



School Board of Clay County

District Multi-Purpose Center, Corner of Walnut Street and Gratio Place, Green Cove Springs, FL 32043

August 27, 2024 - School Board Workshop

Date: Aug 27 2024 (9:00 a.m.)

Invocation (Ashley Gilhousen)

Call to Order (Present: Erin Skipper, District 1; Mary Bolla, District 2; Beth Clark, District 3, Michele Hanson, District 4 (departed meeting at 12:09 p.m.); Ashley Gilhousen, District 5; and Superintendent David S. Broskie)

Workshop Items

[1. Review Draft Agenda for Regular School Board Meeting on September 5, 2024](#)

[September-5-2024-regular-school-board-meeting_agenda_packet.pdf](#)

Minutes:

Recognitions and Presentations:

- Recognize Student Participants in the National Speech & Debate Tournament - no discussion;
- Florida Safe School Assessment Findings - no discussion;

Discussion Agenda:

- D1 Human Resources Special Action A - no discussion;
- D2 Human Resources Special Action B - no discussion;
- D3 Public Hearing to Approve as Advertised Revisions to Safety Policies 9.17 School Safety Requirements and Monitoring, 9.18 Threat Assessment Policy; and the District's Security and Response to Active Assailant Policy (CONFIDENTIAL) - no discussion;

Consent Agenda:

- C1 Minutes of School Board Special Meeting and Workshop on July 23, 2024; Special Meeting on July 30, 2024; Student Hearings and Regular Meeting on August 1, 2024 - no discussion;
- C2 Approve Addendum to Contract for Legal Services between the School Board of Clay County, Florida and the Douglas Law Firm - Superintendent Broskie advised these additional services are related to attendance campaign and the truancy program;
- C3 Community Relations and IT Solutions - no discussion;
- C4 Personnel Consent Agenda - no discussion;
- C5 Kelly Services EXHIBIT A - Pricing for Substitutes - no discussion;
- C6 Ratification of the 2024-2025 through 2026-2027 Master Contract between the Clay County Education Association and the Clay County School Board - Mr. Broskie advised this compensation package is among the highest in history of CCDS, with a ratification vote scheduled for 9/17/24; Mrs. Hanson indicated she is glad this agreement was reached earlier in the year and is proud of the board for their commitment to address the deficit;
- C7 Charter School Revision - 2024-2025 Comprehensive Evidence-Based Reading Plan (CERP) - brief discussion to clarify that the funds were appropriately provided to the charter schools but omitted from the original document due to oversight with the appropriate revision now being submitted;
- C8 School Improvement Plan Approval - Mr. Broskie reviewed the components included in each plan and encouraged the board to review at least one (1) school's plan;
- C9 K-12 Academic Services Out of State and Overnight Student Travel - no discussion;
- C10 2024-2025 Uniform Statewide Assessment Calendar - no discussion;
- C11 Affiliation Agreement between Clay County District Schools and St. Petersburg College (SPC) - no discussion;
- C12 resident Clinical faculty Memorandum of Understanding between Clay County District Schools and the University of North Florida - no discussion;
- C13 Florida Department of Health Baker County Sealant Program - no discussion;

