



## School Board of Clay County

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

### July 23, 2024 School Board Workshop

**Date:** Jul 23 2024 (10:00 a.m.)

**Invocation** (Given at prior meeting)

**Call to Order** (Present: Erin Skipper, District 1; Mary Bolla, District 2; Beth Clark, District 3, Michele Hanson, District 4; Ashley Gilhousen, District 5; and Chief Academic Officer Roger Dailey (substituting for Superintendent David S. Broskie). This meeting was called to order at 11:41 a.m.)

#### Workshop Items

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

[August-1-2024-regular-school-board-meeting\\_agenda\\_packet.pdf](#)

#### **Minutes:**

##### 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 Modifications to the 2023-2024 Student Progression Plan - Roger Dailey, Chief Academic Officer, noted the increased fluidity and consistent voice of this revised document;

##### Consent Agenda:

- C1 Minutes of School Board Workshop on June 17, 2024; Regular Meeting on June 27, 2024 - no discussion;
- C2 Personnel Consent Agenda - no discussion;
- C3 2024-2025 Dual Enrollment Articulation Agreement Between School Board of Clay County and Florida State College of Jacksonville - no discussion;
- C4 Approve Interlocal Agreement Between The School Board of Clay County, Florida and Rolling Hills Community Development District Regarding Usage of District Recreational Facilities - no discussion;
- C5 Approval for the Purchase of Vocabulary.com grades 7-12 Secondary ELA and Intensive Reding for 2024-2027 - Mr. Dailey noted this as an important supplemental resource to assist readers with mastery and acquisition of the vocabulary needed for comprehension;
- C6 K-12 Academic Services Out of State and Overnight Student Travel - no discussion;
- C7 2024-2025 Professional Development Advisory Council Membership - no discussion;
- C8 Request for Review or Reconsideration of Library Materials Appeals - Mr. Dailey noted that specific language was written into the book policy to allow community members to understand that the board is not offering an endorsement of content, but is voting on whether policy was followed; Mrs. Hanson appreciated the informational content of the appeals document and expressed pride in the final outcome that protects students as well as parental rights to choose what their children read; she asked about the creation of the statutory compliance team and requested any feedback that would assist with potential improvements of the rubric, indicating she would like the board to discuss revising the rubric at some point if more clarity is needed;
- C9 Affiliation Agreement between Clay County District Schools and Eastern Washington University (EWU) - no discussion;
- C10 National Louis University Affiliation Agreement - School Psychology - no discussion;
- C11 24-25 District School Counseling Plan - Mr. Dailey indicated this plan has always been completed but is now required to go before the board; Mrs. Hanson requested information on the calendar and the implementation of topics; Counselors Tabitha Johns and Erin Colon advised classroom teachers implement the pieces, counselors oversee the implementation, and school principals are ultimately responsible for implementing the requirements; Mrs. Hanson and Mrs. Skipper expressed concern with certain sensitive topics being taught by classroom teachers who may not have certain training; Ms. Johns indicated training is provided for a team, each school will have a trained contact person, and lessons are developmentally staged to be appropriate for a teacher to present with proper depth of the subject; Mr. Dailey requested Ms. Johns and Ms. Colon select some samples that can be shared to demonstrate the developmentally appropriate scaffolding;

- C12 Proposed Allocation Changes for 2024-2025 - no discussion;
- C13 Deletion of Certain Items Report July, 2024 - no discussion;
- C14 BID Renewal and Extension - no discussion;
- C15 Interlocal Agreement between the School Board of Clay County, Florida (BOARD); City of Green Cove Springs, Florida (CITY), and Green Cove Springs Police Department (GCSPD) - no discussion;
- C16 Interlocal Agreement between the School Board of Clay County (BOARD), Florida; the Town of Orange Park (TOWN); and the Town of Orange Park Police Department (OPPD) - no discussion;
- C17 Approval to Advertise 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;
- C18 Prequalification of Contractors - no discussion;
- C19 Change Order #3 for Green Cove Springs Junior High School Window/HVAC Replacement (Buildings 1, 2, & 3) - no discussion;
- C20 Change Order #1 (Direct Purchasing) for Lakeside Junior High School Restroom/Locker Room Renovations - no discussion;
- C21 Change Order #1 (Direct Purchasing) for Clay High School Parking Lot Renovation/Redesign - paving will begin this week and will provide an additional 170 parking spots;
- C22 Schematic/Preliminary/Final (Phase I, II, & III) Plans and Specifications for Clay High School Track Improvements - no discussion;
- C23 Change Order #5 for Clay High School Gym Renovations - no discussion;
- C24 Change Order #1 for Wilkinson Junior High School Fire alarm Replacement - no discussion;
- C25 Change Order #2 for Clay High School Parking Lot Renovation/Redesign - no discussion;
- C26 Change Order #1 for Orange Park High School Media Center Renovation - no discussion.

