



**School District of Clay County  
Green Cove Springs, Florida**

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

**Hearings for Special Actions Regarding Students - 5:00 p.m.  
REGULAR MEETING - 7:00 p.m.**

**July 18, 2013 - Regular Meeting**

**Invocation**

**Pledge of Allegiance**

**Call to Order**

1. Attendance

**Minutes:**

Present: Janice Kerekes, District 1; Carol Studdard, District 2; Tina Bullock, District 3; Johnna McKinnon, District 4; and Superintendent Charlie Van Zant. Lisa Graham, District 5, was absent due to the hospitalization of her mother.

**Consent Agenda**

**Deputy Superintendent**

2. C-2 Proposed Allocation Changes for 2013-2014

Attachment: Allocation Summary - July 18, 2013.pdf

3. C-3 Agreement between Clay County School Board and Clay County Sheriff's Office for Purchase of Gasoline at Middleburg Facility

Attachment: 7-18-13 CCSB agreement with CCSO.doc.pdf

4. C-4 Interlocal Agreement to Sell Diesel Fuel to the Board of County Commissioners for Use of Emergency Vehicles in the McRae Area

Attachment: 7-18-13 INTERLOCAL AGREEMENT CCSB.pdf

5. C-5 Report to the Florida House and Senate Regarding Board Regulatory Plan Pursuant to F.S. 120.74(3)

Attachment: 7-18-13 Letter re Regulatory Plan.pdf

6. C-6 Approve advertisement of amendments to School Board Policy 6GX-10-1.12, Anti Bullying and Harassment

Attachment: 7-18-13 Policy 1.12 Anti Bullying.pdf

**Human Resources**

7. C-8 Revision to Section I, Table I, Title of Position for Administrative/Management and Supervisory Personnel (2013-2014 Salary Schedule)

Attachment: Salary Schedule 7 18 13.pdf

~~8. C-9 Vacate and Set Aside Termination of Michael Ford~~

~~9. C-10 Accept Resignation of Michael Ford effective May 16, 2013~~

**Instruction**

10. C-11 Consultant fee for Donna J. Whyte, Staff Development for Educators

Attachment: Donna J Whyte Consultant Agreement Sept 2013.pdf  
Attachment: VitaDonnaWhyte.pdf

11. C-12 Advertise 2013-2014 Admissions and Placement Manual, included as School Board Policy.

Attachment: A P Manual table of contents 13 14.pdf

12. C-13 Carlton Palms contract amendment 13-14.

Attachment: Carlton Palms contract amendment 13-14.pdf

13. C-14 Challenge Enterprises Agreement 13-14.

Attachment: CHALLENGE ENTERPRISES AGREEMENT 13 14.pdf

14. C-15 Clarke School for the Deaf Agreement.

Attachment: CLARKE SCHOOL AGREEMENT 13 14.pdf

15. C-16 Clay Behavioral Health Center contract 13-14.

Attachment: CLAY BEHAVIORAL HEALTH 13  
14.pdf

16. C-17 Designate first two weeks of October 2013 as  
Disability History Awareness weeks.

Attachment: Disability History and Awareness  
Week 2013.pdf

17. C-18 IDEA Grant Part B and Part B Preschool.

Attachment: IDEA Grant Executive Summaries  
2013-2014.pdf

Attachment: IDEA Grant Budget Summaries  
2013-2014.pdf

18. C-19 Pediatric Behavioral Services contract  
amendment for ESY 2013.

Attachment: Pediatric Behavioral contact  
amendment for ESY 2013.pdf

19. C-20 Student Travel

Attachment: July 2013 - Student Travel.pdf

20. C-21 Advertise 2013-2014 Student Code of Conduct

Attachment: 13-14 Code of Conduct final.pdf

~~21. C-22 Interagency Integrated Services Agreement  
between the School Board of Clay County and Clay  
Behavioral Health Center~~

Attachment: ~~CBHC SDFS IA AGREEMENT.pdf~~

22. C-23 Interagency Agreement between the School  
Board of Clay County, the Young Men's Christian  
Association of Florida's First Coast, Inc., and Take Stock in  
Children

Attachment: YMCA.pdf

23. C-24 Out of State Travel for Donna Wethington and  
Kathleen Schofield to attend the Military Child Education  
Coalition training in National Harbor, MD July 8-9, 2013

24. C-25 Melissa Whitaker Agreement 2013-2014

Attachment: 2013-2014 M. Whitaker  
Agreement.pdf

### **Business Affairs**

25. C-26 Writeoff Non-Sufficient Checks at Schools

26. C-27 Bid Award Revisions/Agreement Renewal July

2013

Attachment: 7 18 13 Release Letter Cintas.pdf  
Attachment: 7 18 13 Bid 13-BA-115  
Warehouse Revised Tab.pdf

