School Board of Clay County

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

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

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

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

Pledge of Allegiance

Call to Order

Public Hearing on the Budget

1. Review the 2019-2020 Final Millage, Rolled-Back Rate Calculation, and the 2019-2020 Budget (All Funds)
2. Public Hearing for Comments on the 2019-2020 Budget and Millages
3. Adopt the 2019-2020 Required Local Effort Mill Levy
4. Adopt the 2019-2020 Basic Discretionary Operating Mill Levy
5. Adopt the 2019-2020 Local Capital Improvement Fund Mill Levy
6. Adopt the 2019-2020 Additional Voted One Mill Levy
7. Adopt the 2019-2020 Total Mill Levy
8. Adopt the Final 2019/20 – 2023/24 Educational Facilities Plan
   - Educational Facilities Plan 2019-2020 FINAL.pdf
9. Adopt the Budget (All Funds) for 2019-2020
10. Resolution #20-03 Florida Department of Education Resolution Determining Revenues and Millages Levied
    - Resolution #20-03 .pdf
11. Resolution #20-04 Adopting the 2019-2020 Final Budget

Student Showcase (None)

Recognitions and Awards

Presenters

12. Pragmatic Works check presentation to Clay Education Foundation
13. The Chemours Company check presentation to Keystone Heights Elementary School

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

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Presentations from the Audience (Public Comment)

Consent Agenda

Superintendent

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

- July 23rd Workshop Meeting Minutes.pdf
- July 23rd Special Budget Meeting Minutes.pdf
- July 23rd Special Meeting Minutes.pdf
- July 30th Special Meeting Minutes.pdf
- August 1st Regular Meeting Minutes.pdf

School Board Member

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

School Board Attorney

16. C3 - Approve Final Order in Case No. 18-2333, styled Abbie Andrews, Easter Brown, Cherry Deaton, Donna Foster and Danielle Perricelli, Petitioners vs Clay County School Board.

Human Resources

17. C4 - Personnel Consent Agenda

- Personnel Consent Agenda 9 5 2019.pdf

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

- 2019-2020 RAT PACK SUMMARY CCEA.pdf

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

- 2019-2020 RAT PACK SUMMARY CESPA.pdf

20. C7 - Kelly Services Custodial and Cafeteria Substitute Amendment

- Kelly Services Contract Amendment.pdf

Instruction-Career and Technical Education

21. C8 - CTE Out of State and Overnight Field Trips

- CTSO's Event Calendars.pdf

Instruction-K-12 Academic

22. C9 - Approval of Out of County Student Travel - K-12 Academic

- Sept 2019- Student Travel.pdf

23. C10 - 2019-2020 Dual Enrollment Articulation Agreement Between SBCC and FSCJ

- Sept 2019- FSCJ - SBCC DEAA 2019-20.pdf

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24. C11 - CCSB and OPMC Partnership 2019-2020 Memorandum of Understanding

Sept 2019 - 2019-20 OPMC Agreement.pdf

25. C12 - COLLEGE/UNIVERSITY AGREEMENTS FOR STUDENT PLACEMENT

200040 Grand Canyon Univ.pdf

Instruction-Climate and Culture

26. C13 - 2018-29 Mental Health Allocation Assistance Plan Outcome and Expenditures Report

2018-2019 MHAAP Report Final.pdf

MHAA-ReportChecklist.pdf

Business Affairs

27. C14 - Proposed Allocation Changes for 2019-2020

Allocation Summary - September 5, 2019.pdf

28. C15 - NSF Write Off Permission

NSF Write off Board meeting Sept 5 2019.pdf

Business Affairs-Accounting

29. C16 - Budget Amendment Report for June 2019

June 2019 Budget Amendment Report.pdf

30. C17 - Superintendent's Annual Financial Report for the FYE 6-30-2019

Business Affairs-Property

31. C18 - Deletion of Certain Items Report - August, 2019

Deletion Report-August, 2019.pdf

Business Affairs-Purchasing

32. C19 - BID to be Awarded

33. C20 - RFP to be Awarded

Operations

34. C21 - Florida Safe Schools Assessments Acceptance Letter

2019. 20 FSSAT MEMORANDUM FOR SCHOOL BOARD.pdf

35. C22 - Sheriff's Office Guardian Certification MOU

19.20 CCSO CCDS Guardian MOU.pdf

Operations-Facilities

36. C23 - Pre-qualification of Contractors

Table for Board Backup Contractor Prequal, 9.5.19.pdf

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

DRAFT

ChgOrder1, RHS ReRoof Buildings 7 and 10.pdf

38. C25 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Doctors Inlet Elementary School Cafeteria Expansion.

Adoption of Consent Agenda

39. Adoption of Consent Agenda

CCEA Update

CESPA Update

Superintendent's Update and Presentations

Discussion Agenda

School Board Member

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

41. D2 - Approve Resolution for Half-Cent Sales Tax (Studdard)

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

Human Resources

43. D4 - Human Resources Special Action A

Instruction-Instructional Resources

44. D5 - Public Hearing to approve as advertised the adoption of the 2019-2020 Procedures Manual for Instructional Resources

Redlined Copy Proposed 2019-2020 CCDS Instructional Resources Department Procedures Manual (3).pdf

Updates to 2019-20 IR Procedures Manual (2).pdf

Instruction-Climate and Culture

45. D6 - Public Hearing to approve as advertised the revisions to School Board Policy 4.06.H., Homeless Students

checkllist with notes.pdf

Revisions to Homeless Policy 4.06.pdf

Notice of Intent to Advertise Public Hearing on 4.06 Homeless StudentsRTISE SB Policy.docx - Google Docs.pdf

Operations-Facilities

46. D7 - Public hearing to approve, as advertised, the Boundary Realignment at Discovery Oaks Elementary, Tynes Elementary, Oakleaf Junior High and Wilkinson Junior High Schools.

Oakland Hill attend zone.pdf

School Board Attorney Remarks

School Board Member Remarks

Adjournment

DRAFT

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

Title
Review the 2019-2020 Final Millage, Rolled-Back Rate Calculation, and the 2019-2020 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 as 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.
The total mill levy for the fiscal year 2019-2020 is 7.047 which is 19.44 percent more than the rolled-back rate.

Gap Analysis
N/A

Previous Outcomes

Expected Outcomes
2019-2020 Final 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 2019-2020 proposed millage rates and related resolutions 20-03.

That the School Board of Clay County adopt the 2019-2020 final budget and the related resolution 20-04.

DRAFT

Contact
Dr. Susan Legutko, Assistant Superintendent of Business Affairs

Financial Impact
The District will generate a total of $89,559,225 from all mill levies. The total budget for 2019-2020 is $0000.000

Review Comments

Attachments

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

Title

Public Hearing for Comments on the 2019-2020 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

Approval of 2018-2019 Millage rates and the Final Budget as submitted and executed in accordance with Florida Statues.

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

To approve the 2019-2020 Millage rates and the Final Budget as submitted and executed in accordance with Florida Statues.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

The District will generate a total of $89,559,225 from all mill levies. The total budget for 2019-2020 is $xxx,xxx,xxx

Review Comments

Attachments

DRAFT

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

Title

Adopt the 2019-2020 Required Local Effort Mill 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 90 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

Adoption of the the 2019-2020 Required Local Effort Mill Levy of 3.799 mills which is 19.44 percent more than the rolled-back rate.

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Motion to adopt the required local effort mill levy of 3.799 mills which is 19.44 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 $48,280,899 in Fund 100 (General Operating).

Review Comments

Attachments

DRAFT

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

Title

Adopt the 2019-2020 Basic Discretionary Operating Mill 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

NA

Previous Outcomes

NA

Expected Outcomes

Adoption of the the 2019-2020Basic Discretionary Operating Mill Levy of 0.748 mills.

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 mills.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

The levy will generate $9,506,215 to Fund 100 (General Operating).

Review Comments

Attachments

DRAFT

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

Title

Adopt the 2019-2020 Local Capital Improvement Fund Mill 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

NA

Previous Outcomes

NA

Expected Outcomes

Adoption of 2019-2020 Local Capital Improvement Fund Mill Levy of 1.500 mills.

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 $19,063,266 to Fund 300 (Capital Outlay).

Review Comments

Attachments

DRAFT

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

Title

Adopt the 2019-2020 Additional Voted One Mill Levy

Description

The District's additional Voted One Mill Level is in addition to the Required Local Effort (RLE) and is above the gross calculation of Florida Education Program (FEFP) dollars.

Gap Analysis

The revenue generated from the Additonal One Mill Levy will generate approximately $12,708,844 and is targeted to be used for safety and security and other operational expendiures.

Previous Outcomes

Expected Outcomes

Adoption of the the 2019-2020 Addtional Voted Mill Levy of 1.000 mill for safety and security and other operational expenditures.

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Motion to adopt the additonal voted mill levy of 1.000 mill specific for safety and security and other operational expenditures.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

Revenue to the District from the voted mill levy is in the amount of $12,708,844 in the General Operating Budget.

Review Comments

Attachments

DRAFT

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

Title
Adopt the 2019-2020 Total Mill Levy

Description
As described in previous items.

Gap Analysis
NA

Previous Outcomes
NA

Expected Outcomes
Adoption of the 2019-2020 Total Mill Levy of 7.047 mills which is 19.44 percent more than the rolled-back rate.

Strategic Plan Goal
The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation
Motion to adopt the total mill levy of 7.047 mills which is 19.44 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 $89,559,225 from all mill levies.

Review Comments

Attachments

DRAFT

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

Title

Adopt the Final 2019/20 – 2023/24 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

The Educational Facilities Plan (EFP) is updated annually based on district facilities needs and funding availability. The Operations Division met to conduct current project reviews, determine needs assessment, and to identify project priorities that best reflect the needs of the District.

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 Final 2019/20 – 2023/24 Educational Facilities Plan

Contact

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

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

Financial Impact

As shown in the Educational Facilities Plan.

Review Comments

Attachments

Educational Facilities Plan 2019-2020 FINAL.pdf

DRAFT

EDUCATIONAL FACILITIES PLAN

(FINAL)

FISCAL YEAR 2019/20 – 2023/24

DRAFT

CLAY COUNTY DISTRICT SCHOOLS

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DRAFT

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 and 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 2018 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

2010/2018 Clay County Population Comparison

Area	2010	*2018
Green Cove Springs	6,908	7,813
Keystone Heights	1,350	1,364
Orange Park	8,412	8,630
Penney Farms	749	766
Unincorporated	173,446	193,461
Total Clay	190,865	212,034

Source: 2010 U.S. Census Bureau, 4/1/2018

*Estimate Bureau of Economic and Business Research Vol. 52 Bulletin 183 April 2019

Table 1.1.1 Population Projections, 2020 – 2045

Projections	*2020*	*2025*	*2030*	*2035*	*2040*	*2045*
Low	*211,000*	*222,500*	*231,800*	*238,600*	*243,700*	*247,400*
Medium	*220,200*	*239,100*	*255,700*	*269,700*	*281,700*	*292,600*
High	*228,600*	*254,000*	*279,000*	*302,200*	*324,300*	*345,500*

Source: Bureau of Economic and Business Research Vol. 52 Bulletin 183 April 2019

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 2029/30. The actual District COFTE enrollment for the end of the 2018/19 school year was 35,307 students (COFTE membership report June 2019). The FDOE has projected COFTE enrollment at 35,609 students for SY 2019/20 and 36,491 students by SY 2023/24 increasing approximately 882 students from the 2017 projections. FDOE is projecting that this increase will be seen in the 6-12 grade levels with PK-6 enrollment stagnant or slightly decreasing over the 5-year period.

Table 1.2 Capital Outlay FTE Forecast (COFTE)

Clay

2019-20 to 2029-30 Capital Outlay FTE Forecast

	Actual 2016-17	Actual 2017-18	Actual 2018-19	Projected 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
Births*	2,126	2,079	2,063	2,082	2,226	2,204	2,154	2,221	2,212	2,259	2,305	2,351	2,396	2,443
Grade														
PreK	307.66	324.66	406.12	417.62	410.83	412.44	417.90	421.49	430.25	438.93	447.51	456.18	464.85	472.39
Grade K	2,323.51	2,388.00	2,420.59	2,450.23	2,614.07	2,587.34	2,521.62	2,585.97	2,570.18	2,613.55	2,662.12	2,710.72	2,758.05	2,807.36
Grade 1	2,517.43	2,453.29	2,518.46	2,549.44	2,581.06	2,745.44	2,722.50	2,652.93	2,712.34	2,696.21	2,737.85	2,787.02	2,836.47	2,884.62
Grade 2	2,470.77	2,484.05	2,435.43	2,496.44	2,528.08	2,559.77	2,720.40	2,701.75	2,633.99	2,690.63	2,676.24	2,716.57	2,765.33	2,814.54
Grade 3	2,627.27	2,573.09	2,577.42	2,541.68	2,602.32	2,634.87	2,666.42	2,827.81	2,812.86	2,742.66	2,796.48	2,783.04	2,822.33	2,871.83
Grade 4	2,648.10	2,706.46	2,632.69	2,629.57	2,593.05	2,651.45	2,681.43	2,710.29	2,870.34	2,852.29	2,779.59	2,831.94	2,816.83	2,854.65
Grade 5	2,759.07	2,725.02	2,768.58	2,702.86	2,698.71	2,660.55	2,719.08	2,749.09	2,777.73	2,940.19	2,921.97	2,847.24	2,899.82	2,884.14
Grade 6	2,681.22	2,936.66	2,866.46	2,924.68	2,855.18	2,848.17	2,806.05	2,864.89	2,894.59	2,922.58	3,091.15	3,072.44	2,993.26	3,046.25
Grade 7	2,712.03	2,753.17	2,942.53	2,904.74	2,963.04	2,893.11	2,885.41	2,842.79	2,901.58	2,931.51	2,959.74	3,129.56	3,111.43	3,031.41
Grade 8	2,853.68	2,802.98	2,797.65	3,017.48	2,980.49	3,038.12	2,965.86	2,956.09	2,911.18	2,969.05	2,999.11	3,027.22	3,198.99	3,181.08
Grade 9	2,853.85	3,020.67	2,949.12	2,949.71	3,181.26	3,140.83	3,199.79	3,122.16	3,110.13	3,061.21	3,121.14	3,151.88	3,180.54	3,359.99
Grade 10	3,033.35	2,809.02	2,981.47	2,905.74	2,905.73	3,133.96	3,094.62	3,152.94	3,076.80	3,065.13	3,017.08	3,076.18	3,106.62	3,135.00
Grade 11	2,777.21	2,922.11	2,699.49	2,860.62	2,796.01	2,794.55	3,007.08	2,978.97	3,032.98	2,965.01	2,952.19	2,907.51	2,961.25	2,991.85
Grade 12	2,494.09	2,408.58	2,475.46	2,312.32	2,450.24	2,397.53	2,398.87	2,584.15	2,562.75	2,612.04	2,554.87	2,545.19	2,508.02	2,555.75
PreK-Grade 12	35,059.24	35,307.76	35,471.47	35,663.13	36,160.07	36,498.13	36,807.03	37,151.32	37,297.70	37,500.99	37,717.04	38,042.69	38,423.79	38,890.86
Grade Level Summary														
PreK-Grade 5	15,653.81	15,654.57	15,759.29	15,787.84	16,028.12	16,251.86	16,449.35	16,649.33	16,807.69	16,974.46	17,021.76	17,132.71	17,363.68	17,589.53
Grades 6-8	8,246.93	8,492.81	8,606.64	8,846.90	8,798.71	8,779.40	8,657.32	8,663.77	8,707.35	8,823.14	9,050.00	9,229.22	9,303.68	9,258.74
Grades 9-12	11,158.50	11,160.38	11,105.54	11,028.39	11,333.24	11,466.87	11,700.36	11,838.22	11,782.66	11,703.39	11,645.28	11,680.76	11,756.43	12,042.59
PreK-Grade 12	35,059.24	35,307.76	35,471.47	35,663.13	36,160.07	36,498.13	36,807.03	37,151.32	37,297.70	37,500.99	37,717.04	38,042.69	38,423.79	38,890.86
COFTE Growth Summary **														
PreK-Grade 5				28.55	240.28	223.74	197.49	199.98	158.36	166.77	47.30	110.95	230.97	225.85
Grades 6-8				240.26	-	-	-	-	-	115.79	226.86	179.22	74.46	-
Grades 9-12				-	172.86	133.63	233.49	137.86	-	-	-	-	53.04	286.16
PreK-Grade 12				268.81	413.14	357.37	430.98	337.84	158.36	282.56	274.16	290.17	358.47	512.01

* Birth data are lagged for kindergarten entrance. Births shown for 2016-17 are the birth data for the students who will enter kindergarten in 2016-17. Students eligible to enter kindergarten in 2016-17 were born from September 1, 2010, through August 31, 2011.

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

FINAL

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 36.5% of the District's student stations identified in Florida Inventory of School Houses (FISH) are housed in satisfactory relocatable buildings. 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 2032-2034. 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

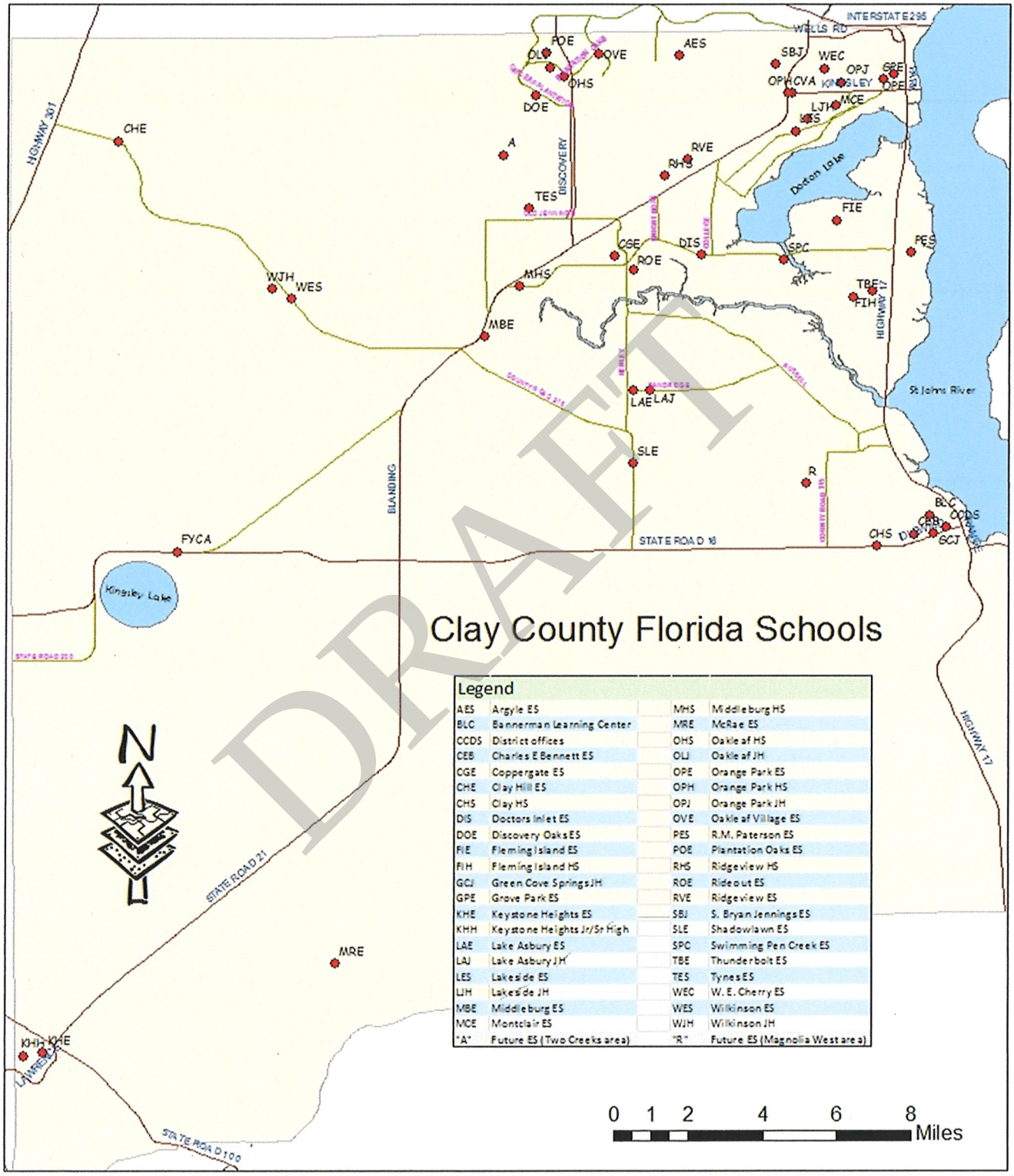

Table 1.4.1 Proposed New Schools

School Years	Priority	School Name	Description	Location	Opening Year	Estimated Cost (*, **)	# of New Student Stations
2019-20 to 2023-24	1	R	Elementary	GCS CR 315 Area	2023-2024	$21,825,840	862
	Subtotal:	**1**				**$21,825,840**	**862**
2024-25 to 2028-29 (Years 6-10)	2	A***	Elementary	Two Creeks	2024-2025	$22,354,246	862
	3	B	Elementary	Governor's Park (GCS)	2026-2027	$23,363,648	862
	Subtotal:	**2**				**$45,717,894**	**1,724**
2029-30 to 2037-38 (Years10-20)	4	C	Elementary	Governor's Park (GCS)	2029-2030	$24,334,260	862
	5	#	K-8	Green Cove Springs School	2032-2033	$45,727,500	1,500
	Subtotal:	**2**				**$70,061,760**	**2,362**
Grand Total:		**5**				**$137,605,494**	**4,948**

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

** These figures DO NOT include: Legal Fees, F,F&E, Site Improvement costs, and Architect Fees .

*** Unable to build with Impact Fee Funds.

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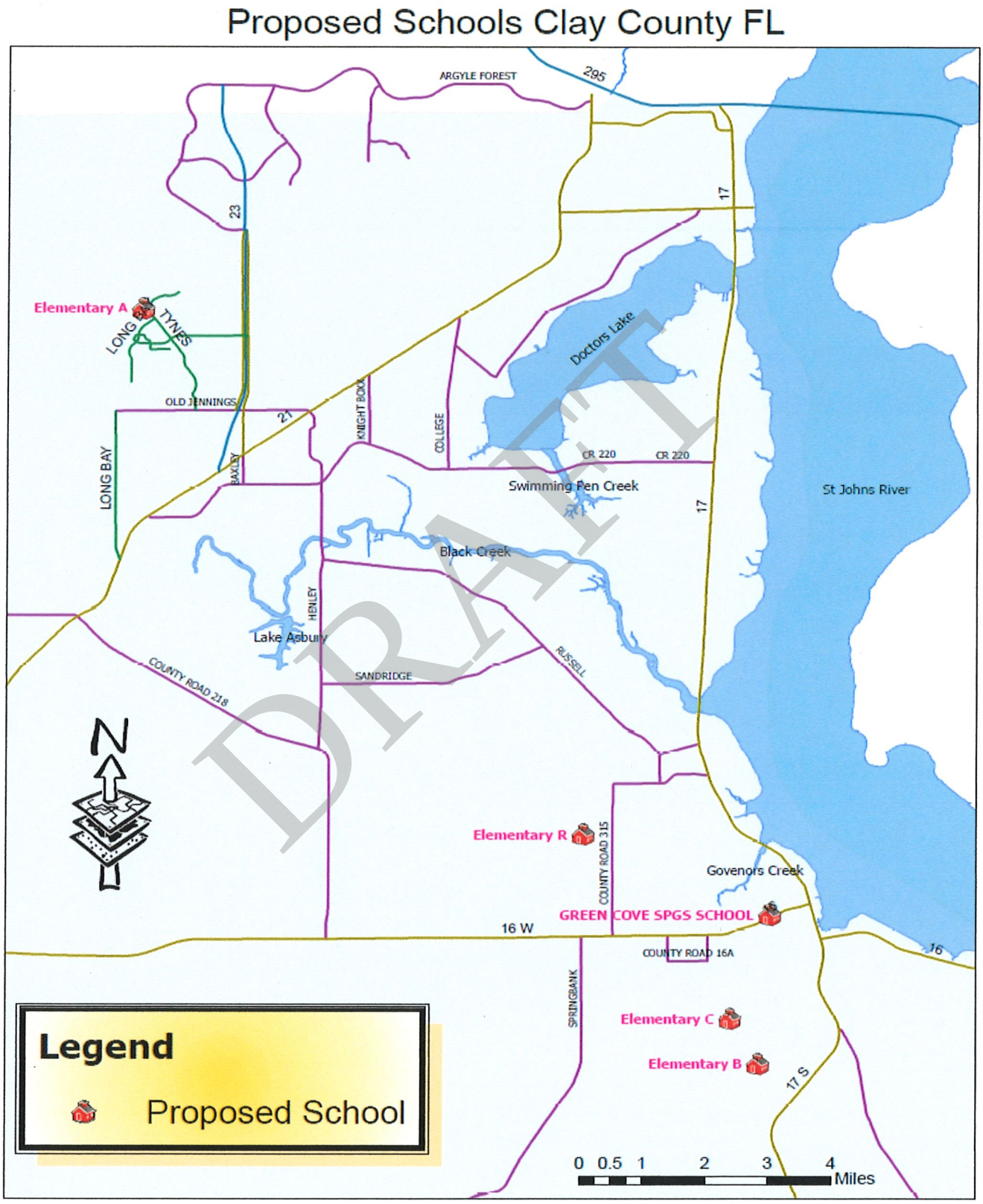
Map 1.4.1 Proposed New Schools Map



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 2018 School Construction Costs

School	Acreage	# of Student Stations*	Cost per Student Station**	Total Construction Cost***
Elementary	30	862	$23,104	$19,915,648
Junior High	40	1,117	$24,950	$27,869,150
Senior High	60	1,739	$32,408	$56,357,512

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

** Cost per Student Station is based on DOE cost forecast for July 2019.

*** 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.
Source: Student Station Cost Factors, DOE, March 21, 2019.

Includes Consumer Price Index - REC National Economic Forecase of February 2019.
http://http://edr.state.fl.us/Content/conferences/peco/studentstation.pdf

1.6 Student Stations District Wide

The number of student stations for the School District will decrease as a result of the planned initiative to remove 20+ year old portables from the District classroom inventory.

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.

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Table 1.7 - Student Capacity For SY 2019/20 Thru SY 2023/24 (Based on DOE 7/2019 COFTE)

School Code	SCHOOL NAME	Total FISH Capacity	Core (Cafeteria + multipurpose area)	SY 19/20		SY 20/21		SY 21/22		SY 22/23		SY 23/24	
				COFTE Enroll.	Utilization	COFTE Enroll.	Utilization	COFTE Enroll.	Utilization	COFTE Enroll.	Utilization	COFTE Enroll.	Utilization
Elementary School 2019-2023													
AES	Argyle Elementary	825	1352	716	87%	723	88%	747	91%	769	93%	796	96%
CEB	Charles E. Bennett Elementary	830	804	689	86%	695	87%	703	87%	709	88%	779	97%
CGE	Coppergate Elementary	725	1320	564	78%	569	78%	575	79%	580	80%	588	81%
CHE	Clay Hill Elementary	474	770	405	85%	409	86%	413	87%	417	88%	422	89%
DIS	Doctor's Inlet Elementary	737	735	628	85%	634	86%	641	87%	646	88%	655	89%
DOE	Discovery Oaks Elementary	862	1320	869	101%	914	106%	953	111%	983	114%	996	116%
FIE	Fleming Island Elementary	912	1485	706	77%	713	78%	721	79%	727	80%	737	81%
GPE	Grove Park Elementary	512	925	496	97%	501	98%	507	99%	511	100%	518	101%
KHE	Keystone Heights Elementary	896	823	844	103%	852	103%	861	105%	868	106%	880	107%
LAE	Lake Asbury Elementary	970	1084	907	94%	945	97%	1011	104%	1057	109%	822	85%
LES	Lakeside Elementary	876	888	728	83%	735	84%	743	85%	749	86%	760	87%
MRE	McRae Elementary	550	1485	556	101%	561	102%	567	103%	572	104%	579	105%
MBE	Middleburg Elementary	650	1279	574	88%	579	89%	586	90%	590	91%	598	92%
MCE	Montclair Elementary	649	781	514	79%	519	80%	525	81%	529	82%	536	83%
OPE	Orange Park Elementary	504	565	479	95%	484	96%	489	97%	493	98%	500	99%
OVE	Oakleaf Village Elementary	1097	1362	1080	98%	1090	99%	1102	100%	1111	101%	1126	103%
PES	R.M. Paterson Elementary	1105	1336	1137	103%	1175	106%	1214	110%	1240	112%	1081	98%
POE	Plantation Oaks Elementary	992	1362	1048	106%	1072	108%	1100	111%	1124	113%	1139	115%
ROE	RideOut Elementary	683	1320	561	82%	581	85%	587	86%	607	89%	630	92%
RVE	Ridgeview Elementary	547	776	581	106%	586	107%	593	108%	598	109%	606	111%
SBJ	S. Bryan Jennings Elementary	676	1086	524	78%	529	78%	535	79%	540	80%	547	81%
SLE	Shadowlawn Elementary	863	1362	737	85%	754	87%	779	90%	801	93%	828	96%
SPC	Swimming Pen Creek Elementary	547	1352	503	92%	508	93%	514	94%	518	95%	525	96%
TBE	Thunderbolt Elementary	1110	1353	943	85%	952	86%	963	87%	971	87%	984	89%
TES	Tynes Elementary	1004	1366	1066	106%	1122	112%	1175	117%	1216	121%	1264	126%
WEC	W.E. Cherry Elementary	881	855	756	88%	762	89%	771	90%	777	91%	788	92%
WES	Wilkinson Elementary	788	1372	836	106%	843	107%	853	108%	860	109%	872	111%
R	Elementary "R" CR 315	0	0	0		0		0		0		425	
B	Elementary "B" Governor's Park	0	0	0		0		0		0		0	
	Total:	**21266**	**30518**	**19448**	**91%**	**19806**	**93%**	**20229**	**95%**	**20563**	**97%**	**20979**	**99%**
Junior High School 2019-23													
GCJ	Green Cove Springs Junior High	922	1750	809	88%	822	89%	825	89%	821	89%	843	91%
LAJ	Lake Asbury Junior High	1334	1747	1153	86%	1167	88%	1175	88%	1169	88%	1169	88%
LJH	Lakeside Junior High	1204	1263	832	69%	835	69%	833	69%	822	68%	814	68%
OLJ	Oakleaf Junior High	1474	1568	1163	79%	1183	80%	1185	80%	1174	80%	1169	79%
OPJ	Orange Park Junior High	1053	1262	767	73%	769	73%	768	73%	757	72%	751	71%
WJH	Wilkinson Junior High	752	1108	759	101%	772	103%	775	103%	770	102%	763	101%
#	Elem/JunHigh (PK-8)	0	0										
	Total:	**6739**	**8698**	**5482**	**81%**	**5547**	**82%**	**5560**	**83%**	**5512**	**82%**	**5508**	**82%**
High School 2019-23													
CHS	Clay High	1892	2179	1436	76%	1486	79%	1503	79%	1544	82%	1620	86%
FIH	Fleming Island High	2375	2485	2121	89%	2180	92%	2205	93%	2250	95%	2282	96%
MHS	Middleburg High	2383	1637	1674	102%	1736	106%	1756	107%	1797	110%	1823	111%
OPH	Orange Park High	2343	2818	1536	66%	1579	67%	1597	68%	1630	70%	1649	70%
RHS	Ridgeview High	2254	2299	1433	64%	1472	65%	1490	66%	1520	67%	1538	68%
OLH	Oakleaf High	2459	2845	2483	101%	2571	105%	2602	106%	2665	108%	2706	110%
	Total:	**13706**	**14263**	**10683**	**78%**	**11023**	**80%**	**11154**	**81%**	**11406**	**83%**	**11619**	**85%**
Combination / Other 2019-23													
BLC	Bannerman Learning Center	568	332	358	108%	365	110%	368	111%	372	112%	375	113%
KHS	Keystone Heights High (7-12)	1377	2247	1155	84%	1177	85%	1185	86%	1194	87%	1199	87%
	Total:	**1945**	**2579**	**1514**	**78%**	**1542**	**79%**	**1553**	**80%**	**1566**	**81%**	**1574**	**81%**
	Grand Total:	**43655**	**56058**	**37126**	**85%**	**37919**	**87%**	**38496**	**88%**	**39048**	**89%**	**39680**	**91%**

GRAPH KEY

- LOS Exceeds 100%
- LOS Exceeds 110%
- Indicates New Capacity

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Table 1.7 Cont. - Student Capacity For SY 2024/25 Thru SY 2028/29 (Based on DOE 7/2019 COFTE)

School Code	SCHOOL NAME	Total FISH Capacity	Core (Cafeteria + Multipurpose area)	SY 24/25		SY 25/26		SY 26/27		SY 27/28		SY 28/29	
				COFTE Enroll.	Utilization	COFTE Enroll.	Utilization	COFTE enroll.	Utilization	COFTE Enroll.	Utilization	COFTE Enroll.	Utilization
Elementary School 2024-2025													
AES	Argyle Elementary	825	1352	818	99%	826	100%	835	101%	839	102%	845	102%
CEB	Charles E. Bennett Elementary	830	804	846	105%	915	114%	735	91%	738	92%	743	92%
CGE	Coppergate Elementary	747	1320	593	79%	599	80%	606	81%	609	81%	613	82%
CHE	Clay Hill Elementary	474	770	426	90%	430	91%	435	92%	437	92%	440	93%
DIS	Doctor's Inlet Elementary	737	735	661	90%	668	91%	675	92%	678	92%	683	93%
DOE	Discovery Oaks Elementary	862	1320	1006	117%	1016	118%	1027	119%	1027	119%	1039	119%
FIE	Fleming Island Elementary	912	1485	744	82%	751	82%	759	83%	763	84%	768	84%
GPE	Grove Park Elementary	512	925	523	102%	528	103%	533	104%	536	105%	540	105%
KHE	Keystone Heights Elementary	896	823	889	108%	897	109%	907	110%	911	111%	918	112%
LAE	Lake Asbury Elementary	970	1084	846	87%	854	88%	863	89%	867	89%	874	90%
LES	Lakeside Elementary	876	888	767	88%	774	88%	783	89%	786	90%	792	90%
MRE	McRae Elementary	550	1485	585	106%	591	107%	597	109%	600	109%	604	110%
MBE	Middleburg Elementary	650	1290	604	93%	610	94%	617	95%	619	95%	624	96%
MCE	Montclair Elementary	649	781	542	83%	547	84%	553	85%	555	86%	560	86%
OPE	Orange Park Elementary	504	565	505	100%	510	101%	515	102%	517	103%	521	103%
OVE	Oakleaf Village Elementary	1043	1362	1137	109%	1148	110%	1161	111%	1166	112%	1175	113%
PES	R.M. Paterson Elementary	1047	1336	1092	104%	1103	105%	1115	106%	1120	107%	1128	108%
POE	Plantation Oaks Elementary	992	1362	1150	116%	1161	117%	1174	118%	1179	119%	1188	120%
ROE	RideOut Elementary	643	1320	636	99%	643	100%	650	101%	653	101%	658	102%
RVE	Ridgeview Elementary	565	776	611	108%	617	109%	624	110%	627	111%	632	112%
SBJ	S. Bryan Jennings Elementary	676	1086	552	82%	558	82%	564	83%	566	84%	571	84%
SLE	Shadowlawn Elementary	863	1362	850	98%	874	101%	898	104%	916	106%	937	109%
SPC	Swimming Pen Creek Elementary	516	1352	530	103%	535	104%	541	105%	543	105%	548	106%
TBE	Thunderbolt Elementary	1110	1353	993	89%	1003	90%	1014	91%	1019	92%	1026	92%
TES	Tynes Elementary	1004	1366	1277	127%	1289	128%	1303	130%	1309	130%	1319	131%
WEC	W.E. Cherry Elementary	881	855	795	93%	803	94%	812	95%	816	95%	822	96%
WES	Wilkinson Elementary	810	1372	880	109%	889	110%	898	111%	903	111%	909	112%
R	Elementary "R" CR 315	0	0	489		553		617		681		745	
B	Elementary "B" Governor's Park	0	0	0		0		190		353		516	
	Total:	**21144**	**30529**	**21346**	101%	**21692**	103%	**22000**	104%	**22333**	106%	**22739**	108%
Junior High School 2024-2028													
GCJ	Green Cove Springs Junior High	922	1750	875	95%	919	100%	958	104%	1019	111%	1075	117%
LAJ	Lake Asbury Junior High	1334	1747	1171	88%	1189	89%	1201	90%	1241	93%	1272	95%
LJH	Lakeside Junior High	1206	1263	816	68%	829	69%	837	69%	865	72%	886	73%
OLJ	Oakleaf Junior High	1751	1568	1171	75%	1189	76%	1201	77%	1241	79%	1272	81%
OPJ	Orange Park Junior High	1062	1262	752	71%	764	72%	771	73%	797	75%	817	77%
WJH	Wilkinson Junior High	761	1108	765	100%	776	102%	784	103%	810	106%	830	109%
#	Elem/JunHigh (PK-8)	0	0										
	Total:	**7036**	**8698**	**5552**	79%	**5666**	81%	**5751**	82%	**5972**	85%	**6151**	87%
High School 2024-2028													
CHS	Clay High	1892	2179	1661	88%	1698	90%	1737	92%	1791	95%	1850	98%
FIHS	Fleming Island High	2375	2485	2271	96%	2256	95%	2245	95%	2252	95%	2266	95%
MHS	Middleburg High	2383	1637	1815	111%	1802	110%	1793	110%	1799	110%	1811	111%
OPH	Orange Park High	2343	2818	1641	70%	1630	70%	1622	69%	1627	69%	1638	70%
RHS	Ridgeview High	2254	2299	1531	68%	1521	67%	1513	67%	1518	67%	1527	68%
OLH	Oakleaf High School	2459	2845	2694	110%	2675	109%	2662	108%	2670	109%	2687	109%
	Total:	**13706**	**14263**	**11613**	85%	**11582**	85%	**11573**	84%	**11656**	85%	**11779**	86%
Combination / Other 2024-2028													
BLC	Bannerman Learning Center	568	332	375	113%	374	113%	374	113%	375	113%	383	115%
KHS	Keystone Heights High (7-12)	1377	2130	1199	87%	1196	87%	1198	87%	1198	87%	1232	89%
	Total:	**1945**	**2462**	**1574**	81%	**1571**	81%	**1572**	81%	**1573**	81%	**1614**	83%
	Grand Total:	**43831**	**55952**	**40084**	91%	**40511**	92%	**40896**	93%	**41535**	95%	**42283**	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

				2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	5 YEAR TOTAL
Special Maintenance	Carry Over from 2017-2019	PECO Carryover		$ 70,557.67	$ -	$ -	$ -	$ -	$ -
		LCIF Carryover		$ -	$ -	$ -	$ -	$ -	$ -
		Projected PECO		$ -	$ 778,363.20	$ 778,363.20	$ 778,363.20	$ 778,363.20	$ 3,113,452.80
		Projected LCIF		$ 778,363.20	$ -	$ -	$ -	$ -	$ 778,363.20
		Safety-To-Life		$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 432,424.00
		SUBTOTAL:		**$ 935,405.67**	**$ 864,848.00**	**$ 864,848.00**	**$ 864,848.00**	**$ 864,848.00**	**$ 4,394,797.67**
Maintenance (PECO)	**Project Description**	**Fund**	**Proj. #**	**2019/2020**	**2020/2021**	**2021/2022**	**2022/2023**	**2022/2023**	**5 YEAR TOTAL**
Roll Forward 2017	M/R/R/HVAC	340-7404682-9021-7	3038	$ 4,399.34					
Roll Forward 2018	M/R/R/HVAC	340-7404682-9021-8	3038	$ 1,158.33					
Roll Forward 2018	Parking lot concrete curb repair	340-7404672-0341-8	3360	$ 20,000.00					
Roll Forward 2018	Boiler replacement	340-7404682-0411-8	3023	$ 1,212.47					
Roll Forward 2019	Boiler replacement	340-7404682-0411-9	3023	$ 43,787.53					
County Wide	R/R Concrete	370-7404672-9021-0	3360	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 100,000.00
County Wide	M/R/R Fencing	370-7404672-9021-0	3520	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 10,000.00
County Wide	R/R Asphalt Surfaces	370-7404672-9021-0	3620	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 150,000.00
County Wide	M/R/R Covered Walkways	370-7404682-9021-0	3665	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 5,000.00
County Wide	M/R/R WWR Plants	370-7404682-9021-0	3691	$ 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	370-7404672-9021-0	3701	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 10,000.00
County Wide	R/R Play Courts	370-7404672-9021-0	3781	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 10,000.00
County Wide	M/R/R Boilers/Plumbing	370-7404682-9021-0	3023	$ 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	370-7404682-9021-0	3025	$ 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	370-7404682-9021-0	3038	$ 270,000.00	$ 320,000.00	$ 320,000.00	$ 320,000.00	$ 320,000.00	$ 1,550,000.00
County Wide	M/R/R Elevators	370-7404682-9021-0	3043	$ 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	370-7404682-9021-0	3309	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 250,000.00
County Wide	Safety-To-Life	370-7404682-9021-0	3348	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 86,484.80	$ 432,424.00
County Wide	M/R/R Plumbing	370-7404682-9021-0	3465	$ 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	370-7404682-9021-0	3500	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 5,000.00
County Wide	M/R/R Light Fixtures/Electrical	370-7404682-9021-0	3540	$ 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	370-7404682-9021-0	3570	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 150,000.00
County Wide	Painting	370-7404682-9021-0	3590	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 75,000.00
County Wide	Maintenance Overtime	370-7404672-9021-0	3591	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 100,000.00
County Wide	M/R/R Doors	370-7404682-9021-0	3610	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 10,000.00
County Wide	M/R/R classroom Flooring	370-7404682-9021-0	3630	$ 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	370-7404682-9021-0	3660	$ 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	370-7404682-9021-0	3664	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 250,000.00
County Wide	M/R/R Bleachers	370-7404682-9021-0	3671	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 5,000.00
County Wide	M/R/R Portables	370-7404682-9021-0	3681	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 100,000.00
County Wide	M/R/R Emergency Generators	370-7404682-9021-0	3791	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 40,000.00
County Wide	M/R/R EMS	370-7404682-9021-0	3821	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 100,000.00
County Wide	M/R/R Enhanced Classrooms	370-7404682-9021-0	3831	$ 50,000.00	$ -	$ -	$ -	$ -	$ -
County Wide	Tree Cutting, Trimming and removal	370-7404682-9021-0	3629	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 100,000.00
		Projected PECO		$ -	$ 778,363.20	$ 778,363.20	$ 778,363.20	$ 778,363.20	$ 3,113,452.80
		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		**$ -**	**$ 864,848.00**	**$ 864,848.00**	**$ 864,848.00**	**$ 864,848.00**	$ 3,459,392.00
		PECO Carryover		$ 70,557.67	$ -	$ -	$ -	$ -	$ 70,557.67
		Available LCIF		$ 778,363.20	$ -	$ -	$ -	$ -	$ 778,363.20
		Total Projects		**$ 935,405.67**	**$ 864,848.00**	**$ 864,848.00**	**$ 864,848.00**	**$ 864,848.00**	$ 4,394,797.67
		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
2019/20	Lease Purchase	90	77 Passenger Bus with A/C & Radios	$ 1,543,323.21	
		10	65 Passenger Bus, E.S.E. with Radios		
		1	Interest	$ 72,236.21	$ 1,615,559.42
2020/21	Lease Payment	0	77 Passenger Bus with A/C & Radios	$ 1,458,917.89	
		0	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. (Board approved on 6/27/19)					$ 11,308,915.98

Fiscal Year	Purpose	Qty.	Type	Budget Impact	Total Payment
2019/20	GPS Software	1	GPS Software	$ 116,944.00	
		1	Interest	$ 20,000.00	$ 136,944.00
2020/21	GPS Software	1	GPS Software	$ 22,388.80	
		1	Interest	$ 5,000.00	$ 27,388.80
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

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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	
2019/20	0	10	10	80	63	17	
2020/21	0	0	0	80	65	15	** Based on growth in Clay County
2021/22	0	0	0	80	65	15	
2022/23	0	0	0	80	65	15	
2023/24	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	
2019/20	0	90	90	160	115	45	
2020/21	0	0	0	160	120	40	** Based on growth in Clay County
2021/22	0	0	0	160	120	40	
2022/23	0	0	0	160	120	40	
2023/24	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	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
LCIF (1.50 Mil)	$ 18,300,735.54	$ 18,715,017.00	$ 19,276,467.00	$ 19,854,761.76	$ 20,450,404.80
PECO New Construction	$ -	$ -	$ -	$ -	$ -
C.O. & D.S.	$ 1,028,533.00	$ 1,028,533.00	$ 1,028,533.00	$ 1,028,533.00	$ 1,028,533.00
PECO Maintenance	$ -	$ -	$ -	$ -	$ -
Impact Fees	$ 5,000,000.00	$ 5,000,000.00	$ 5,000,000.00	$ 5,000,000.00	$ 5,000,000.00
BCC Sales Surtax	$ 1,700,000.00	$ 1,700,000.00	$ 1,700,000.00	$ 1,700,000.00	$ 1,700,000.00
Mil Money	$ 3,897,000.00	$ 5,780,000.00	$ 5,780,000.00	$ 5,780,000.00	$ -
Gas Tax	$ 46,500.00	$ 46,500.00	$ 46,500.00	$ 46,500.00	$ 46,500.00
Total	**$ 29,972,768.54**	**$ 32,270,050.00**	**$ 32,831,500.00**	**$ 33,409,794.76**	**$ 28,225,437.80**

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Table 3.1.1 District Capital Outlay Expenditures

Item	DESCRIPTION	2019/20	2020/2021	2021/2022	2022/2023	2023/2024
1	**Repay Certificate of Participation**					
	380-9700920-9001-3753-6 (OLS) (Series 2014) Refinance	$ 4,326.96	$ 876,602.00	$ 873,754.00	$ 880,544.00	$ 880,544.00
	380-9700920-9001-3753-9 (OLS) (Series 2014) Refinance	$ 874,797.54	$ -	$ -	$ -	$ -
	380-9700920-9001-3783-9 (OHS/LAJ) (Series 2012)	$ 1,761,662.50	$ 3,935,112.50	$ 3,935,882.50	$ 3,933,862.50	$ 3,933,862.50
	370-9700920-9001-3723-0 (FIH) (Series 2005B)	$ 2,467,624.00	$ 364,634.30	$ 360,907.80	$ 367,145.10	$ 367,145.10
	380-9700920-9001-3763-9 (Dues)	$ 16,100.00	$ 16,100.00	$ 16,100.00	$ 16,100.00	$ 16,100.00
Total		**$ 5,124,511.00**	**$ 5,192,448.80**	**$ 5,186,644.30**	**$ 5,197,651.60**	**$ 5,197,651.60**
3	**District-Wide**					
	370-7408691-9001-3706-0 (ERP System)	$ 298,520.00				
	370-9700910-9001-1520-0 (Equipment)	$ 300,000.00	$ 300,000.00	$ 300,000.00	$ 300,000.00	$ 300,000.00
Total		**$ 598,520.00**	**$ 300,000.00**	**$ 300,000.00**	**$ 300,000.00**	**$ 300,000.00**
4	**Property and Casualty Insurance**					
	370-9700910-9001-3553-0	$ 1,160,753.00	$ 1,160,753.00	$ 1,160,753.00	$ 1,160,753.00	$ 1,160,753.00
Total		**$ 1,160,753.00**	**$ 1,160,753.00**	**$ 1,160,753.00**	**$ 1,160,753.00**	**$ 1,160,753.00**
5	**District-Wide Technology**					
	392-7408-9 (see IT funding sheet)	$ 658,473.96	$ -	$ -	$ -	$ -
	392-7408680-9040-3153-0	$ 1,700,000.00	$ 1,700,000.00	$ 1,700,000.00	$ 1,700,000.00	$ 1,700,000.00
Total		**$ 2,358,473.96**	**$ 1,700,000.00**	**$ 1,700,000.00**	**$ 1,700,000.00**	**$ 1,700,000.00**
6	**Maintenance Department**					
	370-7404-9020-3309-0	$ 864,848.00	$ 864,848.00	$ 864,848.00	$ 864,848.00	$ 864,848.00
	370-9700910-9020-3894-0 (Salaries)	$ 2,500,000.00	$ 2,500,000.00	$ 2,500,000.00	$ 2,500,000.00	$ 2,500,000.00
Total		**$ 3,364,848.00**	**$ 3,364,848.00**	**$ 3,364,848.00**	**$ 3,364,848.00**	**$ 3,364,848.00**
7	**Facility Planning & Construction**					
	370-9700910-9020-3320-0 (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**					
	370-9200710-9010-3878-0 (100 -Bus/Radio Lease Purchas	$ 1,543,323.21	$ 1,458,917.89	$ 1,483,928.12	$ 1,509,367.10	$ 1,535,242.18
	370-9200720-9010-3878-0 (Interest for Bus Lease)	$ 72,236.21	$ 156,641.54	$ 131,631.31	$ 106,192.33	$ 80,317.25
	370-9200710-9010-3815-0 (GPS System)	$ 116,944.00	$ 22,388.80			
	370-9200720-9010-3815-0 (Interest for GPS)	$ 20,000.00	$ 5,000.00			
Total		**$ 1,752,503.42**	**$ 1,642,948.23**	**$ 1,615,559.43**	**$ 1,615,559.43**	**$ 1,615,559.43**
Grand Total		**$ 14,499,609.38**	**$ 13,500,998.03**	**$ 13,467,804.73**	**$ 13,478,812.03**	**$ 13,478,812.03**

EXCERPT

Table 3.1.2 Capital Projects Plan Worksheet

SCHOOL	PROJECT DESCRIPTION	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	5-YEAR TOTAL
CGE	Security - Control Access (Completion)	$5,000.00					$ 5,000.00
CHS	CTE Kitchen Wiring (Completion)	$9,400.00					$ 9,400.00
FIE	Fire Alarm Replacement (Campus Wide) (Completion)	$10,000.00					$ 10,000.00
FIH	Security - Control Access (Completion)	$20,000.00					$ 20,000.00
GPE	Roof Replacement/Repair (Buildings 8, 9A & 9B) (Completion)	$15,000.00					$ 15,000.00
KHE	Parent Pickup/Parking Improvements (Completion)	$10,000.00					$ 10,000.00
LAE	Security - Control Access (Completion)	$10,000.00					$ 10,000.00
LSE	Roof Replacement/Repair (Building 1)	$600.00					$ 600.00
LSJ	Parking Lot Lighting Replacement (Completion)	$5,000.00					$ 5,000.00
OPE	Fire Alarm Replacement (Campus Wide) (Completion)	$10,000.00					$ 10,000.00
OPE	Security - Control Access (Completion)	$20,000.00					$ 20,000.00
OPH	Restroom Renovations (Completion)	$15,000.00					$ 15,000.00
PES	Fire Alarm Replacement (Campus Wide) (Completion)	$10,000.00					$ 10,000.00
PES	HVAC Repair/Replacement (Buildings 1, 2 & Mezzanine) (Completion)	$4,000.00					$ 4,000.00
RHS	Roof Replacement/Repair (Buildings 7 & 10) (Completion)	$16,000.00					$ 16,000.00
ROE	HVAC Controls (Completion)	$15,892.00					$ 15,892.00
ROE	Security - Control Access (Completion)	$5,000.00					$ 5,000.00
SBJ	Security - Control Access (Completion)	$5,000.00					$ 5,000.00
SPC	Security - Control Access (Completion)	$5,000.00					$ 5,000.00
TBE	Rooftop Cupola Modification (Completion)	$32,000.00					$ 32,000.00
WEC	Roof Replacement/Repair (Buildings 1 & 2) (Completion)	$10,000.00					$ 10,000.00
WJH	Parking Lot Lighting Replacement (Completion)	$5,000.00					$ 5,000.00
ANCILLARY	D.O. Renovation/Remodeling (Completion)	$200,000.00					$ 200,000.00
GRANT	Emergency Communications Systems	$340,000.00					$ 340,000.00
GRANT	Impact Resistant Window Film	$8,707.03					$ 8,707.03
GRANT	Perimeter Hardening, Fencing, & Gate Controls	$109,677.60					$ 109,677.60
GRANT	Security Cameras	$23,083.57					$ 23,083.57
AES	Replace HVAC Controls	$80,000.00					$ 80,000.00
AES	Site Improvements (Clay Track)	$75,000.00					$ 75,000.00
BLC	Security Cameras	$10,000.00					$ 10,000.00
CHE	HVAC Repair/Replacement (Air Handlers)	$135,000.00					$ 135,000.00
CHE	Security Cameras	$20,000.00					$ 20,000.00
CHS	Erosion Control/Stormwater Repair	$200,000.00					$ 200,000.00
CHS	HVAC Repair/Replacement (Buildings 6 & 11)	$220,000.00					$ 220,000.00

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

CHS	Security - Control Access	$100,000.00					$ 100,000.00
CHS	Security Cameras	$200,000.00					$ 200,000.00
CHS	Security Fencing	$45,000.00					$ 45,000.00
CHS	Security Lighting Repair/Replacement	$100,000.00					$ 100,000.00
DIS	Cafeteria Expansion	$2,972,606.85					$ 2,972,606.85
DIS	HVAC Repair/Replacement (Building 5)	$80,000.00					$ 80,000.00
FIE	Security - Control Access	$30,000.00					$ 30,000.00
FIH	Erosion Control/Stormwater Repair (Track area)	$100,000.00					$ 100,000.00
FIH	Security Cameras	$200,000.00					$ 200,000.00
GCJ	Security - Control Access	$65,000.00					$ 65,000.00
GCJ	Security Cameras	$115,000.00					$ 115,000.00
GPE	HVAC Repair/Replacement (Building 2)	$120,000.00					$ 120,000.00
GPE	Security - Control Access	$30,000.00					$ 30,000.00
KHE	HVAC Repair/Replacement	$100,000.00					$ 100,000.00
KHE	Intercom/PA System	$100,000.00					$ 100,000.00
KHE	Roof Replacement/Repair (Building 10)	$200,000.00					$ 200,000.00
KHE	Security - Control Access	$65,000.00					$ 65,000.00
KHS	Erosion Control/Stormwater Repair	$100,000.00					$ 100,000.00
KHS	Intercom/PA System	$100,000.00					$ 100,000.00
KHS	Site Improvements (Sanitary Line)	$500,000.00					$ 500,000.00
KHS	Security Cameras	$200,000.00					$ 200,000.00
KHS	Security Fencing	$50,000.00					$ 50,000.00
LAE	Security Cameras	$20,000.00					$ 20,000.00
LAJ	Door Repair/Replacement (Button Access/Handicap)	$150,000.00					$ 150,000.00
LAJ	Security Cameras	$115,000.00					$ 115,000.00
LSE	Security - Control Access	$45,000.00					$ 45,000.00
LSE	Security Cameras	$20,000.00					$ 20,000.00
LSE	New Sidewalk (Library)	$30,000.00					$ 30,000.00
LSJ	Parking Lot Renovation	$330,000.00					$ 330,000.00
LSJ	Security - Control Access	$100,000.00					$ 100,000.00
LSJ	Security Cameras	$115,000.00					$ 115,000.00
LSJ	Security Fencing	$60,000.00					$ 60,000.00
MBE	Demolition of Wastewater Tank & Wastewater Treatment Bldg	$50,000.00					$ 50,000.00
MCE	Covered Play Area	$100,000.00					$ 100,000.00
MCE	HVAC Repair/Replacement (Building 1)	$250,000.00					$ 250,000.00
MCE	Site Improvements (Clay Track)	$75,000.00					$ 75,000.00
MHS	Bleacher Repair/Replacement (Gym)	$225,000.00					$ 225,000.00

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

MHS	Cafeteria Expansion	$80,000.00	$2,000,000.00	$20,000.00			$ 2,100,000.00
MHS	HVAC Repair/Replacement (Kitchen)	$40,000.00					$ 40,000.00
MHS	Security Cameras	$200,000.00					$ 200,000.00
MHS	Security Fencing	$10,000.00					$ 10,000.00
MHS	Track Improvements	$150,000.00					$ 150,000.00
MRE	Security - Control Access	$45,000.00					$ 45,000.00
MRE	Security Cameras	$20,000.00					$ 20,000.00
OLH	Security - Control Access	$65,000.00					$ 65,000.00
OLH	Security Cameras	$200,000.00					$ 200,000.00
OLH	Security Fencing	$10,000.00					$ 10,000.00
OLJ	Erosion Control/Stormwater Repair	$100,000.00					$ 100,000.00
OLJ	Security Cameras	$115,000.00					$ 115,000.00
OLJ	Security Lighting Repair/Replacement	$25,000.00					$ 25,000.00
OPH	Flooring Repair/Replacement (2nd Floor)	$35,000.00					$ 35,000.00
OPH	HVAC Repair/Replacement (Building 4 - Gymnasium)	$800,000.00					$ 800,000.00
OPH	HVAC Repair/Replacement (Cafeteria)	$250,000.00					$ 250,000.00
OPH	Renovation/Remodeling (Weightroom/Drama Room (Building 27))	$295,000.00					$ 295,000.00
OPH	Security Cameras	$200,000.00					$ 200,000.00
OPH	Stadium Repair/Replacement (North End)	$25,000.00					$ 25,000.00
OPH	Tennis Court Repairs	$100,000.00					$ 100,000.00
OPH	Track Improvements	$140,000.00					$ 140,000.00
OPJ	Security - Control Access	$100,000.00					$ 100,000.00
OPJ	Security Cameras	$115,000.00					$ 115,000.00
OVE	Security Cameras	$65,000.00					$ 65,000.00
PES	Door Repair/Replacement (Exterior)	$50,000.00					$ 50,000.00
PES	Security - Control Access	$45,000.00					$ 45,000.00
RHS	Asphalt Improvements (PE Basketball Court)	$35,000.00					$ 35,000.00
RHS	HVAC Repair/Replacement (Buildings 7, 8, 9 & 10)	$400,000.00					$ 400,000.00
RHS	Security Cameras	$200,000.00					$ 200,000.00
ROE	Covered Walkway (Parent Pickup)	$25,000.00					$ 25,000.00
ROE	Intercom/PA System	$100,000.00					$ 100,000.00
RVE	Covered play area	$100,000.00					$ 100,000.00
RVE	Parking Lot Lighting Replacement	$100,000.00					$ 100,000.00
SBJ	Security Cameras	$20,000.00					$ 20,000.00
SLE	Security - Control Access	$50,000.00					$ 50,000.00
TBE	Intercom/PA System	$100,000.00					$ 100,000.00

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

TBE	Replace HVAC Controls	$140,000.00					$ 140,000.00
TES	New Classroom Addition	$80,000.00	$2,000,000.00				$ 2,080,000.00
WES	Fire Alarm Replacement	$350,000.00					$ 350,000.00
WES	Security Cameras	$20,000.00					$ 20,000.00
WJH	Security Cameras	$115,000.00					$ 115,000.00
ANCILLARY	CO - Security Cameras	$5,000.00					$ 5,000.00
ANCILLARY	Control Access (All Ancillary Facilities)	$50,000.00					$ 50,000.00
ANCILLARY	District Office Site Improvements (Parking Lot)	$130,000.00					$ 130,000.00
ANCILLARY	District Renovation/Remodeling	$350,000.00					$ 350,000.00
ANCILLARY	District Office - Security Cameras (Instructional/IS)	$5,000.00					$ 5,000.00
ANCILLARY	HC Long - PDC Flooring Repair/Replacement	$25,000.00					$ 25,000.00
ANCILLARY	HVAC Repair/Replacement (District Office)	$130,815.54					$ 130,815.54
ANCILLARY	MB Trans - Fencing	$71,974.70					$ 71,974.70
ANCILLARY	MB Trans - Repair to Hydrolic	$40,000.00					$ 40,000.00
COUNTY-WIDE	Asphalt and Sidewalk Improvements	$50,000.00	$75,000.00	$50,000.00	$25,000.00	$25,000.00	$ 225,000.00
COUNTY-WIDE	Classroom Lockdown Devices	$1,033,504.06					$ 1,033,504.06
COUNTY-WIDE	Covered Play Areas	$10,000.00	$100,000.00	$75,000.00	$100,000.00	$100,000.00	$ 385,000.00
COUNTY-WIDE	Covered Walkways	$50,000.00	$50,000.00	$25,000.00	$25,000.00	$25,000.00	$ 175,000.00
COUNTY-WIDE	Emergency Communication PA Expansion	$63,000.00	$500,000.00				$ 563,000.00
COUNTY-WIDE	Energy Conservation Upgrades	$50,000.00	$25,000.00	$25,000.00	$25,000.00	$25,000.00	$ 150,000.00
COUNTY-WIDE	Erosion Control/Stormwater Repair	$200,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$ 400,000.00
COUNTY-WIDE	Flooring Repair/Replacement	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$ 250,000.00
COUNTY-WIDE	Front Entrance Security Enhancements	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$ 50,000.00
COUNTY-WIDE	HVAC Repair/Replacement	$160,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$ 360,000.00
COUNTY-WIDE	Interactive Technology for Classrooms	$200,000.00	$150,000.00	$75,000.00	$75,000.00	$75,000.00	$ 575,000.00
COUNTY-WIDE	Land Acquisition	$100,000.00					$ 100,000.00
COUNTY-WIDE	Lockdown InterOp/Communication Application (Software)	$85,000.00	$45,000.00	$45,000.00	$45,000.00		$ 220,000.00
COUNTY-WIDE	Locker Repair/Replacement	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$ 25,000.00
COUNTY-WIDE	Perimeter Fencing	$277,500.00	$1,087,500.00				$ 1,365,000.00
COUNTY-WIDE	Plumbing/Irrigation Repair/Replacement	$10,000.00	$10,000.00	$10,000.00		$10,000.00	$ 40,000.00
COUNTY-WIDE	Relocatable Disposal	$5,000.00					$ 5,000.00
COUNTY-WIDE	Restroom Renovations	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$ 100,000.00
COUNTY-WIDE	Road Improvements (Gas Tax)	$215,548.69	$46,500.00	$46,500.00	$46,500.00	$46,500.00	$ 401,548.69
COUNTY-WIDE	Roof Replacement/Repair	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$ 250,000.00
COUNTY-WIDE	Roof Replacement/Repair Relocatables	$250,000.00	$120,000.00	$120,000.00	$120,000.00	$120,000.00	$ 730,000.00
COUNTY-WIDE	Safety & Security Projects	$15,000.00	$15,000.00	$15,000.00	$15,000.00	$15,000.00	$ 75,000.00
COUNTY-WIDE	School VHF Radios	$675,000.00					$ 675,000.00
COUNTY-WIDE	Security Cameras	$5,000.00	$630,000.00	$5,000.00	$5,000.00	$5,000.00	$ 650,000.00
COUNTY-WIDE	Security Fencing	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$10,000.00	$ 30,000.00

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

COUNTY-WIDE	Severe Weather Stations (Schools)	$25,000.00					$ 25,000.00
COUNTY-WIDE	Site Improvements	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$ 250,000.00
COUNTY-WIDE	Impact Resistant Window Film	$67,500.00					$ 67,500.00
COUNTY-WIDE	Contingency	$495,108.00					$ 495,108.00
BLC	Kitchen Addition		$80,000.00	$1,000,000.00			$ 1,080,000.00
BLC	Security - Control Access		$20,000.00				$ 20,000.00
CEB	Cafeteria Expansion		$80,000.00	$1,500,000.00			$ 1,580,000.00
CEB	Security - Control Access		$45,000.00				$ 45,000.00
CHE	Erosion Control/Stormwater Repair		$10,000.00				$ 10,000.00
CHE	Parking Lot Resurfacing		$30,000.00				$ 30,000.00
CHE	Security - Control Access		$65,000.00				$ 65,000.00
CHS	Gym Remodeling		$500,000.00				$ 500,000.00
CHS	Track Improvements		$250,000.00				$ 250,000.00
DIS	Security - Control Access		$45,000.00				$ 45,000.00
FIH	Site Improvements (Lighting Upgrades)		$150,000.00				$ 150,000.00
KHS	Security - Control Access		$65,000.00				$ 65,000.00
KHS	Track Improvements		$250,000.00				$ 250,000.00
LAE	Cafeteria Floor Replacement		$60,000.00				$ 60,000.00
LAJ	Security - Control Access		$65,000.00				$ 65,000.00
LSJ	Locker Room Renovation		$225,000.00				$ 225,000.00
MBE	Security - Control Access		$25,000.00				$ 25,000.00
MCE	Security - Control Access		$65,000.00				$ 65,000.00
MHS	Erosion Control/Stormwater Repair (Bus Loop)		$40,000.00				$ 40,000.00
MHS	Restroom Renovations (Front Office)		$80,000.00				$ 80,000.00
MHS	Security - Control Access		$65,000.00				$ 65,000.00
OLJ	Security - Control Access		$65,000.00				$ 65,000.00
OPH	Security - Control Access		$85,000.00				$ 85,000.00
OPH	Stadium Replacement		$50,000.00	$2,000,000.00			$ 2,050,000.00
OVE	Security - Control Access		$45,000.00				$ 45,000.00
POE	Security - Control Access		$50,000.00				$ 50,000.00
RHS	Demolition of Wastewater Tank & Wastewater Treatment Bldg		$60,000.00				$ 60,000.00
RHS	Media Center Upgrades		$250,000.00				$ 250,000.00
RHS	Restroom Renovations		$100,000.00				$ 100,000.00
RHS	Resurface Tennis Courts		$30,000.00				$ 30,000.00
RHS	Security - Control Access		$80,000.00				$ 80,000.00
RVE	HVAC Repair/Replacement (Building 7)		$145,000.00				$ 145,000.00

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

RVE	Security - Control Access		$65,000.00				$ 65,000.00
SPC	Replace HVAC Controls		$140,000.00				$ 140,000.00
TBE	Security - Control Access		$25,000.00				$ 25,000.00
TES	Security - Control Access		$45,000.00				$ 45,000.00
WEC	Cafeteria/Kitchen Renovation		$225,000.00				$ 225,000.00
WEC	Roof Replacement/Repair (Buildings 3 & 4)		$150,000.00				$ 150,000.00
WEC	Security - Control Access		$10,000.00				$ 10,000.00
WES	Covered Play Area		$100,000.00				$ 100,000.00
WES	Security - Control Access		$45,000.00				$ 45,000.00
WJH	Parking Lot Renovation		$150,000.00				$ 150,000.00
WJH	Restroom Renovations		$75,000.00				$ 75,000.00
WJH	Security - Control Access		$65,000.00				$ 65,000.00
COUNTY-WIDE	New Classroom Addition		$50,000.00	$2,500,000.00			$ 2,550,000.00
COUNTY-WIDE	Perimeter Doors		$1,219,000.00	$2,975,000.00	$4,362,500.00		$ 8,556,500.00
COUNTY-WIDE	Security - Control Access		$5,000.00	$930,000.00			$ 935,000.00
COUNTY-WIDE	Security Signage		$87,000.00				$ 87,000.00
CHS	Automotive/Carpentry Exterior walls			$30,000.00			$ 30,000.00
FIH	HVAC Repair/Replacement (Chiller's 1, 2, 3 & 4 (1 per year))			$200,000.00	$200,000.00	$200,000.00	$ 600,000.00
FIH	Tennis Court Repairs			$50,000.00			$ 50,000.00
FIH	Track Improvements			$250,000.00			$ 250,000.00
GCJ	Window Replacement (Buildings 1, 2 & 3)			$400,000.00			$ 400,000.00
MBE	Second Floor Walkway Renovation (Weatherproofing)			$140,000.00			$ 140,000.00
MRE	HVAC Repair/Replacement (Buildings 1, 2 & 3)			$300,000.00			$ 300,000.00
OPH	Gym Floor Resurfacing			$100,000.00			$ 100,000.00
OPJ	Cafeteria Renovation (Ceiling/Lighting)			$100,000.00			$ 100,000.00
OPJ	Restroom Renovations			$300,000.00			$ 300,000.00
RHS	Track Improvements			$250,000.00			$ 250,000.00
ROE	HVAC Repair/Replacement (Building 1 - Chiller)			$150,000.00			$ 150,000.00
SBJ	Cafeteria Expansion			$80,000.00	$1,200,000.00		$ 1,280,000.00
WEC	Covered Play Area (Replace Covers)			$100,000.00			$ 100,000.00
ANCILLARY	HC Long - Window Replacement			$75,000.00			$ 75,000.00
ANCILLARY	MB Trans - Parking Lot Improvements			$150,000.00			$ 150,000.00
ANCILLARY	Security Ops Center (SOC) (Middleburg)			$85,000.00	$692,000.00		$ 777,000.00
COUNTY-WIDE	Fire Alarm Upgrades			$1,830,000.00			$ 1,830,000.00
ELEM "R"	NEW ELEMENTARY SCHOOL ""R			$1,055,000.00	$22,000,000.00	$3,000,000.00	$ 26,055,000.00
FIE	HVAC Repair/Replacement (Buildings 1, 2 & 3)				$300,000.00		$ 300,000.00

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Table 3.1.2 Capital Projects Plan Worksheet (Continued)

LSJ	Cafeteria Renovation				$25,000.00	$250,000.00	$ **275,000.00**
MCE	Cafeteria/Kitchen Renovation				$80,000.00	$1,500,000.00	$ **1,580,000.00**
MHS	New front office spaces				$200,000.00		$ **200,000.00**
OLH	Track Improvements				$250,000.00		$ **250,000.00**
COUNTY-WIDE	Campus Lighting (Secondary)				$917,500.00		$ **917,500.00**
CHS	Stucco/Brick Gym (Design)					$50,000.00	$ **50,000.00**
MHS	Flooring Repair/Replacement					$200,000.00	$ **200,000.00**
Projects Subtotal:		**$19,071,918.04**	**$12,775,000.00**	**$17,351,500.00**	**$30,998,500.00**	**$5,941,500.00**	**$86,133,418.04**
EXPENSES							
District Capital Outlay Expense	Expenditure Annual Obligation - Maintenance Department and Technology Expenditures (Table 3.1.1)	$14,499,609.38	$13,527,430.96	$13,494,237.66	$13,505,244.96	$13,505,244.96	$ **68,531,767.92**
Maint. PECO Expense	(New PECO + PECO Roll Forward)	$70,557.67	$0.00	$0.00	$0.00	$0.00	$ **70,557.67**
Total Obligations:	**[A]**	**$33,642,085.09**	**$26,302,430.96**	**$30,845,737.66**	**$44,503,744.96**	**$19,446,744.96**	$ **154,735,743.63**
NEW REVENUE							
New Revenue:	(Table 3.1) **[B]**	**$29,972,768.54**	**$32,270,050.00**	**$32,831,500.00**	**$33,409,794.76**	**$28,225,437.80**	$ **156,709,551.10**
Funds Rolled Forward from Prior Year:							
Educational Facilities Grant		$481,468.20	$0.00	$0.00	$0.00	$0.00	$ **481,468.20**
PECO Special Maintenance		$70,557.67	$0.00	$0.00	$0.00	$0.00	$ **70,557.67**
C.O.&D.S.		$972,606.85	$0.00	$0.00	$0.00	$0.00	$ **972,606.85**
Educational Impact Fees Roll Forward		$3,102,103.25	$5,445,216.25	$5,617,401.75	$4,736,665.25	$0.00	$ **18,901,386.50**
LCIF Roll Forward		$6,194,706.47	$0.00	$0.00	$0.00	$0.00	$ **6,194,706.47**
Gas Tax		$169,048.69	$0.00	$0.00	$0.00	$0.00	$ **169,048.69**
BCC Sales Tax		$658,473.96	$0.00	$0.00	$0.00	$0.00	$ **658,473.96**
Revenue from Funds Rolled Forward:	**[C]**	**$11,648,965.09**	**$7,979,648.54**	**$13,947,267.58**	**$15,933,029.92**	**$0.00**	$ **49,508,911.13**
Total Revenue:	**[B] + [C]**	**$41,621,733.63**	**$40,249,698.54**	**$46,778,767.58**	**$49,342,824.68**	**$28,225,437.80**	$ **206,218,462.23**
Impact Fee Roll Forward to Out Years	**[D]**	**$5,445,216.25**	**$5,617,401.75**	**$4,736,665.25**	**$0.00**	**$0.00**	$ **15,799,283.25**
Remaining Funds Available:	**[B] + [C] - [A] - [D]**	**$2,534,432.29**	**$8,329,865.83**	**$11,196,364.67**	**$4,839,079.72**	**$8,778,692.84**	$ **35,683,435.35**

LEAD

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

Title

Adopt the Budget (All Funds) for 2019-2020

Description

TRIM requires two public hearings for open discussion of millage rates and budgets of taxing authorities. The first hearing was held on July 30, 2019 at 5:01 p.m. to adopt the proposed millage and the Tentative Budget. The second hearing is to adopt the millage and the final budget for the 2019-2020 school year.
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. The second is to discuss any major modifications to the budget for 2019-2020. 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

NA

Expected Outcomes

Adoption of the Millage and Budget for 2019-2020.

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Motion to adopt the 2019-2020 Millage of 7.047 and Operating Budget of $XXXXXXXX

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

N/A

Review Comments

Attachments

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

Title

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

Description

NA

Gap Analysis

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

Previous Outcomes

NA

Expected Outcomes

Approval of Resolution 20-03 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 20-03 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 #20-03 .pdf

DRAFT

Resolution 20-03

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, 2019, AND ENDING JUNE 30, 2020.

WHEREAS, section 1011.04, Florida Statutes, 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, section 1011.71, Florida Statutes, 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:

$ 12,708,844,125	Required Local Effort	$ 46,252,059	3.7910 mills s. 1011.62(4), F.S.	
	Prior-Period Funding Adjustment Millage	$ 97,604	0.0080 mills s. 1011.62(4)(e), F.S.	
	Total Required Millage	$ 46,349,663	3.7990 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
$ 12,708,844,125	Discretionary Operating	$ 9,125,967	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
$ 12,708,844,125	Additional Operating	$ 12,200,491	1.0000 mills ss. 1011.71(9) and 1011.73(2), F.S.
	Additional Capital Improvement	$ 0	mills s. 1011.73(1), F.S.

DRAFT

4. DISTRICT LOCAL CAPITAL IMPROVEMENT TAX (nonvoted levy)

a) Certified taxable value	b) Description of levy	c) Amount to be raised	d) Millage levy
$ 12,708,844,125	Local Capital Improvement	$ 18,300,736	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 SECTION 200.065(1), F.S., BY 19.44 PERCENT.

STATE OF FLORIDA

COUNTY OF CLAY

I, Addison Davis, 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 5, 2019.

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

Title

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

Description

The Total Operating Budget for 2019-2020 is as follows:

General Fund	$0.000
Special Revenue Fund	$ 0.000
Debt Service Fund	$ 0.00
Capital Project Funds	$ 0.00
Total Budget	$0000000000

Gap Analysis

NA

Previous Outcomes

NA

Expected Outcomes

Approval of the Resolution # 20-04 Adopting the 2019-2020 Budget.

Strategic Plan Goal

The District ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Motion to Approve the Resolution # 20-04 Adopting the 2019-2020 Budget.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs

Financial Impact

NA

Review Comments

Attachments

DRAFT

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

Title

Pragmatic Works check presentation to Clay Education Foundation

Description

Presentation only -

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Financial Impact

Review Comments

Attachments

DRAFT

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

Title

The Chemours Company check presentation to Keystone Heights Elementary School

Description

For presentation only

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Financial Impact

Review Comments

Attachments

DRAFT

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

Title

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

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 the minutes as submitted.

Contact

Addison G. Davis, Superintendent of Schools, addison.davis@myoneclay.net; Karen Bush, Board Assistant;

Financial Impact

None

Review Comments

Attachments

- July 23rd Workshop Meeting Minutes.pdf
- July 23rd Special Budget Meeting Minutes.pdf
- July 23rd Special Meeting Minutes.pdf
- July 30th Special Meeting Minutes.pdf
- August 1st Regular Meeting Minutes.pdf

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AgendaPlus®

School Board of Clay County

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

July 23, 2019 - School Board Workshop

Date: Jul 23 2019 (9:00 a.m.)

Invocation (Dr. Michael Kemp)

Call to Order (Present: Janice Kerekes, District 1; Carol Studdard, District 2; Tina Bullock, District 3; Mary Bolla, District 4; Ashley Gilhousen, District 5; Assistant Superintendent Dr. Michael Kemp represented Superintendent Addison Davis who was absent.)

Workshop Items

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

august-1-2019-regular-school-board-meeting_agenda_packet (1).pdf

Minutes:

RECOGNITIONS;

2019 Police Department Swearing-In Ceremony

CONSENT:

- C1 Minutes of previous meeting - no discussion
- C2 Personnel Consent Agenda - routine employee transfers, resignations, new hires, supplements;
- C3 K-12 Student Travel - routine student field trips;
- C4 Agareement with AMI - up to 44 students; all male;
- C5 Dual Enrollment Articulation Agreement with University of Florida - 2-yr agreement; no students at this time;
- C6 2019-2020 Assessment Calendar - no changes from 2018-2019;
- C7 2019-2020 Articulation Agreement with Board of Trustees of St Johns River State College - 1-yr agreement; allows students to enroll in college courses;
- C8 2019-2020 Collegiate High School Contract with Board of Trustees of St Johns River State College - OPH and MHS; 50 students each grade level;
- C9 Interpreters Services Agreement with Alonzo - annual agreement; long-time partner with CCDS;
- C10 Advertise Adoption of 2019-2020 Procedures Manual for Instructional Resources - for advertisement with PH in September;
- C11 Professional Learning Catalog 2019-2020 - change in document name;
- C12 College/University/Agreements for Student Placements - for Polk State College; one student teacher intern;
- C13 Mileage Paid to Parents and Group Homes - IDEA requirement; accommodates one student; Keystone Behavioral;
- C14 - Panorama Education Student Survey - feedback from students about how they feel about themselves in the educational environment; linked for social/emotional learning;
- C15 Social Work Student Intern Agreements with FSU and UNF - provides internship opportunities for students;
- C16 2019-2020 Mental Health Assistance Allocation Plan - annual requirement from DOE; provides information on how we are using our mental health allocation;
- C17 Advertisement and Notice of PH on revisions to 4.06H, Homeless Students - for advertisement;
- C18 Proposed Allocation Changes for 2019-2020 - no discussion;
- C18A Revised 2019-2020 Payroll Calendar for 11-Month Employees - correcting days in some of the pay periods;

DRAFT

- C19 Deletion of Certain Items Report for July - routine surplus report;
- C20 Response to Active Assailant Plan - mandated by Senate Bill 7030; Plan is confidential pursuant to state law;
- C21 Change Order #1 to GPE Re-Roof of Bldgs 8, 9A and 9B - no discussion;
- C22 Change Order #1 to WEE Re-Roof of Bldgs 1 and 2 - no discussion;
- C23 CW Civil Engineer Contract Award - authorizes three firms in priority order;
- C24 CW Architect Contract Award - authorizes three firms in priority order;
- C25 Pre-Qualification of Contractors - routine;
- C26 Continuing Services Construction Management Firm Contract Award - authorizes three firms in priority order;
- C27 CW Mechanical/Electrical Engineer Contract Renewal - Haddad Engineering renewed Sept 2019 through Sept 2020;

DISCUSSION:

- D1 Appoint one Board member and one citizen member to serve on the 2019 Value Adjustment Board - annual committee assignment;
- D2 HR Special Action - none at this time;
- D3 Public Hearing on modifications to Student Progression Plan - advertisement approved at August board meeting;
- D4 Public Hearing on advertised adoption of Astronomy, Forensic, Marine and Physical Science Materials - advertisement approved at August board meeting;
- D5 Public Hearing on Student Handbook and Code of Student Conduct - advertisement approved at August board meeting;
- D6 Public Hearing on new Police Department Policies 9.01-9.16 - advertisement approved at August board meeting;

Questions from the Audience (None)

Superintendent Comments (None)

School Board Comments (None)

Adjournment (9:21 a.m.)

DRAFT

Superintendent of Schools

School Board Chair

AgendaPlus®

School Board of Clay County

July 23, 2019 - School Board Special Meeting (Budget)

Date: Jul 23 2019 (10:00 a.m.)

Invocation (Mary Bolla)

Call to Order (Present: Janice Kerekes, District 1; Carol Studdard, District 2; Tina Bullock, District 3; Mary Bolla, District 4; Ashley Gilhousen, District 5; Assistant Superintendent Dr. Michael Kemp represented Superintendent Addison Davis who was absent.)

Agenda Items

1. Review 2019-2020 Tentative Budget for all Funds

2019 Jul 23 Budget - Tentative Budget Presentation 7-23-19.pdf

Minutes:

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, presented the tentative budget for the 2019-2020 fiscal year and explained how the roll-back rate is calculated. She reported the total millage rate to be levied is more than the roll-back rate by 19.44%, 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 30, 2019. The proposed annual budget for all funds for the 2019-2020 school year is $440,335,363. The unassigned General Fund balance on June 30, 2019, is estimated at 4.52% with an estimated 4.74% at June 30, 2020.

2. Review Tentative 2019/20 – 2023/24 Educational Facilities Plan

EFP 2019-20 TENTATIVE.pdf

Minutes:

The Tentative Educational Facilities Plan will be presented in full at the upcoming special meeting on July 30, 2019.

3. Advertisement for the 2019-2020 Tentative Budget and Millages

2019-20 Budget Summary-AD.pdf

NOTICE OF TAX FOR SCHOOL CAPITAL OUTLAY 2019.pdf

2019 Jul 23 Budget - AMENDED NOTICE OF TAX FOR SCHOOL CAPITAL OUTLAY from 18-19 to 19-20.pdf

2019 Jul 23 Budget - NOTICE OF PROPOSED TAX INCREASE2019.pdf

Motion

Motion to authorize publication of legal notices and advertisement of a public hearing to be held on July 30, 2019, at 5:01 p.m. on the proposed millage rates and the tentative budget.

Vote Results (*Approved*)

Motion: Janice Kerekes

DRAFT

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

Presentations from the Audience

4. Public Comments

Minutes:

Mary Holtcamp spoke about transparency as it relates to the Board's sales tax proposal.

Superintendent Comments (None)

School Board Comments

5. Comments

Minutes:

Mrs. Gilhousen expressed concern about the backup documentation for the July 8, 2019, emergency Special meeting and how an immediate danger to the public welfare was portrayed. Mrs. Bolla expressed similar concerns.

Adjournment (11:37 a.m.)

DRAFT

Superintendent of Schools

School Board Chairman

School Board of Clay County

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

July 23, 2019 - School Board Special Meeting

Date: Jul 23 2019 (1:30 p.m.)

DRAFT

Invocation

Call to Order (Present: Janice Kerekes, District 1; Carol Studdard, District 2; Tina Bullock, District 3; Mary Bolla, District 4; Ashley Gilhousen, District 5. Assistant Superintendent Dr. Michael Kemp represented Superintendent Addison Davis who was absent.)

Agenda Items

1. Exceptions Hearing for Abbie Andrews, Easter Brown, Cherry Deaton, Donna Foster and Danielle Perricelli, Petitioners, vs. Clay County School Board, Respondent

Minutes:

Chair Studdard began by outlining the process for the meeting and explained that this is a quasi-judicial hearing and that no public comment will be allowed either before, during or after the hearing.

Each side was allowed 15 minutes to make an opening statement. Petitioners' attorney made his opening statement first. The petitioners (the teachers) were represented by Attorney H.B. Stivers. The respondent (school district) was represented by Attorney Nicole Smith.

Each side was allowed 5 minutes to present their exceptions one at a time. The opposing side was allowed 5 minutes to respond to each exception presented.

Petitioners' Exception #1 and respondent's response was heard.

Mrs. Kerekes moved to deny Petitioners' Exception #1 because the law does not require ESE Support Facilitator to be certified in field. Motion seconded by Mrs. Gilhousen. Motion carried 5-0.

Petitioners' Exception #2 and respondent's response was heard.

Mrs. Kerekes moved to accept Petitioner's Exception #2 because F.S. 1012.731 3(c) is silent as to whether the teacher had to remain a classroom teacher during the 2017-18 school year. Motion seconded by Mrs. Bullock.

Following Board discussion, each side was given an additional 5 minutes to make their case on Petitioners' Exception #2. Motion carried 4-1, with Mrs. Gilhousen dissenting.

Petitioners' Exception #3 and respondent's response was heard.

Motion by Mrs. Kerekes to accept Petitioner's Exception #3 because subsection 3(c) carries no requirement that the teacher remains in the classroom. Motion seconded by Mrs. Bullock. Motion carried 3-2, with Mrs. Gilhousen and Mrs. Bolla dissenting.

Petitioners' Exception #4 and respondent's response was heard.

Motion was made by Mrs. Kerekes to accept Petitioner's Exception #4 because subsection 3(c) does not require that a teacher remain in the classroom the following year. Motion seconded by Mrs. Bullock. Motion carried 4-1, with Mrs. Gilhousen

dissenting.

Petitioners' Exception #5 and respondent's response was heard.

Motion was made by Mrs. Kerekes to accept Petitioners' Exception #5 to Recommendation #1 because subsection 3(c) does not require they continue teaching in the classroom the following year 2017-18 and all three were classroom teachers 2016-17, the year earned. Motion seconded by Mrs. Bullock. Motion carried 4-1, with Mrs. Gilhousen dissenting.

Respondent's Exception #1 and petitioners' response was heard.

Motion was made by Mrs. Kerekes to deny Respondent's Exception #1 because subsection 3(c) states teachers are not required to continue as classroom teachers the following year at the time of award and it is undisputed that Easter Brown qualified as a classroom teacher in 2016-17. Motion was seconded by Mrs. Bullock. Motion carried 4-1, with Mrs. Gilhousen dissenting.

Respondent's Exception #2 and petitioners' response was heard.

Mrs. Kerekes moved to deny Respondent's Exception #2 as to Recommendation #2 because subsection 3(c) does not require teachers to continue in the classroom the following year, the year of the award. It is undisputed that Danielle Perricelli qualified as a classroom teacher in 2016-17. Motion was seconded by Mrs. Bullock. Motion carried 4-1, with Mrs. Gilhousen dissenting.

It was noted that Board Attorney Bruce Bickner will now begin the process of re-writing the Recommended Order to create the Final Order which includes all of the School Board's ruling that took place in this hearing.

Presentations from the Audience (None)

Superintendent Comments (None)

School Board Comments (None)

Adjournment (3:23 p.m.)

DRAFT

Superintendent of Schools

School Board Chairman

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School Board of Clay County

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

July 30, 2019 - Special School Board Meeting (Public Hearing on 2019-2020 Tentative Budget)

Date: Jul 30 2019 (5:01 p.m.)

DRAFT

Invocation

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

Agenda Items

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

2019-20 Budget Summary-AD.pdf

Tentative Budget Presentation 7-30-19.pdf

EFP (Tentative)-Board Presentation 7-30-19-FINAL.pdf

Minutes:

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, provided a visual presentation of the 2019-2020 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 19.44 percent. The district's total tentative budget (all funds) for the fiscal year 2019-2020 is $440,335,363.

Dr. Michael Kemp, Assistant Superintendent for Operations, explained the purpose of the district's Educational Facilities Plan, revenue sources, and much-needed facility maintenance and repairs. Dr. Kemp noted that of the seven projected revenue sources the district is expected to receive, only LCIF (Local Capital Improvement Funds) can be used for routine maintenance and repairs. Mr. Jim Fossa, Coordinator of Facility Planning, reviewed projected growth and the impacts to the school district expected in the next few years.

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

Minutes:

Chair Studdard opened the public hearing. The following individuals came forward to speak about the budget:

- Cheryl Brown
- Stanley Pfenning
- Amy Fehrs

With no other speakers, the public hearing was closed.

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

Motion

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

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Tina Bullock

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

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

Motion

That the Clay County School Board adopt the 2019-2020 final proposed base discretionary millage of .748 with a proposed amount to be raised of $9,506,215.

Vote Results (*Approved*)

Motion: Tina Bullock

Second: Mary Bolla

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

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

Motion

That the Clay County School Board adopt the 2019-2020 final proposed capital outlay millage of 1.500 with a proposed amount to be raised of $19,063,266.

Vote Results (*Approved*)

Motion: Mary Bolla

Second: Ashley Gilhousen

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

6. Adopt the 2019-2020 Additional Voted Operating Millage Levy

Motion

That the Clay County School Board adopt the 2019-2020 final proposed voted millage of 1.00 with a proposed amount to be raised of $12,708,844.

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Janice Kerekes

DRAFT

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

7. Adopt the 2019-2020 Total Millage Levy

Motion

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

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Tina Bullock

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

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

EFP 2019-20 TENTATIVE.pdf

Motion

That the Clay County School Board approve the 2019-2020 five year Educational Facilities Plan.

Vote Results (*Approved*)

Motion: Tina Bullock

Second: Mary Bolla

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

9. Adopt the 2019-2020 Tentative Budget (All Funds) and set the Public Hearing for the 2019-2020 final Budget Thursday, September 5, 2019 at 6:00 p.m.

Motion

That the Clay County School Board adopt the tentative budget for the 2019-2020 school year as follows: General Operating in the amount of $349,863,056; Special Revenue Budget in the amount of $33,968,147; Debt Service Budget in the amount of $5,849,536; Capital Outlay Budget in the amount of $50,654,624, for a total Final Budget of $440,335,363.

Vote Results (*Approved*)

Motion: Mary Bolla

Second: Ashley Gilhousen

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

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Mary Bolla	- Aye
Tina Bullock	- Aye

Motion

Set the public hearing for the 2019-2020 final Budget for Thursday, September 5, 2019, at 6:00 p.m.

Minutes

This motion came later in the meeting (after Agenda Item #11) when it was realized that the public hearing date had inadvertently been left out of the previous motion.

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Tina Bullock

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

10. Resolution 20-01 Determining 2019-2020 Tentative Millages

Resolution #20-01 Adopting Tentative Millage .pdf

Motion

That the Clay County School Board approve Resolution #20-01 determining the 2019-2020 Tentative Revenues and Millages levied for fiscal year 2019-2020.

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Janice Kerekes

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

11. Resolution 20-02 Adopting the 2019-2020 Tentative Budget

Resolution #20-02 Adopting Tentative Budget.pdf

Motion

That the Clay County School Board approve Resolution #20-02 adopting the Tentative 2019-2020 Budget.

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Tina Bullock

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

DRAFT

Presentations from the Audience

12. Public Comments

Minutes:

Stanley Pfenning - Mr. Pfenning was not allowed to speak because he refused to comply with School Board Policy regarding those who wish to speak at School Board meetings.

Attorney Bruce Bickner stated that School Board Policy requirements are in line with Florida Statutes and must be uniformly followed.

Superintendent Comments (None)

School Board Comments (None)

Adjournment (6:54 p.m.)

Superintendent of Schools

School Board Chairman

DRAFT

School Board of Clay County

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

August 1, 2019 - Regular School Board Meeting

Date: Aug 01 2019 (6:00 p.m.)

Invocation (Rev. Dale Wiseman, Senior Pastor - Lacrosse Baptist Church)

Pledge of Allegiance

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

Student Showcase (None)

Recognitions and Awards

1. 2019 Clay County District Schools Police Department (CCDSPD) Swearing-In Ceremony

Minutes:

The Chief of Police, Kenneth Wagner, began by reviewing the process of putting together this police force from the ground up. He reviewed the training the officers have received since June 6, 2019. Together, the 46 officers represent a combined total of 961 years of law enforcement experience, with the average being 24 years. As the officers were individually introduced, a family member pinned the badge upon the officer's chest. The officers as a group took an oath to serve as School Resource Officers for Clay County District Schools.

A short break was taken during which the officers' families were able to take photos. (Approximately 6:45-7:10 pm)

Presenters (None)

School Showcase (None)

Presentations from the Audience (Public Comment)

2. Public Comments

Minutes:

The following all spoke regarding the proposed half-cent sales tax:

- Betsy Reagor
- Thomas Riddle
- Jamie Beck
- Katherine Morrison
- Victoria Kidwell
- Rhonda Jett
- Jenifer Burghart
- Amy Fehrs

DRAFT

Consent Agenda

Superintendent

3. C1 - Minutes of School Board Workshop on June 17, 2019, Student Hearings and Regular Meeting on June 27, 2019, and Special Meeting on July 8, 2019.

- June 17 Workshop.pdf
- July 8 Special Meeting.pdf
- 2019 Jun 27 - Student Hearings Minutes.pdf (Confidential)
- Jun 27 Regular Meeting.pdf

Human Resources

4. C2 - Personnel Consent Agenda

- Personnel Consent Agenda 8 1 2019.pdf

Instruction-Academic Services

5. C3 - Approval of Out of County Student Travel - K-12 Academic

- August 2019 - Student Travel.pdf

6. C4 - Agreement Between the School Board of Clay County and AMI Kids

- August 2019 - AMI Contract.pdf
- C4 Executed Agreement with AMI Kids.pdf

7. C5 - Dual Enrollment Articulation Agreement Between the University of Florida Board of Trustees and the School Board of Clay County.

- August 2019 - UF Dual Enrollment Agreement.pdf
- C5 Executed Dual Enrollment UF.pdf

8. C6 - 2019-2020 Assessment Calendar Approval

- 19-20 Testing Calendar.pdf

9. C7 - 2019-20 Dual Enrollment Articulation Agreement Between District School Board of Clay County and District Board of Trustees St. Johns River State College

- August 2019 - 2019-2020 SJRSC Dual Enrollment agreement (1).pdf
- C7 Executed Dual Enrollment SJRSC.pdf

10. C8 - 2019-20 Collegiate High School Contract Between Clay County School Board and District Board of Trustees of St. Johns River State College

- August 2019 - 2019-20 SJRSC Collegiate Contract.pdf
- C8 Executed Collegiate High School SJRSC.pdf

Instruction-Exceptional Student Education

11. C9 - Interpreters Services Agreement 2019-20. Alonzo Sign Language Interpreting, LLC

- 19 20 Alonzo Signed Contract for Board.pdf
- C9 Executed Interpreters Services Agreement - Alonzo.pdf

Instruction-Instructional Resources

12. C10 - Advertise Adoption of the 2019-2020 Procedures Manual for Instructional Resources

DRAFT

2019-2020 Procedures Manual for Instructional Resources NOTICE OF APPROVAL TO ADVERTISE SB Policy.docx.pdf

Updates to 2019-20 IR Procedures Manual (1).pdf

Redlined Copy Proposed 2019-2020 CCDS Instructional Resources Department Procedures Manual (2).pdf

Instruction-Professional Development

13. C11 - Professional Learning Catalog 2019-2020

professional-learning-catalog-2019-20.pdf

14. C12 - College/University Agreements for Student Placement

200019 Polk State College.pdf

200030 USC Rossier.pdf

C12 Executed Agreement with Polk State College.pdf

C12 Executed Agreement with USC Rossier.pdf

Instruction-Climate and Culture

15. C13 - Mileage Paid to Parents and Group Homes

19 20 Mileage Paid to Parents Agenda Attachement.pdf

16. C14 - Panorama Education Student Survey

panorama (1).pdf

claycounty+panorama-winter 2019_results-SEL_3-5.pdf

Clay County - Board Deck.pdf

claycounty+panorama-results-9c5444ad-feb5-475b-8cf5-ff462f262d24.pdf

claycounty+panorama-results-223e46c1-421c-4532-bbe1-83f66d98621c (1).pdf

claycounty+panorama-results.pdf

C14 Executed Panorama.pdf

17. C15 - Social Work Student Intern Agreements with Florida State University and University of North Florida

CCDS & FSU Internship Agreement.pdf

CCDS & UNF Internship Agreement.pdf

C15 FSU Executed.pdf

C15 UNF Executed.pdf

18. C16 - 2019-20 Mental Health Assistance Allocation Plan

MHAAP-Checklist.pdf

MHAA-PlanTemplate.pdf

MHAAP-CertForm.pdf

2019-20 Mental Health Assistance Allocation Plan FINAL.pdf

Example-CharterSchoolForm.pdf

19. C17 - Advertisement and Notice of Public Hearing on revisions to School Board Policy 4.06.H., Homeless Students

checkllist with notes.pdf

Revisions to Homeless Policy 4.06.pdf

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Notice of Intent to Advertise Public Hearing on 4.06 Homeless StudentsRTISE SB Policy.docx - Google Docs.pdf

Business Affairs

20. C18 - Proposed Allocation Changes for 2019-2020

Allocation Summary - August 1, 2019.pdf

Business Affairs-Payroll

21. C19 - Revised 2019-2020 Payroll Calendar for 11-Month Employees

Revised 11 Month Payroll Calendar - 08_01_2019.pdf

Business Affairs-Property

22. C20 - Deletion of Certain Items Report - July, 2019

Deletion Report-July, 2019.pdf

Operations

23. C21 - Response to Active Assailant Plan mandated by Senate Bill 7030 (CONFIDENTIAL)

Security & Response to Active Assailant Plan.pdf (Confidential)

Operations-Facilities

24. C22 - Change Order #1 for Grove Park Elementary School Re-Roof of Buildings 8, 9A and 9B

ChgOrder1, GPE ReRoof Buildings 8 9A and 9B.pdf

25. C23 - Change Order #1 for W.E. Cherry Elementary Re-Roof Buildings 1 and 2

ChgOrder1, WEC ReRoof Buildings 1 and 2.pdf

26. C24 - County-Wide Civil Engineer Contract Award (2019/2020)

CW Civil Engineer Contract 2019.2020 with Michele Agee.pdf

27. C25 - County-Wide Architect Contract Award (2019/2020)

CW Architect Contract 2019.2020 with Brian Boatright.pdf

28. C26 - Pre-qualification of Contractors

Table for Board Backup Contractor Prequal, 8.1.19.pdf

29. C27 - Continuing Services Construction Management Firm Contract Award (2019/2020)

Construction Manager Contract - Stellar 8.1.19.pdf

Construction Manager Contract - Auld and White 8.1.19.pdf

Construction Manager Contract - E. Vaughan Rivers, Inc. 8.1.19.pdf

30. C28 - County-Wide Mechanical/Electrical Engineer Contract Renewal (2019/2020)

Adoption of Consent Agenda

31. Adoption of Consent Agenda

Motion

Motion to approve the Consent Agenda

Vote Results (*Approved*)

Motion: Janice Kerekes

Second: Tina Bullock

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

CCEA Update (None)

CESPA Update (Teresa Dixon)

Superintendent's Update and Presentations

32. Superintendent's Update

2018-2019 Golden and Silver School Awards.pdf

Superintendent SB August 2019 Update.pdf

Minutes:

The Golden and Silver School Awards are presented annually to recognize exemplary schools which promote parent and community engagement in education. Principals of schools receiving these awards (see attached list) were presented with certificates that were awarded by the Florida Department of Education.

Superintendent Davis' update included instructional accomplishments, leadership best practices, and the instructional outlook for 2019-2020.

Discussion Agenda

School Board Member

33. D1 - Appoint one Board member and one citizen member to serve on the 2019 Value Adjustment Board (Mrs. Studdard)

Minutes:

Tina Bullock agreed to serve as the Board's representative on the Value Adjustment Board for 2019. Mrs. Bolla will serve as the alternate. Ms. Leslie Dougher, who served last year as the citizen member, agreed to continue to serve on the 2019 VAB. These assignments were confirmed by Board consensus.

Human Resources

34. D2 - Human Resources Special Action A

HR Special Action.pdf (Confidential)

Motion	
Motion to approve Special Action A	
Vote Results (*Approved*)	
Motion: Mary Bolla	
Second: Janice Kerekes	
Janice Kerekes	- Aye
Carol Studdard	- Aye
Ashley Gilhousen	- Aye
Mary Bolla	- Aye
Tina Bullock	- Aye

Instruction-Academic Services

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35. D3 - Public Hearing to approve modifications to the 2018-2019 Student Progression Plan

- Student Progression Plan 2019 - 2020 Redlined DRAFT.pdf
- Student Progression Plan 2019 - 2020 - DRAFT.pdf
- Rationale for 19-20 SPP Changes.pdf
- Student Progression Plan 2019-20 - NOTICE OF APPROVAL TO ADVERTISE - Google Docs.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: Janice Kerekes	
Second: Tina Bullock	
Janice Kerekes	- Aye
Carol Studdard	- Aye
Ashley Gilhousen	- Aye
Mary Bolla	- Aye
Tina Bullock	- Aye

Instruction-Instructional Resources

36. D4 - Public Hearing and Vote to Approve as Advertised the Adoption of Astronomy, Forensic, Marine and Physical Science Materials

- QUOTE_2019-20 Science Adoption_Astronomy, Forensic, Marine, Physical .pdf
- 2019 Astronomy Adoption Results and Recommendation.pdf
- 2019 Forensic Adoption Results and Recommendation.pdf
- 2019 Marine Adoption Results and Recommendation.pdf
- 2019 Physical Science Adoption Results and Recommendation.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: Janice Kerekes	
Second: Mary Bolla	
Janice Kerekes	- Aye
Carol Studdard	- Aye
Ashley Gilhousen	- Aye
Mary Bolla	- Aye
Tina Bullock	- Aye

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Instruction-Climate and Culture

37. D5 - Public Hearing to approve the 2019-20 Student Handbook and Code of Student Conduct

- 2019_2020 Student Handbook_COSC_DRAFT crosswalk to 2018-29 material_18June2019.pdf
- 2018-19 Code of Student Conduct_to 2019-20 Student Handbook Crosswalk.draft.pdf
- 2019-20 Infractoin Code Matrix.pdf
- Student Handbook & Code of Student Conduct 2019-2020 - NOTICE OF APPROVAL TO ADVERTISE SB Policy.docx - Google Docs.pdf

Minutes:

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

Mrs. Gilhousen raised a concern about the process for random searches and who will conduct them. Superintendent Davis stated the need for searches will be determined by school-based administration and that appropriate staff will be used to conduct the student searches (i.e. male administrators will search male students, and female administrators will search female students).

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

Operations

38. D6 - Public Hearing to approve new School Board Policies, Police Department - Section IX (General Orders 9.01 - 9.16).

- Police Dept General Orders - NOTICE OF APPROVAL TO ADVERTISE SB Policy.docx - Google Docs.pdf
- CCDSPD General Orders with Table of Contents.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

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School Board Attorney Remarks (None)

School Board Member Remarks

39. Comments

Minutes:

General comments were made.

Mrs. Gilhousen questioned the school district not placing SRO's in Clay County charter schools. Superintendent Davis responded that St. Johns Classical will continue to utilize a guardian certified by the Clay County Sheriff's Office and that Clay Charter Academy will continue on its same path as last year.

Adjournment (8:22 p.m.)