## 2. Discussion of Internal Auditor

### **Minutes:**

Mrs. Hanson shared that the primary reason for an internal auditor relates to the law and transparency, also stressing the need to safeguard trust and prioritize integrity, strengthen oversight mechanisms, and promote a culture of public trust. Because the board serves as an oversight committee for the taxpayer dollars, she believes the internal auditor position is necessary to safeguard funds and make recommendations on how to improve current systems.

Mr. Dailey indicated that the budget department includes a high level of scrutiny and questioned what areas of concern the board members have. He advised districts would typically contract out for an RFP to determine the depth and scope of a particular area of work. If relevant findings exist, there would be a gradual working through of the cost and expenditure to address any inappropriate activities or dysfunction.

Mrs. Skipper advised she attended a training that included this topic, has spoken with multiple districts, and has learned that an internal auditor is not the same thing as a district doing an audit. She wants to make sure that people understand the actual job and purpose of an internal auditor. She believes this position would save money and is needed for transparency. She is seeking a specific job function, not an overview of the process.

Mrs. Clark stated she prefers retaining a firm over an individual person to acquire varying degrees of experience to handle the scope of work.

Mrs. Gilhousen shared information obtained re available services through Education Resource Strategies (ERS), an organization that supports school districts' financial sustainability by analyzing cost structures and revenue forecast, and then developing a process to assess the return on investment of various initiatives to best serve students' needs, developing strategies and supports for optimal funding use.

Mrs. Bolla supported examining all available options, prefers the concept of an outside firm, is concerned about who would be responsible for directing the work, and would like to have a cost analysis to determine the scope of work and how the auditor would be used. She advised many other districts utilize outside organizations and the board can still specify the targeted work areas.

Mrs. Hanson prefers one individual to serve in this capacity who would prioritize the board's requests, and she discussed the statute that governs the position's responsibilities.

Dr. Legutko outlined the differences between the current internal accounts auditor position and an internal auditor, assuring the board that all funding received from state and local agencies is appropriately used to fund activities within the budget.

Mrs. Gilhousen stated she believes all board members support retaining an internal auditor but it appears that two (2) board members prefer an individual that would necessitate a job description and three (3) board members prefer a company or firm. Mrs. Gilhousen requested Mr. Blocker create proposed language for a resolution or policy for the board to pursue re retaining internal auditor services.

**Questions from the Audience** (None)

**Superintendent Comments**

## 3. Superintendent Comments

**Minutes:**

Mr. Dailey noted the Exceptional Student Education Summit that is being held this week.

**School Board Attorney Comments**

[4. School Board Attorney Comments](#)

**Minutes:**

Jeremiah Blocker, School Board Attorney, noted the unique role in a quasi-judicial manner that the board holds for the book appeals process, making decisions governed by whether the law has been correctly applied. The board is not endorsing content, only that due process and the law have been followed, and the board has strong legal standing.

Lisa Miles, School Board Attorney, provided an update on the truancy program, indicating it is coming along very well. She is working with Kellie Guilfoyle, director of Climate and Culture, researching, preparing letters to parents, working on motions and proposed orders for the court, and flushing out the truancy decision tree in preparation for a second meeting with the administrative judge.

Mr. Blocker also noted that the current Neola policy process may seem duplicative but provides for a thorough review of current policies and also addresses changes in law.

**School Board Comments**

[5. School Board Member Comments](#)

**Minutes:**

Mrs. Hanson asked if the Neola truancy policy could be pulled to review together, and Mr. Blocker indicated that it would make sense to review it now and revisit it again later. Any available finance and internal auditor policies may be reviewed.

Mrs. Hanson and Mrs. Bolla enjoyed helping to load school supplies at the Stuff the Bus event and appreciated Clay Education Foundation, First Coast News, Impact Clay, Staples, and Whataburger.

**Adjournment (1:39 p.m.)**

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**Superintendent of Schools**

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**School Board Chair**