

School Board of Clay County

Teacher Inservice Center, 2233 Village Square Parkway, Fleming Island FL

August 7, 2025 - Regular School Board Meeting

Date: Aug 07 2025 (6:00 p.m.)

Student Showcase (None)

Invocation (Pastor Billy Register, True Life Church, Middleburg)

Pledge of Allegiance

Call to Order

Recognitions and Awards

[1. Recognition of Clay County District Schools' Achievements](#)

[2. Recognition of Employee's Fifty Years of Service](#)

Presenters

School Showcase (None)

Presentations from the Audience (Public Comment on Specific Agenda Items)

Discussion Agenda

Human Resources

[3. D1 - Human Resources Special Action A](#)

[4. D2 - Human Resources Special Action B](#)

Consent Agenda

Superintendent

[5. C1 - Minutes of School Board Workshop on June 17, 2025 and Regular Meeting on June 26, 2025](#)

[📎 2025 Jun 17 Workshop.pdf](#)

[📎 2025 Jun 26 Regular Mtg.pdf](#)

Human Resources

[6. C2 - Personnel Consent Agenda](#)

[📎 Personnel Consent Agenda 8_7_25.pdf](#)

Instruction-Academic Services

7. C3 - K-12 Academic Services Out of State and Overnight Student Travel

☞ [August 2025 Student Travel.pdf](#)

8. C4 - Interlocal Agreement Between The School Board of Clay County, Florida and Eagle Harbor Association Regarding Usage of District Recreational Facilities.

Instruction-Professional Development

9. C5 - 2025-2026 Professional Learning Advisory Council Membership

☞ [2025-2026 PDAC Committee Board Approval.pdf](#)

Instruction-Secondary

10. C6 - Agreement between Gaetz Aerospace Career Acad, Embry-Riddle Aero Univ and School Board of Clay County 2025-2028

☞ [260005 Embry-Riddle Aeronautical University ERAU Agreement 2025-2028.pdf](#)

Instruction-Climate and Culture

11. C7 - University of Florida Affiliation Agreement- School Psychologist EdS student placement

☞ [250185 University of FL Internship MOU.pdf](#)

Business Affairs

12. C8 - Proposed Allocation Changes for 2025-2026

☞ [08.07.25 - 25-26 Allocation Summary.pdf](#)

13. C9 - Proposed Allocation Changes for 2024-2025

☞ [08.07.25 - 24-25 Allocation Summary.xlsx - 2024-25.pdf](#)

Business Affairs-Property

14. C10 - Deletion of Certain Items Report - July, 2025

☞ [DELETION REPORT JULY, 2025.pdf](#)

☞ [DELETION ANALYSIS JULY 2025- 2026 - Sheet1.pdf](#)

Operations

15. C11 - MOU Between Clay County District Schools and the Clay County Sheriff's Office to provide access to the Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program.

☞ [260006 MOU CCSD and CCSO Guardian Program 3yr 8.7.25.pdf](#)

Operations-Facilities

16. C12 - Change Order #1 (Direct Purchasing) for Fleming Island High School HVAC Repair/Replacement

☞ [Change Order #1 FIH HVAC Repair Replacement](#)

17. C13 - Final Completion of Clay High School Roof Repair/Replacement

☞ [Certificate of Final Completion for CHS Roof Repair Replacement](#)

18. C14 - Change Order #1 (Direct Purchasing) for Keystone Heights High School Security Lighting Repair/Replacement

☞ [Change Order #1 \(Direct Purchasing\) for KHS Security Lighting](#)

- [19. C15 - Change Order #1 \(Direct Purchasing\) for Plantation Oaks Elementary School Fire Alarm Repair/Replacement](#)
- ☞ [Change Order #1 POE Fire Alarm Repair Replacement](#)
- [20. C16 - Change Order #1 \(Direct Purchasing\) for Oakleaf Village Elementary School Fire Alarm Repair/Replacement](#)
- ☞ [Change Order #1 OVE Fire Alarm Repair Replacement](#)
- [21. C17 - Change Order #1 \(Direct Purchasing\) for Tynes Elementary School Fire Alarm Repair/Replacement](#)
- ☞ [Change Order #1 TES Fire Alarm Repair Replacement](#)
- [22. C18 - Change Order #2 for Keystone Heights High School Security Lighting Repair/Replacement](#)
- ☞ [Change Order #2 KHS Security Lighting](#)
- [23. C19 - Change Order #1 for Wilkinson Junior High School Control Access](#)
- ☞ [Change Order #1 WJH Control Access](#)
- [24. C20 - Change Order #2 for Orange Park High School Gym/Locker Room Renovations](#)
- ☞ [Change Order #2 OPH Gym Locker Room Renovations](#)
- [25. C21 - Change Order #1 \(Direct Purchasing\) for Shadowlawn Elementary School HVAC Repair/Replacement](#)
- ☞ [Change Order #1 \(Direct Purchasing\) SLE HVAC](#)
- [26. C22 - Lakeside Junior High School HVAC and Roof Repair/Replacement Contract Award](#)
- ☞ [LSJ HVAC & Roof Repair Replacement Contract](#)
- [27. C23 - Change Order #1 for Green Cove Springs Junior High School CTE Lab Upgrades](#)
- ☞ [Change Order #1 GCJ CTE Lab Upgrades](#)
- [28. C24 - Change Order #2 \(Days Only\) for Oakleaf Junior High School Classroom Addition](#)
- ☞ [Change Order #2 \(Days Only\) OLJ Classroom Addition](#)
- [29. C25 - Change Order #6 for Lakeside Elementary School Kitchen Renovation](#)
- ☞ [Change Order #6 LSE Kitchen Renovation](#)
- [30. C26 - Prequalification of Contractors](#)
- ☞ [Table for Board Backup Contractor Prequal, 8.7.2025](#)
- [31. C27 - Purchase Agreement for the Sale of Two \(2\) Relocatable Buildings at Oakleaf Junior High](#)
- ☞ [250202_Pinewood_Christian_Academy_Relocatable_Sales_Contract .pdf](#)

Adoption of Consent Agenda

Presentations from the Audience (Public Comment on Non-Specific Agenda Items)

CCEA Update (Victoria Kidwell)

CESPA Update (Lonnie Roberts)

Superintendent's Update and Presentations

School Board Attorney Remarks

School Board Member Remarks

DRAFT

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

Recognition of Clay County District Schools' Achievements

Description

Bryan Campbell, District Director for Congressman Aaron Bean, will recognize achievements of Clay County District Schools.

Gap Analysis**Previous Outcomes****Expected Outcomes****Strategic Plan Goal****Recommendation****Contact**

David S. Broskie, Superintendent, david.broskie@myoneclay.net

Financial Impact**Review Comments****Attachments**

DRAFT

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

Recognition of Employee's Fifty Years of Service

Description

Recognition of Wilmont Snyder, who has dedicated over 50 years of service to Clay County District Schools, beginning his employment on July 9, 1975. Mr. Snyder currently works in the Maintenance Department.

Gap Analysis**Previous Outcomes****Expected Outcomes****Strategic Plan Goal****Recommendation****Contact**

Bonnie O'Nora, Board Assistant, bonnie.onora@myoneclay.net

Financial Impact**Review Comments****Attachments**

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

D1 - Human Resources Special Action A

Description

Florida Statutes (F.S. 1012.22(1)(9f), State Board Rules and Clay County School Board Policies require Board notification and/or action regarding decisions and recommendations of the Superintendent related to Personnel matters.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

Goal 2: Enact a highly effective recruitment and professional development plan along with opportunities for growth and career development to ensure all students have access to a world class education to become life-long learners for success in a global and competitive workplace and in acquiring applicable life skills.

Strategy 2.1.1 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.

Strategy 2.1.3 Expand involvement in community-sponsored career fairs, providing the opportunity to recruit a diverse population to the multiple career paths within CCDS.

Strategy 2.1.4 Continue to streamline the application and onboarding process to successfully engage and hire quality applicants.

Strategy 2.1.5 Collaborate to strengthen CCDS' branding and marketing to increase the awareness and presence of career opportunities.

Recommendation

Approve the action as presented.

Contact

Brenda G. Troutman, Assistant Superintendent for Human Resources (904) 336 6701 Brenda.Troutman@myoneclay.net

Financial Impact

None

Review Comments**Attachments**

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

D2 - Human Resources Special Action B

Description

Florida Statutes (F.S. 1012.22(1)(9f), State Board Rules and Clay County School Board Policies require Board notification and/or action regarding decisions and recommendations of the Superintendent related to Personnel matters.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

Goal 2: Enact a highly effective recruitment and professional development plan along with opportunities for growth and career development to ensure all students have access to a world class education to become life-long learners for success in a global and competitive workplace and in acquiring applicable life skills.

Strategy 2.1.1 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.

Strategy 2.1.3 Expand involvement in community-sponsored career fairs, providing the opportunity to recruit a diverse population to the multiple career paths within CCDS.

Strategy 2.1.4 Continue to streamline the application and onboarding process to successfully engage and hire quality applicants.

Strategy 2.1.5 Collaborate to strengthen CCDS' branding and marketing to increase the awareness and presence of career opportunities.

Recommendation

Approve the action as presented.

Contact

Brenda G. Troutman, Assistant Superintendent for Human Resources (904) 336 6701 Brenda.Troutman@myoneclay.net

Financial Impact

None

Review Comments**Attachments**

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C1 - Minutes of School Board Workshop on June 17, 2025 and Regular Meeting on June 26, 2025

Description

Florida Statute 1001.42(1) requires the superintendent, as secretary, to keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the school board. The minutes of each meeting shall be reviewed, corrected if necessary, and approved at the next regular meeting; provided that this action may be taken at an intervening special meeting if the board desires.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Approve minutes as submitted.

Contact

David S. Broskie, Superintendent of Schools, david.broskie@myoneclay.net

Financial Impact

None

Review Comments

Attachments

🔗 [2025 Jun 17 Workshop.pdf](#)

🔗 [2025 Jun 26 Regular Mtg.pdf](#)



School Board of Clay County

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

June 17, 2025 - School Board Workshop

Date: Jun 17 2025 (9:00 a.m.)

Invocation (Ashley Gilhousen)

Call to Order (Present: Erin Skipper, District 1; Robert Alvero, District 2; Beth Clark, District 3, Michele Hanson, District 4; Ashley Gilhousen, District 5; and Superintendent David S. Broskie)

Workshop Items

[1. Property/Casualty Insurance Presentation](#)

[Clay County Schools Renewal Presentation FINAL.pdf](#)

Minutes:

Jori Van der Voort, Arthur J. Gallagher & Co., shared the attached visual presentation, highlighting the state of the market, exposures, and renewal options. Ms. Van der Voort shared that 42 markets were approached and 15 quotes were received. Renewal rates have improved and are competitive in the market, and the premium increase is attributed to exposure increases.

Mrs. Clark inquired into the accuracy of the student enrollment numbers used, and Superintendent Broskie advised these are very real numbers reflective of all schools. Mrs. Skipper requested and received confirmation that the main reason for the increased cost is due to increased property values.

[2. Board Member Business](#)

Minutes:

Mrs. Skipper invited board members to bring forward any new initiatives, agenda items, or items for discussion.

Mrs. Hanson proposed the board hold a teacher forum over the summer to listen to teachers' concerns. This will be scheduled for 7/24/25, at 6:00 p.m. at the Teacher Learning Center. A flyer will be created and sent to teachers' mailboxes to announce this forum. Jeremiah Blocker, School Board Attorney, advised there is no requirement for an agenda. Mrs. Hanson has a list of potential topics for discussion.

Mrs. Hanson would like to address the Code of Student Conduct at a future workshop to begin reviewing it in its entirety, section by section. This process will begin in September. She also shared that Tom Wittmer, Neola, spoke positively of working with the board and staff of Clay county at the Annual FSBA/FADSS Summer Conference.

Mrs. Clark would like to have a brief educational presentation on the self-funded insurance program to include process, changes, and the utilization of funds.

[3. Engaging and Supporting Families Presentation](#)

[CCDS FACE Board Workshop Presentation.pdf](#)

Minutes:

Karen McMillan and Tori Granese, Coordinators of Family and Community Engagement, shared the attached visual presentation summarizing the family engagement initiatives being utilized by Clay County District Schools to foster strong partnerships between schools, families, and the community. Registered volunteers currently total over 10,000, demonstrating the immense community support and dedication to CCDS schools.

Numerous current initiatives to engage families and the community in the educational process in support of the Strategic Plan goals were noted. Student enrollment and withdrawal data were shared in relation to the voucher and school choice options, and initiatives to promote CCDS schools were highlighted, including academic and informational events as well as community and social events. Opportunities for parent engagement and support, as well as resource and support programs offered, were highlighted.

Mrs. Hanson noted the value of tying agenda items to the corresponding Strategic Plan and would like to have that correlation delineated. Mr. Broskie advised that every agenda item includes a Strategic Plan component relating each item to its goal and that the Strategic Plan is updated annually. Kelly Watt, Chief of Staff, indicated the Year 2 Update is close to being finished, pending the state's release of student assessment data. Mrs. Hanson wants to ensure that the board is involved in the development of the Strategic Plan and indicated there is a need to make the public aware that goals are updated each year as work towards the goals and academic excellence continues.

Mrs. Skipper proposed that this information could be shared in the Board Flyer and thanked the Family & Community Engagement department for their work that has returned parents and volunteers to the schools.

Mrs. Gilhousen found the slide reflecting stable enrollment to be insightful and would be interested in viewing statewide data.

4. Review Draft Agenda for Regular School Board Meeting on June 26, 2025

[June-26-2025-regular-school-board-meeting_agenda_packet.pdf](#)

Minutes:

Recognitions:

- Recognize 2024-2025 Retirees - no discussion;

Discussion Agenda:

- D1 Human Resources Special Action A - no discussion;
- D2 Human Resources Special Action B - no discussion;

Consent Agenda:

- C1 Minutes of School Board Workshop on May 27, 2025; Student Hearings and Regular Meeting on June 5, 2025 - no discussion;
- C2 Payment of Annual Membership Dues for 2025-2026 to Florida Association of District School Superintendents - no discussion;
- C3 ENA/Zayo Contract Amendment - no discussion;
- C4 Personnel Consent Agenda - no discussion;
- C5 Complete Salary Schedule 2025-2026 - no discussion;
- C6 School Board Approval of the 2025-2026 Comprehensive Evidence-Based Reading Plan (CERP) - no discussion;
- C7 2025-2026 Dual Enrollment Articulation Agreement Between School Board of Clay County and St. Johns River State College (SJRSC) - no discussion;
- C8 Interlocal Agreement Between The School Board of Clay County, Florida and Rolling Hills Community Development District Regarding Usage of District Recreational Facilities - no discussion;
- C9 Agreement Between Clay County District Schools and Clay County Fire Rescue (CCFR) - no discussion;
- C10 K-12 Academic Services Out of State and Overnight Student Travel - no discussion;
- C11 Agreement between the School Board of Clay County and AMI Kids DBA AMIKids Clay County - brief discussion to clarify students counted for enrollment;
- C12 2025-2027 Dual Enrollment Articulation Agreement Between School Board of Clay County and Florida State College of Jacksonville - no discussion;
- C13 Preferred Physical Therapy Contract - no discussion;
- C14 Request for Review or Reconsideration of Library Materials Appeals - no discussion;
- C15 PowerSchool Contract Renewals - no discussion;
- C16 Proposed Allocation Changes for 2025-2026 - no discussion;
- C17 Monthly Financial Reports May 2025 - no discussion;
- C18 Budget Amendment Report for May 31, 2025 - no discussion;
- C19 Approve the 2025-2026 District's Property/Casualty/Active Assailant Insurance renewal submitted by Arthur J. Gallagher & Co. (broker) - no discussion;
- C20 Deletion of Certain Items Report June, 2025 - no discussion;
- C21 Contract Renewal - Benefitfocus Agreement for Web Based Enrollment and Eligibility Management System RFP # 18-BA-123 - no discussion;
- C22 BID Award - no discussion;
- C23 BID Renewal - no discussion;
- C24 Transportation Bus Purchase Agreement - no discussion;
- C25 Interlocal Agreement between the School Board of Clay County, Florida: the Town of Orange Park and the Town of Orange Park Police Department - no discussion;
- C26 Interlocal Agreement between the School Board of Clay County, Florida: City of Green Cove Springs Florida; and Green Cove Springs Police Department - no discussion;
- C27 Amendment to Clay County Agreement/Contract No. 2024-2025 - Interlocal Agreement between the School Board of Clay County (SBCC), Florida; and the Board of County Commissioners (BCC) for Funding of School Resource Officers (July 1,

- 2024 - June 30, 2027) - no discussion;
- C28 Resolution to Dispose of Relocatable Buildings at Oakleaf Junior High School - no discussion;
 - C29 Prequalification of Contractors - no discussion.

5. District Updates

Minutes:

Superintendent Broskie noted that One Clay Leadership is taking place this week to provide all secondary school teachers and leaders training and team planning of school improvement goals and strategies to be implemented.

Matt Boyack, Director of Safety and Security, anticipated the approval of funds, upon the budget being passed, to accommodate CCDS' participation in a pilot program (Yondr) to provide a means to restrict cell phone use at all school levels. An agenda item will be entered for the board's consideration and approval. Mrs. Gilhousen recommended this commitment be contingent upon being fully funded for all high schools. Mr. Broskie noted the district's responsibility for certain deliverables to the state so they can assess the program's success and cautioned the board that not all parents may support this measure. Mrs. Hanson noted that a forum held two years ago yielded the confirmation that parents acknowledged and are aware that children have problems and are negatively affected by cell phone use, and she is proud that Clay County is leading the way to do the best thing for academic achievement. Mrs. Skipper advised legislators have been presented with medical data showing how harmful cell phone use is for children and that this measure will help both teachers and students as well as uphold the law. Mrs. Clark noted previous input from principals opposing cell phones during school hours.

Mr. Broskie noted actions taken re the budget with the two primary goals of prioritizing students in the classroom and prioritizing employees. Every affected employee was offered another opportunity within the district. Once the budget is signed, work can continue on developing the district's budget and making any additional revisions needed. Board members will meet 1:1 with Dawn Posey, Interim Assistant Superintendent of Business Affairs, to review the upcoming tentative budget presentation and format.

6. Executive Session (closed to the public)

Minutes:

Following all meeting business, a recess was taken at 10:35 a.m., and an executive session (closed to the public) was convened at 10:42 a.m. The meeting was adjourned following the executive session.

Questions from the Audience (None)

Superintendent Comments (None)

School Board Attorney Comments

7. School Board Attorney Comments

Minutes:

Jeremiah Blocker, School Board Attorney, advised that there will be an upcoming presentation at a future workshop outlining legislative changes.

School Board Comments

8. School Board Member Comments

Minutes:

Mrs. Clark appreciated the heartfelt graduation of four students from AMI.

Mr. Alvero was impressed with the Family and Community Engagement initiatives and looks forward to continued efforts to bring back students to CCDS.

Mrs. Hanson encouraged board members to attend future FSBA conferences, appreciating the training and statistical information she received.

Adjournment (12:02 p.m.)



School Board of Clay County

Teacher Inservice Center, 2233 Village Square Parkway, Fleming Island FL 32003

June 26, 2025 - Regular School Board Meeting

Date: Jun 26 2025 (6:00 p.m.)

Student Showcase (None)

Invocation (Erin Skipper)

Pledge of Allegiance

Call to Order (Present: Erin Skipper, District 1; Robert Alvero, District 2, Beth Clark, District 3; Michele Hanson, District 4; Superintendent David Broskie; Not Present: Ashley Gilhousen, District 5)

Recognitions and Awards

[1. Recognize 2024-2025 Retirees](#)

Minutes:

Brenda Troutman, Assistant Superintendent for Human Resources, introduced an audio/visual presentation honoring Clay County District Schools' 2024-2025 retirees. There are 120 retirees, possessing 2,364 combined years of experience.

Presenters (None)

School Showcase (None)

Presentations from the Audience (Public Comment on Specific Agenda Items)

[2. Public Comment on Specific Agenda Items](#)

Minutes:

There were no public speakers on specific agenda items.

Discussion Agenda

Human Resources

[3. D1 - Human Resources Special Action A](#)

Minutes:

There was no Human Resources Special Action A.

[4. D2 - Human Resources Special Action B](#)

Minutes:

There was no Human Resources Special Action B.

Consent Agenda

Superintendent

[5. C1 - Minutes of School Board Workshop on May 27, 2025; Student Hearings and Regular Meeting on June 5, 2025](#)

[2025 May 27 Workshop.pdf](#)

[2025 Jun 5 Student Hearings.pdf \(Confidential\)](#)

[2025 Jun 5 Regular Mtg.pdf](#)

[6. C2 - Payment of Annual Membership Dues for 2025-2026 to Florida Association of District School Superintendents](#)

School Board Member

[7. C3 - C2a - Notice of Public Hearing and Approval to Advertise Revisions to SB Policy 5136 Wireless Communications Devices](#)

[Legal Adv Notice of PH to Revise 5136 Wireless Communications Devices.pdf](#)

[5136 - WIRELESS COMMUNICATION DEVICES_Proposed Revisions.pdf](#)

Information Technology Services

[8. C4 - ENA\Zayo Contract Amendment](#)

[250164_ENA\(ZAYO\)_Contract_210096_&_230097_Amnd_2_DKC_6-3-25.pdf](#)

[Executed 250164 ENA_Zayo Education.pdf](#)

Human Resources

[9. C5 - Personnel Consent Agenda](#)

[Personnel Consent Agenda 6-26-2025.pdf](#)

[10. C6 - Complete Salary Schedule 2025-2026](#)

[Proposed 2025-2026 Salary Schedule \(1\).pdf](#)

Instruction-Academic Services

[11. C7 - School Board Approval of the 2025-2026 Comprehensive Evidence-Based Reading Plan \(CERP\)](#)

[Clay Comprehensive Evidence-Based Reading Plan 2025-2026 \(1\).pdf](#)

[Executed Clay Comprehensive Evidence-Based Reading Plan 2025-2026.pdf](#)

[12. C8 - 2025-2026 Dual Enrollment Articulation Agreement Between School Board of Clay County and St. Johns River State College \(SJRSC\)](#)

[SJRSC Dual Contract 250195 2025-2026.pdf](#)

[13. C9 - Interlocal Agreement Between The School Board of Clay County, Florida and Rolling Hills Community Development District Regarding Usage of District Recreational Facilities.](#)

[Interlocal Agreement Between The School Board of Clay County, Florida and Rolling Hills Community Development District Regarding Usage of District Recreational Facilities..pdf](#)

Instruction-Career and Technical Education

[14. C10 - Agreement Between Clay County District Schools and Clay County Fire Rescue \(CCFR\)](#)

[250198 CCFR Adjunt Teacher 2526.pdf](#)

[Executed 250198.pdf](#)

Instruction-K-12 Academic

[15. C11 - K-12 Academic Services Out of State and Overnight Student Travel](#)

[June 26 2025 Student Travel.pdf](#)

[16. C12 - Agreement between the School Board of Clay County and AMI Kids DBA AMIKids Clay County](#)

[AMI Kids 250201 2025-2026.pdf](#)

[Executed 250201 AMI Kids.pdf](#)

[17. C13 - 2025-2027 Dual Enrollment Articulation Agreement Between School Board of Clay County and Florida State College of Jacksonville](#)

[FSCJ Dual Enrollment 2025-2027 250197.pdf](#)

[18. C14 - Preferred Physical Therapy Contract](#)

[Preferred Physical Therapy 250200.pdf](#)

[Executed 250200 Preferred Physical Therapy.pdf](#)

Instruction-Reading/Library Media

[19. C15 - Request for Review or Reconsideration of Library Materials Appeals](#)

[June 2025 Request for Review or Reconsideration of Library Materials Appeals List.pdf](#)

Business Affairs

[20. C16 - PowerSchool Contract Renewals](#)

[PowerSchool BusinessPlus.pdf](#)

[PowerSchool Records Elevate Hire.pdf](#)

[Powerschool Predictive Enrollment Analytics.pdf](#)

[Executed Power School Renewals.pdf](#)

[21. C17 - Proposed Allocation Changes for 2025-2026](#)

[06.26.25 - 25-26 Allocation Summary.pdf](#)

Business Affairs-Accounting

[22. C18 - Monthly Financial Reports May 2025](#)

[Property Report May 2025.pdf](#)

[May Financials 6-5-25 \(1\).pdf](#)

[23. C19 - BUDGET AMENDMENT REPORT FOR May 31, 2025](#)

[May 2025 Monthly Budget Statement.pdf](#)

Business Affairs-Insurance

[24. C20 - Approve the 2025-2026 District's Property/Casualty/Active Assailant Insurance renewal submitted by Arthur J. Gallagher & Co. \(broker\)](#)

[Clay County Schools Premium Summary.pdf](#)

[Clay County Schools Renewal Presentation FINAL.pdf](#)

Business Affairs-Property

[25. C21 - DELETION OF CERTAIN ITEMS REPORT June, 2025](#)

[DELETION ANALYSIS JUNE 2024- 2025.pdf](#)

[Deletion Report June 2025.pdf](#)

Business Affairs-Purchasing

[26. C22 - Contract Renewal – Benefitfocus Agreement for Web Based Enrollment and Eligibility Management System RFP # 18-BA-123](#)

[250177 Benefitfocus - Order Form for Renewals & New Retiree & incorporate HSA, FSA, DCA Order Form 6.9.2025.pdf](#)

[27. C23 - BID Award](#)

[28. C24 - BID Renewal](#)

Operations

[29. C25 - Transportation Bus Purchase Agreement](#)

[Bus Purchase Agreement.pdf](#)

[30. C26 - Interlocal Agreement between the School Board of Clay County, Florida; the Town of Orange Park and the Town of Orange Park Police Department](#)

[SRO Interlocal Agreement - OPPD 25_26 - 6.26.25.pdf](#)

[Interlocal Agreement with Orange Park Police Dept. Contract Review 6.26.25.pdf](#)

[31. C27 - Interlocal Agreement between the School Board of Clay County, Florida; City of Green Cove Springs Florida; and Green Cove Springs Police Department](#)

[SRO Interlocal Agreement - GCSPD 25_26 6.26.25.pdf](#)

[Interlocal Agreement with Green Cove Springs Police Dept. Contact Review 6.26.25.pdf](#)

[32. C28 - Amendment to Clay County Agreement/Contract No. 2024/2025 - 200 Interlocal Agreement between the School Board of Clay County \(SBCC\), Florida; and the Board of County Commissioners \(BCC\) for Funding of School Resource Officers \(July 1, 2024 - June 30, 2027\)](#)

[2023-2024-200 CCSB Interlocal Funding_BCC#10 signed \(1\).pdf](#)

[BCC_CCSB Interlocal FUNDING Agreement Exhibit A & B.pdf](#)

[33. C29 - Approval to Participate in Florida Department of Education's Wireless Communication Pilot Program \(SB 1470\)](#)

Operations-Facilities

[34. C30 - Resolution to Dispose of Relocatable Buildings at Oakleaf Junior High School](#)

[Resolution for Dispose of Relocatable Building at Oakleaf Junior High School.pdf](#)

[35. C31 - Prequalification of Contractors](#)

[Table for Board Backup Contractor Prequal, 6.26.2025](#)

[36. C32 - 2024-2025 S.R.E.F. Casualty, Safety, Sanitation, Relocatable, and Fire Safety Inspection Report](#)

[Department of Health Inspections.pdf](#)

[Fire Safety Inspections.pdf](#)

[Portable Inspections.pdf](#)

Adoption of Consent Agenda

[37. Adoption of Consent Agenda](#)

Motion

Motion to Adopt Consent Agenda

Minutes

Prior to the adoption of the consent agenda, Chair Skipper read the following statement into the record: "There has been a necessary revision to a supporting document attached to Item C28 Amendment to Clay County Agreement/Contract No. 2024/2025 – Interlocal Agreement between the School Board of Clay County (SBCC), Florida; and the Board of County Commissioners (BCC) for Funding of School Resource Officers (July 1, 2024 – June 30, 2027). In accordance with Florida Statute 120.525(2), a change may be made for good cause. A revised version of Exhibit B, delineating the payment schedule for services, has been attached to the agenda. This schedule reflects the breakout of capital funds to be issued in the months of July and August 2025 and adjusts the remaining ten payouts accordingly. The overall amount of funds being paid for services remains the same."

Vote Results (Approved)

Motion: Beth Clark

Second: Robert Alvero

Ashley Gilhousen

- Not Present

Beth Clark

- Aye

Michele Hanson

- Aye

Erin Skipper

- Aye

Robert Alvero

- Aye

Presentations from the Audience (Public Comment on Non-Specific Agenda Items)

[38. Public Comment on Non-Specific Agenda Items](#)

Minutes:

Public speakers:

- Adam Goodwin
- Dawn McCool

CCEA Update (Victoria Kidwell)

CESPA Update (None)

Superintendent's Update and Presentations

[39. Superintendent's Update](#)

[Superintendent's Update 06-26-2025.pdf](#)

Minutes:

Superintendent Broskie shared the attached visual presentation highlighting the following:

- Student Achievement in 2025-2026
- Accessing Your Child's Scores
- OneClay Leadership Academy
- Summer Reminders
- Apptegy's Rooms
- Upcoming Events

School Board Attorney Remarks (None)

School Board Member Remarks

[40. School Board Member Comments](#)

Minutes:

Mrs. Hanson noted the upcoming teacher forum being held by the board members on July 24, 2025 at 6:00 p.m., at the Teacher Learning Center OPH Annex.

Mrs. Clark advised that Mr. Broskie will work with the principal at Middleburg High School to address the art and music services at Middleburg High, indicating that the effect on students was the last thing that was intended. She would like to determine if there is a need for second AMIKids facility.

Mr. Alvero expressed his gratitude to the retirees for their many years of service and commitment to Clay County District Schools and the children.

Adjournment (6:44 p.m.)

Superintendent of Schools

School Board Chair

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C2 - Personnel Consent Agenda

Description

Florida Statutes, State Board Rules and Clay County School Board Policies require Board notification and/or action regarding decisions and recommendations of the Superintendent related to Personnel matters. Actions regarding personnel have been recommended by Supervisors, approved by the Superintendent and are being forwarded to the Board for action or, if appropriate, for information. Personnel Actions, Transfer Requests, Pre-employments, Leave Forms or Directives from the Superintendent are available for review in the Human Resources Division.

Gap Analysis

These personnel actions are necessary for the effective operation of the school district.

Previous Outcomes

The Clay County School Board has approved each month a Personnel Consent Agenda which contains appointments, re-appointments, transfers, redesignations, retirements, resignations, and conclude employments.

Expected Outcomes

Approval of the Personnel Consent Agenda.

Strategic Plan Goal

Goal 2: Enact a highly effective recruitment and professional development plan along with opportunities for growth and career development to ensure all students have access to a world class education to become life-long learners for success in a global and competitive workplace and in acquiring applicable life skills.

Strategy 2.1.1 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.

Strategy 2.1.3 Expand involvement in community-sponsored career fairs, providing the opportunity to recruit a diverse population to the multiple career paths within CCDS.

Strategy 2.1.4 Continue to streamline the application and onboarding process to successfully engage and hire quality applicants.

Strategy 2.1.5 Collaborate to strengthen CCDS' branding and marketing to increase the awareness and presence of career opportunities.

Recommendation

To approve the Personnel Consent Agenda.

Contact

Brenda G. Troutman, Assistant Superintendent for Human Resources. (904) 336-6701 Brenda.Troutman@myoneclay.net

Financial Impact

Personnel changes involving already-allocated positions will result in salary impact per the current Board-approved Salary Schedule. This also includes supplemental positions. See current backup for allocation changes for impact of new positions.

Review Comments

Attachments

📎 [Personnel Consent Agenda 8_7_25.pdf](#)

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

August 7, 2025
TABLE OF CONTENTS

I. <u>Administrative Actions</u>	
A. 2024-2025 Appointments	I-A, p. 1
B. 2024-2025 Re-Appointments	I-B, p. 1
C. 2024-2025 Redesignations	I-C, p. 1
D. 2024-2025 Transfers	I-D, p. 1
E. 2024-2025 Resignations, Retirements, Conclude Employment	I-E, p. 1
F. 2024-2025 Supplements	I-F, p. 1
A. 2025-2026 Appointments	I-A, p. 1
B. 2025-2026 Re-Appointments	I-B, p. 1
2025-2026 Redesignations	I-C, p. 1
C. 2025-2026 Transfers	I-D, p. 1
D. 2025-2026 Resignations, Retirements, Conclude Employment	I-E, p. 1
E. 2025-2026 Supplements	I-F, p. 1
II. <u>Job Descriptions and Supporting Documents</u>	
A. Supplemental	II-A, p. 1-2
B. Instructional	II-B, p. 1-2
III. <u>Instructional Actions</u>	
A. 2024-2025 Appointments	III-A, p. 1
B. 2024-2025 Reappointments	III-B, p. 1
C. 2024-2025 Redesignations	III-C, p. 1
D. 2024-2025 Transfers	III-D, p. 1
E. 2024-2025 Resignations/Retirements/Conclude Employment	III-E, p. 1-4
F. 2024-2025 Supplements	III-F, p. 1
G. 2024-2025 Pending Appointments	III-G, p. 1
H. 2024-2025 Out Of Field	III-H, p. 1
A. 2025-2026 Appointments	III-A, p. 1-5
B. 2025-2026 Reappointments	III-B, p. 1-2
C. 2025-2026 Redesignations	III-C, p. 1
D. 2025-2026 Transfers	III-D, p. 1
E. 2024-2025 Resignations/Retirements/Conclude Employment	III-E, p. 1
F. 2025-2026 Supplements	III-F, p. 1-40
G. 2025-2026 Pending Appointments	III-G, p. 1
H. 2025-2026 Out of Field	III-H, p. 1
IV. <u>Instructional Miscellaneous Actions</u>	
A. 2024-2025 Summer School	IV-A, p. 1
B. 2024-2025 Community Education	IV-B, p. 1
C. 2024-2025 Adult Education	IV-C, p. 1
A. 2025-2026 Summer School	IV-A, p. 1

- B. 2025-2026 Community Education
- C. 2025-2026 Adult Education

IV-B. p. 1
IV-C. p. 1

V. Instructional Substitute Teacher Actions

- A. 2024-2025 Substitute Teacher Approval (None)
- A. 2025-2026 Substitute Teacher Approval (None)

V-A. p. 1
V-A. p. 1

VI. Support Actions

- A. 2024-2025 Appointments
- B. 2024-2025 Reappointments
- C. 2024-2025 Redesignations
- D. 2024-2025 Transfers
- E. 2024-2025 Resignations/Retirements/Conclude Employment
- F. 2024-2025 Supplements
- A. 2025-2026 Appointments
- B. 2025-2026 Reappointments
- C. 2025-2026 Redesignations
- D. 2025-2026 Transfers
- E. 2025-2026 Resignations/Retirements/Conclude Employment
- F. 2025-2026 Supplements

VI-A, p. 1
VI-B, p. 1
VI-C, p. 1
VI-D, p. 1
VI-E, p. 1-2
VI-F, p. 1
VI-A, p. 1
VI-B, p. 1-2
VI-C, p. 11
VI-D, p. 1-2
VI-E, p. 1
VI-F, p. 1-2

DRAFT

I. Administrative Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
------------------------	-------------	-----------------

DRAFT

I. Administrative Actions**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
------------------------	-------------	-----------------

DRAFT

I. Administrative Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
------------------------	-------------	-----------------------------

DRAFT

I. Administrative Actions**D. TRANSFER**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
------------------------	-------------	-----------------

DRAFT

I. Administrative Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
ADAMS, LAURA ASHLEY OVE DEAN ELEMENTARY 10 MONTH	Clay High	Effective 2025-06-02 RESIGNATION
CAREN, ETHAN ROGERS ITS DIRECTOR, IT 12 MONTH	INFORMATION AND TECH SERVICES	Effective 2025-06-30 RESIGNATION
GARCIA, YVONNE PADAYHAG RVE CAFE ASSISTANT 6.5 HOURS 9 MON SU	Food & Nutrition Srvc	Effective 2025-05-30 RESIGNATION
KIBLER, ASHLEY HUDDLESTON FIE TEACHER, SC, SECOND GR 10 MONTH	Mcrae Elementary	Effective 2025-06-02 RESIGNATION

I. Administrative Actions**F. SUPPLEMENT**

<u>Name/Assignment</u>	<u>Site</u>
------------------------	-------------

DRAFT

I. Administrative Actions**A. APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ADAMS, LAURA ASHLEY CHS ASST PRIN 11 MO SH 11 MONTH	Clay High	Effective 2025-07-16 11 MONTH / Annual
DOWELL, CHRISTOPHER MICHAEL TRN COOR. TRANSPORTATION 12 MONTH	Transportation	Effective 2025-07-01 12 MONTH / Annual
GARCIA, YVONNE PADAYHAG FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2025-08-08 CAFETERI / Annual
KIBLER, ASHLEY HUDDLESTON MRE ASST PRINCIPAL EL 12 MO 12 MONTH	Mcrae Elementary	Effective 2025-07-01 12 MONTH / Annual
KNIGHT, REX ALLEN RHS ASST PRIN 11 MO SH 11 MONTH	Ridgeview High School	Effective 2025-07-16 11 MONTH / Annual
MYERS, LINA ANGELICA RVE ASST PRINCIPAL EL 12 MO 12 MONTH	Ridgeview Elementary	Effective 2025-07-01 12 MONTH / Annual
SASON, TYLER BRANDON OPJ ASST PRINCIPAL JH 11 MO 11 MONTH	Orange Park Jr High	Effective 2025-07-16 11 MONTH / Annual
WEEKS, DUANE CHRISTOPHER ITS DIRECTOR, IT 12 MONTH	INFORMATION AND TECH SERVICES	Effective 2025-07-01 12 MONTH / Annual

I. Administrative Actions**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
HAYWARD, MICHAEL A FIH MGR SELF CONTAINED IB 10 MONTH	Fleming Island High School	10 MONTH / Annual

I. Administrative Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
------------------------	-------------	-----------------------------

DRAFT

I. Administrative Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BURGHART, JOSHUA KYLE WJH ASST PRINCIPAL JH 12 MO 12 MONTH	Wilkinson Jr High	EFFECTIVE 07/01/2025 / TRANSFER FROM CHS ASST PRIN / 11 MONTH
ROUNTREE, BRETT NEWELL OHS ASST PRIN 12 MO SH 12 MONTH	Oakleaf High School	EFFECTIVE 07/14/2025 / TRANSFER FROM LJH ASST PRINCIPAL JH / 11 MONTH

DRAFT

I. Administrative Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
------------------------	-------------	-------------------------

DRAFT

I. Administrative Actions

F. SUPPLEMENT

Name/Assignment	Site	
JOHNSON, AVIUS EYVETTE DOE DISCRETIONARY SUPPLEME	Discovery Oaks Elementary	Appointment

DRAFT

II. JOB DESCRIPTION ACTIONS

A. Supplemental - Approve the following job description:

NEW:

CROSS COUNTRY HEAD JH

During our community redistricting meetings at Lake Asbury Jr. High and Oakleaf Jr High, the district entertained many questions regarding athletic participation for 6th Grade students. The District is adding Cross Country at the junior high level, a no-tryout sport open to 6th, 7th, and 8th grade students. This addition aims to increase athletic opportunities for all students. The supplement is requested at 6%, which aligns with other Junior High Athletic Supplements.