Superintendent of Schools

School Board Chairman

DRAFT

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

Title

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

Description

Reimbursement of travel expenses for school board members is addressed in Florida Statutes 112.061, 1001.39 and the rules of the State Board of Education. Specifically, F.S. 1001.39 reads, "… any travel outside of the district that exceeds $500 requires prior approval by the district school board to confirm that such travel is for official business of the school district and complies with rules of the State Board of Education. Any request for travel outside the state must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all means of travel, lodging, and subsistence. Immediately preceding a request, the public must have an opportunity to speak on the specific travel agenda item."
School Board members typically attend two in-state conferences yearly that are sponsored by the Florida School Boards Association. In addition, periodic technical assistance is provided throughout the fiscal year for all Board members. Currently, there is no planned out-of-state travel.
Estimated costs below include registration fees, lodging, meals, mileage, and other incidental expenses.
Estimated Travel Expenses for 2019-2020

Dates/Conferences	Board Members Attending	Location	Purpose	Estimated Cost
December 2019/FSBA AnnualSummer Conference	Bolla, Bullock, Gilhousen, Kerekes, Studdard	Tampa FL	Official Business of the District	$4,300
April 2020/Annual Day in the Legislature Conference	Bolla, Bullock, Gilhousen, Kerekes, Studdard	Tallahassee FL	Official Business of the District	$4300
June 2020/FSBA Annual Summer Conference	Bolla, Bullock, Gilhousen, Kerekes, Studdard	Tampa FL	Official Business of the District	$4300
Statewide Technical Assistance and State Committee Meetings	Bolla, Bullock, Gilhousen, Kerekes, Studdard	TBA in Florida	Official Business of the District	$2500 Estimated at $500 per Board Member

Gap Analysis

Professional development provides valuable leadership training for school board members. The majority of the training, but not necessarily all training, is provided through the Board's professional organization, Florida School Boards Association. Training includes yearly legislative updates on issues important to school systems in Florida as well as other important topics that impact public education.

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Previous Outcomes
Board members have attended training and conferences in the past and gained valuable insight on education issues.

Expected Outcomes
Board members will continue to attend upcoming trainings and conferences and gain valuable insight on education issues.

Strategic Plan Goal
2.4 Ensure effective and efficient use of resources for fiscal stability.

Recommendation
Recommend approval

Contact
Dr. Susan Legutko, Assistant Superintendent for Business Affairs, susan.legutko@myoneclay.net;

Financial Impact
$12,900.00 (This is a rough estimate with the assumption that all five board members would have the opportunity to attend.)

Review Comments

Attachments

DRAFT

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

Title

C3 - Approve Final Order in Case No. 18-2333, styled Abbie Andrews, Easter Brown, Cherry Deaton, Donna Foster and Danielle Perricelli, Petitioners vs Clay County School Board.

Description

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

Gap Analysis

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

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

N/A

Recommendation

Approve Final Order

Contact

David Broskie, Assistant Superintendent of Human Resources

Financial Impact

Undetermined

Review Comments

Attachments

DRAFT

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

Contact

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

Financial Impact

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

Review Comments

Attachments

Personnel Consent Agenda 9 5 2019.pdf

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DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA

September 5, 2019

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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

DRAFT

I. Administrative Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous Assignments

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I. Administrative Actions

D. TRANSFER

	Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
DOVER, JULIE M CEB TEACHER, TITLE I, ELEM 10 MONTH	FLEMING ISLAND	Effective 2019-06-07 RESIGNATION
ENTIN, ARIK SANDOR FNS MANAGER FOOD SERVICES INTE CAFETERI	FOOD NUTRITION SERVICES	Effective 2019-06-07 RESIGNATION
FUTCH, SHARI LYNN AES MGR SELF CONTAINED I LNG TRM	COUNTY-WIDE LEAVE	Effective 2019-06-07 Conclude Employment
GRANATH, ANDREW M WES TEACHER, SC, FIFTH GR 10 MONTH	ORANGE PARK JUN	Effective 2019-06-07 RESIGNATION
RODRIGUES, BRANDY LEA WEC TEACHER, INSTRUCT TECH EL 10 MONTH	SWIMMING PEN CR	Effective 2019-06-07 RESIGNATION

DRAFT

I. Administrative Actions

F. SUPPLEMENT

	Name/Assignment	Site	

DRAFT

I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
DOVER, JULIE M FIE ASST PRINCIPAL EL 12 MO 12 MONTH	FLEMING ISLAND	Effective 2019-08-06 12 MONTH / Annual
GRANATH, ANDREW M OPJ ASST PRINCIPAL JH 11 MO 11 MONTH	ORANGE PARK JUN	Effective 2019-07-31 11 MONTH / Annual+PSC as Teacher, Admin only
RODRIGUES, BRANDY LEA SPC ASST PRINCIPAL EL 12 MO 12 MONTH	SWIMMING PEN CR	Effective 2019-08-05 12 MONTH / Annual+PSC as Teacher, Admin only

DRAFT

I. Administrative Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignments

DRAFT

I. Administrative Actions

D. TRANSFER

	Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
CORSI, ANN MICHELLE SPC ASST PRINCIPAL EL 12 MO 12 MONTH	SWIMMING PEN CR	Effective 2019-07-31 RETIREMENT
CRATE, KIMBERLY LAUREN FIE ASST PRINCIPAL EL 12 MO 12 MONTH	FLEMING ISLAND	Effective 2019-08-15 RESIGNATION
KOSEK, SHANNAH MARIE ACE SUPV ADULT COMM ED 12 MONTH	ADULT/COMMUNITY	Effective 2019-07-22 RESIGNATION

DRAFT

I. Administrative Actions

F. SUPPLEMENT

	Name/Assignment	Site	

DRAFT

II. JOB DESCRIPTION ACTIONS

A. Support

Approve the following job description:

REVISED:

There is a need to revise the following job descriptions to reflect the many changes in technology, equipment, operating systems and safety procedures that have occurred in the 10-20 years since the last revision.

C-3.4.07	Carpenter
C-3.4.08	Carpenter Assistant
C-3.4.11	Electrical Technician Assistant
C-3.4.12	Electrical Technician
C-3.4.13	Electronics Technician Assistant
C-3.4.14	Electronics Technician
C-3.4.16	General Maintenance Worker
C-3.4.19	Heavy Equipment Operator
C-3.4.21	HVAC Technician
C-3.4.34	Locksmith
C-3.4-37	Small Engine Mechanic
C-3.4.38	Painter
C-3.4.41	Pest Control Operator
C-3.4.42	Plumber
C-3.4.44	Roofer
C-3.4.47	DW School Maintenance Mechanic
C-3.8.39	Irrigation Mechanic/Plumber

DRAFT

Job Locator: C-3.4.07 - Carpenter
Position Grade: Support Salary Schedule
Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

~~Performs rough and finished carpentry work in making and repairing District wooden articles and structures, consistent with work order specifications and to provide carpentry services to the District.~~

Inspects, maintains, repairs and replaces District wooden and masonry articles and structures to ensure safe and continuous operation of District facilities; Performs rough and finished carpentry work; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District articles and structures' interior and exterior as assigned by Lead Carpenter
2. Performs field installation, repair/replace and maintenance activities both scheduled and unscheduled, including hanging, ~~and replacing~~ and/or finishing sheetrock, doors and jams; ~~installing gutters~~, new walls, windows and window blinds, ~~drop ceilings;~~, ~~installing~~ cabinets, shelving, ~~and~~ bookcases, ~~installing and replacing~~ bathroom stalls and partitions, and ~~installing bulletin~~ bulletin/white boards. ~~Repairs other wooden fixtures and constructing ramps and steps.~~
3. Determines material needs, and installs/repairs/replaces door hardware and locks, as required.
4. ~~Repairs or replaces exterior siding of portable buildings and trim board~~.
4. Repairs, ~~R~~ renovates and remodels interior and exterior of District ~~portable~~ relocatable buildings using rough sketch diagram ;constructs ramps and steps, repairs and replaces exterior siding and trim
5. ~~Moves portable buildings to new locations, per relocation design; ensures porches, ramps, chalkboards, doors and windows are operable~~.
5. Repairs and replaces floors in District buildings including, concrete, tile, wood or vinyl.
7. ~~Repairs, finishes and/or hangs sheetrock~~.
6. Repairs panic bars and related emergency equipment on District buildings to ensure functioning of emergency building exits.
7. Performs miscellaneous carpentry duties involving the repair and maintenance of wood, concrete, sheetrock, tile, carpet, metal, fiberglass and glass; May include entering attic spaces, crawl spaces, operating lifts, digging, etc.
8. Works with and helps train Carpenter Assistants.
10. ~~Provides work direction to summer youth assigned to carpentry projects to ensure completion of work orders~~.
9. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous ~~carpentry related~~ experience in carpentry work or ~~a~~ vocational/technical ~~certificate~~ certification in a ~~carpentry or~~ related area and one year relevant experience ~~;~~ or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must have experience reading blueprints and working with power tools.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

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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: 5/20/93
Revised: 9/21/95
Pending Board Approval: 9/05/2019

Job Locator: C-3.4.08 - Carpenter Assistant
Position Grade: Support Salary Schedule
Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

~~Assists other carpenters in the installation, repair or construction of remodeling or carpentry projects for the District. Performs carpentry assignments under the direction of more experienced carpenters and in accordance with work orders and work specifications.~~

Assists and works with Carpenters in the maintenance, repair or replacement of District wooden and masonry articles and structures to ensure safe and continuous operation; Performs assignments under the direction of more experienced personnel and may perform more complex tasks given more experience and on-the-job training; Provides assistance in maintaining records and completing work orders; Completes assigned tasks in accordance with work order specifications; Complies with and supports all safety standards when assisting with power tools and associated equipment.

Responsibilities and duties of this position include:

1. Assists Carpenters in maintaining District articles and structures both interior and exterior as assigned by Lead Carpenter. ~~the assembling and gathering of materials and equipment necessary to complete a work order.~~
2. Assists in various carpentry repairs and installations including, but not limited to: ~~such tasks as~~ hanging/replacing doors, installing gutters, installing new walls, windows, window blinds or ceiling; installing new cabinets, shelves or bookcases; replacing or installing partitions.; Assists in the repair or construction of ramps or steps.
3. Participates in various renovations or remodeling projects to District offices, portables or building exteriors.
4. Repairs or replaces exterior siding to portable buildings.
5. ~~Moves portable buildings to new locations and ensures ramps, porches, doors, windows, and chalkboards are operable.~~
5. Assists in the repair, installation or finishing of sheetrock.
6. Participates in the repair or replacement of floors in District facilities including concrete, tile, wood or vinyl floors.
7. Performs various other carpentry duties.; May include entering attic spaces, crawl spaces, digging, operating power tools, etc.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of ~~three~~ one year on the job training or related experience assisting carpenters in installation or repair activities; or a vocational/technical/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

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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			

DRAFT

Board Approved: 5/20/93
Revised: 9/21/95,
Pending Board Approval: 9/5/19

Job Locator: C-3.4.11 - Electrical Technician Assistant
Position Grade: Support Salary Schedule
Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with Electrical Technician, ~~learns, and participates~~ in the installation, maintenance, troubleshooting and repair ~~or~~ of District electrical systems and equipment to ensure safe and continuous operation. Performs assignments under the direction of more experienced personnel and may assume ~~s~~ more difficult and complex assignments with increased experience and on-the-job training. Completes assigned tasks in accordance with work order specifications; Complies with and supports all safety standards when assisting with power tools and associated equipment; Provides assistance in maintaining records and completing work orders.

Responsibilities and duties of this position include:

1. Assists Electrical Technicians in maintaining District electrical equipment and systems as assigned by Lead Electrical Technician.
2. Participates and assists in conducting routine electrical repair activities in District buildings; repairs classroom lighting by replacing ballasts, pinsockets, defuses and bulbs; repairs and/or replaces transformer relays, wall devices, switches, photo cells, and time clocks.
3. Assists in the planning, layout and installation of new electrical systems; opens ditches, installs underground conductors, switches, circuits, lights, distribution panels and transformers in accordance with national standards and codes. May include running of wire and conduit, digging of trenches, entering attics or crawl spaces, etc.
4. Learns and assists in the installation of electrical systems. Connects and disconnects electrical systems of portable classrooms, tests to ensure electrical operation.
5. Performs preventive maintenance activities on electrical power panels; applies corrosive preventative oxide to logs. Tightens conductors, updates circuit index cards and tests as appropriate. Maintains generators by checking radiator, battery, and crankcase levels and cleaning or replacing filters.
6. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires ~~three years~~ a minimum of one year previous on-the-job training and instruction in the repair, maintenance and installation of electrical systems and equipment; or a vocational/technical certificate in an electrical area or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

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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			

DRAFT

Board Approved: 5/20/93
Revised:9/21/95
Pending Board Approval: 9/5/19

Job Locator: C-3.4.12 - Electrical Technician
Position Grade: Support Salary Schedule
Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

~~Troubleshoots, repairs, maintains and installs electrical services and equipment in district facilities. Proved training and instruction to less experienced personnel. Performs various other duties as assigned.~~

Inspects, maintains, repairs and replaces District electrical equipment and systems to ensure safe and continuous operation of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District electrical fixtures, systems as assigned by Lead Electrical Technician.
2. Performs scheduled and unscheduled ~~routine to difficult~~ electrical repair activities in the district buildings; repairs circuits by locating and fixing defective feeder, branch lighting, and power circuits. Repairs classroom lighting ~~by replacing~~ to include ballasts, pinsockets, defuses and bulbs. Repairs and/or replaces transformers, relays, wall devices, switches, photo cells, and time clocks.
3. Plans, lays out, and installs new electrical systems; opens ditches, installs underground conductors, switches, circuits, lights, distribution panels and transformers, etc. in accordance with national standards and codes. May include running of wire and conduit, digging of trenches, entering attics or crawl spaces, etc.
4. Connects and disconnects electrical systems of ~~portable~~ relocatable classrooms; tests to ensure electrical operation.
5. Performs preventive maintenance activities on electrical power panels; applies corrosive preventative oxide to logs. Tightens conductors, updates circuit index cards and tests as appropriate. Maintains generators by checking radiator, batteries, and crankcase levels and cleaning or replacing filters.
6. Maintains emergency and exit lighting by replacing batteries or lamps, and repairing circuit boards, switches and wiring.
7. Collaborates with architects, contractors and local electrical company personnel regarding the installation of new systems, emergency procedures, locating power sources, etc.
~~7. May install telephone feeder station wiring track lighting, or other small electrical projects.~~
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years experience troubleshooting, repairing, installing or maintaining electrical systems and equipment; or a vocational/technical certificate and one year previous education/training experience which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

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~~5. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.~~ SEE#3

7. Possess an extensive knowledge of the National Electrical Code, blueprints, building plans, wiring diagrams, engineering drawings and basic formulas as applied to voltage and amperage capacities.

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: 5/20/93
Revised: 9/21/95, 2/20/97
Pending Board Approval: 9/5/19

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Job Locator: C-3.4.13
Electronics Technician Assistant
Position Grade: Support Salary Schedule
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with Electronics Technician, in the maintenance, repair or replacement ~~learns, maintains and repairs district electronic equipment including fire alarms, clocks, intercoms, audio visual, and energy management~~ District low voltage equipment and systems to ensure safe and continuous operation;~~s of district electronic systems and equipment.~~ Performs assignments under the direction of more experienced personnel and may assume more complex tasks given more experience and on-the-job training; Completes assigned tasks in accordance with work order specifications; Complies with and supports all safety standards when assisting with power tools and associated equipment; Provides assistance in maintaining records and completing work orders; Works with and provides equipment use training to teachers, school staff and administrators.

Responsibilities and duties of this position include:

1. ~~Reviews work orders assigned by supervisor, determines job priorities, and selects materials to complete work orders.~~ Assists Electronic Technicians in maintaining District low voltage equipment and systems as assigned by Lead Electronics Technician.
2. ~~Responds to equipment repair emergencies and revises work priorities as necessary, such as broken microphone and video cables, unturned VCR's, etc.~~ Troubleshoots, tests and repairs District low voltage electronic equipment/systems as assigned working with an Electronic Technician or individually according to the level of knowledge of equipment/system being maintained
3. ~~Assists with, learns, and repairs fire alarm panels after voltage surges or lightening strikes to ensure continued operation of district emergency equipment~~. Assists and participates in the installation, repair, maintenance and testing of equipment/systems including Safety-to-Life systems, fire alarm systems, master clocks, intercoms/PA sound systems, audiovisual/video equipment, and security cameras.
4. ~~Assists and participates in the installation of intercoms and fire alarms. Disconnects and hooks up portable classrooms including digging ditches, running conduit, pulling wire, and hook-up and testing of intercom and fire alarm systems~~. Maintains records, drawings, equipment location and cable routing documents.
5. ~~Repairs intercom console units after lightning strikes or voltage surges.~~ Works with and provides equipment use training to teachers, school staff and administrators
6. ~~Assists and participates in the repair of AV equipment. Conducts repair and maintenance of district audio visual equipment in the repair shop. Determines if repairs are economically feasible and makes recommendations to supervisor for irreparable equipment.~~
7. Conducts maintenance work on fire alarm systems including running conduit, pulling wire, and system hook-up to ensure systems meet current guidelines established by the Fire Marshall. May include programming, entering attic spaces, crawl spaces, operating lifts, digging, etc.
8. ~~Maintains battery backup to fire alarm master clock and energy management systems~~.
9. ~~Programs master clocks with regular and activity bell schedules to ensure operations of school bell system.~~
10. ~~Programs master clocks for daylight savings time and reprograms times for outside lighting to correspond to time changes.~~
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year previous experience troubleshooting, installing, repairing and maintaining low voltage electronic systems or vocational/technical certification in an electronics area or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.

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2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. ~~Requires a minimum of three years on-the-job training in the troubleshooting of electronic systems and equipment personnel; a vocational/technical certificate in an electronics area; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work~~.
3 Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

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: 5/20/93
Revised: 9/21/95
Pending Board Approval: 9/5/19

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Job Locator # C-3.4.14
Electronics Technician
Position Grade: Support Salary Schedule
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

~~Maintains and repairs District electronic equipment including fire alarms, clocks, intercoms, audiovisual and energy management systems to ensure safe and continuous operations of District electronic systems and equipment. Provides assistance in training electronic technician assistant, in maintaining records, and in ensuring work orders are completed.~~

Inspects, maintains, repairs and replaces District low voltage equipment and systems to ensure safe and continuous operation of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment; Works with and provides equipment use training to teachers, school staff and administrators.

Responsibilities and duties of this position include:

1. ~~Maintains District electronic equipment, troubleshoots and repairs or replaces equipment as necessary including Safety-to-Life System, fire alarms, environmental management system and master clock system.~~ Maintains District low voltage electronic systems and equipment and provides scheduled and unscheduled maintenance as assigned by Lead Electronics Technician.
2. ~~Maintains and repairs District audiovisual equipment including televisions, VCR's, 16mm projectors, film strip projectors, cassette player recorders, records players , etc.~~ Troubleshoots, tests, repairs and replaces District low voltage equipment including Safety-to-Life systems, fire alarm systems, master clocks, intercoms/PA sound systems, audiovisual, security cameras and building control systems.
3. ~~Maintains and repairs intercom and public address systems, including repairing amplifier, wiring and speakers, using test equipment, technical drawings and schematics.~~ Performs equipment or board level repair/replacement most of the time and to component level on occasion; Uses test equipment, technical drawings and schematics.
4. ~~Assists in providing work direction, training and scheduling Electronic Technician Assistants to complete work orders.~~ Works with and helps train Electronics Assistants.
5. ~~Conducts meeting with School Administrators and other department personnel to discuss work projects and related issues.~~ May include programming, running of wire and conduit, entering attic spaces, crawl spaces, operating lifts, etc.
6. ~~Assists in completing and maintaining records relating to work requisition orders, purchasing, equipment repairs, and budget recommendations. Complies data and submits reports to support evaluation of new or used equipment for use in schools.~~ Develops and maintains records, drawings, equipment location and cable routing documents.
7. Works with and provides equipment use training to teachers, school staff and administrators.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience troubleshooting, installing, repairing and maintaining low voltage electronic systems and equipment or vocational/technical certification in an electronics area and one year relevant experience or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.

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

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: 5/20/93
Revised: 9/21/95
Pending Board Approval: 9/05/19

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Job Locator: C-3.4.16
General Maintenance Worker
Position Grade: Support Salary Schedule
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

~~Under the direction of more experienced maintenance staff, assists in various plumbing, electrical, carpentry or equipment maintenance projects. Learns procedures and techniques used in the maintenance or repair of school facilities.~~

Assists in various plumbing, electrical, HVAC, carpentry or equipment maintenance projects; Performs assignments under the direction of more experienced personnel and may perform more complex tasks given more experience and on-the-job training; Assists in maintaining records and completing work orders; Completes assigned tasks in accordance with work order specifications; Complies with and supports all safety standards.

Responsibilities and duties of this position include:

1. Assists in various routine electrical tasks, such as, changing ballasts, hanging lights, digging conduit ditches, etc. or assists a specialist in performing more complex electrical activities, such as, wiring classrooms, intercoms, fixing circuit boards, amplifiers, alarm systems, ~~videos~~, and audio visual equipment, etc.
2. Assists in various carpentry activities relating to final completion and/or preventive maintenance ~~or~~ of District buildings, structures and ~~portable~~ relocatable classrooms including but not limited to ~~(i.e. assists in~~ building ramps or runners, decks, ~~and/or~~ porches, ~~hangs, cleans gutters~~, ~~repairs~~ repairing locks, ~~adjusts~~ adjusting doors, ~~installs and repairs roofs and ceilings, hangs chalk~~ hanging wall boards, ~~assembles~~ assembling furniture, ~~and~~ playground equipment, etc.).
3. Performs various grounds maintenance activities including but not limited to ~~(i.e. mows~~ mowing grass, ~~loads/unloads~~ loading/unloading supplies and ~~levels~~ leveling dirt. ~~by operating front end loader. Stacks equipment and supplies by operating fork lift).~~
4. Assists in plumbing activities~~, such as,~~ including but not limited to roughing in or trimming out classroom plumbing, fixing water pipes, sprinkler systems, sewer lines, circulating pumps, etc.
5. Assists with various HVAC installation and routine maintenance including but not limited to cleaning, troubleshooting, repairing or replacing fans, motors, fuses, switches thermostats, ductwork, air handlers and a/c units, etc.
6. Assists with installation and routine maintenance of District kitchen equipment including but not limited to walk-in refrigerators and freezers, steam cookers, ovens, mixers, ice machines, dishwashers, etc.
7. Cleans work area by picking up tools, sweeping and spraying as necessary.
8. Completes work orders and records various information ~~(i.e. number of units completed)~~.
9. Locates equipment and tools and loads them on truck if applicable to the job being performed.
10. Performs other tasks of a similar nature or level as assigned.

Required Qualifications:

~~1. Ability to physically lift up to fifty pounds.~~ SEE #3

1. Requires a minimum of one years experience in assisting trade workers in construction, or a related area in carpentry, electrical, plumbing, painting, HVAC, electronics, roofing, grounds or other related trades; ~~ora~~ or a combination of equivalent education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Ability to physically lift up to fifty pounds.
4. Must have an appropriate valid Florida Driver's License for the area of assignment prior to appointment, and must maintain the same during employment.

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

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			

DRAFT

Board Approved: 5/20/93
Revised: 6/18/96
Pending Board Approval: 9/5/19

Job Locator: C-3.4.19
Heavy Equipment Operator
Position Grade: Support Salary Schedule
Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

~~Assists in the maintenance of~~ Provides scheduled and unscheduled maintenance to District grounds and athletic fields and completes projects as directed; ~~or maintenance projects by operating~~ Operates agricultural and heavy equipment such as tractors, mowers, backhoes, front-end loaders or other equipment. Grades and levels dirt, gravel, and fill, in the maintenance of projects. Loads dirt, gravel, or materials needed in the maintenance area or for construction projects. Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when operating heavy equipment, using power tools and associated equipment; Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Maintains District grounds as assigned by Lead Heavy Equipment Operator.
2. Operates agricultural and heavy equipment for site work to include grading, digging, tree removal, mowing, etc. ~~front-end loader to excavate~~, ~~back fill, and grade or level dirt. Digs ditches and tree roots, etc.~~
3. Operates forklift to move heavy objects (i.e. poles, blocks, cement, etc.)
4. Operates backhoe and front-end loader to load materials ~~(i.e. sand, gravel, refuse, brush, trees and stumps).~~ as needed.
5. Performs preventative and/or monitor maintenance activities such as: greases machines, checks oil, tires, fuel or water levels, etc.
6. Manually moves or shovels dirt ~~to~~ or digs ditches in areas not accessible by equipment.
7. Operates tree removal equipment such as chainsaws and polesaws.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience operating a variety of small and medium size equipment involved in the maintenance of grounds, athletic field maintenance, or loading of construction/maintenance materials; or a combination of previous education/training/experience which provides for an equivalent background to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

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6. Must maintain a safe driving record while employed.
6. ~~Must be high school graduate or have passed the G.E.D. equivalency examination~~. SEE#3

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: 5/20/93
Revised: 9/21/95
Pending Board Approval: 9/5/19

DRAFT

Job Locator: C-3.4.21
HVAC Technician
Position Grade: Support Salary Schedule
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description

~~Troubleshoots, repairs, replaces, and adds new air conditioning, ventilation and heating systems. Maintains and repairs commercial kitchen appliances.~~

Inspects, maintains, repairs and replaces District heating/ventilation/air conditioning (HVAC) systems to ensure safe, comfortable and continuous operation of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

~~Responsibilities and duties of this position include:~~ **Responsibilities and duties of this position include:**

1. ~~Maintains District air conditioning, and heating systems by troubleshooting and performing routine to difficult repairs, including but not limited to: installing new units, replacing fans, motors fuses, switches, thermostats, belts, pumps, bearing, etc.; repairs Freon and condensate leaks, pumps and ducts.~~ Maintains District HVAC equipment and other systems as assigned by Lead HVAC Technician.
2. ~~Installs and maintains in operating condition, all kitchen appliances including but not limited to: walk-in refrigerators/, commercial dishwashers, steam cookers, ovens, mixers, garbage disposals, ice machines, freezers, etc.; Repairs motors, compressors and leaks; Replaces fuses, contactors, heating elements, thermostats, pressure regulators, valves, pumps, steam traps, electrical components, etc.~~ Duties include scheduled and unscheduled maintenance on all District wall mounted units, rooftop units, split unit and large chillers, water towers, HVAC controls, fans, motors, fuses, switches, thermostats, belts, pumps, bearings, commercial electric water heaters, drinking fountain compressors and/or condensing fans and other systems as directed.
3. ~~Assembles, installs and repairs duct work ventilation of air conditioning and exhaust systems. Installs fans and roof top vents as part of maintaining ventilation systems.~~ Complies with Federal regulations governing the Transition and Recovery of Refrigerants.
4. ~~Repairs commercial electric water heater.~~ Assembles, installs and repairs metal and fiberboard duct work for the HVAC and other airflow systems.
5. ~~Repairs drinking fountain compressors and/or condenser fans.~~ Works with and helps train HVAC Technician Assistant and General Maintenance Worker.
6. ~~Welds brackets for duct work and mounting plates for motors.~~
6. Performs other duties of a similar level or nature~~.~~ as assigned

Required Qualifications:

1. Requires a minimum of three years HVAC experience involved in the troubleshooting, installation, maintenance and repair of HVAC systems and equipment; or vocational/technical certification in HVAC and one year previous experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work assigned.
2. Must have Federal Universal Refrigerant Transition and Recovery Certification.
3. Requires the ability to move objects weighing up to fifty pounds.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.

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6. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.
8. ~~Must be a high school graduate or have passed the G.E.D. equivalency examination~~. See#3

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: 05/20/93
Revised: 09/21/95
Revised: 10/02/03
Pending Board Approval: 9/5/19

Job Locator: C-3.4.34 - Locksmith
Position Grade: Support Salary Schedule
Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

~~Provides locksmithing services to ensure security for District schools, administration support services, bus garage, and maintenance buildings~~.

Inspects, maintains, repairs and replaces District building keys, locks, doors, latches and other exit devices both mechanical and electronic to ensure safe, secure and continuous operation of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. ~~Cuts keys and repairs locks for District buildings to ensure building security.~~ Maintains District building keys, locking devices and electronic badge/secure locking systems and provides scheduled and unscheduled maintenance as assigned by Shop Lead.
2. ~~Assists in carpentry projects during the summer including building ramps and steps, hanging doors, setting hinges, and installing locks.~~ Performs field installation, repair and maintenance activities including cutting new keys, rekeying locks, installing locksets and hardware, repairing locks, disassembling, cleaning, lubricating locks and clearing keyways.
3. ~~Repairs and maintains locks, revising old parts as available. Maintains inventory of lock parts to use in repairs. Recommends need for equipment replacement to supervisor.~~ Maintains building egress systems to include locks, locking devices and associated hardware, doors, panic bars, dogging devices and related emergency equipment to ensure proper functioning of emergency exits,
4. ~~Reviews and prioritizes locksmith work orders to ensure locksmithing needs of the district are met.~~
4. Maintains and updates inventory of District keys and key replacement log manual. Tracks keys that require replacement and notifies supervisor of continuous replacement problems.
5. ~~Notifies supervisor of materials and equipment needed to complete locksmithing work orders to ensure supplies are available to complete work orders. Orders materials and equipment from vendors in absence of supervisor.~~
5. Assists in carpentry projects ~~during the summer~~ including ~~building ramps and steps~~, hanging doors, setting hinges, and installing locks.
6. ~~Conducts training and provides work direction to locksmithing assistant, as assigned; conducts training seminars on the locksmith trade during District career week.~~
7. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

~~1. Must be a high school graduate or have passed the G.E.D. equivalency examination~~.SEE#3
1. ~~Locksmith correspondence course completion and, one~~ Minimum of one year ~~to three years~~ previous related experience or a combination of previous education/training/experience, which provides for an equivalent background necessary to perform the work, with working knowledge of computer based maintenance management systems.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

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6. Must maintain a safe driving record while employed.

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: 5/20/93
Revised: 9/21/95
Pending Board Approval: 9/5/19

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Job Locator: C-3.4.37
Small Engine Mechanic
Position Grade: Support Salary Schedule
Evaluated By: ~~Coordinator of Operations~~
Director of Maintenance or
Assigned Administrator

Job Description:

~~Performs repair and maintenance work on~~ Inspects, maintains, repairs and replaces District custodial and grounds keeping equipment. ~~to ensure safe operation of equipment~~. Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when operating heavy equipment, using power tools and associated equipment; Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Provides scheduled and unscheduled maintenance as assigned by Team Leader.
2. Determines appropriate schedule and performs repair and maintenance work on custodial and grounds keeping equipment including trim mowers, line trimmers, leaf blowers, edgers, hedge trimmers, tank and upright vacuums, and flow and shampoo machines.
3. Troubleshoots equipment to determine repair and maintenance work required including checking equipment for worn parts, gas and oil mix ratios, etc.
4. Locates new and used parts to repair and maintain equipment and picks up parts.
5. Conducts routine preventative maintenance work on equipment to ensure safe operation of equipment and minimize need for major repair.
6. Makes recommendations to supervisor as to repair and/or replacement of equipment and parts.
7. Maintains operational knowledge of mechanical and electrical equipment required to maintain and repair custodial and grounds keeping equipment.
8. Performs other duties of a similar nature or level. as assigned.

Required Qualifications:

1. Requires a minimum of two years' engine and equipment mechanical repair experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to 50 pounds.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
6. Must be able to follow written instructions without supervision.

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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: 05/20/93
Revised: 09/21/95, 10/17/06, 05/19/11
Pending Board Approval: 9/05/19

Job Locator: C-3.4.38 - Painter
Position Grade: Support Salary Schedule
Evaluated By: Director of Maintenance

Job Description:

~~Performs general painting and paint maintenance for District property (internal and external) to maintain District property.~~

Inspects, prepares, paints and pressure washes District interior/exterior articles and structures to maintain clean, safe District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools, paint/prep chemicals and associated equipment.

Responsibilities and duties of this position include:

1. Provides scheduled and unscheduled maintenance as assigned by Lead Painter.
2. Paints District buildings, interior/exterior consistent with quality standards, to maintain building appearance including new construction, portables, classrooms, bathrooms, ~~exterior buildings~~, walls, floors, ceilings, stadiums and metal equipment.
3. Prepares and paints parking lot striping ~~s~~, car stops, titles and stencil signs.
4. Paints all interior and exterior physical education surfaces consistent with layout specifications; Determines color changes as specified.
5. Prepares and performs woodwork finishing activities; Applies stains and finishes consistent with quality standards.
6. Pressure washes non paintable surfaces such as concrete, brick and stone to clean surfaces.
7. Determines and assembles appropriate materials and equipment and estimates amount of paint required to complete work orders.
8. Mixes and matches paints and finishes using color meter.
9. Maintains familiarity with Material Safety Data Sheets (MSDS) associated with various paints and chemicals used in the painting trade.
10. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires three years painting experience involved in the preparation and painting of interior/exterior surfaces.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination
3. Possess a valid Florida Driver's License appropriate to operate the vehicle/equipment assigned and during employment.
4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
5. ~~Must be a high school graduate or have passed the G.E.D. equivalency examination~~. SEE#2

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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			

Board Approved: 5/20/93
Revised: 9/21/953
Pending Board Approval: 9/5/19

DRAFT

Job Locator: C-3.4.41
Pest Control Operator
Position Grade: Support Salary Schedule
Evaluated by: ~~Coordinator of Operations~~
Director of Maintenance
Or Assigned Supervisor

Job Description:
Provides pest control services for the District to ensure District buildings, structures and athletic fields are pest free, consistent with State and District procedures. Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when operating heavy equipment, using power tools and associated equipment; Provides assistance to other departments as needed.

Responsibilities and duties of this position include:
1. Applies pesticides to buildings and structures, consistent with State regulations.
2. Monitors and maintains all School Board buildings to ensure adherence to the Integrated Pest Management (IPM) program as required by applicable State laws and regulations.
3. Maintains records of all restricted pesticide application as required the State regulations.
4. Provides pest control services to all athletic fields and turf to ensure that they are pest and weed free.
5. Consults and properly interprets chemical labels for recommended applications and mixes chemicals per State and Federal regulatory requirements.
6. Reviews current pest control practices and maintains knowledge of label changes and updates to ensure compliance with Federal, State and Local regulations relating to the distribution and application of pesticides.
7. Understands and maintains Material Safety Data Sheets (MSDS) associated with chemicals being used for Pest Control
~~7. Maintains and repairs all turf and athletic field equipment loaned to schools.~~
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:
1. High School graduate or ~~equivalent.~~ or have passed the G.E.D. equivalency examination.
2. One year experience in pest control practices/procedures; or a combination of previous education/training/experience that provides for an equivalent background necessary to perform the work.
3. Requires the ability to move objects weighing up to fifty pounds
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and must maintain same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

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7. Must hold a Pest Control Certificate issued by the Florida Department of Agriculture and Consumer Services in the following categories:
   a. Certification in Structural
   b. Certification in Lawn and Ornamental
   c. Must continue to accumulate the required number or Continuing Education Units to maintain certificate

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: 5/20/93
Revised: 9/21/95, 9/28/99
Pending Board Approval: 9/5/19

Job Locator: C-3.4.42 - Plumber
Position Grade: Support Salary Schedule
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

~~Troubleshoots, repairs, install, and/or conducts preventative maintenance to plumbing equipment, irrigation systems, water mains or related equipment.~~ Inspects, maintains, repairs and replaces District plumbing systems, fixtures and related equipment to ensure safe, comfortable and continuous operation of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District plumbing equipment/systems and provides scheduled and unscheduled maintenance as assigned by Lead Plumber.
2. ~~Performs plumbing repair activities; troubleshoots problems or extent of damage and type of equipment required. Repairs/replaces broken water mains, and support, sewer, or waste lines.~~ Troubleshoots, tests, repairs and replaces District plumbing, fixtures and trim, heating/cooling systems, lift stations, wastewater plants, water plants, boilers and irrigation systems; May test and repair backflow preventers; Keeps records of water meters for both potable and non-potable systems.
3. Roughs in plumbing and trim for new ~~portable~~ relocatable classrooms. Repairs and replaces plumbing fixtures and trim in District facilities.
4. ~~Determines position and installs gas or air lines~~. Assists with repairs/replaces broken water mains and support, sewer or waste lines.
6. ~~Installs, troubleshoots and maintains District irrigation systems; responds to problems and issues as they occur.~~
6. Maintains and repairs heating and cooling systems including monitoring boiler, recommending replacement or repair of worn or damaged parts, such as, repairing or replacing heating lines, unit heaters, radiators, circulating pumps, etc.
8. ~~Recommends acceptable material and equipment standards~~.
7. May include digging of trenches, running of pipe, entering crawl spaces, etc
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience troubleshooting, repairing, and/or maintaining plumbing ~~equipment or boiler equipment~~ related equipment/systems; or a vocational/technical certificate in a plumbing related area and one year experience; or a combination of training/education/experience which provides for an equivalent background to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Requires the ability to move objects weighing up to fifty pounds.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the search. A no-contest plea shall be considered the same as a conviction.

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6. Must maintain a safe driving record while employed.

~~6.~~ ~~Must be a high school graduate or have passed the G.E.D. equivalency examination~~. SEE #2

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: 5/20/93
Revised: 9/21/95
Pending Board Approval: 9/5/19

DRAFT

Job Locator: C-3.4.44 - Roofer
Position Grade: Support Salary Schedule
Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

~~Provides roofing services for the District to ensure that District buildings and structures are properly maintained. Performs semi-skilled roofing work in the maintenance and upkeep of District school buildings and structures, consistent with work order specifications.~~
Inspects, maintains and repairs roofs, ceilings and gutters of District buildings and structures to ensure the safety and integrity of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment; Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Maintains District roofs, ceilings and gutters on buildings and structures and provides scheduled and unscheduled maintenance as assigned by Lead Roofer.
2. Performs roofing repair and maintenance activities including repairing roofs, ceiling tile, ~~floor tile~~ and sheet rock.
3. Repairs damaged ceiling tiles, leaking roofs, vandalized areas, etc.
4. Replaces damaged sheet rock: cuts, scrapes, selects and finishes sheetrock.
5. Installs drop ceilings as needed.
6. ~~Replaces floor tile as needed.~~ May include entering attic spaces, crawl spaces, operating lifts, etc.
7. Assists carpenter shop as needed in building porches and ramps, laying tile, spraying and texturing ceilings, ceiling grid, metal studs, ceramic tile, and in other general carpentry duties.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years ~~drywall~~ sheetrock and roofing repair experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

~~6. Must be a high school graduate or have passed the G.E.D. equivalency examination~~. SEE#3

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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: 5/20/93
Revised: 9/21/95
Pending Board Approval: 9/5/19

Job Locator: C-3.4.47
District Wide School Maintenance Mechanic
Position Grade: Support Salary Schedule
Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:
Conducts and performs a variety of routine building and related equipment maintenance repairs and preventive maintenance in assigned ~~buildings and facilities to meet safety requirements~~. District buildings, structures and grounds to ensure the safety and integrity of District facilities; Performs welding and fabrication of equipment/parts for repairs; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment; Provides assistance to other departments as needed.

Responsibilities and duties of this position include:
1. Maintains District grounds, structures, facilities and related equipment and provides scheduled and unscheduled maintenance as assigned by Lead Heavy Equipment Operator.
2. Installs and repairs school playground and physical education equipment, (i.e. volleyball standards, football goals, basketball backboards and rims, swings, slides, frames, legs, etc.).
3. Repairs and maintains stadiums, mechanical gymnasium bleachers, and other outdoor seating to meet safety requirements.
4. Repairs and maintains custodial cleaning equipment, grounds keeping equipment, and large agriculture equipment (i.e. bushhogs).
5. Repairs and maintains machine shop equipment and tools, such as drill press, grinder, metal shear, metal breaks, hydraulic presses, arc welder, oxyacetylene torch, etc.
6. Operates shop machines to fabricate and make repairs to projects such as welder, oxy-acetylene torch, metal shear, grinder, metal break, hydraulic press, etc.
7. Performs welding (arc, gas, MIG and TIG) oxy-acetylene (welding, cutting, brazing, soldering and heat beading) and sheet metal work in fabrication and repair of any item.
8. Operates special equipment such as bucket truck, lifts, etc.
9. Provides input to supervisor on needed repairs and/or replacement of equipment, ~~parts and relevant necessary bids.~~
~~9. Generates work orders by computer and writes purchase requisitions on all repair tasks to be completed by this department. Meets with appropriate vendors as necessary.~~
10. Maintains operational knowledge of mechanical and electrical manuals required to maintain and repair all assigned equipment and provide relative information to Small Engine and Maintenance Mechanics when warranted.
~~11. Organizes and maintains furniture/equipment warehouse to be replaced. Handles and disposes of surveyed items from area cost centers. Delivers/assembles new and reissue furniture as needed.~~
11. Performs other similar or related duties as assigned. ~~by the Director of Maintenance or assigned administrator.~~

Required Qualifications:
1. ~~A minimum of two years related experience~~ Requires a minimum of three years' previous related experience, including welding; or a vocational/technical certificate and two years' experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work, which must include welding experience.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.

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

6 Must maintain a safe driving record while employed.

~~5. A minimum of two years related experience or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work, which must include welding experience.~~ SEE #1

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: 5/20/93
Revised: 9/21/95, 6/27/01
Revised 6/20/06, Effective 4/20/06
Pending Board Approval: 9/05/2019

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Job Locator: C-3.8.39
Irrigation Mechanic/Plumber
Position Grade: Support Salary Schedule
Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

~~Troubleshoots, repairs, maintains,~~ Inspects, maintains, repairs, replaces and installs electric and hydraulic irrigation systems and other related equipment to ensure safe and continuous operation of District facilities; Assists in determining optimal irrigation schedules and ensuring water conservation while meeting the District's demands; Assists in the repair and maintenance of District plumbing equipment, water mains, and other devices; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District irrigation systems and other plumbing related systems as assigned by Lead Plumber.
2. Troubleshoots, tests repairs and replaces District ~~problems and/or failures in~~ irrigation systems including controllers, clocks, sprinkler heads, impact heads, rotors, pumps, etc for the purpose of identifying repair and replacement needs necessary to maintain equipment and systems.
3. ~~Repairs irrigation systems (i.e. controllers, clocks, sprinkler heads, impact heads, rotors, pumps, etc.) for the purpose of providing preventive~~ Provides scheduled and unscheduled maintenance of irrigation systems.
4. Responds to emergency situations (i.e. broken pipe, sprinkler, drainage problems, etc.) for the purpose of resolving immediate safety concerns.
5. Installs, or modifies, existing irrigation systems, pumps, clocks, wiring, control valves and heads.
6. Assists in the design and specification of irrigation systems and materials on new projects and verifying the performance of work completed under purchase order contracts.
7. Performs plumbing repair activities as required, to include, but not limited to; repairing/replacing broken plumbing fixtures, broken water mains, and support, sewer, or waste lines.
8. Maintains accountability and inventory for assigned tools and equipment.
9. May include digging of trenches, running of pipe, etc.
10. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years experience troubleshooting, repairing, maintaining and/or installing irrigation systems; or a vocational/technical certificate and two years experience; or a combination of training/education/experience which provides for an equivalent background to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the GED equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned, and maintain same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12 month period within three (3) consecutive years immediately preceding the record search; and no conviction for DUI within seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.
6. ~~Must be a high school graduate or have passed the GED equivalency examination.~~ SEE #3

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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: 2/15/07
Pending Board Approval: 9/5/2019

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
	ADKISON, WENDI MARIE WES TEACHER, SC, FIFTH GR 10 MONTH	WILKINSON ELEME	Effective 2019-06-07 RESIGNATION
0.9	ALLEN-ROHR, JENNIFER N BLC BEHAVIORAL HEALTH ASST 9 MON SU	BANNERMAN LEARN	Effective 2019-06-05 RESIGNATION
	BALKCOM, CASEY ELIZABETH MRE TEACHER, CURRICULUM COACH 10 MONTH	INSTRUCTIONAL P	Effective 2019-06-07 RESIGNATION
	BARKER, BRYSON GILBERT MBE TEACHER, PHYSICAL ED EL 10 MONTH	MIDDLEBURG ELEM	Effective 2019-06-07 RESIGNATION
	BARNES, ANNE MARIE AES TEACHER, SC, SECOND GR 10 MONTH	ARGYLE ELEMENTA	Effective 2019-06-07 RESIGNATION
0.5	BASSETT, JENNIFER HUBBARD TBE TEACHER, MUSIC, ELEM SPECIAL	THUNDERBOLT ELE	Effective 2019-06-07 RESIGNATION
	BLACKMON, CARLA MOORE OLJ COUNSELOR, JH 10 MONTHS 10 MONTH	OAKLEAF JUNIOR	Effective 2019-06-07 RESIGNATION
	BLAND, DEBORA L KHH TEACHER, SOC STUD, SH 10 MONTH	KEYSTONE HEIGHT	Effective 2019-06-07 RESIGNATION
	BLUNK, CONNIE MARIE LJH TEACHER, SCIENCE, JH 10 MONTH	LAKESIDE JUNIOR	Effective 2019-06-07 RESIGNATION
	BOUAZIZ, JENNIFER LYNN GPE TEACHER, PHYSICAL ED EL 10 MONTH	GROVE PARK ELEM	Effective 2019-06-07 RESIGNATION
0.9	CABALLERO, KYLE R GPE TITLE I ASSISTANT 9 MON SU	GROVE PARK ELEM	Effective 2019-06-05 RESIGNATION
	CANNARELLA, ROBERT FRANCAIS FIH TEACHER, MATHEMATICS, SR 10 MONTH	FLEMING ISLAND	Effective 2019-06-07 RESIGNATION
	CARPENTER, THERESA J WES TEACHER, INSTRUCT TECH EL 10 MONTH	WILKINSON ELEME	Effective 2019-06-07 RESIGNATION
	CARTER, KIMBERLY JOE ANNE CHS TEACHER, VE/INCLUSION 10 MONTH	BANNERMAN LEARN	Effective 2019-06-07 RESIGNATION
	DRAWDY, KELLEY ELESE OLJ TEACHER, FAMILY/CONSUMER 10 MONTH	OAKLEAF JUNIOR	Effective 2019-06-07 RESIGNATION
0.8	DUPONT, DEEANN K CHE GENERIC CLASSROOM ASSISTAN	CLAY HILL ELEME	Effective 2019-06-05 RESIGNATION

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	9 MON SU		
0.2	DUPONT, DEEANN K CHE TITLE I ASSISTANT 9 MON SU	CLAY HILL ELEME	Effective 2019-06-05 RESIGNATION
	GUTIERREZ-PENA, RAUL A WJH TEACHER, SOC STUD, JH 10 MONTH	WILKINSON JUNIO	Effective 2019-06-07 RESIGNATION
	GWYNES, JOHNNY H OHS TEACHER, MATHEMATICS, SR 10 MONTH	OAKLEAF HIGH SC	Effective 2019-06-07 RESIGNATION
0.9	HADUS, JESSICA LYNN MHS GENERAL HEALTH ASSISTA 9 MON SU	PLANTATION OAKS	Effective 2019-06-05 RESIGNATION
	HANCOCK, ROBIN DIANE OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	ORANGE PARK HIG	Effective 2019-06-07 RESIGNATION
	HARTY, KATHRYN JUSTUS HMR TEACHER, SC, THIRD GR LNG TRM	COUNTY-WIDE LEAVE	Effective 2019-06-07 CONCLUDE EMPLOYMENT
	HEIN, MARISSA SUE POE TEACHER, PHYSICAL ED EL 10 MONTH	PLANTATION OAKS	Effective 2019-06-07 RESIGNATION
	HOLLACK, DAVID RHS TEACHER, MATHEMATICS, SR 10 MONTH	RIDGEVIEW HIGH	Effective 2019-06-07 RETIREMENT
	HUTCHINGSON, LADONNA JOY LAJ TEACHER, SCIENCE, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-06-07 RESIGNATION
0.5	IACONO, COLLEEN MARY RVE TEACHER, PRE-KDG ESE 10 MONTH	RIDGEVIEW ELEME	Effective 2019-06-07 RESIGNATION
	JACOBS, JULIANNA BRVENIK OHS TEACHER, SOC STUD, SH LNG TRM	COUNTY-WIDE LEAVE	Effective 2019-06-07 RESIGNATION
0.9	JIMENEZ-SANTIAGO, SAUL OHS GENERAL HEALTH ASSISTA 9 MON SU	LAKESIDE JUNIOR	Effective 2019-06-05 RESIGNATION
	JOHNS, MEGHAN ELIZABETH WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	WILKINSON JUNIO	Effective 2019-06-07 RESIGNATION
	KINNIE, LESLIE ERIN RVE TEACHER, SC, SECOND GR 10 MONTH	RIDGEVIEW ELEME	Effective 2019-06-07 RESIGNATION
	LACY, SHELBY L RHS TEACHER, SCIENCE, SH 10 MONTH	RIDGEVIEW HIGH	Effective 2019-06-07 RESIGNATION
0.9	LEVINE, TERRI S LJH BEHAVIORAL HEALTH ASST	OAKLEAF JUNIOR	Effective 2019-06-05 RESIGNATION

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	9 MON SU		
	LIBAL, NICOLE MARIE OPH TEACHER, SOC STUD, SH 10 MONTH	ORANGE PARK HIG	Effective 2019-06-07 RESIGNATION
	LONGO, CALI JASMINE DIS TEACHER, SC, SECOND GR 10 MONTH	MONTCLAIR ELEME	Effective 2019-06-07 RESIGNATION
	MCELHONE, BETHANN LYNN OVE TEACHER, SC, FOURTH GR 10 MONTH	OAKLEAF VILLAGE	Effective 2019-06-07 RESIGNATION
	MCGHGHY, LINDA FAYE KHH ASST PRINCIPAL SH 12 MONTH	KEYSTONE HEIGHT	Effective 2019-06-28 RESIGNATION
0.9	MELTON, STEPHANIE MARIE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. CHERRY ELE	Effective 2019-06-05 RESIGNATION
	O DELL, JANAE LYN FIH TEACHER, VE/INCLUSION 10 MONTH	FLEMING ISLAND	Effective 2019-06-07 RESIGNATION
	PADGETT, MEGAN KIRSTEN WJH TEACHER, VE/INCLUSION LNG TRM	PLANTATION OAKS	Effective 2019-06-07 RESIGNATION
0.9	PAZZALIA, JESSICA J GPE TITLE I ASSISTANT 9 MON SU	GROVE PARK ELEM	Effective 2019-06-05 RESIGNATION
	ROMER, DAWN MICHELLE TES TEACHER, PRE-KDG ESE 10 MONTH	TYNES ELEMENTAR	Effective 2019-06-07 RESIGNATION
	STEDMAN, SHAWNA ROSE RVE TEACHER, VE/INCLUSION 10 MONTH	RIDGEVIEW ELEME	Effective 2019-06-07 RESIGNATION
	STILTNER, TINA RENEE LAJ TEACHER, SCIENCE, JH LNG TRM	LAKE ASBURY JUN	Effective 2019-06-07 RESIGNATION
	TAYLOR, ZACHERY B BLC TEACHER, MATHEMATICS, SR 10 MONTH	BANNERMAN LEARN	Effective 2019-06-07 RESIGNATION
0.8	TOLENTINO, CAROLINE D OPJ GENERIC CLASSROOM ASSISTAN 9 MON SU	ORANGE PARK JUN	Effective 2019-06-05 RESIGNATION
	TRACEY, CONSTANCE SABATER DIS TEACHER, SC, SIXTH GR 10 MONTH	DOCTORS INLET E	Effective 2019-06-07 RESIGNATION
	WHITE, GARY WAYNE OHS TEACHER, MATHEMATICS, SR LNG TRM	OAKLEAF HIGH SC	Effective 2019-06-07 RESIGNATION

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action

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III. INSTRUCTIONAL ACTIONS **2018-2019**

G. PENDING APPOINTMENTS

Name / Assignment	Site	Contract

NONE

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III. INSTRUCTIONAL ACTIONS 2018-2019

H. OUT OF FIELD

Name	Site	Subject	OOF Subject

NONE

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III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	ACKERMAN, CASSIDY IRENE LES TEACHER, PRE-KDG ESE 10 MONTH	LAKESIDE ELEMEN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
0.6	ADAMSON, ANGELA K MHS TEACHER, DROPOUT PREV SH 10 MONTH	MIDDLEBURG HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	ADDERLEY, ADRIANNE RVE TEACHER, EBD (OOF) 10 MONTH	RIDGEVIEW ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	ALLEN-ROHR, JENNIFER N BLC TEACHER, EBD (OOF) 10 MONTH	BANNERMAN LEARN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	ANGRY, TAMMIE MARIE RHS TEACHER, AUTISM SPECTR DIS(OOF) 10 MONTH	RIDGEVIEW HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	ARIS, KAYLA RENE RVE TEACHER, SC, SIXTH GR (OOF) 10 MONTH	RIDGEVIEW ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	BARNHART, KRISTIAN D MBE TEACHER, SC, SIXTH GR 10 MONTH	MIDDLEBURG ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	BEANE, MELINDA LEIGH POE TEACHER, EBD 10 MONTH	PLANTATION OAKS	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	BEASLEY, BYANCA M STS SCHOOL SOCIAL WORKER 10 MONTH	STUDENT SERVICE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	BECK, LESLIE ANN KHH TEACHER, READING, SH (OOF) 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	BELL, JENNIFER ANN STS SCHOOL SOCIAL WORKER 10 MONTH	STUDENT SERVICE	Effective 2019-08-19 10 MONTH / Instructional Probationary Annual
	BERK, DOMINIC F WJH TEACHER, SOC STUD, JH 10 MONTH	WILKINSON JUNIO	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	BLANCHARD, LAURA A CVA TEACHER, SH CLASSROOM 10 MONTH	CLAY VIRTUAL AC	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	BLATCHFORD, TODD G KHH TEACHER, ROTC/MILITARY SH 11 MONTH	KEYSTONE HEIGHT	Effective 2019-07-22 11 MONTH / Instructional Probationary Annual
	BOTONJIC, SENA OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	ORANGE PARK HIG	Effective 2019-08-12 10 MONTH / Instructional Probationary Annual
	BROWN, BOBBY E OLJ TEACHER, MATHEMATICS, JH (OOF) 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
BROWN, JASON EDWARD POE TEACHER, PHYSICAL ED EL 10 MONTH	PLANTATION OAKS	Effective 2019-08-13 10 MONTH / Instructional Probationary Annual
BRYANT, STEPHANIE M RVE TEACHER, GIFTED (OOF) 10 MONTH	RIDGEVIEW ELEME	Effective 2019-08-07 10 MONTH / Instructional Probationary Annual
BRYMER, JENNIFER D KHH TEACHER, SOC STUD, SH 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
BURGETT, CHRISTINA D ROE MEDIA SPECIALIST, ELEM 10 MONTH	RIDEOUT ELEMENT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
BURKETT, BEVERLY Y OLJ TEACHER, FAMILY/CONSUMER 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
BURRELL, DAVID DOUGLAS CEB TEACHER, SC, FIFTH GR 10 MONTH	CHARLES E. BENN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
BUSH, CHRISTOPHER FRANKLIN WJH TEACHER, VE/INCLUSION 10 MONTH	WILKINSON JUNIO	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
BUSHE, DEBORA C OVE TEACHER, SC, FOURTH GR 10 MONTH	OAKLEAF VILLAGE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
BYRD, ELISSA D BLC TEACHER, LANGUAGE ARTS, SH(OOF) 10 MONTH	BANNERMAN LEARN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
CABALLERO, KYLE R GPE TEACHER, PHYSICAL ED EL 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
CAMBRON, CHRISTOPHER R WES TEACHER, SC, THIRD GR 10 MONTH	WILKINSON ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
CANNON, CHELSEY F ROE TEACHER, SC, KINDERGARTEN 10 MONTH	RIDEOUT ELEMENT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
CASTANHEIRA, BRITTNEY ANN LJH TEACHER, MATHEMATICS, JH 10 MONTH	LAKESIDE JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
CHAMBERS, BAILEY ELIZABETH CEB TEACHER, SC, FIFTH GR 10 MONTH	CHARLES E. BENN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
CLARK, BRITTNEE MARIANNE DOE TEACHER, SC, THIRD GR 10 MONTH	DISCOVERY OAKS ELEMENTARY	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
CLAY, MAEGAN J DOE TEACHER, SC, SECOND GR 10 MONTH	DISCOVERY OAKS ELEMENTARY	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	CLOUD, REBECKA J OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	ORANGE PARK HIG	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	CONNER, COURTNEY DENISE SLE TEACHER, VE/INCLUSION (OOF) 10 MONTH	SHADOWLAWN ELEM	Effective 2019-08-08 10 MONTH / Instructional Probationary Annual
	CORONA, JENNIFER M GCJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	GREEN COVE SPRI	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	CRAFT, TABITHA L MRE TEACHER, SC, SECOND GR 10 MONTH	MCRAE ELEMENTAR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	CRAWFORD, ERIN C KHH TEACHER, LANGUAGE ARTS, SH 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
0.6	CRAWFORD, JAMES B CHS TEACHER, BUSINESS ED 10 MONTH	CLAY HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	CURRY, MEGAN ELIZABETH CHE TEACHER, SC, FIRST GR 10 MONTH	CLAY HILL ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	DANIELS, RACHEAL M TES TEACHER, SC, KINDERGARTEN 10 MONTH	TYNES ELEMENTAR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	DEROUSIE JR, WILLIAM L CHS TEACHER, SCIENCE, SH 10 MONTH	CLAY HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	DETORO, MARK ANDREW BLC TEACHER, AUTISM SPECTR DIS(OOF) 10 MONTH	BANNERMAN LEARN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	DETWYLER JR, KENNETH P TBE TEACHER, SC, FOURTH GR 10 MONTH	THUNDERBOLT ELE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	DIGNAN JR, PHILIP VAN CHS TEACHER, FOREIGN LANG, SH (OOF) 10 MONTH	CLAY HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	DOOLEY, SARAH E LJH TEACHER, SCIENCE, JH 10 MONTH	LAKESIDE JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	DOWNARD, JESSICA L TES TEACHER, GIFTED (OOF) 10 MONTH	TYNES ELEMENTAR	Effective 2019-08-12 10 MONTH / Instructional Probationary Annual
	DOYLE, SARAH H CGE TEACHER, EBD 10 MONTH	COPPERGATE ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	DUCHIEN, MICHAEL C KHE TEACHER, IND 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	DUPONT, DEEANN K CHE TEACHER, SC, SECOND GR 10 MONTH	CLAY HILL ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	ECCLES, MATTHEW THOMAS OPJ TEACHER, SCIENCE, JH 10 MONTH	ORANGE PARK JUN	Effective 2019-08-12 10 MONTH / Instructional Probationary Annual
	ENDRESS, CHRISTOPHER RAY OPH TEACHER, INDUSTRIAL ED 10 MONTH	ORANGE PARK HIG	Effective 2019-08-12 10 MONTH / Instructional Probationary Annual
	ESTEVES, AMANDA M OPH TEACHER, MATHEMATICS, SR 10 MONTH	ORANGE PARK HIG	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	EVANS, VICTORIA A MRE TEACHER, SC, FIRST GR 10 MONTH	MCRAE ELEMENTAR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	FARMER, MELANIE ANN OLJ TEACHER, SCIENCE, JH 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	FERRER, PATRICIA L ROE TEACHER, AUTISM SPECTR DIS(OOF) 10 MONTH	RIDEOUT ELEMENT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	FLACH, JESSE ROBERT OPH TEACHER, VE/INCLUSION 10 MONTH	ORANGE PARK HIG	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	FORREST, ALICIA ANN MHS TEACHER, SCIENCE, SH 10 MONTH	MIDDLEBURG HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	FORSHAY, ALLISON H PES COUNSELOR, ELEM 10 MONTH	PATERSON ELEMEN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
0.2	FORSTER, WHITNEY NICOLE KHH COUNSELOR SH 10 MO SPECIAL	KEYSTONE HEIGHT	Effective 2019-08-06 SPECIAL / Instructional Probationary Annual
	FOWLER, BRENDA M KHH TEACHER, STRATEGIC INT (OOF) 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	FREEMAN, RACHEL C GPE TEACHER, INSTRUCT TECH EL 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	FRENCH, BROOKLYN MARIE CEB TEACHER, SC, FOURTH GR 10 MONTH	CHARLES E. BENN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	FROESS, ALISON M MCE TEACHER, SC, FIFTH GR 10 MONTH	MONTCLAIR ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	GALINDO, LEONA J OHS TEACHER, SCIENCE, SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	GANN, ASHLEE M WJH TEACHER, LANGUAGE ARTS, JH	WILKINSON JUNIO	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
10 MONTH		
GARVEY, ROBIN ADLER KHH TEACHER ESE APP TECH 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
GEORGE, ANDREAS S OHS TEACHER, SCIENCE, SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-08-16 10 MONTH / Instructional Probationary Annual
GODWIN, KAREN M TES TEACHER, AUTISM SPECTR DIS(OOF) 10 MONTH	TYNES ELEMENTAR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
GOLDEN, DAVID KHH TEACHER, MUSIC, SH 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-09 10 MONTH / Instructional Probationary Annual
GONZALES, JESSICA LEE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	SWIMMING PEN CR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
GORANSON, TAYLOR A ESE BEHAVIOR SITE COACH 10 MONTH	MONTCLAIR ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
GORDON, JASMINE MARIE OPJ TEACHER, READING, JH (OOF) 10 MONTH	ORANGE PARK JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
GRANDSTAFF, MAX MORGAN MHS TEACHER, MATHEMATICS, SR 10 MONTH	MIDDLEBURG HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
GRIBBEN, CHRISTINA H CEB TEACHER, CURRICULUM COACH 10 MONTH	CHARLES E. BENN	Effective 2019-08-07 10 MONTH / Instructional Probationary Annual
GUILLARD, JENNIFER LYNN OLJ TEACHER, SCIENCE, JH 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
GUTHRIE GRINER, JENNIFER KORIN OHS TEACHER, SOC STUD, SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
HADUS, JESSICA LYNN POE TEACHER, AUTISM SPECTR DIS(OOF) 10 MONTH	PLANTATION OAKS	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
HAMPSHIRE-BIVINS, KELLY D WJH TEACHER, SOC STUD, JH 10 MONTH	WILKINSON JUNIO	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
HEMPHILL-DAVIS, MARY J DOE TEACHER, SC, SECOND GR 10 MONTH	DISCOVERY OAKS ELEMENTARY	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
HENDRICKS JR, WILLIAM D LAJ TEACHER, SOC STUD, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
HENRY, CALONDA L ESE TEACHER, SPEECH CLINICIAN	RIDEOUT ELEMENT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
10 MONTH		
HINSCH III, JAMES EDWARD BLC TEACHER, VE/INCLUSION 10 MONTH	BANNERMAN LEARN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
HINTON, TAYLOR N WES TEACHER, SC, SIXTH GR 10 MONTH	WILKINSON ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
HODGES, MARY BETH RVE TEACHER, SC, FOURTH GR 10 MONTH	RIDGEVIEW ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
HOLT, JENNY L KHH TEACHER, MATHEMATICS, SR 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-09 10 MONTH / Instructional Probationary Annual
HOPE, SHAUNDRICKA LA SHAWN GPE TEACHER, SC, THIRD GR 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
HUNT, JORDAN G LAJ TEACHER, SOC STUD, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
JACKSON, JESSICA C LES TEACHER, AIMS (OOF) 10 MONTH	LAKESIDE ELEMEN	Effective 2019-08-09 10 MONTH / Instructional Probationary Annual
JACOBS, SHANNON MARGARET TEACHER, COMPUTER/TECHNOLOGY 10 MONTH	MIDDLEBURG HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
JACQMEIN, BENJAMIN F BLC TEACHER, SCIENCE, SH 10 MONTH	BANNERMAN LEARN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
JAMMES, LINSAY D LJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	LAKESIDE JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
JASONEK JR, EDWARD JOHN OLJ TEACHER, SOC STUD, JH 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
JEFFRIES, STACEY P MBE TEACHER, SC, SIXTH GR 10 MONTH	MIDDLEBURG ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
JIMENEZ-SANTIAGO, SAUL LJH TEACHER, MATHEMATICS, JH 10 MONTH	LAKESIDE JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
JOHNSON, CAITLIN ADELE MHS TEACHER, EBD (OOF) 10 MONTH	MIDDLEBURG HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
JOHNSON, KRISTIAN E OPJ TEACHER, VE/INCLUSION (OOF) 10 MONTH	ORANGE PARK JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
JOHNSON, NANCY L	WILKINSON JUNIO	Effective 2019-08-06

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III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	WJH TEACHER, READING, JH 10 MONTH		10 MONTH / Instructional Probationary Annual
	JOHNSON, VICTORIA R RVE TEACHER, VE/INCLUSION (OOF) 10 MONTH	RIDGEVIEW ELEME	Effective 2019-08-07 10 MONTH / Instructional Probationary Annual
	JOHNSTON, JENNIFER GARDNER LJH TEACHER, VE/INCLUSION 10 MONTH	LAKESIDE JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	JOHNSTON, NIKKIA LYNNE CEB SCHOOL SOCIAL WORKER 10 MONTH	CHARLES E. BENN	Effective 2019-08-19 10 MONTH / Instructional Probationary Annual
	JONES, ASHLEY NICOLE CGE TEACHER, SC, SECOND GR 10 MONTH	COPPERGATE ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	JORDAN JR, MICHAEL W OPH TEACHER ESE APP TECH 10 MONTH	ORANGE PARK HIG	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
0.5	JUMPP, ABIGAIL J TBE TEACHER, MUSIC, ELEM SPECIAL	THUNDERBOLT ELE	Effective 2019-08-06 SPECIAL / Instructional Probationary Annual
	KALMUS, KRISTIN FARINA OVE TEACHER, SC, THIRD GR 10 MONTH	OAKLEAF VILLAGE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	KARNAS, KRISTIN NICOLE OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	ORANGE PARK JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	KIRCHER, SCOTT D RHS TEACHER, MATHEMATICS, SR (OOF) 10 MONTH	RIDGEVIEW HIGH	Effective 2019-08-09 10 MONTH / Instructional Probationary Annual
	KNAUSS, MATTHEW HARRIS RHS TEACHER, PHYS ED SH 11MO 11 MONTH	RIDGEVIEW HIGH	Effective 2019-07-22 11 MONTH / Instructional Probationary Annual
	KOFFLER, KRISTINE D ESE BEHAVIOR SITE COACH 10 MONTH	RIDGEVIEW HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	KRISTOL, KRISTIN M LAJ TEACHER, MATHEMATICS, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	KUCZLER, LISA EMILY LJH TEACHER, SCIENCE, JH 10 MONTH	LAKESIDE JUNIOR	Effective 2019-08-07 10 MONTH / Instructional Probationary Annual
	LAMBERT III, GAVIN S OPJ TEACHER, VE/INCLUSION (OOF) 10 MONTH	ORANGE PARK JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	LASSITER, JUBILEE A OHS TEACHER, AGRICULTURE 11 MONTH	OAKLEAF HIGH SC	Effective 2019-08-08 11 MONTH / Instructional Probationary Annual
	LEVINE, HILLARY MICHELLE RHS TEACHER, READING, SH	RIDGEVIEW HIGH	Effective 2019-08-13 10 MONTH / Instructional

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
10 MONTH		Probationary Annual
LEVINE, TERRI S OLJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
LIVELY, PAMELA DAWN OLJ TEACHER, RESEARCH/CRIT JH 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
LIZALDE, ELIZABETH MARIA POE TEACHER, SC, THIRD GR 10 MONTH	PLANTATION OAKS	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
LOHMAN, DEBORAH ANNE AES TEACHER, SC, FOURTH GR 10 MONTH	ARGYLE ELEMENTA	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
LORENZO, NICOLE KRISTAN GPE TEACHER, SC, KINDERGARTEN 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
LUCAS, LINDSEY DANIELLE OVE TEACHER, SC, KINDERGARTEN 10 MONTH	OAKLEAF VILLAGE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MACDONALD, STEFANIE M OVE TEACHER, SC, FOURTH GR 10 MONTH	OAKLEAF VILLAGE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MADAYCHIK, MICHAEL ANDRE OPJ TEACHER, READING, JH (OOF) 10 MONTH	ORANGE PARK JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MAGPIONG JR, DAVID M LJH TEACHER, SOC STUD, JH 10 MONTH	LAKESIDE JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MARTIN, ANDREA J OVE TEACHER, SC, FIRST GR 10 MONTH	OAKLEAF VILLAGE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MATILLA, MARLON D OPH TEACHER, MATHEMATICS, SR 10 MONTH	ORANGE PARK HIG	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MCCORD, CASSIDY JANE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	MONTCLAIR ELEME	Effective 2019-08-13 10 MONTH / Instructional Probationary Annual
MCCRACKIN, CASEY L KHH TEACHER, SCIENCE, SH 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MCLENDON, BROOKLYN CAROLINE CHE TEACHER, SC, FIRST GR 10 MONTH	CLAY HILL ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MCRAE, KATELYN RVE TEACHER, TITLE I, ELEM 10 MONTH	RIDGEVIEW ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MEADORS, JENNIFER	DISCOVERY OAKS	Effective 2019-08-06

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
MICHELLE DOE TEACHER, SC, SIXTH GR 10 MONTH	ELEMENTARY	10 MONTH / Instructional Probationary Annual
MELTON, STEPHANIE MARIE WEC TEACHER, AUTISM SPECTR DIS(OOF) 10 MONTH	W.E. CHERRY ELE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MERCER, MARGARET ANN MCE TEACHER, GIFTED 10 MONTH	MONTCLAIR ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
METHENY JR, RICHARD L LAJ TEACHER, EBD (OOF) 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-09 10 MONTH / Instructional Probationary Annual
METHENY, RHONDA M WJH TEACHER, VE/INCLUSION 10 MONTH	WILKINSON JUNIO	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MILLS, CAITLIN R GPE TEACHER, ART, ELEM 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MILLS, PATRICK L LAJ TEACHER, VE/INCLUSION (OOF) 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MOORE, ASHLEY L LAJ TEACHER, SOC STUD, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MORALES, EDWARD WJH TEACHER, SOC STUD, JH 10 MONTH	WILKINSON JUNIO	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MORGAN II, MICHAEL SCOTT OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MORRIS, HUGH F LAJ TEACHER, MATHEMATICS, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MORRIS, KELLY ANN FIH TEACHER, VE/INCLUSION (OOF) 10 MONTH	FLEMING ISLAND	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
MYATT, SHERRY L ESE BEHAVIOR SITE COACH 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
NANCE, CHERYL E CGE TEACHER, MUSIC, ELEM 10 MONTH	COPPERGATE ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
NAVARRA, DANIEL JAMES POE TEACHER, SC, FOURTH GR 10 MONTH	PLANTATION OAKS	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
NEWLIN, ROSA LEIGH MBE TEACHER, SC, SIXTH GR 10 MONTH	MIDDLEBURG ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
NOEGEL, MARY KHH TEACHER, IND	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
10 MONTH		Probationary Annual
O TOOLE, LINDSEY N ROE TEACHER, SC, FOURTH GR 10 MONTH	RIDEOUT ELEMENT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
OGLESBY, WENDY ANN RVE TEACHER, SC, FIRST GR 10 MONTH	RIDGEVIEW ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
OSOFSKY, KIMBERLIN R FIH TEACHER, DRAMA, SH 10 MONTH	FLEMING ISLAND	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
PARSONS, VIRGINIA A KHE TEACHER, SC, SIXTH GR 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
PATRIARCA, KYLEE A GCJ TEACHER, MATHEMATICS, JH 10 MONTH	GREEN COVE SPRI	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
PAZZALIA, JESSICA J GPE TEACHER, TITLE I, ELEM 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
PLANAS, YOLANDA ROE MENTAL HEALTH COUNS 10 MO 10 MONTH	RIDEOUT ELEMENT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
PLAXCO, CALLIE E MBE TEACHER, SC, THIRD GR 10 MONTH	MIDDLEBURG ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
PRATHER, REGINA G OHS TEACHER, PHYSICAL ED SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
PRESTON, COURTNEY JEAN GPE TEACHER, SC, FIFTH GR 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
PRICE JR, RAY MERLE OHS TEACHER, SCIENCE, SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-08-14 10 MONTH / Instructional Probationary Annual
REED, JARAN V OHS TEACHER, SOC STUD, SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
RIDDERMAN, MARY B LAJ MENTAL HEALTH COUNS 10 MO 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
RIVERA, REMI TOMAS FYA TEACHER, DROPOUT PREV SH 10 MONTH	FL. YOUTH CHALL	Effective 2019-07-22 10 MONTH / Instructional Probationary Annual
ROACHE, SAMANTHA LYNN LAJ TEACHER, MATHEMATICS, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
RODERICK, RORY G OHS TEACHER, SCIENCE, SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
RODRIGUEZ RODRIGUEZ, WILSON O LAJ TEACHER, SCIENCE, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
ROHER, KORINNA C TBE TEACHER, SC, FIRST GR 10 MONTH	THUNDERBOLT ELE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
ROSS, JILLMARIE A MCE TEACHER, VE/INCLUSION (OOF) 10 MONTH	MONTCLAIR ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
ROSS, SHERRONDA N CEB TEACHER, BEHAVIOR MGMT 10 MONTH	CHARLES E. BENN	Effective 2019-08-14 10 MONTH / Instructional Probationary Annual
ROSSI, HALEY ANN MHS TEACHER, FOREIGN LANG, SH 10 MONTH	MIDDLEBURG HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
ROVNAK, PAULA JEAN ROE TEACHER, SC, FOURTH GR 10 MONTH	RIDEOUT ELEMENT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
ROWE, EMILY C CEB TEACHER, SC, SECOND GR 10 MONTH	CHARLES E. BENN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
SALMONS, LINDSEY M ESE BEHAVIOR SITE COACH 10 MONTH	MCRAE ELEMENTAR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
SAMPLES, AARON L OHS TEACHER, AGRICULTURE 11 MONTH	OAKLEAF HIGH SC	Effective 2019-08-06 11 MONTH / Instructional Probationary Annual
SANTIAGO, DONELY KHH TEACHER, SCIENCE, SH 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
SAWYER, ASHLEY L OVE TEACHER, SC, SECOND GR 10 MONTH	OAKLEAF VILLAGE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
SCARBROUGH, CAROLYN WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	WILKINSON JUNIO	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
SCHAEDEL, LAURA A OVE TEACHER, VE/INCLUSION 10 MONTH	OAKLEAF VILLAGE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
SCHNARE, KATHARINE GRACE CHS TEACHER, MATHEMATICS, SR 10 MONTH	CLAY HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
SEARS, SIBRENA ELISHA AES TEACHER, SC, SECOND GR 10 MONTH	ARGYLE ELEMENTA	Effective 2019-08-08 10 MONTH / Instructional Probationary Annual
SEAWARD, NATHANIEL E BLC TEACHER, EBD (OOF)	BANNERMAN LEARN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	10 MONTH		
	SHARPE, SKYLAR G MCE TEACHER, SC, SIXTH GR 10 MONTH	MONTCLAIR ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	SHAW, MARY KAREN KHH TEACHER, HEALTH SCIENCE ED 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	SIMMONS, TANISHA SHENAA GPE TEACHER, SC, SIXTH GR 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	SINKUS, ALEXANDRA L OLJ TEACHER, LANGUAGE ARTS, JH(OOF) 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-09 10 MONTH / Instructional Probationary Annual
	SKAPETIS, SHANE E BLC TEACHER, FAMILY/CONSUMER (OOF) 10 MONTH	BANNERMAN LEARN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
0.5	SKRZYPEK, SARA R CVA TEACHER, MATHEMATICS, SR 10 MONTH	CLAY VIRTUAL AC	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	SLETTO, ANGELIA L OLJ COUNSELOR, JH 10 MONTHS (OOF) 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	SMALENSKI, HOLLISAN L WEC TEACHER, VE/INCLUSION (OOF) 10 MONTH	W.E. CHERRY ELE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	SMITH, BIRDIEE M CEB TEACHER, SC, THIRD GR 10 MONTH	CHARLES E. BENN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	SMITH, BRANDIE D OHS TEACHER, READING, SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-08-09 10 MONTH / Instructional Probationary Annual
	SMITH, JAMIE T OLJ TEACHER, SOC STUD, JH 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	SOMMERS, SHERRY L ROE COUNSELOR, ELEM 10 MONTH	RIDEOUT ELEMENT	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	STALEY, ERICA C RVE TEACHER, IND 10 MONTH	RIDGEVIEW ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	STANLEY, CHELSEA A ESE BEHAVIOR SITE COACH 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	STEADMAN, MEGAN L WJH TEACHER, SCIENCE, JH 10 MONTH	WILKINSON JUNIO	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
	STEELMAN, MICHELLE M LJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	LAKESIDE JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
STERIO, AMANDA M LJH TEACHER, SOC STUD, JH 10 MONTH	LAKESIDE JUNIOR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
STEVENS, KRISTEENA L STS SCHOOL SOCIAL WORKER 10 MONTH	STUDENT SERVICE	Effective 2019-08-14 10 MONTH / Instructional Probationary Annual
STEVENS, KRISTINA EDWARDS PES TEACHER, SC, FOURTH GR 10 MONTH	PATERSON ELEMEN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
STRICKLAND, ALYSSA MICHELLE OVE TEACHER, SC, FIFTH GR 10 MONTH	OAKLEAF VILLAGE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
SULLIVAN, ANGELA NOEL MBE TEACHER, SC, FIFTH GR 10 MONTH	MIDDLEBURG ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
TAN, MICHELLE RANEE LAJ TEACHER, SOC STUD, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
TERRY, LUCINDA W OVE TEACHER, SC, FOURTH GR 10 MONTH	OAKLEAF VILLAGE	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
TIFFANY, APRYL MARIE GPE TEACHER, VE/INCLUSION 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
TOLENTINO, CAROLINE D OPJ TEACHER, SOC STUD, JH 10 MONTH	ORANGE PARK JUN	Effective 2019-08-12 10 MONTH / Instructional Probationary Annual
TOUCHTON, TYLER D AES TEACHER, SC, FIFTH GR 10 MONTH	ARGYLE ELEMENTA	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
TUCCILLO, CHRISTINA COCCIA CEB TEACHER, BEHAVIOR MGMT 10 MONTH	CHARLES E. BENN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
VANDER VENTER, ERICA JEAN LAJ TEACHER, SCIENCE, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-07 10 MONTH / Instructional Probationary Annual
WALLACE, ANTHONY VENTO WES COUNSELOR, ELEM 10 MONTH	WILKINSON ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
WALSH, ELIZABETH E SPC TEACHER, VE SELF-CONTAINED 10 MONTH	SWIMMING PEN CR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
WARREN, XAVBRYELLE A OLJ COUNSELOR, JH 10 MONTHS 10 MONTH	OAKLEAF JUNIOR	Effective 2019-08-07 10 MONTH / Instructional Probationary Annual
WATERS, ANN K MRE TEACHER, SC, FOURTH GR 10 MONTH	MCRAE ELEMENTAR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
WATSON, APRIL C GPE TEACHER, SC, FOURTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
GR 10 MONTH		Probationary Annual
WEEKS, FRANCESCA CGE TEACHER, ART, ELEM 10 MONTH	COPPERGATE ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
WEEKS, STEPHANIE L GPE TEACHER, SC, THIRD GR 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
WESTHOFF, ASHLEY A TES TEACHER, SC, KINDERGARTEN 10 MONTH	TYNES ELEMENTAR	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
WHITE, MELISSA LYNN STS SCHOOL SOCIAL WORKER 10 MONTH	STUDENT SERVICE	Effective 2019-08-23 10 MONTH / Instructional Probationary Annual
WILCOX, REBECCA C STS STUD SERV PSYCH 10 MO 10 MONTH	STUDENT SERVICE	Effective 2019-08-09 10 MONTH / Instructional Probationary Annual
WILKINSON, KELLY L CHS TEACHER ESE APP TECH (OOF) 10 MONTH	CLAY HIGH	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
WILLARD, JENNIFER S LAJ TEACHER, SCIENCE, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
WILLIAMS, CASSIDY J MBE TEACHER, MUSIC, ELEM 10 MONTH	MIDDLEBURG ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
WINE, MEGHAN R GPE TEACHER, TITLE I, ELEM 10 MONTH	GROVE PARK ELEM	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
WOOLLARD, JACQUELYN JUNE OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	ORANGE PARK HIG	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
WORTHINGTON, PAUL CAIN WES TEACHER, VE/INCLUSION 10 MONTH	WILKINSON ELEME	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual
ZIMARDO, KATHY F OPH TEACHER, MATHEMATICS, SR 10 MONTH	ORANGE PARK HIG	Effective 2019-08-06 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
RADCLIFFE, CHERYL ALAINE WEC TEACHER, SC, THIRD GR 10 MONTH	W.E. CHERRY ELE	10 MONTH / Annual

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III. Instructional Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignment
COAD, AMANDA LYNN ESE SPEC., ESE BEHAVIOR AN 12 MONTH	EXCEPTIONAL STU	Effective 2019-08-01 / redesignated from / ESE SPEC., ESE BEHAVIOR AN / 11 MONTH
GORIA, MICHELE A ESE TEACHER, SPEECH CLINICIAN 10 MONTH	EXCEPTIONAL STU	Effective 2019-08-06 / redesignated from / ESE TEACHER, SPEECH CLINICIAN / SPECIAL
HAILE, TOYIA TAREEN K12 CURR SPEC 11 MO 11 MONTH	INTRUCTIONAL-SE	Effective 2019-08-12 / redesignated from / K12 TEACHER, CURRICULUM COACH / 10 MONTH
STEINMETZ, JENNIFER LYNN OPH TEACHER, SOC STUD, SH 10 MONTH	ORANGE PARK HIG	Effective 2019-08-06 / redesignated from / OPH TEACHER, MATHEMATICS, SR / 10 MONTH
WALSH, KERRI LYNN INS CURR SPEC 12 MO 12 MONTH	INTRUCTIONAL-SE	Effective 2019-08-12 / redesignated from / K12 CURR SPEC 11 MO / 11 MONTH
WILKINSON, KRISTEE R GCJ TEACHER, VE/INCLUSION (OOF) 10 MONTH	GREEN COVE SPRI	Effective 2019-08-06 /transfer from / GCJ TEACHER, MATHEMATICS, JH / 10 MONTH

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
DAIGLE, CASIE NAN MHS TEACHER, READING, SH 10 MONTH	MIDDLEBURG HIGH	Effective 2019-08-06 /transfer from / OHS TEACHER, READING, SH
GLOVER, ASHLEY ROSE SPC TEACHER, SC, SIXTH GR 10 MONTH	SWIMMING PEN CR	Effective 2019-08-06 /transfer from / LAJ TEACHER, SCIENCE, JH
HANLIN, ANISSA MARIE DIS TEACHER, SC, SIXTH GR 10 MONTH	DOCTORS INLET E	Effective 2019-08-06 /transfer from / DOE TEACHER, SC, FOURTH GR
HILL, SHAYNA LASHAWN ESE SPEC., ESE BEH. TECHNICIAN 11 MONTH	EXCEPTIONAL STU	Effective 2019-08-05 /transfer from / ESE BEHAVIOR SITE COACH
JOHNSTON, HEATHER WELL MCE TEACHER, SC, FIRST GR 10 MONTH	MONTCLAIR ELEME	Effective 2019-08-06 /transfer from / CEB TEACHER, SC, THIRD GR
LEARY, KEVIN TIMOTHY ELE MATH COACH, ELEMENTARY 10 MONTH	INSTRUCTIONAL P	Effective 2019-08-12 /transfer from / CEB TEACHER, CURRICULUM COACH
LUDLAM, KELLY A CURR SPEC SCH IMP/PD - 12 MO 12 MONTH	SCHOOL IMPROVEM	Effective 2019-08-06 /transfer from / TES TEACHER, GIFTED
MAYER, NESREEN YOUNES SPC TEACHER, VE SELF-CONTAINED(OOF) 10 MONTH	CHARLES E. BENN	Effective 2019-08-12 /transfer from / CEB TEACHER, TITLE I, ELEM / 10 MONTH
OLLER, SANDRA MAY POE TEACHER, VE/INCLUSION 10 MONTH	PLANTATION OAKS	Effective 2019-08-12 /transfer from / CEB TEACHER, VE/INCLUSION
PICKETT, VIRGINIA WEBB RHS TEACHER, SCIENCE, SH 10 MONTH	RIDGEVIEW HIGH	Effective 2019-08-06 /transfer from / OHS TEACHER, SCIENCE, SH
SALVONIK, SUSAN PAGE LAE TEACHER, SC, FOURTH GR 10 MONTH	LAKE ASBURY ELE	Effective 2019-08-12 /transfer from / CEB TEACHER, SC, FOURTH GR
SEIBERT, DINA HELEN ESE BEHAVIOR SITE COACH 10 MONTH	COPPERGATE ELEM	Effective 2019-08-06 /transfer from / CEB TEACHER, BEHAVIOR MGMT
SELBY, LYNDA MARIE CGE TEACHER, TITLE I, ELEM 10 MONTH	COPPERGATE ELEM	Effective 2019-08-06 /transfer from / CEB TEACHER, SC, FIFTH GR

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
BUTLER, JENNIFER LYNN OHS TEACHER, SCIENCE, SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-08-06 RESIGNATION
MCCOLLUM, KAREN FERRY WEC TEACHER, SC, SIXTH GR 10 MONTH	W.E. CHERRY ELE	Effective 2019-08-09 RESIGNATION
SCHEILZ, ELIZABETH ANN INS CURR SPEC 12 MO 12 MONTH	INTRUCTIONAL-SE	Effective 2019-08-01 RESIGNATION
SPENCER, SANDRA MARIE CVA MISC AFT HRS OTHER MISC SUM	CLAY VIRTUAL AC	Effective 2019-08-02 RESIGNATION
THOMPSON, NICOLE R AES TEACHER, SC, FIFTH GR 10 MONTH	ARGYLE ELEMENTA	Effective 2019-08-06 RESIGNATION

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	ACKERMAN, CHRISTINE DAWN LJH CO-CURR CLUB SUPPLEME	LAKESIDE JUNIOR	Appointment
0.5	ALLEN, DEBORAH L SBJ DOD ACADEMIC CH, STEM SUPPLEME	S. BRYAN JENNIN	Appointment
0.5	ALLISON, TRISHA JEAN OHS DEPT HEAD (11-16 SUPPLEME	OAKLEAF HIGH SC	Appointment
	AMATO, AMBER LYN RHS BASKETBALL HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
0.5	AMATO, AMBER LYN RHS CROSS COUNTRY HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	ANDERSON, CHARLES R WJH FOOTBALL ASST JH 25% SUPPLEME	WILKINSON JUNIO	Appointment
	ANDERSON, CHARLES R WJH FOOTBALL ASST JH 75% SUPPLEME	WILKINSON JUNIO	Appointment
0.5	BACHMAYER, ABBY A OPE DISCRETIONARY SUPPLEME	ORANGE PARK ELE	Appointment
0.5	BARTON, DONNA M AES DOD ACADEMIC CH, STEM SUPPLEME	ARGYLE ELEMENTA	Appointment
	BAZEMORE, TIFFANY JOAN MRE TITLE 1 SUP ED SUPPLEME	RIDGEVIEW ELEME	Appointment
	BEASON, LINDA FAY MBE DEPT HD (3-5) SUPPLEME	MIDDLEBURG ELEM	Appointment
	BEHNKEN, MARIA BECHHOLD CTE CO-CURR CLUB SUPPLEME	LAKE ASBURY JUN	Appointment
	BEHNKEN, MARIA BECHHOLD LAJ DOD ACADEMIC CH, STEM SUPPLEME	LAKE ASBURY JUN	Appointment
	BERANIA, BERNARD J OPH CROSS COUNTRY HD SH SUPPLEME	ORANGE PARK HIG	Appointment
	BLANK, JULIE LYNNETTE MRE ELEM PERF/PROD SUPPLEME	MCRAE ELEMENTAR	Appointment
	BLANTON, MARGO DEEANN RHS SOCCER HEAD JV SUPPLEME	W.E. CHERRY ELE	Appointment
	BONNETTE, MORGAN DANIELLE WEC DISCRETIONARY SUPPLEME	W.E. CHERRY ELE	Appointment
	BORCHERDING, KAREN LOUISE DOE DEPT HEAD (6-10) SUPPLEME	DISCOVERY OAKS ELEMENTARY	Appointment
	BORING, THERESA MARIE	OAKLEAF HIGH SC	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	OHS CO-CURR CLUB SUPPLEME		
	BOWLES, CATHARINE REBECCA OPH CO-CURR CLUB SUPPLEME	ORANGE PARK HIG	Appointment
	BOWMAN, MICHAEL DAVID OPH GOLF HD SH SUPPLEME	BANNERMAN LEARN	Appointment
	BOYETTE, HANNAH MARIE OLJ CHEERLEADING JH SUPPLEME	OAKLEAF JUNIOR	Appointment
	BRADLEY, DAVID OLJ DEPT HEAD (6-10) SUPPLEME	OAKLEAF JUNIOR	Appointment
	BRIGHT, JORDAN A FIH (.128) SIXTH PERIOD SUPPLEME	FLEMING ISLAND	Appointment
	BRIGHT, JORDAN A FIH FRESHMAN CLASS SPONSOR SUPPLEME	FLEMING ISLAND	Appointment
	BRIGHTMAN, DESTINY LASHELLE RHS VOLLEYBALL HD SH SUPPLEME	CLAY VIRTUAL AC	Appointment
	BRITT, YALONDA EVETTE OLJ CO-CURR CLUB SUPPLEME	OAKLEAF JUNIOR	Appointment
	BROWN, MARY JANE MRE ESE INTERVENTION FAC. SUPPLEME	MCRAE ELEMENTAR	Appointment
0.5	BRUNDIGE, SARAH ELIZABETH RVE DOD ACADEMIC CH, STEM SUPPLEME	RIDGEVIEW ELEME	Appointment
0.5	BRYAN, LESLEE DAMPIER ELE DOD ACADEMIC CH, STEM SUPPLEME	LAKE ASBURY JUN	Appointment
0.5	BUCCI, AMY LEANN OPE DISCRETIONARY SUPPLEME	ORANGE PARK ELE	Appointment
	BUCK, ALEXANDER JOHN FIH BAND DIR SH SUPPLEME	FLEMING ISLAND	Appointment
0.5	BUCK, ALEXANDER JOHN FIH FLAG CORPS SUPPLEME	FLEMING ISLAND	Appointment
0.5	BURT, JERRY RICHARD CTE CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
	BUXTON, LISA ANNE WJH DOD ACADEMIC CH, STEM SUPPLEME	WILKINSON JUNIO	Appointment
	CABALLERO, KYLE R GPE DISCRETIONARY SUPPLEME	GROVE PARK ELEM	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
0.5	CARMICHAEL, DENISE RENEE CGE DOD ACADEMIC CH, STEM SUPPLEME	COPPERGATE ELEM	Appointment
0.5	CARSON, GLORIA JEAN CTE CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
0.5	CARSON, GLORIA JEAN MHS CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
	CARSON, MICHAEL TIMOTH CTE CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
0.5	CASCANET, SARA CHRISTINE LAJ DEPT HEAD (11-16 SUPPLEME	LAKE ASBURY JUN	Appointment
	CASTELLI, BARBARA JEAN RHS TRACK ASST SH SUPPLEME	STUDENT SERVICE	Appointment
0.5	CASTILLO, SHANNAN MARIE MRE DEPT HD (3-5) SUPPLEME	MCRAE ELEMENTAR	Appointment
0.5	CHAMPAGNE, TIMOTHY JAMES CTE CO-CURR CLUB SUPPLEME	RIDGEVIEW HIGH	Appointment
0.5	CHAMPAGNE, TIMOTHY JAMES RHS CO-CURR CLUB SUPPLEME	RIDGEVIEW HIGH	Appointment
	CLARK, TREVOR M RHS (.128) SIXTH PERIOD SUPPLEME	RIDGEVIEW HIGH	Appointment
	CLARK, TREVOR M RHS SOCCER HEAD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	CLARK-ALEXANDER, VERNESTER CTE CO-CURR CLUB SUPPLEME	WILKINSON JUNIO	Appointment
0.5	CLOUD, KRISTI J TBE DEPT HEAD (6-10) SUPPLEME	THUNDERBOLT ELE	Appointment
	COCHUYT, CAROL JEAN CVA DOD ACADEMIC CH, STEM SUPPLEME	CLAY VIRTUAL AC	Appointment
	COFFEE, TIARA NICOLE SPC DOD ACADEMIC CH, STEM SUPPLEME	SWIMMING PEN CR	Appointment
	COLE, ALLEN WARD CHS CO-CURR CLUB SUPPLEME	CLAY HIGH	Appointment
	COLE, FREDERICK DARNELL OPH BASKETBALL HD SH SUPPLEME	ORANGE PARK HIG	Appointment
	COLLIER, MEGHANN JOSEPHINE FIH ANNUAL STAFF SH SUPPLEME	FLEMING ISLAND	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	CONLEY, JOHN C OPH BASKETBALL ASST SH SUPPLEME	ORANGE PARK HIG	Appointment
	CORBY, LYNN ANN LAE DOD ACADEMIC CH, STEM SUPPLEME	LAKE ASBURY ELE	Appointment
	CORLESS, BRYAN JOSEPH LES DOD ACADEMIC CH, STEM SUPPLEME	LAKESIDE ELEMEN	Appointment
	DALY, SHARON ANN CTE CO-CURR CLUB SUPPLEME	ORANGE PARK HIG	Appointment
	DANIELS, JUSTIN LEE OPH WRESTLING HD SH SUPPLEME	ORANGE PARK HIG	Appointment
	DAVIS, LORI ANN CHS CO-CURR CLUB SUPPLEME	CLAY HIGH	Appointment
	DEMARCO, MARY ELLEN CTE CO-CURR CLUB SUPPLEME	ORANGE PARK HIG	Appointment
0.5	DEMARCO, MARY ELLEN OPH DOD ACADEMIC CH, STEM SUPPLEME	ORANGE PARK HIG	Appointment
	DEROUSIE, BETHANY LOIS RHS DOD ACADEMIC CH, STEM SUPPLEME	RIDGEVIEW HIGH	Appointment
	DEVAULT, REBECCA-LYNN BALFOUR OPJ CO-CURR CLUB SUPPLEME	ORANGE PARK JUN	Appointment
	DEVORE, HEATHER LYNN MRE TITLE 1 SUP ED SUPPLEME	MCRAE ELEMENTAR	Appointment
0.5	DIAMOND, KELLY FRANCES MHS CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
	DICKINSON, LYNN MARIE CHS CO-CURR CLUB SUPPLEME	CLAY HIGH	Appointment
0.5	DICKINSON, LYNN MARIE CHS DEPT HEAD (11-16 SUPPLEME	CLAY HIGH	Appointment
	DONALDSON, MICHELE KATHERINE WJH SOFTBALL FP HD JH SUPPLEME	WILKINSON JUNIO	Appointment
	DOUGHER, PATRICK A LAJ FOOTBALL ASST JH 75% SUPPLEME	LAKE ASBURY JUN	Resignation
	DYAL, CARLEY LAYNE KHH CO-CURR CLUB SUPPLEME	KEYSTONE HEIGHT	Appointment
	EATON, DAKOTA EUGENE WJH FOOTBALL ASST JH 25% SUPPLEME	WILKINSON JUNIO	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	EATON, DAKOTA EUGENE WJH FOOTBALL ASST JH 75% SUPPLEME	WILKINSON JUNIO	Appointment
0.5	EATON, PAMELA A LAJ DEPT HEAD (11-16 SUPPLEME	LAKE ASBURY JUN	Appointment
	EATON, SAMANTHA JO WJH VOLLEYBALL HD JH SUPPLEME	WILKINSON JUNIO	Appointment
	EGNEW, ARMAND L RHS TENNIS HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	FATIMA, BATUL OLJ DOD ACADEMIC CH, STEM SUPPLEME	OAKLEAF JUNIOR	Appointment
0.5	FIELDS, CHRISTY BAZEMORE OPH CO-CURR CLUB SUPPLEME	ORANGE PARK HIG	Appointment
0.5	FITZGERALD, MARIE MERCKEL FIH DEPT HEAD (11-16 SUPPLEME	FLEMING ISLAND	Appointment
0.5	FORD-HUDSON, SUSAN DIANE SBJ DOD ACADEMIC CH, STEM SUPPLEME	S. BRYAN JENNIN	Appointment
0.5	FRANCISCO, MARCUS D RHS CO-CURR CLUB SUPPLEME	RIDGEVIEW HIGH	Appointment
	FRYER, ROBERT WALTER GCJ (.128) SIXTH PERIOD SUPPLEME	GREEN COVE SPRI	Appointment
0.5	GARDNER, BRADLEY ALAN ROE DOD ACADEMIC CH, STEM SUPPLEME	RIDEOUT ELEMENT	Appointment
0.5	GARDNER, BRADLEY ALAN ROE TECH COACH ELEM SUPPLEME	RIDEOUT ELEMENT	Appointment
	GARTNER, BRIAN DALE FIH ACADEMIC COACH, LOCAL SUPPLEME	FLEMING ISLAND	Appointment
0.5	GILLENWATERS, MELISSA LYNN KHE DOD ACADEMIC CH, STEM SUPPLEME	KEYSTONE HEIGHT	Appointment
	GILLENWATERS, MELISSA LYNN KHE TITLE 1 SUP ED SUPPLEME	KEYSTONE HEIGHT	Appointment
	GILLENWATERS, TODD M CTE CO-CURR CLUB SUPPLEME	KEYSTONE HEIGHT	Appointment
	GLOVER, ASHLEY ROSE LAJ SCI FAIR COOR LOCAL SUPPLEME	SWIMMING PEN CR	Resignation
	GOODMAN, KAITLYN DENNETTE OPJ FLAG FOOTBALL HD SH/JH	ORANGE PARK JUN	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
	GOOLSBY, APRIL DENISE MRE SAFETY PATROL SUPPLEME	MCRAE ELEMENTAR	Appointment
	GORMAN, KERI LYNN GPE DEPT HD (3-5) SUPPLEME	GROVE PARK ELEM	Appointment
	GRAY, CATHERINE G WJH CHEERLEADING JH SUPPLEME	WILKINSON JUNIO	Appointment
0.5	GRETTON, PAMELA ANN CTE CO-CURR CLUB SUPPLEME	OAKLEAF JUNIOR	Appointment
	GROGAN, JAMIE A MRE DEPT HD (3-5) SUPPLEME	MCRAE ELEMENTAR	Appointment
	GROOVER, SUZANNE M CHE DEPT HD (3-5) SUPPLEME	CLAY HILL ELEME	Appointment
0.5	GULDI, MALLORY MEREDITH MHS CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
	HAASE, JOLEEN ALLISON FIH DRILL SPONSOR SH SUPPLEME	FLEMING ISLAND	Appointment
0.5	HAGER, JOSHUA C SLE DOD ACADEMIC CH, STEM SUPPLEME	SHADOWLAWN ELEM	Appointment
	HAIR, GLENN P OPJ DOD ACADEMIC CH, STEM SUPPLEME	ORANGE PARK JUN	Appointment
0.5	HALL, FRANKIE LEE MHS CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
0.5	HANLIN, ANITA LYNN DIS DOD ACADEMIC CH, STEM SUPPLEME	DOCTORS INLET E	Appointment
0.5	HARRIS, DANIAL J CHS DEPT HEAD (11-16 SUPPLEME	CLAY HIGH	Appointment
	HARRISON, GREGORY ROBERT MHS FOOTBALL ASST HS 25% SUPPLEME	FLEMING ISLAND	Appointment
	HARRISON, GREGORY ROBERT MHS FOOTBALL ASST SH 75% SUPPLEME	FLEMING ISLAND	Appointment
	HARVILL, BARBARA GCJ (.128) SIXTH PERIOD SUPPLEME	GREEN COVE SPRI	Appointment
	HATFIELD, LORI SNODGRASS OHS CO-CURR CLUB SUPPLEME	OAKLEAF HIGH SC	Appointment
	HAUN, JILL MARIE MHS SCI FAIR COOR LOCAL SUPPLEME	MIDDLEBURG HIGH	Resignation

