



School Board of Clay County

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

December 2, 2024 - School Board Workshop

Date: Dec 02 2024 (9:00 a.m.)

Invocation (Erin Skipper)

Call to Order (Present: Erin Skipper, District 1; Robert Alvero, District 2; Beth Clark, District 3, Michele Hanson, District 4; Ashley Gilhousen, District 5; and Superintendent David S. Broskie)

Workshop Items

[1. Review Draft Agenda for Regular School Board Meeting on December 12, 2024](#)

[December-12-2024-regular-school-board-meeting_agenda_packet.pdf](#)

Minutes:

Recognitions:

- Recognize Art in the Capitol Winner - no discussion;
- Recognize Winners of the Len Mattiace Foundation Anti-Bullying Contest - no discussion;
- Recognition of Board member Mrs. Skipper Recipient of the 2024 Appreciation Award from Tobacco Free Clay - no discussion;
- Recognize 2024 Founders' Week Art Contest Winners - no discussion;
- Recognition of Clay County Student-Athletes of the Month - no discussion;
- Recognition of Clay County Coaches of the Month - no discussion;
- Athletics Check Presentation to American Cancer Society - no discussion;
- Recognize Schools Earning Medals at State Marching Championships - no discussion;
- Recognition fo 2024-2025 School Related Employee of the Year and Teacher of the Year Semi-finalists - no discussion;

Discussion Agenda:

- D1 Human Resources Special Action A - no discussion;
- D2 Human Resources Special Action B - no discussion;
- D3 Human Resources Special Action C - no discussion;
- D4 Human Resources Special Action D - no discussion;
- D5 Human Resources Special Action E - no discussion;
- D6 Human Resources Special Action F - no discussion;
- D7 Public Hearing to Approve as Advertised Revisions to School Board Policy 6.01, Educational and Ancillary Facilities - no discussion;
- D8 Public Hearing to Approve as Advertised Attendance Boundary Realignment for Oakleaf Junior High, Lake Asbury Junior High, and Wilkinson Junior High Schools - no discussion;

Consent Agenda:

- C1 Minutes of School Board Workshop on October 29, 2024; Student Hearings and regular Meeting on November 7, 2024 - no discussion;
- C2 Controlled Open Enrollment (COE) Plan for the 2025-2026 School Year - Superintendent Broskie provided an overview of the process and listed the open schools;
- C3 Proposed Student Calendar for the 2026-2027 School Year - Mr. Broskie noted that the 2026-2027 school year will bring start time changes with middle school starting not prior to 8:00 and high school starting not prior to 8:30; a task force is working on the implementation of new start times and additional information will be shared upon conclusion of the legislative session in May 2025 once any new data or revisions have occurred;
- C4 Personnel Consent Agenda - no discussion;
- C5 Complete Salary Schedule 2024-2025 - brief discussion of ESE secretary changes that were not approved;

