



## School Board of Clay County

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

### May 27, 2025 - School Board Workshop

**Date:** May 27 2025 (9:00 a.m.)

**Invocation** (Robert Alvero)

**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. RSM Presentation](#)

[CCDS Board Workshop - RSM IA Presentation.pdf](#)

##### **Minutes:**

Matthew Blondell, Clara Ewing, and Weiss Campbell, RSM LLC shared the attached visual presentation outlining the Top-10 High-Risk Areas of Focus and Suggested Audit Plan and the three (3) areas recommended for audit consideration by the Internal Audit Committee (cybersecurity, contract administration, timekeeping). The objectives and approach to each of the three proposed areas for consideration were reviewed. Estimated fees for each of the three areas was also provided.

Board member discussion included the length of time required to complete each of the proposed audit areas, whether audits could be completed simultaneously, return on investment, the number of areas to select, and consideration of expenses. Based on a board majority, RSM will conduct audits on the proposed areas of cybersecurity and contract administration.

##### [2. Review of Policy Development](#)

##### **Minutes:**

Tom Wittmer and Lisa Whitman, Neola, reviewed proposed draft policies as follows:

[2111 Parent and Family Involvement in the School Program](#) - Mrs. Hanson suggested reinstating language that would bridge the relationship of schools to parents and families to help parents engage with their students at home. Information will be forthcoming re the current parent and community engagement program, and increased efforts made to raise awareness of the ways in which engagement is being promoted. Stricken language re parent engagement will be reinstated.

[3112 Board-Staff Communications](#) - Mr. Alvero wanted to confirm that teachers may communicate directly with the board on any issue. While many board members forward emails from constituents with procedural concerns to the superintendent, any board member may be contacted directly by any staff member.

[7510 Use of District Facilities](#) - Mrs. Skipper brought this forward to discuss opportunities for school staff to find ways to generate funds by utilizing facilities for various camps, etc. She advocated for employees to receive a discounted rate for this, particularly when staff are present on the premises during normal hours, and she would like the majority of the earned funding to be allocated to that individual school. Mrs. Hanson is concerned about language that restricts the use of grounds and facilities, which she believes should be available for community purposes, provided those uses do not infringe on the original purpose of the property. Bryce Ellis, Assistant Superintendent of Operations, advised that additional users can be specified in an upcoming revision of the Use of Facilities Guide, and she does not believe the language disallows the facilities from community use as long as the first and foremost use is for educational purposes. Jeremiah Blocker, School Board Attorney, believes that the policy is written broadly enough for the county to utilize premises outside of hours, as long as that use does not interfere with educational purposes.

[9210 Parent Organizations](#) - Mrs. Skipper shared that PFAs/PTAs can apply through the state with accountability to the state and their board, or the current policy may continue with more restrictive language that allows them to use funds raised for initiatives they have approved by a majority vote. This would allow the PFA the final say in an expenditure of its funds. Superintendent Broskie advised the PFA should be aligned with the mission of the school, collaborating and working closely together. Mrs. Hanson proposed making

the procedures line up with the policy, and Mrs Skipper indicated that was acceptable as long as the funds are protected with a PFA board majority vote. Language will be added under "Funds Collected" to provide that funds shall be expended by majority vote of the PFA to support students.

0165.1 Agendas (Bylaws) - Mrs. Skipper initiated conversation re the current rule, under Robert's Rules, which provides there be either a board majority for an item to be placed on an agenda or agreement with the superintendent and board chair. Mrs. Gilhousen noted the current policy which provides that any board member may put an item on any agenda. A potential separate policy for proclamations was discussed. Mr. Blocker advised that proclamations are generally ceremonial, and the policy can allow for a board member to honor a particular event with consensus. An additional paragraph will be added to the policy to address proclamations, and the policy will permit any board member to submit an item at a workshop to allow discussion and other board members time to prepare to engage in an informed manner. A separate policy for proclamations may be revisited at a later date.