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	HAWKINS, COREY D OPH FOOTBALL ASST HS 25% SUPPLEME	ORANGE PARK HIG	Appointment
	HAWKINS, COREY D OPH FOOTBALL ASST SH 75% SUPPLEME	ORANGE PARK HIG	Appointment
0.5	HENDRICKS, MELISSA RENEE MHS CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
	HERSEY, JEREMIAH A KHH BASKETBALL HD JH SUPPLEME	KEYSTONE HEIGHT	Resignation
	HONOUR, NICOLE V KHH ACADEMIC COACH, LOCAL SUPPLEME	KEYSTONE HEIGHT	Appointment
	HOWELL, JAMES LOUIS CTE CO-CURR CLUB SUPPLEME	ORANGE PARK HIG	Appointment
1.5	JACKSON, CARL LLOYD RHS CROSS COUNTRY HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	JACKSON, CARL LLOYD RHS TRACK ASST SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	JASONEK III, EDWARD J OLJ FOOTBALL ASST JH 25% SUPPLEME	OAKLEAF JUNIOR	Appointment
	JASONEK III, EDWARD J OLJ FOOTBALL ASST JH 75% SUPPLEME	OAKLEAF JUNIOR	Appointment
	JASONEK JR, EDWARD JOHN OLJ FOOTBALL ASST JH 25% SUPPLEME	OAKLEAF JUNIOR	Appointment
	JASONEK JR, EDWARD JOHN OLJ FOOTBALL ASST JH 75% SUPPLEME	OAKLEAF JUNIOR	Appointment
	JEFFREY, TAMMY KAY OHS SCI FAIR COOR LOCAL SUPPLEME	OAKLEAF HIGH SC	Appointment
	JOHNSON, SUSAN ANDRA OPH SWIMMING HD SH SUPPLEME	ORANGE PARK HIG	Appointment
0.5	JONES, KARON RICHARDS OHS CO-CURR CLUB SUPPLEME	OAKLEAF HIGH SC	Appointment
	JONES, MARY L SBJ TT1 SUP ED SUPPLEME	S. BRYAN JENNIN	Appointment
	JOSHUA, SARAH ALICE WES DEPT HD (3-5) SUPPLEME	WILKINSON ELEME	Appointment
0.5	JUMPP, ABIGAIL J TBE ELEM PERF/PROD SUPPLEME	THUNDERBOLT ELE	Appointment
	KAMINSKAS, LYNN D FIH (.128) SIXTH PERIOD	FLEMING ISLAND	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
0.5	KARABLY-SMITH, JENNY LYNN MBE DOD ACADEMIC CH, STEM SUPPLEME	MIDDLEBURG ELEM	Appointment
	KAY, JODY A RHS TENNIS HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
0.5	KENDRICK, JULIE ANNE FIH DEPT HEAD (11-16 SUPPLEME	FLEMING ISLAND	Appointment
0.5	KEOUGH-LANE, CATHERINE CARROLL LAJ CO-CURR CLUB SUPPLEME	LAKE ASBURY JUN	Appointment
0.5	KING, DAWN MARIE MBE DOD ACADEMIC CH, STEM SUPPLEME	MIDDLEBURG ELEM	Appointment
0.5	KINION, SARA DEE ANN WEC DEPT HD (3-5) SUPPLEME	W.E. CHERRY ELE	Appointment
	KIRK, LAURA MARIE FIH DEPT HEAD (11-16 SUPPLEME	FLEMING ISLAND	Appointment
0.5	KIRK, LAURA MARIE FIH JUNIOR CLASS SPONSOR SUPPLEME	FLEMING ISLAND	Appointment
	KIRKLAND, BRENDA SUE FIH CO-CURR CLUB SUPPLEME	FLEMING ISLAND	Appointment
	KLESS, TABATHA C OPH SOCCER HEAD JV SUPPLEME	ORANGE PARK HIG	Appointment
	KNAUSS, MATTHEW HARRIS RHS FOOTBALL HD HS 25% SUPPLEME	RIDGEVIEW HIGH	Appointment
	KNAUSS, MATTHEW HARRIS RHS FOOTBALL HD SH 75% SUPPLEME	RIDGEVIEW HIGH	Appointment
	KNAUSS, MATTHEW HARRIS RHS WEIGHTLIFTING HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	KNOX, MIRANDA LYNN KHH (.128) SIXTH PERIOD SUPPLEME	KEYSTONE HEIGHT	Appointment
0.5	KOTZIERS, ANNEMARIE DANLELS OPH CO-CURR CLUB SUPPLEME	ORANGE PARK HIG	Appointment
	KOTZIERS, WILLIAM J WJH SOCCER HEAD JH SUPPLEME	WILKINSON JUNIO	Appointment
	KRUSE, JENNIFER L FIH DEPT HEAD (6-10) SUPPLEME	FLEMING ISLAND	Appointment
0.5	KRUSE, JENNIFER L FIH SENIOR CLASS SPONSOR	FLEMING ISLAND	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
	KURNITSKY, DEREK LANE OPH BASKETBALL HD SH SUPPLEME	ORANGE PARK HIG	Appointment
	LAFONTANT, FLORENCE GLADYS RHS TRACK ASST SH SUPPLEME	RIDGEVIEW HIGH	Appointment
0.5	LANE, LISA MICHELLE MRE DEPT HEAD (11-16 SUPPLEME	MCRAE ELEMENTAR	Appointment
0.5	LANIER, DEBRA LEIGH PES DOD ACADEMIC CH, STEM SUPPLEME	PATERSON ELEMEN	Appointment
	LAPIERRE, AMY ELIZABETH RHS CO-CURR CLUB SUPPLEME	RIDGEVIEW HIGH	Appointment
0.5	LASSITER, JUBILEE A OHS CO-CURR CLUB SUPPLEME	OAKLEAF HIGH SC	Appointment
0.5	LAWRENCE, BONITA RENEE OLJ ACTIVITY PROG CO JH SUPPLEME	OAKLEAF JUNIOR	Appointment
0.5	LAWRENCE, BONITA RENEE OLJ DEPT HEAD (6-10) SUPPLEME	OAKLEAF JUNIOR	Appointment
	LEE, KRISTIE L WEC TT1 SUP ED SUPPLEME	W.E. CHERRY ELE	Appointment
	LEGGE, KELLIE D PES DOD ACADEMIC CH, STEM SUPPLEME	PATERSON ELEMEN	Appointment
	LEININGER, VICTORIA A WES DOD ACADEMIC CH, STEM SUPPLEME	WILKINSON ELEME	Appointment
	LEONE, CASEY L DOE DOD ACADEMIC CH, STEM SUPPLEME	DISCOVERY OAKS ELEMENTARY	Appointment
0.5	LEWIS, JUDITH ELAINE OPE DOD ACADEMIC CH, STEM SUPPLEME	ORANGE PARK ELE	Appointment
0.5	LOCKLEAR, ERICKA L WEC DOD ACADEMIC CH, STEM SUPPLEME	W.E. CHERRY ELE	Appointment
	LOWE, GINNY CHARLENE FIH SOPHMORE CLASS SPON SUPPLEME	FLEMING ISLAND	Appointment
	LOWERY, LANTZ LAVON KHH ACTIVITY PROG CO JH SUPPLEME	KEYSTONE HEIGHT	Appointment
	LYBARGER, TARA JUSTINE MRE DEPT HD (3-5) SUPPLEME	MCRAE ELEMENTAR	Appointment
	MACPHERSON, THOMAS KENNETH OPH FOOTBALL HD HS 25%	ORANGE PARK HIG	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
	MACPHERSON, THOMAS KENNETH OPH FOOTBALL HD SH 75% SUPPLEME	ORANGE PARK HIG	Appointment
	MACPHERSON, THOMAS KENNETH OPH WEIGHTLIFTING HD SH SUPPLEME	ORANGE PARK HIG	Appointment
	MARTIN, MAUREEN ANN OHS DOD ACADEMIC CH, STEM SUPPLEME	OAKLEAF HIGH SC	Appointment
0.5	MARTINI, JAMES DYRELL OPH DEPT HD (3-5) SUPPLEME	ORANGE PARK HIG	Appointment
0.5	MATHIS, BILLY J CTE CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
	MCINTOSH, LETICIA CROCKETT MRE DISCRETIONARY SUPPLEME	MCRAE ELEMENTAR	Appointment
	MCKENZIE, BRITTANY NICOLE OHS SCI FAIR COOR LOCAL SUPPLEME	OAKLEAF HIGH SC	Resignation
	MCKENZIE, NEIL WILLIAM LJH DOD ACADEMIC CH, STEM SUPPLEME	LAKESIDE JUNIOR	Appointment
	MENGELSON, MALINDA CHANDLER MRE DEPT HD (3-5) SUPPLEME	MCRAE ELEMENTAR	Appointment
	MERCER, AMY GREENE FIH CO-CURR CLUB SUPPLEME	FLEMING ISLAND	Appointment
	MERRITT, JASON HARRY FIH (.128) SIXTH PERIOD SUPPLEME	FLEMING ISLAND	Appointment
0.5	MILLER, JEFFREY BRANDON WEC DEPT HD (3-5) SUPPLEME	W.E. CHERRY ELE	Appointment
	MILLER, MATTHEW RYAN OPH WRESTLING ASST SH SUPPLEME	ORANGE PARK HIG	Appointment
	MILLER, TYLER ALLAN RHS BASKETBALL ASST SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	MITCHELL, JORDAN MADISON CEB DEPT HD (3-5) SUPPLEME	CHARLES E. BENN	Appointment
	MONCRIEF, HELEN SUZANNE KHH CO-CURR CLUB SUPPLEME	KEYSTONE HEIGHT	Appointment
0.5	MORELAND, LAURA LEA DIS DOD ACADEMIC CH, STEM SUPPLEME	DOCTORS INLET E	Appointment
	MORIARTY, MICHEALA A	FLEMING ISLAND	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	FIH ESE INTERVENTION FAC. SUPPLEME		
0.5	MULCAHY, JENNIFER ELIZABETH SLE DOD ACADEMIC CH, STEM SUPPLEME	SHADOWLAWN ELEM	Appointment
	NAPIER, CHRISTY CLARK FIH DANCE TEAM SH SUPPLEME	FLEMING ISLAND	Appointment
	NEBESNYK, HEIDI RENE MCE TT1 SUP ED SUPPLEME	MONTCLAIR ELEME	Appointment
0.5	NEIDERMEIER, SHIRLEY MINCH WEC DOD ACADEMIC CH, STEM SUPPLEME	W.E. CHERRY ELE	Appointment
	NESI, ALBERT RHS (.128) SIXTH PERIOD SUPPLEME	RIDGEVIEW HIGH	Appointment
	NESI, ALBERT RHS TRACK HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	NETHERLAND, CARLY DEANNE FIH DEPT HEAD (6-10) SUPPLEME	FLEMING ISLAND	Appointment
0.5	NEWELL, MICHELLE LYNN CTE CO-CURR CLUB SUPPLEME	RIDGEVIEW HIGH	Appointment
0.0	NEWELL, MICHELLE LYNN RHS CO-CURR CLUB SUPPLEME	RIDGEVIEW HIGH	Appointment
0.5	NEWELL, MICHELLE LYNN RHS SWIMMING HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	NORMAN, BENJAMIN ALAN FIH CHORAL DIRECTOR SH/JH SUPPLEME	FLEMING ISLAND	Appointment
0.5	OEHLER, CARRIE KELT LAJ CO-CURR CLUB SUPPLEME	LAKE ASBURY JUN	Appointment
	OLSCHEWSKE, JOSHUA ERIC FIH STUDENT COUNCIL SH SUPPLEME	FLEMING ISLAND	Appointment
	ORMEO, EDWIN ZAMORA CTE CO-CURR CLUB SUPPLEME	OAKLEAF HIGH SC	Appointment
	OSOFSKY, KIMBERLIN R FIH DRAMA SH SUPPLEME	FLEMING ISLAND	Appointment
0.5	PARKER, MELISSA JEAN MBE ESE INTERVENTION FAC. SUPPLEME	MIDDLEBURG ELEM	Appointment
	PARKER, MELISSA JEAN MBE TITLE 1 SUP ED SUPPLEME	MIDDLEBURG ELEM	Appointment
	PARNELL, JULIA LATRICIA WJH CO-CURR CLUB	WILKINSON JUNIO	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
0.5	PATTON, NICOLE MARIA LAJ DEPT HEAD (11-16 SUPPLEME	LAKE ASBURY JUN	Appointment
	PAYNE, KATIE ELAINE KHH CO-CURR CLUB SUPPLEME	KEYSTONE HEIGHT	Appointment
	PEEPLES, BILLIE J CVA CO-CURR CLUB SUPPLEME	CLAY VIRTUAL AC	Appointment
	PEREA, MARLENE WEC DEPT HD (3-5) SUPPLEME	W.E. CHERRY ELE	Appointment
	PITCHFORD, CRISTA D CHE TITLE 1 SUP ED SUPPLEME	CLAY HILL ELEME	Appointment
	POLK, KATHRYN ELIZABETH MHS CHORAL DIRECTOR SH/JH SUPPLEME	MIDDLEBURG HIGH	Appointment
	POOLE, COURTNEY DAVIS FIH NATIONA HONOR SOCIETY SUPPLEME	FLEMING ISLAND	Appointment
	RAGAN, JOSEPH DAVID GPE DOD ACADEMIC CH, STEM SUPPLEME	GROVE PARK ELEM	Appointment
	RAMOS, JANICE L MHS CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
0.5	RAMOS, RAFAEL OPH CO-CURR CLUB SUPPLEME	ORANGE PARK HIG	Appointment
	RANDALL, ANGELA JO RHS (.128) SIXTH PERIOD SUPPLEME	RIDGEVIEW HIGH	Appointment
	RANGER, SHAYLA LYNN LAJ DISCRETIONARY SUPPLEME	LAKE ASBURY JUN	Appointment
0.5	RAUTH, KIMBER LEE OPE DOD ACADEMIC CH, STEM SUPPLEME	ORANGE PARK ELE	Appointment
	REID, STACEY MAY MCE DOD ACADEMIC CH, STEM SUPPLEME	MONTCLAIR ELEME	Appointment
0.5	REPPER, NICHOLAS LEIGH ROE DEPT HEAD (11-16 SUPPLEME	RIDEOUT ELEMENT	Appointment
	RICE, LINDSAY ANN FIH DEPT HEAD 17-20 SUPPLEME	FLEMING ISLAND	Appointment
	RIGNEY, JULIE RENE CEB DEPT HEAD (6-10) SUPPLEME	CHARLES E. BENN	Appointment
0.5	RIVERA, REBECCA NICOLE FIH SENIOR CLASS SPONSOR SUPPLEME	FLEMING ISLAND	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	RIX, CHADWICK E CHS CO-CURR CLUB SUPPLEME	CLAY HIGH	Appointment
	RIX, CHADWICK E CHS SWIMMING HD SH SUPPLEME	CLAY HIGH	Appointment
	RIX, CHADWICK E MHS SWIMMING HD SH SUPPLEME	CLAY HIGH	Resignation
0.5	ROBERTS, CYNTHIA N MRE DEPT HD (3-5) SUPPLEME	MCRAE ELEMENTAR	Appointment
	ROCKWELL, JESSICA L WJH FLAG FOOTBALL HD SH/JH SUPPLEME	INTRUCTIONAL-SE	Appointment
0.5	RODIFER, KELLIE ANTHONY GPE TT1 SUP ED SUPPLEME	GROVE PARK ELEM	Appointment
	RODRIQUEZ, BARTHOLOMEW RHS WRESTLING HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
0.5	ROGERS, LAURA ELAINE MHS CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
	ROSE, MARA RENEE FIH BAND DIR SH SUPPLEME	FLEMING ISLAND	Appointment
0.5	ROSE, MARA RENEE FIH FLAG CORPS SUPPLEME	FLEMING ISLAND	Appointment
	ROSENBAUM, TANNER NICOLE WJH CO-CURR CLUB SUPPLEME	WILKINSON JUNIO	Appointment
0.5	ROVNAK, PAULA JEAN ROE TECH COACH ELEM SUPPLEME	RIDEOUT ELEMENT	Appointment
0.5	ROWE, JANET M OLJ ACTIVITY PROG CO JH SUPPLEME	OAKLEAF JUNIOR	Appointment
0.5	ROWE, JANET M OLJ DEPT HEAD (6-10) SUPPLEME	OAKLEAF JUNIOR	Appointment
	ROWE, MELANIE ANNE TBE DOD ACADEMIC CH, STEM SUPPLEME	THUNDERBOLT ELE	Appointment
	RUELAS, KATHRYN EMILY OPH VOLLEYBALL HD SH SUPPLEME	ORANGE PARK HIG	Appointment
	SAGE, ALLISON P OPH SOFTBALL FP ASST SH SUPPLEME	ORANGE PARK HIG	Appointment
0.5	SAMPLES, AARON L OHS CO-CURR CLUB SUPPLEME	OAKLEAF HIGH SC	Appointment
	SANDS-CREE, BRITANY MICHELE	LAKE ASBURY JUN	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	LAJ CO-CURR CLUB SUPPLEME		
0.5	SANTILLAN, LYDIA REBECCA RVE DOD ACADEMIC CH, STEM SUPPLEME	RIDGEVIEW ELEME	Appointment
	SAUNDERS, BENITA F FIH MATH TEAM SPONSOR SUPPLEME	FLEMING ISLAND	Appointment
	SCAMAHORN, ALEXANDRA VIRGINIA MRE DEPT HD (3-5) SUPPLEME	MCRAE ELEMENTAR	Appointment
0.5	SCAMAHORN, ERIC W KHE DOD ACADEMIC CH, STEM SUPPLEME	KEYSTONE HEIGHT	Appointment
	SCHAUS, ROBIN ANN OVE DOD ACADEMIC CH, STEM SUPPLEME	OAKLEAF VILLAGE	Appointment
	SCHOFIELD, RACHAEL CATHERINE FIH DOD ACADEMIC CH, STEM SUPPLEME	FLEMING ISLAND	Appointment
	SCOTT, DEBRA GAYLE FIH (.128) SIXTH PERIOD SUPPLEME	FLEMING ISLAND	Appointment
	SENNA, BRITTANY ALEXANDREA CTE CO-CURR CLUB SUPPLEME	FLEMING ISLAND	Appointment
	SENNA, REBECCA LEEANN OLJ CO-CURR CLUB SUPPLEME	OAKLEAF JUNIOR	Appointment
	SGROMOLO, JOHN ALBERT RHS BASEBALL HEAD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	SHANNON, STEVEN M FIH DEPT HEAD 17-20 SUPPLEME	FLEMING ISLAND	Appointment
	SIMMONS, STEPHEN CHRISTOPHE WES TITLE 1 SUP ED SUPPLEME	WILKINSON ELEME	Appointment
0.5	SKAPETIS, DEVAN S RHS SWIMMING HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	SKRZYPCZAK, JACEY COLEEN RHS (.128) SIXTH PERIOD SUPPLEME	RIDGEVIEW HIGH	Appointment
	SKRZYPCZAK, JACEY COLEEN RHS SWIMMING HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
0.5	SMITH, AMY JO CHE DOD ACADEMIC CH, STEM SUPPLEME	CLAY HILL ELEME	Appointment
0.5	SMITH, EDWIN L RHS CO-CURR CLUB	RIDGEVIEW HIGH	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
0.0	SMITH, KEVIN THOMAS RHS (.128) SIXTH PERIOD SUPPLEME	RIDGEVIEW HIGH	Appointment
	SMITH, LAURA ELIZABETH CEB ESE INTERVENTION FAC. SUPPLEME	CHARLES E. BENN	Appointment
0.5	SMITH, RENA ELIZABETH AES DOD ACADEMIC CH, STEM SUPPLEME	ARGYLE ELEMENTA	Appointment
	SMITH, ROBERT LEE WJH BASKETBALL HD JH SUPPLEME	WILKINSON JUNIO	Appointment
	SMITH, ROBERT LEE WJH FOOTBALL HD JH 25% SUPPLEME	WILKINSON JUNIO	Appointment
	SMITH, ROBERT LEE WJH FOOTBALL HD JH 75% SUPPLEME	WILKINSON JUNIO	Appointment
0.5	SNOW, MATTHEW R POE DOD ACADEMIC CH, STEM SUPPLEME	PLANTATION OAKS	Appointment
	SNOW, NANCY J CEB DOD ACADEMIC CH, STEM SUPPLEME	CHARLES E. BENN	Appointment
0.5	SPENCE, BEVERLY JOAN OPH CO-CURR CLUB SUPPLEME	ORANGE PARK HIG	Appointment
	STALKER, AMY ELIZABETH FIH NATIONAL BETA CLUB SP SUPPLEME	FLEMING ISLAND	Appointment
	STEINER, JOHN ARMAND GCJ DOD ACADEMIC CH, STEM SUPPLEME	GREEN COVE SPRI	Appointment
0.5	STEINFURTH, KRISTIN MARIE GPE TT1 SUP ED SUPPLEME	GROVE PARK ELEM	Appointment
	STRICKLAND, HOLLY ANNE WEC DEPT HEAD (6-10) SUPPLEME	W.E. CHERRY ELE	Appointment
	STRICKLAND, HOLLY ANNE WEC DISCRETIONARY SUPPLEME	W.E. CHERRY ELE	Resignation
0.5	STRINGER, MAURA DANIELLE FIH JUNIOR CLASS SPONSOR SUPPLEME	FLEMING ISLAND	Appointment
	STUTZ, AIMEE LYNNE RHS CHEERLEADING VARSITY SUPPLEME	RIDGEVIEW HIGH	Appointment
0.5	SURITA, AMY SISCO MHS CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
	TAKACS, ZSOLT C MHS FOOTBALL ASST HS 25% SUPPLEME	MIDDLEBURG HIGH	Resignation

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	TAKACS, ZSOLT C MHS FOOTBALL ASST SH 75% SUPPLEME	MIDDLEBURG HIGH	Resignation
0.5	TAYLOR, LEE C OPH DEPT HD (3-5) SUPPLEME	ORANGE PARK HIG	Appointment
0.0	TAYLOR, LEE C OPH SOCCER HEAD SH SUPPLEME	ORANGE PARK HIG	Appointment
	TAYLOR, LEE C OPH WEIGHTLIFTING HD SH SUPPLEME	ORANGE PARK HIG	Appointment
	THOMAS, ANTONIO NAJEE OPH FOOTBALL ASST HS 25% SUPPLEME	ORANGE PARK HIG	Appointment
	THOMAS, ANTONIO NAJEE OPH FOOTBALL ASST SH 75% SUPPLEME	ORANGE PARK HIG	Appointment
0.5	THOMPSON, CHARLES W CTE CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
	THOMPSON, GLEN EDWARD RHS SOFTBALL FP ASST SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	THOMPSON, ROBERT CASEY RHS SOFTBALL FP HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	TODD, TROY SPENCER FIH (.128) SIXTH PERIOD SUPPLEME	FLEMING ISLAND	Appointment
	TOMARO, PAUL RHS SOCCER HEAD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	TOMLIN, AMANDA LYN WJH TRACK HD JH SUPPLEME	WILKINSON JUNIO	Appointment
	TORRES, SANDRA MATILDE MRE DOD ACADEMIC CH, STEM SUPPLEME	MCRAE ELEMENTAR	Appointment
0.5	TUCKER, AMANDA MAE ROE DEPT HEAD (11-16 SUPPLEME	RIDEOUT ELEMENT	Appointment
0.5	TURNER, HEATHER RAE CGE DOD ACADEMIC CH, STEM SUPPLEME	COPPERGATE ELEM	Appointment
	USRY, LEEANN MRE DEPT HD (3-5) SUPPLEME	MCRAE ELEMENTAR	Appointment
	VALERO, GARY B OPH FLAG FOOTBALL HD SH/JH SUPPLEME	ORANGE PARK HIG	Appointment
	VALERO, GARY B OPH SOCCER HEAD SH SUPPLEME	ORANGE PARK HIG	Appointment
	VERPLANCK, ERIN NICOLE KHH CO-CURR CLUB	KEYSTONE HEIGHT	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
0.5	WALKER, JUNE DARLENE OPH CO-CURR CLUB SUPPLEME	ORANGE PARK HIG	Appointment
	WALLACE, ANTHONY VENTO WJH BASKETBALL HD JH SUPPLEME	WILKINSON ELEME	Appointment
	WALLACE, ANTHONY VENTO WJH TRACK ASST JH SUPPLEME	WILKINSON ELEME	Appointment
	WALLACE, TRACY BRAUDA MHS SWIMMING HD SH SUPPLEME	MIDDLEBURG HIGH	Appointment
0.5	WARREN, SARA ANN CHE DOD ACADEMIC CH, STEM SUPPLEME	CLAY HILL ELEME	Appointment
0.5	WATERS, LINDA LEIGH MRE DEPT HEAD (11-16 SUPPLEME	MCRAE ELEMENTAR	Appointment
	WEST, JANICE MARIE MRE DEPT HD (3-5) SUPPLEME	MCRAE ELEMENTAR	Appointment
0.5	WHITE, JENNIFER LYNN MHS CO-CURR CLUB SUPPLEME	MIDDLEBURG HIGH	Appointment
	WHITEHEAD, WENDY H FIH DEPT HEAD 17-20 SUPPLEME	FLEMING ISLAND	Appointment
	WICKES, FRANK D CHS CROSS COUNTRY HD SH SUPPLEME	CLAY HIGH	Appointment
	WILKINSON, DIANA LYNN FIH DEPT HEAD 17-20 SUPPLEME	FLEMING ISLAND	Appointment
	WILLIAMS, CASSIDY J MBE ELEM PERF/PROD SUPPLEME	MIDDLEBURG ELEM	Appointment
	WOOLLARD, JACQUELYN JUNE OPH CHEERLEADING JV SUPPLEME	ORANGE PARK HIG	Appointment
0.5	WYNN-DOBBS, MICHELLE LEE OHS CO-CURR CLUB SUPPLEME	OAKLEAF HIGH SC	Appointment
0.5	YACAVONE, GREER E LAJ DEPT HEAD (11-16 SUPPLEME	LAKE ASBURY JUN	Appointment
	ZANER, BRADLEY ALBERT OPJ CO-CURR CLUB SUPPLEME	ORANGE PARK JUN	Appointment
	ZANONE, JAMES DOUGLAS RHS FOOTBALL ASST HS 25% SUPPLEME	RIDGEVIEW HIGH	Appointment
	ZANONE, JAMES DOUGLAS RHS FOOTBALL ASST SH 75% SUPPLEME	RIDGEVIEW HIGH	Appointment

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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

DRAFT

A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates
NONE		

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2018-2019

B. COMMUNITY EDUCATION

Appointments

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2018-2019

C. ADULT EDUCATION

Appointments

NONE

DRAFT

A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates
TAYLOR, ZACHERY B RHS SUMR TCH, MATHEMATICS, SR	RIDGEVIEW HIGH	Effective 2019-07-01 - 2019-07-16

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

B. COMMUNITY EDUCATION

Appointments

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

C. ADULT EDUCATION

Appointments

NONE

DRAFT

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2018-2019

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

DRAFT

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2019-2020

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

DRAFT

VI. Support Actions

A. APPOINTMENT

Name/Assignment	Site	

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	

DRAFT

VI. Support Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous
THIESSEN, KELLY K STS ADMIN SECRETARY SR 12 MO SU	STUDENT SERVICE	RE-DESIGNATE RESIGNATION DATE FROM 06/24/2019 TO 06/21/2019

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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
0.9	BEASLEY, REVONDA LEE DIS GENERAL ASSISTANT 9 MON SU	DOCTORS INLET E	Effective 2019-06-05 RETIREMENT
	BELL, ZYQUANDREA L DOE CUSTODIAN LNG TRM	COUNTY-WIDE LEAVE	Effective 2019-06-28 CONCLUDE EMPLOYMENT
0.9	BERGER, JENNIFER M ROE BEHAVIORAL HEALTH ASST 9 MON SU	RIDEOUT ELEMENT	Effective 2019-06-05 RESIGNATION
0.9	BOLT, LAURA E RVE GENERAL HEALTH ASSISTA 9 MON SU	RIDGEVIEW ELEME	Effective 2019-06-05 RESIGNATION
0.9	BRADSHAW, JENNIFER J LAJ BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY JUN	Effective 2019-06-05 RESIGNATION
	CARLISLE, CARRIE SHARON CHS CAFE ASSISTANT 6.5 HOURS 9 MON CA	CLAY HIGH	Effective 2019-06-04 RESIGNATION
0.9	CHANEY, CLARICE MERCEDES RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-06-05 RESIGNATION
	COCHRAN, MAGEN H WEC CAFE ASSISTANT 3.5 HOURS 9 MON CA	LAKE ASBURY JUN	Effective 2019-05-31 CONCLUDE EMPLOYMENT
	COMBS, STEPHANIE E TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-06-05 RESIGNATION
	CUSACK, ASHLEY M MRE REGISTERED NURSE 10 MONTH	KEYSTONE HEIGHT	Effective 2019-06-07 RESIGNATION
0.9	DILEY, APRIL MICHELLE OVE GENERAL ASSISTANT 9 MON SU	OAKLEAF VILLAGE	Effective 2019-06-05 RESIGNATION
0.9	DORMAN, KATELYN M KHE GENERAL ASSISTANT 9 MON SU	KEYSTONE HEIGHT	Effective 2019-06-05 RESIGNATION
0.9	FLORES, HEBE POE BEHAVIORAL HEALTH ASST 9 MON SU	PLANTATION OAKS	Effective 2019-06-05 RESIGNATION
	GERRISH, TALLIE ELAINE TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-06-05 RESIGNATION
	GILLANDER, RANDALL ALAN WEC TITLE I ASSISTANT 9 MON SU	W.E. CHERRY ELE	Effective 2019-06-05 RESIGNATION
0.9	HEAD, SHANNON FINLEY BLC BEHAVIORAL HEALTH ASST LNG TRM	BANNERMAN LEARN	Effective 2019-06-05 RESIGNATION
	HERNANDEZ-ORTIZ, MARIA	OAKLEAF HIGH SC	Effective 2019-06-04

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VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	OHS CAFE ASSISTANT 5 HOURS 9 MON CA		RESIGNATION
	HOOD, RACHAEL HENRY OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2019-06-04 RESIGNATION
	KINCHEN, NANCY LEONA TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-06-05 RETIREMENT
0.9	KRAFTCHAK, KIMBERLY ROE BEHAVIORAL HEALTH ASST 9 MON SU	RIDEOUT ELEMENT	Effective 2019-06-05 RESIGNATION
	MOSLEY, JORDAN MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	TRANSPORTATION	Effective 2019-06-05 RESIGNATION
0.8	NEDRESKY, TRACY E CGE GENERIC CLASSROOM ASSISTAN 9 MON SU	COPPERGATE ELEM	Effective 2019-06-05 RESIGNATION
	ODOM, JESSICA D CHE CAFE ASSISTANT 3.5 HOURS 9 MON CA	CLAY HILL ELEME	Effective 2019-06-05 RESIGNATION
	PEREZ, AMANDA LYNNE WEC MEDIA TECHNICAL ASST 10 MONTH	W.E. CHERRY ELE	Effective 2019-06-07 RESIGNATION
	PETROCELLI, ALYSSA J HMR ADMINISTRATIVE SECRETARY LNG TRM	COUNTY-WIDE LEAVE	Effective 2019-06-28 RESIGNATION
	SANTIAGORODRIGUEZ, NOEMARY POE CAFE ASSISTANT 6 HOURS LNG TRM	PLANTATION OAKS	Effective 2019-06-05 RESIGNATION
0.9	SMITH, JULIANNE MARIE FIE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	Effective 2019-06-05 RESIGNATION
0.9	STALNAKER, SHANNON MARIE BLC BEHAVIORAL HEALTH ASST 9 MON SU	BANNERMAN LEARN	Effective 2019-06-05 RESIGNATION
0.8	THOMPSON, EBONY KARISSA GPE SECRETARY 10 MONTH	GROVE PARK ELEM	Effective 2019-06-05 RESIGNATION
0.8	TOLENTINO, CAROLINE D OPJ GENERIC CLASSROOM ASSISTAN 9 MON SU	ORANGE PARK JUN	Effective 2019-06-05 RESIGNATION
	TURNER, KATHERINE ELAINE TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-06-05 RESIGNATION
0.9	WATTS, ALICIA ANNE BLC BEHAVIORAL HEALTH ASST 9 MON SU	BANNERMAN LEARN	Effective 2019-06-05 RESIGNATION

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VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
0.9	WILES, JENNY E KHE TITLE I ASSISTANT 9 MON SU	KEYSTONE HEIGHT	Effective 2019-05-31 RESIGNATION
0.9	WILLIAMS, CHANTELL MARIE SPC BEHAVIORAL HEALTH ASST 9 MON SU	SWIMMING PEN CR	Effective 2019-06-05 RESIGNATION
0.9	WILLIAMS, MELISSA A WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. CHERRY ELE	Effective 2019-06-05 RESIGNATION
0.8	WILSON, CATHERINE DOE GENERIC CLASSROOM ASSISTAN 9 MON SU	DISCOVERY OAKS ELEMENTARY	Effective 2019-06-05 RESIGNATION
0.9	WILSON, RODERICK DOMINIC RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-06-03 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
	ABREU LUGO, LUZ MARIA OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2019-08-12 9 MON CA / Annual
0.9	BAXLEY, APRIL M CHE GENERAL ASSISTANT 9 MON SU	CLAY HILL ELEME	Effective 2019-08-09 9 MON SU / Annual
0.8	BOND, AMY DAWN MBE GENERIC CLASSROOM ASSISTAN 9 MON SU	MIDDLEBURG ELEM	Effective 2019-08-09 9 MON SU / Annual
0.2	BOND, AMY DAWN MBE TITLE I ASSISTANT 9 MON SU	MIDDLEBURG ELEM	Effective 2019-08-09 9 MON SU / Annual
	E0105396 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
	E0117945 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
	CLARK, JONATHAN M AES CUSTODIAN 12 MO SU	ARGYLE ELEMENTA	Effective 2019-07-22 12 MO SU / Annual
	E0117914 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
0.8	DELEON, JULIA TERESA DIS ESOL CLASSROOM ASSISTANT 9 MON SU	DOCTORS INLET E	Effective 2019-08-13 9 MON SU / limited
	FOY, LYNN C FIH CUSTODIAN 12 MO SU	FLEMING ISLAND	Effective 2019-07-08 12 MO SU / Annual
	HAMPTON, ERNEST L PES CUSTODIAN 12 MO SU	PATERSON ELEMEN	Effective 2019-07-17 12 MO SU / Annual
	HINES, CALVIN J CHS CUSTODIAN 12 MO SU	CLAY HIGH	Effective 2019-07-15 12 MO SU / Annual
	E0117922 SCHOOL SAFE OFFICER LEAD 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
	E0116557 SCHOOL SAFE OFFICER LEAD 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
	E0117830 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
	E0117950 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
	PALLADINO, DANIEL T FIH CUSTODIAN 12 MO SU	FLEMING ISLAND	Effective 2019-07-22 12 MO SU / Annual
	POWELL, GARY S AES CUSTODIAN	ARGYLE ELEMENTA	Effective 2019-07-08 12 MO SU / Annual

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VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	12 MO SU		
	E0118006 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
0.9	ROSS, STACIE ANNE LES GENERAL ASSISTANT 9 MON SU	LAKESIDE ELEMEN	Effective 2019-08-09 9 MON SU / Annual
	E0112860 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
	E0117949 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
	E0117912 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
0.8	VALVERDE, CLAUDIA PRISCILLA OLJ ESOL CLASSROOM ASSISTANT 9 MON SU	OAKLEAF JUNIOR	Effective 2019-08-09 9 MON SU / limited
	E0117964 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
	E0117918 SCHOOL SAFE OFFICER LEAD 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
0.9	WILLIAMS, MCKENZIE P MRE BEHAVIORAL HEALTH ASST 9 MON SU	MCRAE ELEMENTAR	Effective 2019-08-09 9 MON SU / Annual
	E0117948 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual
	E0117946 SCHOOL SAFETY OFFICER 9 MON SU	SCHOOL POLICE DEPARTMENT	Effective 2019-08-09 9 MON SU / Annual

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VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
0.8	BAIN, SHAKELIAH A LAJ LICENSED PRAC NURSE 10 MONTH	LAKE ASBURY JUN	10 MONTH / Annual
	GUTIERREZ, ROBERTO J RHS CAFE ASSISTANT 3.25 HOURS 9 MON CA	RIDGEVIEW HIGH	9 MON CA / Multi-Year Conditional
0.9	HOLLAND, SHANDA SHAVON LAE BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY ELE	9 MON SU / Annual
	JAMISON, JEREMIAH ANTHONY LAE CUSTODIAN 12 MO SU	LAKE ASBURY ELE	12 MO SU / Annual
	MARBUT, KIMBERLY A OHS REGISTERED NURSE 10 MONTH	OAKLEAF HIGH SC	10 MONTH / Multi-Year Conditional
0.9	MOLAND, BRITTANY M FIE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	9 MON SU / Annual
	MURPHY, MARY A CHS CAFE ASSISTANT 5 HOURS 9 MON CA	CLAY HIGH	9 MON CA / Annual
0.9	RICHENDOLLAR, CHEYENNE S LAE BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY ELE	9 MON SU / Annual
	SMITH, ERIKA A SLE ST RECORD SEC 12 MO 12 MO SU	SHADOWLAWN ELEM	12 MO SU / Annual
	VOIRO, ANTHONY OHS CUSTODIAN 12 MO SU	OAKLEAF HIGH SC	12 MO SU / Multi-Year Conditional
0.9	WANEK, JUDY CATHERINE LAJ BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY JUN	9 MON SU / Multi-Year Conditional
0.9	WILLIAMS, KRISTINA R POE BEHAVIORAL HEALTH ASST 9 MON SU	PLANTATION OAKS	9 MON SU / Multi-Year Conditional

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VI. Support Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous
	DUKES, EVE CHARITY ROE CAFE ASSISTANT 6 HOURS 9 MON CA	RIDEOUT ELEMENT	RE-DESIGNATE FROM CAFE ASSISTANT 5 HRS TO CAFE ASSISTANT 6 HRS EFFECTIVE 08/12/2019
	FREELAND, MELISSA STAR ROE CAFE ASSISTANT 5 HOURS 9 MON CA	RIDEOUT ELEMENT	RE-DESIGNATE FROM CAFE ASSISTANT 6 HRS TO CAFE ASSISTANT 5 HRS EFFECTIVE 08/12/2019
0.9	GRIFFIS, LINDSEY P LAE GENERAL HEALTH ASSISTA 9 MON SU	LAKE ASBURY ELE	RE-DESIGNATE FROM .9 BEHAVIORAL HEALTH ASST TO .9 GENERAL HEALTH ASST EFFECTIVE 08/09/2019
0.9	KILDUFF, CARRIE ELIZABETH LAE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	RE-DESIGNATE FROM .9 ESE ASST GENERAL HEALTH TO .9 ESE ASST BEHAVIORAL HEALTH EFFECTIVE 08/09/2019

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VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	BLAND, CHRISTENE A MNT LEAD CAFE KIT EQUIP TECH 12 MO SU	SUPPORT SVC-MAI	Effective 2019-07-22 /transfer from / MNT HVAC TECH
	BOYD, DEBBIE MICHELE KHH BOOKEEPER 12 MO SU	KEYSTONE HEIGHT	Effective 2019-07-10 /transfer from / KHH ST RECORD SEC 12 MO
	BROWN, LAMONT L LJH CUSTODIAN 12 MO SU	LAKESIDE JUNIOR	Effective 2019-07-08 /transfer from / TBE CUSTODIAN
	FLATLEY, KELLY D RHS SCHOOL SECRETARY 12 MONTH 12 MO SU	RIDGEVIEW HIGH	Effective 2019-07-31 /transfer from / KHH SECRETARY 11 MO
0.8	FREEMAN, AMY KRISTINA LAE IN SCHOOL SUSPENSION 9 MON SU	LAKE ASBURY ELE	Effective 2019-08-13 /transfer from / LAE PRINCIPAL SECRETARY
	FRITZ, PAMELA M BAF ACCOUNTS PAYABLE ASSISTANT 12 MO SU	BUSINESS AFFAIR	Effective 2019-07-22 /transfer from / BAF ACCOUNTING SUPPORT ASST
0.8	GIRARD, TERESA ANN SLE IN SCHOOL SUSPENSION 9 MON SU	SHADOWLAWN ELEM	Effective 2019-08-13 /transfer from /
	GRIFFIS, BARBARA D CHE HEAD CUSTODIAN 12 MO SU	CLAY HILL ELEME	Effective 2019-07-22 /transfer from / CHE CUSTODIAN
	GRIGGS, LUKE R KHH CUSTODIAN 12 MO SU	KEYSTONE HEIGHT	Effective 2019-07-30 /transfer from /
0.9	GYAMERA, PEARL O RVE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	Effective 2019-08-09 /transfer from / FIH CUSTODIAN
	HAMPTON, ELLIOT LEDELL PES CUSTODIAN 12 MO SU	PATERSON ELEMEN	Effective 2019-07-01 /transfer from /
0.8	HEINZ, ROBIN COLEMAN TES IN SCHOOL SUSPENSION 9 MON SU	TYNES ELEMENTAR	Effective 2019-08-13 /transfer from /
0.9	HILL, CHRISTINE RVE GENERAL HEALTH ASSISTA 9 MON SU	RIDGEVIEW ELEME	Effective 2019-08-09 /transfer from /
	JOHNSON, ROSALIND R GCJ CUSTODIAN 12 MO SU	GREEN COVE SPRI	Effective 2019-07-01 /transfer from /
	JOHNSTON, MAXINE E DIS ST RECORD SEC 12 MO 12 MO SU	DOCTORS INLET E	Effective 2019-07-01 /transfer from /
	JONES, WANDA LYNN CHS CUSTODIAN 12 MO SU	CLAY HIGH	Effective 2019-07-01 /transfer from /
	KARSHNER-SMITH, MARY LYNN KHH TESTING/ADMIN SUPPORT ASST 10 MONTH	KEYSTONE HEIGHT	Effective 2019-08-06 /transfer from /

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VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
0.9	KUCHTA-DONOHUE, BREANNA MARIE OVE GENERAL ASSISTANT 9 MON SU	OAKLEAF VILLAGE	Effective 2019-08-09 /transfer from /
0.9	LENOVER, KIMBERLY R FIE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	Effective 2019-08-09 /transfer from /
0.8	MALONEY, MARILOU J LES IN SCHOOL SUSPENSION 9 MON SU	LAKESIDE ELEMEN	Effective 2019-08-13 /transfer from /
0.9	MEYER, JENNIFER KRISTA OHS GENERAL HEALTH ASSISTA 9 MON SU	OAKLEAF HIGH SC	Effective 2019-08-09 /transfer from /
	MILLER, MARY LOUISE OHS BOOKEEPER 12 MO SU	OAKLEAF HIGH SC	Effective 2019-08-05 /transfer from /
	MOODY, ELIZABETH ANN STS ADMIN SECRETARY SR 12 MO SU	STUDENT SERVICE	Effective 2019-07-08 /transfer from / BAF ACCOUNTS PAYABLE ASSISTANT
	POLICASTRO, ANDREW VESPER CC POLICE DEPT SERGEANT 12 MO SU	SCHOOL POLICE DEPARTMENT	Effective 2019-07-22 /transfer from / SCHOOL RESOURCE OFFICER
	REVIS, JOHN DAVID CC POLICE DEPT SERGEANT 12 MO SU	SCHOOL POLICE DEPARTMENT	Effective 2019-07-22 /transfer from / SCHOOL RESOURCE OFFICER
	SCIANDRA, CARLO ANTHONY CC POLICE DEPT SERGEANT 12 MO SU	SCHOOL POLICE DEPARTMENT	Effective 2019-07-22 /transfer from / SCHOOL RESOURCE OFFICER
	SIBLEY, DARIN LYNN OLJ SECRETARY 11 MO 11 MONTH	OAKLEAF JUNIOR	Effective 2019-07-22 /transfer from /
	SWARTZWELDER, LYNN M KHH ST RECORD SEC 12 MO 12 MO SU	KEYSTONE HEIGHT	Effective 2019-07-22 /transfer from /
	TAYLOR, SARAH ANN CC POLICE DEPT SERGEANT 12 MO SU	SCHOOL POLICE DEPARTMENT	Effective 2019-07-22 /transfer from / SCHOOL RESOURCE OFFICER
	VANGINKEL, GINA E DIS SECRETARY 11 MO 11 MONTH	DOCTORS INLET E	Effective 2019-07-22 /transfer from /
	WHITE, PAULINE FRANCES TES CAFE VAN DRIVER 6.75 HOURS 9 MON SU	TYNES ELEMENTAR	Effective 2019-08-12 /transfer from /
	WILLIAMS, DELPHINE CEB GENERAL ASSISTANT 9 MON SU	CHARLES E. BENN	Effective 2019-08-09 /transfer from /

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VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Action/Effective
MCNELLY, NANCY G CHE HEAD CUSTODIAN 12 MO SU	CLAY HILL ELEME	Effective 2019-07-11 RETIREMENT
NORWOOD, PAMELA CHRISTINE HMR PERSONNEL ASST CONFIDEN	HUMAN RESOURCES	Effective 2019-08-08 RETIREMENT
ROUNTREE, JEREMY S LJH CUSTODIAN 12 MO SU	LAKESIDE JUNIOR	Effective 2019-07-04 RESIGNATION
SLOCUM, SHAWN M OVE PRINCIPAL SECRETARY CONFIDEN	OAKLEAF VILLAGE	Effective 2019-08-14 RESIGNATION
TONEY, YOLONDA P LJH PRINCIPAL SECRETARY CONFIDEN	LAKESIDE JUNIOR	Effective 2019-08-14 RESIGNATION

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VI. Support Actions

F. SUPPLEMENT

Name/Assignment	Site	Previous
BAGLEY, SHAIN INDIA RHS BASKETBALL ASST SH SUPPLEME	RIDGEVIEW HIGH	Appointment
CONKLING, SCOTT DAVID OPH VOLLEYBALL ASST SH SUPPLEME	OAKLEAF HIGH SC	Appointment
DAVIS, TRENTIN O RHS FLAG FOOTBALL HD SH/JH SUPPLEME	RIDGEVIEW HIGH	Appointment
DAVIS, TRENTIN O RHS FOOTBALL HD JV 25% SUPPLEME	RIDGEVIEW HIGH	Appointment
DAVIS, TRENTIN O RHS FOOTBALL HD JV 75% SUPPLEME	RIDGEVIEW HIGH	Appointment
DAVIS, TRENTIN O RHS WEIGHTLIFTING HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
DEMENT, ADAM T OPH SOCCER HEAD JV SUPPLEME	ORANGE PARK HIG	Appointment
DOWELL, SARAH DANIELLE KHH DOD ACADEMIC CH, STEM SUPPLEME	KEYSTONE HEIGHT	Appointment
GARCIA, ROBERT WILLIAM OPH FOOTBALL ASST HS 25% SUPPLEME	ORANGE PARK HIG	Appointment
GARCIA, ROBERT WILLIAM OPH FOOTBALL ASST SH 75% SUPPLEME	ORANGE PARK HIG	Appointment
GARCIA, ROBERT WILLIAM OPH TRACK HD SH SUPPLEME	ORANGE PARK HIG	Appointment
GERBER, CHARLES FREDRICK WJH WRESTLING HD JH SUPPLEME	WILKINSON JUNIO	Appointment
GRIER, JORDAE RHS FOOTBALL ASST HS 25% SUPPLEME	RIDGEVIEW HIGH	Appointment
GRIER, JORDAE RHS FOOTBALL ASST SH 75% SUPPLEME	RIDGEVIEW HIGH	Appointment
HEINZ, ROBIN COLEMAN TES DOD ACADEMIC CH, STEM SUPPLEME	TYNES ELEMENTAR	Appointment
HUPP, LINDSAY MARIE MHS FRESHMAN CLASS SPONSOR SUPPLEME	MIDDLEBURG HIGH	Appointment
JEFFERSON, RONALD SHELTON OPH BASKETBALL ASST SH SUPPLEME	ORANGE PARK HIG	Appointment
MARSH, PAUL PATRICK OPH SOFTBALL FP HD JV SUPPLEME	ORANGE PARK HIG	Appointment

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VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	Previous
	MOORE, JEFFREY R OPH FOOTBALL ASST HS 25% SUPPLEME	ORANGE PARK HIG	Appointment
	MOORE, JEFFREY R OPH FOOTBALL ASST SH 75% SUPPLEME	ORANGE PARK HIG	Appointment
	POWELL, NICHOLE CARTER OPH CHEERLEADING VARSITY SUPPLEME	ORANGE PARK HIG	Appointment
	RICHARDSON, JENA M OPH GOLF HD SH SUPPLEME	ORANGE PARK HIG	Appointment
2.0	STUTZ, AUSTIN LEROY RHS GOLF HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
2.0	TALLEY, LANDAN GERROD OPH FOOTBALL ASST HS 25% SUPPLEME	RIDGEVIEW HIGH	Appointment
	TRIPLETT, REBECCA J MHS DOD ACADEMIC CH, STEM SUPPLEME	MIDDLEBURG HIGH	Appointment

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

Title

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

Description

Florida Statute requires the School Board to bargain collectively in the determination of wages, hours, and the terms and conditions of employment for its instructional employees. Attached is the negotiated 2019-2020 Amendment to the Master Contract for 2018-2020. This agreement must be signed and ratified by both the public employer and the public employees of the bargaining unit.

Gap Analysis

N/A

Previous Outcomes

Contract negotiatons were previously presented to the Board for approval on August 2, 2018. The Board ratified the contract on that day.

Expected Outcomes

Approval the ratification of the 2019-2020 Amendment of the 2018-2020 Master Contract between the Clay County Education Association and the School Board of Clay County.

Strategic Plan Goal

Goal 5. Develop and support great educators, support employees, and leaders.

Recommendation

Approval by the School Board of Clay County of contract language modifications and salary provisions to be incorporated into the 2019-2020 Amendment of the 2018-2020 Master Contract bargaining agreement with the Clay County Education Association.

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Contact

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

Financial Impact

Estimated financial impact is $6.3 million.

In addition, the Board contributed an additional $4.7 million towards insurance for all employees on the insurance plan.

Review Comments

Attachments

2019-2020 RAT PACK SUMMARY CCEA.pdf

2019-2020
RATIFICATION INFORMATION
PLEASE POST IMMEDIATELY

SCHOOL DISTRICT OF
CLAY COUNTY

2018-2020

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MASTER CONTRACT

WITH

CLAY COUNTY EDUCATION ASSOCIATION

2019-2020 RATIFICATION INFORMATION

2018-2020 CCEA MASTER CONTRACT

Article		Language Changes
Article IV	Association and Teacher Rights	Building representative shall be given the opportunity to hold one ten (10) minute meeting each month during contracted hours to conduct Association business. Increased Representatives to attend FEA Delegate Assembly to thirty-five (35). Language provided for Association intern trainee. Language to allow entrance into school athletic events in the district.
Article VII	Planning/Preparation and Conference Time	Original Language
Article X	Teacher's Authority and Protection	Principal shall consult with teacher if issuing a lesser discipline consequence for an offense.
Article XVI	Leaves	Stillbirth or miscarriage was added to bereavement leave language. Clarification of eligibility to receive donated sick leave.
Article XXII	Insurance	Increased the Board's contribution to Insurance as outlined in Appendix X. The total increased contribution of the Board for all employees on the medical plan is approximately $4,775,609.
Article XXV	Clay Virtual Academy	Original Language

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Article XXVIII	Compensation	Proposal paid in accordance with the Performance Pay Formula. PSC/CC teachers would receive a salary adjustment of $2,000. Highly effective annual contract teachers would receive approximately $2,015 and effective annual teachers would receive approximately $1,504. Junior High Drama Supplement was added. Elementary Performance/Production Supplement increased from 1.5% to 3.0%.
CAS Manual		Language added that states that when a teacher is at risk of non-renewal, the teacher shall be placed on a Professional Development Plan OR a Deficiency Conference shall occur by March 1. Language changes to include changes in job titles and program names.
Signature Sheet		

Please review language posted at your work site. Both CCEA and the District's team recommend ratification of these amendments.

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ARTICLE IV
ASSOCIATION AND TEACHER RIGHTS

A. The Board hereby agrees that every teacher shall have the right to organize, join and support the Association for the purpose of engaging in negotiations and other concerted activities. Further, the Board will not discourage, deprive or coerce any teacher in the enjoyment of any rights conferred by this Agreement; that it will not discriminate against any teacher with respect to wages, hours, or any terms or conditions of employment by reason of membership in the Association, participation in any lawful activities of the Association, or collective professional negotiations with the Board, or institution of any grievance, complaint or proceeding under this Agreement.

B. A copy of the Master Contract will be posted on the District website along with five (5) hard copies provided to each worksite for placement in the library, teachers' lounge, main office, etc. In addition, the Association will receive twenty-five (25) hard copies of the Master Contract.

C. When the Association desires to use a school facility for a meeting involving members, the Association President or his/her designee, will discuss the date, time and any additional requirements with the principal at least one (1) week in advance, if possible, to secure permission in writing. The Association shall reimburse the Board for costs that exceed routine custodial and operating expenses of such school building and equipment.

D. With the approval of the principal, the Association and its representatives shall have the right to use school equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incident to such use.

E. Each school will have a designated space for a bulletin board in the school, a place which is visible and accessible to the teachers such as the teachers' lounge, work or mailbox area, for the sole use of Association to post notices of Association activities. The Association is authorized to use the school teacher mailboxes for communications to teachers. Communications posted on the bulletin board or placed in the mailboxes shall not be slanderous or political campaign material. The Association shall assume the responsibility for placing such communications in the mailboxes. A copy of materials to be placed in the mailboxes shall be submitted to the principal and Human Resources Division prior to distribution. All correspondence must include Association name.

F. Duly authorized representatives of the Association, with the approval of the school principal, shall be permitted to transact official Association business with teachers on school property as follows:
   1. During the teacher's lunch period.
   2. Before and after the teacher's scheduled day.
   3. Visitation as outlined in (1.) and (2.) above must not interfere with or disrupt normal school operations.
   4. When an Association representative desires to visit a school, he/she must make prior scheduling arrangements in advance of the visit with the school principal.
   5. The Building Representative shall be given an opportunity at the end of each school faculty meeting to make announcements of time, place, and topics of future meetings to all faculty.
   6. The Building Representative shall be given an opportunity to hold one (1) ten (10)-minute meeting each month during contracted hours to conduct Association Business.

G. The Board agrees to give the Association reasonable access to all public records within its jurisdiction. The Board will make available to the Association a copy of the Discussion and Consent Agendas of regularly scheduled Board meetings, including backup material. The Board will be supplied with copies of communications delivered to all teachers both electronically and through school mail with the exception of information regarding membership. The Association with approval of the Superintendent or designee may be permitted the use of the employee's electronic mailboxes (email) and the district courier service for joint communiques or the announcement date, time and place of meetings.

H. The teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the

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professional employment of such teacher. Religious and political activities of individual teachers will not be carried on during the school day.

I. Members of the bargaining unit may join the Association by completing and submitting the Payroll Deduction Form (Appendix I). The Payroll Deduction Form will be submitted to the Association. Pursuant to such submission, the Board shall deduct from the teacher's salary check such monies in equal payments beginning the first pay date after proper submission.

1. Such authorization and dues deduction shall continue in effect unless written request by the employee to revoke such authorization is delivered to the Association and the School Board not less than thirty (30) days prior to the affected pay date. The Association will submit the list and signed authorization to the Payroll Office by not later than fifteen (15) days prior to the affected pay date or end of school year. Such list and authorizations shall stipulate the last date deductions are to be made.
2. The Association shall notify the Payroll Office of any changes in the amount of dues to be deducted with a list as stipulated in paragraph (1.) certified by the President by no later than August 15.
3. The deductions shall be remitted not less frequently than monthly to the Association. Any list or authorization not submitted in the manner specified in this provision shall be returned to the Association for recalculation, new authorizations and resubmission.
4. The Association shall indemnify and save and hold harmless the Board against any and all claims, demands, suits and any other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of reliance on any lists, notice or assignment furnished by the Association as it applies to this section.

J. Upon appropriate authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for payroll deduction programs currently in effect. Additional programs may be approved according to the following guidelines:

1. Insurance companies desiring payroll deduction must present at least twenty-five (25) completed applications.
2. The insurance company must be rated A- or better in A.M. Best Guide to Life Insurance Companies.
3. Payroll deductions should be allowed employees who transfer into Clay County School System who have tax sheltered annuities on a payroll deduction plan.
4. Companies who have fewer than eleven (11) participants will be notified that they must increase participation to the twenty-five (25) participant level. Should any such company fail to bring their participation back to the twenty-five (25) participant level, the company shall be dropped from payroll deduction effective the beginning of the next school year. Employees signed up for payroll deduction with such companies shall be notified in writing by the payroll department prior to losing the payroll deduction with that company.

K. When it is necessary for the Association President and/or his/her designee(s) to engage in Association activities directly relating to duties of the Association which cannot be performed other than during school hours, or are the result of an emergency situation, the said representative(s) may apply for Association Leave with pay as is necessary to perform any such activities. Salary costs paid by the Board during approved Association Leave shall be reimbursed by the Association. Such leave must be applied for in advance and approved by the principal. Approved leave of this type taken by the Association shall not exceed a total of thirty (30) days per school year. Said days shall be deducted in accordance with School Board policies, and shall usually be limited to five (5) representatives during any school calendar day, with the exception of the annual FEA Delegate Assembly where the Association may release up to ~~fifteen (15)~~ thirty-five (35) representatives with no more than four (4) from any one worksite. The Superintendent may grant TDE with pay to association representatives to participate with the administration in activities which are deemed to be in the best interest of the school system.

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1. The Association may request release for more than five (5) representatives on those rare occasions when this may be necessary, by obtaining the approval of the Superintendent. If additional members are approved, the association will pay the salary cost and the cost of a substitute teacher if one is needed. Substitute costs shall be remitted to the school or cost center in which the CCEA member is employed.

L. Extended Association Leave may be granted to the President of the Association for a period of up to one school year, subject to annual renewal. The President shall continue receiving full pay and fringe benefits (including FRS retirement) and will advance on the salary schedule annually during such leave from the School Board provided the Association reimburses the Board for such full pay and fringe benefits. Such leave shall be requested at least sixty (60) days in advance of the affected school year. The procedures for salary and fringe benefit reimbursement shall be agreed to by the Board prior to leave approval.

1. Extended Association Leave without pay may be granted to an officer of the Association or to an employee who is a member of the bargaining unit under the following conditions:
   a. Such employee shall have been designated as an "intern trainee" by the local or state affiliate or shall be an officer of the state or national affiliate.
   b. Such leave shall be effective for the balance of the school year during which the respective term of office or training period will run.
   c. Documentation shall be provided substantiating the member's status and the request of the appropriate affiliate at least sixty (60) days in advance of the affected school year.
2. At the beginning of the next school year, such employee shall return from such leave in the same manner as other employees returning from Extended Personal Leave. However, in the case of a President returning from Extended Association Leave, the President shall be reassigned to a similar position in the District, and whenever possible, to the previously held position.
3. In the event that the CCEA President is a National Board Certified teacher and in the event that the State of Florida determines that National Board monies are to be withheld due to the release responsibilities of the CCEA presidency, the Board agrees to pay 60% of the monies including benefits that would have been paid by the State inclusive of mentoring hours and the Association shall pay 40% of the monies.

M. Admission to School Athletic Events
Members of the bargaining unit shall be admitted without charge to any school sponsored home athletic event in ~~which the member's school participates~~ in the district. This provision shall not apply to state athletic playoff events. At all such events, the member shall provide identification substantiating the member's employment at the affected school.

N. Principals and Building Representatives shall have an annual meeting to review contract language and build collegiality. Additionally, principals and the lead representative shall meet quarterly at a mutually agreed upon time to discuss issues and solutions to enhance employee relations.

O. The Association shall be included on the agenda and be given an opportunity to speak at new teacher orientations that are conducted by the Professional Development Department.

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ARTICLE VII

PLANNING/PREPARATION AND CONFERENCE TIME

A. For the purposes of this article, planning time refers to the time available to teachers as during the student day and shall be teacher-directed for the purpose of instructional planning. Teacher planning time, during the instructional day, will be given the highest priority and conferences will be held to a minimum during the student day.

B. The Board recognizes the value and importance of providing planning/preparation and conference time for quality instruction. The Board and the Association also recognize the value and importance of ensuring student safety. Therefore, the Board and the Association agree to the equitable assignment of professional duties to ensure student safety during this planning, preparation and conference time as referenced in Article VIII, Professional Duties. The Administration and the Association will work together to minimize encroachment upon planning, preparation and conference time.

C. 1. High school, middle school, and junior high school teachers shall have planning time each day equivalent to one (1) class period during student contact time. Activities directors at the junior high schools shall have two (2) planning periods per day during student contact time. This time is in addition to the thirty (30) minutes allotted for lunch. For the purpose of this section, supervised study periods will be considered part of the instructional and supervisory load and will not be considered planning or preparation/conference time. Supervisory loads of secondary classroom teachers shall not exceed five (5) class periods in a six (6) period day, or six (6) class periods in a seven (7) period day as long as there is compliance with Article XVII, Class Size.

2. A Career and Technical teacher may be scheduled as in paragraph 1 above or to teach two (2) three-hour Blocks or five (5) class periods in a six (6) period day depending on student's needs. Planning time may be assigned outside student contact time but during the work day.

3. Elementary teachers shall have a planning time each day equivalent to no less than thirty (30) consecutive minutes during student contact hours. However, if a school's resource time is 40 minutes, teacher will be guaranteed forty (40) consecutive minutes of planning. This time is in addition to the thirty (30) minutes allotted for lunch. This period may occur during the time students are in resource classes. When a teacher serves more than one school per day, planning time and duty will be scheduled at only one of the teacher's assigned schools. Any regularly scheduled deviation from the thirty (30) consecutive minutes per day of planning time during student contact hours must be collaboratively developed through consensus between teachers and administration within the school site. A consensus meeting will be held and co-lead by the building representative and the principal to develop a final schedule the faculty can support.

D. Planning days shall be for the purpose of planning, preparation and conferencing.

E. Teachers of students with disabilities who have been identified as an inclusion teacher with fifteen or more contact students will be provided two additional planning days for the purpose of completing their requirements at their worksite on a mutually agreed upon day.

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TA FOR BOARD _____ Date/Time: 8/7/19.

TA FOR CCEA _____ Date/Time: 8/7/19

ARTICLE X
TEACHER'S AUTHORITY AND PROTECTION

A. The Board recognizes its responsibility to give support and assistance to teachers with respect to the maintenance of control and discipline as is consistent with the Code of Student Conduct and Florida Statute 1003.32. This includes taking reasonable steps to ensure that teachers and students are not at undue risk of violence or harm and continuous disruptions that impede teaching and learning.

B. The Board, Superintendent and Principal shall fully support the authority of the teacher to remove disobedient, disrespectful, violent, uncontrollable or disruptive students from the classroom. The administration will provide and follow a set of procedures as established in F.S. 1003.32 and identified in the current Clay County School District Code of Student Conduct relative to discipline problems. Within the first month of school, the building principal or designee will meet with faculty to review student discipline procedures and implementation of the Code of Student Conduct. School-based discipline plans or procedures to implement the Student Code of Conduct shall be collaboratively developed with involvement of the entire faculty. Such plans will identify the Placement Review Committee Membership and be updated annually through collaboration and submitted to the superintendent and the Association office no later than September 30. Placement Review Committee Membership must include two (2) teachers, one selected by the school's faculty and one selected by the teacher who has removed the student and one (1) member from the school staff selected by the principal. The teacher who withheld consent to readmitting the student may not serve on the committee.

C. A teacher may impose customary classroom discipline where necessary in cases of minor infractions and may use such force as is necessary to protect himself/herself from attack or to prevent injury to another student. The school referral system (FOCUS) shall be used and a teacher may send a student to the principal's office to maintain effective discipline in the classroom and may recommend an appropriate consequence consistent with the student code of conduct under F.S. 1006.07. The principal shall respond by employing the teacher's recommended consequence or a more serious disciplinary action if the student's history of disruptive behavior warrants it. If the principal determines that a lesser disciplinary action is appropriate, the principal ~~may~~ shall consult with the teacher prior to taking disciplinary action.

D. The teacher involved in a student disciplinary case shall be questioned only in the presence of parties involved in the case or involved in the investigation of the case. Dignity and respect for teachers will be maintained whenever involved in a student disciplinary case.

E. A teacher may send or escort a student to the office of the principal or designated school administrator, or send for assistance when the grossness of the offense or persistence of the misbehavior makes the continued presence of the student in the classroom intolerable. In such cases, the teacher shall promptly furnish the principal or his/her designee with full particulars on the problem or incident in writing. Once the teacher has been relieved of the responsibility of the student, it shall be the principal's or designee's responsibility to take action. Teachers shall be notified within five (5) working days of disposition of a student disciplinary referral.

F. In the event that a teacher is a victim of physical abuse or threat thereof with use of a weapon or instrument capable of inflicting injury, such circumstance shall be promptly reported in writing to the principal or designated representative. Under such circumstances, the administration will provide assistance to the teacher to deal with outside agencies and shall enforce the Code of Student Conduct with respect to notification, suspension, or expulsion requirements. The Clay County Education Association will be notified of the time and place of the assault hearing at least two (2) working days in advance of the hearing.

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TA FOR BOARD
Date/Time: 5-29-19

TA FOR CCEA
Date/Time: 5/29/19 5:04

G. A teacher will be encouraged to begin, without penalty, implementation of the review procedure for instructional and ancillary material set forth in Board policy whenever such material is the subject of a complaint or is removed from instructional or library use.

H. A summary of Level 3 or higher offenses will be made available upon request.

I. Teachers will receive twenty-four (24) hour notice prior to receiving a student who is being transferred from another class due to disciplinary issues. Transfer occurring within the drop/add period at the beginning of each semester will not be subject to such notice. Teachers receiving students identified as having disciplinary issues will be provided formal training upon request in de-escalation techniques.

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ARTICLE XVI
LEAVES

A. Terms

1. Leave granted by the School Board, the Superintendent or his/her designee shall be taken by the individual for the purpose for which it was requested and granted. A teacher who is granted sick, extended sick, child care, maternity, FMLA, illness-in-line-of-duty, or personal leave shall not accept full-time employment while on such leave of absence. This condition may be waived by action of the Board. A teacher who has been absent for 10 consecutive days or for 15 days in a 20 work day period for the same or related cause shall request the appropriate extended leave of absence in accordance with the rules set forth in this Article. Should such teacher fail to provide sufficient documentation to be eligible for the appropriate extended leave, the School Board shall place such teacher on extended personal leave for the balance of the school year. Teachers may be granted up to two (2) consecutive years of extended leave if such request is filed and approved in the manner set forth in this Article.
2. Teachers who want to return from extended leave which terminates at the close of the school year shall notify Human Resources in writing by March 1 of the school year for which leave was granted. If leave is granted after March 1, this written notification of the desire to return shall be submitted with the leave request. Upon return from leave which terminates at any time during or at the end of the school year, reassignment to a vacant position will be based on seniority to a vacant position in which he/she is qualified, provided that the teacher holds a continuing contract or professional services contract. The School Board shall not be responsible to any teacher who fails to submit such request in writing as specified above.
3. A request for an extension of an approved extended leave or for a second extended leave in the same school year shall be considered by the Board on a case-by-case basis. Where, in its discretion, the Board determines such repeated leave requests by the teacher are detrimental to the best interests of the students, such leave may be granted only for the remainder of the school year. It will be considered a single leave request when child care leave is requested subsequent to and consecutively taken after maternity leave, if notice is given with the maternity leave request that child care leave will be requested. The Board shall not be responsible for reinstatement of a teacher to any vacant position except as otherwise provided herein.
4. Teachers who are denied leave of any type shall be given the reason(s) and rationale for such denial when action is taken.
5. "Full-time" as used in this article shall mean a person contracted for a six-tenths (.6) or greater allocated position or for six-tenths (.6) or more of each consecutive day during the contract period.

B. Short Term Leaves

1. As used in this section, one day of short term leave for the purpose of accrual and use shall mean to be the equivalent in hours.
2. Sick Leave

   Each teacher employed on a full-time basis who is unable to perform his/her duty in the school because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own household and consequently has to be absent, shall be granted leave of absence for sickness. He/she shall be entitled to four (4) days of sick leave as of the first day of employment of each contract

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year and shall thereafter earn one day of sick leave for each month of employment, which shall be credited to him/her at the end of that month and which shall not be used prior to the time it is earned and credited to him/her. Each teacher shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year of employment. If the teacher terminates his/her employment and has not accrued the four (4) sick days available to him/her, the School Board may withhold the average daily amount for the sick days utilized but unearned by the teacher. Such sick leave shall be cumulative from year to year. There shall be no limit on the number of days of sick leave a teacher may accrue except that at least one half of this cumulative leave must be established within the district. Teachers are responsible for requesting that accumulated sick leave earned in another county be transferred to the district. Transferred sick leave will be posted on the record of the teacher at the rate of one day for each day earned in the district. Effective 7-01-97, employees may begin requesting that accumulated sick leave earned while employed by another educational entity governed by the Florida Retirement System (FRS) be transferred to the district. Beginning on 7-01-97, the transferred sick leave from another FRS-governed educational entity will be posted on the record of the employee at the rate of one day for each day earned in the district. Before receiving compensation for the time absent on sick leave, teachers shall file an official leave form stating the day or days absent. The administration shall provide this form upon the teacher's return. Teachers shall not be required to state reasons or nature of illness for sick leave. When a teacher is out on sick leave for more than three (3) consecutive work days, sick leave may be substantiated by a physician's note if it is requested by the principal, when such administrator has a reasonable belief that an employee has a problem which relates to attendance.

a. Sharing of Sick Leave: An employee of the District ("authorizing employee") may authorize any other employee of the District ("recipient") to use sick leave that has accrued to the authorizing employee, subject to the following guidelines and stipulations:
   (1) A completed "Certification of Health Care Provider" form shall accompany any sick leave transfer request to document that such a qualifying illness has occurred.
   (2) Transferred sick leave will be available for use upon approval of a properly completed request for transfer of leave (along with a properly completed "Certification of Health Care Provider" form) and depletion of all the recipient's leave, including annual leave, if applicable.
   (3) If the recipient is a member of a sick leave bank, he/she must use donated sick leave days before drawing days from the bank.
   (4) Requests for transfer of leave may be submitted only for the current payroll cycle applicable to the recipient. Credit of transferred sick leave will be processed upon receipt in the Payroll Office of all required forms in complete and proper form. Requests shall not be processed retroactively. The Superintendent may intervene on behalf of employees with extenuating circumstances.
   (5) The authorizing employee may authorize a minimum of one (1) day up to any number of days as long as the authorizing employee retains ten (10) sick leave days after donation pursuant to this article.
   (6) The number of sick leave days donated to an employee within a single fiscal year shall be limited to the number of days remaining in that employee's standard working calendar. The same employee may receive additional donated days in subsequent fiscal years by filing additional leave transfer requests.
   (7) If there is more than one authorizing employee for a recipient, the donated sick leave days shall be used by the recipient in the order that the documentation authorizing the donation is received from the authorizing employee. If received on the same day, the documentation shall be considered received from the

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employee with the most years of service with the School Board first, and any other authorizing documentation received in the order of seniority of the authorizing employee.

(8) Leave donated but not used will revert to the authorizing employee. However, the Board shall not be responsible to make retroactive adjustments to retired employees who, prior to retirement, donated sick leave days that could have been used for terminal pay purposes.

(9) "Upfront" days are defined as sick leave days credited to employees before they are earned, as required in F.S. 1012.61. Such days may not be eligible for transfer until the employee has worked the required duration to earn the days.

(10) Sick leave days transferred from one employee to another under this policy may not be used for personal leave.

(11) Transferred sick leave days may not be held or used for terminal leave purposes. Donated sick leave under this Article shall have no terminal value.

(12) Sick leave transferred from one employee to another will result in payment of wages/salary applicable to the recipient of the leave, and the District will not be responsible for differences in the value of sick leave transferred under this policy.

(13) The authorizing employee must retain ten (10) sick leave days after donation pursuant to this Article.

(14) To be eligible to donate sick leave pursuant to this Article~~, both~~ the authorizing employee ~~and the recipient~~ must have been employed a minimum of one full school year before ~~both~~ the date of the authorizing employee's donation ~~and the first day of the recipient's absence for which sick leave days are donated~~.

(15) One sick leave day referenced in this Article shall mean the number of hours the employee is contracted to work for one work day.

(16) Participation in this Sharing of Sick Leave policy shall be voluntary for the recipient and the authorizing employee.

3. Personal Leave with Pay

Six (6) days leave per year may be used for the teacher's personal business. Leave of this type is noncumulative and chargeable against accrued sick leave. A teacher planning to use a personal leave day or days shall notify and gain the approval of his/her principal using the appropriate form at least twenty-four (24) hours in advance except in the case of an emergency (See Definition, 5.a. below). The teacher shall suffer no loss of pay for such leave and shall not be required to give reasons except that the leave is for "Personal Reasons."

4. Personal Leave without Pay

A teacher may be granted leave days without pay for personal business when extenuating circumstances dictate. This leave may be granted to a teacher only when he/she cannot otherwise schedule his/her business outside of normal working hours. A reason must be stated with the request. Personal leave without pay shall be submitted to the principal at least three (3) days prior to the requested date of leave. The principal shall review the leave request for approval on a case by case consideration. Any employee who is absent without authorization may be disciplined after consideration of the facts and in accordance with disciplinary procedures adopted by the Board.

5. Emergency Leave

a. Definition

Emergency leave shall be leave taken for a sudden unexpected happening; an unforeseen occurrence.

b. Emergency Leave without Pay

Leave days for emergency purposes may be granted without pay. Leave of this type must be certified in writing on the appropriate form through channels for approval by the Superintendent or his/her designee.

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6. Court Leaves

Leave with pay shall be granted to any teacher when called for jury duty or subpoenaed as a witness, or when a written notice to appear in court is received. A copy of the court order or subpoena shall be attached to the appropriate form and the completed form must be approved prior to the leave.

7. Illness-In-The-Line-Of-Duty Leave

A teacher shall be entitled to illness-in-the-line-of-duty leave when he/she has to be absent from his/her duties because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in school work. Such illness or injury must be certified by both his/her principal and a physician, then forwarded to the Superintendent for his/her recommendation and submission to the Board for approval or disapproval. Except for worker's compensation claims, a teacher who has any claim for compensation under this section while absent because of illness contracted or injury incurred as prescribed herein shall file a claim within five (5) working days following his/her return from such absence. The Board shall approve such claims and authorize the payment thereof, provided that the Board shall satisfy itself that the claim correctly states the facts and that such claimant is entitled to payment in accordance with the provisions of this section. The use of illness-in-the-line-of-duty leave, shall result in no reduction of the teacher's accumulated sick leave. Such leave shall be authorized for a total of not to exceed ten (10) school days during any school year for illness contracted or injury incurred from such causes as prescribed above.

8. Temporary Duty Elsewhere

Teachers on Temporary Duty Elsewhere shall receive their regular pay and may be allowed expenses.

9. Military Leave

When their obligation to the United States Armed Services makes unavoidable their failing to meet contractual duties, all members of the bargaining unit will be granted military leave in accordance with the law. Requests for such leave must be submitted in writing on the proper military leave request form with a copy of the orders attached to such form.

10. Professional Leave

a. Professional leave days with pay while school is in session, when properly requested and approved by the Superintendent or his/her designee, may be granted to teachers for the purpose of the following:

(1) Attending and/or participating in professional meetings relating to educational workshops, educational seminars, clinics, or educational conferences in their subject area or area deemed beneficial to the school system by the Superintendent.

(2) Visitation for the purpose of observing instructional techniques or programs in their subject.

b. Professional leave days with pay when properly requested and approved by the Superintendent or his/her designee may be granted to teachers during pre- and post-planning days for attendance in college courses for the purpose of extending certificates or for the purpose of earning credit toward being certified in the subject area of teaching responsibility. This request should be filed with Human Resources by ten (10) days prior to the post-planning period for leave during post-planning and pre-planning.

c. Professional leave days without pay when properly requested and approved by the Superintendent or his/her designee may be granted to teachers during pre- and post-planning days for the purpose of attending college classes for reasons other than that stated in subparagraph b. above or for the purposes set forth in subparagraph a. above.

11. Bereavement Leave

Teachers will be granted three (3) days of bereavement leave due to a death in the immediate family, still birth, or miscarriage. Immediate family shall be defined as father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own

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household. Bereavement leave is of special nature and may not be deferred or converted to any other purpose and will not be deducted from earned leave. It is not charged against any other leave account. The employee will not be paid for days not scheduled to work. A published obituary will be required for documentation, or in the case of miscarriage or stillbirth, a doctor's note will be required.

12. Filing Leave
    Leave in this Section (B) must be applied for on the authorized form with attachments if required and submitted to the immediate supervisor. The completed form must be submitted to the supervisor by the end of the first day the teacher returns to duty in the case of sick, emergency, or illness-in-the-line-of-duty leave. The administration shall provide this form upon the teacher's return. Otherwise the form must be submitted in advance in accordance with the provisions of this Section (B). Leave requests must be filed with Human Resources.
13. Domestic Violence Leave
    Effective July 1, 2007, any employee who has been employed for at least three (3) months, and who has used all of his/her regular leave (zero balance) shall be granted up to three (3) days of leave per contract year due to domestic violence, which may be used to address matters including seeking an injunction for protection; obtaining medical care or mental health counseling for themselves or for a family household member to address physical or psychological injuries arising from domestic violence; obtaining services from a victim-services organization such as a domestic violence shelter or rape crisis center as a result of an act or domestic violence; making an employee's home secure from a perpetrator of domestic violence or seeking alternate housing; or seeking legal assistance or attending or preparing for court related proceedings regarding acts of domestic violence. Domestic violence leave is of special nature and may not be deferred or converted to any other purpose. It shall not be charged against any other leave account. Application for domestic violence leave shall be made to the Superintendent and shall be granted by the Superintendent or his/her designee. Except in cases of imminent danger to the health and safety of the employee or a family or household member, employees seeking such leave under this provision shall, at the time of making a request, provide advance notice of the need for sick leave and provide documentation about the domestic violence circumstances. Details about the situation may be requested by the Superintendent and may include a request for appropriate documentation, including, but not limited to, police reports, court injunctions/documents and proof of legal counsel in relation to such documents. Leave may be with or without pay at the discretion of the Board.

C. FMLA Leave

1. Leave pursuant to the Family and Medical Leave Act (FMLA Leave) must be authorized and approved by the Superintendent or his/her designee. The request, with required documentation, must be submitted at least thirty days before the date on which the leave is to begin, or, if the need for leave is not sufficiently foreseeable, as soon as practicable. The teacher shall schedule any planned leave so as to not unduly disrupt the operations and educational mission of the School Board. FMLA leave will begin on the first work day on which the teacher is absent as a result of the emergency or other situation requiring the leave. Upon expiration of FMLA leave, a returning teacher will be returned to the same or an equivalent position as defined in the Family and Medical Leave Act. For leave due to the teacher's illness, a statement from the physician verifying the teacher's fitness for duty must be on file with Human Resources prior to reemployment.
2. Teachers with at least twelve (12) months of service, who have worked 1,250 hours or more prior to the start of FMLA leave ("qualified employees"), will be granted leave without pay for incapacity due to pregnancy, prenatal medical care, childbirth, care of the employee's child after birth, adoption of a child (including foster care placement), or a serious health condition of the teacher or to provide necessary care for a member of his/her immediate family (spouse,

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child, parent), due to serious health condition. Such leave will be granted for up to a maximum of twelve (12) weeks in a twelve (12) month period. The amount of leave available for an eligible employee is calculated by using a "rolling" twelve month period measured backward from the date an employee uses any such leave. However, for counting the 26 weeks of military caregiver leave, the District will measure the single 12-month period by looking forward from the date an employee's leave to care for the covered service member begins. Leave for birth or adoption of a child must be taken within twelve (12) months of the birth, adoption, or placement for foster care. If both parents are district employees, such employees are permitted to take only a combined total of twelve (12) weeks of leave during any twelve month period for such birth, adoption, or placement for foster care.

3. Qualified employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) week leave entitlement to address certain qualifying exigencies. An employee may not take exigency leave if the service member is a member of the Regular Armed Forces. Qualifying exigency leave is available for short-notice deployment (up to 7 days leave available when the service member receives 7 days or less notice of a call to active duty), military events and activities, arranging for alternative childcare and school activities (but not normal ongoing childcare), addressing certain financial and legal arrangements, attending certain counseling sessions, rest and recuperation (up to 5 days leave permitted when the service member is on temporary rest and recuperation leave), attending post-deployment activities, and additional activities which may arise out of active duty (provided that the District and the employee agree on the timing and duration of leave for these additional activities). The District will require each employee to provide a copy of the service member's active duty orders the first time the employee requests exigency leave.
4. Military Caregiver Leave. A spouse, son, daughter, parent, or next of kin who is a qualified employee can take up to 26 work weeks of FMLA leave during a single twelve (12) month period without pay to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness.
5. Intermittent FMLA leave or a reduced leave schedule may be granted because of the serious health condition of the teacher or the teacher's immediate family (spouse, child, parent), within the maximum twelve (12) week leave period. In addition, intermittent leave or a reduced leave schedule may be granted to a qualified employee to care for a covered service member with a serious injury or illness with the maximum 26-week leave period. The appropriate documentation providing the medical necessity for and dates and duration of the leave must be provided. Teachers needing intermittent FMLA leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt operations of the School Board. In addition, after consultation with the teacher, the School Board may, at its option, assign a teacher to an alternative position with equivalent pay and benefits that the Board determines will better accommodate the teacher's intermittent or reduced leave schedule. If a teacher needs intermittent leave or a reduced leave schedule involving more than 20% of the working days during the period over which the leave extends, then, after consulting with the teacher and the principal, the Board may, at its option, require the teacher to choose either to: (1) take leave for the full period of the planned treatment; or (2) transfer temporarily to an alternative position if one is available, for which the teacher is qualified, which has equivalent pay, and which the Board determines will better accommodate reoccurring periods of leave than does the teacher's regular position.
6. FMLA Leave which is requested by a teacher with a request to return to work three weeks or less than three weeks before the end of the semester, or if the teacher requests FMLA Leave

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during the last three weeks of the semester, special rules apply under the Family Medical Leave Act which may result in the Board requiring the teacher to continue taking leave until the end of the semester.

7. At the teacher's option, sick leave days which have been earned and, when sick leave days are exhausted, earned annual leave days, may be used during FMLA leave to care for a sick family member or because of the teacher's own illness, including any period of disability due to pregnancy, or for the adoption of a child. In addition, earned annual leave may be used during any other FMLA leave. Pay shall not be rendered for any period of time beyond the number of sick leave and annual leave days on record.
8. The Board will maintain coverage under its group health plan for any teacher granted FMLA leave. The teacher's portion of the health insurance premium shall be deducted from any pay received by the teacher during FMLA leave. During unpaid leave, the teacher may continue group health plan coverage by arranging payment of the teacher's share of the premium. If the teacher does not return from FMLA leave as scheduled, the Board may recover premiums for maintaining group health coverage paid during the leave, unless the teacher's failure to return to work was due to medical or other circumstances beyond the control of the teacher.

D. Extended Leave

1. When FMLA leave expires, and extended leave beyond twelve (12) weeks (or twenty-six (26) weeks for Military Caregiver Leave) is needed, or if the employee is not eligible for FMLA leave, leave of this type may be requested and must be authorized and approved as stipulated below. The request with required documentation must be on file with Human Resources and approved prior to the effective date of leave, and must be in accordance with the provisions of Section A and Section B of this Article. Upon return from extended leave, reassignment will be based on seniority and only to a position which is vacant at the time of the return, and for which he/she is qualified, in accordance with the provisions of Section A.2. and in accordance with the provisions below.
2. Extended Sick Leave
   An extended leave of absence for reasons of personal illness or illness of father, mother, husband, wife, or child may be granted to a teacher for up to one (1) year of disability if verified by a physician, or in accordance with D.8. Sick leave days which have been earned and, when sick leave days are exhausted, earned annual leave days, may be used for this purpose but pay shall not be rendered for any period of time beyond the number of earned sick leave days and annual leave days on record. Sick leave days which have been granted in accordance with the rules of the Sick Leave Bank may be used for this purpose if such leave is granted solely for personal illness; however, pay shall not be rendered for any period of time beyond the number of sick leave days granted by the Sick Leave Bank. Extended sick leave shall be granted only for the period of time of physical disability verified by the physician, must be approved by the Superintendent or his/her designee, and a statement from the physician verifying the teacher's ability to return to work must be on file with Human Resources prior to reemployment. Additional leave may be approved, on a case by case basis, as a reasonable accommodation for employees with disabilities.
3. Maternity Leave
   Leave may be granted to a teacher for pregnancy during a period of time from nine (9) months prior to the due date and two (2) months after delivery or for whatever period of time of disability designated by the attending physician, which is directly a result of the pregnancy. A physician's statement shall accompany such request and must verify the dates requested. The request must be approved by the Superintendent or his/her designee. Sick leave days which have been earned or have been granted in accordance with the rules of the Sick Leave Bank may be used during any portion of this leave during which the physician verifies in writing that the teacher is disabled, otherwise maternity leave shall be without pay.
4. Child Care Leave

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Leave without pay may be granted to any teacher for the purpose of the care of a dependent child under the age of two living in the same household. If the dependent child in the same household is over the age of two, an accompanying statement from a physician verifying the need for the teacher to care for the child and verifying the period of time required for such leave must accompany this request. The request must be approved by the Superintendent or his/her designee.

5. Military Leave
   a. Any teacher serving in the uniformed service as defined under the Uniformed Services Employment and Reemployment Rights Act shall be granted extended leave without pay, by the Superintendent or his/her designee, for such service up to a cumulative maximum of five (5) years. This may be extended at the request or for the convenience of the federal government or upon authorization of the President of the United States. A teacher returning from such leave shall be returned to employment, without prejudice, provided the employee was not released from military service under dishonorable or other punitive conditions and application for re-employment is filed in accordance with the requirements of federal law. The school district shall employ the teacher returning from such leave within the timeframe prescribed by federal law. Such teacher shall be returned to his/her former position or to a similar position satisfactory to the teacher and for which he/she is fully qualified.
   b. Teachers who are members of the National Guard or Reserves who are called to active military service shall be granted extended leave by the Superintendent or his/her designee. Such leave shall be with full pay and benefits for the first thirty (30) calendar days. For the 1990-92 school years, the School Board shall supplement the individual in an amount necessary to bring his/her total income, inclusive of the total military income, to the level for which he/she was contracted at the time he/she was called to active military duty and shall continue to provide insurance benefits in the same manner as that provided other full time teachers who are on School Board approved extended leave, so long as he/she remains on active duty. A teacher returning from such leave who reapplies to be reemployed in accordance with law, shall be returned to employment without prejudice according to the provisions set forth in law.
6. Extended Professional Leave
   A leave of absence for professional improvement, without salary, may be granted for any teacher, upon application, for up to one (1) year and upon reapplication, for up to a second year, for the purpose of the following:
   Engaging in study at an accredited university in his/her subject area or area deemed beneficial to the school system by the Superintendent.
   a. Full-time participation in the federally sponsored Peace Corps or Job Corps.
   b. Participating in foreign exchange teaching programs.
   c. Full-time teaching in his/her subject area in Department of Defense or Department of State programs.
   d. Engaging in study or an activity deemed beneficial to the school system. Such applications shall be subject to approval by the Contract Monitoring Committee. Approved applications shall be forwarded to the Superintendent for final approval.
   Application for such leave shall be submitted to the Superintendent not later than sixty (60) days prior to the start of the date when the leave is to commence. Application for reemployment should be filed at least six (6) months prior to the end of leave. Upon return from such leave the teacher shall be returned to a position which is vacant at the time of return and for which he/she is certified.
7. Foreign Exchange Teacher Leave
   a. The School Board may grant leave to an employee for the purpose of teaching abroad as a foreign exchange teacher in accordance with the following rules:

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(1) Consideration for approval for foreign exchange teacher leave will only be given to certified staff members who have taught in, or have served as an administrator in, the schools of the Clay County School District for a continuous accumulated total of five (5) years, who are eligible for reappointment and who have not received an unsatisfactory evaluation during their employment term with the District.

(2) Said leave shall be for a period of one (1) contract year and may not be extended.

(3) During the time the staff member is on foreign exchange teacher leave, said teacher shall be under contract with the School Board and shall continue to receive salary and benefits from the District which shall be the same as those for all other Clay County School District teachers as required by the applicable collective bargaining agreement and School Board salary schedule. Said teacher shall be obligated to report to the District all annual, personal and sick leave days taken while on foreign exchange teacher leave in the same manner as if he/she had not been on foreign exchange teacher leave. Entitlement to contractual salary and benefits shall terminate if the exchange teacher fails to meet the conditions of the foreign exchange teacher leave, loses his/her valid Florida Teaching Certificate or is terminated or disciplined for cause by the School Board in accordance with Board policy.

(4) Upon completion of the foreign exchange teacher leave, but prior to final payment of salary to the individual on said leave, the exchange teacher shall submit to the Superintendent a report or other documentation satisfactory to the Superintendent which proves that the exchange teacher received a satisfactory teaching evaluation from the foreign teaching supervisor, proof of satisfactory attendance and compliance with any other terms or conditions of the foreign exchange teacher leave as may be requested. Upon proof of compliance with this subsection, including a satisfactory evaluation, the teacher shall receive credit for the year of foreign teaching experience.

(5) Upon return from foreign exchange teacher leave, the teacher shall be required to accept employment as a teacher for the subsequent school year in any position offered by the School Board for which he/she is qualified.

(6) The School Board shall not be responsible for any financial losses incurred by the employee related to or resulting from or as a consequence of the employee's participation in the foreign exchange teacher leave program other than those financial obligations set forth in the employment contract and those specifically imposed by Florida law.

b. Application for foreign exchange teacher leave must be made to the Superintendent not later than sixty (60) days prior to the school year when the leave is to commence. The application must include:

(1) A letter specifying that the leave request is for foreign exchange teaching; stating the name of the approved exchange institution and the specific teaching assignment, if determined.

(2) Proof of acceptance by the approved exchange teaching organization.

c. The Superintendent shall determine whether or not the foreign exchange teacher leave is appropriate for and in the best interest of the needs of the District.

8. Extended Personal Leave

There are conditions which make it reasonable for a teacher to be temporarily excused from his/her contractual obligations for personal reasons. Extended personal leave may be granted only for a maximum of one (1) year. Leave for this purpose must be supported by appropriate documentation and the request must be on file with Human Resources and approved, by the Superintendent or his/her designee prior to the effective date of leave.

9. Fitness for Duty/Medical Examination

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a. If the Superintendent has a reasonable belief based upon objective evidence to indicate that an employee's ability to perform the essential job functions will be impaired by a medical condition or that an employee will pose a direct threat due to a medical condition, the Superintendent may require the employee to submit to a physical, medical or psychiatric examination or other laboratory tests to determine the employee's fitness to perform the essential functions of the employee's position.

b. Any examination performed under this Article will be performed by a medical physician, psychologist, or psychiatrist selected by the employee from a list of at least three (3) physicians, psychologists, or psychiatrists. A Fitness for Duty Certification form shall be submitted by the examining physician, psychologist, or psychiatrist to the Superintendent, or designee and to the employee. Otherwise, the Fitness for Duty Certification form will remain confidential. Where the Superintendent receives a medical report that the teacher is infected with or is a carrier of a contagious disease, a medical examination by a public health physician may be required.

c. If the employee disagrees with medical examination results other than substance abuse tests, the employee may, within five (5) working days of receiving the results of the examination, provide the Superintendent with medical or psychiatric verification from the employee's own physician, psychologist or psychiatrist. An employee may not be reimbursed for the expense of any medical, psychological or psychiatric examination conducted by the employee's own physician, psychologist, or psychiatrist.

d. If the employee's own doctor offers an opinion inconsistent with the report of the district's medical professional, a third opinion shall be obtained by a medical physician, psychologist, or psychiatrist selected by the employee from a list of three (3) physicians, psychologists or psychiatrists. The decision of the third physician, psychologist or psychiatrist as reflected in the written Fitness for Duty Certification shall be considered the controlling decision.

e. The district will be responsible for all expenses incurred from any district-required medical, psychologist, or psychiatric examination performed by a physician or psychiatrist from the district's recommended list. The district will be responsible for the cost of a confirmation test where initial tests are positive for substance abuse.

f. If the information revealed by the medical examination(s) indicates that the employee cannot safely and satisfactorily perform the essential functions of the employee's position, with or without a reasonable accommodation, the Superintendent shall:

(1) Determine whether another position is available for which the employee would be qualified and in which the employee can safely and satisfactorily perform the essential functions of the position. If so, the Superintendent shall offer the employee an opportunity to accept a transfer to such position.

(2) If no such transfer is available or if the employee declines an offered transfer, and if no reasonable means of accommodation is available, the Superintendent shall file a recommendation with the School Board recommending that the employee be placed on compulsory Extended Sick Leave.

(3) An Employee Assistance Program shall be considered prior to f. (2).

(4) Nothing in this Article shall prevent the district from taking disciplinary action in accordance with Article XVIII of this Agreement.

e. Should the employee's physical or mental condition improve during the term of the employee's compulsory Extended Sick Leave to the extent that the employee can safely perform the essential functions of the position, so certified by the employee's own attending physician, psychologist or psychiatrist, the employee may petition the Superintendent for reinstatement. At this time, the employee will submit to additional examinations under the procedures described in Section D.9.b. of this Article. Based upon the results of the medical examinations, the Superintendent shall file a written recommendation on the petition for reinstatement with the School Board with regard to reinstatement or denial of reinstatement.

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Should an employee's petition for reinstatement be approved, the reinstatement and reassignment shall be determined in accordance with Section C.1. of this Article.

E. Reimbursement for Travel

Travel reimbursement including in-county, out-of-county, per diem, and expenses shall be reimbursed at the normal rate established by the Board and must be authorized and approved by the Superintendent prior to the incurrence. Reimbursement procedures and rules as established in the current School Board Rules shall be followed.

F. Sabbatical Leave

1. Leave may be granted by the Board to a certificated employee for the purpose of engaging in full-time study at a public or regionally accredited institution of higher education under rules adopted by the Board.
2. Only certificated staff members, who have taught in the Clay County Schools for at least eight (8) consecutive years, broken only by an authorized leave of absence, and who have not received an unsatisfactory evaluation may apply or be considered for approval for sabbatical leave. No more than two (2) requests for sabbatical leave may be approved for any given school year.
3. Such sabbatical year shall be for a one (1) year period and may not be extended.
4. A certificated staff member who is approved for such sabbatical leave shall not accept or agree to receive during such period of leave any compensation, through grant or extra employment, which, when added to the salary paid by the Board would be in excess of his/her ordinary salary.
5. The Board agrees to pay any certificated staff member who has been approved for sabbatical leave, 50% of his/her normally contracted salary during the year of leave. Benefits shall be paid during the year of sabbatical by the Board to such persons on approved sabbatical leave in the same manner as normally paid to a person employed on a 50% contract. Sick leave benefits shall not be available to such persons but insurance benefits that are available to full time employees shall be available to persons on sabbatical leave.
6. Upon returning from an approved year of sabbatical leave, the staff member shall present proof of compliance with the conditions of the approved leave and be placed in a vacant position in which he/she is certified. Such staff member shall accept such position as a further condition of the sabbatical leave.
7. If the staff member approved for sabbatical leave fails to abide by the conditions for sabbatical leave, the staff member shall reimburse the Board for all salary paid and for the cost of all benefits paid during such sabbatical. A contract to this effect shall be signed by the Board and the person affected.

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TA 8/7/19
BCR

BOARD COUNTER PROPOSAL
July 24, 2019

ARTICLE XXII
INSURANCE

A. The Board agrees to pay ~~$301.98~~(see Appendix X), per pay period, during each pay period when premiums are deducted from employees' pay, toward the premiums for coverage for comprehensive hospital-surgical-major medical insurance and 100% of the group life insurance policy, up to a maximum of $32.20 per year, for each full time employee contracted in at least a six-tenths (.6) allocated position or for six-tenths (.6) or more of each consecutive day for 60 days or more or for the balance of the school year. Any increase in the School Board's contribution to the insurance premium shall be effective only upon ratification of the contract. If a contract, with new premium contribution amounts, is not ratified by September 15th of each year, the previous year's School Board contribution rate will be considered the status quo until a new contract is ratified by both parties.

B. Policies shall include benefits in accordance with the terms and conditions as set forth in the master insurance policies as provided by the Board.

C. 1. An insurance committee shall be formed, one third (1/3) of which will be association representation. This committee will meet at least monthly during the school year unless voted upon by the committee as unwarranted. The committee shall select the chairperson of the Insurance Committee from among its membership. Decisions of the committee shall be made by consensus. If consensus cannot be reached a majority vote of the membership will make the decision. Members are allowed to vote by signed proxy for another member of the committee. The chairperson will be empowered to vote only upon a tie vote.

2. The insurance committee shall review and recommend actions with regard but not limited to:

Bids
Specifications
Recommendation on Invitation to Bid
Bid Tabulations
Monthly Insurance Experience Rating Reports

3. Other health related employee programs may be studied by this committee. Such health related employee benefits may include such health related coverage as may be necessary for portions of the employee assistance program, if established, which may require such coverage. Additional health related employee benefits recommended by this committee shall be at no cost to the Board unless otherwise negotiated. The purpose of this committee shall be to make recommendations to the School Board and the Association bargaining teams on matters pertaining to insurance as covered in this article.

4. The Board does not relinquish or delegate any authority or responsibility as mandated by laws pertaining to bidding or employee group insurance or health related programs.

D. An Employee Assistance Program, when funded by the Board, will be provided for all teachers with the following provisions:

1. To assure employee confidentiality, the Employee Assistance Program will be managed by someone who is not an employee of the Clay County School Board.
2. Costs of fitness for duty evaluations will be paid by the employer.
3. Other costs incurred by voluntary participation will be the responsibility of the individual and may be covered by existing insurance policies.

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2019-2020 Amendment

INSURANCE CONTRIBUTION CHART
2019-2020 Plan Year

CHOICE HSP	Employer	Employee
Employee	$379.58	$0.00
Employee & Spouse	$454.58	$234.98
Employee & Children	$504.58	$153.34
Family	$554.58	$349.22
CHOICE		
Employee	$379.58	$81.30
Employee & Spouse	$454.58	$435.93
Employee & Children	$504.58	$344.96
Family	$554.58	$612.42
CHOICE PLUS		
Employee	$379.59	$152.55
Employee & Spouse	$454.58	$573.60
Employee & Children	$504.58	$476.25
Family	$554.58	$792.77

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- Total additional cost to the district is approximately $4,775,609.
- Insurance deductions are for 20 pay periods. To compare to other plans available to employees, we must consider the total annual cost. For example, under this proposal the Family HSP plan is $6,984.40 per year. This breaks down to:
  - $349.22 per 20 pay periods (Clay Schedule)
  - $291.02 per 24 pay periods (bi-monthly schedule)
  - $268.64 per 26 pay periods (every 2 weeks)
- Dual Employee (both employed) Board contribution for secondary employee may be less than the amount listed in the chart. Refunds will not be given if the Board contribution exceeds the premium amount.

TJA 4/18/19 dm

JA 4/18 BL RJ 4/18

BCR

ARTICLE XXV
CLAY VIRTUAL ACADEMY

A. Clay Virtual Academy (CVA) full time instructors (defined as any employee who CVA assigns students) for a .6 or greater allocation will be provided a laptop with a 15 inch screen, a wireless printer (if needed and requested), a pen pad (if needed and requested), a cell phone and if requested a hot spot. Additional equipment or programs may be requested through the CVA Principal for the instructor's use in preparing and/or presenting lessons to students. Procedures for making equipment requests shall be described in the Employee Handbook in addition to all other policies governing CVA instructors request must be made in writing prior to September 1 of the school year or within 30 days of a new assignment or learning management system.

B. After being selected as a virtual instruction teacher, but prior to being assigned his/her first virtual instruction course, each teacher must complete training on providing virtual instruction through the professional learning program established by Clay Virtual Academy and/or its partners.

C. Secondary level class sizes will have a class cap based on the following:
   a. 180 (1 class prep)
   b. 165 (2 class preps)
   c. 150 (3 class preps)
   d. 135 (4 or more class preps)

D. Elementary K-3 shall have a class cap of 25 students per semester. Elementary 4-5 will have a class cap of 30 students per semester. Combinations of K-3 and 4-5 teaching assignments shall be calculated proportionately. Initial enrollment and registration of students will not be the responsibility of a classroom teacher.

E. CVA instructors shall be given first priority to CVA summer classes/extended school year. Current teaching assignments, certification and CVA years must be taken into consideration.

F. Teachers will be expected to report to their worksite location one predetermined day per week to attend faculty meetings, provide on-site visits to virtual learning labs at local schools, and address any other program needs that require the teacher's physical presence. Any additional meetings beyond the one predetermined day will require at least one week notification by administration. Instructional Personnel will be expected to report to their designated location to assist with the administration of required state and district assessments. Full time instructors will be expected to report to CVA campus upon 24 hour notification in the case of an emergency.

G. Full time CVA instructors shall work thirty-seven (37) hours and thirty (30) minutes each week as defined for full-time instructors in the CCEA contract. Teachers will be expected to establish weekly contact hours during which students and parents will be able to communicate verbally with the teacher. At least 40 percent of work hours should be set aside as contact hours. These hours will be set at the teacher's discretion to meet student needs. If the administration can show student needs are not being met, the hours will be adjusted. Teachers will be expected to return student and parent communication no later than the following school calendar day.

H. A committee will be formed prior to each full contract negotiation cycle to address issues specific to virtual school. Notification will be sent to all CVA employees to solicit participation on this committee. CCEA may select one (1) K-5 teacher, one (1) junior high teacher, two (2) secondary teachers and one (1) instructional specialist. CVA may select one (1) K-5 teacher, one (1) junior high teacher, two (2) secondary teachers and one (1) instructional specialist. The committee will meet in the fall with CVA administration and a district administrator with future meetings to be determined by the committee. Recommendations from the committee will be submitted to CCEA, CVA administration, and district administration by April 15th for consideration.

J. CVA instructors will be expected to assist in the review and evaluation of curriculum. Participation in the development of curriculum shall be optional.

DRAFT

TA FOR BOARD _____ Date/Time: 8/17/19

TA FOR CCEA _____ Date/Time: 8/7/19

8/7/19 (BER)

BOARD PROPOSAL
August 7, 2019

ARTICLE XXVIII
COMPENSATION

Instructional Salaries:

- The Board proposes a total salary adjustment in the maximum amount of $6,300,000 (which includes benefits) for all CCEA unit members for the 2019-2020 school year. The distribution of the salary adjustment will be in accordance with the parties' Performance Pay Formula, with the understanding that PSC/CC teachers will receive $2,000. To be eligible, the member must be employed by the District upon the date of ratification by both parties, and have a final evaluation score from the previous year.

- Junior High Drama supplement will increase from 3.1% to 6%.

- The Elementary Performance/Production Supplement will increase from 1.5% to 3.0%.

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SCHOOL DISTRICT OF CLAY COUNTY

CLAY ASSESSMENT SYSTEM

Administrative/Teacher Handbook

(Approved for School Year ~~2018-2019~~2019-2020)

DRAFT

School District of Clay County
900 Walnut Street
Green Cove Springs, Florida 32043

Superintendent of Schools
Addison G. Davis

School Board Members
Janice Kerekes
Carol Studdard
Tina Bullock
Mary Bolla
Ashley Gilhousen

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INTRODUCTION

The Clay Assessment System is based upon the belief that the appraisal of employees should be fundamentally developmental and rewarding, both to the individual and to the organization. The appraisal system is also based upon the Florida Educator Accomplished Practices. The Clay Assessment System recognizes that the appraisal of teachers must be primarily based on the performance of students assigned to their classrooms and schools. Continuous professional development that results in improved student learning is the goal of appraisal.

The Clay County School Board and the Superintendent are committed to the goal of ensuring that the Clay Assessment System reflects the following standards and characteristics:

1. Promotes the growth and development of the individual and the continuous improvement of the organization;

2. Is fair, equitable and legally sound;

3. Has a procedure for collection, retrieval, and use of data from a variety of sources to provide feedback to the teacher and administrator;

4. Provides data for recognizing high performance through a variety of means;

5. Considers the specific conditions of the site;

6. Allocates time to collaboratively plan, coach, and counsel for higher performance;

7. Provides levels of appraisal;

8. Provides orientation on the appraisal system and skill development in implementing, observing, monitoring, coaching, and/or counseling for those involved in the system;

9. Recognizes the mission of the educational system and the role of educators in ensuring success for all students;

10. Reflects opportunities for self-direction and self-appraisal.

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ASSURANCES

1. Group orientation will be held for all certified personnel outlining the assessment process.

2. Each teacher will have the benefit of an individual pre-evaluation conference with the evaluator during the first six weeks of the school year or within two weeks of employment.

3. All evaluators will be trained in appropriate evaluation techniques and the use of the proper instruments and procedures prior to their use of this assessment process.

4. All instructional personnel will be assessed annually. Annual Contract, Professional Service Contract or Continuing Contract instructional personnel will be evaluated at least once each year. Probationary annual teachers will be observed and evaluated twice a year.

5. This assessment process and instruments will be monitored through annual review, by the CAS Committee, as established through collective bargaining and through approval by the School Board and the Department of Education to allow for collaboration with all key stakeholders.

