Office in Tallahassee by August 15, 2021.

The CLAY COUNTY DISTRICT SCHOOLS shall deliver the following services under this Agreement:

a) The CLAY COUNTY DISTRICT SCHOOLS will exercise control over the administrative aspects of the School Health Services Program to ensure that the delivery of health services is coordinated with and supportive of the primary role of the school system - the education of the child.

b) The CLAY COUNTY DISTRICT SCHOOLS will ensure that each public school within the district has a minimum of one licensed nurse (i.e. RN, LPN) to provide basic school health services. DOH-CLAY recommends one professional nurse (RN) in each school health room, including the charter schools.

c) The CLAY COUNTY DISTRICT SCHOOLS will ensure that all persons staffing the health room and at least two (2) school staff members, excluding health room personnel, are currently certified by a nationally recognized certifying agency to provide first aid and cardiopulmonary resuscitation (CPR) as required by Chapter 64F-6.004, F.A.C. and Florida School Health Administrative Resource Manual (2017), Chapter 9.

d) The CLAY COUNTY DISTRICT SCHOOLS will ensure that at least two (2) school staff members, excluding health room personnel, are trained in the administration of medication and provision of medical services as required by s. 1006.062, F.S. and Chapter 64F-6.004, F.A.C. Such staff members will serve as health room relief/ unlicensed assistive personnel (UAP).

e) The CLAY COUNTY DISTRICT SCHOOLS will update annually each student's emergency information card, as required by Florida Administrative Code 64F-6.004 Meeting Emergency Health Needs and Florida School Health Administrative Resource Manual (2017), Chapter 9. Per the School Health Services Program Scope of Work, each student should have an emergency information form for the current school year, and it should be accessible to the health room staff by September 30.

f) It is the responsibility of the CLAY COUNTY DISTRICT SCHOOLS principal to assure that all students produce evidence of immunization and such physicals and other health records which are required for admittance to Florida public schools, as required by s. 1003.22 F.S. and Florida School Health Administrative Resource Manual (2017), Chapter 11. The CLAY COUNTY DISTRICT SCHOOLS will follow-up with parents of students out of compliance to assure school entry requirements are satisfied. All records personnel and health room personnel will register with Florida SHOTS for access to DOH Form 680.

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g) The CLAY COUNTY DISTRICT SCHOOLS will notify (written/electronic) parents or guardians, within 30 days of the start of the school year that their children, who are students, will receive specified health services as provided for in the local School Health Services Plan. This information includes the ability for the parents/guardian to complete an opt-out/ opt-in form for school health services.

h) The CLAY COUNTY DISTRICT SCHOOLS will assure adequate physical facilities, health room supplies, office supplies, and equipment for school health services are available at each school as defined in State Requirements for Educational Facilities, s. 381.0056(5)(b), F.S., and Chapter 64F-6.004, F.A.C.

i) The CLAY COUNTY DISTRICT SCHOOLS will attend Individualized Education Plan (IEP) and 504 plan meetings. If an RN is requested at a given meeting, the CLAY COUNTY DISTRICT SCHOOLS will provide a school district registered school nurse.

j) The CLAY COUNTY DISTRICT SCHOOLS will review student health records for five percent of students by September 30, forty five percent of students by December 31, and ninety percent of students by March 31.

k) The CLAY COUNTY DISTRICT SCHOOLS will assure that CLAY COUNTY DISTRICT SCHOOLS nurses work within the scope of their practice, according to the Florida Nurse Practice Act and be licensed as an RN or LPN in accordance with Florida Statute 464.

l) The CLAY COUNTY DISTRICT SCHOOLS shall include health education as part of the comprehensive plan for the school district as per s 381.0056, F.S.

m) The CLAY COUNTY DISTRICT SCHOOLS will review student health records for five percent of students by September 30, forty five percent of students by December 31, and ninety percent of students by March 31.

The DOH-CLAY and the CLAY COUNTY DISTRICT SCHOOLS further jointly agree:

a) Confidentiality. The DOH-CLAY and CLAY COUNTY DISTRICT SCHOOLS shall comply with all applicable federal and state confidentiality laws, rules, regulations and policies. The DOH-CLAY shall only be entitled to receive records and information from the CLAY COUNTY DISTRICT SCHOOLS which can be lawfully made available to DOH-CLAY, and the DOH-CLAY shall be held strictly accountable for the protection of such records and information consistent with both state and federal laws protecting the confidentiality of student records and other information which may be available through the CLAY COUNTY DISTRICT SCHOOLS and which is necessary for the DOH-CLAY to deliver the services required hereunder. For this Agreement, the DOH-CLAY staff must have access to paper and electronic records pertaining to or supporting the delivery of school health services to include but not necessarily be limited to the Cumulative Health Record of each student, names of students involved in Free and Reduced Lunch Program, and students enrolled in Medicaid.

b) Independent Agents. No relationship of employer/employee, principal agent, or other association shall be created by this agreement between the parties or their directors, officers, agents or employees. The parties agree that they will never act or represent that they are acting as an agent of the other or incur any obligations on the part of the other party.

c) Insurance/Indemnification. Each party shall be responsible for the liabilities of their respective agents, servants and employees. The CLAY COUNTY DISTRICT SCHOOLS and the DOH-CLAY are self-insured, and their agents, servants and employees are protected against tort claims as described in section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity, nor shall anything herein be construed as consent by a state agency or political subdivision of the State of Florida to suit by third parties.

d) Modification. This Agreement may be modified from time to time but only in writing and by mutual consent of the parties hereto.

EFFECTIVE

e) Disputes. In the event a dispute should arise between the parties as to the delivery of services under this Agreement, The CLAY COUNTY DISTRICT SCHOOLS hereby authorizes its Superintendent of Schools or designee to work with the Administrator/Health Officer of the DOH-CLAY to resolve any such disputes. If the Superintendent of Schools or designee and the Administrator/Health Officer are unable to resolve the dispute, the matter shall be referred to the CLAY COUNTY DISTRICT SCHOOLS who may elect to terminate the agreement with appropriate notice to the DOH-CLAY, as provided below.

f) Termination. This Agreement may be terminated, by either party, with or without cause, upon thirty (30) days written notice to the other.

g) The contact person for each party are as follows:

For DOH-CLAY:
Jacqueline Copeland, BSN, RN
Senior Community Health Nursing Supervisor/
School Health Coordinator
Florida Department of Health in Clay County
1305 Idlewild Avenue
Green Cove Springs, FL 32043

For CLAY COUNTY DISTRICT SCHOOLS:
Kristin Riebe, AA/AS, RN
Coordinator of Nursing Services
Clay County District Schools
900 Walnut Street
Green Cove Springs, FL 32054

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the day and year indicated below.

STATE OF FLORIDA, DEPARTMENT OF HEALTH
CLAY COUNTY HEALTH DEPARTMENT

_____
Heather Huffman, MS, RDN, LD/N, IBCLC
Administrator

_____
Date

CLAY COUNTY DISTRICT SCHOOLS

_____
Carol Studdard
Board Chair

_____
Date

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C17 - Proposed Allocation Changes for 2020-2021

Description

Staff allocation documents clarify how each school, district, department, and division is staffed for the 2020-2021 school year. The School Board is required to take action on all staff allocation changes.

Gap Analysis

These allocations are required to ensure the adequate staffing of the district and schools.

Previous Outcomes

The district and schools are adequately staffed.

Expected Outcomes

Staffing will be sufficient to meet the needs of the various schools and district departments.

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Approve the staff allocation plan as submitted.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, (904) 336-6722, susan.legutko@myoneclay.net

Financial Impact

To be determined.

Review Comments

Attachments

Allocation Summary - September 3, 2020 (1).pdf

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PROPOSED CHANGES TO STAFF ALLOCATIONS
2020-2021 SUMMARY
Board Meeting, September 3, 2020

School	Add	Delete	Allocation	Comment	Salary	Benefits	Total Cost
			2020-2021 ACTIONS				
			General Funds				
CGE-0601		2.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($90,070)	($28,345)	($118,415)
DIS-0261		1.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
FIE-0521		2.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($90,070)	($28,345)	($118,415)
KHE-0301		1.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
LAE-0451		1.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
LES-0352		1.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
MRE-0511		2.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($90,070)	($28,345)	($118,415)
MCE-0381		1.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
PES-0471		1.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
POE-0651		2.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($90,070)	($28,345)	($118,415)
ROE-0541		1.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
TBE-0531		2.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($90,070)	($28,345)	($118,415)
TES-0501		2.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($90,070)	($28,345)	($118,415)
WEC-0241		2.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($90,070)	($28,345)	($118,415)
WES-0491		2.0	Teacher, Basic, Grade K-6	Covid/Smart Restart	($90,070)	($28,345)	($118,415)
LAJ-0481		5.0	Teacher, Basic, Grade 7-8	Covid/Smart Restart	($225,175)	($70,863)	($296,038)
LSJ-0351		1.0	Teacher, Basic, Grade 7-8	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
OLJ-0611		3.0	Teacher, Basic, Grade 7-8	Covid/Smart Restart	($135,105)	($42,518)	($177,623)
OPJ-0361		5.0	Teacher, Basic, Grade 7-8	Covid/Smart Restart	($225,175)	($70,863)	($296,038)
WJH-0371		3.0	Teacher, Basic, Grade 7-8	Covid/Smart Restart	($135,105)	($42,518)	($177,623)
CHS-0341		6.0	Teacher, Basic, Grade 9-12	Covid/Smart Restart	($270,210)	($85,035)	($355,245)
FIH-0551		4.0	Teacher, Basic, Grade 9-12	Covid/Smart Restart	($180,140)	($56,690)	($236,830)
KHH-0311		1.0	Teacher, Basic, Grade 9-12	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
MHS-0391		5.0	Teacher, Basic, Grade 9-12	Covid/Smart Restart	($225,175)	($70,863)	($296,038)
OHS-0661		8.0	Teacher, Basic, Grade 9-12	Covid/Smart Restart	($360,280)	($113,380)	($473,660)
OPH-0252		4.0	Teacher, Basic, Grade 9-12	Covid/Smart Restart	($180,140)	($56,690)	($236,830)
CVA-7005	72.0		Teacher, Virtual School	Covid/Smart Restart	$3,242,520	$1,020,421	$4,262,941
				TOTAL:	$180,140	$56,690	$236,830
			Class Size Reduction (1361)				
CHE-0411		1.0	Teacher, State CSR, Grade K-6	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
DIS-0261		1.0	Teacher, State CSR, Grade K-6	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
OVE-0621		2.0	Teacher, State CSR, Grade K-6	Covid/Smart Restart	($90,070)	($28,345)	($118,415)
ROE-0541		1.0	Teacher, State CSR, Grade K-6	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
SPC-0571		1.0	Teacher, State CSR, Grade K-6	Covid/Smart Restart	($45,035)	($14,173)	($59,208)
GCJ-0021		2.0	Teacher, State CSR, Grade 7-8	Covid/Smart Restart	($90,070)	($28,345)	($118,415)
CVA-7005	8.0		Teacher, Virtual School	Covid/Smart Restart	$360,280	$113,380	$473,660
				TOTAL:	$0	$0	$0
			Safety & Security (105/1205)				
ROE-0541		1.0	School Safety Officer	Program Needs	($25,007)	($7,870)	($32,877)
CHE-0411	1.0		School Safety Officer	Program Needs	$25,007	$7,870	$32,877
				TOTAL:	$0	$0	$0

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C18 - Budget Amendment Report for June 2020

Description

Florida State Board of Education Administrative Rule 6A-1.006 requires that the School Board approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board form are changed from the original budget approved by the School Board. The Budget Amendments are procedurally necessary to update our budget to reflect changes as outlined in the attached statements.

Gap Analysis

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

Previous Outcomes

Reported as per Florida State Board of Education Administrative Rule 6A-1.006.

Expected Outcomes

The monthly budget amendment is provided to meet the stewardship responsibilities of the district for reporting and accountability of the district's budget.

Strategic Plan Goal

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

Recommendation

Approval of the Budget Amendments for June, 2020 as presented.

Contact

Dr. Susan M. Legutko, Assistant Superintendent for Business Affairs

Financial Impact

See attached statements for a complete analysis of the financial impact.

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C19 - Superintendent's Annual Financial Report for the FYE 6-30-2020

Description

The Superintendent is required under Section 1001.51(12)(b), Florida Statutes, to prepare for Board approval, all reports that may be required by law or rules of the State Board. State Board of Education Rule 6A-1.0071(3), Florida Administrative Code, requires submission of the Report of Financial Data to the Commissioner of Education no later than September 11 of each year.

Gap Analysis

The Superintendent's Annual Financial Report meets State financial reporting requirements.

Previous Outcomes

It has been a past (normal) practice to provide the Superintendent's Annual Financial Report , in accordance with SBE Rule 6A-1.0071(3), Florida Administrative Code.

Expected Outcomes

The Superintendent's Annual Financial Report is provided to meet the stewardship responsibilities of the district for reporting and accountability of the district's finances.

Strategic Plan Goal

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

Recommendation

That the Clay County School Board approves the Superintendent's Annual Financial Report for the fiscal year ended June 30, 2020.

Contact

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

Financial Impact

The Superintendent's Annual Financial Report reflects the annual results of operations.

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C20 - Deletion of Certain Items Report - August, 2020

Description

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

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

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

Contact

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

Financial Impact

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

Review Comments

Attachments

Deletion Report-August, 2020.pdf

DRAFT

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 08/31/2020

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value
LCTN	**0111**	**BANNERMAN LEARNING CENTER**					
Junk/Parts	09000649	COPIER - DIGITAL RICOH RMP500	Furniture,Fixtures & Equipment	04/09/2009	08/03/2020	7,292.00	7,292.00
						7,292.00	**0.00**
LCTN	**0201**	**ORANGE PARK ELEMENTARY**					
Junk/Parts	14000303	COPIER: W/CABINET - COPYSTAR C	Furniture,Fixtures & Equipment	12/12/2013	08/03/2020	4,990.00	3,980.12
						4,990.00	**7,292.00**
LCTN	**0261**	**DOCTORS INLET ELEMENTARY**					
Junk/Parts	13000582	COPIER - RICOH AFICIO MP 6002S	Furniture,Fixtures & Equipment	04/11/2013	08/03/2020	6,917.00	6,175.89
						6,917.00	**3,980.12**
LCTN	**0301**	**KEYSTONE HEIGHTS ELEMENTARY**					
Surplus Sale	00088297	CHASSIS/MONITOR/KEYBOARD - DEL	Furniture,Fixtures & Equipment	06/28/2006	08/03/2020	1,199.00	1,199.00
						1,199.00	**6,175.89**
LCTN	**0311**	**KEYSTONE HEIGHTS JR/SR HIGH**					
Surplus Sale	09000261	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	12/18/2008	08/03/2020	1,177.57	1,177.57
Surplus Sale	09000265	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	12/18/2008	08/03/2020	1,177.57	1,177.57
Surplus Sale	09000270	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	12/18/2008	08/03/2020	1,177.57	1,177.57
Surplus Sale	09000271	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	12/18/2008	08/03/2020	1,177.57	1,177.57
Surplus Sale	09000272	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	12/18/2008	08/03/2020	1,177.57	1,177.57
Surplus Sale	09000277	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	12/18/2008	08/03/2020	1,177.57	1,177.57
Surplus Sale	09000279	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	12/18/2008	08/03/2020	1,177.57	1,177.57
Surplus Sale	09000283	LAPTOP: DELL LATITUDE E6400	Furniture,Fixtures & Equipment	12/18/2008	08/03/2020	1,177.57	1,177.57
Surplus Sale	13100553	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	05/09/2013	08/03/2020	1,025.70	1,025.70
Surplus Sale	13100554	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	05/09/2013	08/03/2020	1,025.70	1,025.70
						11,471.96	**11,645.26**
LCTN	**0371**	**WILKINSON JUNIOR HIGH**					
Surplus Sale	00092020	CHASSIS/MONITOR/KEYBOARD - DEL	Furniture,Fixtures & Equipment	04/12/2007	08/03/2020	1,023.10	1,023.10
						1,023.10	**1,025.70**
LCTN	**0391**	**MIDDLEBURG HIGH SCHOOL**					
Junk/Parts	00087042	LIFT: MOBILE WITH SLINGS	Furniture,Fixtures & Equipment	10/27/2005	08/03/2020	6,548.00	6,548.00
Junk/Parts	00087043	LIFT: MOBILE WITH SLINGS	Furniture,Fixtures & Equipment	10/27/2005	08/03/2020	6,548.00	6,548.00
Junk/Parts	00097869	COPIER: DIGITAL W/DOC FEED/CAB	Furniture,Fixtures & Equipment	12/18/2008	08/03/2020	1,742.00	1,742.00
Junk/Parts	12000232	COPIER: DIGITAL RICOH MP2500	Furniture,Fixtures & Equipment	02/23/2012	08/03/2020	2,022.00	2,022.00

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 08/31/2020

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value
						16,860.00	**15,861.10**
LCTN	**0451**	**LAKE ASBURY ELEMENTARY**					
Surplus Sale	12000575	LAPTOP: DELL LATITUDE E6420 +W	Furniture,Fixtures & Equipment	03/08/2012	08/03/2020	1,123.54	1,123.54
Surplus Sale	13100415	LAPTOP - DELL LATITUDE E6430 +	Furniture,Fixtures & Equipment	03/14/2013	08/03/2020	1,183.39	1,183.39
						2,306.93	**3,145.54**
LCTN	**0511**	**MCRAE ELEMENTARY**					
Surplus Sale	00093362	CHASSIS/MONITOR/KEYBOARD - DEL	Furniture,Fixtures & Equipment	06/14/2007	08/03/2020	1,059.99	1,059.99
Surplus Sale	12000740	LAPTOP - DELL LATITUDE E6420 +	Furniture,Fixtures & Equipment	05/24/2012	08/03/2020	1,123.54	1,123.54
						2,183.53	**2,243.38**
LCTN	**0551**	**FLEMING ISLAND HIGH SCHOOL**					
Surplus Sale	00092067	LAPTOP: LATITUDE D830 - DELL	Furniture,Fixtures & Equipment	04/24/2008	08/03/2020	1,206.00	1,206.00
Surplus Sale	10010581	LAPTOP - DELL LATITUDE E6400	Furniture,Fixtures & Equipment	09/10/2009	08/03/2020	1,070.64	1,070.64
Surplus Sale	10010583	LAPTOP - DELL LATITUDE E6400	Furniture,Fixtures & Equipment	09/10/2009	08/03/2020	1,070.64	1,070.64
Surplus Sale	14100131	LAPTOP - DELL LATITUDE E6430	Furniture,Fixtures & Equipment	10/10/2013	08/03/2020	1,025.70	1,025.70
						4,372.98	**4,470.82**
LCTN	**0591**	**ARGYLE ELEMENTARY SCHOOL**					
Surplus Sale	12000672	COPIER: DIGITAL - RICOH MP6001	Furniture,Fixtures & Equipment	05/24/2012	08/03/2020	6,412.00	6,412.00
						6,412.00	**1,025.70**
LCTN	**0601**	**COPPERGATE ELEMENTARY**					
Surplus Sale	00092391	CART:LAPTOP COMPUTER MOBILE -	Furniture,Fixtures & Equipment	06/28/2007	08/03/2020	1,135.36	1,135.36
Surplus Sale	00092422	CART: LAPTOP SECURITY 16-MODUL	Furniture,Fixtures & Equipment	07/26/2007	08/03/2020	1,319.00	1,319.00
Surplus Sale	00092423	CART: LAPTOP SECURITY 16-MODUL	Furniture,Fixtures & Equipment	07/26/2007	08/03/2020	1,319.00	1,319.00
						3,773.36	**8,866.36**
LCTN	**9010**	**TRANSPORTATION**					
Junk/Parts	00073423	MACHINE:ICE 150LB SELF CONTAIN	Furniture,Fixtures & Equipment	05/27/2004	08/03/2020	1,545.00	1,545.00
Surplus Sale	V0000181	VAN:DODGE RAM 3/4 TON (FIH/SPC	Motor Vehicles	06/28/2001	08/03/2020	16,633.20	16,633.20
						18,178.20	**2,864.00**
LCTN	**9040**	**INFORMATION SERVICES**					
Surplus Sale	09000826	TEACHER STATION: C/M/K/PRT/WEB	Furniture,Fixtures & Equipment	08/13/2009	08/03/2020	2,924.57	2,924.57
						2,924.57	**16,633.20**
LCTN	**9050**	**BUSINESS AFFAIRS DIVISION**					

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 08/31/2020

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value
Junk/Parts	00091945	MODULE: HUTCH/BRIDGE/DESK	Furniture,Fixtures & Equipment	06/28/2007	08/03/2020	1,326.48	1,326.48
Junk/Parts	14001394	CREDENZA: W/HUTCH/FILE	Furniture,Fixtures & Equipment	06/05/2014	08/03/2020	1,198.94	870.66
Junk/Parts	17000386	CRENDENZA: PEDESTAL W/TRAY/FIL	Furniture,Fixtures & Equipment	01/26/2017	08/03/2020	1,215.12	419.51
						3,740.54	**5,121.71**
LCTN	**9060**	**HUMAN RESOURCES**					
Surplus Sale	00043697	TYPEWRITER:PANASONIC W/DISK &	Furniture,Fixtures & Equipment	04/11/1988	08/03/2020	1,443.00	1,443.00
						1,443.00	**419.51**
LCTN	**9110**	**FOOD & NUTRITION SERVICES**					
Junk/Parts	16000081	TABLE: QUICK SERVICE LINE - FU	Furniture,Fixtures & Equipment	10/22/2015	08/03/2020	1,370.00	717.62
						1,370.00	**1,443.00**

Total Furniture	Total Vehicles	Total Audio Visual	Total Software	Totals for Deletion Report	
79,824.97	**16,633.20**	**0.00**	**0.00**	**96,458.17**	**92,213.29**

Note: JULY 2020 DELETIONS

Disposal Method Descriptions:

JUNK/PARTS - Part(s) of an asset are used and remainder of part(s) are sold, recycled or disposed
TRADE-IN - Vendor issues a credit towards a new purchase
THEFT/VANDALISM - Items stolen or broken (police report attached)
MISSING - Items lost and are not found during property inventory (Annually)
SURPLUS SALE - Items that are outdated, not working or obsolete. Items are either sold, recycled or disposed
ENTERED IN ERROR- Not used

TRANSFER/DONATION - From Clay County District to an Outside Agency (Approved by Board or Superintendent)
DESTROYED - Fire/Natural Disaster, etc.
THRESHOLD (ex. $750 TO $1000)

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C21 - BID to be Awarded

Description

Award BID as required per FS 287, DOE 6A-1.012 and School Board Policy
a. Ice Cream and Frozen Novelties - County Wide Bid #20-SFS-10: Contract Period is for a three (3) year period from September 7, 2020 through July 30, 2023 with the option to renew for up to three (3) additional one (1) year periods upon mutual agreement, in writing. Bid established for the purchase and delivery of ice cream and frozen novelties to our schools ordered by School Food Service. The vendor awarded is the most responsive and responsible qualified bidder meeting specifications.

Gap Analysis

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

Previous Outcomes

The piggyback Bid has expired but it was used successfully during the past terms to provide quality services and products to the district.

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Award BID as follows:
a. Ice Cream and Frozen Novelties - County Wide Bid #20-SFS-10:

-DeConna Ice Cream, 6300 West Highway 318, Reddick, FL 32686

Contact

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

Financial Impact

a. Ice Cream and Frozen Novelties - County Wide Bid #20-SFS-10: Estimated $300,000.00 for the first year from School Food Service Revenue

Review Comments

Attachments

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C22 - Maintenance Department Procedure Manual

Description

The maintenance procedure manual is required to be updated by Maintenance Staff and reviewed by the School Board Chairperson periodically as outlined in School Board Policy 6.50. The maintenance procedures manual establishes guidelines, standards and expectations of the school system.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Approval and distribution of the updated Procedures Manual.

Strategic Plan Goal

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

Recommendation

Approve the Maintenance Department Procedure Manual.

Contact

Bryce Ellis, Interim Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net,

Phil Hans, Director of Maintenance, (904) 336-6849, philip.hans@myoneclay.net

Financial Impact

None

Review Comments

Attachments

Maintenance Procedure Manual.pdf

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MAINTENANCE DEPARTMENT

Clay County District Schools

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OPERATIONS AND PROCEDURES

MANUAL

Maintenance Department Manual

Revised By:
Philip Hans
Director of Maintenance

Authorized By:
Bryce Ellis
Assistant Superintendent for Operations

Approved By:
David Broskie
Superintendent of Schools

Board Chair:

Carol Studdard – District 2

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Revision 5
05/19/2020

CLAY COUNTY SCHOOL BOARD
DISTRICT MISSION STATEMENT

Our mission is to work collaboratively with all stakeholders to provide a public education experience that is motivating, challenging, and rewarding for all children. We will increase student achievement by providing students with learning opportunities that are rigorous, relevant, and transcend beyond the boundaries of the school walls. We will ensure a working and learning environment built upon honesty, integrity and respect. Through these values, we will maximize student potential and promote individual responsibility.

DIVISION OF OPERATIONS
MISSION STATEMENT

The Division of Operations is dedicated to providing a safe, healthy, and motivational learning environment for all students, staff, and community by supporting the Clay County District Schools mission through a caring, effective, efficient, unified work effort.

MAINTENANCE DEPARTMENT
MISSION STATEMENT

The Maintenance Department is dedicated to maintaining and operating safe, comfortable, healthy and aesthetically pleasing district facilities, grounds and equipment for the students, staff, parents and the community to ensure a positive and motivational learning environment by professional and efficient work efforts.

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FORWARD

This manual has been developed to provide written procedures for Maintenance Department personnel and to provide clear direction to their responsibilities as it relates to Clay County District Schools.

INTRODUCTION

The document consists of procedures providing Maintenance Department employees with written directions and information. Also included is a list of attachments that relate to the procedures.

The Operations and Procedures Manual will be reviewed and updated every three years and any additions that need to be included will take place at that time. This current rewrite contains numerous changes and should be read in its entirety.

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TABLE OF CONTENTS

USE OF DEPARTMENT VEHICLES	7
MAINTENANCE OF DISTRICT- OWNED VEHICLES	7
VEHICLE SECURITY	8
FUEL STATION OPERATIONS, REFUELING OF DISTRICT- OWNED VEHICLES	9
USE OF MAINTENANCE FACILITIES AND EQUIPMENT	10
EMPLOYEE/VISITORS ACCESS TO MAINTENANCE FACILITIES	11
INJURIES TO EMPLOYEES AND STUDENTS	12
SMOKING IN VEHICLES AND AT WORK LOCATIONS	13
SAFETY IN THE WORKPLACE	13
INTERFACE WITH HIGHER AUTHORITY	13
WORKING HOURS	14
LUNCH MEAL	15
USE OF INAPPROPRIATE LANGUAGE AROUND SCHOOLS	15
APPROPRIATE GROOMING STANDARDS	15
REPORTING IN AT SCHOOLS	16
DRIVING ON SCHOOL GROUNDS	16
SCHOOL BOARD KEYS AND SECURITY ACCESS BADGES	16
WORK REQUESTED BY SCHOOL BOARD DEPARTMENT AND SCHOOLS	17
ORDERING MATERIALS/SUPPLIES	18
ASSIGNED TOOLS	18
LEAVE	18
EMPLOYEE RETIREMENT OR RESIGNATION	19
EMPLOYEE PERFORMANCE	19
EMPLOYEE TRAINING	20
EMPLOYEE ADVANCEMENT POTENTIAL	20
MAINTENANCE SAFETY MANUAL	21
INTRODUCTION	21
DEFINITIONS	22

DRAFT

GENERAL RULES FOR MAINTENANCE PERSONNEL 29
GENERAL SAFETY PRECAUTIONS 31
HAND AND POWER TOOLS 33
PORTABLE LADDERS, SCAFFOLDS, AND FALL PROTECTION 37
HANDLING MATERIALS 40
COMPRESSED GAS AND WELDING 42
VEHICLE OPERATION 46
WORK AREA PROTECTION 52
HEALTH AND ENVIRONMENTAL PROTECTION 54
PERSONAL PROTECTIVE DEVICES 58
FIRE PREVENTION AND PROTECTION 60
CHLORINE 63
HAZARDOUS ENERGY CONTROL - LOCKOUT – TAGOUT 63
ATTACHMENTS 70
Safe Driver Plan (Attachment A) 71
Driver's Vehicle Report (Attachment B) 76
Florida Statutes 316.061 (Attachment C) 77
Property Vandalism / Theft / Other Loss Report (Attachment D) 79
Fuel Report (Attachment E) 80
Florida Statutes 386 (Attachment F) 81
Fall protection systems criteria and practices (Attachment G) 93
OSHA Control of Hazardous Energy Standard (Attachment H)
111

DRAFT

A. USE OF DEPARTMENT VEHICLES

PURPOSE: To identify the appropriate and acceptable uses of district-owned vehicles by employees assigned to use them.

A.1. Authorized Uses of Vehicles - Maintenance vehicles are assigned for use in performance of School Board assigned duties and are not to be used for personal business at any time, with the following exceptions:

A.1.1. Stops at convenience stores for short durations when such stops do not interfere with other duty obligations. These stops shall not require extra mileage; they shall be limited to "on-the-way stops." For the purposes of this directive, "short duration" means less than ten (10) minutes. These stops shall not take place in the morning hours before 10 a.m.

A.2. Authorized Riders of Maintenance Vehicles - Maintenance vehicle drivers shall transport only those persons who are duly authorized under one of the following categories:

A.2.1. Summer helpers who are assigned to the section to which the vehicle is assigned.

A.2.2. Any member of the Maintenance Department staff or a Clay County School official.

A.3. Seat Belts shall be worn by all occupants of the vehicle while the vehicle is in motion.

A.4. Radios shall not be played so as to disturb those within listening distance. Volume shall be kept to a minimum.

A.5. Smoking will not be allowed in School Board vehicles unless there is full agreement among all riders.

B. MAINTENANCE OF DISTRICT- OWNED VEHICLES

PURPOSE: To identify guidelines for vehicle maintenance scheduling and to identify responsibilities of appropriate drivers regarding the vehicle assigned to them. School Board Rule 6.90(E) governs the maintenance of Clay County School Board-owned vehicles, this directive acts as an amplification of that rule.

B.1 All Maintenance personnel required by their job description to drive a County vehicle shall be subject to the Clay County School Board Safe Driver Plan (Attachment A) as set forth in the Employee Handbook and Clay County School Board Policy 6.90 (E) Section 8.

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B.2. Emergency Maintenance - When mechanical problems are identified, the driver shall immediately contact the Transportation and Maintenance Departments and communicate with the mechanical staff regarding the problem. The driver will then respond to directions provided by the Transportation Department whether or not to continue driving the vehicle:

B.2.1. Whenever it becomes necessary to bring a vehicle to the garage for service, the driver shall be responsible for completing the Driver's Vehicle Report, noting any and all discrepancies on the Driver's Vehicle Report (Attachment B) and delivering the vehicle with the report to the Transportation parts window.

B.2.2. All dents, scratches or other damage discovered by a vehicle operator shall be reported to the Transportation Garage via Driver's Vehicle Report. Damages caused by vehicle accidents shall be reported according to School Board Rule 6.90(G) and Florida Statutes 316.061 (Attachment C).

B.3. Care of Vehicle/Cleanliness - Because the School Board vehicle is often the most visible contact between the citizens of Clay County and District School System, vehicle care and cleanliness are of the utmost importance. By maintaining a clean vehicle, drivers can perhaps enhance the image of the School System in the eyes of the citizen:

B.3.1. Vehicle drivers are responsible for maintaining a clean vehicle.

B.3.2. The outside of the vehicle shall be washed on a regular basis but may require additional attention if the vehicle is badly dirtied due to weather or road conditions.

B.3.3. All loose dirt and trash should be swept from the vehicle daily or as needed.

B.3.4. Equipment stored within the cab of any vehicle shall be secured from movement in the event of a sudden stop. If unable to secure equipment than equipment shall be stored in the rear truck bed or utility compartment of the vehicle.

C. VEHICLE SECURITY

PURPOSE: To assure that appropriate vehicle security measures are being taken by all employees entrusted with the care of District-owned vehicles so that theft, vandalism or other damage to the vehicle is minimized.

C.1. Vehicle Keys -Those who operate a District-owned vehicle are to secure the vehicle keys when leaving the vehicle unattended. This applies to all locations, whether at a school site or off site.

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C.2 At the completion of the work day, employees shall leave their vehicle keys in the designated key box in each shop. **Employees shall not take vehicle keys home.**

C.3. Employees are not to leave keys in their vehicles under any circumstances unless advised to do so by the Director of Maintenance. Vehicle doors are to be locked with engine shut off whenever the vehicle is left unattended.

C.4. Reporting of Theft/Vandalism to District-owned Vehicles - Employees who discover vandalism or theft of items from their assigned vehicle are to report such findings promptly via form PRO #2-3422 Property Vandalism/Theft Report (Attachment D).

C.5. A police report is to be initiated for incidents of theft or vandalism involving a District-owned vehicle.

C.6. When vehicles are disabled for any reason, the employee shall notify the Maintenance Department. The employee shall stay with his/her vehicle until the vehicle is repaired or towed back to the Transportation Department for repair.

D. FUEL STATION OPERATIONS, REFUELING OF DISTRICT- OWNED VEHICLES

PURPOSE: To identify appropriate restrictions and procedures for refueling of vehicles, including off-road machinery. Duties and Responsibilities of fuel attendants and vehicle operators are also identified.

D.1. Safety Precautions - Due to legal restrictions and concerns for employee safety, no smoking is permitted at fueling facilities or within 50 feet of the pump locations.

D.2. All passengers and the vehicle driver must disembark the vehicle during refueling. This applies to all refueling, whether at a District-operated refueling site or a privately-owned fuel station.

D.3. Accounting for Fuel Use - Each gallon of fuel dispensed from a District-owned fuel facility and each gallon used in a District-owned vehicle must be accounted for. No fuel is to be obtained without documentation as outlined herein:

D.3.1. Fuel Attendant Records - In addition to using the automatic fuel dispensing program (Gasboy) each driver is to utilize the Districts' Fuel Report, form TRP-2-5133, (Attachment E) to identify fuel and oil dispensed for any vehicle or machinery, as well as mileage for the vehicle. All portions of the form must be completed. The Form is located at the fuel Facility.

D.4. When fuel is obtained at a District-owned fuel facility outside of normal fuel attendant hours, the person dispensing the fuel must utilize the Fuel Report Form to log the amount dispensed and other required information. At no time is fuel to be dispensed without a record of the use.

D.5. Duties/Responsibilities of Vehicle Operator - Minimum responsibilities include:

D.5.1. Check engine oil level at every refueling.

D.5.2. Check brake fluid level, power steering fluid level and radiator fluid level. **Do not open the radiator cap when the engine is hot.**

D.5.3. At least weekly, check transmission fluid level, battery fluid level, and belt tension on pulleys.

D.6. Gas Credit Cards - Only when it is not possible or feasible to utilize District-owned fueling facilities will vehicle operators be authorized to purchase fuel from a privately-owned fueling station. The gas credit card will be obtained from Director of Maintenance. A receipt of the transaction must be turned into Director of Maintenance.

E. USE OF MAINTENANCE FACILITIES AND EQUIPMENT

PURPOSE: To identify restrictions applied to the use of Maintenance facilities, tools, and equipment.

E.1. The use of Clay County School Maintenance facilities, equipment, and tools is restricted for the upkeep of schools and equipment owned by the School Board. The Director of Maintenance may authorize other government agencies the use of School Board equipment when supporting the general public of Clay County on an as needed basis and when it does not interfere with maintenance of schools.

E.2. No privately-owned vehicles, material, automotive accessories or implements will be brought into, or repaired, in or upon the premises of the Maintenance Department at any time. All employees' privately-owned vehicles shall be parked in the areas designated for private vehicle parking only or as designated by the Director of Maintenance.

E.3. Care of Tools and Equipment - Tradesmen and others who are issued tools or equipment are responsible for maintaining them in proper working condition. Damage to tools and equipment shall be reported to the appropriate Leadman and Supervisor. If such damage renders the item unsafe for continued use, the item shall be red-tagged and removed from service until repaired.

E.4. Tool Inventory - Each tradesman shall be issued a standard complement of tools as deemed appropriate by the Director of Maintenance and shall be responsible for each tool issued. Lost or missing tools shall be promptly reported to the appropriate Leadman and Supervisor. Disciplinary action may be taken when such losses are deemed excessive and/or inexcusable. A complete tool inventory shall be conducted at intervals determined by the Director of Maintenance, but not less than annually.

E.5. Removal of Items from Maintenance Facilities - All items, including discarded or used items may not be removed from the Maintenance facilities by Maintenance personnel, unless the Director of Maintenance authorizes such removal in advance.

E.6. No employee shall use School Board equipment/tools for private use.

F. EMPLOYEE/VISITORS ACCESS TO MAINTENANCE FACILITIES

PURPOSE: To identify limitations on employee and visitors' access at any Maintenance Facility. In the interests of safety and security the following restrictions are to be observed and enforced by all Maintenance personnel at any Maintenance facility:

F.1. Only personnel who are employed at the Maintenance Main Complex or other Maintenance Facilities will be allowed in the work areas. When necessary to venture into the shop areas, office employees and others should route themselves around and away from any areas of routine maintenance as much as possible.

F.2. Visitors are allowed only at the discretion of the Director of Maintenance in charge of the facility. Those visitors who wish to contact employees at the facility shall be required to wait in the lobby area of the facility. Under no circumstances shall employees meet visitors or others in the Maintenance work areas.

F.3. Salesmen will be required to enter the Maintenance Facility through the office area. Those who need to visit the shops are to be escorted to these locations, unless authorized by the Director of Maintenance as exceptions to this policy.

F.4. Maintenance employees may not bring children or others to the Maintenance facility unless authorized to do so.

F.5. Children or others from the community who may wander onto the Maintenance property or into the facility itself shall be immediately instructed to leave, unless they are conducting Maintenance business at the facility.

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F.6. All Maintenance employees who are normally stationed at the facility shall assist in enforcing this directive and ensuring that only authorized persons are in the work areas.

F.7. No Maintenance employee shall have access to any School Board Buildings after normal working hours without prior approval from the Director of Maintenance or designee.

G. INJURIES TO EMPLOYEES AND STUDENTS

PURPOSE: To identify guidelines for injuries of Maintenance Department personnel which occur during the performance of their normal duties. This reporting process shall apply to all injuries.

G.1. Injuries to Employees - All injuries to employees of the Maintenance Department which occur during the performance of their normal duties shall be reported promptly to the Maintenance Office. Appropriate workers compensation paperwork shall be initiated by office personnel, and the employee shall be subject to all provisions and requirements of the Workers Compensation laws and procedures of the Clay County School Board.

G.2. In the event of a serious on-the-job injury or death of an employee, the incident shall be reported immediately to the Director of Maintenance by an on-the-scene employee. The Director of Maintenance shall report the incident to the Assistant Superintendent for Operations, the Superintendent of Schools, the DIrector of Operations and the Coordinator of Insurance Activities (Risk Management).

G.3. In the event of serious bodily injury, do not hesitate to call (911) for emergency rescue services, than call your immediate supervisor and inform him/her of the situation. Remember, that most school campuses have a nurse on site during school hours. The Technician reporting the injury should remain in place and provide first aid services and comfort until help arrives.

G.4. For first aid type injuries, the employee shall be instructed to assure that the Maintenance Department is advised of the injury and shall be responsible for the proper report.

G.5. Emergency Equipment at the Maintenance Facilities - All maintenance personnel shall acquaint themselves with the locations of emergency equipment such as eye wash, emergency showers and fire extinguishers.

G.6. The Maintenance Supervisor shall assure that the emergency equipment at the Maintenance Facilities is in working order at all times.

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H. SMOKING IN VEHICLES AND AT WORK LOCATIONS

PURPOSE: To adopt a policy regarding smoking which complies with the State Statute.

H.1. All employees shall comply with current "NO SMOKING" regulations at Maintenance facilities. Generally speaking, the current regulations prohibit smoking in areas where fueling is taking place, and inside of all School Board owned buildings in accordance with State Statutes 386.200 Part II (Attachment F).

H.2. Smoking will not be allowed in School Board vehicles unless there is full agreement among all riders.

H.3. When on School Grounds, those employees that smoke shall conform to the regulations on smoking that the various schools have been established for their specific staff members.

I. SAFETY IN THE WORKPLACE

PURPOSE: To identify the Department's safety requirements related to working conditions and safe work practices.

I.1. Maintenance employees will utilize all of the appropriate safety gear provided as required to perform the specific task.

