

**FOLLOW ALL PROCEDURES ON BACK OF THIS FORM**

Contract # 250078  
Number Assigned by Purchasing Dept.



**CONTRACT REVIEW**

**BOARD MEETING DATE:**  
  
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED  
 Must Have Board Approval over \$100,000.00

Date Submitted: 11/14/2024

Name of Contract Initiator: Kelly Mosley Telephone #: 9043364503

School/Dept Submitting Contract: CTE Cost Center #

Vendor Name: Clay County Board of County Commissioners - Clay County Fire and Rescue

Contract Title: Agreement between The School Board of Clay County, Florida and Clay County

Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # n/a

Contract Term: 2024-2025 School year Renewal Option(s): none

Contract Cost: \$34,775  
CCSD already has this position allocated for the 2024-2025 school year. CCSD will pay CCFR \$34,775 over two installments, which is what a teacher with 10 years of experience would be paid to teach from January 6, 2025 until the end of the school year.

**BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**  
Funding Source: Budget Line # \_\_\_\_\_  
Funding Source: Budget Line # \_\_\_\_\_

**NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**

**INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO**

**REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):**

x Completed Contract Review Form

n/a SBAO Template Contract or other Contract (NOT SIGNED by District / School)

n/a SIGNED Addendum A (if not an SBAO Template Contract) - **When using the Addendum A, this Statement MUST BE included in the body of the Contract: "The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."**

n/a Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:  
COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.  
General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.  
Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).  
Workers' Compensation = \$100,000 Minimum  
[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].

n/a State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)

n/a Release and Hold Harmless (If Applicable)

**\*\*AREA BELOW FOR DISTRICT PERSONNEL ONLY \*\***

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>REVIEWED</b>  <small>By Bertha Staefe at 10:52 am, Dec 02, 2024</small> </div>	Contract received by Purchasing but missing details so Exhibit was created (see emails) ✓ <hr/> <hr/>
School Board Attorney <i>JS</i> Review Date <i>11/15</i>	<i>approved</i> 12/2/2024 email from JP, Exhibit is legally sufficient -BFS
Other Dept. as Necessary Review Date	Contract started 10/1 then K Mosley worked direct w/J Steinmetz to draft MOU. Attached rec'd from attorney 11/18/24but didn't have an Exhibit with missing details. (Historical emails attached)

PENDING STATUS:  YES  NO **IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**

FINAL STATUS TENTATIVELY APPROVED Pending Signatures \_\_\_\_\_

**AGREEMENT**  
**Between**  
**The School Board of Clay County, Florida**  
**And**  
**Clay County**

THIS AGREEMENT is made and entered into between the School Board of Clay County, Florida, for and on behalf of Orange Park High School (hereinafter referred to as "School Board"), and Clay County, a political subdivision of the State of Florida (hereinafter referred to as "County").

WITNESSETH:

WHEREAS, the School Board and the County recognize the benefits accruing to their citizens and students residing in Clay County by the establishment of a fire and rescue educational program at Orange Park High School designed to broaden career opportunities for students through a program of education and training designed to prepare students for certification as a firefighter pursuant to Section 633.408, Florida Statutes; and

WHEREAS, the County through its Fire Rescue Department has the instructional personnel and equipment to conduct such an educational program and is willing to do so.

NOW THEREFORE, it is mutually agreed between the School Board and the County as follows:

1. The County will furnish one instructor to train students enrolled in the program for the 2024-2025 school year.

2. The County will assist the School Board to develop an appropriate curriculum as necessary to adequately prepare students for certification.

3. The School Board shall pay the County the total amount of \$34,775.00, based on 10 years of verifiable work experience, in two installments, which shall be due and payable as follows:

<u>Installment</u>	<u>Amount</u>	<u>Due Date</u>
First	\$ 17,387.50	March 14, 2025
Second	\$ 17,387.50	June 2, 2025

4. This Agreement shall terminate upon conclusion of the 2024-2025 school year, unless renewed by mutual agreement of the County and School Board.

5. This Agreement shall not be modified or amended except in writing signed by both parties.

6. In accordance with the Jessica Lunsford Act, contractual personnel, and their officers, agents, and/or employees, who will have direct contact with students, who will be permitted access to school premises while students are present, or will have access to or control school funds, must first present themselves for fingerprinting at a location designed by the School Board and must pass Level 2 screening standards set forth in Section 435.04, Florida Statutes.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2024.

THE SCHOOL BOARD OF CLAY COUNTY

By: \_\_\_\_\_  
David Broskie, Superintendent

Executed this \_\_\_\_ day of \_\_\_\_\_, 2024.