6. This assessment plan will not discriminate on the basis of race, national origin, religion, marital status, sex or disability.

7. This assessment plan meets the criteria established by the Florida Legislature, is based on sound educational research, and includes the core of effective practices.

8. Assistance in improving performance will be provided and documented, when necessary, through the Professional Development Plan. This plan may include peer review and assistance.

9. Compliance with statutory requirements regarding probation for teachers will not alter administrators' responsibilities to provide support and assistance to teachers experiencing performance problems.

10. In accordance with the collective bargaining agreement (Article XXVIII.F.1.) any Professional Service Contract or Continuing Contract teacher with an overall assessment rating of Unsatisfactory for the year will not receive a pay increase the following year. An Annual Contract teacher with an Unsatisfactory evaluation will not be reappointed. Any reappointed teacher with an Effective rating for the year will be eligible for consideration for receipt of the negotiated pay raise.

11. The Master Contract grievance procedure is available to appeal evaluation procedures if a teacher believes that all required steps were not properly followed.

12. The evaluation ratings and results may only be appealed through the three-level appeals process specified in the Procedure section of this document for an unsatisfactory rating or as outlined herein for other appeals. A 90-day probationary teacher will follow the appeals process specified by law.

13. All teachers with classroom responsibilities regularly monitor and report the progress of their students as part of their professional responsibilities. Appropriate performance measures and indicators of student achievement growth will vary among teachers. When available and applicable,

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standardized student achievement assessment results must be utilized as data on which, in part, the teachers' performance evaluation is based.

Instructional personnel who are not assigned classes or caseloads of students contribute, nonetheless, to student achievement. Data that supports these contributions and documents their impact on student achievement/performance may be required as part of these teachers' evaluation.

14. Annually, every parent is given the opportunity to provide input regarding teacher performance by responding to the survey(s) distributed by the School Advisory Council. Additionally, in the annual edition of each school's Student Handbook, parents are reminded of the process for providing input regarding a teacher's performance. Such input from parents is shared with the teacher and may be used as one data source for assessment ratings on the Clay Assessment System. Input from parents, provided directly to the teacher, may constitute another data source under the CAS system.

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CLAY ASSESSMENT SYSTEM (CAS) PROCEDURES

In response to Florida Statutes and State Board of Education Rules, the following administrative procedures and timelines for assessing the performance of instructional personnel have been established by the School District of Clay County.

Orientation – An Overview to the CAS Process and Required Forms

By no later than six (6) weeks after the first day teachers report to school for the school year (or within two weeks after employment for a teacher hired after that six-week period), all instructional personnel will receive a copy of the Clay Assessment System. A copy will also be maintained in the media center of each school, in the supervisor's office, and the District Office. All instructional personnel will be provided orientation to the Clay Assessment System instrument to be used with them and to the procedures and forms to be used by the administrator. This will be conducted in a group setting at the beginning of the school year or individually upon hire.

All itinerant instructional personnel will be evaluated by the administrator or designated evaluator at the base school site or by the district-level supervisor to whom the teacher is assigned. All School District of Clay County assessment procedures will be followed.

Pre-Evaluation Conference

All instructional personnel will have an individual pre-evaluation conference with the administrator or designated evaluator. This pre-evaluation conference will be held no later than six (6) weeks from the teacher's contracted date of employment each year or no later than two weeks for employees hired after the start of the school year or after a change in job assignment as applicable. Self-assessment by the teacher is encouraged to assist with discussions during pre-evaluation, post-evaluation, and final evaluation conferences. Teachers may use Pages 16-19 of this manual for self-assessment and reflection although it is not a requirement. Please see page 14 for the "Framework" to assist both evaluator and teacher with dialogue/discussion during the pre-evaluation conference.

For ~~probationary teachers~~ teachers placed on probation or teachers who have begun to display performance problems, the required performance objectives and plans/timeline for providing assistance to the teacher may be developed on the Professional Development Plan during the pre-evaluation conference. When a teacher is at risk of non-renewal, the teacher shall be placed on a Professional Development Plan or a Deficiency Conference shall occur by March 1.

Required Observations

Formal Observations

1. Formal observations (one for PSC/CC/AC and two for PAC) are required as part of the assessment, and must be conducted by the administrator or designated evaluator and shall address the performance of the teacher's classroom or instructional duties.

2. The formal observations must be conducted by the principal or official evaluator and may not be delegated should the teacher begin to display performance problems.

3. The formal observations must be preceded by notice to the teacher at least three (3) working days before the observation.

4. The formal observations must not be less than 30 minutes in length.

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Informal Observations

For all teachers, informal observations will be conducted by the administrator or designated evaluator and may take place at any time during the assessment year. Informal documentation, if created, will be reviewed with the teacher or sent to the teacher in written form. If there are concerns noted during an informal observation, documentation will be provided to the teacher within three working days.

A. Annual Contract (AC) Teachers

One formal observation and post-observation conferences shall be conducted each year and shall be completed no later than May 1 unless additional time is needed to determine the final overall assessment. For a new-to-Clay-County Annual Contract or interim teacher, the first formal observation and post-observation conference shall take place during the first semester of the teacher's employment. The first observation for participants in the ~~Teacher Induction Program~~ Florida Professional Educator Competency Program (PEC) must be conducted in the first 45 days.

Probationary annual teachers will be observed and evaluated twice in accordance with state statute.

B. Professional Service Contract Teachers (PSC) or Continuing Contract (CC) Teachers

At least one formal observation and evaluation conference shall be conducted each year.

C. PSC Teachers or CC Teachers with Performance Problems

Should a PSC teacher or a CC teacher begin to demonstrate a pattern of performance problems, or if a PSC teacher or a CC teacher has been placed on a mandatory PDP due to performance problems during the last three (3) years, the evaluator shall be required to conduct at least one formal observation during the year using the CAS approved observation instrument on which the administrator has been trained. These observations, as well as the entire assessment process, must be conducted by the responsible supervisor and may not be delegated.

D. CC Teachers on Probation

For a CC teacher placed on probation, formal observations, post-observation conferences, and the observation instruments to be used during the formal observations are the same as those described for the ~~first-year~~ probationary AC teacher. However, the final decision regarding the overall rating for the year must be made by March 1.

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Timelines

March 1: Supervisor is required to provide to the Superintendent a recommendation regarding the teacher's reappointment for the next school year. A recommendation for reappointment may be made only if the supervisor has enough information to certify that the teacher's overall assessment rating for the year is, at least, Effective.

March 1: Deadline for a CC Teacher to receive an Overall Unsatisfactory Rating for any school year.

May 1: Deadline for submission of the statement from the evaluator to ~~Human Resources~~ Professional Development Office for a teacher participating in the ~~Teacher Induction Program~~ Florida Professional Educator Competency Program (PEC). (The portfolio completion and final evaluation form for the ~~Teacher Induction Program~~ Florida Professional Educator Competency Program (PEC) are due to ~~Human Resources~~ Professional Development Office one week prior to the CAS evaluation deadline.) If the evaluator believes that additional time could result in the correction of the problem(s) so that the Program could be satisfactorily completed, the final certification by the evaluator may be delayed until the end of the school year.

May 1: Deadline for completing the performance assessments for teachers.

It should be noted that the end of the teacher's school year is the typical deadline for completing a teacher's annual evaluation. Extremely unusual circumstances may result in the granting of an extension waiver by the Superintendent's designee in Human Resources. If the evaluation will require an extension beyond the end of the school year, the teacher will be informed in writing, no later than March 1, that an extension is needed. It is recognized that student achievement data may be received after the school year ends and that evaluations may be revised in accordance with statute.

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Professional Development Plan

A Professional Development Plan (PDP) is required for ~~probationary teachers~~ teachers placed on probation, identified beginning teachers, and teachers with performance deficiencies.

Professional development is the joint, ongoing responsibility of the teacher and the administrator. Plans for assistance may be initiated or added to a teacher's PDP at any time during the school year through collaboration between the teacher and the administrator. The development of or addition to the PDP may be initiated by either the teacher or the administrator. Informal observation, data gathering, feedback, and ongoing assistance should take place throughout the school year.

The identified beginning teachers are at least those who are ~~(TIP) Teacher Induction Program~~ Florida Professional Educator Competency Program (PEC) (with portfolio required) and (ACP) Alternate Certification Program with a portfolio requirement. The PDP may be developed during the pre-evaluation conference or at any other time during the school year. However, if the development is due to an Unsatisfactory evaluation, performance objective and appropriate assistance must be added to the PDP within one week of the evaluation conference during which the Unsatisfactory rating was given.

- Unsatisfactory progress on the PDP by any probationary teacher shall be considered sufficient cause for removal of the probationary teacher from employment in Clay County.

- At any time during the year, when a PDP is closed out, signatures should be obtained, dates and results should be completed and a copy of the finished form should be provided to the teacher. The evaluator's copy, however, should be held until the end of the evaluation year and submitted to the district office along with copies of all other required CAS forms. All PDP's must be closed out at the end of the year. If applicable, the PDP may be initiated again in the next year.

Pre-Observation Conference

A pre-observation conference may be required in order to provide context into the lesson and the setting in which the lesson is occurring.

Post-Observation Conference

Instructional personnel shall participate in an individual post-observation conference, with the evaluating administrator, within three (3) working days of a formal, pre-announced observation. At the conference the following should occur:

1. Data gathered from the observation will be shared with the teacher.

2. Documentation of the observation will be discussed and reflected on the CAS form.

3. Data gathered from other data sources, including student assessment data, will be reviewed with the teacher.

4. If applicable, the teacher's success in meeting objectives and completing activities on the PDP shall be addressed and recorded.

Post-observation conferences may be scheduled in the teacher's classroom.

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Final Evaluation Conference

Instructional personnel shall participate in an individual final evaluation conference for the year with the evaluating administrator. In many instances, the last post-observation conference for the year, described above, will also serve as the final evaluation conference. At the conference, ample time to share will be given and include the following:

1. The teacher may bring self-evaluation to the post and/or final evaluation conference along with any other documentation to allow for sufficient annual review.

2. The overall rating of the teacher's performance for the year is given.

3. Signatures of the teacher and the evaluator, along with required dates, are completed, and copies are given to the teacher at the meeting, if requested.

4. The PDP is completed and signed, if applicable.

A copy of each form will be given to the teacher, if requested.

The Evaluation Instrument and support documents will be maintained on the district electronic platform.

Out-of-Field Teachers

Evaluations for out-of-field teachers should be conducted in the same manner as described herein. However, the evaluator will not expect the same level of subject matter knowledge on the part of the out-of-field teacher as with a teacher who is fully certified.

Probation

A. New Hires, including Interim Teachers

The first Annual Contract with the district shall be probationary. The first formal observation and post-observation conference shall take place during the first semester of employment. The School District of Clay County may accept the teacher's resignation without such action being considered a breach of contract or terminate the teacher's employment without cause prior to the end of the first initial Annual Contract.

B. Professional Service Contract (PSC) Teachers

A PSC teacher whose performance is found to be unsatisfactory at any time during the school year shall be placed on a 90 calendar day (exclusive of school holidays and school vacation periods) probationary period and shall be required to submit performance objectives on the PDP as part of his/her evaluation. The performance objectives shall be initiated within one week after the formal evaluation conference at which the unsatisfactory evaluation was determined. The PDP will be reviewed periodically but not less than once each four (4) week period until the performance objectives are completed or the 90 calendar days have ended. Recommendations and the final decision regarding the teacher's continued employment are made after the 90 calendar days have ended.

C. Continuing Contract (CC) Teachers

A CC teacher with an unsatisfactory evaluation shall be placed on probation to begin the next school year. For the probationary CC teacher, the evaluation periods shall coincide with first year AC evaluation periods, and observations and assessment forms shall be completed accordingly. Progress in improving student achievement during the year of probation must be measured by other than state or district assessments unless such test results can be available prior to March 1 of the probationary year. The CC teacher on probation will be required to submit performance objectives on a PDP as part of the evaluation. The PDP performance objectives will be initiated within one week after the post-observation/evaluation conference at which the unsatisfactory evaluation was determined. The PDP will be reviewed periodically but not less than once each six (6) week period until the plan is completed.

Should the performance of the CC teacher on probation not meet expectations by the end of the first evaluation period following the unsatisfactory evaluation (i.e. by the end of the first semester or by May 1), a decision shall be made whether to extend the probationary period or take such action as determined appropriate by the Superintendent. Should the probationary period be extended, a review shall be made by the Superintendent at the end of each evaluation period thereafter to determine the appropriate action to be taken.

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Peer Review and Assistance – for Teachers Experiencing Performance Problems

Clay County's Support Team of teachers is available to provide assistance to the teacher and the evaluator, upon request. The Support Team is made up of successful, experienced teachers who serve as peer teachers (CET trained) for beginning teachers and are trained in observing the teaching process and in providing support for the completion of requirements for the beginning teacher. A list is available through the Human Resources Division of approved peer teachers who may serve as members of a Support Team for peer review or assistance. Additionally, district-level specialists, district ~~SPRINT~~ Resident Clinical Faculty teachers who work jointly with pre-service training at the University of North Florida and with on-the-job beginning teachers, and others are available at the request of the administrator and/or teacher for peer review and assistance.

When a teacher is required to help develop a PDP in order to address performance problems or as part of his/her probation, the assistance of support team members may be arranged directly by the administrator. The selection of the ~~SPRINT~~ Resident Clinical Faculty teacher, district-level Specialist, Peer Teacher, Directing Teacher or other Support Team member should be made based on the training, skills, certification area and experience of the available members. Such assistance should be documented on the PDP.

NOTE: If no teacher certified in the same area as the teacher needing/requesting assistance is available through the currently-approved support team, a teacher who is not on the support team list but is certified in the appropriate area and is recommended by his/her principal may be asked to assist.

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Appeals Process

Disagreements – Process and Procedure for Unsatisfactory Rating

A teacher may attach a written reply to the CAS Assessment form if he/she is in disagreement with the evaluator's observations and/or evaluation. This written response must be submitted to the evaluator no later than one week after the final evaluation conference. A copy of the response will be appended to each copy of the Assessment.

In cases where disagreements regarding unsatisfactory evaluations by supervisors cannot be resolved by the following procedures, including the PDP process and the additional observation, the employee may then appeal the overall Unsatisfactory rating through the following process:

Level I: Within three days of the final evaluation conference, the teacher shall request a separate observation by an administrator outside the site.

Level II: Within ten (10) working days of the separate post-observation conference conducted by an administrator outside the site during which the evaluation rating was given, the teacher requests a joint meeting with the administrator and the district office supervisor, if applicable, in an effort to resolve the disagreement satisfactorily. The meeting must take place within five (5) working days of receipt of the written request from the teacher. Documentation of performance must be provided by the administrator/evaluator. The decision resulting from this meeting must be provided within three (3) working days of the meeting.

Level III: Within ten (10) working days of the decision at Level I, the teacher requests a joint meeting with

the administrator/evaluator and a committee designated by the Superintendent. The committee should include five (5) people and be comprised of the following: two (2) teachers in the same

subject area as the appellant; the teacher's principal; one school-based administrator outside the site, and one (1) district level administrator (other than the Level III administrator). The chairman shall be the district-level administrator. The committee will meet within ten (10) working days of receipt of the teacher's request and will review the assessment materials and all information produced at the Level I appeal and will interview those individuals they may deem necessary for reaching a decision. The decision must be rendered within five (5) workings days of the meeting.

Level IV: Should the teacher not be satisfied with the results of the Level II appeal, he/she may appeal the decision to the Assistant Superintendent for Human Resources. Such appeal must be placed in writing by the teacher within ten (10) working days of the Level II decision and must cite the specific rationale for the appeal. The Assistant Superintendent for Human Resources will review the assessment materials and all information produced at the Level II appeal and will interview those individuals he/she may deem necessary for reaching a decision. His/her decision must be rendered within five (5) days of receipt of the teacher's appeal.

Special Note:

If, following the statutory 90 calendar day probationary period for an unsatisfactory rating, the teacher wishes to contest the Superintendent's decision regarding the teacher's continued employment, the appeal procedures specified in the applicable Florida statute shall be followed. The teacher shall receive written notice of the appeal process at the time he/she is placed on the 90-day probation.

Disagreements – Process and Procedure for Disagreements With Rating Other Than Unsatisfactory

Level I: Within ten (10) working days of the final evaluation conference during which the evaluation rating was given, the teacher requests a joint meeting with the administrator and the district office supervisor, if applicable, in an effort to resolve the disagreement satisfactorily. The meeting must take place within five (5) working days of receipt of the written request from the teacher. Documentation of performance must be provided by the administrator/evaluator. The decision resulting from this meeting must be provided within three (3) working days of the meeting.

Level II: Should the teacher not be satisfied with the results of the Level I appeal, he/she may appeal the decision to the Assistant Superintendent for Human Resources or the Superintendent's designee. Such appeal must be placed in writing by the teacher within ten (10) working days of the Level I decision and must cite the specific rationale for the appeal. The Assistant Superintendent for Human Resources will review the assessment materials and all information produced at the Level I appeal and will interview those individuals he/she may deem necessary for reaching a decision. His/her decision must be rendered within five (5) days of receipt of the teacher's appeal.

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Miscellaneous

In extenuating circumstances (such as extended illness) when a timeline cannot be met by the teacher, administrator or designated evaluator, a written request for a waiver may be sent to the Human Resources Division. The CAS procedures should then be completed by a mutually agreed upon time by those involved in the procedure.

All instructional personnel assessment files shall be held as confidential for a period of one fiscal year after the year of evaluation. Thereafter, such evaluation shall become public record.

NOTE: Refer to the following governing Statutes and Policies

- **CLAY COUNTY SCHOOL BOARD POLICY**
  6GX-10-2.26, Evaluations

- **FLORIDA STATUTES**
  1012.23, School District Personnel Policies
  1012.34, Assessment Procedures and Criteria
  1012.52, Teacher Quality, Legislative Findings

- **STATE BOARD OF EDUCATION ADMINISTRATIVE RULES**
  Chapter 6A-5.065, The Educator Accomplished Practices
  Chapter 6B-5, Standards of Competent Professional Performance

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CLAY ASSESSMENT SYSTEM (CAS) PROCEDURES	
PROCEDURE	**TIMELINE**
CAS Manual given to all instructional personnel	No later than 6 weeks after teachers report or within 2 weeks after employment
Orientation to Clay Assessment System	No later than 6 weeks after teachers report or within 2 weeks after employment
Pre-evaluation conference	No later than 6 weeks after teachers report or within 2 weeks after employment
PDP developed for probationary teachers with performance problems and after Unsatisfactory evaluation.	PDP may be initiated at pre-evaluation conference or at any time during year. If after an Unsatisfactory evaluation, initiation of PDP must be within 1 week of final evaluation conference. PDP's must be reviewed every 4 or 6 weeks depending on contract status. Frequent review towards progress is recommended.
Notice of formal observation	3 working days before observation
Pre-observation conference	May be required prior to classroom observation.
One (1) formal observation required, (30 minutes minimum) for A/C or one formal observation required (30 minutes minimum) for PSC or CC. Two (2) formal observations and evaluations for PAC.	By end of the first semester and May 1: a. For new hires: within first 45 days of employment b. ~~Teacher Induction Program~~ PEC participants must be observed in the first 45 days of employment March 1: Performance Appraisals due with Reappointment Printout and deadline for CC to be rated Unsatisfactory May 1: Deadline for all other evaluations and reappointment recommendations unless extended to end of year due to extenuating circumstances
Post-observation conference	Within 3 working days after each formal observation
Final evaluation conference which includes final overall assessment	Prior to March 1 in most cases
Deadline for teacher request for additional observation	Must be submitted to evaluator within three working days of final evaluation conference
Deadline for teacher to attach written reply to CAS forms	Written reply must be submitted by the end of the academic year.
Deadline for initiating appeal of overall Unsatisfactory rating	Within 10 working days of conference in which rating was given

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School District of Clay County
Framework for Intentional and Targeted Teaching

Establish Purpose	Focuses on student learning rather than a task activity or assignment. It must be interesting and relevant
Modeling Thinking	Using "I statements" to explain thinking while demonstrating the task or strategy. Teacher may alert learners about errors to avoid, or show them how to apply new thinking.
Guided Instruction	Teacher questions, prompts, cues students, facilitates. Only if those don't work, go to direct explanation.
Collaborative Learning	Students consolidate their understanding of the content and explore opportunities to problem solve, discuss, and negotiate thinking through productive tasks with their peers.
Independent Learning	Addresses the most important goal of good instruction-provide students with practice in applying skills and information in new ways independently.

**It is important to understand that this framework is not linear. Teachers and Students move back and forth among each of the components as they master skills, strategies, and learning standards.

(Adapted from Fisher, D. 2014)

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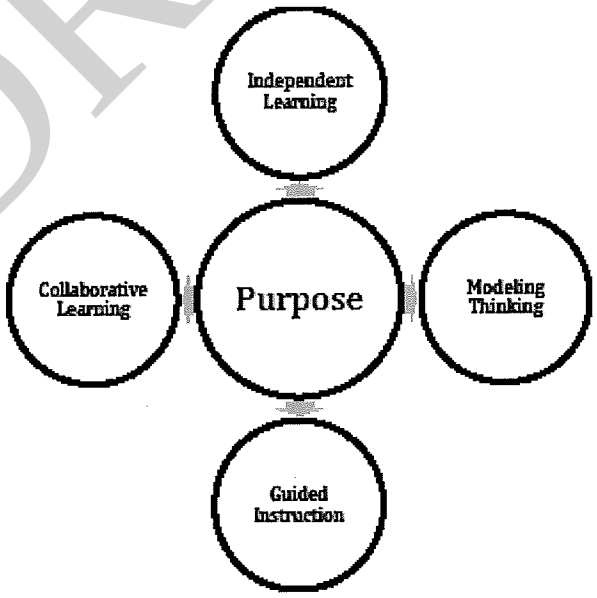

Teacher Observation Rubric
Teaching and Learning

Name: _____ **Evaluator:** _____
Date: _____ **Time/Period:** _____

Focus: Teachers engage students in their learning through instructional strategies that ensure achievement of learning expectations.

Highly Effective	**Teachers are consistent and deliberate in planning and using instructional strategies that require student collaboration, self-reflection and development of critical thinking skills.** Teachers consistently use student work and other authentic assessments to personalize instructional strategies and interventions to address individual learning needs of each student. Teachers consistently use instructional strategies that require students to apply knowledge and skills, integrate content and skills with other disciplines and use technologies as instructional resources and learning tools.
Effective	**Teachers plan and use instructional strategies that require student collaboration, self-reflection and development of critical thinking skills.** Teachers occasionally use student work and other authentic assessments to personalize instructional strategies and interventions to address individual learning needs of students when necessary. Teachers use instructional strategies that require students to apply knowledge and skills, integrate content and skills with other disciplines and use technologies as instructional resources and learning tools.
Needs Improvement	**Teachers sometimes use instructional strategies that require student collaboration, self-reflection and development of critical thinking skills.** Teachers only use data from tests and quizzes to personalize instructional strategies and interventions to address individual learning needs of groups of students when necessary. Teachers sometimes use instructional strategies that require students to apply knowledge and skills, integrate content and skills with other disciplines and use technologies as instructional resources and learning tools.
Unsatisfactory	**Teachers rarely or never use instructional strategies that require student collaboration, self-reflection and development of critical thinking skills.** Teachers seldom or never personalize instructional strategies using informal assessment data. Teachers rarely or never use instructional strategies that require students to apply knowledge and skills, integrate content and skills with other disciplines and use technologies as instructional resources and learning tools.
Comments:	

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SCHOOL DISTRICT OF CLAY COUNTY
INSTRUCTIONAL PERFORMANCE APPRAISAL

Teacher:	S.S.#:	Job Title:
School/Department:	Contract Type:	School Year:
Evaluator's Name/Title:		Cost Center:

I. **PRE-EVALUATION** Statement: I understand that this instrument shall be used in evaluating my performance in accordance with the job description and School Board Policy. The evaluation policies and procedures are located in the Clay Assessment System, CCEA Master Contract and Board Policy.

Employee's Signature: --	Date:
Evaluator's Signature: --	Date:

II. **PROFESSIONAL DEVELOPMENT PLAN** (Signatures Required)

A Professional Development Plan is required for this employee: (If Yes, Please Attach)

Employee's Signature: --	Evaluator's Signature: --	Date:

PROFESSIONAL MEMBERSHIP AND ADDITIONAL VOLUNTARY RESPONSIBILITY CHECKLIST
Place a check if applicable:

Active School Advisory Council, school-wide leadership committee, or district-wide leadership committee member or chairperson
Active member of a professional organization
Professional Development presenter
Directing Teacher or Volunteer Mentor Teacher
Sponsors an unpaid extra-curricular activity outside of the established work day
Volunteer for athletic, academic, or cultural program or activity
Holds advanced degree (Master's or higher), licensure (Speech License through the State of Florida Department of Health), or certificate (NBPTS Certification), etc.
Participates in subject-related or job-specific professional development

FLORIDA EDUCATOR ACCOMPLISHED PRACTICES (50 % OF Evaluation)

3	= Highly Effective	The skill or practice is consistently demonstrated in an exemplary fashion. Success, through positive student learning outcomes, is explicitly achieved as manifested in the classroom.
2	= Effective	The skill or practice is demonstrated satisfactorily. The skill or practice is shown to be present on a frequent basis. While lapses may occur naturally, on average the skill or practice occurs on a frequent basis.
1	= Developing/Needs Improvement	The skill or practice is demonstrated inadequately. Although present, consistent weakness in this area is evident and needs improvement and/or development.
0	= Unsatisfactory	The skill or practice is not evident in practice.
N/A	= Not Applicable	Special Instructions: If any indicator is not applicable, a corresponding job specific indicator is required.

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III. FLORIDA EDUCATOR ACCOMPLISHED PRACTICES (50% of Evaluation)

A. Quality of Instruction	Indicators	Rating
	1. Models and promotes the importance of learning and academic achievement to all students.	
	2. Plans and designs engaging, challenging, and relevant lessons to achieve student mastery based on state-adopted standards appropriate to the level of rigor.	
	3. Uses diagnostic student data from formative assessments to develop differentiated instruction and strategies to monitor student learning based on individual student needs.	
	4. Develops learning experiences utilizing a variety of instructional strategies and resources, including appropriate technology, that require students to demonstrate a variety of relevant skills and competencies.	
	5. Appropriately sequences lessons and concepts to ensure coherence and required prior knowledge.	
	6. Uses higher-order questioning techniques.	
	7. Respects and demonstrates sensitivity to students' cultural and family background by demonstrating behaviors that are consistent with fairness and equity.	
	8. Utilizes feedback to monitor instructional needs.	
	9. Job-Specific Indicator:	

Possible Points: 24	Total Points Earned:

B. Knowledge Of Subject Matter	Indicators	Rating
	1. Demonstrates deep and comprehensive knowledge of the subject taught.	
	2. Designs and modifies instruction to deepen students' understanding of content area and advance student learning while addressing preconceptions or misconceptions.	
	3. Selects, sequences, and modifies engaging, relevant, standards-based content, and then designs and teaches lessons that are relevant to individual students' learning needs.	
	4. Relates and integrates the subject matter with other disciplines during instruction.	
	5. Job-Specific Indicator:	

Possible Points: 12	Total Points Earned:

C. Continuous Professional Improvement FEAPS 5	Indicators	Rating
	1. Engages in targeted professional growth opportunities and reflective practices while designing and implementing purposeful professional goals to strengthen the effectiveness of instruction, based upon the needs of students.	
	2. Examines and uses a variety of data to improve instruction and student achievement.	
	3. Job-Specific Indicator:	

Possible Points: 6	Total Points Earned:

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D. Learning Environment FEAPS 2	Indicators	Rating
	1. Creates a safe, organized, flexible, inclusive, collaborative, student-centered learning environment that maintains an atmosphere of respect for all areas of diversity	
	2. Organizes, allocates, and manages the resources of time, space, appropriate technology, and instructional strategies to engage students in relevant learning actively and equitably	
	3. Engages students in learning through a climate of openness, inquiry, and support to accommodate the differing needs and diversity of students	
	4. Job-Specific Indicator:	

Possible Points: 9	Total Points Earned:

E.Communication	Indicators	Rating
	1. Conveys high expectations and provides immediate and specific feedback to students to promote student achievement.	
	2. Models and teaches clear, acceptable oral and written communication skills to include current and available technologies.	
	3. Fosters two-way home/school communication with stakeholders to support student learning.	
	4. Solicits and considers parental and/or student input and uses it to inform instruction.	
	5. Job-Specific Indicator:	

Possible Points: 12	Total Points Earned:

F. Professional Responsibility And Ethical Conduct FEAPS 6	Indictors	Rating
	1. Maintains appropriate records and adheres to deadlines.	
	2. Adheres to the Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida and all school/district policies	
	3. Job-Specific Indicator:	

Possible Points: 6	Total Points Earned:

IV. STUDENT PERFORMANCE (50 % OF Evaluation)

A. Assessment FEAPS 4	Indicators	Rating
	1. Analyzes and uses data from multiple assessments and measures to diagnose students' learning needs, modifies instruction based on those needs, and uses it to drive the learning process	
	2. Designs and aligns progress monitoring assessments that match learning objectives that lead to mastery	
	3. Uses a variety of assessment tools to monitor student progress, achievement and learning gains	
	4. Modifies assessments and testing conditions to accommodate learning styles and varying levels of knowledge	
	5. Shares the importance and outcomes of student assessment data with the student and the student's parent/caregiver(s)	
	6. Employs technology to organize and integrate assessment information	

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	7. Job-Specific Indicator:	
Possible Points: 18	Total Points Earned:	

B. Student Performance	Indicators	Rating
	1. Uses classroom and school data from the School Improvement Plan to set a learning growth target/goal	
	2. ***Has specific, measurable evidence as defined by the state adopted measure of student growth, appropriate to subject matter taught, to show progress towards or attainment of goal(s) for student improvement	
	3. Participates in professional development to enhance and improve student performance	
	4. Designs and implements strategies to show progress towards or attainment of goal(s) for student improvement (i.e., portfolio/student profiles)	
	5. Reflects on goal-setting process and outcomes for the purpose of continuous professional improvement and shares student improvement information as appropriate with student, parent/caregiver(s), department/team, administration, etc.	
	6. Job-Specific Indicator:	
Possible Points: 12	Total Points Earned:	

V. Conferences: (Intitials Required)

Date				Employee Initials	Supervisor Initials	Comments
Date	Employee Initials	Supervisor Initials	Comments			

VI: OVERALL PERFORMANCE RATING FOR EMPLOYEE

Final Rating: 100-85% = Highly Effective, 84-60% Effective, 59-50%Developing / Needs Improvement, 49-0% Unsatisfactory

VII: **Final Conference**

Evaluator's Signature: --	Date:
Supervisor's Initials: --	Date: (Not required if supervisor conducted the evaluation.)
Employee's Signature: --	Date:

**My signature does not necessarily imply agreement with this evaluation. It does indicate an acknowledgement that the evaluation did take place as indicated. I also understand that I may submit a written reaction to this evaluation no later than the end of the academic year.

Employee to sign below only during appeal process and when an additional observation is required with an administrator outside the school site. Request must be made within three working days of final conference.

Signature: --

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CLAY COUNTY SCHOOL BOARD
Professional Development Plan

Name:_____ School: _____ Position: _____

Grade/Subject: _____ School Year: _____ Check One: 9 Voluntary 9 Required Circle One: In / Out-of-Field

Competencies/or Other areas to address: (1) _____

Date Initiated: Principal's Signature: Teacher's Signature:

Objectives/CAS Competencies	Implementation (Activities/Strategies) Indicate who is responsible	Projected Activity (completion date)	Activity Results (Initial/Date)
(2)	(3)	(4)	(5)

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(6) Monitoring Dates: 9_____ 9_____ 9_____ 9_____9_____ 9_____

(7) Was the objective mastered (i.e. Application/Implementation in classroom)? 9 Yes 9 No

Based on what evidence:_____

Signature/Date PDP Closed Out: _____ _____
Principal's Signature Date

_____ _____
Teacher's Signature Date

Note: Attach observation instrument (see Distribution in Instructions section). Attach to assessment forms only if PDP is required. See instructions on reverse side.

INSTRUCTIONS
PROFESSIONAL DEVELOPMENT PLAN (PDP) COMPLETION

Numbers correspond to numbers on PDP Form

(1) Note competencies from the applicable CAS Performance Appraisal instrument that are being addressed by this PDP.

(2) Specific, measurable objectives should be written in this column and developed collaboratively with the teacher. The objectives should clearly relate to the CAS competencies focused on by the PDP.

(3) Activities and strategies designed to result in mastery of the objective noted in Column 2 are listed here. There should be a clear relationship between the activity or assistance listed and the objective to be accomplished. Each activity, strategy, assistance noted should include who is responsible for its initiation or completion. For example: "Mrs. A (Principal) will arrange for observation and consultation by the ~~SPRINT~~ Resident Clinical Faculty teacher," or "Mrs. B (teacher) will check out materials recommended by ~~SPRINT~~ Resident Clinical Faculty teacher."

(4) Note the projected date by which each activity or strategy will be completed.

(5) For each activity, note specific results and outcomes. Be certain to date and initial each entry since results may be noted on any of the PDP monitoring dates.

(6) Note date each time the PDP is reviewed. PDP must be reviewed at least once each 6 weeks.

(7) No later than the date of the final PDP review. Indicate whether the objective written in (2) has been mastered. Mastery is determined by successful application/implementation in the classroom. Successful completion of activities noted on the PDP does not, alone, guarantee successful mastery of the objective. Indicate basis (evidence) you relied on to determine mastery (i.e. classroom observations, conferences, students= reports, etc.).

NOTE: Sections 1-4 should be completed at the conference in which the PDP is initiated.

Sections 3-6 should be addressed each time the PDP is reviewed.

Section 7 should be addressed as soon as there is evidence of objective mastery. However, this Section must be addressed at the last PDP review.

At any time during the year, when a PDP is closed out, the teacher is provided a copy of the completed document.

Distribution: Original - Human Resources Division Copy 1 - Teacher Copy 2 - Principal Copy 3 - Teacher/PDP Initiated

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CLAY DISTRICT SCHOOLS
NOTICE OF PROBATIONARY STATUS

TO: _____
Employee

FROM: _____ _____
Supervisor/Evaluator Work Site

This is to notify you that, based on the identification of your unsatisfactory performance as documented on the attached Clay Assessment System forms and discussed with you on (date) _____, you are being placed on performance probation effective _____ (date this Notice received by employee).

This performance probation is for a period of 90 calendar days from your receipt of this notice of unsatisfactory performance. School holidays and school vacation periods are not counted in the 90-calendar-day period. During the 90 calendar days, you will be evaluated as indicated on the attached Professional Development Plan (PDP) and apprised of progress achieved. As documented on the PDP, you will be provided assistance and inservice training opportunities to help correct the noted performance deficiencies. At any time during the 90 calendar days, you may request a transfer to another appropriate, available position with a different supervising administrator, however, a transfer does not extend the period for correcting your performance deficiencies. Your 90-calendar-day probation will end on (date) _____.

Within 14 days after the close of the 90 calendar days, you will be assessed to determine whether the performance deficiencies have been corrected, and a recommendation regarding your employment will be forwarded to the superintendent. Within 14 days after receiving my recommendation, the superintendent will notify you, in writing, as to whether the performance deficiencies have been satisfactorily corrected and whether the superintendent will recommend that the school board continue or terminate your employment contract. If you wish to contest the superintendent's recommendation, you must, within 15 days after receipt of the superintendent's recommendation, submit a written request for a hearing. Such hearing shall be conducted, at the school board's election, by the board or by an administrative law judge assigned by the Division of Administrative Hearings of the Department of Management Services.

Dates:

Evaluation Conference Held _____

Professional Development Plan Developed _____
(Must be initiated within one week after unsatisfactory evaluation determined)

90-Calendar-Day Performance Probation Begins _____
(Must be same day this Notice delivered to employee)

90-Calendar-Day Performance Probation Ends _____
(Excludes school holidays & vacations)

Signatures: This is to certify that I have discussed the employee's unsatisfactory performance with him/her, as documented on the attached Clay Assessment System forms, and have delivered this Notice to the employee on this date:

_____ _____
Supervisor/Evaluator Date

This is to certify that I received this Notice and copies of the attached Clay Assessment System forms on this date:

_____ _____
Employee Date

The School Board of Clay County, Florida prohibits discrimination on the basis of race, religion, color, sex, marital status, age, national origin or disability in the employment of personnel, provision of education programs and all business affairs of the school system of Clay County and provides equal access to the Boy Scouts and other designated patriotic groups.

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CLAY ASSESSMENT SYSTEM (CAS) PROCEDURES

In response to Florida Statutes and State Board of Education Rules, the following administrative procedures and timelines for assessing the performance of instructional personnel have been established by the School District of Clay County.

Orientation – An Overview to the CAS Process and Required Forms

By no later than six (6) weeks after the first day teachers report to school for the school year (or within two weeks after employment for a teacher hired after that six-week period), all instructional personnel will receive a copy of the Clay Assessment System. A copy will also be maintained in the media center of each school, in the supervisor's office, and the District Office. All instructional personnel will be provided orientation to the Clay Assessment System instrument to be used with them and to the procedures and forms to be used by the administrator. This will be conducted in a group setting at the beginning of the school year or individually upon hire.

All itinerant instructional personnel will be evaluated by the administrator or designated evaluator at the base school site or by the district-level supervisor to whom the teacher is assigned. All School District of Clay County assessment procedures will be followed.

Pre-Evaluation Conference

All instructional personnel will have an individual pre-evaluation conference with the administrator or designated evaluator. This pre-evaluation conference will be held no later than six (6) weeks from the teacher's contracted date of employment each year or no later than two weeks for employees hired after the start of the school year or after a change in job assignment as applicable. Self-assessment by the teacher is encouraged to assist with discussions during pre-evaluation, post-evaluation, and final evaluation conferences. Teachers may use Pages 16-19 of this manual for self-assessment and reflection although it is not a requirement. Please see page 14 for the "Framework" to assist both evaluator and teacher with dialogue/discussion during the pre-evaluation conference.

For ~~probationary teachers~~ teachers placed on probation or teachers who have begun to display performance problems, the required performance objectives and plans/timeline for providing assistance to the teacher may be developed on the Professional Development Plan during the pre-evaluation conference. When a teacher is at risk of non-renewal, the teacher shall be placed on a Professional Development Plan or a Deficiency Conference shall occur by March 1.

Required Observations

Formal Observations

1. Formal observations (one for PSC/CC/AC and two for PAC) are required as part of the assessment, and must be conducted by the administrator or designated evaluator and shall address the performance of the teacher's classroom or instructional duties.

2. The formal observations must be conducted by the principal or official evaluator and may not be delegated should the teacher begin to display performance problems.

3. The formal observations must be preceded by notice to the teacher at least three (3) working days before the observation.

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Timelines

March 1: Supervisor is required to provide to the Superintendent a recommendation regarding the teacher's reappointment for the next school year. A recommendation for reappointment may be made only if the supervisor has enough information to certify that the teacher's overall assessment rating for the year is, at least, Effective.

March 1: Deadline for a CC Teacher to receive an Overall Unsatisfactory Rating for any school year.

May 1: Deadline for submission of the statement from the evaluator to ~~Human Resources~~ Professional Development Office for a teacher participating in the ~~Teacher Induction Program~~ Florida Professional Educator Competency Program (PEC). (The portfolio completion and final evaluation form for the ~~Teacher Induction Program~~ Florida Professional Educator Competency Program (PEC) are due to ~~Human Resources~~ Professional Development Office one week prior to the CAS evaluation deadline.) If the evaluator believes that additional time could result in the correction of the problem(s) so that the Program could be satisfactorily completed, the final certification by the evaluator may be delayed until the end of the school year.

May 1: Deadline for completing the performance assessments for teachers.

It should be noted that the end of the teacher's school year is the typical deadline for completing a teacher's annual evaluation. Extremely unusual circumstances may result in the granting of an extension waiver by the Superintendent's designee in Human Resources. If the evaluation will require an extension beyond the end of the school year, the teacher will be informed in writing, no later than March 1, that an extension is needed. It is recognized that student achievement data may be received after the school year ends and that evaluations may be revised in accordance with statute.

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Professional Development Plan

A Professional Development Plan (PDP) is required for ~~probationary teachers~~ teachers placed on probation, identified beginning teachers, and teachers with performance deficiencies.

Professional development is the joint, ongoing responsibility of the teacher and the administrator. Plans for assistance may be initiated or added to a teacher's PDP at any time during the school year through collaboration between the teacher and the administrator. The development of or addition to the PDP may be initiated by either the teacher or the administrator. Informal observation, data gathering, feedback, and ongoing assistance should take place throughout the school year.

The identified beginning teachers are at least those who are ~~(TIP) Teacher Induction Program~~ Florida Professional Educator Competency Program (PEC) (with portfolio required) and (ACP) Alternate Certification Program with a portfolio requirement. The PDP may be developed during the pre-evaluation conference or at any other time during the school year. However, if the development is due to an Unsatisfactory evaluation, performance objective and appropriate assistance must be added to the PDP within one week of the evaluation conference during which the Unsatisfactory rating was given.

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

Title

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

Description

Florida Statute requires the School Board to bargain collectively in the determination of wages, hours, and the terms and conditions of employment for its employees. This Agreement must be signed and ratified by both the public employer and the public employees of the bargaining unit.

Gap Analysis

N/A

Previous Outcomes

Contract negotiations were previously presented to the Board for approval on August 2, 2018. The Board ratified the contract on that day.

Expected Outcomes

Approval of the contract revisions which settle the salary and working conditions for the 2019-2020 fiscal year.

Strategic Plan Goal

Goal 5. Develop and support great educators, support employees, and leaders.

Recommendation

That the Clay County School Board approves contract language modifications and salary provisions to be incorporated into the 2019-2020 bargaining agreement with the Clay Educational Staff Professional Association.

Contact

David S. Broskie, Assistant Superintendent for Human Resources David.Broskey@myoneclay.net 904.336.6701

Financial Impact

The estimated financial impact for the district is $2.49 million.

In addition, the Board contributed an additional $4.7 million towards insurance for all employees on the insurance plan.

Review Comments

Attachments

2019-2020 RAT PACK SUMMARY CESPA.pdf

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2019-2020
RATIFICATION INFORMATION

PLEASE POST IMMEDIATELY

SCHOOL DISTRICT OF CLAY COUNTY

2020-2022

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MASTER CONTRACT

with

CLAY EDUCATIONAL STAFF PROFESSIONAL ASSOCIATION LOCAL 7409

RATIFICATION INFORMATION
2019-2020
CESPA Master Contract 2020-2022

Article	Language Changes
Preamble	Ratification date of September 5, 2019
Purpose	Original Language
Article I – Recognition	Original Language
Article II – Negotiation Procedures	Original Language
Article III – Association and Employee Rights	Language added to allow Flex Time for Association meetings after 5:00 p.m.
Article IV – Management's Rights and Responsibilities	Original Language
Article V – Grievance Procedure	Original Language
Article VI – Employment Practices	Language to have positions posted for 7 days and not less than 5 work days. Language added for qualified transfer candidates to be interviewed for the positions in which they applied.
Article VII – Reduction and Recall	Clarification of language for unassigned employee's rights to refusal when placed as a result of reduction. Clarified language for Procedures for posting vacancies for the new school year.
Article VIII – Working Conditions	Original Language
Article IX - Leaves	Language added to clarify extended Professional Leave for two (2) years. Language added to grant Bereavement Leave in the case of miscarriage or stillbirth.

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Article X – Evaluation and Disciplinary Procedures	Language added to consider the timeframe since an employees' last discipline incident when making a discipline determination.
Article XI – Insurance	Significantly increased the School Board's contribution as illustrated in the Insurance Contribution Chart, located in Appendix F.
Article XII – Physical Exams	Original Language
Article XIII – Holidays	Original Language
Article XIV – Tool Allowance/Uniforms	Original Language
Article XV - Inservice	Original Language
Article XVI – Contract Committees	Original Language
Article XVII - Sick Leave Bank	Original Language
Article XVIII – Compensation	Increased compensation to $11.00 per hour for Staff Meetings scheduled outside the work day. Mandatory in-service scheduled outside of regular contract hours will be paid at the stipend rate.
Article XIX – Term of Agreement	Through June 30, 2022
Appendices	
Appendix A – Payroll Dues Deduction Form	Original Language
Appendix B – Official Grievance Form	Original Language
Appendix C – Transfer Action Form	Original Language
APPENDIX D – SALARIES	
Table I – Rules for Implementation	$500 permanent salary adjustment will be given to employees who are on Step 25 each year that a step is negotiated for support employees on Step 1 through Step 24. Behavioral Health Assistants who are Safe Crisis Management certified shall receive a supplement of $0.50 / hour.

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Table IIA – Support Pay Structure	CESPA Bargaining Unit Members advance one (1) Step on the current salary schedule effective the 1st day of their 2019-2020 Contract. $0.25 increase to each cell of the Support Pay Structure of Table IIA.
Table IIB – Special Compensation OT/PT	CESPA Bargaining Unit Members advance one (1) Step on the current salary schedule effective the 1st day of their 2019-2020 Contract. $0.25 increase to each cell of the Support Pay Structure of Table IIB.
Table IIC – Special Compensation LPN/RN	CESPA Bargaining Unit Members advance one (1) Step on the current salary schedule effective the 1st day of their 2019-2020 Contract. $0.25 increase to each cell of the Support Pay Structure of Table IIC.
Table IID Bus Drivers	CESPA Bargaining Unit Members advance one (1) Step on the current salary schedule effective the 1st day of their 2019-2020 Contract. Bus Driver compensation will now be recorded on Table IID.
Table III – Transportation	Language related to Shuttle transportation was provided. Field Trips will be paid at a rate of $13.00 / hour. A Field Trip committee shall meet with the Director of Transportation upon request to make recommendations related to Field Trips. Bus Driver Compensation now moved to Table IID. Clarifying language related to the bidding process was added.
Table IV – Miscellaneous Salaries	Original Language

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Table IVA – Incentive Stipulations for Areas of Electrical, Plumbing and HVAC	Original Language
Table IVB – Rules for Maintenance Dept. On-call List	Employee will receive a $0.50 / hour supplement while they are on the on-call list.
Table V – Classifications/Band/Grade	Updated list of positions, band/grade and number of contracted days. Positions added include: Data Service Assistant, Building Automation System Technical, Building Automation System Specialist, Cafeteria Kitchen Equipment Technician, Lead Cafe Kitchen Equipment Technician, Capital Program Accountant.
Appendix E – Work Restriction Evaluation Form	Original Language
Appendix E – Sick Leave Bank Form	Original Language
Appendix E – Physician Form	Original Language
Appendix E – Release of Excess Terminal Leave	Original Language
Appendix F – Insurance Contributions	New Insurance Contribution Rates
MOU – CEB	Original Language

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PREAMBLE

This Agreement is entered into this 5th of September, 2019, by and between the School District of Clay County, Florida, hereinafter called the "Board," and the Clay Educational Staff Professional Association, Local 7409, hereinafter called the "Association."

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PURPOSE

It is the purpose of this Agreement to provide, where not otherwise mandated by the constitution or statute, for the salary structure, compensation benefits and employment conditions of the employees covered by this Agreement, to assure the continuous and efficient operation of the Clay County School System and to provide an orderly, prompt, peaceful and equitable procedure for the resolution of differences and the promotion of harmonious relations between the Board and the Association.

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TA for Board

Date: 4/8 Time: 10:14

TA for CESPA

Date: 4/8 Time: 10:14

ARTICLE I

RECOGNITION

A. The Association recognizes the Board as the duly elected representative of the public and agrees to negotiate only with the Board, through the chief executive officer or his designee.

B. Pursuant to and in accordance with all applicable provisions of Part 2, Chapter 447, Florida Statutes, and the rules and regulations of the Public Employees Relations Commission, the Board recognizes the Association as the exclusive bargaining representative for those employees in the defined bargaining unit, as outlined in Case No. RA-79-014, Certification No. 480, issued by Florida Public Employees Relations Commission on the 13th day of November, 1979, and amended by Case No. MS-85-017 (A/C) issued September 12, 1985, for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment, unless and until recognition of such bargaining representative is changed or withdrawn pursuant to law and the rules and regulations of the Public Employees Relations Commission. It is understood and agreed that the President or his designee from the Association will be the official spokesman for said Association in any matter between the Association and the public employer.

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TA for Board D. Lum
Date: 4/8/19 Time: 10:16

TA for ~~CESPA~~
Date: 4/8 Time: 10:16

ARTICLE II
NEGOTIATION PROCEDURES

A. The parties agree to a bargaining process within the authority of Chapter 447 of the Florida Statutes. The contract will be in effect for a three year period and will be opened for "full-book" bargaining prior to its expiration at the end of the third year. All compensation and benefit matters shall be automatically reopened for negotiation each year, as well as any provisions imposed by the Board. In addition, each party will have the right to open two additional articles each year. It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of the Agreement upon request by either party to the other. The parties agree to cooperate in arranging meetings, selecting representatives for discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters. Further, an agenda will be agreed to and shared at least twenty-four (24) hours prior to the meeting/bargaining session. Should such a meeting result in a mutually acceptable amendment to this Agreement, then the amendment shall be tentatively agreed upon and subject to ratification by the Board and the Association.

B. When agreed to by both parties, release time shall be provided for the negotiating committee of the Association to meet both during and after regular hours for the purpose of reaching an agreement as rapidly as possible. Members of the negotiating committee for the Association shall not be required to report to work on days release time has been granted for the purpose of bargaining. Such release time shall not be charged to the employees' leave.

C. In any negotiations described in the Agreement, neither party shall have any control over the selection of the negotiating representative of the other party. It is recognized that no final agreement between the parties may be executed without ratification by the Board and by a majority of those members of the bargaining unit who are present, but the parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, counter proposals, make concessions, and reach tentative agreement in the course of negotiations. Throughout negotiations, all tentative agreements shall be signed by representatives designated by each party, and these representatives shall present the signed final Agreement for ratification. There will be four (4) signed copies of any tentative and final agreements; two (2) copies shall be retained by the Board and two (2) by the Association.

D. During the course of any negotiations described in this Article, the parties mutually pledge that such negotiations shall be conducted in good faith. This Contract may not be modified in whole or in part except by mutual, written agreement.

E. Any cost incurred through the cost of a mediator and/or special master will be shared equally by the Board and the Association.

F. Should any provision of this agreement be declared illegal by a court of competent jurisdiction, said provision shall become null and void, and shall in no way affect the validity of any other provisions of this agreement. Furthermore, the parties shall either immediately meet to reopen negotiations on that provision/application or mutually agree, in writing, to deal with the matter in subsequent negotiations.

G. The parties agree all employees of the Board shall implement and carry out the provisions of this collective bargaining agreement. The agreements in the Contract shall supersede any rules, regulations, or practices of the Board which are contrary to or inconsistent with the terms recorded herein.

H. There shall be two official signed copies of the final ratified Contract, one to be retained by each of the parties. Each school website will contain an operable link to the current contract. Each worksite will receive five (5) hard copies provided to each worksite for the following placement: one copy to the School/Site CESPA Representative; one copy in the teachers' lounge or workroom; and a copy for each administrator on campus. The Association will receive twenty-five (25) hard copies of the Master Contract. Such contract distribution shall be completed within six weeks of ratification.

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TA for Board _____ TA for CESPA _____

Date: 4/8/19 Time: 10:18 Date: 4/8 Time: 10:18

JA BCR
7/17/19
11:53

Board Counter Proposal
July 17, 2019

ARTICLE III
ASSOCIATION AND EMPLOYEE RIGHTS

A. The Board hereby agrees that every employee shall have the right to organize, join and support the Association for the purpose of engaging in negotiations and other concerted activities. Further, the Board will not discourage, deprive or coerce any employee in the enjoyment of any rights conferred by this Agreement, and will not discriminate against any employee with respect to wages, hours, or any terms or conditions of employment by reason of membership in the Association, participation in any lawful activities of the Association, or collective negotiations with the Board, or institution of any grievance, complaint or proceeding under this Agreement.

B. The Board agrees that Association representatives will not be discriminated or retaliated against, reprimanded or harassed for investigating or advocating in a reasonable manner complaints made by employees.

C. When the Association desires to use a School Board facility, such request will be made in writing to the administrator/supervisor of that facility for his/her approval. If available, approval will be granted. Requests shall not be unreasonably or arbitrarily denied. If any special equipment is needed, it must also be included in this request. The Association shall reimburse the Board for those use costs that exceed routine custodial and operating expenses of such school buildings and equipment.

D. With the approval of the administrator/supervisor, the Association and its representatives shall have the right to use School Board equipment at the facility at reasonable times, when such equipment is not otherwise in use. The Association shall pay the cost of all materials and supplies used to produce Association materials. Approval shall not be unreasonably or arbitrarily denied.

E. Dues Deductions

1. Any employee who is a member of the Association, or who has applied for membership may sign and deliver to the Association authorization to deduct membership dues in the Association. Such signed authorization shall be processed by the Association and delivered by the Association with an accompanying list to the payroll office by no later than ten (10) work days prior to the affected pay date. Such list and authorizations shall stipulate the name, ~~last four digits of social security number,~~ Employee Identification Number (EIN), date, and amount to be deducted each pay date for the balance of pay periods in the school year. Pursuant to such submission, the Board shall deduct such monies from individual member pay-checks in equal payments beginning the first pay date after proper submission.
2. Such authorization and dues deductions shall continue in effect unless written request by the employee to revoke such authorization is delivered to the Association and the School Board not less than thirty (30) days prior to the effected pay date. The Association will submit the list and signed authorization to the Payroll Office by not later than fifteen (15) days prior to the effected pay date or end of school year. Such list and authorizations shall stipulate the last date deductions are to be made.
3. The Association shall notify the School Board of any changes in the amount of dues to be deducted with a list and authorizations as stipulated in paragraph (1) certified by the President by no later than September 30.
4. The deductions shall be remitted not less frequently than monthly to the Association. Any list or authorization not submitted in the manner specified in this provision shall be returned to the Association for recalculation, new authorizations, and resubmission.
5. The Association shall indemnify and save and hold harmless the Board against any and all claims, demands, suits, and any other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of reliance on any lists, notice or assignment furnished by the Association as it applies to this section.

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6. The Board and the Union agree that the Union will be provided with one (1) payroll slot in addition to the dues deduction slot. This slot will be used for Union-designated programs to include but not be limited to, purchasing additional insurance, annuity, or other related benefits; voluntary Political Action Committee (PAC) donation; or other Union-sponsored voluntary deduction programs for bargaining unit members. The Union agrees to reimburse the Board for any actual startup or programming cost incurred which are normally charged to other groups who benefit from payroll deduction services. A single payment will be remitted after each pay period to a depository designated by the Union for up to three (3) additional payroll deduction slots.

F. Fees for Dues Deduction
The parties agree that the Association shall reimburse the Board for the cost of bookkeeping, retention, and transmittal of funds for the Association dues deducted by the Board. In lieu of such reimbursement for dues deductions, the Board shall retain the first $85 deducted by the School Board for said dues provided no changes in dues occur after August 15 of the affected school year. If any change in the dues deduction rate is requested by the Association, the Board shall retain an additional $.40 per affected employee. The Association shall indemnify and save and hold the Board harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken or not taken by the Board on the account of deducting dues.

G. Mail and Bulletin Boards
1. The Association shall have the right to use employee mail receptacles for the purpose of disseminating information to its members in accordance with the restrictions below.
2. The Board agrees to provide space on an accessible bulletin board of at least nine (9) square feet in all schools/departments in a place which is visible and accessible to all employees such as the employees' lounge/work area, for the exclusive use of the association for the purpose of posting association material in accordance with the restrictions below.
3. Material distributed through the mail receptacles and/or posted on bulletin boards as indicated above shall be restricted to:
   a. Notices of union recreational and social activities.
   b. Notices of union elections, PERC petitions, union appointments, union meetings, and other official union business.
   c. Rules or policies affecting the employees.
   d. Collective bargaining activities.
4. No material shall be posted on bulletin boards or distributed through the mail receptacles which reflects adversely on the School Board or its employees, attacks any other employee organization or is of a political nature. A copy of any material posted or distributed through the mail receptacles shall be provided to the principal/supervisor of the location and to the Assistant Superintendent of Human Resources.
5. The Association with approval of the Assistant Superintendent of Human Resources may be permitted the use of the employees' electronic mailboxes (email) and the district courier service for joint communiques or the announcement date, time and place of meetings.

H. Duly authorized representatives of the Association shall be permitted to transact official association business with employees before and after the employees' working hours, and during the employees' lunch. Such visitation shall not interfere with or disrupt normal work or school/department operations. Distribution of literature shall be prohibited during working hours in areas where the actual work of employees is performed.

I. The Board agrees to give the Association reasonable access to all public records within its jurisdiction as provided by the Public Records Act. The Board will make available to the Association a copy of the discussion and consent agendas of scheduled Board Meetings including all backup material.

J. The Association representative or designee shall be given an opportunity after employee meetings

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called by the supervisor to make announcements relating to official business of the Association. The district shall notify CESPA three (3) days in advance of district events such as meetings and receptions. CESPA shall be permitted to provide association literature to be distributed to participants of such events.

K. 1. **Association Leave for President**: When it is necessary for the Association President to engage in Association activities directly relating to duties of the Association which cannot be performed other than during school hours, or are the result of an emergency situation, the President may apply for Leave with pay as is necessary to perform any such activities. Such pay to be reimbursed by CESPA including all benefits of said President. Such leave must be applied for in advance and approved by the supervisor. Approved leave of this type taken by the President shall not exceed a total of twenty-four (24) days per school year, and shall be deducted in accordance with School Board policies.

2. **Full-time CESPA President:** Extended Association Leave may be granted to the President of the Association for a period of up to one year, subject to annual renewal. The President shall continue receiving full pay and fringe benefits (including FRS retirement) and will advance on the salary schedule annually, if so negotiated, during such leave from the School Board provided the Association reimburses the Board for such full pay and fringe benefits. Such leave shall be requested at least sixty (60) days in advance of the affected school year. The procedures for salary and fringe benefit reimbursement shall be agreed to by the Board prior to leave approval. At the beginning of the next school year, the President shall return from such leave in the same manner as other employees returning from Extended Personal Leave. The President shall be reassigned to a similar position in the District and, whenever possible, to the previously held position.

3. **Association Leave for Members:** From time to time the Association may need to release other members to perform duties of the Association. These members are limited to twenty-four (24) days per school year, twenty-four (24) days total, not twenty-four (24) days per employee and, unless an exception is approved by the Superintendent, shall be limited to six (6) representatives during any school calendar day. Such leave shall be with pay, and such pay to be reimbursed by CESPA including all benefits of said employee.

4. **Association Leave for Delegate Assembly:** In addition to the above leave, the Association will be granted up to eight (8) additional days of Association Leave for the purpose of sending delegates to the Florida Education Association's Delegate Assembly, if requested by the Association, with no more than two (2) from any one worksite.

5. **Association Business Meetings:** Association members who serve as site representatives or on the Board of Directors shall be permitted, with Administrator approval, to flex time without penalty in order to attend monthly Association meetings that are scheduled after 5:00 p.m.

~~5~~6. **Temporary Duty Elsewhere (TDE):** The Superintendent may grant TDE with pay to Association Representatives to participate with the administration in activities which are deemed to be in the best interest of the school system. As used in this subsection, one day of leave shall mean to be the equivalent in hours.

L. Upon appropriate authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for payroll deduction programs currently in effect. Additional programs may be approved according to the following guidelines:

1. Insurance companies desiring payroll deduction must present at least twenty-five (25) completed applications.
2. The insurance company must be rated A minus or better in A.M. Best Guide to Life Insurance Companies.
3. Payroll deductions should be allowed employees who transfer into the Clay County School System who have tax sheltered annuities on a payroll deduction plan.
4. Companies who have fewer than eleven (11) participants will be notified that they must

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increase participation to the twenty-five (25) participant level. Should any such company fail to bring their participation back to the twenty-five (25) participant level, the company shall be dropped from payroll deduction effective the beginning of the next school year. Employees signed up for payroll deduction with such companies shall be notified in writing by the payroll department prior to losing the payroll deduction with that company.

2019-2022 Master Contract

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ARTICLE IV
MANAGEMENT'S RIGHTS AND RESPONSIBILITIES

A. The Board expressly reserves without limitation all statutory rights, powers and authority conferred upon it and vested in it, including but not limited to inherent and common law management rights, those rights conferred in the Constitution of the State of Florida, Florida Statutes, regulations of the State Board of Education and by federal laws and regulations.

B. It is the right of the public employer to determine unilaterally the purpose of each of its constituent agencies, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations. It is also the right of the public employer to direct its employees, take disciplinary action for proper cause, and relieve its employees from duty because of lack of work or for other legitimate reasons. However, the exercise of such rights shall not preclude employees or their representative from raising grievances should decisions on the above matters have the practical consequence of violating the terms and conditions of any collective bargaining agreement in force.

C. The Board's failure to exercise any function or right hereby reserved to it, or it exercising any function or right in a particular way, shall not be deemed a waiver of this right to exercise such function or right, nor preclude the Board from exercising the same in some other way not in conflict with the express provisions of this Agreement.

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TA for Board D. B Date: 4/8/19 Time: 10:25

TA for CESPA Ben Date: 4/8 Time: 10:23

ARTICLE V
GRIEVANCE PROCEDURE

A. Definitions
   1. Grievant(s) - The term "Grievant" as used in this Article shall mean employee group of employees, or the Association.
   2. Work days - The term "days" as used herein shall mean the work days as set forth in the county calendar which conform to the affected employee.
   3. Grievances - Any claim by an employee, group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any section of this Agreement to which aggrieved employee is a party, may be processed as a grievance as hereinafter provided. If such claim would affect a department(s), then such claim shall be filed as a "class" grievance.
   4. Superintendent - The "Superintendent" as used in the Agreement shall mean "Superintendent or designee".

B. Class Grievance
   1. If the particular grievance is a "class" grievance affecting employees in one school center or building, a committee made up of employees and administration shall be formed to discuss the problem informally. If this does not result in a satisfactory resolution, the formal grievance procedure shall be initiated at Level I with Grievant(s) in the class signing the grievance.
   2. If the particular grievance is a "class" grievance affecting employees in more than one building, the grievance shall be processed directly to Level II but shall be subject to the same time limitations and other requirements as set forth for the institution of all grievances. Such grievance must be presented no later than ten (10) work days following the informal hearing.

C. Written grievances as required herein shall contain the following:
   1. Shall be signed by the Grievant;
   2. Shall be specific and related to the alleged violation;
   3. Shall contain a synopsis of the facts giving rise to the alleged violation;
   4. Shall cite the section or subsections alleged to have been violated;
   5. Shall contain the date of alleged violation;
   6. Shall specify the relief requested;

   Any written grievance not in accordance with the above requirements may not be acted upon until submitted in proper form.

D. All documents, communications and records dealing with the processing of a grievance will be considered confidential to the extent permitted by law and will be filed separately from the personnel files of the Grievant.

E. General Provisions
   1. Any grievance which arose prior to the effective date of this Agreement shall not be processed through these procedures.
   2. The affected supervisor shall be warned when a discussion with an employee is being considered by the employee to be the informal step of this process.
   3. A grievance may be withdrawn at any level but that same grievance may not be filed a second time.
   4. The filing of a grievance shall in no way interfere with the right of the Board to proceed to carry out its management responsibilities, subject to the final decision of the grievance.
   5. The losing party shall pay all fees and expenses of the arbitration step in this procedure.
   6. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year, and strict adherence to the time limits may result in hardship to any party, the administration shall use its best efforts to process such grievance prior to the end of the contract year, or as soon thereafter as possible. Whenever illness or other incapacity of any necessary party prevents

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TA for Board D. [signature] TA for CESPA [signature]
Date: 4/8 Time: 10:24 Date: 4/8 Time: 10:24

his/her presence at a grievance meeting, the time limits shall be extended to such time that the party can be present.

7. Any employee involved in any manner in any grievance procedure shall not be subject to any prejudicial treatment because of such participation.
8. It is the mutual intent of the Board and the Association to resolve all grievances at the earliest possible level of the grievance procedure.
9. Arbitration proceedings are to be conducted outside regular working hours unless the Board consents in writing to the contrary. When grievance meetings and arbitration proceedings are held during working hours, all employees whose presence is required shall be excused, with pay, from their normal duties.
10. a. Any party who has filed for arbitration proceedings but who subsequently withdraws such request shall pay all fees assessed by the arbitration agency and/or arbitrator. However, if the respondent and charging party mutually agree in writing to a modification in a Level II determination subsequent to the filing of and receipt of such filing by the respondent of an arbitration request and such modification results in an immediate request by the charging party for withdrawal of arbitration, then the fees assessed by the arbitration agency and/or the arbitrator shall be shared.
    b. The arbitrator shall not have the power or authority to make any decision contrary to law or beyond his/her jurisdiction. The arbitrator shall limit his/her decision to the terms of this Agreement and shall not add to, subtract from, modify, or alter the terms of this Agreement. Rulings by the arbitrator on employee evaluation shall be limited to procedural violations and he/she shall not substitute his/her judgment for that of the administrator who made the evaluation.
11. Any attempt to file a grievance through the procedure herein may not be repeated on the same occurrence.
12. Reasonable accommodation will be made for handicapped school board employees involved in the grievance process.

F. Whenever an employee, class as herein defined, or the Association feels that there is a grievance, the immediate supervisor having authority to correct the alleged violation shall be conferred with on an informal basis no later than ten (10) working days from the occurrence of the event or events giving rise to the grievance, or no later than the expiration of the aggrieved employee's contract year, whichever comes first, in an effort to arrive at a mutually satisfactory solution to the grievance. When a solution is not mutually determined, the more formal procedure may be initiated in order to resolve the grievance. Grievances shall be conducted in private to the extent permitted by law. At any step properly initiated in the process by the aggrieved, the aggrieved may request and he/she shall have the right to be represented by any one of the following:
    1. A representative of the Association.
    2. A legal counsel.
    3. To represent his/her own interest in person.

G. All grievances shall be through channels. All personnel shall proceed through (1) principal and/or immediate supervisor, (2) Level II designee, then (3) arbitrator.

Level I (immediate supervisor/principal/county-wide supervisor)

The Grievant shall submit in writing to the principal or immediate supervisor a copy of the grievance presented on the form set forth in Appendix B. Such grievance must be presented within a reasonable time, but in no event longer than ten (10) work days following the informal hearing. The principal or immediate supervisor shall have five (5) work days upon receipt of the grievance to meet with the Grievant in an effort to resolve the grievance. The principal or immediate supervisor shall indicate his/her disposition of the grievance in writing, within three (3) work days after said meeting, and shall furnish copies thereof to the Grievant, to the Association and Level II designee.

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Level II (Superintendent or designee)

If the grievance is not resolved at Level I, the Grievant may file an appeal to the Superintendent or his designee within ten (10) work days after the employee has received the disposition of Level I. The written appeal shall be attached to the grievance form. The Superintendent or his designee, after receipt of the appeal, shall meet and confer with the Grievant with a view to arriving at a mutually satisfactory resolution of the grievance. At the conference(s), the employee, his/her representative and the representative of the Association, if different from the employee's representative, must be present. Absence of the Association representative will not prevent the conference(s) from being held upon consent of the aggrieved person or if the Association has been given forty-eight (48) hours prior notice. Notice of the conference shall be given also to the principal or immediate supervisor who rendered the decision at Level I. The principal or immediate supervisor may be present at the conference(s) to state his/her views. The Superintendent or his designee shall conduct such conference and communicate his decision in writing, together with the supporting reasons, to the aggrieved employee and the Association within fifteen (15) work days after receipt of the appeal. The principal or immediate supervisor who rendered the decision at Level I shall also receive a copy of the decision at the same time. Nothing herein shall prevent the grievant from petitioning the School Board for a hearing at a special session or for the Board to initiate a hearing on the grievance.

Level III (mediation)

Upon mutual written agreement of the parties, the grievance may be submitted to grievance mediation prior to submitting the grievance to arbitration according to the procedures outlined in Article V. When the parties agree to submit the grievance to mediation, the timelines are waived until the mediation process is concluded.

Level IV (arbitration)

If the Grievant is not satisfied with the disposition of the grievance by the Superintendent or if no disposition has been made by the Superintendent within the period provided at Level II, or if no disposition is reached through Level III mediation, the Grievant may file within ten (10) work days, a written notice with the Superintendent or his designee that arbitration before an impartial arbitrator is being requested. A request by the Association shall be filed with the American Arbitration Association or Federal Mediation and Conciliation Service within five (5) work days after this notice has been filed with the Superintendent. The rules of the AAA or FMCS will govern the arbitration proceedings. The Board and the Association shall not be permitted to assert, in such arbitration proceedings, any ground or any evidence not previously disclosed to the other party unless mutually agreed upon. Both parties agree that the award of the arbitrator shall be final and binding. The Association shall have the option not to file for arbitration for any employee.

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ARTICLE VI

EMPLOYMENT PRACTICES

The Association and the Board agree there shall be no discrimination or harassment of any employee on the basis of race, color, creed, religion, national origin, handicaps, disabilities, marital status, sex, or age. Employees will be treated fairly and equitably.

A. DEFINITIONS

For the purpose of this contract, the following definitions shall apply:

1. Benefit - Those rewards accruing to an individual as a result of this contract which are in addition to salary and worker's compensation. Such benefits are available only to employees who are contracted for six-tenths (.6) or greater of an allocated position or for six-tenths (.6) or more of each consecutive normal day for the allocated position during the contract period.
2. Work days – The term 'days' as used herein shall mean the work days as set forth in the county calendar which conforms to the affected employee.
3. Substitute - An individual on-call for the purpose of filling an unexpected and/or sudden absence of an employee. Substitutes are not expected to work for an extended or regular length of time. Substitutes are not a part of the bargaining unit. The District will not use a substitute or temporary employee to avoid filling an open, vacant position. Upon request, the Association shall receive a list of all substitutes or temporary employee serving in the district.
4. Contracted Employees covered by the collective bargaining agreement - An individual recommended by the Superintendent and appointed by the Board whose term of usual employment is expected to be at least the normal length of a contract year for the respective job category and which job position normally is expected to carry over into a succeeding year. This type of employee shall receive a contract and accrue and receive normal benefits.
5. Limited Contract Employee - An individual recommended by the Superintendent and appointed by the Board whose term of employment is normally more than 30 working days, but less than a full contract year. This type of employee shall receive a contract and be eligible to accrue and receive normal benefits covered by this by this Agreement with the exception of annual leave and extended leave and shall be informed, in writing, of such exceptions. In the case of 12-month employees should such a limited contract employee subsequently be appointed as a regular employee without a break in service in the same 12 month job category, annual leave shall accrue from date of hire as a limited contract employee. Should a limited contract employee or 3 month probationary employee miss 10 consecutive days, their contract will be concluded.

   This type of employee may be used to:
   a. fill a position temporarily vacated due a leave of absence by a support employee, (If contracted employee returns earlier than anticipated, the limited contract will be concluded.)
   b. fill an immediate temporary need for student safety, or
   c. fill a position vacated by an annual or multi-year conditional contract employee after March 31, with the exception of School Food Service support employees.

6. Annual Contract Employee – An individual recommended by the Superintendent and appointed by the School Board whose term of employment is expected to be through the end of the contract year. This type of employee shall receive a contract, accrue leave, and receive normal benefits and protections afforded within this contract with the following

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stipulations.

a. The Annual Contract Employee shall serve a trial period of 90 calendar days during which time the probationary employee may be immediately released from duty by their immediate supervisor per contract language.

b. The annual contract employee may not apply for a transfer during the 90 day trial period.

c. The annual contract employee shall officially meet with their supervisor no less than two times to review their work performance and be given input.

d. The annual contract employee may be recommended in years 1 and 2, for another annual contract or for a third year probationary contract.

e. A multi year contract may be recommended by the supervisor at the end of year 1 or 2.

7. A Multi-Year Conditional Contract Employee is an employee who has served satisfactorily under annual contract during a probationary period for two (2) consecutive years in the last five (5) years, broken only by a leave of absence. No cause need be shown, should such multi-year conditional contract not be recommended after a two or three year probationary period or if an annual contract is not renewed.

See Table III for the definitions of contracted employees pertaining to transportation.

B. CONTRACTS

1. Written Contract

All support employees covered by the collective bargaining agreement shall be provided written contracts which shall set forth date of employment, place of employment job title, and period of service. These contracts shall be issued only upon satisfaction of all employment requirements in the Division of Human Resources. No salary shall be given except when a contract has been issued as stipulated herein. A new contract shall be required only in the event of a change in title (classification/category), ~~pay grade or band, or experience factors~~. Any change in job category or classification during the term of the multi-year conditional contract shall not serve to alter or cause to alter such contract except when such change is made voluntarily or is made as the result of disciplinary action. Written notice shall be provided in the event of other changes in status such as location, pay (as the result of collective bargaining agreement), any change in contract length or in the number of contracted working hours.

2. Eligibility For Multi Year Conditional Contracts

All employees covered by this contract who have served satisfactorily under annual contract during a 90 day probationary period as regular employees for two (2) consecutive years in the last five (5) years, broken only by a leave of absence, shall receive a multi-year conditional contract with the School Board upon the recommendation of their immediate supervisor, appropriate Assistant Superintendent, if applicable, and by the Superintendent, and reappointment by the School Board. A third consecutive annual contract may be recommended by the Superintendent and approved by the School Board should a multi-year conditional contract not be recommended. No cause need be shown, should such multi-year conditional contract not be recommended after a two or three year probationary period or if an annual contract is not renewed.

3. Termination of Multi-Year Conditional Contracts

a. Disciplinary terminations may occur at any time in accordance with the reasons and procedures set forth in Article X, Evaluation & Disciplinary Procedures. Whenever, at the Superintendent level, a recommendation of termination or leave without pay is recommended to the Board, five (5) days' notice shall be given to the employee prior to such recommendation by the Superintendent to the Board.

b. Contract Termination for Nondisciplinary Reasons - An employee contract may be nonrenewed at the close of a fiscal year due to reduction in force or terminated during a school year as the result of financial reasons in accordance with procedures outlined in

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this agreement. An employee who is being terminated for non-disciplinary reason shall receive written notice of such termination from the Superintendent at least fifteen (15) work days before the termination date.

c. A multi year conditional contract may be terminated at the end of the contract year for just cause, which shall include, but not be limited to misconduct; abandonment of position; conviction or commission of a felony; dishonesty; falsification of school board forms; insubordination; immorality; misappropriation or willful destruction of public property; neglect of duty; possession, consumption or sale of alcohol, illegal drugs, controlled substances or narcotics on school board property; breach of rules and regulations; and poor performance as measured by the approved district evaluation system and procedures, or incompetency.

1). A terminated employee shall have the right, if requested in writing within fifteen (15) working days of such notice, to have a conference with the Superintendent concerning his/her termination. The Superintendent shall notify the employee in writing within seven (7) working days following the conference of his/her decision.

2). Within ten (10) working days of receipt of the Superintendent's decision, such employee shall have the right to request in writing a hearing before the school board. Such written request may include the employee's election of either a single school board member appointed by the school board as hearing officer or a hearing officer assigned by the Division of Administrative Hearings of the State of Florida Department of Management Services to conduct the hearing. The school board shall grant the request for a hearing. In the event the written request for a hearing does not include the employee's election of the source of hearing officer, the school board shall appoint one of its members as hearing officer to hear the appeal, in which event the employee shall be provided notice of not less than fourteen (14) calendar days of the hearing date.

3). The hearing officer shall submit his/her recommended order consisting of findings of fact, conclusions of law, and recommendation to the school board, the employee and the administration within fourteen (14) days of the hearing. Both parties shall have ten (10) days to submit written exceptions to the recommended order to the school board.

4). The school board shall adopt the recommended order of the hearing officer at a meeting within fifteen (15) days of the receipt of the hearing officer's report.

Note: The foregoing shall not prevent the Superintendent from transferring an individual when he/she determines it is in the best interest of the school system.

C. VACANCIES

1. All vacancies to be filled during the school year will be posted electronically on the district website (www.oneclay.net), and held open for not less than seven (7) calendar days and not less than five (5) work days from the date of posting, except in emergency situations. The district will assist individuals who need help accessing postings through the district website and will provide employees with specific locations available to access postings.
2. Nothing in this article shall prohibit the superintendent from filling any position on a temporary basis or in accordance with statutes, rules or regulations.
3. A principal may fill a vacancy within his school by reassigning a current assistant from one job classification, as listed in Article VII G, to another assignment within the same job classification. Such reassignment must be mutually agreed to by the principal and the employee and must be made based on the needs of the educational program and the qualifications of the employee and may not result in a change in contract length or Band/Grade.

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D. TRANSFERS

1. An employee covered by this Agreement must submit an electronic application when seeking a transfer or reassignment to a posted vacant position. The employee must also complete a Transfer Action Form as set forth in Appendix D, and must provide his/her qualifications as part of the transfer request. The district will provide employees with assistance in completing the electronic application if requested and will provide employees with specific locations where access is available.
2. All requests for transfer shall be given due consideration. Qualified employee transfer applicants, whose qualifications and job related skills and other characteristics are equal to those of outside applicants who are under consideration, shall be provided priority for placement in job openings over outside applicants. In the event more than one (1) employee applies for transfer to a posted position, the decision to select one (1) of the employees for the position shall be based upon qualifications, conduct and past performance as measured by the district approved evaluation system and procedures, and, when all else is equal, seniority. Qualified employees who have properly requested transfer or reassignment shall be granted an interview and ~~be~~ notified ~~in writing~~ of action taken within a reasonable amount of time.
3. The foregoing shall not be construed in such a way as to prohibit the Superintendent, with the consent of the Board, from transferring employees when the Superintendent determines it is in the best interest of the school system.
4. Transfers During Trial Period: New employees may not transfer to a different position while serving within the 90 day trial period.
5. At the discretion of the receiving supervisor or Principal an employee previously non-renewed by another supervisor or Principal may apply on a standard application for any open position in the receiving worksite that they qualify for.

E. FINGERPRINTING

All Clay County ~~School District~~ District Schools employees must be fingerprinted and background checked through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation every five years. Based on the above existing requirements, the initial and renewal cost of the fingerprint processing of current employees will be paid by the Clay County School District.

F. ELECTRONIC MONITORING AND RECORDING

1. The Association and the Board agree that the Board has the right to know the location of its Board-owned vehicles (i.e. school buses, maintenance vehicles, and all other similar fleet vehicles). Board-owned vehicles may be monitored by GPS or similar device(s) to track the location of the vehicle and monitor use of district resources to include the vehicle and associated fuel to operate the vehicle after giving employees notice. Such notice will state that Board vehicles may be monitored by GPS or similar device(s) and will be posted in an obvious location on the vehicle and included in the employee handbook. At the beginning of each school year, CESPA will be notified of the make, model and manufacturer and type of training administrators receive in the use of said device(s). Furthermore, CESPA will be given a list of all vehicles (V-Numbers) that have GPS monitoring capabilities.
2. Information obtained by or from any tracking device(s) or camera(s) installed on a Board-owned vehicle pursuant to this provision may be used by the Board for purposes of performance evaluation and/or progressive discipline.
3. The Board may install video cameras on Board property and vehicles (to exclude restrooms, classrooms, offices, and staff/faculty lounges) for purposes of security and student/employee safety. Any information obtained from such video cameras may be used by the Board for purposes of performance evaluation and/or progressive discipline cases in accordance with current guidelines for same. Notice of the presence of video cameras is to be posted at the school or work site.
4. No disciplinary action shall be taken, nor adverse evaluation made against an employee until

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an investigation into the incident has been conducted.

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TA for Board
Date: Time:

TA for CESPA
Date: Time:

ARTICLE VII
REDUCTION AND RECALL

A. Definitions

1. Unassigned Personnel - personnel/employees who have been recommended for reappointment but whose positions are no longer allocated.
2. Uninterrupted Service - the length of continuous service with the county from the last date of hire.
3. Job Classification- the bands and grades of personnel in Table V of the Salary Schedule or in section G of this article.
4. Vacancy- a board allocated position to which no employee is assigned. This may be a new position or a result of attrition (retirement, resignation or termination).

B. Reduction

In the process of allocating positions for the new school year, reductions may result. This process takes place when allocations for the new school year are approved by the School Board. (See number 6 below for reductions during a school year.)

1. The Board shall provide notice to the Association in writing in the event a reduction in force becomes necessary to reduce the number of total county-wide regular employees or total regular employees in a job category in the county or in a school or department.
2. The Board shall determine the job classifications, specific jobs, and number of employees to be affected and the district shall prepare the lists for implementation of reduction in force.
3. All limited contract employees in the affected job classifications shall be terminated before regular employees are listed as unassigned.
4. When a reduction is necessary at the end of a fiscal year, employees affected shall be identified and placed on the Unassigned List on the basis of job classification and uninterrupted length of service in the district. Employees shall be listed in accordance with their current assignment in the following order:
   a. First to be listed: volunteers from the affected job classification in the school or district department.
   b. Second to be listed: Annual Contract Employees with the least uninterrupted length of service in the district to the most senior, from the affected job classification in the school or district department.
5. Unassigned List shall be provided to the association within five (5) days following completion and no later than the date of notification of affected employees.
6. When a reduction in the allocation of employees in a specific job within a school or district department is necessary after the beginning of the school year, only employees in the specific job will be affected by the procedures in paragraph A. 4. above.
7. Should multi-year contract personnel pay be affected by the procedures in ~~A-B~~. 5. and 6. above, an equal number of annual contract personnel in the same job classification shall be identified and listed.
8. Employees on the Unassigned List will be notified in writing prior to the April 15th posting.

C. Recall

1. Unassigned Employees on the Unassigned List produced in section B above shall be permitted to apply for an In County Transfer (Phase I below). The district shall provide the association with a new Unassigned List at the end of Phase I.
2. The remaining Unassigned Employees on the Unassigned List will be Involuntary Transferred (Phase II below) and shall be placed in vacant positions in the job classification in which they were previously assigned for which they are qualified by greatest seniority in the district within the following categories:
   a. Qualified multi-year contract personnel.

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b. Qualified annual contract and bumped annual contract personnel.

D. Procedures for Posting Vacancies for the New School Year Reduction and Recall

1. In effect until six (6) weeks prior to start of the 196-day calendar.

All vacancies declared open for the next school year for positions shall be posted and held vacant in the following manner through the time period of reduction and recall as specified above. Once a position has been posted to the vacancy list, hiring supervisors and principals shall hold timely interviews and make hiring decisions regarding the open positions.

(a) Phase I- In County Transfers

The initial posting of vacancies shall be for a period of seven (7) calendar days and such posted vacancies shall be held vacant for any in-county employee, including unassigned employees identified in Section B. who wish to apply to transfer to vacant positions in any job classification in which he/she is currently qualified. This shall not be construed as to provide any employment rights to the annual contract personnel identified in accordance with paragraph B.4. and 7. of this article should these personnel fail to transfer to vacant positions during this phase.

NOTE: In the event a new school is scheduled to open in the next school year, vacancies at the new school shall be posted prior to the Phase I posting in sectionD.1.(a) and held open for a period of seven (7) days before dropping to Phase II.

(b) Phase II- Involuntary Transfers/Return from Leave

After the initial seven (7) day posting, only those vacancies in the same job groupings (teacher assistants, clerical, cafeteria assistants and custodians) for which employees are unassigned and qualified shall be held vacant until these employees are assigned. Unassigned employees listed for involuntary transfers as indicated in paragraphs B. 4 and 7 shall be placed in vacant positions in jobs for which they are qualified by greatest seniority in the district within the following categories and restrictions:

(1) Qualified multi contract personnel in the job classification.

(2) Qualified annual contract and bumped annual contract personnel in the job classification.

(3) Qualified multi-contract personnel in any job classification for which they are qualified.

(4) Qualified annual contract and bumped annual contract personnel in any job classification for which they are qualified. Employees will have the right to one refusal but will be placed at the bottom of the reassignment list after the second refusal. Unassigned personnel have priority for placement back in the school or work site in which they were identified, in the event a vacancy becomes available in that school or work site in the specific job in which they are qualified.

Vacancies for which employees returning from an extended leave are qualified shall be held vacant until these employees are assigned. Employees returning from leave shall be placed in vacant positions for which they are qualified by greatest seniority in the district within the following categories:

(a.) Qualified multi contract personnel.

(b.) Qualified annual contract personnel.

(5) Unassigned employees will have the right to one refusal, but will be placed at the bottom of the reassignment list after the second refusal.

(c) Phase III - Regular In County Transfers and Qualified New Candidates

Vacancies remaining after the placement of unassigned personnel and personnel returning from leave shall then be posted and held vacant for a period of seven (7) calendar days for both qualified in-county personnel who have filed with the Human Resources Division a completed transfer request in accordance with district guidelines and qualified new candidates from the applicant pool.

~~2. In effect six (6) to three (3) weeks prior to start of the 196-day calendar.~~

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~~(a) During this period, vacancies existing or declared open in the same job classifications as those held previously by remaining unassigned personnel for the new school year shall be available for unassigned personnel as indicated in paragraphs B.4. and 7. Such unassigned employees shall be placed immediately in vacant positions in jobs for which they are qualified by greatest seniority in the district within the following categories and restrictions:~~

~~(1) Qualified multi contract personnel in the same job classification.~~

~~(2) Qualified annual contract and bumped annual contract personnel in the same job classification.~~

~~Unassigned employees will have the right to one refusal but will be placed at the bottom of the reassignment list.~~

~~(b) All other vacancies existing or declared open during this time period shall be posted and held open for one week. During the one week posting, both qualified in-county personnel, who have filed with the Human Resources Division a completed Transfer Profile request in accordance with district guidelines, and remaining qualified unassigned employees listed for involuntary transfers as indicated in paragraphs B.4., and 7., within the categories and restrictions indicated above, may be placed.~~

~~(c) At the end of the one week posting during this time period, qualified new candidates from the applicant pool may be placed in positions remaining open after qualified unassigned personnel are placed.~~

3. Posting Vacancies ~~from three (3) weeks prior to the 196 day calendar~~ occurring after July 1 through the first four weeks of the school year.

   Vacancies for the new school year occurring during this time period shall be posted for information reasons only subject to immediate fill, provided all remaining unassigned personnel have been afforded the recall opportunities defined in paragraph D.1.(b) and (c).

E. Recall of and Special Provisions for Unassigned Personnel

1. In the event a position has not been identified and offered to a person listed in B.4.,6., and 7, above by the end of the sixth week of the next student year, a leave of absence without pay may be applied for, and when approved, granted to any and all employees affected who continue to be qualified for the position in which they were previously employed. Such leave of absence shall not break continuity; however, a leave of absence shall not constitute service time for the purpose of this article. Such leave shall not prohibit the employee from seeking and accepting employment elsewhere, and shall not be removed from the recall list for that reason except on written request of the employee or as stipulated in this article. During said leave of absence, the employee's seniority will not be affected and his/her accumulated sick leave days shall not be canceled but shall remain credited to him/her pending his/her return to an assignment in the district, unless such leave has been transferred to another Florida district by request of the employee. Annual leave days earned in the district by an employee shall be paid to the employee, or at the employee's option, such leave may remain credited to him/her pending his/her return to a 12 month assignment in the district.
2. Any employee who would have been qualified for retirement during the reduction-in-force year shall be permitted to work that year in the job for which he/she is qualified so as to reach the minimum age for retirement with vested service or to acquire the minimum experience of 30 years required for retirement, or 33 years for those hired after July 1, 2011. Such retirement must be applied for within five (5) work days of the time he/she is notified that he/she is listed as unassigned. Every effort will be made by the district to place such an employee in the same pay band and grade.
3. Employees who are unassigned after the sixth week of the next school year shall be given preference in filling temporary or part time positions for which they are qualified as they become available. Failure to accept such position shall not affect recall to a regular position. Employees may apply to be placed on the substitute list.

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4. If a vacancy occurs in a bargaining unit position after the sixth week of the next school year, including newly created positions, previously unassigned personnel who hold proper qualifications to perform the duties of the position in question will be recalled in reverse order of the seniority listing. Vacancy posting requirements are waived in the event of a recall.
5. No new employee shall be hired in an unassigned employee's job classification until all fully qualified unassigned employees from that job classification have been recalled or have declined or failed to accept recall. No unassigned annual contract employee from the previous year shall be given a priority right over current year employees identified in B.6.
6. Each unassigned employee shall notify the district Human Resources Division in writing of a telephone number and address to which a letter of recall may be sent.
7. Should a vacancy identified in subsection 4. above occur, a letter of recall shall be mailed to the properly qualified unassigned employee by certified mail, return receipt requested. Enclosed with the letter of recall shall be a list of positions which are vacant. Within ten (10) calendar days of the date of the mailing of such letter, the employee shall notify the Human Resources Division in writing whether he/she will accept reemployment. Failure to accept recall within the required time limit automatically terminates the employee's right of recall.
8. Recall rights of unassigned employees shall terminate at the close of the regular contract year of recall, provisions of this section notwithstanding.

F. The Association and the Board agree that the Superintendent has the authority and the responsibility to make transfers, job restructuring and job assignments when he/she determines that such are required under the Americans with Disabilities Act.

G. Formally Appendix C-2. SURPLUS/LAYOFF CLASSIFICATIONS

Teacher Assistants:

The following jobs are defined within the protected classifications as indicated for the purpose of surplus/layoff identification and subsequent placement. Procedures for surplus/layoff described in Article VII (Reduction and Recall) shall be followed:

Protected Job Classifications

1. Child Care Aide PK, Classroom Assistant: Pre-K, Child Care Assistant
2. ISS Assistant, Classroom Assistant, Classroom Assistant/ESOL, Drop-Out Prevention Assistant, ESE Assistant
3. Title I Assistant

4. Computer Lab Assistant

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ARTICLE VIII
WORKING CONDITIONS

A. Duty free lunch periods shall consist of a maximum of thirty (30) minutes for school-based personnel and a maximum of sixty (60) minutes for district-wide personnel. For non school-based employees, efforts will be made, if requested, to schedule the duty-free lunch period as near to the middle of the employees' work shifts as is operationally feasible.

B. Breaks
Employees shall be provided a comfort break during the workday. In addition to lunch, no less than two (2) formal breaks of 15 minutes shall be scheduled, or notification given to the supervisor during strenuous or exhaustive work assignments in addition to lunch. These breaks cannot be combined to increase the lunch break or to leave before the end of contracted day without consent of supervisor.

C. 1. Employee work hours shall not exceed thirty-seven and one-half (37.5) hours per week without overtime.

2. With forty-eight (48) hours notice or, in the case of unusual circumstances, with notice on the previous day, the beginning and ending times within a workday for workers may be altered by the supervisor/principal or, at the request of the employee with agreement from the supervisor/principal, after the appropriate district-wide administrator has been notified.

3. For a special event or to avoid disruption of student activities, the assigned work days within a calendar week may be altered for a worker by the supervisor or principal, with approval by the Superintendent or his/her designee after notification of the employee at least five (5) days in advance of the change. Such change in the work week may be only for a period of up to two (2) weeks, but may be extended after another minimum five (5) day notice. A maximum of five (5) weeks per year per employee can be modified without mutual consent. Employees working such altered work week shall not work a fewer number of work days within that work week and shall not work a greater number of work days within that work week without overtime pay. When selecting employees for such altered work week, the supervisor shall seek volunteers from those employees in the affected category who are qualified to do the work.

4. An employee may occasionally be required to work beyond his/her normal workday or over the weekend. If such additional work would require work beyond thirty-seven and one-half (37.5) hours weekly, the supervisor and employee may mutually agree for the employee to have a number of "comp" hours off equivalent to 1.5 times the extra time worked as long as such time off is taken within 30 days of the additional time worked. Otherwise, such additional time must be considered overtime and compensated accordingly. The supervisor shall be responsible for keeping records of each individual employee's accumulated COMP time. Additional time worked must have prior supervisor approval.

5. When an employee is called back to work apart from his/her regular work hours, the employee shall receive a minimum of two (2) hours pay at the overtime rate of pay. The 2- hour minimum does not apply when the extra hours are continuous with the employee's regular work hours.

6. Through written mutual agreement and with advanced notice, the supervisor or principal may establish scheduled work days for an individual employee that exceed the employee's standard work hours on one day(s) and are shorter than the employee's standard work hours on another day(s) without overtime being paid, as long as all altered days occur within the same work week and do not result in the employee's having worked more than his/her normal total work hours for a week during that week. Such flexible schedule shall not interfere with student contact time, the fairness or consistency of duties assigned and must ensure that all professional obligations are met.

D. Overtime, when necessary, shall be at the discretion of the Superintendent or his designee.

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Overtime shall be paid at the rate of one and one-half (1.5) times the hourly rate of pay for any hours worked in excess of thirty-seven and one-half (37.5) in any workweek. The calculation of overtime pay due an employee shall be based upon the weighted average. That is, the total compensation due the employee for all hours worked, at straight time, shall be divided by the total hours worked to determine the employee's regular rate of pay for that week. The employee shall be paid additional half time this regular rate of pay for all hours worked in excess of thirty-seven and one-half (37.5) in any workweek. Only hours actually worked shall count as hours worked for purposes of computing overtime. Time off with or without pay (including, for example, holiday, sick leave, compensatory time, leave of absence) shall not count as hours worked for purposes of computing overtime.

E. Salary compensation for employees shall be in accordance with the approved salary schedule (Appendix E).

F. In case of an emergency or for energy conservation, the Superintendent may recommend and the School Board may approve an extension of the work day but not to exceed thirty-seven and one-half (37.5) hours per week without overtime pay.

G. Bus drivers shall not be used as chaperones or be required to share rooms with students on overnight field trips.

H. In case of the absence of a Cafeteria Assistant or an unfilled Cafeteria Assistant allocation, another Cafeteria Assistant may be given the option to substitute in the vacant position prior to a substitute being called as long as the additional work time does not result in the employee's having worked more than thirty-seven and one-half (37.5) hours during that work week. Opportunities to substitute in an unfilled position shall be offered to eligible Assistants in order of seniority. If an Assistant substitutes in an un-filled position for more than forty-five (45) consecutive work days, the Assistant shall be offered the additional work hours as part of his/her regular contracted hours.

I. Employees may be required to supervise students only when certificated personnel are readily available for assistance or when such employees have been trained in student supervision.

J. CESPA representatives will be consulted when subcontracting employee classifications is considered by the School Board or at the Superintendent's level.

K. When a shift opening occurs at a specific work site, the opening shall be filled based on seniority in the district of interested employees at that work site, unless specialized skills are needed for that particular shift. In that case the shift opening shall be filled by the most qualified employee, regardless of seniority.

L. Employees shall not be required to transport students in their private vehicles.

M. There shall be no pyramiding of overtime or paying overtime on overtime.

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Board Counter Proposal
June 17, 2019

ARTICLE IX
LEAVES

A. **Terms**

1. Leave granted by the School Board, the Superintendent or his/her designee shall be taken by the individual for the purpose for which it was requested and granted. An employee who is granted sick, extended sick, child care, maternity FMLA, illness-in-line-of-duty, or personal leave shall not accept full-time employment while on such leaves of absence. This condition may be waived by action of the Board. An employee who has been absent for 10 consecutive days or for 15 days in a 20 work day period for the same or related cause shall request the appropriate extended leave of absence in accordance with the rules set forth in this Article. For any employee eligible for FMLA, such leave must be exhausted before any other extended leave may be granted. Should such employee fail to provide sufficient documentation to be eligible for the appropriate extended leave, the School Board shall place such employee on extended personal leave for the balance of the school year. Employees may be granted up to two (2) consecutive years of extended leave if such request is filed and approved in the manner set forth in this Article.
2. Employees who want to return from extended leave which terminates at the close of the school year shall notify the Human Resources Division in writing by March 1 of the school year for which leave was granted. If leave was granted after March 1, this written notification of the desire to return shall be submitted with the leave request. Upon return from leave which terminates at any time during or at the end of the school year, reassignment will be based on seniority to an open position in which he or she is qualified. The School Board shall not be responsible to any employee who fails to submit such request in writing as specified above. The Board shall not be responsible for reinstatement of an employee to any position except as otherwise provided herein.
3. A request for an extension of an approved extended leave or for a second extended leave in the same school year shall be considered by the Board on a case-by-case basis. Where, in its discretion, the Board determines such repeated leave requests by the employee are detrimental to the best interests of the students and/or district, such leave may be granted only for the remainder of the school year. It will be considered a single leave request when child care leave is requested subsequent to and consecutively taken after maternity leave, if notice is given with the maternity leave request that child care leave will be requested. The Board shall not be responsible for reinstatement of an employee to any vacant position except as otherwise provided herein.
4. "Day of leave" shall be defined in the same manner as a regular "day of work" for that job category.
5. Employees who are denied leave of any type shall be given the reason(s) and rationale for such denial when action is taken.
6. "Full-time" as used in this article shall mean a person contracted for a six-tenths (.6) or greater allocated position or for (.6) or more of each consecutive normal day during the contract period.

B. **Short Term Leaves**

1. As used in this section, one day of short term leave for the purpose of accrual and use shall mean to be the equivalent in hours.
2. **Sick Leave**

   Each employee employed on a full-time basis who is unable to perform his/her duty in the school because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own household and

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consequently has to be absent, shall be granted leave of absence for sickness. He/She shall be entitled to four days of sick leave at the end of the first month of employment of each contract year and shall thereafter be credited for one day of sick leave for each month of employment, which shall be credited to him/her at the end of that month and which shall not be used prior to the time it is earned and credited to him/her. Each employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year of employment. If the employee terminates his/her employment and has not accrued the four sick days available to him/her, the School Board may withhold the average daily amount for the sick days utilized but unearned by the employee. Such sick leave shall be cumulative from year to year. There shall be no limit on the number of days of sick leave an employee may accrue except that at least one-half of this cumulative leave must be established within the district. Employees are responsible for requesting that accumulated sick leave earned in another Florida public school district be transferred to the district. Transferred sick leave from another Florida public school district will be posted on the record of the employee at the rate of one day for each day earned in the district. Effective 7-01-97, employees may begin requesting that accumulated sick leave earned while employed by another educational entity governed by the Florida Retirement System (FRS) be transferred to the district. Beginning on 7-01-97, the transferred sick leave from another FRS-governed educational entity will be posted on the record of the employee at the rate of one day for each day earned in the district. Before receiving compensation for the time absent on sick leave, employees shall file an official leave form stating the day or days absent. Employees shall not be required to state reasons or nature of illness for sick leave. When an employee is out on sick leave for more than three (3) consecutive work days, sick leave may be substantiated by a physician's note if it is requested by the supervisor.

a. Sharing of Sick Leave: An employee of the District ("authorizing employee") may authorize any other employee of the District ("recipient") to use sick leave that has accrued to the authorizing employee, subject to the following guidelines and stipulations:
   1. A completed "Certification of Health Care Provider" form shall accompany any sick leave transfer request to document that such a qualifying illness has occurred.
   2. Transferred sick leave will be available for use upon approval of a properly completed request for transfer of leave (along with a properly completed Certification of Health Care Provider form) and depletion of all the recipient's leave, including annual leave, if applicable.
   3. If the recipient is a member of a sick leave bank, he/she must use donated sick leave days before drawing days from the bank.
   4. Requests for transfer of leave may be submitted only for the current payroll cycle applicable to the recipient. Credit of transferred sick leave will be processed upon receipt in the Payroll Office of all required forms in complete and proper order. Requests shall not be processed retroactively. The Superintendent may intercede for an employee with extenuating circumstances.
   5. The authorizing employee may authorize a minimum of one (1) day up to any number of days as long as the authorizing employee retains ten (10) sick leave days after donation pursuant to this article.
   6. The number of sick leave days donated to an employee within a single fiscal year shall be limited to the number of days remaining in that employee's standard working calendar. The same employee may receive additional donated days in subsequent fiscal years by filing additional leave transfer requests.
   7. If there is more than one authorizing employee for a recipient, the donated sick leave days shall be used by the recipient in the order that the documentation authorizing the donation is received from the authorizing employee. If received on the same day, the documentation shall be considered received from the employee with the most years

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of service with the School Board first, and any other authorizing documentation received in the order of seniority of the authorizing employee.

8. Leave donated but not used will revert to the authorizing employee. However, the Board shall not be responsible to make retroactive adjustments to retired employees who, prior to retirement, donated sick leave days that could have been used for terminal pay purposes.
9. "Upfront" days are defined as sick leave days credited to employees before they are earned, as required in F.S. 1012.61. Such days may not be eligible for transfer until the employee has worked the required duration to earn the days.
10. Sick leave days transferred from one employee to another under this policy may not be used for personal leave.
11. Transferred sick leave days may not be held or used for terminal leave purposes. Donated sick leave under this Article shall have no terminal value.
12. Sick leave transferred from one employee to another will result in payment of wages/salary applicable to the recipient of the leave, and the District will not be responsible for differences in the value of sick leave transferred under this policy.
13. The authorizing employee must retain ten (10) sick leave days after donation pursuant to this Article.
14. To be eligible to donate sick leave pursuant to this Article, both the authorizing employee and the recipient must have been employed a minimum of one full school year before both the date of the authorizing employee's donation and the first day of the recipient's absence for which sick leave days are donated.
15. One sick leave day referenced in this Article shall mean the number of hours the employee is contracted to work for one day.
16. Participation in this Sharing of Sick Leave policy shall be voluntary for the recipient and the authorizing employee.

3. **Personal Leave With Pay**

Six (6) days leave per year may be used for the employee's personal business. Leave of this type is non-cumulative and is chargeable against accrued sick leave. An employee planning to use a personal leave day is responsible for submitting the written request on the proper form and gaining approval of his/her supervisor at least twenty-four (24) hours in advance. The employee shall suffer no loss of pay for such leave and shall not be required to give reasons except that the leave is for "Personal Reasons." If notice is not given by the employee in this manner, but the employee is absent on the requested dates, and leave is subsequently not approved, the employee shall be subject to disciplinary action. An employee is responsible for being aware of the number of leave days for which he or she is eligible. Leave of this type must be filed with the principal/county-wide supervisor and approved prior to commencement.

4. **Personal Leave Without Pay**

An employee may be granted leave days without pay for personal business when extenuating circumstances dictate. This leave may be granted to an employee only when he/she cannot otherwise schedule his/her business outside of normal working hours. A reason must be stated with the request. Personal leave without pay shall be submitted to the supervisor/principal at least three (3) days prior to the requested date of leave. The supervisor/principal shall review the leave request for approval on a case by case consideration. Any employee who is absent without authorization may be disciplined after consideration of the facts and in accordance with disciplinary procedures adopted by the Board.