### 3. Cell Phone Potential State Pilot Program Presentation

[Yondr \(CCDS Board Workshop Presentation, 5\\_27\\_25\).pdf](#)

#### **Minutes:**

Matthew Boyack, Director of Safety and Security, shared the attached visual presentation discussing a pilot program being offered by the Florida Department of Education in partnership with YONDR to fulfill the recent statutory requirement to ban the use of cell phones for elementary and middle school students during school hours while allowing usage for high school students outside of instructional time. This program would fully fund certain pilot districts. Negative impacts of cell phone use, outlined by YONDR, were discussed. The program would provide phone pouches to create phone-free classrooms to enhance educational outcomes and student behavior. Challenges to consider while weighing participation in the program include rollout messaging, logistics of implementation, and management.

Mrs. Hanson noted that the biggest hurdle to making a policy is making that policy happen, particularly during the challenging transitional periods. She believes high expectations and follow-through are critical. She believes it would save instructional time for teachers struggling with this issue. Mrs. Skipper advised the decision must be based on what is best for students and expected that, with administrative support, positive changes would be seen. Mrs. Clark expressed her desire to hear from administrators about taking the phone away at lunchtime (pertains to high school only).

Mrs. Gilhousen questioned whether the cost would be covered for just one year, and Mr. Boyack advised this item is still waiting for final approval on the state budget and would amount to \$30. per student for the equipment once the expense is no longer covered. Contractual obligations would require CCDS to provide behavior and academic data for the previous and pilot years.

The board reached consensus for Mr. Boyack to express Clay's interest in piloting this program. Mr. Broskie noted there would be a need, if CCDS is chosen to pilot the program, to revise the current policy on cell phone use for high school students.

### 4. Transportation Review of Ridership

[Transportation Update - May 2025.pdf](#)

#### **Minutes:**

Randall Crawford, Director of Transportation, and Bryce Ellis, Assistant Superintendent of Operations, shared the attached visual transportation update presentation. A new app (chipmunk) will now be used to track school buses. Ridership has increased by 10% since 2023. State funding provides FTE dollars for only students living 2 or miles from school, per Florida Statute 1001.68 and the Florida Administrative Code. Courtesy riders currently total 1,258, which is equivalent to 13 buses and \$650,000 in missed funding. A new policy proposal (8600-Transportation) would revise the current policy to reflect statute and change students living within one and one-half (1 1/2) to two (2) miles from school for ridership eligibility. The process for assessing transportation eligibility through the CCDS website was discussed.

Discussion included the additional hazards associated with not having a sidewalk, the improved communication between Transportation and parents, and the electronic scanning being utilized that will benefit CCDS by ensuring accurate data and capturing additional funding. Mrs. Skipper would like to emphasize this change from 1.5 to 2 miles to the Board of County Commissioner's so that additional safety measures may be considered. Mrs. Ellis advised there has been discussion with the BCC, including adding a flashing light on 218 for safety, and noted that the policy change would be communicated to the BCC. Mrs. Gilhousen suggested parent organizations could consider working on coordinating carpools and coming up with creative solutions. Mrs. Clark appreciated Mr. Crawford. Mr. Broskie asked for and received board consensus to revise policy 8600 Transportation to revise the ridership requirement to two (2) miles.

### 5. Oakleaf Success Center

[Oakleaf Success Center.pdf](#)

#### **Minutes:**

Treasure Pickett, Chief of Secondary Education, shared the attached visual presentation to provide information on a student alternative placement option beginning in the 2025-2026 school year.

This option, Oakleaf Success Center, will be available for the recommended 6th graders needing facilitation of student achievement and behavioral success through a structured learning environment.

The mission of the Oakleaf Success Center (OSC) was shared and student population, and the OSC's framework, processes, personnel, and goals (academic and behavioral) were discussed.

Mrs. Hanson asked what would happen when there are no students in this program. Mrs. Pickett responded that the staff can support Oakleaf Junior High School.