I.2. All employees shall utilize the handrails provided at all stairways at Maintenance Facilities.

I.3. Failure to follow these safety guidelines could affect an employee Workers' Compensation benefits as provided under Florida Law.

I.4. Formal maintenance safety training will be held monthly.

I.5. Work Center Safety meetings will be held at least bi-monthly on pay days.

J. INTERFACE WITH HIGHER AUTHORITY

PURPOSE: To identify the appropriate and acceptable procedure to follow.

J.1. Interface with Higher Authority - Maintenance Personnel have the right to go to higher authority at any time. However, before going to a higher authority, Maintenance personnel shall inform the Director of Maintenance of their intent. Personnel are not required to disclose why they are going to a higher authority.

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K. WORKING HOURS

PURPOSE: To identify what is meant by working hours.

K.1. Normal work hours are 7:00 a.m. to 3:30 p.m., Monday through Friday.

K.2. Times may be altered by the Director of Maintenance for all of the Departments or just for Sections within the Department, as the need arises, in accordance with the employee Master Contract between the Clay County School Board and Clay Educational Support Personnel Association.

K.3. All Maintenance Personnel shall be at their assigned work areas per the times described above. Should an employee require an unplanned absence (full day or partial day) he/she shall notify the appropriate Supervisor, or the Director of Maintenance, prior to 7:00am. Failure to notify the Supervisor, or Director, may result in the absence being charged as leave without pay.

K.4. The use of flextime shall be authorized in advance by the Director of Maintenance, or his designee. Through use of a flex form and with advanced notice, the Supervisor or Director may approve flextime, scheduled work days for an individual that may be longer than the standard work hours on one day and shorter on another as long as all altered days occur within the same work week and do not exceed the normal 37.5 work hours for the week.

K.5. All overtime must be approved and authorized in advance by the Director of Maintenance, Maintenance Supervisor or higher authority.

K.6. All overtime work orders shall be turned in the morning after the work is completed. Weekend overtime work orders shall be turned in the Monday morning following the weekend on which the work was performed.

K.7. Flex time may be given in lieu of overtime pay and requires prior approval from the Supervisor or Director. Flex time is mutually agreed upon hours off equivalent to 1.5 times the extra time worked taken within 30 days of the additional time worked.

K.8. All work centers shall have assigned in writing those Technicians that want to make themselves available for an On-call list that allows the Staff to call out Technicians for emergency situations after normal working hours that involve their specific trade. The call out will be for a minimum of two hours overtime. Additionally, those personnel assigned to the on call list will have available to them a stipend to their hourly wage as outlined in the latest collective bargaining agreement.

L. LUNCH MEAL

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PURPOSE: To identify the requirements pertaining to the lunch meal.

L.1. All employees shall eat the lunch meal in the vicinity of their daily assigned work area. At no time will the employees be allowed to return from their assigned work area to the Maintenance Department for the lunch meal unless the employee is working in Green Cove Springs.

L.2. School Board vehicles shall not be taken home for the lunch meal unless prior approval has been obtained from the Director of Maintenance.

L.3. School Board vehicles shall be parked in conspicuous areas at local eating establishments to deter vandalism and break-ins of the School Board vehicles.

L.4. Lunch break includes the travel time from the workplace to the eating establishment and back to the workplace. Total time, including travel time, shall be no longer than sixty (60) minutes. During summer work hours, the lunch meal is forty (40) minutes.

L.5. If an employee is taking a lunch later than usual, he/she must call into the Maintenance office to report a Late Lunch which is recorded by office staff.

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M. USE OF INAPPROPRIATE LANGUAGE AROUND SCHOOLS

PURPOSE: To prevent the use of inappropriate language around school grounds and buildings.

M.1. Employees shall refrain from offensive, abusive, or vulgar language in or around any school building or grounds within the Clay County School District.

M.2. It is not the purpose of this Procedure to tell the employee how to speak, but to inform the employee that inappropriate language will not be acceptable.

N. APPROPRIATE GROOMING STANDARDS

PURPOSE: To provide guidance for acceptable grooming standards.

N.1. All employees shall present an acceptable appearance at all times in relation to the task being performed.

N.2. All employees shall keep their hair neatly trimmed and groomed.

N.3. If beards/mustaches are worn, they shall present a neat trim appearance.

N.4. If jewelry is worn, it shall not cause interference with the task being performed.

O. REPORTING IN AT SCHOOLS

PURPOSE: To provide for safety and security of all employees and students.

O.1. Due to security concerns, all Maintenance employees shall report to the Administrative Office at all schools and complexes and inform the office staff as to where they will be working on campus.

P. DRIVING ON SCHOOL GROUNDS

PURPOSE: To clarify define expectations of vehicle use on school grounds.

P.1. In general, employees shall park their vehicles in the designated parking areas and walk to the work area.

P.2. If the amount of material to be delivered for use, or the weight of the material, prohibits carrying the material by hand to the workplace, the work vehicle may be driven on campus, but should be confined to designated roadways whenever possible.

P.3. If students enter the lane of traffic, all vehicles shall stop until the students are well past the lane of traffic.

P.4. Speed limit on school grounds is 5 m.p.h.

P.5 There is to be no maintenance vehicle traffic on varsity sports fields such as football, soccer and baseball fields at all high schools and junior highs.

Q. SCHOOL BOARD KEYS AND SECURITY ACCESS BADGES

PURPOSE: To identify responsibilities for assigned School Board keys and security badges.

Q.1. Maintenance employees shall maintain strict control over all assigned School Board keys and security badges.

Q.2. Any School Board keys or badges that become misplaced shall be reported immediately to the employee's immediate supervisor.

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Q.3. All School Board keys assigned to Maintenance employees shall be inventoried periodically by the Supervisor of Maintenance and the assigned Locksmith, however not less than annually.

Q.4. All Maintenance Department employees shall sign a custody sheet listing School Board keys they are assigned at least annually.

Q.5. Employees shall not enter any School Board Building after normal working hours unless approved for entrance from a Maintenance Supervisor, or the Director of Maintenance.

Q.6. Upon employee retirement, resignation or termination; all keys and security badges must be turned in to the Supervisor of Maintenance or the School Board Locksmith.

R. WORK REQUESTED BY SCHOOL BOARD DEPARTMENT AND SCHOOLS

PURPOSE: To identify the assignment of work to the Maintenance employee.

R.1. All work for the Maintenance Department shall be requested through the Work Order System.

R.2. Priority of work orders shall be set by the Director of Maintenance or designee.

R.3. Emergency work orders shall have top priority and shall be completed immediately.

R.4. Any request to perform work outside of the work order system shall go through the Maintenance Supervisors or the Director of Maintenance.

R.5. No Maintenance employee shall perform work outside the work order system unless directed to do so by a Maintenance Supervisor or Director of Maintenance or in an emergency situation as determined by the senior employee on site.

R.6. If work is performed because of an emergency situation or as a request of the Director or Supervisor, a work order shall be completed as soon as possible so as to account for man hours and material expended.

S. ORDERING MATERIALS/ SUPPLIES

PURPOSE: To identify proper procedures in ordering supplies and material.

S.1. All material and supplies shall be ordered through the Maintenance Warehouse and accounted for on a work order number provided by the technician doing the maintenance.

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S.2. All vendors shall deal directly with the Maintenance Department Warehouse Personnel.

S.3. If vendors need to contact various shops directly, it shall be done through the Warehouse.

T. ASSIGNED TOOLS

PURPOSE: To identify responsibilities for assigned tools.

T.1. Maintenance Department Personnel shall be assigned tools as appropriate for completion of their assigned responsibilities.

T.2. All tools will be inventoried at least annually.

T.3. Broken tools shall be turned into the warehouse for replacement.

T.4. Lost tools shall be reported to their supervisor and a brief reason for loss shall be submitted before the tool is replaced.

T.5. All Maintenance Personnel shall keep their tools clean and in working order.

T.6. Each employee shall sign a custody sheet for all tools assigned to them. All Lead Personnel shall counter sign each employee's custody sheet in his section.

T.7. Tools shall be ordered and issued through the Maintenance Warehouse ONLY.

U. LEAVE

PURPOSE: To ensure appropriate leave requests are completed within the proper time frames.

U.1. Leave shall be in accordance with Employee Handbook, and the Master Contract between the Clay County School Board and the Clay Educational Support Personnel Association.

U.2. In order to allow for proper work scheduling, requests for annual leave should be turned in two (2) weeks in advance of the time requested.

U.3. When an employee is out sick, a leave form shall be filled out upon return from illness.

U.4. Employees that misuse the sick leave policy could face disciplinary action.

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V. EMPLOYEE RETIREMENT OR RESIGNATION

PURPOSE: To establish procedures for personnel planning to retire or resign.

V.1. Any employee wishing to retire should notify the Director of Maintenance in writing of the year he or she wishes to retire and submit appropriate paperwork to the Human Resources Department.

V.2. Any employee resigning his/her employment with the Clay County School Board shall give the Director of Maintenance a two (2) week notice in writing and submit appropriate paperwork.

V.3. Upon employee termination; all School Board property shall be relinquished to the Supervisor of Maintenance or designated representative. Said items include keys, security badges, cell phones with accessories, and/or department purchased uniforms.

W. EMPLOYEE PERFORMANCE

PURPOSE: To identify the expectations of employees in job performance.

W.1. Each employee shall be expected to perform their assigned tasks in a professional manner. Work shall be performed so as to prevent having to repeat the task.

W.2. The appearance of a completed project shall not distract from the overall general appearance of the work area.

W.3. The work area shall be kept organized and at the completion of the task shall be thoroughly cleaned.

W.4. All work shall be performed so as not to cause any safety problems during the performance of the task or after the completion of the task.

W.5. All work shall be performed to applicable building codes.

W.6. A building permit is required for all major renovations and remodeling. An annual permit is obtained for all repairs. Remodeling is defined as changing the use of the space. (i.e. changing a classroom to an office). Renovating is defined as sprucing up. (i.e. painting, carpet, etc.)

X. EMPLOYEE TRAINING

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PURPOSE: Acknowledge employee training procedures.

X.1. In-service training will be conducted on a regular basis by the employee's first line supervisor and /or outside agencies.

X.2. Employees are encouraged to upgrade their skill level.

X.3. Formal training shall be provided as funding is available.

Y. EMPLOYEE ADVANCEMENT POTENTIAL

PURPOSE: To identify advancement procedures.

Y.1. Employees qualified to be advanced shall be interviewed and the most qualified shall be selected.

Y.2. Advancement recommendations shall be based on a written test; formal interview, practical test and /or employee length of service.

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MAINTENANCE SAFETY MANUAL



INTRODUCTION

Accident Prevention

No phase of operation is of greater importance than accident prevention. The degree of safety and the results accomplished are directly proportional to the effort expended to control the conditions, practices and human actions that are responsible for accidents.

Purposes

The purpose of this Manual is to assist in the education and elimination of accidents.

Emergency Conditions

In an emergency involving hazard to life, a supervisor, leadman, foremen or employee in charge of any work may modify or suspend such portions of this Manual as may be considered temporarily necessary to permit proper handling of the emergency. The person so acting shall be fully accountable for the reasonableness of his actions.

Responsibility of Employees

Employees shall share with the employer the responsibility for safety. Each employee is responsible for his own safety, the safety of his fellow workman and the general public. Employees shall become familiar with and use all protective devices provided for their protection.

Employees shall report all unsafe equipment, unsafe tools and hazardous conditions that come to their attention.

Knowledge of Safety Rules

Every employee shall become thoroughly familiar with the rules of this Manual as they apply to his work activities.

Conditions

DRAFT

Although each employee is primarily responsible for his own safety, in all instances where conditions are not covered by this Manual, or the job is not completely understood, the employee shall obtain specific instructions from his supervisor before proceeding with the work.

Qualifications for Duty

Any Supervisor, Leadman or Foreman having reasonable grounds to suspect that an employee under his/her jurisdiction is either mentally or physically unfit for the work assigned, shall prohibit such employee from working until satisfactory medical or other evidence determines his/her fitness to perform his/her duties and responsibilities.

Care in the Performance of Duties

Each employee shall use reasonable care in the performance of his duties and at all times shall act in a professional manner as to assure safety to himself, his fellow employees, and the public.

DEFINITIONS to TERMS usually found in Maintenance Manuals

The following terms and definitions of terms are applicable to these safety rules:

Alive or Live: Electricity connected to a source of potential difference, or electricity charged so as to have a potential significantly different from that of the earth in the vicinity. The term "live" is sometimes used in place of the term "current-carrying," where the intent is clear, to avoid repetition of the longer term.

ANSI: American National Standards Institute.

Approved: The term "approved" when used in connection with methods, tools, or equipment, refers to those methods, tools or equipment approved by the Clay County School Board Maintenance Department.

Authorized Person: One who has the authority to perform specific duties under certain conditions or who is carrying out the orders from responsible authority.

Automatic Circuit Recloser or Reclosure: A self-controlled device for automatically interrupting and reclosing an alternating current circuit with a predetermined sequence of opening and reclosing following by resetting, hold close, or lockout operation.

Barricade: A physical obstruction, such as tapes, screens, or cones intended to warn and limit access to a hazardous area.

DRAFT

Barricade (Electrical): A physical obstruction such as tapes, cones, or A-frame-type wood or metal structures intended to provide a warning about and to limit access to a hazardous area.

Barrier (Electrical): A physical obstruction that is intended to prevent contact with equipment or live parts or to prevent unauthorized access to a work area.

Bloodborne Pathogen: Microorganism present in body fluids that can cause disease in humans.

Bonding (Bonded): The permanent joining of metallic parts to form an electrically conductive path that will ensure electrical continuity and the capacity to conduct safely any current likely to be imposed.

Cable: A conductor with insulation or a stranded conductor with or without insulation and other coverings (single-conductor cable) or a combination of conductors insulated from one another (multiple-conductor cable).

Circuit: A conductor or system of conductors through which an electric current is intended to flow.

Clearance - for working: Certification by the proper authority that a specific line or piece of equipment is de-energized, drained, purged, de-pressurized or whatever is necessary to make equipment safe to work on or in, and that the line or equipment is being turned over to a qualified workman.

Clearance from Hazard: Adequate separation or protection by the use of devices to prevent accidental contact by persons or objects on approach to a point of danger. Also: Flash Hazard, Restricted Approach Boundary, Shock Hazard, Step Potential and Touch Potential.

Communication Lines: The conductors and their supporting or containing structures that are used for public or private signals or communications service.

****NOTE:** Telephone, telegraph, railroad signal, data, clock, fire, police-alarm, community television antenna, and other similar systems are included.

Conductor: A material, usually in the form of a wire, cable, or bus bar suitable for carrying an electric current.

A. Bare: A conductor having no covering or electrical insulation whatsoever.

B. Covered: A conductor encased within material of composition or thickness that is not recognized by this standard as electrical insulation.

DRAFT

C. Insulated: A conductor encased within material of composition and thickness that is recognized by this standard as electrical insulation.

Confined Space: A place such as a manhole, underground vault, condenser generator, tank, tunnel or any other space which is entered through a manhole opening or other restricted openings or which may become difficult to leave.

Designated Person: See Authorized Person.

Disciplinary Action: Administrative action taken by the employer against the employee may vary from a verbal reprimand to dismissal.

Disconnected: Disconnected from any electrical source of supply.

Electrically Safe Work Condition: A state in which the conductor or circuit part to be worked on or near has been disconnected from energized parts, locked/tagged in accordance with established standards, tested to ensure the absence of voltage, and grounded if determined necessary.

Emergency: An emergency occurs when an unusual condition exists that endangers life and/or property.

Employee: Any person who is employed by the Maintenance Department, either on permanent or temporary payroll.

Employer: Clay County District Schools.

Enclosed: Surrounded by a case, cage, or fence, which will protect the contained equipment and prevent accidental contact of people with live parts.

Energized (also alive or live): Electrically connected to a source of potential difference or electrically charged so as to have a potential difference from that of the earth or different from that of adjacent conductors or equipment.

Equipment: A general term which includes fittings, devices, appliances, fixtures, apparatus, and the like, used as a part of, or in connection with, an electrical power transmission and distribution system, or communication systems.

Excavations: Any opening made in the ground, street or sidewalk in connection with the Clay County School Board work, such as holes, trenches, ditches or tunnels.

DRAFT

Exposed: (a) Exposed circuits or lines are those in such a position that in case of failure of supports or insulation, contact with another circuit or line may result. (b) Exposed equipment is an object or device that can be inadvertently touched or approached nearer than a safe distance by any person. This term is applied to objects not suitably guarded or isolated.

Flares: Flares, torches, fuses, red lanterns, reflectors or any other equipment that is adaptable for use as a visible warning.

Flash Hazard: A dangerous condition associated with the release of energy caused by an electric arc.

Foreman, Leadman or Supervisor: Used in a general sense to indicate any person regardless of classification, who is directly in charge of a specified job or jobs.

Forklift Training: Only trained authorized personnel may operate the forklift.

Governmental: Any type of political agency having control over an area. Included are state, federal, county, township, city, etc.

Ground: A conducting connection, whether intentional or accidental, between an electrical circuit or equipment and the earth, or to some conducting body that serves in place of the earth.

Ground (Effectively): Intentionally connected to earth through a ground connection or connections of sufficiently low impedance and having sufficient current-carrying capacity to prevent the buildup of voltages that may result in undue hazards to connected equipment or to persons.

Ground: (Verb) The connecting or establishment of a connection, whether by intent or accident, of an electric circuit or equipment to reference ground.

Grounding Electrode (Ground Electrode): A conductor embedded in the earth, used for maintaining ground potential on conductors connected to it, and for dissipating into the earth current conducted to it.

Grounded System: A system of conductors in which at least one conductor or point (usually the middle wire, or neutral point of a transformer or generator windings) is intentionally grounded, either solidly or through a current limiting device (not a current-interrupting device).

Guarded: Protected by personnel, covered, fenced, or enclosed by means of suitable casing, barrier, rails, screens, mats, platforms, or other suitable devices in accordance with standard barricading techniques designed to prevent dangerous approach or contact by persons or objects. (Note: Wires, which are insulated but otherwise not protected, are not considered as

DRAFT

guarded.).

Hold Cards: Also called "Hold Tags or Lock Out/Tag Out." A card, tag-type device or a mechanical locking device, usually having a predominant color of white or red, which warns against the operation of a particular switch, device, valve, circuit, tools or machine. These tags must be respected; equipment or items so tagged must not be activated or used without full and proper authority from a responsible person or immediate supervisor of the person who put the Lock-Out tag on the device.

Insulated: Separate from other conducting surfaces by a dielectric substance (including air space) permanently offering a high resistance to the passage of current and to disruptive discharge through the substance or space.

Isolated: An object that is not readily accessible to a person unless special means of access is used.

Lockout/Tagout: See Hold Cards.

MSDS: Material Safety Data Sheet One way that consumers and workers are informed of the risks is by use of material safety data sheets. A **material safety data sheet** (or **MSDS**) is a document that provides workers with procedures for safely handling or working with a particular substance. All cleaning material and construction substances (i.e.: adhesives, paint, oils) purchased through the warehouse will have an MSDS sheet. A copy of all appropriate MSDS sheets are kept in the front office of the maintenance department for review by maintenance personnel.

Manhole: A subsurface enclosure which personnel may enter. It is used when installing, operating, and maintaining underground equipment or cable.

Manhole Opening: An opening in which persons may enter into a confined or restricted space.

NEC – National Electric Code or NFPA-70: The adopted standard for the FLORIDA BUILDING CODE (6^{th} Ed.) for all electrical work.

NFPA 101: – Life Safety Code

OSHA: Occupational Safety and Health Administration (OSHA) was created by the US congress in 1970 to ensure the safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

Pad Mount: Equipment or device which is surface mounted and normally worked from ground level.

DRAFT

Primary Compartment: A compartment containing current-carrying devices above 600 Volts.

Primary Voltage: An electrical circuit that normally operates at more than 600 volts.

Public: An individual who is not an employee or representative of the Clay County School Board.

Qualified Person: One familiar with the construction and operation of the equipment and the hazards involved.

Reduced Visibility: Times when normal visibility is reduced because of adverse weather conditions such as fog, heavy rainfall, snow, dawn, or dusk.

Restricted Approach Boundary: A shock protection boundary to be crossed by only qualified persons (at a distance from a live part) which, due to its proximity to a shock hazard, requires the use of shock protection techniques and equipment when crossed.

Right-To-Know: (Hazcom.) Employees have the right to know about exposures to toxic substances in the workplace.

Risk Management: also known as "Taking Chances" Risk Management is a process where you identify risks that are present in your project that might go wrong and to take action to minimize these risks as necessary. There are usually 5 steps in this process; 1. Identify the risks, 2. Analyze the risks, 3. evaluate and rank the risks, 4. treat the risks and step 5. monitor and review the risks associated with you project.

Road: The paved or unpaved surface of a roadway upon which vehicles are intended to travel. When the road is paved, the entire surface is included.

Roadway: The road and the areas immediately adjacent, such as the shoulder of the road or parking strip.

Safety Rule: A positive rule requiring compliance by all employees. Deviation from safety rules is not permitted and may be subject to disciplinary action.

Secondary Compartment: A compartment containing current-carrying devices below 600 volts.

Secondary Voltage: Any supply voltage less than 600 volts.

Shall: When the word "shall" appears in the wording of a rule, the rule is to be obeyed as written.

Shock Hazard: A dangerous condition associated with the possible release of energy caused by

DRAFT

contact or approach to live parts.

Should: When the word "should" appears in the wording of a rule, the rule is recommended but is not compulsory.

Step Potential: A ground potential gradient difference that can cause current flow from foot to foot through the body.

Switch: A device for opening and closing or changing the connection of a circuit. On these rules, a switch is understood to be manually operable, otherwise stated.

Touch Potential: A ground potential gradient difference that can cause current flow from hand to hand or hand to foot through the body.

Unqualified Person: A person who is not a qualified person.

Unsafe Conditions: Dangerous, hazardous, defective, or unusual conditions which could cause accidents.

Vault: An enclosure above or below ground which personnel may enter. It is used for installing, operating, and maintaining equipment or cable.

Voltage: The effective (RMS) potential difference between any two conductors or between a conductor and ground. The voltage specified in this Manual shall mean the maximum effective voltage to which the personnel or protective equipment may be subjected.

Low voltages include up to 600 volts.

High voltages shall mean voltages in excess of 600 volts.

Voltage of an Effectively Grounded Circuit: The voltage between any conductor and ground, unless otherwise indicated.

Warning Signs: For the purpose of these rules, a warning sign is any sign or similar means of alerting an employee of the public of an actual or possible hazard. Included are danger signs, "Caution" signs, traffic control signs, instructional signs and informational signs.

GENERAL SAFETY RULES FOR MAINTENANCE PERSONNEL

1-1. Application of Safety Rules

DRAFT

a. These safety rules are designed to provide safety protection for Maintenance Department personnel. The Safety Rules book shall be retained by the employee throughout his employment and shall be returned when his services are terminated.

b. Each employee shall carefully study (not merely read) those Safety Rules applying to his duties. Safety Rules shall be obeyed; ignorance will not be accepted as an excuse for their violation. Employees may be periodically examined on their knowledge of the rules.

c. If an employee is called upon to perform work that he considers hazardous and not properly protected, he shall bring the matter to the attention of his supervisor before commencing work. If questions arise, interpretation rests finally with the supervisor.

d. These rules represent minimum requirements and are only intended to cover average conditions. Since it is impractical to cover all conditions and emergencies, the earnest cooperation of all employees with their supervisor is requested in meeting conditions not covered in these rules.

1-2. Employee's Responsibility for Safety

a. Before proceeding with a job, the employee shall satisfy him/herself that he can perform the work without injury. If he is assigned work he is not qualified to perform, he shall call to the attention of his supervisor.

b. Before starting a job, each employee shall thoroughly understand the work to be done, his part in and the safety rules that apply.

DRAFT

1-3. Reporting Employee Injury

a. Injuries, no matter how slight, shall be reported to the person in charge as soon as possible.

b. All minor injuries shall be properly treated and a report made to the person in charge.

c. When the services of a physician are necessary, such injuries shall be reported to management immediately.

d. In case of serious or fatal accidents to employees, appropriate action shall be taken promptly. The accident shall be reported immediately to the department head.

1-4. Reporting Clay School Board Vehicle Accidents

a. The driver shall report accurately and immediately every accident to a vehicle in his possession. Additional reports shall be made to the police or state authority as required.

b. The driver shall not discuss or argue the cause or results of an accident with other parties but shall secure all pertinent facts and information. He shall answer questions when asked by the proper authority but under no circumstances shall he/she admit fault or negligence or sign any statement for anyone except proper representatives of the Clay County School Board.

c. Should the other driver demand immediate actions, he/she shall be referred to the employee's supervisor.

d. The driver, when involved in an accident, shall stop and give his name and address and the employer's name and address. He/she shall also secure the name and address of others involved with the accident and of any witness to the accident (this is very important). The driver shall also note the position of vehicle after the collision in reference to the edge of the road, sidewalk line, center of intersection, etc.

e. If any person is injured as a result of a vehicle accident, employees' shall see that emergency first aid is provided.

1-5. Practical Jokes

a. Employees shall not engage in practical jokes or "horseplay."

DRAFT

GENERAL SAFETY PRECAUTIONS

2-1. Protecting the Public

a. The public shall be kept away from locations where work activity presents hazards. Hazards such as manholes, pole holes, trenches or excavations shall be blocked off and where exposed to pedestrian traffic, protected with warning devices that are lighted at night with lanterns, flares or flashers so located as to be visible to traffic and the public.

b. When it is necessary to warn traffic, flagman or warning devices should be stationed far enough on each side of the hazard to give vehicles enough time to stop and comply with state and local regulations. When flagmen are used, they shall wear orange warning garments of reflectorized material.

c. When it is necessary to leave reels, equipment or other obstructions unattended, the following precautions shall be taken:

1. They shall not be left adjacent to fire plugs or directly in front of the entrances to private or public property.

2. They shall be locked, blocked or otherwise secured.

3. They shall be adequately protected by approved warning device.

d. When chiseling, chipping or welding is done in locations where others are exposed to eye hazards, shields shall be placed around the work, or the area shall be roped off or barricaded.

2-2. Risk Management

a. Also known as "Taking Chances" Risk Management is a process where you identify risks that are present in your project that might go wrong and to take action to minimize these risks as necessary. There are usually 5 steps in this process;

1. Identify the risks,
2. Analyze the risks,
3. Evaluate and rank the risks,
4. Minimize or treat the risks
5. Monitor and review the risks associated with you project.

Before commencing any work that may be hazardous, care shall be taken to establish a safe procedure. Where more than one employee is engaged in the same job, all employees concerned shall understand the procedures to be followed. Under no circumstances shall safety be sacrificed for speed.

DRAFT

b. Employees shall always place themselves in a safe and secure position. The care exercised by others shall not be relied upon for one's protection.

2-3. Reporting Hazardous Conditions

a. When an employee observes a hazardous condition that may cause injury or property damage or interfere with services, regardless of the department in which the condition exists, he shall report it promptly to a proper authority and when necessary guard it.

b. An employee who receives a report of any hazardous emergency condition shall obtain the name of the informant, the exact location and the nature of the trouble. He shall immediately refer this information to the person having responsibility for such matters.

2-4. Safety Guards

a. No safety guard shall be removed from any machine or piece of equipment except to perform required maintenance.

b. Guards removed to perform maintenance operations shall be replaced immediately and the machine shall not be operated while the guards are removed (except for maintenance certification).

2-5. Hold Cards Lock-out Procedures

a. Before starting work on any circuit, machine, belting, shafting or other apparatus which is out of service, employees shall assure themselves that a standard hold card, tag, or lockout device is properly attached to the apparatus control.

b. No switch, governor, valve, throttle or order device used to put a circuit or equipment into services shall be operated while a Hold Card or Lock-Out device is attached to it.

c. A Hold Card or Lock-Out device that has been placed for the protection of workers shall be removed only by authorization of the person in whose name it has been placed. Then after all the work has been completed and all workmen and tools are in the clear, the Tag-out o Lock-out device will be removed by the person originally installing the device or in the absence of the original person attaching the device, then the Lead Technician having authority or knowledge of the work that had taken place shall be authorized to remove the device.

d. Each person qualified to work on any equipment shall have their own Hold Card or Lock-out device clearly labeled or a similar device secured to the apparatus control.

DRAFT

2-6. Office and Clerical Work

a. Chairs, wastebaskets, cords and other articles shall not be left in aisles where they constitute a trip hazard.

b. Desk drawers, cabinet drawers, slides shall not be left open while unattended.

c. Common or sharp pointed pens shall not be used for fastening paper together. Staples, clips or other approved fasteners shall be used.

d. Broken glass or other sharp-edged objects shall not be placed in wastebaskets unless properly protected.

e. Approved type ladders or other safe supports shall be used to reach material on high shelves or at other similar locations. Boxes, crates, chairs, etc., shall not be used to stand on. This applies to hard surfaces only.

f. Proper lifting techniques shall be used when lifting boxes or other heavy objects.

2-7. Warnings

Warning signs shall be heeded. Persons seen in a dangerous situation shall be warned without being startled. Employees not required to be near potentially dangerous places shall keep away from them.

HAND AND POWER TOOLS

3-1. General

a. All tools, regardless of ownership, shall be of an approved type and maintained in good condition. (Tools are subject to inspection at any time. A Lead Technician has the authority and responsibility to condemn unserviceable tools, regardless of ownership.)

b. Defective tools shall be tagged to prevent their use and shall be removed from the job site.

c. Employees shall always use the proper tool for the job to be performed. Makeshift and substitute tools shall not be used.

d. Hammers with metal handles, screwdrivers with metal continuing through the handle and metallic measuring tapes shall not be used on, or near, energized electrical circuits or equipment.

DRAFT

e. Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.

f. Tools shall never be placed unsecured on elevated places.

g. Impact tools such as chisels, punches, drift pins that become mushroomed or cracked, shall be dressed, repaired or replaced before further use.

h. Chisels, drills, punches, ground rods and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.

i. Shims shall not be used to make a wrench fit.

j. Wrenches with sprung or damaged jaws shall not be used.

k. Tools shall be used only for the purposes for which they have been approved.

l. Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets.

m. Wooden handles that are loose, cracked or splintered shall be replaced. The handle shall not be taped or lashed with wire.

n. Tools shall not be left lying around where they may cause a person to trip or stumble.

o. When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present; or the danger area shall be barricaded or guarded.

p. The insulation on hand tools shall not be depended upon to protect users from shock.

3-2. Portable Electric Tools

a. The non-current carrying metal parts of portable electric tools such as drills, saw and grinders shall be effectively grounded when connected to a power source unless:

1. The tool is an approved double-insulated type, or

2. The tools are connected to the power supply by means of an isolating transformer or

DRAFT

other isolated power supply, such as a 24V DC system.

b. All powered tools shall be examined prior to use to insure general serviceability and the presence of all applicable safety devices.

c. Powered tools shall be used only within their designed capability and shall be operated in accordance with the instructions of the manufacturer.

d. All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.

e. Electrical tools shall not be used where there is a hazard of flammable vapors, gases, or dust.

f. The use of electric cords for hoisting or lowering tools shall not be permitted.

3-3. Pneumatic and Hydraulic Tools

a. Compressed air and compressed air tools shall be used with care.

b. Pneumatic tools shall never be pointed at another person.

c. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.

d. Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

e. Compressed air shall not be used for cleaning purposes, except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.

f. Compressed air shall not be used to blow dust or dirt from clothing.

g. The manufacturer's stated safe operating pressure for hoses, pipes, valves, filters, and other fitting shall not be exceeded.

h. The use of hoses for hoisting or lowering tools shall not be permitted.

i. All compressed air hoses exceeding ½-inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in the event of hose failure.

j. Before making adjustments or changing air tools, unless equipped with quick-change

DRAFT

connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

k. Eye protective, foot protective and other protective devices shall be worn where there is a reasonable probability that injury can be prevented by such equipment.

l. Powered tools shall be operated only by competent persons who have been trained in their use.

m. Conductive (metal sheathed) air hose shall not be used near energized equipment.

3-4. Power Actuated Tools

a. Only those employees who have been trained in their use shall operate these tools.

b. Explosive charges shall be carried and transported in approved containers..

c. Operators and assistants using these tools shall be safeguarded by means of eye protection devices (safety eye goggles and/or face shields) and a safety hat.

d. Tools shall be maintained in good condition and serviced regularly by qualified persons. The material upon which these tools are to be used shall be examined before work is started to determine its suitability and to eliminate the possibility of a hazard to the operator and others.

e. Prior to use, the operator shall insure the protective shield is properly attached to the tool.

f. Prior to use, the operator shall inspect the tools to be sure that it is clean, moving parts operate freely and the barrel is free from obstructions.

g. A defective tool shall be tagged and immediately removed from service.
h. Powder actuated tools shall not be used in an explosive or flammable atmosphere.

i. Tools shall not be loaded until just prior to the intended firing.

j. Only cartridges with an explosive charge adequate for the job and with proper penetration shall be used.

k. Tools and cartridges shall never be left unattended.

l. Tools shall never be pointed at any person.

m. In case of a misfire, the operator shall hold the tool in place for 30 seconds. He shall then

DRAFT

try to operate the tool a second time and if unsuccessful shall wait another 30 seconds. Misfired cartridges shall be disposed of properly. (Place in metal container and return to supervisor.)

3-5. Power Lawn Mowers, Edgers, Etc.

a. Employees shall insure that all applicable guards are in place prior to using power lawn mowers.

b. All power lawn mowers shall be equipped with adequate guards, which shall remain in place while the mower is operating.

c. Prior to making adjustments, inspections or repairs, the employee shall turn off the mower and permit it to come to a complete stop.

d. When operating a power mower, the operator shall:

1. Remove any loose material from the area to be mowed.

2. Avoid standing in front of the discharge opening.

3. When mowing a slope or incline, mow across the face of the slope.

DRAFT

PORTABLE LADDERS, SCAFFOLDS AND FALL PROTECTION

4-1. General

a. An employee shall not use a ladder that has been broken, loose or has cracked rungs, side rails and braces. Defective ladders shall be tagged and removed from service.

b. Ladders shall not be loaded beyond the maximum intended load for which they were built, or beyond their manufacturer's rated capacity.

c. When ascending and descending ladders, employees shall face the ladder and grip the sides or rungs with both hands.

d. Boxes, crates, chairs, etc. shall not be used in place of ladders, or used to support ladders.

e. Only one employee shall work from a ladder (except hood ladders) at one time. If the work requires two employees, a second ladder shall be used.

f. If a ladder is to be placed at the opening of a door and it may be displaced, the door shall be locked or otherwise guarded.

g. Metal ladders or ladders with metal siding rails shall not be used near energized equipment or lines.

h. Ladders shall not be painted. They shall only be treated with a transparent non-conducting material.

i. Only approved ladders owned by the Clay County School Board shall be used by employees.

j. When transferring from a ladder to an elevated position, the ladder side rails shall extend at least 36 inches above the landing.

k. All straight and extension ladders shall not be used unless they are equipped with non-skid safety feet or other means to prevent slipping.

4-2. Straight Ladders

a. Straight ladders shall not be used unless equipped with non-slip bases, held in place or otherwise secured.

b. Ladders shall be placed so the distance from the foot of the ladder to the base of the wall or other support is approximately one-fourth the working length of the ladder.

c. On two-section extension ladders the minimum overlap for the two sections in use shall be as follows:

Size of ladder (ft)	Overlap (ft)
Up to and including 36'	3
Over 36 up to and including 48'	4
Over 48 up to and including 60'	5

d. An employee shall not stand on either of the top two rungs of the ladder.

e. Ladders shall not be spliced together.

f. A ladder shall never be placed against an unstable support.

DRAFT

g. Ladders shall be placed on a substantial base.

h. Ladders shall not be used as scaffold platforms.

i. Portable ladders in use shall be tied, blocked or otherwise secured to prevent their being displaced.

j. Employees shall belt off a ladder whenever both hands must be used for the job.

4-3. Step Ladders

a. Employees shall not use the top step of a step ladder. (This rule does not apply to safety platform ladders.)

b. While an employee is working on a step ladder (except a safety platform ladder) at a point of 10 feet or more above the ground or floor, this ladder shall be tied, blocked, secured or held in place to prevent its movement.

c. Step ladder legs shall be fully spread and locked open when the ladder is in use.

d. Step ladders shall not be used as straight ladders. (Step ladders 4 feet and under may not be used as straight ladders when equipped with safety feet.)

4-4. Scaffolds

a. All scaffolds shall be of sufficient strength and rigidity to safely support the weight of men and material to which they may be subjected.

b. Employees shall not use a scaffold from 4 to 10 feet in height, and less than 45 inches wide, unless proper guardrails are present to provide adequate protection.

c. Employees shall not use a scaffold more than 10 feet high unless there is a standard guardrail, with mid rail and toeboard, to provide adequate protection.

d. All scaffold planking or platforms shall be overlapped a minimum of 12 inches or secured from movement.

e. Scaffold planks shall extend over their end supports by not less than 6 inches (unless cheated) no more than 12 inches.

f. Scaffolds shall not be moved without first removing all loose tools, materials and equipment resting on the scaffold deck.

DRAFT

g. All scaffolds shall rest on a suitable footing and shall stand level. Movable scaffolds shall have the casters or wheels locked to prevent movement.

4-5. Fall Protection for Roof Work

a. Employees engaged in work on roofs must adhere to proper fall protection techniques as defined in OSHA Title 29 CFR 1926.502. (Attachment G).

HANDLING MATERIALS

5-1. By Hand

a. An employee shall obtain assistance in lifting heavy objects or he shall use power equipment.

b. When two or more persons carrying a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load.

c. When two or more persons are carrying one object, such employees, if possible, shall face the direction in which the object is being carried. (Avoid strains from lifting objects by being sure of footing, bending the knees and keeping the back almost perpendicular. When ready to lift, straighten the legs slowly, thus putting the strain on the stronger muscles of the body.)

d. Back Support shall be worn when necessary.

5-2. Industrial Truck - Fort Lifts

a. Industrial trucks shall be operated only by authorized persons who are trained in their use.

b. Brakes and controls shall be tested prior to their use. Equipment with faulty brakes or mechanical or electrical defects shall not be operated. Needed repairs shall be reported immediately.

c. Equipment shall always be operated at a safe speed for existing conditions.

d. Before moving the equipment, the operator shall make sure no person or objects are in the path of the vehicle. Clearance in all directions shall always be checked, particularly overhead clearances.

DRAFT

e. Industrial trucks shall not be fueled while the engine is running.

f. When picking up a load, forks shall be squarely placed under the load as far as possible. Loads should not be raised or lowered while traveling. Loaded or empty forks should be carried as low as possible, but high enough to clear the uneven surfaces.

g. Loads should not be suspended or swung over other persons. No one should stand or walk under elevated forks.

h. The operator shall always face in the direction of travel.

i. On inclines, all types of loaded lifted trucks shall be driven with the load on the upgrade side of the driver whether ascending or descending.

j. Sudden stops that might spill the load shall be avoided.

k. All loads shall be securely fastened or safely positioned to prevent tipping or falling.

l. Lift bars or fork lift trucks that are movable or replaceable shall be held firmly in place by a proper securing pin. Jury-rigged devices, such as using a threaded bolt, shall not be permitted.

m. Only attachments provided by, or approved by, the manufacturer may be used; all attachments shall be properly secured. Improvised methods shall not be used.

n. No one other than the operator shall be allowed to ride in the truck, forklift or other equipment, except when seats are provided for this purpose.

o. When an industrial truck is left unattended (operator is 25 feet away or the vehicle is not in his view), the load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off and brakes shall be set. Wheels shall be chocked when the truck is parked on the incline.

p. Equipment with internal combustion engines shall not be operated in enclosed areas for prolonged periods of time so as not to exceed the allowable levels of carbon monoxide.

q. When loading or unloading trucks or railroad cars, approved dockboards, properly secured, shall be used. The wheels of the truck or railroad car shall be blocked.

5-3. Cranes, derricks, hoisting equipment

a. Only those designated persons who are trained shall operate the hoisting equipment.

