

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

Contract # 260055  
 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: 11/10/2025

Name of Contract Initiator: Tabbatha Johns Telephone #: 904-336-6937

School/Dept Submitting Contract: Climate & Culture Cost Center # 9004

Vendor Name: Walsh University

Contract Title: Affiliation Agreement

Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # \_\_\_\_\_

Contract Term: 1/8/2026 through 1/8/2027 Renewal Option(s): **Automatic yearly extension**

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):**

**RECEIVED**  
 By Bertha Staefe at 3:31 pm, Nov 21, 2025

- \_\_\_\_\_ 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)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department  <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <b>REVIEWED</b>                          By Bertha Staefe at 3:34 pm, Nov 21, 2025                     </div>	<u>No Cost</u> <hr/> <hr/>
School Board Attorney <u>JPS</u> <u>11/24</u> Review Date	<u>Legally sufficient.</u> <hr/> <hr/>
Other Dept. as Necessary  Review Date	<hr/> <hr/>
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR</b>
FINAL STATUS	DATE: _____

# CONTRACT REVIEW PROCESS FOR "ALL" CONTRACTS

A contract is defined as an agreement between two or more parties that is intended to have legal effect. This may include MOUs, Interlocal Agreements, Service Agreements and Contracts. Contracts document the mutual understanding between the parties as to the terms and conditions of their agreement, contain mutual obligations, and clearly state the agreement's consideration. The term consideration includes the cost of the services and/or products to be provided by second party (vendor or service provider) and any non-monetary performance. No school, department, or other organizational unit has authority to contract in its own name. All Board contracts must be made in the legal name of the Board, "The School Board of Clay County, Florida". The School or Department may extend this name to include the school or department as follows, "The School Board of Clay County, Florida o/b/o \_\_\_\_\_ (insert the school or department name)" where o/b/o means "on behalf of".

**All contracts shall be reviewed and approved by the School Board Attorney and/or the Supervisor of Purchasing to ensure legality, compliance with Board policy, and to ensure the Board interests are protected before the authorized signatory may execute the contract.**

All contracts having a value of \$100,000 or more shall be authorized by the Board at a regular or special meeting and signed by the Board Chairman. All approved contracts having a value of less than \$100,000 may be executed by the Superintendent or appropriate District administrator based on the value of the contract.

1. All approved contracts having a value of \$50,000 or more, but less than \$100,000 shall be signed by the Superintendent, or the person who has been designated, in writing by the Superintendent, as the Superintendent's Designee at the time of the contract signing. All contracts executed pursuant to this subparagraph shall be reported to the School Board in a separate entry as part of the monthly financial report.
2. All approved contracts having a value of \$25,000 or more, but less than \$50,000, shall be signed by the Superintendent, or an Assistant Superintendent, or a Chief Officer.
3. All approved contracts having a value of less than \$25,000 and contracts of any value described in Board Authorized Contracts above that are exempt from the requirement for Board approval, may be signed by the Superintendent, or an Assistant Superintendent for their Division, or Chief Officer, or Director, or Supervisor, or Principals.
4. The Superintendent is authorized to approve contract amendments or change orders for the purchase of commodities and services up to the amount of ten (10) percent or \$50,000, whichever is less, of the original contract amount that was previously approved by the Board.

Employees who enter into agreements without authority may be personally liable for such agreements, whether oral or written.

**Step 1:** Contract Initiator and Vendor prepare draft contract  
(School Board Attorney Office (SBAO) Template Contracts available on SBAO webpage are strongly encouraged)

**Step 2:** Complete Contract Review Form, attach Required Documents to include the UNSIGNED Contract by the District / School.

**For Contracts using Budgeted Funds or For No Cost / Master (County Wide) Contracts:**  
Initiator submits Contract Review Package to Purchasing Department - See Step 3

**For Contracts using Internal Funds Individual to each School:**  
Initiator submits Contract Review Package direct to SBAO - See Step 4

**IMPORTANT**

**Step 3:** If Funded by Budgeted Funds, submit the Contract Review Package to the Purchasing Department. Email: [district9056@myoneclay.net](mailto:district9056@myoneclay.net). Purchasing will begin the contract review process and submit the contract to the SBAO for review. SBAO may reach out to Initiator and/or other Departments (Risk, IT,) with questions or concerns and will assist with contract revisions. SBAO will send the Contract Review Package back to the Purchasing Department for final processing and the return to Initiator. Purchasing will save a digital copy of the Contract Review Package PLUS the Final Signed Contract you've return to Purchasing in the Contract Review Team Drive.

