



School Board of Clay County

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

January 28, 2025 School Board Workshop

Date: Jan 28 2025 (9:00 a.m.)

Invocation (Ashley Gilhousen)

Call to Order (Present: Erin Skipper (arrived at 9:18 a.m.), 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. Take Stock in Children Presentation](#)

Minutes:

Shermayne Reynolds, Supervisor, and Janice Tucker, Advisory Counsel Chair, Take Stock in Children, a non-profit organization managed by Florida's First Coast YMCA, discussed services they provide to low-income students consisting of scholarships and mentors. The program pairs students with a volunteer mentor to provide support and participation in college and career readiness workshops. Upon successful completion of high school graduation, students are awarded a Florida Prepaid Project STARS Scholarship to a Florida college, university or vocational/technical school.

Superintendent Broskie shared his personal positive experiences with Take Stock and will invite them to attend a principals' meeting in future to further establish connections to schools and students.

[2. Review of Policy Development - Human Resources \(Administrative Staff, Instructional Staff, Support Staff\)](#)

Minutes:

Annette Martinson and Tom Wittmer, Esquire, Neola, reviewed proposed draft policies for Human Resources (Administration - 1000, Instructional Staff - 3000, and Support Staff - 4000).

Board Members, Jeremiah Blocker, School Board Attorney, Superintendent Broskie, district staff, and Neola staff engaged in lengthy discussion re questions/issues related to the proposed draft policies as follows:

- 1030 - Stricken language is not necessary and would duplicate the law in policy as well as appear elsewhere in policies.
- 1010 - Extensive discussion included the extent of the board's involvement in the oversight of procedures. Mr. Broskie advised that the implementation of procedures is the responsibility of the superintendent and the board has no authority to direct any employee to do any action so the implementation should be directed through the office of the superintendent. Oversight may include the board's feedback within the procedure but would not include the direction of employees. Oversight will be on the congruence of the policy and procedure, not on the directing of the procedure and "oversight" language will be restored to policy language based on a board majority.
- 1213 - Proposed language indicates administrators are "discouraged from engaging" rather than "shall not engage" students in social media. Apptegy, a new communications platform, was intentionally bought for simplicity and communication and represents a safe way to communicate through a business, not personal, forum. Parameters and possible scenarios around inappropriate communication were discussed. The 7000 policy section (not yet finalized in draft form for presentation to the board) will contain a more involved policy re social media. The draft proposed policy 1213 will be revised further to consider adding language to define inappropriate to include professional interactions, and the policy will be revisited with the board at a future date.
- 1362 - Language that included "board attorney" was stricken. Mr. Broskie advised a labor attorney is usually contacted for these situations but language can be changed to "legal counsel" to include the flexibility to obtain whatever attorney may be needed.
- 1030 - Language was stricken re the superintendent having to take four hours of ethics. Mr. Broskie advised this requirement is in statute and he completes the required training every year.
- 4121.01 - Clarification was requested re whether only support staff have to pay for initial background screenings. Brenda Troutman, Assistant Superintendent for Human Resources, advised that all personnel pay for this screening. The board may

request additional information on the cost of the screenings to check the possibility of the district covering that cost. Jeff Schriver, Supervisor of Human Resources, advised Clay County District Schools is joining a new clearinghouse that will provide a broad umbrella of storage and data and should impact cost favorably.

- 3150 - Verbiage will be changed from "should" to "shall" re the submission of resignations. Language re unused sick leave accrued prior to time of resignation was stricken. Ms. Troutman advised leave is handled through the exit interview form and paid out according to the employee's selection within a prescribed timeframe.

Mrs. Skipper recently attended several training opportunities and believes it would be a good idea to adopt Robert's Rules of Order for the sake of consistency. Mrs. Hanson noted Robert's Rules as the golden standard. Mrs. Gilhousen shared that Robert's Rules was not adopted in the past because if adopted rules are broken, the board could potentially stand in violation of its own policy. Mr. Blocker advised that a motion could temporarily suspend Robert's Rules and he will monitor the meetings to ensure the board remains compliant. Mrs. Skipper also advised Barbara Proctor could do a Zoom training for Robert's Rules. Ms. Martinson indicated this change would affect Bylaw 161 and would address that and a few new rules that will be brought forward due to changing litigation.

Mrs. Hanson requested a timeframe on her ability to review the 5000 (student) policies and Ms. Martinson advised those policies will be made available to the district on 2/3/25.

