



School District of Clay County  
Green Cove Springs, Florida

Teacher Inservice Center - Fleming Island High School  
2233 Village Square Parkway  
JUNE 21, 2007

Hearings for Special Actions regarding Students - 4:00 p.m.  
Regular Meeting - 7:00 p.m.

June 21, 2007 Regular Meeting

**Invocation**

**Pledge of Allegiance**

**Call to Order**

1. [Swearing in Ceremony for New School Board Member, Charles Van Zant, Sr. \(Bruce Bickner, Esq.\)](#)

**Minutes:** Mr. Charles Van Zant, Sr. was officially sworn in to office by School Board Attorney Bruce Bickner. Governor Crist appointed Mr. Van Zant as Interim School Board Member for District 3 to serve during the leave of absence of his son, Major Charles Van Zant, Jr. for a term beginning May 23, 2007.

2. [Attendance](#)

**Minutes:** Present: Carol Vallencourt, District No. 1; Carol Studdard, District No. 2; Charles Van Zant, Sr., Interim Board Member for District No. 3; Wayne Bolla, District 4; and Lisa Graham, District No. 5. Superintendent David Owens was also present for the meeting.

**Consent Agenda  
Superintendent**

3. [C-1 Minutes of workshop/special meeting on May 10, 2007; and student disciplinary hearings and regular meeting on May 17, 2007](#)

Attachment: [May1007.pdf](#)

Attachment: [May1707Minutes.pdf](#)

Attachment: May1707Disc.pdf (Confidential Item)

4. [C-2 Payment of Florida Association of District School Superintendents Annual Dues for fiscal year 2007-08](#)

Attachment: [FADSS Dues.pdf](#)

**Deputy Superintendent**

5. [C-3 Proposed Changes to Staff Allocations for 2007-2008](#)

Attachment: [Staff Allocation Changes - 2007-2008.pdf](#)

**Motions:**

Approve allocation changes as submitted. -

### **Vote Results**

Motion:

Second:

6. [C-4 Amend Florida Youth Challenge Academy Calendar for 2007-2008](#)

Attachment: [FYCA Calendar - 2007-2008 Amendment.pdf](#)

7. [C-5 School District of Clay County's Safety & Security Self-Assessment \(Safe Passage Act\)](#)

Attachment: [Safety and Security Self-Assessment - 06-07.pdf](#)

8. [C-6 Advertise New School Board Policy 6GX-10-4.61 - School Request of Payment from Students](#)

Attachment: [CCSB Policy 4.61 - School Request of Payment from Students.pdf](#)

9. [C-7 Receive Comprehensive Improvement Plan Evaluation Reports - 2006-2007](#)

Attachment: [Comp. Plan - Eval. - Supp. Svc.pdf](#)

Attachment: [Comp. Plan - Eval. - Instr. Div.pdf](#)

Attachment: [Comp. Plan - Eval. - Info. Svc.pdf](#)

Attachment: [Comp. Plan - Eval. - HRD.pdf](#)

Attachment: [Comp. Plan - Eval. - BAD.pdf](#)

### **Human Resources**

10. [C-8 Personnel Consent Agenda](#)

Attachment: [Personnel Consent Agenda 0607.pdf](#)

11. [C-9 2007-2008 Temporary Salary Schedule](#)

Attachment: [20072008temporarysalaryschedule.pdf](#)

12. [C-10 Renewal of List of Physicians and Medical Facilities authorized to conduct physical examinations and drug tests required for certain groups of employees.](#)

Attachment: [physicians quotes 07-08.doc](#)

### **Instruction**

13. [C-11 Consultant Services for Melissa Forney](#)

Attachment: [June Board 2007 Melissa Forney Vita.pdf](#)

14. [C-12 Consultant Services for Waterford and Success Maker for Title I schools](#)

Attachment: [June Board 2007 Title I Training.for Board.pdf](#)

15. [C-13 Consultant services for Ron Large for Charles E. Bennett Elementary](#)

Attachment: [Ron Large RESUME.pdf](#)

16. [C-14 ESOL Endorsement Revision/Update](#)

Attachment: [ESOL Training for Administrators and Guidance Counselors 2007.pdf](#)