27. C-28 Warrants and Vouchers for June, 2013

Attachment: Warrant & Vouchers June,  
2013.pdf

28. C-29 Monthly Property Report - June, 2013 -  
Furniture/Equipment

Attachment: Furniture-Equipment Report-June,  
13.pdf

29. C-30 Monthly Property Report - June, 2013 - AV  
Materials

Attachment: Audiovisual Report-June, 13.pdf

30. C-31 Monthly Property Report - June, 2013 - Software

Attachment: Software Report-June, 13.pdf

31. C-32 Monthly Property Report - June, 2013 - Vehicles

Attachment: Vehicles Report-June, 13.pdf

32. C-33 Deletion of Certain Items Report - July, 2013

Attachment: Deletion Report-July, 13.pdf  
Attachment: Deletion Report (Attachment)-  
July, 13.pdf

### **Support Services**

33. C-34 Pre-Qualification of Contractors

Attachment: Contractor List 7,18,13.pdf

34. C-35 Clay County Utility Authority Developer  
Agreement for Ridgeview High School

Attachment: Dev Agrmnt RHS 7,18,13.pdf

35. C-36 Additive Change Order #2 for Orange Park  
Elementary School Panelboard Replacement

Attachment: CO 2 OPE Panelboard  
Replacement.pdf

36. C-37 Additive Change Order #4 for Keystone Heights  
High School Renovation Building 1

Attachment: CO 4 KHHS Renovation Building  
1.pdf

37. C-38 Deductive Change Order #5 for Ridgeview High  
School Cafeteria Expansion Phase II

Attachment: CO 5 RVHS Cafeteria Expansion  
Ph II.pdf

**Adoption of Consent Agenda**

38. Adoption of Consent Agenda

**Minutes:**

Items withdrawn: C-9, C-10, C-22

Items pulled to Discussion: C-1, C-7

**Motions:**

Approve the Consent Agenda with the exception of items withdrawn and those pulled to Discussion. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Tina Bullock

Tina Bullock	- Aye
Janice Kerekes	- Aye
Johnna McKinnon	- Aye
Carol Studdard	- Aye
Lisa Graham	- Not Present

**Recognitions and Awards**

39. Recognize 2012-2013 Retirees

Attachment: 2012-2013 Retirement Recognition.pdf

**Minutes:** Linda Lancaster, Director of Support Personnel Services, recognized employees retiring during the 2012-2013 school year. Superintendent Van Zant assisted her by presenting certificates to those retirees present at the meeting.

40. Recognition of Orange Park Medical Center's ImpACT Program

Attachment: [Recognition of OPMC ImPACT Program.pdf](#)

**Minutes:**

Mike Wingate, Director of Secondary Education, recognized Tom Pentz, Christine Perez, and Orange Park Medical Center as district business partners. The ImPACT program covers concussion tests of student athletes with head injuries. OPMC covers the cost of the program, amounting to approximately \$10,000 per year.

**Presenters**

**Scheduled Citizen Requests**

41. [Monique Thomas - Common Core](#)

**Minutes:**

Mrs. Thomas spoke about the dangers of Wi-Fi and electromagnetic radiation exposure, and expressed concerns about the harmful effects to students using technology at school.

42. [Smitty Huffman - School Discipline and Procedures](#)

**Minutes:** Mr. Huffman, an employee of the school district, spoke about the importance of a positive work environment and appropriate student discipline and safety.

43. [Renna Lee Paiva - The Budget As Seen By the Teachers](#)

**Minutes:**

Ms. Paiva spoke about the lack of parity with regard to employee salaries and how they rank with other school districts in the state.

**Discussion Agenda**

**Superintendent**

44. [D-1 Grove Park Elementary School Improvement Plan for 2012-2013 \(Linda Pratt\)](#)

Attachment: [7-18-13 GPE Presentation.pdf](#)

**Minutes:**

Chairman Studdard recognized Mayor Jim Reniniger and Marge Hutton, who were present from the Orange Park Town Council to

hear the presentation. Linda Pratt, Principal of the school, spoke about the great experiences and learning gains at Grove Park Elementary over the last year. Grove Park is a Title I school with 74% of its students qualifying for free & reduced lunch, and has a high mobility rate. Mrs. Pratt's presentation included information on the academic gains and the areas that needed improvement.