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of all the Cross Country Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the rules pertaining to High School Cross Country.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the cross country program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal for all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the cross country program.
 - b. Schedules and contracts all cross country meets.
 - c. Checks on and maintains the eligibility of the cross country participants (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - d. Arrange officials for meets.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains meet and practice areas.
 - g. Arrange for scorers, timers and workers.
 - h. Arranges team transportation on away games and assures proper adult supervision.
 - i. Coordinates field use with other school functions.
 - j. Helps coordinate the Athletic Award System, helps select and order all team and individual awards for the banquet.
7. Works closely with the news media regarding all phases of the cross country program. Encourages athletes to play other sports.
8. Assumes responsibility for locker room supervision and security in locking up.
9. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and matches.
10. Assumes responsibility for informing the players and parents on the care, safe use and dangers of the uniforms and equipment used by team members.
11. Assumes responsibility for the entire function of any Booster Club associated with the cross country program.
12. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
13. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Must complete an update of the Care and Prevention of Athletic Injuries workshop in order to receive the supplement and in order to be considered for reappointment to the Head Coach position for the following year.

Board Approved: 08/07/25

II. JOB DESCRIPTION ACTIONS

B. Instructional - Approve the following job description:

NEW:

EDUCATIONAL EVALUATOR

This new position is essential for conducting the required evaluations of learners exhibiting complex needs and academic challenges. The role focuses on identifying students with special needs and is responsible for reporting, collaborating with stakeholders, and designing targeted interventions to address individual student needs. Additionally, this position will provide critical support to the School Psychologist team, Pre-K Assessment team, Student Engagement Team, and ESE Site Specialists.

Job Locator: I-2.1.106

Title: Educational Evaluator

Position Grade: Teacher Salary Schedule

Evaluated By: Director of Climate and Culture

Job Description:

The Educational Evaluator is responsible to the Director of Climate and Culture and has a staff relationship with all other personnel. Educational Evaluators apply expertise in teaching and learning to assess students using approved instruments that they are qualified to administer. They partner with families, educators, school psychologists, and other professionals to create safe, healthy, and supportive learning environments for all students.

Responsibilities and duties of this position include:

1. Assist school-related personnel in identifying children with learning differences.
2. Review screening data and cumulative records of students to help identify appropriate testing that is needed.
3. Administer and score various assessments used to identify students who may qualify for various ESE services.
4. Interpret educational and psychological information obtained to describe student performance and the appropriateness of educational programs beneficial to unique characteristics.
5. Consult with other educators, including school psychologists, to prepare psychological reports, interpret test results, and give appropriate recommendations concerning educational programs for students.
6. Consult with teachers or staff regarding MTSS interventions, academics, or behavior plans.
7. Participate in ESE meetings such as eligibility meetings, re-evaluation meetings, manifestation meetings, and any other meetings requiring their skill set.
8. Can serve as ESE Local Education Agency (LEA) Designee in IEP meeting.
9. Communicate with parents and families regarding relevant information about students' development and skills.
10. Arranges for a continuum of services to students with disabilities, including, but not limited to, coordination with the district specialists of specific programs (i. e. reading, math, Autism Spectrum Disorder (ASD), Emotional/Behavioral Disorder (E/BD) etc).
11. Maintain knowledge of updated curriculum and supplemental materials/ education.
12. Participates in required local, state, and federal training regarding policies, procedures, and best practices according to applicable state and federal special education law.
13. Perform other such duties as requested by the Director of Climate and Culture.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate showing certification in Exceptional Student Education.
2. Five (5) years of teaching experience
3. Master's degree in education, preferably in Exceptional Student Education

Desired Qualifications:

1. Experience teaching pre-school students in Exceptional Student Education programs.
2. Knowledge of curriculum including exceptional student education.
3. Knowledge of state/federal laws regarding students with disabilities.
4. Knowledge of general education MTSS procedures.

Board Approved: 08/07/25

III. Instructional Actions**A. APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
------------------------	-------------	-----------------

DRAFT

III. Instructional Actions**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
------------------------	-------------	-----------------

DRAFT

III. Instructional Actions

C. RE-DESIGNATION

Name/Assignment	Site	Effective/Action
-----------------	------	------------------

DRAFT

III. Instructional Actions**D. TRANSFER**

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
------------------------	-------------	----------------------------

DRAFT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	ALLEN, DAVID SCOTT STS CURR SPEC 12 MO 12 MONTH	Wilkinson Elementary	Effective 2025-06-30 RESIGNATION
	ARMONT, JERRELL WARDRIESE DOE COUNSELOR, ELEM 10 MONTH	Discovery Oaks Elementary	Effective 2025-06-02 RESIGNATION
	BARJON, LUNAE LEESA OPJ TEACHER, SUPP FACIL 10 MONTH	Orange Park Jr High	Effective 2025-06-02 CONCLUDE EMPLOYMENT
	BRASHEAR JR, ARLIE FREDDIE LAJ TEACHER, SOC STUD, JH 10 MONTH	Lake Asbury Junior High School	Effective 2025-06-02 RESIGNATION
	BROWN, TORI NEIRRA LAJ TEACHER, VE/INCLUSION 10 MONTH	Lake Asbury Junior High School	Effective 2025-06-02 RESIGNATION
	CARPENTER, BARBARA JEAN MRE TEACHER, SC, SIXTH GR 10 MONTH	Keystone Heights Elementary	Effective 2025-01-05 RESIGNATION
	CARTER, MATTHEW ALLAN OHS TEACHER, PHYSICAL ED SH 10 MONTH	Oakleaf High School	Effective 2025-06-02 RESIGNATION
0.9	COLEMAN, DESTINY J GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2025-05-30 RESIGNATION
	CORBITT, MARY JO DOE TEACHER, SC, SECOND GR 10 MONTH	Discovery Oaks Elementary	Effective 2025-06-02 RESIGNATION
	DAVIS, STACY FLICK OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	Effective 2025-06-02 RESIGNATION
0.9	DI FINI, KATRINA DAWN OHS GENERAL HEALTH ASSISTA 9 MON SU	Plantation Oaks Elementary	Effective 2025-05-30 RESIGNATION
	DIGNAN JR, PHILIP VAN CHS TEACHER, FOREIGN LANG, SH 10 MONTH	Oakleaf Junior High School	Effective 2025-06-02 RESIGNATION
	EMIANTOR, GLENEISHA LAVELLA DIS TEACHER, PRE-KDG ESE 10 MONTH	Doctors Inlet Elementary	Effective 2025-06-02 CONCLUDE EMPLOYMENT
	FINLAY, WILLIAM TREVOR MHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Middleburg High	Effective 2025-06-02 RESIGNATION
	GAMBLE, JENNY LLINAS STS STUD SERV PSYCH 12 MO 12 MONTH	CLIMATE AND CULTURE	Effective 2025-06-30 RESIGNATION
	GARRETT-TAYLOR, COREY JANE DOE TEACHER, SC, SECOND GR	Discovery Oaks Elementary	Effective 2025-06-02 RESIGNATION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	10 MONTH		
	GIBSON, HEATHER LYNN KHE COUNSELOR, ELEM 10 MONTH	Keystone Heights Elementary	Effective 2025-06-02 RESIGNATION
	GIDCUMB, CATHERINE HICKS WEC TEACHER, SC, THIRD GR 10 MONTH	W.E. Cherry Elementary	Effective 2025-06-02 RESIGNATION
	GONZALEZ MORENO, ISABEL DIS TEACHER, SC, KINDERGARTEN 10 MONTH	Doctors Inlet Elementary	Effective 2025-06-02 RESIGNATION
	GRAY, CYNTHIA G STS STUD SERV PSYCH 12 MO 12 MONTH	CLIMATE AND CULTURE	Effective 2025-06-30 RESIGNATION
	GRIGGS JR, UNDRÉ FIH TEACHER, SOC STUD, SH 10 MONTH	Fleming Island High School	Effective 2025-06-02 RESIGNATION
	GUPTILL, JASON C CEB TEACHER, INSTRUCT TECH EL 10 MONTH	Charles E. Bennett Elementary	Effective 2025-06-02 RESIGNATION
	HAMILTON, EDRICK L ESE SCHOOL SITE SPEC LVL 2 10M 10 MONTH	Exceptional Student Education	Effective 2025-06-02 CONCLUDE EMPLOYMENT
	HOPPEN, MELISSA J POE TEACHER, VE/INCLUSION 10 MONTH	Plantation Oaks Elementary	Effective 2025-06-02 RESIGNATION
	HOUSER, CLAUDIA FARAH FIE TEACHER ENGLISH LANG DEV. 10 MONTH	Rideout Elementary	Effective 2025-06-02 RESIGNATION
0.9	JAMES, ELIZABETH ANNE WEC GENERAL ASSISTANT 9 MON SU	Grove Park Elementary	Effective 2025-05-30 RESIGNATION
	JERNIGAN, KELLY L LES MEDIA SPECIALIST, ELEM 10 MONTH	Lakeside Elementary	Effective 2025-06-02 RETIREMENT
0.4	JONES, JENNIE LADNER ESE TEACHER, GIFTED 10 MONTH	S. Bryan Jennings Elementary	Effective 2025-06-02 RESIGNATION
0.6	JONES, JENNIE LADNER SBJ TEACHER, GIFTED 10 MONTH	S. Bryan Jennings Elementary	Effective 2025-06-02 RESIGNATION
0.8	KING, LINDSEY NICOLE SPS GENERIC CLASSROOM ASSISTAN 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2025-05-30 RESIGNATION
	LEE, CAROLINE MELANIE OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Orange Park High	Effective 2025-06-02 RETIREMENT
	LEGGE, KELLIE D RVE TEACHER, INSTRUCT TECH EL 10 MONTH	Ridgeview Elementary	Effective 2025-06-02 RETIREMENT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
LEYIMU, AYOMIDE A CHS TEACHER, SOC STUD, SH 10 MONTH	Clay High	Effective 2025-06-02 CONCLUDE EMPLOYMENT
MANISCALCO, STACEY NEILE GPE TEACHER, SC, THIRD GR 10 MONTH	Grove Park Elementary	Effective 2025-06-02 RESIGNATION
MONTGOMERY, MARIE ELIZABETH POE TEACHER, ART, ELEM 10 MONTH	Plantation Oaks Elementary	Effective 2025-06-02 RESIGNATION
MOSIER, MICHELLE MARIE STS STUD SERV PSYCH 12 MO 12 MONTH	CLIMATE AND CULTURE	Effective 2025-06-30 RESIGNATION
MOYER, ALEXANDRA MARY MCE TEACHER, SC, THIRD GR 10 MONTH	Montclair Elementary	Effective 2025-06-02 RESIGNATION
ONTIVEROS, JOHANNA QUINTERO AES TEACHER, SC, SECOND GR 10 MONTH	Argyle Elementary	Effective 2025-06-02 RESIGNATION
POE, JANELL LEA SPC VE SELF-CONTAINED-EBD 10 MONTH	Oakleaf Junior High School	Effective 2025-06-02 RESIGNATION
PULLEN, JESSICA PARMAN OPE TEACHER, SC, SECOND GR 10 MONTH	Orange Park Elementary	Effective 2025-06-02 RESIGNATION
ROBBINS, CANDICE NICOLE WEC TEACHER, SC, SIXTH GR 10 MONTH	W.E. Cherry Elementary	Effective 2025-06-02 RESIGNATION
ROBINSON, OLGA ILLIVNA KHH TEACHER, VE/INCLUSION 10 MONTH	Keystone Heights High School	Effective 2025-06-02 RETIREMENT
SANDERS, ALICIA JOANN CVA TEACHER, MATHEMATICS, SR 10 MONTH	Clay Virtual Academy	Effective 2025-06-02 RESIGNATION
SPOONER, JENNIFER BARLOW FIE VE SELF-CONTAINED-ASD 10 MONTH	Ridgeview High School	Effective 2025-06-02 RESIGNATION
STEVENS, KRISTEENA L STS SCHOOL SOCIAL WORKER 12 MO 12 MONTH	Keystone Heights Elementary	Effective 2025-06-30 RESIGNATION
TANNER, ALEX ANDREA SLE TEACHER, MUSIC, ELEM 10 MONTH	Shadowlawn Elementary	Effective 2025-06-02 RESIGNATION
TOWNS, KATIE ANN TES BEHAVIORAL SUPPORT TECH 9 MON SU	Tynes Elementary	Effective 2025-05-30 RESIGNATION
TURNER, PENNY KELLEY FIE TEACHER, SC, FOURTH GR 10 MONTH	Clay Hill Elementary	Effective 2025-06-02 RESIGNATION
WHITING, JONATHAN LEE RHS VE SELF-CONTAINED-IND	Ridgeview High School	Effective 2025-06-02 RESIGNATION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
10 MONTH WINCHESTER, RAMONA L WEC TEACHER, HEALTH, EL 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2025-06-02 RETIREMENT

III. Instructional Actions

F. SUPPLEMENT

Name/Assignment	Site	Supplement Action
-----------------	------	-------------------

DRAFT

III. INSTRUCTIONAL ACTIONS 2024-2025

G. PENDING APPOINTMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
------------------	-------------------	-------------	----------------	--------------------

NONE

DRAFT

III. INSTRUCTIONAL ACTIONS 2024-2025

H. OUT OF FIELD

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
------------------	-------------------	-------------	----------------	--------------------

NONE				
------	--	--	--	--

DRAFT

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ALLISON III, ARTHUR GRAHAM OPH TEACHER, SCIENCE, SH 10 MONTH	Orange Park High	Effective 2025-08-04 10 MONTH / Annual
ARAMOWICZ, RYAN SCOTT SPS TEACHER PHYSICAL ED EL 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
BATES, CANDACE MARIE MHS TEACHER, MATHEMATICS, SR 10 MONTH	Middleburg High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
BELAND-BOLTZ, KIRSTEN FAY AES TEACHER, SC, THIRD GR 10 MONTH	Argyle Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
BONHAM, MEGHAN PATRICIA ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Lake Asbury Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
BORDEAU, MIA JOLAN SBJ TEACHER, SC, FOURTH GR 10 MONTH	S. Bryan Jennings Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
BRADLEY, COURTNEY NICHOLE SPC TEACHER, SC, FIRST GR 10 MONTH	Swimming Pen Creek Elem	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
BROWN, ETHAN DOUGLAS MHS TEACHER, VE/INCLUSION 10 MONTH	Middleburg High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
BUCK, ANDREW DANGER LJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lakeside Junior High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
BUTLER, KIARA RENEE CGE TEACHER, PRE-K/ BEHAVIOR ESE 10 MONTH	Coppergate Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
COLEMAN, DESTINY J GPE VE SELF-CONTAINED-ASD 10 MONTH	Grove Park Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
CONOVER, KATHRYN ANNE CHS TEACHER, MATHEMATICS, SR 10 MONTH	Clay High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
CORSON, HALEY ANN RVE VE SELF-CONTAINED-IND 10 MONTH	Ridgeview Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
DALLAS, LINDSEY LATRELLE KHE TEACHER, VE/INCLUSION 10 MONTH	Keystone Heights Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
DAVIS, TAMIKA M OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
DETORO, MARK ANDREW RHS VE SELF-CONTAINED-ASD 10 MONTH	Ridgeview High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
DI FINI, KATRINA DAWN POE VE SELF-CONTAINED-ASD 10 MONTH	Plantation Oaks Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
DOMINEY, ASHLYN NICOLE DOE TEACHER, SC, FIRST GR 10 MONTH	Discovery Oaks Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
DOTSON, ANGELA KAY SPS TEACHER SC FIRST GR 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2025-08-04 10 MONTH / Annual
DOWDELL, TERRA YVONNE CGE VE SELF-CONTAINED-EBD 10 MONTH	Coppergate Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
DUBOSE, ALEXIS TEONDRA GPE TEACHER, SC, THIRD GR 10 MONTH	Grove Park Elementary	Effective 2025-08-04 10 MONTH / Annual
EATON, CHRISTIE MAY MRE TEACHER, VE/INCLUSION 10 MONTH	Mcrae Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
ELLIOTT, EMILY CHARLOTTE KHH TEACHER, MATHEMATICS, SR 10 MONTH	Keystone Heights High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
ELLIS, TERRY L OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
FARRIS, KRISTINA HOPE RVE VE SELF-CONTAINED-IND 10 MONTH	Ridgeview Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
FORSBERG, CARLI BROOKE WES TEACHER, TITLE I, ELEM 10 MONTH	Wilkinson Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
FRANCO, GABRIELLA MARYROSE OPH VE SELF-CONTAINED-EBD 10 MONTH	Orange Park High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
GANN, CARLIE ISABEL MCE TEACHER, MUSIC, ELEM 10 MONTH	Montclair Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
GARTMAN, GRAYCE LILLIAN TES TEACHER, SC, FIRST GR 10 MONTH	Tynes Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
GIBSON, HEATHER DALE WES TEACHER, SC, FIFTH GR 10 MONTH	Wilkinson Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
GIERKE, JEFFERY MICHAEL CHS TCH, SOC STUD, SH 11 MO 11 MONTH	Clay High	Effective 2025-07-16 11 MONTH / Instructional Probationary Annual
GRATASKI, NICOLE MARIE AES TEACHER, SC, KINDERGARTEN 10 MONTH	Argyle Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
GURTLE, CLAIRE SUZANNE GCJ TEACHER, SCIENCE, JH 10 MONTH	Green Cove Springs Junior High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
HANSMAN, KAYLYN SUZANNE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Thunderbolt Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
HOLLAND, TROYSHA LATRIESE	Tynes Elementary	Effective 2025-08-04

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
CLINICIAN 10 MONTH		Probationary Annual
HOLLAND, TROYSHA LATRIESE TES TEACHER, SC, KINDERGARTEN 10 MONTH	Tynes Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
HUNLEY, MADISSON BROOKE MBE TEACHER, ART, ELEM 10 MONTH	Middleburg Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
HURT, MARIA DUMSTORF KHH TEACHER, MATHEMATICS, SR 10 MONTH	Keystone Heights High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
JAMES, ELIZABETH ANNE GPE TEACHER, ART, ELEM 10 MONTH	Grove Park Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
JOHNSON, EVELYN RHS TEACHER, HEALTH SCIENCE ED 10 MONTH	Ridgeview High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
JOHNSON, KIMBERLY ANN OVE TEACHER, PRE-K/ BEHAVIOR ESE 10 MONTH	Oakleaf Village Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
JORDAN, GRACE EVELYN DOE TEACHER, SC, FIRST GR 10 MONTH	Discovery Oaks Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
KEATON, STEPHANIE DAWN MHS TEACHER, FAMILY/CONSUMER 10 MONTH	Middleburg High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
KING, LINDSEY NICOLE SPS TEACHER ART ELEM 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
LANG, CLARAANN JEAN MCE TEACHER, SC, FIFTH GR 10 MONTH	Montclair Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
LEAMAN, CHRISTINA RATH RVE TEACHER, SC, KINDERGARTEN 10 MONTH	Ridgeview Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
LEWIS, EMILY ANGELINE DOE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
MAHONEY, TEENA L OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Orange Park High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
MARSHALL, ATECIA SANCIA RVE TEACHER, SC, FIRST GR 10 MONTH	Ridgeview Elementary	Effective 2025-08-04 10 MONTH / Annual
MAULDIN, ADDYSON VICTORIA RHS TEACHER, PHYSICAL ED SH 10 MONTH	Ridgeview High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
MCKEON, AMBER RENEE	Mcrae Elementary	Effective 2025-08-04

III. Instructional Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	MRE TEACHER, SC, FIRST GR 10 MONTH		10 MONTH / Instructional Probationary Annual
	MCKIERNAN, LAUREN AMBROSE POE TEACHER, SC, KINDERGARTEN 10 MONTH	Plantation Oaks Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	MILLER, DONEISHA SHERNILA GPE TEACHER, SC, THIRD GR 10 MONTH	Grove Park Elementary	Effective 2025-08-04 10 MONTH / Annual
	MIRANDA-RODRIGUEZ, MIRNA FIE TEACHER, SC, THIRD GR 10 MONTH	Fleming Island Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	MITCHELL, ELIJAH MATTHEW CHS TEACHER, BUSINESS ED 10 MONTH	Clay High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	MONACO, ALEXANDRA MARIE RVE TEACHER, SC, SIXTH GR 10 MONTH	Ridgeview Elementary	Effective 2025-08-04 10 MONTH / Annual
	MORGAN, ROSE MARIE LES TEACHER, SC, FOURTH GR 10 MONTH	Lakeside Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	MOSLEY, KARSYN PAIGE AES TEACHER, SC, FIRST GR 10 MONTH	Argyle Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	PARKER, AMBER CHYRECE GPE TEACHER, SC, FIFTH GR 10 MONTH	Grove Park Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
0.0	POLLARD, CARRIE JO LAJ TEACHER, SCIENCE, JH 10 MONTH	Lake Asbury Junior High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	RABE, ELIZA JEAN MRE TEACHER, SC, SECOND GR 10 MONTH	Mcrae Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	REID, MARTHA FRANKLIN OVE TEACHER, MUSIC, ELEM 10 MONTH	Oakleaf Village Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
0.2	RICKER, RACHEL ERIN FIH TEACHER, DROPOUT PREV SH 10 MONTH	Fleming Island High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
0.8	RICKER, RACHEL ERIN FIH TEACHER, SCIENCE, SH 10 MONTH	Fleming Island High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	ROBINSON, ANGELA MARIE OHS TEACHER, READING, SH 10 MONTH	Oakleaf High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	RODRIGUEZ, JENNIFER OLJ TEACHER, SUPP FACIL 10 MONTH	Oakleaf Junior High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	ROOKS, LYDIA LYNN POE TEACHER, MUSIC, ELEM 10 MONTH	Plantation Oaks Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
0.5	SHAFFER, VICTORIA LYN LAE TEACHER, PRE-K	Lake Asbury Elementary	Effective 2025-08-04 10 MONTH / Instructional

III. Instructional Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	10 MONTH		Probationary Annual
0.5	SHAFFER, VICTORIA LYN LAE TEACHER, PRE-KDG ESE 10 MONTH	Lake Asbury Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	SHEARIN, MICHELLE NICOLE CEB TEACHER, SC, THIRD GR 10 MONTH	Charles E. Bennett Elementary	Effective 2025-08-04 10 MONTH / Annual
	SOMOZA, MERCEDES DOE TEACHER, PRE-KDG ESE 10 MONTH	Discovery Oaks Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	SPARROW, KAITLYN LEANN DIS TEACHER, SC, KINDERGARTEN 10 MONTH	Doctors Inlet Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	STEELE, HANNAH CATHERINE CEB TEACHER, SC, THIRD GR 10 MONTH	Charles E. Bennett Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	STEEPLES, HALEE MICHELLE POE TEACHER, SC, FIRST GR 10 MONTH	Plantation Oaks Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	STOKES, PEARL FAY GCJ TEACHER, SUPP FACIL 10 MONTH	Green Cove Springs Junior High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	SUTTON, ANISSA ALICIA DOE TEACHER, SC, FIFTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	TERMER, MYLINDA ELIZABETH LAJ VE SELF-CONTAINED-ASD 10 MONTH	Lake Asbury Junior High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	THOMAS, MICHELLE KIERSTEAD MCE TEACHER, SC, THIRD GR 10 MONTH	Montclair Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	TIPTON, TRAVIS ANTHONY WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	TOWNS, KATIE ANN TES VE SELF-CONTAINED-ASD 10 MONTH	Tynes Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	WHITEHURST, SYDNEY MARIE CHS TEACHER, AGRICULTURE 11 MONTH	Clay High	Effective 2025-07-16 11 MONTH / Instructional Probationary Annual
	WHITLOCK, DUSTIN LANE CHS TEACHER, VE/INCLUSION 10 MONTH	Clay High	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	WILKINS, KHARIYAH ALAE GPE TEACHER, SC, FOURTH GR 10 MONTH	Grove Park Elementary	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual
	WILLIAMS, KRISTINA RAE CGE TEACHER, PRE-KDG ESE 10 MONTH	Coppergate Elementary	Effective 2025-08-04 10 MONTH / Annual
	WILLIAMS, ROBERT JAMES LAJ TEACHER, SOC STUD, JH 10 MONTH	Lake Asbury Junior High School	Effective 2025-08-04 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BAKER, AMANDA GRACE LES TEACHER, SC, SIXTH GR 10 MONTH	Lakeside Elementary	10 MONTH / Annual
CODY, SUSAN LYNN OLJ TEACHER, RESEARCH/CRIT JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
CRITTENDEN, JOSHULWAN DAVELLE DOE TEACHER, ART, ELEM 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
HALL, MARY ELIZABETH CTE CURR SPEC 12 MO 12 MONTH	Career And Technical Education	12 MONTH / Professional Services
HOCK, JENNIFER EVELINE KHE TEACHER, COMBINATION, EL 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
HOVSEPIAN, TARA JENNIFER KHH TEACHER, SCIENCE, JH 10 MONTH	Keystone Heights High School	10 MONTH / Professional Services
JACKSON, ISAIAH LEMETRICE RHS TEACHER ESE APP TECH 10 MONTH	Ridgeview High School	10 MONTH / Annual
JORDAN, JEFFREY FRANK LJH TEACHER, VE/INCLUSION 10 MONTH	Lakeside Junior High	10 MONTH / Professional Services
LINCOLN, CHLOE MONQUIE CEB TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
MAYBERRY, STEPHANIE MICHELLE OVE TEACHER, SC, FIFTH GR 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
MCGAHEE, MICHELLE L CHS TEACHER, READING, SH 10 MONTH	Clay High	10 MONTH / Professional Services
MOORE, MIA CLARA DOE TEACHER, SC, THIRD GR 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
PANDICH, THOMAS JOHN RHS TEACHER, MATHEMATICS, SR 10 MONTH	Ridgeview High School	10 MONTH / Professional Services
RICKS, LORI MHS TEACHER, SCIENCE, SH 10 MONTH	Middleburg High	10 MONTH / Professional Services
RIDDLE, JAMES PAUL OPJ TEACHER, BUSINESS ED 10 MONTH	Orange Park Jr High	10 MONTH / Annual
URBANO, SARA E RVE TEACHER, ART, ELEM 10 MONTH	Ridgeview Elementary	10 MONTH / Annual
WEEKS, REBECCA LYNN RVE TEACHER, SC, THIRD GR 10 MONTH	Ridgeview Elementary	10 MONTH / Annual

III. Instructional Actions**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
WILLIAMS, KIRSTEN JULIANNE TES TEACHER, ART, ELEM 10 MONTH	Tynes Elementary	10 MONTH / Annual
WOOD, WILLIAM H LAJ TEACHER, VE/INCLUSION 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual

III. Instructional Actions**C. RE-DESIGNATION**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
------------------------	-------------	-------------------------

DRAFT

III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
BLACKWELL, ASHLEY LAUREN SPS TEACHER SC THIRD GR 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	EFFECTIVE 08/04/2025 / TRANSFER FROM SPC TEACHER, SC, THIRD GR / 10 MONTH
BURR, SANDRA LADAWN MBE TEACHER, SC, SIXTH GR 10 MONTH	Middleburg Elementary	EFFECTIVE 08/04/2025 / TRANSFER FROM TES TEACHER, SC, FIFTH GR/ 10 MONTH
ERVIN, MEGAN BLAKELY PES TEACHER, SC, SIXTH GR 10 MONTH	Robert M. Paterson Elementary	EFFECTIVE 08/04/2025 / TRANSFER FROM SPC TEACHER, SC, FIFTH GR / 10 MONTH
FEHRS, AMBER KAYE MHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Middleburg High	EFFECTIVE 08/04/2025 / TRANSFER FROM GCJ TEACHER, READING, JH / 10 MONTH
FITCHER, CYNTHIA ANN AES TEACHER, SC, SECOND GR 10 MONTH	Argyle Elementary	EFFECTIVE 08/04/2025 / TRANSFER FROM OPH TEACHER, LANGUAGE ARTS, SH / 10 MONTH
GELLER, TARA LEE CGE MENTAL HEALTH COUNS 10 MO 10 MONTH	Coppergate Elementary	EFFECTIVE 08/04/2025 / TRANSFER FROM SPS TEACHER SC FIRST GR / 10 MONTH
HANCOCK, TARA LEIGH CEB TEACHER, SC, FIFTH GR 10 MONTH	Charles E. Bennett Elementary	EFFECTIVE 08/04/2025 / TRANSFER FROM RVE TEACHER, SC, SIXTH GR / 10 MONTH
HARRINGTON, ASHLEI ELISIA MAE CVA TEACHER, MATHEMATICS, SR 10 MONTH	Clay Virtual Academy	EFFECTIVE 08/04/2025 / TRANSFER FROM SIP CURRICULUM COACH/TRAINER / 10 MONTH
INGRAM, JENNIFER NICOLE MBE TEACHER, SC, SIXTH GR 10 MONTH	Middleburg Elementary	EFFECTIVE 08/04/2025 / TRANSFER FROM SBJ TEACHER, SC, FOURTH GR / 10 MONTH
LANG, SAMANTHA PATRICIA FIE VE SELF-CONTAINED-ASD 10 MONTH	Fleming Island Elementary	EFFECTIVE 08/04/2025 / TRANSFER FROM POE TEACHER, VE/INCLUSION / 10 MONTH
RYAN, CHRISTOPHER J ESE SCHOOL SITE SPECIALIST 10M 10 MONTH	Exceptional Student Education	EFFECTIVE 08/04/2025 / TRANSFER FROM ESE TEACHER, SUPP FACIL / 10 MONTH
WHEELER, KATHLEEN STACKS SPC TEACHER, VE/INCLUSION 10 MONTH	Swimming Pen Creek Elem	EFFECTIVE 08/04/2025 / TRANSFER FROM MBE TEACHER, SC, THIRD GR / 10 MONTH

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
KENNEDY, KRISTEN D STS STUD SERV PSYCH 11 MO 11 MONTH	CLIMATE AND CULTURE	Effective 2025-07-17 RESIGNATION