Attachment: [ESOL for Category III Teachers.pdf](#)

Attachment: [Empowering ESOL Teachers 2007.pdf](#)

Attachment: [ESOL Applied Linguistics 2007.pdf](#)

Attachment: [ESOL Cross-Cultural Communication 2007.pdf](#)

Attachment: [ESOL Methods 2007.pdf](#)

Attachment: [ESOL Curriculum and Materials 2007.pdf](#)

17. [C-15 Title I Supplemental Educational Services Contract](#)

Attachment: [SES 07-08 final contract.pdf](#)

18. [C-16 Consultant Services for Susan Issacs for MHS and LJH](#)

Attachment: [June Board 2007 Susan Issacs Resume.pdf](#)

19. [C-17 District Technology Plan](#)

Attachment: [2007 updated Tech Plan for 2006-2008 \(2\).doc](#)

Attachment: [Tech plan budgets 2007-08 \(cwg\).xls](#)

20. [C-18 Memorandum of Understanding between the School Board of Clay County and Northeast Florida Community Hospice](#)

Attachment: [Hospice.pdf](#)

21. [C-19 Safety and Education Articulation Agreement between the School Board of Clay County and the Orange Park Police Department](#)

Attachment: [OPPD.pdf](#)

22. [C-20 Contract between the School Board of Clay County and Lewis H. Fischer, Licensed School Psychologist for psychological services](#)

Attachment: [Fischer, L.pdf](#)

23. [C-21 Contract between the School Board of Clay County and Melissa Whitaker, Student Services Aide with Project R.E.A.C.H. pending approval of the Education for Homeless Children and Youth Program Grant for 2007-2008](#)

Attachment: [Whitaker, M.pdf](#)

24. [C-22 Interagency Agreement for Cost Sharing Expenses in PECO Facilities between the School Board of Clay County and Clay Behavioral Health Center](#)

Attachment: [CBHC PECO.pdf](#)

25. [C-23 Co-Enrollee list for May 2007](#)

Attachment: [Co-Enrollee list for May 2007.pdf \(Confidential Item\)](#)

26. [C-24 Contract between the School Board of Clay County and Malievi Rodriguez for translation of the Student Codes of Conduct and various forms to Spanish](#)

Attachment: [Rodriguez, Malievi.pdf](#)

27. [C-25 Bannerman Learning Center Placements in Lieu of Expulsion and ESE Alternative School Update](#)

Attachment: [BLC placements jun 07.pdf](#)

28. [C-26 Problem Solving/Response to Intervention Model Grant](#)

Attachment: [RtI Model Grant Part 1.pdf](#)

Attachment: [RtI Model Grant Part 2.pdf](#)

29. [C-27 Student Travel](#)

Attachment: [Student Travel-Board Backup-June 21, 2007.pdf](#)

30. [C-28 Quarterly Log of Student Travel](#)

Attachment: [Quarterly Log of Student Travel-April-June, 2007.pdf](#)

31. [C-29 2007-2008 Interagency Agreement between the School Board of Clay County and the Department of Military Affairs](#)

Attachment: [Interagency Agreement \(FYCA\)-Board Backup-June 21, 2007.pdf](#)

32. [C-30 2007-2008 Title X, Education for Homeless Children and Youth Program Grant](#)

Attachment: [Homeless Grant.pdf](#)

33. [C-31 Grant proposals](#)

34. [C-32 School Advisory Council Composition](#)

Attachment: [OLS 2007 MEMBERS 6 7 2007.pdf](#)

35. [C-33 MACs contract with School Board of Seminole county, 2007-2008](#)

Attachment: [MACS CONTRACT SEMINOLE COUNTY.pdf](#)

36. [C-34 Renew the Department of Children and Families \(DCF\) contract to be served by the Multiagency Network for Severely Emotionally Disturbed Students \(SEDNET\) Grant for July 1, 2007 to June 30, 2008.](#)

Attachment: [dcfcontractSEDNET0708.pdf](#)

37. [C-35 Federal Entitlement Grant Application for IDEA Part B, IDEA PreK for 2007-2008.](#)

38. [C-36 Memorandum of Understanding between the School District of Clay County and Episcopal Children's Services/HEADSTART 2007-2008.](#)

