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

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

Hearing for Special Actions Regarding Students - 4:00 p.m.  
REGULAR MEETING - 7:00 p.m.

### September 17, 2009 Regular Meeting with Public Hearing on Budget

#### Invocation

#### Pledge of Allegiance

#### Call to Order (7:00 p.m.)

##### 1. Attendance

#### Minutes:

Present: Carol Studdard, District 2; Charles Van Zant, Jr., District 3; Frank Farrell, District 4; and Lisa Graham, District 5. Superintendent Ben Wortham was also present.

Carol Vallencourt, District 1, was not present.

#### Public Hearing on the Budget

##### Business Affairs

##### 2. Review Superintendent's Annual Financial Report for the FYE 6-30-2009

Attachment: [SupersAnnualFin Reprt20090909155005330.pdf](#)

**Minutes:** Dr. Copeland briefly reviewed the Superintendent's Financial Report for FY ending 06/30/09. He explained that the General Fund comprises all expenditures for operation of schools and services provided to students. This revenue comes from various state (sales tax) and local (property tax) sources. Total revenue was \$282.3 million and \$267.4 in expenditures. The year end fund balance was \$14,954,225.

##### 3. Review the Rolled-Back Rate Calculation and the 2009-10 Millages

Attachment: [Rolled-BackRate20090909155717747.pdf](#)

**Minutes:** Dr. Copeland explained that the purpose of the Rolled-Back Rate is to determine if we need to advertise for a tax increase or not. The Roll-Back Rate tells us what the mill levy must be in 2009-2010 to generate the same amount of revenue that was generated in 2008-2009.

##### 4. Review 2009-10 Final Budget

Attachment: [ReviewFinalBudget20090909155801155.pdf](#)

**Minutes:**

The Final Budget was reviewed for all funds. The total estimated expenditures for all funds for 2009-2010 is \$361,653,317. Dr. Copeland reminded the Board that we must report to the state monthly the amount of our Fund Balance. It must be at least 3% of our budget. If it drops below 2% then the state will come in and run the school district.

**Support Services**

- 5. Review the 2009/2010-2013/2014 Final Educational Facilities Plan

Attachment: Edu Fac Plan 2009-10 Final.pdf

**Minutes:**

Mike Elliott highlighted our interest in maintaining the school system through various on-going capital project initiatives.

Dr. Copeland gave an overview of the decline in lottery funds: 1992-93 - \$5.1 million; 1993-94 - \$4.7 million; 2004-05 - \$1.7 million; 2005-06 - \$1.6 million and 2009-2010 - \$0.

**Public Hearing**

- 6. Public Hearing for Speakers regarding the 2009-10 Final Budget, Millages, and the 2009/10-2013/14 Final Education Facilities Plan

**Minutes:** Twenty-five (25) individuals spoke to this item. A list is included in the backup material.

**Action Items**

- 7. Approval of the Final 2009-2010-2013-2014 Educational Facilities Plan

Attachment: Edu Fac Plan 2009-10 Final.pdf

**Motions:**

Approve the plan as presented. - PASS

**Vote Results**

Motion: Lisa Graham

Second: Frank Farrell

Frank Farrell - Aye

Lisa Graham - Aye

Carol Studdard - Aye

Carol Vallencourt - Not Present

Charlie VanZant - Aye

- 8. Adopt the 2009-10 required local effort mill levy

Attachment: RequiredLocalEffortMiillLevy20090909155826812.pdf

**Motions:**

Motion to adopt the required local effort mill levy of 5.235 which is (4.74) percent less than the rolled- back rate. - PASS

**Vote Results**

Motion: Carol Studdard  
 Second: Lisa Graham  
 Frank Farrell - Aye  
 Lisa Graham - Aye  
 Carol Studdard - Aye  
 Carol Vallencourt - Not Present  
 Charlie VanZant - Aye

9. Adopt the 2009-10 discretionary mill levy

Attachment: [DiscretionaryMillLevy20090909155908382.pdf](#)

**Motions:**

Motion to adopt the discretionary mill levy of 0.748 which is 41.05 percent more than the rolled-back rate. - PASS

**Vote Results**

Motion: Frank Farrell  
 Second: Lisa Graham  
 Frank Farrell - Aye  
 Lisa Graham - Aye  
 Carol Studdard - Aye  
 Carol Vallencourt - Not Present  
 Charlie VanZant - Aye

10. Adopt the 2009-10 discretionary critical needs (operating) mill levy

Attachment: [DiscretionaryCriticalNeeds20090909155939283.pdf](#)

**Motions:**

Motion to adopt the supplemental critical operating needs mill levy of 0.250 which is (6.09) percent less than the rolled-back rate. - PASS