CLAY COUNTY, a political subdivision of the State of  
Florida

By: \_\_\_\_\_  
Howard Wanamaker  
County Manager on behalf of the  
Board of County Commissioners

**EXHIBIT TO MOU**  
**BETWEEN THE SCHOOL BOARD AND THE COUNTY**  
**FOR A FIRE AND RESCUE EDUCATIONAL PROGRAM AT ORANGE PARK HIGH SCHOOL**  
**PROVIDED BY CCFR INSTRUCTOR**

There is a great need for this program at Orange Park High School and in our community as CCFR is building 5 new fire stations and anticipates numerous retirements in the next few years.

1. The agreed upon courses/programs curriculum and expectations shall be taught by the Instructor and include: [Introduction to Fire Fighting \(8918200\)](#), [Emergency Medical Responder \(8417170\)](#) and [Medical Skills and Services \(8400320\)](#). Students shall be registered for classes and ready to go at the beginning of each school year.
2. The Instructor shall work the same as the Orange Park High School instructional contract/calendar. The Instructor is required to be in the classroom every school day. The CCFR shall have 2-3 of their team members go through the same fingerprinting/background checks so there are substitutes available who have clearance if the need arises.
3. The Instructor will serve as the teacher. CCFR shall work with Human Resources on getting the Instructor a district-issued certificate. The Coordinator of Teacher Support at the School District shall ensure the instructor's training includes but not limited to new teachers and/or long-term substitutes overview, mandatory reporting, handling harassment or bullying, etc.
4. CCFR equipment and School Board equipment shall be used by the Instructor and the Students. The Instructor shall receive permission slips from parents at the beginning of each School year due to the abnormal equipment and its risk.
5. The instructor will secure Field Trip Permission forms from parents for any off-school activities and/or "ride-alongs" prior to the student(s) participating. The Field Trip Permission slips should be submitted to the front office for retention per Florida retention guidelines.
6. The Instructor shall sign in & out for attendance documentation through the Raptor System located in the Front Office of the School. The Raptor System Attendance Report shall be submitted with the invoice when requesting payment.
7. The School District shall issue a Purchase Order and pay the County per the Government Prompt Payment Act after receipt of services & invoices. Invoices shall include the Raptor System Attendance Report.



Staefe, Bertha &lt;bertha.staefe@myoneclay.net&gt;

---

**RE: CCFR MOU for OPHS EMR/Fire Fighting Teacher**

1 message

**john.steinmetz@myoneclay.net** <john.steinmetz@myoneclay.net>

Mon, Dec 2, 2024 at 10:57 AM

To: "Staefe, Bertha" &lt;bertha.staefe@myoneclay.net&gt;, Megan Robiou &lt;megan.robious@myoneclay.net&gt;

Good morning,

The advice of the Attorney's office is that the MOU is sufficient as written. However, the exhibit attached is legally sufficient for the MOU and is consistent with information and the understanding of the parties I gathered in my initial drafting and review of it. If you would like to add the Exhibit, I have no issue in doing so, as it is a memorialization of the mutual understanding of the parties.

Thank you,

John

---

**From:** Staefe, Bertha <bertha.staefe@myoneclay.net>**Sent:** Monday, December 2, 2024 10:44 AM**To:** Higginbotham, Jennifer <jennifer.higginbotham@myoneclay.net>; John Steinmetz <john.steinmetz@myoneclay.net>; Megan Robiou <megan.robious@myoneclay.net>**Subject:** Fwd: CCFR MOU for OPHS EMR/Fire Fighting Teacher

FYI - Contract Review went directly to the Attorney so when Purchasing received it we had concerns. I'm still waiting on Attorney input on adding the Exhibit or not. Once I hear back from him I will finalize the Contract review Form.

**Bertha Staefe**

Supervisor of Purchasing, Property Control and Print Center

Clay County District Schools

**phone** 904-336-6736 | **ext** 6 6736**email** [bertha.staefe@myoneclay.net](mailto:bertha.staefe@myoneclay.net)

----- Forwarded message -----

**From:** Staefe, Bertha <bertha.staefe@myoneclay.net>**Date:** Mon, Dec 2, 2024 at 9:18 AM**Subject:** Re: CCFR MOU for OPHS EMR/Fire Fighting Teacher**To:** John Steinmetz <john.steinmetz@myoneclay.net>, Troutman, Brenda <brenda.troutman@myoneclay.net>**Cc:** Jeremiah Blocker <jeremiah.blocker@myoneclay.net>, Mosley, Kelly <kelly.mosley@myoneclay.net>, Legutko, Susan

&lt;susan.legutko@myoneclay.net&gt;, Bonnie O Nora &lt;bonnie.onora@myoneclay.net&gt;, Pickett, Treasure &lt;treasure.pickett@myoneclay.net&gt;, Ivin

Gunder &lt;ivin.gunder@myoneclay.net&gt;, Deeley-Isais, Christina &lt;christina.deeleyisais@myoneclay.net&gt;

JP - Attached is the Exhibit for the MOU. I'm not sure how you want to proceed adding it to the MOU with or without County review.