Attachment: [Episcopal Children's Head Start Contract 07 08.pdf](#)

39. [C-37 Clay Behavioral Health Contract 07 08.](#)

Attachment: [Clay Behavioral Mental Health contract 07 08.pdf](#)

40. [C-38 Renew Contractual Agreement between School District of Clay County and Challenge Enterprises of North Florida, Inc. to serve Birth - 3 year old PreK students for school year August 20, 2007 to June 30, 2008.](#)

41. [C-39 Renew Contractual Agreement between School District of Clay County and Challenge Enterprises of North Florida, Inc. to serve ESE 3-5 year old PreK students for school year August 20, 2007 to August 13, 2008.](#)

### **Business Affairs**

42. [C-40 Monthly Property Report - May, 2007 - Furniture/Equipment](#)

Attachment: [Furniture-Equipment Report-May, 07.pdf](#)

43. [C-41 Monthly Property Report - May, 2007 - AV Materials](#)

Attachment: [Audiovisual Report-May, 07.pdf](#)

44. [C-42 Monthly Property Report - May, 2007 - Software](#)

Attachment: [Software Report-May, 07.pdf](#)

45. [C-43 Monthly Property Report - May, 2007 - Vehicles](#)

Attachment: [Vehicles Report-May, 07.pdf](#)

46. [C-44 Deletion of Certain Items Report - June, 2007](#)

Attachment: [Monthly Deletion Report-June, 07.pdf](#)

Attachment: [Monthly Deletion Report \(Attachments\)-June, 07.pdf](#)

47. [C-45 Write-Off of "Missing" Property Items for 2006-2007](#)

Attachment: [Missing Property Report-FY 06-07.pdf](#)

Attachment: [Missing Property Report \(Letters\)-FY 06-07.pdf](#)

48. [C-46 Warrants and Vouchers for MAY, 2007](#)

Attachment: [WARRANTS AND VOUCHERS.xls](#)

49. [C-47 Petty Cash and Change Fund Checks for Cafeteria Managers, Food & Nutrition Service](#)

[Coordinators and Food & Nutrition Service Director for the 2007-2008 School Year](#)

Attachment: [PettyCash 07-0820070606105503143.pdf](#)

50. [C-48 Write Off NSF Checks at Various Schools for Food & Nutrition Services From the 2005-2006 School Year Totaling \\$887.50](#)

Attachment: [NSF CKS 05-0620070606110325672.pdf](#)

51. [C-49 Monthly Financial Report for May, 2007](#)

Attachment: [MONTHLY FINANCIAL MAY, 2007.xls](#)

52. [C-50 Write off NSF Checks at Swimming Pen Creek and Orange Park Junior High](#)

53. [C-51 Petty Cash Funds for 2007-2008 Fiscal Year](#)

Attachment: [AGENDA PettyCash FY2008.pdf](#)

54. [C-52 Budget Amendments for the Month of May, 2007](#)

Attachment: [MAY-budget cover sheet impact stmt .pdf](#)

Attachment: [May 06-07 GENERAL OPERATING REVENUE.xls](#)

Attachment: [May 06-07 GENERAL OPERATING APPROPRIATIONS.xls](#)

Attachment: [May 06-07 DEBT SERVICE.xls](#)

Attachment: [May 06-07 CAPITAL PROJECTS.xls](#)

Attachment: [May 06-07 FOOD SERVICE.xls](#)

Attachment: [May 06-07 SPECIAL REVENUE.xls](#)

Attachment: [May 06-07 INTERNAL SERVICE.xls](#)

55. [C-54 Bids To Be Awarded](#)

Attachment: [Bids to be awarded June 17.pdf](#)

56. [C-55 Bid Renewals to be awarded](#)

Attachment: [Recommendation for Bid Renewals June 21.pdf](#)

**Support Services**

57. [C-56 Construction contract award for Chiller Replacement at Lake Asbury Elementary](#)

Attachment: [LAE Chiller Bid Tab 001.pdf](#)

58. [C-57 2007 Fire Control Annual Inspection Report conducted by the Clay County Fire Department.](#)

Attachment: [Fire Control Report Cover Page.pdf](#)