**Vote Results**

Motion: Lisa Graham  
 Second: Frank Farrell  
 Frank Farrell - Aye  
 Lisa Graham - Aye  
 Carol Studdard - Aye

Carol Vallencourt - Not Present  
 Charlie VanZant - Aye

11. Adopt the 2009-10 capital improvement fund mill levy

Attachment: [CapitalImprovementFundMillLevy20090909160004529.pdf](#)

**Motions:**

Motion to adopt the capital improvement fund mill levy of 1.50 which is (19.50) percent less than the rolled-back rate. - PASS

**Vote Results**

Motion: Carol Studdard  
 Second: Lisa Graham  
 Frank Farrell - Aye  
 Lisa Graham - Aye  
 Carol Studdard - Aye  
 Carol Vallencourt - Not Present  
 Charlie VanZant - Aye

12. Adopt the 2009-10 total mill levy

Attachment: [TotalMillLevy20090909160027811.pdf](#)

**Motions:**

Motion to adopt the total mill levy of 7.733 which is (5.18) percent less than the rolled-back rate. - PASS

**Vote Results**

Motion: Frank Farrell  
 Second: Carol Studdard  
 Frank Farrell - Aye  
 Lisa Graham - Aye  
 Carol Studdard - Aye  
 Carol Vallencourt - Not Present  
 Charlie VanZant - Aye

13. Adopt the Final Budget for 2009-10

Attachment: [FinalBudget20090909160042325.pdf](#)

**Motions:**

Adopt the Final 2009-10 Budget totaling \$361,653,317. - PASS

**Vote Results**

Motion: Carol Studdard

Second: Lisa Graham

Frank Farrell - Aye

Lisa Graham - Aye

Carol Studdard - Aye

Carol Vallencourt - Not Present

Charlie VanZant - Aye

**Consent Agenda****Superintendent**14. C-1 Minutes of Regular Meeting on August 20, 2009Attachment: Minutes - 08-20-09 - Regular.pdf**Deputy Superintendent**15. C-3 Proposed Staff Allocation Changes for 2009-2010Attachment: Allocation Summary - Current Backup September 17, 2009.pdf**Human Resources**16. C-4 Personnel Consent AgendaAttachment: Personnel Consent Agenda 9-17-09.pdf**Instruction**17. C-5 Co-Enrollees for August 2009Attachment: Co-Enrollees - August 2009.pdf (Confidential Item)18. C-6 Bannerman Learning Center Placements in Lieu of Expulsion and ESE Alternative School UpdateAttachment: BLC placements.pdf19. C-7 Safety and Education Articulation Agreement between the School Board of Clay County, the Board of County Commissioners of Clay County and the Office of the Sheriff of Clay CountyAttachment: CCSO.pdf20. C-8 Safety and Education Articulation Agreement between the School Board of Clay County, the City Council of the City of Green Cove Springs and the Green Cove Springs Police DepartmentAttachment: GCSPD SEAA.pdf21. C-9 Safety and Education Articulation Agreement between the School Board of Clay County, the Orange Park Town Council, the Town of Orange Park and the Orange Park Police Department

Attachment: [OPPD SEAA.pdf](#)

22. [C-10 Interagency Integrated Services Agreement between the School Board of Clay County and the Youth Crisis Center](#)

Attachment: [YCC MOU.pdf](#)

23. [C-11 Agreement between the School Board of Clay County and Outside The Classroom, Inc.](#)

Attachment: [AlcoholEdu.pdf](#)

Attachment: [AlcoholEdu Info 001.jpg](#)

24. [C-12 Student Travel](#)

Attachment: [Student Travel.pdf](#)

Attachment: [Student Travel-Addition.pdf](#)

25. [C-13 Quarterly Log of Student Travel](#)

Attachment: [BOARD BACKUP-QUARTERLY LOG JULY, 2009-SEPTEMBER, 2009.pdf](#)

26. [C-14 Grant\(s\) Approval](#)

Attachment: [Adult Ed Grant.pdf](#)

27. [C-15 District Improvement and Assistance Plan](#)

28. [C-16 2009-2010 School Improvement Plans](#)

29. [C-17 For Infomation Only: Out of state travel for Richard Barrows](#)

**Business Affairs**

30. [C-18 Monthly Property Report - August, 2009 - Furniture/Equipment](#)

Attachment: [Furniture-Equipment Report-August, 09.pdf](#)

31. [C-19 Monthly Property Report - August, 2009 - Software](#)

Attachment: [Software Report-August, 09.pdf](#)

32. [C-20 Monthly Property Report - August, 2009 - AV Materials](#)

Attachment: [Audiovisual Report-August 09.pdf](#)

33. [C-21 Monthly Property Report - August, 2009 - Vehicles](#)