DRAFT

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	ABREU-FIGUEROA, ALEXANDRA OHS CHORAL DIRECTOR SH/JH SUPPLEME	Oakleaf High School	Appointment
	ACKERMAN, CHRISTINE DAWN MHS DEPT HEAD (6-10) SUPPLEME	Middleburg High	Appointment
0.5	ADDIE, NICOLE ELIZABETH OVE SAFETY PATROL SUPPLEME	Oakleaf Village Elementary	Appointment
	AFLEJE, ELIZABETH ANN LJH ACTIVITY PROG CO JH SUPPLEME	Lakeside Junior High	Appointment
0.5	AHRENS, AMY E OHS DEPT HEAD 17-20 SUPPLEME	Oakleaf High School	Appointment
	ALFANO, KELLY MARIE OPE DEPT HD (3-5) SUPPLEME	Orange Park Elementary	Appointment
	ALLAIN-SHIPLEY, APRIL S SIP MATH FIELD DAY COOR SUPPLEME	PROFESSIONAL DEVELOPMENT	Appointment
	ALTWATER, ALLISON GAIL DEMONSTRATION CLASSRM TCH 10MO SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
0.5	ALTWATER, ALLISON GAIL SPS DEPT HD (3-5) SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	ALVAREZ, LEAVY JAKOB-GATOR KHH FOOTBALL ASST SH 75% SUPPLEME	Keystone Heights High School	Appointment
0.5	AMODEO, CHARLES MATTHEW OPJ FLAG FOOTBALL HD SH/JH SUPPLEME	Orange Park Jr High	Appointment
	AMODEO, CHARLES MATTHEW OPJ SOCCER HEAD JH SUPPLEME	Orange Park Jr High	Appointment
	AMODEO, CHARLES MATTHEW OPJ SOFTBALL FP HD JH SUPPLEME	Orange Park Jr High	Appointment
	ANDERSEN, SARAH MARIE RHS SOFTBALL FP HD JV SUPPLEME	Ridgeview High School	Appointment
	ANDERSON, JOYCE C MHS NATIONA HONOR SOCIETY SUPPLEME	Oakleaf High School	Appointment
	ANDREWS, ABBIE L MHS DEPT HEAD 17-20 SUPPLEME	Exceptional Student Education	Appointment
	ANDREWS, SARAH JANE KHH BASKETBALL HD SH SUPPLEME	Keystone Heights High School	Appointment
	ANSCHUETZ, KIMBERLY JOY	Lakeside Junior High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	LJH DEPT HEAD (6-10) SUPPLEME		
	ARMENTA, JESSICA LEE AES DEPT HD (3-5) SUPPLEME	Argyle Elementary	Appointment
	ARRINGTON, MICHAEL B DIS DISCRETIONARY SUPPLEME	Doctors Inlet Elementary	Appointment
	ARTZER, SARAH ELAINE MBE TITLE 1 SUP ED SUPPLEME	Middleburg Elementary	Appointment
0.5	ASKELSON, LAURA A TBE DISCRETIONARY SUPPLEME	Thunderbolt Elementary	Appointment
0.5	ASKELSON, LAURA A TBE ESE INTERVENTION FAC. SUPPLEME	Thunderbolt Elementary	Appointment
	AUSMUS, JESSICA MARIE SPS DEPT HD (3-5) SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	BAILEY, DOROTHY V GPE DEPT HD (3-5) SUPPLEME	Grove Park Elementary	Appointment
	BAIRD JR, PATRICK J MHS SOCCER HEAD SH SUPPLEME	Middleburg High	Appointment
	BAKER, AMANDA GRACE LES SAFETY PATROL SUPPLEME	Lakeside Elementary	Appointment
	BARENGO, RACHEL E DOE DEPT HEAD (6-10) SUPPLEME	Discovery Oaks Elementary	Appointment
0.5	BARNARD, ROBIN LEE FIE DEPT HD (3-5) SUPPLEME	Fleming Island Elementary	Appointment
	BARNES, KALEY JO MHS SOFTBALL FP HD JV SUPPLEME	Middleburg High	Appointment
	BARNES, MICHELLE PATTERSON AES ESE INTERVENTION FAC. SUPPLEME	Argyle Elementary	Appointment
	BARTEL, ANTHONY JAMES GCJ SOCCER HEAD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	BARTLETT, KELCI JO SPS DEPT HD (3-5) SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	BASSETT, JENNIFER HUBBARD TBE ELEM PERF/PROD SUPPLEME	Thunderbolt Elementary	Appointment
0.5	BASSLER III, ROBERT THEODORE MHS BASEBALL JV HD SH SUPPLEME	Middleburg High	Appointment
0.5	BATCHELOR, AMY DAWN	Mcrae Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	MRE DEPT HEAD (11-16 SUPPLEME		
	BAZEMORE, TIFFANY JOAN DEMONSTRATION CLASSRM TCH 10MO SUPPLEME	PROFESSIONAL DEVELOPMENT	Appointment
	BEAVERS, SHANNON MARIE FIE DEPT HD (3-5) SUPPLEME	Fleming Island Elementary	Appointment
	BEHNKEN, MARIA BECHHOLD LAJ CO-CURR CLUB SUPPLEME	Lake Asbury Junior High School	Appointment
	BEHNKEN, MARIA BECHHOLD MHS CO-CURR CLUB SUPPLEME	Lake Asbury Junior High School	Appointment
	BELDEN, TAMMY HILLIKER CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Appointment
	BELL, SHANA KAY CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Appointment
	BENEDICT, HARRY THOREAU OPJ BAND DIR JH SUPPLEME	Orange Park Jr High	Appointment
	BENEDICT, HARRY THOREAU OPJ BAND END OF YEAR 2 FEST SUPPLEME	Orange Park Jr High	Appointment
	BENEDICT, HARRY THOREAU OPJ CHORAL DIRECTOR SH/JH SUPPLEME	Orange Park Jr High	Appointment
	BENEDICT, HARRY THOREAU OPJ CHORUS DIR EOY 2 EVENTS SUPPLEME	Orange Park Jr High	Appointment
	BERLINICKE, DAVID WILLIAM KHH DEPT HEAD (11-16) SUPPLEME	Keystone Heights High School	Appointment
	BERRY, ASIA DOE DEPT HEAD (6-10) SUPPLEME	Discovery Oaks Elementary	Appointment
0.5	BICE, HEATHER MOULTON K12 MUSIC FESTIVAL COOR SUPPLEME	Ridgeview High School	Appointment
	BICE, HEATHER MOULTON RHS CHORAL DIRECTOR SH/JH SUPPLEME	Ridgeview High School	Appointment
0.5	BICE, HEATHER MOULTON RHS DEPT HEAD (6-10) SUPPLEME	Ridgeview High School	Appointment
	BIEBEL, BRANDEN MILLER WJH TRACK ASST JH SUPPLEME	Wilkinson Jr High	Appointment
	BILELLO, ROBYN ELYSE WJH SOCCER HEAD JH SUPPLEME	Wilkinson Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	BILLINGS, CHRISTOPHER MICHAEL WEC DEPT HD (3-5) SUPPLEME	W.E. Cherry Elementary	Appointment
	BILLINGS, CHRISTOPHER MICHAEL WEC SAFETY PATROL SUPPLEME	W.E. Cherry Elementary	Appointment
0.5	BILY, MICHELLE KAY OPH DEPT HEAD (11-16) SUPPLEME	Orange Park High	Appointment
	BLACK, DOUGLAS J OHS SOCCER HEAD SH SUPPLEME	Oakleaf High School	Appointment
	BLACK, JAMES JOHN MHS FLAG FOOTBALL HD SH/JH SUPPLEME	Lake Asbury Junior High School	Appointment
	BLATCHFORD, TODD G KHH DRILL SPONSOR SH SUPPLEME	Keystone Heights High School	Appointment
	BODIE, MIRIAM LOUISE RVE DEPT HD (3-5) SUPPLEME	Ridgeview Elementary	Appointment
0.5	BOHN, LAURA SANDEFER DIS DEPT HEAD (6-10) SUPPLEME	Doctors Inlet Elementary	Appointment
	BORGER, ELLEN PORCHER MHS FRESHMAN CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
	BORUM, AMANDA JUNE DIS DEPT HD (3-5) SUPPLEME	Doctors Inlet Elementary	Appointment
	BOWIE, KIMBERLY ANN OPE ESE INTERVENTION FAC. SUPPLEME	Orange Park Elementary	Appointment
	BOWLES, CATHARINE REBECCA OPH CO-CURR CLUB SUPPLEME	Orange Park High	Appointment
	BOWLES, CATHARINE REBECCA OPH DEPT HEAD (11-16) SUPPLEME	Orange Park High	Appointment
	BOYER, WALTER SCOTT LJH BAND DIR JH SUPPLEME	Lakeside Junior High	Appointment
	BOYER, WALTER SCOTT LJH BAND END OF YEAR 2 FEST SUPPLEME	Lakeside Junior High	Appointment
0.5	BRADY, KATHLEEN MARY OPH JUNIOR CLASS SPONSOR SUPPLEME	Orange Park High	Appointment
0.5	BRAGG, REGINA M SPC DEPT HD (3-5)	Swimming Pen Creek Elem	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
0.5	BRANCH, CHRISTIN DANIELLE TBE DEPT HD (3-5) SUPPLEME	Thunderbolt Elementary	Appointment
	BRAVO, MICHELLE NICOLE DEPT HEAD RESOURCE SUPPLEME	Swimming Pen Creek Elem	Appointment
	BRAVO, MICHELLE NICOLE SPC SAFETY PATROL SUPPLEME	Swimming Pen Creek Elem	Appointment
	BREEDING, CALLIE RAYNE WES ELEM PERF/PROD SUPPLEME	Wilkinson Elementary	Appointment
	BREINDEL-HILL, JULIE ANN DEMONSTRATION CLASSRM TCH 10MO SUPPLEME	Clay High	Appointment
	BRIDGES, AARON JASON GCJ BASKETBALL HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	BROSNAN, MINDY MICHELLE KHE ESE INTERVENTION FAC. SUPPLEME	Keystone Heights Elementary	Appointment
	BROWN, RACHEL ELIZABETH OLJ CO-CURR CLUB SUPPLEME	Oakleaf Junior High School	Appointment
	BROWN, VERONICA CLARK OHS CO-CURR CLUB SUPPLEME	Oakleaf High School	Appointment
0.5	BROWN, VERONICA CLARK OHS DEPT HEAD 17-20 SUPPLEME	Oakleaf High School	Appointment
	BRYMER, JENNIFER D KHH DEPT HEAD (6-10) SUPPLEME	Keystone Heights High School	Appointment
0.3	BUCCI, AMY LEANN MHS JUNIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
	BUMPERS, SHERRY L LJH DEPT HEAD (6-10) SUPPLEME	Lakeside Junior High	Appointment
	BUMPERS, SHERRY L LJH DISCRETIONARY SUPPLEME	Lakeside Junior High	Appointment
	BUONOPANE, KAREN MICHELLE RHS JUNIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Appointment
	BURGHART, LINDSAY ANN MHS DEPT HEAD (6-10) SUPPLEME	Middleburg High	Appointment
	BURLEY, ALLISON CLAIRE OHS SOPHMORE CLASS SPON SUPPLEME	Orange Park High	Appointment
	BURNSSED, ALAN PHILLIP MHS BASEBALL ASST SH	Middleburg High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
0.5	CABALLERO, KYLE R ELE TRACK ELEM COOR SUPPLEME	Discovery Oaks Elementary	Appointment
	CAIN, HOMER EDMOND OPJ DEPT HEAD (6-10) SUPPLEME	Orange Park Jr High	Appointment
	CALHOUN, SHAY SUE WJH NATION JUNIOR HONOR SOC SUPPLEME	Wilkinson Jr High	Appointment
	CAMPBELL, ROBIN MARIE WJH DEPT HEAD (6-10) SUPPLEME	Wilkinson Jr High	Appointment
	CAMPBELL, ROBIN MARIE WJH SCI FAIR COOR LOCAL SUPPLEME	Wilkinson Jr High	Appointment
	CANNARELLA, CINNAMON LEIGH RHS DEPT HEAD 21+ SUPPLEME	Ridgeview High School	Appointment
	CANNON, BURT M MHS BASKETBALL HD SH SUPPLEME	Middleburg High	Appointment
	CARAWAY, TELISSA ANN OHS DEPT HEAD 17-20 SUPPLEME	Oakleaf High School	Appointment
	CARMICHAEL, DENISE RENEE ESOL SUPPORT FACILITATOR SUPPLEME	ESOL	Appointment
	CARNES, SHERMAN B KHH ACADEMIC COACH, LOCAL SUPPLEME	Keystone Heights High School	Appointment
0.5	CARRIGAN, MEGAN K CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Appointment
0.5	CARSEY, JEANINE SUZANNE MRE DEPT HD (3-5) SUPPLEME	Mcrae Elementary	Appointment
0.5	CASCANTE, MOLLY ANNE FIE DEPT HD (3-5) SUPPLEME	Fleming Island Elementary	Appointment
	CASTILLO, SHANNAN MARIE MRE DEPT HD (3-5) SUPPLEME	Mcrae Elementary	Appointment
	CAUSEY, HEATHER NICOL CEB SAFETY PATROL SUPPLEME	Charles E. Bennett Elementary	Appointment
0.5	CHADWICK, KERI LYNN LES DEPT HD (3-5) SUPPLEME	Lakeside Elementary	Appointment
	CHANEY, MARCIA H OPJ DEPT HEAD (6-10) SUPPLEME	Orange Park Jr High	Appointment
0.5	CLARK, TREVOR M RHS DEPT HEAD (11-16)	Ridgeview High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	COCHUYT, CAROL JEAN CVA DEPT HD (3-5) SUPPLEME	Clay Virtual Academy	Appointment
	COCHUYT, CAROL JEAN CVA TECH COACH SEC SUPPLEME	Clay Virtual Academy	Appointment
	COCHUYT, JORDAN JEFFREY MHS BASEBALL HEAD SH SUPPLEME	Middleburg High	Appointment
	COKER, JUSTIN HAYWARD KHH BAND DIR JH SUPPLEME	Keystone Heights High School	Appointment
	COKER, JUSTIN HAYWARD KHH BAND DIR SH SUPPLEME	Keystone Heights High School	Appointment
	COKER, JUSTIN HAYWARD KHH BAND END OF YEAR 2 FEST SUPPLEME	Keystone Heights High School	Appointment
	COLE, FREDERICK DARNELL OHS BASKETBALL HD SH SUPPLEME	Oakleaf High School	Appointment
0.5	COLLINS, JUDY M OPJ DEPT HEAD (6-10) SUPPLEME	Orange Park Jr High	Appointment
2.0	COLON, AMANDA ELAINE MURPHY RHS CO-CURR CLUB SUPPLEME	Ridgeview High School	Appointment
0.5	COLON, ARNALDO J K12 MUSIC FESTIVAL COOR SUPPLEME	Ridgeview High School	Appointment
	COLON, ARNALDO J RHS BAND DIR SH SUPPLEME	Ridgeview High School	Appointment
	COLON, ARNALDO J RHS DRILL SPONSOR SH SUPPLEME	Ridgeview High School	Appointment
	COLON-SANTIAGO, YANITZA MARIE OHS DEPT HD (3-5) SUPPLEME	Oakleaf High School	Appointment
	COMEAU, LORI CHRISTINE POE ESE INTERVENTION FAC. SUPPLEME	Plantation Oaks Elementary	Appointment
	CONRAD-HERNDON, MARLENA KAYE DEPT HEAD RESOURCE SUPPLEME	Keystone Heights Elementary	Appointment
0.5	CONROY, SEAN PATRICK OHS DEPT HEAD 17-20 SUPPLEME	Oakleaf High School	Appointment
	CONSIDINE, JACQUELINE ANNE DEPT HEAD RESOURCE SUPPLEME	Discovery Oaks Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	CONSIDINE, JACQUELINE ANNE DOE ELEM PERF/PROD SUPPLEME	Discovery Oaks Elementary	Appointment
	CORBY, LYNN ANN SPS DEPT HD (3-5) SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	CORLESS, BRYAN JOSEPH LES DEPT HD (3-5) SUPPLEME	Lakeside Elementary	Appointment
	COSTELLO, CARRIE ANNE HOYLE GCJ ESE INTERVENTION FAC. SUPPLEME	Green Cove Springs Junior High	Appointment
0.5	COURSON, ANGELA RAIN FIE DEPT HD (3-5) SUPPLEME	Fleming Island Elementary	Appointment
	COURTNEY, ERICA JANE SLE ESE INTERVENTION FAC. SUPPLEME	Shadowlawn Elementary	Appointment
	COX, ANGELA SHEILA POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Appointment
	COX, ANGELA SHEILA POE SAFETY PATROL SUPPLEME	Plantation Oaks Elementary	Appointment
	CRAWFORD, AMY G GPE ESE INTERVENTION FAC. SUPPLEME	Grove Park Elementary	Appointment
0.5	CRESPO, ALICIA JESSIE OHS CO-CURR CLUB SUPPLEME	Oakleaf High School	Appointment
0.5	CREWS, JEFFERY WAYNE RHS NATIONA HONOR SOCIETY SUPPLEME	Ridgeview High School	Appointment
	CREWS, LAURIENNE MARIE RHS ANNUAL STAFF SH SUPPLEME	Ridgeview High School	Appointment
	CREWS, LAURIENNE MARIE RHS FRESHMAN CLASS SPONSOR SUPPLEME	Ridgeview High School	Appointment
	CROSBY, JAMES MICHAEL OPH DEPT HEAD (11-16) SUPPLEME	Orange Park High	Appointment
0.5	CRUMP, JESSICA LEIGH MHS CO-CURR CLUB SUPPLEME	Middleburg High	Appointment
	CUMBUS, JENNIFER ALICIA KHE DEPT HEAD (11-16) SUPPLEME	Keystone Heights Elementary	Appointment
	CUNNINGHAM, BLAKE ALLEN FIH CO-CURR CLUB SUPPLEME	Fleming Island High School	Appointment
	D ALESSIO, CHELSEA E TBE DEPT HEAD (6-10)	Thunderbolt Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	DACUNTO, AMANDA NOELLE OHS SOFTBALL FP HD JV SUPPLEME	Oakleaf High School	Appointment
	DAMRON, SANDRA JEAN LES ESE INTERVENTION FAC. SUPPLEME	Lakeside Elementary	Appointment
	DANIELS, JUSTIN LEE OPH ACADEMIC COACH, LOCAL SUPPLEME	Orange Park High	Appointment
	DANIELS, JUSTIN LEE OPH DEPT HEAD (11-16) SUPPLEME	Orange Park High	Appointment
	DANZ, NICOLE MELISSA GPE DEPT HD (3-5) SUPPLEME	Grove Park Elementary	Appointment
	DAVIS, AMANDA NICHOLE LES DEPT HD (3-5) SUPPLEME	Lakeside Elementary	Appointment
	DAVIS, KIMBERLY MCCARTY SPC DEPT HD (3-5) SUPPLEME	Swimming Pen Creek Elem	Appointment
	DAVIS, KRISTIN MARIE DEPT HEAD RESOURCE SUPPLEME	Charles E. Bennett Elementary	Appointment
	DEFALCO, DANIELLE C RVE DEPT HD (3-5) SUPPLEME	Ridgeview Elementary	Appointment
	DEMARCO, MARY ELLEN OPH CO-CURR CLUB SUPPLEME	Orange Park High	Appointment
	DENMARK, CARRIE LANG KHH DEPT HEAD (11-16) SUPPLEME	Keystone Heights High School	Appointment
	DEROUSIE, BETHANY LOIS RHS SCI FAIR COOR LOCAL SUPPLEME	Ridgeview High School	Appointment
	DETWYLER JR, KENNETH P TBE DEPT HEAD (6-10) SUPPLEME	Thunderbolt Elementary	Appointment
0.5	DEVINE, MAUREEN CRISTIN OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
	DEVOE, COREY KENTAE OPJ BASKETBALL HD JH SUPPLEME	Orange Park Jr High	Appointment
	DEVOE, COREY KENTAE OPJ FOOTBALL HD JH 25% SUPPLEME	Orange Park Jr High	Appointment
	DEVOE, COREY KENTAE OPJ FOOTBALL HD JH 75% SUPPLEME	Orange Park Jr High	Appointment
	DEVOE, COREY KENTAE OPJ TRACK ASST JH SUPPLEME	Orange Park Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	DICKEY, SHERI LYNN RHS DEPT HEAD (11-16) SUPPLEME	Ridgeview High School	Appointment
	DICKEY, SHERI LYNN RHS SENIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Appointment
	DICKS, TERRI ANNE SPS DEPT HD (3-5) SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
0.5	DILLMAN, ALLEN HOWARD CHS CO-CURR CLUB SUPPLEME	Clay High	Appointment
3.0	DISTIN, CARLY RENEE OPE ELEM PERF/PROD SUPPLEME	Orange Park Elementary	Appointment
	DOTY, ROBIN ELISABETH OPE DEPT HD (3-5) SUPPLEME	Orange Park Elementary	Appointment
	DOTY, SAMUEL JAMES OPJ MATH TEAM SPONSOR SUPPLEME	Orange Park Jr High	Appointment
	DOUGHTY, STEVEN PAUL WJH ACADEMIC COACH, LOCAL SUPPLEME	Wilkinson Jr High	Appointment
	DOUGHTY, STEVEN PAUL WJH DEPT HEAD (6-10) SUPPLEME	Wilkinson Jr High	Appointment
	DOUGHTY, STEVEN PAUL WJH MATH TEAM SPONSOR SUPPLEME	Wilkinson Jr High	Appointment
	DOUKMAK, MELISSA CHASE DEPT HEAD RESOURCE SUPPLEME	Ridgeview Elementary	Appointment
0.5	DOUKMAK, MELISSA CHASE RVE SAFETY PATROL SUPPLEME	Ridgeview Elementary	Appointment
	DUBOSE, AMARI TREVON ZECHARIA OHS FOOTBALL ASST SH 75% SUPPLEME	Grove Park Elementary	Appointment
	DUBOSE, RODNEY JEROME OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
	DUCHEMIN, MICHELLE MICHAEL OPH CHORAL DIRECTOR SH/JH SUPPLEME	Orange Park High	Appointment
	DUPAS, KRISTA LEE DEPT HEAD RESOURCE SUPPLEME	Plantation Oaks Elementary	Appointment
	EATON, DAKOTA EUGENE WJH TRACK HD JH SUPPLEME	Wilkinson Jr High	Appointment
	EATON, SAMANTHA JO WJH DEPT HD (3-5) SUPPLEME	Wilkinson Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	EATON, SAMANTHA JO WJH TRACK HD JH SUPPLEME	Wilkinson Jr High	Appointment
	ECKER, ELIZABETH E OPJ ESE INTERVENTION FAC. SUPPLEME	Orange Park Jr High	Appointment
	ECKLOR, HEIDI ANN PREISCH DEPT HEAD RESOURCE SUPPLEME	Argyle Elementary	Appointment
	ELLIOTT, NICHOLAS JEFFERSON GPE ELEM PERF/PROD SUPPLEME	Grove Park Elementary	Appointment
	ELMORE, KEVIN BIELTIA RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	ELROD, LACEY JEAN CHS CO-CURR CLUB SUPPLEME	Clay High	Appointment
	ELROD, MARY MCBATH OVE DISCRETIONARY SUPPLEME	Oakleaf Village Elementary	Appointment
0.5	ELROD, MARY MCBATH OVE SAFETY PATROL SUPPLEME	Oakleaf Village Elementary	Appointment
	EMLANO, NOEMIE IBAY AES ELEM PERF/PROD SUPPLEME	Argyle Elementary	Appointment
	EVANS, LISA J MHS DEPT HEAD (11-16) SUPPLEME	Middleburg High	Appointment
	FEAGLE, CARLEY LAYNE KHH CO-CURR CLUB SUPPLEME	Career And Technical Education	Appointment
	FENDER, JENNIFER M KHE DEPT HEAD (6-10) SUPPLEME	Keystone Heights Elementary	Appointment
0.5	FISHER, MELISSA BERNADINE OHS DEPT HEAD 17-20 SUPPLEME	Oakleaf High School	Appointment
	FITE, KRISTEN MARIE OPJ TITLE 1 SUP ED SUPPLEME	Orange Park Jr High	Appointment
	FITZGERALD, EMILY MARGARET FIH CO-CURR CLUB SUPPLEME	Fleming Island High School	Appointment
	FLOYD, VICKIE C MHS DANCE TEAM SH SUPPLEME	Middleburg High	Appointment
	FLOYD, VICKIE C MHS TRACK HD SH SUPPLEME	Middleburg High	Appointment
	FOGLE, LEAH MICHELLE GCJ TRACK HD JH SUPPLEME	Green Cove Springs Junior High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	FOGLE, LEAH MICHELLE GCJ VOLLEYBALL HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	FORBIS, ALLYSON LANG DIS DEPT HD (3-5) SUPPLEME	Doctors Inlet Elementary	Appointment
	FORBIS, MICHELLE DEANNE OHS DEPT HEAD 17-20 SUPPLEME	Oakleaf High School	Appointment
	FORBIS, MICHELLE DEANNE OHS ESE INTERVENTION FAC. SUPPLEME	Oakleaf High School	Appointment
	FORD, ALICIA MICHELE OPH CO-CURR CLUB SUPPLEME	Orange Park High	Appointment
	FORD, LINDA ANN WJH DEPT HEAD (6-10) SUPPLEME	Wilkinson Jr High	Appointment
	FORD, LINDA ANN WJH ESE INTERVENTION FAC. SUPPLEME	Wilkinson Jr High	Appointment
	FORDE, ROBERT ADRIAN OHS GOLF HD SH SUPPLEME	Oakleaf High School	Appointment
	FORKUM, MEREDITH ADRIENNE MHS VOLLEYBALL HD SH SUPPLEME	Middleburg High	Appointment
	FORTNER, CHELSEA MACHELLE RHS TENNIS HD SH SUPPLEME	Ridgeview High School	Appointment
0.5	FORTSON, ROBERT C CHS CO-CURR CLUB SUPPLEME	Clay High	Appointment
	FOY, CHRISTOPHER LAUREN OHS FOOTBALL HD SH 75% SUPPLEME	Oakleaf High School	Appointment
	FRANCISCO, KRISTEN MARIE SPS DEPT HEAD (11-16) SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	FRIER, AMY DARLENE DOE DEPT HEAD (6-10) SUPPLEME	Discovery Oaks Elementary	Appointment
	FRY, PAUL G GCJ TRACK HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	FRYER, DISHANTE EBONY GPE DEPT HD (3-5) SUPPLEME	Grove Park Elementary	Appointment
	GAGNON, BRIAN M FIE ELEM PERF/PROD SUPPLEME	Fleming Island Elementary	Appointment
	GALLIGHER III, STEWART ALVIN WJH FOOTBALL ASST JH 25% SUPPLEME	Wilkinson Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	GALLIGHER III, STEWART ALVIN WJH FOOTBALL ASST JH 75% SUPPLEME	Wilkinson Jr High	Appointment
0.5	GALLO, ERIKA L LAE SAFETY PATROL SUPPLEME	Lake Asbury Elementary	Appointment
	GANEY, MATTHEW THOMAS DEPT HEAD RESOURCE SUPPLEME	Grove Park Elementary	Appointment
0.5	GANEY, MATTHEW THOMAS ELE TRACK ELEM COOR SUPPLEME	Grove Park Elementary	Appointment
	GANEY, MATTHEW THOMAS OPJ BASEBALL HEAD JH SUPPLEME	Grove Park Elementary	Appointment
	GANN, ASHLEY NICHOLE LAE DISCRETIONARY SUPPLEME	Lake Asbury Elementary	Appointment
	GARZA, JAYDINN MICHELLE MHS CHEERLEADING VARSITY SUPPLEME	Middleburg High	Appointment
0.5	GAY, DELISHA DAWN LJH DEPT HEAD (11-16) SUPPLEME	Lakeside Junior High	Appointment
	GAYLOR, REBEKAH JULIE DEPT HEAD RESOURCE SUPPLEME	Lakeside Elementary	Appointment
	GAYLOR, REBEKAH JULIE LES ELEM PERF/PROD SUPPLEME	Lakeside Elementary	Appointment
	GEESER, MELANIE L OPE DEPT HD (3-5) SUPPLEME	Orange Park Elementary	Appointment
0.5	GELEGAN, AMANDA MARIE FIE DEPT HD (3-5) SUPPLEME	Fleming Island Elementary	Appointment
	GIBBENS, PAULA KAYE WEC DEPT HD (3-5) SUPPLEME	W.E. Cherry Elementary	Appointment
	GIBSON, VICTORIA A LJH CHORAL DIRECTOR SH/JH SUPPLEME	Lakeside Junior High	Appointment
	GIBSON, VICTORIA A LJH CHORUS DIR EOY 2 EVENTS SUPPLEME	Lakeside Junior High	Appointment
	GIBSON, VICTORIA A LJH DRAMA JH SUPPLEME	Lakeside Junior High	Appointment
	GILLENWATERS, MELISSA LYNN KHH DEPT HD (3-5) SUPPLEME	Keystone Heights High School	Appointment
	GILLENWATERS, MELISSA LYNN KHH TITLE 1 SUP ED	Keystone Heights High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	GLADFELTER, NICOLE MARIE TBE DEPT HD (3-5) SUPPLEME	Thunderbolt Elementary	Appointment
0.5	GLIDDEN, KARLA ANN FIE DEPT HD (3-5) SUPPLEME	Fleming Island Elementary	Appointment
	GLOVER, KAREN MARIE OPH ANNUAL STAFF SH SUPPLEME	Orange Park High	Appointment
	GODWIN, KELLY JOYCE ESOL SUPPORT FACILITATOR SUPPLEME	ESOL	Appointment
	GOFF, RACHEL SHAY CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Appointment
	GOLDEN, DAVID KHH CHORAL DIRECTOR SH/JH SUPPLEME	Keystone Heights High School	Appointment
0.5	GOMES, VICTOR GREGORY OPJ DEPT HEAD (6-10) SUPPLEME	Orange Park Jr High	Appointment
	GOMEZ, BETHANY ANNE WES DEPT HEAD (6-10) SUPPLEME	Wilkinson Elementary	Appointment
	GONZALEZ, CARLOS J ORTIZ RHS STUDENT COUNCIL SH SUPPLEME	Ridgeview High School	Appointment
	GONZALEZ, VINCENT OWEN CHS CO-CURR CLUB SUPPLEME	Clay High	Appointment
	GOOLSBY, GRAYSON LANE KHH ESE INTERVENTION FAC. SUPPLEME	Keystone Heights High School	Appointment
	GORDON, JASMINE MARIE OPJ DRAMA JH SUPPLEME	Orange Park Jr High	Appointment
	GORNICK, JAMES ROBERT OHS SOCCER HEAD JV SUPPLEME	Oakleaf High School	Appointment
0.5	GOTTSCALK, CAROL ELAINE MRE DEPT HD (3-5) SUPPLEME	Mcrae Elementary	Appointment
	GRAHAM, CLARISSA BERNADETTE OPJ ACTIVITY PROG CO JH SUPPLEME	Orange Park Jr High	Appointment
0.5	GRAHAM, CLARISSA BERNADETTE OPJ FLAG FOOTBALL HD SH/JH SUPPLEME	Orange Park Jr High	Appointment
	GRAHAM, CLARISSA BERNADETTE OPJ SOFTBALL FP ASST JH SUPPLEME	Orange Park Jr High	Appointment
	GRIER, JORDAE CORNELL	Keystone Heights High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	KHH FOOTBALL ASST SH 75% SUPPLEME		
	GROVES, RYAN DALE OHS ACADEMIC COACH, LOCAL SUPPLEME	Oakleaf High School	Appointment
0.7	GRYBB, PAUL A MHS CROSS COUNTRY HD SH SUPPLEME	Middleburg High	Appointment
	GRYBB, PAUL A MHS TRACK HD SH SUPPLEME	Middleburg High	Appointment
	GUESS, CARLI ELIZABETH DIS DEPT HD (3-5) SUPPLEME	Doctors Inlet Elementary	Appointment
0.5	GUIN, CARRI TRISTAN OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
	GULDI, MALLORY MEREDITH FIH CO-CURR CLUB SUPPLEME	Fleming Island High School	Appointment
0.5	GULLETT, CAREY PIERCE OPE DISCRETIONARY SUPPLEME	Orange Park Elementary	Appointment
	GUMS, SARA ELIZABETH WJH SOFTBALL FP ASST JH SUPPLEME	Wilkinson Jr High	Appointment
	GUMS, SARA ELIZABETH WJH VOLLEYBALL HD JH SUPPLEME	Wilkinson Jr High	Appointment
	GUNTER, STEPHANIE G KHE DEPT HD (3-5) SUPPLEME	Keystone Heights Elementary	Appointment
	GWALTNEY, VICTORIA LEIGH OHS CO-CURR CLUB SUPPLEME	Oakleaf High School	Appointment
	HAIR, GLENN P OPJ DEPT HD (3-5) SUPPLEME	Orange Park Jr High	Appointment
	HAJOST, CAROL ANN DEPT HEAD RESOURCE SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	HALE, PHYLLIS GENE FIE DISCRETIONARY SUPPLEME	Fleming Island Elementary	Appointment
	HALL, BROOKLYNN MARIE KHH CO-CURR CLUB SUPPLEME	Keystone Heights High School	Appointment
	HALL, KATHERYN LEE MHS SOPHMORE CLASS SPON SUPPLEME	Middleburg High	Appointment
	HALLSTEIN, CINDY MARIE GPE DEPT HD (3-5) SUPPLEME	Grove Park Elementary	Appointment
0.5	HAMILTON, DANIELLE ELIZABETH LAE ESE INTERVENTION FAC.	Lake Asbury Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	HAMMER, PENNY DIANE OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
	HAMMOND, LISA MARIE OPJ DEPT HEAD (6-10) SUPPLEME	Orange Park Jr High	Appointment
	HAMMOND, LISA MARIE OPJ SCI FAIR COOR LOCAL SUPPLEME	Orange Park Jr High	Appointment
	HAMPSHIRE-BIVINS, KELLY D GCJ BASKETBALL HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	HAN, HEATHER RENEE OHS SOFTBALL FP HD SH SUPPLEME	Oakleaf High School	Appointment
0.5	HANLIN, ANITA LYNN DIS DEPT HEAD (6-10) SUPPLEME	Doctors Inlet Elementary	Appointment
	HANSON, SARAH ELLIOTT ESOL SUPPORT FACILITATOR SUPPLEME	ESOL	Appointment
	HARRIS, CHRISTOPHER CHARLES OPE DEPT HD (3-5) SUPPLEME	Orange Park Elementary	Appointment
	HARRIS, SHERRONDA N OHS CROSS COUNTRY HD SH SUPPLEME	Oakleaf High School	Appointment
	HARRIS, SHERRONDA N OHS TRACK HD SH SUPPLEME	Oakleaf High School	Appointment
	HARRISON, CRYSTAL ELAINE RHS SWIMMING HD SH SUPPLEME	Doctors Inlet Elementary	Appointment
0.5	HARRISON, JAMIE LEE MHS WRESTLING ASST SH SUPPLEME	Middleburg High	Appointment
	HARTZOG, TRAVIS GCJ FOOTBALL ASST JH 25% SUPPLEME	Green Cove Springs Junior High	Appointment
	HARTZOG, TRAVIS GCJ FOOTBALL ASST JH 75% SUPPLEME	Green Cove Springs Junior High	Appointment
	HARTZOG, TRAVIS GCJ TRACK ASST JH SUPPLEME	Green Cove Springs Junior High	Appointment
	HARTZOG, TRAVIS GCJ WRESTLING HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
0.5	HARVEY, BRADLEY SCOTT KHH CO-CURR CLUB SUPPLEME	Keystone Heights High School	Appointment
	HASH, LAURA ANN DEPT HEAD RESOURCE SUPPLEME	Wilkinson Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	HAYES, ANN MARIE GCJ DEPT HEAD (6-10) SUPPLEME	Green Cove Springs Junior High	Appointment
	HAYNES, MICHELLE ANNE ESOL SUPPORT FACILITATOR SUPPLEME	ESOL	Appointment
	HEALY, SAMANTHA MICHEAL RHS CHEERLEADING JV SUPPLEME	Ridgeview High School	Appointment
	HEITMAN, ANDREW T SPC DEPT HD (3-5) SUPPLEME	Swimming Pen Creek Elem	Appointment
	HENDERSON, MATTHEW JAMES WJH FOOTBALL ASST JH 25% SUPPLEME	Wilkinson Jr High	Appointment
	HENDERSON, MATTHEW JAMES WJH FOOTBALL ASST JH 75% SUPPLEME	Wilkinson Jr High	Appointment
	HENDRICKS, MELISSA RENEE MHS CO-CURR CLUB SUPPLEME	Middleburg High	Appointment
0.5	HERMAN, BROOKE ALLISON MRE DEPT HD (3-5) SUPPLEME	Mcrae Elementary	Appointment
	HERRINGDINE, JASON KELLY WJH ACTIVITY PROG CO JH SUPPLEME	Wilkinson Jr High	Appointment
	HERRINGDINE, JASON KELLY WJH BASEBALL HEAD JH SUPPLEME	Wilkinson Jr High	Appointment
	HERRINGDINE, JASON KELLY WJH FLAG FOOTBALL HD SH/JH SUPPLEME	Wilkinson Jr High	Appointment
	HERSEY, ANGELA NOELLE MRE DEPT HD (3-5) SUPPLEME	Mcrae Elementary	Appointment
	HERSEY, ANGELA NOELLE MRE SAFETY PATROL SUPPLEME	Mcrae Elementary	Appointment
	HIGBE, JULIA ROBERTS DEPT HEAD RESOURCE SUPPLEME	Mcrae Elementary	Appointment
	HILLYER, ASHLEY MIKAEL MHS CHEERLEADING JV SUPPLEME	Middleburg High	Appointment
	HINTON, TAYLOR N WJH VOLLEYBALL HD JH SUPPLEME	Wilkinson Jr High	Appointment
	HOLCOMBE, COURTNEY GRAYCE SPC ELEM PERF/PROD SUPPLEME	Swimming Pen Creek Elem	Appointment
0.0	HOLDINESS, REBEKAH LINDSEY	Charles E. Bennett Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	CEB ELEM PERF/PROD SUPPLEME		
	HOUSTON, ASHLEY NICHOLE MHS SOFTBALL FP HD SH SUPPLEME	Middleburg High	Appointment
	HOVSEPIAN, TARA JENNIFER KHH DEPT HEAD (6-10) SUPPLEME	Keystone Heights High School	Appointment
	HOWELL, CHRISTINE SANDERS OPH DRAMA SH SUPPLEME	Orange Park High	Appointment
	HOWELL, CHRISTINE SANDERS OPH SOPHMORE CLASS SPON SUPPLEME	Orange Park High	Appointment
	HOWELL, JAMES LOUIS OPH DEPT HD (3-5) SUPPLEME	Orange Park High	Appointment
0.5	HUBE, SHANNON RENEE LJH ANNUAL STAFF JH SUPPLEME	Lakeside Junior High	Appointment
	HUBE, SHANNON RENEE LJH DEPT HD (3-5) SUPPLEME	Lakeside Junior High	Appointment
	HUNT, KATHERINE JO ANNE LES DEPT HD (3-5) SUPPLEME	Lakeside Elementary	Appointment
	HUNTER, SAMANTHA MICHELE DOE DEPT HEAD (6-10) SUPPLEME	Discovery Oaks Elementary	Appointment
	HURLOCK, LISA MARIE OVE ESE INTERVENTION FAC. SUPPLEME	Oakleaf Village Elementary	Appointment
0.5	HUSZAR, KAITLIN MARIE OHS DEPT HEAD 17-20 SUPPLEME	Oakleaf High School	Appointment
	IACOB, PAIGE DARCIE OPJ ACADEMIC COACH, LOCAL SUPPLEME	Orange Park Jr High	Appointment
	IACOB, PAIGE DARCIE OPJ DEPT HEAD (6-10) SUPPLEME	Orange Park Jr High	Appointment
0.5	IACOB, PAIGE DARCIE OPJ NATION JUNIOR HONOR SOC SUPPLEME	Orange Park Jr High	Appointment
	IGOU, SHANA LEE OPJ DEPT HEAD (6-10) SUPPLEME	Orange Park Jr High	Appointment
	INNES, SHANNON MARIE DEMONSTRATION CLASSRM TCH 10MO SUPPLEME	Clay High	Appointment
0.5	IVINS, AMANDA MARIE LES DEPT HD (3-5) SUPPLEME	Lakeside Elementary	Appointment
0.5	JACKSON, CARL LLOYD	Ridgeview High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	RHS DEPT HEAD (6-10) SUPPLEME		
	JACKSON, CARL LLOYD RHS GOLF HD SH SUPPLEME	Ridgeview High School	Appointment
0.5	JACKSON, MEREDITH SHAY MRE DEPT HD (3-5) SUPPLEME	Mcrae Elementary	Appointment
	JACKSON, SALLY ANN KHH DRAMA SH SUPPLEME	Keystone Heights High School	Appointment
	JACKSON, SALLY ANN KHH SENIOR CLASS SPONSOR SUPPLEME	Keystone Heights High School	Appointment
0.5	JACKSON, TROY ALAN MHS BASEBALL JV HD SH SUPPLEME	Middleburg High	Appointment
	JAMISON, TYWANDA DENISE GPE DEPT HD (3-5) SUPPLEME	Grove Park Elementary	Appointment
0.5	JANKOWSKI, MEAGHAN BROOKE KHE DEPT HEAD (6-10) SUPPLEME	Keystone Heights Elementary	Appointment
	JEAN-BAPTISTE, DUNIA OHS DEPT HEAD (6-10) SUPPLEME	Oakleaf High School	Appointment
	JEFFERSON, RONALD SHELTON OHS BASKETBALL ASST SH SUPPLEME	Oakleaf High School	Appointment
0.5	JENSEN, APRIL MARIE LAE ESE INTERVENTION FAC. SUPPLEME	Lake Asbury Elementary	Appointment
	JETT, AIMEE ELLEN WES DEPT HEAD (6-10) SUPPLEME	Wilkinson Elementary	Appointment
	JOHNSON, JESSICA MARIE SPS SAFETY PATROL SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	JOHNSON, STACEY MICHELLE FIE DEPT HD (3-5) SUPPLEME	Fleming Island Elementary	Appointment
	JOHNSON, VICTORIA LYNN SPS DEPT HEAD (6-10) SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	JOHNSTON, ELIZABETH ANN RHS CO-CURR CLUB SUPPLEME	Ridgeview High School	Appointment
0.5	JOLLEY, KIMBERLY R MRE DEPT HEAD (11-16) SUPPLEME	Mcrae Elementary	Appointment
0.5	JONES, JENNIFER BRINKLEY KHE DEPT HD (3-5) SUPPLEME	Keystone Heights Elementary	Appointment
	JONES, JONATHAN CHARLES	Lakeside Junior High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	LJH DEPT HEAD (6-10) SUPPLEME		
	JONES, MARY L WES TITLE 1 SUP ED SUPPLEME	Wilkinson Elementary	Appointment
0.5	KAMM, KAYLYN DAWN OPH STUDENT COUNCIL SH SUPPLEME	Orange Park High	Appointment
	KAZMIERCZAK, LISA MARIE WEC DEPT HD (3-5) SUPPLEME	W.E. Cherry Elementary	Appointment
	KEELEY, LEAH DIANE CEB DISCRETIONARY SUPPLEME	Charles E. Bennett Elementary	Appointment
	KEHLER, JESSICA LYNNE MRE DEPT HD (3-5) SUPPLEME	Mcrae Elementary	Appointment
	KELLER, RODNEY SCOTT CVA DEPT HEAD (6-10) SUPPLEME	Clay Virtual Academy	Appointment
	KENNEDY, ZACKERY JAMES OHS TENNIS HD SH SUPPLEME	Oakleaf High School	Appointment
	KENT, CHERYL ALIENE OPH DEPT HD (3-5) SUPPLEME	Orange Park High	Appointment
	KERN, KATERI MARIAH LES DEPT HD (3-5) SUPPLEME	Lakeside Elementary	Appointment
	KEY, ALFRALISA OPH CO-CURR CLUB SUPPLEME	Orange Park High	Appointment
	KILLINGSWORTH, KLINT THOMAS WJH BASEBALL ASST JH SUPPLEME	Wilkinson Jr High	Appointment
	KING, DAWN MARIE CEB TITLE 1 SUP ED SUPPLEME	Charles E. Bennett Elementary	Appointment
0.5	KINNETT, TARYN KELLIE KHE DEPT HEAD (6-10) SUPPLEME	Keystone Heights Elementary	Appointment
0.5	KIRKLAND, BRANDI LEIGH KHE DEPT HD (3-5) SUPPLEME	Keystone Heights Elementary	Appointment
	KIRKLAND, BRENDA SUE FIH CO-CURR CLUB SUPPLEME	Orange Park Jr High	Appointment
0.5	KITTRELL, JESSICA SEMONICH OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