Attachment: [2006-07 Fire Control Inspection Reports for Elementary Schools.pdf](#)

Attachment: [2006-07 Fire Control Inspection Reports for Junior High Schools.pdf](#)

Attachment: [2006-07 Fire Control Inspection Reports for Senior High Schools.pdf](#)

Attachment: [2006-07 Fire Control Inspection Reports for Ancillary Facilities.pdf](#)

59. [C-58 Pre-Qualification of Contractors](#)

Attachment: [Contractors 6,21,07.pdf](#)

**Adoption of Consent Agenda**

60. [Adoption of all remaining Consent Items](#)

**Minutes:** Consent Item C-24 was withdrawn by staff, and C-53 was moved to the Discussion agenda by Mr. Bolla.

**Motions:**

Approve the Consent Items as presented, with the exception of those withdrawn or moved to Discussion. - PASS

## Vote Results

Motion: Lisa Graham

Second: Wayne Bolla

Wayne Bolla	- Aye
Lisa Graham	- Aye
Carol Studdard	- Aye
Carol Vallencourt	- Aye
Charles VanZant, Sr	- Aye

## Recognitions and Awards

61. [Recognize Katelyn Watford for perfect attendance for Grades K-8 \(Superintendent Owens\)](#)
62. [Recognize Elementary District Media Festival Best of Show Winners \(Karen Robinson\)](#)

### Minutes:

#### Best in Show for Grades K-2

##### **Clay Hill Elementary**

Documentary: *“Marigold Magic”*

Media Specialist and Faculty Sponsor: Kelly Robertson

Student Producer: Morgan Groover

#### Best in Show for Grades 3-5

##### **Clay Hill Elementary**

Music Video: *“Go Wild: Read”*

Media Specialist: Kelly Robertson

Faculty Sponsor: Meredith Siegmund

Student Producer: Ali Robertson

63. [Recognize 2007 State Science Fair Winners \(Brenda Weeks\)](#)

Attachment: [2007 State Science Fair Winners.pdf](#)

**Minutes:** Mrs. Brenda Weeks, Science Fair Coordinator, presented certificates to the winners. For a complete list of the winners, see the attachment to this item.

64. [Recognize Val Benda, Director of Art Enrichment Program](#)

**Minutes:** Mrs. Benda was recognized for her 20 years of service in the school district. She is best known as the "Picture Lady."

## Scheduled Citizen Requests

65. [Homer White regarding School Board Policy 4.43, Athletics-Interscholastics](#)

### Minutes:

Mr. White feels that the current policy that requires a student who transfers attendance to a different school after having established residence, to establish residence in the new school by attending that school for one calendar year, is unfair. This applies to students who transfer by special pupil request for enrollment in Clay County academies and applies to eligibility for participation in athletics and interscholastic sports at the new school.

Mr. Owens responded that staff will be looking at this policy for some possible changes.

## Presenters

66. [Clay County Fair Association will present the School District with a Resolution for their support of the 2007 Clay County Fair \(Pete Sutton, Manager, Clay County Agricultural Fair\)](#)

Attachment: [Fair Resolution.pdf](#)

**Minutes:** On behalf of the Board of Directors of the Clay County Fair Association, Mr. Sutton presented a Resolution in appreciation of the significant contributions of the school system and for being an integral partner helping the Fair Association achieve a blue ribbon award.

## Discussion Agenda

### Deputy Superintendent

67. [Public Hearing - CCSB Policy 6GX-10.2.18 J - Retiree Insurance Premium Reduction](#)

Attachment: [CCSB Policy 2.18 J - Retiree Insurance Premium Reduction.pdf](#)

**Minutes:** The public hearing was held with no one present to speak to the item.

#### Motions:

Approve this policy as submitted. - PASS

#### Vote Results

Motion: Lisa Graham

Second: Carol Studdard

Wayne Bolla - Aye

Lisa Graham - Aye

Carol Studdard - Aye

Carol Vallencourt - Aye

Charles VanZant, Sr - Aye

## Business Affairs

68. [C-53 \(Bolla\) Amendments to the CCSB Internal Accounts Manual](#)

Attachment: [IA Manual Revision.pdf](#)

