

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # **260008A**
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: 05/27/2026

Name of Contract Initiator: Jennifer Shepard

Telephone #: 904 336 6951

School/Dept Submitting Contract: Professional Learning

Cost Center # 9009

Vendor Name: St Johns River State College

Contract Title: SJRSC Addendum to 260008

Contract Type: New Renewal Amendment ☐ Extension ☐ Previous Year Contract # Addendum to 260008

Contract Term: 7/1/2025-7/31/2028

Renewal Option(s):

Contract Cost: \$0

☐ **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):

☒ Completed Contract Review Form

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

☐ 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."

☐ 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].

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

☐ Release and Hold Harmless (If Applicable)

RECEIVED

By Megan Robiou at 10:57 am, May 27, 2026

**AREA BELOW FOR DISTRICT PERSONNEL ONLY **

CONTRACT REVIEWED BY:		COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department		No Cost
REVIEWED By bfstaefe at 12:44 pm, May 27, 2026		
School Board Attorney	JPS	Legally sufficient.
Review Date	6/8	
Other Dept. as Necessary		
Review Date		
PENDING STATUS: ☐ YES ☐ NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR	
FINAL STATUS	Tentatively Approved Pending Required Signatures	

ADDENDUM TO STUDENT TEACHING AFFILIATION AGREEMENT

This Addendum is made to the Student Teaching Affiliation Agreement ("Agreement") between St. Johns River State College ("SJR STATE") and The School Board of Clay County, Florida ("the District"). This Addendum supplements and amends the Agreement as follows:

1. Amendment to 4. SJR STATE Responsibilities

In addition to the existing requirements outlined in 4. SJR STATE ensures that each college supervisor meets the following qualifications:

- i. A valid Florida Professional Certificate in the field in which they supervise a teacher candidate;
- ii. Endorsement in Reading;
- iii. Completion of annual demonstration of experience in a P-12 school setting

2. Addition of 15.

15. The District ensures that each supervising teacher meets the following qualifications:

- i. A valid Florida Professional Certificate issued pursuant to s. 1012.56, F.S.;
- ii. At least 3 years of teaching experience in P-12;
- iii. Completion of specialized training in clinical supervision or clinical educator training;
- iv. Earned an effective or highly effective rating on the prior year's performance evaluation under s. 1012.34, F.S., or be a peer evaluator under the district's evaluation system approved under s. 1012.34, F.S.; and
- v. Endorsement in Reading, when required by statute.

3. Addition of 16.

16. Upon request, the District:

- i. Will provide verification of qualifications for each assigned supervising teacher upon request;
- ii. If qualifications cannot be verified, are incomplete, or change during the placement term, the District will:
 - i. Notify SJR STATE in writing, and;
 - ii. Coordinate with SJR STATE to identify an alternate qualified supervising teacher to ensure statutory compliance.

4. Addition of 17.

- i. The District agrees to permit SJR STATE's teacher candidates to video record themselves delivering instruction for the purpose of completing program requirements. The District shall ensure that appropriate parent/guardian consent is obtained, in accordance with district policies, prior to any recording in which P-12 students may appear. All recordings shall be used solely for educational purposes within SJR STATE's teacher education program and maintained in accordance with applicable privacy laws and institutional policies.
- ii. The District agrees to provide teacher candidates with access to relevant instructional and student support documents, including, as appropriate, Individualized Education Plans (IEPs) and Section 504

Plans, to support instructional planning and completion of program requirements. Access shall be provided in compliance with all applicable confidentiality laws and district policies.

All other terms and conditions of the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the last date subscribed below.

**THE SCHOOL BOARD OF
CLAY COUNTY**

(Authorized Signature)

(Print Name)

(Title)

(Date)

ST. JOHNS RIVER STATE COLLEGE

(Authorized Signature)

Joe H. Pickens

(Print Name)

President

(Title)

(Date)

Contact Information School District

(Print Name)

(Title)

(Phone Number)

Email Address

Contact Information for Institution

(Print Name)

(Title)

(Phone Number)

Email Address



School Board of Clay County

September 4, 2025 - Regular School Board Meeting

Title

C11 - Affiliation Agreement between Clay County District Schools and St. Johns River State College.

Description

This agreement is between Clay County District Schools and St. Johns River State College for SJRSC students to participate in internships, practicums, and observations under the direction of a certified educator in Clay County schools.