	KNIGHT, SHERRILL NICOLE CVA TECH COACH SEC SUPPLEME	Lakeside Junior High	Appointment
	KOBELIN, JORDAN ADLER LJH DEPT HEAD (6-10)	Lakeside Junior High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	KOBELIN, JORDAN ADLER LJH NAT HON SOC SH SUPPLEME	Lakeside Junior High	Appointment
	KRIENER, BRECLYN F AES DEPT HEAD (6-10) SUPPLEME	Argyle Elementary	Appointment
	LABELLE, HEATHER JONES GCJ CHEERLEADING JH SUPPLEME	Green Cove Springs Junior High	Appointment
	LABERIS, KEZIA LYNN OHS DEPT HEAD 17-20 SUPPLEME	Oakleaf High School	Appointment
	LANG, JENNIFER H DIS DEPT HD (3-5) SUPPLEME	Doctors Inlet Elementary	Appointment
	LAPIERRE, AMY ELIZABETH RHS DEPT HEAD (6-10) SUPPLEME	Ridgeview High School	Appointment
	LASSITER, RENARDO DEVON MHS BASKETBALL ASST SH SUPPLEME	Middleburg High	Appointment
	LEE, JENNY ELISABETH LES DEPT HEAD (6-10) SUPPLEME	Lakeside Elementary	Appointment
	LEE, NAKIA CELESTE GPE DEPT HD (3-5) SUPPLEME	Grove Park Elementary	Appointment
	LEGETTE, SHIRLEY ELAINE WES DEPT HEAD (6-10) SUPPLEME	Wilkinson Elementary	Appointment
	LEMAK, KAYLA REE OHS BAND DIR SH SUPPLEME	Oakleaf High School	Appointment
	LEVINSON, MICHELLE P DEPT HEAD RESOURCE SUPPLEME	Oakleaf Village Elementary	Appointment
	LEWIS, MARNE ANN DOE ESE INTERVENTION FAC. SUPPLEME	Discovery Oaks Elementary	Appointment
	LEY, MICHAEL E RHS DISCRETIONARY SUPPLEME	Ridgeview High School	Appointment
0.5	LIBRETTO, LARA LEE TBE DEPT HD (3-5) SUPPLEME	Thunderbolt Elementary	Appointment
	LINDQUIST, ANGELA K KHH DEPT HEAD (11-16) SUPPLEME	Keystone Heights High School	Appointment
2.0	LIVELY, PAMELA DAWN OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
	LOCKLIN, TOM DEAN OPJ BASEBALL ASST JH SUPPLEME	Orange Park Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	LONG, HANNAH DIS DEPT HD (3-5) SUPPLEME	Doctors Inlet Elementary	Appointment
	LOVE, ANGELA LEIGH SPS DISCRETIONARY SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	LOVELAND, CHRISTINE FRANCES LES DEPT HEAD (11-16) SUPPLEME	Lakeside Elementary	Appointment
	LUNSFORD, SHERRI LYNN POE DEPT HEAD (11-16) SUPPLEME	Plantation Oaks Elementary	Appointment
0.5	LYBARGER, TARA JUSTINE MRE ESE INTERVENTION FAC. SUPPLEME	Mcrae Elementary	Appointment
	MADINE, NICOLE L SPC DEPT HD (3-5) SUPPLEME	Swimming Pen Creek Elem	Appointment
0.5	MAHONEY, REBEKAH ELIZABETH OHS SCI FAIR COOR LOCAL SUPPLEME	Oakleaf High School	Appointment
	MAKAR, KRISTIN AMBER RVE ESE INTERVENTION FAC. SUPPLEME	Ridgeview Elementary	Appointment
	MALUCCI, COLLEEN ELIZABETH DEMONSTRATION CLASSRM TCH 10MO SUPPLEME	Middleburg High	Appointment
0.5	MALUCCI, COLLEEN ELIZABETH MHS DEPT HEAD (11-16) SUPPLEME	Middleburg High	Appointment
	MALY, RICHARD LEE LJH ACADEMIC COACH, LOCAL SUPPLEME	Lakeside Junior High	Appointment
	MANN, MELISSA KHE ELEM PERF/PROD SUPPLEME	Keystone Heights Elementary	Appointment
0.5	MANSEL-TUCKER, TAMARA D RHS DANCE TEAM SH SUPPLEME	Career And Technical Education	Appointment
	MARKUM, COLLIN JAMES MHS ACADEMIC COACH, LOCAL SUPPLEME	Middleburg High	Appointment
0.5	MARROLETTI, CIERRA LEANN TBE DEPT HD (3-5) SUPPLEME	Thunderbolt Elementary	Appointment
	MARTELLE, JASON SCOTT LJH MATH TEAM SPONSOR SUPPLEME	Lakeside Junior High	Appointment
	MARTI, BRIAN MICHAEL CHS CO-CURR CLUB SUPPLEME	Clay High	Appointment
	MARTIN, ALEATHA ERICA	Orange Park High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	OPH ESE INTERVENTION FAC. SUPPLEME		
	MARTIN, ALEATHA ERICA OPH TITLE 1 SUP ED SUPPLEME	Orange Park High	Appointment
	MARTIN, CRAIG EDWARD OPH DEPT HEAD (11-16) SUPPLEME	Orange Park High	Appointment
	MARTIN, CRAIG EDWARD OPH SCI FAIR COOR LOCAL SUPPLEME	Orange Park High	Appointment
	MARTIN, CRYSTAL DAWN DEMONSTRATION CLASSRM TCH 10MO SUPPLEME	Robert M. Paterson Elementary	Appointment
0.5	MARTIN, NIKKI SUE RVE DEPT HD (3-5) SUPPLEME	Ridgeview Elementary	Appointment
	MARTIN, VICTORIA L MBE DEPT HEAD (6-10) SUPPLEME	Middleburg Elementary	Appointment
0.5	MASON, KRYSTAL MARIE OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
	MASON, TAMARA DAWN AES DISCRETIONARY SUPPLEME	Argyle Elementary	Appointment
	MATHEWSON, KATLYN NICHOLE CHS CO-CURR CLUB SUPPLEME	Clay High	Appointment
	MATHIS, BILLY J MHS CO-CURR CLUB SUPPLEME	Middleburg High	Appointment
	MATHIS, BILLY J MHS DEPT HEAD (6-10) SUPPLEME	Middleburg High	Appointment
	MATHIS, JAMIE LEIGH OPE DEPT HD (3-5) SUPPLEME	Orange Park Elementary	Appointment
0.5	MATHIS, JAMIE LEIGH OPE DISCRETIONARY SUPPLEME	Orange Park Elementary	Appointment
	MATTHEW, ANGELA ALICE MHS DEPT HEAD (6-10) SUPPLEME	Middleburg High	Appointment
0.5	MCCORD, AMY C SPC DEPT HD (3-5) SUPPLEME	Swimming Pen Creek Elem	Appointment
	MCCROSKY, MELISSA CAROL OPH DISCRETIONARY SUPPLEME	Orange Park High	Appointment
	MCDADE, LINDSAY E RHS DRAMA SH SUPPLEME	Ridgeview High School	Appointment
	MCDADE, LORI ALLEN	Fleming Island Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	DEPT HEAD RESOURCE SUPPLEME		
0.5	MCDONALD, ERIN NICOLE OPH DEPT HEAD (11-16) SUPPLEME	Orange Park High	Appointment
	MCDONALD, ERIN NICOLE OPH NATIONA HONOR SOCIETY SUPPLEME	Orange Park High	Appointment
	MCDONALD, TEANDRIA TOINS DOE DEPT HEAD (6-10) SUPPLEME	Discovery Oaks Elementary	Appointment
	MCEARL, CHARLENE CRYSTAL CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Appointment
	MCGHGHY, LINDA FAYE BLC DEPT HEAD (11-16) SUPPLEME	Bannerman Learning Center	Appointment
	MCGHGHY, LINDA FAYE BLC ESE INTERVENTION FAC. SUPPLEME	Bannerman Learning Center	Appointment
	MCILWAIN, CHERRAL LANEICE DOE SAFETY PATROL SUPPLEME	Discovery Oaks Elementary	Appointment
	MCKENZIE, NEIL WILLIAM WJH DEPT HD (3-5) SUPPLEME	Wilkinson Jr High	Appointment
	MCLAIN, ERIN MIRANDA CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Appointment
	MCQUAIN, JOHANNA LOUGHRAN DEPT HEAD RESOURCE SUPPLEME	Thunderbolt Elementary	Appointment
	MCREE, JULIE ROXANNE MHS DEPT HEAD (11-16) SUPPLEME	Middleburg High	Appointment
	MCREE, MAEGAN BROOKE MHS ANNUAL STAFF SH SUPPLEME	Middleburg High	Appointment
	MCWILLIAMS, KEYANNA CHARISE DOE DEPT HEAD (6-10) SUPPLEME	Discovery Oaks Elementary	Appointment
	MEEK, ALYSSA JORDAN MBE DEPT HD (3-5) SUPPLEME	Middleburg Elementary	Appointment
	MERCER, AMANDA MICHELLE AES DEPT HEAD (6-10) SUPPLEME	Argyle Elementary	Appointment
0.5	MESCALL, CARRIE C MHS DEPT HEAD (11-16) SUPPLEME	Middleburg High	Appointment
	MILBRANDT, DAVID ROBERTS OHS GOLF HD SH SUPPLEME	Oakleaf High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	MILLER, EMILY THOMAS TBE DISCRETIONARY SUPPLEME	Thunderbolt Elementary	Appointment
0.5	MILLER, EMILY THOMAS TBE ESE INTERVENTION FAC. SUPPLEME	Thunderbolt Elementary	Appointment
	MILLER, HEATHER D DEMONSTRATION CLASSRM TCH 10MO SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
0.5	MILLER, HEATHER D SPS DEPT HD (3-5) SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	MILLER, LISA M FIE SAFETY PATROL SUPPLEME	Fleming Island Elementary	Appointment
0.5	MILLER, TAYLOR LOUISE MRE DEPT HD (3-5) SUPPLEME	Mcrae Elementary	Appointment
	MILLER, TRACI MICHELLE AES DEPT HD (3-5) SUPPLEME	Argyle Elementary	Appointment
0.5	MILLS, KATLYN NICOLE SPC DEPT HEAD (6-10) SUPPLEME	Swimming Pen Creek Elem	Appointment
	MILLS, KATLYN NICOLE SPC ESE INTERVENTION FAC. SUPPLEME	Swimming Pen Creek Elem	Appointment
	MINEO, KRISTI FRANCES DIS DEPT HD (3-5) SUPPLEME	Doctors Inlet Elementary	Appointment
	MONCRIEF, HELEN SUZANNE KHH NATION JUNIOR HONOR SOC SUPPLEME	Keystone Heights High School	Appointment
	MONCRIEF, HELEN SUZANNE KHH NATIONA HONOR SOCIETY SUPPLEME	Keystone Heights High School	Appointment
0.5	MOORE, ALANNA FOREVER MHS CO-CURR CLUB SUPPLEME	Wilkinson Jr High	Appointment
	MOORE, MAKENZIE FAY MHS ESE INTERVENTION FAC. SUPPLEME	Middleburg High	Appointment
	MOORE, MIA CLARA DOE DEPT HEAD (6-10) SUPPLEME	Discovery Oaks Elementary	Appointment
	MOORE, SHARON HOWARD RHS DEPT HEAD (6-10) SUPPLEME	Ridgeview High School	Appointment
	MORAN, HAYLEY GRACE POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Appointment
0.5	MORELAND, LAURA LEA DEPT HEAD RESOURCE	Doctors Inlet Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	MORFORD, ISAAC MICHAEL KHH BASKETBALL ASST SH SUPPLEME	Keystone Heights High School	Appointment
	MORGAN, ASHLEE LAYNE AES DEPT HEAD (6-10) SUPPLEME	Argyle Elementary	Appointment
	MORGAN, ASHLEE LAYNE AES SAFETY PATROL SUPPLEME	Argyle Elementary	Appointment
	MORGAN, MICHELLE L GCJ DEPT HEAD (6-10) SUPPLEME	Green Cove Springs Junior High	Appointment
	MORRIS, BRITTANY LYNNE MBE DEPT HD (3-5) SUPPLEME	Middleburg Elementary	Appointment
0.5	MOSLEY, JESSICA DANIELLE WJH DEPT HEAD (6-10) SUPPLEME	Wilkinson Jr High	Appointment
	MUNOZ, ALLISON CLAIRE POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Appointment
	MURPHY, COURTNEY VIOLEE OHS DRILL SPONSOR SH SUPPLEME	Oakleaf High School	Appointment
	MURRAY, MATHEW SCOTT FYA DEPT HEAD (6-10) SUPPLEME	FL Youth Challenge Academy	Appointment
0.5	NEBESNYK, HEIDI RENE FIE DEPT HEAD (11-16) SUPPLEME	Fleming Island Elementary	Appointment
	NEIDERMEIER, SHIRLEY MINCH DEPT HEAD RESOURCE SUPPLEME	W.E. Cherry Elementary	Appointment
0.5	NESI, ALBERT RHS DEPT HEAD (6-10) SUPPLEME	Ridgeview High School	Appointment
	NGUYEN, ANGELA L GPE TT1 SUP ED SUPPLEME	Grove Park Elementary	Appointment
0.5	NOONEY, CHRISTOPHER A GCJ DEPT HD (3-5) SUPPLEME	Green Cove Springs Junior High	Appointment
	NORRIS, DELRAYE ADRIANNA RHS SWIMMING HD SH SUPPLEME	Ridgeview High School	Appointment
	NOSSE, ASHLEIGH TARA GCJ DEPT HD (3-5) SUPPLEME	Green Cove Springs Junior High	Appointment
	NOSSE, ASHLEIGH TARA GCJ SOCCER HEAD JH SUPPLEME	Green Cove Springs Junior High	Appointment
0.5	ODONNELL, CAITLIN PATRICIA CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	OGDEN, ROBIN DIANE WJH DEPT HEAD (6-10) SUPPLEME	Wilkinson Jr High	Appointment
	OHLENDORF, FAITH CHRISTINA SPC DEPT HD (3-5) SUPPLEME	Swimming Pen Creek Elem	Appointment
	ORMEO, EDWIN ZAMORA OHS CO-CURR CLUB SUPPLEME	Oakleaf High School	Appointment
0.5	PAINE, LAUREN DANIELLE DEPT HEAD RESOURCE SUPPLEME	Doctors Inlet Elementary	Appointment
	PALMER, CATHY S TBE DEPT HD (3-5) SUPPLEME	Thunderbolt Elementary	Appointment
	PAPAIANNI, TAYLOR ANNE MBE DEPT HD (3-5) SUPPLEME	Middleburg Elementary	Appointment
0.5	PATERNOSTER, DAWN MARIE SPC DEPT HEAD (6-10) SUPPLEME	Swimming Pen Creek Elem	Appointment
	PATTERSON, LLOYD CLARK LJH DISCRETIONARY SUPPLEME	Lakeside Junior High	Appointment
	PAZZALIA, JESSICA J GPE DEPT HD (3-5) SUPPLEME	Grove Park Elementary	Appointment
0.5	PEAK, LAUREN MICHELLE KHE DEPT HD (3-5) SUPPLEME	Keystone Heights Elementary	Appointment
	PELECH, ASHLEY LOUISE MOORE DEMONSTRATION CLASSRM TCH 10MO SUPPLEME	Orange Park Jr High	Appointment
	PELLEGRINI, CAITLYN A GCJ BAND DIR JH SUPPLEME	Green Cove Springs Junior High	Appointment
	PELLEGRINI, CAITLYN A GCJ BAND END OF YEAR 2 FEST SUPPLEME	Green Cove Springs Junior High	Appointment
	PELLEGRINI, CAITLYN A GCJ CHORAL DIRECTOR SH/JH SUPPLEME	Green Cove Springs Junior High	Appointment
	PELLEGRINI, CAITLYN A GCJ CHORUS DIR EOY 2 EVENTS SUPPLEME	Green Cove Springs Junior High	Appointment
	PELLEGRINI, CAITLYN A GCJ DRAMA JH SUPPLEME	Green Cove Springs Junior High	Appointment
	PEREA, MARLENE RVE DEPT HD (3-5) SUPPLEME	Ridgeview Elementary	Appointment
	PEREZ, CYBEL CRISTINA	Oakleaf High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	OHS ANNUAL STAFF SH SUPPLEME		
	PEREZ, CYBEL CRISTINA OHS NATIONA HONOR SOCIETY SUPPLEME	Oakleaf High School	Appointment
	PEREZ, MABEL MARIE SLE ELEM PERF/PROD SUPPLEME	Shadowlawn Elementary	Appointment
	PFUNTNER, TRACY LYNN OPE DEPT HD (3-5) SUPPLEME	Orange Park Elementary	Appointment
	PHELPS, SHANNON ELIZABETH WEC DEPT HD (3-5) SUPPLEME	W.E. Cherry Elementary	Appointment
0.5	PHORNSAVANH, MEGAN MARIE DIS SAFETY PATROL SUPPLEME	Doctors Inlet Elementary	Appointment
	PICKMAN, STEPHANIE RAE SPC DISCRETIONARY SUPPLEME	Swimming Pen Creek Elem	Appointment
	PIKURITZ, BRETT PAUL OPH BAND DIR SH SUPPLEME	Orange Park High	Appointment
	PINKSTON, RACHEL PATRICIA WEC DEPT HD (3-5) SUPPLEME	W.E. Cherry Elementary	Appointment
	POE III, JOHN D OHS SOCCER HEAD JV SUPPLEME	Oakleaf High School	Appointment
0.5	POPE, MYLON D WJH DEPT HEAD (6-10) SUPPLEME	Wilkinson Jr High	Appointment
	POTOSME, ANA SOFIA OHS FRESHMAN CLASS SPONSOR SUPPLEME	Oakleaf High School	Appointment
	POUNDS, AMANDA ANN OPE DEPT HD (3-5) SUPPLEME	Orange Park Elementary	Appointment
	POWELL, ARINTON D OPJ TRACK HD JH SUPPLEME	Lakeside Elementary	Appointment
	POWERS-YOUNG, JOHN OHS SWIMMING HD SH SUPPLEME	Oakleaf High School	Appointment
	PRATHER, DANEEN WES DEPT HEAD (6-10) SUPPLEME	Wilkinson Elementary	Appointment
	PRICE, JASON W OHS BASKETBALL HD SH SUPPLEME	Oakleaf High School	Appointment
0.5	PRICHARD, SARAH ANN RVE DEPT HD (3-5) SUPPLEME	Ridgeview Elementary	Appointment
	PRYOR, EMILY ANNE	Doctors Inlet Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
DIS DEPT HD (3-5) SUPPLEME		
PUGH, MELISSA ANN MCE TT1 SUP ED SUPPLEME	Montclair Elementary	Appointment
QUIETT, SARA ELIZABETH MBE DEPT HD (3-5) SUPPLEME	Middleburg Elementary	Appointment
QUILLIN, LAUREN ALIA MBE SAFETY PATROL SUPPLEME	Middleburg Elementary	Appointment
RAY, JORDAN LEE RHS DEPT HEAD (11-16) SUPPLEME	Ridgeview High School	Appointment
RAY, KATHLEEN DRYSDALE TBE DEPT HEAD (6-10) SUPPLEME	Thunderbolt Elementary	Appointment
RECHIS, SANDRA KAY MHS SWIMMING HD SH SUPPLEME	Middleburg High	Appointment
REDDICK, JENEA BRITTANNEA OHS VOLLEYBALL ASST SH SUPPLEME	Oakleaf High School	Appointment
REED, JAMIE OHS VOLLEYBALL HD SH SUPPLEME	Oakleaf High School	Appointment
REHMAN, JUDY REBECCA ESOL SUPPORT FACILITATOR SUPPLEME	ESOL	Appointment
REID, MARTHA FRANKLIN OVE ELEM PERF/PROD SUPPLEME	Oakleaf Village Elementary	Appointment
RENFROW, CAMERON MORGAN OHS DRAMA SH SUPPLEME	Oakleaf High School	Appointment
RESCHKE, POLLY KATHLEEN KHE DEPT HEAD (6-10) SUPPLEME	Keystone Heights Elementary	Appointment
RESIGA, ENIKO RHS NATIONAL BETA CLUB SP SUPPLEME	Ridgeview High School	Appointment
REVIS, CHRISTIE L RHS ACADEMIC COACH, LOCAL SUPPLEME	Ridgeview High School	Appointment
REYNOLDS JR, STEVEN MICHAEL KHH FOOTBALL HD SH 75% SUPPLEME	Keystone Heights High School	Appointment
RHODES, KRISTEN SUE CHE TITLE 1 SUP ED SUPPLEME	Clay Hill Elementary	Appointment
RICHARD, DANIEL PAUL OHS BASEBALL JV HD SH SUPPLEME	Oakleaf High School	Appointment
RICHARD, KRISTEN L	Wilkinson Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	WJH BAND DIR JH SUPPLEME		
	RICHARD, KRISTEN L WJH BAND END OF YEAR 2 FEST SUPPLEME	Wilkinson Jr High	Appointment
	RICHARD, KRISTEN L WJH CHORAL DIRECTOR SH/JH SUPPLEME	Wilkinson Jr High	Appointment
	RICHARD, KRISTEN L WJH CHORUS DIR EOY 2 EVENTS SUPPLEME	Wilkinson Jr High	Appointment
	RICHARD, KRISTEN L WJH DRAMA JH SUPPLEME	Wilkinson Jr High	Appointment
	RICHARD, LEANNE MADISON SPC DEPT HD (3-5) SUPPLEME	Swimming Pen Creek Elem	Appointment
	RITZ, NORMAN JOHN OHS DISCRETIONARY SUPPLEME	Oakleaf High School	Appointment
	RITZ, NORMAN JOHN OHS NATIONAL BETA CLUB SP SUPPLEME	Oakleaf High School	Appointment
	RITZ, NORMAN JOHN OHS STUDENT COUNCIL SH SUPPLEME	Oakleaf High School	Appointment
	ROACH, CHRISTOPHER THOMAS KHH BASEBALL HEAD SH SUPPLEME	Keystone Heights High School	Appointment
	ROBBINS, CHAD DEWAYNE OHS BAND DIR SH SUPPLEME	Oakleaf High School	Appointment
	ROBBINS, CHAD DEWAYNE OHS FLAG CORPS SUPPLEME	Oakleaf High School	Appointment
	ROBERTS, PEGGY SUE MHS CO-CURR CLUB SUPPLEME	Middleburg High	Appointment
0.7	ROBERTSON, COLL RYAN MHS CROSS COUNTRY HD SH SUPPLEME	Middleburg High	Appointment
	ROBERTSON, COLL RYAN MHS WRESTLING HD SH SUPPLEME	Middleburg High	Appointment
	ROBERTSON, STUART JAMES KHH CROSS COUNTRY HD SH SUPPLEME	Keystone Heights High School	Appointment
	ROBINSON, LASANDRA ROCHELLE RHS CO-CURR CLUB SUPPLEME	Ridgeview High School	Appointment
0.5	ROBINSON, LASANDRA ROCHELLE	Ridgeview High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	RHS DANCE TEAM SH SUPPLEME		
0.5	ROCKWELL, JESSICA L WJH DEPT HEAD (6-10) SUPPLEME	Wilkinson Jr High	Appointment
	ROCKWELL, JESSICA L WJH TT1 SUP ED SUPPLEME	Wilkinson Jr High	Appointment
	RODERICK, RORY GARTH OHS WRESTLING HD SH SUPPLEME	Oakleaf High School	Appointment
	RODRIGUEZ, MIRANDA LANE MHS TENNIS HD SH SUPPLEME	Middleburg High	Appointment
0.5	RODRIGUEZ, SHARON MARIE OPJ NATION JUNIOR HONOR SOC SUPPLEME	Orange Park Jr High	Appointment
0.5	ROE, CHRISTINE PAULINE OHS CO-CURR CLUB SUPPLEME	Oakleaf High School	Appointment
	ROE, CHRISTINE PAULINE OHS DANCE TEAM SH SUPPLEME	Oakleaf High School	Appointment
	ROMANO, DEIRDRE VICTORIA MBE DEPT HD (3-5) SUPPLEME	Middleburg Elementary	Appointment
	ROSENBAUM, TANNER NICOLE WJH CO-CURR CLUB SUPPLEME	Wilkinson Jr High	Appointment
	ROSS, COURTNEY HALL CVA ESE INTERVENTION FAC. SUPPLEME	Clay Virtual Academy	Appointment
	ROVNAK, PAULA JEAN TBE SAFETY PATROL SUPPLEME	Thunderbolt Elementary	Appointment
	RUCKERSFELDT, JORDAN DANIELLE SBJ TT1 SUP ED SUPPLEME	S. Bryan Jennings Elementary	Appointment
	RUELAS, KATHRYN EMILY SIP SCI FAIR COOR, DISTRICT SUPPLEME	PROFESSIONAL DEVELOPMENT	Appointment
	RUNDIO, JORDAN MARIE WES DEPT HEAD (6-10) SUPPLEME	Wilkinson Elementary	Appointment
	RUNDIO, JORDAN MARIE WES SAFETY PATROL SUPPLEME	Wilkinson Elementary	Appointment
	RUOSS, MEGAN MARIE WES DEPT HEAD (6-10) SUPPLEME	Wilkinson Elementary	Appointment
	RUSSO, JANE MARIE OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
	RUSZKOWSKI, SHAWN MARIE	Orange Park Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	OPJ VOLLEYBALL HD JH SUPPLEME		
	RYKALSKY, RYAN LEE OPJ BASKETBALL HD JH SUPPLEME	Orange Park Jr High	Appointment
	RYKALSKY, RYAN LEE OPJ TRACK HD JH SUPPLEME	Orange Park Jr High	Appointment
0.3	SABORNIDO, SAMANTHA JOAN MHS JUNIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
0.5	SALEM, JAMISON REBECCA LJH DEPT HEAD (11-16) SUPPLEME	Lakeside Junior High	Appointment
	SAMPLES, AARON L OHS CO-CURR CLUB SUPPLEME	Oakleaf High School	Appointment
	SAMPLES, AARON L OHS WEIGHTLIFTING HD SH SUPPLEME	Oakleaf High School	Appointment
	SANDERS, ALLISON JAMES KHE DEPT HD (3-5) SUPPLEME	Keystone Heights Elementary	Appointment
0.5	SANDS-CREE, BRITANY MICHELE MHS CO-CURR CLUB SUPPLEME	Middleburg High	Appointment
	SAOUD, CHERYL ANNE WEC DEPT HD (3-5) SUPPLEME	W.E. Cherry Elementary	Appointment
0.5	SCAMAHORN, ALEXANDRA VIRGINIA MRE ESE INTERVENTION FAC. SUPPLEME	Mcrae Elementary	Appointment
	SCAMAHORN, ALEXANDRA VIRGINIA MRE TITLE 1 SUP ED SUPPLEME	Mcrae Elementary	Appointment
	SCARBOROUGH, DIANA Q KHH DEPT HEAD (6-10) SUPPLEME	Keystone Heights High School	Appointment
	SCHILLER, LISA LOUSIE WES DEPT HEAD (6-10) SUPPLEME	Wilkinson Elementary	Appointment
	SCHLOFMAN, DANIELLE LITTELL WES DEPT HEAD (6-10) SUPPLEME	Wilkinson Elementary	Appointment
	SCHMEHL, LUCINDA DREW OHS DEPT HEAD (11-16) SUPPLEME	Oakleaf High School	Appointment
	SCHOENTHALER, BRITTANY MICHELLE FIE ESE INTERVENTION FAC. SUPPLEME	Fleming Island Elementary	Appointment
	SCHULTZ, HOLLI K	Oakleaf High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	OHS DEPT HEAD (11-16) SUPPLEME		
0.5	SCHULTZ, HOLLI K OHS SCI FAIR COOR LOCAL SUPPLEME	Oakleaf High School	Appointment
0.5	SELPH, NANCY SUE KHE DEPT HD (3-5) SUPPLEME	Keystone Heights Elementary	Appointment
0.5	SESSIONS, NATALIE LYNN CVA DEPT HEAD (6-10) SUPPLEME	Clay Virtual Academy	Appointment
	SHAFER, STEPHANIE S DEPT HEAD RESOURCE SUPPLEME	Shadowlawn Elementary	Appointment
0.5	SHAYER, EMILIE ROSE GCJ DISCRETIONARY SUPPLEME	Green Cove Springs Junior High	Appointment
	SHAW, JAMI LEEANN GCJ ANNUAL STAFF JH SUPPLEME	Green Cove Springs Junior High	Appointment
0.5	SHAW, JAMI LEEANN GCJ DEPT HD (3-5) SUPPLEME	Green Cove Springs Junior High	Appointment
0.5	SHAW, JAMI LEEANN GCJ SCI FAIR COOR LOCAL SUPPLEME	Green Cove Springs Junior High	Appointment
	SHIELDS, DENNIS CRAIG THOMPSON MHS SOCCER HEAD JV SUPPLEME	Middleburg High	Appointment
	SIEGER, HEATHER M CVA DEPT HD (3-5) SUPPLEME	Clay Virtual Academy	Appointment
	SINES, KEVIN M WJH SOFTBALL FP HD JH SUPPLEME	Wilkinson Jr High	Appointment
0.5	SINGLETON-COLEMAN, FELICIA IRENE OPH JUNIOR CLASS SPONSOR SUPPLEME	Orange Park High	Appointment
	SLATER, DANIEL C GCJ ACTIVITY PROG CO JH SUPPLEME	Green Cove Springs Junior High	Appointment
	SLATER, DANIEL C GCJ BASEBALL HEAD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	SLATER, DANIEL C GCJ DISCRETIONARY SUPPLEME	Green Cove Springs Junior High	Appointment
	SLATER, DANIEL C GCJ FOOTBALL HD JH 25% SUPPLEME	Green Cove Springs Junior High	Appointment
	SLATER, DANIEL C GCJ FOOTBALL HD JH 75% SUPPLEME	Green Cove Springs Junior High	Appointment
	SMITH, DANTE LAMONT	Wilkinson Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	WJH BASKETBALL HD JH SUPPLEME		
	SMITH, DAWN E CVA DEPT HEAD (6-10) SUPPLEME	Clay Virtual Academy	Appointment
	SMITH, ELIZABETH JANE RHS DEPT HEAD (6-10) SUPPLEME	Ridgeview High School	Appointment
	SMITH, ELIZABETH JANE RHS ESE INTERVENTION FAC. SUPPLEME	Ridgeview High School	Appointment
	SMITH, KAMRYN HOPE MHS CO-CURR CLUB SUPPLEME	Middleburg High	Appointment
	SMITH, MERLIN DARRELL RHS FOOTBALL HD SH 75% SUPPLEME	Ridgeview High School	Appointment
	SMITH, ROBYN LEIGH KHH ANNUAL STAFF SH SUPPLEME	Keystone Heights High School	Appointment
	SMOAK, ANNE ELIZABETH CVA DEPT HD (3-5) SUPPLEME	Clay Virtual Academy	Appointment
	SNELL, JONATHON LEE OPH CO-CURR CLUB SUPPLEME	Orange Park High	Appointment
	SNOW, BRITTANY NICOLE KHH FRESHMAN CLASS SPONSOR SUPPLEME	Keystone Heights High School	Appointment
0.5	SNYDER, ALICE MARIE TBE DEPT HD (3-5) SUPPLEME	Thunderbolt Elementary	Appointment
0.5	SNYDER, LEIGH A FIE DEPT HEAD (11-16) SUPPLEME	Fleming Island Elementary	Appointment
	SOLOMON, GUSSIE LAFREDA RHS BASKETBALL HD SH SUPPLEME	Ridgeview High School	Appointment
	SPENCER, THLEIA ROBYN LES DISCRETIONARY SUPPLEME	Lakeside Elementary	Appointment
	STANFORD, GEOFFREY L GCJ FOOTBALL ASST JH 25% SUPPLEME	Green Cove Springs Junior High	Appointment
	STANFORD, GEOFFREY L GCJ FOOTBALL ASST JH 75% SUPPLEME	Green Cove Springs Junior High	Appointment
0.5	STANFORD, GEOFFREY L GCJ SCI FAIR COOR LOCAL SUPPLEME	Green Cove Springs Junior High	Appointment
	STANFORD, GEOFFREY L GCJ SOFTBALL FP HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	STARLING, MELANIE CAITLYN OPH NATIONAL BETA CLUB SP	Orange Park High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	STEINER, JOHN ARMAND GCJ DEPT HEAD (6-10) SUPPLEME	Green Cove Springs Junior High	Appointment
	STEINER, JOHN ARMAND GCJ MATH TEAM SPONSOR SUPPLEME	Green Cove Springs Junior High	Appointment
	STEVENS, ANDREA MARIE RHS CO-CURR CLUB SUPPLEME	Ridgeview High School	Appointment
0.3	STEVENS-ALT, MONICA LISA MHS JUNIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
	STEVENS-ALT, MONICA LISA MHS NATIONAL BETA CLUB SP SUPPLEME	Middleburg High	Appointment
	STEVERS, EDWARD L RVE DEPT HD (3-5) SUPPLEME	Ridgeview Elementary	Appointment
	STEWART, LAUREN M MBE DEPT HD (3-5) SUPPLEME	Middleburg Elementary	Appointment
3.0	STILIANOU, JOHN WILLARD MHS COACHING ENDORSE SUPPLEME	Middleburg High	Appointment
	STILIANOU, JOHN WILLARD MHS DEPT HD (3-5) SUPPLEME	Middleburg High	Appointment
	STILIANOU, JOHN WILLARD MHS DISCRETIONARY SUPPLEME	Middleburg High	Appointment
	STILIANOU, JOHN WILLARD MHS DRILL SPONSOR SH SUPPLEME	Middleburg High	Appointment
	STILIANOU, JOHN WILLARD MHS FOOTBALL HD JV 25% SUPPLEME	Middleburg High	Appointment
	STILIANOU, JOHN WILLARD MHS FOOTBALL HD JV 75% SUPPLEME	Middleburg High	Appointment
	STILIANOU, JOHN WILLARD MHS STUDENT COUNCIL SH SUPPLEME	Middleburg High	Appointment
	STILIANOU, JOHN WILLARD MHS WEIGHTLIFTING HD SH SUPPLEME	Middleburg High	Appointment
	STONE, MACKENZIE BROOKE LAJ CO-CURR CLUB SUPPLEME	Lake Asbury Junior High School	Appointment
0.5	STORK, ELIZABETH ROSE GCJ DISCRETIONARY SUPPLEME	Green Cove Springs Junior High	Appointment
	STORK, ELIZABETH ROSE GCJ VOLLEYBALL HD JH SUPPLEME	Green Cove Springs Junior High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	STRICKLAND, HOLLY ANNE WEC DISCRETIONARY SUPPLEME	W.E. Cherry Elementary	Appointment
0.5	STUARD, KYLE ANTHONY OHS DEPT HEAD 17-20 SUPPLEME	Oakleaf High School	Appointment
	STUARD, KYLE ANTHONY OHS SENIOR CLASS SPONSOR SUPPLEME	Oakleaf High School	Appointment
	STUDER, LAUREN DEGRYSE SLE DISCRETIONARY SUPPLEME	Shadowlawn Elementary	Appointment
	STUTZ, ANISSA HANLIN OPE SAFETY PATROL SUPPLEME	Orange Park Elementary	Appointment
	SUHR, CASEY MINA POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Appointment
	SULLIVAN, ANGELA NOEL SLE SAFETY PATROL SUPPLEME	Shadowlawn Elementary	Appointment
	SULLIVAN, DAWN MARIE WEC ESE INTERVENTION FAC. SUPPLEME	W.E. Cherry Elementary	Appointment
	SUMMERS, PAULA KRISTINA K12 ACADEMIC COACH, DISTRICT SUPPLEME	SUPERINTENDENT	Appointment
	SUMMERSETTFRANCIS, TONYA DENISE ESOL SUPPORT FACILITATOR SUPPLEME	ESOL	Appointment
	SUTTON, TAMMY C AES DEPT HD (3-5) SUPPLEME	Argyle Elementary	Appointment
	TAFT, WILLIAM MICHAEL GCJ DEPT HEAD (6-10) SUPPLEME	Green Cove Springs Junior High	Appointment
	TAFT, WILLIAM MICHAEL GCJ NATION JUNIOR HONOR SOC SUPPLEME	Green Cove Springs Junior High	Appointment
	TAKACS, ZSOLT C MHS SCI FAIR COOR LOCAL SUPPLEME	Middleburg High	Appointment
	TATRO, MEGAN ROSE MHS CHORAL DIRECTOR SH/JH SUPPLEME	Middleburg High	Appointment
	TATRO, MEGAN ROSE MHS DRAMA SH SUPPLEME	Middleburg High	Appointment
	TAYLOR, LAURA M CGE TT1 SUP ED SUPPLEME	Coppergate Elementary	Appointment
0.5	TAYLOR, LEE C OPH DEPT HEAD (6-10)	Orange Park High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	TEAL, MARLA VIRGINIA OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
	THEUS, DAVID ANDREW LAJ CO-CURR CLUB SUPPLEME	Lake Asbury Junior High School	Appointment
	THOMAS, ANTONIO NAJEE OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
	THOMAS, KRISTAL MCDONALD LES DEPT HEAD (6-10) SUPPLEME	Lakeside Elementary	Appointment
	THOMASSON, ANDREW WILLIAM LJH DEPT HEAD (6-10) SUPPLEME	Lakeside Junior High	Appointment
	THOMPSON, DERRICK LADALE MBE DEPT HD (3-5) SUPPLEME	Middleburg Elementary	Appointment
	THOMPSON, HEATHER SUE SPS DEPT HD (3-5) SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	TOBIAS, KAITLYNN MARIE SPS ELEM PERF/PROD SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
0.5	TOMARO, PAUL RHS DEPT HEAD (6-10) SUPPLEME	Ridgeview High School	Appointment
	TOMARO, PAUL RHS SOCCER HEAD SH SUPPLEME	Ridgeview High School	Appointment
	TOMLIN, AMANDA LYN RHS SOPHMORE CLASS SPON SUPPLEME	Ridgeview High School	Appointment
	TOMPKINS, GILES RANDALL LJH SCI FAIR COOR LOCAL SUPPLEME	Lakeside Junior High	Appointment
0.5	TOMPKINS, VICTORIA A RVE ELEM PERF/PROD SUPPLEME	Ridgeview Elementary	Appointment
	TONEY, ELIZABETH MCEWEN LAE ELEM PERF/PROD SUPPLEME	Lake Asbury Elementary	Appointment
	TORRES, SUZETTE M DIS ESE INTERVENTION FAC. SUPPLEME	Doctors Inlet Elementary	Appointment
	TORRES, SUZETTE M DIS TT1 SUP ED SUPPLEME	Doctors Inlet Elementary	Appointment
	TOUCEY, LEIGHTON NICOLE CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Appointment
	TRIMBLE III, RAYMOND EARNEST KHH FOOTBALL ASST SH 75%	Keystone Heights High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	TRIPLETT, REBECCA JOANN MHS GOLF HD SH SUPPLEME	Middleburg High	Appointment
	TROLDORG, NIELS KRISTIAN CEB DISCRETIONARY SUPPLEME	Charles E. Bennett Elementary	Appointment
	TUFANO, JAMIE MARIE RVE DEPT HD (3-5) SUPPLEME	Ridgeview Elementary	Appointment
	TULLY, KRISTEN ANN FIE DEPT HD (3-5) SUPPLEME	Fleming Island Elementary	Appointment
	URFER, BRENNIA GALE GCJ DEPT HD (3-5) SUPPLEME	Green Cove Springs Junior High	Appointment
	VAN VACTOR, ALICE MAY WES ESE INTERVENTION FAC. SUPPLEME	Wilkinson Elementary	Appointment
0.5	VANDERCREEK, JULIE KAY FIE DEPT HD (3-5) SUPPLEME	Fleming Island Elementary	Appointment
	VERPLANCK, ERIN NICOLE KHH CO-CURR CLUB SUPPLEME	Keystone Heights High School	Appointment
	VERPLANCK, ERIN NICOLE KHH DEPT HEAD (6-10) SUPPLEME	Keystone Heights High School	Appointment
	VESTRI, CARLY KRYSTYNA SPS ESE INTERVENTION FAC. SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	VILLEGAS, ARIEL ELIZABETH SPC DEPT HEAD (6-10) SUPPLEME	Swimming Pen Creek Elem	Appointment
	VON EBERS, KARRI JO TBE DEPT HD (3-5) SUPPLEME	Thunderbolt Elementary	Appointment
0.5	VON LEUE, AMBER LYNN LAE SAFETY PATROL SUPPLEME	Lake Asbury Elementary	Appointment
	WADE, WENDY ANN RVE DEPT HD (3-5) SUPPLEME	Ridgeview Elementary	Appointment
	WALKER, KAREN SUE DEPT HEAD RESOURCE SUPPLEME	Orange Park Elementary	Appointment
	WALKER, VALERIE ANN MRE DEPT HD (3-5) SUPPLEME	Mcrae Elementary	Appointment
	WARREN, KELLI M WES DISCRETIONARY SUPPLEME	Wilkinson Elementary	Appointment
	WATSON, AMY JAN GPE DEPT HD (3-5) SUPPLEME	Grove Park Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	WATSON, KRISTINE D WEC DEPT HD (3-5) SUPPLEME	W.E. Cherry Elementary	Appointment
0.5	WEAVER, GAYLE H CVA DEPT HEAD (6-10) SUPPLEME	Clay Virtual Academy	Appointment
	WEBBER, CASEY NICOLE DEPT HEAD RESOURCE SUPPLEME	Lake Asbury Elementary	Appointment
	WELLS, JENNIFER M RHS DEPT HEAD (6-10) SUPPLEME	Ridgeview High School	Appointment
	WELLS, NATALIE NICOLE FIE DEPT HD (3-5) SUPPLEME	Fleming Island Elementary	Appointment
0.5	WERNER JR, GEORGE P RHS NATIONA HONOR SOCIETY SUPPLEME	Ridgeview High School	Appointment
2.0	WHITEHURST, SYDNEY MARIE CHS CO-CURR CLUB SUPPLEME	Clay High	Appointment
	WILHITE, ANDREA ADAIR MHS SWIMMING HD SH SUPPLEME	Middleburg High	Appointment
	WILLIAMS, CASSIDY J DEPT HEAD RESOURCE SUPPLEME	Middleburg Elementary	Appointment
	WILLIAMS, CASSIDY J MBE ELEM PERF/PROD SUPPLEME	Middleburg Elementary	Appointment
	WILLIAMS, TARA ASHLYN AES DEPT HEAD (11-16) SUPPLEME	Argyle Elementary	Appointment
	WILLIAMS, TARICO DEVONNE OLJ CO-CURR CLUB SUPPLEME	Oakleaf Junior High School	Appointment
0.5	WILLIAMS, TRICIA LEE PADLAN RVE ELEM PERF/PROD SUPPLEME	Ridgeview Elementary	Appointment
0.5	WILLITS, GABRIELLE KATHERINE OPH STUDENT COUNCIL SH SUPPLEME	Orange Park High	Appointment
0.5	WILSON, YVETTE H MRE DEPT HD (3-5) SUPPLEME	Mcrae Elementary	Appointment
	WINE, MEGHAN R GPE SAFETY PATROL SUPPLEME	Grove Park Elementary	Appointment
	WOELKERS, JESSICA CASEY POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Appointment
	WOLFE, KACEE CHRISTINA AES DEPT HD (3-5) SUPPLEME	Argyle Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	WOLFE, LAUREN MICHELE OPH DEPT HEAD (6-10) SUPPLEME	Orange Park High	Appointment
	WOLFE, RYAN MICHAEL MHS FOOTBALL HD HS 25% SUPPLEME	Middleburg High	Appointment
	WOLFE, RYAN MICHAEL MHS FOOTBALL HD SH 75% SUPPLEME	Middleburg High	Appointment
0.5	WOLTER, CHRISTIANNE LUCILLE MHS CO-CURR CLUB SUPPLEME	Middleburg High	Appointment
	WOLVERTON, ALEXANDRA MARIE MBE DISCRETIONARY SUPPLEME	Middleburg Elementary	Appointment
	WOOD, SLOANE ASHLEY DIS ELEM PERF/PROD SUPPLEME	Doctors Inlet Elementary	Appointment
	WOODARD, AUTUMN RENEE RHS SOCCER HEAD SH SUPPLEME	Ridgeview High School	Appointment
	WOODY, BETHANI VERONICA DAWN OPJ CHEERLEADING JH SUPPLEME	Orange Park Jr High	Appointment
	WOOTEN, BETTY J CEB DEPT HEAD (6-10) SUPPLEME	Charles E. Bennett Elementary	Appointment
	WORSDELL, LACEY DANNETTE RVE TITLE 1 SUP ED SUPPLEME	Ridgeview Elementary	Appointment
	WORSHAM, DIANE RAYLEEN ESOL SUPPORT FACILITATOR SUPPLEME	ESOL	Appointment
0.7	YANCEY, KENNETH EARL MHS CROSS COUNTRY HD SH SUPPLEME	Middleburg High	Appointment
	YANCEY, KENNETH EARL MHS TRACK ASST SH SUPPLEME	Middleburg High	Appointment
	YOUHAS, OLIVIA ELAINE OPH FRESHMAN CLASS SPONSOR SUPPLEME	Orange Park High	Appointment
	YOUNG, MICHAEL EDWARD GCJ ACADEMIC COACH, LOCAL SUPPLEME	Green Cove Springs Junior High	Appointment
0.5	ZACHARY, JULY KARINA OPH DEPT HEAD (6-10) SUPPLEME	Orange Park High	Appointment