- C6 Memorandum of Understanding between Clay County District Schools and Clay County Fire Rescue (CCFR) - agreement is to retain a firefighter employed by the Clay County Fire Department to teach fire classes in CCDS;
- C7 Elementary Student Out of State Travel - no discussion;
- C8 Advertise the 2023-2024 through 2025-2026 Policies and Procedures (P&P) Manual and set the Public Hearing for February 2025 - Mrs. Hanson requested documents for clarification to include inclusion practices into general education across the spectrum, copies of the most recent Best Practices in Inclusion being used, and an explanation as to what the inclusion of more students into the gifted program includes;
- C9 K-12 Academic Services Out of State and Overnight Student Travel - no discussion;
- C10 2026 Early College Program Contract Between the School Board of Clay County and District Board of Trustees of St. Johns River State College - no discussion;
- C11 Proposed Revised AMIKids-Clay County Employee and Student Calendar for 2024-2025 School Year - no discussion;
- C12 2024-2026 School Health Services Plan - no discussion;
- C13 Proposed Allocation Changes for 2024-2025 - brief discussion of the revision of an Adult & Community Education 10-month position to a 12-month position to provide services over the summer, financed through Adult Education categorical funds;
- C14 Monthly Financial Reports for October 2024 - no discussion;
- C15 Budget Amendment Report for October 31, 2024 - no discussion;
- C16 Deletion of Certain Items Report November 2024 - no discussion;
- C17 BID Award - no discussion;
- C18 Trane Contract Award for Maintenance Service Agreement for Six Schools (KHE, KHS, MRE, WES, WJH, CHE) - no discussion;
- C19 Change Order #4 for Clay High School Parking Lot Renovation/Redesign - no discussion;
- C20 Final Completion of Clay High School Parking Lot Renovation/Redesign - no discussion;
- C21 Fleming Island High School HVAC Repair/Replacement Contract Award - no discussion;
- C22 Schematic/Preliminary/Final (Phase I, II, & III) Plans and Specifications for Tynes Elementary School Fire Alarm Repair/Replacement - no discussion;
- C23 Schematic/Preliminary/Final (Phase I, II, & III) Plans and Specifications for Oakleaf Village Elementary School Fire alarm Repair/replacement - no discussion;
- C24 Schematic/Preliminary/final (Phase I, II, & III) Plans and Specifications for Plantation Oaks Elementary School Fire Alarm Repair/Replacement - no discussion;
- C25 Schematic/Preliminary/Final (Phase I, II, & III) Plans and Specifications for Wilkinson Junior High School Safety & Security Control Access - no discussion;
- C26 Change Order #1 for Lakeside Elementary School Kitchen/Cafeteria Renovation - no discussion;
- C27 Substantial Completion of Orange Park High School Media Center Renovation - no discussion;
- C28 Prequalification of Contractors - no discussion;
- C29 Final Completion of Orange Park High School Media Center Renovation - no discussion.

[2. Apptegy Update](#)

[December 2nd Board Workshop Apptegy Update Presentation.pdf](#)

Minutes:

Terri Dennis, Coordinator of Communications/Media, shared the attached visual update of Apptegy. The timeline for implementation, completed initial designs, and next steps were shared.

[3. Discussion of Board Meeting Process](#)

Minutes:

Mrs. Clark requested the board consider holding general public comment at the end of the meeting, following adjournment, with no live stream. Board member discussion included making sure meeting requirements continue to be met if the cameras are turned off, the desire to ensure speakers receive their First Amendment right to free speech, possibly reducing the speaking time from three to two minutes, the inability of the superintendent and board to respond if general comments are heard at the very end of the meeting, potential legal implications of commenting on some things as the board acts as a quasi-judicial body, and how other districts are handling public comment. A consensus was reached to move general public comment to the end of the meeting, with no live stream, immediately prior to adjournment.

Questions from the Audience (None)

Superintendent Comments (None)

School Board Attorney Comments

[4. School Board Attorney Comments](#)

Minutes:

John Steinmetz, School Board Attorney, welcomed Robert Alvero, School Board Member, District 2.

School Board Comments

5. School Board Member Comments

Minutes:

Mrs. Skipper initiated discussion with board members to consider having board members' new business items at workshop as the first items on the agenda. Mr. Broskie expressed his hope that he would have conversation with the board members on any new initiatives. The board reached a consensus to take up new business items first during workshops. Discussion also included the request for agenda items to have all supporting documents attached when released to the board. Mr. Broskie provided assurances that materials will be available no later than one week prior to the board meeting with the exceptions of the 48-hour revisions. The board secretary will email the board as attachments are added that occur after the release of the agenda.

Mrs. Hanson requested a dollar amount for annual fees paid to Purvis and Gray. She also wants to ensure that, when working on Exceptional Student Education documents, those policies are aligned with the Neola policies. She requested a link to be able to access and spend some time in review of the Neola proposed policies. Mr. Broskie assured the board that they will receive the policies in plenty of time to review and that the first section to be reviewed will be Human Resources as many of those policies are foundational to others. Kelly Watt, Chief of Staff, advised that Neola is currently working on preparing those policies and the board will have them three or four weeks in advance of the first section's review.

Mrs. Skipper also noted she has made visits and spoken with people about the new Audio Enhancement public announcement system. Comments are favorable and the customizations are appreciated. She would like the board to begin thinking about nominating a board member to serve on the Internal Audit Committee. Mr. Broskie advised that two applications have been received and he is continuing to reach out directly to qualified individuals who are civic-minded and have a financial background to serve on this committee.

Adjournment (10:20 a.m.)

Superintendent of Schools

Board Chair