45. D-2 Review 2012-2013 Final Estimated Budget

Attachment: 7-18-13 Budget Presentation.pdf

**Minutes:**

Superintendent Van Zant began by giving a brief overview of the district's financial situation over the last five years, and the impact on the 2013-2014 budget. Dr. George Copeland, Assistant Superintendent for Business Affairs, followed with a more detailed analysis of the final estimated budget for 2012-2013.

46. D-3 Review 2013-2014 Tentative Budget for all Funds

**Minutes:** Due to reductions in enrollment, loss of revenue from .025 operating levy, increased retirement rates, recurring expenses from class-size staffing and increasing health care mandates, the district will end the year on June 30, 2014, with an "unassigned fund balance" less than 3%. A letter, as required by the state, will be drafted to the Department of Education explaining the district's financial situation and a plan for increasing the fund balance over the next two years.

Based on the roll-back rate and a decreasing Required Local Effort mill levy, there will be no tax increase for 2013-2014.

Susan Glover, Director of School Food & Nutrition Services, presented the Food Service budget, and reported that there will be no meal price increases for 2013-2014.

47. D-4 Review Tentative 2013/14-2017/18 Educational Facilities Plan

Attachment: Tentative Educational Facilities Plan 2013.14 7.18.13.pdf

**Minutes:** Jim Connell, Director of Support Services, summarized the Educational Facilities Plan and explained that it is the same format as previous years. The Plan is based on projections and no new schools are projected over the next ten years. The district

will focus on keeping schools safe and healthy, with no frills. The Transportation Plan includes no new buses for next year.

**48. D-5 Advertisement for the 2013-2014 Tentative Budget and Millages**

**Motions:**

Approve advertisement for the 2013-2014 Tentative Budget and Millages as presented. - PASS

**Vote Results**

Motion: Tina Bullock

Second: Janice Kerekes

Tina Bullock	- Aye
Lisa Graham	- Not Present
Janice Kerekes	- Aye
Johnna McKinnon	- Aye
Carol Studdard	- Aye

**49. D-6 Reschedule the Regular October School Board meeting from October 17, 2013, to Tuesday, October 15, 2013, to allow set up for the district Technology Fair**

**Motions:**

Superintendent recommends rescheduling the Regular October School Board meeting to Tuesday, October 15, 2013. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Johnna McKinnon

Tina Bullock	- Aye
Lisa Graham	- Not Present
Janice Kerekes	- Aye
Johnna McKinnon	- Aye
Carol Studdard	- Aye



50. C-1 Minutes of Workshop/Special Meeting on June 6, 2013, Workshop/Special Meeting on June 18, 2013, and Regular Meeting on June 20, 2013 (Item pulled by Mrs. Kerekes)

Attachment: 7-18-13 Minutes June 6, 2013.pdf

Attachment: 7-18-13 Minutes June 18, 2013.pdf

Attachment: 7-18-13 Minutes June 20, 2013.pdf

**Minutes:** Mrs. Kerekes pulled this item to address Item C-5 Personnel Consent Agenda in the June 20, 2013, meeting minutes. Mrs. Kerekes asked that the minutes reflect her request to have the Public Relations job description updated and brought back to the Board.

**Motions:**

Approve minutes with the noted addition. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Tina Bullock

Tina Bullock - Aye

Lisa Graham - Not Present

Janice Kerekes - Aye

Johnna McKinnon - Aye

Carol Studdard - Aye

**School Board Members**

51. D-7 Appoint one School Board Member and one Citizen Member to the Value Adjustment Board (Mrs. Studdard)

**Motions:**

Appoint Board Member Johnna McKinnon and citizen Scott Roberts to the Value Adjustment Board. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Tina Bullock

Tina Bullock	- Aye
Lisa Graham	- Not Present
Janice Kerekes	- Aye
Johnna McKinnon	- Aye
Carol Studdard	- Aye

**52. D-8 Approve advertisement of amendments to School Board Policy 6GX-10-2.03, Human Resources - Position Availability (Mrs. Kerekes)**

Attachment: 7-18-13 Policy 2.03 Position Availability.pdf

**Minutes:**

Mrs. Kerekes stated her reason for bringing this item to the Board was so that job descriptions would be updated in a timely manner. According to the proposed policy, all job descriptions would be reviewed over a two-year period, or as positions are vacated. Mrs. Kerekes read from report findings of a review conducted by FADSS for Manatee County on their job descriptions.

There was discussion among the Board and staff about issues with timing and language that would impact Human Resources and position control.