5. **Emergency Leave**

a. Definition

Emergency leave shall be defined as leave taken for a sudden unexpected happening; an unforeseen occurrence or condition;

b. Emergency Leave With Pay

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One leave day counted against sick leave may be granted for emergency purposes. Leave of this type must be certified in writing on the appropriate form through channels for approval by the Superintendent or designee.

c. Emergency Leave Without Pay
Leave days for emergency purposes may be granted without pay. Leave of this type must be certified in writing on the appropriate form through channels for approval by the Superintendent or designee.

d. Volunteer EMT personnel who are reimbursed for their services shall be permitted emergency leave without pay when arriving late to work due to being called to make emergency runs for life-threatening circumstances under the conditions set forth in this paragraph. When such late arrival is apparent it shall be the responsibility of this employee to call his/her supervisor in advance of the starting time of his/her School Board job. This EMT volunteer shall provide documentation to his/her supervisor substantiating that he/she is an EMT volunteer. If the conditions set forth above are not met, such EMT volunteer shall be subject to disciplinary measures by the School Board.

6. **Court Leaves**
Leave with pay shall be granted to any employee when called for jury duty or subpoenaed as a witness, or when a written notice to appear in court is received. A copy of the court order or subpoena shall be attached to this request and the request must be approved prior to the leave.

7. **Illness-in-the-Line-of-Duty Leave**
   a. An employee shall be entitled to Illness-in-the-line-of-duty leave (ILOD) when he/she has to be absent from his/her duties because of a reported and verified Workers Compensation related injury (from any contagious or infectious disease contracted in school work) and the restrictions imposed by the SBCC approved medical provider prohibit employee from working a light duty assignment (if available and offer is made). ILOD request should be submitted by employee to his/her Administrator within five (5) working days of returning to work (or sooner if able).
   b. The use of ILOD leave shall result in no reduction of the employee's accumulated sick leave. Such leave shall be authorized for a total not to exceed ten (10) work days during a fiscal year for illness contracted or injury incurred from such cause as described above.
   c. The Board shall not be liable for any difference in compensation between Workers Compensation payments and the employee's normal daily rate of pay.
   d. Should the injury/illness be compensable under the Workers Compensation Law and should such convalescent period exceed the authorized ILOD leave, the employee would be eligible for state approved Workers Compensation benefit.

8. **Temporary Duty Elsewhere**
When an employee is rendering service in the performance of his/her contractual duties while away from his/her usually assigned responsibilities, he/she must apply for temporary duty elsewhere. Employees on TDE shall receive their regular pay and may be allowed expenses when authorized.

9. **Military Leave**
When their obligation to the United States Armed Services makes unavoidable their failing to meet contractual duties, all members of the bargaining unit will be granted military leave in accordance with the law. Requests for such leave must be submitted in writing with a copy of the orders attached to such request.

10. **Professional Leave**
Professional Leave days with pay may be granted to employees when properly requested and approved by the Superintendent or his designee for the purpose of attending and/or participating in professional meetings or conferences that are job related.

11. **Filing Leave**
Leave as outlined in this Section (B) must be applied for on the authorized forms with

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attachments if required and submitted to the immediate supervisor. The completed forms must be submitted to the supervisor by the end of the first day the employee returns to duty in the case of sick, emergency, or illness-in-the-line-of-duty leave. The administration shall provide this form upon the employee's return. Otherwise the forms must be submitted in advance in accordance with the provisions of this Section (B).

C. **FMLA Leave**

1. Leave pursuant to the Family and Medical Leave Act (FMLA Leave) must be authorized and approved by the Superintendent or his/her designee. The request, with required documentation, must be submitted at least thirty days before the date on which the leave is to begin, or, if the need for leave is not sufficiently foreseeable, as soon as possible. The employee shall schedule any planned leave so as to not unduly disrupt the operations and educational mission of the School Board. FMLA leave will begin on the first work day on which the employee is absent as a result of the emergency or other situation requiring the leave. Upon expiration of FMLA leave, a returning employee will be returned to the same or an equivalent position as defined in the Family and Medical Leave Act. For leave due to the employee's illness, a current Work Restriction Evaluation form (see Appendix E) within two weeks prior to return to work date from the physician verifying the employee's ability to perform job responsibilities must be on file with Human Resources prior to reemployment.
2. Employees with at least twelve (12) months of service, who have worked 1,250 hours or more prior to the start of FMLA leave ("qualified employees"), will be granted leave without pay for incapacity due to pregnancy, prenatal medical care, childbirth, care of the employee's child after birth, adoption of a child (including foster care placement), or a serious health condition of the employee or to provide necessary care for a member of his/her immediate family (spouse, child, parent), due to a serious health condition. Such leave will be granted for up to a maximum of twelve (12) weeks in a twelve (12) month period. The amount of leave available for an eligible employee is calculated by using a "rolling" twelve month period measured backward from the date an employee uses any such leave. However, for counting the 26 weeks of military caregiver leave, the District will measure the single 12-month period by looking forward from the date an employee's leave to care for the covered service member begins. Leave for birth or adoption of a child must be taken within twelve (12) months of the birth, adoption, or placement for foster care. If both parents are district employees, such employees are permitted to take only a combined total of twelve (12) weeks of leave in a twelve month period for such birth, adoption, or placement for foster care.
3. At the employee's option, earned sick leave days or earned annual leave days may be used during FMLA leave to care for a sick family member or because of the employee's own illness, including any period of disability due to pregnancy. In addition, earned annual leave may be used during any other FMLA leave. Pay shall not be rendered for any period of time beyond the number of sick leave and annual leave days on record.
4. Intermittent FMLA leave or a reduced leave schedule may be granted because of the serious health condition of the employee or the employee's immediate family (spouse, child, parent), within the maximum twelve (12) week leave period. In addition, intermittent leave or a reduced leave schedule may be granted to a qualified employee to care for a covered service member with a serious injury or illness with the maximum 26 week leave period. The appropriate documentation providing the medical necessity for and dates and duration of the leave must be provided. Employees needing intermittent FMLA leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt operations of the School Board. In addition, the School Board may assign an employee to an alternative position with equivalent pay and benefits that the Board determines will better accommodate the employee's intermittent or reduced leave schedule.
5. The Board will maintain coverage under its group health plan for any employee granted FMLA leave. The employee's portion of the health insurance premium shall be deducted from

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any pay received by the employee during FMLA leave. During unpaid leave, the employee may continue group health plan coverage by arranging payment of the employee's share of the premium. If the employee does not return from FMLA leave as scheduled, the Board may recover premiums for maintaining group health coverage paid during the leave, unless the employee's failure to return to work was due to medical or other circumstances beyond the control of the employee. Any premiums due the District will be deducted from any payment of terminal leave.

6. Qualified employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) week leave entitlement to address certain qualifying exigencies. An employee may not take exigency leave if the service member is a member of the Regular Armed Forces. Qualifying exigency leave is available for short-notice deployment (up to 7 days leave available when the service member receives 7 days or less notice of a call to active duty), military events and activities, arranging for alternative childcare and school activities (but not normal ongoing childcare), addressing certain financial and legal arrangements, attending certain counseling sessions, rest and recuperation (up to 5 days leave permitted when the service member is on temporary rest and recuperation leave), attending post-deployment activities, and additional activities which may arise out of active duty (provided that the District and the employee agree on the timing and duration of leave for these additional activities). The District will require each employee to provide a copy of the service member's active duty orders the first time the employee requests exigency leave.
7. Military Caregiver Leave. A spouse, son, daughter, parent, or next of kin who is a qualified employee can take up to 26 work weeks of FMLA leave during a single twelve (12) month period without pay to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness.

D. **Extended Leaves**

1. When FMLA leave expires, and extended leave beyond twelve (12) weeks (or twenty-six (26) weeks for Military Caregiver Leave) is needed, or if the employee is not eligible for FMLA leave, leave of this type may be requested and must be authorized and approved as stipulated below. The request with required documentation must be on file with Human Resources and approved prior to the effective date of the leave and must be in accordance with the provisions of this Article. Upon return from extended leave, reassignment will be based on seniority and only to an available position in which he/she is qualified. No person shall be granted extended leave for a period longer than two (2) consecutive years.
2. **Extended Sick Leave**

   An extended leave of absence for reasons of personal illness or illness of father, mother, husband, wife, or child may be granted to an employee for up to one (1) year of disability if verified by a physician or in accordance with this Article. Earned sick leave days or earned annual leave days may be used for this purpose but pay shall not be rendered for any period of time beyond the number of earned sick leave and annual leave days on record. Sick leave days which have been granted in accordance with the rules of the Sick Leave Bank may be used for this purpose if such leave is granted solely for personal illness; however, pay shall not be rendered for any period of time beyond the number of sick leave days granted by the Sick Leave Bank. Extended sick leave shall be granted only for the period of time of physical disability verified by the physician, must be approved by the Superintendent or his/her designee, and a current Work Restriction Evaluation form (see Appendix E) within 2 weeks prior to return to work date from the physician verifying the employee's ability to perform job responsibilities must be on file with Human Resources prior to re-employment. Additional

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leave may be approved on a case by case basis as a reasonable accommodation for employees with disabilities.

3. **Maternity Leave**
Leave may be granted to an employee for pregnancy during a period of time from nine (9) months prior to the due date and two (2) months after delivery, or for a period of time verified by a physician as a period of disability as a result of such pregnancy. A physician's statement shall accompany such request and must verify the dates requested. The request must be approved by the Superintendent or his/her designee. Earned sick leave or earned annual leave may be used during any portion of this leave during which the physician verifies in writing that the employee is disabled, otherwise maternity leave shall be without pay.

4. **Child Care Leave**
Leave without pay may be granted to any employee for the purpose of the care of a dependent child under the age of two living in the same household. If the dependent child in the same household is over the age of two, an accompanying statement from a physician verifying the need for the employee to care for the child must accompany the request. This leave shall be granted only for the period of time verified by the physician and must be approved by the Superintendent or his/her designee.

5. **Military Leave**
   a. Any employee serving in the uniformed service as defined under the Uniformed Services Employment and Reemployment Rights Act shall be granted extended leave without pay, by the Superintendent or his/her designee, for such service up to a cumulative maximum of five (5) years. This may be extended at the request or for the convenience of the federal government, or upon authorization of the President of the United States. An employee returning from such leave shall be returned to employment, without prejudice, provided the employee was not released from military service under dishonorable or other punitive conditions and application for re-employment is filed in accordance with the requirements of federal law. The school district shall employ the employee returning from such leave within the timeframe prescribed by federal law. Such employee shall be returned to his/her former position or to a similar position satisfactory to the employee and for which he/she is fully qualified.
   b. Employees who are members of the National Guard or Reserves who are called to active military service shall be granted extended leave by the Superintendent or his/her designee. Such leave shall be with full pay and benefits for the first thirty (30) calendar days. An employee returning from such leave who reapplies to be re-employed in accordance with law, shall be returned to employment without prejudice according to the provisions set forth in law.

6. **Extended Personal Leave**
There are conditions which make it reasonable for an employee to be temporarily excused from his/her contractual obligations for personal reasons. Extended personal leave may be granted for a maximum of one year and must be only for health and welfare of the employee or members of his/her immediate family. Extended personal leave shall not be granted for more than two (2) consecutive years. Leave for this purpose must be supported by appropriate documentation and the request must be on file with Human Resources and approved, by the Superintendent or his/her designee, prior to the effective date of leave.

7. **Extended Professional Leave**
A leave of absence for professional improvement, without salary, may be granted for any employee, upon application, for up to ~~one~~ two (~~1~~ 2) years, with a confirmation letter of intention to use the second year filed with Human Resources by March 1 ~~and upon reapplication, for up to a second year~~, for the purpose of the following:

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a. Engaging in study at an accredited university in an area deemed beneficial to the school system by the Superintendent.
b. Full-time participation in the federally sponsored Peace Corps or Job Corps.
c. Engaging in study or an activity deemed beneficial to the school system. Applications shall be forwarded to the Superintendent for final approval.

Application for such leave shall be submitted to the Superintendent not later than sixty (60) days prior to the start of the date when the leave is to commence. Application for reemployment should be filed at least six (6) months prior to the end of leave. Upon return from such leave the employee shall be returned to a position which is vacant at the time of return and for which he/she is qualified.

8. **Fitness for Duty/Medical Examination**

a. If the Superintendent has a reasonable belief based upon objective evidence to indicate that an employee's ability to perform the essential job functions will be impaired by a medical condition or that an employee will pose a direct threat due to a medical condition, the Superintendent may require the employee to submit to a physical, medical or psychiatric examination or other laboratory tests to determine the employee's fitness to perform the essential functions of the employee's position.

b. Any examination performed under this Article will be performed by a medical physician, psychologist, or psychiatrist or laboratory testing facility (where testing for substance abuse) selected by the employee from a list of at least three (3) physicians, psychologists, or psychiatrists, or two to five laboratory testing facilities (where applicable) recommended by the district. A copy of the list of laboratory facilities will be provided by the Superintendent to the Clay Educational Staff Professional Association annually and updated accordingly. A Fitness for Duty Certification form shall be submitted by the examining physician, psychologists, or psychiatrist or laboratory facility to the Superintendent and to the employee. Otherwise, the Fitness for Duty Certification form will remain confidential. Where the Superintendent receives a medical report that the employee is infected with or is a carrier of a contagious disease, a medical examination by a public health physician may be required.

c. If the employee disagrees with medical examination results other than substance abuse tests, the employee may, within five (5) working days of receiving the results of the examination, provide the Superintendent with medical or psychiatric verification from the employee's own physician, psychologist or psychiatrist. In the case of substance abuse tests, the employee may, on the same day of the required test, submit to the same substance abuse test at an approved laboratory testing facility of the employee's own choosing. This second report must be received by the Division of Human Resources within three (3) days of the test and must be accompanied by sufficient information, including chain of custody documentation, for interpretation by the administration. The Superintendent will reserve the right to interpret the results of the test. An employee may not be reimbursed for the expense of any medical, psychological or psychiatric examination, or testing conducted by the employee's own physician, psychologist, or psychiatrist, or laboratory testing facility.

d. If the employee's own doctor offers an opinion inconsistent with the report of the district's medical professional, a third opinion shall be obtained by a medical physician, psychologist, or psychiatrist selected by the employee from a list of three (3) physicians, psychologists or psychiatrists. The decision of the third physician, psychologist or psychiatrist as reflected in the written Fitness for Duty Certification shall be considered the controlling decision.

e. The district will be responsible for all expenses incurred from any district-required medical, psychologist, or psychiatric examination performed by a physician or psychiatrist from the district's recommended list.

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f. If the information revealed by the medical examination(s) indicates that the employee cannot safely and satisfactorily perform the essential functions of the employee's position, with or without a reasonable accommodation, the Superintendent shall:
   (1) Determine whether another position is available for which the employee would be qualified and in which the employee can safely and satisfactorily perform the essential functions of the position. If so, the Superintendent shall offer the employee an opportunity to accept a transfer to such position.
   (2) If no such transfer is available or if the employee declines an offered transfer, and if no reasonable means of accommodation is available, the Superintendent shall file a recommendation with the School Board recommending that the employee be placed on compulsory Extended Sick Leave.
   (3) An Employee Assistance Program shall be considered prior to f.(2).
   (4) Nothing in this Article shall prevent the district from taking disciplinary action in accordance with Article X of this Agreement.

g. Should the employee's physical or mental condition improve during the term of the employee's compulsory Extended Sick Leave to the extent that the employee can safely perform the essential functions of the position, so certified by the employee's own attending physician, psychologist or psychiatrist, the employee may petition the Superintendent for reinstatement. At this time, the employee will submit to additional examinations under the procedures described in this Article. Based upon the results of the medical examinations, the Superintendent shall file a written recommendation on the petition for reinstatement with the School Board with regard to reinstatement or denial of reinstatement. Should an employee's petition for reinstatement be approved, the reinstatement and reassignment shall be determined in accordance with this Article.

9. **Bereavement Leave**

Employees will be granted three (3) days of bereavement leave due to a death in the immediate family to include miscarriage or stillbirth. Immediate family shall be defined as father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own household. Bereavement leave is of special nature and may not be deferred or converted to any other purpose and will not be deducted from earned leave. It is not charged against any other leave account. The employee will not be paid for days not scheduled to work. A published obituary, or doctor's note for miscarriage or stillbirth will be required for documentation.

10. **Domestic Violence Leave**

Effective July 1, 2007, any employee who has been employed for at least three (3) months, and who has used all of his/her regular leave (zero balance) shall be granted up to three (3) days of leave per contract year due to domestic violence, which may be used to address matters including seeking an injunction for protection; obtaining medical care or mental health counseling for themselves or for a family household member to address physical or psychological injuries arising from domestic violence; obtaining services from a victim-services organization such as a domestic violence shelter or rape crisis center as a result of an act of domestic violence; making an employee's home secure from a perpetrator of domestic violence or seeking alternate housing; or seeking legal assistance or attending or preparing for court related proceedings regarding acts of domestic violence. Domestic violence leave is of special nature and may not be deferred or converted to any other purpose. It shall not be charged against any other leave account. Application for domestic violence leave shall be made to the Superintendent and shall be granted by the Superintendent or his/her designee. Except in cases of imminent danger to the health and safety of the employee or a family or household member, employees seeking such leave under this provision shall, at the time of making a request, provide advance notice of the need for sick leave and provide documentation about the domestic violence circumstances. Details about the situation may

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be requested by the Superintendent and may include a request for appropriate documentation, including, but not limited to, police reports, court injunctions/documents and proof of legal counsel in relation to such documents. Leave may be with or without pay at the discretion of the Board.

E. **Reimbursement for Travel**

Travel reimbursement including in-county, out-of-county, per diem, and expenses shall be reimbursed at the normal rate established by the Board and must be authorized and approved by the Superintendent prior to the incurrence. Reimbursement procedures and rules as established in current School Board Rules shall be followed.

F. **Annual Leave**

1. Earning Annual Leave

   Regular employees who are employed for twelve (12) months shall earn and accumulate vacation leave days from the first day of such employment with pay at the rate of:

   a. One (1) day per month of employment for employees with less than five (5) continuous years of employment with Clay County or other Florida county school system.
   b. One and one/fourth (1¼) days per month of employment for employees with more than five (5) continuous years but less than ten (10) continuous years of employment with Clay County or other Florida county school system.
   c. One and one-half (1 ½) days per month of employment for employees with more than ten (10) continuous years of employment with Clay County or other Florida county school system. In determining continuous years of service, full-time continuous service rendered in a nine-month, ten-month, and twelve-month contractual position shall be considered as continuous service.

2. Up to four (4) days of annual leave may be granted in addition to the days earned in subparagraph 1 above for use only during the Christmas holidays or the first four (4) work days in January as directed by the Superintendent.
3. All vacation leave days on record in excess of thirty four (34) shall be voided on each employee's record at the end of each fiscal year.
4. Procedure for Granting Vacation Leaves

   Normally one-half (1/2) year of successful continuous service shall be required before any vacation leave may be granted by the Superintendent or his county office designee and taken by the employee. Accrued vacation leave must be applied for and taken at the time of separation from active employment, except as provided under subparagraph a, below. Employees may be required to take vacation leave during the Christmas holidays or as directed by the Superintendent.

   a. Deferred Retirement Option Program (DROP) enrollees may elect to apply for and receive either full or partial vacation leave lump sum payoffs at the time of DROP enrollment. Those electing this option will continue to accrue vacation leave during DROP participation at the accrual rate they had attained prior to DROP enrollment, and may apply for and receive a second lump sum payoff at the time of DROP termination, provided that the total vacation leave paid off with both lump sums does not exceed the maximum of accrued vacation leave permissible by the provisions of this Article.
   b. Effective March 17, 2000, an employee who elects to enter DROP and who elects to receive a lump-sum payment for accrued annual leave upon beginning DROP participation shall have said lump-sum payment deposited into the Board-approved 401(a) Qualified Retirement Plan, subject to annual contribution limits. An employee who receives a lump-sum payment of accrued annual leave upon termination of DROP and termination of employment shall deposit said lump-sum

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payment into a Board-approved 401(a) Qualified Retirement Plan subject to annual contribution limits.

c. Effective March 17, 2000, an employee who terminates employment through regular FRS retirement shall deposit 100% of his/her terminal sick and annual leave payments into a Board-approved 401(a) Qualified Retirement Plan subject to the limits established by the Internal Revenue Service. Such deposit shall be made at the time of retirement in keeping with procedures and timelines established by Business Affairs.

5. No more than ten (10) continuous days or thirty-four (34) total days of earned annual leave may be taken by an employee except when approved at the discretion of the Superintendent.

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ARTICLE X
EVALUATION & DISCIPLINARY PROCEDURES

The Superintendent shall appoint a committee to meet annually consisting of three (3) representatives selected by the Association President and three (3) representatives and a Chairperson selected by the Superintendent to review evaluation and disciplinary procedures and to recommend changes as deemed necessary by the committee.

Evaluations:

A. Support staff, who are employed in regular contracted positions, shall be evaluated annually by supervisory personnel. The purpose of the evaluation shall be to improve the performance of the employee. No employee shall be reappointed who has been found unsatisfactory in the final evaluation.

B. An evaluation conference is an individual meeting between the employee and supervisor, whereby instructions and expectations may be discussed and employee questions may be answered. Such meeting will be provided privately if requested.

C. Principals/administrators/supervisors are ultimately responsible for the evaluations of all support personnel assigned to their cost center. District office supervisors shall evaluate employees that they supervise. If the result of an evaluation will be less than satisfactory, the principal/ administrator/supervisor having the authority to make employment decisions and recommendations shall conduct the evaluation, and the evaluation conference.

D. The supervisor/principal/administrator shall conduct a pre-evaluation conference with his/her support employees during the first six (6) weeks of the contract year or the first six (6) weeks of the employment of newly employed support personnel. During this pre-evaluation conference, the supervisor/principal/administrator shall explain the criteria and the procedure to be used to evaluate the employee.

E. There shall be at least one formal evaluation conference with the employee as part of the evaluation process used for feedback, recommendations, and discussion regarding work performance as part of the complete evaluation process, in addition to the pre-evaluation conference.

F. If a deficiency is identified, the evaluating supervisor shall bring the deficiency to the attention of the employee in an effort to recommend corrective action. If the deficiency continues, the supervisor/principal/administrator shall provide assistance in the form of a Professional Improvement Plan (PIP), to the employee so that the employee will have the opportunity to make needed improvement in his/her performance or attitude. If an employee is at risk for non reappointment or non renewal of their contract at the close of the contract year, they shall be informed of such no later than during the final evaluation conference of the same contract year.

G. Within one week of the evaluation, a post-evaluation conference shall be held by the supervisor/principal/administrator with the employee for the purpose of discussing employee performance and the criteria marked in each category. A copy of the signed evaluation shall be provided to the employee at the evaluation conference. The employee may respond in writing if he/she disagrees with the evaluation at any time up to the close of the contract year. The written response shall be appended to the evaluation documents and made part of the employee's employment file.

H. The evaluation form shall be completed and maintained electronically through the district intranet system. A paper copy shall be provided to the employee.

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I. The employee may appeal an evaluation within two (2) weeks following the evaluation conference if the employee can show cause why he/she has reason to believe the evaluation is an inaccurate assessment of his/her performance or attitude. The Assistant Superintendent for Human Resources, with input from the CESPA representative, if applicable, shall make a determination whether or not such appeal has merit, and, if so, forthwith conduct a hearing on the matter.

Discipline:

A. Employees shall be subject to discipline, including suspension and dismissal, only for just cause.
B. Discipline shall be applied progressively, considering both the severity of incidence as outlined within School Board Policy, and the discipline records of the individual employee.
C. Under normal circumstances, progressive discipline for repeated infractions of a similar nature may include, but is not limited to, informal discussion, oral warning, written directive, written reprimand, suspension with pay / without pay, or termination of employment. The timeframe since the last discipline incident of the employee shall be considered when making a discipline determination.
D~~C~~. An employee shall not be disciplined as a result of an anonymous complaint without an investigation occurring.

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BOARD PROPOSAL
July 17, 2019

ARTICLE XI
INSURANCE

A. The Board agrees to pay (see Appendix F) per pay period, during each pay period when premiums are deducted from employees' pay, toward the premiums for coverage for comprehensive hospital-surgical-major medical insurance, and 100% of the group life insurance policy, up to a maximum of $32.20 per year, for each full time employee contracted in at least a six-tenths (.6) allocated position or for six-tenths (.6) or more of each consecutive normal day for 60 days or more or for the balance of the school year. Any increase in the School Board's contribution to the insurance premium shall be effective only upon ratification of the contract. If a contract, with new premium contribution amounts, is not ratified by September 15th of each year, the previous year's School Board contribution rate will be considered the status quo until a new contract is ratified by both parties.

B. Policies shall include benefits in accordance with the terms and conditions as set forth in the master insurance policies as provided by the Board.

C. 1. An insurance committee shall be formed which will include equal representation from each certified employee association. This committee will meet at least monthly during the school year unless voted upon by the committee as unwarranted. The committee shall select the chairperson of the Insurance Committee from amount its membership. Decisions of the committee shall be made by consensus. If consensus cannot be reached a majority vote of the membership will make the decision. Members are allowed to vote by signed proxy for another member of the committee. The chairperson will be empowered to vote only upon a tie vote.

2. The Insurance Committee shall review and recommend actions with regard but not limited to:

Bids
Specifications
Recommendation on invitation to bid
Bid tabulations
Monthly Insurance Experience Rating Reports

3. Other health related employee programs may be studied by this committee. Such health related employee benefits may include such health related coverage as may be necessary for portions of the employee assistance program, if established, which may require such coverage. Additional health related employee benefits recommended by this committee shall be at no cost to the Board unless otherwise negotiated. The purpose of this committee shall be to make recommendations to the School Board and the Association bargaining teams on matters pertaining to insurance as covered in this article.

4. The Board does not relinquish or delegate any authority or responsibility as mandated by laws pertaining to bidding or employee group insurance or health related programs.

D. The Board shall take steps to offer to each employee the opportunity to participate voluntarily in a 125K federally approved policy of deducting Federal taxes from paycheck after money for insurance and other deductions have been removed.

E. An Employee Assistance Program, when funded by the Board, will be provided for all support employees with the following provisions:

1. To assure employee confidentiality, the Employee Assistance Program will be managed by someone who is not an employee of the Clay County School Board.
2. Costs of fitness for duty evaluations will be paid by the employer.
3. Other costs incurred by voluntary participation will be the responsibility of the individual and may be covered by existing insurance policies.

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Board Proposal
April 24, 2019

ARTICLE XII
PHYSICAL EXAMS

A. Physical Examinations

Physical examinations shall be administered for school bus drivers, pest control operators and other employee classifications as required by law. Such examinations shall be at the expense of the school board but shall not be obtained by the employee during work hours. The examination shall be performed by physician(s) approved by the School Board. The Board shall determine the extent of the examination where not specified by law. The District will continue to solicit proposals from physicians so as to provide to the extent feasible convenient locations of designated physicians under this Article.

B. Drug and Alcohol Testing

1. Employees who are covered under the Federal Regulations known as The Omnibus Transportation Employee Testing Act of 1991 (OTETA) shall be subject to drug and alcohol testing as required by that Act and school board policy.
   a. Testing for drugs shall be conducted randomly at a minimum rate of 50% of the covered employee group annually. Testing for alcohol shall be conducted randomly at a minimum rate of 25% of the covered employee group annually. The list of randomly selected employees to be tested shall be generated by the vendor contracted for the Drug and Alcohol Testing program.
   b. Employees in this group will also be subject to post-accident testing. testing of at-fault incidents resulting in estimated damage of $100 or more, reasonable suspicion testing, return-to-duty testing and follow-up testing in accordance with OTETA and/or school board policy.
2. Employees not covered by OTETA but who hold a position which requires a valid driver's license shall be subject to random drug testing at an annual minimum rate of 50% of the covered employee group. The method used to generate the list of randomly selected employees and all other aspects of the drug testing for this group of employees shall be the same as for OTETA covered employees. Specifically, this shall require that Federal standards be met with regard to specimen collection and handling, testing procedures, the use of a Medical Review Officer (MRO) to review all test results, and reporting procedures.

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ARTICLE XIII
HOLIDAYS

A. The annual contract year for all support personnel shall consist of no more than the number of contracted days indicated in Tables IIB, IIC, and V.

B. The Board agrees to provide six (6) paid holidays to employees who are contracted to work nine (9) and ten (10) month contracts which range from 183, 185, 186, 188 and 196 days respectively. The Board agrees to provide seven (7) paid holidays to employees who are contracted to work eleven (11) month contracts. (216 days). The Board agrees to provide nine (9) paid holidays to employees who are contracted to work twelve (12) month contracts. (260 days).

The Board agrees to designate the following paid holidays for employees, with the understanding that no employee shall exceed the number of contracted days. When a paid holiday falls on a non-working day, the holiday shall be observed in accordance with federal guidelines and the district approved student/employee work calendar. The established holidays are as follows:

9-10-11 and 12-Month Employees

1. Labor Day
2. Veteran's Day (Observed)
3. Thanksgiving Day
4. Christmas Day (Observed)
5. New Year's Day (Observed)
6. Martin Luther King Day

11- and 12-Month Employees Only

7. Good Friday

12-Month Employees Only

8. Memorial Day
9. Independence Day (Observed)

C. CESPA shall have representation on the Calendar Committee to recommend paid holiday dates. Such calendars shall continually be established one year in advance.

A. The Board has the statutory authority to establish the school calendar and shall consider the final recommendations from the Superintendent.

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Board Proposal
April 24, 2019

ARTICLE XIV
TOOL ALLOWANCE/UNIFORMS

A. The Board shall furnish all tools and tool boxes (where applicable) and replace all lost tools, with the condition that loss is valid as determined by the supervisors.

B. The Board shall furnish, and the employee shall wear any personal protective equipment, such as steel toe safety shoes for maintenance workers, transportation mechanics, and custodial staff in charge of maintaining the grounds, non-slip shoes for cafeteria staff and other custodial staff, as well as, hard hats as required. Once during the contracted year shoes shall be eligible for replacement when worn beyond serviceability. There is a $100.00 yearly maximum stipend for steel toe/safety shoes and a $50.00 yearly maximum stipend for nonslip shoes. In cases of extreme wear or medical necessity additional shoes shall be provided by the District. If uniforms, with joint committee input of CESPA members and administrators, are provided by the Board they will be worn by the employee.

C. All materials furnished under this article shall remain the property of the School Board and shall be turned in when personnel are no longer employed by the School Board. If, at the time of separation from employment, an employee fails to turn in any materials furnished under this Article, the Superintendent may authorize the deduction of reimbursement to the Board for replacement of such materials from paycheck(s) due to the employee. If an employee concludes their employment before the end of their contract, the board has the option of deducting the shoe stipend from their final paycheck.

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ARTICLE XV

INSERVICE

A. The Superintendent or his designee has the right to require employees to attend inservice training, professional development and meetings during working hours on a school-wide, county-wide, or individual basis as long as it is relevant to the individual's working assignment, meets identified needs of the employee, provides for department-wide or county-wide needs and/or is appropriate for the individual. The content of such is to be determined by officials acting through and for the Board.

B. Every effort will be made to provide required inservice training during contract hours when possible.

C. Review and approval of all training activities to be included in the inservice program for all support shall be reviewed annually by the Professional Development Advisory Council via the Support Employee sub- committee. The Association will appoint four (4) members to serve on the council and sub-committee. The sub-committee will be charged with the responsibility of identifying training needs, reviewing the content, evaluation method, time required, and contribution to increased job proficiency of each training activity presented. The sub-committee will make recommendations to the Council. Proposals for release time and/or reimbursement for expenses will be considered by the Council and may be initiated by the Administration or, with Administration approval, by the Professional Development Advisory Council. Approval of inservice activities and of delivery of inservice training by the school system, the granting of professional leave, and expense reimbursement for employee participation will be subject to budget constraints and priorities and to administrative discretion. Any incentive pay based on training or inservice programs will be subject to collective bargaining.

D. To encourage a more qualified skilled workforce, employees shall be eligible to participate in district offered inservice/professional development opportunities directly related to their current job.
1. Professional development classes shall be offered county wide and employees may select to attend district offered training with supervisor approval.
2. Employees who wish to participate in training opportunities outside of their job family shall be offered space in those trainings when space is available and with supervisor approval.

E. Compensation for inservice, professional development and mandatory meetings shall be as follows:
1. When it is a mandatory requirement that an employee attend and it is during contracted hours, employees shall be compensated at the regular rate of pay. Overtime rates shall apply as applicable.
2. If a nonmandatory training, inservice, or professional development class is offered only during an employee's normal, working hours, professional leave or an altered work schedule may be granted upon approval of the immediate supervisor.

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TA for CESPA _____ Date: 4/8 Time: 10:39

ARTICLE XVI
CONTRACT COMMITTEES

A. Accountability

1. The School Advisory Council (SAC) in each school will include representation from the non-instructional personnel employed in the school to be an appropriately balanced number of instructional/non-instructional personnel at the specific school site, but not less than one (1), as provided for in statute.
2. The employees representing the non-instructional personnel will be elected by the non-instructional staff at the school or work site and by secret ballot. The election will be conducted by the principal and an Association representative.
3. The elected non-instructional SAC representative(s) will be excused from duty to attend SAC meetings without penalty and will be not be docked for leave or pay. The duties of the Council shall be determined by school board policy and Florida statutes.

B. Incentive Pay Committee

1. The Incentive Pay Committee will be convened as needed to review formal certificates, licenses, and/or registrations identified as possible bases for incentive pay for employees who earn those credentials.
2. The committee will include the Association President, a Human Resources Division administrator, two additional administrators appointed by the Assistant Superintendent for Human Resources, and two additional support (classified) employees appointed by the Association. The appointees comprising the committee will represent work areas impacted by the credentials to be reviewed.
3. An individual employee, PDAC subcommittee, or administrator may request a meeting of the Incentive Pay Committee provided s/he submits the following data for committee review:
   a. A description of the curriculum and other requirements that make up the training certified by the credential.
   b. A description of all tests and examinations required to receive the credential, including areas tested, cost, location of test administration, and other pertinent information.
   c. A description of the benefits to be derived by the school system from its employees earning the credential.
4. The Incentive Pay Committee will review the recommended credential and may request additional information from the credential sponsor and/or assistance from other individuals with relevant knowledge and expertise.
5. The Incentive Pay Committee will recommend credentials it approves as beneficial to the school system to the collective bargaining teams for negotiations for the next school year. The committee shall also provide to the bargaining teams data which includes rates paid for similar credentials in other school districts and in the local labor market and relative values compared to other incentive rates paid by the Clay County School Board. The amount to be paid to qualified individuals and restrictions for receiving such incentive pay shall be determined through collective bargaining.

C. Safety Committee: The Safety Committee shall consist of ten (10) members, five (5) of whom shall be appointed by the Superintendent and five (5) appointed by the Association. The Chairperson shall be selected by the Superintendent of Schools. The Safety Committee shall review federal and state laws, district safety policies, safety contract language from other districts and safety issues in Clay County. Recommendations for safety procedures to insure the safety for all employees in Clay County will be developed. The committee shall meet on a schedule established by the Safety Committee members.

D. Professional Development Advisory Council (PDAC) and subcommittee (see Article XV)

E. Insurance Committee (see Article XI)

TA for Board D. [signature] Date: 4/8 Time: 10:40

TA for CESPA [signature] BCR Date: 4/8 Time: 10:40

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F. Calendar Committee
G. Field Trip Committee (See Table III)

H. Personnel Selection Committee shall be established at the discretion of the district on an as needed or desired basis.

1. Selection committee representatives shall only be appointed by district administration.
2. Support employees may fully participate in interviews, discussions, and review of documentation of personnel applying for open management positions, when requested by district administration.
3. Support employees may participate on selection committees involving the selection of bargaining unit members only in accordance with PERC and following the criteria below:

a) No support employee shall be appointed to any selection committee for a position in which it is known that a family member or close personal friend has applied.

b) All personal identifying information must be redacted from documents to be reviewed by support employee selection committee members. After redaction, support employees may review documentation, and may rank or rate the documents utilizing their personal expertise in the specific field for management's later consideration in the selection process.

c) Management shall not disclose information to the selection committee which may act to compromise the confidentiality process of item "a" above.

d) Selection committee members shall not request not accept information directly from employees or other individuals know to be applicants which may act to compromise the confidentiality of the process of item "a" above.

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ARTICLE XVII
SICK LEAVE BANK

A. Committee

A Sick Leave Bank shall be established for participating support personnel. Such Bank shall be administered by a committee composed of three (3) persons selected by the Association which shall adhere to all rules, laws and regulations in effect and with the terms of this contract as ratified or amended.

B. Terms

As used in this article, one day of leave shall mean the equivalent in hours.

C. Membership

Any member having been employed by the Clay County School Board for one (1) year and having at least eight (8) days accrued sick leave may enroll in the Bank by voluntarily contributing one (1) earned sick leave day to the Bank. The four (4) advanced days of sick leave added to the employee's balance at the end of the 30 days cannot be used to satisfy the eight (8) day requirement since they have not been earned.

1. Members shall contribute one (1) sick leave day at the time of enrollment and additional days to replenish the Bank as set forth under the established guidelines. The enrollment form can be found in the appendix herein or shall be available from the Association or the Payroll Department.
2. Any sick leave days contributed to the Bank shall be deducted from the accrued sick leave balance of that member. Such days shall not be returned unless the Bank fails to come into existence.
3. Membership in the Bank shall at all times be voluntary. Voluntary withdrawal will be effective immediately upon written notification of the member's intent to withdraw. The member shall not be eligible to withdraw sick leave already contributed to the Bank.
4. Members may use the sick leave bank only during the term of their annual contract period.
5. The annual enrollment period shall only be during the first thirty (30) calendar days of the new school year, commencing with the first student day.
6. In an effort to get the Sick Leave Bank operational, the parties may mutually agree to extend the timelines in this article. Employees who terminate employment prior to the end of this first year enrollment period shall not be permitted to participate in the Sick Leave Bank. In the first year of activation, April 1 shall be the first date of eligibility for all members of the Sick Leave Bank who otherwise qualify under the requirements of this article. The Clay County School Board shall be held harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of the failure to receive the data required to activate the Sick Leave Bank in a timely manner.
7. Members who are retiring shall be permitted to donate any portion of their unused sick leave days beyond the maximum accumulated days established for terminal pay.

D. Procedures and Audit

The Sick Leave Bank committee shall consult with and comply with procedures developed by Human Resources and Business Affairs Division regarding the identifying and recording of contributions. These Divisions will provide the Association with verification of Sick Leave Bank enrollment to the extent practicable by December 15. Such record keeping and procedures shall be audited by these Divisions to insure compliance with regulations.

E. Bank Rules/Use and Application

1. The Sick Leave Bank shall have a minimum of one hundred fifty (150) days or the equivalent of 1068 hours on deposit before being activated. At no time shall the balance of days on deposit fall below zero.
2. In the event the balance of days on deposit is below one hundred (100) days or the equivalent of 712 hours at the start of the school year, all participating members shall contribute one (1)

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additional day during the first thirty (30) working days of the new school year in order to replenish the Bank to the level established for reactivation. Exception: Sick Leave Bank members who have drawn from the bank during the current school year and who have no accumulated sick leave shall be required to contribute the additional day as soon as a sick leave day is available under normal earning of sick leave.

3. Members receiving Worker's Compensation or Illness-In-Line-Of-Duty benefits, shall not be eligible to receive paid leave from the Bank.

   Sick leave drawn from the bank by participating members must be used for said members' prolonged personal illness, accident, or injury. An illness or injury shall be considered prolonged (1) where there is no reasonable expectation that the employee will be physically able to return to employment within 3 months of the date of application to draw Sick Leave Bank days or (2) where due to unexpected complications, the injury or illness causes the member to be physically disabled for 3 or more months after the requirements of 3a and 3b (below) are met.

   Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

   a. All accumulated sick leave of the member must first be expended.
   b. Before the first benefit for a member can be drawn from the Bank, the member must undergo an unpaid leave of fifteen (15) continuous work days. However, the member may choose to use accrued annual leave days as part of the fifteen (15) day period. If a member wishes to use Shared Sick Leave, he or she must use those days before using the Sick Leave Bank. Shared Sick Leave days can be counted toward the fifteen (15) day period described in the previous sentence.
   c. Each time a member wishes to draw benefits from the Bank, an application must be made to the Bank. Modifications to initial Sick Leave Bank agreement to use partial days will require a letter of request. The Committee will review the request and respond in writing to the employee and district office to approve or deny the requested modification.
   d. The member's application must be approved by the Sick Leave Bank committee before benefits may be paid.
   e. A maximum of sixty (60) paid work days may be drawn from the Bank by a member during a contractual school year. A member drawing leave from the bank, who is released by the member's physician to return on a partial day schedule prior to use of all the member's allowable sick leave bank days, may draw partial days from the bank until all allowable days are used or released to work full time by the member's physician.
   f. Any member wishing to use the Bank must have been a member of the Bank for at least thirty (30) working days prior to application, unless waived by the committee in the case of an extreme emergency.
   g. Any member applying for days for the Sick Leave Bank must have filed an application with the Board for Extended Sick Leave that has been received by the Human Resources Office and approved pending Board action. Written notification to the Sick Leave Bank Committee will be made within three (3) working days of the Personnel Office approval or disapproval.
   h. Any member applying for days from the Sick Leave Bank must file with the committee an application (found in appendix herein). This application must be accompanied by a form filled out by the doctor (found in appendix herein) which certifies the illness or disability and the length of anticipated physical disability. The member must certify in the application the date leave began, the date sick leave will be exhausted, the date on which

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the Sick Leave bank is requested, and the necessity for the extended leave. Modification to initial Sick Leave Bank agreement to use partial days will require that a letter of request and physician's statement be submitted to the Sick Leave Bank Committee. The committee will review the addendum and respond in writing to the member and district office to approve or deny the requested modification.

F. Abuse

a. If a member is found to have abused the use of the Sick Leave Bank, he/she shall repay the days drawn from the Bank and be subject to such other disciplinary action as determined by the School Board.

b. The Sick Leave Bank Committee may review medical reports filed with the Superintendent's Office in accordance with the Leaves Article concerning the applicant's condition requiring sick leave bank days.

c. The Sick Leave Bank Committee reserves the right of periodical medical review of the applicant's condition which may include a second opinion.

G. Withdrawal

A member wishing to withdraw membership from the Sick Leave Bank must make request known in writing to the committee, and shall forfeit their contributed sick leave days to the Bank.

H. Discontinuation

Within two (2) months after the expiration of the Sick Leave Bank, unused sick leave in the bank will be distributed as equally as possible to the current participating members using 7.50 hours as the basis for the re-distribution.

I. Hold Harmless

The Association and members of the bargaining unit shall indemnify and save the Board harmless against
and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of
action taken, or not taken, by the Board for the purpose of granting this procedure for support personnel to use this Sick Leave Bank.

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Board Counter Proposal
July 17, 2019

ARTICLE XVIII
COMPENSATION

A. Compensation shall be provided to all employees covered by this Agreement as set forth in Appendix E of this Agreement.

B. For the purpose of providing benefits in this Agreement, full time shall mean a person contracted for a six-tenths (.6) or greater allocated position or for (.6) or more of each consecutive normal work day during the contract period unless otherwise indicated.

C. Terminal Sick Leave: At the employee's option and upon written request by the employee at the time of separation, the Board shall provide terminal pay of up to one hundred twenty (120) days to any support employee upon the employee's non-disciplinary separation from school district employment or enrollment in DROP, or to the employee's beneficiary if service is terminated by death.

1. Employees hired after November 19, 2002, shall be eligible for terminal pay as defined under this policy upon completion of three (3) consecutive years of service in Clay County. For employees hired prior to November 19, 2002, Clay County service requirements shown in paragraph C.2 (a) through C.2 (e) need not be consecutive.
2. For the purposes of determining eligibility for terminal pay, a year of service shall be defined as: paid service rendered in a .6 or greater allocation for a minimum of one day more than half the normal working contract in the fiscal year, provided that eligibility during the first three Clay years shall be based on the anniversary of the initial date of hire.
   Terminal pay shall be based on the years of service in Clay County. The employee must have been:
   a. Employed for at least three (3) years in Clay County, in which case the terminal pay shall be at the rate of thirty-five percent (35%) times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
   b. Employed for more than three (3) years but not more than six (6) years in Clay County, in which case the terminal pay shall be at the rate of forty percent (40%) times the number of days accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
   c. Employed for more than six (6) years but not more than nine (9) years in Clay County, in which case the terminal pay shall be at the rate of forty-five percent (45%) times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
   d. Employed for more than nine (9) years but not more than twelve (12) years in Clay County, in which case the terminal pay shall be at the rate of fifty percent (50%) times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days;
   e. Employed during and after the thirteenth (13th) year in Clay County in which case the terminal pay shall be at the rate of one hundred percent (100%) times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days.
3. As used in this section, one day of leave shall mean the equivalent in hours.
4. Effective March 17, 2000, an employee who terminates employment through regular FRS retirement shall deposit one hundred percent (100%) of his/her terminal sick and annual leave payments into the Board-approved Qualified Retirement Plan, up to the limits established by the Internal Revenue Service.

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5. All employees participating in the Plan since its implementation in Clay County, who are under fifty-five (55) years of age at the time of termination of employment and choose, at the time of termination, to take a cash distribution in the amount of one hundred percent (100%) of their respective balance from the Board-approved 401(a) Qualified Retirement Plan and are assessed a withdrawal penalty, shall be reimbursed a percentage of the withdrawal by the Board. This reimbursement is an amount equal to the difference between the current withdrawal penalty and the current Social Security and Medicare combined tax contribution rate. If the withdrawal penalty and/or Social Security and Medicare tax rates change, the amount of reimbursement from the Board shall change accordingly.
6. Effective March 17, 2000, an employee who is already enrolled in DROP, or, who elects thereafter to participate in DROP, shall deposit his/her accumulated terminal sick leave pay, for which he/she is eligible, into the Board-approved 401(a) Qualified Retirement Plan, subject to annual contribution limits and according to the following:

Payment	Maximum Percentage of Accumulated Terminal Sick Leave Days
Year 1	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 2	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 3	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 4	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 5	100% of balance of the individual's terminal sick leave, not to exceed a total of 120 days

   (a) The initial payment shall be made on the last payday in April following the employee's DROP effective date, or, the last payday in April, 2000, for those already enrolled in DROP as of March 17, 2000. Subsequent payments shall be made on the last payday in April of each year following the employee's DROP effective date anniversary.
   (b) The rate of pay used to calculate the amount to be placed in the 401(a) Plan shall be the employee's daily rate of pay on each payment date.
   (c) If an employee elects to participate in DROP for fewer than the sixty-month maximum, or, has fewer than the sixty-month maximum remaining in DROP as of March 17, 2000, the percentage of terminal sick leave to be deposited each year will change so that, at the end of his/her DROP participation, a total of one hundred percent (100%) of the maximum allowed contribution of terminal sick leave pay will have been made to the 401(a) Plan.
   (d) DROP participants may access these terminal sick leave funds prior to termination of employment only through loan procedures outlined in the Plan.

D Employees who, by virtue of enrollment in DROP, have deposited terminal leave payment(s) into the Board-approved 401(a) Qualified Retirement Plan, shall continue to deposit such payments as stipulated in paragraph C.6. of this policy, notwithstanding the limitations of paragraph C. This clarification is intended to facilitate the continuation of terminal leave payments to which the Board

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had committed prior to the November 19, 2002 approval of amendments to this policy.

E. Staff Meetings

1. Meetings with staff may be conducted by supervisors on a monthly basis or as determined by the Superintendent. Such meetings will be conducted during the workday, whenever possible.

2. Bus drivers and bus monitors may be required to attend meetings called by the Director of Transportation or as deemed necessary by the Superintendent.

3. Staff meetings conducted outside the regularly scheduled workday or route day shall be reimbursed at the rate of ~~$9.00~~ 11.00 per hour (Bus Drivers $11.00 an hour). Inservice conducted outside the regularly scheduled workday or route day shall be reimbursed at the rate of ~~$9.00~~ 11.00 per hour (Bus Drivers $11.00 an hour).

F. Overtime payments (time and one-half) for meetings and inservice as outlined in this Article and in the Salary Schedule Table regarding Transportation Bus Drivers and Bus Monitors shall apply only when the work week extends beyond 37.5 hours and applies only to the portion extending beyond 37.5 hours.

G. Inservice:

1. ~~When approved by the Superintendent or his designee, s~~ Support personnel will be paid a stipend of ~~$9.00~~ 11.00, per hour for completed workshops after the normal work day.

2. Every effort will be made to schedule mandatory inservice training during an employee's regular contract hours. Mandatory inservice scheduled outside of the regular contract hours will be paid at the stipend rate references above.

H. Summer School: (Extended School Year)

Nine (9) and ten (10) month employees of the School Board who are employed during the summer shall be paid at either (1) a rate equivalent to their normal rate of pay in effect at the close of the school year, or (2) the normal rate of pay for the position employed in during the summer, or a rate of pay selected from the rates determined for Temporary Adult Labor.

I. Placement of support personnel in summer school positions when allocated shall be made in the best interest of the student in accordance with the IEP, current job title, consideration of the mix of the exceptionalities in the summer school setting, employee's familiarity with the specific group of students, ESE experience and training, and all else being equal, seniority. The primary consideration shall be the goal of providing optimal staffing for students within the summer school center.

J. Contract Day:

The number of contract days in a year shall be listed in Table V and may vary based on the needs of the district.

K. Experience - Clay County School Board and External Experience:

For the purpose of awarding experience on the salary schedule, a year of service shall be paid and contracted actual service of more than one-half of the normal number of contracted days for the .4 or greater allocated position employed in the year service was rendered. Former Clay County teachers who take a support position immediately upon leaving their teaching position in Clay County shall be credited with all their teaching experience, up to the maximum experience on the current salary schedule. Service external to the Clay County School Board must be verified and approved by the Division of Human Resources. Verified experience gained in other U.S. public school systems may be approved on the same basis as experience gained in the Clay County School System. All other experience must be verified by the agency or company on the school board-approved form, on letterhead stationery, or other documentation approved by the Division of Human Resources and must be full time paid actual service of more than one-half of the fiscal year indicated by the former employer. In instances where the employer is unable to verify its fiscal year, the school fiscal year shall be used. No experience may be counted more than one time for the purpose of accumulating experience.

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L. Experience on the salary schedule shall be permitted in accordance with the Rules For Implementation of Support Personnel Salary Schedule, 1.3.0 and section 2.0.0 for work done in a closely related field.

M. The Superintendent is authorized to offer an alternate salary schedule when he/she deems it necessary for the purpose of recruiting for Certified Occupational Therapy Assistants and Physical Therapy Assistants. Personnel contracted under such schedule shall be exempted from the provisions of Table I, Rules for Implementation of the Support Personnel Salary Schedule, except those provisions of section 2.3.0. (See Table IID for salary schedule)

N. Compensation for an employee when he/she is required to work on a paid holiday, or on a "NON-PAID, NON-WORKING DAY", shall be at one and one-half times the employee's regular hourly rate of pay.

O. All nine-month employees will be paid on the nine-month pay schedule.

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TA 7/17/19
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Board Counter Proposal
July 17, 2019

COMPENSATION PROPOSAL

- The Board proposes a one (1) step salary increase on the approved salary schedule for all CESPA unit members employed by the district at the time of ratification by both parties. Such step increase will be retroactive to the first day of the employee's 2019-2020 contract, with the exception of rates affecting field trips which will go into effect the first day of the pay period after School Board Ratification.
- The Board proposes a $0.25 increase to each cell of the Support Personnel Pay Structure with the exception of Table II-D, paid retroactively to the first day of the Employee's 2019-2020 Contract.

2019-2022 Master Contract

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ARTICLE XIX
TERMS OF AGREEMENT

This Agreement is signed and ratified on September 5, 2019. This Agreement shall be effective from the date of ratification and shall continue in effect through June 30, 2022. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

CLAY EDUCATIONSAL STAFF
PROFESSIONAL ASSOCIATION
LOCAL 7409

SCHOOL DISTRICT OF CLAY COUNTY

_____
President

_____
School Board Chairman

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APPENDICES

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Clay Educational Staff Professional Association

CLAY EDUCATIONAL STAFF PROFESSIONAL ASSOCIATION, LOCAL #7409

THE HEART OF PUBLIC SCHOOLS

Local #7409
2019-2020

SCHOOL/WORKSITE _____

JOB TITLE _____

SSN (LAST 4) XXX–XX - _____ DATE OF BIRTH _____

NAME _____

ADDRESS _____

CITY, STATE _____ ZIP _____

PHONE # _____

HOME E-MAIL _____@_____

NATIONAL DUES	$ 119.50
STATE DUES	$ 114.28
FLORIDA AFL-CIO	$ 6.00
NF CLC	$ 3.60
SERVICE UNIT	$ 59.50
LOCAL	$ 74.62
TOTAL ANNUAL DUES	$ 380.00
If annual salary is $12,900.00 and higher **20 DEDUCTIONS OF**	***$ 19.00**

*If annual salary is $12,899.00 and below, total annual dues paid will be $230.00 (20 deductions of $11.50).

Payroll Deduction I hereby agree to pay, and authorize my employer to deduct, the dues and assessments described above and as are certified by the Association to the School Board for each year thereafter from my salary and direct and authorize my employer to pay such amounts to the Association in accordance with payroll deduction procedures in effect; provided, however, I may cancel my membership and this authorization by providing 30 days written notice to the Association notifying them of such revocation as provided by law.

MEMBER'S SIGNATURE **DATE**

_____ _____

_____ _____

BUILDING REP/RECRUITER *DATE MEMBERSHIP RECORDED*

Please return the completed application to your Building Rep, President-Teresa Dixon (RHS), mail to CESPA, 1855 Wells Road, Unit 5A, Orange Park, Florida 32073 or fax to (904) 264-0533.

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SCHOOL DISTRICT OF CLAY COUNTY
OFFICIAL GRIEVANCE FORM

Grievant(s):_____ School Year_____

School/Department: _____ Position_____

Date of Informal Meeting: _____

Level I *(Immediate Supervisor/County-Wide Supervisor)* **OR Level II Class Action** *(Assistant Superintendent for Human Resources)*

A. Date of Alleged Grievance: _____Relates to Article(s)_____

B. Statement of Alleged Grievance:

_____

_____

_____

_____

C. Relief Sought: _____

_____

_____

D. I certify the statements made above are accurate and that the grievance rules outlined in Article V, Grievance Procedure, of the Master Contract have been followed and understood.

_____ _____

Signature of Employee(s) Date

E. Disposition:

Date of Formal Meeting: _____

_____

_____

Case No. _____

Human Resources Use Only

_____ _____ _____

Signature Title Date

Copies: (1) Next Level (Original) (2) Association (3) Grievant (4) Human Resources

Level II ***Superintendent or Designee (Assistant Superintendent for Human Resources)***

F. Dates: Hearing Date Notification: _____Formal Hearing:_____

G. Disposition: _____

_____

_____

_____ _____ _____

Signature Title Date

Copies (1) Association (2) Grievant (3) Supervisor Level I (4) Human Resources

Level III: ***(Arbitration)***

H. Person Making Request: _____Association Rep. Yes / No

I. Date of Request: _____(Received by Superintendent or Designee (Assistant Superintendent for Human Resources)

Date **Stamp** *Here*

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SCHOOL BOARD OF CLAY COUNTY	APPLICATION TO TRANSFER

SECTION I – APPLICANT

NAME: _____ SOCIAL SECURITY NO: XXX-XX- ___ ___ ___ ___

PRESENT SCHOOL: _____ DATE OF APPLICATION: _____

PRESENT ASSIGNMENT: _____ SCHOOL/DEPT. SOUGHT: _____

ASSIGNMENT SOUGHT: _____ _____ CHECK ONLY ONE: ☐ Posted Vacancy ☐ Summer Pool

REASON FOR TRANSFER REQUEST: _____

DATE OF LAST TRANSFER _____ SIGNATURE OF APPLICANT: _____

SECTION II – RECEIVING SUPERVISOR

☐ APPROVED ☐ DENIED _____ DATE: _____
RECEIVING SUPERVISOR SIGNATURE

_____ _____ _____
EFFECTIVE DATE (START DATE) DOE JOB CODE JOB LOCATOR NUMBER

IF APPROVED, GIVE BUDGET CODES FOR POSITION BEING FILLED

SUBJECT/JOB TITLE: _____

_____ _____ _____ _____ _____ _____
COST CTR FUND FUNC OBJ PROJ PROG

NAME OF PERSON BEING REPLACED: _____ ☐ NEW POSITION

My signature certifies that no conflict of interest, as defined by Board Policy 2.02, is created by this recommended action.

Principal/Director/Asst. Supt.: _____ Date: _____

SECTION III – LOSING SUPERVISOR

☐ APPROVED ☐ DENIED _____ DATE: _____
LOSING SUPERVISOR SIGNATURE

_____ _____ _____
LAST WORK DATE DOE JOB CODE JOB LOCATOR NUMBER

Does the applicant receive a supplement? Yes _____ No _____ If yes, will the applicant keep present supplement in your school? Yes _____ No _____. If no, attach the resignation letter with Transfer Form. If yes, list the supplements the applicant will keep in your school: _____.

IF APPROVED, GIVE BUDGET CODES FOR VACANCY CREATED:

SUBJECT/JOB TITLE: _____

_____ _____ _____ _____ _____ _____
COST CTR FUND FUNC OBJ PROJ PROG

SECTION IV – DISTRICT APPROVAL/DENIAL

As the Superintendent's designee, I hereby authorize the employment of and salary payment to the above named individual pending board action. His/her name will be submitted to the Superintendent for recommendation to the School Board for approval at the _____Board meeting. F.S. 230.33(7) and F.S. 230.23(5).

☐ APPROVED ☐ DENIED _____ _____
SIGNATURE DATE

COPIES TO: ☐ ASSOCIATION ☐ LOSING SUPERVISOR
☐ RECEIVING SUPERVISOR ☐ APPLICANT DATE RECEIVED

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INSTRUCTIONS: EMPLOYEE (See applicable contract provisions.)

A. Application to Transfer to Posted Position. (Other than summer pool.)

1. Complete each item in Section 1.
2. Forward copy 3 to the Human Resources Division and copy 4 to the Association.
3. Contact the Receiving Principal/Supervisor
4. Take the original and 2nd copy to the Receiving Principal/Supervisor.
   Option: You may attach resume' or job qualifications to the form.
5. The Receiving Principal/Supervisor will retain the original and 2nd copy regardless of whether the transfer is approved or disapproved.
6. The Principal's/Supervisor's action is final. The transfer request terminates if a negative determination is made.

B. Application to Transfer for Listing in Summer Pool

1. Complete Section I. You may list a School/Department sought or leave blank.
2. Forward the original, copy 2 and copy 3 to the Human Resources Division, and copy 4 to the Association.
3. After the Human Resources Division returns the original and copy 2 with instructions, pursue the transfer in this manner:
   A. Contact the Receiving Principal/Supervisor.
   B. Take the original and the 2nd copy to the Receiving Principal/Supervisor.
   C. The Receiving Principal/Supervisor will retain the original and 2nd copy regardless of whether the transfer is
4. The Principal's/Supervisor's action is final. The transfer request terminates at this point if a negative determination is made.

NOTE: A new form must be initiated if a request has been denied and further consideration is requested.

INSTRUCTION: PRINCIPAL/SUPERVISOR (See applicable contract provisions.)

A. Receiving Principal/Supervisor

1. When contacted by an employee for a transfer, give the employee due consideration (see contract).
2. Retain the original and 2nd copy as presented by the employee. Complete Section II if approved by you, and if denied, mark only denied and sign.
3. If approved by you, forward both copies to the losing Principal/Supervisor. If denied by you, forward both copies to the Human Resources Division.
4. Notify all applicants in writing of action taken.

B. Losing Principal/Supervisor

1. If the Receiving Principal forwards approved transfer forms (original and 2nd copy) to you, complete Section III completely if you approve, or if denied, only mark denied and sign.
2. Approve you approve or deny the transfer, forward both copies to the Human Resources Division.
3. Notify your employee of action taken.

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APPENDIX D
SALARIES

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7/17/19 1:19 BCR

BOARD PROPOSAL
July 17, 2019

TABLE I

RULES FOR IMPLEMENTATION OF SUPPORT PERSONNEL SALARY SCHEDULE

1.0.0 Salary Schedule Structure

1.1.0 The salary schedule will include twenty five (25) steps for each Band/Grade. There shall be a constant percentage between each step within the Band/Grade.

1.1.1 A $500.00 permanent longevity supplement will be given annually to all employees who complete twenty-five (25) years of service and beyond. Beginning in 2018-2019, a $500 permanent salary adjustment will be given to employees who were on Step 25 at the end of 2017-2018. This increase shall be given each year in which a step increase is negotiated for support employees on Step 1 through Step 24.

1.2.0 The range spread between step 1 and step 25 shall be greater for the higher Bands/Grades.

1.3.0 Placement on Salary Schedule

1.3.1 After initial implementation of the schedule, new employees shall be placed at the step (1-5) associated with approved years of verified, directly-related experience in their same job category.

1.3.2 Step 1 through Step 5 shall correspond to 0 to 4 years of experience. Step 5 shall be the maximum step for initial placement of new employees.

1.3.3 This limitation shall not apply to support personnel who elect to transfer from their support position to an administrative or Table I managerial position, and then back to a support position. Step placement for such personnel shall be in accordance with section 3.6.0 of this Table.

1.3.4 The Waste/Water Operator, Wastewater Operator and/or Lead Waste/Water Operator will be able to bring all approved years of verified, directly-related experience to the job entry level.

1.3.5 Positions which require subsequent acquisition of State School Bus Mechanic Certification will be able to bring up to ten (10) years of verified, directly related experience to the job entry level upon successful completion of the certification.

1.3.6 The positions of Programmer/Analyst, Network Specialist, Instructional Application Specialist, Network Security Specialist, Lead HVAC Technician, HVAC Technician, Lead Electrical Technician, Electrical Technician, Lead Electronics Technician, Electronics Technician, Lead Plumber, Plumber, Boiler Tender, Lead Painter, Painter, Lead Carpenter, Carpenter, Lead Roofer, Roofer, Lead Heavy Equipment Operator, Heavy Equipment Operator, Maintenance Mechanic, District-Wide School Maintenance Mechanic, Lead Pest Control Operator, Pest Control Operator, and Locksmith will be able to bring up to ten (10) years of verified, directly-related experience to the job entry level upon successful demonstration of the directly-related experience. Beginning July 1, 2015, RN and LPN positions will be able to bring up to ten (10) years of verified, directly-related experience to the job entry level upon successful demonstration of the directly-related experience. Beginning July 1, 2016, RN's and LPN's hired prior to July 1, 2015, will have ninety days following ratification to submit to Human Resources any documented years of outside service beyond the initial years used for placement upon hire. After verification of said documents, said employees will be credited with up to a total of ten (10) years verified, directly related experience and pay will be applied to their pay scale upon ratification.

1.4.0 Former Clay County teachers who take a support position immediately upon leaving their teaching position in Clay County shall be credited with all their teaching experience, up to the maximum experience on the current salary schedule.

1.4.1 Behavioral Health Assistants who are Safe Crisis Management certified shall receive a supplement of $0.50/hour.

2.0.0 Advancement on Salary Schedule

2.1.0 Step increases shall be subject to collective bargaining and there shall be no presumption of advancement beyond the current step after 2003-2004.

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2.2.0 A year of experience shall be earned if the employee has earned one day over one-half of the contract year for the allocated position of .4 or greater.

2.3.0 Effective with the 1998-99 school year, any employee who receives an overall rating of Below Standards in the final performance evaluation conference of the school year will receive the same salary in the next school year as he/she received during the Below Standards year of service. Such employee will be ineligible for negotiated advancement on the applicable salary schedule (i.e. receipt of a step), regardless of stipulations in Section 2.2. above. In addition, the employee who receives such a rating will be ineligible for receipt of any negotiated increase in the actual value of a step on the applicable salary schedule. This salary freeze shall not apply to incentive pay added to the normal contracted salary. This salary freeze will apply for, at least, the school year following the employee's receipt of the Below Standards evaluation. If, during the frozen salary year, the employee earns at least an "Achieves Standards" rating on the year's evaluation, he/she will be placed back on the salary schedule for the following year, and, if eligible and bargained, granted a step. If the employee referenced in 1. above receives at least "Achieves Standards" ratings in the final performance evaluation conferences of the two school years following the receipt of a "Below Standards" rating, the employee will be eligible, the third year, for the salary step and/or step amount that would have applied had the employee never earned the "Below Standards" rating.

2.4.0 All experience granted prior to January 1, 1993, under existing rules and regulations shall remain credited to the employee.

3.0.0 Reclassification Due To Transfer/Surplus/Discipline/Promotions

3.1.0 Employees transferring to another job classification shall be placed on the schedule for the new band/grade based on placement in accordance with the provisions of this section.

3.2.0 Employees who voluntarily transfer to a job with a higher band/grade will be immediately reclassified and the pay rate adjusted in accordance with the new step placement. Step placement will be based on verified approved experience in the new job, up to step 10, or on the current step placement, whichever is higher.

3.3.0 Employees who voluntarily transfer to a job with a lower or same band/grade will be immediately reclassified and the pay rate adjusted. Step placement will be based on the current step placement, or the step appropriate for experience credited in the new position, up to step five (5).

3.4.0 If an employee is involuntarily transferred to a job with a lower band/grade with an effective start date at the beginning of the next contract year, adjustment of pay to the lower band/grade will start at the beginning of the next contract year.

3.5.0 If an employee is involuntarily transferred to a job with a lower band/grade with an effective start date before the beginning of the next contract year, adjustment of pay to the lower band/grade will start at the beginning of the next contract year.

3.6.0 Employees who are transferred as the result of disciplinary action will be immediately reclassified to the new band/grade at the same step and the pay rate adjusted.

3.7.0 Support employees who elect to transfer to a managerial or administrative position in Clay County, and who later transfer back to a support position, will be placed on the band/grade applicable for the support position at the step they held prior to leaving the support position.

3.8.0 An employee who is officially assigned, in writing, by the Supervisor, to fulfill the duties of an absent employee who works in a higher band/grade shall, after seven (7) consecutive days, be paid at his own step but at the higher band/grade for all of the time during which he was assigned to the higher band/grade. Such assignment shall be at the sole discretion of the Supervisor.

4.0.0 Job Descriptions and Initial Classification and Reclassification Procedures

4.1.0 The Board shall approve and maintain a separate job description for each position listed in Table V.

4.1.1 An initial classification for a new position shall be reviewed for initial classification in accordance with the procedures in this section.

4.1.2 Thirty (30) days prior to a new CESPA bargaining unit position being proposed for Board approval, the new job description shall be submitted to a review committee comprised of the Assistant Superintendent for Human Resources, Director of Support Personnel and a CESPA Representative designated by the CESPA president, (CESPA representative shall not be currently

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assigned to the department or school which is under review).

4.1.3 This committee will review the documentation and relevant analysis data supporting the new proposed position. The Assistant Superintendent for Human Resources will notify the responsible supervisor and CESPA of his/her decision as to classification. Bargaining implications may apply.

4.1.4 Reclassification or position reevaluation - A responsible immediate supervisor or employee may request a position reevaluation of a CESPA bargaining unit position. When such a reevaluation is requested, relevant documentation shall be provided which supports that there has been a change in responsibilities.

4.1.5 The Assistant Superintendent for Human Resources, Director of Support Personnel and a CESPA Representative designated by the CESPA president (CESPA representative shall not be currently assigned to the department or school which is under review) will meet within 10 days of receipt of the documentation and request to review the documentation and relevant analysis data supporting the review request. The Assistant Superintendent for Human Resources will notify the responsible supervisor of his/her decision and CESPA of his/her decision. Bargaining implications may apply.

4.1.6 The documentation to be considered in reevaluating a position should include evidence of a major permanent change in a job responsibility, data from a sample of the job class, position description questionnaire and employee/supervisor interviews. If the changed job responsibilities match an existing job description, the employee will be moved to the new classification and his/her salary will be adjusted in accordance with approved procedures. If the job responsibilities do not match an existing job description, the job may be reanalyzed and reclassified or the supervisor may be instructed to reassign the new responsibilities to a more appropriate job classification.

4.1.7 Prior to the implementation of any changes in a job description, the affected employee(s) shall be notified in writing. A review of the changes shall be made with the employee(s). The employee(s) shall receive a copy of the new/updated job description. In the event that the qualifications as set forth change to the extent that an employee is no longer qualified to continue in the position, the employee(s) shall be provided reasonable assistance in receiving additional training and/or be provided priority placement assistance in moving to another position for which they are qualified.

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TABLE IIA
The School District of Clay County
2019-2020 SUPPORT PERSONNEL PAY STRUCTURE

B/G	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
A11	8.88	9.14	9.39	9.65	9.93	10.20	10.49	10.78	11.08	11.40	11.73	12.07
A12	9.60	9.87	10.14	10.43	10.73	11.04	11.33	11.67	12.00	12.33	12.68	13.05
A13	10.38	10.68	10.98	11.29	11.62	11.94	12.27	12.62	12.98	13.35	13.73	14.13
B21	10.98	11.32	11.67	12.03	12.40	12.79	13.17	13.59	14.01	14.43	14.88	15.34
B22	11.66	12.01	12.39	12.78	13.16	13.57	13.99	14.42	14.87	15.33	15.82	16.31
B23	12.36	12.72	13.12	13.53	13.98	14.39	14.83	15.31	15.77	16.27	16.76	17.30
B24	13.10	13.52	13.94	14.37	14.82	15.29	15.76	16.26	16.74	17.28	17.81	18.37
B31	14.17	14.64	15.13	15.65	16.16	16.70	17.28	17.85	18.44	19.07	19.75	20.43
B32	15.95	16.50	17.05	17.63	18.22	18.83	19.47	20.13	20.81	21.52	22.26	23.01
C41	17.43	18.07	18.71	19.39	20.10	20.82	21.58	22.37	23.17	24.02	24.89	25.82
C42	18.89	19.56	20.26	21.02	21.77	22.56	23.40	24.25	25.13	26.03	26.99	27.99
C43	20.46	21.21	21.98	22.78	23.60	24.46	25.34	26.29	27.33	28.23	29.26	30.33

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NOTE: All Cells reflect a $0.25 increase, per the TA'd Compensation Proposal

2019- 2022 Master Contract

TABLE IIA
The School District of Clay County
2019-2020 SUPPORT PERSONNEL PAY STRUCTURE

B/G	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24	STEP 25
A11	12.43	12.80	13.17	13.57	13.96	14.37	14.77	15.19	16.09	16.57	17.15	17.77	18.44
A12	13.43	13.81	14.21	14.62	15.05	15.49	15.92	16.37	17.33	17.85	18.48	19.15	19.87
A13	14.55	14.96	15.40	15.85	16.31	16.79	17.26	17.75	18.80	19.36	20.05	20.77	21.56
B21	15.82	16.30	16.81	17.33	17.86	18.42	18.93	19.50	20.68	21.35	22.14	22.97	23.88
B22	16.86	17.38	17.93	18.51	19.11	19.72	20.27	20.90	22.19	22.92	23.77	24.68	25.68
B23	17.83	18.39	18.97	19.57	20.18	20.81	21.40	22.05	23.39	24.16	25.05	26.00	27.03
B24	18.95	19.54	20.15	20.78	21.43	22.11	22.73	23.43	24.86	25.67	26.62	27.62	28.72
B31	21.14	21.88	22.64	23.42	24.24	25.08	25.79	26.66	28.38	29.39	30.55	31.78	33.14
B32	23.81	24.61	25.45	26.32	27.21	28.14	28.93	29.88	31.79	32.91	34.19	35.55	37.05
C41	26.76	27.73	28.74	29.79	30.87	32.00	32.90	34.07	36.32	37.69	39.22	40.86	42.67
C42	29.02	30.08	31.19	32.33	33.52	34.75	35.73	37.00	39.46	40.95	42.63	44.42	46.40
C43	31.44	32.57	33.75	34.99	36.26	37.58	38.64	40.01	42.67	44.27	46.07	48.00	50.13

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NOTE: All Cells reflect a $0.25 increase, per the TA'd Compensation Proposal
2019-2022 Master Contract

2019-2020

TABLE IIB
SPECIAL COMPENSATION – OT/PT

Certified or licensed Occupational and Physical Therapist Assistants shall be assigned an hourly rate from the following schedule:

STEP	YEARS EXPERIENCE	HOURLY RATE
A	0	17.82
B	1-2	20.15
C	3-4	22.46
D	5-6	24.75
E	7-8	27.06
F	9-10	29.37
G	11-12	31.66
H	13-14	33.97
I	15-16	36.28
J	17-18	38.57
K	19-20	41.41

CONTRACTED DAYS = 196

NOTE: All Cells reflect a $0.25 increase, per the TA'd Compensation Proposal

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2019-2020

TABLE IIC

SPECIAL COMPENSATION – LPN AND RN

		HOURLY RATES	
STEP	EXP	LPN	RN
1	0	12.73	14.85
2	1	13.11	15.29
3	2	13.48	15.74
4	3	13.88	16.20
5	4	14.31	16.69
6	5	14.74	17.20
7	6	15.18	17.73
8	7	15.65	18.27
9	8	16.12	18.83
10	9	16.61	19.40
11	10	17.14	20.01
12	11	17.67	20.64
13	12	18.23	21.29
14	13	18.80	22.06
15	14	19.40	22.75
16	15	20.02	23.49
17	16	20.62	24.26
18	17	21.22	25.06
19	18	21.82	25.76
20	19	22.47	26.57
21	20	23.82	28.22
22	21	24.62	29.19
23	22	25.52	30.29
24	23	26.48	31.47
25	24	27.53	32.76

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NOTE: All Cells reflect a $0.25 increase, per the TA'd Compensation Proposal

Board Proposal
July 17, 2019

2019-2020
Table IID

Special Compensation – Transportation Bus Drivers

Step	Years' Experience	Hourly Rate
1	0	$14.17
2	1	$14.17
3	2	$14.17
4	3	$14.17
5	4	$14.17
6	5	$14.17
7	6	$14.17
8	7	$14.59
9	8	$15.01
10	9	$15.43
11	10	$15.88
12	11	$16.34
13	12	$16.82
14	13	$17.30
15	14	$17.81
16	15	$18.33
17	16	$18.86
18	17	$19.42
19	18	$19.93
20	19	$20.50
21	20	$21.68
22	21	$22.35
23	22	$23.14
24	23	$23.97
25	24	$24.88

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BCR 11:58 7/17/19

BOARD COUNTER PROPORAL
July 17, 2019

TABLE III
Transportation

1. Contract drivers shall be compensated for a minimum of six (6) hours of work per day during the regular school year and for a minimum of five (5) hours of work while working under a summer work contract. The Director of Transportation will consider attendance, experience, and seniority when staffing summer school based on student needs. The assigned hours shall include thirty (30) minutes of non-driving time which shall be used for the purpose of minor maintenance, safety checks and paperwork. Drivers will be compensated for other non-driving work after a time review by the Department of Transportation in accordance with applicable rules of the Fair Labor Standards Act.
2. Bus drivers assigned routes affecting schools in other counties having school calendars which differ from the Clay County calendar shall be eligible for the same contract and benefits and for the same length of work year and work day as bus drivers assigned routes affecting only schools operating under the traditional calendar in Clay County. When such drivers must drive routes during the intersession periods in such other counties, pay will be determined in accordance with current practice for summer school pay.
3. Contract bus monitors (ESE Aides assigned to buses) shall be compensated for a minimum of six (6) hours of work per day during the regular school year, and for a minimum of five (5) hours of work while working under a summer work contract~~, and for assigned field trips beyond the working day, $11.00 per hour~~. The assigned hours shall include twenty (20) minutes of non-driving time which shall be used for the purpose of minor maintenance, safety checks and paperwork.
4. Experience credit shall not be earned by part-time bus drivers who are employed only for morning, afternoon or extra trip routes employment.
5. Field Trips and Shuttles: Compensation and assignment to contract drivers and Monitors shall be under the following conditions:
   a. A "field trip" is defined as any additional driving assignment that is not part of the driver's regular morning (pick up) and afternoon (drop off) routes, which are considered part of the driver's "normal day." This includes, but is not limited to, sporting events~~,~~ and extracurricular activities~~, shuttles, FCAT shuttles, trips generally considered to be "field trips," or the like~~. Field Trips are paid at the field trip rate of $13 per hour for drivers and Monitors.
   b. A "shuttle" is defined as an assigned instructional activity run or route not included in the "normal day" even though they may occur daily, such as: PACE, AMI, HOSA, tutoring, or testing shuttles. Shuttles are not part of a rotation list, but are instead assigned by the Director of Transportation on the basis of availability, attendance and seniority in the geographic area of need and may add to the "normal day" on a day to day basis. Once assigned, the driver shall drive the full multi-week schedule of the shuttle. Shuttles are paid at the regular rate of pay and are not part of the "bidding" process.
   c. For Field Trips, ~~O~~one voluntary master list consisting of short, long (per diem) and overnight trips of contract bus drivers by geographic area and by seniority, and an all inclusive master list by seniority of contract bus drivers shall be maintained by the Director of Transportation for the purpose of field trip selection. If all contract drivers on the voluntary geographic list refuse a field trip assignment, the Director of Transportation shall utilize the all inclusive list for field trip assignment. The voluntary geographic list will be a rotating list. Persons selected from the all inclusive list shall be permitted one refusal. After the initial all inclusive list has been exhausted, the Director of Transportation may assign a field trip to a contract driver on a mandatory basis. Each contract driver assigned a trip, either voluntary or mandatory, shall be placed on the bottom of the all inclusive list once an assignment is completed. ~~The Director of~~

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~~Transportation may maintain separate lists for FCAT shuttles. FCAT shuttles will be assigned in accordance with the procedures above for field trip assignments. Once assigned, the driver shall drive the full multi-week schedule of the shuttle. A field trip committee shall meet annually with the Director of Transportation, upon request, to make recommendations on additional procedures that relate to field trip assignments. The committee may meet more than once if needed.~~

d. On non-working days, field trips shall be compensated at $~~11.00~~ 13.00 per hour.

e. On each working day of the assigned field trip, ~~if a driver's normal assignment is a minimum working day of six (6) hours,~~ he/she shall be paid at the rate of $~~11.00~~ 13.00 per hour for assigned field trips for each hour beyond either the minimum assigned six (6) hours, or the employee's "normal day", whichever is greater.

f. On each regular working day in which a ~~of the assigned~~ field trip has been assigned, if the driver's normal assignment is ~~a regular working day~~ greater than six (6) hours, he/she shall be paid at his/her regular rate up to 7.5 hours and $~~11.00~~ 13.00 per hour for assigned field trips for each hour beyond 7.5 hours.

g. Overnight trips shall be defined as any trip requiring the driver to sleep over prior to return.

h. Overnight trips shall be compensated at field trip rates with no compensation for 8 hours of "sleeping" time in accordance with DOT regulations. Per diem shall be paid as applicable.

i. If field trips are cancelled after the driver arrives at school, the driver shall be compensated as stated above for ~~two (2)~~ three (3) hours at the field trip rates.

j. A field trip committee shall meet with the Director of Transportation, upon request, to make recommendations on additional procedures that relate to field trip assignments. The committee may meet more than one if needed. The field trip committee has no authority to bargain with the Director of Transportation any changes which may conflict with the contract.

6. The hourly rate of pay for staff meetings, inservice and for parent conferences shall be $ 11.00 per hour,
or the current minimum wage, whichever is greater.

7. Overtime payments at time and one-half for meetings and inservice as outlined in the Compensation Article and for extra (field) trips as outlined herein shall apply only when the work week extends beyond 37.5 hours and only to the portion extending beyond 37.5 hours.

8. Placement of drivers and monitors in summer school positions when allocated shall be based on the following criteria: work attendance/absenteeism nine days or less during the regular school year, ESE experience and training, seniority, compatibility to the needs of the ESE students on the route, conduct and performance during the school year as measured by the approved district evaluation system and procedures, and all else being equal, seniority. Applicants must be able to work the entire summer contract period. Drivers employed for summer routes shall be given special Consideration for attendance purposes when participating in association business.

9. Contracted drivers and monitors hired by the district shall fall under the definition of employees in the Employment Practices Article VI. ~~To facilitate bus driver recruitment, n~~Newly hired bus drivers ~~not previously employed by Clay County Schools~~ will be placed at Step 7 for general operators' license experience, and may receive additional credit for each year of verified full time school bus driving experience up to a maximum initial placement of Step 11. ~~Upon ratification of this contract, currently employed School Bus Drivers on Steps 1-6 will be moved to Step 7 retroactive from first day of contract for 2017-2018. Additional experience for current school bus drivers will not be granted beyond Step 7. Clay County School Bus drivers that separate from employment and are subsequently rehired as school bus drivers will be placed at Step 7 and not granted additional experience credit.~~

10. After the beginning of school, the Director of Transportation may post prior to and shall post after September 15 vacated or new bus routes/positions. In posting and assigning vacant bus routes / positions after September 15, the Transportation Director shall hold a general meeting of all

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interested bus drivers and monitors for the purpose of advertising and assigning open bus routes/ positions through a bid procedure. Only those drivers and monitors in attendance at the meeting, or those whose absence from the meeting is supported by a documented illness or emergency that prohibits their attendance, may bid on open bus routes/positions. Bids will be received from those present and/or those bidding by proxy in connection with a documented illness or emergency, and shall continue until all open bus routes/ positions are assigned. Contracted drivers and monitors shall be given first bid on open bus routes/positions. Open routes/positions shall be awarded by attendance and seniority. While seniority is the first criteria of consideration for the bidding process, all employees wishing to bid, who are within three (3) years of the most senior employee(s), shall be granted priority over those senior employees with questionable attendance. Absences being considered in this staging of the bidding process shall follow the acceptable use of sick leave as listed in Article IX. B. 2. Routes/positions not assigned to drivers during these bidding sessions shall be assigned as deemed appropriate by the Transportation Director. Drivers and monitors who are assigned new bus routes/positions through their successful bid are prohibited from bidding to other open routes during the remainder of the current school year. The Transportation Director shall call such general meetings prior to the Christmas Break and again prior to Spring Break. During the bidding process for open routes/positions involving exceptional students, the Transportation Director shall also give special consideration to training, attendance, prior experience, and compatibility with the exceptional students to be transported.

11. The Director of Transportation may assign an unexpectedly vacated route to a sub, a newly contracted driver, or a regular contracted driver between the scheduled bidding dates, however, the assignment shall be on a temporary basis and the temporarily assigned route will be placed on the bidding list at the next scheduled bidding date and shall then follow all normal bidding processes and procedures.

2019-2022 Master Contract

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Board Proposal
July 17, 2019 JA
7/17/19
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SALARY SCHEDULE
TABLE IV
Miscellaneous Salaries

Incentive/Differential Pay

When more than one incentive/differential has been earned in the appropriate area, the higher incentive/differential shall be awarded.

1. Associate Degree or higher for Support employees when the degree held is higher than the minimum degree required by the Board-approved job description, and when the degree is from a college, university or other institution accredited by an accrediting agency as defined below:
   a. For Nurses (LPN/RN) a degree from a college or university accredited by one of the regional accrediting agencies or a degree accepted by the Florida Board of Nursing for certification as a Nurse in the State of Florida.
   b. For all other employees, a degree from a college or university accredited by one of the regional accrediting agencies. (or a job-related degree from an institution accredited by the Accrediting Council for Independent Colleges and Schools, or ACICS.)

   [Note: Employees are responsible for presenting official transcripts substantiating earned degrees from the college, university or institution granting the degree.]
   Add $1.05/hour for an Associate Degree or add $1.30 for a Bachelor Degree.

2. Child Development Associate credential for teacher assistants:
   Add $.75/hour

3. A.S.E. Certification in the appropriate area for bus mechanics, parts managers and assistant managers payable beginning with the first month of certification and continuing during the period of such certification:
   Add $.20/hour for each test, only during the validity period for such test.

4. Professional Driver pay to drivers with more than three (3) years experience and who qualify under the rules of the Transportation Department for such pay:
   Add $.15/hour during specified period.

5. Master Custodian certification:
   Add $.20/hour

6. Pest Control Certification:
   Add $1.00/hour

7. Current, valid Clay County-issued Journeyman's certification in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)
   Add $.55/hour

8. Current, valid Clay County-issued Master's certification in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)
   Add $1.05/hour

9. Current, valid Florida Contractor's license in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)
   Add $1.05/hour

10. Behavioral Health Assistants with current Safe Crisis Management Certification
    Add $0.50 / hour
    Many have AA or BA
    additional to any other supplement.

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~~10~~11. An employee who is officially assigned, in writing, by the Supervisor, to fulfill the duties of an absent employee who works in a higher band/grade shall, after seven (7) consecutive days, be paid at his own step but at the higher band/grade for all of the time during which he was assigned to the higher band/grade. Such assignment shall be at the sole discretion of the Supervisor.

~~11~~12. Participation as a member of the response team selected to be "on call" for the provision of unforeseen overtime in the Maintenance Department when required and authorized will be paid until the employee's name is removed from the team list:

Additional $ .30/hour during period of appointment to team

~~12~~13. Employees holding 9, 10, 11-month contracts for the entire 2017-2018 contract year shall be eligible to receive a share of $36,000 for perfect attendance. Perfect attendance shall be defined as: no absences and no incidents of tardiness during the duration of the employee contract. Allowable exceptions will be limited to absences of not more than nine days duration related to approved Worker's Compensation and/or In-Line-Of-Duty (ILOD) claims, and incidents of court or military leave not in excess of nine days, approved Association Leave and incidents of TDE when an employee participates in Inservice training that is relevant to the individual's working assignment. An employee's use of flexible scheduling, initiated by the employee as permitted in Article VIII, paragraph C.6. (Working Conditions), shall disqualify the employee from receipt of this perfect attendance incentive bonus. In order to be eligible for payment of the perfect attendance incentive bonus as defined in a. and/or b. below, the employee must be employed for the entire period specified.

Payment of the total of $36,000 in bonus money shall be as follows:

a) An equal share of $18,000 shall be payable to employees whose attendance is perfect through December 8, 2017, subject to a $500 maximum bonus per employee;
b) The balance of the $36,000 sum shall be payable to employees whose attendance is perfect from December 9, 2017, through the balance of the employee's contract year, subject to a $500 maximum bonus per employee, made payable at the conclusion of the District's fiscal year.

~~13~~14. National Institute for Certification in Engineering Technologies (NICET) Certification in fire systems in Electronics Department. Payable per hour the beginning of the first month of each certification:

Add $.25 per hour.

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SALARY SCHEDULE
TABLE IVA
Incentive Pay Stipulations for the areas of Electrical, Plumbing & HVAC

Incentive Pay stipulated in Table IV (Miscellaneous Salaries) for Journeyman, Master's and Florida Contractor's licenses shall apply only to employees who are appointed to the following positions:

Journeyman, Master's or Contractor's License in:	**Clay Job Eligible for Incentive Pay for License**
Electrical	General Maintenance Worker assigned to Electrical General Maintenance Worker assigned to Electronics Electronics Technician Assistant Electronics Technician Lead Electronics Technician Electrical Technician Assistant Electrical Technician Lead Electrical Technician
Plumbing	General Maintenance Worker assigned to Plumbing Plumber Assistant Plumber Lead Plumber Boiler Tender
HVAC	General Maintenance Worker assigned to HVAC HVAC Technician Assistant HVAC Technician Lead HVAC Technician

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BOARD PROPOSAL
July 17, 2019

SALARY SCHEDULE
TABLE IVB
Rules for Maintenance
Department On-Call List
(For implementing #11, Table IV)

1. The Director of Maintenance will determine which sections (trades) of the Maintenance Department need to be represented on the on-call list.

2. Employees who volunteer for the on-call list will be chosen based on seniority in the trade.

3. Employees will be assigned on a rotating basis to the on-call list for one month at a time.

4. Employees on the on-call list must answer all calls directed to them during the time their names are on the list.

5. If an employee cannot be on-call for any period during his/her month on the list, he/she must make arrangements with one of the other employees on the on-call list in the same trade to fill in. The employee must inform either the Director of Maintenance or one of the departmental Coordinators that he/she will not be available and who will be available in his/her place.

6. If an employee on the on-call list fails to answer a call for any reason, he/she may be dropped from the list and not be allowed back on the list.

7. The employee may elect to be removed from the list by making a written request to the Director of Maintenance or one of the departmental Coordinators with at least seven (7) days notice.

8. The employee will receive a $.~~30~~50 hourly supplement while his/her name is on the on-call list.

9. If, after analyzing a job, the on-call employee determines that assistance is required, he/she will call other on-call employees in the same trade for assistance, or, if appropriate, an employee on the on-call list from another trade.

Pending Board Approval

2019-2022 Master Contract

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BOARD PROPOSAL
July 17, 2019

TABLE V
CLASSIFICATIONS/BAND/GRADE/CONTRACTED DAYS

CLASSIFICATION	BAND/GRADE	CONTRACTED DAYS
CLERICAL/AIDES/TEACHER ASSISTANTS:		
Accounting Support Assistant	B23	260
Accounting Assistant	B24	260
Accounts Payable Assistant	B23	260
Administrative Secretary, Sr.	B24	260
Administrative Secretary	B23	260
Administrative Support Assistant	B22	196, 216, 260
Bookkeeper	B23	196, 260
Career Specialist	B32	196
Child Care Assistant	A13	188, 196
Child Care Aide (Prekindergarten)	A11	188, 196
Classroom Assistant	A12	188
Clerical Assistant	A11	188, 196, 216, 260
Clerical Support Assistant	A12	188, 196, 216, 260
Computer Lab Assistant	A13	188
Data Entry Operator	A13	196, 216, 260
Data Service Assistant	B32	260
District Media/Technology Secretary	B21	260
Dropout Prevention Assistant	A13	188
ESE Secretary	B21	196
ESE Interpreter IV	B32	188
ESE Interpreter II	B22	188
ESE Interpreter III	B31	188
ESE Interpreter I	B21	188
ESE Assistant	A13	188
Health Assistant	B21	188, 196
Inclusion Prekindergarten Assistant	A13	188
Instructional Assistant	B23	188
Instructional Support Assistant	B22	196, 216, 260
Insurance Assistant	B23	260
ISS Assistant	A13	183, 188
Media Technical Assistant	B21	196
Medicaid Data Assistant	B32	260
Nursery Instructor	B32	196
Paraprofessional/ESE Reading	B32	188, 196
Paraprofessional / Speech and Language	B32	188, 196
Parent Educator	A13	188
Payroll Assistant	B23	260
Payroll Clerical Assistant	A12	260
Payroll Support Assistant	B22	260

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Payroll Aide	B22	260
Pre Kindergarten Instructor	B32	196

CLASSIFICATION	BAND/GRADE	CONTRACTED DAYS
CLERICAL/AIDES/TEACHER ASSISTANTS:		
Professional Development Assistant	B32	260
Professional Development Assistant (ESE)	B32	260
Purchasing Support Assistant	B23	260
School Secretary	B21	188, 196, 216, 260
SEDNET Case Manager	B32	216
Service Desk Operator	B24	260
Student Records Secretary	B21	188, 196, 216, 260
Student Services Clerk	A13	196, 216, 260
Student Services Assistant	A13	196
Switchboard Operator	A13	260
TERMS Support Assistant	B23	260
Testing & Administrative Support Assistant	B23	196, 260
Title I Assistant	A12	188
VPK High School Child Care Lead Assistant	B22	188
CUSTODIAL		
Custodian	A12	260
Custodian/Groundskeeper	A12	260
Head Custodian	B22	260
Head Custodian I	B31	260
Head Custodian II	B22	260
Lead Custodian	B21	260
TRANSPORTATION		
Assistant Parts Manager	B23	260
Bus Driver	B21	186
Bus Driver Trainer	B22	260
ESE Assistant/Bus Monitor	A13	186
Fuel Attendant	A11	186, 196, 216, 260
Lead Mechanic	B32	260
Mechanic Assistant	B22	260
Mechanic	B23	260
Parts Manager	B31	260
Routing Dispatcher	B21	260
Routing Specialist	B23	260
Shop Manager	C41	260
MAINTENANCE		
Boiler Tender	B23	260
Building Automation System (BAS) Technical	B22	260
Building Automation System (BAS) Specialist	B31	260
Cafeteria Kitchen Equipment (CKE) Technician	B23	260

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Carpenter Assistant	B22	260
Carpenter	B23	260
District Wide School Maintenance Mechanic	B23	260

CLASSIFICATION	BAND/GRADE	CONTRACTED DAYS
MAINTENANCE		
Electrical Technician Assistant	B22	260
Electrical Technician	B23	260
Electronics Technician Assistant	B22	260
Electronics Technician	B23	260
General Maintenance Worker	A13	260
Heavy Equipment Operator	B22	260
HVAC Technician Assistant	B22	260
HVAC Technician	B23	260
Irrigation Mechanic/Plumber	B23	260
Lead Cafe Kitchen Equip. (CKE) Technician	B32	260
Lead Carpenter	B32	260
Lead Electrical Technician	B32	260
Lead Electronics Technician	B32	260
Lead Heavy Equipment Operator	B32	260
Lead HVAC Technician	B32	260
Lead Painter	B32	260
Lead Pest Control Operator	B32	260
Lead Plumber	B32	260
Lead Roofer	B32	260
Lead Waste/Water Operator	B32	260
Locksmith	B23	260
Maintenance Mechanic	B22	260
Painter	B22	260
Pest Control Operator	B22	260
Plumber Assistant	B22	260
Plumber	B23	260
Roofer	B23	260
Warehouse Assistant	B22	260
Waste/Water Operator	B24	260
Wastewater Operator	B23	260
MISCELLANEOUS		
Bindery Worker	A12	260
Capital Program Accountant	B32	260
Courier	A12	260
District Office Maintenance Mechanic	B21	260
Press Operator	B22	260
Press Operator, Sr.	B23	260
Print Center/Textbook Courier	A12	260
Small Engine Mechanic	B22	260
Warehouse Foreman	B31	260

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Warehouse Manager	B32	260
Warehouser	A13	260
Warehouser, Sr.	B21	260

CLASSIFICATION	BAND/GRADE	CONTRACTED DAYS
CAFETERIA		
Cafeteria Assistant	A12	185
Cafeteria Van Driver	A13	185
FNS Equipment and Warehouse Manager	B32	260
School Food Services Support Assistant	B22	260
TECHNOLOGICAL SPECIALISTS		
Computer Operator	B21	260
Data Services Assistant	B32	260
Computer Services Technician	B24	260
Data Base Specialist	C42	260
FIRN Technical Education Coordinator	C42	260
Instructional Application Specialist	C43	260
Network Security Specialist	C43	260
Network Specialist	C43	260
Programmer/Analyst	C43	260
Technical Specialist	B32	260
Technology Support Assistant	B22	260
Telecommunications Specialist	B32	260
Telecommunications Technician	B24	260
Transportation / Boundary Planning Assistant	B22	260
Transportation Technology Specialist	B32	260

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APPENDIX E

SCHOOL BOARD of CLAY COUNTY
WORK RESTRICTION EVALUATION

EMPLOYEE NAME:_____ **WORK SITE:**_____

NOTE: This form is used to determine an employee's physical limitations pertaining to an illness or injury. This form, along with the employee's job description is provided to the employees attending physician and completed for administrative review BEFORE the employee is returned to work. This is in accordance with the District's Employee Return to Work Procedures outlined in the Administrative Procedures Handbook.

Part A: To be completed by physician for returning employee with NO restrictions.

I, Dr. _____, after reading the above named employees ATTACHED job description state that this employee may return to work with NO restrictions on this date_____.

_____ _____

Physician Signature-Date Printed Name Physician

_____

Employee Signature-Date

Part B: To be completed by physician for employee with restrictions.

1. In terms of an 8-hour work day, the patient can:
   a. Sit for _____ hours Stand for _____ hours Walk for _____ hours

2. In terms of an 8 hour work day, the patient can lift:
   0 to 25 lbs. **Y/N** 26 to 50 lbs. **Y/N**

3. In terms of an 8-hour work day, the patient can carry:
   0 to 25 lbs. **Y/N** 26 to 50 lbs. **Y/N**

4. In terms of an 8-hour work day, the patient can:
   Bend **Y/N** Squat **Y/N** Crawl **Y/N** Climb **Y/N** Reach above Shoulder Level **Y/N**

5. The patient can use hands for repetitive action such as:
   Right Hand *dominate?* **Y/N** *Simple Grasping* **Y/N** *Pushing/Pulling* **Y/N** *Fine Manipulation* **Y/N**
   Left Hand *dominate?* **Y/N** *Simple Grasping* **Y/N** *Pushing/Pulling* **Y/N** *Fine Manipulation* **Y/N**

6. The patient can use feet for repetitive movements, as in operating foot controls or leavers:
   Right Foot **Y/N** Left Foot **Y/N** Both Feet **Y/N**

7. Restrictions to activities involving the following:
   a. Unprotected Heights **Y/N**
   b. Being around moving machinery **Y/N**
   c. Exposure to marked changes in temperature and humidity **Y/N**
   d. Driving motorized vehicles **Y/N**
   e. Restricted to automatic transmission **Y/N**
   f. Fumes and gasses **Y/N**

Any additional remarks or comments: _____

This patient should comply with these restrictions from _____ through _____.

After complying with these restrictions, this patient may return to work with **NO restrictions** on _____.

_____ _____

Signature of Physician/Date Signature of Employee/Date

_____ _____

Physician Phone # Employee Phone #

HRD-2-4007 E9/16/2019

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CLAY COUNTY SCHOOLS
SICK LEAVE BANK WITHDRAWAL APPLICATION

I – APPLICANT

Applicant: _____ Work Location: _____
Address: _____ Home Phone No: _____
_____ Social Security No: _____
Date Submitted: _____ Last Day of Work: _____
Enrolled S.L.B. Yes ____ No ____ Date Leave Began: _____
All Sick Leave has been used: Yes ____ No ___ Sick Leave Expired on: _____
Illness or Injury in Line of Duty Leave: Yes ____ No ____
Drawing Disability Payments: Yes ____ No ____
Drawing Worker's Compensation: Yes ____ No ____
Estimated Additional Sick Days Needed: _____
Nature of Illness or Injury: _____
Attending Physician: _____
Comments or Supporting Information: _____
_____
Date Due to Return to Work: _____

I certify that the above information is correct and true. I hereby authorize any physician, hospital, pharmacy, insurance company, employer, or organization to release any information regarding the medical history, treatment, disability, or benefits payable for this claim, to the Clay County Sick Leave Bank Committee.

(A Photostat of this authorization shall be as valid as the original) _____
Applicant's Signature

Forward all copies to the Business Affairs Division with Physician statement attached.

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II– CLAY COUNTY SICK LEAVE BANK COMMITTEE DISPOSITION

Application Received on: _____ Action Taken On: _____
Application: Approved: _____ Denied: _____
Credit: _____ with _____ day(s) from the Sick Leave Bank.
Effective Date: _____ Comments: _____
_____
Authorized Signatures (*3 Required)*:
1. _____ 2. _____ 3._____

PHYSICIAN FORM

APPLICANT: Have this form completed by attending physician and return with the Sick Leave Bank Application. FORM MUST BE COMPLETELY FILLED OUT before application will be considered.

PHYSICIAN: Complete this form and return it to the patient. If you have questions, please contact the Sick Leave Bank Committee, Clay Educational Staff Professional Association, c/o Teresa Dixon, CESPA President, Ridgeview High School, 466 Madison Avenue, Orange Park, FL 32065.

APPLICANT INFORMATION

Name: _____

Address: _____

Phone No: _____

PHYSICIAN INFORMATION

Name: _____

Address: _____

Phone No: _____

M.D. _____ D.O. _____

Specialty _____

Diagnosis:

Is patient now physically disabled? _____

Prescribed treatment: _____

_____

Was patient previously treated for this problem? Yes _____ No _____

If yes, when? _____

Estimate date patient will be physically able to return to full time work: _____

Anticipated restrictions upon return to work: _____

_____

For maternity leave, please state estimated due date: _____

Please note any other pertinent information that may be helpful to the Sick Leave Bank Committee in making a decision about granting days to this patient: _____

_____

_____

_____

Signature of Physician

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Clay County District Schools

Release of Excess Terminal Leave to the Sick Leave Bank

I, _____ authorize payroll to donate any days over my
(Please Print Name)

120 days of Terminal Leave to the CESPA Sick Leave Bank.

I understand that this form must be sent to the Payroll Department two weeks prior to final day of work.

Signature: _____ Date: _____

Article XVII
Sick Leave Bank

C.7 **Members** who are **retiring** shall be permitted to donate any portion of their unused sick leave Days beyond the maximum accumulated days established for terminal pay.

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Notice on Non Discrimination Policy, "The School Board of Clay County, Florida prohibits discrimination on the basis of race, religion, color, sex, marital status, age, national original or disability in the employment of personnel, provision of education programs and all business affairs of the school system of Clay County and provide equal access to the Boy Scouts and other designated patriotic groups."

APPENDIX F

INSURANCE CONTRIBUTION CHART
2019-2020 Plan Year

CHOICE HSP	Employer	Employee
Employee	$379.58	$0.00
Employee & Spouse	$454.58	$234.98
Employee & Children	$504.58	$153.34
Family	$554.58	$349.22
CHOICE		
Employee	$379.58	$81.30
Employee & Spouse	$454.58	$435.93
Employee & Children	$504.58	$344.96
Family	$554.58	$612.42
CHOICE PLUS		
Employee	$379.59	$152.55
Employee & Spouse	$454.58	$573.60
Employee & Children	$504.58	$476.25
Family	$554.58	$792.77

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- Insurance deductions are for 20 pay periods. To compare to other plans available to employees, we must consider the total annual cost. For example, under this proposal the Family HSP plan is $6,984.40 per year. This breaks down to:
  - $349.22 per 20 pay periods (Clay Schedule)
  - $291.02 per 24 pay periods (bi-monthly schedule)
  - $268.64 per 26 pay periods (every 2 weeks)
- Dual Employee (both employed) Board contribution for secondary employee may be less than the amount listed in the chart. Refunds will not be given if the Board contribution exceeds the premium amount.

Memorandum of Understanding between the Clay County School Board and the Clay Educational Staff Professional Association

The following Memorandum of Understanding amends the Collective Bargaining Agreement between the Clay Educational Staff Professional Association and the Clay County School Board.

Extended Instructional Time at Charles E. Bennett Elementary School
The provisions of this Memorandum of Understanding (hereinafter MOU) between the Clay Educational Staff Professional Association (hereinafter CESPA) and the Clay County School Board (hereinafter CCSB) remain in effect for the 2019-2020 School Year.

The following conditions will apply:

1. This will apply to all non-instructional employees of the CESPA bargaining unit at the aforementioned school.

2. The work day for non-instructional bargaining unit employees at the school will be extended by twenty (20) minutes for each of the days of their 2019-2020 contract beginning the individual's first contracted day or the first day of preplanning whichever comes latest.

3. Non-Instructional employees at this school will be paid at their regular hourly rate of pay for the additional time worked. When applicable, existing contract language regarding overtime will apply.

4. Should an employee be unable to participate in this extension of the work day, the parties (CESPA, CCSB and employee) will collaboratively work to reach an agreed upon resolution. An employee's inability to participate will have no negative effect on his/her evaluation.