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

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

Minutes:

Recognitions and Presentations:

- Recognition of Students Selected for All State Music Performing Groups - no discussion;
- Recognition of 2024-2025 School Related Employee of the Year, Teacher of the Year, and Rookie of the Year - no discussion;
- Recognize Schools Earning the Florida Department of Education's Purple Star School of Distinction - no discussion;
- Safety and Security Quarterly Report (Q2) - no discussion;
- Career and Technical Education Presentation - 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 the 2023-2024 through 2025-2026 Policies and Procedures (P&P) Manual - no discussion;

Consent Agenda:

- C1 Minutes of School Board Workshop on December 17, 2024; Student Hearings and Regular Meeting on January 9, 2025 - no discussion;
- C2 Employee Work Calendar for 2025-2026 - brief discussion of the rationale for elementary half days being scheduled in the middle of the week (Wednesday) to minimize impact on the absentee rate that is adversely impacted to a greater extent when the half days are scheduled on either Mondays or Fridays;
- C3 Personnel Consent Agenda - no discussion;
- C4 Elementary Student Out of State Travel - no discussion;
- C5 Proclaim February 2025 as Black History Month in Clay County Public Schools - no discussion;
- C6 Proclamation #25-10 for Career and Technical Education Month - no discussion;
- C7 Clay County District Schools Career and Technical Education 3-year CAPE Strategic Plan - no discussion;
- C8 DC Jaeger Corporation Contract: CTE Training Equipment and Curriculum - discussion included this program being funded by \$1.2M from legislature for the advanced manufacturing program being expanded to Orange Park High and Oakleaf High; contract is to purchase curriculum and equipment; Alice Paulk, Supervisor of Career and Technical Education, discussed the placement at OPH and OHS being ideal as they have existing engineering and robotics, the required space, and qualified instructional personnel certified in the content;
- C9 2025 Exceptional Student Education Extended School Year (ESY) Calendar - no discussion;
- C10 Approval to Advertise the Adoption and Set the Public Hearing for April 3m 2025 of K-5 English Language Arts, K-4 Mathematics Intervention, and 9-12 Personal Financial Literacy and Money Management - no discussion;
- C11 K-12 Academic Services Out of State and Overnight Student Travel - no discussion;
- C12 proposed Allocation Changes for 2024-2025 - no discussion;
- C13 Monthly Financial Reports for December, 2024 - no discussion;
- C14 Budget Amendment Report for December 31, 2024 - no discussion;
- C15 Deletion of Certain Items Report January, 2025 - no discussion;
- C16 BID Award - no discussion;
- C17 School Concurrency Proportionate Share Mitigation (PSM) Agreement between the Clay County School Board, Clay County, and BMHB Ventures, LLC (Tillman Ranch) - no discussion;
- C18 Approve the 2024/2025 - 2028/2029 Educational Facilities Work Plan - no discussion;
- C19 Tynes Elementary School HVAC Repair/Replacement Contract Award - no discussion;
- C20 Schematic/Preliminary/Final (PHase I, II, & III) Plans and Specifications for RideOut Elementary School Classroom Addition - no discussion;

- C21 Substantial and Final Completion for Clay High School Track Improvements - no discussion;
- C22 Change Order #3 (Days Only) for Keystone heights High School Visitor Concession Stand - no discussion;
- C23 Approval of the Certification of the 2025 Florida Inventory of School Houses (FISH) Data - no discussion;
- C24 Prequalification of Contractors - no discussion;
- C25 Schematic/Preliminary/Final (Phase I, II, & III) Plans and Specifications for Keystone Heights Jr/Sr High School Security Lighting - no discussion.

[4. *Safety and Security Quarterly Update \(closed to public\)*](#)

Minutes:

This item was addressed following the conclusion of all other items and comments, following a recess, from 11:18 a.m. - 11:52 a.m. **This portion of the meeting was closed to the public (11:52 a.m. - 12:40 p.m.)** for Matthew Boyack, Director of Safety and Security, to present a safety and security quarterly update to the Board. Per section 1001.212(13)(c), Florida Statutes, Office of Safe Schools (OSS), the requirement to provide quarterly reports in a public meeting shall be met during the February 6, 2025 regular board meeting.

Questions from the Audience (None)

Superintendent Comments

[5. Superintendent Comments](#)

Minutes:

Superintendent Broskie appreciated the good conversation and preparation of the board members and Neola staff.

School Board Attorney Comments (None)

School Board Comments

[6. School Board Member Comments](#)

Minutes:

Mrs. Hanson would like to view the proposed school board meeting calendar that extends beyond the currently approved November 2025 to ensure her presence at all meetings. She has a great interest in the Internal Audit Committee and would like to be the board member appointed to serve on that committee. Board consensus was secured, and Mrs. Hanson was selected to serve on the Internal Audit Committee.

Mr. Alvero appreciated the Take Stock in Children presentation time given on today's agenda and thanked Mr. Broskie for having Take Stock present at a future principals' meeting.

Mrs. Skipper encouraged any board member sitting on a committee who may want to share information about that organization to invite them to present at a future meeting. She has given thought to how, as a board, they can communicate and proposed doing a board newsletter that could be sent electronically. The flyer would update constituents on current board activities and get their message out to teachers, parents, and the community. The newsletter will be done collectively with all board members contributing and in collaboration with the school board attorney. Terri Dennis, Coordinator of Communications and Media, advised this could be distributed via Apptegy when that portion of the program is activated. Mrs. Skipper also noted additional training she attended with a sheriff that addressed safety and security and a contact she will share for potential Exceptional Student Education guidance.

Adjournment (12:40 p.m.)

Superintendent of Schools

School Board Chair