I believe HR is adding it to December 12 Board meeting so we will need feedback ASAP.

**Bertha Staefe**

Supervisor of Purchasing, Property Control and Print Center

Clay County District Schools

phone 904-336-6736 | ext 6 6736

email [bertha.staefe@myoneclay.net](mailto:bertha.staefe@myoneclay.net)

On Mon, Dec 2, 2024 at 7:48 AM Troutman, Brenda <[brenda.troutman@myoneclay.net](mailto:brenda.troutman@myoneclay.net)> wrote:

Good morning. I hope everyone had a wonderful break!

I do not think we need to list any dates or time - the statement the contractor will work the same as the instructional contract calendar is sufficient.

---

**Brenda Troutman**

HMR ASST SUPT, HUM RES

HMR

Clay County District Schools

| phone 904-336-6700 | ext 66700

| web [oneclay.net](http://oneclay.net) | email [brenda.troutman@myoneclay.net](mailto:brenda.troutman@myoneclay.net)



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



On Tue, Nov 26, 2024 at 2:12 PM Staefe, Bertha <[bertha.staefe@myoneclay.net](mailto:bertha.staefe@myoneclay.net)> wrote:

Hello All.

We talked about an Exhibit to go with the MOU for the CCFR Adjunct Teacher. I shared the **DRAFT Exhibit** we can use as the starting point to address questions & concerns.

JP will have to finalize the Exhibit after everyone has made their revisions/additions.

- Please make changes as you see fit.
- I'm waiting on confirmation on the Raptor System for number 5 & 6.
- The HR Department will need to fill in number 2..

Wish everyone a Happy Thanksgiving. 🦃

**Bertha Staefe**

Supervisor of Purchasing, Property Control and Print Center

**Clay County District Schools**

**phone** 904-336-6736 | **ext** 6 6736

**email** [bertha.staefe@myoneclay.net](mailto:bertha.staefe@myoneclay.net)

On Mon, Nov 25, 2024 at 3:14 PM Deeley-Isais, Christina <[christina.deeleyisais@myoneclay.net](mailto:christina.deeleyisais@myoneclay.net)> wrote:

Thank you so much, Kelly.

Please know, that we too support these programs. Our intent is never to interfere with things that will support the students and our community, but it is our job to look at the paperwork with a critical eye to ensure the District and students are protected.

Most of the responses are great, but there were a few that warrant further comment.

- What if they don't agree with our expectations and curriculum (it's not included)? **They agree with the curriculum and expectations. We've had multiple meetings since September. We will print the curriculum you provided or add the verbiage to the MOU so it is complete.**
- Like with shop class, will we need permission slips from parents since this is going to be instruction from a person who is neither an employee nor a teacher and abnormal equipment might be used? **The ride-along will require additional paperwork (i.e. field trip form or release), right?**
- Will there be a teacher in the room with them? **No, as this individual will serve as the teacher. We are going to work on getting him a district-issued certificate as they have done in Alachua and Putnam counties. Also, I've spoken to Robin Bossinger and she is happy to have members of her team work with this individual like they do new teachers, long-term subs, assistants, etc. Due to a few recent legal claims, please ensure the instructor's training includes Mandatory Reporting as well as handling Harassment or Bullying.**
- Will the District issue a PO and pay the County per the Government Prompt Payment Act after receipt of services & invoices? **I assumed it would be a purchase order and then a check, but please advise the best way to send payment. Bertie may need to comment further about the PO you will input, but I think the PO contains verbiage (government prompt pay) that may override the payment schedule in the MOU.**

Again, please don't take our input as a negative; our intent is to support your efforts to ensure programs like this don't have issues.

Have an incredible Thanksgiving! Enjoy the break.