DRAFT

b. No person shall be allowed to ride the hook, sling or load of any hoisting equipment.

c. Load limits are specified by the manufacturer and shall not exceed those limits under any circumstances.

d. Operating and maintenance procedures, as specified by the manufacturer, shall be followed.

e. The following are the minimum checks to be made daily prior to use:

1. All control mechanisms for maladjustment that may be interfering with proper operation.

2. All safety devices for malfunctions.

3. Deterioration or leakage in air in hydraulic systems.

COMPRESSED GAS AND WELDING

6-1. Handling and Storage of Cylinders

a. Care shall be exercised in handling all gas cylinders. They shall not be dropped or jarred.

b. Gas cylinders shall not be hoisted using a sling or electric magnet nor shall they be lifted by the valve protection cap. Hydraulic tailgates or other approved methods shall be used in lowering cylinders from trucks.

c. Gas cylinders, whether full or empty, shall be secured in an upright position at all times. Valve protection caps shall be kept in place except while regulators and hoses are attached.

d. Gas cylinders shall be kept away from heat and from welding or cutting operations where sparks could reach them.

e. Oxygen cylinders shall not be stored near highly combustible materials, especially oil and grease. They shall be separated in storage from fuel gas cylinders or combustible materials a minimum distance of 20 feet or by a 5 foot high fire wall.

f. Welding or cutting of any pipeline, tank, empty container or piece of equipment shall not be performed until it is assured the object is free from highly flammable materials or an explosive mixture of gases. Before welding or cutting is begun, the hazardous materials shall be removed, or it shall be vented to the atmosphere to prevent an explosion from expansion of trapped gases.

DRAFT

g. Cylinders containing chlorine, propane or hydrogen shall not be stored in a general storeroom. They shall be stored in separate, well ventilated, fireproof areas.

h. Cylinders shall not be allowed to come in contact with energized conductors, ground wires from electrical equipment or welding machines.

i. A full cylinder shall be connected to a header or manifold with other cylinders only when their temperatures are approximately the same.

j. Only those fuel gas cylinders that are in actual use or are secured in place and connected to a manifold or welding set shall be permitted in the main building of a generating station. All empty and spare cylinders shall be stored elsewhere. The valves of compressed gas cylinders shall be opened slowly and only with the special wrench provided.

k. Employees shall never tamper with the safety relief devices of cylinders.

l. Employees shall never force connections that do not fit.

m. Oil or grease shall not be used for lubricating valves, gauge connections or other parts of an oxygen system.

n. Before the regulator is removed from a cylinder, the valve shall be closed and all pressure released from the regulator.

o. A leaking cylinder shall not be used. Such cylinders shall be taken outdoors away from sources of ignition. The supervisor shall be notified.

p. A flame shall never be used to detect gas leaks.

q. The recessed top of cylinders shall not be used as a place for tools.

r. No attempt shall be made to mix gases in a cylinder or to transfer gas from one cylinder to another.

s. A sign "Danger - No Smoking, Matches or Open Lights" or equivalent wording shall be conspicuously posted in rooms or at entrances to areas where fuel gas is used or stored.

6-2. Welding and Cutting - General

a. Welding and cutting shall be performed only by experienced and properly instructed persons.

DRAFT

b. No damaged or defective cylinder shall be used.

c. When welding or cutting in elevated positions, precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable material below.

d. Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.

e. Matches or lighters shall not be carried by welders or their helpers when engaged in welding or cutting operations.

f. A fire watch shall be maintained wherever welding or cutting is performed in locations where combustible materials present a fire hazard. A fire check shall be made of the area one half hour after completion of welding.

DRAFT

g. Where combustible materials such as paper clippings or wood shavings are present, the floor shall be swept clean for a radius of 35 feet before welding. Combustible floors shall be kept or protected by fire-resistant shields. Where floors have been wet down, personnel operating arc-welding or cutting equipment shall be protected from possible shock.

h. Machinery, tanks, equipment, shafts, or pipes that could contain explosive or highly flammable materials shall be thoroughly cleaned and decontaminated prior to the application of the heat.

i. In dusty or gaseous places where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is adequately ventilated.

j. Adequate ventilation or approved respiratory equipment shall be used while welding in confined places or while brazing, butting or welding zinc, brass, bronze, stainless steel, or galvanized or lead coated material.

k. Cadmium bearing materials:

1. Proper respiratory protection must be used when welding or cutting cadmium bearing metals.

2. Indoors or in confined spaces, local exhaust ventilation or airline respirators shall be used.

3. Outdoors, respirator protection such as approved fume respirators or airline respirators shall be used.

6-3. Electric Welding

a. No electrical or welding machine, either AC or DC, shall be operated until the frame or case of the machine is electrically grounded. Grounding connections shall be checked prior to welding to insure they are adequate, both mechanically and electrically.

b. Rules and instructions supplied by the manufacturer or affixed to the machine shall be followed.

c. To protect his/her eyes, face and body during electrical welding and cutting, the operator shall wear an approved helmet and proper protective gloves or clothing.

d. Proper eye protection shall be worn to guard against flying particles when the helmet is raised.

e. Welding screens shall be used whenever other persons could be exposed to the arc of the

DRAFT

welding. Welders shall not strike an arc with an electrode when there are nearby who might be affected by the arc.

f. Electric shock. Cables with splices within 10 feet (3 m) of the holder shall not be used. The welder should not coil or loop welding electrode cable around parts of his body.

VEHICLE OPERATION

7-1. General

a. Only those employees specifically authorized and who possess a valid driver's license or permit for the equipment being used shall operate motor vehicles for the Clay County School Board.

b. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.

c. The driver shall drive at safe speeds no greater than what is permitted by law. Traffic, road, and weather conditions shall be given consideration in determining the safe speed within the legal limit at which the vehicle shall be operated.

d. A driver shall not permit unauthorized persons to drive, operate or ride in a Clay County School Board vehicle.

e. Where seat belts are provided, they shall be used.

f. Employees shall not permit anyone to ride on the running boards, fenders, or any part of the vehicle except the seats. Passengers shall not stand in moving vehicles.

g. Employees shall not ride on trailers.

h. Employees shall not jump on or off vehicles in motion.

7-2. Inspection of Equipment

a. The driver shall determine if brakes are in a safe operating condition before operating equipment. If brakes are not working properly, they must be corrected before the vehicle is used.

b. The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of the vehicle.

DRAFT

c. All lights and reflectors of vehicles shall be inspected by the driver doing any night driving, and if found defective, they shall be repaired immediately.

d. The driver shall report any defects that may have developed during the day.

e. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put into operation. Other items that affect safety shall be fixed prior to continuing vehicle operation.

7-3. Operation

a. The operator of a motor vehicle shall clearly signal his intention of turning, passing or stopping.

b. Upon a signal from a vehicle approaching from the rear, the driver of a company vehicle shall yield the right of way.

c. Drivers shall be prepared to stop and the right-of-way shall be yielded in all instances where necessary to avoid an accident.

d. The driver of a vehicle shall be courteous toward other operators and pedestrians. He shall operate his vehicle in a safe manner and shall yield the right of way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.

e. The driver shall stay a sufficient distance behind when following another vehicle so that he can safely stop the vehicle in the clear distance ahead.

f. Drivers shall exercise added caution when driving through residential and school zones.

g. When entering or leaving any building, enclosure, alley or street where vision is obstructed, a complete stop shall be made and the driver then shall proceed with caution.

h. Before a radio-equipped vehicle is driven under or adjacent to energized equipment, especially in substation areas, the radio antenna shall be lowered and clearance checked in order to insure that proper clearances will be maintained between the vehicle and energized equipment.

i. Ignition systems and radio transmitters shall be turned off and no smoking permitted while refueling.

j. When proceeding downgrade, the clutch shall not be disengaged. Trucks, particularly if

DRAFT

heavily loaded, shall be in a lower gear on steep grades.

k. The driver shall not operate the motor in any garage except when driving in or out, and then the motor shall be operated as little as practicable. The motor shall not be warmed up inside a garage nor shall the driver test motor operation in a garage unless the exhaust gas is carried directly to the outside atmosphere or doors and windows are open so that adequate ventilation exists.

7-4. Parking

a. When vehicles must be parked on the roadway, they shall be parked on the right-hand side facing in the direction of traffic flow, whenever possible.

b. When parking on a roadway, vehicles shall park off the traveled road surface, whenever possible. When vehicles must park closer than 10 feet to the traveled road surface, appropriate warning devices shall be used.

c. Trucks or trailers stopped on any public roadway shall be protected by proper warning lights, reflectors or red flags in accordance with state or local requirements.

d. Vehicles shall not be parked on bridges or over culverts except when necessary for work.

7-5. Backing

a. Whenever possible, the vehicle shall be positioned to avoid the necessity of backing later.

b. Extreme caution shall be exercised when backing a vehicle, to avoid injury to a person and to prevent property damage. If another employee is present, he shall be stationed to assist the driver in backing the vehicle safety.

c. When backing a vehicle which has an obstructed view of the rear:

1. A reverse signal (back up alarm) audible above the surrounding noise level shall be used, or

2. An observer shall signal that it is safe to back up.

d. During all backing operations, the vehicle operator shall:

1. Get out of the truck and look behind the vehicle before backing.

2. Keep a constant lookout during the entire time.

DRAFT

3. Carefully check any blind areas.

4. Back slowly.

5. Watch both sides. Do not depend entirely on mirrors.

6. Enlist the aid of another person to act as a guide when such help is available.

7-6. Stopping on Highway

a. Stopping on the highway shall be avoided.

b. When it is absolutely necessary to stop on the highway, extreme caution shall be used. Warning signals and lights shall be used:

1. A rotating beacon shall be used, if the vehicle is so equipped.

2. Tail lights/emergency flashers shall be used.

3. Flares or reflectors shall be placed to give adequate advance warning.

4. If work is in progress, traffic-control devices (together with flagman, where necessary) shall be used.

7-7. Hauling Poles or Ladders

a. Construction trucks hauling poles in top racks are limited to a maximum of 1,700 pounds per rack for short distances and under ideal road conditions. Good judgment should be exercised in the way poles are positioned in racks. Pole trailers are limited to 6,000 pounds maximum weight. Extra care should be used in loading trailers to prevent unnecessary bounce and sway.

b. Flags are to be used on truck loads and trailer loads.

c. Materials shall be securely fastened to prevent a hazard due to shifting.

d. Material which extends more than 4 feet beyond the front or back of the truck or trailer shall have warning devices attached. During the day, red flags shall be used; at night and during periods of poor visibility, red lights shall be used.

DRAFT

e. When hauling long poles and the vehicle must enter congested areas or heavy traffic conditions, escort vehicles displaying suitable warning signs should be used.

f. When a truck (other than a pickup) is parked, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the transmission shall be placed in the lowest gear, and the parking brake shall be set. When parked on an incline, the front wheels shall be cut into the curb or if a curb is not present, the rear wheels shall be chocked.

g. When a vehicle is parked, the parking brake shall be set.

h. Poles, ladders, pipes, etc., shall be loaded parallel with the truck length. Such material shall not extend beyond the normal width of the vehicle.

7-8. Aerial lifts

a. Only authorized persons who are properly trained shall use or operate this equipment.

b. The operating and maintenance instruction manual issued by the manufacturer shall be followed.

c. Load limits of the boom and basket shall not be exceeded. Shock loading (sudden stops or starts) of the equipment shall be avoided.

d. Aerial lifts shall not be "field modified" unless such modification is certified by the manufacturer. The insulated portion shall not be alerted in any manner that might reduce its insulating value.

e. Prior to use, the equipment shall be given a warm up period. The hydraulic system and the list controls shall be checked and tested daily before use to determine that they are in safe working condition. Malfunctions or unsafe operational condition shall not be used.

f. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in an emergency.

g. The truck shall not be moved unless the boom is lowered, the basket cradled and secured, and the outriggers retracted.

h. Employees shall not ride in the bucket while the truck is traveling. (Exception: Men may ride in the basket for short moves at the work location if the basket is returned to the cradled position for each move.)

i. When employees are in the bucket of an aerial lift, the parking brake of the vehicle shall be

DRAFT

set. When the vehicle is on an incline, wheel chocks shall be used.

j. When outriggers are provided, they shall be used and they shall be set on pads or on a solid surface. The truck should be approximately level when viewed from the rear.

k. When working from an aerial lift, a body belt or harness shall be worn and a lanyard attached to the boom or basket at all times when in the lift.

l. Employees shall not be permitted to transfer from a bucket to a pole or structure except for specialized transmission jobs and then only when following specific written company procedures.

m. Safety rules governing the use of hot line tools, rubber goods, personal protective equipment and general safe practices shall also apply to work done from aerial baskets. (Exception: Different rules apply when performing "live-line bare-hand" work.)

n. When the boom must be maneuvered over a street or highway, necessary precautions shall be taken to avoid accidents with traffic and pedestrians.

o. The operator shall always face in the direction in which the basket is moving, and he/she shall see that the path of the boom or basket is clear when it is being moved.

p. Employees shall not stand or sit on top or edge of the basket or on ladders placed in the basket. Employees' feet shall be on the floor of the basket the entire time he/she is in it.

q. When two men/women are in the basket or baskets, one of them shall be designated to operate the controls. One employee shall give all signals, which shall be thoroughly understood by all persons concerned.

r. When two linemen are working from aerial lift, extreme care shall be taken to avoid one man/woman contacting poles, cross arms or other grounded or live equipment while the second lineman is working on equipment at a different potential.

s. No more than one energized conductor or phase shall be worked at one time.

t. Clearances. The aerial lift, together with the men in the basket and all tools and equipment, shall maintain proper clearances from unprotected energized conductors, unless isolated or insulated. (Exception: Direct contact may be made when performing "live-line bare-hand" work.)

u. When using pneumatic or hydraulic tools in a bucket, the operator shall be sure that hoses or lines do not become entangled in the operational controls.

v. Truck grounding: When any truck is working in the vicinity of energized lines and there is

DRAFT

any possibility that boom, worker or material might come in contact with energized lines, one of the following methods of grounding must be followed:

1. Ground truck with cable provided by running from place of attachment on truck to system neutral where practical or to guy wire.

2. Alternate method requires a truck to be grounded through screw ground provided. This method used only where above application is not practical.

3. If ground conditions are poor, such as dry, sandy soil and screw ground would not be effective, method number 1 must be used.

4. Grounded trucks MUST be considered HOT when operating under these conditions and employees on ground MUST stay clear of truck until the boom is cleared from hazardous area.

WORK AREA PROTECTION

Work area protection is the adequate safeguarding or protecting of pedestrians, motorists, utility workmen and equipment by the use of adequate barriers, warning signs, lights, flags, traffic cones, high-level standards, barricade rope or flagmen on approaches to work areas, excavations, open manholes or parked equipment while on School Board Property. School Board Personnel are to do no work on Federal, State or County Roads, signs, crosswalks and signal lights.

Work area protection is accomplished by the use of good informative and protective devices, keeping in mind that a safe installation requires the use of these devices in relation to the location of the workmen and the equipment involved. The use of these devices must be coupled with proper planning, design, installation, inspection, maintenance and the use of good common sense. It is of the utmost importance that the work area be properly identified and that warning devices say what they mean, to convey the message to the traveling public well in advance of arrival at the work area.

The public must be warned in advance, then regulated and guided safely through or around the work area. Proper work area protection shall be planned to insure the safety and protection of the public, the workmen and the equipment.

The possibility of accidents occurring is greatly minimized by proper planning, design, installation, operation, and maintenance, coupled with the use of common sense.

8-1. Equipment

a. Only those signs, standards, barricades, flags and cones that conform to state or local codes

DRAFT

shall be used.

b. All state and local traffic codes shall be followed when providing work area protection.

c. During night operations or in periods of reduced visibility, special precautions shall be taken. Adequate warning equipment, which may include flashing lights, flares or area illumination, shall be used.

d. Warning devices and equipment shall be removed as soon as the hazard is eliminated.

e. Warning devices and equipment not in use shall be stored in a proper manner or shall be removed from the work area.

8-2. Flagmen

a. Flagmen or other appropriate traffic controls shall be used whenever there is any doubt that effective protection can be provided by signs, signals and barricades.

b. Flagmen shall wear orange warning vest or other garment. High Visibility vests or garments shall be of a light reflecting material and worn at all times while in the performance of duties as a Flagman.

c. Flagmen using hand signaling equipment shall insure that signals provide sufficient warning to protect themselves and the work site.

1. Signal flags shall be orange and at least 24 inches square.

2. Sign paddles (Stop and Slow) shall be on a 6-foot staff.

3. In periods of darkness or reduced visibility, amber lights shall be used.

d. Flagmen shall place themselves in a protected position to reduce the possibility of injury from traffic.

e. Flagmen shall insure they can fully observe the operation and shall guide vehicular traffic in such a manner to minimize the possibility of accidents or injury.

f. When flagmen are used at both ends of a job site, reliable communications or prearranged signals shall be used to insure proper traffic flow.

g. Flagmen shall face traffic when giving signals.

DRAFT

h. Flagmen shall give positive, direct signals that leave no doubt as to their meaning.

HEALTH AND ENVIRONMENTAL PROTECTION

This section deals with general health areas and depicts some of the control methods an employee must use for his protection. The general principles outlined in this section are applicable to all work activities. Specific control measures applicable to special types of work are covered in other sections.

Work processes and work locations can present health hazards to the employee. Because most of these health hazards do not pose an immediate danger, they are frequently not given the attention they deserve. In order for the employee to be fully protected, he must know as much as possible about potential health hazards. Thorough understanding of the principles of this section is essential.

Identifying labels and applicable precautionary measures are normally printed on all chemical and hazardous material containers. These instructions should be read and understood by the employees using them. Applicable safety and health precautions must be taken.

9-1. Confined or Enclosed Spaces

a. Prior to entering a confined space, forced ventilation shall be used or the atmosphere shall be determined to be safe by testing.

b. When testing is performed, tests will be conducted for oxygen deficiency and the presence of explosive gases or fumes.

c. When unsafe conditions are detected, the work area shall be ventilated until safety has been assured by additional tests.

d. Employees shall insure there is an adequate continuous supply of air.

e. Emergency entry may be made into confined spaces when an unsafe atmospheric condition exists if a fresh air breathing apparatus is used (i.e., air-line respirator, supplied air unit, oxygen generating apparatus).

f. When working in an unsafe or unknown atmosphere, a safety lifeline and the "buddy system" must be used. A minimum of two personnel is required at all times, one person to remain outside of the confined space while other personnel are in the space.

9-2. Hearing Conservation

DRAFT

Exposure to excessive noise can cause a gradual decay in hearing ability. Efforts are being made to reduce noise in the work area. Until such time when the noise hazards are eliminated, employees shall wear proper ear protection when exposed to excessive noise.

a. Ear protection must be worn when there is a possibility of hearing damage. (This occurs when there is continuous exposure to noise or impulse exposure to loud impact noise.) When exposed to noise of 90 dBA (decibels) for more than 8 hours, 95 dBA for over 4 hours, 100 dBA for over 2 hours or 105 dBA for over 1 hour, proper ear protection must be worn. Protection must be used against impact noise over 140 dBA.

b. Specific areas where the noise level is above 90 dBA shall be identified, and time limits stated. Employees shall wear proper protective devices when exposed beyond posted limits.

c. Proper ear protection may consist of any of the following: ear muffs, ear plugs, "Swedish Wood," molded ear protectors or wax type ear plugs. Plain cotton is not acceptable. Ear protective devices shall be worn properly to provide the required protection: they shall be maintained in a sanitary condition.

d. Hearing protection devices are available in the Maintenance Warehouse.

DRAFT

9-3. Lighting

a. Where natural illumination is not sufficient, artificial lighting shall be used.

9-4. Asbestos

Asbestos fibers which are suspended in the air in a significant quantity can cause bodily harm if the fibers are inhaled. To protect personnel, certain precautionary measures must be taken in areas where there is a significant quantity of airborne fibers.

Whenever possible, a contractor trained in proper asbestos removal and disposal practices shall be utilized to remove asbestos containing material, or presumed asbestos containing material, from Clay County School Board facilities.

Always check the Asbestos Management Plan (Plan kept in Planning, Facilities and Code Enforcement) if asbestos materials are suspected. DO NOT saw, drill or otherwise disturb any asbestos materials. The following rules are for information only.

a. Insofar as practicable, asbestos shall be handled, mixed, applied, removed, cut, scored, or otherwise worked in a wet state unless this would render the product useless.

b. Sanding of asbestos-containing floor material is prohibited.

c. Asbestos cement, mortar, coating, plaster, etc., shall not be removed from the shipping container unless it is wetted, enclosed or ventilated.

d. Compressed air shall not be used to remove asbestos or materials containing asbestos unless the compressed air is used in conjunction with a ventilation system which effectively captures the dust cloud created by the compressed air.

e. Local exhaust systems or other engineering controls that reduce the concentration of airborne asbestos fibers shall be used when available.

f. Personal protective equipment. Proper protective equipment, including protective clothing must be worn when working in an area where there is a significant amount of airborne asbestos.

1. Respirators. Approved respirators shall be worn when there is a possibility of airborne concentrations of asbestos fibers, or other particles.

2. Special Clothing. Employees who are exposed to airborne concentrations of asbestos fibers exceeding the ceiling level shall use special clothing such as coveralls, head coverings, gloves and foot coverings. Clothing shall be changed only in the designated location and shall be

DRAFT

kept separate from street clothes. Contaminated clothing shall be properly cared for and kept separate from other laundry or disposed materials: it shall be transported in sealed, impermeable bags or similar containers and properly labeled to identify the possible hazard.

g. Housekeeping.

1. All external surfaces shall be maintained free of accumulation of asbestos fibers.

2. Asbestos waste and materials contaminated with asbestos which may produce airborne concentrations shall be collected and disposed of in sealed impermeable bags or similar containers.

9-5. Exhaust Ventilation

a. Exhaust systems, when provided at the work location, shall be used.

b. When an exhaust system does not provide adequate protection, other protective means, such as an approved respirator, shall be used.

9-6. Respirators

In general, the type of operations that CCSD Maintenance personnel are involved in do not meet the minimum standards of OSHA Title 29 CFR 1910.134 for the formation of a formal Respiratory Protection program.

Respirators are an effective method of protection against designated hazards when properly selected and worn, and their use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the individual. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. For the respirators provided by CCSD for voluntary use, or for respirators provided by the individual, certain precautions need to be followed to be sure that the respirator itself does not present a hazard.

Specifically:

a. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

DRAFT

b. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will indicate what the respirator is designed for and the level of protection.

c. Do not wear a respirator into atmospheres containing contaminants for which it is not designed to protect against. For example, a respirator designed to filter dust particles will not protect against gases, vapors, or very small solid particles of fumes or smoke.

d. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

DRAFT

PERSONAL PROTECTIVE DEVICES

10-1. Eye Protection

(Eyeglasses, even with hardened lenses, are not a substitute for goggles.) Full cover goggles and/or face shields shall be worn when an employee is engaged in or is close to work involving:

a. Drilling or chipping stone, brick, concrete, paint, pipe coatings or metal and the breaking of frozen ground.

b. Power grinding, buffing or wire brushing whether there is a built-in eye shield or not.

c. Dust or flying particles (compressed air used for cleaning purposes must be less than 30 psi. and then effective chip guarding and personal protection must be used).

d. Flame welding, cutting or burning. (Approved colored lenses shall be used.)

e. Hand drilling or sawing of overhead objects.

f. Use of powered tools such as drills, saws, sanders, etc.

g. Handling of acids, caustics, chlorine, ammonia or other similar liquids or gases except when approved complete head coverings are worn.

h. Gunnite, pouring hot lead, hot compounds or the use of other hot or injurious substances.

i. Use of brush clippers.

j. Cleaning or scaling pipe.

k. Flying particles caused by others. If an employee is within the range of such particles a suitable screen around the work may be used instead.)

l. Use of Thermite (Cadweld) type welders.

m. Any other danger of injury to the eyes, or at the direction of a foreman or supervisor.

n. Eye protection devices are available in the Maintenance Warehouse.

10-2. Protection Against Electrical Arc

Where the danger of an electrical arc exists (including switching), approved eye protection shall be used.

10-3. Welder Head Shields and Hoods

Approved head shields or hoods shall be worn when welding whether hydrogen, heliarc or electrical arc.

10-4. Supplemental Breathing Equipment

Approved breathing apparatus shall be used when:

a. Entering or working in any confined space or in any environment where an adequate supply of fresh air cannot be assured.

b. Sandblasting.

c. Exposed to any environmental conditions which could otherwise be unhealthy.

10-5. Life Jackets, Life Lines and Similar Equipment

a. When working where there is a danger of drowning, employees shall wear an approved personal flotation device or be protected by a safety belt and lanyard or by a safety net.

b. While working on limited exit areas where there is a likelihood of fire, escaping gas, toxic fumes, or deficiency of oxygen (as inside tanks or tunnels), an employee shall wear an approved belt or harness with life line attached. Employees shall not enter such a confined area unless a second man is stationed outside the exit and is prepared to render assistance.

DRAFT

10-6. Head Protection, Hard Hats

a. Hard hats approved by the Clay County School Board, must be worn while climbing and working on poles or in trees, or in the immediate area where overhead work is being performed, including all-right-of way work.

10-7. Wearing Apparel

a. Each employee shall wear shoes, gloves and other clothing suitable for the work performed. Rubber glove protectors shall not be used as work gloves.

b. Other glove protector devices are to be used in a specified type of work to provide adequate personal protection.)

FIRE PREVENTION AND PROTECTION

11-1. Housekeeping

Work locations, vehicles, and the inside and outside of buildings shall be kept clean and orderly at all times.

a. Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practicable.

b. Both clean rags and used rags shall be kept in metal or metal lined bins having metal covers.

c. Flammable liquids such as gasoline, benzene, naphtha and lacquer thinner shall not be used for general cleaning purposes.

d. All solvents shall be kept in approved, properly labeled containers. Gasoline, benzene, naphtha, lacquer thinner, and other solvents of this class shall be handled and dispensed only in U.L. approved, properly labeled (yellow letters) red safety cans.

e. Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats, or other methods shall be used to reduce the hazard from slipping.

f. Stairways, aisles, permanent roadways, walkways and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions and debris.

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g. Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and to eliminate tripping and stumbling hazards.

h. No clothing shall be allowed to hang on walls, behind doors or in the space back of switchboards. No matches shall be left in clothes placed in lockers. Rubbish and unused clothing shall not be allowed to accumulate in lockers.

i. Paper and other combustible materials shall not be allowed to accumulate, and weeds or other rank vegetation shall not be permitted to grow on or around the neighborhood of substances, pole yards, buildings, oil talks or other structures.

j. In any building, except one provided for their storage, flammable liquids such as gasoline, benzene, naphtha, lacquer, thinner, etc., shall be limited to five gallons, in U.L. approved, and properly labeled containers.

k. No more than one gallon of liquids such as Kerosene and cleaning agents of the "Stoddard" solvent class shall be kept in any open container. The container shall be provided with a proper cover and be kept securely covered except when in actual use.

l. When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact shall be maintained between the pouring and receiving containers.

m. Strict adherence shall be paid to "No Smoking" and "Stop Your Motor" signs at fuel dispensing locations.

11-2. Smoking

a. Smoking or open flames shall not be permitted in areas where dangerous gases might be present; for example, oil rooms, hydrogen areas, acetylene storage, or similar areas. Neither shall smoking be permitted in storerooms, battery rooms, flammable liquid storage and use locations, nor in other areas where quantities of combustible materials are kept. Absence of "No Smoking" signs shall not excuse smoking in dangerous places.

11-3. Fire Protection

a. Fire protection equipment shall be properly located at all times. Except for actual use, employees shall not move or remove such equipment without proper authority.

b. Except for wheel-type equipment, all fire extinguishers shall be mounted. (Recommend height is 42 inches or less.)

c. Employees shall be familiar with both the location and the operation of all fire protective

DRAFT

equipment in the vicinity of their work area.

d. All employees shall know the classes of fire, their burning characteristics and the proper extinguishing agent to be used.

(Class "A") fires involve ordinary combustibles such as wood and paper. Extinguishing agents include water, a soda-acid and multipurpose dry chemical.)

(Class "B") Flammable liquids, gases, and greases create class B fires. The most common extinguisher to use is dry chemical. Also, foam and carbon dioxide extinguishers can be used.)

(Class "C") Because class C fires are electrical fires, use a non-conducting agent to put them out, for example, carbon dioxide and dry chemical extinguisher. Never use foam or water-type extinguishers on these fires.)

(Class "D") Fires arising from combustible metals, such as magnesium, titanium, zirconium, and sodium are categorized as class D fires. These fires require specialized techniques to extinguish them. None of the common extinguishers should be used since they can increase the intensity of the fire by adding an additional chemical reaction. Use dry powder extinguishers specific for the metal hazard present on these fires.

e. Employees shall not enter confined spaces after using CO2 extinguishers until the area has been thoroughly ventilated.

f. Carbon tetrachloride fire extinguishers shall not be used; carbon tetrachloride is extremely toxic.

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CHLORINE

12-1. Chlorine

a. When it is necessary to work on chlorine lines or equipment, all sources of chlorine shall be turned off at the chlorine cylinders and lines safely discharged (to a normal path of usage, not to atmosphere) before any connection pipe is opened.

b. In the event of a chlorine cylinder leak, the leak shall be stopped if practical. If the leak cannot be stopped, the cylinder shall be moved to the open air and placed a safe distance from personnel. Leaky cylinders shall be turned so that the leak is on top.

c. Only employees who have been trained in their use shall use a gas mask.

d. A chlorine system enclosure or shelter shall have available two units of approved, self-contained breathing apparatus and protective clothing. They shall be located outside the shelter or enclosure at a sufficient distance to make them approachable in the event of a chlorine leak.

HAZARDOUS ENERGY CONTROL - LOCKOUT – TAGOUT

INTRODUCTION

OSHA Title 29 CFR 1910.147 (Attachment H) implemented in 1990 required the establishment of a Hazardous Energy Control Program (Lockout/Tagout). The purpose of this standard is to reduce the number of injuries by accidental startup of a machine or piece of equipment while undergoing servicing or routine maintenance. In addition, injuries from the release of stored energy could occur. The standard establishes requirements for minimum performance for control of such hazardous energy.

A "lockout device" is just that - a locking device that provides a positive means for rendering a switch, valve, or any energy source inoperable. The device may be a padlock, restraining bar, chain, or any device that positively prevents a machine or piece of equipment from becoming "energized" or from releasing stored energy.

A "tagout device" serves as a lockout and is a means of identifying who locked out the machinery, the date and time of day the lockout took place, and the department for which the person works. There is additional information that may be placed on the tag such as beeper number, extension number, etc. Tags are of a durable nature and can be securely fastened to the locking mechanism so as not to fall off.

Tags should NEVER be removed by anyone, except the individual who is responsible for the

DRAFT

lockout/tagout procedure, or by written rule.

POLICY

Employees of the Clay County District Schools shall follow Lockout/Tagout procedures:

1. During servicing and/or maintenance of machines and equipment.
2. During removal or bypassing of a machine guard or other safety device.
3. When placing any part of their body into an area where work is actually performed (point of operations) including danger zones with respect to a machine's normal operating cycle.

Lockout procedure for Clay County School District Maintenance Department.

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energizing or start-up of the machine or equipment or release of stored energy could cause injury.

Compliance With This Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment.

Training and communication.

The employee shall be provided training on an annual basis to ensure that the purpose and function of the energy control program is understood and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by all employees. The training shall include the following:

410394720. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

DRAFT

410394721. Each affected employee shall be instructed in the purpose and use of the energy control procedure.

410394722. All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

4. When tagout systems are used, employees shall also be trained in the following limitations of tags:

a. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

b. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

c. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.

d. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

e. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

f. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Sequence of Lockout

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

2. The authorized employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

3. If the machine or equipment is operating, shut it down by the normal stopping procedure (press the stop button, open switch, close valve, etc.).

DRAFT

4. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

5. Lock out the energy isolating device(s) with assigned individual lock(s).

6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

8. The machine or equipment is now locked out.

Restoring Equipment to Service.

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

2. Check the work area to ensure that all employees have been safely positioned or removed from the area.

3. Verify that the controls are in neutral.

4. Remove the lockout devices and re-energize the machine or equipment.

Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

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EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF TRAINING

I, _____

(Employee's Name)

acknowledge receipt of training with regard to the Districts' Control of Hazardous Energy Program and Lockout/Tagout Procedures. I understand the purpose for having such a plan is to reduce injuries resulting from the accidental startup of a machine or piece of equipment while undergoing service or routine maintenance. I have been instructed to identify the piece of machinery and/or equipment and verify its energy source prior to beginning any lockout/tagout procedures. I further understand that it is my responsibility to notify all co-workers of a machine's or equipment's inactive state each time I begin lockout/tagout procedures.

Training was received on this _____ day of _____, year _____.

Employee's Signature _____ Date: _____

Trainer's Signature _____ Date: _____

DRAFT

HAZARDOUS ENERGY CONTROL

PROGRAM TRAINING RECORD

INSTRUCTOR: _____ **DATE:** _____

The following company employees have received Hazardous Energy Control (Lockout) training.

Name	DEPT.	TYPE OF TRAINING	DATE

DRAFT

ATTACHMENTS

Clay County District Schools Safe Driver Plan	Attachment A
Driver's Vehicle Report	Attachment B
Florida Statutes 316.061	Attachment C
Property Vandalism/Theft/Other Loss Report	Attachment D
Fuel Report	Attachment E
Florida Statutes 386 Part II	Attachment F
29 CFE 1926.502 Duty to Have Fall Protection	Attachment G
29 CFR1910.147 Control of Hazardous Energy Standard	Attachment H

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Clay County District Schools
Safe Driver Plan

I. Intent of Safe Driver Plan: The adoption of this plan is intended to ensure the safest possible means of transportation for the District's students and employees. This plan will serve to define the components of the Safe Driver Plan and to establish the Board's expectations for the careful and safe operation of motor vehicles by all employees whose job descriptions require the operation of district vehicles.

II. Scope of the Plan: This plan shall pertain to all employees whose job descriptions require a safe driving record. Portions of the plan will also apply to those who operate district-owned vehicles on an occasional basis, such as athletic coaches and/or administrators whose jobs permit the utilization of staff vehicles. A key component of this plan is the monitoring of the driving records of covered employees. The disciplinary sanctions required or recommended within the plan apply only to those employees whose job descriptions required the maintenance of a safe driving record. Occasional drivers whose job descriptions do not require the maintenance of a safe driving record will be denied use of the district-owned vehicle if their driving record is deemed to violate the district's safe driving standards outlined within this plan.

III. Effective Date: This plan shall become effective on March 21, 1998. All standards established by this plan and the consequences for violations of these standards shall apply only to occurrences after the effective date. Points accumulated by a driver prior to the effective date will not be counted in consideration of an employee's compliance with this standard.

IV. Immediate Violations: Criminal traffic offenses shall be considered violations of safe driving standards, even for a single incident. Covered employees who are charged with a criminal traffic offense by law enforcement officials shall be immediately removed from their driving duties pending final disposition of the criminal case. Once the case is brought to closure, the employee's driving record shall be reviewed in light of the court decision and impact on the driver's overall record. Criminal traffic offenses include but are not limited to:

A. DUI (Driving while Under the Influence of Alcohol or Controlled Substance)
B. Leaving the scene of an accident involving property damage or injury
C. Fleeing or attempting to elude a law enforcement officer
D. Reckless Driving
E. Passing a stopped school bus while it is unloading/loading children with stop are displayed
F. Falsification of an accident report

ATTACHMENT A

V. Point System: This plan is based on a point system, under which points are applied to traffic offenses. The accumulation of a prescribed number of points within a specified duration may result in disciplinary action against the employee.

DRAFT

For the purposes of this plan, it does not matter whether the points were assigned for violations involving the District's vehicle or the employee's personal vehicle.

Covered employees shall be responsible for reporting to their immediate supervisor all traffic citations received and/or traffic-related arrests. This reporting must be initiated as soon as reasonably possible if the citation/incident occurs in the District's vehicle, and no later than the next working day (immediately upon reporting to work) if the citation/incident occurred in the employee's personal vehicle. Failure to report as required may result in the assessment of additional points against the employee's driving record.

Points will be assessed in accordance with the following chart. For moving traffic violations resulting in citations, the points appropriate for the offense (per current standards of the Division of Highway Safety and Motor Vehicles) will be applied when there is a conviction or a no-contest plea. Some incidents/offenses do not require the issuance of a citation or involvement of law enforcement for the assessment of points.

Violation	Points
1. At-fault incident driving a District vehicle, involving any other vehicle and/or physical property resulting in damage of less than $500.00 (No citation required)	1
2. At-fault accident driving a District vehicle, involving any other vehicle and/or physical property resulting in damage of $500 or more. (No citation required)	3
3. Any moving traffic infraction for which a citation is issued. (*Points assessed in accordance with DHSMV guidelines)	*
4. Failure to make a timely report of an accident/incident or citation received involving a District vehicle. "Timely" means: as soon as reasonably possible, given all circumstances, but no later than the End of the work shift in most situations.	6
5. Failure to make a timely report of an accident or other traffic violation involving the employee (as driver) and his/her personal vehicle when a citation is issued. In this instance, "timely" means: not later than the next work day before assuming driving duties. (**Points assessed will be in accordance with DHSMV guidelines plus 2 for failure to report)	**

DRAFT

Violation	Points
6. Knowingly operating a District and/or personal vehicle without a valid driver's license or with an improper license (suspended or revoked)	10
7. Failure to stop a school bus at railroad crossings in accordance with District procedures and/or State Law. (***Minimum of 1 point for stopping too close or too far from tracks; maximum of 10 points for failure to stop at school crossing. No citation required)	***
8. Passing a stopped school bus while the bus is loading/unloading passengers and stop arm is displayed. (No citation required)	6
9. Criminal traffic offenses, if convicted or in no-contest plea are entered. (DUI excepted)	7
10. Conviction or no contest plea for DUI	10

VI. Review: An employee who is assessed points may request a review of the alleged violation by an official Safe Driving Review Committee. The Committee shall be convened as needed and shall consist of representatives from the supervisory and support employees from the affected department.

VII. "Stacking of Points" for a Single Incident: For a single incident involving an issued citation or traffic accident, points will either be assessed by the DHSMV or the District, but not by both. When determining which of the points will be applied against the employee, the greater of the points assessed will be accepted and applied. The only exception to this rule will be points assessed by the District because of an employee's failure to report a traffic citation or traffic accident or incident. In those situations, points may be applied against the employee both as a result of the citation or accident and for "failure to make a timely report," as defined in this Plan. Employees who avoid points for a citation by attending driving school or by challenging a citation may still be assessed points by the District for at fault accidents or incidents, in accordance with this Plan.

VIII. Delays in Points Assessments as a Result of Traffic Citations: Employees who are cited by law enforcement officials and who choose to challenge the citation will be subject to the minimum and maximum disciplinary action listed in this Plan, if points are finally assessed, on the basis of the date the citation was issued as opposed to the date the points were assessed.

IX. Consequences of Violations of Safe Driving Standards:

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Number of Points	Time Period	Minimum Discipline	Maximum Discipline
2-3 points	24 months	Verbal Warning	Verbal Warning
4-5 points	12 months	Written Reprimand	Written Reprimand
6-7 points	12 months	Written Reprimand (if single incident)	One day suspension without pay (if multiple incidents)
8-9 points	18 months	Written Reprimand (if single incident)	Three day suspension without pay (if multiple incidents)
10-13 points	24 months	Five day suspension without pay	Termination recommended
14 or more points	24 months	Termination recommendation	Termination recommendation

X. Occasional Drivers: District employees who operate a district-owned vehicle in the course of their duties but whose job descriptions do not require the maintenance of a safe driving record shall be deemed occasional drivers. All such drivers must cooperate with the district by providing a copy of their valid driver's license to the Transportation Department. The Transportation Department shall maintain the driver license database and shall include these occasional drivers in their regular search of records. No occasional driver shall be permitted to utilize a county-owned vehicle if the driving history reveals a total of more than eight (8) points assessed against the driver in any 12-month period within three (3) years of the record search or a DUI conviction within the seven-year period preceding the record search.

XI. School Board & Superintendent's Discretion: Implementation of this plan does not preclude the Board from taking disciplinary action, up to and including termination, for violations not specifically listed in this plan, or, for violation of any expressed work rule, order, or procedure. Employees who are facing termination as a result of the implementation of this plan, may, at the Superintendent's discretion, be permitted to seek transfer to open and available non-driving positions for which the employee is qualified. Former employees who were discharged due to driving infractions may be permitted to reapply for non-driving positions. However, there shall be no obligation on the part of the Board or the Superintendent to provide employment in another position.

For your information only, this is the point system breakdown currently in the Florida Driver's Handbook distributed by the DHSMV:

Points Assessed	Traffic Offense
6	Leaving the scene of an accident involving property damage > $50

DRAFT

6	Unlawful speed resulting in an accident
4	Reckless Driving
4	Passing stopped school bus
4	Unlawful speed greater than 15 MPH over posted speed
3	Unlawful speed 15 MPH or less over posted speed
3	Any other moving traffic violation
2	Improper equipment

Criminal offenses like DUI, fleeing/attempting to elude a Law Enforcement Officer, etc. - result in revocation of license. Points are not assessed.

