

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # **260097**
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 Collins / Jennifer Shepard

Telephone #: 904 336 6951

School/Dept Submitting Contract: Professional Learning

Cost Center # 9009

Vendor Name: Southeastern University

Contract Title: Southeastern University Agreement for Student Teaching

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

Contract Term: 08/01/2026-08/01/2027

Renewal Option(s): Renew for successive one (1) year periods by mutual written consent of the parties.

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: **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 10:24 am, May 27, 2026

**AREA BELOW FOR DISTRICT PERSONNEL ONLY **

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department REVIEWED By bfstaefe at 12:24 pm, May 27, 2026	Contract Review Form has no cost but Section 5 states employee. What is that cost & that process? No additional cost per Department email.
School Board Attorney JPS Review Date 6/15	Sounds like the participants will already be employees of the district is that the case? JPS 7/23. Recieved clarification, A current CCSB employee will be the "Student" per the agreement. Legally sufficient and no cost to the District.
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

AGREEMENT FOR STUDENT TEACHING
AND INTERNSHIP EXPERIENCES
2026-2027 Academic Years

(University Student *Ember Chapman*)

This Agreement for Student Teaching and Internship Experiences (“**Agreement**”) is made and entered into with an effective date of (*August 1, 2026*) (referred to below as the "Effective Date"), by and between School Board of Clay County (collectively the “**School/Organization**”) and Southeastern University, Inc. (the “**University**”).

WHEREAS, the School/Organization is committed to promoting the professional growth of students studying to be teachers and to facilitate the improvement of the quality of teaching;

WHEREAS, the University has a curriculum for student teachers where internship and/or fieldwork experience is an integral part of such curriculum;

WHEREAS, the University desires the cooperation of the School/Organization in the development and implementation of an internship/fieldwork experience for the benefit of its student teachers (“Students”);

WHEREAS, the School/Organization desires to participate in the education of student teachers; and

WHEREAS, the University and the School/Organization desire to work together in the development and implementation of certain teaching fieldwork experience for Students on the terms and provisions as provided below.

NOW THEREFORE, in consideration of the mutual benefits, covenants and conditions as contained herein, the parties mutually agree as follows:

1. University Rights and Responsibilities.

- a. The University shall assign a University faculty member or other approved professional (“**University Supervisor**”) to serve as supervisor of all Students assigned to School/Organization. Such University Supervisor or approved professional will be responsible for supervision of all Students, shall supervise such Students on a regularly scheduled basis, and shall serve as liaison between School/Organization and the Students.
- b. The University shall comply with and shall require its Students to comply with: all applicable laws; all School/Organization policies, procedures, regulations and guidelines; and the Southeastern University College of Education *Student Teacher Handbook*, as same may be modified by the Southeastern University College of Education from time to time.

- c. The University acknowledges the confidential nature of information regarding School/Organization students and School/Organization records.
- d. The University shall inform each Student that he/she shall be required to complete School/Organization security screening requirements, including, without limitation, any screening required by law. It is agreed and understood that Students shall be responsible for any expenses incurred with such screening requirements.
- e. No Student or University employee or agent who has criminal charges currently pending or has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, a felony or any crime involving moral turpitude, shall be assigned to a field experience under this Agreement, including, without the prior written approval of School/Organization.
- f. The University shall establish and maintain ongoing communication with School/Organization on items pertinent to the University teacher curriculum, including, without limitation, a description of the curriculum, relevant course outlines, policies, faculty, and any material changes in this information.
- g. The University shall notify the Supervising Teachers (as defined below), at a time mutually agreed upon, of its planned schedule of a Student assignment, including the name of the Student, level of academic preparation, and length and dates of fieldwork experience.
- h. The University shall only refer to School/Organization those Students who have satisfactorily completed the prerequisite didactic portion of the University curriculum that is applicable to Student internships.
- i. The University shall inform Students of School/Organization requirements and Student obligations hereunder relative to acceptance into the University internship program.
- j. The University shall provide the Supervising Teachers with appropriate forms to be used in evaluating the performance of the assigned Student.
- k. The University shall ensure each approved Student shall provide to School/Organization prior to the commencement of the Student assignment, such confidential information of the Student as may be required by the internship/placement or as may be deemed necessary by the University and/or School/Organization for the training and guidance of the Student.