**Stay Safe - Be Healthy - Make a Difference**

*"When your intention is clear, so is the way." Alan Cohen*

---

**Christina Deeley-Isais**

Supervisor of Risk Management & Employee Benefits

Business Affairs Division

**Clay County District Schools**

**| phone** 904-336-6745 | **ext** 66745

**| web** [oneclay.net](http://oneclay.net) | **email** [christina.deeleyisais@myoneclay.net](mailto:christina.deeleyisais@myoneclay.net)



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



On Mon, Nov 25, 2024 at 1:04 PM Mosley, Kelly <kelly.mosley@myoneclay.net> wrote:

Please see the response to the questions and supporting hyperlinks below. There is a great need for this program at Orange Park High School and in our community as CCFR is building 5 new fire stations and anticipates numerous retirements in the next few years. I appreciate CCFR and Ms. Troutman and Mr. Shriver for their time and effort as we think outside of the box to solve the problem of the teacher shortage and keeping us from having to close a vital program.

- Is there a detailed description of the program we could attach as Scope of Services? **The courses/programs taught by this position include: Introduction to Fire Fighting (8918200), Emergency Medical Responder (8417170) and Medical Skills and Services (8400320)**
- What hours of work and number of days of instruction are expected (i.e. 10-month calendar) to earn the payment noted? **The same as the Orange Park High School instructional contract/calendar.**
- Will they be in the classroom every school day? **Yes**
- Will they be required to sign in & out for attendance documentation? **Yes through Raptor**
- Will the instructor remain an independent contractor or become an employee? **The MOU is for his services w/CCFR. He will not be an employee of the school district. He will remain an employee of CCFR**
  - o Does the "county" continue to cover his/her workers comp.? **Yes according to Chief Motes as he is remaining an employee of CCFR**
  - o Do they indemnify and defend us if his/her actions are negligent?
- What if they don't agree with our expectations and curriculum (it's not included)? **They agree with the curriculum and expectations. We've had multiple meetings since September.**
- Will Fire Rescue Department equipment be used? **Yes, by students and the instructor. We are also purchasing equipment for the programs as well as we are made aware of equipment that needs to be purchased since this is only the 2nd year of the program. There is already a MOU in place with CCFR to conduct ride-a-longs with CCFR.**
  - o If so, by who?
  - o Like with shop class, will we need permission slips from parents since this is going to be instruction from a person who is neither an employee nor a teacher and abnormal equipment might be used?
- Will there be a teacher in the room with them? **No, as this individual will serve as the teacher. We are going to work on getting him a district-issued certificate as they have done in Alachua and Putnam counties. Also, I've spoken to Robin Bossinger and she is happy to have members of her team work with this individual like they do new teachers, long-term subs, assistants, etc.**
- Is there a maximum class size? **The classes are already set and started at the beginning of the school year.**
- Will they be responsible for sending a substitute if the normal person cannot come? **CCFR is having 2-3 of their team members go through the same fingerprinting/background checks so there are substitutes available who have clearance if the need arises.**
- Will the District issue a PO and pay the County per the Government Prompt Payment Act after receipt of services & invoices? **I assumed it would be a purchase order and then a check, but please advise the best way to send payment.**

---

**Kelly Mosley**

CTE Supervisor

Career and Technical Education

**Clay County District Schools**

| phone 904-336-4500 | ext 64503



| [web oneclay.net](http://web.oneclay.net) | [email kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



On Fri, Nov 22, 2024 at 1:33 PM Staefe, Bertha <[bertha.staefe@myoneclay.net](mailto:bertha.staefe@myoneclay.net)> wrote:

Good Afternoon All.

Per my discussion with Jeremiah Blocker this is an MOU which doesn't usually go into great detail like a contract would. We both agreed that an Exhibit should be developed and attached to this MOU addressing Scope of Services which should address most of the concerns listed below. We will also need to work out the District PO/Payment process so let's set up a meeting to discuss.

- Is there a detailed description of the program we could attach as Scope of Services?
- What hours of work and number of days of instruction are expected (i.e. 10-month calendar) to earn the payment noted?
- Will they be in the classroom every school day?
- Will they be required to sign in & out for attendance documentation?
- Will the instructor remain an independent contractor or become an employee?
  - o Does the "county" continue to cover his/her workers comp.?
  - o Do they indemnify and defend us if his/her actions are negligent?
- What if they don't agree with our expectations and curriculum (it's not included)?
- Will Fire Rescue Department equipment be used?
  - o If so, by who?
  - o Like with shop class, will we need permission slips from parents since this is going to be instruction from a person who is neither an employee nor a teacher and abnormal equipment might be used?
- Will there be a teacher in the room with them?
- Is there a maximum class size?
- Will they be responsible for sending a substitute if the normal person cannot come?
- Will the District issue a PO and pay the County per the Government Prompt Payment Act after receipt of services & invoices?