III. INSTRUCTIONAL ACTIONS 2025-2026

G. PENDING APPOINTMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
------------------	-------------------	-------------	----------------	--------------------

NONE

DRAFT

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
------------------	-------------------	-------------	----------------	--------------------

NONE				
------	--	--	--	--

DRAFT

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
NONE		

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2024-2025

B. COMMUNITY EDUCATION

Appointments

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2024-2025

C. ADULT EDUCATION

Appointments

NONE

DRAFT

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
NONE		

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

B. COMMUNITY EDUCATION

Appointments

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

C. ADULT EDUCATION

Appointments

NONE

DRAFT

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2024-2025

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

DRAFT

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2025-2026

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

DRAFT

VI. Support Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
GREEN, SKY TRN CUSTODIAN 12 MO SU	Transportation	Effective 2025-06-17 12 MO SU / Annual
JOHNSON, RHONDA LEE GCJ CUSTODIAN 12 MO SU	Green Cove Springs Junior High	Effective 2025-06-16 12 MO SU / Annual
WILEY, NADINE MARIE POE PRINCIPAL SECRETARY 12 MO SU	Plantation Oaks Elementary	Effective 2025-06-30 12 MO SU / Annual

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	
-----------------	------	--

DRAFT

VI. Support Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	
--	------------------------	-------------	--

DRAFT

VI. Support Actions

D. TRANSFER

Name/Assignment	Site	
-----------------	------	--

DRAFT

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.8	AMASIFUEN CUMPA, ALEJANDRA IVETTE RHS ESOL CLASSROOM ASSISTANT 9 MON SU	Ridgeview High School	Effective 2025-05-30 RESIGNATION
	AYALA CALDERON, RAFAEL TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2025-05-30 RESIGNATION
0.9	BATTLE, TONY S GCJ GENERAL HEALTH ASSISTA LNG TRM	Green Cove Springs Junior High	Effective 2025-05-30 RESIGNATION
	BURGOS, TERESA SPS ST RECORD SEC 12 MO 12 MO SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2025-06-30 RESIGNATION
0.9	CASTELLOT, CASSANDRA ANN SPS GENERAL HEALTH ASSISTA 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2025-05-30 RESIGNATION
0.9	DAMLOS MITCHELL, SEAN MICHAEL POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2025-05-30 RESIGNATION
	FETZNER, CRYSTAL THERESE LJH SCHOOL SEC ADMINISTRATION 10 MONTH	Swimming Pen Creek Elem	Effective 2025-06-02 RESIGNATION
0.9	GUERRIER, ROBERT RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2025-05-30 RESIGNATION
	IBEAUWUCHI, STEVE CHUKU TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2025-05-30 RESIGNATION
	JEAN JULIEN, MARIE CAMITA GPE CUSTODIAN 12 MO SU	Grove Park Elementary	Effective 2025-06-30 RESIGNATION
0.9	JOHNSON, CORRINE NADINE TES BEHAVIORAL HEALTH ASST LNG TRM	Tynes Elementary	Effective 2025-05-30 RESIGNATION
	KIELY, AMY LAUREL OPH ST RECORD SEC 12 MO 12 MO SU	Orange Park High	Effective 2025-06-18 RESIGNATION
0.9	KISENA, KATHY PUALANI TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2025-05-30 RESIGNATION
	LOWERY, ASHLEY HAIGLER OPJ REGISTERED NURSE 10 MONTH	Orange Park Jr High	Effective 2025-06-02 RESIGNATION
	LUZUNARIS, FRANCIS A WJH SCHOOL SEC ADMINISTRATION 10 MONTH	Wilkinson Jr High	Effective 2025-06-02 RESIGNATION
0.9	RAHE BOURQUE, MARGOT ANNELIESE	Oakleaf Village Elementary	Effective 2025-05-30 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	OVE GENERAL ASSISTANT 9 MON SU		
	RIVERS, KIMBERLEY E DATA MANAGEMENT SPECIALIST 12 MO SU	Plantation Oaks Elementary	Effective 2025-06-30 RESIGNATION
0.9	SAXON, PAMELA A KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	Effective 2025-05-30 RESIGNATION
	SHEFFIELD, AMANDA JENNIFER WES CAFE VAN DRIVER 5.75 HOURS 9 MON SU	Wilkinson Elementary	Effective 2025-05-30 RESIGNATION
0.8	SIGMON, KIMBERLY T KHE TITLE I ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2025-05-30 RESIGNATION
0.9	SOLOMON, LLOYD A OVE GENERAL ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2025-05-30 RESIGNATION
	STENCIL, STEPHANIE K LAJ CAFE ASSISTANT 6.5 HOURS 9 MON SU	Lake Asbury Junior High School	Effective 2025-05-29 RESIGNATION
0.8	SWARD, SABLE KAE ROE GENERIC CLASSROOM ASSISTAN 9 MON SU	Rideout Elementary	Effective 2025-05-30 RESIGNATION
0.8	WEDEMEYER, BREIANNE NICHOLE POE HEALTH ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2025-05-30 RESIGNATION
	WHITLOCK, LUCY MARIE MBE REGISTERED NURSE LNG TRM	Middleburg Elementary	Effective 2025-06-02 RESIGNATION
	WILLIS, VERNON HOWARD SUPPORT - CWL 12 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2025-06-20 RESIGNATION
0.8	WOODY, BETHANI VERONICA DAWN OPJ IN SCHOOL SUSPENSION 9 MON SU	Orange Park Jr High	Effective 2025-05-30 RESIGNATION

VI. Support Actions**F. SUPPLEMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
ROSS, MARVIN MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment

DRAFT

VI. Support Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
CROSBY, ALEXANDER GALEN MCE CUSTODIAN 12 MO SU	Montclair Elementary	Effective 2025-07-02 12 MO SU / Annual
LAYNE, ROSS DANIEL OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2025-07-10 12 MO SU / Annual
TYSON, JEFFREY OLJ CUSTODIAN 12 MO SU	Oakleaf Junior High School	Effective 2025-07-08 12 MO SU / Annual

DRAFT

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	ALVES, CHRISTOPHER DAVID OPH CUSTODIAN 12 MO SU	Orange Park High	12 MO SU / Multi-Year Conditional
0.9	ATKINSON, STEPHANIE DAWN CHS BEHAVIORAL HEALTH ASST 9 MON SU	Clay High	9 MON SU / Multi-Year Conditional
0.9	BLUE, ALLYSON MAREE BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	9 MON SU / Annual
	CLAY, GEORGE S TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	CLELAND, SABRA SHYANNE LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	9 MON SU / Multi-Year Conditional
0.9	CRAVEN, DEIRDRE L LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	9 MON SU / Multi-Year Conditional
0.9	DE LOS SANTOS ORTIZ, JANAURY ORGANIA GPE BEHAVIORAL HEALTH ASST 9 MON SU	Transportation	9 MON SU / Annual
0.9	DEEN, KAREN JOANNE GCJ GENERAL HEALTH ASSISTA 9 MON SU	Bannerman Learning Center	9 MON SU / Annual
	FOX, ALICHA LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
	GILBERT, MICHELLE LYN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	GOMEZ CHECO, CAROLINA OVE BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Village Elementary	9 MON SU / 3rd year annual, support
	GOODMAN, SARAH NICOLE KHE IN SCHOOL SUSPENSION 9 MON SU	Keystone Heights Elementary	9 MON SU / Annual
0.9	GRAVES, ASHLEY M SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	9 MON SU / Multi-Year Conditional
	GREEN, SKY TRN CUSTODIAN 12 MO SU	Transportation	12 MO SU / Annual
	HATTAUGH, TERRI JO TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	HETU, LYNDSY B LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	9 MON SU / Multi-Year Conditional

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
0.9	JACKSON, RHIAN ALICIA RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	9 MON SU / Annual
	JOHNSON, RHONDA LEE GCJ CUSTODIAN 12 MO SU	Green Cove Springs Junior High	12 MO SU / Annual
	KINCHEN, ARTHUR M TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	KINCHEN, NANCY LEONA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR /
0.9	MCDALD, AVERY ELIZABETH OVE GENERAL ASSISTANT 9 MON SU	Discovery Oaks Elementary	9 MON SU / Annual
	PADGETT, MICHELLE L TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	PETERSON, CASSANDRA MARIE SBJ BEHAVIORAL HEALTH ASST 9 MON SU	S. Bryan Jennings Elementary	9 MON SU / Annual
	ROBERTS III, DAVID EUGENE MNT ELECTRONICS TECH 12 MO SU	Division of Support Svcs	12 MO SU / Annual
0.9	SABLE, TANIA SABINE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / 3rd year annual, support
0.9	STANFORD, HEATHER MACKENZIE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	9 MON SU / Multi-Year Conditional
	WILEY, NADINE MARIE POE PRINCIPAL SECRETARY 12 MO SU	Plantation Oaks Elementary	12 MO SU / Annual

VI. Support Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.9	DUCKWORTH, KANDACE ANNE TBE GENERAL HEALTH ASSISTA 9 MON SU	Swimming Pen Creek Elem	
	KUMPF, LISA IRENE LES GENERAL HEALTH ASSISTA 9 MON SU	Plantation Oaks Elementary	
	MEAKINS, MIA CAROL WJH TITLE 1 ASSISTANT 9 MON SU	Wilkinson Jr High	
0.9	NELSON, AMBER NICOLE SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	
0.8	SANTIAGO, ANGELA D KHH DROP OUT PREV. CR ASST 9 MON SU	Keystone Heights High School	
0.8	SPOFFORD, JANET LESLIE OPE GENERIC CLASSROOM ASSISTAN 9 MON SU	Orange Park Elementary	

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.9	ABDALLA, ALSHIMA SIDDIG RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	EFFECTIVE 2025-8-7 TRANSFER FROM OPH CAFETERIA ASSISTANT 5.50 HOURS
	ANDERSON, TELLY SAVULUS GPE CUSTODIAN 12 MO SU	SPRING PARK ELEMENTARY SCHOOL	EFFECTIVE 2023-07-01 TRANSFER FROM CHS CUSTODIAN
0.9	BUTTS, SARAH YVONNE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	EFFECTIVE 2025-8-7 TRANSFER FROM OVE .9 GENERAL ASSISTANT
0.9	COLEMAN, PIPER GENEMARIE WEC GENERAL ASSISTANT 9 MON SU	W.E. Cherry Elementary	EFFECTIVE 2025-8-7 TRANSFER FROM WEC .9 BEHAVIORAL HEALTH ASSISTANT
	COMES, BECK O LEARY MNT BAS TECH ASST 12 MO SU	Division of Support Svcs	EFFECTIVE 2025-7-1 TRANSFER FROM ITS TECH SPECIALIST
0.9	DECROSTA, JESSICA AMBER MRE GENERAL HEALTH ASSISTA 9 MON SU	Mcrae Elementary	EFFECTIVE 2025-8-7 TRANSFER FROM MRE MEDIA TECH
	GARRETT, SARA CHS CAFE VAN DRIVER 7.5 HOURS 9 MON SU	Clay High	EFFECTIVE 2025-8-8 TRANSFER FROM CHS CAFE ASSISTANT 4.25
	GONZALEZ ESCALONA, CLARA OPJ CUSTODIAN 12 MO SU	Fleming Island High School	Effective 2025-07-16 /transfer from / FIH CUSTODIAN
	HARMON, GLENDA E CEB CAFE ASSISTANT 5.75 HOURS 9 MON SU	Charles E. Bennett Elementary	EFFECTIVE 2025-8-8 TRANSFER FROM TBE CAFETERIA ASSISTANT 4.25 HOURS
	HICKS, JACLYN K SPS ST RECORD SEC 12 MO 12 MO SU	SPRING PARK ELEMENTARY SCHOOL	EFFECTIVE 2025-7-1 TRANSFER FROM SPS MEDIA TECH
0.8	HODGES, HEATHER LEIGH ROE GENERIC CLASSROOM ASSISTAN 9 MON SU	Rideout Elementary	EFFECTIVE 2025-8-7 TRANSFER FROM ROE .9 BEHAVIORAL HEALTH ASSISTANT
	JOHNSON, SAMANTHA C RHS ST RECORD SEC 12 MO 12 MO SU	Ridgeview High School	EFFECTIVE 2025-7-1 TRANSFER FROM RHS SCHOOL SECRETARY 10 MON
	LAZARIDES, SONYA CHRISTINE RHS SCHOOL SECRETARY 10 MONTH 10 MONTH	Wilkinson Jr High	EFFECTIVE 2025-8-4 TRANSFER FROM RHS MEDIA TECH
	LEE, ERIKA DANIELLE OPH ST RECORD SEC 12 MO 12 MO SU	Orange Park High	EFFECTIVE 2025-7-14 TRANSFER FROM RHS .9 BEHAVIORAL HEALTH ASSISTANT
	MARTINEZ, SANDRA LIMBANIA OLJ CUSTODIAN 12 MO SU	Oakleaf Junior High School	Effective 2025-07-08 /transfer from / OPJ CUSTODIAN
	MCCOLLUM, STEVEN MICHAEL MNT HVAC TECH 12 MO SU	Division of Support Svcs	Effective 2025-07-08 /transfer from / MNT GENERAL MAINT WORKER
	PATTERSON, SAMANTHA	Oakleaf Junior High School	EFFECTIVE 2025-8-4 TRANSFER

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	JAMES OLJ TESTING/ADMIN SUPPORT ASST 10 MONTH		FROM OLJ SCHOOL SECRETARY 10 MON
	PEREZ CESPEDES, SOL RVE CUSTODIAN 12 MO SU	Ridgeview Elementary	EFFECTIVE 2025-7-1 TRANSFER FROM TRN BUS MONITOR
	PHILEMON, ASHLEY J WJH TESTING/ADMIN SUPPORT ASST 10 MONTH	Wilkinson Jr High	EFFECTIVE 2025-8-4 TRANSFER FROM CHE TITLE I ASSISTANT
	PICHARDO FRUCTUOSO, MARIA JOSEFINA AES CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	EFFECTIVE 2025-7-16 TRANSFER FROM SBJ CAFETERIA ASSISTANT 4.50
	PLANK, KYLE LEE MNT LEAD CARPENTER 12 MO SU	Division of Support Svcs	EFFECTIVE 2025-7-1 TRANSFER FROM MNT CARPENTER
0.9	RUDAO, KATIE LYNN RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	EFFECTIVE 2025-8-7 TRANSFER FROM RHS .9 GENERAL HEALTH ASSISTANT
0.8	TURTURRO, STEPHANIE MILLER DIS GENERIC CLASSROOM ASSISTAN 9 MON SU	Doctors Inlet Elementary	EFFECTIVE 2025-8-7 TRANSFER FROM DIS TITLE I ASSISTANT
	WITTWER, KASSANDRA ANN GCJ TESTING/ADMIN SUPPORT ASST 10 MONTH	Green Cove Springs Junior High	EFFECTIVE 2025-8-4 TRANSFER FROM GCJ .9 BEHAVIORAL HEALTH ASSISTANT
	YASMINE, JOE G TRN SHOP MANAGER 12 MO SU	Transportation	Effective 2025-07-16 /transfer from / TRN MECHANIC

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
CANOVA, GEORGE ALDERMAN ITS PROGRAMMER/ANALYST 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2025-07-16 RETIREMENT
DIETER, LAWRENCE ALEXANDER KHH CUSTODIAN 12 MO SU	Keystone Heights High School	Effective 2025-08-29 RETIREMENT

DRAFT

VI. Support Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	ADMIRE, CHRISTY L INST APPLICATION FACILITATOR SUPPLEME	Ridgeview Elementary	Appointment
	BUCKLEY, AMANDA SUE INST APPLICATION FACILITATOR SUPPLEME	Fleming Island Elementary	Appointment
0.5	CUELLAR, STEPHANIE RVE SAFETY PATROL SUPPLEME	Ridgeview Elementary	Appointment
0.5	CUSACK, ASHLEY M KHE SAFETY PATROL SUPPLEME	Keystone Heights Elementary	Appointment
	DELL, CALVIN WJH BASKETBALL HD JH SUPPLEME	Wilkinson Jr High	Appointment
	HARRINGTON, CHARLIE A KHH CHEERLEADING VARSITY SUPPLEME	Keystone Heights High School	Appointment
	HERSEY, MELISSA DANIELLE KHH CHEERLEADING JH SUPPLEME	Keystone Heights High School	Appointment
	HERSEY, MELISSA DANIELLE KHH JUNIOR SUPPLEME	Keystone Heights High School	Appointment
	HORNE, WILLIAM EDWARD OHS FLAG FOOTBALL HD SH/JH SUPPLEME	Oakleaf High School	Appointment
	HORNE, WILLIAM EDWARD OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
	HOUSTON JR, RUSSELL EDWARD MHS SOFTBALL FP ASST SH SUPPLEME	Middleburg High	Appointment
	LANOIR, JERARD TYLER OHS TRACK ASST SH SUPPLEME	Oakleaf High School	Appointment
2.0	MEAKINS, MIA CAROL WJH DISCRETIONARY SUPPLEME	Wilkinson Jr High	Appointment
	MILLER, MARIE S KHE DISCRETIONARY SUPPLEME	Keystone Heights Elementary	Appointment
0.5	NIEVES, XIOMARA J DIS SAFETY PATROL SUPPLEME	Doctors Inlet Elementary	Appointment
	SANFORD, TENLEIGH BROOKE WJH ANNUAL STAFF JH SUPPLEME	Wilkinson Jr High	Appointment
	SANFORD, TENLEIGH BROOKE WJH CHEERLEADING JH SUPPLEME	Wilkinson Jr High	Appointment
0.5	SKEEN, MICHELLE MARIE OPH SENIOR CLASS SPONSOR	Orange Park High	Appointment

VI. Support Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	SUPPLEME		
	SLATER, MEGAN L KHE TITLE 1 SUP ED SUPPLEME	Keystone Heights Elementary	Appointment
	ST HILAIRE, ELIZABETH JEAN OPJ ANNUAL STAFF JH SUPPLEME	Orange Park Jr High	Appointment
	THOMAS, JESSICA LEIGH KHH CROSS COUNTRY HD SH SUPPLEME	Keystone Heights High School	Appointment
	WEISKOPF, RHIANNON M MHS WEIGHTLIFTING HD SH SUPPLEME	Middleburg High	Appointment
	WOODY, BETHANI VERONICA DAWN OPJ CHEERLEADING JH SUPPLEME	Orange Park Jr High	Appointment
0.5	YEARTY, SELINA RENEE OPH SENIOR CLASS SPONSOR SUPPLEME	Orange Park High	Appointment

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C3 - K-12 Academic Services Out of State and Overnight Student Travel

Description

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips supplement and enrich classroom instruction by providing learning experiences that will enhance mastery of the curriculum standards of the State of Florida. A field trip is defined as any planned, student-travel activity which is approved as part of the district's educational program and is under the direct supervision and control of an instructional staff member or any advisor as designated by the Superintendent.

Field Trips Details

School	Date	Destination	Group	Purpose
Lake Asbury Junior High	1/22 - 1/23/26	Key Largo, FL	8th Grade STEAM	Tour and study Florida Ecology at the Key Largo Marine Lab
Fleming Island High	10/24 - 10/25/25	Tallahassee, FL	Cross Country	Pre-state championship race
Fleming Island High	7/26 - 7/29/25	Orlando, FL	Cheerleading	Cheerleading camp
Fleming Island High	11/21 - 11/22/25	Tallahassee, FL	Cross Country	State Championship
Fleming Island High	9/13 - 9/14/25	Tallahassee, FL	Cross Country	Regional cross country meet
Fleming Island High	9/20 - 9/21/25	Cartersville, GA	Cross Country	Cross Country Invitational
Orange Park High	3/27 - 3/30/26	New York, NY	Chorus	Attend a Broadway show and study musical theater
Orange Park High	9/12 - 9/14/25	Camp Blanding	NJROTC	Multi day orienteering course
Oakleaf High	7/14 - 7/16/25	Deland, FL	Football	FCA Camp at Stetson Univ.
Ridgeview High	9/12 - 9/14/25	Camp Blanding	NJROTC	Multi day orienteering course
Ridgeview High	2/6 - 2/7/26	Douglas, GA	NJROTC	Area 10 Close Order Drill Championship

Gap Analysis

Field trips provide students with a window to the real world that they don't get in the classroom, and they can help students understand real-world applications to abstract concepts.

Previous Outcomes

All out of county activity trips are selected, planned, evaluated, and approved or rejected in conformity with written district policy.

Expected Outcomes

It is important to recognize that learning outcomes from field trips can range from cognitive to affective outcomes. Exposing students to new experiences and can increase interest and engagement in academics regardless of prior interests.

Strategic Plan Goal

Ensure that every classroom provides a quality and rigorous instructional experience in order to elevate student outcomes.

Recommendation

That the Clay County School Board approve out of county student travel.

Contact

Roger Dailey, Chief Academic Officer; roger.dailey@myoneclay.net; 904-336-6904

Treasure Pickett, Chief of Secondary Ed; treasure.pickett@myoneclay.net; 904-336-6918

Financial Impact

None

Review Comments**Attachments**

🔗 [August 2025 Student Travel.pdf](#)

DRAFT



Clay County District Schools

Field Trip Request Form

8/7/25

School Requesting:	*JR* Lake Asbury Junior High
Staff Requesting:	Lindsey Underwood, Department Head lindsey.underwood@myoneclay.net
Grade Level and Subject/Program:	Eighth STEAM N/A
Destination:	Marine Lab, 51 Shoreland Drive, Key Largo, Florida
Education Value	During our visit, students will explore and learn about seagrass, mangrove, and coral reef ecology, while snorkeling off the coast of Key Largo, Florida. Marine Lab provides field, lab, and classroom learning opportunities to educate the students about Florida ecology and the importance of conservation.
FLDOE Standards/Benchmarks	<p>MA.K12.MTR.1.1 Actively participate in effortful learning both individually and collectively.</p> <p>MA.K12.MTR.2.1 Demonstrate understanding by representing problems in multiple ways</p> <p>MA.K12.MTR.5.1 Use patterns and structure to help understand and connect mathematical concepts</p> <p>MA.K12.MTR.7.1 Apply mathematics to real-world context</p> <p>ELA.K12.EE.2.1 Read and comprehend grade-level complex texts proficiently</p> <p>ELA. K12.EE.4.1 Use appropriate collaborative techniques and active listening skills when engaging in discussions in a variety of situations</p> <p>ELA. K12.EE.5.1 Use the accepted rules governing a specific format to create quality work</p> <p>ELA.K12.EE.6.1 Use appropriate voice and tone when speaking or writing</p> <p>SC.912.N.1.1 Define a problem based on a specific body of knowledge, for example : biology, chemistry, physics, and Earth/space science, and do the following:</p> <ol style="list-style-type: none">1. pose questions about the natural world2. conduct systematic observations3. examine books and other sources of information to see what is already known4. review what is known in light of empirical evidence5. plan investigations

	<p>6. use tools to gather, analyze, and interpret data (this includes the use of measurement in metric and other systems, and also the generation and interpretation of graphical representations of data, including data tables and graphs)</p> <p>7. pose answers, explanations, or descriptions of events</p> <p>8. generate explanations that explicate or describe natural phenomena (inferences)</p> <p>9. use appropriate evidence and reasoning to justify these explanations to others</p> <p>10. communicate results of scientific investigations</p> <p>11. evaluate the merits of the explanations produced by others</p> <p>SC.912.L.17.5 Analyze how population size is determined by births, deaths, immigration, emigration, and limiting factors (biotic and abiotic) that determine carrying capacity</p> <p>SC.912.N.1.6 Describe how scientific inferences are drawn from scientific observations, and provide examples from the content being studied</p> <p>SC.912.L.17.2 Explain the general distribution of life in aquatic systems as a function of chemistry, geography, light, depth, salinity, and temperature</p> <p>SC. 912.L.17.4 Describe changes in ecosystems resulting from seasonal variations, climate change, and succession</p> <p>SC.912.L.17.8 Recognize the consequences of the losses of biodiversity due to catastrophic events, climate changes, human activity, and the introduction of invasive, nonnative species</p> <p>SC.912.L.17.20 Predict the impact of individuals on environmental systems, and examine how human lifestyles affect sustainability.</p>
Field Trip Details: Start/End Date/Time	<p>Starts: 1/22/2026 5:30:00</p> <p>Ends: 1/23/2026 19:30:00</p>
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Academy Bus
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	75
Cost Per Student and What it Covers:	<p>\$500</p> <p>The Marine Lab visit includes lodging, meals, and snorkel gear. Additional cost includes transportation, and lodging for the bus driver.</p>

Anticipated # of Chaperones:	10
Cost Per Chaperone and What it Covers:	\$0 N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	3233
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Lindsey Underwood</i> 5/29/2025 12:23:26
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>5-29-25</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>5-29-25</i>
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>5-29-25</i>

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>8/1/25</u>
<input type="checkbox"/>	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



8/1/25

Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Jason Poole, Coach jason.poole@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Cross Country Boys and Girls
Destination:	Apalachee Regional Park, 7550 Apalachee Pkwy, Tallahassee, FL 32311
Education Value	This is the official pre-state championship race. It involves competing against the best cross country teams in the state and is a preview of the state meet in November.
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 10/24/2025 10:00:00 Ends: 10/25/2025 13:00:00
Overnight:	<input checked="" type="radio"/> Yes
Out-Of-State:	<input checked="" type="radio"/> No
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Jason Poole, Dave Allen, Max Grandstaff, Ellen Boyer
Anticipated # of Students:	20
Cost Per Student and What it Covers:	\$75 Travel and hotel
Anticipated # of Chaperones:	4
Cost Per Chaperone and What it Covers:	\$75 Travel and hotel
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	Internal Accounts, Cross Country boys 1111, and Cross Country girls 1112

Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Jason Poole 6/18/2025 15:29:56
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 6/25/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 6/30/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 6/30/25

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 8/1/25
<input type="checkbox"/>	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



Clay County District Schools Field Trip Request Form

8/1/25

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Adrienne Grace, Coach travis.cunningham@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Cheerleading
Destination:	University of Central Florida, team camp
Education Value	NA
FLDOE Standards/Benchmarks	NA
Field Trip Details: Start/End Date/Time	Starts: 7/26/2025 8:00:00 Ends: 7/29/2025 17:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	NA
Legal Name of Approved Drivers (if applicable)	NA
Anticipated # of Students:	35
Cost Per Student and What it Covers:	\$477.00 Room, meals, snacks, cost of camp, instructors
Anticipated # of Chaperones:	5
Cost Per Chaperone and What it Covers:	\$250 Room, meals
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	Cheerleading,
Blanket Request:	No
Schedule for Blanket Requests:	

3

(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Adrienne Grace</i> 6/19/2025 10:17:45
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>Jul Mary</i> 6/19/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>[Signature]</i> 6/23/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>[Signature]</i> 6/30/25

***District Use Only**

- ☐ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) _____
- ☒ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) 8/7/25.
- ☐ CTE EVENT
Event was Pre-Approved at the School Board meeting on (Date) _____.



Clay County District Schools

Field Trip Request Form

8/1/25

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Jason Poole, Coach jason.poole@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Cross Country, boys and girls
Destination:	Apalachee Regional Park, 7550 Apalachee Pkwy, Tallahassee, FL 32311
Education Value	State Championship meet to conclude the season.
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 11/21/2025 10:00:00 Ends: 11/22/2025 13:00:00
Overnight:	<input checked="" type="radio"/> Yes
Out-Of-State:	<input checked="" type="radio"/> No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Jason Poole, Dave Allen, Max Grandstaff, Ellen Boyer
Anticipated # of Students:	16
Cost Per Student and What it Covers:	\$75 Travel and hotel
Anticipated # of Chaperones:	4
Cost Per Chaperone and What it Covers:	\$75 Travel and hotel
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	Internal Accounts, Fleming Island High School Athletics
Blanket Request:	No

4

Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Jason Poole 6/18/2025 15:34:01
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here Thomas P. Allen 6/25/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here P. H. H. 6/30/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. Blum 6/30/25

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 8/7/25
<input type="checkbox"/>	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



Clay County District Schools

Field Trip Request Form

8/1/25

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Jason Poole, Coach jason.poole@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Cross Country boys and girls
Destination:	Apalachee Regional Park, 7550 Apalachee Pkwy, Tallahassee, FL 32311
Education Value	This is a regional cross country meet and an early season opportunity to preview the state championship course.
FLDOE Standards/Benchmarks	n/a
Field Trip Details: Start/End Date/Time	Starts: 9/13/2025 8:00:00 Ends: 9/14/2025 13:00:00
Overnight:	<input checked="" type="radio"/> Yes
Out-Of-State:	<input checked="" type="radio"/> No
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	n/a
Legal Name of Approved Drivers (if applicable)	Jason Poole, Dave Allen, Max Grandstaff, Ellen Boyer
Anticipated # of Students:	20
Cost Per Student and What it Covers:	\$75 hotel and travel
Anticipated # of Chaperones:	4
Cost Per Chaperone and What it Covers:	75 hotel and travel
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	Internal Accounts, Cross Country Boys 1111 and Cross Country Girls 1112
Blanket Request:	No

5

Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Jason Poole</i> 6/18/2025 15:25:47
Principal Signature and Date	Principal Signs Here <i>Thomas Pitter</i> Principal Inserts Date Here 6/25/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>J. P. 6/30/25</i>
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>D. Bhi. 6/30/25</i>

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>6/11/25</u>
<input type="checkbox"/>	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



Clay County District Schools Field Trip Request Form

8/17/25

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Jason Poole, Coach jason.poole@myoneclay.net
Grade Level and Subject/Program:	Ninth Athletics Cross Country, boys and girls
Destination:	Sam Smith Park, 155 Douthit Ferry Road Cartersville, GA 30120
Education Value	This is an elite level cross country invitational. We have attended this meet each of the past three seasons. It gives our athletes great competition and is an opportunity for team bonding.
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 9/20/2025 6:00:00 Ends: 9/21/2025 20:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Dave Allen, Max Grandstaff, Jason Poole, Ellen Boyer
Anticipated # of Students:	15
Cost Per Student and What it Covers:	75 hotel and travel
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	75 hotel and travel
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	Cross Country Boys Internal, 1111, Cross Country Girls Internal, 1112
Blanket Request:	No

6

Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Jason Poole 6/18/2025 15:17:57
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here Thomas Pittman 6/25/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here D. P. 6/30/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. P. 6/30/25

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 8/1/25
<input type="checkbox"/>	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



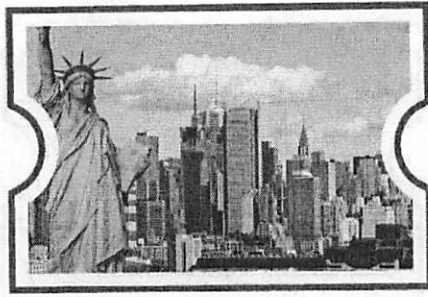
8/7/25

Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Michelle DuChemin, Teacher michelle.duchemin@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Fine Arts n/a
Destination:	New York City, New York
Education Value	Chorus Members will visit New York to experience music on the Broadway stage and participate in a Broadway led workshop. Students will learn about musical theater history, American history, and visit an Art Museum. Students will come away with a greater understanding of music and culture beyond the classroom setting.
FLDOE Standards/Benchmarks	MU.912.C.1.4 Compare and perform a variety of vocal styles and ensembles. MU.912.C.2.2 Evaluate performance quality in recorded and/or live performances. MU.912.H.2.1 Evaluate the social impact of music on specific historical periods. MU.912.O.3.1 Analyze expressive elements in a musical work and describe how the choices and manipulations of the elements.
Field Trip Details: Start/End Date/Time	Starts: 3/27/2026 5:00:00 Ends: 3/30/2026 21:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Charter Bus, Commercial Airline
Charter Bus Company (if applicable):	The bus is provided by Greenlight Tours and will only be ridden in New York.
Legal Name of Approved Drivers (if applicable)	n/a
Anticipated # of Students:	40
Cost Per Student and What it Covers:	\$2,400.00 Everything except transportation to the airport.
Anticipated # of Chaperones:	5
Cost Per Chaperone and	\$0

What it Covers:	Everything except transportation to the airport.
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	Internal 2200
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Michelle DuChemin</i> 5/19/2025 9:40:10
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>h/k</i> 5/27/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>Shirley</i> 6/9/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>D. Hume</i>

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>8-1-25</u>
<input type="checkbox"/>	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



NEW YORK CITY

Orange Park High School Choir

Friday, March 27th, 2026

- 5:00am Arrive at Jacksonville International Airport
- 7:00am Depart out of Jacksonville Airport on United Airlines Flight #2673
- 9:19am Arrive in the Big Apple, New York, NY
- 9:45am Meet your Green Light tour manager
- 10:00am Pack and load bus
- 11:00am Lunch and shopping at Chelsea Market (\$25 cash back)
- 1:00pm See the High Line Elevated Park and Little Island
- 2:30pm Tour through parts of Central Park
- 4:00pm Check into Midtown Manhattan hotel
- 6:00pm Dinner at Havana Central
- 7:30pm Free time with Chaperone groups in Times Square
- 9:00pm Group photo in Times Square
- 9:30pm Arrive back at hotel

Saturday, March 28th, 2026

- Breakfast at a local deli (\$25 cash back)
- 10:00am Broadway Clinic, learn a piece taught by a member of the cast
- 12:00pm Lunch at Urban Hawker (\$25 cash back)
- 1:30pm Tour of Radio City Music Hall
- 3:00pm Shopping on Fabulous 5th Avenue
- Freshen up at the hotel

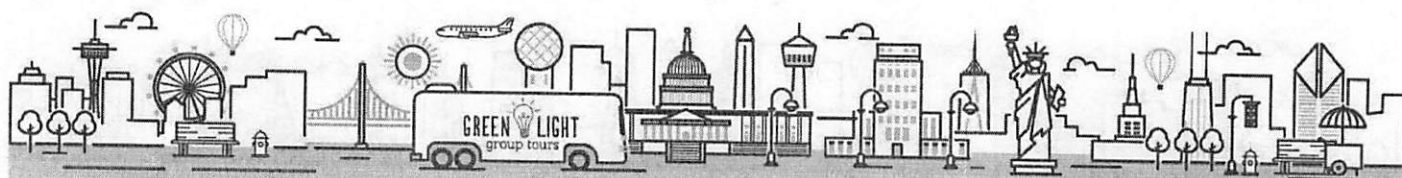
- 4:45pm Dinner at Ellen's Stardust Diner
- 7:00pm See Wicked on Broadway
- Arrive back at the hotel

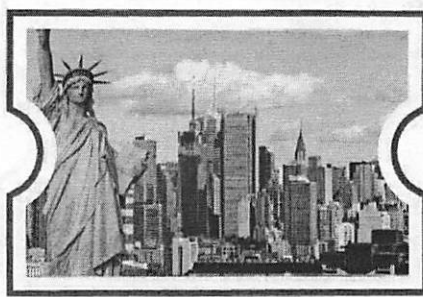
Sunday, March 29th, 2026

- Breakfast at a local deli (\$25 cash back)
- 9:30am Explore the 9/11 Museum
- 11:30am See the 9/11 Memorial
- 12:00pm Lunch at Hudson Eats (\$25 cash back)
- 3:00pm See Hadestown on Broadway
- 6:00pm Dinner at Pink Taco
- 8:00pm Visit the Empire State Building
- 10:00pm Arrive back at hotel

Monday, March 30th, 2026

- Breakfast at a local deli (\$25 cash back)
- Load bus and check out of hotel
- 10:00am Enjoy the MET (Metropolitan Museum of Art)
- 1:30pm Lunch and shopping in Chinatown/Soho (\$25 cash back)
- 3:00pm Depart for the Newark airport
- 4:00pm Arrive at the Airport
- Dinner at the airport (\$25 cash back)
- 6:40pm Depart on United Airlines flight #0435
- Arrive back in Jacksonville





NEW YORK CITY

Ground Package Includes

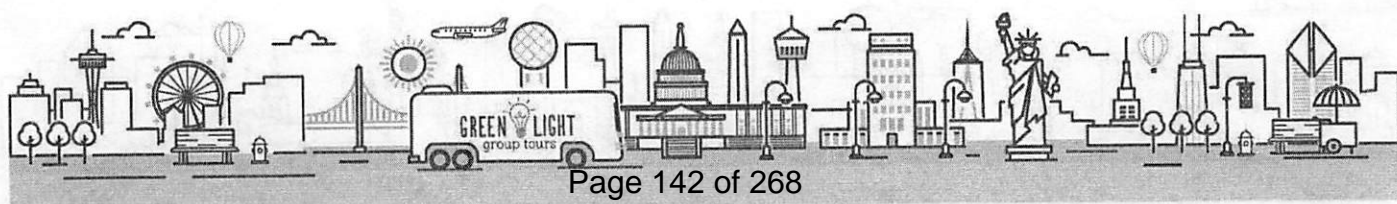
- Round trip flight (does not include luggage fees)
- Motor coach transfers to and from the New York airport (some of the New York transportation will be by subway and walking)
- Subway pass
- Dedicated tour manager
- Three nights lodging in interior corridor hotel in Midtown Manhattan
- 9/11 Memorial and Museum
- Wicked on Broadway
- Hadestown on Broadway
- Broadway Clinic
- Fabulous 5th Avenue
- Times Square
- The MET
- Radio City
- The High Line and Little Island
- Central Park
- One World Observatory
- Chinatown
- Breakfast daily
- Lunch at Chelsea Market
- Lunch at Hudson Eats
- Lunch at Urban Hawker
- Lunch in Chinatown/ Soho
- Dinner at Havana Central
- Dinner at Ellen's Stardust Diner
- Dinner at the Pink Taco
- Dinner in the airport

- Two million dollar liability insurance policy
- Name badges with emergency phone numbers and a mini itinerary
- Standard trip delay protection
- Nighttime hotel security, so you can sleep
- Three complimentary director's packages: two at double occupancy and one at single occupancy
- Online registration and billing

Minimum number of paying travelers:	40	45	50	55	60
Quad	\$1,941	\$1,892	\$1,954	\$1,913	\$1,878
Triple	\$2,016	\$1,967	\$2,029	\$1,988	\$1,953
Double	\$2,166	\$2,117	\$2,179	\$2,138	\$2,103
Single	\$2,616	\$2,567	\$2,629	\$2,588	\$2,553

Does Not Include

- Transportation between school and the airport
- Checked bag fees
- Group photo-\$20/photo (optional)



01/1/25



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Timothy McAllister, Teacher timothy.mcallister@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	CAMP BLANDING
Education Value	STEM multi day Orienteering Course
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 9/12/2025 14:00:00 Ends: 9/14/2025 15:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	rental vehicle
Charter Bus Company (if applicable):	n/a
Legal Name of Approved Drivers (if applicable)	Timothy McAllister
Anticipated # of Students:	8
Cost Per Student and What it Covers:	\$125.00 Lodging, meals, transportation, fees
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	0 n/a
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	NJROTC County External
Blanket Request:	No
Schedule for Blanket Requests:	

5

(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Timothy McAllister</i> 7/7/2025 12:17:07
Principal Signature and Date	Principal Signs Here <i>H/K</i> Principal Inserts Date Here <i>7/7/25</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>[Signature]</i> <i>7/14/25</i>
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>[Signature]</i> <i>7/16/25</i>

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <i>8/7/25</i>
<input type="checkbox"/>	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



Clay County District Schools

Field Trip Request Form

8/7/25

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Christopher Foy, Coach christopher.foy@myoneclay.net
Grade Level and Subject/Program:	Twelfth Athletics Football for FCA Camp
Destination:	Stetson University, 421 N Woodland Blvd., Deland FL. 32723
Education Value	Exposure to a Florida College Campus and experience College Life. Compete against Top Ranked Tackle Football Teams from across the state.
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 7/14/2025 9:00:00 Ends: 7/16/2025 18:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Arnett Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	45
Cost Per Student and What it Covers:	\$175.00 Transportation, Camp Cost (which includes Room and Board for 3 days / 2 nights)
Anticipated # of Chaperones:	11
Cost Per Chaperone and What it Covers:	0 N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	Football Account #1101

4

Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Christopher L. Foy</i> 6/24/2025 11:23:15
Principal Signature and Date	Principal Signs Here <i>[Signature]</i> Principal Inserts Date Here <i>6/25/25</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here <i>6/30/25</i>
Superintendent Signature and Date	Superintendent Signs Here <i>[Signature]</i> Superintendent Inserts Date Here <i>6/30/25</i>

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <i>8-7-25</i>
<input type="checkbox"/>	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



8/7/25

Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Sean Heery, JROTC Instructor sean.heery@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Camp Blanding, Starke, FL
Education Value	Cadets will participate in an instructional orienteering program called "Zero to Orange" that will train beginner orienteers and develop them into Novice/Intermediate orienteers hence the name Zero to Orange. Orange is intermediate level. Orienteering is one of JROTC's competitive activities.
FLDOE Standards/Benchmarks	PE.912.M.1, PE.912.C.2, PE.912.L.3, PE.912.R.5, PE.912.R.6
Field Trip Details: Start/End Date/Time	Starts: 9/12/2025 13:00:00 Ends: 9/14/2025 14:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District School Bus(es) - Must Utilize the Transportation Request Form, 7 passenger vans
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	20
Cost Per Student and What it Covers:	\$125.00 Instruction, food, lodging & facilities
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	0 food, lodging
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be	3167

Charged:	
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Sean M Heery, LtCol USMC Ret 6/4/2025 14:39:14 <i>Sean M Heery</i>
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>B. E. - 6-11-25</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>Mikes 7/12/25</i>
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>D. K. 7/16/25</i>

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>8/7/25</u>
<input type="checkbox"/>	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



8/7/25

Clay County District Schools

Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Sean Heery, JROTC sean.heery@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Coffee HS, 159 Trojan Way, Douglas, GA 31533
Education Value	Cadets will compete in the Area 10 Close Order Drill Championship
FLDOE Standards/Benchmarks	PE.912.M, PE.912.R.6
Field Trip Details: Start/End Date/Time	Starts: 2/6/2026 8:00:00 Ends: 2/7/2026 17:30:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Annett Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	40
Cost Per Student and What it Covers:	0 Paid with Navy funds
Anticipated # of Chaperones:	4
Cost Per Chaperone and What it Covers:	0 Paid with Navy funds
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	3167
Blanket Request:	No
Schedule for Blanket Requests:	

(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Sean M. Heery, LtCol USMC Ret 6/5/2025 8:56:07 <i>Sean M Heery</i>
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>B. E. B. 6-11-25</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>Phyllis 7/10/25</i>
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>D. Shiri 7/16/25</i>

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>8/7/25</u>
<input type="checkbox"/>	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C4 - Interlocal Agreement Between The School Board of Clay County, Florida and Eagle Harbor Association Regarding Usage of District Recreational Facilities.