Gap Analysis

Without this agreement, interns and pre-interns cannot be placed in Clay County District Schools and would thereby prevent potential teacher candidates from choosing Clay to begin their career.

Previous Outcomes

Clay County District Schools currently has agreements with 28 Colleges/Universities, and the current agreement with SJRSC is expiring. This agreement is a renewal of the previous contract. No changes have been made between the previous contract and this renewal contract.

Expected Outcomes

Placement of interns provides teacher candidates with real-world experiences that better prepares them for the rigors of classroom teaching. SJRCC requests placement for multiple interns each year.

Strategic Plan Goal

Goal 2: Talent Recruitment, Development, and Retention

Strategy 1.1: Develop strategic partnerships with organizations and universities to source new talent for a diverse workforce that is effective and highly-qualified for non-instructional, instructional, and administrative positions throughout CCDS

Recommendation

That the Clay County School Board approve the agreement between Clay County District Schools and St. Johns River State College.

Contact

Roger Dailey, Chief Academic Officer, 904.336.6904 roger.dailey@myoneclay.net

Financial Impact

\$0

Review Comments

Attachments

[260008 SJR State Student Teaching Affiliation Agreement.pdf](#)

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 260008
Number Assigned by Purchasing Dept.



CONTRACT REVIEW

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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: 07/07/2025

Name of Contract Initiator: Jennifer Shepard

Telephone #: 9043366951

School/Dept Submitting Contract: Professional Learning

Cost Center # 9009

Vendor Name: St Johns River State College

Contract Title: St Johns River State College Student Teaching Affiliation Agreement

Contract Type: New ☐ Renewal ☒ Amendment ☐ Extension ☐ Previous Year Contract # 220134

Contract Term: 7/1/2025-7/31/2028

Renewal Option(s):

Contract Cost: \$0

☐ BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

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

Release and Hold Harmless (If Applicable)

RECEIVED

By Bertha Staefe at 3:39 pm, Jul 16, 2025

**AREA BELOW FOR DISTRICT PERSONNEL ONLY **

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department	No Cost
School Board Attorney JPS 7/22	Legally sufficient.
Review Date	
Other Dept. as Necessary	
Review Date	
PENDING STATUS: ☐ YES ☐ NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	APPROVED By Elaine at 12:58 pm, Sep 17, 2025

STUDENT TEACHING AFFILIATION AGREEMENT

This Student Teaching Affiliation Agreement ("Agreement") is entered into on this 1st day of July 2025, by and between ST. JOHNS RIVER STATE COLLEGE, located at 5001 St. Johns Avenue, Florida, 32177 ("SJR STATE"), and THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, located at 900 Walnut Street, Green Cove Springs, Florida, 32043 ("the District").

1. **Purpose.** The purpose of this Agreement is to establish the terms and conditions under which SJR STATE students ("SJR State Students") may participate in Student Teaching Internships, Practicums, and Observations at the schools located in the District.

2. **SJR STATE Student Placements.** The District shall accept SJR STATE students for placement in Student Teaching Internships, Practicums, and Observations on the terms and conditions set forth herein.

3. **Policies Governing SJR STATE Student Placements.**

a. Placements for all clinical field experiences will be arranged by the designated representatives of the District in collaboration with representatives of SJR STATE. SJR STATE Student applications for final internship will be submitted to the District by the appropriate SJR STATE representative according to the following dates or as otherwise agreed upon by the parties:

April 15 – Submission of applications for final internships for
Fall Semester

October 15 – Submission of applications for final internships for
Spring Semester

b. Under no circumstances will SJR STATE students be allowed to contact principals, administrators, or teachers to request a specific preferred placement.

c. SJR STATE student applicants for college practicums or final internships cannot be placed in a school in which the applicant has a relative who is an employee or a student.

4. **SJR STATE Responsibilities.**

a. SJR STATE will provide a college supervisor for each practicum student or final intern placed in a District school. Each college supervisor will meet the minimum qualifications set forth by the Florida Department of Education which presently include the following:

- i. Three or more years of K-12 Teaching Experience
- ii. Evidence of Clinical Educator Training or commensurate clinical training
- iii. A Master's Degree or higher in an appropriate educational field

5. **Confidentiality.** SJR STATE and the District shall inform each SJR STATE student of federal and state laws governing the confidentiality of District student information, including FERPA. The parties agree that any breach of confidentiality by an SJR STATE Student shall be grounds for immediate termination of the student's clinical experience.