**Step 4:** If Funded by Internal Account (IA), submit the Contract Review Package directly to SBAO.  
Email: [contractreview@myoneclay.net](mailto:contractreview@myoneclay.net)  
The SBAO will begin the contract review process and return it directly to Initiator

**Step 5:** The Initiator is responsible for finalizing the Contract which includes:  
Addressing Comments/Revisions, Obtaining Required Signatures, Send District Final Signed Contract to Purchasing OR Retain Internal Accounts Final Signed Contract at School per School Board Record Policy.  
If there is a Cost associated with Contract, the Initiator must work with their Bookkeeper to finalize the Purchasing Process.  
**Budgeted Funds require a District Purchase Order. Internal Accounts require an IA Purchase Order.**

For assistance with legal-related matters, please visit the [School Board Attorney's Office \("SBAO"\) webpage](#) or call 904-336-6507  
For assistance with insurance-related matters, please visit the [Business Affairs - Risk Management webpage](#) or call 904-336-6745  
For assistance with District Purchasing, please visit the [Business Affairs - Purchasing webpage](#) or call 904-336-6736

**Affiliation Agreement  
by and between  
Clay County District Schools  
and  
Walsh University**

**A. Cooperating Agencies**

Walsh University of North Canton, Ohio (hereinafter called the University) and [AGENCY/SCHOOL NAME] Clay County District Schools (hereinafter called the Agency/School).

**B. Cooperating Agreement**

This is a mutual Agreement between the Agency/School and the University for a period of twelve (12) months, effective (*date*) January 8, 2026 and then shall be extended automatically for successive one-year periods. This Agreement may be terminated by either party by giving a written notice to the other at least ninety (90) days prior to the end of anyone year term hereunder. This agreement may only be revised or modified by written amendment signed by both parties. The Agency/School will accept counseling students to participate and to engage in counseling activities as determined by the Agreement between the Agency and the University. This Agreement is for the education and benefit of all parties for supervised practicum/internship experience which is to be coordinated and arranged no less than one month prior to the start of the University semester.

**C. The University Agrees**

1. To the Dean of the School of Behavioral & Health Sciences, or his/her designee, coordinating with the Agency/School or his/her designee, all matters pertinent to the field experience of counseling students assigned to the Agency/School.
2. To the Faculty Supervisor being responsible for planning curriculum content and defining learning experiences, and for evaluating counseling student experience.
3. To arrange with the site supervisor the selection and assignment of practicum/internship experiences for the University counseling students who will be involved in direct and indirect student/client interaction.
4. To cooperate with the Agency/School counseling education program in scheduling practicum/internship experiences.
5. To provide individual/group supervision to counseling students.
6. To organize and conduct classes, provide individual supervision (as needed) and group supervision to counseling students.

7. To assume full responsibility for the administration, organization, and operation of its educational program.
8. To admit to the practicum/internship experiences only counseling students who have met all University requirements.
9. To require that the counseling students have liability insurance during the term of their learning experience with one (1) million per claim, three (3) million aggregate coverage. Walsh University provides professional liability coverage for faculty while performing faculty duties.
11. To require that counseling students will meet the requirements of the Agency/School, including professional attire, background check, etc.
12. That counseling students and Faculty Supervisor will abide by and operate within the rules, policies, and procedures of the Agency/School during field experiences at the Agency/School.
13. Orient site supervisors to counseling program

**D. The Agency/School Agrees**

1. To maintain the sole responsibility for the quality and nature of the care of students/clients including the care given by counseling students.
2. To provide written policies, procedures, standards of care and protocol to the Faculty Supervisors and counseling students in advance of the practicum/internship experience and during the course of the affiliation.
3. To provide written evaluations of the counseling students as requested by the University.
4. To instruct the staff members in their respective roles and relationships with the Faculty Supervisors and counseling students. To promote positive attitudes on the part of all concerned in making the cooperative arrangement between the Agency/School and University successful.
5. To provide for counseling students and Faculty Supervisors adequate lockers or storage space, equipment, and classroom space as needed.
6. To grant counseling students use of reference materials at the Agency/School in accordance with established protocol.
7. The Agency/School shall select supervisors for the program based on:
  - a. minimum of a master's degree, preferably in counseling, or a related profession
  - b. relevant certifications and/or licenses
  - c. minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled
  - d. relevant training in counseling supervision