Attachment: [Vehicles Report-August, 2009.pdf](#)

34. [C-22 Deletion of Certain Items Report - September, 2009](#)

Attachment: [Deletion Report-September, 09.pdf](#)

Attachment: [Deletion Report \(Attachments\)-September, 09.pdf](#)

35. [C-23 Warrants and Vouchers for AUGUST, 2009](#)

Attachment: [Warrants and Vouchers August, 2009.pdf](#)

36. C-24 Budget Amendments for the Month of June 2009

Attachment: June 2009 Budget Amendments.pdf

37. C-25 Write off Non-Sufficient Funds (NSF) Checks at SLE and RHS

38. C-26 2008-2009 Fiscal Year Program Cost Report

Attachment: Cost Report 2008-09.pdf

39. C-27 Superintendent's Annual Financial Report for the FYE 6-30-2009

Attachment: ESE 348 FYE 6-30-09.pdf

**Support Services**

40. C-28 Mechanical/Electrical Engineering Continuing Services Contract Award

41. C-29 Final Completion of Coppergate Elementary School Athletic Field Drainage System

Attachment: CGE Athletic Field Drainage System Final Completion.pdf

42. C-30 Substantial and Final Completion of Green Cove Springs Junior High School Restroom Renovation (Phase II)

Attachment: Sub & Final Completion GCSJH RR Renovation.pdf

43. C-31 Substantial and Final Completion of Green Cove Springs Transportation Buildings 1, 2 & 3 Re-Roof

Attachment: GCS Transportation Bldg Substantial & Final Completion.pdf

44. C-32 Substantial and Final Completion of Orange Park High School Building 1, Renovate Down Spouts

Attachment: Sub & Final Completion OPH Downspouts.pdf

45. C-33 Substantial and Final Completion of Orange Park High School Building 12, Air Handler, Light Fixtures and Ceiling Replacement

Attachment: Sub & Final Completion OPH Air Handler.pdf

46. C-34 Additive Change Order #2 for Clay High School Fire Alarm Replacement

Attachment: CHS Fire Alarm Replacement CO 2.pdf

47. C-35 Substantial and Final Completion of Lakeside Junior High School Buildings 1, 2 and 3, Air Conditioner Replacement

Attachment: Sub & Final Completion LJH AC Replacement.pdf

48. C-36 Deductive Change Order #8 (Direct Purchasing) for OakLeaf High School

Attachment: OHS CO 8.pdf

49. C-37 Additive Change Order #4 (Direct Purchasing) for Lakeside Junior High School Buildings 1, 2 and 3, Air Conditioner Replacement

Attachment: [CO 4, LJH AC Replacement.pdf](#)

50. C-38 Additive Change Order #2 for Coppergate Elementary School Athletic Field Drainage System

Attachment: [CGE Athletic Field Drainage System CO 2.pdf](#)

51. C-39 Final (Phase III) Plans and Specifications for Lakeside Junior High School Building 5, Air Conditioner Replacement

52. C-40 Pre-Qualification of Contractors

Attachment: [Contractor List, 9,17,09.pdf](#)

53. C-41 Substantial and Final Completion of Green Cove Springs Junior High School Building 4 Re-Roof

Attachment: [GCSJH Bldg 4 Re Roof Substantial & Final Completion.pdf](#)

54. C-42 Substantial and Final Completion of Orange Park Elementary School Building 4 Re-Roof

Attachment: [OPE Bldg 4 Re-Roof Substantial & Final Completion.pdf](#)

**Adoption of Consent Agenda**

55. Adoption of all remaining Consent Items

**Motions:**

Approve the Consent Items as presented, with the exception of Item C-2 which was moved to Discussion. - PASS

**Vote Results**

Motion: Lisa Graham

Second: Carol Studdard

Frank Farrell - Aye

Lisa Graham - Aye

Carol Studdard - Aye

Carol Vallencourt - Not Present

Charlie VanZant - Aye

**Recognitions and Awards**

56. ~~Disaster Recovery and Server Virtualization Project - Tom Moore~~

**Minutes:** This item was withdrawn.

**Scheduled Citizen Requests**



**Presenters**

**Discussion Agenda**

**School Board Attorney**

57. C-2 (Farrell) Bi-Annual Policy Review Report Pursuant to Florida Statute 120.74

Attachment: Bi-Annual Policy Review Certification - 2007-2009.pdf

**Minutes:** Mr. Farrell suggested that, at the November Reorganization Meeting, a Board member be selected to work with the Board Attorney and administrative staff to review the entire policy manual to ensure that all policies are in keeping with the Board's thinking relative to whatever subject may be addressed.