7. **Indemnification and Hold Harmless.** Neither party shall be responsible to the other for personal injury or property damage or other loss except ,subject to section 768.28 Florida Statutes, that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. The District will provide SJR STATE Students with immediate first aid for work-related injuries or illnesses, such as blood or bodily fluid exposure.

8. **Insurance.** During the term of this Agreement, SJR STATE shall maintain in full force and effect commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.

9. **Notices.** Notices under this Agreement shall be mailed or delivered to the parties as follows:

To the District:

Director of Professional Learning
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA
900 Walnut Street
Green Cove Springs, Florida 32043

To SJR STATE:

St. Johns River State College
Attention: Dean of Arts and Sciences
5001 St. Johns Avenue
Palatka, Florida 32177

10. **Term and Termination.** The term of this Agreement begins upon signature by both parties and ends on July 31, 2028. Either party may, either with or without cause, upon thirty (30) days' written notice to the other party, terminate this Agreement. Terminating this Agreement as set forth herein shall not operate to interrupt the progress of any student who has been assigned to a teaching internship, practicum or observation. A student who is assigned to any student teaching or practicum pursuant to this contract shall be allowed to complete their assignment.

11. **Assignment.** The provisions of this Agreement shall inure to the benefit of and shall be binding upon the successors of the parties hereto. Neither this Agreement nor any of the rights or obligations hereunder may be transferred or assigned without prior written consent of the other party.

12. **Modification of Agreement.** This Agreement may be modified only by written amendment executed by all parties.

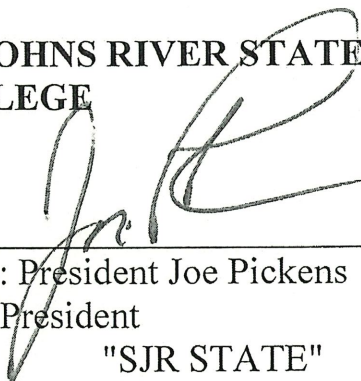
13. **Partnership/Joint Venture/Employment.** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties.

14. **Nondiscrimination.** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual, including but not limited to employees or applicants for employment

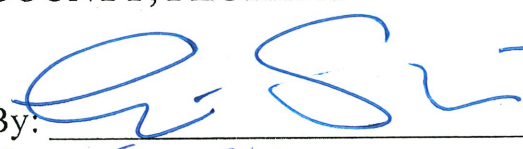
and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

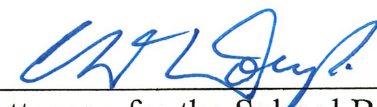
**ST. JOHNS RIVER STATE
COLLEGE**

By: 
Name: President Joe Pickens
Title: President
"SJR STATE"

**THE SCHOOL BOARD OF CLAY
COUNTY, FLORIDA**

By: 
Name: Erin Skipper
Title: Board Chair or Designee
"District"

Approved as to Form:


Attorney for the School Board



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/5/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 200 South Orange Avenue Orlando FL 32801	CONTACT NAME: PHONE (A/C, No, Ext): 407-370-2320 FAX (A/C, No): 407-370-3057 E-MAIL ADDRESS:
INSURED St. Johns River State College 5001 St. Johns Avenue Palatka, FL 32177-3897	INSURER(S) AFFORDING COVERAGE INSURER A: Safety National Casualty Corporation INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 2019289257**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☒ OTHER: \$500,000 SIR			XPR4069250	3/1/2025	3/1/2026	EACH OCCURRENCE \$5,000,000 ✓ DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$ - PERSONAL & ADV INJURY \$ Included ✓ GENERAL AGGREGATE \$10,000,000 ✓ PRODUCTS - COMP/OP AGG \$10,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY ☒ \$500,000 SIR			XPR4069250	3/1/2025	3/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 ✓ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	SP4068114	3/1/2025	3/1/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$2,000,000 ✓ E.L. DISEASE - EA EMPLOYEE \$2,000,000 E.L. DISEASE - POLICY LIMIT \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

WC - Statutory - Excess of \$750,000 Self Insured Retention.

Certificate Holder is included as Additional Insured as respects to General Liability coverage, when required by written contract, to the extent of such obligation, for claims arising out of the Named Insured's operations, per policy forms. ✓

Internships for our Teacher Education students.

CERTIFICATE HOLDER**CANCELLATION**Clay County School Board
900 Walnut Street
Green Cove Springs FL 32043
USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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