## [6. Review Draft Agenda for Regular School Board Meeting on June 5, 2025](#)

[June-5-2025-regular-school-board-meeting\\_agenda\\_packet.pdf](#)

### **Minutes:**

Superintendent Broskie highlighted the following agenda items:

- D6 Public Hearing to Approve as Advertised Revisions to Student and Family Handbook with Code of Student Conduct - no discussion;
- C12 Approval to Advertise and Notice of Public Hearing to Amend the 2025-2026 to Student & Family Handbook and Code of Student Conduct - this item may have to be brought back again if the pilot cell phone program through YONDR is implemented; brief discussion to confirm that the language in the Student Code of Conduct matches the Neola policy language;
- C20 Transportation Bus Planner GPS+ 5 year Agreement Proposal #3208 - no discussion;
- C30 School Concurrency Proportionate Share Mitigation (PSM) Agreement between the Clay County District Schools and DFH Land, LLC (Bella Lago Townhomes Phase II) - this is an additional (2nd) proportionate share mitigation agreement for Bella Lago in the Lake Asbury area; townhomes will increase density in this area.

## [7. Budget Overview 2025-2026](#)

[Budget Update - May 27, 2025.pdf](#)

### **Minutes:**

Superintendent Broskie provided a budget update presentation (attached) to the board highlighting the following:

- 2024-2025 Budget - all financial obligations will be met and a fund balance of 3-5% will be achieved
- 2024-2025 General Fund Revenue and Expenditures
- 2025-2026 General Fund Revenue and Expenditures
- Increased Costs and Historical Data for Revenues and Expenditures
- Decreased Revenues
- Vouchers (including financial impact)
- Florida Schools

The steps to address 2025-2026 Budget Planning concerns include the following:

- Reduced district budgets by 20%
- Renegotiated district contracts
- Reevaluated district programs for return on investment
- Travel pause
- Hiring pause
- Reviewing all district and school allocations

Mr. Broskie projects that any allocation impacts will affect approximately .04% of employees, and every measure will be taken to minimize the impact on employees. Action must be taken to ensure all financial obligations can be met, and salaries constitute 82% of the total budget.

Mrs. Gilhousen would like to see where the 500 students' lost FTE occurred. Mrs. Hanson asked when affected personnel and staff will be notified of any changes, and Mr. Broskie advised he hopes to start that process by the end of the week with reappointments submitted on the 6/26/25 agenda. Mr. Alvero expressed concerns about losing students based on new ridership guidelines.

## [8. Safety and Security Shade Meeting \(closed to public\)](#)

### **Minutes:**

This item was addressed following the conclusion of the review of the June agenda and after a recess was taken at 12:34 p.m. **This portion of the meeting was closed to the public (12:42 p.m. - 1:32 p.m.)** for Matthew Boyack, Director of Safety and Security, to present a safety and security quarterly update to the Board. Per section 1001.313(13)(c), Florida Statutes, Office of Safe Schools (OSS), the requirement to provide quarterly reports in a public meeting shall be met during the June 5, 2025 regular board meeting.

[9. Training Meeting on Board Protocols](#)

**Minutes:**

This item was addressed following the conclusion of the Shade Meeting at 1:32 p.m.

Protocols are a tool to help the Governance Team (Superintendent and School Board) work more efficiently and effectively. The superintendent and board members reviewed and discussed current protocols developed in 2023 through facilitation with the Florida School Boards Association during the course of Master Board Certification. The superintendent and board members will review and update protocols at a future time.

**Questions from the Audience** (None)

**Superintendent Comments** (None)

**School Board Attorney Comments** (None)

**School Board Comments**

[10. School Board Member Comments](#)

**Minutes:**

Mrs. Clark requested a review of the insurance program at a future workshop so that changes can be recognized as a new company will become the Third-Party Administrator (TPA) in October.

Mrs. Skipper requested the board's newsletter be sent out today and noted the opportunity to show what the board is doing through this regular communication. She requested to know the status of plans to proceed with covering bus drivers' CDL (Commercial Driver License) to attract and retain needed bus drivers. Mr. Blocker advised he will work on that with Mr. Crawford and noted the need for the contract to include an enforcement mechanism for accountability.

**Adjournment** (1:54 p.m.)

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**Superintendent of Schools**

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**School Board Chair**