DRAFT

CLAY COUNTY DISTRICT SCHOOLS
Driver's Vehicle Report
(Must be turned into Service Writer before work will be performed.)

BUS NUMBER: B-_____ DATE: _____

ODOMETER READING: _____ ☐ Due Annual Inspection

When defective or unsafe, mark box with "X" ☐ No Defects

1.	☐	Service Brakes	16.	☐	Body
2.	☐	Emergency Brakes	17.	☐	Doors
3.	☐	Tires (Front)	18.	☐	Glass
4.	☐	Tires (Rear)	19.	☐	Headlights
5.	☐	Fire Extinguisher	20.	☐	Stop Lights & Tail Lights
6.	☐	Flares	21.	☐	Direction Lights
7.	☐	Steering	22.	☐	Clearance & Marker Lights
8.	☐	Windshield Wipers	23.	☐	Reflectors
9.	☐	Horn	24.	☐	Panel Warning Lights & Gauges
10.	☐	Mirrors	25.	☐	Dome Lights
11.	☐	Motor	26.	☐	Exhaust Leaks
12.	☐	Stop Arm	27.	☐	Emergency Door Buzzer
13.	☐	First Aid Kit	28.	☐	Flashing Lights – Red
14.	☐	Oil Consumption	29.	☐	Flashing Lights – Amber
15.	☐	Springs & Shocks	30.	☐	Other

WRITE IN COMMENTS OR ADDITIONAL INFORMATION NOT COVERED ABOVE.
GIVE ITEM NUMBER WHEN MAKING COMMENTS.

COMMENTS: _____

_____

_____

Driver's Signature: _____

MIS25102

ATTACHMENT B

DRAFT

TITLE XXIII

MOTOR VEHICLES

CHAPTER 316

STATE UNIFORM TRAFFIC CONTROL

316.061 Crashes involving damage to vehicle or property.—

(1) The driver of any vehicle involved in a crash resulting only in damage to a vehicle or other property which is driven or attended by any person shall immediately stop such vehicle at the scene of such crash or as close thereto as possible, and shall forthwith return to, and in every event shall remain at, the scene of the crash until he or she has fulfilled the requirements of s. 316.062. A person who violates this subsection commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. Notwithstanding any other provision of this section, $5 shall be added to a fine imposed pursuant to this section, which $5 shall be deposited in the Emergency Medical Services Trust Fund.

(2) Every stop must be made without obstructing traffic more than is necessary, and, if a damaged vehicle is obstructing traffic, the driver of such vehicle must make every reasonable effort to move the vehicle or have it moved so as not to block the regular flow of traffic. Any person failing to comply with this subsection shall be cited for a nonmoving violation, punishable as provided in chapter 318.

(3) Employees or authorized agents of the Department of Transportation, law enforcement with proper jurisdiction, or an expressway authority created pursuant to chapter 348, in the exercise, management, control, and maintenance of its highway system, may undertake the removal from the main traveled way of roads on its highway system of all vehicles incapacitated as a result of a motor vehicle crash and of debris caused thereby. Such removal is applicable when such a motor vehicle crash results only in damage to a vehicle or other property, and when such removal can be accomplished safely and will result in the improved safety or convenience of travel upon the road. The

DRAFT

ATTACHMENT C

(4) driver or any other person who has removed a motor vehicle from the main traveled way of the road as provided in this section shall not be considered liable or at fault regarding the cause of the accident solely by reason of moving the vehicle.

History.-s. 1, ch. 71-135; s. 3, ch. 74-377; s. 2, ch. 75-72; s. 9, ch. 76-31; s. 22, ch. 85-167; s. 3, ch. 85-337; s. 30, ch. 92-78; s. 296, ch. 95-148; s. 6, ch. 96-350; s. 83, ch. 99-248; s. 3, ch. 2002-235.

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ATTACHMENT C

CLAY COUNTY DISTRICT SCHOOLS

PROPERTY VANDALISM / THEFT / OTHER LOSS REPORT

GENERAL INFORMATION

1. School/Department: _____

2. Date of incident: _____ Time of incident: _____

3. Was entry made into any part of the building? __Yes ___No Forced Entry? _____Yes _____No _____Undetermined

4. Was Police Dept. called? ___Yes ___No (if so, see attached Police Rpt. CCR#_____)

5. Name of Investigator: _____

6. Custodial hours needed to clean up? _____ Cost? _____ (include both day and overtime hours)

7. Was maintenance called? ___Yes _____No Hours worked? _____Cost? _____ (include both day & overtime hours)

8. _____Vandalism _____Theft _____Other Loss or Damage

9. SPECIFIC DETAILS OF LOSS, DAMAGE, THEFT OR VANDALISM (Where, What, How, Cost): _____
_____
_____

10. Disposition: **Notify Principal where student is enrolled in order for the home school to act on Code of Conduct. If student has withdrawn, act on Code when student tries to re-enter the Clay County School System.**

____Student Arrested _____Student Suspended _____Financial Reimbursement _____Local School Discipline _____Other

Explain Other: _____

11. School Board Recommendation: _____Final Review _____Work Hours _____Recommend For Expulsion _____Other

12. Remarks Concerning Disposition: _____

13.

MATERIAL AND EQUIPMENT STOLEN, DESTROYED, OR DAMAGED								
CCSB NUMBER	ITEM DESCRIPTION	UNITS	SERIAL # & MODEL	(check one)			Purchase Year	Purchase Price
				Stolen	Destroy	Damage		

_____ _____ _____

Person Preparing Report **Principal/Director's Signature** **Date**

BUS / VEHICLE ACCIDENT / VANDALISM REPORT

School Bus / Vehicle No._____ Bus / Vehicle Operator's Name:_____

Type of Damage:_____ Did incident occur during normal work hours?_____

To or from what school was vehicle going or operating from? _____

_____ _____ _____

Person Preparing Report **Principal/Director's Signature** **Date**

Original: Support Services Copy 1: Business Affairs Copy 2: Property Records Copy 3: Student Svcs Copy 4: School Files

PRO-2-3422 E 10/28/2013

ATTACHMENT D

DRAFT

CLAY COUNTY DISTRICT SCHOOLS FUEL REPORT

Date: _____ Type of Fuel: _____ Fuel Report From: GCS

VEH. OR BUS NUMBER	MILEAGE	AMOUNT OF FUEL	AMOUNT OF OIL	SIGNATURE OF DRIVER	TIME OF DELIVERY

Florida Statutes 2019

Title XXIX

CHAPTER 386

PARTICULAR CONDITIONS AFFECTING PUBLIC HEALTH

PART I

SANITARY NUISANCES

(SS. 386.01-386.051)

PART I 1

INDOOR AIR: SMOKING AND VAPING

(SS. 386.201-386.2125)

DRAFT

Attachment F

PART II

INDOOR AIR: SMOKING AND VAPING

386.201 Popular name.

386.202 Legislative intent.

386.203 Definitions.

386.204 Prohibition.

386.2045 Enclosed indoor workplaces; specific exceptions.

386.205 Customs smoking rooms.

386.206 Posting of signs; requiring policies.

386.207 Administration; enforcement; civil penalties.

386.208 Penalties.

386.209 Regulation of smoking preempted to state.

386.211 Public announcements in mass transportation terminals.

386.212 Smoking and vaping prohibited near school property; penalty.

386.2125 Rulemaking.

DRAFT

386.201 Popular name.—This part may be cited by the popular name the "Florida Clean Indoor Air Act. "

History.-s. 1, ch. 85-257; s. 1, ch. 92-185; s. 1, ch. 2003-398.

386.202 Legislative intent.—The purpose of this part is to protect people from the health hazards of secondhand tobacco smoke and vapor and to implement the Florida health initiative in s. 20, Art. X of the State Constitution. It is the intent of the Legislature to not inhibit, or otherwise obstruct, medical or scientific research, or smoking or vaping cessation programs approved by the Department of Health.

History.-s. 2, ch. 85-257; s. 2, ch. 92-185; s. 2, ch. 2003-398; s. 2, ch. 2019-14.

386.203 Definitions.—As used in this part:

(1) "Commercial" use of a private residence means any time during which the owner, lessee, or other person occupying or controlling the use of the private residence is furnishing in the private residence, or causing or allowing to be furnished in the private residence, child care, adult care, or health care, or any combination thereof, and receiving or expecting to receive compensation therefor.

(2) "Common area" means a hallway, corridor, lobby, aisle, water fountain area, restroom, stairwell, entryway, or conference room in a customs area of an airport terminal under the authority and control of the Bureau of Customs and Border Protection of the United States Department of Homeland Security.

(3) "Department" means the Department of Health.

(4) "Designated guest rooms at public lodging establishments" means the sleeping rooms and directly associated private areas, such as bathrooms, living rooms, and kitchen areas, if any, rented to guests for their exclusive transient occupancy in public lodging establishments, including hotels, motels, vacation rentals, transient apartments, transient lodging establishments, roominghouses, boardinghouses, bed and breakfast inns, and the like; and designated by the person or persons having management authority over such public lodging establishment as rooms in which smoking or vaping may be authorized.

(5) "Enclosed indoor workplace" means any place where one or more persons engages in work, and which place is predominantly or totally bounded on all sides and above by physical barriers, regardless of whether such barriers consist of or include, without limitation, uncovered openings; screened or otherwise partially covered openings; or open or closed windows, jalousies, doors, or the like. A place is "predominantly" bounded by physical barriers during any time when both of the following conditions exist:

DRAFT

(a) It is more than 50 percent covered from above by a physical barrier that excludes rain, and

(b) More than 50 percent of the combined surface area of its sides is covered by closed physical barriers. In calculating the percentage of side surface area covered by closed physical barriers, all solid surfaces that block air flow, except railings, must be considered as closed physical barriers. This section applies to all such enclosed indoor workplaces and enclosed parts thereof without regard to whether work is occurring at any given time.

The term does not include any facility owned or leased by and used exclusively for noncommercial activities performed by the members and guests of a membership association, including social gatherings, meetings, dining, and dances, if no person or persons are engaged in work as defined in this section.

(6) "Essential services" means those services that are essential to the maintenance of any enclosed indoor room, including, but not limited to, janitorial services, repairs, or renovations.

(7) "Membership association" means a charitable, nonprofit, or veterans' organization that holds a current exemption under s. 501 (c)(3), (4), (7), (8), (10), or (19) or s. 501 (d) of the Internal Revenue Code.

(8) "Physical barrier" includes an uncovered opening; a screened or otherwise partially covered opening; or an open or closed window, jalousie, or door.

(9) "Retail tobacco shop" means any enclosed indoor workplace dedicated to or predominantly for the retail sale of tobacco, tobacco products, and accessories for such products, in which the sale of other products or services is merely incidental. Any enclosed indoor workplace of a business that manufactures, imports, or distributes tobacco products or of a tobacco leaf dealer is a business dedicated to or predominantly for the retail sale of tobacco and tobacco products when, as a necessary and integral part of the process of making, manufacturing, importing, or distributing a tobacco product for the eventual retail sale of such tobacco or tobacco product, tobacco is heated, burned, or smoked or a lighted tobacco product is tested.

(10) "Secondhand smoke," also known as environmental tobacco smoke (ETS), means smoke emitted from lighted, smoldering, or burning tobacco when the smoker is not inhaling; smoke emitted at the mouthpiece during puff drawing; and smoke exhaled by the smoker.

DRAFT

(11) "Smoking" means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted tobacco product.

(12) "Stand-alone bar" means any licensed premises devoted during any time of operation predominantly or totally to serving alcoholic beverages, intoxicating beverages, or intoxicating liquors, or any combination thereof, for consumption on the licensed premises; in which the serving of food, if any, is merely incidental to the consumption of any such beverage; and the licensed premises is not located within, and does not share any common entryway or common indoor area with, any other enclosed indoor workplace, including any business for which the sale of food or any other product or service is more than an incidental source of gross revenue. A place of business constitutes a stand-alone bar in which the service of food is merely incidental in accordance with this subsection if the licensed premises derives no more than 10 percent of its gross revenue from the sale of food consumed on the licensed premises.

(13) "Vape" or "vaping" means to inhale or exhale vapor produced by a vapor-generating electronic device or to possess a vapor-generating electronic device while that device is actively employing an electronic, a chemical, or a mechanical means designed to produce vapor or aerosol from a nicotine product or any other substance. The term does not include the mere possession of a vapor-generating electronic device.

(14) "Vapor" means aerosolized or vaporized nicotine or other aerosolized or vaporized substance produced by a vapor-generating electronic device or exhaled by the person using such a device.

(15) "Vapor-generating electronic device" means any product that employs an electronic, a chemical, or a mechanical means capable of producing vapor or aerosol from a nicotine product or any other substance, including, but not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product, any replacement cartridge for such device, and any other container of a solution or other substance intended to be used with or within an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product.

(16) "Vapor-generating electronic device retailer" or "retail vape shop" means any enclosed indoor workplace dedicated to or predominantly for the retail sale of vapor-generating electronic devices and components, parts, and accessories for such products, in which the sale of other products or services is merely incidental.

DRAFT

(17) "Work" means any person's providing any employment or employment-type service for or at the request of another individual or individuals or any public or private entity, whether for compensation or not, whether full or part time, whether legally or not. "Work" includes, without limitation, any such service performed by an employee, independent contractor, agent, partner, proprietor, manager, officer, director, apprentice, trainee, associate, servant, volunteer, and the like. The term does not include noncommercial activities performed by members of a membership association.

History.—s. 3, ch. 85-257; s. 1, ch. 88-266; s. 3, ch. 92-185; s. 42, ch. 94-218; s. 78, ch. 97-101; s. 2, ch. 2000-185; s. 3, ch. 2003-398; s. 10, ch. 2011-119; s. 3, ch. 2019-14.

386.204 Prohibition.—A person may not smoke or vape in an enclosed indoor workplace, except as otherwise provided in s. 386.2045.

History.-s. 4, ch. 85-257; s. 4, ch. 92-185; s. 4, ch. 2003-398; s. 4, ch. 2019-14.

386.2045 Enclosed indoor workplaces; specific exceptions,—Notwithstanding s. 386.204, tobacco smoking or vaping, or both, may be authorized in each of the following places:

(1) A private residence whenever it is not being used commercially to provide child care, adult care, or health care, or any combination thereof as defined in s. 386.203(1).

(2) A retail tobacco shop.

(3) A retail vape shop.

(4) designated guest room at a public lodging establishment.

(5) A stand-alone bar that complies with all applicable provisions of the Beverage Law and this part.

(6) An enclosed indoor workplace, to the extent that tobacco smoking or vaping is an integral part of a smoking or vaping cessation program approved by the department, or medical or scientific research conducted therein. Each room in which tobacco smoking or vaping, or both, are authorized must comply with the signage requirements in s. 386.206.

DRAFT

(7) A customs smoking room in an airport in-transit lounge under the authority and control of the Bureau of Customs and Border Protection of the United States Department of Homeland Security subject to the restrictions contained in s. 386.205.

History.—s. 5, ch. 2003-398; s. 5, ch. 2019-14.

386.205 Customs smoking rooms.—A customs smoking room may be designated by the person in charge of an airport in-transit lounge under the authority and control of the Bureau of Customs and Border Protection of the United States Department of Homeland Security. A customs smoking room may be designated only in an airport in-transit lounge under the authority and control of the Bureau of Customs and Border Protection of the United States Department of Homeland Security. A customs smoking room may not be designated in an elevator, restroom, or any common area as defined by s. 386.203. Each customs smoking room must conform to the following requirements:

(1) Work, other than essential services, may not be performed in the room at any time.

(2) Tobacco smoking and vaping are prohibited while essential services are being performed in the room.

(3) Each customs smoking room must be enclosed by physical barriers that are impenetrable by secondhand tobacco smoke and vapor and must prevent the escape of the smoke and vapor into the enclosed indoor workplace.

(4) Each customs smoking room must exhaust tobacco smoke and vapor directly to the outside and away from air intake ducts, and be maintained under negative pressure, with respect to surrounding spaces, sufficient to contain the smoke and vapor within the room.

(5) Each customs smoking room must comply with the signage requirements in s. 386.206.

History.-s. 5, ch. 85-257; s. 5, ch. 92-185; s. 79, ch. 97-101; s. 1, ch. 2000-185; s. 1, ch. 2000-370; s. 6, ch. 2003-398; s. 6, ch. 2019-14.

386.206 Posting of signs; requiring policies.—

(1) The proprietor or other person in charge of an enclosed indoor workplace must develop and implement a policy regarding the smoking and vaping prohibitions established in this part. The policy may include, but is not limited to, procedures to be taken when the proprietor or other person in charge witnesses or is made aware of a violation of s. 386.204 in the enclosed indoor

DRAFT

workplace and must include a policy which prohibits an employee from smoking or vaping, or both, in the enclosed indoor workplace. In order to increase public awareness, the person in charge of an enclosed indoor workplace may, at his or her discretion, post signs to indicate that smoking or vaping, or both, are prohibited.

(2) The person in charge of an airport terminal that includes a designated customs smoking room must conspicuously post, or cause to be posted, signs stating that smoking and vaping are prohibited except in the designated customs smoking room located in the customs area of the airport. Each sign posted pursuant to this subsection must have letters of reasonable size which can be easily read. The color, design, and precise locations at which such signs are posted shall be left to the discretion of the person in charge of the premises.

(3) The proprietor or other person in charge of an enclosed indoor workplace where a smoking or vaping cessation program, medical research, or scientific research is conducted or performed must conspicuously post, or cause to be posted, signs stating that smoking or vaping, or both, as applicable, are authorized for such purposes in designated areas in the enclosed indoor workplace. Each sign posted pursuant to this subsection must have letters of reasonable size which can be easily read. The color, design, and precise locations at which such signs are posted shall be left to the discretion of the person in charge of the premises.

History.—s. 6, ch. 85-257; s. 6, ch. 92-185; s. 687, ch. 95-148; s. 7, ch. 2003-398; s. 10, ch. 2006-2; s. 7, ch. 2019-14.

386.207 Administration; enforcement; civil penalties.—

(1) The department or the Division of Hotels and Restaurants or the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation shall enforce this part based upon each department's specific areas of regulatory authority and to implement such enforcement shall adopt, in consultation with the State Fire Marshal, rules specifying procedures to be followed by enforcement personnel in investigating complaints and notifying alleged violators and rules specifying procedures by which appeals may be taken by aggrieved parties.

(2) Public agencies responsible for the management and maintenance of government buildings shall report observed violations to the department. The State Fire Marshal shall report to the department observed violations of this part found during its periodic inspections conducted under its regulatory authority.

DRAFT

(3) The department or the Division of Hotels and Restaurants or the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation, upon notification of observed violations of this part, shall issue to the proprietor or other person in charge of such enclosed indoor workplace a notice to comply with this part. If the person fails to comply within 30 days after receipt of the notice, the department or the Division of Hotels and Restaurants or the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation shall assess against the person a civil penalty of not less than $250 and not more than $750 for the first violation and not less than $500 and not more than $2,000 for each subsequent violation. The imposition of the fine must be in accordance with chapter 120. If a person refuses to comply with this part, after having been assessed such penalty, the department or the Division of Hotels and Restaurants or the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation may file a complaint in the circuit court of the county in which the enclosed indoor workplace is located to require compliance.

(4) All fine moneys collected pursuant to this section shall be used by the department for children's medical services programs pursuant to part I of chapter 391 .

History.-s. 7, ch. 85-257; s. 2, ch. 88-266; s. 1, ch. 89-109; s. 688, ch. 95-148; s. 8, ch. 2003-398; s. 8, ch. 2019-14.

386.208 Penalties.—Any person who violates s. 386.204 commits a noncriminal violation as defined in s. 775.08(3), punishable by a fine of not more than $100 for the first violation and not more than $500 for each subsequent violation. Jurisdiction shall be with the appropriate county court.

History.-s. 8, ch. 85-257; s. 7, ch. 92-185; s. 9, ch. 2003-398; s. 9, ch. 2019-14.

386.209 Regulation of smoking preempted to state.—This part expressly preempts regulation of smoking to the state and supersedes any municipal or county ordinance on the subject; however, school districts may further restrict smoking by persons on school district property. This section does not preclude the adoption of municipal or county ordinances that impose more restrictive regulation on the use of vapor-generating devices than is provided in this part.

History.—s. 9, ch. 85-257; s. 8, ch. 92-185; s. 10, ch. 2003-398; s. 1, ch. 2011-108; s. 10, ch. 2019-14.

DRAFT

386.211 Public announcements in mass transportation terminals.—Announcements about the Florida Clean Indoor Air Act shall be made regularly over public address systems in terminals of public transportation carriers located in metropolitan statistical areas with populations over 230,000 according to the latest census. These announcements shall be made at least every 30 minutes and shall be made in appropriate languages. Each announcement must include a statement to the effect that Florida is a clean indoor air state and that smoking and vaping are prohibited except as provided in this part.

History.—s. 9, ch. 92-185; s. 11, ch. 2003-398; s. 11, ch. 2019-14.

386.212 Smoking and vaping prohibited near school property; penalty.—

(1) It is unlawful for any person under 18 years of age to smoke tobacco or vape in, on, or within 1 ,000 feet of the real property comprising a public or private elementary, middle, or secondary school between the hours of 6 a.m. and midnight. This section does not apply to any person occupying a moving vehicle or within a private residence.

(2) A law enforcement officer may issue a citation in such form as prescribed by a county or municipality to any person violating this section. Any such citation must contain:

(a) The date and time of issuance.

(b) The name and address of the person cited.

(c) The date and time the civil infraction was committed.

(d) The statute violated.

(e) The facts constituting the violation.

(f) The name and authority of the law enforcement officer.

(g) The procedure for the person to follow to pay the civil penalty, to contest the citation, or to appear in court.

(h) The applicable civil penalty if the person elects not to contest the citation.

DRAFT

(i) The applicable civil penalty if the person elects to contest the citation.

(3) Any person issued a citation pursuant to this section shall be deemed to be charged with a civil infraction punishable by a maximum civil penalty not to exceed $25, or 50 hours of community service or, where available, successful completion of a school-approved anti-tobacco or anti-vaping "alternative to suspension" program.

(4) Any person who fails to comply with the directions on the citation shall be deemed to waive his or her right to contest the citation and an order to show cause may be issued by the court.

History.-s. 1, ch. 96-217; s. 12, ch. 2003-398; s. 12, ch. 2019-14.

386.2125 Rulemaking.—The department and the Department of Business and Professional Regulation may, in consultation with the State Fire Marshal, adopt rules pursuant to ss.

120.536(1) and 120.54 to implement the provisions of this part within each agency's specific areas of regulatory authority. Whenever assessing a smoking or vaping cessation program for approval, the department shall consider whether the smoking or vaping cessation program limits, to the extent possible, any potential for exposure to secondhand tobacco smoke or vapor for nonparticipants in the enclosed indoor workplace.

History.-s. 13, ch. 2003-398; s. 13, ch. 2019-14.

DRAFT

Occupational Safety and Health Administration

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OSHA STANDARDS TOPICS HELP AND RESOURCES

Regulations (Standards 29 CFR) - Table of Contents

DRAFT

- Part Number: 1926
- Part Title: Safety and Health Regulations for Construction
- Subpart:
- Subpart Title: Fall Protection
- Standard Number: 1926.502
- Title: Fall protection systems criteria and practices.
- GPO Source: e-CFR

1926.502(a)

"General."

1926.502(a)(1)

Fall protection systems required by this part shall comply with the applicable provisions of this section.

1926.502(a)(2)

Employers shall provide and install all fall protection systems required by this subpart for an employee, and shall comply with all other pertinent requirements of this subpart before that employee begins the work that necessitates the fall protection.

ATTACHMENT G

1926.502(b)

"Guardrail systems." Guardrail systems and their use shall comply with the following provisions:

1926.502(b)(1)

Top edge height of top rails, or equivalent guardrail system members, shall be 42 inches(1.1 m) plus or minus 3 inches (8 cm) above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria of this paragraph.

Note:

When employees are using stilts, the top edge height of the top rail, or equivalent member, shall be increased an amount equal to the height of the stilts.

1926.502(b)(2)

Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches (53 cm) high.

1926.502(b)(2)(i)

Midrails, when used, shall be installed at a height midway between the top edge of the guardrail system and the walking/working level.

1926.502(b)(2)(ii)

Screens and mesh, when used, shall extend from the top rail to the walking/working level and along the entire opening between top rail supports.

1926.502(b)(2)(iii)

Intermediate members (such as balusters), when used between posts, shall be not more than 19 inches (48 cm) apart.

1926.502(b)(2)(iv)

Other structural members (such as additional midrails and architectural panels) shall be installed such that there are no openings in the guardrail system that are more than 19 inches (-5 m) wide.

DRAFT

1926.502(b)(3)

Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds (890 N) applied within 2 inches (5.1 cm) of the top edge, in any outward or downward direction, at any point along the top edge.

1926.502(b)(4)

When the 200 pound (890 N) test load specified in paragraph (b)(3) of this section is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 39 inches (1.0 m) above the walking/working level. Guardrail system components selected and constructed in accordance with the Appendix B to subpart M of this part will be deemed to meet this requirement.

1926.502(b)(5)

Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 pounds (666 N) applied in any downward or outward direction at any point along the midrail or other member.

1926.502(b)(6)

Guardrail systems shall be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.

1926.502(b)(7)

The ends of all top rails and midrails shall not overhang the terminal posts, except where such overhang does not constitute a projection hazard.

1926.502(b)(8)

Steel banding and plastic banding shall not be used as top rails or midrails.

1926.502(b)(9)

Top rails and midrails shall be at least one-quarter inch (0.6 cm) nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it shall be flagged at not more than 6-foot intervals with high-visibility material.

1926.502(b)(10)

When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.

1926.502(b)(11)

When guardrail systems are used at holes, they shall be erected on all unprotected sides or edges of the hole.

DRAFT

1926.502(b)(12)

When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides or edges.

1926.502(b)(13)

When guardrail systems are used around holes which are used as points of access (such as ladderways), they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.

1926.502(b)(14)

Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.

1926.502(b)(15)

Manila, plastic or synthetic rope being used for top rails or midrails shall be inspected as frequently as necessary to ensure that it continues to meet the strength requirements of paragraph (b)(3) of this section.

1926.502(c)

"Safety net systems." Safety net systems and their use shall comply with the following provisions:

1926.502(c)(1)

Safety nets shall be installed as close as practicable under the walking/working surface on which employees are working, but in no case more than 30 feet (9.1 m) below such level. When nets are used on bridges, the potential fall area from the walking/working surface to the net shall be unobstructed.

1926.502(c)(2)

Safety nets shall extend outward from the outermost projection of the work surface as follows:
Vertical Distance from working – Minimum required horizontal level to horizontal plan –
Distance of outer edge of net from the edge of the working surface
Up to 5 feet.....8 feet. More than 5 feet up to 10 feet. More than 10 feet.....13 feet.

1926.502(c)(3)

Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test specified in paragraph (c)(4) of this section.

DRAFT

1926.502(c)(4)

Safety nets and their installations shall be capable of absorbing an impact force equal to that produced by the drop test specified in paragraph (c)(4)(i) of this section.

1926.502(c)(4)(i)

Except as provided in paragraph (c)(4)(ii) of this section, safety nets and safety net installations shall be drop-tested at the jobsite after initial installation and before being used as a fall protection system, whenever relocated, after major repair, and at 6-month intervals if left in one place. The drop-test shall consist of a 400 pound (180 kg) bag of sand 30 + or - 2 inches (76 + or - 5 cm) in diameter dropped into the net from the highest walking/working surface at which employees are exposed to fall hazards, but not from less than 42 inches (1.1 m) above that level.

1926.502(c)(4)(ii)

When the employer can demonstrate that it is unreasonable to perform the drop-test required by paragraph (c)(4)(i) of this section, the employer (or a designated competent person) shall certify that the net and net installation is in compliance with the provisions of paragraphs (c)(3) and (c)(4)(i) of this section by preparing a certification record prior to the net being used as a fall protection system. The certification record must include an identification of the net and net installation for which the certification record is being prepared; the date that it was determined that the identified net and net installation were in compliance with paragraph (c)(3) of this section and the signature of the person making the determination and certification. The most recent certification record for each net and net installation shall be available at the jobsite for inspection.

1926.502(c)(5)

Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after any occurrence which could affect the integrity of the safety net system.

1926.502(c)(6)

Materials, scrap pieces, equipment, and tools which have fallen into the safety net shall be removed as soon as possible from the net and at least before the next work shift.

1926.502(c)(7)

The maximum size of each safety net mesh opening shall not exceed 36 square inches (230 cm) nor be longer than 6 inches (15 cm) on any side, and the opening, measured center-to-center of mesh ropes or webbing, shall not be longer than 6 inches (15 cm). All mesh crossings shall be secured to prevent enlargement of the mesh opening.

DRAFT

1926.502(c)(8)

Each safety net (or section of it) shall have a border rope for webbing with a minimum breaking strength of 5,000 pounds (222 kN).

1926.502(c)(9)

Connections between safety net panels shall be as strong as integral net components and shall be spaced not more than 6 inches (15 cm) apart.

1926.502(d)

"Personal fall arrest systems." Personal fall arrest systems and their use shall comply with the provisions set forth below. Effective January 1, 1998, body belts are not acceptable as part of a personal fall arrest system. Note: The use of a body belt in a positioning device system is acceptable and is regulated under paragraph (e) of this section.

1926.502(d)(1)

Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.

1926.502(d)(2)

Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.

1926.502(d)(3)

Dee-rings and snaphooks shall have a minimum tensile strength of 5,000 pounds (22.2 kN).

1926.502(d)(4)

Dee-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,600 pounds (16 kN) without cracking, breaking, or taking permanent deformation.

1926.502(d)(5)

Snaphooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member, or shall be a locking type snaphook designed and used to prevent disengagement of the snaphook by the contact of the snaphook keeper by the connected member. Effective January 1, 1998, only locking type snaphooks shall be used.

1926.502(d)(6)

Unless the snaphook is a locking type and designed for the following connections, snaphooks shall not be engaged:

directly to webbing, rope or wire rope;

1926.502(d)(6)(ii)

to each other;

1926.502(d)(6)(iii)

to a dee-ring to which another snaphook or other connector is attached;

DRAFT

1926.502(d)(6)(iv)

to a horizontal lifeline; or

1926.502(d)(6)(v)

to any object which is incompatibly shaped or dimensioned in relation to the snaphook such that unintentional disengagement could occur by the connected object being able to depress the snaphook keeper and release itself.

1926.502(d)(7)

On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.

1926.502(d)(8)

Horizontal lifelines shall be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.

1926.502(d)(9)

Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds (22.2)

1926.502(d)(10) 1926.502(d)(10)(i)

Except as provided in paragraph (d)(10)(ii) of this section, when vertical lifelines are used, each employee shall be attached to a separate lifeline.

1926.502(d)(10)(ii)

During the construction of elevator shafts, two employees may be attached to the same lifeline in the hoistway, provided both employees are working atop a false car that is equipped with guardrails; the strength of the lifeline is 10,000 pounds [5,000 pounds per employee attached] (44.4 kN); and all other criteria specified in this paragraph for lifelines have been met.

1926.502(d)(11)

Lifelines shall be protected against being cut or abraded.

1926.502(d)(12)

Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet (0.61m) or less shall be capable of sustaining a minimum tensile load of 3,000 pounds (13.3 kN) applied to the device with the lifeline or lanyard in the fully extended position.

1926.502(d)(13)

Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet (0.61 m) or less, ripstitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds (22.2 RN) applied to the device with the lifeline or lanyard in the fully extended position.

DRAFT

1926.502(d)(14)

Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses shall be made from synthetic fibers.

1926.502(d)(15)

Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds (22.2 kN) per employee attached, or shall be designed, installed, and used as follows:

1926.502(d)(15)(i)

as part of a complete personal fall arrest system which maintains a safety factor of at least two; and

1926.502(d)(15)(ii)

under the supervision of a qualified person.

1926.502(d)(16)

Personal fall arrest systems, when stopping a fall, shall:

1926.502(d)(16)(i)

limit maximum arresting force on an employee to 900 pounds (4 kN) when used with a body belt;

1926.502(d)(16)(ii)

limit maximum arresting force on an employee to 1,800 pounds (8 kN) when used with a body harness;

1926.502(d)(16)(iii)

be rigged such that an employee can neither free fall more than 6 feet (1.8 m), nor contact any lower level;

1926.502(d)(16)(iv)

bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 m); and,

1926.502(d)(16)(v)

have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 m), or the free fall distance permitted by the system, whichever is less.

Note:

If the personal fall arrest system meets the criteria and protocols contained in Appendix C to subpart M, and if the system is being used by an employee having a combined person and tool weight of less than 310 pounds (140 kg), the system will be considered to be in compliance with the provisions of paragraph (d)(16) of this section. If the system is used by an employee having a combined tool and body weight of 310 pounds (140 kg) or more, then the employer must appropriately modify the criteria and protocols of the Appendix to provide proper protection tor such heavier weights, or the system will not be deemed to be in compliance with the requirements of paragraph (d)(16) of this section.

DRAFT

1926.502(d)(17)

The attachment point of the body belt shall be located in the center of the wearer's back. The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.

1926.502(d)(18)

Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

1926.502(d)(19)

Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.

1926.502(d)(20)

The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.

1926.502(d)(21)

Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.

1926.502(d)(22)

Body belts shall be at least one and five-eighths (1 5/8) inches (4.1 cm) wide.

1926.502(d)(23)

Personal fall arrest systems shall not be attached to guardrail systems, nor shall they be attached to hoists except as specified in other subparts of this Part.

1926.502(d)(24)

When a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

1926.502(e)

"Positioning device systems." Positioning device systems and their use shall conform to the following provisions:

DRAFT

1926.502(e)(1)

Positioning devices shall be rigged such that an employee cannot free fall more than 2 feet (.6m).

1926.502(e)(2)

Positioning devices shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds (13.3 kN)5 whichever is greater.

1926.502(e)(3)

Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.

1926.502(e)(4)

Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of this system.

1926.502(e)(5)

Connecting assemblies shall have a minimum tensile strength of 5,000 pounds (22.2 kN)

1926.502(e)(6)

Dee-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,600 pounds (16 kN) without cracking, breaking, or taking permanent deformation.

1926.502(e)(7)

Snaphooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member, or shall be a locking type snaphook designed and used to prevent disengagement of the snaphook by the contact of the snaphook keeper by the connected member. As of January 1, 1998, only locking type snaphooks shall be used.

1926.502(e)(8)

Unless the snaphook is a locking type and designed for the following connections, snaphooks shall not be engaged:

1926.502(e)(8)(i)

Directly to webbing, rope or wire rope;

1926.502(e)(8)(ii)

to each other;

1926.502(e)(8)(iii)

to a dee-ring to which another snaphook or other connector is attached;

1926.502(e)(8)(iv)

to a horizontal lifeline; or

1926.502(e)(8)(v)

DRAFT

to any object which is incompatibly shaped or dimensioned in relation to the snaphook such that unintentional disengagement could occur by the connected object being able to depress the snaphook keeper and release itself.

1926.502(e)(9)

Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed from service.

1926.502(e)(10)

Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

1926.5020

"Warning line systems." Warning line systems [See 1926.501 (b)(10)] and their use shall comply with the following provisions:

1926.50200)

The warning line shall be erected around all sides of the roof work area.

1926.502(f)(1)(i)

When mechanical equipment is not being used, the warning line shall be erected not less than 6 feet (1.8 m) from the roof edge.

1926.502(f)(1)(ii)

When mechanical equipment is being used, the warning line shall be erected not less than 6 feet (1.8 m) from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet (3.1 m) from the roof edge which is perpendicular to the direction of mechanical equipment operation.

1926.502(f)(1)(iii)

Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.

1926.502(f)(1)(iv)

When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area-

1926.502(f)(2)

Warning lines shall consist of ropes, wires, or chains, and supporting stanchions erected as follows:

DRAFT

1926.502(f)(2)(i)

The rope, wire, or chain shall be flagged at not more than 6-foot (1.8 m) intervals with high-visibility material;

1926.502(f)(2)(ii)

The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches (.9 m) from the walking/working surface and its highest point is no more than 39 inches (1.0 m) from the walking/working surface;

1926.502(f)(2)(iii)

After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 N) applied horizontally against the stanchion, 30 inches (.8 m) above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge;

1926.502(f)(2)(iv)

The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kN), and after being attached to the stanchions, shall be capable of supporting, without breaking, the loads applied to the stanchions as prescribed in paragraph (f)(2)(iii) of this section; and

1926.502(f)(2)(v)

The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.

1926.502(f)(3)

No employee shall be allowed in the area between a roof edge and a warning line unless the employee is performing roofing work in that area.

1926.502(f)(4)

Mechanical equipment on roofs shall be used or stored only in areas where employees are protected by a warning line system, guardrail system, or personal fall arrest system.

1926.502(g)

"Controlled access zones." Controlled access zones [See 1926.501 (b)(9) and 1926.502(k) and their use shall conform to the following provisions:

DRAFT

1926.502(g)(1)

When used to control access to areas where leading edge and other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access;

1926.502(g)(1)(i)

When control lines are used, they shall be erected not less than 6 feet (1.8 m) nor more than 25 feet (7.7 m) from the unprotected or leading edge, except when erecting precast concrete members;

1926.502(g)(1)(ii)

When erecting precast concrete members, the control line shall be erected not less than 6 feet (1.8 m) nor more than 60 feet (18 m) or half the length of the member being erected, whichever is less, from the leading edge.

1926.502(g)(1)(iii)

The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.

1926.502(g)(1)(iv)

The control line shall be connected on each side to a guardrail system or wall.

1926.502(g)(2)

When used to control access to areas where overhand bricklaying and related work are taking place:

1926.502(g)(2)(i)

The controlled access zone shall be defined by a control line erected not less than 10 feet (3.1 m) nor more than 15 feet (4.5 m) from the working edge;

1926.502(g)(2)(ii)

The control line shall extend for a distance sufficient for the controlled access zone to enclose all employees performing overhand bricklaying and related work at the working edge and shall be approximately parallel to the working edge; and

1926.502(g)(2)(iii)

Additional control lines shall be erected at each end to enclose the controlled access zone.

1926.502(g)(2)(iv)

Only employees engaged in overhand bricklaying or related work shall be permitted in the controlled access zone.

DRAFT

1926.502(g)(3)

Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:

1926.502(g)(3)(i)

Each line shall be flagged or otherwise clearly marked at not more than 6-foot (1.8 m) intervals with high-visibility material.

1926.502(g)(3)(ii)

Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches (1 m) from the walking/working surface and its highest point is not more than 45 inches (1.3 m) [50 inches (1.3 m) when overhand bricklaying operations are being performed] from the walking/working surface.

1926.502(g)(3)(iii)

Each line shall have a minimum breaking strength of 200 pounds (.88 kN).

1926.502(g)(4)

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones shall be enlarged, as necessary, to enclose all points of access, material handling areas, and storage areas.

1926.502(g)(5)

On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

1926.502(h)

"Safety monitoring systems." Safety monitoring systems [See 1926.501 and 1926.502(k)] and their use shall comply with the following provisions:

1926.502(h)(1)

The employer shall designate a competent person to monitor the safety of other employees and the employer shall ensure that the safety monitor complies with the following requirements:

1926.502(h)(1)(i)

The safety monitor shall be competent to recognize fall hazards;

1926.502(h)(1)(ii)

The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner;

DRAFT

1926.502(h)(1)(iii)

The safety monitor shall be on the same walking/working surface and within visual sighting distance of the employee being monitored;

1926.502(h)(1)(iv)

The safety monitor shall be close enough to communicate orally with the employee; and

1926.502(h)(1)(v)

The safety monitor shall not have other responsibilities which could take the monitor's attention from the monitoring function.

1926.502(h)(2)

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-slope roofs.

1926.502(h)(3)

No employee, other than an employee engaged in roofing work [on low-sloped roofs] or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

1926.502(h)(4)

Each employee working in a controlled access zone shall be directed to comply promptly with fall hazard warnings from safety monitors.

[1]926.5020)

"Covers." Covers for holes in floors, roofs, and other walking/working surfaces shall meet the following requirements:

1926.502(i)(1)

Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.

1926.502(i)(2)

All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.

1926.502(i)(3)

All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.

1926.502(i)(4)

All covers shall be color coded or they shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

Note:

DRAFT

This provision does not apply to cast iron manhole covers or steel grates used on streets or roadways.

1026.502

"Protection from falling objects." Falling object protection shall comply with the following provisions:

1926.502(j)(1)

Toeboards, when used as falling object protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.

1926.502(j)(2)

Toeboards shall be capable of withstanding, without failure, a force of at least 50 pounds (222 N) applied in any downward or outward direction at any point along the toeboard.

