



School Board of Clay County

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

February 25, 2025 - School Board Workshop

Date: Feb 25 2025 (9:05 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 of Policy Development - Students](#)

Minutes:

Lisa Whitman and Tom Wittmer, Esq. Neola, reviewed the draft proposed policies - 5000 (students).

Discussion on draft proposed policies included:

- [5136 Wireless Communication Devices](#) - The board engaged in a comprehensive discussion of students' cell phone use including after-school use, phones on silent vs. powered off, and lunchtime use for high school students. There was board consensus to add Neola option A back into the WCD policy, requiring that phones be powered off and put away with the exception of silencing phones during afterschool activities, on buses, or during lunch (lunch pertains to high school students only). Mrs. Hanson noted the support received from teachers re keeping cell phones out of the classrooms.
- [5200 Attendance](#) - Mrs. Hanson requested clarification on the omission of administrative procedures proposed in Neola template, stating that teachers are concerned with varying procedures and their inability to track 125+ students on a daily basis. Mrs. Gilhousen noted the robocalls generated to assist with attendance issues. Mr. Broskie advised the proposed procedures were not used because there is a 3-tier administrative procedure that the district and school board attorney have developed together to address truancy. These procedures will be outlined in detail in the Administrative Procedures section when crafted.
- [5230 Late Arrival and Early Dismissal](#) - Mr. Broskie clarified that certain language was stricken as the district does not become involved in custody conflicts.
- [5320 Immunization and Health Examination](#) - Mrs. Skipper advised that the state of Florida allows religious and philosophical exemptions for immunization requirements. Language will be added to this proposed policy to clarify that the State of Florida may provide the exemption and CCDS will accept the official Department of Health Forms provided. This change will also be included in the enrollment policy.
- [5330 Use of Medications](#) - brief notation of a change of practice, related to statute, that allows students to carry headache medication.
- [5420 Reporting Student Progress](#) - Mrs. Hanson noted a need to make clarifications re how student progress is reported to parents. Mr. Broskie noted that information is contained in the Student Progression Plan. Mrs. Hanson would like this information made more accessible and less complicated for parents. Mr. Broskie advised that teachers should be reporting student deficiencies along the way and there is a procedure in place for engaging parents in this process. Mrs. Hanson proposed a future forum with teachers and parents to help determine the right direction for implementing a consistent standard across the board.
- [5511 Dress and Grooming](#) - The helpfulness of a visual addressing appropriate dress would be posted in schools was suggested. Discussion also included how to define "inappropriate" and how dress code violations are addressed. Re ceremonies and extra-curricular events, coaches, principals, and sponsors can provide attire guidelines.
- [5512 Smoking and Tobacco](#) - Mrs. Hanson stressed the need for consistent, locktight procedures and inquired if our law partners, Orange Park Police Department, Green Cove Springs Police Department, and Clay County Sheriffs Office are all apprised of the same procedures. Mr. Broskie advised the district can coordinate with all law enforcement partners to ensure they have the procedures.
- [5515 Use of Motor Vehicles](#) - Mr. Broskie directed the addition of a statement that the board will not be responsible for motor vehicles that are lost, stolen or damaged, or subject to search and seizure as outlined in policy.
- [5610.05 Participation in Extra-Curricular Activities](#) - Mrs. Hanson requested clarification re the removal of language that required athletes follow the athletic code of conduct. Mr. Broskie advised these procedures are covered under another

section. Mrs. Hanson and Mr. Alvero voiced support for an athletic code of conduct. Mr. Broskie indicated a statement could be added.

- [5722 School-Sponsored Publications and Productions](#) - Mrs. Skipper requested and received confirmation that the fine arts coordinator was consulted re this proposed policy.
- [5771 Search and Seizure](#) - Mrs. Hanson requested and received confirmation that this policy was approved by the school board attorneys.
- [5780 Student/Parent Rights](#) - Mrs. Gilhousen suggested language be added under "reproductive health and disease education" to reflect and emphasize the current abstinence-based, family-based policy in place. Mr. Broskie advised our current policy may be reflected in the proposed policy. There may be future discussion on curriculum related to this matter.
- [5860 Safety Patrol](#) - The board reached consensus to delete this policy entirely. Mr. Wittmer confirmed the proposed policy is not required.