- C14 Amendment to Independent Contractor Services Agreement between School Board of Clay County and Flagler Hospital Inc. - no discussion;
- C15 Contract Agreement - Walden University School Counseling Interns - no discussion;
- C16 Interagency Agreement Regarding Truant Children - brief discussion re creating truancy policy;
- C17 Proposed Allocation Changes for 2024-2025 - no discussion;
- C18 Superintendent's Annual Financial Report and Annual Cost Report for the FYE 6-30-2024 - no discussion;
- C19 Budget Amendment Report for June 2024 - no discussion;
- C20 Deletion of Certain Items Report August, 2024 - no discussion;
- C21 BID Award - discussion included the opportunity for the district to set expectations and guidelines with this new vendor; schools will continue to utilize custodial services for two (2) mows per month with elementary schools having an option for one (1) additional mow per month due to having fewer custodians;
- C22 Florida Safe Schools Assessment Acceptance Letter - no discussion;
- C23 Change Order #1 (Days Only) for S. Bryan Jennings Fire Alarm Repair/Replacement - no discussion;
- C24 Charles E. Bennett Elementary School Security Lighting Repair/Replacement Contract Award - no discussion;
- C25 Doctors Inlet Elementary School Security Lighting Repair/Replacement Contract Award - no discussion;
- C26 Change Order #3 for Clay High School Parking Lot Renovation/Redesign - no discussion;
- C27 Substantial Completion of Clay High School Parking Lot Renovation/Redesign -no discussion;
- C28 Substantial Completion of Middleburg High School Restroom Renovation - no discussion;
- C29 Change Order #6 for Clay High School Gym Renovations - no discussion;
- C30 Prequalification of Contractors - no discussion;
- C31 Change Order #1 for Lakeside Elementary School Restroom Renovations - no discussion;
- C32 Change Order #2 for Lakeside Junior High School Restroom/Locker Room Renovations - no discussion;
- C33 Change Order #1 for Orange Park Elementary School Restroom Renovations - no discussion;
- C34 Supplemental Spot Survey Number 7-Version 3 to the Current Educational Plant Survey - no discussion;
- C35 Change Order #1 for Ridgeview High School HVAC Repair/Replacement Building 3 - no discussion;
- C36 Change Order #2 for Middleburg High School Safety & Security Single Key Access - no discussion;
- C37 Substantial Completion of Wilkinson Junior High School Fire Alarm Replacement - no discussion;
- C38 Substantial Completion of Green Cove Springs Junior High School HVAC/Window Replacement - no discussion.

2. Family and Community Engagement Presentation

[Community Relations and ITS Solutions Presentation.pdf](#)

Minutes:

Terri Dennis, Coordinator of Communications and Media Partnerships, and Jen Ragsdill, Senior National Partnerships Manager at Apptegy, shared the attached presentation highlighting the following:

- Current Challenges
- Stakeholder Input for Solutions
- Proposed Next Steps (including Timeline building and launching of websites and app)

Based on survey results, feedback from the advisory council, and cadre meetings with both vendors (Apptegy and ParentSquare), it is recommended that the school board use Apptegy as the new communication and website platform. Apptegy would consolidate multiple tools and platforms into a single, integrated solution designed specifically for K-12 schools and would simplify communication processes for schools and families.

Discussion included security, access, training, and streamlining. The district will work with the board on a policy through the spring to provide guidelines for the use of this platform, with a desire to protect teachers' contracted hours while communicating effectively and efficiently. Mrs. Skipper requested that parents receive notification, beginning in January, of this new communication device and that education be provided to parents to make their lives easier as this streamlines multiple processes.

Mr. Broskie reviewed the history of this initiative and how its utilization will note progress toward the goal of Family & Community Engagement contained in the Strategic Plan.

3. Review of Literacy Plan

[School Board Workshop - Literacy 2024.pdf](#)

Minutes:

Heather Teto, Chief of Elementary Education, Melanie McIver, Supervisor of Reading K-12, Lorraine McDowell, VPK Specialist, Dana Savoie, Elementary ELA Specialist, Kelsey Ivey, Elementary ELA Specialist (RAISE), Rebecca Billiot, Secondary ELA Specialist, and Michelle Sado, Secondary Intensive Reading Specialist, shared the attached visual presentation highlighting the following:

- Progression of Literacy in Clay over past years
- Literacy Decision-Making Formula
- Current Curriculum K-4 Foundational Skills
- Current Curriculum K-5 Language Skills
- Current Curriculum 6-10 Foundational Skills
- Current Curriculum 6-12 Language Skills

- Literacy Professional Learning
- Literacy Family Supports
- Tier 1 Literacy Supports
- K-5 Updated Curriculum Guide Resources and Highlights
- K-5 Benchmark Assessment Support
- Grades 6-12 ELA (English Language Arts) Support and Priorities
- Grades 6-10 ELA F.A.S.T. Data Comparison by Benchmarks
- Grades 6-12 ELA Explicit Vocabulary Instructional Routine
- Student Assessment Process
- Grades 6-12 ELA Curriculum Design
- Grades 6-10 ELA F.A.S.T. Proficiency
- VPK (Voluntary PreK) Data
- Reaching Achievement Initiative for Scholastic Excellence (RAISE) School Focus
- Structured Literacy Instruction
- The Wilson Tapping Technique
- F.A.S.T. Assessment Data Snapshots
- Grades 6-12 Intensive Reading
- Literacy Achievements

Mrs. Hanson appreciates the use of benchmarks that serve to minimize learning gaps.