Description

Fleming Island High School would like to enter into an Interlocal Agreement with Eagle Harbor Association for the purpose of which is to allow their swim team to use the competition swimming pool facilities at the Eagle Harbor Aquatic Facilities for practices and swim meets.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Approval of this item will allow Fleming Island High School swim team to use the Eagle Harbo Aquatic Facility competition swimming pool for practices and for swim meets.

Strategic Plan Goal

N/A

Recommendation

Approve Interlocal Agreement as submitted.

Contact

Travis Cunningham Athletic Director Fleming Island High School ; Matthew Fetzner Swim Coach

Financial Impact

\$1,800.00

Review Comments**Attachments**

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C5 - 2025-2026 Professional Learning Advisory Council Membership

Description

The purpose of the Professional Learning Advisory Council (PLAC) is to assist the Professional Learning office in planning, coordinating and making recommendations to the Clay County School Board to implement professional learning activities. PLAC meets a minimum of twice per year to collaborate on meaningful professional learning experiences throughout the district. The conversations that are held during these meetings help shape the trajectory of professional learning, leading to more effective professional learning opportunities, increased job satisfaction and improved student learning outcomes.

Gap Analysis

This council provides an opportunity for collaborative discussions in the area of professional learning by convening teachers, support employees, school leaders, and district leaders. Without this collaborative discussion, decisions about professional learning would be made in isolation, and would likely be less effective because the decisions would be made with a narrower perspective.

Previous Outcomes

PLAC has been meeting since 1995 (formerly known as PDAC) upon the enactment of the The School Community Professional Development Act of 1995.

Expected Outcomes

The implementation of meaningful professional learning experiences for all CCDS employees as a result of the collaboration among the members of the council, resulting in increased learning outcomes for students.

Strategic Plan Goal

Goal 2: Talent Recruitment Development and Retention.

Strategy 3: Retain employees through opportunities for growth and career development leading to high satisfaction and increased student outcomes.

Recommendation

That the School Board approve the 2025-2026 Professional Learning Advisory Council Membership.

Contact

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

Financial Impact

\$0

Review Comments

Attachments

🔗 [2025-2026 PDAC Committee Board Approval.pdf](#)



Professional Learning Advisory Council

2025-2026 Membership

Committee Position

Elementary Teacher 1
 Elementary Teacher 2
 Elementary Teacher 3
 Elementary Teacher 4
 Junior High Teacher 1
 Junior High Teacher 2
 High School Teacher 1
 High School Teacher 2
 High School Teacher 3
 Applied Technology Teacher
 ESE Teacher
 Elementary Administrator
 Junior High Administrator
 High School Administrator
 Health and Social Services Personnel
 District Level Administrator
 Citizen representative

Member

Kristina Stevens
 Tori Tompkins
 Kim Dziwulski
 Katherine Morrison
 Justin Byrd
 Will Wood
 Aaron Pratt
 Michelle Forbis
 Sarah Saz-Gonzalez
 Brad Zaner
 Kamesa Carter
 Amanda Strickland
 Wilnitra Dixon
 Laurie Burke
 Erin Colon
 Sabrina Thomas
 Carloyn Krall

Ex Officio Members

Vicki Kidwell
 Jennifer Shepard
 Lonnie Roberts

Non-Voting Members

Heather Weaver
 Roger Dailey
 Treasure Pickett
 Heather Teto
 Kellie Guilfoyle
 Melanie McIver
 Jennifer Collins
 Robin Bossinger
 Tabitha Johns
 Tiffany Bazemore
 Liana Arnette
 Karen Frazier
 Melanie Sanders

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C6 - Agreement between Gaetz Aerospace Career Acad, Embry-Riddle Aero Univ and School Board of Clay County 2025-2028

Description

A collaborative agreement between Gaetz Aerospace Career Acad, ERAU and School Board of Clay County for dual Enrollment purposes. The 2025-28 agreement allows for the continuation of a relationship between the two organizations at the following schools: Fleming Island High School, Keystone Heights Jr.-Sr. High School, Middleburg High School, Oakleaf High School and Orange Park High School. This agreement allows Clay County students to enroll in college courses on the campuses of each high school listed. The agreement outlines policies pertaining to Dual Enrollment and the roles and responsibilities of each organization.

Gap Analysis

The agreement must be made in order to continue this offering to Clay County students.

Previous Outcomes

Clay County has had a positive working relationship with ERAU and the agreement benefits the students of the district by allowing them to earn both college credits and high school credits. These courses will allow students to progress towards a post-secondary certificate or degree. In addition, this program is unique to the Clay County programs in that the aeronautical theme is highlighted.

Expected Outcomes

Clay County Aerospace students continue to take advantage of the Dual Enrollment program and earn college level credits. It is expected that the total number of students in this program will continue to grow.

Strategic Plan Goal

Goal 1: Engage all students to attain the necessary skills and knowledge to be future-ready graduates.

Strategy 1.3: Graduate students who are ready to enroll, enlist or be employed in the workforce.

Recommendation

That the School Board of Clay County approve the 2025-28 Agreement between Gaetz Aerospace Career Acad, Embry-Riddle Aeronautical University and the School Board of Clay County.

Contact

Treasure Pickett, Chief of Secondary Ed. 904-336-6918; treasure.pickett@myoneclay.net

Financial Impact

\$57,143.00 per year (3 year agreement not to exceed 175,000.00)

Review Comments

Attachments

📎 [260005 Embry-Riddle Aeronautical University ERAU Agreement 2025-2028.pdf](#)

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 260005

Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:

8/7/2025

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: July 7, 2025

Name of Contract Initiator: Treasure Pickett

Telephone #: 904-336-6919

School/Dept Submitting Contract: Secondary Ed

Cost Center # 9007

Vendor Name: Gaetz Aerospace Career Academy, Embry-Riddle Aeronautical University

Contract Title: Agreement between Gaetz Aero Career Academy, Embry-Riddle Aero Univ and School Board of Clay County

Contract Type: New ☐ Renewal ☒ Amendment ☐ Extension ☐ Previous Year Contract # 230024, 240028, and 240225

Contract Term: 3 Year

Renewal Option(s):

Contract Cost: 57,143.00 per year NTE \$ for the 3 year Agreement \$175,000.00

☒ **BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**

Funding Source: Budget Line # 100-5100730-9007-1385-0000-000-0

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 4:39 pm, Jul 15, 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) *Email attached from ERAU to review the NTE Language

____ Release and Hold Harmless (If Applicable)

** AREA BELOW FOR DISTRICT PERSONNEL ONLY **

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department <div> REVIEWED By Bertha Staefe at 4:41 pm, Jul 15, 2025 </div>	FLDOE 6A-1.012 (11)(b) Education Services / FLDOE 6A-1.012 (11)(a) Professional Services See orange & yellow highlighted comments. ✓
School Board Attorney JPS 7/16 Review Date	Address the orange and yellow highlights. ✓
Other Dept. as Necessary Review Date	
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	<div> TENTATIVELY APPROVED </div> Pending Signatures

**Agreement between Gaetz Aerospace Career Academy,
Embry-Riddle Aeronautical University and
The School Board of Clay County, Florida
Academic Year 2025-2028**

THIS AGREEMENT made and entered into and effective on the date of final execution (herein the “Effective Date”) and between The School Board of Clay County, Florida, a school DISTRICT within the State of Florida (hereinafter referred to as the **DISTRICT**), and Embry-Riddle Aeronautical University, a not-for-profit corporation organized and existing under the laws of the State of Florida (hereinafter referred to as **ERAU**), to conduct work of mutual interest, which will be identified in a Statement of Work and Budget and Additional Terms and Conditions attached hereto and identified as Attachments A and B, respectively.

ERAU and the DISTRICT shall be referred to individually as “Party” and collectively as “Parties”.

WHEREAS, the Parties desire to contract with one another to provide for the addition or continuation of Embry-Riddle – Gaetz Aerospace Career Academy (hereinafter referred to as **ACA**).

NOW THEREFORE, in consideration of the mutual promises herein made, it is agreed between the Parties hereto as follows:

ARTICLE 1.0 SCOPE OF SERVICES

- 1.1 The Parties agree to identify, define, develop, and implement activities, as described in the Statement of Work and Budget, Additional Terms and Conditions and Programmatic Information for School Based Administrators as described in Attachments A, B and C respectively as incorporated herein by reference. Appendix A outlines the schools participating in the program along with the courses being offered, and future appendices will be supplied with an invoice for that academic year.
- 1.2 The Parties’ designated representatives shall have the right, by written instruction, to request changes in or additions to the Statement of Work and Budget through a written instrument authorized and executed with the same formality as this Agreement.
- 1.3 The following schools have been identified as locations providing concurrent/dual enrollment, course work to support career pathways and aerospace STEM outreach.

SCHOOL:	FLEMING ISLAND HIGH SCHOOL
PRINCIPAL CONTACT:	TOM PITTMAN
GUIDANCE COUNSELOR (NAME AND EMAIL) IN CHARGE OF SCHEDULING STUDENTS:	CARLY NETHERLAND CARLY.NETHERLAND@MYONECLAY.NET
CTE CONTACT:	ALICE PAULK

POINT OF CONTACT FOR CONTRACT:	TREASURE PICKETT TREASURE.PICKETT@MYONECLAY.NET
---------------------------------------	--

SCHOOL:	KEYSTONE HEIGHTS HIGH SCHOOL
PRINCIPAL CONTACT:	LAURIE BURKE
GUIDANCE COUNSELOR (NAME AND EMAIL) IN CHARGE OF SCHEDULING STUDENTS:	BETH ALPHOSE BETH.ALPHONSE@MYONECLAY.NET
CTE CONTACT:	ALICE PAULK
POINT OF CONTACT FOR CONTRACT:	TREASURE PICKETT TREASURE.PICKETT@MYONECLAY.NET

SCHOOL:	MIDDLEBURG HIGH SCHOOL
PRINCIPAL CONTACT:	MARTIN AFTUCK
GUIDANCE COUNSELOR (NAME AND EMAIL) IN CHARGE OF SCHEDULING STUDENTS:	REBECCA CRONANADER REBECCA.CRONANDER@MYONECLAY.NET
CTE CONTACT:	ALICE PAULK
POINT OF CONTACT FOR CONTRACT:	TREASURE PICKETT TREASURE.PICKETT@MYONECLAY.NET

SCHOOL:	OAKLEAF HIGH SCHOOL
PRINCIPAL CONTACT:	JUSTIN FLUENT
GUIDANCE COUNSELOR (NAME AND EMAIL) IN CHARGE OF SCHEDULING STUDENTS:	LUCINDA SCHMEHL LUCINDA.SCHMEHL@MYONECLAY.NET
CTE CONTACT:	ALICE PAULK
POINT OF CONTACT FOR CONTRACT:	TREASURE PICKETT TREASURE.PICKETT@MYONECLAY.NET

SCHOOL:	ORANGE PARK HIGH SCHOOL
PRINCIPAL CONTACT:	IVIN GUNDER
GUIDANCE COUNSELOR (NAME AND EMAIL) IN CHARGE OF SCHEDULING STUDENTS:	MELLISSA MCCROSKY MELLISSA.MCCROSKY@MYONECLAY.NET
CTE CONTACT:	ALICE PAULK
POINT OF CONTACT FOR CONTRACT:	TREASURE PICKETT TREASURE.PICKETT@MYONECLAY.NET

ARTICLE 2.0 TOTAL AMOUNT ALLOTTED

The Parties will negotiate the total amount allotted to ERAU for work under this Agreement and affix the amount to this Agreement as a Budget, attached hereto as Attachment A and incorporated herein by this reference.

ARTICLE 3.0 INVOICING

ERAU shall submit invoices to the DISTRICT, and the DISTRICT shall pay ERAU for its performance of the services in accordance with the terms set forth in Attachments A and B.

Invoices shall be submitted to:

Name & Title: Laurie Woolwine, Admin. Asst.
DISTRICT: Clay County
Add 1: 23 S. Green Street
Add 2: Green Cove Springs, FL 32043
Phone: 904-336-6919
Email: laurie.woolwine@myoneclay.net

Payment shall be remitted to:

Daytona Grants & Contracts Requests
Embry-Riddle Aeronautical University
1 Aerospace Blvd
Daytona Beach, FL 32114-3900
386-226-6212
dbgcars@erau.edu

ARTICLE 4.0 PAYMENT

- 4.1 The DISTRICT will make payment for the academic year in accordance with Attachment A and any addenda to this Agreement entered into by both Parties.
- 4.2 Payments for verified invoices for the academic year (AY) will be due as follows:

Date of Final Execution	100% of total amount due for AY
Upon Receipt of Certification of CAPE Dollars AY25-26 Applicable	5% CAPE Certification due for AY

ARTICLE 5.0 TERM AND TERMINATION

- 5.1 This Agreement shall commence on the date of final execution and shall remain in effect until June 30, 2028 unless terminated earlier as provided in this Agreement or extended by the Parties in writing.
- 5.2 Either party shall have the right to terminate this Agreement for its convenience, in whole, or in part, at any time with at least thirty (30) working days prior notice.
- 5.3 A material breach shall include, but not be limited to, the following:
 - 5.3.1 A Party becomes bankrupt or makes an assignment for the benefit of creditors, or a receiver is appointed to its business, or voluntary or involuntary petition in bankruptcy is filed, or proceedings for the reorganization of the other Party are instituted.
 - 5.3.2 Loss of funding.

ARTICLE 6.0 CONFIDENTIAL INFORMATION

- 6.1 The Parties agree that during the course of this Agreement, the Parties may disclose to each other certain Confidential Information. Confidential Information would include cost and budget information, courseware, insights into future plans by either Party, or other information that would expand the financial accountability of either Party beyond that required by the law and its internal procedures, or that would reveal that information to the public media, competitors, and/or other school DISTRICTs negotiating similar programs with ERAU. Subject to and only to the extent permitted by Chapter 119, Florida Statutes, any Party receiving Confidential Information shall hold such information in strictest confidence, shall not transfer by any means the said

information to any third Parties without prior written consent of the disclosing Party, and shall not use or reproduce the said information for any purpose other than as reasonably required for the performance of the Agreement.

- 6.2 Subject to and only to the extent permitted by Chapter 119, Florida Statutes, each Party hereto shall at all times take all reasonable precautions which are necessary, useful, or desirable in order to prevent the disclosure or unauthorized use of Confidential Information of the other Party, and shall allow access to and disclosure of such information only to those of its employees as is specifically required for the purpose for which it is provided, and shall take responsible steps to ensure that all such employees are made aware of and comply with the receiving Party's obligations hereunder.
- 6.3 The foregoing obligations of confidentiality, use, and non-disclosure shall not apply to any information provided by the disclosing Party to the extent that the receiving Party can prove that:
 - 6.3.1 Such information has been developed independently by one Party and was lawfully in its possession prior to the receipt thereof,
 - 6.3.2 Such information lawfully is or became public knowledge through no breach of this Agreement by the receiving Party;
 - 6.3.3 Such information is lawfully provided to the receiving Party without restriction by a third Party; or
 - 6.3.4 Such information is required to be disclosed by law.
- 6.4 The parties recognize that DISTRICT is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Terms of this Agreement. To the extent ERAU provides DISTRICT any information which it believes is confidential or exempt, ERAU shall notify DISTRICT of the specific information that it believes is confidential, as well as the basis for the exemption. To the extent that ERAU maintains information, which is subject to public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Pursuant to the terms of this Agreement, ERAU may receive from the DISTRICT records that may be exempt from public release, including but not limited to, personally identifiable student information, the confidentiality of which is protected under the Family Educational Rights and Privacy Act as well as under Sections 1002.22 and 1002.221, Florida Statutes. ERAU acknowledges and agrees that it may use such information only for the purposes for which the disclosure was made and may not disclose the information to any other party without the prior written consent of the DISTRICT. ERAU shall not allow anyone to obtain access to personally identifiable information from education records, or other exempt records, except in strict accordance with the requirements, if any, established by the DISTRICT in writing. Upon termination of the Agreement, ERAU shall, at the election of the DISTRICT, either destroy or return to the DISTRICT, all such

information in its possession, if any, and confirm the same in writing to the DISTRICT. Notwithstanding any provision to the contrary contained in this Agreement, ERAU shall indemnify and hold the DISTRICT and its officers and employees harmless for any violation of this covenant, including but not limited to defending the DISTRICT and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon the DISTRICT, or payment of any and all cost(s), damage(s), judgment(s), or loss(es) incurred by or imposed upon the DISTRICT arising out of the breach of this covenant by ERAU. This provision shall survive the termination of or completion of all performance or obligations under this Agreement and shall be fully binding upon ERAU until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

ARTICLE 7.0 LIMITATION OF LIABILITY

The Parties agree to be fully responsible for their own acts of negligence, or their respective agents' acts of negligence when acting within the scope of their employment and agree to be liable for any damages proximately caused thereby; provided, however, the Parties agree that DISTRICT's liability is subject to the monetary limitations and defenses imposed by Section 768.28, Florida Statutes. These limitations will apply for all claims, including without limitation, contract, warranty, indemnity, tort (including derelict and negligence), and strict liability howsoever caused or incurred for any reason whatsoever. Nothing in this Agreement shall waive the sovereign immunity of the DISTRICT except to the extent waived in Section 768.28, Florida Statutes.

ARTICLE 8.0 NOTICES

- 8.1 No notice or communication pertaining to this Agreement, except as provided in Paragraph 3 herein, shall be deemed to have been duly given by the Parties, unless addressed as follows or to such other address, individual or telecopy number as may be designated by notice given by a Party to the other Party from time to time:

ERAU: Nanette Guzman
Director – Office of Sponsored Research Administration
1 Aerospace Boulevard,
Daytona Beach, Florida 32114-3900
guzmann2@ERAU.edu
Phone: (386) 226-7695
Fax: (386) 226-4901

DISTRICT: Clay County
Name & Title: Treasure Pickett,
Chief of Secondary Education

Add. 1: 23 S. Green Street, Green Cove Springs, FL 32043

Email: Treasure.pickett@myoneclay.net
Phone: 904-336-6919

- 8.2 Any such notice, request, requirement, approval, permission, consent or other communication in connection with this Agreement shall be given in writing and, if delivered by hand shall have been so delivered, or by registered mail shall be deemed to have been received by the addressee on the day on which it shall have been received, or if faxed, shall be deemed to have been received by the addressee upon electronic acknowledgement.

ARTICLE 9.0 RELATIONSHIP OF THE PARTIES

The Parties hereto shall act as independent contractors and nothing herein contained shall be construed as creating any other relationship between the DISTRICT and ERAU, nor shall it be construed as creating any relationship with the other Party's employees. Each Party agrees that none of its employees is an employee or agent of the other Party. No Party hereto shall, without the prior written consent of the other Party, enter into any contract or commitment in the name of or on behalf of the other Party or bind the other Party in any manner whatsoever.

ARTICLE 10.0 COMPLIANCE WITH LAWS

- 10.1 The Parties shall comply with any laws, rules, and regulations in force in the location where the Program is performed, as well as codes of conduct, if any, concerning security and safety of its employees or representatives.
- 10.2 At all times relevant hereto, ERAU shall maintain all appropriate occupational and professional licenses as necessary to fulfill its obligations under this Agreement.

ARTICLE 11.0 STANDARDS OF CONDUCT

The Parties recognize that the standards of deportment and conduct for faculty and students in the GAI must be appropriate to the requirements of a professional education program and the Federal, State, and local laws applicable to public education in the DISTRICT. The Parties further agree that the more stringent of the standards of deportment and conduct established for GAI in general and in the ERAU Student Honor Code available at <https://daytonabeach.erau.edu/campus-life/dean-of-students/honor> will govern behaviors in the GAI.

ARTICLE 12.0 DISPUTE RESOLUTION

- 12.1 The Parties agree that any disputes between them arising from, related to, or in connection with this Agreement or the facts and circumstances leading thereto shall be exclusively subject to the laws, jurisdiction and venue of the United

States of America, State of Florida, without regard to otherwise applicable choice of law provisions.

- 12.2 In case of dispute that cannot be resolved by mutual agreement, the Parties agree to good faith efforts to resolve any disputes between them by means of mediation using a mutually agreed mediator. Each side shall bear its own costs and expenses. Nothing about this provision shall bar either Party from seeking appropriate injunctive relief in Florida courts to prevent an imminent, irreparable harm.

ARTICLE 13.0 INDEMNIFICATION

As provided for under common law, and to the extent specifically authorized by Section 768.28, Florida Statutes, each of the Parties to this Agreement hereby agrees to indemnify and hold the other Party hereto harmless from and against all damages of any nature whatsoever which are caused or materially contributed to by the negligent acts of any officer, employee, and agent or other representative of the indemnifying Party and which are not caused or materially contributed to by any officer, employee, agent or other representative of the indemnified Party. In no event shall either Party be liable to the other under any theory of tort, contract, strict liability or other legal or equitable theory for lost profits, exemplary, punitive, special, incidental, indirect, consequential, collateral or similar damages, each of which is hereby excluded by agreement of the Parties regardless of whether or not such Party has been advised of the possibility of such damages.

FAA ground courses may be offered but no actual flight activities or flight training in an aircraft are part of the ERAU Concurrent Enrollment program and any local third-party business or individual offering flight training is doing so without any connection or relationship to ERAU.

ARTICLE 14.0 FORCE MAJEURE

No Party shall be liable for any failure to perform its obligations in connection with any action described in this Agreement, if such failure results from any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond such Party's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a Party's financial condition or negligence). Except as expressly provided otherwise in Agreement, dates and times by which any Party is required to perform and obligations under this Agreement and the Statement of Work shall be postponed automatically to the extent and for the period of time that such Party is prevented from meeting such obligation by reason of any cause beyond its reasonable control, provided the Party prevented from performing its obligations notifies the other Party immediately of the commencement and nature of such cause and the probable consequences thereof with appropriate details, and provides further that such Party will use reasonable efforts to comply with its obligations in a timely manner utilizing to such end all resources reasonably required in the circumstances, including obtaining supplies or services from other sources if same are available.

ARTICLE 15.0 CONFIDENTIALITY OF AGREEMENT/PUBLICITY

Subject to and only to the extent permitted by Chapter 119, Florida Statutes, the Parties shall secure each other's prior written approval before any information relating to this Agreement is released to anyone other than employees of any of the Parties requiring the information for the performance of their duties with respect to the matters contemplated in this Agreement, and which have agreed to be bound by confidentiality undertakings.

ARTICLE 16.0 ASSIGNMENT

The Parties acknowledge that this Agreement has been entered in consideration of the Parties mutual confidence in each other and the Parties are unwilling to proceed on the basis set out in this Agreement with any other person save and except as expressly provided herein. Consequently, neither this Agreement nor any of the respective rights or obligations of the Parties hereunder or benefit or advantage received, may be assigned, given, sold, bargained sublet, or otherwise disposed of, in whole or in part, by either Party without the prior written consent of the other Party, which shall not be unreasonably withheld or unduly delayed.

ARTICLE 17.0 COMPLETE AGREEMENT

- 17.1 This Agreement supersedes all previous agreements between the Parties related to the subject matter hereof and represents the entire understanding between the DISTRICT and ERAU in relation to the subject matter dealt with herein.
- 17.2 This Agreement shall not be amended or modified, and no waiver of any provision shall be effective, unless set forth in a written instrument authorized and executed with the same formality as this Agreement. Any additional funding over the current not to exceed total will be awarded as an amendment to the agreement.

ARTICLE 18.0 INSURANCE

District certifies that it is self-insured pursuant to the provisions of §768.28, Florida Statutes, for tort liability in anticipation of any claim which it might be liable to pay pursuant to that section. Worker's compensation coverage is also self-insured at levels conforming to statutory requirements. Such liability and workers' compensation self-insurance supersedes any insurance obligation imposed on the District in the Agreement. District shall insure that ERAU receives immediate notification of reduction in or cancellation of coverage.

ERAU agrees to maintain insurance coverage.

ARTICLE 19.0 FLORIDA STATUTE 1011.62 (1)(o)

An amendment to s. 1011.62(1)(o), F.S., added provisions to allow for funding of CAPE Industry Certifications and CAPE Acceleration Industry Certifications earned through dual enrollment. CAPE industry certifications earned through dual enrollment must be reported and funded pursuant to s. 1011.80, F.S. However, if a student earns a

certification through a dual enrollment course and the certification is not a fundable certification on the postsecondary certification funding list, or the dual enrollment certification is earned as a result of an agreement between a school district and a nonpublic postsecondary institution, such as this, the bonus value shall be funded in the same manner as other nondual enrollment course industry certifications. In such cases, the school district may provide for an agreement between the high school and the technical center, or the school district and the postsecondary institution may enter into an agreement for equitable distribution of the bonus funds.

Several ERAU courses have Industry Certification preparation embedded in their course work.

For the purposes of this Agreement, if dual enrollment certification is earned on ERAU courses with CAPE certifications, the equitable distribution of funds is set at 5% to ERAU for this annual agreement. Each year's percentage will be dictated based on the availability of state grant dollars. Districts are encouraged to utilize Industry Certifications as a means for future sustainability.

Districts are required to register courses associated with CAPE certifications with the department of education for CAPE funding.

All costs associated with CAPE Certifications (course materials, testing fees and equipment) are covered within this agreement by ERAU and subject to available funds.

Signature page to follow

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized officers or representatives.

For Embry-Riddle Aeronautical University

Nanette Guzman, DBA, CRA
Director, Office of Sponsored Research Administration

DATE

For The School Board of Clay County, Florida

Erin Skipper, School Board Chair (Sign)

DATE

David Broskie, Superintendent (Sign)

DATE

Statement of Work and Budget to follow

Attachment A
Statement of Work and Budget

AY 2025-2026 Course Selections

Fall 2025 Semester/Spring 2026 Semester

- | | |
|--|-------------|
| 1) Secondary Course Sections (@ \$250) | 2 Sections |
| 2) Dual Enrollment Course Sections (@ \$500) | 18 Sections |

TOTAL SECTIONS	20 Sections	Grant funds will cover the
Course Monitor Fees (\$100 per DE section)	\$ 1,800.00	
Faculty Costs	\$ 31,500.00	
Fringe Benefits	\$ 2,552.00	
Dual Enrollment Section Cost @ \$500	\$ 9,000.00	
Secondary Course Section Cost @ \$250	\$ 500.00	
SUBTOTAL	\$ 45,352.00	
INDIRECT COSTS	\$ 11,791.00	
TOTAL PRICE AY25-26	\$ 57,143.00	
NOT TO EXCEED TOTAL AY25 - AY28	\$175,000.00	

cost of all technical training, travel for professional development, equipment, supplies, textbooks, teacher stipends, program management, student industry certification exams and programs in UAS and Private Pilot Ground school, teacher industry certification exams and training programs in UAS and Private Pilot Ground School, professional industry conferences when possible and other aviation opportunities as they may arise.

Payment

The DISTRICT will make payment(s) for each academic year in accordance with this schedule. Future payments will be based on the schedule for that subsequent academic year, and an invoice supplied to the district.

Payments for the initial academic year will be due as follows:

Date of Final Execution	<u>\$57,143.00</u>	(100% of total due)
Upon Receipt of Certification of CAPE Dollars Applicable		5% CAPE Certification due for AY
Total Due	\$57,143.00	

Attachment B

Additional Terms and Conditions

Purpose

Concurrent/dual enrollment courses are postsecondary courses that eligible students can take to earn both secondary and college or career certificate credit, facilitating accelerated progress toward a post-secondary certificate or degree. The Gaetz Aerospace Career Academy (ACA) of Embry-Riddle Aeronautical University (ERAU), Contract Committee meets annually in the spring to go over the current year's agreements and discusses changes that are required due to changes in statute or rule and any changes desired by either the school district or the college. A draft document is prepared by University personnel and sent to all members of the Committee for additional changes or approval. Once the document is in its final draft, copies are sent to the school districts to take to their School Boards for approval and signatures. Once approved and signed, copies are sent to Embry-Riddle Aeronautical University (ERAU) to be approved and signed by ACA-ERAU. Digitally signed, electronic copies are sent to the school district personnel unless hard copies are requested.

The Agreement is expected to be completed prior to the start of the school year.

A. A ratification or modification of all existing agreements

Once the Agreement is signed by both Parties, the Agreement will be active for the upcoming academic year. This Agreement covers **concurrent/dual enrollment**, but also course work to support career pathways, outreach and teacher preparation. Legislative changes that occur after the final draft of this document which impact the upcoming academic year will take precedence.

B. A description of the process by which students and their parents are informed about opportunities for student participation in the concurrent/dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on ERAU's Gaetz Aerospace Career Academy website. It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

1. References to students in this document mean any student enrolled in an ACA - ERAU course.
2. Registration in this document refers to the period of time between applying and enrolling in their dual enrollment courses each semester.
3. References to applying or applications means the process by which the student completes the online application, enters the information required, and submits the parent consent form. This process is completed upon entry to the program and is only required to be completed once.
4. ACA will provide information to the secondary schools regarding requirements for participation in, and the educational benefits to be derived from concurrent/dual enrollment.
5. The secondary schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these programs. The secondary schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.
6. ACA will post application deadlines and registration dates on its concurrent/dual enrollment website . <https://erau.edu/gaetz-aerospace-institute/apply-now/important-dates>
7. ACA Regional Directors , Faculty and staff will work with district and school officials on targeted concurrent/dual enrollment recruiting activities.

C. A delineation of courses and programs available to students eligible to participate in concurrent/dual enrollment, outreach and career pathway courses.

1. Courses to be provided by ACA under this Agreement will be mutually agreed upon by ACA and the School District and will avoid unnecessary duplication of existing courses.
2. Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student ... in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

3. ACA will furnish each school with a copy of the current courses with descriptions for each course in which a student may be enrolled. Specific courses to be provided on school campuses in the participating districts shall be mutually agreed upon by the School Board and ACA.
 - Dual enrollment: <https://erau.edu/gaetz-aerospace-institute/programs/concurrent-dual-enrollment>
 - High school credit courses: <https://erau.edu/gaetz-aerospace-institute/programs/smarter-high-school>
4. Courses eligible for dual enrollment must be a minimum of three college credits; courses with two or more college credits with a 1.0 or more credit lab are acceptable. If there are co-requisite courses required by ERAU, the courses must be taken simultaneously.
5. ACA courses, both dual enrollment and SMART@ER courses, **have a cap of no more than 30 students per section (class period)**. Dual enrollment courses may not be combined with other courses. All students in the dual enrollment classroom must be enrolled with ERAU.

D. A description of the process by which students and their parents exercise options to participate in the concurrent/dual enrollment program

Students and the parent/guardian of students wishing to pursue participation in the ACA program must contact their secondary school guidance counselors to discuss admissions criteria and to obtain the necessary application information.

APPLICATION PROCESS

Step 1 – Complete Online Application – New Students Only – First 10 Days of Semester All new students (students who have not taken an ERAU class previously) must complete the online application. Special care should be taken to enter information correctly as this will create the official ERAU student account. Applications are typically processed within a few business days. The online application link can be found on the GAI website at <https://erau.edu/gaetz-aerospace-institute>.

Once the application is processed at ERAU, the student will receive an email with their Embry-Riddle Student ID number and email address. The student must log on to ERNIE to claim their account and set up their password. To access ERNIE, go to www.erau.edu and click on ERNIE at the top of the page.

Step 2 – Once a completed application is submitted by the student, an electronic request will automatically be sent to the student's parent/guardian requesting their consent and the school counselor requesting their recommendation. Students are not prevented from enrolling while waiting for approvals but both parent consent and

school counselor recommendation are required to be on file before the registration period ends. Students missing parent/guardian consent or school counselor approval when registration ends will be dropped from enrolled courses.

Step 3 – Enrolling in Courses – ALL STUDENTS

Instructors will supply their students with the correct Course Code and Section Number for the class during the Registration period and instructions for enrolling. Students will self enroll in their courses online each semester by accessing their ERNIE accounts.

The school is responsible for providing any documents needed for eligibility. This may include secondary school transcripts or placement test scores.

All documentation must be received by ERAU by the posted deadlines. If a student does not meet eligibility criteria or does not submit paperwork by the posted deadline, they may not be eligible to enroll.

1. **Registration** - Registration information will be provided to school counselors and instructors to better help students and parents understand the requirements, admission, enrollment, procedures, and benefits of program participation. The registration process is also housed on the ACA website: <https://erau.edu/gaetz-aerospace-institute/students-instructors>.

Instructors will supply their students with the correct course and section number during open registration and students will self-register online. Students should verify their enrollments by logging in to their ERNIE accounts and reviewing their student center records. Students are held to the ACA academic calendar and deadlines. Any schedule changes must be made by the published deadlines. It is the student's responsibility to notify ERAU's ACA office if they change schools or withdraw from secondary school.

2. **Withdrawal process** – dual enrollment students must notify their instructor and school counselor to withdraw from a course(s) within the withdrawal period. The student must see their counselor to request a withdrawal. The counselor will notify the ACA office of the effective date of the student's schedule change. Requests must be received by the withdrawal deadline. The student will receive a W on their transcript for the attempt in the course. Students who withdraw two times are no longer eligible to participate in the ERAU-ACA program.

Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a course if the student is disruptive to the learning process, such that the progress of other students or the efficient administration of the course is hindered.

In addition, a student will be sanctioned accordingly if found to violate any of the ERAU student code of conduct standards as outlined in the ERAU Student Handbook. This could include a sanction ranging from a warning to permanent dismissal from ERAU. <https://erau.edu/gaetz-aerospace-institute/apply-now/academic-integrity-student-handbook>

Each course taken through concurrent/dual enrollment will count toward the student's total attempted hours once they graduate secondary school. If the student takes unnecessary coursework, it could impact Federal Financial Aid and university excess hour fees in the future. It is the responsibility of school counselors to share this information with parents.

3. **Grade Distribution** - All students enrolled in concurrent/dual enrollment classes will be graded on the same basis as other college students in the same courses. ACA will assign letter grades to each student/course, and the letter grade assigned shall be posted to the student's secondary school transcript by the school district. Final grades between the university course and high school course must match.

E. A list of any additional initial student eligibility requirements for participation in the concurrent/dual enrollment program

1. An overall GPA of 2.5 on an unweighted 4.0 scale is required for students to enroll in dual enrollment. Students must be in grades 10-12 to enroll in ACA dual enrollment courses. Continued eligibility for college credit dual enrollment (concurrent/dual enrollment) requires the maintenance of a 2.0 unweighted secondary school GPA and the minimum GPA required by the college. S. 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree. Broad exceptions are not allowed. Any exception to these requirements must be approved in advance by ERAU and the secondary school Administration.
2. The secondary schools shall identify those students qualified and interested in participation of concurrent/dual enrollment classes. The secondary school administrators will approve student eligibility for participation in these classes. The student must be enrolled in their County Public School System or Private School Organization and must be working towards a secondary school diploma to participate in concurrent/dual enrollment.
3. Parent/Guardian signature is required on the electronic consent form.
4. Concurrent/dual enrollment courses are weighted at least at the honors level on the secondary school transcripts. Any course taken becomes a permanent part of the student's academic record. Students will earn secondary school and college credit for the course dual enrollment

(concurrent enrollment). If a student does not successfully complete their course(s) it could affect future financial aid eligibility.