Sincerely,

**Bertha Staefe**

Supervisor of Purchasing, Property Control and Print Center

**Clay County District Schools**

phone 904-336-6736 | ext 6 6736

email [bertha.staefe@myoneclay.net](mailto:bertha.staefe@myoneclay.net)

On Thu, Nov 21, 2024 at 1:02 PM Legutko, Susan <[susan.legutko@myoneclay.net](mailto:susan.legutko@myoneclay.net)> wrote:

Good Afternoon,

I agree with my team that we need to obtain additional information to ensure that we comply with the MOU. We can only provide payment once services are rendered. That said, I would recommend a monthly payment with an invoice documenting the services provided for the previous month.

If you have any questions, don't hesitate to get in touch with the team.

Thank you.

---

**Dr. Susan Legutko, Ed.D**

ASST. SUPT BUS AFFAIRS

**Clay County District Schools**

| **phone** 904-336-6722 | **ext** 6 6722

| **web** [oneclay.net](http://oneclay.net) | **email** [susan.legutko@myoneclay.net](mailto:susan.legutko@myoneclay.net)

On Thu, Nov 21, 2024 at 10:44 AM Staefe, Bertha <[bertha.staefe@myoneclay.net](mailto:bertha.staefe@myoneclay.net)> wrote:

Good Morning All.

In the District September 2024 letter of audit findings the Auditor recommended, "The District enhance procedures to require and ensure that contracts establish an appropriate understanding of the expected services and that documented confirmation is maintained to demonstrate that, prior to payment, services were satisfactorily received and complied with the contract provisions."

The MOU is scheduled to go to December Board and has been approved by the School Board Attorney & the County Attorney.

Chris & I wanted to stress our concerns with the lack of details. We listed the following questions that we feel may need to be answered.

- Is there a detailed description of the program we could attach as Scope of Services?
- What hours of work and number of days of instruction are expected (i.e. 10-month calendar) to earn the payment noted?
- Will they be in the classroom every school day?
- Will they be required to sign in & out for attendance documentation?
- Will the instructor remain an independent contractor or become an employee?
  - Does the "county" continue to cover his/her workers comp.?
  - Do they indemnify and defend us if his/her actions are negligent?
- What if they don't agree with our expectations and curriculum (it's not included)?

- Will Fire Rescue Department equipment be used?
  - If so, by who?
  - Like with shop class, will we need permission slips from parents since this is going to be instruction from a person who is neither an employee nor a teacher and abnormal equipment might be used?
- Will there be a teacher in the room with them?
- Is there a maximum class size?
- Will they be responsible for sending a substitute if the normal person cannot come?
- Will the District issue a PO and pay the County per the Government Prompt Payment Act after receipt of services & invoices?

The MOU states the District will pay 2 installments (March 14 & June 2) for the instructor to train students enrolled in the program. There are so many holes we are concerned there won't be a cohesive way to enforce our expectations of the MOU.

## Bertha Staefe

Supervisor of Purchasing, Property Control & Print Center

Clay County District Schools

## Christina Deeley-Isais

Supervisor of Risk Management & Employee Benefits

Business Affairs Division

On Tue, Nov 19, 2024 at 1:51 PM Mosley, Kelly <kelly.mosley@myoneclay.net> wrote:

Bertie,

I was under the assumption that it would have been sent to the other departments and next steps. We didn't have a MOU to even begin with and Mr. Steinmetz and Ms. Lueckert at the BOCC had to work together to modify the example from Alachua County Public Schools. I needed them to formulate a MOU that would then get sent to others and I didn't realize that wouldn't happen since it didn't go through the [contractreview@myoneclay.net](mailto:contractreview@myoneclay.net) email. I'm sorry.

What do you suggest the payment terms should be and I will work to get them added and approved by the BOCC and Mr. Steinmetz? HR put a placeholder for this MOU on the December board agenda.

Thanks,

Kelly

---

### Kelly Mosley

CTE Supervisor

Career and Technical Education

Clay County District Schools

| phone 904-336-4500 | ext 64503

| web oneclay.net | email [kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)

On Tue, Nov 19, 2024 at 12:21 PM Staefe, Bertha <bertha.staefe@myoneclay.net> wrote:

The contract was never sent to Purchasing for Contract review like we asked. I don't see payment terms in the contract so now what?