Mrs. Clark indicated a desire for teacher consistency re the policy relating to bullying.

[2. Review Draft Agenda for Regular School Board Meeting on March 6, 2025](#)

[March-6-2025-regular-school-board-meeting_agenda_packet.pdf](#)

[2025-26 Staffing Presentation.pdf](#)

Minutes:

Recognitions and Presentations:

- Recognition of Students Receiving Gold Key Awards in Scholastic Art Contest - no discussion;
- Athletics Recognition of State Champions - no discussion;
- EDFIRST Citizens Advisory Committee Update - 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 2025-26 Staffing Plan Pending Board Approval -

Superintendent Broskie reviewed the attached presentation and staffing package presented to board members under the guiding principles of stability, fiscal conservativeness, flexibility, and transparency which incorporates student projections. An overall summary of proposed allocation changes at all schools and district offices was provided, including the financial impact of recommended allocations. These proposed allocations included the school and financial impact resulting from including 6th grade movement to Lake Asbury Junior and Oakleaf Junior and increased enrollment of English Language Learners.

Mrs. Hanson noted that the vertical articulation will create stronger reading for the 6th graders transitioning to academic services in junior high school.

Mrs. Skipper requested to know the status of funding sources for previously discussed safety and security issues. Matt Boyack, Director of Safety and Security, indicated he has submitted the board's shade meeting requests to the state. Mr. Broskie noted there may be some language revisions forthcoming that will be helpful to support security initiatives.

Mrs. Hanson inquired re the increased Gifted additions for the 2025/2026 school year and Dr. Melanie Sanders, Director of Exceptional Student Education, indicated there is an increased Gifted population at certain schools.

Consent Agenda:

- C1 Minutes of School Board Workshop on January 28, 2025; Student Hearings and Regular Meeting on February 6, 2025 - no discussion;
- C2 Proclamation #25-11, Clay County Agricultural Fair - no discussion;
- C3 Approve the Nomination for the Internal Audit Committee Members (Information Only) - no discussion;
- C4 Personnel Consent Agenda - no discussion;
- C5 Appointment of Clay County School Board's CCEA and CESPBA Bargaining Team Members for 2025-2026 - no discussion;
- C6 Elementary Student Out of State Travel - no discussion;
- C7 MOU between Clay County District Schools and CareerSource Northeast Florida - no discussion;
- C8 K-12 Academic Services Out of State and Overnight Student Travel - no discussion;
- C9 Proposed PACE Employee and Student Calendar for 2025-2026 School Year - no discussion;
- C10 Proclamation of School Social Work Week March 2-8, 2025 - no discussion;
- C11 Proposed Allocation Changes for 2024-2025 - no discussion;
- C12 Proposed Allocation Changes for 2025-2026 - no discussion;
- C13 Monthly Financial Reports for January, 2025 - no discussion;
- C14 Budget Amendment Report for January 31, 2025 - no discussion;
- C15 Approval of the 2025-2026 Payroll Calendars - no discussion;
- C16 Deletion of Certain Items Report February 2025 - no discussion;
- C17 BID Renewals - no discussion;