1926.502(j)(3)

Toeboards shall be a minimum of 3 112 inches (9 cm) in vertical height from their top edge to the level of the walking/working surface. They shall have not more than 1/4 inch (0.6 cm) clearance above the walking/working surface. They shall be solid or have openings not over 1 inch (2.5 cm) in greatest dimension.

1926.502(j)(4)

Where tools, equipment, or materials are piled higher than the top edge of a toeboard, paneling or screening shall be erected from the walking/working surface or toeboard to the top of a guardrail system's top rail or midrail, for a distance sufficient to protect employees below.

1926.502(j)(5)

Guardrail systems, when used as falling object protection, shall have all openings small enough to prevent passage of potential falling objects.

1926.502(j)(6)

During the performance of overhand bricklaying and related work:

1926.502(j)(6)(i)

No materials or equipment except masonry and mortar shall be stored within 4 feet (1 N2 m) of the working edge.

1926.502(j)(6)(ii)

Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear from the work area by removal at regular intervals.

DRAFT

1926.502(j)(7)
During the performance of roofing work:

1926.502(j)(7)(i)
Materials and equipment shall not be stored within 6 feet (1.8 m) of a roof edge unless guardrails are erected at the edge.

1926.502(j)(7)(ii)
Materials which are piled, grouped, or stacked near a roof edge shall be stable and self-supporting.

1926.502(j)(8)
Canopies, when used as falling object protection, shall be strong enough to prevent collapse and to prevent penetration by any objects which may fall onto the canopy.

1926.502(k)
'Fall protection plan." This option is available only to employees engaged in leading edge work, precast concrete erection work, or residential construction work (See 1926.501 (b)(2), (b)(12), and (b)(13)) who can demonstrate that it is infeasible or it creates a greater hazard to use conventional fall protection equipment. The fall protection plan must conform to the following provisions.

1926.502(k)(1)
The fall protection plan shall be prepared by a qualified person and developed specifically for the site where the leading edge work, precast concrete work, or residential construction work is being performed and the plan must be maintained up to date.

1926.502(k)(2)
Any changes to the fall protection plan shall be approved by a qualified person.

1926.502(k)(3)
A copy of the fall protection plan with all approved changes shall be maintained at the job site.

1926.502(k)(4)
The implementation of the fall protection plan shall be under the supervision of a competent person.

1926.502(k)(5)
The fall protection plan shall document the reasons why the use of conventional fall protection systems (guardrail systems, personal fall arrest systems, or safety nets systems) are infeasible or why their use would create a greater hazard.

DRAFT

1926.502(k)(6)

The fall protection plan shall include a written discussion of other measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection from the conventional fall protection systems. For example, the employer shall discuss the extent to which scaffolds, ladders, or vehicle mounted work platforms can be used to provide a safer working surface and thereby reduce the hazard of falling.

1926.502(k)(7)

The fall protection plan shall identify each location where conventional fall protection methods cannot be used. These locations shall then be classified as controlled access zones and the employer must comply with the criteria in paragraph (g) of this section.

1926.502(k)(8)

Where no other alternative measure has been implemented, the employer shall implement a safety monitoring system in conformance with 1926.502(h).

1926.502(k)(9)

The fall protection plan must include a statement which provides the name or other method of identification for each employee who is designated to work in controlled access zones. No other employees may enter controlled access zones.

1926.502(k)(10)

In the event an employee falls, or some other related, serious incident occurs, (e.g., a near miss) the employer shall investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed (e.g. new practices, procedures, or training) and shall implement those changes to prevent similar types of falls or incidents.

DRAFT

[44 FR 8577, Feb. 9, 1979; 44 FR 20940, Apr. 6, 1979, as amended at 45 FR 75626, Nov. 14, 1980; 55 F 47687, Nov. 14, 1990; 59 FR 407335 Aug. 9, 1994; 60 FR 5131, Jan. 26, 1995]

OSHA Control of Hazardous Energy Standard

(29 CFR 1910.147)

A. **Scope, application and purpose**

1. Scope.

i. This standard covers the servicing and maintenance of machines and equipment in which the "unexpected" energization or startup of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy.

ii. This standard does not cover the following:

a. Construction, agriculture and maritime employment;

b. Installations under the exclusive control of electric utilities for the purpose of power generation, transmission and distribution, including related equipment for communication or metering; and

c. Exposure to electrical hazards from work on, near, or with conductors or equipment in electric utilization installations, which is covered by Subpart S of this part; and

d. Oil and gas well drilling and servicing.

2. Application.

i. This standard applies to the control of energy during servicing and/or maintenance of machines and equipment.

ii. Normal production operations are not covered by this standard (See Subpart O of this Part). Servicing and/or maintenance which take place during normal production operations are covered by this standard only if:

a. An employee is required to remove or bypass a guard or other safety device; or an employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

ATTACHMENT H

Note: Exception to paragraph (a) (2) (ii):

DRAFT

b. Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection (See Subpart O of this Part).

iii. This standard does not apply to the following:

a. Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or startup of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

b. Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the employer demonstrates that-

(1. Continuity of service is essential;

(2. Shutdown of the system is impractical; and

(3. Documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

3. Purpose.

i. This section requires employers to establish a program and utilize procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy in order to prevent injury to employees.

ii. When other standards in this part require the use of lockout or tagout, they shall be used and supplemented by the procedural and training requirements of this section.

a. Definitions applicable to this section.

"Affected employee." An employee whose job requires him/her to operator use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

"Authorized employee." A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

DRAFT

"Capable of being locked out." An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

"Energized." Connected to an energy source or containing residual or stored energy.

"Energy isolating device." A mechanical device that physically prevents the transmission or release or energy, including but not limited to the following: A manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

"Energy source." Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

"Hot tap." A procedure used in the repair maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

"Lockout." The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

"Lockout device." A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

"Normal production operations." The utilization of a machine or equipment to perform its intended production function.

"Servicing and/or maintenance." Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

DRAFT

"Setting up." Any work performed to prepare a machine or equipment to perform its normal production operation.

"Tagout." The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

"Tagout device." A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

DRAFT

B. **General**

1. Energy control program.

The employer shall establish a program consisting of energy control procedures, employee training and to periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

2. Lockout/tagout

i. If an energy isolating device is not capable of being locked out, the employer's energy control program under paragraph (c) (1) of this section shall utilize a tagout system.

ii. If an energy isolating device is capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize lockout, unless the employer can demonstrate that the utilization of a tagout system will provide full employee protection as set forth in paragraph (c)(3) of this section.

iii. After January 2, 1990, whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device.

3. Full employee protection

i. When a tagout device is used on an energy isolating device which is capable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached, and the employer shall demonstrate that the tagout program will provide a level of safety equivalent to that obtained by using a lockout program.

ii. In demonstrating that a level of safety is achieved in the tagout program which is equivalent to the level of safety obtained by using a lockout program, the employer shall demonstrate full compliance with all tagout-related provisions of this standard together with such additional elements as are necessary to provide the equivalent safety available from the use of a lockout device. Additional means to be considered as part of the demonstration of full employee protection shall include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.

4. Energy control procedure

i. Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section.

Note: "Exception:" The employer need not document the required procedure for a particular machine or equipment, when all of the following elements exist: [1] The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees; [2] the machine or equipment has a single energy source which can be readily identified and isolated; [3] the isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment; [4] the machine or equipment is isolated from that energy source and locked out during servicing or maintenance; [5] a single lockout device will achieve a locker-out condition; [6] the lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance; [7] the servicing or maintenance does not create hazards for other employees; and [8] the employer, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

ii. The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:

a. A specific statement of the intended use of the procedure;

b. Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;

DRAFT

c. Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and

d. Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

5. Protective materials and hardware

i. Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.

ii. Lockout devices and tagout devices shall be singularly identified; shall be the only device(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:

a. "Durable"

(1. Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

(2. Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.

(3. Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

b. "Standardized."

(1. Lockout and tagout devices shall be standardized within the facility in at least one of the following criteria: Color; shape; or size; and additionally, in the case of tagout devices, print and format shall be standardized.

c. “Substantial" –

(1. "Lockout devices." Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.

DRAFT

(2. "Tagout devices." Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

d. "Identifiable."

(1. Lockout devices and tagout devices shall indicate the identity of the employee applying the device(s).

(2. Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as the following: "Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate."

6. Periodic inspection.

i. The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed.

a. The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.

b. The periodic inspection shall be conducted to correct any deviations or inadequacies identified.

c. Where lockout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

d. Where tagout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized and affected employees, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in paragraph(c)(7)(ii) of this section.

ii. The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

7. Training and communication.

DRAFT

i. The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following:

a. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

b. Each affected employee shall be instructed in the purpose and use of the energy control procedure.

c. All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

ii. When tagout systems are used, employees shall also be trained in the following limitations of tags:

a. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

b. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

c. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.

d. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

e. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

f. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

iii: Employee retraining.

DRAFT

a. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

b. Additional retraining shall also be conducted whenever a periodic inspection under paragraph (c)(6) of this section reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

c. The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

d. The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

iv. Energy isolation. Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.

v. Notification of employees. Affected employees shall be notified by the employer or authorized employee of the application and removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

vi. Application of control. The established procedures for the application of energy control (the lockout or tagout procedures) shall cover the following elements and actions and shall be done in the following sequence:

a. Preparation for shutdown. Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

b. Machine or equipment shutdown. The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

c. Machine or equipment isolation. All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

8. Lockout or tagout device application.

DRAFT

i Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.

ii. Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position.

iii. Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

a. Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.

b. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

9. Stored energy

i. Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

ii. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

10. Verification of isolation.

Prior to starting work on machines or equipment that have been locked out or tagged out; the authorized employee shall verify that isolation and de-energization of the machine or equipment have been accomplished.

i. Release from lockout or tagout. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

11. The machine or equipment.

The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

DRAFT

12. Employees

i. The work area shall be checked to ensure that all employees have been safely positioned or removed.

Ii. Before lockout or tagout devices are removed and before machines or equipment are energized, affected employees shall be notified that the lockout or tagout devices have been removed.

iii. After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.

13. Lockout or tagout devices removal.

Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device. Exception to paragraph (e) (3). When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented and incorporated into the employer's energy control program. The employer shall demonstrate that the specific procedure shall include at least the following elements:

i. Verification by the employer that the authorized employee who applied the device is not at the facility:

ii. Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and

iii. Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

14. Additional requirements

i. Testing or positioning of machines, equipment or components thereof. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

ii. Clear the machine or equipment of tools and materials in accordance with paragraph (e) (1) of this section;

DRAFT

iii. Remove employees from the machine or equipment area in accordance with paragraph (e) (2) of this section;

iv. Remove the lockout or tagout devices as specified in paragraph (e) (3) of this section;

v. Energize and proceed with testing or positioning;

vi. De-energize all systems and reapply energy control measures in accordance with paragraph (d) of this section to continue the servicing and/or maintenance.

15. Outside Personnel (contractors, etc.).

i. Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer and the outside employer shall inform each other of their respective lockout or tagout procedures.

ii. The on-site employer shall ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

DRAFT

16. Group lockout or tagout.

i. When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

ii. Group lockout or tagout devices shall be used in accordance with the procedures required by paragraph (c) (4) of this section including, but not necessarily limited to, the following specific requirements:

a. Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock);

b. Provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment and

c. When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and

d. Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

17. Shift or Personnel Changes

Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.

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September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C23 - Florida Safe Schools Assessments Acceptance Letter

Description

Florida DOE / HB 7030-s. 1006.1493, F.S., Florida Safe Schools Assessment Tool must be the Site Security Assessment tool that is used at each district and school site in conducting security assessments. The School Safety Specialist review the recommendations of the School Hardening and Harm Mitigation Workgroup from each school. The School Board must acknowledge the assessments have been completed and the Superintendent is required to sign verification of completion.

Gap Analysis

Clay County District Schools requires the Board's confirmation of completion of the Florida Safe Schools Assessments to be in compliance for SB 7030.

Previous Outcomes

The board approved a similar letter in October 2018 and September 2019.

Expected Outcomes

Approval of the acceptance letter which will be submitted to the state for compliance of SB 7030. This will also foster a safe and secure environment for our District staff by constantly assessing our campuses.

Strategic Plan Goal

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

Recommendation

Approve the acceptance letter and allow the superintendent to sign the letter which will be submitted to the state for compliance of SB 7030.

Contact

Bryce Ellis, Assistant Superintendent for Operations, bryce.ellis@myoneclay.net; Kenneth Wagner, Chief of Police, kenneth.wagner@myoneclay.net

Financial Impact

No financial impact.

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title
C24 - Pre-Qualification of Contractors

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

Gap Analysis
Contractor Pre-Qualification is an annual requirement.

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

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

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

Recommendation
Approve the attached Contractor Pre-qualification list.

Contact
Bryce Ellis, Interim Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Financial Impact
None.

Review Comments

Attachments

Table for Board Backup Contractor Prequal, 9.3.20.pdf

DRAFT

SBCC PRE-QUALIFIED CONTRACTORS

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

COMPANY	TRADE CATEGORY	BOND LIMIT	EXPIRATION DATE
A3 Communications	Specialty Electrical Contractor	$3,000,000.00	September 30, 2021
Allstate Construction, Inc.	General Contractor	$100,000,000.00	September 30, 2021
Danis Construction, LLC	General Contractor	$100,000,000.00	September 30, 2021
D.J. Haycook Construction Company	General Contractor	$12,000,000.00	September 30, 2021
Gilbane Building Company	General Contractor	$500,000,000.00	September 30, 2021
LFG Services, Inc. D.B.A. SMI Group	Test, Adjust, and Balance Contractor	No Bond Required	September 30, 2021
Shine & Company, Inc.	Electrical, Building, and Class A Air Conditioning Contractor	$2,000,000.00	September 30, 2021

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C25 - Substantial Completion of Doctors Inlet Elementary School Cafeteria Expansion

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 Engineer, has reached Substantial Completion on August 3, 2020 in accordance with the project documents.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve Substantial Completion.

Contact

Bryce Ellis, Interim Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net,

David Kramer, Project Manager, (904) 336-6849, david.kramer@myoneclay.net

Financial Impact

None.

Review Comments

Attachments

Substantial Completion DIS Cafeteria.pdf

DRAFT

Clay County District Schools
Certificate of Substantial Completion

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

Project Title: Cafeteria Expansion

School: Doctors Inlet Elementary

SDCC Project Number: C-7-19/20

OEF Project Number: N/A

Project Architect: Brian Boatright

Project Contractor: F&G Construction

Date of Substantial Completion: 8-3-2020

DRAFT

Signature: Contractor Date: 8-3-20

Signature: Architect/Engineer Date: 8-3-2020

Signature: Project Manager Date: 8-3-2020

Signature: Code Enforcement Date: 8-3-20

SSD-1-5012
E 04/21/2009

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C26 - Change Order #5 (Direct Purchasing) for Doctors Inlet Elementary School Cafeteria Expansion

Description

Direct purchasing change orders are almost always deductive and are the sole initiative of the owner. These change orders represent the purchase of materials and/or equipment directly by the School Board in order to save the sales tax. This change order corrects purchase orders previously approved but requiring adjustment as a result of shipping fee changes, quantity of material changes, cancellation by the contractor, etc.

Gap Analysis

N/A

Previous Outcomes

Sales tax savings have been used in the past to fund capital projects that may otherwise have not been funded.

Expected Outcomes

Money saved with sales tax savings will be used for capital projects that may otherwise have not been funded.

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 #5.

Contact

Bryce Ellis, Interim Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net,
David Kramer, Project Manager, (904) 336-6849, david.kramer@myoneclay.net

Financial Impact

This addition to the construction contract in the amount of $20,993.45 will not impact the budget. This action reconciles direct purchasing and returns unused funds to the Contractor.

Review Comments

Attachments

DIS Cafeteria CO 5.pdf

DRAFT

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Doctors Inlet Elem Cafeteria Expansion 2634 C.R. 220, Middleburg, FL 32068	Contract For: General Construction Date: November 07, 2019	Change Order Number: 5 Date: 9-3-2020
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Clay County School Board 900 Walnut St, Green Cove Springs, FL 32043	Brian Boatright Architect, Inc 914 Plainfield Ave, Orange Park, FL 32073	F&G Construction Genl Contractors, Inc 2734 Edison Ave, Jacksonville, FL 32254

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
Change Order 5 is associated with Owner Direct Purchasing - see attached spreadsheet.

The original Contract Sum was	$	2,198,000.00
The net change by previously authorized Change Orders	$	-502,129.35
The Contract Sum prior to this Change Order was	$	1,695,870.65
The Contract Sum will be increased by this Change Order in the amount of	$	20,933.45
The new Contract Sum including this Change Order will be	$	1,716,804.10

The Contract Time will be unchanged by zero (0) days.
The new date of Substantial Completion will be August 3, 2020

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT	CONTRACTOR	OWNER
Brian Boatright Architect *(Firm name)*	F&G Construction General Contractors *(Firm name)*	Clay County School Board *(Firm name)*
 SIGNATURE	SIGNATURE	SIGNATURE
Brian O. Boatright, President PRINTED NAME AND TITLE	Amy Austin, President PRINTED NAME AND TITLE	Carol Studdard, Board Chair PRINTED NAME AND TITLE
8-17-2020 DATE	DATE	9-3-2020 DATE

DRAFT

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User Notes: (3B9ADA51)

DIRECT PURCHASING
CAFETERIA EXPANSION AT DOCTORS INLET ELEMENTARY SCHOOL
C-7-18/19

F & G Construction General Contractor
2734 Edison Avenue
Jacksonville, FL 32254

DRAFT

DATE	REQ. #	P.O. #	VENDOR	P.O. AMOUNT	TAX SAVINGS (6%)	TAX SAVINGS (1%)	TOTAL DEDUCTION
CORRECTIONS TO PURCHASE ORDERS PREVIOUSLY REDUCED BY CHANGE ORDER							
1/17/2020	R028682	P2006756	Noland Company Inc.	$11,499.60	$689.98	$50.00	$12,239.58
			Noland Company Inc.	$0.00	$0.00	$0.00	$0.00
			FUNDS RETURNED TO CONTRACT	**$11,499.60**	**$689.98**	**$50.00**	**$12,239.58**
1/17/2020	R029016	P2006777	Best Block LLC	$13,147.00	$751.71	$50.00	$13,948.71
			Best Block LLC	$12,380.45	$742.83	$50.00	$13,173.28
			FUNDS RETURNED TO CONTRACT	**$766.55**	**$8.88**	**$0.00**	**$775.43**
1/17/2020	R029040	P2006783	Cash Building Material	$12,910.48	$774.63	$50.00	$13,735.11
			Cash Building Material	$12,716.48	$762.99	$50.00	$13,529.47
			FUNDS RETURNED TO CONTRACT	**$194.00**	**$11.64**	**$0.00**	**$205.64**
2/4/2020	R029802	P2007327	Cemex, Inc.	$9,186.00	$551.16	$50.00	$9,787.16
			Cemex, Inc.	$4,822.51	$289.35	$50.00	$5,161.86
			FUNDS RETURNED TO CONTRACT	**$4,363.49**	**$261.81**	**$0.00**	**$4,625.30**
2/4/2020	R029804	P2007328	L&W Supply	$12,810.27	$768.62	$50.00	$13,628.89
			L&W Supply	$12,809.97	$768.60	$50.00	$13,628.57
			FUNDS RETURNED TO CONTRACT	**$0.30**	**$0.02**	**$0.00**	**$0.32**
2/6/2020	R029882	P2007399	Fogleman Builders Supply	$16,898.40	$1,013.90	$50.00	$17,962.30
			Fogleman Builders Supply	$13,985.96	$839.16	$50.00	$14,875.12
			FUNDS RETURNED TO CONTRACT	**$2,912.44**	**$174.75**	**$0.00**	**$3,087.19**
			Total Funds Returned to Contract	**$19,736.38**	**$1,147.07**	**$50.00**	**$20,933.45**

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

C27 - Substantial and Final Completion of Clay High School Erosion Control/Stormwater Repair

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 6, 2020 and Final Completion on August 13, 2020, in accordance with the project documents.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve Substantial and Final Completion

Contact

Bryce Ellis, Interim Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Financial Impact

None.

Review Comments

Attachments

Certificate of Substantial Completion CHS Erosion Control.pdf

DRAFT

Clay County District Schools
Certificate of Substantial Completion

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

Project Title: Erosion Control/Stormwater Repair

School: Clay High School

SDCC Project Number: C-12-19/20

OEF Project Number: N/A

Project Engineer: Michele M. Agee, P.E., P.A

Project Contractor: Hager Construction Company

Date of Substantial Completion: August 6, 2020

Signature: Contractor — Date: 8-17-20

Signature: Engineer — Date: 17 August 2020

Signature: Project Manager — Date: 8/17/2020

Signature: Code Enforcement — Date: 8-17-20

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SSD-1-5012
E 04/21/2009

Clay County District Schools
Substantial Inspection Report

Project Name: Erosion Control/Stormwater Repair
SDCC Project Number: C-12-19/20
OEF Project Number: N/A
School/Campus: Clay High School
Contractor: Hager Construction Company
Architect/Engineer: Michele M. Agee, P.E., P.A.
Inspection Date: August 6, 2020
Inspected By: Michele Agee
Accompanied by: Tod Sweatland

A. Threshold Building included in project: ☐ Yes X No
(If yes, has the District received the letter of certification from the Threshold Inspector?)

B. Systems and Areas Inspected (as appropriate):

_____ Fire Alarm and Detectors	_____ Fire Hydrant Test
_____ HVAC Shut-down	_____ Elevator Certification
_____ Inter-Com System	_____ Well Certification/Test
_____ Signage	_____ Water Certification/Test
_____ Emergency Power Shut-down	_____ Kitchen Hood Certification
_____ Emergency Generator Operation	_____ Fire Sprinkler Certification
_____ Emergency Lighting	_____ Lift Station Test
_____ Exiting & Exit Lights	_____ HVAC Test & Balance
_____ Glazing	_____ Carpet Certification/Test
_____ Fire Extinguishers	_____ DEP Certification/Clearance
_____ Toilet Facilities	_____ SJRWMD Inspection/Clearance
_____ Food Preparation	_X_ Stormwater Structures
_____ Site Lighting	_X_ Safety Conditions Exterior
_____ Site Parking	_X_ Site Restoration

John Hager — Date: 8-17-20
Signature: Contractor

Michele M. Agee — Date: 17 August 2020
Signature: Architect/Engineer

[signature] — Date: 8/17/2020
Signature: Project Manager

[signature] — Date: 8-17-20
Signature: Code Enforcement

DRAFT

SSD-1-5015
E 04/21/2009

Clay County District Schools
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: Erosion Control/Stormwater Repair

School: Clay High School

SDCC Project Number: C-12-19/20

OEFIS Project Number: NA

Project Engineer: Michele M. Agee, P.E., P.A.

Project Contractor: Hager Construction Company

Date of Final Completion: August 13, 2020

DRAFT

John W Hager Date 8-17-20
Signature: Contractor

Michele M. Agee Date 17 August 2020
Signature: Architect/Engineer

Date 8/17/2020
Signature: Project Manager

Ed Swatton Date 8-17-20
Signature: Code Enforcement

SSD-1-5013
E 04/21/2009

Clay County District Schools
Final Completion Inspection and Report

Date: August 13, 2020
SDCC Project No: C-12-19/20
Project Name: Erosion Control/Stormwater Repair
Contractor: Hager Construction Company
Architect/Engineer: Michele M. Agee, P.E., P.A.
SDCC Project Manager: Jeffery Marks

A. All deficiencies identified as the final punch list have been identified, and a list is attached: □ Yes X No – All deficiencies corrected on the spot

B. The following items (as identified within the Project Manual) must be received in accordance with project specifications before a Certificate of Final Completion will be issued:

X Application for Payment
X Consent of Surety to Final Payment
NA Extra Materials (when specified)
X Warranties and Bonds
X Completion of Architect/Engineer Punch List
NA Test and Balance Reports (if applicable)
NA Other Certifications, as required:
1. Asbestos
2. Carpet
3. Lead
4. Bacteriological
5. Clearance letter from Dept. Of Environmental Protection (DEP)
6. Storm Water
7. Toxic Substances

X As-Built Drawings
NA Maintenance and Operations Manuals
X Keys accepted
___ Other (Explain)

John W Hager — Date: 8-17-20
Signature: Contractor

Michele M. Agee — Date: 17 August 2020
Signature: Architect/Engineer

[signature] — Date: 8/17/2020
Signature: Project Manager

[signature] — Date: 8-17-20
Signature: Code Enforcement

SSD-1-5014
E 04/21/2009

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

D1 - Human Resources Special Action

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT

September 3, 2020 - Regular Meeting and Public Hearing on the 2020-2021 Budget

Title

D2 - Public Hearing to Approve as Advertised Student and Family Handbook and Code of Student Conduct

Description

Per statutory requirement, the 2020-21 Code of Student Conduct is being noticed prior to its official adoption by the School Board of Clay County in August 2020. The Code of Student Conduct is a policy adopted by the district that defines and describes the expected behavior of students while the learning environment and is a guide for administrators on addressing conduct infractions through intervention and consequences.

Gap Analysis

The Code of Student Conduct is updated annually to address new statutory requirements and strengthen existing language based on a review of discipline data profiles. Due to the pandemic, additional language has been added to the Code to reflect student expectations when utilizing distance learning as an extension of the traditional classroom and academic honesty

Previous Outcomes

The Code of Conduct was enforced with fidelity by each school.

Expected Outcomes

By publicly advertising this revised version of the Student Handbook and the Code of Student Conduct per statutory regulation, the District will continue its cycle of compliance with the Florida Department of Education and allow for public input on the practices and procedures related to student rights and responsibilities as well as how the District handles student misbehavior while in the learning environment.

Strategic Plan Goal

Goal: Goal 3 Establish a respectful climate and culture that provides equity and access to all.
Strategy: 3.2: Develop systems and processes that focus on developing the whole child.

Recommendation

That the Clay County School Board will approve the Student & Family Handbook and Code of Student Conduct revisions on pages 59, 60, 61, 62, and 65.

Contact

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

Financial Impact

$0.00 (include funding source)

Review Comments

Attachments

- Advertisement of Public Hearing Student Code of Conduct.pdf
- Student Code of Conduct 20-21 - for 9_3_20 bd mtg red lined DRAFT (1).pdf

DRAFT

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

APPROVAL TO ADVERTISE/NOTICE OF INTENT TO ADOPT REVISIONS TO STUDENT HANDBOOK AND CODE OF CONDUCT FOR 2020-2021

Approval to Advertise: The School Board of Clay County, Florida ("the Board") approved on July 21, 2020, the advertisement of the proposed revisions to the Student Handbook and Code of Conduct for 2020-2021.

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 Student Handbook and Code of Conduct for 2020-2021 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 - July 21, 2020. 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 Student Handbook and Code of Conduct for 2020-2021 under sections 120.54, 1001.31, and 1001.32 of the Florida Statutes.

Laws Implemented: The laws implemented by the above-referenced Student Handbook and Code of Conduct for 2020-2021 are noted under each section of the Policy.

Person(s) Originating Policy Changes: The proposed revisions to Student Handbook and Code of Conduct 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 revisions to Student Handbook and Code of Conduct for 2020-2021 following a public hearing. ***The public hearing shall be held on Thursday, September 3, 2020,*** during the course of the Board's regular meeting, which begins ***at 6:00 p.m.*** and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

Any person requiring special accommodations to attend or participate in public meetings should advise the School District at least 48 hours before the meeting by contacting the Superintendent's Office at (904) 336-6508. If you are hearing or speech impaired, you may contact the District by email addressed to bonnie.onora@myoneclay.net 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.

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STUDENT & FAMILY HANDBOOK and Code of Student Conduct

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David Broskie
Superintendent of Schools

CLAY COUNTY SCHOOL BOARD

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

2020-2021

INTRODUCTION 1
Superintendents Message 1
Jurisdiction of the School Board 1
MISSION, VISION & PHILOSOPHY 2
STUDENT RIGHTS & RESPONSIBILITIES 3
School Participation 3
Learning Experience & Outcomes 3
Freedom of Speech & Expression 4
Privacy and Property Rights 4
Student Executive Offices 5
Student Publications 5
Pledge of Allegiance Notice 5
Roles of Home, Student and School 6
EQUAL OPPORTUNITY: PREVENTION OF DISCRIMINATION, HARASSMENT & BULLYING
Notice of Non-Discrimination 7
Discrimination/Harassment 8
Sexual Harassment 9
Bullying 9
Reporting & Retaliation 10
Procedures for Investigation 11
HOPE Scholarship 11
Student-Led Organizations 11
Student Activities, Athletics, & Extracurricular Activities 11
Rules for Student Activities & Clubs 12
ATTENDANCE 13
Compulsory School Attendance 13
Unexcused Absences | Truancy 13
Senior Attendance Policy 14
Truancy 15
Driver License 15
Make-Up Work 15
McKinney-Vento Homeless Assistance Act 15
STUDENT CONDUCT 17
Academic Honesty 17
Dress Code 17
Student Use of the Internet 18
Bring Your Own Device 18
Student Conduct on School Buses 19
Youth Gang Membership 20
Zero Tolerance Rule 20
STUDENT ACCOUNTABILITY, DISCIPLINE & MISCONDUCT 22
Hearing Office 22
Removal of Student from Class 23
Suspension & Expulsion 23
Investigations of Suspected Student Misconduct 24
Tobacco, Drugs & Alcohol 25
Weapons in School 26
Firearms 26
Striking or Threatening School Board Employee 26
Discipline Action Matrix 27
Elementary 27
Secondary 34
Action Matrix 40
Discipline & Students with Disabilities 41
Students Charged with a Felony 43
STUDENT SAFETY 44
Threat Management Assessments 44
FortifyFL 44
Random Searches 44
Family Behavior & Expectations 45
STUDENT HEALTH 46

DRAFT

Immunizations 46
Health Services Screenings 46
Live Lice Policy 46
Home Responsibility for General Health Updates 48
OTHER IMPORTANT INFORMATION FOR FAMILIES . 49
Federal Educational Rights and Privacy Act 49
Child Abuse Reporting 51
Notice of Child Find Activities 52
Use of Student Work, Video, & Photographs …….. 53
Rights of Divorced Parents 53
Parental Concerns Regarding District Employee 53
APPENDIX A: ACRONYMS & DEFINITIONS 54
APPENDIX B: BEHAVIOR INFRACTION CODES ……... 55

DRAFT

INTRODUCTION

VISION & PHILOSOPHY



Dear Parents, Students, and Community Partners,

Together we faced an unprecedented pandemic with COVID-19 during the 2019-2020 school year and this virus radically changed how we operated as a school district. During this difficult time, it was still important for our public school system to safely deliver high-quality instruction to our students through distance learning. Through good times and trying circumstances, Clay County District Schools continues to pride itself on the ability to create an excellent education for all learners. One way that we continue to provide quality education and safety for all students is through our *Student Handbook & Code of Student Conduct.* This code outlines the rights and responsibilities of our scholars, not only as an individual learner, but also as a student that plays an integral part of the *OneClay* family. This handbook provides clear expectations to parents and students on the values of our community.

This Code of Student Conduct has been approved by the Clay County School Board, and contains important information that is essential to your child's education. My hope is that you read and review this handbook with your student to make sure they understand the content. If you have any questions or concerns, your school principal will be happy to assist you. We value your partnership in public education, as together, we build the best educational system for our kids.

Respectfully,

David Broskie

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Jurisdiction of the School Board



This Handbook and all of its referenced policies and procedures is in force at all times on all school campuses and properties, as well as such times and places, including but not necessarily limited to, school sponsored events, field trips, athletic functions and other activities where school administrators have jurisdiction over students. Jurisdictional control over the student may extend to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, or welfare of the school. With respect to bullying and harassment behavior, jurisdiction of the Board extends to data or computer software accessed at a non-school related location, activity, function, or program, or to technology or an electronic device that is not owned, leased, or used by the Clay County District Schools.

Our primary role as School Board members is to ensure the safety of all school district members and guests, and to craft policies that reflect the spirit of our communities while also considering the future of our most precious asset – the kids. This Handbook is just one of those guides that help to make our schools great. We are honored to be given this opportunity, and look forward to the collaboration and partnership that makes Clay County a truly special place to live.

OUR MISSION

Our mission is to work collaboratively with all stakeholders to provide a public education experience that is motivating, challenging, and rewarding for all children. We will increase student achievement by providing students with learning opportunities that are rigorous, relevant and transcend beyond the boundaries of the school walls. We will ensure a working and learning environment built upon honesty, integrity, and respect. Through these values, we will maximize student potential and promote individual responsibility.

OUR VISION

The School District of Clay County exists to prepare life-long learners for success in a global and competitive workplace and in acquiring applicable life skills.

OUR PHILOSOPHY

Instruction should occur in an environment that promotes the highest level of learning. Effective instruction requires high levels of student engagement, innovation of classroom rituals and routines, and clearly articulated behavioral expectations. This is described as the absence of distractions, frictions, and disturbances that interfere with the effective functioning of the student, class, and school. It is the presence of a friendly, student-centered environment in which students and school personnel work cooperatively toward mutually recognized and accepted goals, and in which the parent and the school develop and maintain a positive, collaborative relationship focused on what is best for the learner.

As a student progresses through the grade levels, it is reasonable to assume that an increase in age and maturity will result in the student assuming new opportunities to grow and greater responsibility for their actions. It is recognized that differences in age and maturity require different types of opportunities and disciplinary action; while maintaining a fair and equitable system that is applied to all students in grades PreK-12.

To assist parents, administrators, and faculty in maintaining a positive learning environment, this Student & Family Handbook, along with its embedded Code of Student Conduct, will:

- Describe the role of the home, student, and school in the education of the learner.
- Describe student's rights and responsibilities as part of the learning environment.
- Describe student conduct and processes associated with student misconduct.
- Describe aspects of student health and wellness, safety and security, and other relevant information that will help lead to a positive experience for all stakeholders.

The content of this Handbook will be shared with all students, parents, faculty, and councils associated with district and school teams, in language that is understandable to the audience, through multiple media and sensory platforms, and in

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writing when requested by an individual, to ensure that a common understanding is established for the education of our children and youth.

It is the intent of this document to help students understand that individual rights involve associated responsibilities, and that individual rights must be viewed in relationship to the health, safety, and welfare of the entire school community. The principal shall assume administrative responsibility and instructional leadership under the supervision of the Superintendent, and in accordance with rules and regulations of the School Board for planning, management, and operation of the school to which the principal is assigned. The faculty and staff shall assist in the orderly operation of the school and assure the rights of students.

STUDENT RIGHTS AND RESPONSIBILITIES

School Participation

Regular attendance by students will facilitate the development of the skills and knowledge necessary to function in a modern democratic society. School staff, parents, students, and appropriate state agencies are expected to work together to ensure that all applicable school attendance laws are obeyed.

Student Rights	Student Responsibilities
To be informed of School Board policies and individual school rules regarding absenteeism and tardiness.	Take advantage of their educational opportunity by attending all classes daily and on time.
To appeal a decision pertaining to an absence.	To provide the school with an adequate explanation and documentation indicating the reason for an absence.
To make up class work within a prescribed length of time in case of an excused absence.	To request the make-up assignment from their teachers upon their return from an excused absence and to complete the work within a reasonable length of time as determined by school board policy (1 day per each day of absence).

Clay County District School employees are not responsible for supervising students who arrive on school property 30 or more minutes before school or a school-sponsored activity is scheduled to begin. Further, Clay County District School employees are not responsible for supervising students who remain on school property 30 minutes or more after school ends, or 30 or more minutes after a school-sponsored activity ends.

Learning Experience and Outcomes

Active involvement in the learning process is critical to academic success, and is a complex interaction between age, maturity, ability, and personal commitment. For all learners, the level of engagement with the material and the experiences will be reflected in grades and assessments.

Student Rights	Student Responsibilities

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To have equal educational opportunity with regard to academic programs and extracurricular activities.	To pursue participation in academic programs and extracurricular activities of interest and that are commensurate with ability.
To be informed of district curriculum course descriptions that will facilitate informed choices.	To actively pursue assistance from qualified school staff with course selection that is consistent with ability and program of study.
To receive instruction in courses of study under competent instructors and in an atmosphere free from bias and prejudice.	To cooperate fully and exert every effort to achieve mastery at the highest level possible.
To receive access to instructional materials and resources for the subject(s) they are studying.	To take care of instructional materials/resources issued to them and to pay for lost or damaged instructional materials.*
To receive and have explained to a teacher's grading criteria at the beginning of each year long or semester course.	To become informed of the grading criteria and any updates to grading rubrics.
To receive reasonable notification of failure or potential failure during the grading period when it is apparent unsatisfactory work is being performed.	To maintain standards of academic performance commensurate with ability, and to make every effort to improve performance upon receipt of notification of unsatisfactory progress

*Florida Statutes 1006.42(1): Each Parent of a student to whom or for whom instructional materials have been issued, is liable for any loss or destruction of, or unnecessary damage to, the instructional materials or for failure of the student to return the instructional materials, and shall pay for such loss, destruction, or unnecessary damage as provided by law.

Freedom of Speech & Expression

Citizens in our democracy are guaranteed self-expression under the 1st and 4th Amendments of the United States Constitution; therefore, in a democratic society, one of the basic purposes of education is to prepare students for responsible self-expression.

Student Rights	Student Responsibilities
To form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous, or libelous.	To respect the rights, property, and beliefs of other individuals, to express disagreement in a manner which does not infringe upon the rights of others, and does not interfere with the orderly educational process.**
To not be subject to disciplinary action because of use of a language other than English if student has limited English proficiency.	To act in a manner which preserves the dignity of patriotic observances.
To affirm their identity with the American ideals as allowed and encouraged by state law.*	To respect the religious beliefs and observances of others.
To refrain from any activity which violates the precepts of their religion.	To plan for, seek approval of, and conduct activities which are consistent with the educational objectives of the school.
To petition and survey student opinion in accordance with the procedures that are established by the principal and consistent with school district guidelines.	

*Pursuant to F.S. 1003.44.

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**Pursuant to School Board Rule 4.04 and F.S. 1006.07(2)(c).

Privacy and Property Rights

Federal and State laws provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students (4th Amendment of the United States Constitution).

Student Rights	Student Responsibilities
To maintain privacy of personal possessions unless school personnel have reasonable suspicion to believe a student possesses any object or material which is prohibited by law or School Board Policy.	To not carry or conceal any such material that is prohibited by law or would detract from the educational process.
To attend school in an educational environment in which personal property is respected.	To respect the property rights of the public at large as well as those of individuals, and to refrain from destruction of, or damage to such property.
To be informed of state laws governing the search of personal effects while on school property, including lockers, backpacks, purses and gym bags.*	To accept the consequences for content stored within an assigned locker or other storage device.*

*Pursuant to F.S. 1006.09(9), school officials may conduct a warrantless search of a student's locker, vehicle, or any storage area on school property if such officials have reason to believe that illegal, prohibited, or harmful items may be concealed.

Student Executive Officers

Effective student associations are the forums for the training and involvement of students in the democratic process, and promote the ideals of shared governance, respecting differing opinions, and engaging productive discourse with one another. Members of the school community share the responsibility for shaping such associations into positive instruments for student involvement.

Student Rights	Student Responsibilities
To form and operate executive officers within student groups under the direction of a faculty advisor.	To elect student executive officers and representatives in student groups who are responsive to the needs of the school and who will work constructively toward the resolution of such needs.
To seek an executive office in student government or other student organization regardless of race, sex, color, creed, or political beliefs.	To conduct election campaigns in a positive, mature manner, with all due respect provided their opponents.
To attend, as a student executive officer or representative, official student group meetings upon approval of such meetings by the school principal.	To attend regularly scheduled meetings, if an elected student representative, and exhibit appropriate conduct at all times.

Student Publications

Education is the process of inquiry and learning, acquiring and imparting knowledge, and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide

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range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the entire student body.

Student Rights	Student Responsibilities
To possess, post, and distribute forms of literature that are not inherently disruptive to the school program through means such as, but not limited to, newspapers, magazines, leaflets, pamphlets, and online forums.	To use only those bulletin boards or wall areas designated for use by students and student organizations, and accept responsibility for the effect that the posting might have on the normal activities of the school.
To be free of censorship on their publications except within the framework of guidelines previously agreed upon by students and administrators.	To refrain from publishing libelous and obscene materials, to seek full information on the topics about which they write, and observe the normal rules for responsible journalism under the guidance of the faculty advisor.
	Principals may suppress or recall literature which they consider primarily commercial in nature or material which could endanger the orderly operation of the school.