2. School/Organization Rights and Responsibilities

- a. School/Organization agrees to work in cooperation with the University to provide field-based clinical experiences as approved by the University to certain approved University Students.
 - b. School/Organization agrees to provide appropriate professional supervision and feedback from Southeastern University College of Education student teaching supervisors (as determined by the University) who have demonstrated competence in classroom settings.
 - c. School/Organization agrees to place Students at School/Organization as long as it has a sufficient number of qualified supervising teachers designated by the University and as fieldwork educators ("Supervising Teachers"), through the process outlined in the Southeastern University College of Education *Student Teacher Handbook*, as same may be modified by the College of Education of Southeastern University from time to time.
 - d. School/Organization, in its sole discretion, may reject any Student from the internship program provided for hereunder and may terminate the internship of any Student when in the opinion of School/Organization the Student is unacceptable to School/Organization for reasons of health, performance, conduct or any other reasonable course.
 - e. School/Organization shall comply with applicable federal, state, and local laws.
- 3. Cooperation.** School/Organization and the University agree to cooperate in establishing the educational objectives for the fieldwork experience, devise methods for its implementation, and periodically evaluate these objectives to determine the effectiveness of the applicable fieldwork experience.
- 4. Relationship of the Parties.** Nothing contained herein shall be deemed to create an association, partnership, joint venture, employment or relationship of principal and agent or master and servant among the parties or any affiliate thereof, or to provide any party hereto with the right, power, or authority whether expressed or implied, to create any such duty or obligation on behalf of any other party. The relationship of the parties hereunder shall be as an independent contractor only. Neither party shall have the power to bind the other party or contract in the name of the other party. Students shall participate in the program hereunder for the sole consideration of obtaining an educational experience.
- 5. Intern Status.** The University and School/Organization understand and agree that (*Ember Chapman*), who is a University Student participating in the internship and fieldwork described in this Agreement, is an employee of School/Organization, and

will be obtaining internship/fieldwork experience during her employment by School/Organization.

- 6. Liability.** Nothing contained in this Agreement shall be construed as an assumption of one party of any liability incurred by the other party arising out of that party's rendition of services or duties pursuant to this Agreement. Each party shall be solely responsible for its own acts and omissions and it shall not be responsible for the acts or omissions of the other party.
- 7. Insurance.** The University and School/Organization shall each procure and maintain, during the term of this Agreement and any renewal hereof, liability insurance or self-insurance as required by law to cover any and all liability for claims, damages, or injuries to persons or property arising out of the activities of the participants in carrying out under this Agreement. Such insurance shall be in amounts no less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate for personal injuries to third parties and \$500,000 for property damage. The parties shall submit certificates of insurance to each other evidencing such insurance at the time of execution of this Agreement, and at time of execution of any renewals hereof. Each party shall send the other thirty (30) days written notice prior to cancellation, modification, or nonrenewal of any of such party's insurance coverage required herein.
- 8. Consideration.** The nature of this cooperative Agreement is such that each party undertakes obligations to the other, but without passage of funds between the University and School/Organization or between the personnel of their respective staffs.
- 9. Term and Termination.** The initial term of this Agreement will be for one (1) year and shall extend from the Effective Date, being (*August 1, 2026*) and ending on (*August 1, 2027*). This Agreement may be renewed for successive one (1) year periods by mutual written consent of the parties, which may be shown by informal written communication between the parties. Either party may terminate this Agreement, with or without cause, by providing sixty (60) days' prior written notice to the other party.
- 10. Notice.** Any notice given or required to be given will be effective when hand delivered, when received if sent via commercial courier, or five business days after being sent via U.S. mail, certified, return receipt requested, postage prepaid, if given at the following addresses:

For the University:	Southeastern University, Inc. 1000 Longfellow Boulevard Lakeland, FL 33801 Attention: Coordinator of Clinical Education College of Education
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For School/Organization: Clay County District Schools
900 Walnut Street
Green Cove Springs, FL 32043
Attention: Jennifer Shepard, Director of Professional Learning

11. **Severability.** The invalidity or unenforceability of a particular provision of this Agreement will not affect the other provisions hereof, and the Agreement will be construed in all respects as if such valid or unenforceable provisions were omitted.
12. **Full Force and Effect.** Except as expressly modified and amended hereby, all terms and provisions of this Agreement shall remain in full force and effect.
13. **Assignment.** Neither party may assign this Agreement nor the duties and responsibilities contained herein without the prior written consent of the non-assigning party.
14. **Governing Law.** The validity, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Florida.
15. **Waiver.** A waiver by either party of a breach or failure to perform will not constitute a waiver of any subsequent breach or failure.
16. **Entire Agreement; Amendment.** This Agreement, together with all exhibits which may be attached hereto, constitutes the complete understanding of the parties and supersedes any and all other agreements, either oral or in writing, with respect to the subject matter hereof, and no other agreements or promise relating to the subject matter of this Agreement which is not contained herein will be binding. This Agreement may only be modified or amended by a written agreement executed by both parties hereto with the same formalities and in the same manner as this Agreement; except as set forth in Section 9 above (which applies only with respect to renewal terms).
17. **Southeastern University Names and Trademarks.** School/Organization shall not acquire any rights under this Agreement to, and shall not use, the name of University either alone or in conjunction with or as part of any other name, word, mark, picture, logo, design, and/or trademark (collectively, "**University Marks**") in any of School's/Organization's advertising, publicity, or promotion; to express or imply any endorsement by the University of its services; or in any other manner whatsoever (whether or not similar to the uses hereinabove specifically prohibited) without the prior review and written approval by the University in each and every instance. Notwithstanding the foregoing, School/Organization acknowledges that the University owns and controls the University Marks, and School/Organization agrees that the University Marks are proprietary to the University. Nothing in this Agreement constitutes the grant of a general license to use such University Marks. School/Organization agrees that it will not do anything, which in any way infringes

or abridges the University's rights to the University Marks or directly or indirectly challenges the validity of or attempts to invalidate the University Marks. School/Organization agrees and acknowledges that it shall not acquire any interest in the University Marks or the goodwill associated with the University Marks by virtue of this Agreement. No advertisement, publication, or other use of the University Marks shall be published or otherwise promulgated by School/Organization without the University's prior inspection and written approval in the University's sole discretion. The University has the right at any time to immediately revoke any permitted use it grants School/Organization of any University Marks hereunder. Upon termination of this Agreement, any and all rights or privileges for School/Organization to use the University Marks (if such approval was granted by the University) shall cease. This clause shall survive the expiration or sooner termination of this Agreement.