**Motions:**

Delay action until the August 15, 2013, board meeting. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Tina Bullock

Tina Bullock	- Aye
Lisa Graham	- Not Present
Janice Kerekes	- Aye
Johnna McKinnon	- Nay
Carol Studdard	- Aye

**53. D-9 Approve advertisement of amendments to School Board Policy 6GX-10-1.02F(1)f, School Board Rules (Mrs. Kerekes)**

Attachment: 7-18-13 Policy 1.02F School Board Rules.pdf

**Minutes:**

Mrs. Kerekes brought this item to the Board to create a means by which the School Board can ensure compliance with Florida Statutes for a formal review of its policies every two years. Discussion ensued prior to the vote on the motion.

**Motions:**

Approve for advertising. - PASS

**Vote Results**

Motion: Tina Bullock

Second: Johnna McKinnon

Tina Bullock - Aye

Lisa Graham - Not Present

Janice Kerekes - Aye

Johnna McKinnon - Aye

Carol Studdard - Aye

**Human Resources**

54. C-7 Personnel Consent Agenda (Item pulled by Mrs. Kerekes)

Attachment: Personnel Consent Agenda 7 18 13.pdf

**Minutes:** Mrs. Kerekes pulled this item to say she was disappointed that the Public Relations job description was not brought back to the Board at this meeting. Mrs. Kerekes asked for consensus of the Board to ask the Superintendent to update the Public Relations job description and bring it to the Board at the August meeting. The Superintendent agreed to take her request under consideration if there were substantial changes.

**Motions:**

Approve the Personnel Consent Agenda as presented. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Tina Bullock

Tina Bullock - Aye

Lisa Graham - Not Present

Janice Kerekes - Aye

Johnna McKinnon - Aye

Carol Studdard - Aye

55. D-10 Human Resources - Special Actions

**Minutes:** There were none.

**Instruction**

56. D-11 Standards-Based K-2 Report Cards

Attachment: K-2 Report Card Letter.pdf

Attachment: Kindergarten Report Card .pdf

Attachment: Grade 1 Report Card.pdf

Attachment: Grade 2 Report Card.pdf

**Minutes:** Diane Kornegay, Assistant Superintendent for Instruction, reported that the implementation of the Common Core State Standards has brought a new and different way of teaching and assessing student progress. The new report cards will take effect in the upcoming school year in Grades K, 1, and 2, and reflect the level of student progress within the domains and standards.

**Support Services**

57. D-12 Public Hearing and Approval of CCSB Policy 6GX-10-6.01(L), Naming of School District Facilities and Dedicating Areas of School District Facilities or Grounds

Attachment: Naming of School District Facilities 7.18.13.pdf

**Minutes:**

The Chairman opened the Public Hearing. Being no one present to speak to the item, the public hearing was closed.

**Motions:**

Approval of the Amendment to - PASS  
CCSB Policy 6GX-10-6.01(L),

Naming of School District  
Facilities and Dedicating Areas  
of School District Facilities or  
Grounds

**Vote Results**

Motion: Janice Kerekes

Second: Tina Bullock

Tina Bullock	- Aye
Lisa Graham	- Not Present
Janice Kerekes	- Aye
Johnna McKinnon	- Aye
Carol Studdard	- Aye

**Presentations from the Audience** (There were none.)

**Superintendent's Requests**

58. Comments

**Minutes:**

Superintendent Van Zant announced the need for an Executive Session. The Session was scheduled for July 29, 2013, at 5:30 p.m., following the 5:15 special meeting.

Mr. Van Zant shared some of the district priorities on which he and staff are focusing:

- 2013-2014 budget will be the leanest budget the school district has ever seen.
- Bargaining begins and directly impacts budget.
- Professional development and training that is needed.
- Common Core Standards will be fully implemented next year.

Referencing job description and policy updates, Mr. Van Zant stated that he is considering a quality management overview. The Florida Association of District School Superintendents provides these kinds of services and he will be contacting them to get more information on the program.

**School Board's Requests**

59. Comments

**Minutes:**

Mrs. Bullock commented on a foreign student who recently completed his high school GED. She gave kudos to Laura Copeland, Karen Bush and Toni McCabe.

Mrs. Kerekes commented on the report she had read of the management reviews for Manatee and Pasco Counties. She thanked everyone for the well wishes during her recovery, and she thanked Darlene Mahla for her work as PR Officer.

Mrs. Studdard announced that, along with Clay, Martin, St. Johns, Palm Beach and Manatee Counties will participate in the upcoming Master Board Training. Board Members were encouraged to attend the BCC meeting on July 23, 2013. It starts at 2:00 p.m. and Educational Impact Fees are at the top of the agenda.

**Attorney's Requests** (There were none.)

**Adjournment** (11:10 p.m.)

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**Superintendent**

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**Chairman**