PLEDGE OF ALLEGIANCE NOTICE

Pursuant to F.S. 1002.20(12), students have the right not to participate in reciting the pledge. Upon written request by his or her parent, a student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

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ROLE OF HOME, STUDENT AND SCHOOL

In order for effective instruction to occur, there must be a cooperative relationship between student, parent, and educator. This relationship may be described as follows:

PARENTS OR GUARDIANS WHO:

- assume responsibility for their child's behavior.
- maintain regular communication with the school and encourage their child to maintain acceptable behaviors specific to their home, community, and school.
- ensure that their child is in daily attendance, and promptly report and explain an absence to the school.
- provide their child with the resources needed to complete class work.
- assist their child in developing grooming habits consistent with a school environment.
- bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- discuss report cards and work assignments with their child.
- maintain up-to-date contact information and addresses at the school, including medical provider and hospital preference.

STUDENTS WHO:

- attend all classes daily, and arriving on time.
- are prepared to come to class with appropriate working materials.
- are responsible for their own work and actions.
- are responsible for delivery of written communications to their parent/guardian.
- are respectful to all individuals and property.
- refrain from profane or inflammatory statements.
- maintain grooming habits appropriate for a school environment.
- abide by the rules and regulations set forth by the school and individual classroom teachers, while conducting themselves in a safe and responsible manner.

SCHOOLS THAT:

- encourage the use of good guidance procedures.
- maintain an atmosphere conducive to good behavior.
- exhibit an attitude of respect for students.
- plan a flexible curriculum to meet the needs of all students.
- promote effective training and discipline based upon fair and impartial treatment of all students.
- develop a positive working relationship among staff, students, and community partners.
- encourage the school staff, parents and student to use the services of community partners.
- encourage parents to maintain regular communication with the school and participate in its affairs.
- seek to involve students in the development of district policy.
- inform all employees of their requirement to report to law enforcement felony offenses and violent misdemeanors or delinquent acts which would be a felony offense if committed by an adult on or near school property.

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EQUAL OPPORTUNITY: PREVENTION OF DISCRIMINATION, HARASSMENT & BULLYING

NOTICE OF NON-DISCRIMINATION AND PROCEDURES FOR HANDLING ALLEGATIONS OF POSSIBLE DISCRIMINATION WITHIN THE CLAY COUNTY SCHOOLS – EMPLOYMENT AND PROGRAMS

Non-discrimination and diversity are foundation principles of the School Board. It is School Board policy to hire and promote the best qualified candidate measured against the requirements of the job and to provide equal employment and advancement opportunity for all individuals without discrimination because of race, color, gender, religion, age, national origin, disability, veteran, marital status or any other protected status.

The School Board also makes reasonable accommodations for disabled employees. Employees who would like to be considered for accommodation assistance should contact the Assistant Superintendent for Human Resources. Information obtained concerning individuals requesting accommodations is kept confidential, to the extent possible, except that principals and supervisors may be informed regarding restrictions on the work duties of disabled individuals and information regarding necessary accommodations.

The policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

The Clay County School Board reaffirms its Equal Education Opportunity (EEO) commitment as follows:

- Guidance counseling, financial assistance and access to academic, career and vocational opportunities are available without regard to race, religion, color, sex, marital status, age, national origin, disability, or other protected status.
- Criteria for admission to programs and courses do not have the effect of restricting access.
- Recreational and athletic activities do not exclude participation in, deny benefits of, or treat people differently on the basis of sex.

The Policy of the Clay County School Board (6GX-10-1.06) relative to Non-Discrimination states the following: DISCRIMINATION ON THE BASIS OF RACE, RELIGION, COLOR, SEX, MARITAL STATUS, AGE, NATIONAL ORIGIN, PREGNANCY, OR DISABILITY IS PROHIBITED IN THE EMPLOYMENT OF PERSONNEL IN THE PROVISION OF EDUCATIONAL PROGRAMS AND IN THE CONDUCT OF THE BUSINESS AFFAIRS OF THE CLAY COUNTY SCHOOL SYSTEM, AND PROVIDES EQUAL ACCESS TO THE BOY SCOUTS AND OTHER DESIGNATED PATRIOTIC GROUPS.

(Ref. F.S. 760.10; F.S. 760.50; Federal Civil Rights Acts title VI, VII, IX; Section 504F. Rehabilitation Act, 1973-78; IDEA, ADEA; Equal Pay Act; Americans with Disabilities Act)

The procedures outlined below shall be used for the processing of allegations of possible discrimination.

- All such allegations should be discussed initially on an informal basis with the school principal, supervisor or appropriate division head directly responsible for the area of concern. Such discussion should be held within ten (10) days of alleged incidents(s) if possible.

- Any student matter not resolved by the school principal to the satisfaction of the aggrieved party shall be referred to the attention of the following office:

Coordinator of Student Engagement
School District of Clay County
900 Walnut Street
Green Cove Springs, Florida 32043
Telephone: (904) 336-6917

- Any Human Resources matter not resolved by the school principal or division head to the satisfaction of the aggrieved party shall be referred to the attention of the following office:

Assistant Superintendent for Human Resources
School District of Clay County
900 Walnut Street
Green Cove Springs, Florida 32043
Telephone: (904) 336-6701

- All complaints of discrimination or harassment shall be investigated fully and all person(s) involved shall be questioned. The aggrieved party may be required to appear in person to answer questions.

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- Such investigation shall be initiated within fifteen (15) days of receipt of the complaint. If an extension of the timelines is deemed necessary, the aggrieved party shall be notified of such extension prior to the end of the fifteen (15) days.

- Retaliation against any person who makes a complaint pursuant to this policy, or who participates in any investigation initiated pursuant to this policy, will not be tolerated. Any employee who engages in such retaliation shall be subject to disciplinary action up to and including termination.

DISCRIMINATION|HARASSMENT

Discrimination is defined as treating a person of a particular group differently based on their protected class characteristic. Harassment is defined as verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of the person's protected status and has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive education environment. Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the district's premises or circulated by e-mail, phone (including voice messages), text messages, social networking sites, or other means. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

It shall be a violation of District policy for any student, teacher, administrator, or other district personnel to harass a student or adult through conduct of a sexual nature, or regarding race, color, sexual orientation, national origin or disability as defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment based on race, color, sexual orientation, national origin, or disability by a student, teacher, administrator, or other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Examples of conduct that may constitute harassment based on race, color, sexual orientation, or national origin, include:

- graffiti containing offensive language which refers to a person's race, color, sexual orientation, or national origin name calling, jokes, or rumors
- threatening or intimidating conduct directed at a person because of his/her race, color, sexual orientation, or national origin
- racial or ethnic slurs, negative stereotypes, and hostile acts based on another's race, color, sexual orientation, or national origin
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, that person's race, color, sexual orientation, or national origin
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, sexual orientation, or national origin

Harassment based on a disability consists of verbal or physical conduct relating to an individual's physical or mental impairment when the harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to

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participate in or benefit from services or opportunities in an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct that may constitute harassment because of a disability include:

- graffiti containing offensive language derogatory to a person because of their physical or mental disability
- threatening or intimidating conduct directed at another because of that person's physical or mental disability

For additional information, please refer to District Policy Rule 1.12.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature in the workplace. Sexual harassment can take two forms: 1) hostile environment and 2) "quid pro quo" which means "you do something for me and I'll do something for you" in a sexual context.

All public schools receiving any federal funds must also comply with Title IX of the Education Amendments of 1972. A school has a responsibility to respond promptly and effectively to a claim of sexual harassment or sexual violence. Title IX requires schools to adopt and publish grievance procedures for students to file complaints of sex discrimination, including complaints of sexual harassment or sexual violence. Schools can use general disciplinary procedures to address complaints of sex discrimination but all procedures must provide for prompt and equitable resolution of sex discrimination complaints.

BULLYING

Bullying is defined as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student, or would be reasonably assumed to cause harm. Bullying is prohibited against any student for any reason, including but not limited to, any such behavior that is directed toward a student on the basis of academic performance, or against whom federal and state laws prohibit discrimination.

To guide the investigation of alleged bullying, three key elements must be present in order to fall into the Substantiated Bullying category. This includes behaviors that are repeated, or could be reasonably repeated, intentional, and reflect a power imbalance between the individual engaged in bullying behavior and the one being bullied.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, or purposely excluding someone from a group. Cyberbullying is a specific form of bullying using technology to hurt, harm or humiliate another individual or group.

REPORTING DISCRIMINATION, HARASSMENT, AND BULLYING

If you feel you have been a victim of, or witness to, discrimination, harassment, or bullying, report it immediately. Retaliation for reporting is not tolerated. The highest level of confidentiality possible will be upheld regarding the

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submission of a complaint or report of harassment/bullying/hazing and the investigative procedures that follow. The following actions are encouraged in reporting this behavior.

- Students are always encouraged to report the complaint directly to a teacher, school counselor, school administrator, or parent.
- If a student or other person familiar with the situation would like to submit a report anonymously, they may call the Bullying Hotline at (904) 336-6799.
- If the accused is a district employee, the student or parent should contact Human Resources at (904) 336-6706.
- If the accused is an adult not employed by the school district, the student or parent should contact the school principal.

Procedures for Investigating Accusations of Harassment and Bullying

- When a report is made, the school principal will notify the parents of both the student(s) accused of bullying and the student(s) that has been allegedly bullied within 48 hours. This notification will include a description of the accusation and the process for investigation that will take place, along with a timeline of action.

  It is expected that a thorough investigation will require more than one day but will be completed in a timely manner. It must review more than a single incident to be considered bullying behavior but not for harassment or hazing.
- The principal will designate a staff member that can remain neutral to lead the investigation.
- All interviews of students and adults will be documented and uploaded into the SIS referral system. All interviewees should be prepared to give as much detail as possible regarding who, what, when, where, and how the behavior allegedly occurred.
- The School Counselor will be notified within 48 hours of the report in order to meet with the student(s) that was harassed, bullied, or hazed, to determine their counseling needs.
- Collection and evaluation of facts will include: o the nature of the behavior o how often the behavior occurred o past incidents or past continuing patterns of behavior
  - relationship between the parties involved, including any positions of power one may have over another
  - race, national origin, sex, disability (if any) and age of the person being harassed or bullied o identity of the student(s) bullying others o locations of all incidents o impact on educational progress and educational environment o context in which the alleged incidents occurred
- Once an investigation is completed, information and findings are entered into the SIS and appropriate actions are taken regarding student discipline per this Code of Student Conduct and supports put in place for all individuals involved.
- The principal will notify the parent of the student being harassed or bullied of the Hope Scholarship program within 15 day of the initial report and provide them with requisite paperwork for submission to the state.

A maximum of 60 school days shall be the limit for the initial filing of incidents that fall under the Federal guidelines for harassing behavior and completion of the investigative procedural steps.

HOPE Scholarship

Section 1002.40, Florida Statutes, was established in last year's legislative session and provides the parent of a public school student who was subjected to an incident of bullying or violence (a complete list of incidents is found in section 1002.40(3), F.S.), an opportunity to transfer to another public school, or request a scholarship for the student to enroll in and attend a participating private school. The law states in part, "Upon receipt of a report of an incident, the school

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principal, or his or her designee, shall provide a copy of the report to the parent and investigate the incident to determine if the incident must be reported as required by s. 1006.09(6). Within 24 hours after receipt of the report, the principal or his or her designee shall provide a copy of the report to the parent of the alleged offender and to the superintendent. Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the school district shall notify the parent of the program and offer the parent an opportunity to enroll his or her student in another public school that has capacity or to request and receive a scholarship to attend an eligible private school, subject to available funding." Please go to the FLDOE website for more detailed information.

STUDENT-LED ORGANIZATIONS

Student-led organizations are permitted in secondary schools, and such organizations are allowed to meet on school premises during non-instructional time, as designated by the school principal. Students wishing to establish an organization shall work with their school and within district policy. Membership in all student organizations shall be on a voluntary basis and only open to students currently enrolled in the school at which meetings are to be held. Student organizations shall not engage in any activity which is contrary to law, district policy, or school rules.

STUDENT ACTIVITIES, ATHLETICS & EXTRACURRICULAR ACTIVITIES

Organized clubs and activities are characteristic of student life from the elementary school through college, and are characteristic of adult life as well. All members of the school community share the responsibility for organizing and supporting clubs and activities that meet student needs and serve definite and worthwhile purposes.

Rules for Student Activities and Clubs

- Clubs and activities must be open to all qualified students.
- Clubs cannot interfere with school activities and School Board policies must be followed.
- Clubs must have a charter and a constitution that state the membership qualifications and the rules of conduct (written by both students and teachers, be approved by the administration, and be kept on file so that all students, parents, and school personnel may read them).
- Local chapters of national organizations whose charters are prescribed are exempt from the requirement that they must be written by both students and teachers.
- Clubs must have a faculty sponsor approved by the administration; this sponsor must be at all meetings/events and with chaperones when appropriate.
- Club members cannot be hazed pursuant to School Board Policy 4.11 and F.S. 1006.135(1). Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Hazing includes any forced activity that could adversely affect the mental health or dignity of the student. Students are always encouraged to talk to parents and school administrators about any activity in which they are made to feel uncomfortable. Demeaning or dangerous activities are not necessary to be a part of a team or group.
- Club dues must be reasonable.
- Club meetings must be held on the school grounds except for special meetings/events approved by the administration.
- Club money must be handled through the school's internal accounts system.

NOTE: Florida Statute 1006.14: Secret societies prohibited in public K-12 school states that (1) It is unlawful for any person, group, or organization to organize or establish a fraternity, sorority, or other secret society whose membership is

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comprised in whole or in part of students enrolled in any public K-12 school or to go upon any public K-12 school premises for the purpose of soliciting any students to join such an organization.

A student not currently suspended for interscholastic extracurricular activities, or suspended or expelled from school, pursuant to the district's suspension or expulsion authority provided in law is eligible to participate interscholastic extracurricular activities pursuant to F.S. 1006.195(1).

Per F.S. 1006.09(2), if a student is convicted of, or is found to have committed a felony or a delinquent act, including an off-campus incident which would have been a felony if committed by an adult, the student's eligibility in interscholastic extracurricular activities is contingent upon local administration policy, regardless of whether or not adjudication is withheld.

Students who participate in interscholastic extracurricular activities for, but are not enrolled in a district public school, are subject to the district's code of Student Conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.

All junior high students must have a 2.0 on a 4.0 GPA scale at the conclusion of each semester. A high school student must have a cumulative 2.0 GPA on a 4.0 unweighted GPA scale at the conclusion of each semester.

Students are limited to four years of athletic eligibility upon entering high school.

The Florida High School Athletic Association continues to retain jurisdiction over eligibility rules dealing with recruitment violations and sanctions against students.

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ATTENDANCE

COMPULSORY SCHOOL ATTENDANCE

Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term. A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date of which the student attains that age if he/she files a formal declaration of intent to terminate school enrollment with the school district. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent or legal guardian. F.S. 1003.21(1)(c).

Florida law (Section 1003.26, Florida Statutes) specifies steps for enforcement of regular school attendance. It is the responsibility of the school district superintendent to enforce school attendance of all children who are subject to compulsory school age requirements. The responsibility includes:

- Develop policies and procedures to ensure that schools respond in a timely manner to each unexcused absence, or absence for which the reason is unknown.

- Contact the home for every unexcused absence or absence for which the reason is unknown, to obtain parent justification for the absence.
- Evaluate each justification and, based on district policy, determine whether the absence is excused or unexcused; if excused, allow the student to make up assigned work without academic penalty.
- Track excused and unexcused absences.
- Identify and refer students who may be developing a pattern of nonattendance to the school child study team for intervention services.
- Schedule a meeting with certain identified parents to discuss their child's attendance.
- Implement prevention and intervention strategies to address truancy and attendance issues as required for drivers' licenses and related requirements for habitual truants.
- Send a notice to the superintendent of schools and to the district home education contact regarding patterns of nonattendance for specific students.
- Refer habitual truancy cases to the case staffing committee and/or child-in-need- of-services provider for assistance.

ABSENCES|TRUANCY

Absenteeism, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism, and a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery.

The parent/guardian has the responsibility to ensure the student is rested and prepared for the rigor of a learning environment.

An absence from school under the following circumstances shall be considered excused:

- With permission – The absence was with the knowledge and consent of the principal of the school that the student attends. It is the responsibility of the parent/guardian to provide a written statement to the school explaining the absence within three (3) school days following the return of the student to school. If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such excuse provides that a student's condition justifies absence for more than 5 days per grading period/10 days per semester/20 days per year. The principal of the school shall determine when it is necessary to require a physician's statement from the student's medical provider and require the parent/guardian to provide a copy to their child's school within a reasonable period of time as determined by the principal or designee.
- Sickness, injury, or other insurmountable condition – Attendance was impractical or inadvisable on account of sickness or injury, or was impractical because of some other stated insurmountable condition.
- Financial inability to provide necessary clothes for the student when reported by the parent in writing to the Superintendent and validated by the Superintendent (FS 1003.24(3)).
- Absence for religious instruction or holidays – A student with the written consent of his or her parent/guardian shall be excused from attendance in school on a particular day or days, or at a particular time of day, and shall be excused from any examination, study or work assignment at such time to participate in religious instruction, for observance of a religious holiday or because tenets of his or her religion forbid secular activity at such time. The principal shall reserve the right to refuse a student's request for released time, if according to the provisions of the district's student progression plan:
    a. The student is not enrolled in sufficient courses to allow for the student's promotion or graduation, and thus the released time would not be equivalent to an optional period.

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b. The student's grades/academic progress is insufficient to allow for the student's promotion or graduation.

- Absences due to head lice will be excused. However, once a student has accumulated 10 absences during a school year due to head lice, the school will refer the case to the School Social Worker for family support and appropriate intervention, including a possible referral to the Truancy Arbitration Program through the State Attorney's Office. Unusual circumstances may be addressed by the principal to go beyond these 10 days for excused absences.

An absence from school under the following circumstances may be considered unexcused.

- The absence was without the parent/guardian's knowledge or consent.
- Permission for the absence was requested but denied by the principal of the student's school.
- No written statement of the absence from the parent/guardian has been received by the school explaining the reason for the absence within three (3) school days following the return of the student to school.

The principal has administrative discretion in cases of excessive absences to reject a written note and consider the absence as unexcused when absences are seriously impacting academic progress, with the exception of sickness, injury or insurmountable conditions.

For additional information, please refer to District Policy Rule 4.01.

SENIOR ATTENDANCE POLICY

Students must be in attendance for at least 90% of their total possible class periods during their senior year of high school to participate in commencement ceremonies. Once all attendance is recorded and verified, the rate of attendance will be pulled from the Student Information System.

This is not an excused/unexcused absence policy; it is an attendance policy. The type of absence does not matter with the following exceptions:

- doctor appointments or doctor mandated stay at home that is documented on a physician's professional stationary subpoenas to court
- bereavement time for an immediate family member
- participation in a school-sanctioned activity
- pre-approved college visits documented by email or regular mail correspondence
- parent approved absence from school

It is the student's responsibility to bring verification from the doctor, parent or court for an exception; otherwise the absence will count against the policy. Verification must be supplied within three school days following the absence.

Saturday School attendance (all four hours) may clear an absence. Banking of Saturday School credit is NOT allowed.

NOTE: All decisions regarding participation in graduation activities as a function of the Senior Attendance Policy will be at the discretion of school administration.

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TRUANCY

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

Absence by a student for twenty (20) or more days during the school year shall create a strong presumption that the student has failed those subjects or courses in which he is enrolled during that period. For semester courses, ten (10) days shall apply; for individual grading periods, five (5) days shall apply. Such presumption may be overcome by effort or performance which satisfies the teacher(s) involved, that such student should receive other than a failing grade. A review committee representing the administration, the instructional staff, and guidance, appointed by the principal, will review each such case individually and will make recommendations. Individual teacher(s) shall give strong consideration to the recommendation of the review committee in determining the effort or performance of the student.

ATTENDANCE REQUIREMENTS FOR MINORS TO MAINTAIN DRIVING PRIVILEGES

Recognizing the importance of education and keeping the students in school, the 1997 legislature enacted 322.091 F.S. relating to the driver's license for students, ages 14 to 18, as an incentive for students to stay in school and continue their education. In order for a student to retain or obtain his/her regular Florida driver's license or learner's driver's license, the student must comply with compulsory school attendance. Accumulating 15 unexcused absences in a period of 90 calendar days or failure to remain enrolled in school will result in being classified as a habitual truant and the loss of said license, or the withholding of the necessary forms to obtain a license by the Florida Department of Highway Safety and Motor Vehicles. (F.S. 1003.27(2b)). Parents and students will need to contact the school district at (904) 3369639 for detailed information regarding reporting, reinstatement, and appeal procedures.

For additional information, please refer to District Policy Rule 4.53.

MAKE-UP WORK

It is essential that students absent from school make up work missed. It is the responsibility of the student and the family to initiate requests for, and to pick up, make-up work on the day the student returns to class from an excused absence. All work missed from an excused absence can be made up within 24 hours for 100% credit. For example, if a student misses three days, they have three days to complete missing assignments for full credit.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act of 2000 (Subtitle VII-B) per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act, ensures homeless children transportation to and from school free of charge, allowing children to attend their school of origin (last school enrolled or the school they attended when they first became homeless) regardless of what district the family resides in. It further requires schools to register homeless children even if they lack normally required documents, such as immunization records or proof of residence. Local school districts must appoint Local Education Liaisons to ensure that school staff are aware of these rights, to provide public notice to homeless families (at shelters and at school) and to facilitate access to school and transportation services. Contact information and eligibility documents can be found at Project REACH.

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STUDENT CONDUCT

It is the belief of the Clay County District Schools that teachers and students deserve school environments that are safe, nurturing, and conducive to education and development. Creating a positive school/classroom climate while decreasing student time spent outside of the classroom now requires close attention to the social and emotional needs of the student as well as the behavioral intent. In the event that the school or classroom discipline has been disrupted to a level where a school must take action, the following information outlines the steps and the powers that the District will and must take.

ACADEMIC HONESTY

Clay County District Schools recognizes the importance of promoting a learning environment, whether traditional or distance learning, that values academic honesty. In order to foster ethical behavior among students, it is critical to educate all students regarding the characteristics of academic integrity. When engaged in learning activities, students should demonstrate the discipline necessary to seek guidance from their instructor rather than resorting to inappropriate behaviors that may undermine their own academic and personal development. This is a shared responsibility of all students, families, teachers, and staff.

DRESS CODE

Responsibility for the dress and appearance of students generally rests with individual students and their families. Students may wish to express themselves by the manner of their dress and appearance; however, students shall not wear clothing or affect an appearance at school or school-sanctioned activities or events that is or may be disruptive to the educational environment. Clay County District Schools standards on student attire are intended to help students focus on schoolwork, reduce discipline problems, and improve school order and safety. Subject to approval, principals, working with their school community, may establish additional specific standards for their schools. Any such standards must be published and distributed to families.

Dress and personal appearance of students should be a positive reflection on the family, student, school and community. A good rule of thumb: if there is a question about whether an outfit would be acceptable, choose a different outfit. Ultimately, school leadership reserves the right to determine if the dress code is being violated.

The following guidelines are to be followed:

- All students shall be properly groomed and attired appropriate to the activity when on school property or participating in school-sponsored events.
- School ID's must be worn and visible at all times.
- Students shall be dressed so they will not present a clear danger to health and safety; should be tailored in such a manner that because of fit, design, color, texture, or inadequate coverage of the body does not create a classroom or school disruption as determined by administration.

Permitted Apparel:

- Outfits are to be tailored in such a manner so as not to expose inappropriate areas of the body while in normal activity.
- Shorts, dresses or skirts should be 3 inches above the knee or longer. If leggings are worn, then the top MUST be the proper length of 3 inches above the knee or longer.

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- Pants and shorts should be worn at the waistline without the necessity of support whether a shirt is tucked in or out and fastened at the top closure. Belts will be buckled at all times if worn.
- Jeans/pants that have frays/holes above the knee must have something underneath them, such as leggings that cover the skin, so as not to expose skin or undergarments.
- Shirts must cover the shoulder and not expose undergarments in any manner or the midriff.
- The neckline of a shirt must limit exposure of the body.
- Footwear of some type must be worn at ALL times.

Non-Permitted Apparel:

- Apparel with off-color remarks or pictures, or emblazoned with drug, alcohol or tobacco related slogans.
- Apparel displaying violent or pornographic imagery.
- Sleepwear, such as bedroom slippers, pajamas, etc.
- Tank tops, halter tops, muscle shirts, tube tops, spaghetti straps, mesh/see-through shirts sheer-tops or bottoms.
- Hats, hoods, bandannas, and caps are not to be worn in class or in buildings unless approved by the administration or for special events.
- Any apparel or accessory determined by administration to present a safety hazard for the student or the school.

Disciplinary action for violation of the student dress code shall include notifying the student of the violation and a requirement that the dress or appearance be corrected before the student reenters the classroom, school environment, or school sanctioned activity or event. An administrator will determine the suitability of attire in question as it reflects the spirit of the dress code policy. Students found to be in violation of dress code policy will be required to change for the remainder of the day. Student refusal to change will result in their placement in the in-school suspension class for the remainder of the day or until a proper outfit can be brought for the student. At the discretion of the building level administrator, a family conference may be held. More serious consequences may result from repeated or serious violations.

For additional information, please refer to District Policy Rule 4.03.

STUDENT USE OF THE INTERNET

The Internet and related electronic instructional resources are used in schools to support student learning and distance learning. The use of these resources are for educational purposes only when on district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by Clay County District Schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. Teachers and school administration determine use of the Clay County District Schools Instructional Network based on educational goals of the school and classroom, and may determine to limit access. Students are encouraged to use the network to do homework, class-related research, and class work when appropriate. Students should not use this network for music, gaming, or non-educational video streaming. In compliance with the Child Information Protection Act (CIPA)
requirements, this network will be monitored. Clay County District Schools accepts no responsibility associated with loss, damage, or theft of a device connected to the network.

BRING YOUR OWN DEVICE

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Clay County District Schools is committed to helping students learn the skills they need to succeed in a world filled with technology. Our network allows secure access to the Internet for students who want to use their own personal devices (laptops, netbooks, tablets, smartphone, etc.) during the school day for classroom activities. Bring Your Own Device (BYOD) fosters student ownership of learning, extends learning for students from home to classroom, provides easier access to online instructional material, and supplements school equipment. Students are expected use their devices in accordance with district policy.

Taking photographs or videos by any means whatsoever while on school property or while on school transportation is prohibited. The only exceptions to this prohibition are:

- Taking photos for reproduction in a school sponsored publication.
- Taking photos during a school sponsored social event, sporting event, awards ceremony or other school sponsored activity or function at which photography is allowed and the photographs are images of activities which are reasonably considered to be part of the activity or event.
- Taking photographs with the permission of the school administration.

Publication on any internet site of any photographs, videos or images taken in violation of the prohibitions listed above is strictly prohibited, will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary.

STUDENT CONDUCT ON A SCHOOL BUS

The privilege of students to ride a school bus is contingent upon following the expectations outlined in this handbook. The driver of the school bus shall be in complete charge of the bus during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all regulations concerning discipline, safety, and behavior while riding on the school bus. The driver shall notify appropriate authorities if a student persists in violating the established rules of conduct. After due warning has been given to the student and/or families, the privilege of riding the bus may be withheld from the student. Violation of district policies and regulations while on the school bus may result in student discipline up to and including suspension or expulsion, in accordance with district policy.

The Clay County School System has jurisdiction over students who are on the school bus or at the school bus stop when the bus is present at the bus stop. [F.S. 1006.10 (3)] Therefore it is the parent's responsibility to take any action with local law enforcement to correct a problem during the time students are waiting at the bus stop or when students are in route to or from the school bus stop. Other responsibilities of parents of transported students includes (exerted from F.A.C. 6A-3.0121):

- To ensure the safe travel of students to and from school and home when students are not under the custody and control of the district, including to and from home and the assigned bus stop.
- To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when alternative buses or arrangements have been made.
- To ensure students are aware of and follow the expected rules of behavior while they are at the bus stops and to provide the necessary supervision during times when the bus is not present.
- To provide the necessary assistance for students to get on and off at the bus stop when the physical disability of the student renders them unable to get on and off the bus without assistance (as required by district policy or the student's individual education plan).

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We believe that all pupils can behave appropriately and safely while riding the school bus, and as such we will not tolerate behavior that is disruptive to the driver or which inhibits or interferes with the safe operation of the bus. In order to guarantee your child and other children who ride buses the safe and efficient transportation they deserve, the following has been established:

- Arrive at the bus stop ten (10) minutes prior to the scheduled pick up time.
- Take responsibility for their behavior and conduct themselves in a respectful, orderly manner while waiting at the bus stop for the bus to arrive.
- Wait until the bus comes to a stop before attempting to get on or off the bus.
- Enter and leave the bus only at the front door after it has come to a stop, except in the case of an emergency as directed by the driver.
- Leave the bus only with the consent of the driver.
- Be silent when approaching or crossing railroad tracks.
- Keep the aisle and stepwell clear at all times.
- Do not tamper with door handles, windows, and other safety equipment at any time.
- Do not use wireless communication devices, or electronic devices. Exception: Field trips in which the school administration approves the use of these devices or as a planned intervention for special needs students.
- Do not use wireless communication devices except in an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay).

Large Objects on the School Bus: Oversized objects, including, but not limited to, large band instruments or cases, school projects or athletic equipment which cannot be held in the seat, are prohibited, unless prior approval is obtained from the bus driver and the school administration.

Cameras: School buses are equipped with video cameras for the purposes of ensuring the health, welfare and safety of all staff, students, and drivers.

NOTE: Bicycle riders under the age of 16 must wear properly fitted, safety-related helmets when riding a bicycle. Law enforcement officers may issue a traffic citation and assess fines to riders who do not comply.

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YOUTH GANG AFFILIATION

Students are not allowed to form or participate in groups which threaten, frighten or harm other students. Such groups, when they become known by school and district authorities, will be considered a gang. These groups generally have common names, and wear common colors, jewelry, signs or clothing. Students are encourage to alert an adult if such activity or groups become known to them.

ZERO TOLERANCE RULE

Florida Statute 1006.13 mandates that "each district school board shall adopt a policy of zero tolerance for crime and substance abuse…and victimization of students…" whenever and wherever students are under the jurisdiction of the school district. The law requires that expulsion be recommended for any student at school or at a school-related function that was determined to have had possession of a firearm or weapon as defined in Chapter 790, or any student making a threat or false report as defined by state statutes 790.162 and 790.163.

Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system under Chapter 790 or s. 1006.13. Simulating a firearm or weapon while playing includes, but is not limited to:

- Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
- Possessing a toy firearm or weapon that is 2 inches or less in overall length.
- Possessing a toy firearm or weapon made of plastic snap-together building blocks.
- Using a finger or hand to simulate a firearm or weapon.
- Vocalizing an imaginary firearm or weapon.
- Drawing a picture, or possessing an image, of a firearm or weapon.
- Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.

A student may be subject to disciplinary action if simulating a firearm or weapon while playing that substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student including referral to the criminal justice or juvenile system, must be proportionate to the severity of the infraction and consistent with school board policies for similar infractions.

In fulfilling this statutory requirement, we have incorporated the specified legal definitions into the language of the Code of Student Conduct. Regardless of language to the contrary in federal or Florida Law, possession of a firearm, electric weapon or destructive device on the property of any school, school bus, or school bus stop is prohibited. This prohibition includes firearms in motor vehicles parked in parking lots, or anywhere on any school property.

Certain disruptive behavior(s) will be reported to law enforcement authorities as defined by the state SESIR codes. A referral by law enforcement to the criminal justice or juvenile delinquency system must be made on all violent acts noted below and weapon charges as defined in the Gun Free School Act of 1994 & F.S.790.115. The following are prohibited on any school property (including parking areas), school bus, school bus stop, and school sponsored event:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device.
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Any Firearm.
- Any weapon as defined in Florida Statute 790.00 (13).

Incidents defined in the next section of this Handbook will be reported and may result in criminal prosecution. If the infraction involves a victim, the school shall notify the victim and parents, if a minor, of the infraction and the victim's right to press charges against the offender. The Clay County District Schools will take all steps necessary to protect the victim of any violent crime from any further victimization. Florida law prohibits any student that commits any of the felony offenses specified by s. 985.455(2)., against another student from attending school with, or riding the same

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school bus as, the victim or any sibling of the victim. All school personnel will be made aware of the Student Victimization and Zero Tolerance Rule Chapter 2009-53.

Infractions that fall under Zero Tolerance Rule are defined by the Florida Department of Education through the School Environmental Safety Incident Reporting (SESIR) and receive the most severe consequences provided for by School Board Policy.

THE DISTRICT MAY ASSIGN MORE SEVERE CONSEQUENCES THAN NORMAL WHEN THE STUDENT APPEARS MOTIVATED
BY HOSTILITY TOWARD THE VICTIM'S REAL OR PERCEIVED RACE, RELIGION, COLOR, SEXUAL ORIENTATION, ETHNICITY, ANCESTRY, NATIONAL ORIGIN, POLITICAL BELIEFS, MARITAL STATUS, AGE, SOCIAL AND FAMILY BACKGROUND, LINGUISTIC PREFERENCE, DISABILITY, OR WHEN THE OFFENSE IS DETERMINED TO BE GANG- RELATED.

STUDENT ACCOUNTABILITY, DISCIPLINE, & MISCONDUCT

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Self-direction and personal responsibility are goals the Clay County District Schools. Students must be accountable for their actions, and CCDS recognizes that effective student discipline is a major contributor to the creation of a positive and productive learning environment for all students. In accordance with state law, CCDS uses this student/parent handbook as a written code of conduct, based upon the principle that every student is expected to follow accepted rules of conduct and show respect for persons of authority. Certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. Clay County District Schools uses proportionate disciplinary interventions and consequences to keep students engaged in learning.

Teachers and other instructional personnel shall have the authority to undertake any of the following actions in managing student behavior and ensuring the safety of all students in their classes, on school grounds, and at school sponsored events.

- Establish classroom rules of conduct that includes positive reinforcement of desired behaviors.
- Establish and implement consequences, designed to modify undesired behavior.
- Methods may include: o monitoring student behavior through short-term progress reports.
    - o conferences and/or contracts between administrators, parents, teachers, and students.
    - o referrals to school or district services, e.g., school social worker, district mental health therapist, etc.

The Code of Student Conduct defines infractions that have been committed by students while under the supervision of district staff or designees.

- A major consideration in the application of the Code of Student Conduct is the identification of the most appropriate disciplinary action necessary to bring about positive student behavior. To that end, specific grounds for disciplinary action have been divided into four subgroups and a variety of administrative actions have been suggested or mandated. The infractions in various subgroups represent a continuum of misbehavior based on the seriousness of the act and the frequency of occurrences. Infractions classified at Level I are relatively minor and involve acts which only minimally disrupt the orderly conduct of the educational process in the classroom. By contrast, Level IV misconducts involve criminal acts or acts that cause extreme disruption and are so serious that

they represent a direct and immediate threat to the welfare of other individuals. See Appendix A for Codes and definitions.

- It is important to note that the administrator and teacher, consistent with the power delegated to him/her, has the authority to take additional or more severe administrative action under this Code if, in his/her opinion, the nature of the misconduct warrants it.
- Each classroom teacher should deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to the parents or guardians when feasible, and by scheduling conferences with parent(s) or guardian and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the principal or his/her designee. Teachers will be notified of the results of the action taken.

HEARING OFFICE

The Student Hearing Office is designed for circumstances that warrant District-level review of intervention beyond a school administration decision. This is the case for zero-tolerance infractions, as well as school-based decisions that a parent wishes to appeal.

Hearings will be conducted pursuant to Florida Statutes 1006.07(1)(a) and 1006.08(1). Suspension hearings are exempted from provisions of Ch. 120 F.S. Expulsion hearings shall be governed by F.S. 120.57(2) and are exempt from F.S. 286.0111.

Florida Statute 1003.32(4) and 1006.09(1)(a), along with School Board policies of the Clay County District Schools, give teachers and other school staff who have control and direction of students assigned to them by the principal or the principal's designee, the authority to remove students who are disobedient, disrespectful, violent, abusive, uncontrollable or disruptive to the learning environment. If the teacher requests the student not be returned to the classroom, the principal may not return the student to that teacher's class without the teacher's consent. In the event of a disagreement on the student's return to the teacher's classroom, a committee determines that such placement is the best or only available alternative.

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SUSPENSION & EXPULSION

Clay County District Schools may consider the following factors to determine whether to suspend or expel a student:

- Age;
- Disciplinary history;
- Eligibility as a student with a disability;
- Seriousness of the infraction;
- Threat posed to other students and staff; and
- Likelihood that a lesser intervention would properly address the violation.

In matters involving student behavior which may result in the suspension or expulsion of a student, it is district policy that the family will be provided the opportunity to be involved in all such disciplinary procedures.

OUT OF SCHOOL SUSPENSION

A school principal may suspend a student from all classes of instruction on school grounds and all other school sponsored activities, except as authorized by the principal or principal's designee, for persistent disobedience and/or gross misconduct. Principals take this action when they have exhausted informal and other formal disciplinary

strategies, or when they have at least considered those alternatives and rejected them as inappropriate in a given situation.

Pursuant to Florida Statute 1006.09(1)(b), no student who is required by law to attend school shall be suspended for unexcused tardiness, or absences. Therefore, suspension is not an appropriate disciplinary action for truancy as it relates to students who fall within the mandatory state attendance requirements.

Procedures for OSS

- Prior to suspension, the student shall be advised of why he/she is being suspended (i.e., infraction code), be provided an opportunity to refute the charges, and be given an opportunity to submit to the administrator a list of names of other individuals who might have witnessed the incident. It should be noted that any statement a student makes may be used, along with other documentation, to prove whether the student is guilty or not guilty of the infraction.
- Written notice shall be sent to parent(s) or guardian regarding the reason disciplinary action was taken. All reasonable attempts to conference with parent via phone or in person must be made during the suspension process.
- If the immediate suspension of the student is justified because the student's presence endangers others or school property, the necessary notice and conference, if requested, will follow as soon as possible.
- The school is required to provide all work assignments to be completed by the student.

Appeal of Suspension

- The school principal, after reviewing the case with the parent or adult student, will either affirm the length of suspension as originally stated in the suspension notification, or reduce the length of suspension upon consideration of the results of the parent conference. This change shall be made on the electronic referral in the Student Information System.
- The parent, or adult student, at the initial conference should be advised of his/her right to appeal the action to the Hearing Office.
- If the parent/guardian, or adult student feels that they were not afforded a fair hearing, or disagree with a result at the school, he/she shall appeal to the Hearing Office in writing within 3 days.
- The Hearing Office shall hear any additional testimony that may be deemed necessary to rectify any procedural errors.
- The Hearing Office recommendation will be presented back to the school for a modification of the original suspension decision or uphold the original suspension and add to it other disciplinary actions.

EXPULSION

Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the school board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. All Level IV infractions and Level III infractions that are especially egregious, violent, or otherwise significant enough to warrant such a decision will be considered for expulsion.

Procedures for Expulsion

- Prior to a meeting with the District Hearing Office, the student shall be advised by the principal as to why he/she has been recommended for expulsion, be provided with an opportunity to refute the charges in a meeting with the principal or principal designee, and be given the opportunity to submit to the administrator a list of names of other individuals who might have witnessed the incident leading to the recommendation.

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- At the principal hearing, the parent or adult student may request to have any willing witnesses that they deem appropriate who were involved in the case be present.
- The parent or adult student shall also be advised in the principal hearing of the right to appeal and be advised of the appeal procedures to the District Discipline Review Committee.
- Once the principal hearing is completed, a referral is made to the Hearing Office for final review and consideration of expulsion recommendation to the Superintendent.
- If the parent or adult student feels they have not been afforded a fair hearing at the school and district level, they have the right to request in writing a hearing before the School Board.

In the event that a student who has been recommended for expulsion withdraws from the Clay County District Schools, the expulsion proceedings with the School Board shall continue as though the student had not withdrawn. The Superintendent and School Board shall not delay action on an expulsion recommendation pending re-entry/reregistration of the student in Clay County District Schools.

INVESTIGATIONS OF SUSPECTED STUDENT MISCONDUCT

In order to protect the safety and welfare of students and school personnel, and to maintain order and discipline on school property or at school-sponsored activities or events, school authorities may search a student's locker or desk and its contents, personal property, or automobile under the circumstances described in policy and may seize any illegal, unauthorized, or contraband materials.

School lockers, desks, and other storage areas provided for student use on school premises are school property and remain at all times under the ownership and control of the school. Lockers, desks, and storage areas, as well as the contents therein, are subject to inspection at any time, without notice and without cause, at the discretion of the Clay County District Schools. No student shall lock or impede access to any locker or storage areas except with a lock provided or approved by school authorities. Searches of a student's person or personal effects such as a backpack, purse, book bag, electronic devices, motor vehicle, etc., within the school or on school grounds may be conducted by the principal or designee when that official has reasonable grounds to suspect that the search will uncover evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws or uncover the presence of an item that presents an immediate danger of physical harm or illness to any person.