**Minutes:** Mr. Bolla pulled this item for discussion, and to seek assurance that schools are soliciting the best prices through phone bids or other comparisons for internal accounts expenditures. Money is generated in these accounts by organized clubs/organizations at the schools through fundraisers, donations, athletic events, etc. Dr. Copeland briefly reviewed the guidelines for internal accounts purchases. All expenditures must be reviewed by the principal and Dr. Copeland emphasized that schools are very cautious with these funds. The money can only be expended by the organization that generated the funds, and it must be spent during the fiscal year in which it was generated. He also reminded Mr. Bolla that internal accounts are audited by independent firms every year.

#### Motions:

Approve the update to the CCSB Internal Accounts - PASS

Manual, as presented.

**Vote Results**

Motion: Wayne Bolla

Second: Carol Studdard

Wayne Bolla	- Aye
Lisa Graham	- Aye
Carol Studdard	- Aye
Carol Vallencourt	- Aye
Charles VanZant, Sr	- Aye

**Support Services**

69. [Consider New School Naming and Potential Names for Elementary School "W" \(Oakleaf East Area\) and Elementary School "X" \(Lake Asbury Area\)](#)

Attachment: [CCSBJune21ElementaryNames.pdf](#)

**Minutes:**

Names for these schools were solicited from the public. Mr. George Egan was present to speak to the item. He supported Shadowlawn Elementary as the name for Elementary School "X." He feels this name reflects the location and also provides historical continuity.

"W" - Oakleaf Village Elementary and Plantation Oaks were the most preferred names by citizens. Consensus of the Board was for Oakleaf Village Elementary.

"X" - Asbury West Elementary and Spring Hill Elementary were the most preferred names submitted by citizens. However, in keeping with the location and after much discussion, the Board preferred the name Shadowlawn Elementary School.

**Motions:**

Motion to name Elementary School "W" - Oakleaf Village Elementary, and Elementary School "X" - Shadowlawn Elementary School. - PASS

**Vote Results**

Motion: Carol Studdard

Second: Wayne Bolla

Wayne Bolla	- Aye
Lisa Graham	- Aye
Carol Studdard	- Aye
Carol Vallencourt	- Aye



#### 70. [High School "QQQ" Design Overview](#)

##### **Minutes:**

Jim Connell gave a brief overview of the design for the new high school which will be a three-story building. Schematic plans will not be ready for approval until the July board meeting but because of the size of this project, staff felt the Board should have an early overview of the details of this school, as well as the opportunity for input. The school will be adjacent to the current Oakleaf K-8 School. Construction will begin in July, 2008 with opening in August, 2010. Early estimates are putting the cost of the school at \$45 million. There will be capacity for 1600 permanent student stations with total square footage of 263,000.

This item for information only - no action taken.

#### **Presentations from the Audience**

#### 71. [Constance Higginbotham](#)

##### **Minutes:**

Ms. Higginbotham spoke on behalf of the Clay County Education Association regarding Senate Bill 2512 and the effects of the later school start date on the payroll schedule.

Mrs. Vallencourt called attention to an article in the Florida Times-Union regarding Senate Bill 2512.

#### **Superintendent Requests** (There were none)

#### **School Board's Requests**

#### 72. [Update on Current Issues](#)

##### **Minutes:**

The following issues were discussed briefly:

- Dr. Copeland spoke about the tentative impacts of property tax cuts on the school district.
- Mr. Elliot explained that the Interlocal Agreement on School Concurrency is getting bogged down due to the loss of the school district's Planner and also some of the smaller municipalities seem to be backing down on some of the requirements.
- School district staff will diligently search for a top-notch Planner to fill the vacant position in the Facilities Department.
- Staff continues to work on the pilot program to provide buses for academy students.
- Due to the matter being subject to negotiations, the request for an additional paycheck on August 15<sup>th</sup> was not discussed.
- The county is working to provide extra space for stacking of cars at the intersection leading to Coppergate Elementary.
- Mr. Elliott reported on the school district's cleanup of the McDavid Park in Keystone Heights.

#### **Adjournment** (The meeting adjourned at 8:55 pm)

---

**Superintendent**

**Chair**