

**FOLLOW ALL PROCEDURES ON BACK OF THIS FORM**

Contract # 250078  
 Number Assigned by Purchasing Dept.



**CONTRACT REVIEW**

**BOARD MEETING DATE:**  
 WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED  
 Must Have Board Approval over \$100,000.00

Date Submitted: 11/14/2024  
 Name of Contract Initiator: Kelly Mosley Telephone #: 9043364503  
 School/Dept Submitting Contract: CTE Cost Center #  
 Vendor Name: Clay County Board of County Commissioners - Clay County Fire and Rescue  
 Contract Title: Agreement between The School Board of Clay County, Florida and Clay County  
 Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # n/a  
 Contract Term: 2024-2025 School year Renewal Option(s): none  
 Contract Cost: \$34,775  
CCSD already has this position allocated for the 2024-2025 school year. CCSD will pay CCFR 334 775 over two installments which is what a teacher with 10 years of experience would be paid to teach from January 6, 2025 until the end of the school year.

**BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**  
 Funding Source: Budget Line # \_\_\_\_\_  
 Funding Source: Budget Line # \_\_\_\_\_  
 **NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**  
 **INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO**

**REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):**  
 Completed Contract Review Form  
 SBAO Template Contract or other Contract (NOT SIGNED by District / School)  
 SIGNED Addendum A (if not an SBAO Template Contract) - When using the Addendum A, 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].*  
 State of Florida Workers Comp Exemption (<https://apps.fldfs.com/boccxempt/>) (If Applicable)  
 Release and Hold Harmless (If Applicable)

**\*\*AREA BELOW FOR DISTRICT PERSONNEL ONLY \*\***

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department <div style="border: 1px solid blue; padding: 2px; display: inline-block;"> <b>REVIEWED</b>                          By Bertha Staefa at 10:52 am, Dec 02, 2024                     </div>	Contract received by Purchasing but missing details so Exhibit was created (see emails) ✓ <hr/>
School Board Attorney <i>JS</i>	<i>approved</i> <hr/>
Review Date <i>11/15</i>	12/2/2024 email from JP, Exhibit is legally sufficient -BFS <hr/>
Other Dept. as Necessary	Contract started 10/1 then K Mosley worked direct w/I Steinmetz to draft MOU, Attached rec'd from attorney 11/18/24 but didn't have an Exhibit with missing details. <hr/> (Historical emails attached)
Review Date	<hr/>

PENDING STATUS:  YES  NO **IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**

FINAL STATUS TENTATIVELY APPROVED Pending Signatures

**AGREEMENT**  
**Between**  
**The School Board of Clay County, Florida**  
**And**  
**Clay County**

THIS AGREEMENT is made and entered into between the School Board of Clay County, Florida, for and on behalf of Orange Park High School (hereinafter referred to as "School Board"), and Clay County, a political subdivision of the State of Florida (hereinafter referred to as "County").

**WITNESSETH:**

WHEREAS, the School Board and the County recognize the benefits accruing to their citizens and students residing in Clay County by the establishment of a fire and rescue educational program at Orange Park High School designed to broaden career opportunities for students through a program of education and training designed to prepare students for certification as a firefighter pursuant to Section 633.408, Florida Statutes; and

WHEREAS, the County through its Fire Rescue Department has the instructional personnel and equipment to conduct such an educational program and is willing to do so.

NOW THEREFORE, it is mutually agreed between the School Board and the County as follows:

1. The County will furnish one instructor to train students enrolled in the program for the 2024-2025 school year.

2. The County will assist the School Board to develop an appropriate curriculum as necessary to adequately prepare students for certification.

3. The School Board shall pay the County the total amount of \$34,775.00, based on 10 years of verifiable work experience, in two installments, which shall be due and payable as follows:

<u>Installment</u>	<u>Amount</u>	<u>Due Date</u>
First	\$ 17,387.50	March 14, 2025
Second	\$ 17,387.50	June 2, 2025

4. This Agreement shall terminate upon conclusion of the 2024-2025 school year, unless renewed by mutual agreement of the County and School Board.