5. The district and participating school are held to the ACA academic calendar and deadlines. Any schedule changes must be made by the published deadlines. Efforts are made to align the ACA academic calendar as closely as possible with the high school's but discrepancies may occur with course dates, testing and grading deadlines. It is the student and school's responsibility to notify the ACA office if they change schools or withdraw from a secondary school.
6. Students who earn an "F" grade in a course are no longer eligible to enroll in ACA courses.
7. Students who earn a "D" grade may retake that one class. Courses may only be repeated once.
8. Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations.
9. Students must be labeled as at least a sophomore in secondary school for consideration for concurrent/dual enrollment courses. Students are no longer eligible for concurrent/dual enrollment once they successfully complete 4 years of enrollment in secondary school or graduation, whichever comes first. Any exceptions to the requirements must be approved by both the secondary school and ACA.
10. Students who will graduate from secondary school prior to completion of the post-secondary course may not register for the course through concurrent/dual enrollment. This means that secondary school seniors may NOT take a Summer A course as concurrent/dual enrollment or as a regular college student since they have not officially graduated from secondary school prior to the start of that term.

F. A delineation of the secondary school credit earned for the passage of each concurrent/dual enrollment course

The school district will ensure that appropriate secondary school credit will

be awarded upon successful completion of concurrent/dual enrollment classes. The district and school administration are responsible for registering their career themed courses with the Department of Education if the dual enrollment course is tied to an Industry Certification approved under CAPE.

G. A recommended procedure for informing students and their parents of college-level course expectations

1. Information will be provided to school counselors and instructors to better help students and parents understand the requirements, admission, enrollment, procedures, and benefits of program participation. Program information is also available on the ACA website: <https://erau.edu/gaetz-aerospace-institute>
2. Instructors will remind students that concurrent/dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-concurrent/dual enrollment postsecondary instruction. Instructors will provide students with a course syllabus outlining course requirements.
3. Students are informed that they should plan to study at least two to three hours outside of class for every hour they are in the class to be successful in college level courses. In addition, guidance counselors should inform parents that concurrent/dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

H. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

There will be no exception made to the required grade point averages for academic or career concurrent/dual enrollment without prior approval by both ACA and the HS administration.

1. The registration policies for concurrent/dual enrollment courses as determined by the postsecondary institution.
2. Concurrent/dual enrollment students will follow the college's procedures for drop, withdrawal and petition policies.
3. The beginning and ending dates of courses offered during the regular day in the secondary school facilities will follow the secondary school schedule and calendar. However, course registration, withdrawal and final grade submission dates will be held to the ERAU-ACA academic calendar.

I. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution

ERAU employees serving as concurrent/dual enrollment faculty in the ACA approved to teach college courses under this Agreement will annually attend a new faculty or adjunct orientation conducted by ACA where they will receive a copy of the Gaetz Faculty Guidebook, which includes the Web address of the Student Handbook, add/drop, withdrawal, and grading policies, as well as the ERAU Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules, and expectations presented in each handbook.

J. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

1. The School Board shall annually assess the demand for concurrent/dual enrollment and provide that information to ACA for assistance in planning classes in the ERAU scheduling system.
2. ACA shall be responsible for ensuring that the quality of instruction provided to concurrent/dual enrollment students is comparable to that afforded other ERAU students. To this end, the following will apply to concurrent/dual enrollment courses taught on secondary school campuses:
 - a. Concurrent/dual enrollment faculty shall be provided with a full-time ERAU faculty contact or liaison in the discipline they are teaching.
 - b. Concurrent/dual enrollment faculty shall be provided a copy of course plans, objectives and relevant ERAU Institutional Master Course Outline (MCO's). These objectives and outcomes must be included in the course syllabus.
 - c. The course syllabus must be provided to students and filed with the ACA discipline chairperson prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at ERAU.
 - d. Textbooks and instructional materials used in concurrent/dual enrollment courses must be the same or comparable with those used in courses taught on the ERAU Daytona Beach campus. If not identical, they must be approved by the discipline chairperson at the college.
 - e. For academic disciplines where a departmental exam is used, the final exam will be provided to the concurrent/dual enrollment faculty by ERAU prior to the scheduled administration dates.
3. The secondary school administration will recommend qualified secondary school teachers as instructors for concurrent/dual enrollment courses. To be qualified, faculty selected to teach concurrent/dual enrollment classes must submit an adjunct application to their administrative contact at ACA ERAU,

along with their postsecondary transcripts. The instructors must meet ERAU faculty credentialing requirements set by Southern Association of Colleges and Schools (SACS) Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2012 Edition (section 3.7.1).

4. In the absence of qualified secondary school instructors, ERAU may provide adjunct instructors to teach concurrent/dual enrollment courses on secondary school campuses.
5. ACA secondary school instructors who teach concurrent/dual enrollment courses will be evaluated by the secondary school administration using the district-wide evaluation instrument. These instructors shall also be observed for evaluative purposes by an ACA Regional Director, or faculty liaison in accordance with ACA faculty evaluation processes. Secondary school faculty that instruct an ERAU course will follow the school board's guidelines for the performance of employees when evaluating these concurrent/dual enrollment instructors. Copies of Instructor performance evaluations will be maintained by the district and ERAU. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated at least 20 days prior to the classroom observation;
 - a. scheduling the observation in advance;
 - b. providing a copy of the performance assessment to the instructor within ten (10) working days after the observation;
 - c. allowing the instructor to submit a written rebuttal to be placed with the assessment document in his/her personnel file housed in the Human Resource Office at ERAU;
 - d. and allowing the instructor the right to inspect, review, and copy the contents of his/her personnel file. Results of ACA's observation will be shared with the district administrator.
6. Concurrent/dual enrollment courses taught on a secondary school campus may not be combined with any non-college credit secondary school course.
7. As is appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses that some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age and/or maturity.
8. Any course-, discipline-, college-, or system-wide learning assessments required by the college in non-concurrent/dual enrollment sections of a course shall also be administered in all concurrent/dual enrollment sections

of the course.

9. ACA shall analyze student performance in concurrent/dual enrollment course offerings on secondary school and college campuses to ensure that the level of preparation for future success is comparable with non-concurrent/dual enrollment college students. Analyses and recommendations shall be shared and reviewed with principals and school district administrators.
10. IMPORTANT: If a secondary school wants to offer 30 credits or more on their campus, they must submit a request to ERAU's Senior Vice President for Academic Affairs at least 9 months in advance. If approved by ERAU officials, the secondary school and school district administrators will work with college officials to create and submit a "substantive change" to SACS. Approval must be received from SACS before the additional courses on the secondary school campus may be advertised or offered.

K. The responsibilities of the school district regarding the determination of student eligibility before participating in the concurrent/dual enrollment program and the monitoring of student performance while participating in the concurrent/dual enrollment program

1. Student screening for eligibility and participation is the responsibility of the secondary school principals according to district and state requirements.
2. The secondary school counselor shall identify those students qualified to participate in concurrent/dual enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester. The counselor will notify ACA's concurrent/dual enrollment officer when a student's eligibility status changes.
3. The secondary school counselor will work with students to include concurrent/dual enrollment course plans to minimize enrollment in a random selection of ERAU-ACA courses.
4. ACA instructors will provide academic advising services to concurrent/dual enrollment students, monitor their progress and attendance in concurrent/dual enrollment classes, and provide progress and attendance reports to their secondary school at the college mid-term and upon completion of the college term.
5. Students and their parents will be informed of college-level course expectations.
6. Students attending concurrent/dual enrollment classes held in secondary

school facilities during regular school hours will be subject to the school district and FAA attendance policies when applicable. Required documentation of enrollment will be reported to the school district's MIS offices and ERAU Records office.

7. Students may enroll in courses conducted during school hours or extended school hours. However, if the student is projected to graduate from secondary school before the scheduled completion date of a post-secondary course, the students may not register for that course through concurrent/dual enrollment. The student may apply to ERAU and upon admission and special permission by the Office of Admissions, may register and pay the required tuition and fees.
8. **CODE OF STUDENT CONDUCT:** Students taking concurrent/dual enrollment classes on their secondary school campus will be subject to their school district's code of conduct. If a student in secondary school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify ERAU's Dean of Students and the student will be subject to the same disciplinary actions as other students taking courses on the ERAU campus, regardless of disciplinary action is taken by their school district. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the concurrent/dual enrollment course, regardless of eligibility requirements for continued enrollment.
9. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232 f, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

L. The responsibilities of ACA regarding the transmission of student grades in concurrent/dual enrollment courses to the school district.

1. Students with unsatisfactory progress reports should be counseled by the secondary school guidance counselor immediately upon receipt of grades from the instructor.
2. All students enrolled in concurrent/dual enrollment classes will be graded on the same basis as other college students in the same courses. ACA will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's secondary school transcript by the school district. Instructors will submit grades to the student's secondary school and to

ERAU.

3. If a concurrent/dual enrollment student earns an F grade in any course(s) during one semester he/she will no longer be eligible to participate in concurrent/dual enrollment. A student who earns a D grade will be permitted to retake that one course if offered, course may only be repeated once.

M. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the representative authorized to commit the school districts and ACA of Embry-Riddle Aeronautical University, but shall be executed before registration for the fall term of the following school year. Courses of study and programs are to be incorporated into the Agreement before instruction begins. This Agreement shall be valid for the 2025-2028 school year.

It is the responsibility of the high school dual enrollment specialist to notify ERAU's ACA Regional Directors or Education Director of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, ERAU will decide what courses can be offered on the high school campus.

It is the responsibility of the school administrative contact and instructor to verify their attendance rosters. ERAU instructors must check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify ERAU's ACA office. Students not properly enrolled in ERAU dual enrollment courses will NOT receive college credit. Roster verification is the responsibility of the school administration. **E-Verify System**

Pursuant to Fla. Stat. §448.095, Contractor agrees that it shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees during the term of this contract or solicitation.

- a) Pursuant to Fla. Stat. §448.095, if Contractor enters into a contract with a subcontractor(s) for the labor, supplies or services provided under this contract or solicitation, Contractor must require that the subcontractor(s) provide it with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Contractor understands that it must maintain a copy of such affidavit for the duration of the contract or solicitation.
- b) If School Board has a good faith belief that the Contractor has knowingly violated Fla. Stat. §448.09, School Board shall terminate the contract with the Contractor. The Contractor is liable for any additional costs incurred by

the School Board as a result of a termination of this contract or solicitation pursuant to §448.095(2)(f).

- c) If School Board has a good faith belief that a subcontractor(s) has knowingly violated §448.095, but contractor has otherwise complied with this subsection, School Board shall promptly notify Contractor and order Contractor to immediately terminate the contract with the subcontractor(s).

Remainder of page left blank intentionally

Attachment C

Programmatic Information for School Based Administrators

As a Gaetz Aerospace Career Academy (ACA) Dual Enrollment (DE) and SMART@ER course member school, the MOU with YOUR school district includes the following requirements:

1. **ACADEMIC CALENDAR:** Instructors and Students are held to the ACA academic calendar and deadlines, not those of the school district where grades and enrollment are concerned.
2. **AUDITING ACA dual enrollment COURSES:** Students are not allowed to audit ACA dual enrollment courses.
3. **CONCURRENT CLASSES:** ACA member schools are not permitted to co-mingle concurrent enrollment students this includes:
 - a. Dual Enrollment (DE) and SMART@ER or regular FLDOE high school classes cannot be taught by a single teacher at the same time with students who share the same classroom.
 - b. Where one of the classes concerned is a GAI SMART@ER class, multiple high school classes cannot be taught at the same time, by the same teacher, in the same classroom. This includes CTE classes.
4. **ENROLLMENT:**
 - a. New dual enrollment students must complete the 1) Online Application, and 2) the Consent Form before published deadlines. **A failure to complete these processes by the deadline means removal from the class roster.**
 - b. All DE students must enroll in their courses online each semester prior to the published deadlines. **A failure to complete these processes by the deadline means removal from the class roster.**
5. **ENROLLMENT MAXIMUM:** The maximum number of students in any ACA affiliated class is 30. Any class that numbers more than 30 students must either:
 - a. Create an additional section to accommodate less than 30 students, or
 - b. Decrease the number of students to 30 or less.
6. **ENROLLMENT MINIMUM:** The minimum number of students in any ACA affiliated class is:
 - a. For schools that have 1,800 or more students, the minimum number of students is 15. If a school wishes to enroll fewer than 15 students, then it must send a waiver request to the ACA Director via the Regional Director and the ACA Scheduler.

- b. For schools that have less than 1,800 students, the minimum number of students is 10. If a school wishes to enroll less than 10 students, then they must send a waiver request to the ACA Director via the Regional Director and the ACA Scheduler.
7. **ACA EQUIPMENT:** Within the MOU, “ACA Equipment” and “Equipment” does not include computers, computer hardware, and software.
- a. ERAU issues equipment to instructors/schools to be used in ERAU sponsored courses. Equipment includes UASs (drones), 3D printers, iPads, flight simulators, virtual reality, etc.
 - b. Equipment issued to instructor/school remains the property of ERAU unless otherwise noted in writing. All equipment must be kept in a secure area at the school and safeguarded against theft, damage or unauthorized use.
 - c. Failure to maintain, secure and prevent unauthorized use of equipment will result in the return of equipment to ERAU and disqualify the instructor/school from future equipment distribution.
 - d. Equipment audits will be conducted annually by ERAU representatives. Equipment may not be transferred to another school location without explicit consent from ERAU.
 - e. Damaged, Loss or Theft of Equipment – contact the ACA office to report damaged or missing equipment. ERAU will require a police report for missing equipment due to theft. If the equipment has been lost, ERAU will require an incident report from the school.
8. **ORDER OF COURSES:** AS 120 (Principles of Aeronautics) and AS 121 (Private Pilot Ground school) must be taken in order.
- a. Member schools can enroll students to take AS 121 AFTER AS 120 has been completed if the student so wishes.
 - b. Member schools CANNOT enroll students to take AS 120 after AS 121.
9. **SCHEDULE CHANGES:** Changes in course, adding/deleting course sections must have administrative approval and provided in writing to ERAU prior to course commencing.
10. **STUDENT CONDUCT AND BEHAVIOR:** A student will lose the opportunity to participate in a course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered. In addition, a student will be sanctioned accordingly if found to violate any of the ERAU student code of conduct standards.
11. **STUDENT ENTRY REQUIREMENTS:** Students must be in grades 10-12 for DE courses and have a minimum 2.5 unweighted GPA. Any exceptions must be requested in writing from the school administration stating just cause.

12. STUDENT ACADEMIC PERFORMANCE:

- a. Students who earn a “D” grade may retake that one class. Courses may only be repeated once.
- b. Students who earn an “F” grade in a course are no longer eligible to enroll in ACA courses.
- c. ACA students who withdraw two times are no longer eligible to participate in the program.

13. TESTING FEES:

- a. For ACA courses that include a certification test as part of the prescribed syllabus, ACA will pay the initial testing fees for the ACA student only.
 - i. Either ACA will prepay the testing fee to the vendor or they will reimburse the member school when invoiced (in one group invoice) for the testing fees that were outlaid by the school.
 - ii. Individual/personal student expenses for testing will not be reimbursed by ACA.
 - iii. To be reimbursed, test receipts and testing scores from the testing entity must be submitted.
- b. For ACA courses that do not include a certification test for which the school and Instructor wish to test an ACA student:
 - i. A written request must be sent to ACA ahead of the testing date and a written agreement to reimburse the test must be received from ACA in order for ACA to reimburse the school for any testing monies outlaid.
 - ii. Individual/personal student expenses for testing will not be reimbursed by ACA.
 - iii. To be reimbursed, test receipts and passing test scores from the testing entity must be submitted. Failing scores will not be reimbursed.

Remainder of page left blank intentionally

Appendix A AY 25-26

List of courses being taught in the Clay County School District, Florida:

Fall 2025

Location	Level	Title
Fleming Island HS	DE	AS 120 - Principles of Aeronautical Science
Keystone Heights HS	DE	HSI 110 - Introduction to Homeland Security
Keystone Heights HS	DE	AS 120 - Principles of Aeronautical Science
Keystone Heights HS	DE	AS 120 - Principles of Aeronautical Science
Keystone Heights HS	DE	AS 241 - UAS Systems Architecture and Integration
Keystone Heights HS	DE	AS 121a - Private Pilot Operations
Middleburg HS	DE	AS 120 - Principles of Aeronautical Science
Oakleaf High School	DE	AS 120 - Principles of Aeronautical Science
Oakleaf High School	HS	sUAS - Small UAS Safety Operations
Orange Park High School	DE	EGR 101 - Introduction to Engineering
Orange Park High School	HS	Aerospace: The Journey of Flight

Spring 2026

Location	Level	Title
Fleming Island HS	DE	AS 220 - Uncrewed Aircraft Systems
Keystone Heights HS	DE	BA 201 - Principles of Management
Keystone Heights HS	DE	AS 220 - Uncrewed Aircraft Systems
Keystone Heights HS	DE	AS 220 - Uncrewed Aircraft Systems
Keystone Heights HS	DE	AS 222 - Uncrewed Aircraft Systems Security
Keystone Heights HS	DE	AS 121b - Private Pilot Operations
Middleburg HS	DE	HSI 110 - Introduction to Homeland Security
Oakleaf High School	DE	SS 130 - History of Aviation in America
Oakleaf High School	HS	sUAS - Small UAS Safety Operations - continued
Orange Park High School	DE	CS 223 - Scientific Programming in C
Orange Park High School	HS	Aerospace: The Journey of Flight - continued

**** Future schedules to be supplied with invoice****

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C7 - University of Florida Affiliation Agreement- School Psychologist EdS student placement

Description

The School Board of Clay County in partnership with the University of Florida College of Education to provide interns from programs preparing individuals to enter the workforce in the field of educational psychology. Both parties have a common desire to approve an agreement to include all schools within Clay County, Florida and under the governance of the Clay County School Board, for various scenarios of experience for school psychologist.

Gap Analysis

Current and prospective school psychologist rely on Clay County District Schools for placement at internship sites to ensure their completion of School Psychologist Masters and Ed Specialist degree programs and state certification requirements.

This agreement is vital to our placement of qualified school psychologist.

Previous Outcomes

Intern placements have successfully completed required field work to progress towards their degree programs and state certification requirements. Often these certified school psychologist interns have gone on to permanent employment with Clay County District Schools.

Expected Outcomes

Increase placement of qualified school psychologist.

Strategic Plan Goal

Goal 4: Safe and Positive Learning Environment. A district wide plan ensures that students at all schools have access to quality counseling services to support their mental health and wellness by increasing strategies that specifically address student resilience, positive behavior and life skills.

Recommendation

That the school board approve the contract for University of Florida Affiliation Agreement- School Psychologist EdS student placement as submitted..

Contact

Kellie Guilfoyle, Director of Climate and Culture

Financial Impact

Minimal financial impact to the school district is expected with payment to interns as adult labor.

Review Comments

Attachments

📎 [250185 University of FL Internship MOU.pdf](#)

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250185
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: April 30, 2025

Name of Contract Initiator: **Juliane McQuaig** Telephone #: 904-336-6927

School/Dept Submitting Contract: **School Psychology/Student Services/Climate and Culture** Cost Center # 9004

Vendor Name: University of Florida

Contract Title: University of Florida Affiliation Agreement- School Psychologist EdS student placement

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

Contract Term: Effective Date and continue until terminated. Termination (30) calendar day's written notice

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):

- X _____ Completed Contract Review Form
- X _____ 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."**
- X _____ 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	No Cost <u>Next time please use correct Contract Review Form.</u>
Review Date	
School Board Attorney JPS 5/14	<u>Approved.</u>
Review Date	

Other Dept. as Necessary	The IT Department has confirmed our DSA is not needed per E. Caren email 5/16/2025 - BFS
Review Date	
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	DATE: <u>Pending Signatures</u>

PUR 1-3501 E. 10/05/2023 *Contract Review Process for ALL Contracts, September 2022, SBAO (web)*

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 the Assistant Superintendent for Business Affairs.
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 the Assistant Superintendent for their Division, or Chief Officers, or Directors, 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. 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 log "District" Contracts (Cost/No Cost) on Contract Review Log and save 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

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

**THE UNIVERSITY OF FLORIDA
AGREEMENT
FOR
STUDENT INTERNSHIP**

THIS AGREEMENT FOR STUDENT INTERNSHIP (“Agreement”), dated as of _____, 2025 (“Effective Date”), is entered into by and between Clay County District Schools, the internship site (the “Site”), and the University of Florida Board of Trustees, a public body corporate of the State of Florida, for the benefit of its College of Education (the “University”), also referenced individually as the “Party” or collectively as the “Parties.”

PURPOSE

- A. The University has a responsibility to train students in education and requires its students gain practical experience in various disciplines to complete their professional preparation and development.
- B. The Site, in support and enhancement of the educational programs of the University, is willing and qualified to provide a practical setting at its facilities for University students to participate in activities designed to enhance their educational experience, commonly referenced as a clinical field placement (the “Internship”).
- C. The primary benefit of the Internship will be to the student intern.
- D. The educational programs of the University will be enhanced through its relationship with the Site and its cooperative efforts.
- E. The Site will benefit through the skills and efforts of University student(s) during the internship period.

THEREFORE, in consideration of the foregoing, the Parties agree as follows:

1. Term of Agreement. The term of this Agreement shall commence upon the Effective Date and continue until terminated by either Party pursuant to provision 13. of this Agreement (“Term”).
2. Student Participation and Assignment. The University shall determine, in its sole discretion, which of its enrolled students are eligible to participate in the Internship. The University shall assign an eligible student(s) for an Internship at the Site. The student is required to provide a minimum of 15 direct service hours per week at the Site during the Internship period. The student assignment schedule shall be set by the Site, in consultation with the student and may be modified by mutual agreement of the Site, the student and the University without formal amendment to this Agreement.
3. Right to Refuse. The Site shall have the right to refuse to accept any student(s) assigned to the Site by notifying the University, in writing, within thirty (30) days of said assignment.
4. Educational Plan. The Site shall allow the student to participate in various activities during the Internship, including but not limited to those activities that will further the educational goals of the student. The objective of the Internship is for the student to have practical

exposure to the course work completed at the University.

5. Educational Program. The University shall plan and administer the educational program for its students and be responsible for the enrollment of its students in University courses, including the Internship.
6. Student Records. The University shall maintain all student educational records and reports relating to the University's educational programs completed by students during the Internship.
7. Student Supervision and Evaluation. The Site shall ensure that its qualified employees supervise the students in the performance of their duties during the Internship and shall evaluate the student(s) performance monthly, using a standard evaluation form provided by the University. The University shall provide a person to serve as its Internship Coordinator to oversee its education program and coordinate program activities with the Site.
8. Student Use of Site Facility. The Site shall permit the students to use its facilities and amenities, including but not limited to office/workspace, cafeteria, restrooms and parking on the same basis utilized by its employees.
9. Site Background Checks. The University does not perform background checks on students. If required by the Site, the Site shall provide the University with a security background information form to be completed by the student(s) and provide a process for fingerprinting and criminal records background check to be performed by the Site or another entity at its discretion and expense. The Site, in its sole discretion, shall determine whether a University student has satisfactorily cleared the security screening.
10. Notification of Site Requirements. The Site shall notify the University, in writing, of any Site specific Internship requirements and/or rules prior to student placement. Upon notification by the Site, the University shall notify the student(s) of any Site-specific Internship requirement(s) as a condition of their participation, including but not limited to background checks, student participation agreements, professional liability insurance and vaccinations. The University shall notify the student(s) of any Site specific rules and/or policies provided by the Site to the University, and the student's obligation to follow said rules and/or policies in order to successfully complete the Internship.
11. Student Conduct. University students are not employees or agents of the University. Accordingly, the University is not responsible for the conduct of its students during the Internship.
 - a. During the Internship, students are required to follow the University's Student Conduct Code, a University regulation relating to student conduct and academic honesty. If a student's conduct rises to the level of violation of the University's Student Conduct Code, the Site agrees to promptly notify the University in writing.
 - b. The University shall honor any request by the Site to remove a student from the Internship whose conduct or performance is not, in the Site's opinion, professionally acceptable.

12. Safety and Security Information. The Site will provide the student with information regarding any known risk or safety issues surrounding the student's Internship environment, including the parking area and path of travel from the parking area to the Site facility. In addition, the Site will provide the student with applicable safety protocols and training necessary for their safe and successful participation in the Internship.
13. Termination. This Agreement may be terminated by either Party with or without cause upon thirty (30) calendar day's written notice to the other party of its desire to terminate this Agreement.
14. Liability. Each Party assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of their respective officers, employees, servants, and agents thereof while acting within the scope of their employment. The University and the Site further agree that nothing contained herein shall be construed or interpreted as (1) denying to either Party any remedy or defense available to such Party under the laws of the State of Florida; (2) the consent of the University or the State of Florida or its officers, employees, servants, agents and agencies to be sued; and (3) a waiver of sovereign immunity of the University or the State of Florida beyond the limited waiver provided in section 768.28, Florida Statutes.
15. Insurance.
- a. University. The University, as a public body corporate, participates in the State of Florida's Risk Management Trust Fund for purposes of general liability, workers' compensation, and employer's liability insurance coverage, with said coverage being applicable to University's officers, employees, servants, and agents while acting within the scope of their employment or agency.
Students are not officers, employees, servants or agents of the University and are not covered under the University's insurance.
 - b. Site. The Site represents it has obtained and shall keep in force during the Term of this Agreement, at the Site's expense, commercial general liability insurance insuring against bodily injury and property damage liability, with a combined single limit of not less than \$1,000,000.00 per injury or occurrence with respect to any insured liability.
16. Professional Liability Insurance. The University does not provide professional liability insurance for students. If such insurance is required by the Site, the University will notify the student that the Site requires the student to purchase professional liability insurance.
17. Non-Discrimination Policy. The Parties agree that in fulfilling their obligations under this Agreement, no person shall be subjected to discrimination based on age, race, color, disability, gender identity, gender expression, marital status, national origin, creed, religion, sex, sexual orientation, political opinions or affiliations, genetic information or veteran status.
18. Compliance with Law. The Parties agree to comply with all applicable state and federal laws and regulations, including but not limited to antidiscrimination laws such as the Americans with Disabilities Act and its amendments. The Site further agrees that it shall be solely responsible for ensuring the Internship, its facilities and equipment are accessible to students with disabilities.

19. Public Records. This Agreement is and any other documents made or received by the University in connection with this Agreement are public records, which must be made available to the public upon request in accordance with Chapter 119, Florida Statutes, unless otherwise deemed confidential and/or exempt from disclosure.

20. Representatives. The following Party representatives are the primary point of contact for the Internship and are designated as follows:

a. University: Dr. Lori Dassa
Director of Clinical Experiences and Partnerships
1023A Norman Hall Gainesville, FL 32601
ldassa@coe.ufl.edu
(352) 273-2051

b. Site: **Clay County District Schools**
900 Center Street
Green Cove Springs, FL 32043
(specific school sites to be determined)

In the event that different representatives are designated by either Party after execution of this Agreement, the name and contact information of the new representatives shall be furnished in writing to the other Party.

21. Notices. All notices required or permitted pursuant to this Agreement shall be in writing and sent via email to the Party Representatives listed in provision 20.

22. Governing Law and Venue. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any litigation between Parties shall be commenced and maintained exclusively in the United States District Court for the Northern District of Florida or the state courts in and for Alachua County, Florida.

23. Entire Agreement. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

24. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

25. Amendments. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each Party hereto.

26. Severability. This Agreement is severable such that should any provision of this Agreement be or become invalid or unenforceable, the remaining provisions shall continue in full effect.

27. Waiver. The Parties agree that each requirement, duty and obligation set forth herein is

subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

28. Assignment. This Agreement shall inure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, successors, and assigns; however, no party may assign any of its rights or responsibilities under this Agreement without the prior written consent of the other party.
29. Independent Contractor. Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or agency relationship between the parties. Neither shall be bound by the acts or conduct of the other.
30. Counterparts. This Agreement may be executed in counterparts. The signature page of this Agreement may be delivered by facsimile or other electronic transmission and the signatures thereon shall be deemed effective upon receipt by the intended receiving party.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute and deliver this Agreement as of the date first above written.

FOR CLAY COUNTY DISTRICT SCHOOLS FOR THE UNIVERSITY OF
FLORIDA BOARD OF
TRUSTEES:

By: _____

Name: Erin Skipper

Title: Board Chair

Date: _____

By: Joseph Glover

Name: Joseph Glover

Title: Interim Provost

Date: 5/28/2025 | 4:02 PM EDT

Recommended By Name: Lori Dassa

Title: Director of Clinical Experiences
and Partnerships

Certificate Of Completion

Envelope Id: 08F2A3CA-80FB-4ABB-85E7-6D8EE8D250B2

Status: Completed

Subject: Complete with Docusign: MOU -THE UNIVERSITY OF FLORIDA.pdf

Process:

Source Envelope:

Document Pages: 6

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Kimberly Bagley

AutoNav: Enabled

971 Elmore Drive, Rm 102

Envelopeld Stamping: Enabled

PO Box 115250

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Gainesville, FL 32611

k.bagley@ufl.edu

IP Address: 128.227.227.67

Record Tracking

Status: Original

Holder: Kimberly Bagley

Location: DocuSign

5/21/2025 3:03:57 PM

k.bagley@ufl.edu

Signer Events

Signature

Timestamp

Joseph Glover

glover@ufl.edu

Provost

University of Florida

Security Level: Email, Account Authentication (None)

Joseph Glover

Signature Adoption: Pre-selected Style

Using IP Address: 128.227.249.52

Sent: 5/21/2025 3:04:55 PM

Viewed: 5/28/2025 4:01:57 PM

Signed: 5/28/2025 4:02:30 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

5/21/2025 3:04:55 PM

Certified Delivered

Security Checked

5/28/2025 4:01:57 PM

Signing Complete

Security Checked

5/28/2025 4:02:30 PM

Completed

Security Checked

5/28/2025 4:02:30 PM

Payment Events

Status

Timestamps



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

Re: FW: Clay County District Schools - Intern MOU - UF Intern Contract 250185

1 message

Caren, Ethan <ethan.caren@myoneclay.net>
To: "Staefe, Bertha" <bertha.staefe@myoneclay.net>
Cc: District Office Purchasing <District9056@myoneclay.net>

Fri, May 16, 2025 at 3:47 PM

Hi Bertie,

I reviewed the MOU and it appears that it does not require the release of records to UF and thus does not require a DPS. The students and their records referenced in the MOU are the student interns.

I hope that helps!

Ethan

On Thu, May 15, 2025 at 4:48 PM Staefe, Bertha <bertha.staefe@myoneclay.net> wrote:

Please see **pink** email below from UF regarding the DPA for Contract **250185** that we requested from them.

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: **Mcquaig, Juliane** <juliane.mcquaig@myoneclay.net>
Date: Thu, May 15, 2025 at 4:00 PM
Subject: Fwd: FW: Clay County District Schools - Intern MOU
To: Staefe, Bertha F. <bertha.staefe@myoneclay.net>

Please see the email below indicating that they do not need to sign the Data Agreement.

Juliane Mcquaig, Ed.S.
District Lead School Psychologist
Clay County District Schools
| **phone** 904-336-6895 | **ext** 66927
| **web** oneclay.net | **email** juliane.mcquaig@myoneclay.net

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

From: **Dassa, Lori Michelle** <ldassa@coe.ufl.edu>
Date: Thu, May 15, 2025 at 3:33 PM
Subject: **Re: FW: Clay County District Schools - Intern MOU**
To: **Mcquaig, Juliane** <juliane.mcquaig@myoneclay.net>

Good afternoon,

After speaking with legal I can report:

The MOU portion is fine, but we won't sign the addendum privacy agreement. It doesn't apply in this context because UF will not be directly accessing student records, only interns will. This is how the contract defines

“provider”: “WHEREAS, the Provider is providing educational or digital services to LEA.” That doesn’t apply to us because students are not employers or agents of UF, therefore UF is not providing educational or digital services.

For example, the addendum attaches exhibit A which lists all the services UF is providing to Clay County, while exhibit B is a checklist of all the ways data will be shared. However, there are no services listed on exhibit A and none of the boxes are checked on exhibit B. So, one of two things is going on: (1) none of this stuff actually applies to UF (which it doesn’t), or (2) we’re supposed to sign and find out later what contract terms Clay county wants to use. Obviously, neither scenario is acceptable.

Also, we have our own privacy obligations, and we don’t outsource oversight of those obligations to school districts.

Best Wishes,



Lori Dassa EdD

Director of Clinical Experiences and Partnerships

College of Education

University of Florida

1023A Norman Hall

(352) 273-2051

ldassa@coe.ufl.edu

From: Mcquaig, Juliane <juliane.mcquaig@myoneclay.net>

Date: Thursday, May 15, 2025 at 2:33 PM

To: Dassa, Lori Michelle <ldassa@coe.ufl.edu>

Subject: Re: FW: Clay County District Schools - Intern MOU

[External Email]

Good afternoon,

Thank you for reaching out. I've just received the approved version of the MOU, which includes an additional edit related to the Data Share Agreement. Please review and sign it at your earliest convenience, as I need to submit it for inclusion in the school board agenda.

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C8 - Proposed Allocation Changes for 2025-2026

Description

Staff allocation documents clarify how each school, district department and division is staffed for the 2025-2026 school year. The School Board is required to take action on all staff allocation changes.

Gap Analysis

These allocation changes are required to ensure the adequate staffing of the district and schools.

Previous Outcomes

The district and schools are adequately staffed.

Expected Outcomes

Staffing will be sufficient to meet the needs of the various schools and district departments.

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Approve staff allocation plan as submitted.

Contact

Ms. Dawn Posey, CPA, Assistant Superintendent for Business Affairs, (904) 336-6721, dawn.posey@myoneclay.net

Financial Impact

Reflected in attachment.

Review Comments

Attachments

📎 [08.07.25 - 25-26 Allocation Summary.pdf](#)

PROPOSED CHANGES TO STAFF ALLOCATIONS 2025-2026 SUMMARY Board Meeting, August 7, 2025

School	Add	Delete	Allocation	Comment	Salary	Benefits	Total Cost
			2025-2026 ACTIONS				
			General Funds				
MRE - 0511	0.9		ESE General Health Asst.	Correct changes made during RIF. Cost already included in budget.	\$0	\$0	\$0
MRE - 0511		(0.9)	ESE General Assistant	Correct changes made during RIF. Cost already included in budget.	\$0	\$0	\$0
POE - 0651		(0.9)	ESE General Assistant	Correct changes made during RIF. Cost already included in budget.	\$0	\$0	\$0
RVE - 0401		(1.0)	Licensed Practical Nurse	Align allocation with current position.	(\$29,753)	(\$10,446)	(\$40,199)
RVE - 0401	1.0		Registered Nurse	Align allocation with current position.	\$33,369	\$11,716	\$45,085
LJH - 0351		(1.0)	Licensed Practical Nurse	Align allocation with current position.	(\$29,753)	(\$10,446)	(\$40,199)
LJH - 0351	1.0		Registered Nurse	Align allocation with current position.	\$33,369	\$11,716	\$45,085
WJH - 0371		(1.0)	Registered Nurse	Align allocation with current position.	(\$33,369)	(\$11,716)	(\$45,085)
WJH - 0371	1.0		Licensed Practical Nurse	Align allocation with current position.	\$29,753	\$10,446	\$40,199
RHS - 0431		(1.0)	Licensed Practical Nurse	Align allocation with current position.	(\$29,753)	(\$10,446)	(\$40,199)
RHS - 0431	1.0		Registered Nurse	Align allocation with current position.	\$33,369	\$11,716	\$45,085
			TOTAL:		\$7,232	\$2,539	\$9,771

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C9 - Proposed Allocation Changes for 2024-2025

Description

Staff allocation documents clarify how each school, district department and division is staffed for the 2024-2025 school year. The School Board is required to take action on all staff allocation changes.

Gap Analysis

These allocation changes are required to ensure the adequate staffing of the district and schools.

Previous Outcomes

The district and schools are adequately staffed.

Expected Outcomes

Staffing will be sufficient to meet the needs of the various schools and district departments.

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Approve staff allocation plan as submitted.

Contact

Dawn Posey, CPA, Assistant Superintendent for Business Affairs, (904) 336-6721, dawn.posey@myoneclay.net

Financial Impact

Reflected in attachment.

Review Comments

Attachments

📎 [08.07.25 - 24-25 Allocation Summary.xlsx - 2024-25.pdf](#)

School	Add	Delete	Allocation	Comment	Salary	Benefits	Total Cost
			2024-2025 ACTIONS				
			General Funds				
LJH - 0351		(1.0)	Licensed Practical Nurse	Align allocation with current position.	(\$29,753)	(\$10,446)	(\$40,199)
LJH - 0351	1.0		Registered Nurse	Align allocation with current position.	\$33,369	\$11,716	\$45,085
WJH - 0371		(1.0)	Registered Nurse	Align allocation with current position.	(\$33,369)	(\$11,716)	(\$45,085)
WJH - 0371	1.0		Licensed Practical Nurse	Align allocation with current position.	\$29,753	\$10,446	\$40,199
RHS - 0431		(1.0)	Licensed Practical Nurse	Align allocation with current position.	(\$29,753)	(\$10,446)	(\$40,199)
RHS - 0431	1.0		Registered Nurse	Align allocation with current position.	\$33,369	\$11,716	\$45,085
RVE - 0401		(1.0)	Licensed Practical Nurse	Align allocation with current position.	(\$29,753)	(\$10,446)	(\$40,199)
RVE - 0401	1.0		Registered Nurse	Align allocation with current position.	\$33,369	\$11,716	\$45,085
				TOTAL:	\$7,232	\$2,539	\$9,771

DRAFT

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C10 - Deletion of Certain Items Report - July, 2025

Description

The items listed have been surveyed by the Coordinator of Property Control, at the request of the Cost Center Property Manager, and the recommended disposition is noted. These items are either obsolete, unusable or beyond economical repair. These items should be removed from active inventory and disposed of in the manner indicated. Deletions are for property items received in the month of June, 2025.

Gap Analysis

N/A

Previous Outcomes

Property Records followed State mandate on trackable assets, Chapter 274.05.

Expected Outcomes

Tangible Personal Property shall be controlled and supervised from acquisition through transfer or disposal. Disposal of property shall be in accordance with Section 274.05, Florida Statutes. All deletions of items with a value of \$1,000.00 or more will be approved by the School Board of Clay County prior to disposition.

Strategic Plan Goal

Goal 5: Strategy 5.4; Enhance fiscal practices that enable the district to maximize effectiveness and efficiency.

Recommendation

Approve Deletion of Certain Items Report - July, 2025 as submitted.

Contact

Dawn Posey,
Assistant Superintendent for Business Affairs
(904)-336-6721
dawn.posey@myoneclay.net

Financial Impact

Provides additional storage space and eliminates the need to account for unusable property. Reduces the dollar value of Tangible Personal Property.