5. CEB non-instructional employees considered less than one (1) full allocation will accrue leave and be charged leave based on the additional time.

Addison G. Davis
Superintendent of Schools

Teresa Dixon
CESPA President

7/16/19
Date

DRAFT

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

Title
C7 - Kelly Services Custodial and Cafeteria Substitute Amendment

Description
Attached is Exhibit A of the Kelly Services Agreement, which adds Custodial and Cafeteria Substitutes. Clay County has a current contract with Kelly Services, which was approved by the Board on August 2, 2018. The only change to the existing contract is to add substitute services for custodial and cafeteria positions. This would allow us to better serve stakeholders. The contract has an exit clause that can be enacted by either party with a written thirty (30) day notice.

Gap Analysis
As the provider of staffing services, Kelly Services shall be the employer of Assigned Employees and shall be responsible for the staffing services listed: recruit, interview, select, and hire Assigned Employees; place Assigned Employees according to SDCC requirements; pay Assigned Employees their wages and provide them the benefits that Kelly Services offers to them as Kelly Services Employees; pay insurance premiums (e.g. Medicare), withhold payroll taxes (e.g. FICA) and fulfill its obligations for unemployment compensation; provide workers compensation benefits; and maintain Assigned Employees personnel and payroll records related to their employment by Kelly Services. This Amendment is only to add services to obtain substitutes for Custodial and Cafeteria services.

Previous Outcomes
The Agreement was Board approved August 2, 2018, and has been used successfully to provide quality substitutes to the district.

Expected Outcomes
Upon approval by the Board, we expect Kelly Services to continue providing quality substitutes with the addition of services for custodial and cafeteria positions.

Strategic Plan Goal
The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation
Approve the amendment to the original Kelly Services Contract, which adds substitute services for custodial and cafeteria positions.

Contact
David Broskie, Assistant Superintendent of Human Resources; david.broskie@myoneclay.net; 904.336.6701

Financial Impact
All funding necessary for the Educational Staffing fees are budgeted within the General budget. The exact cost for the 2018-2019 school year cannot be determined at this time. Reference attachment for the 2017-2018 cost analysis.

Review Comments

Attachments
Kelly Services Contract Amendment.pdf

DRAFT

KELLY educational staffing

EXHIBIT A
PRICING FOR KELLY EDUCATIONAL STAFFING

This Pricing Exhibit A is incorporated and made part of the Agreement for Educational Services between Kelly Services, Inc. and School Board of Clay County, dated 8/1/2019. The pricing in Exhibit A is confidential and proprietary to Kelly. Customer agrees not to disclose the contents of Pricing Exhibit A to persons or entities not party to this agreement without Kelly's written permission.

1. Types of Assignments; Pricing

The Assigned Employees will be assigned to the following positions and at the following rates:

Position	Pay Rate	Pay Type	Markup	Bill Rate
Teacher (Transitional Emergency Sub)	$ 10.00	Hourly	1.330	$ 13.30
Teacher - AA Degree	$ 11.33	Hourly	1.330	$ 15.07
Teacher- BA Degree	$ 12.00	Hourly	1.330	$ 15.96
Teacher- Master's Degree or Higher	$ 13.33	Hourly	1.330	$ 17.73
Teacher Assistant	$ 9.50	Hourly	1.330	$ 12.64
Long Term Sub Teacher (11+ days retro back to day 1)	$ 20.00	Hourly	1.295	$ 25.90
Custodian	$ 9.00	Hourly	1.370	$ 12.33
Cafeteria	$ 9.00	Hourly	1.370	$ 12.33

A signed Job Description is required for each position listed.

2. Pricing for Hiring a Kelly Temporary Employee

If Customer hires an Assigned Employee before the Assigned Employee works 90 substitute days, Customer agrees to pay a placement fee upon hiring the Kelly Educational Staffing temporary employee to work in full- or part-time position of employment with the Customer. The placement fee is based on days worked. The fee schedule is set forth below.

1 – 60 days worked	Fee Waived
61 – 90 days worked	Fee Waived
90+ days worked	Fee Waived

*Annualized salary based on the daily bill rate would be calculated as follows:

Total school days in a school year multiplied by the daily bill rate = annualized salary

The annualized salary calculation using hourly rates is calculated as follows:

Total school days in a year multiplied by the hourly bill rate multiplied by the number of hours per work day = annualized salary

3. Pricing for Hiring a Direct Hire Candidate

If the Customer hires a candidate referred to it by Kelly Educational Staffing for direct hire by Customer, the Customer agrees to pay a direct placement fee of 0% of the candidate's annualized salary.

KELLY SERVICES, INC.

By: _____

Name: _____

Title: _____

Date: _____

SCHOOL BOARD OF CLAY COUNTY

By: _____

Name: _____

Title: _____

Date: _____

DRAFT

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

Title

C8 - CTE Out of State and Overnight Field Trips

Description

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips supplement and enrich classroom instruction by providing learning experiences that will enhance mastery of the curriculum standards of the State of Florida. A field trip is defined as any planned, student travel activity which is approved as par 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 Trip Details

Group	Function	Date	Destination
FBLA	Fall Leadership Conference State Leadership Conference National Leadership Conference	Nov. 8-10, 2019 March 12-15, 2020 June 29-July 2, 2020	Orlando, FL Orlando, FL Salt Lake City, UT
FCCLA	State Leadership Conference National Leadership Conference	March 20-23, 2020 July 5-9, 2020	Orlando, FL Washington, DC
FFA	State Forestry CDE Middle School Leadership Conference (MS) A Middle School Leadership Conference (MS) B 212 Degree High School Leadership Conference 360 Degree High School Leadership Conference FFA Capitol Day	November 7-8, 2019 December 6-7, 2019 December 7-8, 2019 January 24-25, 2020 January 25-26, 2020 January 30, 2020	Perry, FL LTC LTC LTC LTC Tallahassee
TSA	Leadership Training Conference State Conference and Competitions National Conference and Competitions	October 23-26, 2019 February 26-29, 2020 June 27-July 1, 2020	Orlando, FL Orlando, FL Nashville, TN
Skills USA	State Leadership Training Workshop State Leadership and Skills Conference National Leadership and Skills Conference	October 21-23, 2019 April 19-21, 2020 June 22-26, 2020	Leesburg, FL Pensacola, FL Louisville, KY
HOSA	State Leadership Conference International Leadership Conference	April 2-5, 2020 June 24-28, 2020	Orlando, FL Houston, TX

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

Gap Analysis

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

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

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

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

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

Contact
Terry Connor, Chief Academic Officer; terrence.connor@myoneclay.net; 904-336-6904

Financial Impact
None

Review Comments

Attachments

- CTSO's Event Calendars.pdf

DRAFT

2019-2020 EVENTS CALENDAR (REVISED 7.31.19)

FLORIDA FFA ASSOCIATION

Event registration opens approximately 30 days prior to the event. Registration deadlines and final due dates are listed in the "Register/Receive By" column (this date includes any grace period applicable). Any team or individual that does not register prior to this deadline will not be eligible for participation. Teams that qualify at a preliminary event do not need to register for state finals events.

*** Please note that this symbol represents those activities that are not official activities of the Florida FFA Association. These activities are included for informational purposes only.

The Florida FFA Association is a resource and support organization that does not select, control, supervise or approve local chapter or individual member activities except as expressly provided for in the Florida FFA Calendar, Constitution and Bylaws.

DATE		EVENT/APPLICATION	REGISTER/RECEIVE BY	LOCATION
JULY				
July 31		Quarterly Board Meeting		Florida FFA HQ
AUGUST				
August 30-31	E	New FFA Advisor Workshop (1-3 year advsiors only)	August 16	Daytona Beach Hilton
August 30-31	L	Chapter Presidents' Conference	August 16	Daytona Beach Hilton
SEPTEMBER				
September 9-13	E	American Agriculture Experience (State FFA Officers)		Iowa
September 17	L	Chapter Officer Leadership Training – Area 1	September 6	Marianna
September 19	L	Chapater Officer Leadership Training – Area 2	September 6	Camp Kulaqua (High Springs)
September 23	E	FFA Hall of Fame Induction Banquet***	Contact FFA Foundation	LTC
September 24	L	Chapter Officer Leadership Training – Area 3	September 6	LTC
September 25	L	Chapter Officer Leadership Training – Area 4	September 6	LTC
September 26	L	Chapter Officer Leadership Training – Area 5	September 6	LTC
September 27	L	Chapter Officer Leadership Training – Area 6	September 6	LTC
September 27-28		FL FFA Alumni Development Conference	Contact FL FFA Alumni	Marianna
OCTOBER				
October 1	A	Quality Chapter Plan, Roster, Dues	October 8	Florida FFA HQ / MyFFA
October 8	C	District Forestry CDE Preliminary (MS/HS)	September 24	Specific Districts TBA
October 10	C	District Forestry CDE Preliminary (MS/HS)	September 24	Specific Districts TBA
October 24		Quarterly Board Meeting		Florida FFA HQ
Oct 30 - Nov 2	L	National FFA Convention	Contact National FFA	Indianapolis, IN
NOVEMBER				
November 1	C	Agricultural Education CDE Lesson Plans Due Sub-District Officer Application (Print & Mail Due November 15)	November 1	Online Submission
November 7-8	C	State Forestry CDE (MS/HS)	Qualified Teams	Perry
November 12	C	**Fall Preliminary Testing Day (Online)** Food Science CDE (MS/HS), Environmental Science CDE (HS), Dairy Evaluation CDE (MS/HS), Agricultural Education CDE (HS), Horse (MS), Safe Tractor Operations CDE (HS)	October 29	School Hosts
November 30	A	Alumni Membership Roster Due	November 30	Florida FFA Alumni
DECEMBER				
December 5	C	State Citrus CDE (MS/HS) State Tool ID CDE (MS)	November 21	LTC
December 6-7	L	Middle School Leadership Conference (MS) A	November 22	LTC
December 7-8	L	Middle School Leadership Conference (MS) B	November 22	LTC
December 7	C	Agricultural Education CDE Prelims & Finals	Qualified Participants Only	Gainesville
TBA	E	FFA Horse Judging School***	Contact UF Animal Sciences	UF Horse Unit (Gainesville)

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C COMPETITIVE EVENTS L LEADERSHIP EVENTS E EDUCATIONAL EVENTS A APPLICATION/DOCUMENTS DUE

December 12	C	**Sub-District CDE/LDE Preliminaries** Creed Speaking LDE (MS/HS), Extemporaneous Public Speaking LDE (MS/HS), Opening and Closing Ceremonies LDE (MS), Parliamentary Procedure LDE (MS/HS), Prepared Public Speaking LDE (MS/HS)	November 28	Sub-District Hosts
December 16 - January 3		Florida FFA Headquarters Closed (Holiday Break)		
		JANUARY		
January 9	E	FAAE Pre-Conference***	Contact FAAE	LTC
January 10-12	E	FAAE Mid-Winter Conference***	Contact FAAE	LTC
January 10-11	E	FFA Meats & Livestock Judging Clinic***	Contact UF Animal Sciences	UF (Gainesville)
January 17	C	**District CDE/LDE Preliminaries** Creed Speaking LDE (MS/HS), Extemporaneous Public Speaking LDE (MS/HS), Opening and Closing Ceremonies LDE (MS), Parliamentary Procedure LDE (MS/HS), Prepared Public Speaking LDE (MS/HS)	Qualified Teams	District Hosts
January 23		Quarterly Board Meeting		LTC
January 23	C	State Environmental Science CDE (HS)	Qualified Teams	LTC
January 24	L	State Officer Candidate Workshop (HS Seniors Only)	January 10	LTC
January 24-25	L	212° High School Leadership Conference	January 10	LTC
January 25-26	L	360° High School Leadership Conference	January 10	LTC
January 30	L	FFA Capitol Day		Tallahassee
		FEBRUARY		
February 1	C	State Food Science CDE (MS/HS)	Qualified Teams	UF (Gainesville)
February 1	C	State Tractor Operations CDE (HS)	Qualified Participants	Plant City
February 4	C	**Spring Preliminary Testing Day 1 (Online)** Aquaculture CDE (MS/HS), Vet Science CDE (HS)	February 11	School Hosts
February 8	C	State Horse Evaluation CDE Preliminary (HS) State Livestock Evaluation CDE Preliminary (HS) State Horse Evlaution CDE Finals (MS)	January 25	Florida State Fair
February 15	C	State Dairy Evaluation CDE (MS/HS)	Qualified Teams	Florida State Fair
February 15	C	State Fair Poultry Evaluation Practice Event (MS/HS)	February 1	Florida State Fair
February 15-22	L	National FFA Week		Nationwide
		MARCH		
March 1	A	Membership Roster Update	March 1	MyFFA
March 1	A	State Officer Application	March 2	Florida FFA HQ
March 1	A	American FFA Degree Application, State FFA Degree Application, Star Award Applications	March 9	Florida FFA HQ
March 6	C	State Livestock Evaluation CDE (MS)	February 21	Florida Strawberry Festival
March 9-20	C	District OH Demonstration CDEs (MS/HS)	February 26	District Hosts
March 10	C	**Spring Preliminary Testing Day 2 (Online)** Agricultural Communications CDE (HS), Agricultural Mechanics CDE (HS), Vegetable Identification & Evaluation (MS/HS), Poultry CDE (MS/HS), Conduct of Chapter Meetings LDE (MS/HS),	February 25	School Hosts
March 12	C	State Floriculture CDE (MS/HS) State Nursery and Landscape CDE (MS/HS)	February 27	LTC
March 14	C	State Veterinary Science CDE (HS)	Qualified Teams	HCC (Plant City)
March 15	A	Ag. Communications CDE Portfolio	March 15	Online Submission
March 15	A	National Chapter Award Applications, Proficiency Award Applications	March 23	Florida FFA HQ
March 21-23	L	State Leadership Summit	March 6	LTC
March 21		Florida FFA Beast Feast***	Contact FFA Foundation	LTC
March 27	C	State Land Evaluation CDE (MS/HS)	March 15	TBA
March 30-April 3		Florida FFA Star Tour	Finalists Only	Statewide

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APRIL				
April 1	A	Award Applications Due: Alumni Awards, Gary Lee Alumni Scholarship, Chapter Co-Op, Chapter Advocacy Award, Outstanding District Officer, FFA Advisor of the Year, Alumni Essay, Feeder Steer & Feeder Swine Proficiency Applications	April 8	Florida FFA HQ
April 4	C	State Horse Evaluation CDE (HS)	Qualified Teams	UF Horse Unit (Gainesville)
April 5-6	A	Award Application Judging	By Invitation	LTC
April 7		Quarterly Board Meeting		LTC
April 10	C	State Aquaculture CDE (MS/HS)	Qualified Teams	UF Trop. Aqua. Lab (Ruskin)
April 11	C	State Livestock Evaluation CDE (HS)	Qualified Teams	UF Horse Unit (Gainesville)
April 15	A	Applications Due: State Convention Talent, State Convention Courtesy Corps	April 15	Online Submission
April 15	C	LDE Materials Due: Employment Skills LDE	April 15	Online Submission
April 18	C	State Meats CDE (MS/HS)	April 4	UF Meats Lab (Gainesville)
April 24	C	State Agribusiness Management CDE, State Agricultural Sales and Service CDE (HS), State Agricultural Communications CDE (HS), State OH Demonstration CDE (MS/HS), State Vegetable Judging CDE (MS/HS)	April 10	UF (Gainesville)
April 25	C	State Agricultural Mechanics CDE (HS)	Qualified Teams	Taylor Technical Institute (Perry)
April 25	C	State Poultry Evaluation CDE (MS/HS)	April 11	UF Meats Lab & Straughn Center (Gainesville)
April 27-28	L	State Officer Candidate Screening	April 10	LTC
MAY				
May 1	A	Application Due: Agriscience Fair	May 8	Florida FFA HQ
May 1	C	LDE Materials Due: Prepared Public Speaking Manuscripts, Agricultural Issues Portfolios	May 1	Online Submission
May 1	A	Quality Chapter Report (Submit Online), District Officer Application	May 8	Florida FFA HQ
May 3-9		State Convention Planning Retreat		
JUNE				
June 15-19	L	**92nd Florida FFA State Convention & Expo** Agricultural Issues LDE (HS), Agriscience Fair (MS/HS), Conduct of Chapter Meetings (HS) LDE, Creed Speaking LDE (MS/HS), Employment Skills LDE (HS), Extemporaneous Public Speaking LDE (MS/HS), Opening and Closing Ceremonies LDE (MS), Parliamentary Procedure LDE (MS/HS), Prepared Public Speaking LDE (MS/HS)	May 15	Caribe Royale Orlando
JULY				
July 5-10	E	High School Forestry Camp	May 15	O'Leno State Park
July 13-17	E	Middle School Forestry Camp	May 15	O'Leno State Park
FUTURE DATES				
June 14-18, 2021	L	93rd Florida FFA State Convention & Expo		Caribe Royale Orlando
June 13-17, 2022	L	94th Florida FFA State Convention & Expo		Caribe Royale Orlando

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SkillsUSA Florida Calendar of Events

2019 – 2020

2019

May 31 – June 1, 2019	Board of Directors' Meeting *Hyatt Regency Downtown Jacksonville*	Jacksonville, FL
June 24 – 28, 2019	National Leadership and Skills Conference *Kentucky Exposition Center*	Louisville, KY
July 14 – 18, 2019	State Officer Training *(Invitation Only)* *Canterbury Retreat Center*	Oviedo, FL
July 15 – 17, 2019	FACTE Conference & Trade Show	Orlando, FL
August 23 – 24, 2019	Board of Directors' Meeting *Orange Technical College – Mid Florida Campus*	Orlando, FL
September, 2019	Regional Leadership Training Workshop *(RLTW)*	By Region
September 21 – 25, 2019	Washington Leadership Training Institute *(WLTI)*	Washington D.C.
October 21 – 23, 2019	State Leadership Training Workshop *(SLTW)* and Chapter Management Institute *(CMI)* *Lake Yale Conference Center* October 1: Registration Deadline October 15: Payment Deadline	Leesburg, FL

2020

January 10 – 11, 2020	Board of Directors' Meeting	Fort Lauderdale, FL
February 1, 2020	State and National Membership Deadline **Late registrations are not allowed to compete**	Online
February, 2020	Regional Leadership and Skills Conferences	By Region
April 19 – 21, 2020	State Leadership and Skills Conference *(SLSC)* *Pensacola Bay Center, Pensacola State College* March 16: Registration Deadline April 6: Payment Deadline	Pensacola, FL
June 5 – June 6, 2020	Board of Directors' Meeting	TBD
June 22 – 26, 2020	National Leadership and Skills Conference *(NLSC)*	Louisville, KY
July 12 – 16, 2020	State Officer Training *(Tentative, Invitation Only)* *Canterbury Retreat Center*	Oviedo, FL
August 28 – 29, 2020	Board of Directors' Meeting	TBD
September, 2020	Regional Leadership Training Workshop *(RLTW)*	By Region
September TBD, 2020	Washington Leadership Training Institute *(WLTI)*	Washington D.C.
October TBD, 2020	State Leadership Training Workshop *(SLTW)* and Chapter Management Institute *(CMI)*	TBD

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hosa future health professionals FLORIDA

2019 – 2020 Calendar of Events

(times and dates are subject to change, Rev. 4/23/19)

July 15 - 17, 2019	Annual Florida Association for Career and Technical Education (FACTE)/HOEAF Conference Renaissance Orlando at SeaWorld
August 5, 2019	Florida HOSA Newsletter Articles due by 12 noon
August 16 - 18, 2019	State Officer FLDA Planning Meeting Florida HOSA State Office - Alachua, Florida
August 2019	Florida HOSA Newsletter Publication
September 21 - 24, 2019	Washington Leadership Academy for State Officers and Local Chapter Leaders Doubletree Crystal City - Arlington, VA
September/October 2019	Fall Regional Conferences Fall Conferences should be scheduled so the Regional Officers may attend the Fall Leadership Development Academy (FLDA).
October 7, 2019	Florida HOSA Newsletter Articles due by 12 noon Region 1, Gulf Coast Region (5), Broward Region (8), and First Coast Region (11)
October 12, 2019	SLC 2020 Planning Committee Meeting Marriott Orlando World Center - Orlando, Florida
October 15, 2019	**Affiliation Deadline for HOSA 100 Club Recognition** *(Also deadline for 1st wave of FL HOSA Membership Pins to be mailed the week of Oct. 21st)*
October 18, 2019	Registration Deadline for the Fall Leadership Development Academy (FLDA) On-line Registration must be completed by this date. Payment and forms mailed to State Office so everything is received on or before October 25th.
October 18 - 20, 2019	State Officer FLDA Planning Meeting Florida HOSA State Office - Alachua, Florida
October 2019	Florida HOSA Newsletter Publication
November 3 - 9, 2019	**HOSA Week**
November 15 - 17, 2019	**Fall Leadership Development Academy (FLDA)** begins at 12:00 noon Camp Kulaqua - High Springs, FL
November 16, 2019	Florida HOSA, Inc. Board Meeting at 7:30 a.m. Camp Kulaqua - High Springs, FL
November 17, 2019	Florida HOSA Foundation, Inc. Meeting at 12:00 noon Camp Kulaqua - High Springs, FL
January 1, 2020	Deadline to affiliate with State and National HOSA, if not competing (By On-line Registration Deadline for Regional Conference, if competing)

DRAFT

January/February 2020	Winter/Spring Regional Competitive Events Conferences should be scheduled to allow registration for the State Leadership Conference (SLC) by deadline.
January 11, 2020	SLC 2020 Competitive Events Committee Meeting Marriott Orlando World Center - Orlando, Florida
January 11 & 12, 2020	SLC 2020 State Officer Planning Meeting Marriott Orlando World Center - Orlando, Florida *(2nd wave of FL HOSA Membership Pins mailed for Jan. 1st affiliations)*
January 17, 2020	Florida HOSA Newsletter Articles due by 12 noon Sunset Region (6), Central Region (10), and Space Coast Region (12)
February 1, 2020	Deadline to submit State Officer Application All applications must be ***postmarked by this date***
February 2020	Florida HOSA Newsletter Publication
February 24, 2020	Registration Deadline for the State Leadership Conference (SLC 2020) On-line Registration must be completed by this date. Payment and forms mailed to State Office so they are received on or before March 2nd.
February 28 & 29, 2020	SLC 2020 State Officer Planning Meeting Florida HOSA State Office - Alachua, Florida
April 2 - 5, 2020	State Leadership Conference (SLC 2020) Marriott Orlando World Center - Orlando, Florida
April 13, 2020	Florida HOSA Newsletter Articles due by 12 noon Springs Region (2/3), Suncoast Region (4), Gold Coast Region (7), and Treasure Coast Region (9)
April 2020	Florida HOSA Newsletter Publication
May 1 - 3, 2020	New State Officers' Conference (NOC) Florida HOSA State Office - Alachua, Florida *(3rd wave of FL HOSA Membership Pins mailed)*
May 8, 2020	Registration Deadline for the International Leadership Conference. The school's Registration Report, as well as all fees and forms, **must be received in the Florida HOSA State Office on or before this date (not postmarked)** in order to reconcile information and mail to Global/National HOSA Office.
June 24 - 28, 2020	International Leadership Conference (ILC 2020) Houston Convention Center - Houston, TX

DRAFT

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

Title

C9 - Approval of Out of County Student Travel - K-12 Academic

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	11/8-9, 2019	Upson Lee HS	NJROTC	Supports NJROTC Air Rifle Marksmanship Training.
Fleming Island High	6/15-20, 2020	Camp Blanding	NJROTC	Supports NJROTC Basic Leadership Training.
Fleming Island High	6/6-13, 2020	Gainesville, GA	NJROTC	Supports NJROTC Leadership Training.
Middleburg High	9/27-29, 2019	Camp Blanding	NJROTC	Orienteering Team Training
Middleburg High	9/6-7, 2019	Ocala, FL	Boys/Girls Cross Country Teams	Athletic Event (Received signed form 7/18/19 after submission deadline for August board meeting approval.)
Ridgeview High	9/7, 2019	Cairo, GA	NJROTC	To compete in Cairo Triathlon
Ridgeview High	3/21-28, 2020	Spain, Barcelona, Madrid	Band	Students will learn about the Spanish culture and how it affects their music and the history of their music by visiting museums, cathedrals, and immersing in the Spanish environment.
Ridgeview High	9/27-29, 2019	Camp Blanding	NJROTC	To participate in orienteering training.
Ridgeview High	3/19-23, 2020	Orlando, FL	FCCLA	Members will compete against FCLLA members from around that state.
Wilkinson Junior High	8/30-31, 2019	Daytona, FL	FFA	Students will participate in leadership training. They will develop themselves as public speakers.
WIlkinson Junior High	6/15-19, 2020	Orlando, FL	FFA	Students will apply what they have learned in the classroom in a competitive setting. They will interact with industry leaders through an expo.
WIlkinson Junior High	10/15/19	Sunbelt Ag Expo	FFA	Students will apply their knowledge of Agriculture tools, implements, and farm animals.
Clay High	9/6-7, 2019	Cairo HS, GA	NJROTC	NJROTC competition.
Oakleaf High	3/5-7, 2020	Orlando, FL	Spanish Classes	Spanish language competition.

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

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

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

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

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

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

Financial Impact
None

Review Comments

Attachments

- Sept 2019- Student Travel.pdf

DRAFT

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 5, 2019

SCHOOL DISTRICT OF CLAY

FIELD TRIP REQUEST

1. School Requesting: FLEMING ISLAND H.S

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

3. Trip(s) Overnight: Yes X No____ Trip(s) Out-of-State: Yes X No____

4. Dates of Field Trip*: 8-9 NOV Destination*: UPSON LEE HIGH SCHOOL

5. Group Taking Trip: NJROTC

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

7. Educational Value of Field Trip:
   SUPPORTS NJROTC AIR RIFLE MARKSMANSHIP TRAINING

8. Supporting Florida Standards Benchmark(s) with Narrative(s):
   SAME AS ABOVE

9. Number of Students*: 5 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*: 8:00 AM Returning Time*: 6:00 P.M
    **For School Buses, if more than one bus is requested, reference bus request form.*

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

Bus Requisition Number(s):

DAVID KELLER NJROTC SNSI Teacher, Team Leader, Department Head, Etc.	7/2/19 Date
Principal	7/11/19 Date
Assistant Superintendent	7/12/19 Date
Superintendent	7/18/19 Date

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ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 5, 2019

SCHOOL DISTRICT OF CLAY

FIELD TRIP REQUEST

1. School Requesting: FLEMING ISLAND HIGH SCHOOL

2. Transportation (Check One):
School Bus(s)_____ Private Vehicle(s) X Commercial Carrier_____ Other_____
If Commercial Carrier or Other, please state type: PARENTS WILL DROP OFF/PICKUP

3. Trip(s) Overnight: Yes X No____ Trip(s) Out-of-State: Yes____ No X

4. Dates of Field Trip*: 15-20 IN 2020 Destination*: CAMP BLANDING

5. Group Taking Trip: NJROTC

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

7. Educational Value of Field Trip:
SUPPORTS NJROTC BASIC LEADERSHIP TRAINING

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

9. Number of Students*: 10 Number of Chaperones*: 2

10. Cost Per Student: 160.00 Budget Code or Source to be charged:
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 5:00 p.m Returning Time*: 12:00 p.m
**For School Buses, if more than one bus is requested, reference bus request form.*

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

Bus Requisition Number(s):

DAVID KELLER NJROTC SNSI — 7/2/19
Teacher, Team Leader, Department Head, Etc. — Date

Principal — 7/11/19 Date

Assistant Superintendent — 7/16/19 Date

Superintendent — 7/18/19 Date

DRAFT

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 5, 2019

SCHOOL DISTRICT OF CLAY

FIELD TRIP REQUEST

1. School Requesting: FLEMING ISLAND HIGH SCHOOL

2. Transportation (Check One):
School Bus(s)____ Private Vehicle(s) X Commercial Carrier____ Other X
If Commercial Carrier or Other, please state type: CADETS HAVE THE OPTION OF PARENTS OR NJROTC BUS

3. Trip(s) Overnight: Yes____ No X Trip(s) Out-of-State: Yes X No____

4. Dates of Field Trip*: 6-13 JUN 2020 Destination*: RUCKER AGC MILITARY ACADEMY GAINSVILLE GA

5. Group Taking Trip: NJROTC

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

7. Educational Value of Field Trip:
SUPPORTS NJROTC LEADERSHIP TRAINING

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

9. Number of Students*: 5 Number of Chaperones*: 2

10. Cost Per Student: 360.00 Budget Code or Source to be charged:
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 6:00 AM Returning Time*: 6:00 p.m
**For School Buses, if more than one bus is requested, reference bus request form.*

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

Bus Requisition Number(s):

DAVID KRUSE NJROTC SNSI Teacher, Team Leader, Department Head, Etc.	7/2/19 Date
Principal	7/11/19 Date
Assistant Superintendent	7/16/19 Date
Superintendent	7/18/19 Date

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8

ADMINISTRATIVELY APPROVED
Received too late for August, 2019 Board Meeting
Received for Information: Sept 5, 2019

SCHOOL DISTRICT OF CLAY (

FIELD TRIP REQUE

1. School Requesting: MHS

2. Transportation (Check One):
   School Bus(s)_____ Private Vehicle(s)_____ Commercial Carrier_____ Other X
   If Commercial Carrier or Other, please state type: Each Student responsible for own transportation

3. Trip(s) Overnight: Yes X No____ Trip(s) Out-of-State: Yes____ No X

4. Dates of Field Trip*: 27-29 Sep 19 Destination*: Camp Blanding

5. Group Taking Trip: NJROTC

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

7. Educational Value of Field Trip: NJROTC - Orienteering Team training

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

9. Number of Students*: 5 Number of Chaperones*: 1

10. Cost Per Student: $95 Budget Code or Source to be charged: NJROTC
    (Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 4pm Returning Time*: 2pm

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

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

Bus Requisition Number(s):

[signature], CDR Lee Teacher, Team Leader, Department Head, Etc.	19 Jun 19 Date
[signature] Principal	7-8-19 Date
[signature] Assistant Superintendent	7/15/19 Date
[signature] Superintendent	7/18/19 Date

DRAFT

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

SCHOOL DISTRICT OF CLAY

FIELD TRIP REQUI

ADMINISTRATIVELY APPROVED
Received too late for August, 2019 Board Meeting
Received for Information: Sept 5, 2019

1. School Requesting: Middleburg H.S.

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

3. Trip(s) Overnight: Yes ✓ No____ Trip(s) Out-of-State: Yes____ No ✓

4. Dates of Field Trip*: 9-6-19 to 9-7-19 Destination*: Ocala, FL

5. Group Taking Trip: Boys / Girls Cross Country

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

7. Educational Value of Field Trip: Athletic Event

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

9. Number of Students*: 16 Number of Chaperones*: 3

10. Cost Per Student: 0 Budget Code or Source to be charged: #1111
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 2:00pm on 9-6-19 Returning Time*: 12:00pm 9-7-19

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

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

Bus Requisition Number(s):

Teacher, Team Leader, Department Head, Etc.	Date 7/3/19
Principal	Date 7-8-19
Assistant Superintendent	Date 7/15/19
Superintendent	Date 7/18/19

DRAFT

SCHOOL DISTRICT OF CLAY C

FIELD TRIP REQUES

ADMINISTRATIVELY APPROVED
Received too late for August, 2019 Board Meeting
Received for Information: Sept 5, 2019

1. School Requesting: Ridgeview H.S.

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

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

4. Dates of Field Trip*: Sept 7, 2019 Destination*: Cairo High School, Cairo, GA

5. Group Taking Trip: NJROTC Cadets

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

7. Educational Value of Field Trip: To compete in Cairo Triathlon

8. Supporting Florida Standards Benchmark(s) with Narrative(s): AT 2.1.4.2, AT.6 1.4.2 PE.B.2.4.4, AT. 2.1.4.2, PE.A.3.4.1, PE.A.3.4.3, PE.A.3.4.6

9. Number of Students*: 6 Number of Chaperones*: 1

10. Cost Per Student: Free Budget Code or Source to be charged: N/A
    (Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 5:30 Returning Time*: 6:00 pm

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

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

Bus Requisition Number(s): N/A

Teacher, Team Leader, Department Head, Etc.	Date 6/27/19
Principal	Date 6/27/19
Assistant Superintendent	Date 7/15/19
Superintendent	Date 7/18/19

DRAFT

NAVY JUNIOR RESERVE OFFICER TRAINING CORPS
CHARLIE COMPANY
CAIRO HIGH SCHOOL
CAIRO, GA 39828

21 June 2019

From: Senior Naval Science Instructor, NJROTC Cairo High School
To: NJROTC Units

Subj: Sixth Annual Cairo Triathlon Challenge - Plus

Ref: (a) National Standard Three-Position Air Rifle Rules (2018-2020)
(b) Navy Nationals SOP (www.thenationals.net)

Encl: (1) Drone Exhibition Rules of Engagement
(2) Agreement of Indemnity
(3) Pre-mishap plan
(4) ORM Risk Management Plan
(5) Entry Form
(6) Directions to Cairo High School
(7) Matrix / Schedule of Events

1. **What:** Triathlon Challenge
2. **Where**: Cairo High School, 455 5th Street, Cairo, GA. 39828
3. **When**: Saturday, September 7, 2019
4. **Who:** 12 Six Cadet Teams may enter (Team of 3 Males & 3 Females)
5. **Cost:** $200 per team includes trophies, medals, and lunch for six cadets and two adults
6. **How:** Forwarding the attached entry form and check for each team (Maximum of two teams per school) to Cairo High School NJROTC.

7. The Cairo High School NJROTC has put together a competition format that combines air rifle, brain brawl and athletics into a challenging test of physical fitness, academics and sporter rifle skill into one competitive meet. The meet will follow the guidelines and/or rules of each of the disciplines, giving the cadets not only a measure of how they will compete at field meets, STS meets and brain brawls later in the year, but also test the cadets overall skills in a one day competition. All six team members will compete in all three athletic events and at least one of the other two events (i.e. if they don't compete in the brain brawl, they must compete in the STS or vice versa). This year we have added a Drone competition to our meet as an exhibition event. It will not count toward the overall championship but it will give participating units the opportunity to try out a small drone event without committing to a full-size competition.

DRAFT

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 5, 2019

SCHOOL DISTRICT OF CL
FIELD TRIP REQU

1. School Requesting: Ridgeview High School

2. Transportation (Check one):
   School Bus/s_____ Automobile/s_____ Commercial Carrier_____ Other ✓
   If commercial or other, state type: Transportation contracted through Exploring Europe

3. Trip(s) overnight: yes ✓ no ___ Trip(s) out-of-state: yes ✓ no ___

4. Dates of Field Trip*: 3/21/20 - 3/28/20 Destination*: Spain, Barcelona + Madrid
   *For school buses . . . if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Band

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

7. Educational Value of Field Trip: Students will learn about the Spanish culture and how it affects their music and the history of their music by visiting museums, cathedrals, and immersing in the Spanish environment.

8. Supporting SSS Benchmark(s): MV.912.H.1.4, MV.912.H.1.5, MV.912.H.2.1 MV.912.C.1.1, MV.912.C.2.3

9. Number of Students*: 20. Number of Chaperones*: 15

10. Cost Per Student: $3500.00 Budget Code or Source to be charged: N/A
    (Examples: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: _____. Returning Time*: _____

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

Bus Requisition Number/s: _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

Teacher, Team Leader, Department Head, Etc.

Principal

District Office Approval

MIS12723
REV 7/29/1998

DRAFT

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 5, 2019

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

1. School Requesting: RHS

2. Transportation (Check one):
   School Bus/s_____ Automobile/s_____ Commercial Carrier_____ Other X
   If commercial or other, state type: Navy Bus

3. Trip(s) overnight: yes X no ____ Trip(s) out-of-state: yes____ no X

4. Dates of Field Trip*: 27-29 SEP 19 Destination*: Camp Blanding
   *For school buses . . . if more than one bus is requested, reference bus request form.

5. Group Taking Trip: NJROTC Cadets

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

7. Educational Value of Field Trip: To participate in Orienteering Training

8. Supporting SSS Benchmark(s): D + 9.1.4.2, PE D 3.4.1 PE D 3.4.2 PE B.1-4.1

9. Number of Students*: 12. Number of Chaperones*: 2

10. Cost Per Student: $85 Budget Code or Source to be charged: N/A
    (Examples: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: 2:30 pm. Returning Time*: 3:30 pm

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

Bus Requisition Number/s: _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____

Teacher, Team Leader, Department Head, Etc.

Principal

District Office Approval

MIS12723
REV 7/29/1998

DRAFT

Navy Junior ROTC Unit

Ridgeview High School
466 Madison Avenue
Orange Park, FL 32065
(904) 336-8975 front office
(772) 643-3290 cellphone

May 2019

From: Senior Naval Science Instructor, Ridgeview High School
To: Area 12 Units

Subj: CAMP BLANDING ORIENTEERING TRAINING LETTER OF INSTRUCTION (LOI)

Encl: (1) NJROTC Liability and Medical Release Form
(2) Camp Blanding Release
(3) Required Packing Checklist
(4) Directions

DRAFT

1. Ridgeview High School will host the Orienteering USA's Zero to Orange Course at Camp Blanding from 27 - 29 SEP. This is an outstanding course for any cadet who would like to learn how to orienteer. The lead instructor is COL Charles Ferguson, U.S. Air Force (Ret). He is the former president of the USA Orienteering Federation and coaches the U.S. Military Orienteering Team that competes internationally. The other instructors are from the Florida and Georgia Orienteering Clubs.

2. There will be no free time for cadets. Electronic controls will be used. Academic instruction will take place Friday and Saturday evenings. On Saturday, an easy yellow course will be run in the morning and a very challenging yellow course in the afternoon. On Sunday morning, a CPS orienteering academic test will be given followed by an orange course competition. Medals will be awarded to all cadets who successfully complete the orange course. First, second, and third place trophies will be awarded to the top three runners. A Zero to Orange Course diploma will be awarded to all cadets who pass the course.

3. This course is designed to provide cadets the experience needed to successfully complete an orange course and the knowledge required to eventually compete at the green course level. It is recommended that all trainees run a white school course before attending.

4. Billeting will be in open bay barracks. Meals will be the dining hall that we will rent and where classes will also be held. Check-in will be between 1630 and 1730 on Friday at Barracks Building #2026 on Starke Rd. Be sure to eat before you arrive or bring something with you to eat. **Supper will not be served on Friday. Training will begin at 1800 sharp** in Building 3410, the old Consolidated Dinning Facility on St Augustine St., behind our barracks. Training will end NLT 1400 on Sunday.

5. The cost will be $95 per cadet which will cover meals, lodging and orienteering instructor fees. Make school check out to **Ridgeview High School or RHS**. School checks and paperwork **MUST ARRIVE NLT 20 SEP. Personal checks cannot be accepted. All instructors and adults must also complete a Camp Blanding Joint Training Center Release, Enclosure 2, by this date to ensure everyone is cleared by security.**

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 5, 2019

SCHOOL DISTRICT OF CL/
FIELD TRIP REQ

1. School Requesting: RHS

2. Transportation (Check One):
School Bus(s)_____ Private Vehicle(s)_____ Commercial Carrier ✓ Other_____
If Commercial Carrier or Other, please state type: CTE pays for Charter bus for County

3. Trip(s) Overnight: Yes ✓ No____ Trip(s) Out-of-State: Yes____ No ✓

4. Dates of Field Trip*: 3-19 -3/23/19 Destination*: Orlando / FCCLA State Leadership Conference

5. Group Taking Trip: FCCLA

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:
FCCLA Members will compet against ~~last~~ other FCCLA members from around the State. This will also give them a chance to network

8. Supporting Florida Standards Benchmark(s) with Narrative(s):
13.0 Display interpersonal relationship skills. 14.0 Demonstrate professio

9. Number of Students*: 10 Number of Chaperones*: 1

10. Cost Per Student: $75.00 Budget Code or Source to be charged: 3180 / Culinary
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 12:00pm Returning Time*: 6:00pm
**For School Buses, if more than one bus is requested, reference bus request form.*

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

Bus Requisition Number(s):

Teacher, Team Leader, Department Head, Etc.	Date 8/7/19
Principal	Date 8/7/19
Assistant Superintendent	Date 8/12/19
Superintendent	Date 8/16/19

DRAFT

Alice Powell 8-9-19

SCHOOL DISTRICT OF CLAY

FIELD TRIP REQUE

ADMINISTRATIVELY APPROVED
Received too late for August, 2019 Board Meeting
Received for Information: Sept 5, 2019

1. School Requesting: WJH

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

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

4. Dates of Field Trip*: TBA Aug 30-31, 2019 Destination*: CPC, ~~Orlando, FL~~ Daytona

5. Group Taking Trip: FFA

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

7. Educational Value of Field Trip: Students will participate in leadership training. They will develop themselves as public speakers. They will collaborate with other students to create goals and plans for the year.

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

9. Number of Students*: 2 Number of Chaperones*: 1

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

11. Departure Time*: 8AM Returning Time*: 5PM

**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):

Tanner Rosenbaum Teacher, Team Leader, Department Head, Etc.	Aug 1, 2019 Date
Principal	8-1-19 Date
Assistant Superintendent	8/11/19 Date
Superintendent	8/15/19 Date

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

Kelli Moseley CTE 8-8-19

DRAFT

CTE Standards and Benchmarks		FS-M/LA	NGSSS-Sci	National Standards
08.02	Utilize a record keeping system to collect, interpret, and analyze data.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.W.2.6 LAFS.1112.W.2.6		
08.03	Enhance oral communications through telephone, interview and presentation skills.	LAFS.910.SL.2.6 LAFS.1112.SL.2.6		CRP.04.01.02.a
08.04	Enhance written communication by developing resumes and business letters.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.L.1.1 LAFS.1112.L.1.1 LAFS.910.L.1.2 LAFS.1112.L.1.2		CRP.04.02.02.b
08.05	Demonstrate interpersonal (nonverbal) communication skills.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		
08.06	Demonstrate good listening skills.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.04.03.01.a
09.0	Apply leadership and citizenship skills--The student will be able to:			
09.01	Identify and describe leadership characteristics.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.09.01.01.a
09.02	Identify opportunities to apply acquired leadership skills.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.09.01.02.a
09.03	Identify and demonstrate ways to be an active citizen.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.01.03.02.c
09.04	Participate in community based learning activities.			CRP.01.03.01.a
09.05	Demonstrate the ability to work cooperatively.			CRP.09.03.01.a
09.06	Conduct formal and informal meetings using correct parliamentary procedure skills.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.W.2.6 LAFS.1112.W.2.6		
09.07	Identify the opportunities for leadership development available through the National FFA Organization and/or professional organizations.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		
09.08	Develop both a leadership and a career development plan utilizing SMART goals that include 5, 10, and 20 year benchmarks.			CS.05.01.01.b CRP.10.02.02.a
10.0	Discuss components of food safety and handling practices in agriculture - The student will be able to:			

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SCHOOL DISTRICT OF CLAY (

FIELD TRIP REQUE

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 5, 2019

1. School Requesting: WJH

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

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

4. Dates of Field Trip*: June 15-19, 2020 Destination*: Orlando, FL State FFA convention

5. Group Taking Trip: FFA

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

7. Educational Value of Field Trip: Students will apply what they have learned in the classroom in a competitive setting. They will also interact with industry leaders through an expo

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

9. Number of Students*: 10 Number of Chaperones*: 3

10. Cost Per Student: TBA Budget Code or Source to be charged: FFA3206
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 12 PM Returning Time*: 6PM

**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):

Tanner Rosenbaum Teacher, Team Leader, Department Head, Etc.	Aug 1, 2019 Date
Principal	8-1-19 Date
Assistant Superintendent	8/14/19 Date
Superintendent	8/15/19 Date

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

Kelly P. Mosley CTE 8-8-19

DRAFT

CTE Standards and Benchmarks		FS-M/LA	NGSSS-Sci	National Standards
08.02	Utilize a record keeping system to collect, interpret, and analyze data.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.W.2.6 LAFS.1112.W.2.6		
08.03	Enhance oral communications through telephone, interview and presentation skills.	LAFS.910.SL.2.6 LAFS.1112.SL.2.6		CRP.04.01.02.a
08.04	Enhance written communication by developing resumes and business letters.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.L.1.1 LAFS.1112.L.1.1 LAFS.910.L.1.2 LAFS.1112.L.1.2		CRP.04.02.02.b
08.05	Demonstrate interpersonal (nonverbal) communication skills.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		
08.06	Demonstrate good listening skills.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.04.03.01.a
09.0	Apply leadership and citizenship skills--The student will be able to:			
09.01	Identify and describe leadership characteristics.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.09.01.01.a
09.02	Identify opportunities to apply acquired leadership skills.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.09.01.02.a
09.03	Identify and demonstrate ways to be an active citizen.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.01.03.02.c
09.04	Participate in community based learning activities.			CRP.01.03.01.a
09.05	Demonstrate the ability to work cooperatively.			CRP.09.03.01.a
09.06	Conduct formal and informal meetings using correct parliamentary procedure skills.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.W.2.6 LAFS.1112.W.2.6		
09.07	Identify the opportunities for leadership development available through the National FFA Organization and/or professional organizations.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		
09.08	Develop both a leadership and a career development plan utilizing SMART goals that include 5, 10, and 20 year benchmarks.			CS.05.01.01.b CRP.10.02.02.a
10.0	Discuss components of food safety and handling practices in agriculture - The student will be able to:			

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ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 5, 2019

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUE

1. School Requesting: WH

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

3. Trip(s) Overnight: Yes____ No ✓ Trip(s) Out-of-State: Yes ✓ No____

4. Dates of Field Trip*: Oct 15, 2019 Destination*: Sunbelt Ag Expo

5. Group Taking Trip: FFA

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

7. Educational Value of Field Trip: Students will apply their knowledge of Agriculture tools, implements, and farm animals. They will have the opportunity for hands on experiance with tractors and see a working farm.

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

9. Number of Students*: 50 Number of Chaperones*: 10

10. Cost Per Student: $50.00 Budget Code or Source to be charged: FFA3206
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 6AM Returning Time*: 9PM

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

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

Bus Requisition Number(s):

Tamra Rosenbaum Teacher, Team Leader, Department Head, Etc.	Aug 1, 2019 Date
Principal	8-1-19 Date
Assistant Superintendent	8/11/19 Date
Superintendent	8/16/19 Date

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

CTE Will Mosley 8-8-19

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci	National Standards
03.03 Identify the parts and functions of plant and animal cells.	LAFS.910.RI.1.1 LAFS.1112.RI.1.1		PS.02.02.01.a
03.04 Describe the phases of cell reproduction.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		PS.02.02.01.b
03.05 Implement the scientific method and science process skills through the design and completion of an agriscience research project.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.W.3.8 LAFS.1112.W.3.8		BS.01.01.01.c
03.06 Interpret, analyze, and report data.	LAFS.910.W.2.4 LAFS.1112.W.2.4		BS.02.01.01.b
03.07 Investigate DNA and genetics applications in agriscience including the theory of probability.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		
03.08 Evaluate advances in biotechnology that impact agriculture (e.g. transgenic crops, biological controls, etc.).	LAFS.910.W.3.7 LAFS.1112.W.3.7		BS.01.01.02.a
04.0 Apply environmental principles to the agricultural industry--The student will be able to:		SC.912.E.6.1, 4; SC.912.E.7.1, 4, 6, 7, 8; SC.912.L.17.4, 7, 8, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20; SC.912.L.18.12	
04.01 Research how different climactic and geological activity influences agriculture.	LAFS.910.W.3.8 LAFS.1112.W.3.8		NRS.01.03.02.b
04.02 Describe various ecosystems as they relate to the agriculture industry.	LAFS910.SL.1.1 LAFS.1112.SL.1.1 LAFS.910.W.2.4 LAFS.1112.W.2.4		NRS.02.02.01.a
04.03 Describe the environmental resources (soil, water, air) necessary for agriculture production.	LAFS910.SL.1.1 LAFS.1112.SL.1.1 LAFS.910.W.2.4 LAFS.1112.W.2.4		AS.08.02.01.a
04.04 Identify regulatory agencies that impact agricultural practices.	LAFS910.SL.1.1 LAFS.1112.SL.1.1 LAFS910.L.3.6 LAFS.1112.L.3.6		NRS.02.01.02.a
04.05 Apply Best Management Practices that enhance the natural environment.	LAFS.910.W.2.4 LAFS.1112.W.2.4		
04.06 Identify conservation practices related to natural resources.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		NRS.02.02.02.c

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CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci	National Standards
		SC.912.L.17.11, 12, 13, 15, 16, 17, 18, 19;	
06.01 Explain the economic importance of animals and the products obtained from animals.	LAFS910.SL.1.1 LAFS.1112.SL.1.1 LAFS.910.W.2.4 LAFS.1112.W.2.4		
06.02 Analyze commercially important livestock breeds in Florida.	LAFS.910.W.2.4 LAFS.1112.W.2.4		AS.06.01.02.c
06.03 Illustrate correct terminologies for animal species and conditions (e.g. age, sex, etc.) within those species.	LAFS.910.L.3.6 LAFS.1112.L.3.6		AS.06.01.03.a
06.04 Compare and contrast animal welfare issues.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.SL.2.4 LAFS.1112.SL.2.4		AS.02.01.01.a
06.05 Investigate the nature and properties of food, fiber, and by-products from animals.			AS.06.03.03.a
06.06 Explore career opportunities in animal science.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.SL.2.4 LAFS.1112.SL.2.4		CS.05.01.01.a
07.0 Demonstrate the use of agriscience tools, equipment, and instruments--The student will be able to		SC.912.L.14.4; SC.912.P.12.2, 3, 4, 9;	
07.01 Select and demonstrate proper use of hand tools in agriculture.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CS.03.04.02.a
07.02 Operate service and maintain agriscience equipment, and instruments.			CS.03.04.03.b
07.03 Manage facilities and supplies.			
08.0 Demonstrate agribusiness, employability and human relation skills--The student will be able to:			
08.01 Develop, implement, and maintain work based learning through Supervised Agricultural Experiences (SAE).	LAFS910.SL.1.1 LAFS.1112.SL.1.1 LAFS.910.W.3.7 LAFS.1112.W.3.7 LAFS.910.W.3.8 LAFS.1112.W.3.8 LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.SL.2.4 LAFS.1112.SL.2.4		

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CTE Standards and Benchmarks		FS-M/LA	NGSSS-Sci	National Standards
08.02	Utilize a record keeping system to collect, interpret, and analyze data.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.W.2.6 LAFS.1112.W.2.6		
08.03	Enhance oral communications through telephone, interview and presentation skills.	LAFS.910.SL.2.6 LAFS.1112.SL.2.6		CRP.04.01.02.a
08.04	Enhance written communication by developing resumes and business letters.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.L.1.1 LAFS.1112.L.1.1 LAFS.910.L.1.2 LAFS.1112.L.1.2		CRP.04.02.02.b
08.05	Demonstrate interpersonal (nonverbal) communication skills.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		
08.06	Demonstrate good listening skills.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.04.03.01.a
09.0	Apply leadership and citizenship skills--The student will be able to:			
09.01	Identify and describe leadership characteristics.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.09.01.01.a
09.02	Identify opportunities to apply acquired leadership skills.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.09.01.02.a
09.03	Identify and demonstrate ways to be an active citizen.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		CRP.01.03.02.c
09.04	Participate in community based learning activities.			CRP.01.03.01.a
09.05	Demonstrate the ability to work cooperatively.			CRP.09.03.01.a
09.06	Conduct formal and informal meetings using correct parliamentary procedure skills.	LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.W.2.6 LAFS.1112.W.2.6		
09.07	Identify the opportunities for leadership development available through the National FFA Organization and/or professional organizations.	LAFS910.SL.1.1 LAFS.1112.SL.1.1		
09.08	Develop both a leadership and a career development plan utilizing SMART goals that include 5, 10, and 20 year benchmarks.			CS.05.01.01.b CRP.10.02.02.a
10.0	Discuss components of food safety and handling practices in agriculture - The student will be able to:			

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ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 5, 2019

SCHOOL DISTRICT OF CLAY C

FIELD TRIP REQUE

1. School Requesting: CLAY HIGH SCHOOL

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

3. Trip(s) Overnight: Yes X No___ Trip(s) Out-of-State: Yes X No___

4. Dates of Field Trip*: 6-7 SEPT. 2019 Destination*: CAIRO H.S. GA.

5. Group Taking Trip: MYTOTE UNITS

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: MYTOTE COMPETITION

8. Supporting Florida Standards Benchmark(s) with Narrative(s): ATHLETICS / STEM / ACADEMICS

9. Number of Students*: 5 Number of Chaperones*: 1

10. Cost Per Student: 5.00 Budget Code or Source to be charged: 3167
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 9am 6 SEPT. 2019 Returning Time*: 10 pm 7 SEPT. 2019

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

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

Bus Requisition Number(s):

Teacher, Team Leader, Department Head, Etc.	Date 7/25/19
Principal W. Cary Dicks	Date 8/7/19
Assistant Superintendent	Date 8/7/19
Superintendent	Date 8/8/19

DRAFT

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
September 5, 2019

SCHOOL DISTRICT OF CLAY C(

FIELD TRIP REQUES

1. School Requesting: Oakleaf High Schoo.

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

3. Trip(s) Overnight: Yes ✓ No____ Trip(s) Out-of-State: Yes____ No ✓

4. Dates of Field Trip*: 3-5 - 3-7 Destination*: Orlando

5. Group Taking Trip: Spanish classes / students

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

7. Educational Value of Field Trip: See Attach info - competition in Spanish language.

8. Supporting Florida Standards Benchmark(s) with Narrative(s): Std. 1 Interpersonal listening Std. 2 Interpersonal communication; Presentational Speaking Std. 4 Connections & Communities

9. Number of Students*: 16 Number of Chaperones*: 3 to 2

10. Cost Per Student: 250-300 $ Budget Code or Source to be charged: 3302
    (Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 3-5 8am Returning Time*: 3-7 4:00 pm

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

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

Bus Requisition Number(s):

Teacher, Team Leader, Department Head, Etc.	Date 8/9/19
Principal	Date 8/15/19
Assistant Superintendent	Date 8/15/19
Superintendent	Date

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

FLORIDA STATE SPANISH CONFERENCE

Join us for FSSC 2020 March 5-7
Future dates 2021 March 4-6

DRAFT

YOU ARE AN ACHIEVER - WELCOME!

The Florida State Spanish Conference (FSSC) is an academic competition for high school students from across the state of Florida. In this site you will find all of the necessary information to register your school, all forms and contact information.

ABOUT US | Register for 2020 | Requirements

Events

Hotel

Registration

Competitions:

There are three types of academic competitions:

Impromptu Speeches:

Every student will give a two-minute discourse on a given topic. A list of sample **topics is available on the web site: www.thefssc.org** under the **"HOW IT WORKS"** tab, find **TEMAS** page, **click on *odd years* button. Please note that the topics HAVE CHANGED.** Each school may have up to sixteen delegates on the team, however ***all*** delegates must participate in Impromptu Speech.

Declamation:

A ***maximum of six*** delegates may compete in an **oral presentation of a poem** (**1 min minimum** for **all** students in level 1A, 1B and level 2A; **2 min minimum** for levels 1C, 1D and 2B through level 6. Declamations are **not to exceed 3 minutes**.) *Costume and movements of interpretation permitted and encouraged.*

Dramatic presentation:

Each school may enter one skit or short play, through which triple point value will be obtained.

Level of Spanish Proficiency:

Students will compete according to the level of the class in which they are enrolled (Spanish I-VI). Students enrolled in an AP Spanish class should be listed according to the numerical level corresponding to their years of study of Spanish. There is no AP category, therefore ***AP Language*** is considered ***five years*** and ***AP Literature*** is considered ***six years***. Also, students will be classified according to their level of proficiency:

A. Students have ONLY learned Spanish in the classroom.
B. Students with limited outside experience at home or in a Spanish-speaking environment.
C. Students with extensive outside experience.
D. Students reared and educated in a Spanish-speaking environment.

Judging:

Two judges will rate each delegate on the basis of diction, interpretation, and over-all performance.

Awards:

Each entrant will receive one of four assessments: **"Bueno", "Excelente", "Superior"** and **"Sobresaliente"**.

In each of the school-size groupings defined by the Florida High School Activities Association **(9A, 8A, 7A, 6A, 5A, 4A, 3A, 2A, and 1A)** an outstanding school will be named in each division based on total points accrued by its delegates.

In order to have a chance at a trophy; a school must enter **ALL** three areas of competition with the maximum number of competitors allowed in each category.

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There must be one school sponsor for the first ten students and one co-sponsor for the other six students. The conference is promoted by the Florida Chapter of AATSP, therefore each teacher sending his/her students to participate must pay a Point Room FEE. This fee helps defray the cost of the Points Room supplies and contributes to the number of Senior Essay Cash Awards available. The **Florida Chapter of AATSP and FFLA ARE NOT the same organizations!**

Have you paid your fees???
This year all teachers sending students will pay $15 each

FEES by February 1, 2019 to:

Alejandro Avendaño, Florida Chapter of AATSP Treasurer
10043 NW 13th Ave
Gainesville, FL 32606

For the form, Go to: www.thefssc.org under "HOW IT WORKS" tab click SPONSORS/CHAPERONES link. You will find a button for the form on the right.

Pre-registration:

If you plan to attend the 2019 Florida State Spanish Conference, please fill out the attached form and email to fsscsecretary@gmail.com by October 15, 2018. Payment of $100.00 non-refundable school registration fee, must be made through PayPal® or school check mailed to Linda Villadóniga, FSSC Secretary, 135 Jenkins St., Suite105B #206, St. Augustine, FL 32086

If you have unanswered questions, please contact Linda Villadóniga at ***fsscsecretary@gmail.com*** or via **text only** (please no calls) at 904-377-2252. Please include your name, number and a brief reason for your message. I will return your message or call you as soon as I can.

PLEASE REMEMBER THAT THE SECOND MAILING CONTAINING ADDITIONAL INFORMATION WILL BE SENT IN DECEMBER ONLY TO THOSE SCHOOLS RETURNING THE PRE-REGISTRATION FORM!

We look forward to your participation at #FSSC2019:

Sincerely,

Linda Villadóniga

Linda Villadóniga/FSSC 2016
FSSC Secretary
135 Jenkins St., Suite 105B, #206
St. Augustine, FL 32086
Phone: (904) 377-2252
fsscsecretary@gmail.com

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This is a community service project which you can assign to all your students, your HHS members or Spanish Club Members.
Each participating student will receive a letter from FSSC and also a certificate of participation.

Please bring all blessing bags to #FSSC2019 in a box clearly marked with your school name (there will a designated area for these in the registration area). Turn in a list with the names of the participating students to Linda Villadóniga at the Registration Desk.

Place all "ingredients" in gallon sized Ziplock bags (also marked with school name in Sharpie):

Chap stick
Packages of tissues
Travel size Toothbrush and toothpaste
Comb/brush
Soap Travel size shampoo
Band aids
Hand wipes
Travel size deodorant
Travel size shaving cream and razor
Travel size hand sanitizer

These items may also be added:

A warm pair of socks
A pocket rain poncho
Tampons
Trail mix
Granola bar
Packs of Peanut butter and Cracker or Cheese and Cracker
Pack of gum

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

Title

C10 - 2019-2020 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 2019-20 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.
In 2018-19, the District paid FSCJ less than $5,000 for services rendered.

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 2019-2020 Dual Enrollment Articulation Agreement Between SBCC and FSCJ

Contact

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

Financial Impact

$5000.00 (100.5100730.9007.0000.0000)

Review Comments

Attachments

Sept 2019- FSCJ - SBCC DEAA 2019-20.pdf

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☑ APPROVED 200033

Pending Comments Below Address

CONTRACT REVIEW FORM

BOARD MEETING DATE:

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

Date Submitted: 7/15/19

Name of Contract Initiator: Michael Wingate Email: michael.wingate@myoneclay.net

Telephone Number:

School/Department Submitting Contract: CTE

Vendor Name: Florida State College at Jacksonville (180263)

Contract Title: 2019-2020 Dual Enrollment Articulation Agreement between Clay County Public Schools and Florida State College at Jacksonville

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: -0- **Payment Schedule** (Monthly? Upon delivery? When Finished?):

Funding Source: 0100-5100-0730-9007-0006

Strategic Plan Tie-in Explanation:

SBAO RECEIVED 7/16/19

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

Additional Information: Clay County has very few students attend FSCJ, but we will have a few each year. Therefore, we must have an agreement and budget authority for this purpose.

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: 7/25/19 Approved	Subject To modifying Pg 1 and Pg. B. This should go To Board.
Other Department: Purchasing BTS	Contract 180263 will End, Replaced With this
Review Date: 7-16-2019	Contract 200033
Other Department:	
Review Date:	

RECEIVED JUL 16 2019 PURCHASING

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2019-2020 Dual Enrollment Articulation Agreement
Between The School Board of Clay County, FL 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

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reimburse costs to the postsecondary institution for instruction on the high school sites delivered by high school instructors; and

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.

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.

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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:** 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.

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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.

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 District: 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 District 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.

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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: The College offers on-going professional development for SBCC teachers involved in the Dual Enrollment 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 annual workshops 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

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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 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.

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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.

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. Addison Davis, Superintendent

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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]

[Signature Page to 2019-2020 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 _____2019.

Florida State College at Jacksonville

By _____
Dr. John Avendano,
President

The School Board of Clay County, Florida

By_____
Carol Studdard
Chairman

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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

District 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 presentations at high school sites, on 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

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spring terms, in approved times in fall or spring terms outside of the regular class periods at SBCC school sites, or during any scheduled fall or spring term on the College campus.

Research by the College has demonstrated that students are most successful in full term face-to-face classes. Consequently, student will be preferentially scheduled in those classes rather than a short term or hybrid classes when at all possible.

District 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.

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/schools/higher-ed/fl-college-system/academic-student-affairs/dual-enrollment.stml.

The high school graduation requirement for Economics will be met by taking both ECO 2013 and the one credit ECO 1931 – Financial Literacy, preferably within the same semester.

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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. DCPS 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/schools/higher-ed/fl-college-system/academic-student-affairs/dual-enrollment.stml.

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. 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 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.

3. 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.

4. 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.

5. 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.

6. 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.

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7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.

16. 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 removed from the dual enrollment program.

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. 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.

3. 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.

4. Students must meet all prerequisite requirements for any Career Dual Enrollment courses prior to registration.

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5. 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 SDCC and FSCJ.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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

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spring) taking only high school coursework, if meeting all other eligibility requirements.

13. 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.

14. 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 District and FSCJ personnel. A copy of the Student/Parent Dual Enrollment Contract is included as Exhibit C.

15. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.

16. 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 removed from the dual enrollment program.

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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 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

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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 District 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 removed from the dual enrollment program.

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. Students who wish to enroll in early admission to 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

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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.

2. 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 District by November 1 of the junior year. The deadline to apply for Early Admission status is May 1 of the student's junior year.

3. 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.

4. 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.

5. 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.

6. Students must meet all prerequisite requirements for dual enrollment courses prior to registration.

7. 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.

8. 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.

9. 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

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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 District and FSCJ personnel. A copy of the Student/Parent Dual Enrollment Contract is included as Exhibit C.

10. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.

11. 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 removed from the dual enrollment program.

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 presentations at middle and high school sites, on the FSCJ Dual Enrollment website, College Open House events, and through other collaborative mechanisms with SBCC.

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B. Assessment Services

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

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

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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.

The College Shall:

1. Send preliminary determination of the proposed course list back to District 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 District 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.

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.

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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 list aligning each college campus with specified area high schools for the 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 campus dual enrollment coordinators to handle all dual enrollment and early admission applications. These coordinators 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

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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.
    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

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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.
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 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.

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3. Provide faculty, particularly newly credentialed faculty or those teaching a course for the first time with sample syllabi and additional support.

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.

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F. Curriculum

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.

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.

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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.

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.

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G. Supervision

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.

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.

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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.

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.

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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.

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:

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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:
    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 through Follett bookstore. All tangible textbooks purchased by District are the property of SBCC.

2. Develop and implement textbook agreements with students and their parents describing responsibilities for pickup and return.

3. Require courses taught on the high school or middle school sites to use open resource course shells when available.

4. 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.

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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.

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.

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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

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.

O. Data Sharing and Program Evaluation

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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 at 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 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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Projected Term	Enrolled	Completed (C or higher)	IV. MATHEMATICS (6 credit hours – choose any two from the following)			FSCJ DE 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 PUBLIC SCHOOL DUAL ENROLLMENT/COLLEGIATE CAREER HIGH SCHOOL 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:

- 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.
- ~~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

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FSCJ Dual Enrollment	Date	SBCC	Date

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

Title

C11 - CCSB and OPMC Partnership 2019-2020 Memorandum of Understanding

Description

This agreement is a renewal (Memorandum of Understanding) with Orange Park Medical Center. Orange Park Medical Center has been a strong supporter of the Clay County schools for years. This understanding, which includes a $10,000 contribution to the Clay County School Board, helps fund a number of district-wide student programs.

Gap Analysis

Without this relationship, several programs will need a funding source.

Previous Outcomes

This renewal will be the fourth year that Clay County schools and the Orange Park Medical Center have partnered together. The contribution that OPMC offers helps to financially support several programs that occur throughout the year.

Expected Outcomes

Specific programs that are funded are:

- -Clay County TOY/SREY
- -STEM/Robotics
- -Math Field Day
- -Clay Rotary Science and Engineering Fair
- -Elementary Track Meet
- -Art Show
- -Several IN-KIND donations

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 the 2019-20 OPMC Agreement.

Contact

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

Financial Impact

OPMC donates $10,000 to CCSB

Review Comments

Attachments

- Sept 2019 - 2019-20 OPMC Agreement.pdf

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☑ APPROVED 200032

CONTRACT REVIEW FORM

BOARD MEETING DATE:

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

Date Submitted: 7/15/19

Name of Contract Initiator: Michael Wingate
Telephone Number: Email: michael.wingate@myoneclay.net

School/Department Submitting Contract: C&I

Vendor Name: George Park Medical Center (180261)

Contract Title: CCSB and OPMC Partnership 2019-2020 Memorandum/Understanding

Contract Type: New ☐ Renewal ☑ Amendment ☐ Extension ☐

Date Original Contract Approved: Prior Year's Pricing:

Contract Term: 1-year Renewal Option(s): NOTE REDUCTION in DONATION

Contract Cost: -0- **Payment Schedule** (Monthly? Upon delivery? When Finished?):

Funding Source: N/A

Strategic Plan Tie-in Explanation:

SBAO RECEIVED 7/16/19

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

Additional Information: OPMC donate to CCSB monies and "In-Kind" services, for this year, they have reduced the amount of monies from $25,000 to $10,00, but increased the "In-kind" services.

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: 7/25/19 Approved JBirk	
Other Department: Purchasing BKB	No Cost (Money for District)
Review Date: 7-16-2019	
Other Department:	
Review Date:	

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RECEIVED JUL 16 2019 PURCHASING

CCSB and OPMC Partnership

2019-2020

Memorandum of Understanding

Statement:

This Memorandum of Understanding, created by the Clay County School Board (CCSB) and Orange Park Medical Center (OPMC), renews the Partnership Program between our two organizations for the purpose of promoting and supporting community partnerships at school and district-based events during the 2019-20 school year.

Abstract:

The Clay County School Board and Orange Park Medical Center have partnered to support the school district for the purpose of creating quality events and promoting community partnerships. The CCSB and OPMC financial partnership addresses the following:

- Clay County Math Field Day
- Clay Rotary Science and Engineering Fair
- Clay County Elementary Track Meet
- Clay County Art Show
- Clay County Athletic Physicals and High School Athletic Programs
- Clay county TOY/SREY
- Clay County STEM Programs and Robotics
- Hospital field trips
- Teachers, Staff, Athletic Directors, School Nurses education seminars for in-service or other training meetings:
    1. Concussions
    2. Stop the Bleed
    3. Mental Health
    4. Allergies & Asthma (October 4th – School Nurses for CE credit) – Being coordinated with Kristin Riebe
    5. Any additional topics by request

Project Goal:

To support community partnerships within the Clay County School Board district and improve community awareness.

OPMC Commitment:

- Financial support in the sum of $10,000.00

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- OPMC shall provide, when feasible, pediatric giveaways as an in-kind donation to CCSB when requested by the Superintendent's office. Pediatric giveaways shall be used at school district events.

Financial Agreement: Partnership Agreement with Orange Park Medical Center for the 2019-2020 school year for $10,000, payable in 5 monthly installments of $2,000.00 beginning no later than December 1, 2019.

District Commitment:

The District is devoted to supporting the development of community partnerships to promote school and school-related event capacity.

- Each event, as much as possible, will include "Orange Park Medical Center", name in any advertisement (newspapers) and logo on fliers/handouts that are distributed. Public relations at CCSB will provide this information to local media.
- OPMC may set up a table/tent at the event and distribute information/materials to attendees.
- CCSB will be responsible for creating a banner to be displayed at sponsored events.

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Estimated Amounts	Event	Deliverables	Timeline
IN-KIND	Hospital Field Trips	• OPMC will host hospital field trips for 4 schools, 5th graders only. Schools TBD.	2019-20
$1000	Clay County TOY/SREY	•OPMC, although not a sponsor, will be allowed to distribute information at the Clay County TOY/SREY and have their organization listed with other organizations in the event program.	Winter 2019-20
$1000	STEM Programs and Robotics	•Provide funding to be used for purchase of supplies for STEM programs. •OPMC shall be included as a sponsor for the Clay County Robotics Competition.	Ongoing 2019-20
$2500	Clay County Math Field Day	• Advertisement for OPMC in newspaper/schools	Spring 2020

$5000	Clay Rotary Science and Engineering Fair	• Advertisement for OPMC in newspaper/schools • Banner with name displayed at event (approx. 1250-1500 in attendance) • Distribution of appropriate items to students at event with name/log • Availability of Booth at event for various tests/screening, etc.	November 2019- May 2020
$2000 First Aid In-Kind	Clay County Elementary Track Meet	• Advertisement for OPMC through newspaper/schools • Banner with name displayed at event (approx.1250-1500 in attendance) • Distribution of appropriate items to students at event with name/logo • Availability of Booth at event for various tests/screenings, etc.	Spring 2020
$2000	Clay County Art Show	• Advertisement for OPMC in newspaper/schools • Banner with name displayed at event (approx. 300 students/mall traffic)	Spring 2020
IN-KIND	Employee Education for in-services or other training meetings	• Presentations to school nurses, athletic directors, staff, teachers and counselors on various topics. • Topics to include concussions, mental health, allergies and asthma and various additional topics by request.	2019-2020
IN-KIND	Giveaways	• OPMC shall provide, when feasible, pediatric giveaways as in-kind donation to CCSB when requested by the Superintendent's office. Pediatric giveaways shall be used at school district events.	2019-2020
IN-KIND	Stop the Bleed	Multiple sessions "Stop the Bleed" training provided to staff and students by Orange Park Medical Center Trauma Team	Ongoing 2019-2020
IN-KIND	Concussion Talk	Presentation to Athletic Directors and Coaches by Trauma physicians from Orange Park Medical Center	TBD
IN-KIND	Mental Health Talk	Presentation to school nurses and counselors by behavioral health physicians from Orange Park Medical Center	TBD

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Remaining funds will be designated based on District's assignment.

Witness my hand this _____day of_____, 2019

Orange Park Medical Center

_____
Chris Glenn
Chief Financial Officer

School Board of Clay County, Florida

_____
Carol Studdard
Clay County School Board Chair

Attest: _____
Addison G. Davis
Clay County School District Supt.

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

Title

C12 - COLLEGE/UNIVERSITY AGREEMENTS FOR STUDENT PLACEMENT

Description

This agreement is between Clay County District Schools and Colleges/Universities for pre-service teacher candidates and interns (formerly known as student teachers) to be placed in and receive instruction in Clay County schools. This item includes agreements with Grand Canyon University and Walden University. For the 2019-20 school year, each school has requested one intern each.

Gap Analysis

Without this agreement, interns and pre-interns cannot be placed in Clay County District Schools and would thereby prevent potential teacher candidates from choosing Clay to begin their career.

Previous Outcomes

Clay County District Schools currently has agreements with 20 Colleges/Universities. This is an updated agreement and partnership between Clay County District Schools and Grand Canyon University that was initially in effect in 2008. The agreement with Walden University is for counseling interns and is an additional agreement to the teaching agreement already in place.

Expected Outcomes

Field placement for pre-service teachers provides teacher candidates with real-world experiences that better prepares them for the rigors of classroom teaching.

Strategic Plan Goal

Goal 5: Develop and support great educators, support personnel, and leaders.
Strategy: 5.1: Recruit, screen, hire, and retain top candidates that reflect the diversity of each school, our district, and community.

Recommendation

That the Clay County School Board approve the agreements between Clay County District Schools and Grand Canyon/Walden.

Contact

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

Financial Impact

$0.00

Review Comments

Attachments

200040 Grand Canyon Univ.pdf

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☑ APPROVED

200040

CONTRACT REVIEW FORM ("CRF")

BOARD MEETING DATE:

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

Date Submitted: 7/22/19

Contract Initiator (Name of Person Overseeing the Contract): Jamie Iannone Telephone Number: 336-6951

School/Department Submitting Contract: Professional Development

Vendor/Contractor Name: Grand Canyon University

Contract Title: Grand Canyon University Student Teaching Affiliation Agmt

Contract Type: New ☒ Renewal ☐ Amendment ☐ Extension ☐ Date Original Contract Approved:

Contract Term: 7/18/19 - 12/31/20 Renewal Option(s):

Contract Cost: 0 **Payment Schedule** (Monthly? Upon delivery? When finished?):

Funding Source: N/A **Purchase Requisition No.:**

Strategic Plan Tie-in Explanation: Goal 5: Develop & support great educators, support personnel, and leaders.

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

Additional Information:

CONTRACT REQUIRED DOCUMENTS ("CRD") PACKAGE ATTACHED?

SBAO RECEIVED 8/1/19

RECEIVED JUL 25 2019 PURCHASING

- ✓ **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
Review Date: 7/31/2019	BTS		
Risk Management Department	Approved	Denied	
Review Date:			
School Board Attorney	Approved	Denied	
Review Date: 8.2.19	B.B.		
Information & Technology Dept.	Approved	Denied	
Review Date:			
Business Affairs Division	Approved	Denied	
Review Date:			

THIS IS A NO COST CONTRACT. The contract initiator is responsible for the completion of the contract to include: resolving any comments written on the Contract Review Form, Signatures and keeping the original contract on file at their location.

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Student Teaching Affiliation Agreement Between GCU and Clay County District Schools, FL

1. **PARTIES:** This agreement is entered into on this 18th day of July by and between Grand Canyon University (GCU) and Clay County District Schools located at 900 Walnut Street, Green Cove Springs, FL 32043 . Hereafter referred to as the "District."

2. **PURPOSE:** The purpose of this non-exclusive Agreement is to establish the terms and conditions under which students of GCU may participate in Student Teaching Internships, Practicum and Observations at the schools located in the District.

3. **TERM:** The term of this Agreement begins 7/18/19 and ends 12/31/2020 .

4. **COMPLIANCE WITH HANDBOOK AND POLICY:** GCU and GCU's participating students shall comply with all policies of the University and District. Students accepted to the District for clinical training shall be subject to all applicable policies and regulations of the District and GCU. Prior to assignment of students to the District, GCU will advise students of any specific requirements that must be met to participate in the clinical. These specific requirements are outlined in GCU's student teaching manual. Failure to complete the requirements will result in non-placement of students.

5. **COOPERATING TEACHERS:** The District shall provide qualified Cooperating Teachers to provide oversight, feedback and mentoring to GCU's participating students. Quality standards and service expectations for Cooperating Teachers are outlined in Exhibit A. GCU shall pay a $500 stipend to Cooperating Teachers per each sixteen (16) week session of full-time service. Longer or shorter assignments will be assessed on a pro-rated basis.Compensation will not be provided for practicum courses. The stipends contemplated herein _____. Stipend will be paid upon the completion of the student teaching semester providing all paperwork has been submitted. The relationship between Cooperating Teachers and GCU shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of his/her own state and federal income tax and self-employment tax as applicable.

6. **CONFIDENTIALITY:** GCU shall inform each participating student of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating student of any applicable state law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher that he/she is bound to maintain in confidence, any documents or other confidential information about GCU to which he/she might have access. Any breach of confidentiality by a participating Student or Cooperating Teacher shall be grounds for immediate termination of the clinical experience.

7. **INDEMNIFICATION AND HOLD HARMLESS:** Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. The District will provide participating students with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.

8. **ASSIGNMENT:** The provisions of this agreement shall insure to the benefit of, and shall be binding upon the successors of the parties hereto. Neither this agreement nor any of the rights or obligations here under may be transferred or assigned without prior written consent of the other party.

9. **NOTICES:** Notices under this agreement shall be mailed or delivered to the parties as follows:

University
Dr. Kimberly LaPrade
Dean, College of Education
Grand Canyon University
3300 W. Camelback Road
Phoenix, Arizona 85017

Clay County District Schools
900 Walnut Street
Green Cove Springs, FL 32043

10. **MODIFICATION OF AGREEMENT:** This agreement may be modified only by written amendment executed by all parties.

11. **TERMINATION:** Either party, upon thirty (30) days written notice to the other party, may terminate this agreement.

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12. **PARTNERSHIP/JOINT VENTURE/EMPLOYMENT:** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties.

13. **NONDISCRIMINATION:** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

14. **RESPONSIBILITIES OF GCU**

A. To promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, to take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify the District of the existence and outcome of any complaint of harassment by, against or involving any participating student.

B. GCU agrees to comply with all federal, state and local statutes and regulations applicable to the operation of the Agreement, including without limitations, laws relating to the confidentiality of student records.

C. GCU requires that all students who must enter a FIELDWORK SITE provide us with a current and clear copy of a background check. Students will be prohibited to move forward until this document is received.

D. GCU will maintain in full force and effect, at its sole expense and written by carriers acceptable to District:

i. Commercial General Liability (Minimum Requirements):

Limits of Liability:
$1,000,000 Combined Single Limit
$2,000,000 General Aggregate
$1,000,000 Products Aggregate
$1,000,000 Personal Injury
$5,000 Medical Payments

Coverage:
Premises/Operation Liability
Medical Payments Liability
Contractual Liability
Personal Injury Liability
Independent Contractors

ii. Professional Liability, as related to Educational Services

Limits of Liability:
$1,000,000 each wrongful act
$1,000,000 aggregate

iii. Certificates of Insurance:

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In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written. This contract includes the terms of Addendum A. In event of conflict between this Contract and terms of Addendum A, Addendum A governs + controls.

Grand Canyon University

By: Dr. Kimberly LaPrade
(Signature)

Name: Dr. Kimberly LaPrade

Title: Dean, College of Education

Date: 7/18/19

By: _____
(Signature)

Name: _____
(Please print or type)

Title: _____
(Please print or type)

Date: _____

"ADDENDUM A"
TO
CONTRACT WITH THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

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

1. INDEMNIFICATION

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

2. INSURANCE

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

1. General Liability Policy:
   $1,000,000.00 per occurrence
   $2,000,000.00 aggregate

2. Auto Liability Policy:
   $1,000,000.00 combined single limit
   $5,000,000.00 charter or common carrier

3. Worker's Compensation Policy:
   $100,000

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

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

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

3. RESERVATION OF SOVEREIGN IMMUNITY

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

4. GOVERNING LAW AND VENUE

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

5. LEVEL II BACKGROUND SCREENING

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

6. INDEPENDENT CONTRACTOR

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

7. PUBLIC RECORDS

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

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a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under the contract ("Contract Data") which come within the definition of a "public record" under Chapter 119.

b. Provide to the Board, upon its request and free of charge, a copy of each record which Contractor/Vendor seeks to produce in response to a public records request.

c. Ensure that Contract Data that are considered exempt under Chapter 119 are not disclosed except as authorized by law.

d. Upon completion of its contractual obligations, transfer to the Board, at no cost to the Board, all Contract Data in the Contractor's/Vendor's possession or otherwise keep and maintain such data as required by law.

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

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

8. STUDENT RECORDS

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

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9. PAYMENT TERMS AND CONTINGENCIES

Unless otherwise required by law, the Board's payment obligations (if any) arising from the underlying contract are contingent upon an annual appropriation by the Board and the availability of funds to pay for the contracted goods and/or services provided. If such funds are not appropriated or made available for the underlying contract and results in its termination, such conditions/events shall not constitute a default by the Board.

Contractor/Vendor shall be paid in accordance with the Local Government Prompt Payment Act upon submission of invoices to the District after delivery and acceptance of the goods and/or services provided. Where required, an original invoice referencing a District purchase order number shall be submitted for payment to the District's Accounts Payable Department, 814 Walnut Street, Green Cove Springs, Florida 32043.

Contractor/Vendor agrees to the foregoing terms and conditions of this "Addendum A" as evidenced by the following signature of its authorized representative as of the date indicated below:

Signature: _____

Printed Name: Ali Keeton

Title: Teacher Placement Manager

Date: 7/18/19

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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/18/2019

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 Willis of Arizona, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com
INSURED Grand Canyon University 3300 West Camelback Road Phoenix, AZ 85017	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Philadelphia Indemnity Insurance Company A++ 18058 INSURER B: Hartford Casualty Insurance Company A+ 29424 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** W12083126 **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:			PHPK1859337	08/01/2018	08/01/2019	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 $ 15,000 $ 1,000,000 $ 3,000,000 $ 3,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK1859337	08/01/2018	08/01/2019	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 X DED RETENTION $ 10,000			PHUB641202	08/01/2018	08/01/2019	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		59 WB AC9600	07/01/2019	07/01/2020	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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Physical/sexual abuse coverage is included under General Liability policy.

The School Board of Clay County, Florida is included as an Additional Insured as respects to General Liability.

CERTIFICATE HOLDER

Clay County Schools
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

John Jacobs

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

Title

C13 - 2018-29 Mental Health Allocation Assistance Plan Outcome and Expenditures Report

Description

Clay County District Schools annual program outcomes and expenditures report as required by the Marjory Stoneman Douglas legislation.

Gap Analysis

The purpose of the Mental Health Assistance Allocation is to assist in providing supplemental funding for school districts to establish and expand comprehensive school-based mental health programs that: increase awareness of mental health issues among students, train educators and other school staff in detecting and responding to mental health issues, and connect students and families who may experience behavioral or mental health issues with appropriate services.
Beginning September 30, 2019, and annually thereafter, each entity that receives a mental health assitance allocation must submit a final report to the commissioner on its program outcomes and expenditures for each element of the program.

Previous Outcomes

2018-2019 is the first year the Mental Health Assitance Allocation has been available.

Expected Outcomes

There will be an overall increase in the number of students who receive: screenings or assessments, referrals for services or assistance, and receive services or assitance. There will be an overall increase in the number of staff wo are trained to engage in the services or techniques to assist students with mental or behavioral health needs.

Strategic Plan Goal

Recommendation

Contact

Financial Impact

Review Comments

Attachments

- 2018-2019 MHAAP Report Final.pdf
- MHAA-ReportChecklist.pdf

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Clay County District Schools
2018-2019 Mental Health Assistance Allocation Plan
Outcome and Expenditures Report

FLOE Report Checklist Elements

A) School & Community-based Mental Health Services Provided

Number of students who received mental health screenings or assessments:	**940**
Number of students referred to school-based mental health services providers:	**377**
Number of students referred to community-based mental health service providers:	**2504**
Number of students who received school-based interventions, services, or assistance:	**350**
Number of students who received community-based interventions, services, or assistance:	**590**

TOTAL Mental Health Services Provided

TOTAL number of students who received mental health screenings or assessments:	**940**
TOTAL number of students referred for mental health interventions, services, or assistance:	**2881**
TOTAL number of students who received mental health interventions, services, or assistance:	**948**

B) School & Community-based Mental Health Services Providers Funded by the Allocation

Number of licensed school-based mental health providers funded by the allocation:	**5**
Number of certified school-based mental health providers funded by the allocation:	**9**
Number of licensed community-based mental health providers funded by the allocation:	**0**

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C) Contract-based Collaborative Efforts & Partnerships

List of names of contract-based collaborative efforts and partnerships with community-based mental health programs or agencies:
1) Children's Home Society
2) Clay Action Coalition
3) Clay Behavioral Health Center
4) Right Path Behavioral
5) River's Edge Counseling Center
6) Youth Crisis Center

D) Allocation Expenditure Summary

Mental Health Assistance Allocation Provided in the 2018-2019 Florida Education Finance Program (4/24/19 calculation)**:**	**$936,284.00**
School district expenditures for services provided by staff who are employees of the school district (Section B):	**$578,950.70**
School district expenditures for services provided by contract-based collaborative efforts or partnerships with community-based mental health program agencies or providers (Section C):	**$0.00**
Other Expenditures (specify type & amount):	**$168,244.91**
Charter School Allocation	$28,835.00
Case Managers (Non-certified staff)	$68,853.55
YMHFA Teacher Training Substitutes	$1,636.55
Employee Mileage Reimbursement	$1,612.10
Panorama Education Student Survey License and Program	$49,999.00
Social Emotional Educational Materials	$97.85
Employee Professional Development	$6,323.86
Supplies	$625.00
FTE Adjustment Set Aside	$10,262.00
Total Mental Health Assistance Allocation expenditures:	**$747,195.61**
Unexpended Mental Health Assistance Allocation funds carried forward to next fiscal year:	**$189,088.39**

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Clay County District Schools

2018-2019 Mental Health Assistance Allocation Plan
Outcome and Expenditures Report

Report Approval & Submission

_____	_____
Addison G. Davis, Superintendent	**Carol Studdard, Chair**
Clay County District Schools	**Clay County District Schools**

Date Board Approved:_____

DRAFT

MENTAL HEALTH ASSISTANCE ALLOCATION PLAN OUTCOME AND EXPENDITURES REPORT CHECKLIST
Report Due September 30, 2019

Section A. School and Community-based Mental Health Services Provided	Number
Number of students who received mental health screenings or assessments:	
Number of students referred to school-based mental health services providers:	
Number of students referred to community-based mental health services providers:	
Number of students who received school-based interventions, services or assistance:	
Number of students who received community-based interventions, services or assistance:	

TOTAL Mental Health Services Provided	Total
TOTAL number of students who received mental health screenings or assessments:	
TOTAL number of students referred for mental health interventions, services or assistance:	
TOTAL number of students who received mental health interventions, services or assistance:	

Section B. School and Community-based Mental Health Services Providers Funded by the Allocation	
Number of licensed school-based mental health providers funded by the allocation:	
Number of certified school-based mental health providers funded by the allocation:	
Number of licensed community-based mental health providers funded by the allocation:	

Section C. Contract-based Collaborative Efforts and Partnerships	
List names of contract-based collaborative efforts and partnerships with community-based mental health programs or agencies:	
1.	
2.	
3.	
4.	

Section D. Allocation Expenditure Summary	$ Amount
Mental Health Assistance Allocation provided in the 2018-19 Florida Education Finance Program:	
School district expenditures for services provided by staff who are employees of the school district (Section B):	
School district expenditures for services provided by contract-based collaborative efforts or partnerships with community-based mental health program agencies or providers (Section C):	
Other expenditures (specify type and amount):	
Total Mental Health Assistance Allocation expenditures:	
Unexpended Mental Health Assistance Allocation funds carried forward to next fiscal year:	

Report Submission: Report submitted to the Department of Education by September 30, 2019.	
Submission date:	

DRAFT

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

Title

C14 - Proposed Allocation Changes for 2019-2020

Description

Staff allocation documents clarify how each school, district, department, and division is staffed for the 2019-2020 school year. The School Board is required to take action on all staff allocation changes.

Gap Analysis

These allocations are required to ensure the adequate staffing of the district and the schools.

Previous Outcomes

The district and the schools are adequately staffed.

Expected Outcomes

Staffing will be sufficient to meet the needs of the various schools and district departments.

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Approve the staff allocation plan as submitted.

Contact

Dr. Susan Legutko, Assistant Superintendent, Business Affairs

Financial Impact

TBD

Review Comments

Attachments

Allocation Summary - September 5, 2019.pdf

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PROPOSED CHANGES TO STAFF ALLOCATIONS
2019-2020 SUMMARY
Board Meeting, September 5, 2019

School	Add	Delete	Allocation	Comment	Salary	Benefits	Total Cost
			2019-2020 ACTIONS				
			General Funds				
MHS-0391	0.9		ESE Assistant, General Health	Program Needs	$14,429	$4,192	$18,621
MHS-0391		0.9	Nurse, RN 10 Month or LPN 10 Month	Program Needs	($21,683)	($6,299)	($27,982)
LAE-0451	0.9		ESE Assistant, Behavioral Health	Program Needs	$14,429	$4,192	$18,621
OVE-0621		0.9	ESE Assistant, General Health	Program Needs	($14,429)	($4,192)	($18,621)
OVE-0621		0.9	ESE Assistant, Behavioral Health	Program Needs	($14,429)	($4,192)	($18,621)
				TOTAL:	($21,683)	($6,299)	($27,982)
			Safety and Security (105/1205)				
GCJ-0021	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
BLC-0111	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
WEC-0241		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
OPH-0252	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
MBE-0271		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
KHE-0301		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
KHH-0311	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
CHS-0341	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
LJH-0351	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
LES-0352		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
OPJ-0361	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
WJH-0371	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
MCE-0381		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
MHS-0391	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
CHE-0411		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
RHS-0431	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
LAE-0451		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
PES-0471		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
LAJ-0481	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
WES-0491		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
FIE-0521		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
FIH-0551	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
SPC-0571		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
AES-0591		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
OLJ-0611	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
SLE-0631		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
POE-0651		1.0	School Safety Officer (Guardian)	Program Needs	($24,410)	($7,091)	($31,501)
OHS-0661	1.0		School Safety Officer (Guardian)	Program Needs	$24,410	$7,091	$31,501
				TOTAL:	$0	$0	$0
			Medicaid (1901)				
TRN-9010	1.0		Coordinator of Routing (ESE)	Program Needs	$48,895	$14,204	$63,099
				TOTAL:	$48,895	$14,204	$63,099
			Federal Funds (Title 1)				
TT1-9106		3.0	Computer Lab Assistant	Program Needs	($48,098)	($13,972)	($62,070)
TT1-9106	3.0		Title 1 Assistant	Progam Needs	$44,340	$12,878	$57,208
				TOTAL:	($3,758)	($1,094)	($4,862)
			Federal Funds (FNS)				
OPJ-0361		3.0	Cafeteria Assistant (3.0 hours)		($17,449)	($5,069)	($22,518)
OPJ-0361		1.0	Cafeteria Assistant (5.0 hours)		($9,694)	($2,816)	($12,510)
OPJ-0361		2.0	Cafeteria Assistant (6.0 hours)		($23,266)	($6,759)	($30,025)
OPJ-0361	2.0		Cafeteria Assistant (3.5 hours)		$13,572	$3,943	$17,515
OPJ-0361	1.0		Cafeteria Assistant (5.5 hours)		$10,663	$3,098	$13,761
OPJ-0361	2.0		Cafeteria Assistant (6.5 hours)		$25,204	$7,322	$32,526
TBE-0531		1.0	Cafeteria Assistant (5.0 hours)		($9,694)	($2,816)	($12,510)
TBE-0531		1.0	Cafeteria Assistant (4.0 hours)		($7,755)	($2,253)	($100,008)
TBE-0531		2.0	Cafeteria Assistant (5.75 hours)		($22,296)	($6,477)	($28,773)
TBE-0531	2.0		Cafeteria Assistant (6.25 hours)		$24,235	$7,040	$31,275
OHS-0661	1.0		Cafeteria Assistant (7.5 hours)		$14,541	$4,224	$18,765
OHS-0661		2.0	Cafeteria Assistant (4.0 hours)		($15,510)	($4,506)	($20,016)
				TOTAL:	($17,449)	($5,069)	($112,518)

DRAFT

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

Title

C15 - NSF Write Off Permission

Description

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

S

SCHOOL	MAKER	CK #	CK DATE	AMOUNT	PURPOSE
S. Bryan Jennings Elementary	T. Samford	153	09/11/15	10.00	T-shirt
Wilkinson Elementary	Vallie Brown	101	03/31/14	25.00	Pictures
Wilkinson Elementary	Linda Fulford	2814	03/30/15	55.00	Fundraiser
Wilkinson Elementary	William Mabry	1002	04/08/16	20.00	Pre-K Promotion Pictures
Wilkinson Elementary	Melody Wood	1060	05/02/16	18.00	Book Fair
Wilkinson Elementary	Janet Barker	211	09/28/16	18.00	Book Fair
Wilkinson Elementary	Janet Barker	212	09/28/16	21.50	Book Fair
Wilkinson Elementary	Janet Barker	213	09/28/16	31.75	Fundraiser
Wilkinson Elementary	Angel Ryder	1022	03/17/17	20.00	Yearbook
Wilkinson Elementary	Angel Ryder	1023	03/17/17	20.00	Yearbook
Wilkinson Elementary	Middie Alley	1016	09/29/17	19.24	Book Fair
Wilkinson Elementary	Carrie Reagan	1116	09/29/17	10.68	Book Fair
Middleburg High School	Willie Ward	1101	09/04/18	200.00	Clothes (Student W/D)

Gap Analysis

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

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Approve write off of uncollectible checks as presented.

Contact

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

Financial Impact

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

Review Comments

Attachments

DRAFT

NSF Write off Board meeting Sept 5 2019.pdf

DRAFT

NSF WRITEOFF PERMISSION

	CHECK #	DATE OF CHECK	MAKER OF CHECK	AMOUNT OF CHECK	PAYMENT FOR	ACTIVITY ACCOUNT #	DATE OF RETURN	ITEM OR SERVICE RECEIVED?	STUDENT STILL ENROLLED?	COLLECTION ATTEMPTS (MUST INCLUDE CONTACT BY PRINCIPAL)
1	0001	8/13/18	Ward	$200.00	Clothes	1101	9/4/18	yes	No	letter mailed - Student withdrew over Summer
2										
3										
4										
5										
6										
7										

DRAFT

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. ATTACH COPY OF EACH CHECK SHOWN ABOVE.

Annie Tozer 8/13/19
BOOKKEEPER DATE

8/13/19
PRINCIPAL DATE

MIDDLEBURG HIGH SCHOOL

3750 County Road 220 Middleburg, FL 32068
Phone: (904) 336-8075
Fax: (904) 336-8077
Roger Dailey
Principal

Justin Williams
Vice Principal

Stephanie Palmer
Assistant Principal

Scott Thomas
Assistant Principal

W. Alan Powers
Athletic Director

10/1/18

Willie Ward

Your check #0001 dated 8/13/18 for $ 200.00 was returned for insufficient funds 2 times.
I believe you received fancloth merchandise for this through football.

Please send cash in to the bookkeeper by October 15, 2018 to avoid your students name going on the debt list and not being allowed to participate in activities.

Sincerely,

Roger Dailey
Principal

DRAFT

WES 0491 NSF WRITEOFF PERMISSION

	CHECK #	DATE OF CHECK	MAKER OF CHECK	AMOUNT OF CHECK	PAYMENT FOR	ACTIVITY ACCOUNT #	DATE OF RETURN	ITEM OR SERVICE RECEIVED?	STUDENT STILL ENROLLED?	COLLECTION ATTEMPTS (MUST INCLUDE CONTACT BY PRINCIPAL)
1	101	3/31/14	Vallie Brown	$25.00	Pictures	6150	4/7/14	Yes	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
2	2814	3/30/15	Linda Fulford	$55.00	Fundraiser	3178	4/8/15	Yes	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
3	1002	4/8/16	William Mabry	$20.00	Pre-k Promotion Pictures	3080	4/26/16	Yes	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
4	1060	5/2/16	Melody Wood	$18.00	Book Fair	5100	6/10/16	Yes	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
5	211	9/28/16	Janet Barker	$18.00	Book Fair	5100	10/3/16	Yes	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
6	212	9/28/16	Janet Barker	$21.50	Book Fair	5100	10/3/16	Yes	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
7	213	9/28/16	Janet Barker	$31.75	Fundraiser	5100	10/17/16	Yes	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
8	1022	3/17/17	Angel Ryder	$20.00	Yearbook	3700	3/28/17	Yes	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
9	1023	3/17/17	Angel Ryder	$20.00	Yearbook	3700	3/28/17	Yes	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
10	1016	9/29/17	Middie Alley	$19.24	Book Fair	5100	10/10/17	Yes	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
11	1116	9/29/17	Carrie Reagan	$10.68	Book Fair	5100	10/16/17	Yes	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal

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

BOOKKEEPER DATE

PRINCIPAL DATE 7/15/19

FILED

NSF WRITEOFF PERMISSION

	CHECK #	DATE OF CHECK	MAKER OF CHECK	AMOUNT OF CHECK	PAYMENT FOR	ACTIVITY ACCOUNT #	DATE OF RETURN	ITEM OR SERVICE RECEIVED?	STUDENT STILL ENROLLED?	COLLECTION ATTEMPTS (MUST INCLUDE CONTACT BY PRINCIPAL)
1	153	9-11-15	T. SAMFORD	$10.00	T-Shirt	5100	9-30-15	ITEM	NO	NUMEROUS LETTERS/ PHONE CALLS
2										
3										
4										
5										
6										
7										

LEVARD

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

Patricia Tobbins 6/24/19

BOOKKEEPER DATE

Elise Taylor 6/24/19

PRINCIPAL DATE

S. Bryan Jennings Elementary School

215 Corona Drive – Orange Park, FL 32073

(904) 213-3021 sbj.oneclay.net Fax: (904) 213-3014

Mrs. Tiffany Outman
Principal

Mrs. Carolyn Hayward
Assistant Principal

Mrs. Samford

The check that you submitted to S. Bryan Jennings Elementary has not been honored by your financial institution. Check # 153 in the amount of $10.00 was returned on September 30, 2015. Please remit this payment in cash to the school within 10 days and no further fees will be assessed and your check writing privileges will continue. We understand that things sometimes happen and are happy to work with you.

Thank You

Jennifer Weseman
Bookkeeper

S. Bryan Jennings Elementary

DRAFT

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

Title

C16 - Budget Amendment Report for June 2019

Description

Florida State Board of Education Administrative Rule 6A-1.006 requires that the School Board approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board 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, 2019 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

June 2019 Budget Amendment Report.pdf

DRAFT

CLAY COUNTY DISTRICT SCHOOLS

900 WALNUT STREET, GREEN COVE SPRINGS, FL 32043
P (904) 336-6500 F (904) 336-6536 W oneclay.net

SUPERINTENDENT OF SCHOOLS
Addison G. Davis

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

CLAY COUNTY SCHOOLS
RESOULTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2018-2019
FOR MONTH ENDING JUNE 30, 2019

Florida State Board of Education Administrative Rule 6A-1.006 requires that the School Board approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board form are changed from the original budget approved by the School Board. The Budget Amendments are procedurally necessary to update our budget to reflect changes as outlined in the attached statements.

FUND	DESCRIPTION
GENERAL FUND (100)	THE GENERAL FUND IS THE LARGEST FUND WITHIN THE ACCOUNTING STRUCTURE OF THE SCHOOL DISTRICT. IT IS USED TO REPORT THE DISTRICT'S DAILY, MONTHLY AND ANNUAL FINANCIAL OPERATIONS OF THE SCHOOLS AND DISTRICT OFFICE.
DEBT SERVICE (200)	DEBT SERVICE FUNDS ARE USED TO ACCOUNT FOR AND REPORT FINANCIAL RESOURCES THAT ARE RESTRICTED, COMMITTED OR ASSIGNED TO EXPENDITURES FOR THE DISTRICT'S PRINCIPAL AND INTEREST PAYMENTS FOT ITS' BOND, ALSO KNOWN AS OUTSTANDING DEBT.
CAPITAL PROJECTS (300)	CAPTIAL PROJECT FUNDS ARE USED TO ACCOUNT FOR AND REPORT FINANCIAL RESOURCES THAT ARE RESTRICTED, COMMITTED OR ASSIGNED TO EXPENDITURES FOR MAJOR CAPITAL OUTLAYS, INCLUDING THE ACQUISTION OR CONSTRUCTION OF CAPITAL FACILITIES AND THEIR CAPITAL ASSETS.
SPECIAL REVENUE FOOD SERVICE (410)	SPECIAL REVENUE FUNDS, FOOD SERVICES ARE USED TO ACCOUNT FOR AND REPORT THE PROCEEDS OF SPECIFIC REVENUE SOURCES THAT ARE RESTRICTED OR COMMITTED TO EXPENDITURES FOR THE FOOD SERVICES OPERATIONS.
SPECIAL REVENUE OTHER (420)	SPECIAL REVENUE FUNDS, OTHER ARE USED TO ACCOUNT FOR AND REPORT THE PROCEEDS OF SPECIFIC FEDERAL REVENUE SUCH AS TITLE I, TITLE II, TITLE III THAT ARE RESTRICTED OR COMMITTED TO EXPENDITURES FOR THE SPECIFIC PROGRAM.
SELF INSURANCE (711)	INTERNAL SERVICE FUND IS ESTABLISHED TO ACCOUNT FOR ANY ACTIVITY WITHIN THE SCHOOL DISTRICT THAT PROVIDES GOODS OR SERVICES TO ANOTHER FUND, DEPARTMENT, OR AGENCIES.