TOBACCO, DRUGS & ALCOHOL

Clay County District Schools is committed to promoting the general health, welfare, and well-being of our school community. Consequently, it is district policy that no student shall be permitted to use, be under the influence of, possess, distribute, gift, purchase, exchange, or sell any tobacco product, alcohol, or illegal drug while on district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched CCDS or one of its schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. As used in this policy, "illegal drugs" are all substances defined under either federal statutes as "drugs" or "controlled substances," or state statutes as a controlled substance including marijuana or marijuana concentrate as well as counterfeit or synthetic illegal drugs and substances falsely represented as being drugs. As used in this policy, "drugs" also are legal and illegal drugs not properly possessed under state or federal law. An exception to this policy will be made for the administration of medical marijuana in accordance with state law and district policy. As per Florida Statute 1006.09(8): School personnel are REQUIRED to report to the principal or the principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance as defined

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in s. 893.02; any counterfeit controlled substance as defined in s. 831.31; any alcoholic beverage as defined in s. 561.01(4); or model glue. School personnel are exempt from civil liability when reporting in good faith to the proper school authority suspected unlawful use, possession, or sale by a student. Only a principal or principal's designee is authorized to contact a parent or legal guardian of a student regarding this situation.

Compliance with the standards of conduct set forth in this policy and its accompanying regulations are mandatory for all students. A violation shall subject a student to appropriate disciplinary action, up to and including expulsion and referral for prosecution. For tobacco violations, students may have the option to complete an alternative to suspension program, in lieu of other disciplinary procedures.

All students, families, and community members are expected to be aware of the prohibited conduct addressed in district policy and comply with the prohibitions. Failure to comply may result in student discipline up to and including expulsion; or family member or community member trespass from district property.

"School property" means all property owned, leased, rented, or otherwise used or contracted for by a school. This includes, but is not limited to: all buildings used for instruction, administration, support services, maintenance, or storage; the grounds surrounding those buildings if the school is authorized to exercise dominion and control over the grounds; and all vehicles used by the school for transporting students, workers, visitors, or other persons.

"Tobacco product" means any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested, inhaled, or applied to the skin of an individual. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product. However, due to the wide range of nicotine levels available in tobacco cessation products, the school may request a written document from a medical provider, for anyone under the age of 18, detailing dosage recommendation for tobacco cessation product use. "Use" means the lighting, chewing, smoking, inhaling, vaporizing, ingesting or application of any other tobacco substance.

WEAPONS IN SCHOOL

The possession and/or use of a weapon by a student is detrimental to the welfare and safety of students and school personnel within the district. Carrying, bringing, using, or possessing a weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school or the school district is prohibited.

FIREARMS

Any student who is determined to have brought a firearm or weapon (as defined in Chapter 790.115(1), F.S.) to school, onto any school ground (including parking areas), to any school function, or onto any school-sponsored transportation and for making threats or false reports against a person or persons (as defined in F.S. 790.162 and 790.163) is automatically recommended to be expelled for not less than one full year.

The Superintendent may consider the one year expulsion on a case by case basis and request the School Board to modify the requirement, including placement in in an alternative program if in the best interest of the student and school system.

- Possession of an artificial firearm is an automatic suspension and possible expulsion recommendation to the Superintendent.

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STRIKING OR THREATENING SCHOOL BOARD EMPLOYEE

Infractions include:

- Striking a school board employee.
- Threatening or attempting bodily harm when the person being threatened feels that the threat is real and may be carried out.

Procedures for investigating the striking or threatening of school district employees will include, but no be limited to, the following:

- Collect all relevant information, including witness statements.
- Consult with law enforcement at staff member's direction; school administration and the district Human Resources office should assist the staff member if needed in notifying CCEA or CESPA.
- Notify parent of incident; notice the family with certified letter of principal review.
- Issue suspension notice with recommendation for expulsion (see ESE guidelines if student is a Student with Disabilities; a ten-day recommended suspension must be addressed at the district meeting).
- Notify Hearing Office by sending paperwork and recommendations.
- Recommendations may include temporary placement in an appropriate alternative setting prior to any districtlevel hearing.
- The Superintendent or designee will convene the District Discipline Review Committee to investigate the incident. The Superintendent or designee will select the members of the committee, including members of the Clay County Education Association (CCEA) or Clay Educational Staff Professional Association Local 7409 (CESPA) when the injured staff member presses charges. If the district employee chooses to press charges, they can attend the district-wide meeting.
- The student must attend the review meeting. Unusual circumstances that prevent their participation should be processed as part of the discipline backup material.
- The committee will present its findings to the Superintendent through the Hearing Office for his expulsion recommendation to the School Board.

DISCIPLINE ACTION MATRIX

All infractions can be paired with multiple actions as set forth in the guidelines for assessing consequences student misconduct. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than ones stated in the guidelines if it is determined that there are mitigating or aggravating circumstances.

The nature of the misbehavior and the student's past disciplinary record may be considered in disciplinary action under progressive discipline. Students may be referred for mental health services as indicated by need and history. The school district employee who is supervising the student or who observes the misbehavior should intervene in the misconduct. If repeated misbehavior or further action is necessary the school district employee should refer the student to the school administrator. After hearing the student's explanation, consulting with staff members and investigating as necessary, the administrator will decide on disciplinary action.

Following are actions/interventions that can be used to address student misconduct. Each action/intervention is coded in the SIS to guide the user when choosing which action/intervention to apply. ALL INFRACTIONS REQUIRE PARENT CONTACT SUCH AS A CONFERENCE. More than one action/intervention can be used for a single incident. Inside the parentheses next to an action is the maximum number of days recommended for that action.

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It is strongly encouraged that an action/intervention that is focused on building better coping skills or desired behavior be used when an exclusionary action is also utilized.

ELEMENTARY

Elementary Level 0			
Incident Description	1st Incident	2nd Incident	3RD + Incident
BIT: Behavior Incident Tracking	• • • Restorative Practices • Confiscation Letter of Apology School Defined: Consequence	• Conference • Restorative Practices • Confiscation • Letter of Apology • Silent Lunch • School Defined: Consequence	• Conference • Restorative Practices • Confiscation • Letter of Apology • Silent Lunch • School Defined: Consequence • Behavior Contract • Detention • Consultation(s)
MUL: Multiple Level 2 Referrals	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • Behavior Contract Detention Loss of Privileges	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges	• OSS (10) • Hearing Office
RCE: Room Clearing Event	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • Behavior Contract Detention Loss of Privileges	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges	• OSS (10) • Hearing Office
	• • Consultation • ISS(3) OSS(1)	• Consultation • ISS(3) • OSS(1)	
SAO: Felony Charges filed outside of the school	• • OSS (10) Hearing Office	• OSS (10) • Hearing Office	• OSS (10) • Hearing Office

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VBC: Violation of Behavior Contract	• Restorative Practices School Defined: • Consequence School Defined: • A.T.O.S.S. • Behavior Contract • Detention Loss of Privileges ISS(3) OSS(1)	• Restorative Practices • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(5) • OSS(3)	• Restorative Practices • Behavior Contract • Detention • Loss of Privileges • Consultations • Hearing Office • ISS(10) • OSS(10)
UBL: Unsubstantiated Bullying	• Restorative Practices Loss of Privileges	• Restorative Practices • School Defined: Consequence • Consultations	• Restorative Practices • School Defined: Consequence • Consultations
UHR: Unsubstantiated Harassment	• Restorative Practices • Loss of Privileges	• Restorative Practices • School Defined: Consequence • Consultations	• Restorative Practices • School Defined: Consequence • Consultations
Elementary Level 1			
Incident Description	1st Incident	2nd Incident	3 + Incident
DRS: Dress Code Violation	• Restorative Practices	• Restorative Practices • Loss of Privileges	• Restorative Practices • Loss of Privileges • Behavior Contract • ISS(1)
PRO: Profanity/Obscene Language or Gesture	• Restorative Practices • Loss of Privileges	• Restorative Practices • Loss of Privileges	• Restorative Practices • Loss of Privileges • Behavior Contract • ISS(1)
FLS: Providing False Information/Forgery	• Restorative Practices • Loss of Privileges ISS(1)	• Restorative Practices • Loss of Privileges • Behavior Contract • Detention • ISS(3)	• Restorative Practices • Loss of Privileges • Behavior Contract • Detention • ISS(5)
SKP: Skipping Class	• Restorative Practices • Loss of Privileges Detention	• Restorative Practices • Loss of Privileges • Detention	• Restorative Practices • Loss of Privileges

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			• Detention • Behavior Contract • Consultations • ISS (1)
RTF: Response to a Confrontation/Combatant	• • • Restorative Practices • Loss of Privileges Detention ISS(1)	• Restorative Practices • Loss of Privileges • Detention • ISS(3)	• Restorative Practices • Loss of Privileges • Detention

			• Behavior Contract • ISS(3)
TAR: Tardy	• Parent/Guardian Contact	• Parent/Guardian Contact	• Restorative Practices • Loss of Privileges • Attendance Contract • Detention
VCR: Violation of Classroom Rule	• • Restorative Practices Loss of Privileges	• Restorative Practices • Loss of Privileges • Behavior Contract • Detention • ISS(2)	• Restorative Practices • Loss of Privileges • Behavior Contract • Detention • ISS(5)
Elementary Level 2			
Incident Description	1st Incident	2nd Incident	3 + Incident
ABS: Abuse of School Property - vandalism under $1000	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • Behavior Contract • Detention Loss of Privileges ISS(3) OSS(1)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(5) • OSS(3) • BUS Suspension(5)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(5) • OSS(5) • BUS Suspension(10)

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DEF: Defiance/Disrespect Insubordination	• Restorative Practices School Defined: • Consequence School Defined: • A.T.O.S.S. • Detention • Loss of Privileges Consultations ISS(3) OSS(1)	• School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • FEP • ISS(5) • OSS(3) • BUS Suspension(3)	• School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • FEP • ISS(5) • OSS(5) • BUS Suspension(10)
DSP: Dispute/ Student to Student Confrontation	• Restorative Practices School Defined: • Consequence School Defined: • A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges Consultations ISS(5) OSS(3) BUS Suspension(5)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(10) • OSS(5) • BUS Suspension(10)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(10) • OSS(10)
	• Threat Assessment	• Threat Assessment	• BUS Suspension(10) • Threat Assessment • Hearing Office
LVS: Leaving School without Permission	• Restorative Practices School Defined: • Consequence • Detention • Loss of Privileges Consultations ISS(3)	• Restorative Practices School Defined: • Consequence School Defined: • A.T.O.S.S. • Attendance Contract • Detention Loss of Privileges Consultations ISS(5)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Attendance Contract • Detention • Loss of Privileges • Consultations • ISS(10) • Hearing Office

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POS: Possession of Inappropriate Object	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • Detention • Loss of Privileges Consultations ISS(5) OSS(3)	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention Loss of Privileges Consultations ISS(10) OSS(5)	• OSS (10) • Hearing Office
SPE: Student uses Profanity or Gesture/School Board Employee	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • Detention • Loss of Privileges Consultations ISS(5) OSS(2)	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention Loss of Privileges Consultations ISS(5) OSS(5)	• OSS (10) • Hearing Office
STP: Stealing/Petty Theft < $300	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • Detention • Loss of Privileges Consultations ISS(3) OSS(3)	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention Loss of Privileges Consultations ISS(5) OSS(5)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(10) • OSS(10) • Hearing Office
IAC: Inappropriate Conduct	• • Restorative Practices School Defined: • Consequence School Defined: • A.T.O.S.S. Detention	• • Restorative Practices School Defined: • Consequence School Defined: • A.T.O.S.S. Behavior Contract	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S.

	• • • Loss of Privileges • Consultations ISS(3) OSS(3)	• Detention • Loss of Privileges • Consultations • ISS(5) • OSS(5)	• Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(10) • OSS(10)

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			• Hearing Office
Elementary Level 3			
Incident Description	1st Incident	2nd Incident	3 + Incident
IDT: Identity Theft	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention • Loss of Privileges Consultations ISS(2) OSS(2) Hearing Office	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(5) • OSS(5) • Hearing Office	• OSS (10) • Hearing Office
OMC: Other Major	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention • Loss of Privileges Consultations ISS(5) OSS(5) Hearing Office	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(5) • OSS(5) • Hearing Office	• OSS (10) • Hearing Office
SCE: Student Confrontation/School Board Employee – nonphysical	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention • Loss of Privileges Consultations ISS(5) OSS(5) Hearing Office	• OSS (10) • Hearing Office	

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TEC: Inappropriate use of Technology	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention Loss of Privileges Consultations ISS(3) OSS(3)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(5) • OSS(5)	• OSS (10) • Hearing Office

	• Hearing Office	• Hearing Office	
BRK: Breaking & Entering/Burglary	• OSS (10) • Hearing Office	•	
BUL: Bullying/Cyberbullying	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention • Loss of Privileges Consultations ISS(3) OSS(3) Hearing Office	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention • Loss of Privileges Consultations ISS(5) OSS(5) Hearing Office	• OSS (10) • Hearing Office
DOC: Disruption on Campus - Major Disorderly Conduct	• OSS (10) • Hearing Office	•	
FIT: Fighting	• School Defined: Consequence • School Defined: A.T.O.S.S. • • • Behavior Contract • • • Detention • Loss of Privileges • Consultations FEP ISS(10) OSS(5) BUS Suspension(5)	• School Defined: Consequence • School Defined: A.T.O.S.S. • • • Behavior Contract • • • Detention • Loss of Privileges • Consultations FEP ISS(10) OSS(10) BUS Suspension(10)	• OSS (10) • Hearing Office

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HAR: Harassment	• School Defined: Consequence • School Defined: A.T.O.S.S. • • • Behavior Contract • • • Detention • Loss of Privileges • Consultations FEP ISS(3) OSS(3) BUS Suspension(3)	• School Defined: Consequence • School Defined: A.T.O.S.S. • • • Behavior Contract • • • Detention • Loss of Privileges • Consultations FEP ISS(5) OSS(5) BUS Suspension(5)	• OSS (10) • Hearing Office
HAZ: Hazing	• School Defined: Consequence • School Defined: A.T.O.S.S. • • • Behavior Contract • • • Detention • Loss of Privileges • Consultations FEP ISS(3) OSS(3) BUS Suspension(5)	• School Defined: Consequence • School Defined: A.T.O.S.S. • • • Behavior Contract • • • Detention • Loss of Privileges • Consultations FEP ISS(5) OSS(5) BUS Suspension(5)	•
PHA: Physical Attack – including school board personnel	• School Defined: Consequence • School Defined: A.T.O.S.S.	• OSS (10) • Hearing Office	

	• Behavior Contract • Detention • Loss of Privileges • Consultations • FEP • ISS(5) • OSS(5) • BUS Suspension(5)		
SXO: Sexual Offenses	• School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • FEP • ISS(5) • OSS(5) • BUS Suspension(5)	• OSS (10) • Hearing Office	

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TBC: Tobacco	• School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • FEP • ISS(5) • OSS(5) • BUS Suspension(5)	• OSS (10) • Hearing Office	
TRE: Threat/Intimidation	• OSS (10) • Hearing Office	• OSS (10) • Hearing Office	

Elementary Level 4			
INCIDENT DESCRIPTION	1st Incident	2nd Incident	3 + Incident
ALC: Alcohol	OSS (10) Hearing Office		
ARS: Arson	OSS (10) Hearing Office		
BAT: Battery	OSS (10) Hearing Office		
DRD: Drug Sale Distribution; excluding alcohol	OSS (10) Hearing Office		
DRU: Drug Use Possession; excluding alcohol	OSS (10) Hearing Office		
HOM: Homicide	OSS (10) Hearing Office		
KID: Kidnapping	OSS (10) Hearing Office		
ROB: Robbery/Extortion	OSS (10) Hearing Office		
STL: Larceny/Theft > $300, including Motor Vehicle Theft	OSS (10) Hearing Office		
SXA: Sexual Assault	OSS (10) Hearing Office		
SXB: Sexual Battery	OSS (10) Hearing Office		
SXB: Sexual Harassment	OSS (10) Hearing Office		
TRS: Trespassing	OSS (10) Hearing Office		

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VAN: Vandalism > $1000	OSS (10) Hearing Office		
WPO: Weapon Possession	OSS (10) Hearing Office		

SECONDARY

UBL: Unsubstantiated Bullying	• Restorative Practices • Loss of Privileges	• Restorative Practices • School Defined: Consequence • Consultations	• Restorative Practices • School Defined: Consequence
		•	
		•	• Consultations
UHR: Unsubstantiated Harassment	• Restorative Practices • Loss of Privileges	• Restorative Practices • School Defined: Consequence • Consultations	• Restorative Practices • School Defined: Consequence • Consultations

Secondary Level 1			
Incident Description	1st Incident	2nd Incident	3 + Incident
DRS: Dress Code Violation	• Restorative Practices • Loss of Privileges	• Restorative Practices • Loss of Privileges	• Restorative Practices • Loss of Privileges • Behavior Contract • ISS(1)
PRO: Profanity/Obscene Language or Gesture	• Restorative Practices • Loss of Privileges	• Restorative Practices • Loss of Privileges	• Restorative Practices • Loss of Privileges • Behavior Contract • ISS(1)

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FLS: Providing False Information/Forgery	• Restorative Practices • Loss of Privileges • ISS(1)	• Restorative Practices • Loss of Privileges • Behavior Contract • Detention • ISS(3)	• Restorative Practices • • Loss of Privileges • Behavior Contract Detention • ISS(5)
SKP: Skipping Class	• Restorative Practices • Loss of Privileges • Detention	• Restorative Practices • Loss of Privileges • Detention	• Restorative Practices • Loss of Privileges • Detention • Behavior Contract • Consultations • ISS (1)
RTF: Response to a Confrontation/Combatant	• Restorative Practices • Loss of Privileges • Detention • ISS(1)	• Restorative Practices • Loss of Privileges • Detention • ISS(3)	• Restorative Practices • Loss of Privileges • Detention • Behavior Contract • ISS(3)
TAR: Tardy	• Parent/Guardian Contact	• Parent/Guardian Contact	• Restorative Practices • Loss of Privileges • Attendance Contract • Detention
VCR: Violation of Classroom Rule	• Restorative Practices • Loss of Privileges	• Restorative Practices • Loss of Privileges • Behavior Contract • Detention • ISS(2)	• Restorative Practices • • Loss of Privileges • Behavior Contract Detention • ISS(5)

Secondary Level 2

Incident Description	1st Incident	2nd Incident	3 + Incident

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ABS: Abuse of School Property - vandalism under $1000	• School Defined: Consequence • School Defined: A.T.O.S.S. • • • Behavior Contract • • • Detention • Loss of Privileges • Consultations FEP ISS(5) OSS(3) BUS Suspension(10)	• School Defined: Consequence • School Defined: A.T.O.S.S. • • • Behavior Contract • • • Detention • Loss of Privileges • Consultations FEP ISS(5) OSS(5) BUS Suspension(10)	• OSS (10) • Hearing Office
DEF: Defiance/Disrespect Insubordination	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • Detention • Loss of Privileges Consultations ISS(3) OSS(1)	• School Defined: Consequence • School Defined: A.T.O.S.S. • • • Behavior Contract • • • Detention • Loss of Privileges • Consultations FEP ISS(5) OSS(3) BUS Suspension(10)	• School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • FEP • ISS(5) • OSS(5) • BUS Suspension(10)
DSP: Dispute/ Student to Student Confrontation	• School Defined: Consequence • School Defined: A.T.O.S.S. • • • Behavior Contract • • • Detention • • Loss of Privileges • Consultations FEP ISS(10) OSS(5) BUS Suspension(5) Threat Assessment	• School Defined: Consequence • School Defined: A.T.O.S.S. • • • Behavior Contract • • • Detention • • Loss of Privileges • Consultations FEP ISS(10) OSS(10) BUS Suspension(10) Threat Assessment	• OSS (10) • Hearing Office
LVS: Leaving School without Permission	• • Restorative Practices School Defined: • • Consequence • Detention • Loss of Privileges Consultations ISS(3)	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • Attendance Contract • Detention Loss of Privileges Consultations ISS(5)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Attendance Contract • Detention • Loss of Privileges • Consultations • ISS(10)

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			• Hearing Office
POS: Possession of Inappropriate Object	• • Restorative Practices School Defined: • Consequence School Defined: A.T.O.S.S.	• • Restorative Practices School Defined: • Consequence School Defined: A.T.O.S.S.	• OSS (10) • Hearing Office

	• • • Detention • Loss of Privileges • Consultations ISS(5) OSS(3)	• Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(10) • OSS(5)	
SPE: Student uses Profanity or Gesture/School Board Employee	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • Detention • Loss of Privileges Consultations ISS(5) OSS(2)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(5) • OSS(5)	• OSS (10) • Hearing Office
STP: Stealing/Petty Theft < $300	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • Detention • Loss of Privileges Consultations ISS(3) OSS(3)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(5) • OSS(5)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(10) • OSS(10) • Hearing Office
IAC: Inappropriate Conduct	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • Detention • Loss of Privileges Consultations ISS(3) OSS(3)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(5)	• Restorative Practices • School Defined: Consequence • School Defined: A.T.O.S.S. • Behavior Contract • Detention • Loss of Privileges • Consultations • ISS(10)

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		• OSS(5)	• OSS(10) • Hearing Office
Secondary Level 3			
Incident Description	1st Incident	2nd Incident	3 + Incident
IDT: Identity Theft	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention Loss of Privileges Consultations ISS(5) OSS(5)	• OSS (10) • Hearing Office	
	• Hearing Office		
OMC: Other Major	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • • Detention • Loss of Privileges Consultations ISS(5) OSS(5) Hearing Office Threat Assessment	• OSS (10) • Hearing Office	

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SCE: Student Confrontation/School Board Employee – nonphysical	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • • Detention • Loss of Privileges Consultations ISS(5) OSS(5) Hearing Office Threat Assessment	• OSS (10) • Hearing Office	
TEC: Inappropriate use of Technology	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention • Loss of Privileges Consultations ISS(3) OSS(3) Hearing Office	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • Detention • Loss of Privileges Consultations ISS(5) OSS(5) Hearing Office	• OSS (10) • Hearing Office
BRK: Breaking & Entering/Burglary	• • OSS (10) Hearing Office		
BUL: Bullying/Cyberbullying	• • Restorative Practices School Defined: • Consequence School Defined: • • A.T.O.S.S. • • • Behavior Contract • • Detention • Loss of Privileges Consultations ISS(3) OSS(3) Hearing Office Threat Assessment	• OSS (10) • Hearing Office	
DOC: Disruption on Campus - Major Disorderly Conduct	• OSS (10) • Hearing Office	• OSS (10) • Hearing Office	

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FIT: Fighting	• School Defined: Consequence School • Defined: A.T.O.S.S. Behavior Contract • • Detention • • Loss of Privileges • • Consultations • • FEP • ISS(10) OSS(5) BUS Suspension(5) Threat Assessment	• School Defined: Consequence School • Defined: A.T.O.S.S. Behavior Contract • • Detention • • Loss of Privileges • • Consultations • • FEP • ISS(10) OSS(10) BUS Suspension(10) Threat Assessment	• OSS (10) • Hearing Office
HAR: Harassment	• School Defined: Consequence School • Defined: A.T.O.S.S. Behavior Contract • • Detention • • Loss of Privileges • • Consultations • • FEP • ISS(5) OSS(5) BUS Suspension(5) Threat Assessment	• • OSS (10) Hearing Office	
HAZ: Hazing	• OSS (10) • Hearing Office		
PHA: Physical Attack – including school board personnel	• School Defined: Consequence School • Defined: A.T.O.S.S. Behavior Contract • • Detention • • Loss of Privileges • • Consultations • • FEP • ISS(5) OSS(5) BUS Suspension(5) Threat Assessment	• OSS (10) • Hearing Office	

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SXO: Sexual Offenses	• School Defined: Consequence School • Defined: A.T.O.S.S. Behavior Contract • • Detention • • Loss of Privileges • • Consultations • FEP • ISS(5) OSS(5) BUS Suspension(5)	• • OSS (10) Hearing Office	
TBC: Tobacco	• School Defined: Consequence School • Defined: A.T.O.S.S.	• • OSS (10) Hearing Office	
	• Behavior Contract • Detention • Loss of Privileges • Consultations • FEP • ISS(5) • OSS(5) • BUS Suspension(5)		
TRE: Threat/Intimidation	• OSS (10) • Hearing Office	• OSS (10) • Hearing Office	
Secondary Level 4			
Incident Description	1st Incident	2nd Incident	3 + Incident
ALC: Alcohol	• OSS (10) • Hearing Office		
ARS: Arson	• OSS (10) • Hearing Office		
BAT: Battery	• OSS (10) • Hearing Office		
DRD: Drug Sale Distribution; excluding alcohol	• • OSS (10) Hearing Office		
DRU: Drug Use Possession; excluding alcohol	• OSS (10) • Hearing Office		
HOM: Homicide	• OSS (10)		

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	• Hearing Office		
KID: Kidnapping	• OSS (10) • Hearing Office		
ROB: Robbery/Extortion	• OSS (10) • Hearing Office		
STL: Larceny/Theft > $300, including Motor Vehicle Theft	• OSS (10) • Hearing Office		
SXA: Sexual Assault	• OSS (10) • Hearing Office		
SXB: Sexual Battery	• OSS (10) • Hearing Office		
SXB: Sexual Harassment	• OSS (10) • Hearing Office		
TRS: Trespassing	• OSS (10) • Hearing Office		
VAN: Vandalism > $1000	• OSS (10) • Hearing Office		
WPO: Weapon Possession	• OSS (10) • Hearing Office		

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ACTION MATRIX

Category	Action	Duration
Parent Involvement	Parent Phone Call	
Parent Involvement	Admin/Parent/Student Conference	
School Defined	School Defined: Consequence	
School Defined	School Defined: Restorative Practice	
School Defined	School Defined: Alternative to Suspension	1-3 days
		1-5 days 1-10 days
Restorative Practice	Reflection Sheet	
Restorative Practice	Apology Letter (required for each infraction)	
Restorative Practice	Restitution	

Restorative Practice	School Chores	1-3 days 1-5 days 1-10 days
Restorative Practice	Peer Mediation	
Contract	Attendance Contract	
Contract	Behavior Contract	
Removal	Silent Lunch	
Detention	Detention: Class	1-3 days 1-5 days
Detention	Detention: After School	1-3 days 1-5 days
Detention	Detention: Saturday	
Removal	Loss of Privilege(s)/Extracurricular Activities	1-3 days 1-5 days 1-10 days
Consultation	ESE Department Collaboration	
Consultation	Referral to Guidance Services	
Consultation	Referral for Social Work or Mental Health	
Consultation	Referral to Family Education Program	
Consultation	Referral to Hearing Office School Bus Suspension	
Suspension	School Bus Suspension	1-3 days 1-5 days 1-10 days bus expulsion
Suspension	In-School Suspension	1-3 days 1-5 days 1-10 days
Suspension	Out-of-School Suspension	1-3 days 1-5 days 1-10 days
Alt School	Alternative School Placement	
Expulsion	Expulsion	

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DISCIPLINE & STUDENTS WITH DISABILITIES

The School District of Clay County is committed to providing all students with disabilities a free, appropriate public education. While this commitment includes all aspects of the disabled students learning experience, it in no way lessens the School Board's intention to maintain a safe, orderly environment for the entire student and staff population.

Additionally, the School Board believes that the implementation of thoughtful, carefully constructed disciplinary procedures is a necessary component of student education.

Formal disciplinary actions described in the Clay County Code of Student Conduct may be used with students with disabilities when trained professionals have evidence that such strategies are appropriate to the student's conduct and contribute to his learning process. When necessary to ensure the overall safety, welfare, and/or order of the school environment, a student with disabilities may be subjected to short-term suspension with all alternative procedures and safeguards affirmed. More serious violations may result in a recommendation for expulsion and/or an administrative placement in an Alternative Exceptional Education setting.

When working with students with disabilities, the goal is to focus on proactive strategies using positive behavioral interventions and supports with an intentionally reduced focus on exclusionary methods (i.e. out-of-school suspension). Individualized Education Plan (IEP) or 504 teams must convene when a student reaches his or her fifth day of out-ofschool suspension in order to proactively address the student's needs. Teams may convene any time prior to the fifth day of suspension if the need is warranted.

Procedures which govern a change of placement generally follow these guidelines:

- The district prohibits any student with a disability from being suspended out-of-school for more than ten (10) consecutive days or ten (10) cumulative days within a school year. Any disciplinary removal of a student with a disability for more than ten (10) days in a school year is considered a change of placement. If a decision is made that a change of placement will occur for a student with a disability, the student's IEP or 504 team will be convened to conduct a manifestation determination review.
- Students with disabilities who have been determined to have committed certain Level III or Level IV infractions of the Code of Student Conduct may be recommended for expulsion.
- A group of professionals trained to provide input regarding the student's disabling condition documents evidence that the on- campus expellable event is not a manifestation of this condition. The group shall include the school psychologist, appropriate Exceptional Student Education (ESE) personnel, and administrative representation of the referring campus. This group shall convene with the parents of the student recommended for expulsion to generate an appropriate Individualized Education Plan or 504 Plan.
- If it is determined that the offense is a manifestation of the disabling condition, the student may not be expelled, but may be provided services for a limited time in an alternative setting. The setting will be determined by an IEP or 504 Plan committee. For Students with Disabilities, appropriate goals and objectives to address the inappropriate behavior(s) will be reviewed or generated and will be implemented in the resulting educational setting.
- In addition to the student's placement in an appropriate ESE Program or 504 Plan, there is documented evidence of the availability of necessary support services and concentrated alternatives. Furthermore, a Functional Behavior Assessment/ Positive Behavior Support Plan (FBA/PBSP) is to be generated or reviewed and added to the IEP. For students with 504 Plan, a behavior plan will be generated or reviewed.
- A district-wide discipline hearing may be held to consider the Principal's recommendations to the Superintendent.
- The recommendations will be based on the Statement of Manifestation and the determination of eligibility for expulsion.
- After a review of the following documentation by the ESE Director or Student Services staff, the Superintendent may notify the parents (regarding) the Clay County School Board hearing schedule and the rights accorded the student at the hearing:

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- Statement of Manifestation o Current IEP, including relevant matrix amendments, or 504 Plan o Least Restrictive Environment (LRE)
- Functional Behavior Assessment/Positive Behavior Support Plan

- All Due Process Rights and Procedures are granted to students with disabilities.
- Under no circumstances shall expulsion of a student with disabilities result in a complete cessation of educational services. Students will be provided an alternative setting in order to insure that the IEP or 504 Plan is continued.

NOTE: In reference to students with a 504 Plan, the consequences for drug or alcohol use or possession by any student with a disability are not different from non-disabled students.

STUDENTS CHARGED WITH FELONY

Pursuant to Section 1006.09(2), Florida Statutes, a student charged with a felony or delinquent act that would be a felony if committed by an adult, whether it occurred on or away from school board property, may be suspended or assigned to an alternative education program. Such assignment may be made upon determination that the student is eligible according to federal and state program criteria, and:

- the nature of the offense is such that the student poses a threat to safety of other students or personnel at school
- the student's safety is at risk by remaining in school or at a school-sponsored event with other students.

A principal can initiate this process in writing through the Hearing Office under authority of F.S. 1001.54 and guidance of F.S. 1006.13(6). Suspension pursuant to this process shall not affect the delivery of educational services to the student and the student shall be enrolled in an alternative education program. Students who are eligible for services under the IDEA or Section 504 of the Americans with Disabilities Act are subject to those procedural safeguards. The recommendation of the principal to exercise this policy must be approved by the principal supervisor.

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STUDENT SAFETY

THREAT MANAGEMENT ASSESSMENT

In support of maintaining school safety, staff will investigate reports of, or evidence regarding, student behavior on or off school grounds that could pose a threat to the safety or welfare of other students or staff.

Threatening or potentially dangerous behavior may include verbal, written, or non-verbal communications or gestures. Threats may be direct, indirect, conditional, or veiled. Threats may be communicated in person, electronically, through a third party, or by other intentional or unintentional means.

In assessing the potential level of danger of a student's behavior, school staff may conduct a threat assessment following district policy. Families may be invited to assist school staff in completing the assessment. However, family refusal to assist staff in completing the assessment will not prevent staff from completing those parts of the assessment about which staff is knowledgeable. Clay County District Schools may also make a determination of risk based on information received from law enforcement agencies, court personnel, mental health professionals, human services, or other agency partners.

Families will be notified when a threat assessment is being conducted, or as soon as possible after such assessment has been conducted, regarding their student. Records of student threat management assessments shall be provided to families upon request. Students may be required to participate in the development of a safety plan and comply with such plan.

FORTIFYFL

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. It is available on the CCDS student portal, and may be downloaded to any portable device through the FLDOE website.

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RANDOM SEARCHES

School officials or school employees designated by the principal may conduct random searches of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event, etc.). Random searches may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal container, object, or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a search as provided in this policy will be considered grounds for disciplinary action, including suspension.

School personnel may conduct a search of a student's possessions, a student's locker, or any other storage area on school property or student vehicle without a warrant when school personnel have reasonable suspicion that illegal, prohibited,

harmful items or substance, or stolen property may be concealed in such location. School personnel have the authority to search a student's possessions upon reasonable suspicion if the student refuses to reveal the contents inside.

School personnel are encouraged to attempt to obtain consent from a student to search for illegal, prohibited, harmful items or substances, or stolen property, but may proceed with a search without a student's consent, upon reasonable suspicion of a prohibited or illegally-possessed substance or object.

Principals are authorized to request from law enforcement the need to utilize trained dogs to detect the presence of illegally possessed substances or objects in student lockers, in student automobiles parked on campus, and any student possession that is located on campus per Florida Statute 1006.09(9).

FAMILY BEHAVIOR & EXPECTATIONS

All Clay County District Schools students and staff deserve to learn and work in an environment free from disruption, threat or intimidation. Family members and adult visitors will display appropriate and professional adult behavior in schools, during school events and at sanctioned school activities at all times. In accordance with Florida law, failure of a family member or adult visitor to act appropriately may result in the violator being prohibited (trespassed) from being on school property or attending any school sanctioned events. In cases of significant disruption, law enforcement will be contacted regarding the matter.

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STUDENT HEALTH

IMMUNIZATION

The Florida Department of Health has published the 2020-21 School Entry Immunization Requirements on their website, along with multiple resources to help families navigate the Immunization Guidelines for school-age and preschool/daycare requirements. There is a FAQ section to assist in this process.

A Certificate of Immunization (DH 680) indicating compliance with the current required schedule of immunizations must be presented prior to enrollment in school. A physical exam (performed within 1 year prior to initial enrollment in Florida public or private schools) is required for all students new to the district. (FS 1003.22)

HEALTH SERVICES/SCREENINGS

At the beginning of each school year, the Clay County Schools and the Florida Department of Health in Clay County are required, by law, (F.S. 381.0056) to inform parents of the health screening program. This program is carried out to appraise, protect and promote the health of students through assisting in the early identification of health problems in the areas of hearing, vision, growth & development, dental, mental health, and scoliosis. These screenings are limited to procedures that do not penetrate the skin or any body orifice (i.e.., any invasive screening requires written parent permission). Written requests for exemption for these services should be made to your local school within fifteen (15) days of registration.

LIVE LICE POLICY

The Florida Department of Health in Clay County is committed to utilizing best practice recommendations for lice management in schools in a manner that respects the privacy of students and families. No Clay County District School (CCDS) personnel, parents of other students or unauthorized personnel other than clinic staff and school principal (on a need to know basis) will be notified of a student having lice/nits. Lice exclusions are viewed as necessary only when excessive infestations (more than 10 live lice, diagnosed by a treating health care provider) are present or there is lack of follow up with treating lice.

Per the Centers for Disease Control and Prevention, head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. For more information, go to head lice information for schools from the CDC.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) offers the following information and advocates that school districts review policies regularly based on the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as ‘casings’.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misidentification of nits is very common during nit checks conducted by nonmedical personnel.

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- Lice are typically not spread within the school setting. Lice transmission requires close head-to head contact or the sharing of personal hair related items.

School health room staff responsibilities regarding lice in schools:

- Educate school staff regarding head lice causes, treatment and common misconceptions such as:
  - Getting head lice is not related to cleanliness of the person or his/her environment. o Head lice are mainly spread by direct contact with the hair of an infested person.
  - Head lice are not known to transmit disease.
  - Head lice move by crawling, not hopping or flying.
  - Head lice are not reportable to the public health departments unless there are other communicable disease related concerns.
- Educate students and their families about how to prevent lice and what to do if a family member has lice.
- Collaborate with the Public Health Department or other resources in planning assistance to families who have chronic infestation.

Treatment:

If you suspect a child has head lice, it's important to encourage the parent(s)/guardian(s) to consult with a pediatrician or family physician for proper care as soon as possible. Treatment failure may be caused by lack of response to a treatment, incorrect product usage, misdiagnosis of the original condition, or re-infestation. To help avoid these pitfalls, the physician can confirm the diagnosis, discuss treatment options, provide an appropriate recommendation, and advise parent(s)/guardian(s) on how to properly use the medication.

Key treatment considerations:

- A common approach to head lice treatment is to use an over-the-counter (OTC) medication. While these treatments have been effective in the past, resistance to some OTC head lice treatments has been reported in recent years. A 2016 study showed that 48 states now have lice that may be genetically predisposed to resistance to commonly used treatments.
- There are new prescription treatment options available that are safe and do not require nit combing.
- Parent(s)/guardian(s) should closely follow treatment instructions. Using extra amounts or multiple applications of the same medication is not recommended, unless directed by a healthcare professional.
- Family bed linens and recently used clothes, hats, and towels should be washed in very hot water and dried on the highest setting.
- Personal articles such as combs, brushes, and hair clips should be soaked in very hot water (at least 130° F) for 5 to 10 minutes.
- All household members and other close contacts should be checked, and anyone with evidence of an active infestation should be treated. All persons with active head lice should be treated at the same time.

Communicating with families:

School nurses will help educate the community about head lice and treatment options, including OTC and prescription products, through letters to parents at the beginning of the school year or during a lice outbreak, handouts in the nurse's office, and presentations during parent-teacher nights.

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School nurses can also help prevent stigmatization in the community by spreading the word that head lice infest children from all backgrounds and walks of life. Anyone can get head lice, no matter how clean their home or hair is, or where they live or go to school or play.

Head Lice Protocol:

- When live lice are identified, the child's parent or guardian WILL be notified that same day by telephone stating that prompt, proper treatment must be completed before return to school after live lice diagnosis.
- There are many acceptable treatment options; however, treatment with a product that is a both a pediculicide as well as ovicidal is the surest way to kill lice and prevent further re-infestation.
- Student will not be allowed to return to school until proof of treatment is presented by parent(s)/guardians(s). Acceptable proof of treatment is a health care provider note, receipt from purchase of over-the-counter lice treatment or visual confirmation from CCDS health room staff of no live lice on scalp upon students return to school.
- Notification letters should be sent home to alert parents only if a high percentage (20% or more) of children in a classroom are infested with lice.

HOME RESPONSIBILITIES FOR GENERAL HEALTH UPDATES

It is the responsibility of the parent(s)/guardian to notify the school of any health condition of their student(s) which may require medication, treatment, or monitoring at school or on school-sponsored trips or activities.

It is the responsibility of the parent(s)/guardian to submit a properly executed "Authorization for Medication/Treatment" form (MIS 12470) to school administration if their student requires medication (including over the counter) or treatment to be given during the school day. Parents will be responsible for delivery and retrieval of medications to the school nurse/health designee. No medications are to be transported via the school bus system. All medications to be administered by school personnel shall be received and stored in the ORIGINAL container; this includes over-the-counter medications.

It is the responsibility of the parent(s)/guardian to notify the school immediately of any chronic or acute medical conditions a child may have and of any necessity for a child to be allowed to self-medicate during the school day. Health Services Manual may be viewed at www.clay.k12.fl.us/PDF/health_manual.pdf.

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OTHER IMPORTANT INFORMATION FOR FAMILIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The revised Family Educational Rights and Privacy Act (FERPA) became a Federal law in November, 1974 (amended 1976). The intent of this law is to protect the accuracy and privacy of student educational records. The Clay County School Board has adopted a policy for the implementation of this Act and the Superintendent of Schools has approved administrative procedures for this purpose.