- C18 RFP Award - no discussion;
- C19 Contract Renewal - County-Wide Architectural Services up to \$4 Million Contract Award - brief discussion to clarify this is a BID for whenever the need to move or relocate a portable arises;
- C20 BID Award - no discussion;
- C21 Contract Award for Orange Park High School Gym/Locker Room Renovations - no discussion;
- C22 Substantial and Final Completion of Orange Park High School Safety & Security; Emergency Communications - no discussion;
- C23 Substantial and Final Completion of Keystone Heights High School Visitor Concession Stand - no discussion;
- C24 Tynes Elementary School HVAC Repair/Replacement Contract Award - no discussion;
- C25 Clay High School Roof Repair/Replacement Contract Award - no discussion;
- C26 Wilkinson Junior High School Control Access Contract Award - no discussion;
- C27 Green Cove Springs Junior High School CTE Lab Upgrades Contract Award - no discussion;
- C28 Orange Park High School Restroom Renovation Contract Award - no discussion;
- C29 Substantial and Final Completion of Ridgeview High School Safety & Security; Emergency Communications - no discussion;
- C30 Substantial and Final Completion of Fleming Island High School Safety & Security; Emergency Communications - no discussion;
- C31 Substantial and Final Completion of Middleburg High School Safety & Security; Emergency Communications - no discussion;
- C32 Substantial and Final Completion of Oakleaf Junior High School Safety & Security; Emergency Communications - no discussion;
- C33 Substantial and Final Completion of Oakleaf High School Safety & Security; Emergency Communications - no discussion;
- C34 Substantial and Final Completion of Keystone Heights High School Safety & Security; Emergency Communications - no discussion;
- C35 Substantial and Final Completion of Clay High School Safety & Security; Emergency Communications; - no discussion;
- C36 Contract Award for Orange Park High School Athletic Field Lighting - no discussion;
- C37 Contract Award for Keystone heights Jr/Sr High School Security Lighting Repair/Replacement - no discussion;
- C38 Plantation Oaks Elementary School Fire alarm Repair/Replacement Contract Award - no discussion;
- C39 Tynes Elementary School Fire Alarm Repair/Replacement Contract Award - no discussion;
- C40 Oakleaf Village Elementary School Fire Alarm Repair/Replacement Contract Award - no discussion;
- C41 Orange Park Junior High School Restroom Renovation Contract Award - no discussion;
- C42 RideOut Elementary School Classroom Addition Guaranteed Maximum Price (GMP) Contract - no discussion;
- C43 Prequalification of Contractors - no discussion;
- C44 Change Order #2 (Direct Purchasing) for Lake Asbury Junior High School Classroom addition - no discussion.

Questions from the Audience (None)

Superintendent Comments

[3. Superintendent Comments](#)

Minutes:

Superintendent Broskie noted that there were 2,074 cell phone referrals for the 23-24 school year. He also noted that he will provide information re fingerprinting for board members.

School Board Attorney Comments (None)

School Board Comments

[4. School Board Member Comments](#)

Minutes:

At the opening of the meeting, prior to addressing the agenda items, Mrs. Skipper stated that she wanted to make clear that board members are permitted on all school campuses. Per state statute, it is not necessary to make an appointment nor have an escort, although mindfulness of testing days and going into classrooms at certain times should be considered. Board members are free to grant the courtesy of contacting the school in advance but not required to do so. Additionally, board members' badges should be able to access every door. Additional discussion included obtaining a Level 2 clearance for board members and Brenda Troutman, Assistant Superintendent of Human Resources, will research that and schedule any screenings that are needed.

Mrs. Hanson has been visiting schools and engaging in discussion with teachers. She recommends an outside survey of the teachers to determine what is really important to them. She wants to foster greater connection to the teachers. Mrs. Gilhousen indicated that one option could be a School Board teachers' survey, with the information being sent to the school board chair, who can report the information to the board at a workshop. Mrs. Gilhousen expressed concern with teacher participation and Mrs. Skipper indicated the survey could be encouraged through the board's upcoming newsletter.

Mr. Alvero would like to engage with parents and obtain their input re the cell phone policy. Mrs. Skipper noted forums held previously and indicated no objection to holding meetings again on that issue. Mrs. Gilhousen suggested adding cell phone input to the existing

parent survey. Mrs. Clark noted the importance of timing in surveys and indicated perhaps one or two per year would be sufficient unless a particular topic would warrant an additional survey.

Mrs. Skipper commended the Operations Department on their work to support all schools, particularly the older structures.

Mrs. Clark noted the need to keep the public up to date and informed. She is attending a concert this evening at Oakleaf High School.

Mrs. Hanson noted that the millage would be on the 2026 ballot and that the jobs of the board members include making stakeholders aware of what will be done with that money. She stressed the need to provide clear ballot language to provide the public with the information relating to those funds. Mr. Broskie advised the attorneys will be the ones creating the resolution that will move the initiative forward. The board will have input and vote on the proposed resolution. The public also needs to be aware of costs related to the hardening of schools related to safety and security. Mrs. Gilhousen indicated it would be important for the board to have a workshop to address what funding and services would look like without that money.

Adjournment (12:13 p.m.)