- 18. School/Organization Names and Trademarks.** The University shall not acquire any rights under this Agreement to, and shall not use, the name of School/Organization either alone or in conjunction with or as part of any other name, word, mark, picture, logo, design, and/or trademark (collectively, "**School/Organization Marks**") in any of the University's advertising, publicity or promotion; to express or imply any endorsement by School/Organization of its services; or in any other manner whatsoever (whether or not similar to the uses hereinabove specifically prohibited) without the prior review and written approval by School/Organization in each and every instance. Notwithstanding the foregoing, the University acknowledges that School/Organization owns and controls the School/Organization Marks, and the University agrees that the School/Organization Marks are proprietary to School/Organization. Nothing in this Agreement constitutes the grant of a general license to use such School/Organization Marks. The University agrees that it will not do anything, which in any way infringes or abridges School/Organization's right to the School/Organization Marks or directly or indirectly challenges the validity of or attempts to invalidate the School/Organization Marks. The University agrees and acknowledges that it shall not acquire any interest in the School/Organization Marks or the good will associated with the School/Organization Marks by virtue of this Agreement. No advertisement, publication or other use of School/Organization Marks shall be published or otherwise promulgated by the University without School/Organization's prior inspection and written approval in School/Organization sole discretion. School/Organization has the right at any time to immediately revoke any permitted use it grants the University of any School/Organization Marks hereunder. Upon termination of this Agreement, any and all rights or privileges for the University to use the School/Organization Marks (if such approval was granted by School/Organization shall cease. This clause shall survive the expiration or sooner termination of this Agreement.
- 19. No Establishment of Third Party Rights.** This Agreement is not intended to create any rights or interests for any other person or entity other than the University or School/Organization.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates set forth below.

Southeastern University, Inc.

School Board of Clay County

By: Anthony Roberts, Ph.D.
Title: Vice Provost, Academic Administration

By: Erin Skipper
Title: Board Chair

Signature

(863) 667-5514
Phone

Date
arroberts@seu.edu
E-Mail Address

Signature

(904) 336-6500
Phone

Date
erin.skipper@myoneclay.net
E-Mail Address

(2201395.2)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/7/2026

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 IMA, Inc. - Wichita PO Box 2992 Wichita KS 67201	CONTACT NAME: IMA Certs Team PHONE (A/C, No, Ext): E-MAIL ADDRESS: certificates@imacorp.com FAX (A/C, No):
INSURED Southeastern University, Inc. 1000 Longfellow Blvd. Lakeland FL 33801	INSURER(S) AFFORDING COVERAGE INSURER A: Zenith Insurance Company INSURER B: Fireman's Fund Insurance Company #8932 INSURER C: American Family Home Insurance Company INSURER D: American Modern Home Insurance Company INSURER E: Vantage Risk Specialty Insurance Company INSURER F: Evanston Insurance Company
	NAIC # 13269 21873 23450 23469 16275 35378

COVERAGES**CERTIFICATE NUMBER:** 1613292564**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
D	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			7NA4CP000186302	4/1/2026	4/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
C	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			7NA5CA000085205	4/1/2026	4/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			7NA5FF000081805	4/1/2026	4/1/2027	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
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	N/A	M1181412	1/1/2026	1/1/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B E F	2nd Layer Excess Liability 3rd Layer Excess Liability 4th Layer Excess Liability			USC035176262 AURPE00207400 MKLV5EUE104154	4/1/2026 4/1/2026 4/1/2026	4/1/2027 4/1/2027 4/1/2027	Ea Occur \$15,000,000 Ea Occur \$5,000,000 Ea Occur \$5,000,000 Agg \$15,000,000 Agg \$5,000,000 Agg \$5,000,000

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

Educators Legal Liability: American Family Home Insurance Company Policy #7NA4CP000186302; NAIC #23450; Effective 4/1/2026 - 4/1/2027; Per Claim \$1,000,000; Aggregate \$3,000,000; Retention \$25,000; Retroactive Date: 12/1/2011.

Abuse/Molestation Liability: American Family Home Insurance Company Policy #7NA4CP000186302; NAIC #23450; Effective 4/1/2026 - 4/1/2027; Per Claim \$1,000,000; Aggregate \$3,000,000.

Professional Liability is included under the General Liability Policy for Student Interns, subject to the policy terms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

For Information Only

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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Staefe, Bertha <bertha.staefe@myoneclay.net>

Re: Item shared with you: "260097 Southeastern University & Clay Student Teaching Agreement.pdf"

1 message

Cox, Julie <julie.cox@myoneclay.net>

Wed, Jul 15, 2026 at 10:59 AM

To: "Staefe, Bertha F." <bertha.staefe@myoneclay.net>

Cc: "Bossinger, Robin M." <robin.bossinger@myoneclay.net>

Good morning,

I'm not sure if Jenie responded to this before she resigned, so I reached out to our coordinator with these questions. I've copied Robin on this email should you have additional questions.