**Motions:**

Approve Bi-Annual Policy Review Report as submitted. - PASS

**Vote Results**

Motion: Frank Farrell

Second: Lisa Graham

Frank Farrell - Aye

Lisa Graham - Aye

Carol Studdard - Aye

Carol Vallencourt - Not Present

Charlie VanZant - Aye

**Deputy Superintendent**

58. Public Hearing - CCSB Policy 6GX-10-2.35 Anti-Fraud (NEW)

Attachment: Policy 2.35 Anti-Fraud - 09-17-09.pdf

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

**Motions:**

Approve Anti-Fraud policy as submitted. - PASS

**Vote Results**

Motion: Lisa Graham

Second: Carol Studdard

Frank Farrell - Aye

Lisa Graham - Aye

Carol Studdard - Aye

Carol Vallencourt - Not Present

Charlie VanZant - Aye

59. Public Hearing - Amendments to CCSB Policy 6GX-10-6.81 Responsibilities for Student Transportation Services

Attachment: Policy 6 81 Responsibilities for Student Transportation Services - 09-17-09.pdf

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

**Motions:**

Approve policy 6GX-10-6.81 as submitted. - PASS

**Vote Results**

Motion: Carol Studdard

Second: Lisa Graham

Frank Farrell - Aye

Lisa Graham - Aye

Carol Studdard - Aye

Carol Vallencourt - Not Present

Charlie VanZant - Aye

**Human Resources**

60. Human Resources - Special Action "A"

Attachment: HR Special Action A 9-17-09.pdf (Confidential Item)

**Motions:**

Approve the action as presented. - PASS

**Vote Results**

Motion: Carol Studdard

Second: Lisa Graham

Frank Farrell - Aye

Lisa Graham - Aye

Carol Studdard - Aye

Carol Vallencourt - Not Present

Charlie VanZant - Aye

61. Human Resources - Special Action "B"

Attachment: HR Special Action B 9-17-09.pdf (Confidential Item)

**Motions:**

Approve the action as presented. - PASS

**Vote Results**

Motion: Lisa Graham  
 Second: Carol Studdard  
 Frank Farrell - Aye  
 Lisa Graham - Aye  
 Carol Studdard - Aye  
 Carol Vallencourt - Not Present  
 Charlie VanZant - Aye

### **Instruction**

#### 62. Public Hearing to approve as advertised, amendments to 2009-2010 Student Progression Plan

Attachment: Student Progression Plan-2009-2010-Updates.pdf

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

#### **Motions:**

Approve revisions as presented - PASS

#### **Vote Results**

Motion: Lisa Graham  
 Second: Carol Studdard  
 Frank Farrell - Aye  
 Lisa Graham - Aye  
 Carol Studdard - Aye  
 Carol Vallencourt - Not Present  
 Charlie VanZant - Aye

### **Support Services**

#### 63. Review Redistricting Considerations and Criteria for OakLeaf High School

Attachment: OHS Redistricting.pdf

**Minutes:** Mr. Connell briefly covered the Redistricting Considerations and Criteria for OakLeaf High School. Redistricting Considerations will be used to develop attendance boundary recommendations and Redistricting Criteria is used to evaluate redistricting options.

### **Presentations from the Audience (None)**

### **Superintendent Requests**

#### 64. Request/Comments

#### **Minutes:**

Superintendent Wortham requested a Special Board Meeting be scheduled on

Wednesday, October 7, 2009 at 1:00 p.m. in the Teacher Training Center to receive the District-Wide Accreditation Report.

Mr. Wortham reminded the Board, in response to the speakers comments, that 6 months earlier the school system and staff were trying to protect and reinstate jobs. The Board has always tried to take care of its employees. He also reminded those present that it is illegal to spend Capital Outlay funds on salaries. These funds can only go to Capital Outlay projects.

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

#### 65. Comments

##### **Minutes:**

Board members reminded everyone that the School Board has historically done the very best by the employees when the funds were available (18% in the last 3 years). It's important for the staff, teachers and the public to understand the constraints under which we have to exercise our fiscal responsibilities and to conduct the responsibilities of the school system in the best interest of the children of Clay County.

Mr. Farrell reminded the Board of his absence at the October 15th Board Meeting. He will be attending a mandatory forum in Ocala, Florida for certification as a school board member.

### **Attorney's Requests**

#### 66. Attorney Client Session (Closed to the Public)

##### **Minutes:**

The Board meeting was recessed at 9:48 p.m., at which time the Attorney/Client Session was convened. At 10:27 p.m. the Attorney/Client Session adjourned, the public Board meeting was reconvened and then adjourned.

### **Adjournment (10:40 p.m.)**

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**Ben Wortham, Superintendent**

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**Charles Van Zant, Jr., Chair**