5. This Agreement shall not be modified or amended except in writing signed by both parties.

6. In accordance with the Jessica Lunsford Act, contractual personnel, and their officers, agents, and/or employees, who will have direct contact with students, who will be permitted access to school premises while students are present, or will have access to or control school funds, must first present themselves for fingerprinting at a location designed by the School Board and must pass Level 2 screening standards set forth in Section 435.04, Florida Statutes.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated.

Executed this 12<sup>th</sup> day of December, 2024.

THE SCHOOL BOARD OF CLAY COUNTY

By:   
David Broskie, Superintendent

Executed this 23 day of December, 2024.

CLAY COUNTY, a political subdivision of the State of Florida

By:   
Howard Wanamaker (Dec 23, 2024 12:36 EST)

**Howard Wanamaker**  
County Manager on behalf of the  
Clay County Board of County  
Commissioners

**EXHIBIT TO MOU**  
**BETWEEN THE SCHOOL BOARD AND THE COUNTY**  
**FOR A FIRE AND RESCUE EDUCATIONAL PROGRAM AT ORANGE PARK HIGH SCHOOL**  
**PROVIDED BY CCFR INSTRUCTOR**

There is a great need for this program at Orange Park High School and in our community as CCFR is building 5 new fire stations and anticipates numerous retirements in the next few years.

1. The agreed upon courses/programs curriculum and expectations shall be taught by the Instructor and include: [Introduction to Fire Fighting \(8918200\)](#), [Emergency Medical Responder \(8417170\)](#) and [Medical Skills and Services \(8400320\)](#). Students shall be registered for classes and ready to go at the beginning of each school year.
2. The Instructor shall work the same as the Orange Park High School instructional contract/calendar. The Instructor is required to be in the classroom every school day. The CCFR shall have 2-3 of their team members go through the same fingerprinting/background checks so there are substitutes available who have clearance if the need arises.
3. The Instructor will serve as the teacher. CCFR shall work with Human Resources on getting the Instructor a district-issued certificate. The Coordinator of Teacher Support at the School District shall ensure the instructor's training includes but not limited to new teachers and/or long-term substitutes overview, mandatory reporting, handling harassment or bullying, etc.
4. CCFR equipment and School Board equipment shall be used by the Instructor and the Students. The Instructor shall receive permission slips from parents at the beginning of each School year due to the abnormal equipment and its risk.
5. The instructor will secure Field Trip Permission forms from parents for any off-school activities and/or "ride-alongs" prior to the student(s) participating. The Field Trip Permission slips should be submitted to the front office for retention per Florida retention guidelines.
6. The Instructor shall sign in & out for attendance documentation through the Raptor System located in the Front Office of the School. The Raptor System Attendance Report shall be submitted with the invoice when requesting payment.
7. The School District shall issue a Purchase Order and pay the County per the Government Prompt Payment Act after receipt of services & invoices. Invoices shall include the Raptor System Attendance Report.

Signature:   
Howard Wanamaker (Dec 23, 2024 12:36 EST)

Email: [howard.wanamaker@claycountygov.com](mailto:howard.wanamaker@claycountygov.com)






# 2024-2025-87 OP High School Fire Ed Program

Final Audit Report

2024-12-23

Created:	2024-12-23
By:	Lisa Osha (Lisa.Osha@claycountygov.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8_jYeVWcPWvNvQaJa6GtpnoIRafPvKXN

## "2024-2025-87 OP High School Fire Ed Program" History

-  Document created by Lisa Osha (Lisa.Osha@claycountygov.com)  
2024-12-23 - 1:44:46 PM GMT
-  Document emailed to Howard Wanamaker (howard.wanamaker@claycountygov.com) for signature  
2024-12-23 - 4:39:16 PM GMT
-  Email viewed by Howard Wanamaker (howard.wanamaker@claycountygov.com)  
2024-12-23 - 5:28:41 PM GMT
-  Document e-signed by Howard Wanamaker (howard.wanamaker@claycountygov.com)  
Signature Date: 2024-12-23 - 5:36:28 PM GMT - Time Source: server
-  Agreement completed.  
2024-12-23 - 5:36:28 PM GMT