4. Strategic Plan Update

Minutes:

Superintendent Broskie provided an update of the 2023-2028 Clay County District Schools Strategic Plan, addressing points of progress made towards the five (5) goals as follows:

- Student Success
- Talent Recruitment, Development, and Retention
- Family and Community Engagement
- Safe and Positive Learning Environment
- Fiscal and Operational Efficiency

Mrs. Bolla appreciated the literacy team's work that supports new teachers as part of Goal #2 - Talent Recruitment, Development, and Retention.

5. Florida Safe School Assessment Findings*

Minutes:

This item was addressed following the conclusion of all other items and comments, after a recess, from 12:17 p.m. - 12:56 p.m.. **This portion of the meeting was closed to the public (12:56 p.m. - 1:17 p.m.)** for Matthew Boyack, Director of Safety and Security, to present the safe school assessment findings and to discuss specific strategies to be implemented to improve the safety and security of the school district.

Questions from the Audience (None)

Superintendent Comments

6. Superintendent Comments

[Library Book Challenge and Appeal Process.pdf](#)

Minutes:

Superintendent Broskie requested Roger Dailey, Chief Academic Officer, provide a brief presentation (attached) to the board re the library book challenge and appeals process. Mr. Dailey discussed the various library access levels that support parental rights, library access data as of August 26, 2024, and the steps involved in the challenge process that ensure compliance to Florida Statute and Clay County School Board policy. The various levels of access to library materials were also reviewed.

Mrs. Skipper inquired about future purchases being based on the board-approved community standards, and Mr. Dailey indicated that has not yet been codified and he would appreciate the board's guidance at a future date on book purchases because the legislature left the opportunity for districts to make decisions based on their guidelines.

Mrs. Hanson would like the book appeals log available for the public to view and, she requested information re the individuals making the initial decision (challenge) and the second review decision (appeal). Jeremiah Blocker, School Board Attorney, stated that the appellate body in this process is the board and that, provided policies and procedures are being followed, the composition of the two groups is inconsequential. He stated that the recent changes in F.S. 847 were implemented to stop the process from being weaponized and that adherence to those legal definitions so no legal challenges are created is encouraged.

Mrs. Gilhousen commented that the data for parents who are truly troubled over this is minimal and the board should not allow a minor issue to take so much of staff time that could be directed elsewhere.

Mr. Broskie reviewed three (3) options for the retention of internal auditing services; RFP, Advertise/Interview/Contract, and Direct Contract, providing an overview of the requirements and components of each option. Board consensus was reached to submit an agenda item directing the superintendent to explore directly contracting services with RSM US LLP, a firm that services multiple other school districts in Florida. Board members may contact other districts utilizing RSM's services to assess their level of satisfaction.

Board members appreciated the composition of Lee County's Audit Committee and will need to address policy governing this committee. Board members would each select one (1) voting member on the Audit Committee, if Lee County's policy guidelines are modeled.

School Board Attorney Comments

[7. School Board Attorney Comments](#)

Minutes:

Lisa Miles, School Board Attorney, provided an update on the truancy program. She and the truancy team will meet with the Chief Judge in early September and will view the Putnam County Truancy Court program. Ms. Miles provided clarification re the civil proceedings that precede any State Attorney's Office involvement.

School Board Comments

[8. School Board Member Comments](#)

Minutes:

Mrs. Clark noted the recent accident involving a student bicyclist. Mrs. Skipper thanked the Early Literacy Team for their presentation. Mrs. Bolla commented on the great first day of school.

Adjournment (1:17 p.m.)

Superintendent of Schools

School Board Chair