Accordingly, this notice outlines the type of student information collected and how that information is maintained and released. It further indicates the school officials who have the responsibility to follow appropriate procedures regarding the information.

Section 1003.25 and Section 1002.22, F.S. mandates that each principal maintain a permanent cumulative record for each student enrolled in a public school. Such records are to be maintained according to a format prescribed by rules of the State Board of Education. These State Board Rules also define the data which must be kept.

WHAT INFORMATION IS IN A STUDENT'S RECORD?

Education records of a student include but are not necessarily limited to: personally identifiable data (student and parent name, address, birth date, birthplace, sex, race), academic record, standardized test results, attendance records, health data, family background information, teacher or counselor ratings and observation, psychological reports, extracurricular activities, honors and awards, list of schools attended, and any other evidence, knowledge, or information recorded in any medium and maintained and used by an educational institution or by a person acting for such institution. The principal may maintain a separate disciplinary file for students involved in misconduct to include, but not be limited to, description of misconduct, suspension notices, records of action taken, etc. As amended by NCLB (No Child Left Behind), the district will transfer disciplinary records, with respect to a suspension or expulsion, as part of the student's educational record to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full-or part-time basis, in the school (Section 4155 of the Elementary and Secondary Education Act of 1965). Confidential records created by the Department of Juvenile Justice are not included in a Student's Educational record. The destruction of student records is in accordance with a retention schedule approved by the Bureau of Archives.

WHO HAS ACCESS TO STUDENT RECORDS?

Those persons having access to student records are the School Board, the Superintendent, school personnel within a school or school district with a legitimate educational interest and others specified by Section 1002.22 F.S. A Record of Request shall be maintained in the records. These records are maintained under the direction of the principal.

WHAT ARE THE RIGHTS OF A PARENT OR ADULT STUDENT?

According to (34C.F.R. § 300.20), a parent means:

- A natural or adoptive parent of a child;
- A guardian;

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- A person acting in the place of a parent (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare); or A surrogate parent; or
- A foster parent if the natural parent's authority to make educational decisions on the child's behalf has been extinguished under State law and the foster parent has an "ongoing, long-term parental relationship with the child; is willing to make the educational decisions required of parents under the Act; and has no interest that would conflict with the interests of the child."

Parents, legal guardians, or adult students (age 18 and/or in post-secondary education) have the right of access, right of waiver of access, right to revoke waiver of access, right to challenge and hearing, and right of privacy of records maintained on their child, and a right of a copy of the record (at the cost of reproduction).

Transfer, disclosure, or release of student records requires prior written consent of the parent of eligible student exceptions include:

- disclosures made to school officials with legitimate educational interests;
- disclosures made to another school at which the student intends to enroll;
- disclosures made to state or local education authorities for auditing or evaluating federal-or state-supported education programs, or enforcing relevant federal laws; and
- disclosures including information the school has designated as "directory information."

A parent who wishes to review his/her child's record should make an appointment with the principal or school counselor. School personnel are available to interpret student record information. All such requests will be honored by school officials as soon as possible. It is required that requests be honored within thirty (30) days. A copy of the Clay County Student Records Policy is available in all schools, and at the School Board offices in Green Cove Springs.

In case of divorce or legal separation, either parent may have access to a child's educational record unless an appropriate court order to the contrary has been filed with the school.

Whatever rights are vested in the parent shall pass to the student whenever the student has attained eighteen (18) years of age or is attending a postsecondary educational institution, unless the student continues to be carried as a dependent on the parent's income tax return. [Ref. 1002.22(3)] Students under age 18 may assume adult rights if they become married or are emancipated by court order. [Ref. F.S. 743.01 and 743.015] Note: Pregnant and parenting teens continue as minors unless they become married or emancipated by court order.

Parents or eligible students have the right to file a complaint with the Department of Health and Human Services concerning the alleged failure by the educational agency to comply with Section 438 of the Act. (200 Independence Avenue, S.W., Washington, D. C., 20207). F.S. 1000.21(5) defines "Parent" as: either or both parents, any guardian, or any person who is in a parental relationship to a student, or who is exercising supervisory authority in place of a parent over a student of public school age. The school district specific guidelines regarding "in-loco parentis" situation are detailed in School Board Policy 4.08.

ARE THERE ANY RECORDS WHICH THE SCHOOL CAN REFUSE TO SHOW A PARENT OR ELIGIBLE STUDENT?

The right to access does not pertain to the following educational records: teacher's/counselor's /administrator's personal notes and records that are not accessible to any other person except a substitute of any such person; law enforcement records which are maintained solely for their purposes; personnel records, physician, psychologist, psychiatrist records, or other recognized professional or paraprofessional records that are maintained solely in connection with treatment;

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letters of recommendation/evaluation which were considered confidential and entered into the record prior to July 1, 1977. No public educational institution shall maintain any report or record relative to a pupil or student which includes a copy of the pupil's or student's fingerprints. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920; See additional details in F.S. 1002.22(2)(c)1-8.

WHAT INFORMATION IS RELEASED WITHOUT PARENT PERMISSION?

The School District of Clay County reserves the right for its agents to release "directory information" without prior permission of the parent or adult student. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Such information will be limited to name, address, telephone number (if not unlisted), electronic mail address, ~~date and place of birth,~~ field of study, age, participation in school sponsored activities, height and weight of athletic team members, dates of attendance, most recent school attended, and degrees and awards received.

This information relating to the student body in general (bulk information release) may not be released to any individual or agency unless it is normally published for the public in general~~. or~~ Such information may be released only to a business rendering services under contract with the School Board. Examples: the local newspapers, television, school newspaper, school yearbook, or military services.

Section 9528 of the No Child Left Behind (NCLB) Act requires local education agencies (LEAs) to provide military recruiters with the name, address, and telephone listing of secondary students. The District shall honor any request of a parent or eligible student to withhold any or all of the information relating to a particular student. Photographs are designated as directory information and annual yearbooks and other publications may customarily include student photographs. Parents or eligible students objecting to the use of specific directory information must notify the school principal of such objection in writing within the first month of the student's enrollment. Notification objecting to the use or disclosure of directory information must be in writing and either hand delivered to the Principal of the school at which the student is attending, sent by mail to the Director of Information Services/Public Records Officer at the county office of the Clay County District Schools, 900 Walnut Street, Green Cove Springs, Florida 32043 or sent by email to optoutferpa@myoneclay.net.

Personally identifiable information may be disclosed, transferred, or released without prior consent of the parent or eligible student in connection with enrollment in another school, in emergency situations, application for financial aid, research, a state statute, or an accrediting organization; a court of competent jurisdiction in compliance with an order of that court, or a lawfully issued subpoena upon the condition that the pupil or student and his parent are notified of the order or subpoena in advance of compliance therewith by the educational institution.

In preparation of cases for prosecution under the Compulsory School Attendance and Child Welfare Law (F.S. 1003.21), the school system is authorized to release pertinent data in interpretative form to the State Attorney's Office, to the Department of Juvenile Justice, and the appropriate court without parent consent.

Please read the following carefully before electronically signing this document. This is a legally binding contract and must be signed by the student ("Student") and a Parent or Legal Guardian ("Parent/Guardian") before a Chromebook (hereafter "Electronic Device") is assigned to you.

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STUDENT DEVICE ELECTRONIC AGREEMENT

PURPOSE

The primary purpose of Clay County District School's provision of access to electronic devices, network resources, and computer support services is to facilitate education and research consistent with the educational objectives of Clay County District Schools ("CCDS").

This Agreement must be signed by both the Student and the Parent/Guardian and is binding upon both parties.

TERMS AND CONDITIONS

Term and Termination: This Agreement shall commence on the issue date and shall terminate at the end of the school year the agreement is signed.

Student and Parent/Guardian's Obligations

Student and their Parent/Guardian agrees to:

- Use, maintain, and keep the Electronic Device in good operating order, at their own expense, in the manner for which it was designed and intended
- Not allow or make any alterations or additions to the Electronic Device without the prior written consent of CCDS
- Return the Electronic Device to CCDS in the same condition as received on the beginning date of the Agreement, minus reasonable wear and tear
- Use the Electronic Device in ways that are not disruptive, offensive, harmful, or otherwise improper or against the acceptable use policies of CCDS
- Provide CCDS with written notice to any change in address or telephone number during the term of this Agreement

Issuing Electronic Devices

If you have an objection to your student using CCDS electronic devices, you must notify the school of your objection, in writing, within 48 hours of your receipt of this information.

Return of Electronic Device

Students are required to return the Electronic Device to the assigned school administrative office upon:

- Graduation OR
- Transfer from CCDS School OR
- Temporary or permanent discontinuance of schooling OR
- Last Day of School OR
- Termination of this Agreement for Failure to Comply

Student and Parent/Guardian acknowledge that failure to return the property after notice of termination constitutes theft

Failure to Comply

Failure to comply with any of the terms of this Agreement may result in the imposition of fines (for repair or replacement of the device), termination of the Student's ability to participate in this Program, and/or the imposition of appropriate civil or criminal penalties against Student and/or Parent/Guardian.

Criminal or Civil Liability

Student and Parent/Guardian acknowledge that they are subject to criminal prosecution or civil liability for the destruction or misuse of the device. A theft report will be filed with the local Law Enforcement if a device is reported as stolen and Student and Parent/Guardian would still be financially responsible for the Electronic Device.

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Ownership of Electronic Device
The Electronic Device is, and shall remain, the property of CCDSB. Student and Parent/Guardian shall have no right, title, or interest herein or thereto except as expressly set forth in this Agreement.

Student and Parent/Guardian shall not assign or rights or obligations under this Agreement or enter into any sublease of all or any part of the Electronic Device.

Warranty
Student is being issued the device acknowledges that the device is being presented "as is" without warranty, other than any warranty provided by the manufacturer of the Electronic Device.

Lost or Damaged Electronic Device
Should the Student damage or lose the Electronic Device, the Student and Parent/Guardian will be responsible for paying all outstanding lease payments for the entire term of this Agreement or repair cost, as applicable.

Right to Audit
As permitted by law, CCDS reserves and intends to exercise the right to review, audit, intercept, access, and search the Electronic Device at will, monitor data usage and messages on the Electronic Device at any time for any reason, without notice or other restrictions.

Computer Resource Use Policies
All users of CCDS devices and network resources are required to comply with the following:

- Files, user ID's, passwords, and computer output belonging to an individual or to CCDS are considered to be personal property, but may be subject to audit by CCDS.
- Users shall not examine, change, or use CCDS or another person's files, output, or usernames for which they do not have explicit authorization.
- Users shall not deliberately attempt to degrade system performance or capability. Knowledge of systems or special passwords shall not be used to damage a system or file, or to change or remove information without authorization.
- Users shall not use the system for any illegal purpose or to enter or send any material that is obscene, pornographic, or defamatory, or material that is intended to annoy, harass, or alarm another person.
- All users shall use software only in accordance with applicable license agreements. Users shall not make unauthorized copies of any software under any circumstances. Duplication of licensed software for any purpose except for backup and archival purposes or when otherwise specifically authorized is prohibited. Users shall not give or transfer software to anyone except other authorized users of the CCDS network or device without specific approval from the CCDS. All software must be lawfully purchased or acquired.
- Use of computer systems and databases shall be limited to the purpose(s) for which access is granted. Unless such use is specifically granted, use of CCDS digital resources for personal or private use for-profit, is prohibited.

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- Students are authorized to use electronic devices and network services for incidental personal use, provided such use does not interfere with the educational objectives of CCDS or overload network resources, thereby denying it to others.

- Repeated minor infractions of the Student Responsible Use Guidelines or violations of a serious nature may result in the temporary or permanent loss of network access and/or Electronic Device use. More serious violations that may result in permanent loss of network access and/or Electronic Device use include, but are not limited to, extending computing resources to unauthorized users, attempts to steal passwords or data, unauthorized use or copying of licensed software, unauthorized attachment of personal computers to the CCDS network, unauthorized use of another's account, or overloading network resources thereby denying it to others. No payments made for the Electronic Device will be refunded if network access and/or Electronic Device use is denied due to violations or infractions of any CCDS or computer use policies, whether or not such infractions are mentioned in this Agreement.

- Filtering will be provided by CCDS for school and off-site use. This filtering is a best effort to ensure that inappropriate material is not accessed by students whether in school or off site. No filtering solution is perfect, and this service is being provided free of any warranty.

RESPONSIBLE USE GUIDELINES

DISCOVERING ENDLESS POSSIBILITIES

Technology is an integral part of the CCDS curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the Florida Standards which include: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

TECHNOLOGY AGREEMENT

I understand that using digital devices (whether personal or school owned) and the CCDS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.
I understand that I have no right to privacy when using the CCDS network.

All students of Clay County District Schools agree to follow the Clay County District Schools Code of Student Conduct, school rules, and commit to the following Responsible Use Guidelines:
I will:

- use digital devices, networks, email, and software in school for educational purposes.
- keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- show respect for myself and others when using technology, including social media.
- give acknowledgement to others for their ideas and work.
- report inappropriate use of technology immediately.

The **Responsible Use Guidelines** will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship, ethical, and appropriate use of technology.

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CHILD ABUSE REPORTING

All employees and agents of the District School Board are authorized and mandated by Florida Statute 1006.061 to report all actual or suspected cases of child abuse, abandonment, or neglect to the Department of Children and Families, Central Abuse Hotline (1-800-962-2873), and to provide them with the necessary information to pursue such complaints. Employees have immunity from liability if they report such cases in good faith.

Student Surveys

No Child Left Behind (NCLB) requires Local Education Agencies (LEA's) to notify parents and/or obtain parental consent prior to the administration of a student survey that is:

- part of an "applicable program" (funded in whole or in part by any program administered by the United States Department of Education (USDOE) require LEAs to obtain prior written consent of the parent.
- surveys that are created by a third party (funded by sources other than USDOE programs) required LEAs to adopt specific policies. (These surveys do not require prior written parental consent but instead require districts to offer parents the opportunity to opt the student out of participation.)

LEAs are required to make the survey instrument available for inspection by parents regardless of funding source. By request of the State of Florida, school districts administer the Florida Youth Survey (FYS) which is funded from sources other than the USDOE. The district is required to offer parents the opportunity to opt their child out of the survey.

NOTICE OF CHILD FIND ACTIVITIES

The School District of Clay County will actively seek to locate exceptional students and maintain information on those students screened and identified as exceptional. The term "exceptional student" includes the mentally handicapped, the speech and language impaired, the deaf and hard-of-hearing, the blind and partially sighted, the physically impaired, the other health impaired, the emotionally handicapped, the gifted, the homebound or hospitalized and those with specific learning disabilities.

Information gathered may include the student's social, emotional, physical, psychological, academic and communication behaviors and abilities. Information is collected through screening programs, check lists, teacher observations, standardized tests, and from such individuals as parents, teachers, psychologists, and other professional personnel, and the child himself. The information is used to assist in the development of appropriate educational programs for exceptional students and for reports to state and federal agencies.

Students are screened periodically for vision, hearing, speech, and academic achievement as the initial step in the process of identifying those students with suspected exceptionalities. If your child is considered for further testing, you will be invited to participate in the decision-making process in a Child Study Team meeting at your child's school. Before you are asked to give your permission, you will be informed of the purpose of the evaluation and the procedural safeguards made available to you.

Should you have any questions, please contact your child's principal or school counselor.

ESE Parent Notification

Notice of Procedural Safeguards for Parents of Student with Disabilities

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As a parent you can access the electronic Procedural Safeguards on the district website at: www.oneclay.net/wpcontents/uploads/2014/05/procedural-safeguards7.PDF . This provides information about Exceptional Student Educational programs regarding: notice, meetings, independent evaluations, records, mediation, hearings, administrative law judges, due process hearing rights, appeals of due process, placement during due process hearings and appeals, attorney's fees, discipline including long term removals and interim alternative educational settings (IAES), consent and revocation, private school placements, local education agency complaints (LEA) and state education agency complaints (SEA).

Parental Notification of McKay Scholarship

Effective July 1, 2006, Florida Statute, Section 1002.39(5)(a)1, states that by April 1 of each year or within 10 days after an individual educational plan meeting out district must notify you of all available options. This includes informing you of the availability of the DOE toll free information hotline (1-800-447-1636) and internet website, www.floridaschoolchoice.org and offering the parents an opportunity to enroll the student in another public school within the district during the required time limit if the school is not closed or otherwise at capacity. This notice is one of several ways the district meets the Florida Statute requirements.

Notice of Request for Individuals with Disabilities Education Act Input

The Clay County Exceptional Student Education Department receives federal funding through the Individuals with Disabilities Education Act (IDEA). We solicit input from Parents, Administrators, Specialists, Teachers, Assistants, and ESE secretaries in developing our federal IDEA grants. Currently it is spent almost entirely for personnel. This includes over 150 assistants, 30 teachers, nurses, mental health counselors, secretaries, private school services, particularly speech therapy, and specialists. We also provide training for teachers and parents through the IDEA grants. Our current district goals include augmenting the autistic (ASD) program and training, and expanding PreK, InD and E/BD programs to more sites closer to home. Another goal is to increase specialized programs in the Oakleaf and Keystone areas and offering new VI/HI classes at additional grade levels.

For questions or additional information please contact the ESE Department at (904) 336-6866.

USE OF STUDENT WORK, VIDEO, AND PHOTOGRAPHS

From time to time, students have the opportunity to be recorded, photographed, or display artwork. Some of these recordings, photographs, schoolwork or artwork may be archived, included in the local news, on the school's CCTV or web page, and may eventually air on the School District of Clay County educational channel or be used at local, state or national conferences.

If you have an objection to your student's work or name being used for any of the above purposes, or if you object to photographs or recordings of your student being used, you must notify the school of your objection, in writing, within 48 hours of your receipt of this information.

For your information, if your student is an exceptional education student, your explicit, written permission will be obtained prior to any media release which identifies your student by name, along with his exceptionality or exceptional placement designation.

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SOCIAL MEDIA GUIDELINES

In accordance with the Clay County District Schools' Student Code of Conduct, the District expects students to set and maintain high ethical standards in their use of social networking. Personal use of social media may have an effect at school. While at times it is easy to tell whether social media use is school-related or personal, at other times it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at school and the school may need to get involved. This could include disciplinary action such as a parent conference or suspension. It is important to remember that infractions outlined in the CCDS Student Code of Conduct prohibiting certain types of communication also apply to electronic communication. To be safe, be in control of what you do online, even if it is during personal time.

GUIDELINES FOR STUDENT USE OF SOCIAL MEDIA

- Think before you post. Clay County District Schools recommends that students use discretion when posting to social media sites at all times and requires that students follow the CCDS Student Code of Conduct when on school district property.

- If you see anything of concern on a fellow student's social networking page or account, you should promptly contact your school based administration, your teacher, or other school staff.

- Be thoughtful about what you share online and consider how it would appear to family, friends, colleges, and future employers. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking site(s) that you wouldn't want anyone to access. Social media venues are public and information can be shared beyond your control.

- When responding to others, remember to be respectful and avoid comments that may be hurtful. You should refrain from using profane, obscene, or threatening language.

- Use of school or District logos or images on your personal social networking sites is prohibited. The Clay County District Schools reserves the right to request school-related images or content posted without permission to be removed from the internet. If you wish to promote a specific activity or event, you may do so only by means of a link to school or District official social media accounts.

- You should always take responsibility for what you post. Do not misrepresent yourself by using someone else's identity.

- Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.

- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to: Social Security numbers, phone numbers, addresses, exact birth dates, and pictures with parties you don't know or on unsecure sites.

- Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.

- Cyberbullying is considered an act of harassment. See the CCDS Student Code of Conduct for detailed information.

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RIGHTS OF DIVORCED PARENTS

Under current divorce laws, "shared parental responsibility" awards both parents full rights to the child, although "primary physical residence" is awarded to one parent. Neither parent has priority over the other with regard to the child's education, both parents have full and complete rights to pick up the child, to inquire about school work, and participate in school activities. The parent(s) should provide the school with a copy of the final court judgment to determine new shared responsibility. Additional court documents, such as injunctions or modifications to the final judgments, should be provided to the school immediately as these may put new limits on access rights of a parent. In the event the parent who is not named as the primary residential custodian resides any place other than in Duval, Clay, St. Johns, Putnam, Alachua, Nassau, or Bradford counties in Florida, then that parent may not pick up or check out the child unless the parent who is the primary residential custodian informs the school in writing that such actions are acceptable.

Custody papers issued by a court outside the state of Florida will not be accepted at face value. Out-of-state documents must be domesticated through the Florida Courts.

PARENTAL CONCERNS REGARDING EMPLOYEES

The Clay County School Board recommends that parents who have a complaint about an employee begin by registering their concern directly with the employee in question, if possible. The vast majority of parental concerns are solved at this level. If not, parents are urged to contact the principal, district office staff, the Deputy Superintendent or the Superintendent to express their concerns.

Parents are often asked to put their concerns in writing. While this is not a requirement, it is often important, depending on the seriousness of the charge and the ultimate action proposed as the result of investigation.
It is not the school system's intent to discourage parental concerns by establishing complex procedures for registering them. It is our intent, however, to make certain that parents are heard, that their concerns are investigated, if appropriate, and that our employees' due process rights are protected.

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APPENDIX A: GLOSSARY: ACRONYMS & DEFINITIONS OF TERMS

Commonly used acronyms and definitions of educational terms frequently used in Clay County District Schools

504 Plan	Disability Accommodation Plan under Section 504 Rehabilitation Act of 1973
Access Points	Expectations written for students with significant cognitive disabilities to access the general education curriculum
Achieve 3000	Reading and writing intervention program using non-fiction text to differentiate instruction
ACT	American College Test; college entrance exam
ADD/ADHD	Attention Deficit/Hyperactive Disorder
AP	Advanced Placement
ASD	Autism Spectrum Disorder Adequate
AYP	Yearly Progress
CCEA	Clay County Education Association
CESPA	Clay Educational Staff Professional Association
CTE	Career and Technical Education
CVA	Clay Virtual Academy
ELA	English Language Arts
ELL	English Language Learners
EOC	End of Course Exam
ESE	Exceptional Student Education
ESL	English as Second Language
ESY	Extended School Year
FERPA	Family Educational Rights and Privacy Act
FHSAA	Florida High School Athletic Association
FLDOE	Florida Department of Education
Focus	The school district's Student Information System
FSA	Florida Standards Assessment
GPA	Grade Point Average
Guardian	School employee qualified and trained to carry a gun on a school campus
IDEA	Individuals with Disabilities Educational Act
IEP	Individualized Education Plan
IQ	Intelligence Quotient
i-Ready	An interactive online learning environment for reading and math
LLI	Leveled Literacy Intervention
PSAT	Preliminary SAT; practice college entrance exam
RAIT	Risk Assessment & Intervention Team
SAC	School Advisory Council
SAT	Scholastic Assessment Test; college entrance exam
SEDNET	The Multi-agency Network for Students with Emotional/Behavioral Disabilities creates and facilitates a network of key stakeholders committed to assisting in the provision of a quality system of care for students with or at-risk of emotional or behavioral challenges
SEL	Social-Emotional Learning
SESIR	School Environmental Safety Incident Reporting; FLDOE student behavior coding system
SIPPS	Systemic Instruction in Phonological Awareness, Phonics, and Sight Words
SIS	Student Information System
SRO	School Resource Officer
STEAM	Science, Technology, Engineering, Arts, and Mathematics
STEM	Science, Technology, Engineering, and Mathematics
YMHFA	Youth Mental Health First Aid

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APPENDIX B: BEHAVIOR INFRACTION CODES

Level 0

Level 0 codes are reserved for documentation purposes only for state reporting purposes and student behavior records. Any actions/intervention can be administered and recorded in the student information system at the principal's discretion. Suspension of any kind should not be used with these codes.

(BIT): Behavior Incident Tracking - To be used for documentation of problematic student behaviors. Consequences can be issued using this code.

(MUL): Multiple Level 2 Infractions - If a student commits 7 or more Level 2 infractions they may receive a "multiple level 2" infraction. This code can be used to initiate a Hearing Office Referral.

(RCE) – Room Clearing Event – When a student is in a state that creates an unsafe learning environment and the other students in the room are forced to leave the learning environment.

(SAO): Felony Charges –previously defined as State Attorney Charges.

(VBC): Violation of Behavior Contract – If a student violates the school or district behavior contract.

(UBL): Unsubstantiated Bullying – After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of bullying as listed in the Jeffrey Johnston Stand Up for all Students Act (Florida Statute 1006.147).

(UHR): Unsubstantiated Harassment – After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (Florida Statute 1006.147).

Level 1

Level 1 infractions is relatively minor misbehavior or general classroom disruption that interferes with the orderly educational process in the classroom or other areas.

(DRS): Dress Code Violation - To dress in a manner that would constitute a disruption in the school, create a safety hazard or exhibit impropriety. Non-conformity to the general code of appearance as outlined in Board Policy.

(PRO): Profanity Obscene Language or Gesture – Abusive, profane, obscene or vulgar language (verbal, written, or gestures) or conduct in the presence of another person.

(FLS): Providing False Information Lying/Forgery - Giving false or misleading information, either oral or written, which may injure another person's character or reputation or disrupt the orderly process of the school. Intentionally providing false or misleading information to, or withholding valid information from, a school staff member. This includes Forgery - to fashion or reproduce for fraudulent purposes, such as signing parents' name to a note.

DRAFT

(RTC): Response to a Confrontation/Student - Used when the investigation identifies a clear offender and the person responding was defending themselves either verbally or physically.

(SKP): Skipping Class – If the student does not report to their assigned class but has been marked present throughout the school day or if the student reports 15 minutes or later to their assigned class.

(TAR): Tardiness - Late to class or school; if the student arrives 15 minutes after the beginning of class w/o permission then the student is considered SKP/skipping class.

(VCR): Violation of Classroom Rules - Violation of specific posted or written class rules that are not necessarily a disruptive behavior. Breaking behavioral contract, thereby progressing to the next disciplinary level as specified in the school student handbook.

- Cheating - Academic cheating is defined as representing someone else's work as your own. If the student cheated on their own with no other student or participant then the cheating will be a Violation of Classroom Rules. In the event the student was cheating with multiple participants or on a state assessment, the student will receive IAC: Inappropriate Conduct.
    - Example: having answers prior to an exam.

Level 2

Level 2 infractions are acts of misbehavior whose frequency and seriousness tends to disrupt the learning climate of the school. These infractions usually result from a continuation of Level 1 misbehavior and requires administrative personnel intervention. This misconduct must be reported to the appropriate school administrator for disciplinary action. The administrator will follow the procedure designated for minor violations (Level 1) when investigating the situation and deciding on disciplinary action.

(ABS): Abuse of School Property vandalism under $1,000 - To use wrongly or improperly, or to maltreat any school equipment or property, including, but not limited to, the inappropriate use of a computer by breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software and entering, distributing or printing unauthorized files.

(DEF): Defiance/Disrespect Insubordination - Refusal or failure to obey, marked by resistance to authority. The flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority. Examples see below:

- Leaving Class Without Permission– Student did not have permission granted by the teacher or other school entity to leave the classroom environment; unauthorized leaving of assigned class.

(DSP): Low Level Confrontation - Student who deliberately pushes, pulls, shoves, strikes, taunts, antagonizes, or mutual physical altercation with another student or students or by acts or words that does not result in any injuries.

(IAC): Inappropriate Conduct - Violation of specific posted or written school rules that are not necessarily a disruptive behavior. Breaking behavioral contract, thereby progressing to the next disciplinary level as specified in the school student handbook.

- Cheating - Academic cheating is defined as representing someone else's work as your own. If the student cheated on their own with no other student or participant, the cheating will be a Violation of Classroom Rules. In the event the student was cheating with multiple participants or on a state assessments, the student will receive IAC: Inappropriate Conduct. Several examples of IAC include sharing work with someone else,

DRAFT

purchasing an academic paper or test questions in advance, paying another student to do the work, and plagiarism.

- Gambling - One who participants in games of chance or skill for money or profit.

(LVS): Leaving School Without Permission– Unauthorized leaving of school grounds.

(POS): Possession of an Inappropriate Object - Possession and/or use of items or contraband designated by the school as inappropriate materials such as portable paging devices, beepers, cellular telephones, portable cassette or CD players, electronic games, rollerblades, skateboards, lighters, hats, etc. and any other items that cause distraction and/or damage to persons or property or otherwise interferes with learning. An example is the possession of a pocket knife which may be potentially dangerous or harmful to others. These items will be confiscated.

(SPE): Student uses Profanity directed at a School Board Employee - A student who intentionally engages in a verbal confrontation involving a school board employee with profanity/obscene gestures. If the verbal confrontation involves a threat, the behavior will be coded as TRE: Threat.

(STP): Stealing/Petty Theft <$300 - taking of property while on school grounds or from a vehicle on school property worth under $300

Level 3

Level 3 infractions are major acts of misconduct. They include serious disruptions of school order and threats to the health, safety and property of others. The misconduct must be reported promptly to a school administrator, who may remove the student from the school or activity immediately.

(IDT): Identity Theft - When a student represents themselves as another individual (including but not limited to students and district employees) with the intent of creating confusion or disruption to another's well-being. The fraudulent acquisition and use of a person's private identifying information.

(OMC): Other Major - Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Students selling items on school grounds that have not been authorized by the school or for school sanctioned events.

Examples:

- Student produces or uses counterfeit money.
- Student participates in gambling.
- Student possessing drug paraphernalia, vaping oils, device used to vape.
- Student is selling goods, services or food that has not been authorized by the school for a sanctioned event

Non-Examples

- Student arrested for violating probation.
- Student or other arrested for committing crimes off-campus.

(SCE): Student Physical Confrontation/ School Board Employee - A student who intentionally engages in a physical confrontation involving a school board employee.

(TEC): Inappropriate use of Technology/Wireless Communication Devices - When the possession of a wireless communication device disrupts the educational process. This includes the unauthorized use of a wireless communication

DRAFT

device to capture images or recordings without permission during school hours, attaching power cords to school devices, and/or the unauthorized use on school buses in the absence of an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay).

(BRK): Breaking and Entering - The unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, or the intent to damage or remove property or harm a person(s).

(BUL): Bullying/Cyberbullying - Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Twitter
- SMS (Short Message Service) also known as Text Message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Email

(DOC): Disruption on Campus - Majorly Disorderly Conduct Disruptive behavior that poses a serious threat to the learning environment, health, safety or welfare of others.
Examples:

- Student or other making a bomb threat.
- Student engaging in disruptive behavior that causes the bus driver to stop the bus to ensure the safety of the group.
- Student or other causing an incident that results in closing the cafeteria.
- Student or other inciting a riot.
- Student or other pulling the fire alarm.
- Student or other deliberately crashing the school computer system.
- Student or other causing an incident that prevents others from proceeding to the next class or prevents egress.

Non-Examples:

- Disruption of a single classroom.
- Student defying authority.
- Student disobeying or showing disrespect to others.
- Student or other using obscene or inappropriate language or gestures.
- Student not sitting in seat and/or talking loudly while school bus is moving.

(FIT): Fighting - When two or more persons mutually participate in use of force or physical violence that requires physical restraint or results in injury.
Examples:

- Student or other engaging in a fight/combat with another and physical restraint is necessary to stop it.
- Student becoming engaged in a fight which results in the need for first aid or medical attention for one or both of the participants.

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Non-Examples:

- Student verbally confronting another student/teacher.
- Student or other engaging in pushing and shoving who is easily separated or stopped.
- Student or other engaging in a fight which is resolved without injury or need for physical restraint.

(HAR): Harassment - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that:

- places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

Example:

- One student approaches another student and makes an insulting gesture. The targeted student runs off in tears and is visibly upset.
- Non-Example:
- Two students approach each other and one student makes an insulting gesture towards the other student. Both students are good friends no offense was taken by either student from the interaction.

(HAZ): Hazing - Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes but is not limited to: (1) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, (2) any brutality of a physical nature, such as whipping, beading, branding, or exposure to the elements.

Examples:

- Pressuring, coercing or forcing a student into: 1) violating state or federal law; 2) consuming and food, liquid, drug, or other substance; or 3) participating in physical activity that could adversely affect the health or safety of the student.

Non-Examples:

- Requiring new team member to attend additional supervised practices.

(PHA): Physical Attack - Refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

Example:

- Throwing an object and hitting someone hard enough to cause injury.

Non-Examples:

- Student or other engaging in a fight/combat with another and physical restraint is necessary to stop it. o Student becoming engaged in a fight which results in the need for first aid or medical attention for one or both of the participants. (Refer to Fighting as a possible alternative code.)

(SXO): Sexual Offenses - 1.Other sexual contact, including intercourse, without force or threat of force, subjecting an individual to lewd sexual gestures or comments or sexual activity, or 2 Exposing private body parts in a lewd manner.

Examples:

- Student or other participating in sexual activity in front of a student.

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- Two or more students engaging in sexual activity.
- Student or other soliciting or encouraging a person to commit a sexual act.

Non-Examples:

- Students kissing consensually
- A first grade student hugging another
- Student inadvertently touching the breasts, buttocks or groin of another student.

(TBC): Tobacco -The possession, use, distribution, or sale of tobacco products and vape/vaping related products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

Examples:

- Students using any device, or in possession of any part of a device, that allows for the inhalation of vapor.
- Student sharing device with another student for the purpose of use or possession.

Non-Examples:

- Student in possession of any oils or products containing THC or CBD (refer to DRU)
- Student in possession of aromatic essential oils

(TRE): Threat/Intimidation - A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements:

- intent – that the threat is heard or seen by the person who is the object of the threat.
  fear – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and
- capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. Examples:
- Student or other willfully and repeatedly following another or stalking with intent to cause the person to fear for their safety.
- Student or other who willfully and repeatedly uses email or text messages to cause another to fear for their safety or cause substantial emotional distress (cyber stalking).

Non-Examples:

- Student or other engaging in mutual combat with another.
- Student or other actually using force or violence against another. (Refer to Battery or Fighting as possible alternative codes.)
- Student waving to another student in the hallway, waiting after class to talk to him/her and calling to ask him/her out.

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Level 4

Level 4 acts of misconduct are the most serious. All Level 4 infractions are grounds for expulsion, and will result in a mandatory 10-day suspension. These acts are clearly criminal and are serious enough to require administrative actions that result in immediate removal of the student from school, the intervention of law enforcement authorities, or action by the Superintendent and Clay County School Board.

(ALC): Alcohol - Possession, sale, purchase, or use of alcoholic beverages. Use should be reported only if the person is caught in the act of using or in the course of the investigation it is discovered that the person is impaired.

(ARS): Arson - To damage or cause to be damaged, by fire or explosion, any dwelling, structure or conveyance, whether occupied or not, or its contents.

(BAT): Battery - The physical use of force or violence by an individual against another.
Examples:

- Student hitting another with a heavy object over the head.
- Student jabbing a pen into another's arm.
- Student or other engaging in a mutual physical altercation with another and continuing to hit/beat that person even after that person stops fighting, or is no longer able to fight back.

Non-Examples:

- Student or other delivering a single poke to the chest.
- Student or other delivers a single, non-injuring strike to the arm of another.
- Students or others actively engaging in a fight with each other.
- Student or other striking back when hit by an aggressor and becoming engaged in a fight with the aggressor.

(DRD) Drug Sale/Distribution Excluding Alcohol - The manufacture cultivation, sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug.
Examples:

- Student passing a marijuana cigarette around in the school bathroom.
- Student giving prescription drugs prescribed for someone else to another.
- Student selling cocaine to another.
- Student or other misrepresenting substances as illegal drugs.

Non-Examples:

Student taking medication prescribed for themselves.

- Student giving an aspirin or other over-the-counter medication to another in dosage prescribed.
- Student smoking a marijuana cigarette alone. (Refer to DRU: Drug Use/Possession)
- Student found with a single marijuana cigarette in backpack. (Refer to DRU: Drug Use/ Possession)

(DRU) Drug Use Possession Excluding Alcohol - The use, or possession of any drug, narcotic, controlled substance or any substance when used for hallucinogenic purposes. Examples:

- Student or other possessing or being under the influence of illegal drugs at school, at school-sponsored events, or on school transportation.
- Student possessing or observed swallowing prescription drugs that are not prescribed for him/her.
- Student found inhaling or ingesting intoxicants, glue, solvents, or aerosols for hallucinogenic purposes.

Non-Examples:

- Student possessing or using over-the-counter medications in dosage prescribed.
- Student using inhalers for asthmatic condition.
- Student possessing drug paraphernalia (refer to Other Major, OMC).

(HOM): Homicide - The unjustified killing of one human being by another.

(KID): Kidnapping - Forcibly, or by threat confining, abducting, or imprisoning another person against his/her will and without lawful authority.
Examples:

- Student or other holding another person for ransom or reward, as a shield, or as a hostage.
- Non-custodial caregiver, with a restraining order, picking up a student.

Non-Example:

- Student running away with her boyfriend after being picked up from school by him.

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(RCE) – should a student create an unsafe environment and the student population of the classroom needs to be removed for their safety.

Examples:

- Student is throwing objects and turning over chairs
- Student is running around the classroom and refuses to stop while pushing into other students.

Non-Example:

- Student refuses to do work and yells when asked to begin.
- Student throws an object not directed towards another student

(ROB): Robbery/Extortion - The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.

Examples:

- Student or other snatching a gold chain off someone's neck
- Student or other extorting lunch money
- Student or other engaging in "Carjacking" Non-Examples:
- Student or other taking money from an unattended purse. (Refer to STL: Larceny/Theft as a possible alternative code.)

(STL): Larceny/Theft > $300, including motor vehicle theft - The unauthorized taking, carrying, riding away or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm.

Examples:

- Student or other embezzling public funds.
- Student or other stealing an item worth $300 or more.
- Student finding a checkbook, signing owner's name and making a purchase.
- Student or other stealing a car or motorcycle.

Non-Examples:

- Student or other borrowing an item without permission.
- Student or other committing robbery (code as Robbery instead)
  Student or other stealing an item less than $300.
- Student steals a credit card but no charges are made to the card.

(SXA) Sexual Assault - An incident that includes a threat of rape, fondling, indecent liberties, child molestation, or sodomy. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability.

Example:

- Student or other threatening to rape another.

Non-Example:

- Kindergarten student threatening another with a sexual act.

(SXB) Sexual Battery - Forced or attempted oral, anal or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.

Examples:

- Student or other raping someone.
- Student or other attempting to rape someone. Non-Examples:

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- Students engaging in consensual sex acts. (Consensual sex is not Sexual Battery. Refer to SXO: Sexual Offenses (Other) as a possible alternative code.)

(SXH): Sexual Harassment - Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. {6A-19.008(1)SBE Rule} An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

Examples:

- Student or other causing unwanted and ongoing episodes of leering, pinching, grabbing.
- Student or other making repeated suggestive comments or jokes or actions of a sexual nature.
- Student or other pressuring one to engage in sexual activity.
- Teacher threatening to lower a student's grade if sexual favors are not given.
- Student or other repeatedly showing a photograph, poster or other images of nudity, lewd or sexual activity.
- Student or other pressuring another student for sexual favors by threatening to prevent him/her from participating in a school activity.

Non-Examples:

- Student engaging in consensual sex. (Refer to Sexual Offenses (other) code as a possible SESIR code.
- Student unintentionally brushing up against another in the hallway.
- A single incident of a kiss that may be unwanted.

(TRS): Trespassing - To enter or remain on a school grounds/campus, school transportation, or at a school-sponsored function/off campus without authorization or invitation and with no lawful purpose for entry.

Examples:

- Any unauthorized person entering the campus.
- Any unauthorized person remaining on property after being directed to leave by the chief administrator or designee. Non-Examples
- Parent entering the building to pick up his/her child without first getting clearance through the office.
- Person searching for a phone at a school facility after his/her car has broken down.

(VAN): Vandalism > $1,000 - The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

Examples:

- Student or other defacing school with graffiti.
- Student or other keying or scratching a car in a campus parking lot.
- Student or other trashing a classroom resulting in damages of $1,000 or more.
- Student(s) damaging a hotel room ($1,000 or more) on a school-sponsored trip.

Non-Examples:

- Student or other accidentally damaging chemistry lab equipment.
- Student or other causing damages under $1,000.

(WPO): Weapons Possession - Possession of any instrument or object (as defined by Section 790.001 (13), Florida Statutes, or district code of student conduct) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

Examples:

- Student or other possessing a firearm or knife.

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- Student or other using a knife, pocket knife, or other sharp or pointed implement to threaten or harm another.

Non-Examples:

- Student, after investigation, found to possess a common pocket knife, or eating utensil with no intent to harm.
- Student possessing items not covered under law or district policy such as pointed instruments, pens, or pencils.
- Student possessing a cutting tool that is being used in art shop or other class.

A reminder from the Office of Climate and Culture:
We are in this together and together we make a difference!

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