1. There is no additional cost to the district. This is a district employee who would like to complete their internship in Clay.
2. This agreement is specific to Ember Chapman. She requested this placement through the university, and they created this agreement specifically for her. They do not anticipate sending other interns at this time.

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department REVIEWED By bfstae at 12:24 pm, May 27, 2026	Contract Review Form has no cost but Section 5 states employee. What is that cost & that process?
School Board Attorney JPS Review Date 6/15	Sounds like the participants will already be employees of the district is that the case?
Other Dept. as Necessary	
Review Date	

Julie Cox

SIP PROFESSIONAL DEV ASST

SIP

Clay County District Schools

| phone 904-336-6951 | ext 66951

| web oneclay.net | email julie.cox@myoneclay.net

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail regarding official business to the District or any of its employees. Instead, contact the District or individual employee by phone or in writing.



On Wed, Jul 15, 2026 at 9:35 AM Cox, Julie <julie.cox@myoneclay.net> wrote:

Hey Robin,

When you have a moment we need to talk about this contract. Thanks!

Julie Cox

SIP PROFESSIONAL DEV ASST

SIP

Clay County District Schools

| **phone** 904-336-6951 | **ext** 66951

| **web** oneclay.net | **email** julie.cox@myoneclay.net

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

From: **Staefe, Bertha** <bertha.staefe@myoneclay.net>

Date: Wed, Jun 24, 2026 at 5:40 PM

Subject: Fwd: Item shared with you: "260097 Southeastern University & Clay Student Teaching Agreement.pdf"

To: Collins, Jennifer L. <jennifer.collins@myoneclay.net>

Cc: Cox, Julie M. <julie.cox@myoneclay.net>, District Office Purchasing <District9056@myoneclay.net>

I thought I would forward the email chain below to you regarding Contract [260097](#) .

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

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

From: **Staefe, Bertha** <bertha.staefe@myoneclay.net>

Date: Tue, Jun 16, 2026 at 1:47 PM

Subject: Re: Item shared with you: "260097 Southeastern University & Clay Student Teaching Agreement.pdf"

To: Shepard, Jennifer <jennifer.shepard@myoneclay.net>

Cc: Julie Cox <julie.cox@myoneclay.net>, Robin Bossinger <robin.bossinger@myoneclay.net>

That would depend on what the intent of the Agreement is for. Is the Agreement needed for this employee & their studies?

Will the District be using it for other University students? If so then I would think it needs to be revised.

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

On Tue, Jun 16, 2026 at 9:26 AM Shepard, Jennifer <jennifer.shepard@myoneclay.net> wrote:

Hello Bertie,

It seems that this is an agreement for a single teacher who is already employed in Clay. Should we recommend that they remove the name and make it more general like the other agreements typically are?

Jennifer Shepard, Ed.D.

Director of School Improvement, Professional Learning, & Assessment

Clay County District Schools

| **phone** 904-336-6966 | **ext** 66966

| **web** oneclay.net | **email** jennifer.shepard@myoneclay.net

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail regarding official business to the District or any of its employees. Instead, contact the District or individual employee by phone or in writing.



On Mon, Jun 15, 2026 at 5:37 PM Staefe, Bertha F. (via Google Drive) <drive-shares-dm-noreply@google.com> wrote:

Staefe, Bertha F. shared an item



Staefe, Bertha F. (bertha.staefe@myoneclay.net) has shared the following item:

Purchasing & JP (School Board Attorney) have questions. Please answer questions on the contract review form & email District9056@myoneclay.net when completed.

 260097 Southeastern University & Clay Student Teaching Agreement.pdf

Open

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA
You have received this email because bertha.staefe@myoneclay.net shared a file or folder located in Google Drive with you.

Google Workspace