9. Provide Faculty Supervisors with the following information:
  - a. Students names and phone numbers
  - b. Course description and objectives
  - c. Phone number where Faculty Supervisors can be reached
  - d. Phone number of the Field Experience Supervisors at Walsh
  - e. Course schedule
  
10. Site Supervisor shall:
  - a. Orient the counseling student to Agency/School
  - b. Provide one (1) hour of individual/triadic supervision per week
  - c. Provide learning experiences that help meet the practicum/internship objectives
  - d. Help develop any necessary skills
  - e. Allow for the counseling student's development of critical thinking skills
  - f. Work with the student to identify and set priorities, solve problems, make decisions, manage time, delegate tasks, and interact with others
  - g. Provide student with formative and summative evaluations
  - h. Provide formal and informal feedback
  - i. Report to Faculty Supervisor when counseling student is: absent, not meeting objectives, or additional incidents

**E. It is Mutually Agreed by Both Parties That**

1. Counseling students and Faculty Supervisors will not be considered as employees of nor will they be covered by Social Security, Unemployment Compensation, Workers' Compensation, and/or the Agency/ School malpractice insurance. The Agency/School, all of its agents, employees and/or contract employees, will be indemnified and held harmless from any and all claims, and/or liability, and/or causes of action which might arise from the counseling student's performance and presence at the Agency/School.
  
2. This Agreement shall be binding on all successors and assigns.

**F. Request for Withdrawal of Counseling Students**

The Agency/School may request the University to withdraw a counseling student or Faculty Supervisors whose performance or conduct may have detrimental effect on student/clients or personnel, and the University will immediately comply with such a request. The Agency/School reserves the right not to accept a counseling student who has heretofore been discharged by the Agency/School for reasons for which it makes it inexpedient to accept them as a counseling student. The Agency/School further reserves the right not to accept a counseling student if the Agency/School finds the health status of such counseling student to be unacceptable to the Agency/School. No counseling student, which the Agency/School requests to withdraw from the program or which the Agency/School does not accept to the program, shall be entitled to any due process procedures.

### **G. Requests for Health Reports**

The Agency/School has the right to request health status reports on either counseling students or University faculties.

### **H. Discontinuance of Agreement**

This Agreement shall be valid unless terminated as follows:

1. Both parties may mutually agree to terminate this Agreement at any time.
2. Either party may terminate this Agreement by giving a 90-day written notice of its intention to terminate as of the effective date set forth in such a notice.

### **I. Review and Revision of Agreement**

Periodic evaluations of the program shall be made, and needed changes to the Affiliation Agreement shall be adopted, by mutual agreement.

### **J. Student/Client Confidentiality**

If the Agency/School is a “covered entity” as defined in the privacy regulations promulgated pursuant to HIPAA, and Students and Faculty Members have access to protected health information (“PHI”), as such term is defined under HIPAA, due to their participation in field experience at the Agency/School, it is agreed that for HIPAA compliance purposes only, such Students and Faculty Members are deemed to be part of the Agency/School “workforce” and involved in the Agency/Schools “healthcare operations,” as such terms are defined in HIPAA. The Students and Faculty Members shall be subject to the Agency/School policies and procedures governing the use and disclosure of PHI. The parties further agree that the Agency/Schools responsibilities related to the field experience contemplated by this Agreement do not constitute a business associate relationship under HIPAA.

### **K. Student Confidentiality**

The Agency/School shall comply with the requirements of the Family Educational Rights and Privacy Act (“FERPA”) to the extent it maintains any student records.

*[Signature page to follow.]*

**IN WITNESS WHEREOF**, Walsh University and Clay County District Schools have executed this Agreement as of the Effective Date.

**For Clay County District Schools (Agency/School Name)**

By: Erin Skipper

Date: January 8, 2026

Title: School Board Chair

Address: 900Walnut Street, Green Cove Springs, FL 32043

**For Walsh University**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: Kimberly Cleveland, PhD, JD, MSN, RN, FAONL, C-MBC, C-MPC

Dean, College of Health Sciences

2020 East Maple Street

North Canton, Ohio 44720