3. The School Board shall pay the County the total amount of \$34,775.00, based on 10 years of verifiable work experience, in two installments, which shall be due and payable as follows:

<u>Installment</u>	<u>Amount</u>	<u>Due Date</u>
First	\$ 17,387.50	March 14, 2025
Second	\$ 17,387.50	June 2, 2025

**Bertha Staefe**

Supervisor of Purchasing, Property Control and Print Center

Clay County District Schools

phone 904-336-6736 | ext 6 6736

email [bertha.staefe@myoneclay.net](mailto:bertha.staefe@myoneclay.net)

----- Forwarded message -----

From: **Robiou, Megan** <[megan.robious@myoneclay.net](mailto:megan.robious@myoneclay.net)>  
 Date: Fri, Nov 15, 2024 at 1:40 PM  
 Subject: Fwd: CCFR MOU for OPHS EMR/Fire Fighting Teacher  
 To: Bertha Staefe <[bertha.staefe@myoneclay.net](mailto:bertha.staefe@myoneclay.net)>, Barton-Weeks, Elaine <[elaine.bartonweeks@myoneclay.net](mailto:elaine.bartonweeks@myoneclay.net)>

Good Afternoon,

The following contract was approved. We received it via email, but wanted to provide a copy to you as well for tracking purposes.

----- Forwarded message -----

From: **Robiou, Megan** <[megan.robious@myoneclay.net](mailto:megan.robious@myoneclay.net)>  
 Date: Fri, Nov 15, 2024 at 10:21 AM  
 Subject: Re: CCFR MOU for OPHS EMR/Fire Fighting Teacher  
 To: Kelly Mosley <[kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)>  
 Cc: Brenda Troutman <[brenda.troutman@myoneclay.net](mailto:brenda.troutman@myoneclay.net)>

Good Morning,

The Clay County Fire and Rescue MOU has been approved by the School Board Attorney. A hard copy will be mailed to you through county mail.

Thank you,

Megan Robiou

On Thu, Nov 14, 2024 at 10:28 AM Kelly Mosley <[kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)> wrote:

Jennifer Higganbotham let me know the budget line is:

100.5300120.0252.0000.0000.000.0

Sent from my iPhone



Barton-Weeks, Elaine <elaine.bartonweeks@myoneclay.net>

# Fwd: CCFR MOU for OPHS EMR/Fire Fighting Teacher

1 message

**Robiou, Megan** <megan.robious@myoneclay.net>

Fri, Nov 15, 2024 at 1:40 PM

To: Bertha Staefe <bertha.staefe@myoneclay.net>, "Barton-Weeks, Elaine" <elaine.bartonweeks@myoneclay.net>

Good Afternoon,

The following contract was approved. We received it via email, but wanted to provide a copy to you as well for tracking purposes.

**Contract without Exhibit - BFS**

----- Forwarded message -----

From: **Robiou, Megan** <megan.robious@myoneclay.net>

Date: Fri, Nov 15, 2024 at 10:21 AM

Subject: Re: CCFR MOU for OPHS EMR/Fire Fighting Teacher

To: Kelly Mosley <kelly.mosley@myoneclay.net>

Cc: Brenda Troutman <brenda.troutman@myoneclay.net>

Good Morning,

The Clay County Fire and Rescue MOU has been approved by the School Board Attorney. A hard copy will be mailed to you through county mail.

Thank you,

Megan Robiou

On Thu, Nov 14, 2024 at 10:28 AM Kelly Mosley <kelly.mosley@myoneclay.net> wrote:  
Jennifer Wiggans Betham let me know the budget line is:

100.5300120.0252.0000.0000.000.0

Sent from my iPhone

**Kelly Mosley**

CTE SUPERVISOR, CTE

CTE

**Clay County District Schools**

| phone 904-336-4500 | ext 64503

| web oneclay.net | email kelly.mosley@myoneclay.net



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



On Nov 14, 2024, at 9:19 AM, Mosley, Kelly <kelly.mosley@myoneclay.net> wrote:

Contract Review attached

---

**Kelly Mosley**

CTE Supervisor  
Career and Technical Education  
**Clay County District Schools**  
| **phone** 904-336-4500 | **ext** 64503  
| **web** [oneclay.net](http://oneclay.net) | **email** [kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



On Thu, Nov 14, 2024 at 9:08 AM Mosley, Kelly <[kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)> wrote:

---

**Kelly Mosley**

CTE Supervisor  
Career and Technical Education  
**Clay County District Schools**  
| **phone** 904-336-4500 | **ext** 64503  
| **web** [oneclay.net](http://oneclay.net) | **email** [kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



----- Forwarded message -----

From: **Kelli Lueckert** <[Kelli.Lueckert@claycountygov.com](mailto:Kelli.Lueckert@claycountygov.com)>  
Date: Wed, Nov 13, 2024 at 3:09 PM  
Subject: RE: CCFR MOU for OPHS EMR/Fire Fighting Teacher  
To: [kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)  
Cc: Troutman, Brenda <[brenda.troutman@myoneclay.net](mailto:brenda.troutman@myoneclay.net)>, Steinmetz, John <[john.steinmetz@myoneclay.net](mailto:john.steinmetz@myoneclay.net)>

Kelly

It was great speaking with you. Our team is good with the updated payment terms. Please find attached a pdf which shows the redlined changes made for reference along with a clean version of the agreement in word.