DRAFT

CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2018-2019

GENERAL FUND

FUND 100

DRAFT

SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2018-2019
GENERAL FUND
JUNE 2019

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
100	3120	000	425,000.00	-	425,000.00	3121000	Federal Impact Curr Operatio
100	3190	000	350,000.00	-	350,000.00	3191000	R O T C
100	3280	000	349,354.00	200,940.00	550,294.00	3280000	Federal Through Local Revenue
100	3310	000	179,253,934.00	-	179,253,934.00	3310000	Florida Educ Finance Program
100	3315	000	515,999.00	-	515,999.00	3315000	Workforce Development
100	3317	000	8,305.00	-	8,305.00	3317000	Workforce Performance Incentiv
100	3340	000	130,208.00	-	130,208.00	3344000	District Disc Lottery Funds
100	3350	000	325,717.00	-	325,717.00	3355000	Class Size Reduction
100	3350	000	2,204,340.00	-	2,204,340.00	3361000	School Recognition
100	3390	000	2,038,972.74	(200,940.00)	1,838,032.74	3390000	Miscellaneous State Revenue
100	3410	000	53,568,233.00	-	53,568,233.00	3411000	District School Taxes
100	3440	000	154,457.96	-	154,457.96	3440000	Gifts Grants & Bequests
100	3460	000	330.00	330.00	660.00	3461000	Adult Gen Educ Course Fee-Ged
100	3460	000	12,980.35	2,948.36	15,928.71	3462000	Postsecondary Voc Course Fees
100	3460	000	8,440.63	2,076.25	10,516.88	3469000	Other Student Fees-Summer Rec
100	3470	000	400,000.00	-	400,000.00	3471000	Preschool Program Fees
100	3470	000	18,592.17	-	18,592.17	3479000	Other Schl Class Fees-Blc
100	3490	000	179,724.22	-	179,724.22	3490000	Miscellaneous Local Sources
100	3490	000	400,001.00	-	400,001.00	3499000	Receipt Of Food Serv Ind Cost
100	3630	000	232,838.00	-	232,838.00	3630000	Transfer From Capital Projects
100	5100	120	8,024,424.63	-	8,024,424.63	5100120	Bsc FEFP K-12-Teacher Salary
100	5100	121	9,176.61	749.98	9,926.59	5100121	Bsc FEFP K-12-Tech Perform Pay
100	5100	125	88,476.63	-	88,476.63	5100125	Bsc FEFP K-12-Tutoring Salary
100	5100	128	224,471.44	115,287.31	339,758.75	5100128	Bsc FEFP K-12-Ss Classrm Teac
100	5100	130	8,491.42	-	8,491.42	5100130	Bsc FEFP K-12-Other Certified
100	5100	150	196,101.42	-	196,101.42	5100150	Bsc FEFP K-12-Aide
100	5100	155	884.96	-	884.96	5100155	Bsc FEFP K-12-Tutoring Salary
100	5100	160	571.88	-	571.88	5100160	Bsc FEFP K-12-Other Support
100	5100	210	219,519.85	277.90	219,797.75	5100210	Bsc FEFP K-12-Retirement
100	5100	220	544,925.50	201.10	545,126.60	5100220	Bsc FEFP K-12-Social Security
100	5100	230	1,245,681.60	3,194.35	1,248,875.95	5100230	Bsc FEFP K-12-Group Insurance
100	5100	240	68,753.03	(27.00)	68,726.03	5100240	Bsc FEFP K-12-Workmans Comp
100	5100	250	75,633.40	75,633.40	151,266.80	5100250	BASIC K-12-Unemplymnt Comp
100	5100	310	365,756.81	-	365,756.81	5100310	Bsc FEFP K-12-Pro & Tech Serv
100	5100	313	1,459.44	-	1,459.44	5100313	Bsc FEFP K-12-Prof Srvcs - Su
100	5100	330	34,724.87	-	34,724.87	5100330	Bsc FEFP K-12 - Field Trip
100	5100	331	24.98	-	24.98	5100331	Bsc FEFP K-12-Trvl In Cnyt
100	5100	332	280.00	-	280.00	5100332	Bsc FEFP K-12-Trvl Out/County
100	5100	334	28,403.20	-	28,403.20	5100334	Bsc FEFP K-12-Registration Fee
100	5100	350	100,579.29	-	100,579.29	5100350	Bsc FEFP K-12-Repairs And Mai
100	5100	360	39,741.28	-	39,741.28	5100360	Bsc FEFP K-12-Rentals
100	5100	369	173,853.81	79.00	173,932.81	5100369	Bsc FEFP K-12-Tech Rentals
100	5100	370	471.90	-	471.90	5100370	Bsc FEFP K-12-Communications
100	5100	371	20,228.82	-	20,228.82	5100371	Bsc FEFP K-12-Stamps
100	5100	390	89,003.42	270.00	89,273.42	5100390	Bsc FEFP K-12-Othr Purch Srvc
100	5100	391	22,885.42	61.91	22,947.33	5100391	Bsc FEFP K-12-Printing
100	5100	393	791,524.00	-	791,524.00	5100393	Bsc FEFP K-12-Purchased Srvcs
100	5100	510	2,151,657.09	-	2,151,657.09	5100510	Bsc FEFP K-12-Supplies
100	5100	515	147,959.24	-	147,959.24	5100515	Bsc FEFP K-12-Sunprint Fee
100	5100	519	125,057.94	568.40	125,626.34	5100519	Bsc FEFP K-12-Tech Supplies
100	5100	520	2,091,925.92	-	2,091,925.92	5100520	Bsc FEFP K-12-Textbooks, St
100	5100	521	744,962.91	-	744,962.91	5100521	Bsc FEFP K-12-Textbooks-Non S
100	5100	529	1,990,883.32	-	1,990,883.32	5100529	Bsc FEFP K-12-Tech Textbooks
100	5100	530	8,460.82	-	8,460.82	5100530	Bsc FEFP K-12-Periodicals
100	5100	540	230.16	-	230.16	5100540	Bsc FEFP K-12-Oil & Grease
100	5100	550	500.00	-	500.00	5100550	Bsc FEFP K-12-Repair Parts
100	5100	560	204.00	-	204.00	5100560	Bsc FEFP K-12-Tires & Tubes
100	5100	590	550.00	-	550.00	5100590	Bsc FEFP K-12-Other Matl/Supp

DRAFT

SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2018-2019
GENERAL FUND
JUNE 2019

100	5100	612	130.26	130.26	260.52	5100612	Bsc FEFP K-12-Books Exist Lib
100	5100	621	-	(34.39)	(34.39)	5100621	Bsc FEFP K-12-AV Mat $1000/Ovr
100	5100	622	6,474.25	60.50	6,534.75	5100622	Bsc FEFP K-12-AV Mat L/T $1000
100	5100	630	155.08	-	155.08	5100630	Bsc FEFP K-12-Bldg & Fixed Eq
100	5100	641	59,820.32	(2,701.94)	57,118.38	5100641	Bsc FEFP K-12-Equip $1000 Over
100	5100	642	113,903.30	-	113,903.30	5100642	Bsc FEFP K-12-Equip L/T $1000
100	5100	643	2,780.29	(143.87)	2,636.42	5100643	Bsc FEFP K-12-Comp Hdw >$1000
100	5100	644	66,262.87	-	66,262.87	5100644	Bsc FEFP K-12-Cptr Hdwr <1000
100	5100	649	23,409.15	-	23,409.15	5100649	Bsc FEFP K-12-Tech Rel < 1000
100	5100	670	10,828.50	-	10,828.50	5100670	Bsc FEFP K-12-Imprv. Not Bldg
100	5100	681	6,927.00	-	6,927.00	5100681	Basic K12-Non-Cap Remodlg
100	5100	691	-	(515.05)	(515.05)	5100691	Bsc FEFP K-12-Software >1000
100	5100	692	229.18	(900.00)	(670.82)	5100692	Bsc FEFP K-12-Software <1000
100	5100	730	1,516,222.33	166,206.33	1,682,428.66	5100730	Bsc FEFP K-12-Dues And Fees
100	5100	540	112.96	-	112.96	5300540	CTE FEFP K-12-Oil & Grease
100	5200	120	274,738.63	146.43	274,885.06	5200120	Exceptional-Teacher Salary
100	5200	121	68,488.34	-	68,488.34	5200121	Exceptional-Tech Perform Pay
100	5200	140	3,500.00	-	3,500.00	5200140	Exceptional-Substitute Tchr
100	5200	150	111,819.11	-	111,819.11	5200150	Exceptional-Aide
100	5200	160	1,264.97	-	1,264.97	5200160	Exceptional-Other Support
100	5200	210	3,887.41	77.04	3,964.45	5200210	Exceptional-Retirement
100	5200	220	145,867.84	-	145,867.84	5200220	Exceptional-Social Security
100	5200	230	314.88	314.88	629.76	5200230	Exceptional-Group Insurance
100	5200	240	464.07	450.73	914.80	5200240	Exceptional-Workmans Comp
100	5200	310	2,191,302.90	(25,094.64)	2,166,208.26	5200310	Exceptional-Pro & Tech Serv
100	5200	313	12,173.41	-	12,173.41	5200313	Exceptional-Prof Srvcs - Su
100	5200	330	11,000.00	-	11,000.00	5200330	Exceptional - Field Trip
100	5200	331	96,200.00	4,100.00	100,300.00	5200331	Exceptional-Trvl In Cnty
100	5200	334	4,200.00	-	4,200.00	5200334	Exceptional-Registration Fee
100	5200	350	24,414.54	-	24,414.54	5200350	Exceptional-Repairs And Mai
100	5200	360	1,014.36	-	1,014.36	5200360	Exceptional-Rentals
100	5200	369	128,589.56	-	128,589.56	5200369	Exceptional-Tech Rentals
100	5200	371	2,005.00	-	2,005.00	5200371	Exceptional-Stamps
100	5200	379	5,000.00	-	5,000.00	5200379	Exceptional-Tech Communictn
100	5200	390	20,739.80	-	20,739.80	5200390	Exceptional-Othr Purch Srvc
100	5200	391	5,869.39	218.65	6,088.04	5200391	Exceptional-Printing
100	5200	450	5,240.20	-	5,240.20	5200450	Exceptional-Gasoline
100	5200	510	364,044.47	11,755.00	375,799.47	5200510	Exceptional-Supplies
100	5200	515	27,762.72	-	27,762.72	5200515	Exceptional-Sunprint Fee
100	5200	519	1,984.51	-	1,984.51	5200519	Exceptional-Tech Supplies
100	5200	521	36,944.10	-	36,944.10	5200521	Exceptional-Textbooks-Non S
100	5200	530	11,390.09	-	11,390.09	5200530	Exceptional-Periodicals
100	5200	539	177.54	-	177.54	5200539	ESE-Tech Periodicals
100	5200	540	24.00	-	24.00	5200540	Exceptional-Oil & Grease
100	5200	550	1,387.00	549.00	1,936.00	5200550	Exceptional-Repair Parts
100	5200	560	128.00	-	128.00	5200560	Exceptional-Tires & Tubes
100	5200	622	3,825.62	-	3,825.62	5200622	Bsc FEFP K-12-AV Mat L/T $1000
100	5200	630	1,809.16	-	1,809.16	5200630	Exceptional-Bldg & Fixed Eq
100	5200	641	17,935.66	-	17,935.66	5200641	ESE K-12-Equip $1000 Over
100	5200	642	17,080.22	-	17,080.22	5200642	ESE K-12-Equip L/T $1000
100	5200	644	130,442.88	-	130,442.88	5200644	Exceptional-Cptr Hdwr <1000
100	5200	670	58,050.74	-	58,050.74	5200670	Exceptional-Imprv. Not Bldg
100	5200	692	341.55	-	341.55	5200692	Bsc FEFP K-12-Software <1000
100	5200	730	21,419.00	-	21,419.00	5200730	Exceptional-Dues And Fees
100	5200	750	15,604.07	-	15,604.07	5200750	Exceptional-Oth Pers Srvcs
100	5300	120	75,692.15	-	75,692.15	5300120	Applied Tech -Teacher Salary
100	5300	150	1,877.00	-	1,877.00	5300150	Aide
100	5300	220	11,771.69	-	11,771.69	5300220	Applied Tech -Social Security
100	5300	240	988.23	988.23	1,976.46	5300240	Applied Tech -Workmans Comp

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100	5300	310	4,240.00	-	4,240.00	5300310	Applied Tech -Pro & Tech Serv
100	5300	313	1,114.40	890.96	2,005.36	5300313	Applied Tech -Prof Srvcs - Su
100	5300	319	600.00	-	600.00	5300319	Applied Tech -Tech Prof
100	5300	330	10,627.53	-	10,627.53	5300330	Applied Tech - Field Trip
100	5300	331	849.08	-	849.08	5300331	Applied Tech-Trvl In Cnty
100	5300	332	17,517.07	-	17,517.07	5300332	Applied Tech - Trvl Out/Count
100	5300	333	1,931.36	-	1,931.36	5300333	Applied Tech - Tvl Out/State
100	5300	334	715.00	-	715.00	5300334	Applied Tech -Registration Fe
100	5300	350	9,963.19	158.00	10,121.19	5300350	Applied Tech -Repairs And Mai
100	5300	360	16,216.75	-	16,216.75	5300360	Applied Tech -Rentals
100	5300	369	281,325.66	-	281,325.66	5300369	Applied Tech -Tech Rentals
100	5300	390	8,564.89	-	8,564.89	5300390	Applied Tech -Othr Purch Srvc
100	5300	391	5,000.00	-	5,000.00	5300391	Applied Tech -Printing
100	5300	420	2,400.00	-	2,400.00	5300420	Applied Tech -Bottled Gas
100	5300	450	460.00	-	460.00	5300450	Applied Tech -Gasoline
100	5300	510	1,281,079.66	(1,000.00)	1,280,079.66	5300510	Applied Tech -Supplies
100	5300	511	8,067.60	-	8,067.60	5300511	Applied Tech-Supplies for land
100	5300	515	7,867.05	391.18	8,258.23	5300515	Applied Tech -Sunprint Fee
100	5300	519	10,347.46	-	10,347.46	5300519	Applied Tech -Tech Supplies
100	5300	520	112.96	-	112.96	5300520	Applied Tech -Textbooks, St
100	5300	521	91,866.28	-	91,866.28	5300521	Applied Tech -Textbooks-Non S
100	5300	529	19,504.37	-	19,504.37	5300529	Applied Tech -Tech Textbooks
100	5300	550	906.82	906.82	1,813.64	5300550	Applied Tech -Repair Parts
100	5300	590	3,739.32	-	3,739.32	5300590	Applied Tech -Other Matl/Supp
100	5300	622	12,590.14	-	12,590.14	5300622	Bsc FEFP K-12-AV Mat L/T $1000
100	5300	630	29,010.44	-	29,010.44	5300630	Applied Tech -Bldg & Fixed Eq
100	5300	641	87,006.31	-	87,006.31	5300641	APP TECH K-12-Equip $1000 Over
100	5300	642	71,167.66	-	71,167.66	5300642	APP TECH K-12-Equip L/T $1000
100	5300	643	46,787.63	-	46,787.63	5300643	Applied Tech-Comp Hdw > $1000
100	5300	644	242,585.00	-	242,585.00	5300644	Applied Tech - Cptr Hdwr <1000
100	5300	648	1,710.10	-	1,710.10	5300648	Applied Tech - Furn > 1000
100	5300	649	17,512.45	-	17,512.45	5300649	Applied Tech - Furn < 1000
100	5300	670	3,169.00	-	3,169.00	5300670	Applied Tech -Imprv. Not Bldg
100	5300	680	19,275.00	-	19,275.00	5300680	CTE-Cap Remodeling
100	5300	691	5,270.00	-	5,270.00	5300691	Bsc FEFP K-12-Software >1000
100	5300	692	51,746.66	-	51,746.66	5300692	Bsc FEFP K-12-Software <1000
100	5300	730	129,880.00	(301.00)	129,579.00	5300730	Applied Tech -Dues And Fees
100	5400	120	204,519.13	-	204,519.13	5400120	Adult Gen -Teacher Salary
100	5400	121	1,000.00	-	1,000.00	5400121	Adult Gen -Tech Perform Pay
100	5400	210	4,160.60	-	4,160.60	5400210	Adult Gen -Retirement
100	5400	220	2,470.48	-	2,470.48	5400220	Adult Gen -Social Security
100	5400	230	53.45	53.45	106.90	5400230	Adult Gen -Group Insurance
100	5400	240	405.54	78.25	483.79	5400240	Adult Gen -Workmans Comp
100	5400	331	3,000.00	-	3,000.00	5400331	Adult Gen-Trvl In Cnty
100	5400	350	3,095.68	-	3,095.68	5400350	Adult Gen -Repairs And Mai
100	5400	360	2,135.00	(55.00)	2,080.00	5400360	Adult Gen -Rentals
100	5400	369	2,029.00	-	2,029.00	5400369	Adult Gen -Tech Rentals
100	5400	379	1,746.69	246.69	1,993.38	5400379	Adult Gen -Tech Communictn
100	5400	390	49,325.44	2,311.88	51,637.32	5400390	Adult Gen -Othr Purch Srvc
100	5400	510	50,137.65	(191.69)	49,945.96	5400510	Adult Gen -Supplies
100	5400	515	2,593.91	-	2,593.91	5400515	Adult Gen -Sunprint Fee
100	5400	520	5,000.00	-	5,000.00	5400520	Adult Gen -Textbooks, St
100	5400	521	1,521.38	(60.62)	1,460.76	5400521	Adult Gen -Textbooks-Non S
100	5400	529	1,116.00	-	1,116.00	5400529	Adult Ed -Tech Textbooks
100	5400	530	3,150.00	-	3,150.00	5400530	Adult Gen -Periodicals
100	5400	641	5,000.00	-	5,000.00	5400641	ADLT GEN K-12-Equip $1000 Over
100	5400	642	5,000.00	-	5,000.00	5400642	ADLT GEN-Equip L/T $1000
100	5400	643	5,000.00	-	5,000.00	5400643	Adult Gen-Comp Hdw > $1000
100	5400	644	17,546.99	-	17,546.99	5400644	Adult Gen - Cptr Hdwr <1000

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100	5400	691	4,640.12	(359.88)	4,280.24	5400691	Bsc FEFP K-12-Software >1000
100	5400	692	359.88	359.88	719.76	5400692	Bsc FEFP K-12-Software <1000
100	5400	750	13,243.50	-	13,243.50	5400750	Adult Gen -Oth Pers Srvcs
100	5500	120	1,479.06	-	1,479.06	5500120	Pre K-Teacher Salary
100	5500	150	364.35	-	364.35	5500150	Pre K-Aide
100	5500	220	136.05	-	136.05	5500220	Pre K-Social Security
100	5500	330	4,259.87	-	4,259.87	5500330	Pre K - Field Trip
100	5500	360	869.98	-	869.98	5500360	Pre K-Rentals
100	5500	369	670.00	-	670.00	5500369	Pre K-Tech Rentals
100	5500	390	150.00	-	150.00	5500390	Pre K-Othr Purch Srvc
100	5500	510	108,071.81	-	108,071.81	5500510	Pre K-Supplies
100	5500	530	321.00	-	321.00	5500530	Pre K Periodicals
100	5500	622	413.51	-	413.51	5500622	Bsc FEFP K-12-AV Mat L/T $1000
100	5500	642	907.99	-	907.99	5500642	PK-Equip L/T $1000
100	5900	120	14,702.12	-	14,702.12	5900120	Other Instructi-Teacher Salary
100	5900	369	119.88	-	119.88	5900369	Other Instructi-Tech Rentals
100	6100	110	186,000.00	-	186,000.00	6100110	Pupil Per Srvcs-Administrator
100	6100	120	3,269.21	-	3,269.21	6100120	Pupil Per Srvcs-Teacher Salary
100	6100	130	2,113,645.29	-	2,113,645.29	6100130	Pupil Per Srvcs-Other Certifie
100	6100	131	15,691.21	-	15,691.21	6100131	Pupil Per Srvcs-OthCertPerfrom
100	6100	160	237,268.05	-	237,268.05	6100160	Pupil Per Srvcs-Other Support
100	6100	210	207,751.99	-	207,751.99	6100210	Pupil Per Srvcs-Retirement
100	6100	220	194,889.80	-	194,889.80	6100220	Pupil Per Srvcs-Social Securit
100	6100	230	571,232.05	-	571,232.05	6100230	Pupil Per Srvcs-Group Insuranc
100	6100	240	9,417.37	-	9,417.37	6100240	Pupil Per Srvcs-Workmans Comp
100	6100	313	43,002.13	-	43,002.13	6100313	Pupil Per Srvcs-Prof Srvcs - S
100	6100	331	19,778.19	-	19,778.19	6100331	Pupil Per Srvcs-Travel InCnty
100	6100	332	150.00	150.00	300.00	6100332	Pupil Per Srvcs-Travel OutCnty
100	6100	350	3,220.00	-	3,220.00	6100350	Pupil Per Srvcs-Repairs And Ma
100	6100	369	57,999.00	(5,001.00)	52,998.00	6100369	Pupil Per Srvcs-Tech Rentals
100	6100	371	350.00	-	350.00	6100371	Pupil Per Srvcs-Stamps
100	6100	379	10,918.13	202.87	11,121.00	6100379	Pupil Per Srvcs-Tech Communict
100	6100	391	304.17	53.79	357.96	6100391	Pupil Per Srvcs-Printing
100	6100	393	29,051.00	-	29,051.00	6100393	Pupil Per Srvcs-Purchased Srvc
100	6100	510	20,714.28	(500.00)	20,214.28	6100510	Pupil Per Srvcs-Supplies
100	6100	515	4,586.10	-	4,586.10	6100515	Pupil Per Srvcs-Sunprint Fee
100	6100	519	297.47	-	297.47	6100519	Pupil Per Srvcs-Tech Supplies
100	6100	540	100.00	-	100.00	6100540	Pupil Per Srvcs-Oil & Grease
100	6100	550	200.00	-	200.00	6100550	Pupil Per Srvcs-Repair Parts
100	6100	560	700.00	-	700.00	6100560	Pupil Per Srvcs-Tires & Tubes
100	6100	590	584.53	-	584.53	6100590	Pupil Per Srvcs-Other Matl/Sup
100	6100	622	229.39	-	229.39	6100622	Bsc FEFP K-12-AV Mat L/T $1000
100	6100	641	3,375.02	-	3,375.02	6100641	PUPL PER SVC-Equip $1000 Over
100	6100	642	21,767.11	500.00	22,267.11	6100642	PUPL PRSN SVCS-Equip L/T $1000
100	6100	643	0.65	-	0.65	6100643	Pupil Per Svc-Comp Hdw>$1000
100	6100	649	719.35	-	719.35	6100649	Pupil Per Srvcs - Furn < 1000
100	6100	730	125.00	-	125.00	6100730	Pupil Per Srvcs-Dues And Fees
100	6100	750	10,193.12	-	10,193.12	6100750	Pupil Per Srvcs-Oth Pers Srvcs
100	6200	130	25,225.26	-	25,225.26	6200130	Inst Media-Other Certified
100	6200	160	11,130.99	-	11,130.99	6200160	Inst Media-Other Support
100	6200	220	2,676.25	-	2,676.25	6200220	Inst Media-Social Security
100	6200	313	2,223.60	-	2,223.60	6200313	Inst Media-Prof Srvcs - Su
100	6200	350	3,726.87	-	3,726.87	6200350	Inst Media-Repairs And Mai
100	6200	369	146,615.90	-	146,615.90	6200369	Inst Media-Tech Rentals
100	6200	371	4.94	-	4.94	6200371	Inst Media-Stamps
100	6200	390	545.93	-	545.93	6200390	Inst Media-Othr Purch Srvc
100	6200	391	18.01	-	18.01	6200391	Inst Media-Printing
100	6200	510	30,755.19	-	30,755.19	6200510	Inst Media-Supplies
100	6200	515	583.00	290.00	873.00	6200515	Inst Media-Sunprint Fee

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100	6200	519	6,221.29	-	6,221.29	6200519	Inst Media-Tech Supplies
100	6200	530	2,064.23	-	2,064.23	6200530	Inst Media-Periodicals
100	6200	539	350.00	-	350.00	6200539	Inst Media-Tech Periodicals
100	6200	590	350.00	-	350.00	6200590	Inst Media-Other Matl/Supp
100	6200	612	122,674.82	-	122,674.82	6200612	Inst Media-Books Exist Lib
100	6200	614	22,722.33	-	22,722.33	6200614	Inst Media-Library Books-E
100	6200	622	5,367.33	-	5,367.33	6200622	Bsc FEFP K-12-AV Mat L/T $1000
100	6200	641	5,873.16	-	5,873.16	6200641	INST MED K12-Equip $1000 Over
100	6200	642	51,213.58	-	51,213.58	6200642	INST MEDIA-Equip L/T $1000
100	6200	643	-	-	-	6200643	Inst Media-Comp Hdw > $1000
100	6200	644	8,635.69	-	8,635.69	6200644	Inst Media - Cptr Hdwr <1000
100	6200	649	1,496.71	-	1,496.71	6200649	Inst Media - Furn < 1000
100	6200	692	299.75	-	299.75	6200692	Bsc FEFP K-12-Software <1000
100	6200	730	120.00	60.00	180.00	6200730	Inst Media-Dues And Fees
100	6200	130	60,000.00	-	60,000.00	6250130	Film Lib -Other Certified
100	6200	210	6,505.49	-	6,505.49	6250210	Film Lib -Retirement
100	6200	220	6,025.06	-	6,025.06	6250220	Film Lib -Social Security
100	6200	230	8,395.71	-	8,395.71	6250230	Film Lib -Group Insurance
100	6200	240	1,126.25	-	1,126.25	6250240	Film Lib -Workmans Comp
100	6200	331	1,163.10	-	1,163.10	6250331	Film Lib-Trvl In Cnty
100	6200	369	5,079.30	-	5,079.30	6250369	Film Lib -Tech Rentals
100	6200	510	824.00	-	824.00	6250510	Film Lib -Supplies
100	6200	530	1,455.00	-	1,455.00	6250530	Film Lib -Periodicals
100	6200	612	1,587.93	-	1,587.93	6250612	Film Lib -Books Exist Lib
100	6200	614	11,666.05	-	11,666.05	6250614	Film Lib -Library Books-E
100	6200	644	610.81	-	610.81	6250644	Film Lib - Cptr Hdwr <1000
100	6300	110	21,000.00	-	21,000.00	6300110	Inst/Curr Dev -Administrator
100	6300	120	2,422.87	-	2,422.87	6300120	Inst/Curr Dev -Teacher Salary
100	6300	130	62,468.38	2,493.17	64,961.55	6300130	Inst/Curr Dev -Other Certifie
100	6300	131	23,792.87	-	23,792.87	6300131	Inst/Curr Dev -OthCertPerfrom
100	6300	160	123,026.50	-	123,026.50	6300160	Inst/Curr Dev -Other Support
100	6300	210	15,945.26	-	15,945.26	6300210	Inst/Curr Dev -Retirement
100	6300	220	14,447.84	-	14,447.84	6300220	Inst/Curr Dev -Social Securit
100	6300	230	20,561.10	-	20,561.10	6300230	Inst/Curr Dev -Group Insuranc
100	6300	240	2,625.28	-	2,625.28	6300240	Inst/Curr Dev -Workmans Comp
100	6300	331	24,823.91	-	24,823.91	6300331	Inst/Curr Dev-Trvl In Cnty
100	6300	332	2,271.62	-	2,271.62	6300332	Inst/Curr Dev - Trvl Out/Coun
100	6300	350	4,796.96	-	4,796.96	6300350	Inst/Curr Dev -Repairs And Ma
100	6300	369	4,966.73	-	4,966.73	6300369	Inst/Curr Dev -Tech Rentals
100	6300	371	162.38	-	162.38	6300371	Inst/Curr Dev -Stamps
100	6300	372	804.89	250.00	1,054.89	6300372	Inst/Curr Dev -Wireless Plan
100	6300	379	6,108.19	-	6,108.19	6300379	Inst/Curr Dev -Tech Communict
100	6300	390	580.82	-	580.82	6300390	Inst/Curr Dev -Othr Purch Srv
100	6300	391	1,303.65	-	1,303.65	6300391	Inst/Curr Dev -Printing
100	6300	450	89.00	-	89.00	6300450	Inst/Curr Dev -Gasoline
100	6300	510	23,529.83	(101.38)	23,428.45	6300510	Inst/Curr Dev -Supplies
100	6300	515	5,272.00	-	5,272.00	6300515	Inst/Curr Dev -Sunprint Fee
100	6300	519	13,364.76	-	13,364.76	6300519	Inst/Curr Dev - Tech Supplies
100	6300	530	391.50	-	391.50	6300530	Inst/Curr Dev -Periodicals
100	6300	540	21.00	-	21.00	6300540	Inst/Curr Dev -Oil & Grease
100	6300	550	143.12	-	143.12	6300550	Inst/Curr Dev -Repair Parts
100	6300	590	332.40	-	332.40	6300590	Inst/Curr Dev -Other Matl/Sup
100	6300	622	809.59	-	809.59	6300622	Bsc FEFP K-12-AV Mat L/T $1000
100	6300	641	6,506.95	-	6,506.95	6300641	INST CURR-Equip $1000 Over
100	6300	642	13,431.43	-	13,431.43	6300642	INST CURR-Equip L/T $1000
100	6300	643	5,464.23	-	5,464.23	6300643	Inst/Curr Dev-Comp Hdw > $1000
100	6300	644	10,925.70	-	10,925.70	6300644	Inst/Curr Dev - Cptr Hdwr <100
100	6300	649	1,478.53	-	1,478.53	6300649	Inst/Curr Dev - Furn < 1000
100	6300	730	4,779.00	-	4,779.00	6300730	Inst/Curr Dev -Dues And Fees

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100	6300	750	2,000.00	-	2,000.00	6300750	Inst/Curr Dev -Oth Pers Srvcs
100	6400	110	500.00	-	500.00	6400110	Inst Stf Trning-Administrator
100	6400	120	20,805.00	-	20,805.00	6400120	Inst Stf Trning-Teacher Salary
100	6400	130	62,078.14	-	62,078.14	6400130	Inst Stf Trning-Other Certifie
100	6400	150	1,827.00	-	1,827.00	6400150	Inst Stf Trning-Aide
100	6400	210	278.04	-	278.04	6400210	Inst Stf Trning-Retirement
100	6400	220	2,488.51	-	2,488.51	6400220	Inst Stf Trning-Social Securit
100	6400	230	2,584.04	-	2,584.04	6400230	Inst Stf Trning-Group Insuranc
100	6400	240	369.45	-	369.45	6400240	Inst Stf Trning-Workmans Comp
100	6400	310	108,752.86	-	108,752.86	6400310	Inst Stf Trning-Pro & Tech Ser
100	6400	313	73,012.51	-	73,012.51	6400313	Inst Stf Trning-Prof Srvcs - S
100	6400	320	200.00	-	200.00	6400320	Insurance & Bond Premiums
100	6400	331	10,666.25	3,166.25	13,832.50	6400331	Inst Stf Trning-Trvl In Cnty
100	6400	332	91,910.38	-	91,910.38	6400332	Inst Stf Trning- Trvl Out/Coun
100	6400	333	21,828.11	3,801.00	25,629.11	6400333	Inst Stf Trning - Tvl Out/Stat
100	6400	334	60,560.02	-	60,560.02	6400334	Inst Stf Trning-Registration F
100	6400	360	7,500.00	-	7,500.00	6400360	Inst Stf Trning-Rentals
100	6400	369	4,779.86	-	4,779.86	6400369	Inst Stf Trning-Tech Rentals
100	6400	371	94.71	94.71	189.42	6400371	Inst Stf Trning-Stamps
100	6400	390	107,152.09	-	107,152.09	6400390	Inst Stf Trning-Othr Purch Srv
100	6400	391	3,912.74	3,000.00	6,912.74	6400391	Inst Stf Trning-Printing
100	6400	510	110,473.61	-	110,473.61	6400510	Inst Stf Trning-Supplies
100	6400	519	397.00	-	397.00	6400519	Inst Stf Trning-Tech Supplies
100	6400	521	100.00	-	100.00	6400521	Inst Stf Trning-Textbooks-Non
100	6400	590	9,181.23	-	9,181.23	6400590	Inst Stf Trning-Other Matl/Sup
100	6400	622	21.87	-	21.87	6400622	Bsc FEFP K-12-AV Mat L/T $1000
100	6400	642	13,749.27	(41.00)	13,708.27	6400642	INST STF TRNG-Equip L/T $1000
100	6400	649	2,000.00	-	2,000.00	6400649	Prof Dev - Furn < 1000
100	6400	730	3,160.00	-	3,160.00	6400730	Inst Stf Trning-Dues And Fees
100	6500	230	200,000.00	200,000.00	400,000.00	6500230	Inst Rel Tech-Group Insurance
100	6500	331	153.96	-	153.96	6500331	Inst Rel Tech-Trvl In Cnty
100	6500	369	32,395.60	-	32,395.60	6500369	Inst Rel Tech-Tech Rentals
100	6500	379	37,830.90	-	37,830.90	6500379	Inst Rel Tech-Tech Communictn
100	6500	390	32,167.10	1,241.06	33,408.16	6500390	Inst Rel Tech-Othr Purch Srvc
100	6500	399	572,656.45	(423.57)	572,232.88	6500399	Inst Rel Tech-TechOthPurchSrvc
100	6500	510	446.44	(88.19)	358.25	6500510	Inst Rel Tech-Supplies
100	6500	519	41,861.35	(3,417.92)	38,443.43	6500519	Inst Rel Tech-Tech Supplies
100	6500	642	33,000.00	33,000.00	66,000.00	6500642	INST RELATED-Equip L/T $1000
100	7100	331	2,750.00	925.00	3,675.00	7100331	Board-Travel-In County
100	7100	359	5,000.00	-	5,000.00	7100359	Board-Tech RepairsMai
100	7100	378	540.00	-	540.00	7100378	Board-Cell Phones
100	7100	641	15,444.80	-	15,444.80	7100641	SCH BOARD-Equip $1000 Over
100	7100	369	4,027.04	-	4,027.04	7101369	Sch Brd Atry K-12-Tech Rentals
100	7100	379	750.00	-	750.00	7101379	SchBrd Attorney-Tech Communict
100	7100	390	123.00	-	123.00	7101390	Board Atrny-Othr Purch Srvc
100	7100	515	1,800.00	-	1,800.00	7101515	SchBrd Attorney-Sunprint Fee
100	7100	519	50.00	-	50.00	7101519	SchBrd Attorney-Tech Supplies
100	7200	360	450.00	-	450.00	7200360	General Admin-Rentals
100	7200	390	18,522.80	-	18,522.80	7200390	General Admin-Othr Purch Srvc
100	7200	519	75.00	-	75.00	7200519	Gen Admin-Tech Supplies
100	7300	110	141,847.91	-	141,847.91	7300110	School Admin-Administrator
100	7300	130	882.99	882.99	1,765.98	7300130	School Admin-Other Certified
100	7300	160	119,080.45	-	119,080.45	7300160	School Admin-Other Support
100	7300	210	4,044.54	116.82	4,161.36	7300210	School Admin-Retirement
100	7300	220	16,323.54	54.78	16,378.32	7300220	School Admin-Social Security
100	7300	230	707,281.60	962.78	708,244.38	7300230	School Admin-Group Insurance
100	7300	240	1,812.75	-	1,812.75	7300240	School Admin-Workmans Comp
100	7300	330	21.58	-	21.58	7300330	School Admin - Field Trip
100	7300	331	10,927.33	-	10,927.33	7300331	School Admin-Trvl In Cnty

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100	7300	332	7,958.62	-	7,958.62	7300332	School Admin - Trvl Out/County
100	7300	350	7,599.36	-	7,599.36	7300350	School Admin-Repairs And Mai
100	7300	360	133.94	-	133.94	7300360	School Admin-Rentals
100	7300	369	2,754.00	79.00	2,833.00	7300369	School Admin-Tech Rentals
100	7300	390	619.17	-	619.17	7300390	School Admin-Othr Purch Srvc
100	7300	391	1,976.52	-	1,976.52	7300391	School Admin-Printing
100	7300	510	20,756.16	(245.73)	20,510.43	7300510	School Admin-Supplies
100	7300	515	1,791.41	-	1,791.41	7300515	School Admin-Sunprint Fee
100	7300	519	175.87	-	175.87	7300519	School Admin-Tech Supplies
100	7300	590	522.90	-	522.90	7300590	School Admin-Other Matl/Supp
100	7300	622	16.39	-	16.39	7300622	Bsc FEFP K-12-AV Mat L/T $1000
100	7300	641	8,452.18	-	8,452.18	7300641	SCH ADMIN-Equip $1000 Over
100	7300	642	12,931.29	-	12,931.29	7300642	SCH ADMIN-Equip L/T $1000
100	7300	644	3,094.91	-	3,094.91	7300644	School Admin - Cptr Hdwr <1000
100	7300	649	1,169.57	-	1,169.57	7300649	School Admin - Furn < 1000
100	7300	730	16,472.75	-	16,472.75	7300730	School Admin-Dues And Fees
100	7400	360	18,490.00	-	18,490.00	7400360	Fac Aq/Const-Rentals
100	7400	369	10,700.00	-	10,700.00	7400369	Fac Aq/Const-Tech Rentals
100	7400	379	2,819.00	-	2,819.00	7400379	Fac Aq/Const-Tech Communictn
100	7400	390	448,195.36	(1,000.00)	447,195.36	7400390	Fac Aq/Const-Othr Purch Srvc
100	7400	450	900.00	-	900.00	7400450	Fac Aq/Const-Gasoline
100	7400	510	25,625.00	(3,800.00)	21,825.00	7400510	Fac Aq/Const-Supplies
100	7400	515	25.00	-	25.00	7400515	Facilities-Sunprint Fee
100	7400	530	10.00	-	10.00	7400530	Fac Aq/Const-Periodicals
100	7400	630	549,569.70	-	549,569.70	7400630	Fac Aq/Const-Bldg & Fixed Eq
100	7400	641	6,525.00	-	6,525.00	7400641	FAC ACQ CONST-Equip $1000 Over
100	7400	642	18,250.72	-	18,250.72	7400642	FAC ACQ CONST-Equip L/T $1000
100	7400	643	46,795.84	-	46,795.84	7400643	Fac Aq/Const-Comp Hdw > $1000
100	7400	644	561.00	-	561.00	7400644	Fac Aq/Const - Cptr Hdwr <1000
100	7400	649	233.28	-	233.28	7400649	Fac Aq/Const - Furn < 1000
100	7400	670	169,511.84	-	169,511.84	7400670	Fac Aq/Const-Imprv. Not Bldg
100	7400	680	8,165.00	15.00	8,180.00	7400680	Fac Aq/Const-Cap Remodeling
100	7400	681	203,652.65	16,067.80	219,720.45	7400681	Fac Aq/Const-Non-Cap Remodlg
100	7400	670	6,500.00	-	6,500.00	7403670	Sch Facilities-Imprv. Not Bldg
100	7400	670	34,147.70	-	34,147.70	7405670	Voc Facilities-Imprv. Not Bldg
100	7400	680	108,205.10	-	108,205.10	7405680	Voc Facilities-Cap Remodeling
100	7400	369	200.00	-	200.00	7407369	Code Enfrcmnt-Tech Rentals
100	7400	691	515,000.00	515,000.00	1,030,000.00	7408691	Bsc FEFP K-12-Software >1000
100	7500	331	966.92	-	966.92	7500331	Fiscal Srvcs-Trvl In Cnty
100	7500	334	20,450.00	-	20,450.00	7500334	Fiscal Srvcs-Registration Fee
100	7500	515	5,500.00	-	5,500.00	7500515	Fiscal Srvcs-Sunprint Fee
100	7500	519	463.58	-	463.58	7500519	Fiscal Srvcs-Tech Supplies
100	7500	642	937.84	-	937.84	7500642	FISCAL SVCS-Equip L/T $1000
100	7500	644	9,488.88	-	9,488.88	7500644	Fiscal Srvcs - Cptr Hdwr <1000
100	7500	649	1,484.67	-	1,484.67	7500649	Fiscal Srvcs - Furn < 1000
100	7500	371	11.00	-	11.00	7501371	Bgt & Acctg-Stamps
100	7500	391	255.44	-	255.44	7501391	Bgt & Acctg-Printing
100	7500	510	3,360.76	-	3,360.76	7501510	Bgt & Acctg-Supplies
100	7500	510	3,318.52	-	3,318.52	7502510	Payroll-Supplies
100	7500	642	600.00	600.00	1,200.00	7504642	Internal Audit-equipment
100	7600	110	16,298.54	-	16,298.54	7600110	Food Srvcs-Administrator
100	7600	160	56,678.74	-	56,678.74	7600160	Food Srvcs-Other Support
100	7600	220	5,093.05	-	5,093.05	7600220	Food Srvcs-Social Security
100	7700	390	621.96	-	621.96	7720390	Is-Othr Purch Srvc
100	7700	399	3,990.00	-	3,990.00	7720399	Inf Svcs-Tech Purch Srvc
100	7700	641	3,100.00	-	3,100.00	7720641	INFO SVCS-Equip $1000 Over
100	7700	643	5,100.00	-	5,100.00	7720643	Is-Comp Hdw > $1000
100	7700	730	628.00	-	628.00	7720730	Is-Dues And Fees
100	7700	310	181,725.75	-	181,725.75	7730310	Staff Srvcs-Pro & Tech Serv

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100	7700	331	6,500.00	2,000.00	8,500.00	7730331	Staff Srvcs-Trvl In Cnty
100	7700	332	35,891.67	2,930.52	38,822.19	7730332	Staff Srvcs - Trvl Out/County
100	7700	333	12,697.17	-	12,697.17	7730333	Human Res - Tvl Out/State
100	7700	334	10,676.00	(2,875.00)	7,801.00	7730334	Staff Srvcs-Registration Fee
100	7700	369	3,182.70	-	3,182.70	7730369	Staff Srvcs-Tech Rentals
100	7700	390	8,280.40	1,360.00	9,640.40	7730390	Staff Srvcs-Othr Purch Srvc
100	7700	391	515.69	-	515.69	7730391	Staff Srvcs-Printing
100	7700	510	3,362.85	-	3,362.85	7730510	Staff Srvcs-Supplies
100	7700	515	5,500.00	-	5,500.00	7730515	Staff Srvcs-Sunprint Fee
100	7700	519	300.00	50.00	350.00	7730519	Staff Srvcs-Tech Supplies
100	7700	642	2,690.00	-	2,690.00	7730642	STAFF SVCS-Equip L/T $1000
100	7700	643	11,295.00	-	11,295.00	7730643	Staff Srvcs-Comp Hdw > $1000
100	7700	644	1,388,525.15	-	1,388,525.15	7730644	Staff Srvcs - Cptr Hdwr <1000
100	7700	730	335.00	-	335.00	7730730	Staff Srvcs-Dues And Fees
100	7700	334	4,125.00	175.00	4,300.00	7731334	Non-Instruc SD - Registration
100	7700	332	2,970.14	-	2,970.14	7732332	Facilities SD - out of county
100	7700	333	3,000.00	-	3,000.00	7732333	Facilities SD - out of State
100	7700	332	5,250.00	1,500.00	6,750.00	7739332	Board Member - Trvl Out/County
100	7700	350	388.00	-	388.00	7760350	Internal Srvcs-Repairs And Mai
100	7700	510	2,180.68	-	2,180.68	7760510	Internal Srvcs-Supplies
100	7700	590	1,560.00	-	1,560.00	7760590	Internal Srvcs-Other Matl/Supp
100	7700	360	102,215.00	-	102,215.00	7762360	Av Prnting Ctr-Rentals
100	7700	510	37,931.16	-	37,931.16	7762510	Av Prnting Ctr-Supplies
100	7700	420	500.00	-	500.00	7763420	Prop Records-Bottled Gas
100	7700	510	2,646.62	-	2,646.62	7763510	Prop Records-Supplies
100	7700	641	19,457.20	-	19,457.20	7763641	PROP REC-Equip G/T $1000
100	7700	642	218,745.62	-	218,745.62	7763642	PROP REC-Equip L/T $1000
100	7700	649	1,595.91	-	1,595.91	7763649	Prop Records - Furn < 1000
100	7800	160	5,784,880.15	915.65	5,785,795.80	7800160	Pup Trans Srvcs-Other Support
100	7800	161	253.35	110.84	364.19	7800161	Pup Trans Srvcs-Bus Drvr Inter
100	7800	210	1,826.06	-	1,826.06	7800210	Pup Trans Srvcs-Retirement
100	7800	220	489,490.50	31.73	489,522.23	7800220	Pup Trans Srvcs-Social Securit
100	7800	240	14.87	-	14.87	7800240	Pup Trans Srvcs-Workmans Comp
100	7800	330	910.00	-	910.00	7800330	Pup Trans Srvcs - Field Trip
100	7800	332	416.00	-	416.00	7800332	Pup Trans Srvcs - Trvl Out/Cou
100	7800	360	42,347.30	-	42,347.30	7800360	Pup Trans Srvcs-Rentals
100	7800	369	76,025.00	-	76,025.00	7800369	Pup Trans Srvcs-Tech Rentals
100	7800	390	2,273.50	(164.00)	2,109.50	7800390	Pup Trans Srvcs-Othr Purch Srv
100	7800	450	160.77	-	160.77	7800450	Pup Trans Srvcs-Gasoline
100	7800	460	33,382.60	36.00	33,418.60	7800460	Pup Trans Srvcs-Diesel Fuel
100	7800	510	178,427.99	-	178,427.99	7800510	Pup Trans Srvcs-Supplies
100	7800	550	4,000.00	-	4,000.00	7800550	Pup Trans Srvcs-Repair Parts
100	7800	641	32,000.00	-	32,000.00	7800641	TRNSPTN-Equip $1000 Over
100	7800	670	3,000.00	-	3,000.00	7800670	Pup Trans Srvcs-Imprv. Not Bld
100	7900	110	300.00	-	300.00	7900110	Op Of Plant-Administrator
100	7900	160	86,702.59	-	86,702.59	7900160	Op Of Plant-Other Support
100	7900	210	172,213.74	-	172,213.74	7900210	Op Of Plant-Retirement
100	7900	220	26,400.51	-	26,400.51	7900220	Op Of Plant-Social Security
100	7900	230	4.59	4.59	9.18	7900230	Op Of Plant-Group Insurance
100	7900	240	3,845.46	2.54	3,848.00	7900240	Op Of Plant-Workmans Comp
100	7900	310	1,616,229.18	-	1,616,229.18	7900310	Op Of Plant-Pro & Tech Serv
100	7900	320	968,159.00	-	968,159.00	7900320	Op Of Plant-Ins & Bond Prem
100	7900	331	750.00	-	750.00	7900331	Op Of Plant-Trvl In Cnty
100	7900	332	235.13	-	235.13	7900332	Custodial-Trvl Out/County
100	7900	350	10,343.22	-	10,343.22	7900350	Op Of Plant-Repairs And Mai
100	7900	360	2,006.15	-	2,006.15	7900360	Operations -Rentals
100	7900	379	8,828.28	1,414.85	10,243.13	7900379	Op Of Plant-Tech Communictn
100	7900	390	94,153.23	(119.89)	94,033.34	7900390	Op Of Plant-Othr Purch Srvc
100	7900	399	955.00	-	955.00	7900399	Op Of Plant-Tech Purch Srvc

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100	7900	420	65.00	(35.00)	30.00	7900420	Op Of Plant-Bottled Gas
100	7900	450	12,901.32	-	12,901.32	7900450	Op Of Plant-Gasoline
100	7900	510	461,790.65	139.98	461,930.63	7900510	Op Of Plant-Supplies
100	7900	511	519,272.64	500,000.00	1,019,272.64	7900511	Op Of Plant-Supp Land Imprv
100	7900	519	65.00	-	65.00	7900519	Op Of Plant-Tech Supplies
100	7900	540	186.55	3.00	189.55	7900540	Op Of Plant-Oil & Grease
100	7900	550	7,776.32	-	7,776.32	7900550	Op Of Plant-Repair Parts
100	7900	560	969.65	-	969.65	7900560	Op Of Plant-Tires & Tubes
100	7900	590	1,435.00	-	1,435.00	7900590	Op Of Plant-Other Matl/Supp
100	7900	641	148,282.44	-	148,282.44	7900641	OP OF PLANT-Equip $1000 Over
100	7900	642	57,873.70	-	57,873.70	7900642	OPS OF PLANT-Equip L/T $1000
100	7900	643	15,516.28	4,396.43	19,912.71	7900643	Op Of Plant-Comp Hdw > $1000
100	7900	644	11,823.27	(8,056.29)	3,766.98	7900644	Op Of Plant - Cptr Hdwr <1000
100	7900	649	150.00	150.00	300.00	7900649	Exceptional Tech Rel < 1000
100	7900	653	245.55	-	245.55	7900653	Operations-Vehicles
100	7900	692	79.53	79.53	159.06	7900692	Operations-Software <1000
100	7900	750	610.66	-	610.66	7900750	Op Of Plant-Oth Pers Srvcs
100	7900	379	2,881,704.11	8,764.05	2,890,468.16	7901379	SSO Dept-Tech Communictn
100	7900	380	1,005,058.96	-	1,005,058.96	7905380	Enrgy/Env -Pub Utility Srv
100	7900	381	444,800.00	40,000.00	484,800.00	7905381	Enrgy/Env -Refuse
100	7900	430	317,574.49	-	317,574.49	7905430	Enrgy/Env -Electricity
100	7900	110	55,965.35	-	55,965.35	7915110	Chief of Police-Administrator
100	7900	160	128,348.37	(52,109.63)	76,238.74	7915160	School Police-Other Support
100	7900	210	19,528.57	-	19,528.57	7915210	Chief of Police-Retirement
100	7900	220	18,086.39	-	18,086.39	7915220	Chf of Police-Social Security
100	7900	230	22,234.18	-	22,234.18	7915230	Chf of Police-Group Insurance
100	7900	240	3,073.50	-	3,073.50	7915240	Chief of Police-Workmans Comp
100	7900	379	588.50	588.50	1,177.00	7915379	Police Chief-Tech Communicatio
100	7900	390	61,317.16	-	61,317.16	7915390	Police Chief-Othr Purch Srv
100	7900	510	66,605.50	(588.50)	66,017.00	7915510	Police Chief -Supplies
100	7900	642	54,200.00	-	54,200.00	7915642	Chf of Police-Equip L/T $1000
100	7900	652	62,686.70	-	62,686.70	7915652	Chief of Police Vehicles
100	7900	692	100.20	-	100.20	7915692	Police Dept-Software <1000
100	8100	350	457,485.31	10,100.00	467,585.31	8100350	Maint Of Plant-Repairs And Mai
100	8100	360	27,600.00	-	27,600.00	8100360	Maint Of Plant-Rentals
100	8100	371	300.00	100.00	400.00	8100371	Maint Of Plant-Stamps
100	8100	379	17,000.00	1,000.00	18,000.00	8100379	Maint Of Plant-Tech Communictn
100	8100	450	5,000.00	5,000.00	10,000.00	8100450	Maint Of Plant-Gasoline
100	8100	510	809,091.48	15,115.00	824,206.48	8100510	Maint Of Plant-Supplies
100	8100	515	104.63	4.63	109.26	8100515	Maint Of Plant-Sunprint Fee
100	8100	519	107.99	-	107.99	8100519	Maint Of Plant-Tech Supplies
100	8100	550	10,000.00	10,000.00	20,000.00	8100550	Maint Of Plant-Repair Parts
100	8100	644	26,591.20	-	26,591.20	8100644	Maint Of Plant - Cptr Hdwr <10
100	8100	649	4,257.76	-	4,257.76	8100649	Maint Of Plant - Furn < 1000
100	8100	691	-	-	-	8100691	Maintenenace-Software >1000
100	8100	692	37,441.30	-	37,441.30	8100692	Bsc FEFP K-12-Software <1000
100	8100	730	9,060.00	3,060.00	12,120.00	8100730	Maint Of Plant-Dues And Fees
100	8200	160	301,000.00	301,000.00	602,000.00	8200160	Admin Tech Svcs-Other Support
100	8200	210	50,000.00	50,000.00	100,000.00	8200210	Admin Tech Svcs-Retirement
100	8200	350	1,525.00	81.00	1,606.00	8200350	Admin Tech Svcs-Repairs And Ma
100	8200	369	34,498.40	(7,001.60)	27,496.80	8200369	Admin Tech Svcs-Tech Rentals
100	8200	391	117.92	(282.08)	(164.16)	8200391	Admin Tech Svcs-Printing
100	8200	515	6,000.00	-	6,000.00	8200515	Admin Tech Svcs-Sunprint Fee
100	8200	519	284.12	-	284.12	8200519	Admin Tech Svcs-Tech Supplies
100	8200	730	200.00	200.00	400.00	8200730	Admin Tech Svcs-Dues And Fees
100	8200	750	43,831.90	(4,000.00)	39,831.90	8200750	Admin Tech Svcs-othr prsnl svc
100	9100	120	14,902.26	14,902.26	29,804.52	9100120	Community Srvcs-Teacher Salary
100	9100	150	114,255.44	(15,040.81)	99,214.63	9100150	Community Srvcs-Aide
100	9100	210	9,762.22	-	9,762.22	9100210	Community Srvcs-Retirement

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SCHOOL BOARD OF CLAY COUNTY
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FISCAL YEAR 2018-2019
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100	9100	220	9,437.62	1,140.02	10,577.64	9100220	Community Srvcs-Social Securit
100	9100	230	121,375.00	100,000.00	221,375.00	9100230	Community Srvcs-Group Insuranc
100	9100	240	1,313.10	-	1,313.10	9100240	Community Srvcs-Workmans Comp
100	9100	350	300.00	-	300.00	9100350	Community Srvcs-Repairs And Ma
100	9100	390	3,415.00	-	3,415.00	9100390	Community Srvcs-Othr Purch Srv
100	9100	510	95,280.79	-	95,280.79	9100510	Community Srvcs-Supplies
100	9100	621	2,402.11	-	2,402.11	9100621	Com Srvs-AV Mat $1000/Ovr
100	9100	622	946.95	-	946.95	9100622	Bsc FEFP K-12-AV Mat L/T $1000
100	9100	642	3,623.80	-	3,623.80	9100642	COMM SVCS-Equip L/T $1000
100	9100	644	6,268.34	-	6,268.34	9100644	Community Srvcs - Cptr Hdwr <1
100	9100	649	1,364.46	-	1,364.46	9100649	Community Srvcs - Furn < 1000
100	9100	750	30,900.29	-	30,900.29	9100750	Community Srvcs-Oth Pers Srvcs

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CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2018-2019

CAPITAL PROJECT

FUND 300

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
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CAPITAL PROJECTS FUND
JUNE 2019

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
340	7400	670	103,535.00	-	103,535.00	7404670	Maint Fac-Imprv. Not Bldg
340	7400	681	594,535.04	-	594,535.04	7404681	Maint Fac-Non-Cap Remodlg
360	7400	630	988,156.00	576,727.06	1,564,883.06	7400630	Fac Aq/Const-Bldg & Fixed Eq
360	7400	642	19,007.89	-	19,007.89	7400642	FAC ACQ CONST-Equip L/T $1000
360	7400	681	846,174.03	-	846,174.03	7400681	Fac Aq/Const-Non-Cap Remodlg
360	7400	682	84,203.40	-	84,203.40	7400682	Fac Aq/Const-Direct Purch-No
370	7400	630	1,292,274.74	-	1,292,274.74	7400630	Fac Aq/Const-Bldg & Fixed Eq
370	7400	641	9,902.59	-	9,902.59	7400641	FAC ACQ CONST-Equip $1000 Over
370	7400	642	159,668.74	-	159,668.74	7400642	FAC ACQ CONST-Equip L/T $1000
370	7400	643	4,038.69	-	4,038.69	7400643	Fac Aq/Const-Comp Hdw > $1000
370	7400	644	51,000.00	-	51,000.00	7400644	Fac Aq/Const - Cptr Hdwr <1000
370	7400	649	282.44	-	282.44	7400649	Fac Aq/Const - Furn < 1000
370	7400	652	188,998.33	-	188,998.33	7400652	Fac Aq/Const-Vehicles
370	7400	670	1,713,731.81	-	1,713,731.81	7400670	Fac Aq/Const-Imprv. Not Bldg
370	7400	671	76,616.79	(1,000.00)	75,616.79	7400671	Cap Improve Other Than Bldg
370	7400	681	4,004,660.68	-	4,004,660.68	7400681	Fac Aq/Const-Non-Cap Remodlg
370	7400	682	187,345.88	-	187,345.88	7400682	Fac Aq/Const-Direct Purch-No
370	7800	652	66,801.00	-	66,801.00	7800652	Pup Trans Srvcs-Vehicles
370	7800	681	175,000.00	-	175,000.00	7800681	Transp-Non-Cap Remodl
370	9200	720	20,144.09	-	20,144.09	9200720	Debt Service-Interest
380	3430	000	275,760.45	-	275,760.45	3430000	Interest Incl Profit On Inves
380	3490	000	-	-	-	3496000	Impact Fees
380	7400	630	231,115.97	-	231,115.97	7400630	Fac Aq/Const-Bldg & Fixed Eq
380	7400	630	2,205,547.51	324,657.63	2,530,205.14	7401630	Asst Sup Sptsvc-Bldg & Fixed E
392	3410	000	1,963,072.12	-	1,963,072.12	3418000	Local Sales Taxes
392	7400	642	365.00	-	365.00	7400642	FAC ACQ CONST-Equip L/T $1000
392	7400	333	7,752.60	-	7,752.60	7408333	Fac Tech-Tech RepairsMai
392	7400	622	13,044.85	3,444.64	16,489.49	7408622	Bsc FEFP K-12-AV Mat L/T $1000
392	7400	630	3,849.93	-	3,849.93	7408630	Fac Tech-Bldg & Fixed Eq
392	7400	641	73,425.59	(5,000.00)	68,425.59	7408641	FAC TECH-Equip $1000 Over
392	7400	642	106,186.51	823.08	107,009.59	7408642	FAC TECH-Equip L/T $1000
392	7400	643	366,320.03	-	366,320.03	7408643	Fac Tech-Comp Hdw > $1000
392	7400	644	857,991.38	-	857,991.38	7408644	Fac Tech - Cptr Hdwr <1000
392	7400	648	12,396.00	-	12,396.00	7408648	Fac Tech - Furn > 1000
392	7400	649	82,490.53	-	82,490.53	7408649	Fac Tech - Furn < 1000
392	7400	652	5,000.00	-	5,000.00	7408652	Fac Tech-Vehicles
392	7400	670	21,749.63	21,749.63	43,499.26	7408670	Facilities-Imprv. Not Bldg
392	7400	680	157,408.85	(1,020.56)	156,388.29	7408680	Fac Tech-Cap Remodeling
392	7400	691	416,945.17	-	416,945.17	7408691	Bsc FEFP K-12-Software >1000
392	7400	692	735,373.37	444.82	735,818.19	7408692	Bsc FEFP K-12-Software <1000
392	9200	710	982,673.94	-	982,673.94	9200710	Debt Service-Redempt Of Prnc
392	9200	720	88,472.76	-	88,472.76	9200720	Debt Service-Interest
394	3390	000	232,838.00	-	232,838.00	3390000	Miscellaneous State Revenue
394	9700	910	232,838.00	-	232,838.00	9700910	Xfer Of Funds-Xfer To Gen Fnd
395	7400	670	409,999.12	21,272.09	431,271.21	7400670	Fac Aq/Const-Imprv. Not Bldg
399	3390	000	1,303,113.00	-	1,303,113.00	3390000	Miscellaneous State Revenue
399	7400	641	340,000.00	-	340,000.00	7410641	FAC ACQ CONST-Equip $1000 Over
399	7400	670	217,113.00	-	217,113.00	7410670	Fac Aq/Const-Imprv. Not Bldg
399	7400	681	746,000.00	-	746,000.00	7410681	Fac Aq/Const-Non-Cap Remodlg

DRAFT

CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2018-2019

SPECIAL REVENUE FOOD SERVICE

FUND 410

DRAFT

SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2018-2019
FOOD SERVICE FUND
JUNE 2019

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
410	5100	420	1,000.00	-	1,000.00	7600420	Food Services-Bottled Gas
410	7600	110	251,600.00	130,000.00	381,600.00	7600110	Food Srvcs-Administrator
410	7600	160	182,000.00	80,000.00	262,000.00	7600160	Food Srvcs-Other Support
410	7600	210	69,097.60	55,000.00	124,097.60	7600210	Food Srvcs-Retirement
410	7600	331	8,500.00	2,500.00	11,000.00	7600331	Food Srvcs-Travel-in county
410	7600	350	18,500.00	1,000.00	19,500.00	7600350	Food Srvcs-Repairs And Mai
410	7600	360	4,000.00	-	4,000.00	7600360	Food Srvcs-Rentals
410	7600	369	35,000.00	-	35,000.00	7600369	Food Srvcs-Tech Rentals
410	7600	379	500.00	200.00	700.00	7600379	Food Srvcs-Tech Communictn
410	7600	390	8,800.00	800.00	9,600.00	7600390	Food Srvcs-Othr Purch Srvc
410	7600	450	5,000.00	1,000.00	6,000.00	7600450	Food Srvcs-Gasoline
410	7600	460	3,000.00	1,000.00	4,000.00	7600460	Food Srvcs-Diesel Fuel
410	7600	510	321,579.83	1,900.00	323,479.83	7600510	Food Srvcs-Supplies
410	7600	515	9,485.63	-	9,485.63	7600515	Food Srvcs-Sunprint Fee
410	7600	519	1,000.00	-	1,000.00	7600519	Food Srvcs-Technology Supplies
410	7600	560	810.00	10.00	820.00	7600560	Food Srvcs-Tires & Tubes
410	7600	570	7,066,886.30	44,360.00	7,111,246.30	7600570	Food Srvcs-Food
410	7600	580	1,295,000.00	95,000.00	1,390,000.00	7600580	Food Srvcs-Commodities
410	7600	622	1,200.00	-	1,200.00	7600622	FNS-AV Mat L/T $1000
410	7600	642	70,200.00	-	70,200.00	7600642	FOOD SVCS-Equip L/T $1000
410	7600	644	15,962.49	-	15,962.49	7600644	Food Srvcs - Cptr Hdwr <1000
410	7600	649	4,000.00	-	4,000.00	7600649	FNS FEFP K-12 - Furn < 1000
410	7600	652	132.80	-	132.80	7600652	Food Srvcs-Vehicles
410	7600	681	317,476.36	-	317,476.36	7600681	Food Srvcs-Non-Cap Remodlg
410	7600	730	22,180.00	2,000.00	24,180.00	7600730	Food Srvcs-Dues And Fees
410	7600	750	3,950.00	-	3,950.00	7600750	Food Srvcs-Oth Pers Srvcs
410	7600	790	257,000.00	32,000.00	289,000.00	7600790	Food Srvcs-Ind Cst/Misc Ex

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CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2018-2019

SPECIAL REVENUE

FUND 420/421

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2018-2019
SPECIAL REVENUE FUND
JUNE 2019

Fund	Func	Obj	Adopted	Budget Adj	Working Budget	Func / Obj	Desc
420	3201	000	282,803.00	-	282,803.00	3201000	Career And Technical Education
420	3220	000	230,554.00	-	230,554.00	3221000	Adult General Education
420	3220	000	33,234.00	-	33,234.00	3222000	English Literacy And Civics Ed
420	3226	000	1,435,713.73	-	1,435,713.73	3226000	Eisenhower Math And Science
420	3230	000	8,477,912.74	-	8,477,912.74	3230000	I D E A
420	3240	000	5,775,612.36	-	5,775,612.36	3240000	Title I - Elem & Secondary Edu
420	3240	000	151,689.04	-	151,689.04	3241000	Title III
420	3240	000	802,174.16	-	802,174.16	3242000	Twenty-First Century Schools
420	3290	000	1,432,939.85	-	1,432,939.85	3290000	Other Federal Thru State
420	5100	120	358,369.46	-	358,369.46	5100120	Bsc FEFP K-12-Teacher Salary
420	5100	121	21,183.66	404.82	21,588.48	5100121	Bsc FEFP K-12-Tech Perform Pay
420	5100	125	59,974.44	611.28	60,585.72	5100125	Bsc FEFP K-12-Tutoring Salary
420	5100	128	65,078.29	-	65,078.29	5100128	Bsc FEFP K-12-Ss Classrm Teac
420	5100	130	4,515.00	-	4,515.00	5100130	Bsc FEFP K-12-Other Certified
420	5100	150	105,715.52	-	105,715.52	5100150	Bsc FEFP K-12-Aide
420	5100	155	278.40	278.40	556.80	5100155	Bsc FEFP K-12-Tutoring Salary
420	5100	158	611.00	611.00	1,222.00	5100158	Bsc FEFP K-12-Ss Aide Salary
420	5100	210	73,149.90	-	73,149.90	5100210	Bsc FEFP K-12-Retirement
420	5100	220	63,637.32	269.56	63,906.88	5100220	Bsc FEFP K-12-Social Security
420	5100	230	38,287.37	-	38,287.37	5100230	Bsc FEFP K-12-Group Insurance
420	5100	240	2,764.04	35.78	2,799.82	5100240	Bsc FEFP K-12-Workmans Comp
420	5100	310	650.00	-	650.00	5100310	Bsc FEFP K-12-Pro & Tech Serv
420	5100	313	28,995.55	2,285.81	31,281.36	5100313	Bsc FEFP K-12-Prof Srvcs - Su
420	5100	330	24,721.24	-	24,721.24	5100330	Bsc FEFP K-12 - Field Trip
420	5100	331	2,800.00	-	2,800.00	5100331	Bsc FEFP K-12-Trvl In Cnyt
420	5100	350	2,877.32	-	2,877.32	5100350	Bsc FEFP K-12-Repairs And Mai
420	5100	360	2,744.20	-	2,744.20	5100360	Bsc FEFP K-12-Rentals
420	5100	369	54,741.60	-	54,741.60	5100369	Bsc FEFP K-12-Tech Rentals
420	5100	390	2,600.00	-	2,600.00	5100390	Bsc FEFP K-12-Othr Purch Srvc
420	5100	391	2,110.64	-	2,110.64	5100391	Bsc FEFP K-12-Printing
420	5100	393	359,950.45	5,402.51	365,352.96	5100393	Bsc FEFP K-12-Purchased Srvcs
420	5100	510	496,348.17	-	496,348.17	5100510	Bsc FEFP K-12-Supplies
420	5100	515	5,350.00	-	5,350.00	5100515	Bsc FEFP K-12-Sunprint Fee
420	5100	519	3,823.48	-	3,823.48	5100519	Bsc FEFP K-12-Tech Supplies
420	5100	521	100,217.62	-	100,217.62	5100521	Bsc FEFP K-12-Textbooks-Non S
420	5100	530	551.21	-	551.21	5100530	Bsc FEFP K-12-Periodicals
420	5100	590	28,014.26	-	28,014.26	5100590	Bsc FEFP K-12-Other Matl/Supp
420	5100	612	1,491.35	-	1,491.35	5100612	Bsc FEFP K-12-Books Exist Lib
420	5100	622	6,484.06	-	6,484.06	5100622	Bsc FEFP K-12-AV Mat L/T $1000
420	5100	641	11,393.20	-	11,393.20	5100641	Bsc FEFP K-12-Equip $1000 Over
420	5100	642	38,841.27	100.00	38,941.27	5100642	Bsc FEFP K-12-Equip L/T $1000
420	5100	643	32,903.23	-	32,903.23	5100643	Bsc FEFP K-12-Comp Hdw >$1000
420	5100	644	152,705.32	-	152,705.32	5100644	Bsc FEFP K-12-Cptr Hdwr <1000
420	5100	648	1,300.00	-	1,300.00	5100648	Bsc FEFP K-12 - Furn > 1000
420	5100	649	19,593.76	-	19,593.76	5100649	Bsc FEFP K-12-Tech Rel < 1000
420	5100	692	693.90	-	693.90	5100692	Bsc FEFP K-12-Software <1000
420	5100	730	5,410.18	-	5,410.18	5100730	Bsc FEFP K-12-Dues And Fees
420	5200	120	692,876.14	-	692,876.14	5200120	Exceptional-Teacher Salary
420	5200	121	17,501.18	-	17,501.18	5200121	Exceptional-Tech Perform Pay
420	5200	150	318,621.22	-	318,621.22	5200150	Exceptional-Aide
420	5200	210	94,862.98	-	94,862.98	5200210	Exceptional-Retirement
420	5200	220	87,857.34	-	87,857.34	5200220	Exceptional-Social Security
420	5200	230	272,976.00	-	272,976.00	5200230	Exceptional-Group Insurance
420	5200	240	16,423.03	-	16,423.03	5200240	Exceptional-Workmans Comp
420	5200	313	906.92	2,483.76	3,390.68	5200313	Exceptional-Prof Srvcs - Su
420	5200	331	500.00	500.00	1,000.00	5200331	Exceptional-Trvl In Cnty
420	5200	369	400.00	400.00	800.00	5200369	Exceptional-Tech Rentals
420	5200	510	16,097.68	(7,500.00)	8,597.68	5200510	Exceptional-Supplies

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2018-2019
SPECIAL REVENUE FUND
JUNE 2019

420	5200	622	5,068.90	-	5,068.90	5200622	Bsc FEFP K-12-AV Mat L/T $1000
420	5200	642	12,589.00	-	12,589.00	5200642	ESE K-12-Equip L/T $1000
420	5300	369	2,300.00	-	2,300.00	5300369	Applied Tech -Tech Rentals
420	5300	510	15,371.49	-	15,371.49	5300510	Applied Tech -Supplies
420	5300	521	7,588.74	-	7,588.74	5300521	Applied Tech -Textbooks-Non S
420	5300	622	3,176.04	-	3,176.04	5300622	Bsc FEFP K-12-AV Mat L/T $1000
420	5300	641	11,489.98	-	11,489.98	5300641	APP TECH K-12-Equip $1000 Over
420	5300	642	15,802.56	-	15,802.56	5300642	APP TECH K-12-Equip L/T $1000
420	5300	644	160,953.00	-	160,953.00	5300644	Applied Tech - Cptr Hdwr <1000
420	5300	730	8,300.00	-	8,300.00	5300730	Applied Tech -Dues And Fees
420	5400	120	14,296.00	-	14,296.00	5400120	Adult Gen -Teacher Salary
420	5400	210	2,055.00	-	2,055.00	5400210	Adult Gen -Retirement
420	5400	510	12,932.00	-	12,932.00	5400510	Adult Gen -Supplies
420	5400	644	-	-	-	5400644	Adult Gen - Cptr Hdwr <1000
420	5900	120	87,141.00	-	87,141.00	5900120	Other Instructi-Teacher Salary
420	5900	150	85,698.00	-	85,698.00	5900150	Other Instructi-Aide
420	5900	210	14,277.00	-	14,277.00	5900210	Other Instructi-Retirement
420	5900	220	13,221.00	-	13,221.00	5900220	Other Instructi-Social Securit
420	5900	240	2,472.00	-	2,472.00	5900240	Other Instructi-Workmans Comp
420	5900	369	360.00	-	360.00	5900369	Other Instructi-Tech Rentals
420	5900	390	20,630.00	-	20,630.00	5900390	Other Instructi-Othr Purch Srv
420	5900	510	15,257.00	-	15,257.00	5900510	Other Instructi-Supplies
420	6100	130	102,003.22	-	102,003.22	6100130	Pupil Per Srvcs-Other Certifie
420	6100	160	48,592.24	4,386.24	52,978.48	6100160	Pupil Per Srvcs-Other Support
420	6100	210	18,074.48	-	18,074.48	6100210	Pupil Per Srvcs-Retirement
420	6100	220	13,964.22	-	13,964.22	6100220	Pupil Per Srvcs-Social Securit
420	6100	230	8,468.60	-	8,468.60	6100230	Pupil Per Srvcs-Group Insuranc
420	6100	240	2,407.99	56.99	2,464.98	6100240	Pupil Per Srvcs-Workmans Comp
420	6100	310	128,862.44	115,362.44	244,224.88	6100310	Pupil Per Srvcs-Pro & Tech Ser
420	6100	332	4,800.00	-	4,800.00	6100332	Pupil Per Srvcs-Travel OutCnty
420	6100	510	157.13	-	157.13	6100510	Pupil Per Srvcs-Supplies
420	6100	590	3,468.70	-	3,468.70	6100590	Pupil Per Srvcs-Other Matl/Sup
420	6100	730	8,559.06	59.06	8,618.12	6100730	Pupil Per Srvcs-Dues And Fees
420	6120	230	1,213.60	-	1,213.60	6120230	Title I Guidanc-Group Insuranc
420	6130	310	567.00	-	567.00	6130310	Health Services-Pro & Tech Ser
420	6150	120	4,275.02	-	4,275.02	6150120	Parent Involvem-Teacher Salary
420	6150	210	343.91	-	343.91	6150210	Parent Involvem-Retirement
420	6150	220	326.84	-	326.84	6150220	Parent Involvem-Social Securit
420	6150	240	38.87	-	38.87	6150240	Parent Involvem-Workmans Comp
420	6150	390	9,359.96	-	9,359.96	6150390	Parent Involvem-Othr Purch Srv
420	6150	391	1,561.20	-	1,561.20	6150391	Parent Involvem-Printing
420	6150	510	77,113.43	-	77,113.43	6150510	Parent Involvem-Supplies
420	6150	590	2,900.00	-	2,900.00	6150590	Parent Involvem-Other Matl/Sup
420	6150	644	375.48	-	375.48	6150644	Parent Invlvmnt - Cptr Hdwr <1
420	6200	612	11,792.57	-	11,792.57	6200612	Inst Media-Books Exist Lib
420	6200	614	1,076.17	-	1,076.17	6200614	Inst Media-Library Books-E
420	6200	622	31.96	-	31.96	6200622	Bsc FEFP K-12-AV Mat L/T $1000
420	6200	642	1,254.46	-	1,254.46	6200642	INST MEDIA-Equip L/T $1000
420	6300	110	43,505.17	505.17	44,010.34	6300110	Inst/Curr Dev -Administrator
420	6300	131	1,347.52	1,347.52	2,695.04	6300131	Inst/Curr Dev -OthCertPerfrom
420	6300	160	46,615.18	-	46,615.18	6300160	Inst/Curr Dev -Other Support
420	6300	210	2,808.40	-	2,808.40	6300210	Inst/Curr Dev -Retirement
420	6300	220	2,601.00	-	2,601.00	6300220	Inst/Curr Dev -Social Securit
420	6300	230	7,500.00	-	7,500.00	6300230	Inst/Curr Dev -Group Insuranc
420	6300	240	486.20	-	486.20	6300240	Inst/Curr Dev -Workmans Comp
420	6300	331	3,000.00	-	3,000.00	6300331	Inst/Curr Dev-Trvl In Cnty
420	6300	350	844.08	-	844.08	6300350	Inst/Curr Dev -Repairs And Ma
420	6300	371	214.03	22.18	236.21	6300371	Inst/Curr Dev -Stamps
420	6300	390	309.29	-	309.29	6300390	Inst/Curr Dev -Othr Purch Srv

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2018-2019
SPECIAL REVENUE FUND
JUNE 2019

420	6300	510	97.17	-	97.17	6300510	Inst/Curr Dev -Supplies
420	6300	519	53.68	-	53.68	6300519	Inst/Curr Dev - Tech Supplies
420	6300	644	779.40	-	779.40	6300644	Inst/Curr Dev - Cptr Hdwr <100
420	6400	120	216,720.00	11,440.00	228,160.00	6400120	Inst Stf Trning-Teacher Salary
420	6400	130	146,538.00	-	146,538.00	6400130	Inst Stf Trning-Other Certifie
420	6400	131	6,149.63	945.61	7,095.24	6400131	Inst Stf Trning-OthCertPerfrom
420	6400	210	53,277.86	-	53,277.86	6400210	Inst Stf Trning-Retirement
420	6400	220	53,214.08	-	53,214.08	6400220	Inst Stf Trning-Social Securit
420	6400	230	14,370.99	-	14,370.99	6400230	Inst Stf Trning-Group Insuranc
420	6400	240	9,269.26	-	9,269.26	6400240	Inst Stf Trning-Workmans Comp
420	6400	310	415,571.18	-	415,571.18	6400310	Inst Stf Trning-Pro & Tech Ser
420	6400	313	13,552.53	600.00	14,152.53	6400313	Inst Stf Trning-Prof Srvcs - S
420	6400	330	96,094.44	(11,562.75)	84,531.69	6400330	Inst Stf Trning - Field Trip
420	6400	331	6,815.68	-	6,815.68	6400331	Inst Stf Trning-Trvl In Cnty
420	6400	332	59,348.44	6,000.00	65,348.44	6400332	Inst Stf Trning- Trvl Out/Coun
420	6400	333	75,925.46	-	75,925.46	6400333	Inst Stf Trning - Tvl Out/Stat
420	6400	334	63,766.36	-	63,766.36	6400334	Inst Stf Trning-Registration F
420	6400	360	7,250.00	-	7,250.00	6400360	Inst Stf Trning-Rentals
420	6400	369	43,750.00	-	43,750.00	6400369	Inst Stf Trning-Tech Rentals
420	6400	371	27.45	-	27.45	6400371	Inst Stf Trning-Stamps
420	6400	390	79,349.48	-	79,349.48	6400390	Inst Stf Trning-Othr Purch Srv
420	6400	510	25,517.32	-	25,517.32	6400510	Inst Stf Trning-Supplies
420	6400	521	-	-	-	6400521	Inst Stf Trning-Textbooks-Non
420	6400	590	4,590.82	-	4,590.82	6400590	Inst Stf Trning-Other Matl/Sup
420	6400	622	995.00	-	995.00	6400622	Bsc FEFP K-12-AV Mat L/T $1000
420	6400	643	2,500.00	-	2,500.00	6400643	Inst Stf Trng-Comp Hdw > $1000
420	6400	644	5,000.00	-	5,000.00	6400644	Inst Stf Trning - Cptr Hdwr <1
420	6400	648	600.00	-	600.00	6400648	Ins Stf Trg-Tech Rel FFE> 1000
420	6400	649	5,700.00	-	5,700.00	6400649	Prof Dev - Furn < 1000
420	6400	730	41,575.00	-	41,575.00	6400730	Inst Stf Trning-Dues And Fees
420	7200	790	294,652.64	-	294,652.64	7200790	General Admin-Ind Cst/Misc Ex
420	7700	330	300.00	-	300.00	7730330	Staff Srvcs - Field Trip
420	7800	160	48,128.00	-	48,128.00	7800160	Pup Trans Srvcs-Other Support
420	7800	210	3,975.00	-	3,975.00	7800210	Pup Trans Srvcs-Retirement
420	7800	220	3,682.00	-	3,682.00	7800220	Pup Trans Srvcs-Social Securit
420	7800	240	717.66	-	717.66	7800240	Pup Trans Srvcs-Workmans Comp
420	7800	360	9,400.00	-	9,400.00	7800360	Pup Trans Srvcs-Rentals
420	7800	450	15,197.16	-	15,197.16	7800450	Pup Trans Srvcs-Gasoline
420	7800	460	39,084.00	-	39,084.00	7800460	Pup Trans Srvcs-Diesel Fuel
420	7900	310	213,917.00	-	213,917.00	7900310	Op Of Plant-Pro & Tech Serv
420	7900	360	744.00	-	744.00	7900360	Operations -Rentals
420	7900	430	4,000.00	-	4,000.00	7900430	Op Of Plant-Electricity
420	7900	510	86,623.00	-	86,623.00	7900510	Op Of Plant-Supplies
420	8200	310	653,309.60	-	653,309.60	8200310	Admin Tech Svcs-Pro & Tech Ser
420	9100	510	100.00	-	100.00	9100510	Community Srvcs-Supplies
421	3190	000	580,648.20	-	580,648.20	3199000	Miscellaneous Federal Direct
421	3280	000	750.00	-	750.00	3280000	Federal Through Local Revenue
421	5100	120	2,039.38	39.38	2,078.76	5100120	Bsc FEFP K-12-Teacher Salary
421	5100	130	10,048.11	10,048.11	20,096.22	5100130	Bsc FEFP K-12-Other Certified
421	5100	210	2,063.79	668.03	2,731.82	5100210	Bsc FEFP K-12-Retirement
421	5100	220	3,182.83	(2,038.92)	1,143.91	5100220	Bsc FEFP K-12-Social Security
421	5100	230	1,841.99	6.30	1,848.29	5100230	Bsc FEFP K-12-Group Insurance
421	5100	240	202.57	(0.68)	201.89	5100240	Bsc FEFP K-12-Workmans Comp
421	5100	334	6,915.78	(84.22)	6,831.56	5100334	Bsc FEFP K-12-Registration Fee
421	5100	360	665.00	-	665.00	5100360	Bsc FEFP K-12-Rentals
421	5100	371	200.00	-	200.00	5100371	Bsc FEFP K-12-Stamps
421	5100	390	23.00	(2.00)	21.00	5100390	Bsc FEFP K-12-Othr Purch Srvc
421	5100	391	2.00	2.00	4.00	5100391	Bsc FEFP K-12-Printing
421	5100	510	14,484.56	-	14,484.56	5100510	Bsc FEFP K-12-Supplies

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2018-2019
SPECIAL REVENUE FUND
JUNE 2019

421	5100	515	1,000.00	-	1,000.00	5100515	Bsc FEFP K-12-Sunprint Fee
421	5100	622	13,418.13	-	13,418.13	5100622	Bsc FEFP K-12-AV Mat L/T $1000
421	5100	641	7,663.85	-	7,663.85	5100641	Bsc FEFP K-12-Equip $1000 Over
421	5100	642	10,859.99	-	10,859.99	5100642	Bsc FEFP K-12-Equip L/T $1000
421	5100	643	6,000.00	-	6,000.00	5100643	Bsc FEFP K-12-Comp Hdw >$1000
421	5100	644	56,200.00	(9,000.00)	47,200.00	5100644	Bsc FEFP K-12-Cptr Hdwr <1000
421	5100	648	6,000.00	-	6,000.00	5100648	Bsc FEFP K-12 - Furn > 1000
421	5200	510	1,991.56	-	1,991.56	5200510	Exceptional-Supplies
421	5200	521	1,634.45	-	1,634.45	5200521	Exceptional-Textbooks-Non S
421	6100	130	36,267.86	1,100.80	37,368.66	6100130	Pupil Per Srvcs-Other Certifie
421	6100	210	3,283.36	-	3,283.36	6100210	Pupil Per Srvcs-Retirement
421	6100	220	3,052.16	-	3,052.16	6100220	Pupil Per Srvcs-Social Securit
421	6100	230	3,094.00	-	3,094.00	6100230	Pupil Per Srvcs-Group Insuranc
421	6100	240	881.29	-	881.29	6100240	Pupil Per Srvcs-Workmans Comp
421	6100	310	10,000.00	-	10,000.00	6100310	Pupil Per Srvcs-Pro & Tech Ser
421	6100	331	514.85	-	514.85	6100331	Pupil Per Srvcs-Travel InCnty
421	6300	210	238.04	238.04	476.08	6300210	Inst/Curr Dev -Retirement
421	6300	220	1,802.63	-	1,802.63	6300220	Inst/Curr Dev -Social Securit
421	6300	240	123.26	-	123.26	6300240	Inst/Curr Dev -Workmans Comp
421	6300	750	220.73	19.66	240.39	6300750	Inst/Curr Dev -Oth Pers Srvcs
421	6400	120	37,300.00	3,200.00	40,500.00	6400120	Inst Stf Trning-Teacher Salary
421	6400	130	35,571.80	-	35,571.80	6400130	Inst Stf Trning-Other Certifie
421	6400	210	2,161.18	369.43	2,530.61	6400210	Inst Stf Trning-Retirement
421	6400	220	3,060.36	856.80	3,917.16	6400220	Inst Stf Trning-Social Securit
421	6400	230	3,030.91	1,801.01	4,831.92	6400230	Inst Stf Trning-Group Insuranc
421	6400	240	307.45	-	307.45	6400240	Inst Stf Trning-Workmans Comp
421	6400	310	9,000.00	-	9,000.00	6400310	Inst Stf Trning-Pro & Tech Ser
421	6400	313	28,286.05	-	28,286.05	6400313	Inst Stf Trning-Prof Srvcs - S
421	6400	332	9,545.29	2,000.00	11,545.29	6400332	Inst Stf Trning- Trvl Out/Coun
421	6400	333	35,351.44	(2,295.00)	33,056.44	6400333	Inst Stf Trning - Tvl Out/Stat
421	6400	334	16,555.22	295.00	16,850.22	6400334	Inst Stf Trning-Registration F
421	6400	369	800.00	-	800.00	6400369	Inst Stf Trning-Tech Rentals
421	6400	379	500.00	-	500.00	6400379	Inst staff trng-Tech Communict
421	6400	510	1,234.60	-	1,234.60	6400510	Inst Stf Trning-Supplies
421	6400	539	100.00	-	100.00	6400539	Staff Trng-Tech Periodicals
421	6400	590	9,000.00	-	9,000.00	6400590	Inst Stf Trning-Other Matl/Sup
421	6400	730	20,232.89	-	20,232.89	6400730	Inst Stf Trning-Dues And Fees

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

Title

C17 - Superintendent's Annual Financial Report for the FYE 6-30-2019

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, 2019.

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

Title

C18 - Deletion of Certain Items Report - August, 2019

Description

The items listed have been surveyed by the Coordinator of Property Control, at the request of the Cost Center Property Manager, and the recommended disposition is noted. These items are either obsolete, unusable or beyond economical repair. These items should be removed from active inventory and disposed of in the manner indicated. Deletions are for property items received in the month of July, 2019.

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Approve Deletion of Certain Items Report - August, 2019 as submitted.

Contact

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

Financial Impact

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

Review Comments

Attachments

Deletion Report-August, 2019.pdf

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 08/31/2019

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value
LCTN	**0071**	**CHARLES E BENNETT ELEMENTARY**					
Surplus Sale	00066852	FLOOR SCRUBBER:MINUTEMAN	Furniture,Fixtures & Equipment	07/10/1997	08/05/2019	3,147.84	0.00
						3,147.84	**0.00**
LCTN	**0261**	**DOCTORS INLET ELEMENTARY**					
Junk/Parts	00068619	CHASSIS/MONITOR/KEYBOARD - APP	Furniture,Fixtures & Equipment	02/12/1998	08/05/2019	1,799.00	0.00
						1,799.00	**0.00**
LCTN	**0301**	**KEYSTONE HEIGHTS ELEMENTARY**					
Junk/Parts	00052797	TABLE WORK FOOD SERVICE	Furniture,Fixtures & Equipment	06/24/1992	08/05/2019	1,029.00	0.00
						1,029.00	**0.00**
LCTN	**0341**	**CLAY HIGH SCHOOL**					
Junk/Parts	00053701	SLED POWER HACK MACHINE	Furniture,Fixtures & Equipment	03/21/1994	08/05/2019	1,049.00	0.00
Junk/Parts	00060416	POWER RAM SLED	Furniture,Fixtures & Equipment	05/25/1995	08/05/2019	1,049.00	0.00
Junk/Parts	00095125	MAN: PDA STAT	Furniture,Fixtures & Equipment	03/13/2008	08/05/2019	8,995.00	0.00
Junk/Parts	00095132	TRAINER: BIRTHING - PROMPT	Furniture,Fixtures & Equipment	05/22/2008	08/05/2019	4,670.36	0.00
Junk/Parts	00097738	TRAINER: EYE EXAMINATION SIMUL	Audiovisual	05/28/2009	08/05/2019	1,146.50	0.00
Junk/Parts	00097739	TRAINER: EAR EXAM SIMULATOR	Audiovisual	05/28/2009	08/05/2019	2,046.50	0.00
Junk/Parts	00095146	BED: BARIATRIC ADJUST. W/RAILS	Furniture,Fixtures & Equipment	07/24/2008	08/14/2019	3,059.00	0.00
						22,015.36	**0.00**
LCTN	**0391**	**MIDDLEBURG HIGH SCHOOL**					
Junk/Parts	00028645	TORSO:37 " SYSTEM PHYSICAL"	Furniture,Fixtures & Equipment	05/27/1983	08/05/2019	1,300.00	0.00
Junk/Parts	00043783	BRAKE DRUM VACUUM SYSTEM	Furniture,Fixtures & Equipment	09/17/1987	08/05/2019	1,321.00	0.00
Junk/Parts	00043797	LIBRARY SECURITY SYSTEM	Furniture,Fixtures & Equipment	07/28/1987	08/05/2019	4,767.45	0.00
Surplus Sale	00081887	UNIT:COOLANT EXCHANGE	Furniture,Fixtures & Equipment	11/10/2004	08/05/2019	1,799.10	0.00
Junk/Parts	00095693	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
Junk/Parts	14001175	COPIER: DIGITAL RICOH MP3500	Furniture,Fixtures & Equipment	03/27/2014	08/05/2019	1,695.00	0.00
Junk/Parts	16000027	BED: ELECTRIC PACKAGE - ZENITH	Furniture,Fixtures & Equipment	11/12/2015	08/05/2019	2,999.98	0.00
Surplus Sale	V0000197	SEDAN: 4 DR FORD CROWN VIC 199	Motor Vehicles	04/25/2002	08/05/2019	1,233.35	0.00
						17,290.88	**0.00**
LCTN	**0411**	**CLAY HILL ELEMENTARY**					
Junk/Parts	00092414	CART:INSTRUCTIONAL W/PROJECTOR	Furniture,Fixtures & Equipment	07/26/2007	08/05/2019	2,546.08	0.00
Junk/Parts	12000234	PRINTER: POSTER PRO CHAMP-HP D	Furniture,Fixtures & Equipment	12/15/2011	08/05/2019	2,995.00	0.00
Surplus Sale	13000698	CART - IPAD - BREDFORD HB716LL	Furniture,Fixtures & Equipment	06/13/2013	08/05/2019	2,799.95	0.00

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 08/31/2019

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value
Surplus Sale	14000113	CART: IPAD - BREDFORD HB716LL/	Furniture,Fixtures & Equipment	09/12/2013	08/05/2019	2,799.95	0.00
Surplus Sale	14000673	CART:IPAD-BRETFORD POWERSYNC H	Furniture,Fixtures & Equipment	12/12/2013	08/05/2019	2,799.95	0.00
Surplus Sale	14001262	CART:IPAD-BRETFORD POWERSYNC H	Furniture,Fixtures & Equipment	02/13/2014	08/05/2019	2,799.95	0.00
						16,740.88	**0.00**
LCTN	**0431**	**RIDGEVIEW HIGH SCHOOL**					
Trade-In	00078682	CART:GOLF AND CHARGER - 1998 E	Furniture,Fixtures & Equipment	05/08/2003	08/05/2019	1,844.50	0.00
Junk/Parts	00084216	CHASSIS/MONITOR/KEYBOARD - APP	Furniture,Fixtures & Equipment	06/09/2005	08/05/2019	1,175.90	0.00
Junk/Parts	00095175	COPIER: DIGITAL W/CABINET - RI	Furniture,Fixtures & Equipment	01/24/2008	08/05/2019	1,106.00	0.00
Junk/Parts	10000148	COPIER: DIGITAL W/CAB RICOH MP	Furniture,Fixtures & Equipment	11/12/2009	08/05/2019	3,610.00	0.00
						7,736.40	**0.00**
LCTN	**0471**	**ROBERT M PATERSON ELEMENTARY**					
Surplus Sale	00064569	BURNISHER:HI-SPEED MINUTEMAN	Furniture,Fixtures & Equipment	07/09/1997	08/05/2019	1,644.00	0.00
						1,644.00	**0.00**
LCTN	**0531**	**THUNDERBOLT ELEMENTARY**					
Junk/Parts	12000009	COPIER: DIGITAL - RICOH MP6001	Furniture,Fixtures & Equipment	10/13/2011	08/05/2019	6,412.00	0.00
						6,412.00	**0.00**
LCTN	**0541**	**RIDEOUT ELEMENTARY**					
Surplus Sale	00075534	BURNISHER:BATTERY-OPERATED MIN	Furniture,Fixtures & Equipment	06/14/2001	08/05/2019	3,328.00	0.00
						3,328.00	**0.00**
LCTN	**0571**	**SWIMMING PEN CREEK ELEMENTARY**					
Junk/Parts	12000455	LAMINATOR: GBC HEATSEAL UMTIMA	Furniture,Fixtures & Equipment	02/09/2012	08/05/2019	1,797.00	0.00
						1,797.00	**0.00**
LCTN	**9003**	**DEPT OF INST RESOURCES STEM**					
Junk/Parts	14000021	PRINTER - COLOR LASERJET HP CP	Furniture,Fixtures & Equipment	08/08/2013	08/05/2019	1,513.61	0.00
						1,513.61	**0.00**
LCTN	**9010**	**TRANSPORTATION**					
Surplus Sale	00073395	CART:GOLF - EZ GO 1999 TXTE	Furniture,Fixtures & Equipment	09/12/2002	08/05/2019	1,650.00	0.00
Surplus Sale	00073439	STAND: ENGINE DIESEL	Furniture,Fixtures & Equipment	05/11/2006	08/05/2019	3,150.00	0.00
Surplus Sale	T0000042	TRAILER:2000 BEE STOCK	Furniture,Fixtures & Equipment	10/25/2001	08/05/2019	2,450.85	0.00
Surplus Sale	V0000297	SEDAN: 4 DR CHEVROLET IMPALA	Motor Vehicles	06/26/2008	08/05/2019	4,084.34	0.00
						11,335.19	**0.00**

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 08/31/2019

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value
LCTN	**9022**	**OPERATIONS**					
Trade-In	00091388	RADIO:HAND HELD W/CHARGER - EF	Furniture,Fixtures & Equipment	06/28/2007	08/05/2019	1,900.00	0.00
Trade-In	00091389	RADIO:HAND HELD W/CHARGER - EF	Furniture,Fixtures & Equipment	06/28/2007	08/05/2019	1,900.00	0.00
Trade-In	00095686	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
Trade-In	00095687	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
Trade-In	00095688	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
Trade-In	00095689	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
Trade-In	00095691	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
Trade-In	00095694	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
Trade-In	00095698	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
Trade-In	00095699	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
Trade-In	00095700	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
Trade-In	00097901	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
Trade-In	00097902	RADIO: PORTABLE ASCEND ES - EF	Furniture,Fixtures & Equipment	09/11/2008	08/05/2019	2,175.00	0.00
						27,725.00	**0.00**
LCTN	**9040**	**INFORMATION SERVICES**					
Junk/Parts	00082399	PRINTER:LASERJET - HP 4200N	Furniture,Fixtures & Equipment	06/24/2004	08/05/2019	1,269.14	0.00
Surplus Sale	00096991	TEACHER STATION: COMPUTER/PRT/	Furniture,Fixtures & Equipment	08/14/2008	08/05/2019	2,826.00	0.00
Surplus Sale	00096992	STUDENT STATION: COMPUTER	Furniture,Fixtures & Equipment	08/14/2008	08/05/2019	1,610.00	0.00
Surplus Sale	11000543	C/M/K - DELL PERCISION T1500 T	Furniture,Fixtures & Equipment	11/23/2010	08/05/2019	1,020.26	0.00
Surplus Sale	11000544	C/M/K - DELL PERCISION T1500 T	Furniture,Fixtures & Equipment	11/23/2010	08/05/2019	1,020.26	0.00
						7,745.66	**0.00**
LCTN	**9110**	**FOOD & NUTRITION SERVICES**					
Surplus Sale	00014920	MILK BOX: COOLER - PRECISION,	Furniture,Fixtures & Equipment	08/31/1977	08/05/2019	1,487.00	0.00
						1,487.00	**0.00**

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 08/31/2019

Disposal Method	Tag	Description	Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value

Total Furniture	Total Vehicles	Total Audio Visual	Total Software	Totals for Deletion Report	
124,236.13	5,317.69	3,193.00	0.00	132,746.82	0.00

Note:JULY 2019 DELETIONS

Disposal Method Descriptions:

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

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

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

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

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

ENTERED IN ERROR- Not used

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

DESTROYED - Fire/Natural Disaster, etc.

THRESHOLD (ex. $750 TO $1000)

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

Title

C19 - BID to be Awarded

Description

Award BID as required per FS 287, DOE 6A-1.012 and School Board Policy
a. Grounds Maintenance and Landscaping Services – County Wide Bid #19-MA-316: Contract Period is for a two (2) year period from September 6, 2019 through August 31, 2021 with the option to renew for (3) 1 year periods upon mutual agreement, in writing. Bid established for the purchase of labor, equipment, tools, materials, transportation, and supervision to efficiently and effectively perform grounds maintenance and landscaping services for various schools/facilities. The vendor awarded is the lowest most responsive and responsible qualified bidder meeting specifications.

Gap Analysis

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

Previous Outcomes

Grounds Maintenance and Landscaping Services are currently performed by School Board employees with unfavorable results. Most school campuses need to be mowed on a biweekly weekly basis in order to maintain the grass at an acceptable height level, currently this is not happening. There are not enough maintenance personnel to perform a bi-weekly mowing service.

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. Grounds Maintenance and Landscaping Services – County Wide Bid #19-MA-316:

-ADM Industry Groups, LLC., 6478 Hwy 90, Suite E, Milton, FL 32570

Contact

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

Financial Impact

a. Grounds Maintenance and Landscaping Services – County Wide Bid #19-MA-316: Estimated $1,400,000.00 for Contract Period from General Revenue

Review Comments

Attachments

DRAFT

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

Title

C20 - RFP to be Awarded

Description

Award RFP as required per FS 287, DOE 6A-1.012 and School Board Policy
a. Lease-Purchase Financing of New School Buses RFP #19-BA-126: Contract Period is for a (7) seven year period from September 6, 2019 through February 1, 2026. RFP established for fixed interest rate to lease-purchase up to 100 new school buses and to pay costs of issuance in connection with the lease, the aggregate cost of which are estimated not to exceed $10,750,000.00. Ford & Associates, Inc., the SBCC's Independent Registered Municipal Advisor, and Mr. Greenberg Traurig P.A., the SBCC's special tax counsel, advised the SBCC throughout the RFP process and contract negotiation. The Firm awarded has been determined to be the most favorable to the School Board.

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 School Board purchased New School Buses directly from the vendor with a District Purchase Order.

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 RFP as follows:
a. Lease-Purchase Financing of New School Buses RFP #19-BA-126:

- TD Equipment Finance, Inc., 301 E. Pine Street, Suite 1000, Orlando, FL 32801

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, Phone: (904)336-6721, Email: susan.legutko@myoneclay.net
Dr. Michael Kemp, Assistant Superintendent for Operations, Phone: (904)336-6825, Email: michael.kemp@myoneclay.net

Financial Impact

a. Lease-Purchase Financing of New School Buses RFP #19-BA-126: Estimated $10,750,000.00 for Contract Period from General Revenue

Review Comments

Attachments

DRAFT

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

Title

C21 - 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 has to sign a memo stating they are completed.

Gap Analysis

The Clay County District Schools is in need of the Board to confirm completion of the Florida Safe Schools Assessments to be in compliance for SB 7030.

Previous Outcomes

Board approved this same letter in October of 2018

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

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

Financial Impact

No financial impact.

Review Comments

Attachments

2019. 20 FSSAT MEMORANDUM FOR SCHOOL BOARD.pdf

DRAFT

CLAY COUNTY DISTRICT SCHOOLS

900 WALNUT STREET, GREEN COVE SPRINGS, FL 32043
P (904) 336-6500 F (904) 336-6536 W oneclay.net

SUPERINTENDENT OF SCHOOLS
Addison G. Davis

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

DRAFT

MEMORANDUM

DATE: 9/5/2019

TO: Sylvia Ift- DOE

FROM: Addison Davis, Superintendent
School District of Clay County

SUBJECT: 2019-2020 Florida Safe Schools Assessment Certification of School Board Action

This memo serves to certify that the School District of Clay County has completed the 2019-2020 safe school district assessment as promulgated by s. 1006.07 (6) F.S. The assessment findings and recommendations were presented to the district school board at a publicly noticed district school board meeting on September 5, 2019 and the district has submitted the assessment, including the finding and recommendations, to the Florida Department of Education via the Florida Safe School Assessment Tool.

_____
Addison Davis
Superintendent of Schools

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

Title

C22 - Sheriff's Office Guardian Certification MOU

Description

This Agreement is made among and executed by the School Board Of Clay County, Florida ("School Board"), and the Clay County Sheriff's Office ("Sheriff') (collectively, "the Parties"), for the purposes of establishing a Coach Aaron Feis School Guardian Program for certain schools within Clay County.

Gap Analysis

The Clay County District Schools is in need of the Board to accept the MOU to allow the Sheriff and the District to be in compliance for SB 7030 regarding the guardian training.

Previous Outcomes

Board approved this same MOU in July of 2018 with minor changes from the District this year.

Expected Outcomes

Board will approve the MOU and sign for execution which will then be submitted to the state for compliance of SB 7030.

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 MOU for signature which will be submitted to the state for compliance of SB 7030.

Contact

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

Financial Impact

No financial impact.

Review Comments

Attachments

- 19.20 CCSO CCDS Guardian MOU.pdf

DRAFT

AGREEMENT BETWEEN THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA AND THE CLAY COUNTY SHERIFF'S OFFICE ESTABLISHING A COACH AARON FEIS SCHOOL GUARDIAN PROGRAM

This Agreement is made among and executed by the School Board Of Clay County, Florida ("School Board"), and the Clay County Sheriff's Office ("Sheriff") (collectively, "the Parties"), for the purposes of establishing a Coach Aaron Feis School Guardian Program for certain schools within Clay County.

WHEREAS, the Marjory Stoneman Douglas High School Public Safety Act increases the need for greater vigilance in the providing of school safety; and

WHEREAS, for the protection and safety of school personnel, students and visitors, each district school board and school district superintendent is required to partner with law enforcement or security agencies to establish or assign one or more safe-school officers at each school facility within the district pursuant to Section 1006.12, Florida Statutes; and

WHEREAS, pursuant Section 30.15, Florida Statutes, the Sheriff, must, at a minimum, provide access to a Coach Aaron Feis Guardian Program to aid in the prevention or abatement of active assailant incidents on school premises; and

WHEREAS, the School Board may vote by a majority to implement a Guardian Program in which case the Sheriff in the county shall establish a guardian program pursuant to Section 30.15(1)(k), Florida Statutes to provide guardian training to school district employees; and

WHEREAS, the School Board and the Sheriff agree that establishment of the Coach Aaron Feis Guardian Program for the 2019-2020 school year is in the best interest of school personnel, students, visitors, the public; and

WHEREAS, the School Board and the Sheriff have agreed to participate in the Coach Aaron Feis Guardian Program for the 2019-2020 school year under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Parties hereto agree as follows:

A. Duties of the Sheriff

1. Establish a Coach Aaron Feis Guardian Program to aid in the prevention or abatement of active assailant incidents on school premises.
2. Provide School Guardian candidates 132 total hours of comprehensive firearm safety and proficiency training conducted by Criminal Justice Standards and Training Commission-certified instructors, which will include:
    a. Eighty hours of firearms instruction based on the Criminal Justice Standards and Training Commission's Law Enforcement Academy training model, which must include at least 10 percent but no more than 20 percent more rounds fired than associated with academy training. Program participants must achieve an 85 percent pass rate on the firearms training.

DRAFT

b. Sixteen hours of instruction in precision pistol.

c. Eight hours of discretionary shooting instruction using state-of-the-art simulator exercises.

d. Eight hours of instruction in active shooter or assailant scenarios.

e. Eight hours of instruction in defensive tactics.

f. Twelve hours of instruction in legal issues.

3. Certify as School Guardians, without the power of arrest, school employees who volunteer and who:

a. Hold a valid license to carry a concealed firearm issued under Section 790.06, Florida Statutes.

b. Successfully complete the comprehensive firearm safety and proficiency training described in paragraph 2, above.

c. Pass a psychological evaluation administered by a psychologist licensed under Chapter 490, Florida Statutes, and designated by the Department of Law Enforcement and submits the results of the evaluation to the Sheriff's Office;

d. Submit to and pass an initial drug test and subsequent random drug tests in accordance with the requirements of Section 112.0455, Florida Statutes, and the Sheriff's Office;

e. Successfully complete at least twelve hours of a certified nationally recognized diversity training program.

f. Successfully complete ongoing training, weapon inspection, and firearm qualification on at least an annual basis.