Also, we did want to confirm if the reference to the "one instructor" in the MOU does not imply it needs to be the same instructor. Please confirm. Otherwise, we have no additional comments or changes and are good to move forward.

Thanks,

Kelli

**Kelli Lueckert**

**Assistant County Attorney**

Clay County Board of County Commissioners

P.O. Box 1366

Green Cove Springs, FL 32043

**Office:** (904) 529-5262

**Email:** [kelli.lueckert@claycountygov.com](mailto:kelli.lueckert@claycountygov.com)

[www.claycountygov.com](http://www.claycountygov.com)

---

**From:** Kelli Lueckert

**Sent:** Wednesday, November 13, 2024 12:04 PM

**To:** Mosley, Kelly <[kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)>

**Cc:** Troutman, Brenda <[brenda.troutman@myoneclay.net](mailto:brenda.troutman@myoneclay.net)>; Steinmetz, John <[john.steinmetz@myoneclay.net](mailto:john.steinmetz@myoneclay.net)>

**Subject:** RE: CCFR MOU for OPHS EMR/Fire Fighting Teacher

Thanks Kelly for sending this over. I will get with the County's team to review the payment terms and will confirm if we are good with same. In the meantime, please advise if the redlines reflected in attached can be made to the MOU.

Also, I wanted to confirm if the start date will be January 5, 2025?

Thanks,

Kelli

**From:** Mosley, Kelly <[kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)>  
**Sent:** Wednesday, November 13, 2024 11:34 AM  
**To:** Kelli Lueckert <[Kelli.Lueckert@claycountygov.com](mailto:Kelli.Lueckert@claycountygov.com)>  
**Cc:** Troutman, Brenda <[brenda.troutman@myoneclay.net](mailto:brenda.troutman@myoneclay.net)>; Steinmetz, John <[john.steinmetz@myoneclay.net](mailto:john.steinmetz@myoneclay.net)>  
**Subject:** Re: CCFR MOU for OPHS EMR/Fire Fighting Teacher

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Attached is the updated MOU with the amount of \$34,775, paid in 2 installments after the 3rd grading quarter and the 4th grading quarter, based on 10 years of verifiable work experience.

---

## Kelly Mosley

CTE Supervisor

Career and Technical Education

**Clay County District Schools**

| **phone** 904-336-4500 | **ext** 64503

| **web** [oneclay.net](http://oneclay.net) | **email** [kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



On Tue, Nov 12, 2024 at 10:20 AM Kelli Lueckert <[Kelli.Lueckert@claycountygov.com](mailto:Kelli.Lueckert@claycountygov.com)> wrote:

Kelly



Based on below, should we insert the anticipated start date in the MOU and then list the pro-rated amount? If so, feel free to mark up the draft accordingly as to how you want it to read. I will then share with the County's team so we can get it finalized for your December agenda.

Thanks,

Kelli

---

**From:** Troutman, Brenda <[brenda.troutman@myoneclay.net](mailto:brenda.troutman@myoneclay.net)>  
**Sent:** Thursday, November 7, 2024 3:13 PM  
**To:** kelly.mosley <[kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)>  
**Cc:** Kelli Lueckert <[Kelli.Lueckert@claycountygov.com](mailto:Kelli.Lueckert@claycountygov.com)>; Steinmetz, John <[john.steinmetz@myoneclay.net](mailto:john.steinmetz@myoneclay.net)>  
**Subject:** Re: CCFR MOU for OPHS EMR/Fire Fighting Teacher

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I would suggest treating it the same as any teacher hired during the school year. The teacher salary is for the year 196 days - but then it is prorated on the amount of contract days left. If you want an estimated amount you would need to determine the number of contract days remaining from the anticipated start date.

---

**Brenda Troutman**

HMR ASST SUPT, HUM RES

HMR

**Clay County District Schools**

| **phone** 904-336-6700 | **ext** 66700

| **web** [oneclay.net](http://oneclay.net) | **email** [brenda.troutman@myoneclay.net](mailto:brenda.troutman@myoneclay.net)



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



On Thu, Nov 7, 2024 at 1:55 PM Mosley, Kelly <[kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)> wrote:

Alice and I were just discussing prorating the amount this morning.