4. Maintain documentation of weapon and equipment inspections, as well as the training, certification, inspection, and qualification records of each School Guardian certified by the Sheriff.

5. The Sheriff will not certify as School Guardians candidates who fail to pass or complete any of the requirements described in sections 2 and 3, above.

6. The Sheriff will decertify School Guardians who do not successfully pass or complete ongoing training, weapon inspection and firearm qualification on at least an annual basis.

7. The Sheriff will have no obligation to re-test or provide remedial training for School Guardians or School Guardian candidates who do not successfully complete the training and testing described in sections 2 and 3, above.

B. Duties of the School Board

1. The School Board will comply with all applicable laws related to the recruitment, hiring, retention, supervision and training of School Guardians.

2. The School Board will be responsible for posting of positions and interviews for the School Guardians, such positions are armed positions.

DRAFT

3. The School Board will ensure that each School Guardian:
   a. Has been issued a valid guardian certificate prior to being assigned to perform the duties of a school guardian.
   b. Has and maintains a Florida Concealed Carry Permit.
   c. Meets the statutory requirements for employment within the School District.
4. In addition to the above, the School Board will:
   a. Pay all screening and training related costs incurred by the Sheriff related to or arising from the training of School Guardians which costs are not otherwise reimbursed from other sources, including grants and funds specifically designated as reimbursement by the funding source.
   b. The School Board shall submit payment to the Sheriff within forty five (45) days of invoice in accordance with the Florida Government Prompt Payment Act, Florida Statutes Chapter 218.
5. The School Board understands that the Sheriff may apply for and receive monetary grants to reimburse the Sheriff for the costs incurred arising from the School Guardian program. The School Board will not be responsible for paying any amounts incurred by the Sheriff which are reimbursed by a grant. The School Board will be responsible for paying any costs not paid through a grant. The Sheriff will immediately upon receipt by him or his office, disclose to the School Board, information which identifies the source and amount of any grants or other funds which have been awarded to him or his agency to pay expenses of the guardian training program.

C. Mutual Understanding

The Sheriff and the School Board acknowledge and agree as follows:

1. School Guardians are full-time employees of the School Board.
2. School Guardians are not contractors or agents of the Sheriff.
3. Pursuant to Section 30.15, Florida Statutes, School Guardians have no authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident on school premises.
4. As school employees, School Guardians have no authority to act that is independent of the authority provided in Section 30.15, Florida Statutes.

D. Insurance/Indemnification

Both the School Board of Clay County, Florida and the Sheriff of Clay County, Florida are political subdivisions of the State of Florida and are entitled to sovereign immunity. Nothing in this Agreement or this indemnity agreement shall be construed to increase either the scope or dollar limit of liability of either the School Board or the Sheriff beyond that which is set forth in section 768.28 Florida Statutes, or to otherwise waive

DRAFT

either the School Board's or the Sheriff's sovereign immunity or to require either party to indemnify the other party or any other person, corporation or legal entity of any kind or nature whatsoever, for any injury or loss resulting from any acts other than the negligent acts of a party's own employees. Neither party is responsible for the negligent acts of the other party's employees. Neither the School Board nor the Sheriff shall indemnify any party or any other legal person or entity for attorney's fees or court costs other than those court costs which are set forth in Florida Statutes or other Florida law as recoverable costs of court. The School Board of Clay County, Florida is self-insured up to the limits of its liability as set forth in Florida Statute 768.28. Accordingly, and notwithstanding anything to the contrary in this Agreement, the School Board is exempt from carrying additional insurance.

E. Term of Agreement

The term of the Agreement shall commence upon the date it is fully executed by the Parties and shall end on September 30, 2020. This Agreement may be terminated without cause by either Party, by providing the other Party written notice ninety (90) calendar days in advance of the termination.

F. Miscellaneous Provisions

1. Notice. Notices required to be given by this Agreement shall be in writing and hand-delivered or sent by certified United States mail, return receipt requested, addressed to the persons and places specified for giving notice below, or to such other person or place specified for giving notice as designated by written notice in the manner provided herein.

FOR SHERIFF'S OFFICE:	Darryl Daniels, Sheriff 901 North Orange Ave. Green Cove Springs, Florida 32043
With copies to:	Jeffrey Davenport, General Counsel 901 North Orange Ave. Green Cove Springs, Florida 32043
FOR SCHOOL BOARD:	Addison Davis, Superintendent 900 Walnut St. Green Cove Springs, Florida 32043
With copies to:	J. Bruce Bickner, School Board Attorney 900 Walnut St. Green Cove Springs, Florida 32043

DRAFT

2. Governing Law. This Agreement shall be governed by the laws of the State of Florida as to all matters, including but not limited to matters of validity, construction, effect and performance.

3. Forum and Venue. Forum and venue for any actions arising from this Agreement shall be in a State court of competent subject matter jurisdiction, in Clay County, Florida.

4. Entire Agreement. This Agreement constitutes the complete understanding of the parties and merges and supersedes any and all other discussions, agreements and understandings, either oral or written, between the parties with respect to the subject matter hereof.

5. Severability. Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provisions of this Agreement.

6. Amendments or Modifications. Either party may at any time during the term of this Agreement request amendments or modifications. Requests for amendment or modification of this Agreement shall be in writing and shall specify the requested changes and the justification of such changes.

7. Assignment. Neither this Agreement nor any rights, duties, or obligations described herein shall be assigned or subcontracted by either party without the prior express written consent of the other party.

8. Public Records. The School Board and the Sheriff acknowledges that section 119.0701, Florida Statutes, places certain responsibilities on parties that contract with government entities, including but not limited to the obligation to keep, maintain and provide access to public records that ordinarily and necessarily would be required by the public agency in order to perform the service. The School Board and the Sheriff agree to comply with section 119.0701, Florida Statutes, in all respects.

IF THE SCHOOL BOARD OR THE SHERIFF HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PARTIES' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THEY MAY CONTACT THE ATTORNEYS LISTED IN SECTION F.1. OF THIS AGREEMENT.

[This space intentionally left blank.]

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and to be effective from the day and year first written above.

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: _____ Date: _____
Carol Studdard, Board Chairwoman

ATTEST:

By: _____ Date: 8/6/19
Addison Davis, Superintendent

APPROVED AS TO FORM
& SUFFICIENCY:

_____
J. Bruce Bickner
School Board Attorney

SHERIFF OF CLAY COUNTY, FLORIDA

By: _____ Date: 8-6-19
Darryl Daniels, Sheriff

APPROVED AS TO FORM
& SUFFICIENCY:

_____
Jeffrey Davenport
General Counsel

DRAFT

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

Title

C23 - Pre-qualification of Contractors

Description

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

Gap Analysis

Contractor Pre-Qualification is an annual requirement.

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Recommend the School Board approve the Contractor Pre-qualification list attached.

Contact

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

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

Financial Impact

None.

Review Comments

Attachments

Table for Board Backup Contractor Prequal, 9.5.19.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 Susan Legutko, Michael Kemp, Phil Hans, Bertie Staefe and Tina Bullock. The pre-qualification certification is valid for one year from the end of the month in which Board approval is obtained.

COMPANY	TRADE CATEGORY	BOND LIMIT	EXPIRATION DATE
Allstate Construction, Inc.	General Contractor	$100,000,000.00	September 30, 2020
F&G Construction General Contractors, Inc.	General Contractor	$10,000,000.00	September 30, 2020
Gilbane Building Company	General Contractor	$500,000,000.00	September 30, 2020
Professional Telephone Services, Inc. dba Converged Communications	Specialty Electrical Contractor	$300,000.00	September 30, 2020
Trane U.S., Inc.	General, HVAC and Mechanical Contractor	$100,000,00.00	September 30, 2020

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

Title

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

Description

Change Orders are initiated by the Contractor, Architect/Engineer or Owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change Orders are reviewed by the Architect/Engineer and staff prior to submission to the School Board for approval. This change order is for the adjustment of materials.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

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

Recommendation

Approve Change Order # 1.

Contact

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

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

Financial Impact

This change order will increase the contract amount by $16,850.00. Architect fees will increase by $1,432.25 as a result of this change order. These funds are available and budgeted in the Educational Facilities Plan.

Review Comments

Attachments

ChgOrder1, RHS ReRoof Buildings 7 and 10.pdf

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 1

SDCC PROJECT NAME: **RIDGEVIEW HIGH SCHOOL RE-ROOF BUILDINGS 7 & 10**

SDCC PROJECT NO: **C-11-18/19**

The Owner authorized the Contractor to make the following change(s) in the contract dated **February 7, 2019**.

ORIGINAL CONTRACT AMOUNT: **$ 248,241.00**
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): **$ 248,241.00**

Change(s) and reason(s) for this Change Order: See attached information.

Additional Time needed for this Change Order is **Nineteen (19)** calendar days. Contract Substantial Completion date is **August 19, 2019**. Final Completion date is **September 3, 2019**.

For these changes: ■ Add to □ Deduct from the Contract in accordance with the conditions of the Contract the sum of: **Sixteen Thousand Eight Hundred Fifty Dollars and No/cents.**

CURRENT CONTRACT AMOUNT:	**$248,241.00**
ADDITION TO CONTRACT:	**$16,850.00**
DEDUCTION TO CONTRACT:	**$0.00**
REVISED CONTRACT AMOUNT:	**$265,091.00**

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

Signature: _____ Date: 8-16-2019
Architect

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

ACCEPTED: Signature: _____ Date: 8/16/19
Contractor

Signature: Bryce Ellis Date: 8/16/2019
SDCC Project Manager

APPROVED: Signature: _____ Date: _____
School Board Chairman

MIS15010
EFF 7/10/08

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER #__1___

SBCC PROJECT NAME: Ridgeview High School - Re-Roof Buildings 7 and 10

SBCC PROJECT NUMBER: C-11-18/19

Additional Information:

1. Adjustment for materials (gutter boxes/plywood). $16,850.00

Total Change Order Amount: $16,850.00

Addition of Nineteen (19) days to the Contract to complete the work.

DRAFT

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

Title

C25 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Doctors Inlet Elementary School Cafeteria Expansion.

Description

Each phase or combination of phases is submitted to the School Board for review and approval. The plans have received staff review and are complete to Schematic/Preliminary/Final (Phase I, II, and III) stage.

Gap Analysis

N/A

Previous Outcomes

Individual departments have the opportunity to express needs during plan review in order to design a project that will meet user's expectations.

Expected Outcomes

Schematic, Preliminary and Final Plan review allows for participation from a variety of departments to ensure any program changes are incorporated into the design.

Strategic Plan Goal

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

Recommendation

Approve Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for the Doctors Inlet Elementary School Cafeteria Expansion.

Contact

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

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

Financial Impact

As budgeted in the Educational Facilities Plan for $2,000,000.00 The architect's cost estimate is $1,932,310.00.

Review Comments

Attachments

DRAFT

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

Title

Adoption of Consent Agenda

Description

This item is for motion and action on all items contained in the Consent Agenda.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Approve the Consent Agenda.

Contact

Addison G. Davis, Superintendent of Schools, addison.davis@myoneclay.net; Karen Bush, Board Assistant;

Financial Impact

See individual Consent Item statements.

Review Comments

Attachments

DRAFT

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

Title

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

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Financial Impact

Review Comments

Attachments

DRAFT

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

Title

D2 - Approve Resolution for Half-Cent Sales Tax (Studdard)

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Financial Impact

Review Comments

Attachments

DRAFT

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

Title

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

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Financial Impact

Review Comments

Attachments

DRAFT

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

Title

D4 - Human Resources Special Action A

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT

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

Title

D5 - Public Hearing to approve as advertised the adoption of the 2019-2020 Procedures Manual for Instructional Resources

Description

The 2019-2020 Procedures Manual for Instructional Materials provides information regarding the implementation of state and local policies regarding the process and procedures for adoption, vetting, and the challenge of instructional materials. The manual serves as a tool for the purpose of standardization of procedures for school and district level staff responsible for instructional materials management.
It is important for all administrative personnel and instructional materials administrators to be familiar with the policies, procedures, and guidelines applicable to instructional materials. Contents of this document are based on: 1. Current regulations, 2. State and County policies, and 3. Standardized procedures.

Gap Analysis

Adopting the 2019-2020 Procedures Manual for Instructional Materials ensures Clay County meets the requirements of the Statutes and Regulations regarding instructional materials. This document defines the roles and responsibilities of all school and district level staff related to instructional materials, policies, and procedures as they relate to instructional materials, exceptions to these policies and procedures, and funding.
Every effort shall be made by Clay County District Schools to provide textbooks, library books, supplementary materials, digital materials and other educational media essential to an effective instructional program. Instructional Programs shall be selected to meet the educational goals of the district in providing basic materials for all students, to provide continuity in instructional programs, to meet the needs of special individuals and programs, and to objectively present the concerns and build upon the contributions of all genders and members of religious, ethnic and cultural groups.

Previous Outcomes

The Instructional Resources Manual is reviewed and revised each year. The previous update was in September 2018.

Expected Outcomes

In accordance with state statute, an advertisement on the proposed revisions to the 2019-2020 Instructional Resources Manual 2019-2020 Procedures Manual for Instructional Materials will be made public and a vote will be taken at the conclusion of a public hearing on the proposed modifications.

Strategic Plan Goal

Goal 1: Develop a High Quality & Aligned Instructional System
Strategy 1.1 Provide teachers and students with the tools and resources necessary to meet the demands of the Florida Standards and students' individual needs.

Recommendation

It is recommended that the Board approve the 2019-2020 Procedures Manual for Instructional Materials.

Contact

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

Financial Impact

$0.00

Review Comments

Attachments

- Redlined Copy Proposed 2019-2020 CCDS Instructional Resources Department Procedures Manual (3).pdf
- Updates to 2019-20 IR Procedures Manual (2).pdf

DRAFT

Clay County District Schools

Green Cove Springs, Florida

Addison Davis
Superintendent of Clay County District Schools

DRAFT

Procedures Manual for Instructional Resources

~~2018-2019~~ 2019-2020

Including a description of state and district policy regarding
selection, adoption,inventory, funding and allocation of instructional materials.

Clay County District Schools Board Members:
Janice Kerekes, District 1
Carol Studdard, District 2
~~Betsy Condon,~~ Tina Bullock, District 3
Mary Bolla, District 4
Ashley Gilhousen, District 5

~~Revised September 2018~~ June 2019

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VISION

The School District of Clay County exists to prepare lifelong learners for success in a global and competitive workplace and in acquiring applicable life skills.

Six Goals That Define the Work of the Clay County District Schools

1. **Enhance the School Board and Superintendent relationship.**

   - ➢ Develop an efficient, collaborative, and child-focused relationship between the School Board and Superintendent.

2. **Improve the instructional framework, processes, and structures that enrich student achievement.**

   - ➢ Establish a deeper understanding of the organization's curriculum selections, progress monitoring plans, student interventions, and technology platforms that enhance student achievement.

3. **Establish a positive climate and culture throughout the organization**.

   - ➢ Promote and ensure a collaborative and constructive climate focused on building and sustaining a culture of respect, professionalism, and continuous learning for all stakeholders.

4. **Create a performance management system.**

   - ➢ Establish a shared vision and mission where all roles and responsibilities are understood and lead to achieving a common goal-based design.

5. **Strengthen community, public, and teacher relationships.**

   - ➢ Engage community members and teachers to establish their voices as advocates for Clay County students.

6. **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.**

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➢ Examine the systems in place for operations and facilities management to ensure clean, orderly, safe, cost-effective, and instructionally supportive school facilities that will enhance students' education.

~~Realignment of Instructional Resources~~

~~The instructional materials model for the Clay County District Schools (CCDS) is being realigned from one that focuses on instructional materials as the main delivery tool for instruction to one in which the instructional materials are used to support, assess, reference, and enhance the learning experience.~~

~~For best practices, CCDS teachers will implement a combination of digital and print content, large and small group instruction, engaging hands-on activities, electronic media, and other relevant materials that enhance critical thinking and student experiences. Student learning should be personalized at each grade level and subject area, and the instructional materials need to be aligned, standards-based, balanced, and rigorous. Teachers are encouraged to deliver instruction that encompasses a variety of modalities and resources that meet the needs of every child. CCDS teachers understand that it is high quality teaching that drives student learning, rather than assessments, textbooks, and devices.~~

~~Guiding Principles of the Instructional Resources Department~~

1. ~~Every district resource must center on student learning with a focus on accountability.~~
2. ~~Every interaction will be courteous, professional, accommodating and timely.~~
3. ~~The learning needs of each student must be met.~~
4. ~~High-quality teaching drives student learning.~~

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INTRODUCTION

The purpose of this manual is to provide standardization of procedures for school and district level staff responsible for instructional materials management. For successful implementation of the instructional materials program, it is vitally important that all administrative personnel and their textbook managers become thoroughly familiar with the policies, procedures, and guidelines applicable to instructional materials. The Clay County District Schools' Instructional Resources Program must continue to be an integral and essential part of the K-12 instructional process. It is to that goal that this manual has been designed.

Contents of this document are based upon:

1. Current regulations,
2. State and county policies, and
3. Procedures standardized throughout the county.

Every effort shall be made by Clay County District Schools to provide textbooks, library books, supplementary materials, digital materials and other educational media essential to an effective instructional program. Instructional programs shall be selected to meet the educational goals of the district in providing basic materials for all students, to provide continuity in instructional programs, to meet the needs of special individuals and programs, and to objectively present the concerns and build upon the contributions of all genders and members of religious, ethnic and cultural groups.

Alignment of Instructional Resources

The instructional materials model for the Clay County District Schools (CCDS) is one that focuses on instructional materials as the main delivery tool for instruction to one in which the instructional materials are used to support, assess, reference, and enhance the learning experience.

For best practices, CCDS teachers will implement a combination of digital and print content, large and small group instruction, engaging hands-on activities, electronic media, and other relevant materials that enhance critical thinking and student experiences. Student learning should be personalized at each grade level and subject area, and the instructional materials need to be aligned, standards-based, balanced, and rigorous. Teachers are encouraged to deliver instruction that encompasses a variety of modalities and resources that meet the needs of every child. CCDS teachers understand that it is high quality teaching that drives student learning, rather than assessments, textbooks, and devices.

Statement of Purpose

The process of providing appropriate instructional materials for teachers and students in Clay County District Schools has historically been accomplished through the utilization of local committees that review textbooks from the state adopted list and other educational resources. Even though this process aligns with state guidelines, advances in technology have greatly impacted the selection and implementation of current instructional materials. With the advancement of digital technology, gone are the days of the one-teacher, one-textbook learning environment. Instead, instructional aids and information are provided to teachers and students in a variety of formats to enhance the learning experience.

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To prepare our students to become lifelong learners in a global and competitive world, CCDS is tasked with using data to identify deficits throughout the county and make intentional decisions when selecting, sorting, critiquing, judging, and implementing all resources. Today's students must ~~be taught~~ learn not only content-based standards, but also ~~needs to learn~~ how to effectively analyze, evaluate, and utilize information and instructional resources.

~~**INTRODUCTION**~~

~~The purpose of this manual is to provide standardization of procedures for school and district level staff responsible for instructional materials management. For successful implementation of the instructional materials program, it is vitally important that all administrative personnel and their textbook managers become thoroughly familiar with the policies, procedures, and guidelines applicable to instructional materials. The Clay County District Schools' Instructional Resources Program must continue to be an integral and essential part of the K-12 instructional process. It is to that goal that this manual has been designed.~~

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ROLES AND RESPONSIBILITIES

District School Board

"The district school board has the duty to provide adequate instructional materials for all students in accordance with the requirements of statute. The term "adequate instructional materials" means a sufficient number of student or site licenses or sets of materials that are available in bound, unbound, kit, or package form and may consist of hard backed or soft backed textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serve as the basis for instruction for each student in the core courses of mathematics, language arts, social studies, science, reading, and literature." FS 1006.28(1)

School District

"Instructional materials at use in classrooms are rapidly changing as the district incorporates digital texts and instructional software. All instructional materials used in the classroom are the responsibility of the school district and must meet the guidelines for research-based and standards alignment. No instructional material shall be implemented without review by appropriate personnel." Ref. 1006.283,

FS. ~~The list identifying all currently adopted/vetted instructional materials (core and supplemental) that are being used in CCDS can be found on the Instructional Resources Department web page. Below is a direct link to this documentation.~~ The list identifying all currently adopted instructional materials in CCDS can be found on the Instructional Resources Department web page using the following link: https://www.oneclay.net/site/Default.aspx?PageID=4111.

~~2018-19 Textbooks & Instructional Materials (Core & Supplemental)~~

Library Media

As a part of the Instructional Resource Program in Clay County District Schools, library media services are also incorporated to ensure all students and teachers are adequately supported. “The District School Board shall establish and maintain a program of school library media services for all public schools in the district.” Ref. 1006.28(1)(c). ~~Use the link provided o view the current Procedures Manual for CCDS Library Media Services~~.

Principal

At the school level, the principal (or designee) is responsible for allocating funds for the purchase of any supplementary materials not covered by the Instructional Resources Department. It is also the responsibility of the principal (or designee) to convene a school-based leadership team to review data, identify deficits, select appropriate supplemental resources and outline the implementation process for those materials.

The principal and the school-based leadership team may reference the District Supplemental Resources Page to identify if or where other supplemental materials are currently in use throughout the district. A completed Curriculum Council Form (ISS-1-2535) will be submitted along with ~~the~~ requisitions and purchase orders ~~sent~~ to the Instructional Resources Department for approval. A current list of all supplemental materials shall be maintained at the campus and made viewable by all instructional and support personnel. ~~Once the supplemental material has been approved by the school-based leadership team, the following flowchart for placing orders and entering requisitions should be followed.~~

Steps for Requesting Non-Board Approved Supplemental Materials

1. Staff submits a request for supplemental resource to school principal.
2. School principal convenes a **Curriculum Council** meeting and completes form ISS-1-2535. If the request is denied at the school level, the process stops. If the request is approved at the school level, continue to the next step.
3. Share the completed form ISS-1-2535 with Cynthia.Johnson@myoneclay.net as per the instructions in the form.
4. Instructional Resources Department will review, along with additional departments as needed (example: ITS, ESE) and notify school of approval or denial. If the request is denied, the process stops. If the request is approved, continue to the next step.
5. Materials will be sent by vendors directly to the school.
6. School will check in items against original purchase order.
7. Authorization for Purchase Orders will be made to Accounts Payable.
8. After order is checked-in, school will send original packing list and/or a copy of the PO with date and signature to Instructional Resources.

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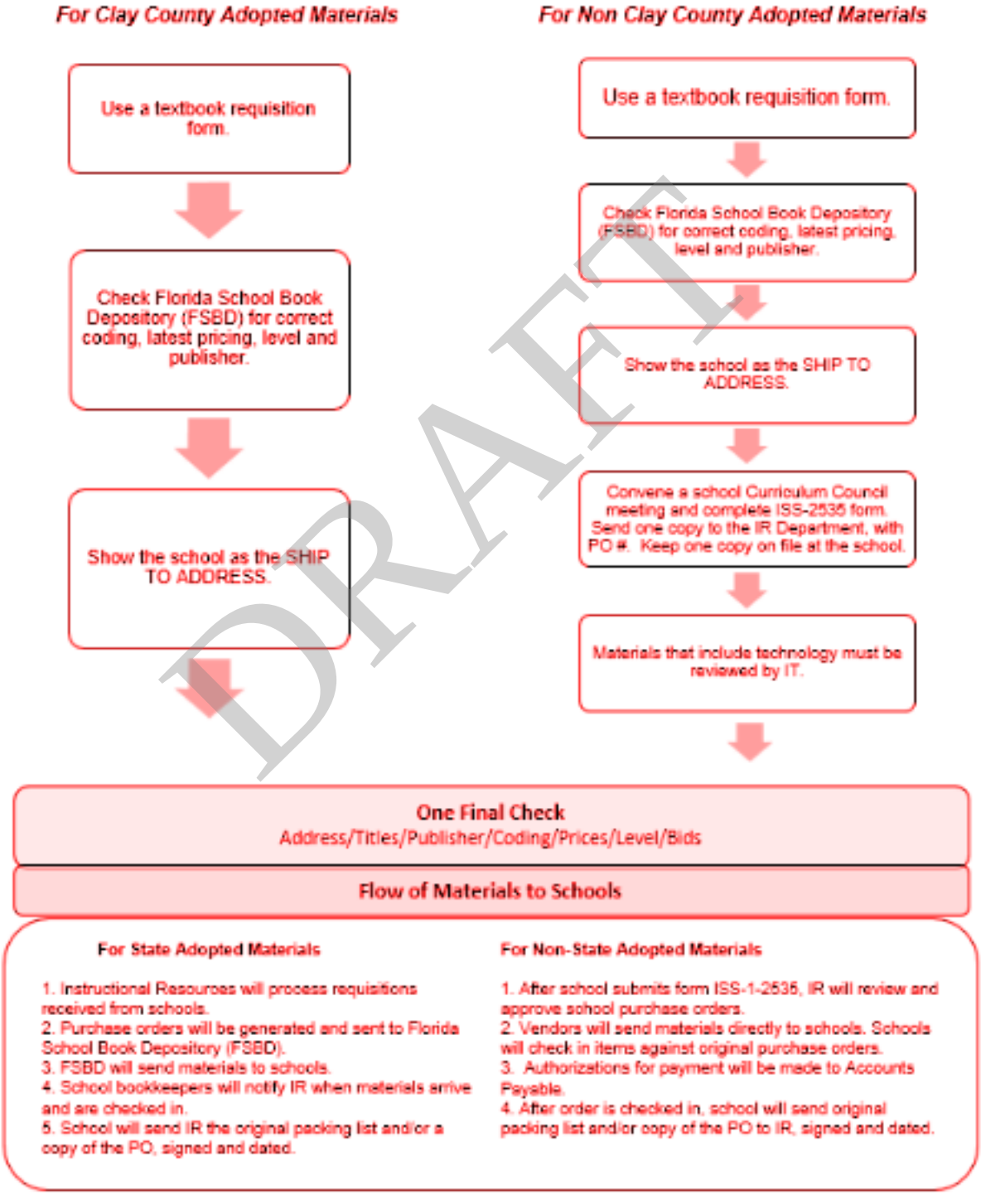
Summary of Procedures for Ordering Instructional Materials



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SUMMARY OF PROCEDURES FOR ORDERING

INSTRUCTIONAL MATERIALS

For Clay County Adopted Materials

- If Clay adopted—use a textbook requisition form
- Double check Florida School Book Depository (FSBD) for correct coding, latest pricing, level, and publisher
- Show the school as the SHIP TO ADDRESS

For Non Clay County Adopted Materials

If not Clay adopted—use a requisition form

Double check vendor catalog or FSBD catalogs for correct coding, latest pricing, level, and publisher

Show the school as the SHIP TO ADDRESS

Convene a school Curriculum Council meeting and complete ISS-1-2535 form. Send one copy of the form to the IR Department via email with PO# in the subject line. Keep a copy on file at the campus.

If your material has a technology piece, it will then be reviewed by ITS to make sure it's compatible with our infrastructure. Provide the link.

One Final Check

Address/Titles/Publisher/Coding/Prices/Level/Bids

Flow of Materials To Schools

For State Adopted Materials

1. Instructional Resources will process requisitions received from schools.
2. Purchase orders will be generated and sent to Florida School Book Depository in Jacksonville.
3. The FSBD will send materials to schools.
4. School bookkeepers will notify IR when materials arrive.
5. After order is checked in, school will send original packing list and/or a copy of the PO with date and signature to IR.

For Non-State Adopted Materials (Flexibility)

1. After the school has emailed the ISS –1– 2535 form is sent, IR will review and approve school purchase orders.
2. Materials will be sent by vendors directly to schools. Schools will check in items against original purchase orders.
3. Authorizations for payment will be made to Accounts Payable.
4. After order is checked in, school will send original packing list and/or a copy of the PO with date and signature to IR.

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INSTRUCTIONAL MATERIALS DEFINED

Chapter 1006 of Florida Statutes defines curriculum and instructional materials. Specifically, "instructional materials" are defined as items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit or package form and may consist of textbooks, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software. The term does not include electronic or computer hardware even if such hardware is bundled with software or other electronic media, nor does it include equipment or supplies. This is an expanded definition of what is generally classified as "textbooks." The Florida Catalog of Instructional Materials reflects the new definition by providing a wide variety of instructional materials.

The current CCDS list of instructional materials can be found on the Instructional Resources Department web page at: https://www.oneclay.net/site/Default.aspx?PageID=4111.

On-Adoption Instructional Materials:

These instructional materials are materials currently on district adoption. These materials can be state adopted or non-state adopted, but must have gone through the rigors of the adoption process for the Clay County District Schools. These materials are generally adopted for a five to six year span, but some may remain within the district for several years longer. These are the materials that must be accounted for yearly and be reported on each campus' Textbook Inventory ~~each June~~. When ordering, these materials are the only ones that can have the object code of 0520.

~~Use the link provided to view information about the 2018-19 Textbooks & Instructional Materials (Core & Supplemental) that are being used in CCDS.~~

Off-Adoption Instructional Materials:

The instructional materials that were adopted, but the adoption period has now expired. These materials may be catalogued in each campus' Textbook Inventory, but these titles and supplements are no longer ordered by the district.

Extended Adoption Instructional Materials:

These instructional materials are ones that the district will continue to use past the original adoption contract timeline. They are no longer available from the publisher or the Florida School Book Depository (FSBD).

Florida School Book Depository (FSBD):

The depository that carries all state-adopted instructional materials in the state of Florida, and from which the district orders all state adopted materials used in district schools. FSBD is a private business that is located in Jacksonville, Florida. The Instructional Resources Department issues elementary and secondary FSBD catalogs each year. Prices listed in the catalog are the state contract prices for the adopted materials. When looking in the catalogue, all state adopted textbooks are in all caps and all non-state adopted textbooks are in lowercase letters. The online catalogue can be found at http://www.fsbd.com/.

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Adoption Cycle:

The State of Florida has a predetermined adoption cycle. This cycle assist district in the purchasing cycles for each content area so that they remain current. Each school district is to provide each student with a major tool of instruction in core courses of the subject areas mathematics, language arts, science, social studies, reading, and literature in grades kindergarten through 12. Each district has three years after the effective date in which to purchase all materials for that content area.

The following is a link to the State of Florida's current Adoption Cycle Schedule:
www.fldoe.org/core/fileparse.php/5574/urlt/AdoptionCycle.pdf

Textbook Allocations:

Instructional materials are purchased through categorical funding from the state of Florida. The funding is based on the FEFP, and may fluctuate from year to year. The district allocates a portion of the funds to schools in accordance with the adoption needs for the year. Media funding and dollars for science lab materials are a part of this funding at the district level.

Consumable Instructional Materials:

Materials NOT listed on the Textbook Inventory which are intended to be written in and consumed by students. Instructional Materials Administrator (IMA) will need to maintain a count of any consumable materials on hand and order replacements as needed. Consumables that are free with adoption will be ordered in March of each year. Campus counts will be requested by the IR Department at the end of February and will be adjusted in June as needed with growth.. When ordering, these materials are the only ones that can have the object code of 0510.

Non-consumable Instructional Materials:

Materials listed on the Textbook Inventory which are not meant to be written in or consumed by students. These materials are issued to students year after year and are intended to last the length of the adoption without replacement.

Supplemental or Ancillary Materials:

These are supplemental or ancillary materials that publishers offer "free with order" during the first year or two of adoption and purchase. In subsequent years, these items must be purchased at the price listed in the FSBD Catalog. These items are meant to last the length of the adoption and the count per teacher should be reconciled at the school each year. Replacement of these items will follow the same guidelines as replacing textbooks. When ordering, these materials are the only ones that can have the object code of 0521.

Computer-Assisted Instructional (CAI) Materials:

Software used for instruction or intervention. This software is district purchased and/or approved. No software or online programs can be purchased at the school level without first getting approval from the site based curriculum (Curriculum Councils) and then the district level (Project Committee). The Instructional Resources Department and Informational Technology Department must review all

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requests before purchasing. By following this last crucial step, each campus can purchase materials that the district can fully help support with portal access, standards based verification, and curriculum content knowledge. When ordering, these materials are the only ones that can have the object code of 0522.

INSTRUCTIONAL RESOURCES INVENTORY AND DISPOSAL GUIDELINES

Inventory Process and Procedures

In order to assist in the preservation and care of instructional materials, school administrators should ascertain and ensure by inspection and through every available agency that all instructional materials issued to the school, whether in use or in storage, are cared for properly. These actions include ensuring the maximum use by the students of all materials purchased until such materials have become unusable.

Procedures employed for these purposes are described below:

1. **Receipt of Inventory**
    a. Select a location where deliveries of instructional materials are to be held as well as a location where delivery documents are to be maintained. Communicate these decisions with pertinent staff.
    b. When delivery is made, ensure that all boxes are accounted for and check for visible damage before the driver leaves. *If a specific box is determined to be missing or damaged, point it out to the driver and document it on the freight bill before signing and the driver leaves.*
    c. As soon as possible, verify quantities of materials received against the packing slip.
    d. If discrepancies occur, such as missing or damaged materials, notify the Instructional Resources Department immediately. Most vendors need notification within 5 to 10 business days in order to resolve issues.
        i. Document receipt and verification of materials, including discrepancies, using the appropriate district spreadsheet (ex: 2019 Elementary Materials Orders by School or 2019 High School Materials Orders by School).
        ii. Email a signed copy of the packing slip to the Instructional Resources Department designee.
    e. New materials are to be prepared for distribution and added to the Destiny Inventory.
        i. Teacher Editions are to have ONE barcode per set. Contents of the set are to be listed in the description.
        ii. Barcode non-consumable Student Editions.
        iii. DO NOT barcode consumable Student Editions. However, these will still be documented in Destiny.
2. **Distribution of Inventory**
    a. Each school is to set up specific procedures for the circulation of textbooks and materials. The district requires the following as part of these procedures:
        i. Only designated staff are to have access to check out and check in materials through the inventory management system.
        ii. Teacher Editions and barcoded, non-consumable Student Editions are to be scanned for check out and check in.
        iii. Consumable Student Editions are not to be barcoded, but are to be accurately documented through the inventory management system.

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b. A record of all distributed and undistributed instructional materials should be maintained and quantities accurately reflected in the inventory management system.

3. Monitoring of Inventory

a. It shall be the responsibility of the school site administrator to maintain a current inventory of instructional materials and verify this inventory via designated inventory checks and end-of-year inventory counts.

b. Schools must conduct an inventory check of all issued instructional materials. Adjustments to the school inventory must be made based on the results of the inventory checks.

c. Charges may be assessed for lost or damaged instructional materials as follows:

Condition	Fee
Damage beyond use by others: includes inappropriate written language, drawings, and other defacings.	Full Replacement Cost
Lost book (regardless of the age and condition of the book at issue)	Full Replacement Cost
Damaged but usable by others	50% of Replacement Cost

d. In the event a student is unable to pay the necessary fee for lost or damaged materials, school site personnel may determine, as established in Florida Statute 1006.28 (3)(b), the manner in which the student may satisfy the debt.

e. In the event a student finds instructional materials previously reported as lost and for which they paid, a refund may be issued.

4. Year-End Collection of Instructional Materials and Inventory

a. In April the Instructional Resources Department will notify all Instructional Materials Administrators to begin their inventory process.

b. Collect instructional materials from students and teachers as follows:

i. Elementary student materials should not be collected until the last week of school.

ii. Secondary student materials should not be collected until administration of final exam is complete.

iii. Teacher materials should be collected for the summer. If a school chooses to allow teachers to keep materials over the summer to prepare for the next school year, the school should maintain a record of materials checked out to teachers.

iv. All should check-in items through the inventory management system. Overdue reports are to be printed for each student.

c. A physical inventory of all instructional materials is required

i. School administrators should organize a physical count of all instructional materials issued to teachers and students as well as those materials located in storage areas.

ii. Once inventory is completed and finalized, the Instructional Resources Department is to be notified using the appropriate documentation.

d. Collection of Fees for Lost and Damaged Instructional Materials

i. At the end of the school year, a check for all monies collected for lost or damaged materials must be made out to the Clay County District Schools.

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ii. Accompanying the check should be a copy of the school's spreadsheet for lost and damaged textbook payments, Textbook Inventory Form and the fine/unaccounted for copies report.

For up-to-date guidelines in inventory best practice, please refer to the Clay County District Schools Textbook and Inventory Procedures Handbook.

Disposal Guidelines

1. Textbooks not being used at any given school can be declared surplus at the school level, taking into consideration the six to eight (6-8) year adoption cycle of textbook adoptions for state approved materials.

2. It is the responsibility of the office of Instructional Resources (IR) to prepare a surplus textbook bid for books going off county adoption. The Instructional Materials Administrator will be notified by year-end of procedures to follow for surplus textbooks going off county adoption.

3. For other textbooks to be declared surplus, a Surplus Textbook form MIS 22506 must be completed and forwarded to IR. If any school has a need for the listed surplus books, the administrator of IR will initiate the transfer of said books.

4. If the books are not needed by another school, the administrator of IR declares the books discardable.

5. If the textbooks are discardable, you will be notified by the administrator of IR.

6. At this point, the school must take three steps, listed below, in any order:

    a. Have a parent giveaway during an Open House and/or PTA meeting and make the discarded books available;
    b. Have a student giveaway in your cafetorium or library;
    c. Give four or less books of one title to your teachers.

7. After you have taken all steps outlined above, discard any books in poor condition or books that are more than 10 years old.

8. Send any remaining textbooks to the administrator of IR.

9. IR sells instructional materials to companies that buy obsolete textbooks.

10. The administrator of IR will make the discarded textbooks available to private schools or governmental agencies and will dispose of the remainder of the discarded books.

EXCEPTIONS TO INSTRUCTIONAL MATERIALS GUIDELINES

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There are exceptions to the guidelines and procedures pertaining to instructional materials for Dual Enrollment (DE), Advanced Placement (AP), International Baccalaureate (IB), and similar programs. The following is an explanation of each exception.

Dual Enrollment Materials:

~~These~~ Dual Enrollment materials are issued to high school students who are also enrolled in ~~a~~ post-secondary courses creditable toward a vocational certificate or an associate or baccalaureate degree. Students enrolled at Saint Johns River State College (SJRSC) and attend on campus, will receive their textbooks from the Instructional Resources Department. If the course is taught on the high school campus, the textbooks are provided by the campus. Santa Fe students attending on the campus, will receive their textbooks from the campus bookstore. Currently there are two colleges Clay County has articulation agreements with: ~~St~~ Saint Johns River College and Santa Fe College. When ordering, these materials are the only ones that can have the object code of 0520, but will have the project code of 138X.

All dual enrollment materials are considered non-consumable; therefore, they should not be written in, highlighted, or altered in any way. This includes, but is not limited to, textbooks, lab manuals, workbooks, etc. If the student does deface the material in any way, they are required to purchase the materials at the full purchase price. All dual enrollment materials are due to the District Instructional Resources Office at the end of each semester. The dates are given to the student at the time of pickup. These materials must be returned in a timely manner in order to prepare them for students needing them the next semester. Currently, the fine for late return of dual enrollment materials is $10.00 per item, per day up to the total cost of the resource. The student will be required to pay the fine before any additional materials can be checked out.

Dual Enrollment Website: https://www.oneclay.net/Page/5068.

Dual Enrollment Students:

Florida Statute 1007.271 makes three points clear:

1. Dual enrollment instructional materials are free.
2. Students enrolled in postsecondary courses not creditable toward a high school diploma shall not be considered dual enrollments and shall assume the cost of the instructional materials.
3. Instructional materials for early admission enrollment in a post-secondary institution on a full-time basis as identified by the institution are not free. FS 1007.271 (10)

Additional guidance from Florida DOE states, "Students may be responsible for materials that become the property of the individual student, such as electronic license fee."

Dual Enrollment Procedures:

1. Dual Enrollment classes taught at the high school coordinate dual enrollment materials through the school Instructional Materials Administrator and Instructional Resources Office.

2. The following information applies to Dual Enrollment students taking their classes on the respective college campus:

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a. **Santa Fe State College (SFSC)**

i. Students will receive their schedules and instructor/textbook information from Santa Fe State College. The SFSC booklist can be found at the following link: https://www.sfcc.edu/offices/bookstore

ii. On the assigned date, students will take their schedules from SFSC to the designated Instructional Materials Administrator at their high school. At that time, they will sign an agreement that verifies their acceptance of the district's Dual Enrollment Check-out Policy. If the instructional materials are available, they will be issued. If the materials are not available, they will be ordered and then students will be notified when they can be picked up.

iii. Electronic access codes will be issued on an as-needed basis. If it is determined after the course begins that an access code is needed, the student may contact the Instructional Resources Office for assistance.

iv. Dual Enrollment materials checked out from the Instructional Materials Administrator **are not** to be written in (including lab manuals). If they are, the student will be charged full replacement cost.

v. At the end of the semester, students will return their dual enrollment materials directly to the Instructional Materials Administrator at their high school. The due date is normally on, or one day after finals for the course. Each textbook not returned on time will be assessed a daily $10 late fee until it is either returned or the fee has reached the full replacement cost of the book. Any late fees or replacement costs not met by the student will be subject to the same textbook rules applied at his/her school. Students can check the Dual Enrollment textbook due date by logging into Destiny at https://oneclay.follettdestiny.com.

b. **St. Johns River State College (SJRSC)**

i. Students will receive their schedules and instructor/textbook information from St. Johns River State College. The SJRSC booklist can be found at: http://www.sjrstate.edu/bookstore.html.

ii. On the assigned date, students will take their schedules from SJRSC to the Instructional Resources Office (IR) in Green Cove Springs. At that time, they will sign an agreement that verifies their acceptance of the district's Dual Enrollment Check-out Policy. If the instructional materials are available, they will be issued. If the materials are not available, a voucher will be issued to the student to be redeemed at the SJRSC Bookstore. The bookstore will barcode the materials that are issued, and then relay this information to the Instructional Resources Office so it can be entered into the district's Destiny Textbook Manager.

iii. At the end of the semester, students will return their dual enrollment materials directly to the Instructional Materials Office in Green Cove Springs. The due date is normally on, or one day after finals for the course. Each textbook not returned on time will be assessed a daily $10 late fee until it is either returned or the fee has reached the full replacement cost of the book. Any late fees or replacement

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costs not met by the student will be subject to the same textbook rules applied at his/her public high school. Students can check the Dual Enrollment textbook due date by logging into Destiny at https://oneclay.follettdestiny.com.

iv. Electronic access codes will be issued on an as-needed basis. If it is determined after the course begins that an access code is needed, the student may call the Instructional Resources Office for assistance.

v. Dual Enrollment materials checked out from the Instructional Resources Office **are not** to be written in (including lab manuals). If they are, the student will be charged full replacement cost.

c. **Florida State College at Jacksonville (FSCJ)**

i. Students will receive their schedules and instructor/textbook information from Florida State College at Jacksonville. The FSCJ booklist can be found at the link http://www.efollett.com.

ii. On the assigned date, students will take their schedules from FSCJ to the Instructional Resources Office (IR) in Green Cove Springs. At that time, they will sign an agreement that verifies their acceptance of the district's Dual Enrollment Check-out Policy. If the instructional materials are available, they will be issued. If the materials are not available, a voucher will be issued to the student to be redeemed at the FSCJ Bookstore. The bookstore will barcode the materials that are issued, and then relay this information to the Instructional Resources Office so it can be entered into the district's Destiny Textbook Manager.

iii. At the end of the semester, students will return their dual enrollment materials directly to the Instructional Materials Office in Green Cove Springs. The due date is normally on, or one day after finals for the course. Each textbook not returned on time will be assessed a daily $10 late fee until it is either returned or the fee has reached the full replacement cost of the book. Any late fees or replacement costs not met by the student will be subject to the same textbook rules applied at his/her public high school. Students can check the Dual Enrollment textbook due date by logging into Destiny at https://oneclay.follettdestiny.com.

iv. Electronic access codes will be issued on an as-needed basis. If it is determined after the course begins that an access code is required, the student may call the Instructional Resources Office for assistance.

v. Dual Enrollment materials checked out from the Instructional Resources Office **are not** to be written in (including lab manuals). If they are, the student will be charged the full replacement cost.

d. **Important Reminders for All CCDS Dual Enrollment Students**

i. NO instructional materials will be provided to any returning Dual Enrollment students who have not returned the instructional materials they were issued for a previous semester.

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ii. CCDS is not responsible for the cost of consumable Dual Enrollment materials such as lab materials, solution manuals, or study guides. If any of these are available in the Instructional Resources Office, they will be checked out for student use. Students are NOT to write in any of these materials. If they do so, they will be charged full replacement cost of the material. **Please note:** Professors will allow students to write their answers on separate pieces of paper that can be submitted for credit.

iii. CCDS is not responsible for the cost of consumable online access codes. If any of these codes are available in the Instructional Resources Office, they will be checked out for student use. It is the student's responsibility to find out if any such online access codes are a course requirement.

Advanced Placement (AP) Materials:

Advanced Placement (AP) programs provide college-bound students with more rigorous and challenging courses than those that are general or core. AP courses are mandated to follow a strict curriculum governed by the College Board. The College Board also prepares the exams that AP students are given in May. These exams are based on a scale of one to five, with five being the highest. Scores are generally released mid-July. The District is awarded .16 full-time equivalent (FTE) student membership every time an AP student scores a three or higher on an AP Exam. This amount is added and funded to the total FTE amount for the following year. The District is required to allocate 80% of the funds to the high school who generated the extra FTE dollars. These are the funds used to purchase instructional materials for all AP classes on the campus.

The AP instructional materials do not follow the state adoption cycle. Instead, they are adopted by the College Board and selected by the individual campus. The funds for these materials come from AP funds distributed to each campus by the District once per calendar year. Providing the instructional materials for all AP classes is the responsibility of each campus.

~~The following web site is a valuable resource to provide anyone with information on state policies and programs for AP:~~

~~50-State Comparison: Advanced Placement Policies~~

The following web site is a provides information on state policies and programs for AP:
http://ecs.force.com/mbdata/mbprofgroupall?Rep=APA

Another ~~great~~ resource for all teachers and administrators is www.nms.org. Once on the site, click on *Login,* then click on *Laying the Foundation Program.* You will be prompted to enter your username and password. The teachers also have a valuable planning and support tool at www.nmsiteachers.org.

International Baccalaureate (IB) Materials:

The International Baccalaureate (IB) Diploma Programme is offered at Ridgeview High School (RHS) which serves as a magnet school for all CCDS secondary students who qualify. This is a rigorous pre-university course of study designed to help college-bound secondary students develop the characteristics needed to succeed in college and beyond. The diploma model being used at RHS is the result of an international cooperative effort and it is recognized by most universities worldwide as a

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qualification for acceptance into higher education.

The International Baccalaureate Organization mandates the curriculum that all IB classes follow. The curriculum is displayed in the shape of a hexagon with the core being surrounded by the six subject areas of instruction. The IB Organization also sets the assessment requirements and is the sole entity that awards the IB Diploma. Schools are expected to comply with all procedures and deadlines set forth in the IB Handbook, and they must follow the course of study and assessment for the diploma in order to quality for an IB Diploma.

Cambridge Advanced International Certificate of Education (AICE) Materials:

The Cambridge Advanced International Certificate of Education (AICE) Diploma is an international, culturally sensitive, curriculum and examination program. The AICE Program offers breadth across the curriculum and depth in subjects, such as math, science, languages, and arts and humanities. This program places emphasis on in-depth studies that focus on mastery of a broader range of skills needed in a global marketplace and universities alike.

It is the responsibility of the individual campus to develop and implement the curriculum for each course. All AICE students must pass a combination of assessments, Cambridge International AS and A Level, as well as successfully pass one course from the three subject groups. These exams are only given twice a year, November and June; results are released in August and January. It is the responsibility of the campus to purchase ~~the~~ instructional materials required for each course. The materials for each course are selected by the campus and teachers using a list of appropriate materials provided by Cambridge. The list can be viewed on the website below. Cambridge (AICE) works with publishers to vet and verify all materials to ensure they align ~~to the~~ with the philosophy and rigor of the program.

The following web site is designed to support teachers and administrators of AICE Programs: http://www.cie.org.uk/programmes-and-qualifications/cambridge-advanced/cambridge-aice-diploma/classroom-support/

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~~**EXCEPTIONS TO INSTRUCTIONAL MATERIALS GUIDELINES**~~

~~There are exceptions to the guidelines and procedures pertaining to instructional materials for Dual Enrollment (DE), Advanced Placement (AP), International Baccalaureate (IB), and similar programs. The following is an explanation of each exception.~~

~~**Dual Enrollment Students:**~~

~~Florida Statute 1007.271 makes three points clear:~~

~~1. Dual enrollment instructional materials are free.~~

2. Students enrolled in postsecondary courses not creditable toward a high school diploma shall not be considered dual enrollments and shall assume the cost of the instructional materials.

3. Instructional materials for early admission enrollment in a post-secondary institution on a full-time basis as identified by the institution are not free. FS 1007.271 (10)

Additional guidance from Florida DOE states, "Students may be responsible for materials that become the property of the individual student, such as electronic license fee."

Dual Enrollment Procedures:

1. Dual Enrollment classes taught at the high school coordinate dual enrollment materials through the school Instructional Materials Administrator and Instructional Resources Office.

2. The following information applies to Dual Enrollment students taking their classes on the respective college campus:

    a. **Santa Fe State College (SFSC)**

        i. Students will receive their schedules and instructor/textbook information from Santa Fe State College. The SFSC booklist can be found at the link below:

        https://www.sfcc.edu/offices/bookstore

        ii. On the assigned date, students will bring their schedules from SFSC to the Designated Instructional Materials Administrator at their high school. At that time, they will sign an agreement that verifies their acceptance of the district's Dual Enrollment Check-out Policy. If the instructional materials are available, they will be issued. If the materials are not available, they will be ordered and then students will be notified when they can be picked up.

        iii. Electronic access codes will be issued on an as-needed basis. If it is determined after the course begins that an access code is needed, the student may call the Instructional Resources Office for assistance.

        iv. Dual Enrollment materials checked out from the Instructional Materials Administrator **are not** to be written in (including lab manuals). If they are, the student will be charged full replacement cost.

        v. At the end of the semester, students will return their dual enrollment materials directly to the Instructional Materials Administrator at their high school. The due date is normally on, or one day after finals for the course. Each textbook not returned on time will be assessed a daily $10 late fee until it is either returned or the fee has reached the full replacement cost of the book. Any late fees or replacement costs not met by the student will be subject to the same textbook rules applied at his/her school. Students can check the Dual Enrollment textbook due date by logging into Destiny at https://oneclay.follettdestiny.com.

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b. **St. Johns River State College (SJRSC)**

i. Students will receive their schedules and instructor/textbook information from St. Johns River State College. The current SJRSC booklist can be accessed using the link to the SJR State Bookstore below:

SJR State Bookstore

ii. On the assigned date, students will bring their schedules from SJRSC to the Instructional Resources Office (IRO) in Green Cove Springs. At that time, they will sign an agreement that verifies their acceptance of the district's Dual Enrollment Check-out Policy. If the instructional materials are available, they will be issued. If the materials are not available, a voucher will be issued to the student to be redeemed at the SJRSC Bookstore. The bookstore will barcode the materials that are issued, and then relay this information to the Instructional Resources Office so it can be entered into the district's Destiny Textbook Manager.

iii. At the end of the semester, students will return their dual enrollment materials directly to the Instructional Materials Office in Green Cove Springs. The due date is normally on, or one day after finals for the course. Each textbook not returned on time will be assessed a daily $10 late fee until it is either returned or the fee has reached the full replacement cost of the book. Any late fees or replacement costs not met by the student will be subject to the same textbook rules applied at his/her public high school. Students can check the Dual Enrollment textbook due date by logging into Destiny at https://oneclay.follettdestiny.com.

iv. Electronic access codes will be issued on an as-needed basis. If it is determined after the course begins that an access code is needed, the student may call the Instructional Resources Office for assistance.

v. Dual Enrollment materials checked out from the Instructional Resources Office **are not** to be written in (including lab manuals). If they are, the student will be charged full replacement cost.

c. **Florida State College at Jacksonville (FSCJ)**

i. Students will receive their schedules and instructor/textbook information from Florida State College at Jacksonville. The FSCJ booklist can be found at the link below:

http://www.efollett.com

ii. On the assigned date, students will bring their schedules from FSCJ to the Instructional Resources Office (IRO) in Green Cove Springs. At that time, they will sign an agreement that verifies their acceptance of the district's Dual Enrollment Check-out Policy. If the instructional materials are available, they will be issued. If the materials are not available, a voucher will be issued to the student to be redeemed at the FSCJ Bookstore. The bookstore will barcode the materials that are issued, and then relay this information to the Instructional

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Resources Office so it can be entered into the district's Destiny Textbook Manager.

iii. At the end of the semester, students will return their dual enrollment materials directly to the Instructional Materials Office in Green Cove Springs. The due date is normally on, or one day after finals for the course. Each textbook not returned on time will be assessed a daily $10 late fee until it is either returned or the fee has reached the full replacement cost of the book. Any late fees or replacement costs not met by the student will be subject to the same textbook rules applied at his/her public high school. Students can check the Dual Enrollment textbook due dates by logging into Destiny at https://oneclay.follettdestiny.com.

iv. Electronic access codes will be issued on an as-needed basis. If it is determined after the course begins that an access code is required, the student may call the Instructional Resources Office for assistance.

v. Dual Enrollment materials checked out from the Instructional Resources Office **are not** to be written in (including lab manuals). If they are, the student will be charged full replacement cost.

d. **Important Reminders for All CCDS Dual Enrollment Students**

i. NO instructional materials will be provided to any returning Dual Enrollment students who have not returned the instructional materials they were issued for a previous semester.

ii. CCDS is not responsible for the cost of consumable Dual Enrollment materials such as lab materials, solution manuals, or study guides. If any of these are available in the Instructional Resources Office, they will be checked out for student use. Students are NOT to write in any of these materials. If they do so, they will be charged full replacement cost of the material. **Please note:** Professors will allow students to write their answers on separate pieces of paper that can be submitted for credit.

iii. CCDS is not responsible for the cost of consumable online access codes. If any of these codes are available in the Instructional Resources Office, they will be checked out for student use. It is the student's responsibility to find out if any such online access codes are a course requirement.

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INSTRUCTIONAL MATERIALS ADOPTIONS

State Level

The Florida Commissioner of Education determines the cycle of subject areas to be considered for adoption and the selection committees needed to initiate the process. By April 15th, the Department of Education determines the committees for each subject area being adopted. These committees are composed of nine members who range from teachers, members of the public, school board members, and supervisors. They are charged with the responsibility of establishing criteria for participating publishers based upon existing course descriptions and requirements in each subject area. These

criteria are then given to publishers and districts who will be participating in the pre-adoption process. Materials are evaluated by this team and their recommendations are then submitted to the State Board of Education by January 1st of each year. Superintendents and school districts will be notified immediately of all newly adopted titles so they can prepare to start their district-level evaluations. Once adopted, the materials are placed on contract generally for a five year period. Information regarding the adoption of instructional materials in the state of Florida can be viewed using the link below.

Policies and Procedures Specifications for the Florida Instructional Materials Adoption

The state of Florida uses a cycle of approximately five years to maintain current practices in all subject areas. Generally, they apply to the core content areas, but have been known to include other areas such as Career and Technical Education, Music, and World Languages. For a copy of the current adoption cycle, please visit www.fldoe.org/core/fileparse.php/5574/urlt/AdoptionCycle.pdf. Due to the wide variety of courses and the fast pace in which the standards and content change, sometimes only a portion of the current content area may be adopted by the district or state.

District Level

The state releases its preliminary list of state adopted materials for the content area currently being considered for adoption. The district then determines their individual priorities, and forms two committees to begin the adoption process. The preselection committee is comprised of representatives from each campus who has been selected by their principals as master teachers of the curriculum and/or grade level. Representatives from ESE, ESOL, and other special populations will also be represented on this committee so that every student's needs are addressed. The district adoption committee is comprised from the chairs of the preselection committee, a professional development representative, an instructional resource representative, a digital integration representative, community members, School Board members, student representatives, and other administrators with expertise in the curriculum being reviewed.

Campus Level

State law mandates the following as the duties and responsibilities of the school principal for the management and care of instructional materials:

1. Proper Use of Instructional Materials - It is the responsibility of the school principal to assure that instructional materials are used for instruction of students enrolled in the grade level(s) for which they are designed, pursuant to School Board policy.

2. Money Collected for Lost or Damaged Books - It is the duty and responsibility of the school principal to collect from each student or the student's parent the purchase price for any instructional material that the student has lost, destroyed, or unnecessarily damaged and to report and transmit such collections to the Superintendent of CCDS. Regardless of the age of the material, the principal is authorized to collect the full purchase price. If reasonable effort has been made by the principal, and the collection of such sum has failed, the student may be suspended from participation in extracurricular activities, or may be allowed to satisfy the debt through community service activities at the school site. At the school site, documentation of "clearance of debt" must be kept on file and provided upon request by the District.

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3. Disposition of Funds - All monies collected from the sale, exchange, loss, or damage of instructional materials should be transmitted to the district Instructional Resources Department so they can be added to the district appropriation for instructional materials. Reminder: These funds and all instructional materials (with the exceptions of AP and IB materials) are the property of Clay County District Schools. All decisions regarding said materials and funds are at the discretion of the District.

4. Conservation and Care - It is the responsibility of the school principal to ensure that all instructional materials issued to the school are accounted for and cared for properly. This shall be done using the forms prescribed by the Department of Education and the district Instructional Resources Department.

5. Records and Reports - The principal will prepare and transmit such instructional materials records and reports that may be required by the Department of Education, and any supplementary records and reports that the Superintendent may direct.

The 2016 Florida Statutes Regarding Materials Reviewers

1006.30 Affidavit of state instructional materials reviewers.—Before transacting any business, each state instructional materials reviewer shall make an affidavit, to be filed with the department, that:

(1) The reviewer will faithfully discharge the duties imposed upon him or her.

(2) The reviewer has no interest in any publishing or manufacturing organization that produces or sells instructional materials.

(3) The reviewer is in no way connected with the distribution of the instructional materials.

(4) The reviewer does not have any direct or indirect pecuniary interest in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the public schools.

(5) The reviewer will not accept any emolument or promise of future reward of any kind from any publisher or manufacturer of instructional materials or his or her agent or anyone interested in, or intending to bias his or her judgment in any way in, the selection of any materials to be adopted.

(6) The reviewer understands that it is unlawful to discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, except during the period when the publisher or manufacturer is providing a presentation for the reviewer during his or her review of the instructional materials submitted for adoption.

History.—s. 305, ch. 2002-387; s. 22, ch. 2011-55.

Instructional Materials Adoption Process in Clay County

1. The Instructional Resources Department of CCDS will obtain the short list of bids for adoption selections from the FLDOE website.

   http://www.fldoe.org/academics/standards/instructional-materials/

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2. The Instructional Resources and Information Technology Services Departments will coordinate efforts to contact each participating publisher and have them complete the District Technology Survey to ensure compatibility of their delivery platform with our infrastructure.

3. The subject area curriculum specialist(s) will meet with the Instructional Resources Department to discuss the adoption process, identify due dates, and determine priority of needs for the district.

4. The Instructional Resources Department and the subject area curriculum specialist(s) will work together to develop a textbook evaluation rubric and other evaluation tools that align to state standards and Clay County student needs.

5. The Instructional Resources Department will contact publishers who have no technology incompatibilities to ask for online access information for the public and the adoption process.

6. Publishers will be asked to provide a signed Clay County District Schools Adoption Proposal Bid by the determined due date.

7. The Instructional Resources Department's Online Resource Specialist will upload all public access information for each potential publisher/curriculum under consideration to the IR web page.

8. The subject area curriculum specialists will work alongside the IR Department to select dates, arrange committee meetings, and notify all committee members. If appropriate the IR Department may invite publishers to make presentations of their materials at committee meetings.

9. The IR Department and subject area curriculum specialists are responsible for maintaining records related to current adoption, but not limited to:

    a. List of all meeting dates and summary minutes
    b. Committee evaluation forms/rubrics
    c. Recommendations for materials, both print and digital
    d. Minority Reports (if applicable) - A written report from any committee member who disagrees with the majority decision. This one page summary must be submitted to the Instructional Resources Supervisor twenty days prior to the final recommendation presentation to the School Board.

10. The Preselection Committee will:

    a. Consist of teachers identified as master teachers in their grade band and/or curriculum at their schools, and nominated by their principals to serve
    b. Consist of representatives from ESE, ESOL, parents, community members, students (when possible), and other special populations
    c. Evaluate each publisher submission using the textbook rubric and consensus forms provided by the IR Department and the subject area specialist(s)
    d. Come to consensus on top selections
    e. Communicate selections, set up samples for review, and explain how all stakeholders can provide input to the adoption process

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11. The review process includes voting on selections by all affected teachers, and it is confidential and maintained for future reference.

12. The voting results are reported at a meeting of the District Adoption Committee by the Supervisor of Instructional Resources.

13. Access to any materials being considered for adoption will be advertised in the *Clay Today,* and posted to the district website at least 20 calendar days prior to School Board consideration.

14. The District Adoption Committee will be comprised of a variety of the following individuals:

    a. Preselection Committee Chair(s)
    b. Professional Development representative
    c. Instructional Resource representative
    d. Digital Integration representative
    e. Community members
    f. School Board members
    g. Student representatives
    h. Administrators with expertise in the curriculum being reviewed

15. To finalize the selection, the District Adoption Committee will review results of the teacher vote, analyze public input and the written comments from all who responded. The District Adoption Committee will discuss and determine the final outcome to present to the School Board.

16. A final report will be generated by the subject area curriculum specialist(s) and Supervisor of Instructional Resources, and will be submitted to the School Board for approval.

17. The CCDS School Board will hold an open-noticed public hearing, separate from an official Board meeting, to allow for public comment on the final materials selected. Committee members, subject area curriculum specialist(s) and the Instructional Resources Department team will be in attendance to answer questions pertaining to the selected materials.

18. The School Board will vote after all recommendations are heard.

19. The Supervisor of Instructional Resources will draft a formal letter with the assistance from the subject area curriculum specialist to summarize the process used to select the materials, the district priorities being met by the materials, and the title and publisher information for all materials being adopted.

20. The Supervisor of Instructional Resources will notify all publishers about the selected materials that have been adopted by CCDS.

21. After the approval of materials by the School Board, a parent of a currently enrolled CCDS student or a Clay County resident may file a petition to contest the Board's adoption of a specific instructional material utilizing the approved form **ISS 2-2501**, which is posted on the Instructional Resources Department page of the District website.

    a. Objections must be submitted within thirty days of school board approval of the selected materials.

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b. Thirty days after the 30-day period has expired, the School Board must conduct at least one open public hearing on all petitions timely received.
c. The petitioner will receive written notification of the date and time of the hearing at least seven days prior to the hearing.
d. The School Board's determination at the end of the hearing is final and not subject to further petition or review.
a. The district and petitioner shall each be responsible for payment of one-half of the fee of the hearing officer unless the legislature appropriates full funding to the district for this express purpose in the future.

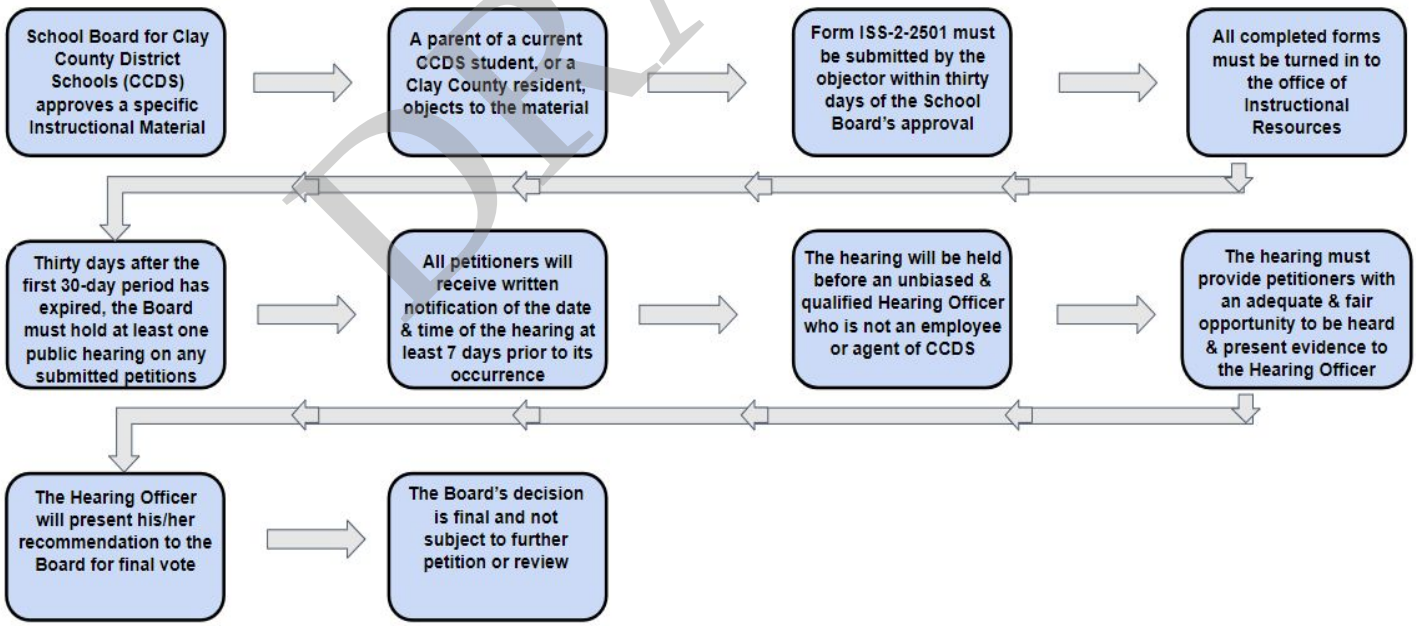
22. The superintendent will notify the FLDOE by April 1 of each year about the state adopted instructional materials that will be requisitioned for use in the district.

23. Please refer to the ~~illustration on the next page~~ *Clay County Adoption Process Estimated Timeline* which depicts a typical timeline for t~~he Textbook Adoption Process for~~ Clay County District Schools.

~~Please review the following flow chart for the Instructional Materials Challenge Process in Clay County:~~

The following flow chart outlines the Instructional Materials Challenge Process in Clay County:

Instructional Materials Challenge Process for Clay County District Schools



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Clay County Adoption Process Estimated Timeline	
June	Clay County follows the FLDOE adoption cycle. FLDOE posts a tentative list of publishers' vetted materials for adoption in January. Principals send names of representatives for K-2, 3-5, 6,7,8, and subject areas to

	form the Pre-Selection Committee. All publishers on the K-12 list are sent an IT survey and an invitation to participate pending IT approval. Electronic samples are requested by the IR Department.
July 1	All publishers and materials under consideration are posted on the IR Department's webpage for the public to view, if received by the required due date.
July	Pre-Selection Committee meets, signs *Affidavit of District Instructional Material Reviewers,* and narrows down selection to top 2 or 3 choices. All teachers by grade/subject are notified and provided access to standards, Test Specifications (if appropriate), online access to textbook digital samples, and a form to provide feedback. This is voluntary for teachers.
October	District Personnel and the public evaluate all materials being considered. The public is asked to participate through the IR Department's webpage. Publishers may present at a set date. Teacher selections are finalized. Public and teacher comments are compiled and presented to the District Committee (community leaders, principals, district leaders, curriculum specialists, School Board members, parents, and students).
December	Board presentation and public hearing. Publishers and schools notified of selections.
January	Gather needs assessments from campuses and review school improvement plans to determine the professional development needed. Presentation to the Board regarding Instructional Resources implementation and purchase plan. All challenges that reach Hearing Office status are heard.
March	Instructional Resources Department will secure detailed textbook order forms from publishing companies that lists all materials included in the adoption and obtain order forms. Instructional Resources Department will work with the Assistant Superintendent for Curriculum and Instruction and the Instructional Materials Administrators to review growth projections and to plan textbook orders.
May	Digital components of new instructional materials will be tested on portal for compatibility.
May-July	Professional development opportunities for new materials will begin for all teachers.
August	New Materials will have arrived at the school.

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Instructional Resources

Clay County Adoption Process

June	Clay County follows the FLDOE adoption cycle. FLDOE posts a tentative list of publishers' materials they vetted for adoption in January. Principals send names of representatives for K-2, 3-5, 6,7,8, and subject areas to form the Pre-Selection Committee. All publishers on K-12 list are sent an IT survey and an invitation to participate pending IT approval. Electronic samples are requested by the IR Department.
July 1	All publishers and materials under consideration are posted on the IR Department's webpage for public to view if received by the required due date.
July	Pre– Selection Committee meets, signs *Affidavit of District Instructional Material Reviewers*, and narrows down selections to top 2 to 3 choices. All teachers by grade/subject are then emailed a folder with standards, Test Specifications (if appropriate), online access to textbook digital samples, and a form to provide input. This is all voluntary for all teachers' input.
October	District Personnel and public evaluate all materials being considered. The public is asked to participate through the IR Department's webpage. Publishers Present at a set date. Teacher selections finalized. Public and teacher comments compiled and presented to the District Committee (community leaders, principals, district leaders, curriculum specialist, School Board members, parents, and students.
December	Board presentation and public hearing. Publishers & schools notified of selections.
January	Gather needs assessments from campuses and review school improvement plans to determine the professional development needed. The Instructional Resources Department presents to the Board an Instructional Resource Implementation and Purchase Plan. All Challenges that reach the Hearing Officer status are heard.
March	Instructional Resources Department will secure detailed textbook order forms from publishing companies that list all materials included in the adoption and obtain order forms. Content Area Curriculum Specialist will meet with the IMA's to place textbook orders for new adoptions. A preliminary inventory template will also be provided to IMA's for reporting textbook inventory; orders will be placed based on growth projections.
May	Digital Components of new instructional materials will be tested on portal for compatibility.
May—July	Professional development opportunities for new materials start for all teachers.
August	New materials arrive at the school by early August.

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FUNDING

Funding for instructional materials is a categorical allocation from the state that is supplemented with district funds in order to ensure each student has access to the major instructional tool for all core classes. Since this funding is categorical ~~it~~ is set aside by the Legislature for the specific purpose of purchasing instructional materials. These funds may not be used on any other types of materials. Each year, the Legislature determines the amount of funding provided to each district based on student projections, materials cost provided by the Florida Department of Education, and the anticipated state revenues. A preliminary allocation is disbursed to each district based on the projections provided by that district, less ten percent holdback in case the projections are miscalculated. These funds are typically awarded to each district in July.

A preliminary allocation is made to each county based on projected enrollment provided by the county. This allotment, less ten percent holdback in case the projections are in error, is sent to the school district during July. These funds are then allocated to purchase adopted materials. These funds may be expended for instructional materials selected from the Florida School Book Depository Catalog for Instructional Materials as well as from other approved sources.

~~INSTRUCTIONAL RESOURCES INVENTORY AND DISPOSAL GUIDELINES~~

1. ~~Textbooks not being used at any given school can be declared surplus at the school level, taking into consideration the six to eight (6-8) year adoption cycle of textbook adoptions for state approved materials.~~

2. ~~It is the responsibility of the office of Instructional Resources (IR) to prepare a surplus textbook bid for books going off county adoption. The Instructional Materials Administrator will be notified by year-end of procedures to follow for surplus textbooks going off county adoption.~~

3. ~~For other textbooks to be declared surplus, a Surplus Textbook form MIS 22506 must be completed and forwarded to IR. If any school has a need for the listed surplus books, the administrator of IR will initiate the transfer of said books.~~

4. ~~If the books are not needed by another school, the administrator of IR declares the books discardable.~~

5. ~~If the textbooks are discardable, you will be notified by the administrator of IR.~~

6. ~~At this point, the school must take three steps, listed below, in any order:~~

    a. ~~Have a parent giveaway during an Open House and/or PTA meeting and make the discarded books available;~~

    b. ~~Have a student giveaway in your cafetorium or library;~~

    c. ~~Give four or less books of one title to your teachers.~~

7. ~~After you have taken all steps outlined above, discard any books in poor condition or books that are more than 10 years old.~~

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~~8. Send any remaining textbooks to the administrator of IR.~~

~~9. IR sells instructional materials to companies that buy obsolete textbooks.~~

~~10. The administrator of IR will make the discarded textbooks available to private schools or governmental agencies and will dispose of the remainder of the discarded books.~~

STATE REPORTING

Each superintendent of schools shall notify the Department of Education by April 1st of each year the state-adopted instructional materials that will be requisitioned for use in his or her district. All materials must be aligned to standards. The notification shall include a district plan for instructional materials use to assist in determining if adequate instructional materials have been requisitioned. It is the intent of the Department of Education to simplify to every extent possible the collection of this information. It will be made available to the Florida School Book Depository who will, in turn, share the information with the publishing industry. This will provide the publishing industry with information necessary to print on demand supplies sufficient to fill orders for delivery prior to the fall opening of schools. This notification from superintendents will be directly tied to the adoption schedule approved by the Commissioner.

Information will be solicited from districts to identify: 1) which publisher(s) is selected, and 2) quantities requisitioned in each newly adopted subject area to assure that adequate and current materials are being made available to students and teachers.

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Updates to 2019-20 Procedures Manual for Instructional Resources

Update	Previous Page Number	Current Page Number
School District Logo	1,2	1, 3
School Board Members (Tina Bullock)	1	1
Date Span	1	1
Added Table of Contents	0	2
District Contacts Updated and moved to section immediately after the Vision and Goals on Page 3	2	4
Introduction moved to section immediately after District Contacts	3	4
“Realignment of Instructional Resources” changed to “Alignment of Instructional Resources” and placed after Introduction section.	2	4
“Guiding Principles of the Instructional Resources Department” removed (repeat of Introduction, Purpose and Alignment sections)	2	0
Headings added to “Roles and Responsibilities” section. Links updated.	4	5-6
Library Media Manual link under Library Media Role removed as document is not currently available on the website	4	5
“Summary of Procedures for Ordering Instructional Materials” updated to a more legible copy and to remove older date (Snippet of a Word document due to Google Docs’ non compatibility).	5	6
Added “Steps for Requesting Non-Board Approved Supplemental Materials” to the role of principal.		6
ALL Dual Enrollment, AP, IB and AICE placed under “Exceptions to Instructional Materials Guidelines” heading. Previously, stated the information was under this heading, but was under the Definitions section.	8-12	9-13
Added statement “*e. The district and petitioner shall each be responsible for payment of one-half of the fee of the hearing officer unless the legislature appropriates full funding to the district for this express purpose in the future.”*		19
Clay Adoption Process Timeline chart on page 19 changed to a table, due to legibility of original copy(Snippet of a Word document was blurry).	19	20
Instructional Resources Inventory and Disposal Guidelines title changed to Management of Instructional Materials with subheadings of A. Inventory Process and Procedures, B. Disposal Guidelines. Also moved to section after Instructional Materials Defined for alignment.	20	9
Outlined expectations for the receipt, distribution and monitoring of instructional materials. Added link to “Clay County District Schools Textbook and Inventory Procedure Handbook”, which is detailed towards the inventory vendor, Destiny.		10

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

Title

D6 - Public Hearing to approve as advertised the revisions to School Board Policy 4.06.H., Homeless Students

Description

As part of the FLDOE's ongoing efforts to improve the support and education of homeless students, an annual audit of the CCDS Homeless Education programming is conducted to identify high-quality practices, areas in need of revision, and policies that may require updates based on recently enacted legislative mandates (Clay TIXPA Monitoring Follow-Up). The current Board Policy describing key elements of that support is being updated at this time based on feedback from the Title IX office of the FLDOE.

Gap Analysis

Homeless students are present in almost all of the district schools requiring a varying degree of support. The School Social Workers are the primary contact when connecting students and families to social services, and the primary liaison with the school. The district has benefited from state grants in the past, but at this time the program is supported through set-aside funds in Title I and district general allocations.

Previous Outcomes

Clay County District Schools currently has 850 students identified as homeless per federal and state definition. They are supported by both state and federal guidance as one way to minimize barriers to their formal education, and maximize their full potential.

Expected Outcomes

All of the state-required revisions to the SBCC policy on homeless education are already in practice but will now be aligned with explicit language to guide the work.

Strategic Plan Goal

Recommendation

That the Board formally adopts the proposed revisions following the public hearing on Thursday, September 5, 2019.

Contact

Michael McAuley, Assistant Superintendent for Climate and Culture; michael.mcauley@myoneclay.net

Financial Impact

N/A

Review Comments

Attachments

- checkllist with notes.pdf
- Revisions to Homeless Policy 4.06.pdf
- Notice of Intent to Advertise Public Hearing on 4.06 Homeless StudentsRTISE SB Policy.docx - Google Docs.pdf

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Each Local Educational Agency (LEA) must enact a policy that meets the provisions of the McKinney-Vento Act.

General Policy Statements	
A	**The district's Homeless Students Policy assures that:** Children and youth in this school district who experience homelessness, including those not currently enrolled due to homelessness [s.722(g)(1)(F)(ii)], will: ☐ *have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths [s.721(1)] and other services needed to ensure an opportunity to meet the same challenging State academic standards to which all students are held (s.721(4)) and to fully participate in the district's academic and extracurricular activities [s.725(1) and s.722(g)(1)(F)(iii)];* ☐ *not be stigmatized or segregated on the basis of their status as homeless [s.722(g)(1)(J)(i)].*
B	**The district will:** ☑ *designate an appropriate staff person able to carry out the duties described in the McKinney-Vento Act, as the district's liaison for homeless children and youth [s.722(g)(1)(J)(ii)];* *Remove barriers to:* Specify barriers remove ☐ *identifying homeless children and youth [s.722(g)(1)(J)]* ☐ *enrolling and retaining of homeless children and youth in school [s.722(g)(1)(J)]* ☐ *provide access to homeless children to public preschool programs administered by the district [s.722(g)(1)(F)(i)]* ☐ *provide appropriate credit for full or partial coursework satisfactorily completed by homeless children and youth while attending a prior school [s.722(g)(1)(F)(ii)]* ☐ *provide access for homeless children and youth to academic and extracurricular activities [s.722(g)(1)(F)(iii)]* ☑ *immediately enroll homeless children and youth to a qualified school [s.722(g)(3)(c)(i)]* *coordinate district programs and collaborate with other school districts, community service providers and organizations, including:* ☐ *local social services and other community agencies to provide support to homeless students and their families, [s.722(g)(5)(A)(i)];* ☐ *other school districts regarding homeless student-related transportation, transfer of school records, and other inter-district activities, as needed, [s.722(g)(5)(A)(ii)];* ☐ *housing authorities, and [s.722(g)(5)(B)]; and* ☐ *ESE [s.722(g)(5)(D)].*
Definitions	
C	☐ School of origin means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool [s.722(g)(3)(I)(i)].
D	☐ Enroll and enrollment include attending classes and participating fully in school activities [s.725(1)].

ADD →

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McKinney-Vento Act
School District Homeless Students Policy Requirements Checklist

E	☐ *Designated receiving school includes the next level school, elementary from prekindergarten, middle from elementary, high from middle, that a homeless child or youth, whose homelessness continues into the next school year, may attend when that next level school is the district designated school for those students in the homeless student's school of origin [s.722(g)(3)(I)(ii)].* ***(If applicable)***
F	☐ **Homeless children and youths** means individuals who lack a fixed, regular, and adequate nighttime residence [s.725(1)(A)], and includes children and youth who: ☐ are *sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals [s.725(1)(B)(i)];* ☐ *have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings [s.725(1)(B)(ii)];* ☐ *are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings [s.725(1)(B)(iii)]; and* ☐ *migratory* children who are living in circumstances described above [s.725(1)(B)(iv)].
G	☐ **Unaccompanied homeless youth** means a child or youth that is not in the physical custody of a parent or guardian. [s.725(6)]
H	☐ **Eligible School:** the school of origin, the school zoned for the address where the student is temporarily residing, or another school which students residing in that attendance zone are eligible to attend [s.722(g)(3)(A)]
Enrollment	
I	**The district's Homeless Student's Policy assures that:** ☐ a homeless child or youth may continue their education in the school of origin for the duration of homelessness in any case in which a family becomes homeless between academic years or during an academic year [s.722(g)(3)(A)(i)(I)] ☐ keeping the child or youth in the school of origin is presumed to be in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth [s.722(g)(3)(B)(i)] ☐ when considering placement in a school other than the child's or youth's school of origin, the district will consider student-centered factors to determine a placement that is in the student's best interest [s.722(g)(3)(B)(ii)] ☐ The eligible school selected shall immediately enroll the homeless child or youth, even if the child or youth missed an application or enrollment deadline during any period of homelessness [s.722(g)(3)(A)(i)(II)].

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- ☐ when a school other than the school of origin is selected, will remove barriers to enrollment and enroll homeless children and youths immediately, even if they cannot produce records or otherwise meet enrollments [s.722(g)(3)(C)(i)], including:
  - ☐ previous academic records [s.722(g)(3)(C)(i) and s.722(g)(1)(H)(i)];
  - ☐ immunizations or other health records [s.722(g)(3)(C)(i) and s.722(g)(3)(H)(i)];
  - ☐ birth certificate [s.722(g)(3)(D) and s.722(g)(1)(H)(iii)];
  - ☐ proof of residency [s.722(g)(3)(C)(i) and s.722(g)(1)(H)(ii)];
  - ☐ guardianship [s.722(g)(1)(H)(iv)];
  - ☐ *Uniform or dress code requirements [s.722(g)(1)(H)(v)];* ADD
  - ☐ *Outstanding fees, fines, or absences [s.722(g)(1)(I)]* ADD
  - ☐ other required documentation [s.722(g)(1)(H)(iii) and s.722(g)(3)(C)(i)(I)];

Full Participation and Comparable Services

J **The district's Homeless Student's Policy assures that:**

- ☐ a homeless student who becomes permanently housed during the academic year, may remain at their school of origin for the remainder of the academic year and continue to receive all McKinney-Vento Act benefits [s.722(g)(3)(A)(i)(II)];
- ☐ children and youths experiencing homelessness, and who meet the relevant eligibility criteria, will have access to all available academic and extracurricular activities for which they meet relevant ~~eligibility criteria [s.722(g)(1)(F)(iii)];~~ ADD
- ☐ unaccompanied homeless high school youth will receive counseling to prepare and improve their readiness for postsecondary education [s.722(g)(1)(K)];
- ☐ each school provides services to homeless children and youths that are comparable to services offered to non-homeless students in their school [s.722(g)(4)], including the following:
  - ☐ transportation services [s.722(g)(4)(A)];
  - ☐ educational services for which the child or youth meets the eligibility criteria [s.722(g)(4)(B)[;
    - ☐ Title I [s.722(g)(4)(B)];
    - ☐ ESE [s.722(g)(4)(B)];
    - ☐ educational programs for English learners [s.722(g)(4)(B)];
  - ☐ programs in career and technical education [s.722(g)(4)(C)];
  - ☐ programs for gifted and talented students [s.722(g)(4)(D)];
  - ☐ school nutrition programs [s.722(g)(4)(E)]
  - ☐ preschool programs administered by the LEA [s.722(g)(1)(F)(i)]

Student Records

K **The LEA's Homeless Student's Policy assures that records will be:**

- ☐ treated as a student education record, and shall not be deemed to be directory information, under section 444 of the General Education Provisions Act (20 U.S.C. 1232g) [s.722(g)(3)(G)].
- ☐ maintained for each homeless child or youth, including:
  - ☐ immunization or other required health records;
  - ☐ academic records;

add

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	☐ guardianship records; and ☐ evaluations for special services [s.722(g)(3)(D)]. ☐ made available, in a timely fashion, when a child or youth enters a new school [s.722(g)(3)(D)(i)]; ☐ held confidential in a manner consistent with section 444 of the General Education Provision Act (20 U.S.C. 1232g) [s.722(g)(3)(D)(ii)];
Transportation	
L	**The district's Homeless Student's Policy assures that:** ☐ Transportation to and from a child's or youth's school of origin will be provided or arranged, at the request of the parent or guardian, or, in the case of an unaccompanied child or youth, the district's designated liaison for homeless children and youth [s.722(g)(1)(J)(iii)]. ☐ When the child's or youth's living arrangements are in an area served by another school district (district of residence), this school district (district of service) will coordinate with the district of residence to agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin [s.722(g)(1)(J)(iii)(II)].
Disputes: Eligibility, School Selection, Enrollment	
M	**The district's Homeless Student's Policy assures that:** ☐ When considering placement in a school other than the child's or youth's school of origin, the district will consider student-centered factors to determine a placement that is in the student's best interest [s.722(g)(3)(B)(ii)]. ☐ When the district determines that a placement other than the school of origin is in the best interest, the district will provide the parent, guardian, or unaccompanied homeless youth with [s.722(g)(3)(B)(iii)]: ☐ a written explanation [s.722(g)(3)(B)(iii)]; ☐ in a manner and form understandable to the parent, guardian, or unaccompanied youth, and [s.722(g)(3)(B)(iii)]; and ☐ information on the right to appeal the placement determination [s.722(g)(3)(B)(iii)]
N	**During a school selection dispute,** ☐ the child or youth will either remain enrolled in the student's school of origin or shall be immediately enrolled in the eligible school in which enrollment is sought, either the school zoned for the address where the student is residing or another school which students residing in that attendance zone are eligible to attend, pending final resolution of the dispute including all available appeals [s.722(g)(3)(E)(i)]; ☐ the parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school or the district, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions; [s.722(g)(3)(e)(ii)]; and ☐ the parent, guardian, or unaccompanied youth shall be referred to the district's designated homeless liaison to carry out the dispute resolution process as expeditiously as possible [s.722(g)(3)(E)(iii)]. ☐ in the case of an unaccompanied youth, the liaison shall ensure that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of such dispute. [s.722(g)(3)(E)(iv)]

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H. HOMELESS STUDENTS

The School Board of Clay County shall ensure that homeless children and youth, including preschool-aged children are afforded the same free, appropriate public education as provided to other students and have access to the education and other services that such students need to ensure that they have an opportunity to meet the same challenging Florida student academic achievement standards to which all students are held. Homeless students shall not be stigmatized or segregated or separated into other educational programs on the basis of their status as homeless. This district shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The district will removed barriers that affect the enrollment and retention of homeless students.

1. Definitions

The District homeless education liaison shall make a final determination of homeless status on a case-by-case basis.

a. The McKinney-Vento Act defines homeless students as individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youth who:

1) Are sharing the housing of other persons due to loss of housing economic hardship, or similar reason;
2) Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3) Are living in emergency or transitional shelters; abandoned in hospitals;
4) Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
5) Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
6) Are migratory children who qualify as homeless because the children are living in circumstances described in 1) through 5).

b. The term “unaccompanied youth” means a student who is not in the physical custody of a parent or guardian.

c. The term “school or origin” means the school that the student attended when permanently housed or the school where the child or youth was last enrolled.

d. The terms “enroll and enrollment” mean attending school and participating fully in school activities.

e. The term “immediate” means without delay.

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f. The term "parent" means parent or guardian of a student.

g. The term "liaison" means the staff person designated by our LEA and each LEA in the state as their person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act.

h. **If the student becomes housed during the school year, they may continue in their school of origin during the remainder of that school year.**

2. School Selection

a. The District shall, according to that which is in the student's best interest, and if it is the wish of the parent, guardian, or unaccompanied youth, continue the homeless student's education in the school of origin for the duration of homelessness, or enroll the student in a District school in the attendance zone in which the homeless student is actually living on the same basis as other district students. **In addition, it shall be the District's responsibility to make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including charter schools, advanced placement, and online learning.**

b. In determining that which is in the best interest of the student, the District shall;

1) **Maintain the homeless student in** the school of origin, unless doing so is contrary to the wishes of the student's parent or guardian.

2) Provide a written explanation, including a statement regarding the right to appeal, if the District sends a homeless student to a school other than the school of origin.

3) In the case of an unaccompanied student, ensure that the District homeless education liaison helps in placement or enrollment decisions, considers the views of the student, and provides notice of the right to appeal placement and enrollment decisions.

4) The school of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. The choice regarding placement shall be made regardless of whether the student lives with the homeless parent or guardian or has been temporarily placed elsewhere.

5) The requirements of the Student Assignment Plan for students moving their physical residence from one attendance zone to another, to transfer to a school in the new zone of residence, shall not apply to homeless students.

6) The school selection may be documented through the Student Assignment waiver process.

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3. Enrollment

The District will immediately enroll homeless students, new to the district, in school, even if they do **not** have documents usually required for enrollment, such as school records (includes Individualized Education Plan-IEP, medical and immunization records, birth certificate, other documentation, or proof of residency or guardianship.

a. A homeless student will be assigned to the student's school of origin as requested by the parent or guardian or to the District school in the attendance zone in which the student is actually living and in accordance with that which is in the student's best interest.

b. Homeless students have a right either to remain in their school of origin or to attend school where they are temporarily residing.

c. Homeless students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing.

d. If a homeless student arrives without records, the school shall contact the previously attended school system to obtain the required records and the assigned liaison shall assist the family as needed.

e. The District shall immediately refer the parent or guardian to the districts homeless liaison for children and youth in transition, who will help in obtaining necessary immunizations or records if the student needs to obtain these records.

f. **The District will remove barriers such as uniform or dress code requirements and/or outstanding fees, fines or absences.**

4. Residency

A homeless student is considered a resident if the child or youth is personally somewhere within the district with a purpose to live here temporarily, but not necessarily to remain permanently.

a. The student shall be considered a resident when living with a parent, guardian, or person in loco parentis not solely for school purposes or for participation in extracurricular activities.

b. Homeless students who do not live with their parents or guardians may enroll themselves in school.

c. The address listed on the enrollment forms becomes proof that the student lives in Clay County, Florida.

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5. Guardianship

a. For purposes of school placement, any parent, guardian or person in-loco parentis who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly in a District school via the school that registers students on-site, if selected.

b. The District Guardian Responsibilities form should be completed within a reasonable period of time for those homeless students who are not accompanied by a parent or guardian, once a child or youth is enrolled in and attending a school.

6. Disputes

If a dispute arises over school selection, enrollment, or any issue covered in this Policy:

a. The student shall be immediately admitted to the school of origin or assigned zone school as requested by the parent or guardian and transportation provided to and from the school of origin, pending resolution of the dispute;

b. The parent or guardian of the student shall be provided with a written explanation of the District's decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision through the Districts' enrollment dispute procedure and the Florida Department of Education's appeal process.

c. The student, parent or guardian shall be referred to the District Homeless Education Liaison, who shall ensure the resolution process, is carried out as expeditiously as possible after receiving notice of the dispute; and

d. In the case of an unaccompanied student, the District Homeless Education Liaison shall ensure that the student is immediately enrolled in school pending the resolution of the dispute.

7. Transportation

The District shall maintain the child's school stability while in out-of-home care as first priority, unless remaining in the school of origin is not in the best interest of the child. The below factors should be considered in determining whether or not a child remaining in the school of origin is in the child's best interest.

Best interest factors which must be considered include:

1. The child's desire to remain in the school of origin.

2. Was the preference of the child's parents or legal guardian considered?

3. Whether the child has a sibling(s), close friends, and/or a mentor at the school of origin.

4. The child's cultural and community connections in the school or origin.

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5. The ability to implement a 504 Plan, I.E.P. or other special education services, if applicable.

6. The impact a change would have on academic credits and progress towards promotion.

7. The availability of extracurricular activities important to the child.

8. Course Offerings

9. The child's medical and behavior health needs.

10. The child's permanency goal and timeframe for achieving permanency.

11. The child's history of school transfers and how they have impacted the child.

12. The length of the commute and how it would impact the child.

13. Additional factors may be considered in making the best interest determination.

The District shall ensure, at the request of the District Homeless Education Liaison, transportation will be provided for **eligibility homeless students** to and from the school of origin as follows:

a. If the homeless student continues to live in the School Attendance Boundary in which the school of origin is located, transportation will be provided by applying the same transportation eligibility requirements in place.

b. If a homeless student is located outside the school attendance boundary, every reasonable effort will be made to provide transportation using the existing transportation resources which may involve using ESE buses, arranging transfers between buses and riding on buses serving other schools.

c. If a homeless student moves to an area served by another district, though continuing his or her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin.

d. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

8. Homeless students shall be provided services and educational programs comparable to those offered to other students in the school selected, including the following:

a. Preschool programs;

b. Transportation services;

c. Educational Services for which the student meets the eligibility criteria, including special education and related services and programs for English language learners;

d. Vocational and technical education programs;

e. Gifted programs;

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f. School nutrition programs;

g. Title I, Part A programs; and

h. Before-and after-school programs.

i. Unaccompanied homeless high school youth will receive counseling to prepare and improve their readiness for post-secondary education.

9. Preschool Programs The district shall ensure that homeless preschool -aged children and their families have access to educational services for which they are eligible, including preschool programs administered by the district.

10. Homeless Education Liaison

The Superintendent shall ensure that there is a District Homeless Education Liaison and his/her duties are communicated to district and school personnel and appropriate community agencies and providers. These services to include:

a. **Coordination with local social services and other community agencies to provide support to homeless students and their families.**
b. **Coordination with other school districts regarding homeless student's transportation, transfer of school records, and other inter-district activities as needed.**

11. The LEA's Homeless Student's Policy assures that records will be:

a. **Treated as a student education record, and shall not be deemed to be directory information, under section 444 of the General Education Provisions Act**
b. **Maintained for each homeless child or youth, including:**
   1). immunization or other required health records;
   2). academic records;
   3) guardianship records; and
   4) evaluations for special services;
   5) made available, in a timely fashion, when a child or youth enters a new school
   6) held confidential in a manner consistent with section 444 of the General Education Provision Act

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SCHOOL BOARD OF CLAY COUNTY, FLORIDA

APPROVAL TO ADVERTISE/NOTICE OF INTENT TO ADOPT AMENDMENTS TO SCHOOL BOARD POLICY 4.06.H., Homeless Students

Approval to Advertise: The School Board of Clay County, Florida ("the Board") approves the advertisement of proposed amendments to Board Policy 4.06.H., Homeless Students.

Purpose & Effect: The proposed amendments are intended to simplify, update, and ensure alignment of School Board Policies with state law, federal law, State Board of Education Rules, and other applicable rules and regulations.

Access to Text of Proposed Amendments: The full text of the proposed amendments is available for inspection and copying by the public in the Office of the Superintendent for Clay County District Schools, located at 900 Walnut Street, Green Cove Springs, Florida 32043. The full text is also available via the School District's website at www.oneclay.net under the School Board Meeting Links, School Board Agendas - August 1, 2019. The Superintendent is authorized to correct technical errors in grammar, numbering, section designations, and cross-references as may be necessary to reflect the intention of such Policy amendments.

Rule Making Authority: The Board is authorized to adopt the proposed amendments under sections 120.54, 1001.31, and 1001.32 of the Florida Statutes.

Laws Implemented: The laws implemented by the above-referenced Board Policies and proposed amendments are noted under each section of the Policy.

Person(s) Originating Policy Changes: The proposed amendments were originated by the Superintendent and his designee(s) in collaboration with the School Board Attorney.

Public Hearing: The Board intends to formally adopt the proposed amendments to its Policies following a public hearing. ***The public hearing shall be held on Thursday, September 5, 2019,*** during the course of the Board's regular meeting, which begins ***at 6:00 p.m.*** and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

Any person requiring special accommodations to attend or participate in public meetings should advise the School District at least 48 hours before the meeting by contacting the Superintendent's Office at (904) 336-6508. If you are hearing or speech impaired, you may contact the District by email addressed to karen.bush@myoneclay.net or by calling (904) 336-6584 (TDD).

If a person decides to appeal any decision made by the Board with respect to any matter considered at the meeting, he or she will need a record of the proceedings, and, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DRAFT

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

Title

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

Description

The proposed attendance boundary realignment for Discovery Oaks Elementary, Tynes Elementary, Oakleaf Junior High and Wilkinson Junior High, is necessary to more effectively utilize existing facilities, services and neighborhood design in anticipation of residential development now under construction in Eagle Landing. Since the parcel is currently undeveloped, there is no impact on existing students or communities.

Gap Analysis

Attendance boundaries adjustments for Discovery Oaks Elementary, Tynes Elementary, Oakleaf Junior High, and Wilkinson Junior High Schools is required for enrollment stability and sustainability for the community.

Previous Outcomes

Boundary alignment was approved for Discovery Oaks Elementary and Tynes Elementary Schools in April, 2016.

Expected Outcomes

Approval of the boundary realignment at Discovery Oaks Elementary, Tynes Elementary, Oakleaf Junior High and Wilkinson Junior High Schools.

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 attendance boundaries revisions.

Contact

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

James Fossa, Coordinator of Planning and Intergovernmental Relations, (904) 336-6852, james.fossa@myoneclay.net

Financial Impact

None.

Review Comments

Attachments

Oakland Hill attend zone.pdf

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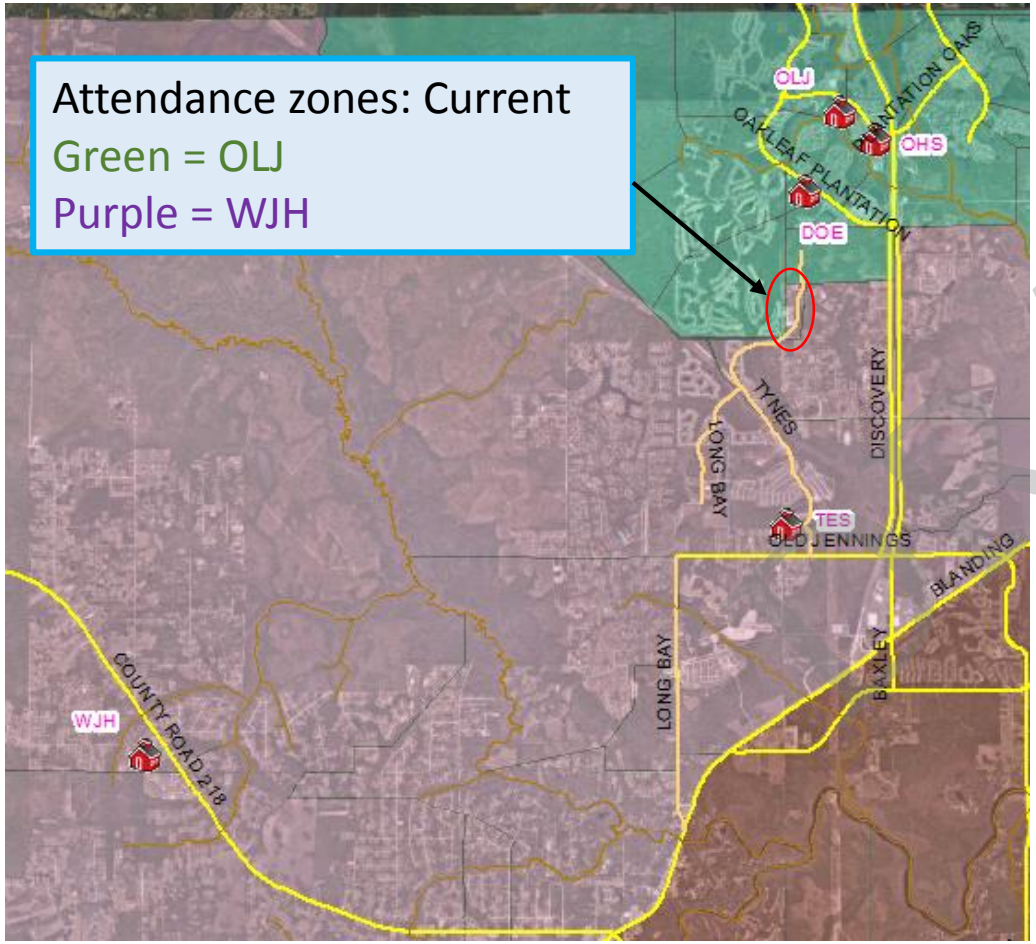
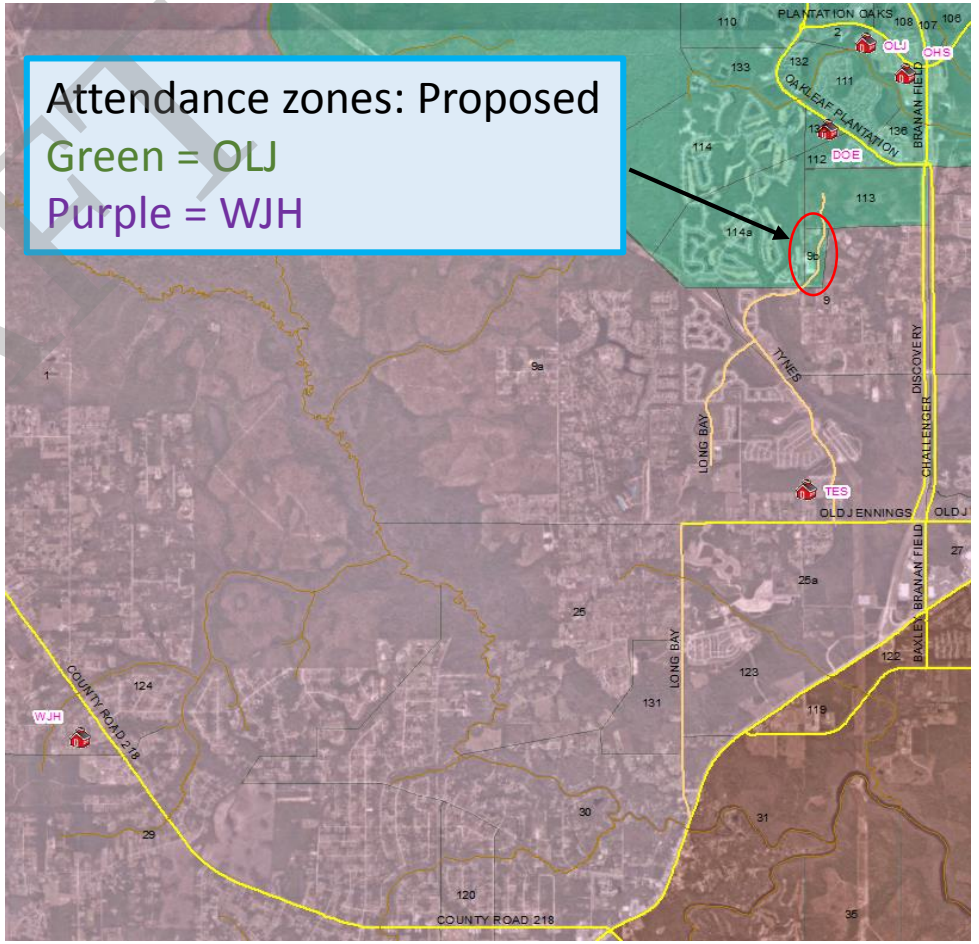
Side by Side comparison

-OLJ and WJH attendance zones

-Neighborhood inclusion: Oakland Hill at Eagle Landing





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Side by Side comparison

-DOE and TES attendance zones

-Neighborhood inclusion: Oakland Hill at Eagle Landing