Brenda - What would you suggest the amounts be for half of the school year? \$33,929.50?

---

### **Kelly Mosley**

CTE Supervisor

Career and Technical Education

**Clay County District Schools**

| **phone** 904-336-4500 | **ext** 64503

| **web** [oneclay.net](http://oneclay.net) | **email** [kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



On Thu, Nov 7, 2024 at 12:12 PM Kelli Lueckert <[Kelli.Lueckert@claycountygov.com](mailto:Kelli.Lueckert@claycountygov.com)> wrote:

Perfect timing! We were just discussing this. Please find attached our redline changes for your review. The County is fine with the total amount but is not able to commit to the following school year (i.e., 25/26) at this time. We are happy, however, to revisit next school year to

determine if instructors are needed and if we have instructors we can provide. If so, we could enter into a new agreement.

I listed the total amount of \$67,859 in attached. However, since we are already in the school year, would this amount be pro-rated? If so, what should we insert in attached for the installment amounts?

Thanks,

Kelli

**Kelli Lueckert**

**Assistant County Attorney**

Clay County Board of County Commissioners

P.O. Box 1366

Green Cove Springs, FL 32043

**Office:** (904) 529-5262

**Email:** [kelli.lueckert@claycountygov.com](mailto:kelli.lueckert@claycountygov.com)

[www.claycountygov.com](http://www.claycountygov.com)

**From:** Mosley, Kelly <[kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)>

**Sent:** Thursday, November 7, 2024 8:47 AM

**To:** Kelli Lueckert <[Kelli.Lueckert@claycountygov.com](mailto:Kelli.Lueckert@claycountygov.com)>

**Subject:** Re: CCFR MOU for OPHS EMR/Fire Fighting Teacher

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kelli,

I wanted to check on this, I'm hoping to get this on the December school board agenda.

Thanks,

Kelly

---

**Kelly Mosley**

CTE Supervisor

Career and Technical Education

**Clay County District Schools**

| **phone** 904-336-4500 | **ext** 64503

| **web** [oneclay.net](http://oneclay.net) | **email** [kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.



On Wed, Oct 30, 2024 at 10:16 AM Kelli Lueckert <[Kelli.Lueckert@claycountygov.com](mailto:Kelli.Lueckert@claycountygov.com)> wrote:

Thank you Kelly. We will review the attached MOU and will redline any recommended changes for your review.

As for timing, when do you anticipate receiving the amount from your HR department and what School Board Agenda would you like this to be placed on?

Thanks,

Kelli

**Kelli Lueckert**

**Assistant County Attorney**

Clay County Board of County Commissioners

P.O. Box 1366

Green Cove Springs, FL 32043

**Office:** (904) 529-5262

**Email:** [kelli.lueckert@claycountygov.com](mailto:kelli.lueckert@claycountygov.com)

[www.claycountygov.com](http://www.claycountygov.com)

**From:** Mosley, Kelly <[kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)>  
**Sent:** Tuesday, October 29, 2024 10:08 AM  
**To:** Kelli Lueckert <[Kelli.Lueckert@claycountygov.com](mailto:Kelli.Lueckert@claycountygov.com)>; Courtney Grimm <[Courtney.Grimm@claycountygov.com](mailto:Courtney.Grimm@claycountygov.com)>  
**Cc:** David Motes <[David.Motes@claycountygov.com](mailto:David.Motes@claycountygov.com)>; Lorin Mock <[Lorin.Mock@claycountygov.com](mailto:Lorin.Mock@claycountygov.com)>  
**Subject:** CCFR MOU for OPHS EMR/Fire Fighting Teacher

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Courtney and Kelli,

Attached is the MOU our attorney has proposed. We are waiting on an amount from our HR department that we will pay the BOCC, but I wanted to go ahead and send it over for you to review. This MOU was modified from an example Alachua County Public Schools sent us. This has not gone to our board yet. I wanted you to be able to look at it before we sent it to our board for approval.

Thanks,

Kelly

---

## **Kelly Mosley**

CTE Supervisor

Career and Technical Education

**Clay County District Schools**

| **phone** 904-336-4500 | **ext** 64503

| **web** [oneclay.net](http://oneclay.net) | **email** [kelly.mosley@myoneclay.net](mailto:kelly.mosley@myoneclay.net)



This Email Is Not An Acceptable Offer And Does Not Evidence Any Intention By The Sender To Enter Into A Contract.