Review Comments

Attachments

☞ [DELETION REPORT JULY, 2025.pdf](#)

☞ [DELETION ANALYSIS JULY 2025- 2026 - Sheet1.pdf](#)

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 07/31/2025

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>	<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>	
<u>LCTN</u> <u>0331</u> <u>S BRYAN JENNINGS ELEMENTARY</u>							
Surplus Sale	00087747	CART:INSTRUCTIONAL W/PROJECTOR	Furniture,Fixtures & Equipment	07/24/2008	07/01/2025	2,401.75	0.00
						2,401.75	0.00
<u>LCTN</u> <u>0521</u> <u>FLEMING ISLAND ELEMENTARY</u>							
Junk/Parts	18100282	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	07/01/2025	1,219.97	0.00
						1,219.97	0.00
<u>LCTN</u> <u>9002</u> <u>CAREER AND TECHNICAL EDUCATION</u>							
Junk/Parts	18100281	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	07/01/2025	1,219.97	0.00
						1,219.97	0.00
<u>LCTN</u> <u>9010</u> <u>TRANSPORTATION</u>							
Surplus Sale	18000121	MACHINE: COOLANT EXCHANGE MAHL	Furniture,Fixtures & Equipment	10/26/2017	07/01/2025	2,561.96	365.99
						2,561.96	365.99
<u>LCTN</u> <u>9060</u> <u>HUMAN RESOURCES</u>							
Junk/Parts	18100263	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	07/01/2025	1,219.97	0.00
Junk/Parts	18100228	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	07/01/2025	1,219.97	0.00
Junk/Parts	22100005	LAPTOP: DELL LATITUDE 5320	Furniture,Fixtures & Equipment	09/29/2021	07/01/2025	1,239.37	413.12
Junk/Parts	23100052	LAPTOP: DELL LATITUDE 5530 15	Furniture,Fixtures & Equipment	10/04/2022	07/01/2025	1,191.39	397.13
						4,870.70	810.25
<u>LCTN</u> <u>9105</u> <u>ESOL</u>							
Junk/Parts	16000616	IMAC: APPLE 27 " Z0RT"	Furniture,Fixtures & Equipment	05/12/2016	07/01/2025	1,998.00	0.00
						1,998.00	0.00
<u>LCTN</u> <u>9252</u> <u>SEDNET</u>							
Junk/Parts	17000174	COPIER: COLOR RICOH MPC4504	Furniture,Fixtures & Equipment	10/13/2016	07/01/2025	5,129.00	183.18
						5,129.00	183.18

Clay County Public Schools
Monthly Deletion Report
For Month Ending: 07/31/2025

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>	<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
Total Furniture		Total Vehicles	Total Audio Visual	Total Software	Totals for Deletion Report	
19,401.35		0.00	0.00	0.00	19,401.35	1,359.42

Note:

Disposal Method Descriptions:

- JUNK/PARTS - Part(s) of an asset are used and remainder of part(s) are sold, recycled or disposed
- TRADE-IN - Vendor issues a credit towards a new purchase
- THEFT/VANDALISM - Items stolen or broken (police report attached)
- MISSING - Items lost and are not found during property inventory (Annually)
- SURPLUS SALE - Items that are outdated, not working or obsolete. Items are either sold, recycled or disposed
- ENTERED IN ERROR- Not used

- TRANSFER/DONATION - From Clay County District to an Outside Agency (Approved by Board or Superintendent)
- DESTROYED - Fire/Natural Disaster, etc.
- THRESHOLD (ex. \$750 TO \$1000)

Monthly Deletion Analysis / JULY 2025 2026			
Cost Center	Asset	Item, Reason for Deletion	Type of Deletion
SBJ - 0331	00087747	CART:INSTRUCTIONAL W/PROJECTOR / BROKEN	D5
FIE - 0521	18100282	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
CTE - 9002	18100281	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
TRANSPORTATION - 9010	18000121	MACHINE: COOLANT EXCHANGE / BROKEN	D5
HR - 9060	23100052	LAPTOP: DELL LATITUDE 5530 / BROKEN	D1
	22100005	LAPTOP: DELL LATITUDE 5320 / BROKEN	D1
	18100263	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
	18100228	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
ESOL - 9105	16000616	IMAC: APPLE 27 " Z0RT" / BROKEN	D1
SEDNET - 9252	17000174	COPIER: COLOR RICOH MPC4504 / BROKEN	D1

D1 = PARTED OUT/JUNK

D5 = SURPLUS SALES

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C11 - MOU Between Clay County District Schools and the Clay County Sheriff's Office to provide access to the Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program.

Description

Funds are available from the General Revenue Fund, State of Florida to the Department of Education for the CCSO to establish a school guardian program pursuant to s. 30.15(k) Florida Statutes.

Gap Analysis

N/A

Previous Outcomes

CCSO provided access to a school guardian program for CCDS.

Expected Outcomes

The Board will approve the Memorandum of Understanding with the Clay County Sheriff's Office. CCSO will apply for and receive the funding under the Chris Hixon, Coach Aaron Feis, and Scott Beigel Guardian Program. The CCSO will administer the account for the funds, including initiation of purchase orders, payment of invoices, as applicable, etc., for approved budget line items. The CCSO will not charge for administering this grant.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve the Memorandum of Understanding with the Clay County Sheriff's Office

Contact

Bryce Ellis, Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net,
Matthew Boyack, Director of Safety & Security, (904) 336-6846, matthew.boyack@myoneclay.net

Financial Impact

None

Review Comments**Attachments**

📎 [260006 MOU CCSD and CCSO Guardian Program 3yr 8.7.25.pdf](#)

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 260006

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:

Name of Contract Initiator: / Matthew Boyack

Telephone #:

School/Dept Submitting Contract: / Safety & Security

Cost Center # XXXXXXXX 9022

Vendor Name:

Contract Title:

Contract Type: New ☒ Renewal ☐ Amendment ☐ Extension ☐ Previous Year Contract # 250087

Contract Term: 2025 - 8/31/2028 Renewal Option(s):

Contract Cost:

☐ **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)*

***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)

____ COVID-19 Waiver (If Applicable)

____ Release and Hold Harmless (If Applicable)

AREA BELOW FOR DISTRICT PERSONNEL ONLY

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department	Need copy of Grant
Review Date	
School Board Attorney	
Review Date	
Other Dept. as Necessary	
Review Date	
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	DATE: <u>Pending Signatures & Copy of Grant.</u>

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CLAY COUNTY
SHERIFF'S OFFICE AND CLAY COUNTY DISTRICT SCHOOLS**

**CHRIS HIXON, COACH AARON FEIS
AND COACH SCOTT BEIGEL GUARDIAN PROGRAM**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into by and between the Clay County Sheriff's Office, headquartered at 901 North Orange Avenue, Green Cove Springs (hereinafter referred to as "CCSO"), the Clay County District Schools, headquartered 900 Walnut Street, Green Cove Springs (hereinafter referred to as "CCDS").

WITNESSETH:

WHEREAS, The Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program was established in 2018 through the Marjory Stoneman Douglas High School Public Safety Act. establish a school guardian program pursuant to s. 30.15, Florida Statutes; and

WHEREAS, the CCSO in coordination with the CCDS will establish a school guardian program pursuant to s. 30.15, Florida Statutes to aid in the prevention or abatement of active assailant incidents on school premises.;

WHEREAS, funds are available from the General Revenue Fund, State of Florida to the Department of Education for the CCSO to establish a school guardian program pursuant to s. 30.15, Florida Statutes;

WHEREAS, the CCSO in coordination with the CCDS will use funds for screening-related and training-related costs and provide a one-time stipend of \$500 to school guardians who participate in the school guardian program.

WHEREAS, any person certified as a school Guardian has no authority to act in any law enforcement capacity, except to the extent necessary to prevent or abate an active assailant incident.

NOW, THEREFORE, the parties agree as follows:

1. TERM

This MOU shall begin on the date of last signature by the parties and shall continue through **August 31, 2028**

2. OBLIGATION OF AGENCIES

- A. The CCSO will apply for and receive the funding under the Chris Hixon, Coach Aaron Feis, and Scott Beigel Guardian Program. The CCSO will administer and account for the funds, including initiation of purchase orders, payment of invoices, as

applicable, etc., for approved budget line items. The CCSO will not charge CCDS for administering this grant.

- B. The CCDS will be responsible for any costs associated with the program and training not covered by grant funds.
- C. The CCSO and CCDS agree that the Chris Hixon, Coach Aaron Feis, and Scott Beigel Guardian Program grant funds must be used to supplement existing funds for program activities and cannot replace, or supplant, non federal funds that have been appropriated for the same purpose.
- D. CCDS will maintain documentation on the initial fingerprint results and background check as well as random drug screens during the period of the agreement.
- E. The CCSO Human Resources section will be provided with copies of the file of proof of background screening, drug screening results, and psychological evaluation.
- F. The CCSO Training section will ensure that the Guardian is made aware of requalification dates annually. CCSO Human Resources section will verify they continue to have an active Concealed Weapons License prior to allowing the qualification to occur.
- G. The CCSO Training section will provide the Guardian with Active Assailant Training.
- H. The CCSO Training section will maintain documentation on the make, model, and serial number of the firearm assigned to the Guardian. All recommended repairs to the firearms shall be at the expense of the CCDS. Any modifications to the firearm shall require prior approval and secondary inspection by the CCSO Armorer. The CCSO Armorer shall inspect all authorized firearms and ammunition annually.
- I. The CCSO Human Resources section will maintain the results of the Guardian's annual Concealed Weapons License check in the guardian file.
- J. The CCSO Training section will maintain a record of the participant's training certifications, qualifications, firearm inspections, and training records.
- K. Upon proof of compliance with training and screening requirements and in accordance with sections 30.15 and 1006.12 Florida Statutes, the Sheriff will appoint the candidate as Guardian for the Clay County District Schools.
- L. CCDS agrees to notify CCSO in writing within 10 business days of any changes in the employment status of school guardians. This includes the hiring of new guardians, as well as the termination, resignation, or departure of any existing guardians.

- M. Upon purchase and delivery of the ballistic vests, CCSO transfers ownership to CCDS. CCDS expressly agrees to be fully responsible for the maintenance, repair, appropriate disposal, and any other costs associated with the ballistic vests for all past, present, and future grant-funded vest purchases. CCSO hereby relinquishes any responsibility, financial or otherwise, for the vests.

3. TERMINATION

A. Termination at Will

This MOU may be terminated by any party upon no less than thirty (30) calendar days' notice without cause, unless the parties mutually agree upon a shorter time. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained or in-person with proof of delivery. Notices shall be sent to the following addresses or such other addresses as either party may designate in writing:

Clay County Sheriff's Office
Attn: Finance
901 N. Orange Ave.,
Green Cove Springs, FL 32043
Email: contracts@claysheriff.com

Clay County District Schools
Attn: Safety & Security
925 Center St.
Green Cove Springs, FL 32043
Email: officeofsafetyandsecurity@myoneclay.net

B. Termination for Cause

If the CCDS breaches any of the terms of this MOU, the CCSO may, by written notice to the respective agency, terminate this MOU upon twenty-four (24) hours' notice. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained or in-person with proof of delivery.

4. RESPONSIBILITY OF USER AGENCY FOR ACTS OF EMPLOYEES

The CCSO and CCDS shall at all times be and remain responsible for the acts or failures to act, including negligence, of its officers, agents and employees in complying with the terms and conditions of this MOU, and hereby relieves and releases each other of and from any and all such responsibility, (due to the acts, omissions, or negligence of their respective officers, agents, and employees), as and to the extent permitted by law.

IN WITNESS THEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their undersigned officials as duly authorized.

For Clay County Sheriff's Office

Michelle Cook
Sheriff of Clay County Florida

Date

For Clay County District Schools

Erin Skipper, Board Chair
Clay County District Schools

Date

DRAFT

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C12 - Change Order #1 (Direct Purchasing) for Fleming Island High School HVAC Repair/Replacement

Description

Direct purchasing change orders are almost always deductive and are the sole initiative of the owner. These change orders represent the purchase of materials and/or equipment directly by the School Board in order to save sales tax. The direct purchases are deducted from the original contract in the form of a change order.

Gap Analysis

N/A

Previous Outcomes

Sales tax savings have been used in the past to fund capital projects that may otherwise have not been funded.

Expected Outcomes

Money saved with sales tax savings will be used for capital projects that may otherwise have not been funded.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #1.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director of Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

This deduction to the construction contract in the amount of \$1,097,736.80 will not impact the budget. A total tax savings in the amount of \$62,206.80 is realized as a result of this direct purchasing change order.

Review Comments

Attachments

🔗 [Change Order #1 FIH HVAC Repair Replacement](#)

SCHOOL BOARD OF CLAY COUNTY

CHANGE ORDER NO. 1

SDCC PROJECT NAME: FLEMING ISLAND HIGH HVAC REPAIR/REPLACEMENT

SDCC PROJECT NO: C-34-24/25

The Owner authorized the Contractor to make the following change(s) in the contract dated December 12, 2024.

ORIGINAL CONTRACT AMOUNT: \$ 3,447,318.40

REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 0.00

Change(s) and reason(s) for this Change Order: Direct Purchase of construction materials by the Clay County School Board.

For these changes: ☐ Add to ☒ Deduct from the Contract in accordance with the conditions of the Contract the sum of: One million, ninety-seven thousand, seven hundred thirty-six dollars and 80/100.

CURRENT CONTRACT AMOUNT: \$ 3,447,318.40

ADDITION TO CONTRACT: \$ 0.00

DEDUCTION TO CONTRACT: \$ 1,097,736.80

REVISED CONTRACT AMOUNT: \$ 2,349,581.60

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: N/A Date: N/A
Architect

By execution of this Change Order, the Contractor acknowledges that all issues related to compensation and time have been resolved and payment recited herein is full compensation for the work identified in this Change Order.

ACCEPTED: Signature: [Signature] Date: May 5, 2025
Contractor

Signature: [Signature] Date: 7/8/25
SDCC Project Manager

APPROVED: Signature: _____ Date: _____
School Board Chairman

MIS15010
EFF 7/10/08

Trane US, Inc.
8929 Western Way
Jacksonville, FL 32256

Page 211 of 268

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C13 - Final Completion of Clay High School Roof Repair/Replacement

Description

Establish a Final Completion date for audit purposes and as required by the State Requirements for Educational Facilities (SREF) and Florida Statutes. The project, as determined by the project manager and project architect/engineer, has reached final completion on June 17, 2025, in accordance with the project documents.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Final Completion.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director of Facility Planning & Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

None.

Review Comments**Attachments**

- 🔗 [Certificate of Final Completion for CHS Roof Repair Replacement](#)

Clay County District Schools Certificate of Final Completion

Having completed all requirements as outlined within the project specifications and drawings, I certify that the project listed below has reached final completion and has been constructed in accordance with said documents.

Project Title: Clay High School - Roof Repair/Replacement

School: Clay High School

SDCC Project Number: C-17-24/25

OEFS Project Number: 5156-1

Project Architect/Engineer: Brian Boatright Architect

Project Contractor: McCurdy-Walden Roofing, LLC

Date of Final Completion: 6/17/2025

Mark Walden 
Signature: Contractor

Date: 6/18/2025

Brian Boatright, Architect 
Signature: Architect/Engineer

Date: 6/18/2025

Greg Giuffre 
Signature: Project Manager

Date: 6/18/2025

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C14 - Change Order #1 (Direct Purchasing) for Keystone Heights High School Security Lighting Repair/Replacement

Description

Direct purchasing change orders are almost always deductive and are the sole initiative of the owner. These change orders represent the purchase of materials and/or equipment directly by the School Board in order to save sales tax. The direct purchases are deducted from the original contract in the form of a change order.

Gap Analysis

N/A

Previous Outcomes

Sales tax savings have been used in the past to fund capital projects that may otherwise have not been funded.

Expected Outcomes

Money saved with sales tax savings will be used for capital projects that may otherwise have not been funded.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #1.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director of Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

This deduction to the construction contract in the amount of \$175,948.88 will not impact the budget. A total tax savings in the amount of \$10,100.88 is realized as a result of this direct purchasing change order.

Review Comments

Attachments

🔗 [Change Order #1 \(Direct Purchasing\) for KHS Security Lighting](#)

SCHOOL BOARD OF CLAY COUNTY

CHANGE ORDER NO. 1

SDCC PROJECT NAME: Keystone Heights High Security Lighting Repair/Replacement

SDCC PROJECT NO: C-5-24/25

The Owner authorized the Contractor to make the following change(s) in the contract dated March 6, 2025.

ORIGINAL CONTRACT AMOUNT: \$ 414,690.00

REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 0.00

Change(s) and reason(s) for this Change Order: Direct Purchase of construction materials by the Clay County School Board.

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Substantial Completion date is July 28, 2025. Final Completion date is August 11, 2025.

For these changes: ☐ Add to ☒ Deduct from the Contract in accordance with the conditions of the Contract the sum of:

CURRENT CONTRACT AMOUNT: \$ 414,690.00

ADDITION TO CONTRACT: \$ 0.00

DEDUCTION TO CONTRACT: \$ 175,948.88

REVISED CONTRACT AMOUNT: \$ 238,741.12

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: Namir Haddad

Date: 7/7/2025

Architect

By execution of this Change Order, the Contractor acknowledges that all issues related to compensation and time have been resolved and payment recited herein is full compensation for the work identified in this Change Order.

ACCEPTED: Signature: Daniel R Newton
Contractor

Date: July 7, 2025

Signature: [Signature]
SDCC Project Manager

Date: 7/7/2025

APPROVED: Signature: _____
School Board Chairman

Date: _____

MIS15010
EFF 7/10/08

T & M ELECTRIC
200 COLLEGE DRIVE
ORANGE PARK, FL 32065

Page 216 of 268

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C15 - Change Order #1 (Direct Purchasing) for Plantation Oaks Elementary School Fire Alarm Repair/Replacement

Description

Direct purchasing change orders are almost always deductive and are the sole initiative of the owner. These change orders represent the purchase of materials and/or equipment directly by the School Board in order to save sales tax. The direct purchases are deducted from the original contract in the form of a change order.

Gap Analysis

N/A

Previous Outcomes

Sales tax savings have been used in the past to fund capital projects that may otherwise have not been funded.

Expected Outcomes

Money saved with sales tax savings will be used for capital projects that may otherwise have not been funded.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #1.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director of Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

This deduction to the construction contract in the amount of \$78,629.46 will not impact the budget. A total tax savings in the amount of \$4,521.48 is realized as a result of this direct purchasing change order.

Review Comments

Attachments

🔗 [Change Order #1 POE Fire Alarm Repair Replacement](#)

SCHOOL BOARD OF CLAY COUNTY

CHANGE ORDER NO. 1

SDCC PROJECT NAME: Plantation Oaks Elementary Fire Alarm Repair/Replacement

SDCC PROJECT NO: C-22-24/25

The Owner authorized the Contractor to make the following change(s) in the contract dated March 6, 2025.

ORIGINAL CONTRACT AMOUNT: \$ 409,470.00
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 0.00

Change(s) and reason(s) for this Change Order: Direct Purchase of construction materials by the Clay County School Board.

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Substantial Completion date is August 1, 2025. Final Completion date is September 1, 2025.

For these changes: ☐ Add to ☒ Deduct from the Contract in accordance with the conditions of the Contract the sum of:

CURRENT CONTRACT AMOUNT: \$ 409,470.00
ADDITION TO CONTRACT: \$ 0.00
DEDUCTION TO CONTRACT: \$ 78,629.46
REVISED CONTRACT AMOUNT: \$ 330,840.54

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: Namir Haddad Date: 7/9/2025
Architect

By execution of this Change Order, the Contractor acknowledges that all issues related to compensation and time have been resolved and payment recited herein is full compensation for the work identified in this Change Order.

ACCEPTED: Signature: Jerry Anderson Date: 7/9/2025
Contractor

Signature: [Signature] Date: 7/9/2025
SDCC Project Manager

APPROVED: Signature: _____ Date: _____
School Board Chairman

MIS15010
EFF 7/10/08

T & M ELECTRIC
200 COLLEGE DRIVE
ORANGE PARK, FL 32065

[illegible]

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C16 - Change Order #1 (Direct Purchasing) for Oakleaf Village Elementary School Fire Alarm Repair/Replacement

Description

Direct purchasing change orders are almost always deductive and are the sole initiative of the owner. These change orders represent the purchase of materials and/or equipment directly by the School Board in order to save sales tax. The direct purchases are deducted from the original contract in the form of a change order.

Gap Analysis

N/A

Previous Outcomes

Sales tax savings have been used in the past to fund capital projects that may otherwise have not been funded.

Expected Outcomes

Money saved with sales tax savings will be used for capital projects that may otherwise have not been funded.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #1.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director of Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

This deduction to the construction contract in the amount of \$83,605.99 will not impact the budget. A total tax savings in the amount of \$4,803.17 is realized as a result of this direct purchasing change order.

Review Comments

Attachments

🔗 [Change Order #1 OVE Fire Alarm Repair Replacement](#)

SCHOOL BOARD OF CLAY COUNTY

CHANGE ORDER NO. 1

SDCC PROJECT NAME: Oakleaf Village Elementary Fire Alarm Repair/Replacement

SDCC PROJECT NO: C-21-24/25

The Owner authorized the Contractor to make the following change(s) in the contract dated March 6, 2025.

ORIGINAL CONTRACT AMOUNT: \$ 424,135.00
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 0.00

Change(s) and reason(s) for this Change Order: Direct Purchase of construction materials by the Clay County School Board.

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Substantial Completion date is August 1, 2025. Final Completion date is September 1, 2025.

For these changes: ☐ Add to ☒ Deduct from the Contract in accordance with the conditions of the Contract the sum of:

CURRENT CONTRACT AMOUNT: \$ 424,135.00
ADDITION TO CONTRACT: \$ 0.00
DEDUCTION TO CONTRACT: \$ 83,605.99
REVISED CONTRACT AMOUNT: \$ 340,529.01

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: Namir Haddad Date: 7/9/2025

Architect

By execution of this Change Order, the Contractor acknowledges that all issues related to compensation and time have been resolved and payment recited herein is full compensation for the work identified in this Change Order.

ACCEPTED: Signature: Jerry Anderson Date: 7/9/2025
Contractor

Signature: [Signature] Date: 7/9/2025
SDCC Project Manager

APPROVED: Signature: _____ Date: _____
School Board Chairman

MIS15010
EFF 7/10/08

T & M ELECTRIC
200 COLLEGE DRIVE
ORANGE PARK, FL 32065

Page 222 of 268

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C17 - Change Order #1 (Direct Purchasing) for Tynes Elementary School Fire Alarm Repair/Replacement

Description

Direct purchasing change orders are almost always deductive and are the sole initiative of the owner. These change orders represent the purchase of materials and/or equipment directly by the School Board in order to save sales tax. The direct purchases are deducted from the original contract in the form of a change order.

Gap Analysis

N/A

Previous Outcomes

Sales tax savings have been used in the past to fund capital projects that may otherwise have not been funded.

Expected Outcomes

Money saved with sales tax savings will be used for capital projects that may otherwise have not been funded.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #1.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director of Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

This deduction to the construction contract in the amount of \$101,521.48 will not impact the budget. A total tax savings in the amount of \$5,817.25 is realized as a result of this direct purchasing change order.

Review Comments

Attachments

🔗 [Change Order #1 TES Fire Alarm Repair Replacement](#)

SCHOOL BOARD OF CLAY COUNTY

CHANGE ORDER NO. 1

SDCC PROJECT NAME: Tynes Elementary Fire Alarm Repair/Replacement

SDCC PROJECT NO: C-20-24/25

The Owner authorized the Contractor to make the following change(s) in the contract dated March 6, 2025.

ORIGINAL CONTRACT AMOUNT: \$ 637,630.00
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 0.00

Change(s) and reason(s) for this Change Order: Direct Purchase of construction materials by the Clay County School Board.

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Substantial Completion date is August 1, 2025. Final Completion date is September 1, 2025.

For these changes: ☐ Add to ☒ Deduct from the Contract in accordance with the conditions of the Contract the sum of:

CURRENT CONTRACT AMOUNT: \$ 637,630.00
ADDITION TO CONTRACT: \$ 0.00
DEDUCTION TO CONTRACT: \$ 101,521.48
REVISED CONTRACT AMOUNT: \$ 536,108.52

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: Namir Haddad
Architect

Date: 7/10/2025

By execution of this Change Order, the Contractor acknowledges that all issues related to compensation and time have been resolved and payment recited herein is full compensation for the work identified in this Change Order.

ACCEPTED: Signature: Gerry Anderson
Contractor

Date: 7-10-2025

Signature: [Signature]
SDCC Project Manager

Date: 7/10/2025

APPROVED: Signature: _____
School Board Chairman

Date: _____

MIS15010
EFF 7/10/08

T & M ELECTRIC
200 COLLEGE DRIVE
ORANGE PARK, FL 32065

[illegible]

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C18 - Change Order #2 for Keystone Heights High School Security Lighting Repair/Replacement

Description

Change orders are initiated by the contractor, architect/engineer or owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change orders are reviewed by the architect/engineer or staff prior to submission to the School Board for approval. This change order is for the addition of two light fixtures and a material delivery delay. Seventy-nine (79) additional calendar days will be added to the contract.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #2.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director for Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

If approved, this change order will increase the contract amount by \$4,670.14. Architect fees contracted at 8% will increase by \$373.61 as a result of this change order. These funds are available and budgeted in Educational Facilities Plan.

Review Comments**Attachments**

🔗 [Change Order #2 KHS Security Lighting](#)



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Keystone Heights Jr/Senior High Security Lighting Repair/Replacement CCDS No. C-5-24/25	CONTRACT INFORMATION: Contract For: General Construction Date: March 6, 2025	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: August 7, 2025
OWNER: <i>(Name and address)</i> Clay County District Schools 900 Walnut Street Green Cove Springs, FL 32043	ARCHITECT: <i>(Name and address)</i> Haddad Engineering, Inc 3030 Hartley Road, #290 Jacksonville, FL 32257	CONTRACTOR: <i>(Name and address)</i> T&M Electric of Clay County, LLC 200 College Drive Orange Park, FL 32065

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Delivery of Material delays and added two lighting fixtures.

The original Contract Sum was	\$ 414,690.00
The net change by previously authorized Change Orders	\$ -175,948.88
The Contract Sum prior to this Change Order was	\$ 238,741.12
The Contract Sum will be increased by this Change Order in the amount of	\$ 4,670.14
The new Contract Sum including this Change Order will be	\$ 243,411.26

The Contract Time will be increased by (79) days.

The new date of Substantial Completion will be October 15, 2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Haddad Engineering, Inc ARCHITECT <i>(Firm name)</i>	T & M Electric of Clay County, LLC CONTRACTOR <i>(Firm name)</i>	Clay County District School OWNER <i>(Firm name)</i>
SIGNATURE <i>Namir Haddad</i> Namir Haddad, President PRINTED NAME AND TITLE	SIGNATURE <i>Daniel R. Newton</i> Daniel R. Newton, Vice President PRINTED NAME AND TITLE	SIGNATURE Erin Skipper, School Board Chair PRINTED NAME AND TITLE
8-7-2025 DATE	August 7, 2025 DATE	DATE

**SCHOOL DISTRICT OF CLAY COUNTY
CHANGE ORDER #2**

**SDCC PROJECT NAME: Keystone Heights High School Security Lighting
Repair/Replacement**

SDCC PROJECT NUMBER: C-5-24/25

ADDITIONAL INFORMATION:

Adding two light fixtures. \$4,670.14

TOTAL CHANGE ORDER AMOUNT: \$4,670.14

Seventy-nine (79) additional calendar days to the contract. The substantial completion date is October 15, 2025. Final completion is October 29, 2025.

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C19 - Change Order #1 for Wilkinson Junior High School Control Access

Description

Change orders are initiated by the contractor, architect/engineer or owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change orders are reviewed by the architect/engineer or staff prior to submission to the School Board for approval. This change order is for access control modifications, window shades, and protective film to the storefront. Six (6) additional calendar days will be added to the contract.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #1.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director for Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

If approved, this change order will increase the contract amount by \$30,549.46. Architect fees contracted at 7% will increase by \$2,138.46 as a result of this change order. These funds are available and budgeted in Educational Facilities Plan.

Review Comments

Attachments

🔗 [Change Order #1 WJH Control Access](#)

AIA® Document G701® - 2017

Change Order

PROJECT: (Name and address) Wilkinson Junior High School Control Access (C-1-24/25)	CONTRACT INFORMATION: Contract For: General Construction Date: March 6, 2025	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: August 7, 2025
OWNER: (Name and address) Clay County School Board 900 Walnut Street Green Cove Springs, F 32073	ARCHITECT: (Name and address) Brian Boatright Architect, Inc. 914 Plainfield Avenue Orange Park, FL 32073	CONTRACTOR: (Name and address) Thomas May Construction Company 310 College Drive Orange Park, FL 32065

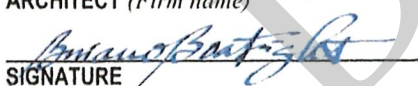

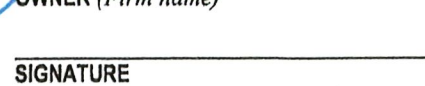
THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
See attached backup.

The original Contract Sum was	\$ 311,438.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 311,438.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 30,549.46
The new Contract Sum including this Change Order will be	\$ 341,987.46
The Contract Time will be increased by six (6) days.	
The new date of Substantial Completion will be July 20, 2025	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Brian Boatright Architect, Inc.	Thomas May Construction Company	Clay County School Board
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
		
SIGNATURE	SIGNATURE	SIGNATURE
Brian O. Boatright, President	Keith Ward, President	Erin Skipper, Board Chair
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
8-7-25	8-7-25	8-7-25
DATE	DATE	DATE

WJH Control Access**CHANGE ORDER 1**

Change Order Proposal (COP) 1

Add window shades and protective film to storefront.....\$ 12,457.50 0 days

Change Order Proposal (COP) 2

Provide access control modifications formerly in owner's scope\$ 18,091.96 6 days

TOTAL CHANGE ORDER COST.....\$ 30,549.46 6 days

DRAFT

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C20 - Change Order #2 for Orange Park High School Gym/Locker Room Renovations

Description

Change orders are initiated by the contractor, architect/engineer or owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change orders are reviewed by the architect/engineer or staff prior to submission to the School Board for approval. This change order is for additional scope of work involving a new badge reader location, low voltage conduits, paint over stucco walls in four areas, and CMU repairs at window jambs.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #2.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director for Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

If approved, this change order will increase the contract amount by \$21,249.21. Architect fees contracted at 7% will increase by \$1,487.44 as a result of this change order. These funds are available and budgeted in Educational Facilities Plan.

Review Comments**Attachments**

🔗 [Change Order #2 OPH Gym Locker Room Renovations](#)

**AIA®****Document G701® – 2017****Change Order**

PROJECT: (Name and address)
 Orange Park High School, Gym/Locker
 Room Renovations
 2300 Kingsley Ave., Orange Park, FL
 32073

CONTRACT INFORMATION:
 Contract For: CCDS C-33-24/25
 Date: 03-06-2025

CHANGE ORDER INFORMATION:
 Change Order Number: 002
 Date: 08-07-2025

OWNER: (Name and address)
 School Board of Clay County
 900 Walnut Street Green Cove Springs, FL
 32043 Tel: 904-336-6500

ARCHITECT: (Name and address)
 Bhide & Hall Architects, P.A.
 1329 Kingsley Avenue, Suite C Orange
 Park, FL 32073 Tel: 904-264-1919

CONTRACTOR: (Name and address)
 Thomas May Construction Co., Inc.
 310 College Drive
 Orange Park, FL 32065

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Supply and Install all Low-voltage and card readers; 2. Supply and Install Conduit, 120V Feed, and Network Supply; 3. Paint over STO (Stucco) in four areas where louvers were removed; 4. Additional Work to "pin" CUM around Louver infill locations - Helical anchors.

The original Contract Sum was	\$ 829,116.00
The net change by previously authorized Change Orders	\$ 92,400.57
The Contract Sum prior to this Change Order was	\$ 921,516.57
The Contract Sum will be increased by this Change Order in the amount of	\$ 21,249.21
The new Contract Sum including this Change Order will be	\$ 942,765.78

The Contract Time will be increased by Six (6) days.
 The new date of Substantial Completion will be 08-07-2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.


 ARCHITECT (Signature)

BY: David S Shively, Sr. Vice
 President

*(Printed name, title, and license
 number if required)*

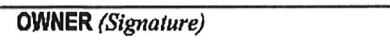
08/07/2025
 Date


 CONTRACTOR (Signature)

BY: Keith Ward, President
(Printed name and title)

Date

8/7/2025


 OWNER (Signature)

BY: Erin Skipper, School Board Chair
(Printed name and title)

Date

**SCHOOL DISTRICT OF CLAY COUNTY
CHANGE ORDER #2**

**SDCC PROJECT NAME: Orange Park High School Gym/Locker Room
Renovations**

SDCC PROJECT NUMBER: C-33-24/25

ADDITIONAL INFORMATION:

Install badge reader, conduit installation, paint four areas, and CMU repairs at window jambs.

TOTAL CHANGE ORDER AMOUNT:

\$21,249.21

Six (6) additional calendar days to the contract. The substantial completion date is August 7, 2025. Final completion is September 6, 2025.

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C21 - Change Order #1 (Direct Purchasing) for Shadowlawn Elementary School HVAC Repair/Replacement

Description

Direct purchasing change orders are almost always deductive and are the sole initiative of the owner. These change orders represent the purchase of materials and/or equipment directly by the School Board in order to save sales tax. The direct purchases are deducted from the original contract in the form of a change order.

Gap Analysis

N/A

Previous Outcomes

Sales tax savings have been used in the past to fund capital projects that may otherwise have not been funded.

Expected Outcomes

Money saved with sales tax savings will be used for capital projects that may otherwise have not been funded.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #1.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director of Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

This deduction to the construction contract in the amount of \$458,104.48 will not impact the budget. A total tax savings in the amount of \$26,001.20 is realized as a result of this direct purchasing change order.

Review Comments

Attachments

🔗 [Change Order #1 \(Direct Purchasing\) SLE HVAC](#)

SCHOOL BOARD OF CLAY COUNTY

CHANGE ORDER NO. 1

SDCC PROJECT NAME: SHADOWLAWN ELEMENTARY HVAC REPAIR/REPLACEMENT

SDCC PROJECT NO: C-37-24/25

The Owner authorized the Contractor to make the following change(s) in the contract dated November 7, 2024.

ORIGINAL CONTRACT AMOUNT: \$ 736,750.00

REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 0.00

Change(s) and reason(s) for this Change Order: Direct Purchase of construction materials by the Clay County School Board.

For these changes: ☐ Add to ☒ Deduct from the Contract in accordance with the conditions of the Contract the sum of: Four hundred fifty-eight thousand, one hundred and four dollars and 48/100.

CURRENT CONTRACT AMOUNT: \$ 736,750.00

ADDITION TO CONTRACT: \$ 0.00

DEDUCTION TO CONTRACT: \$ 458,104.48

REVISED CONTRACT AMOUNT: \$ 278,645.52

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: N/A Date: N/A
Architect

By execution of this Change Order, the Contractor acknowledges that all issues related to compensation and time have been resolved and payment recited herein is full compensation for the work identified in this Change Order.

ACCEPTED: Signature:  Date: May 5, 2025
Contractor

Signature:  Date: 7/8/25
SDCC Project Manager

APPROVED: Signature: _____ Date: _____
School Board Chairman

MIS15010
EFF 7/10/08

Trane US, Inc.
8929 Western Way
Jacksonville, FL 32256

Page 237 of 268

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C22 - Lakeside Junior High School HVAC and Roof Repair/Replacement Contract Award

Description

This project is listed in the 2024/2025 Educational Facilities Plan (EFP). The project was competitively bid and was advertised for three (3) consecutive weeks on the school district website. The bid opening was held June 10, 2025 at 2:00 p.m. The project had four (4) bidders and all bidders met the bid requirements.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction of Lakeside Junior High School HVAC and Roof Repair/Replacement.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Award the construction contract to Premier American Construction, Inc., the low bidder meeting specifications, in the base bid amount of \$2,800,000.00.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net,

Lance Addison, Director of Facility Planning & Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

These funds are available and budgeted in the Educational Facilities Work Plan.

Review Comments

Attachments

🔗 [LSJ HVAC & Roof Repair Replacement Contract](#)



AIA® Document A101® – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the SEVENTH day of AUGUST in the year TWO THOUSAND AND TWENTY-FIVE

(In words, indicate day, month and year.)

BETWEEN the Owner:

(Name, legal status, address and other information)

SCHOOL BOARD OF CLAY COUNTY
900 WALNUT STREET
GREEN COVE SPRINGS, FL 32043

and the Contractor:

(Name, legal status, address and other information)

PREMIER AMERICAN CONSTRUCTION
P.O. BOX 1193
MIDDLEBURG, FL 32068

for the following Project:

(Name, location and detailed description)

PROJECT # C-72-24/25
LAKESIDE JUNIOR HIGH SCHOOL HVAC + ROOF REPAIR/REPLACEMENT
2750 MOODY ROAD, ORANGE PARK, FL 32073

The Architect:

(Name, legal status, address and other information)

HARVARD JOLLY, INC.
6196 LAKE GRAY BLVD., STE 105
JACKSONVILLE, FL

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Contractor

Init.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

☐ The date of this Agreement.

☒ A date set forth in a notice to proceed issued by the Owner.

☐ Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement, as established in the notice to proceed.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

Contractor


Init.

[] Not later than () calendar days from the date of commencement of the Work.

[X] By the following date: The Date of Substantial Completion shall not be later than 63 Days from the set forth in the NTP.
The Date of Final Completion shall not be later than 30 Days after substantial.

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be TWO MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$ 2,800,000.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
N/A	

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
N/A		

§ 4.3 Allowances, if any, included in the Contract Sum:
(Identify each allowance.)

Item	Price
------	-------

§ 4.4 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

§ 4.5 Liquidated damages, if any:

(Insert terms and conditions for liquidated damages, if any.)

Refer PART 21 TIME OF COMPLETION AND LIQUIDATED DAMAGES in Section 001000 of the Specifications for assessment of liquidated damages. In as much as failure to complete the project within the time fixed in the Agreement will result in substantial injury to the Owner, and as damages arising from such failure cannot be calculated with any degree of certainty, it is hereby agreed that if the project is not substantially completed, or within such further time, if any, as in accordance with provisions of the contract documents shall be allowed for substantial completion, the Contractor shall pay to the Owner as liquidated damages for delay, and not as a penalty, one thousand dollars (\$1,000) for each and every calendar day elapsing between the date fixed for substantial completion and the date such substantial completion shall have been fully accomplished, and five hundred dollars (\$500) for each and

Contractor
CD

every calendar day elapsing between date fixed for Final Completion and the date such Final Completion shall have been fully accomplished. Said liquidated damages shall be payable in addition to any excess expenses or costs payable by the Contractor to the Owner under the provisions of the contract documents, except for Contractor's delays.

§ 4.6 Other:

(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

The School Board of Clay County will make payments based on Florida Statute 218, Timely payments for Purchases of Construction Services.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

Submit payment applications on same day of each month.

§ 5.1.3 Provided that an Application for Payment is received by the Architect on the day selected by the contractor and approved. The Owner shall make payment of the amount certified to the Contractor.
(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™-2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201-2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

Contractor

①

Init.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

Retainage in the amount of five percent (5%) will be withheld in accordance with Florida Statute 255.078.

§ 5.1.7.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

(Insert any other conditions for release of retainage upon Substantial Completion.)

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

All requirements are satisfied in accordance with the specifications and paragraphs in section 017000 – Project Close-out – of the Project Manual.

(Paragraphs deleted)

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

Contractor


§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201-2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

- ☐ Arbitration pursuant to Section 15.4 of AIA Document A201-2017
- ☒ Litigation in a court of competent jurisdiction
- ☐ Other (Specify)

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201-2017, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201-2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:

(Name, address, email address, and other information)

Josh Goff, Project Manager
Clay County District Schools
925 West Center Street
Green Cove Springs, FL 32043

§ 8.3 The Contractor's representative:

(Name, address, email address, and other information)

Chris Turner
P.O. Box 1193
Middleburg, Florida 32068

Contractor


§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

Init.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™–2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with a building information modeling exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with a building information modeling exhibit, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™–2017, General Conditions of the Contract for Construction
- .4 Building information modeling exhibit, dated as indicated below:
(Insert the date of the building information modeling exhibit incorporated into this Agreement.)

- .5 Drawings (Refer to attached Index of Drawings)

Number	Title	Date
--------	-------	------

- .6 Specifications (Refer to attached Table of Contents)

Section	Title	Date	Pages
---------	-------	------	-------

- .7 Addenda, if any:

Number	Date	Pages
Addendum #1	6/2/2025	54

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

- .8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

☐ AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

Contractor


Init.

[] The Sustainability Plan:

Title	Date	Pages
-------	------	-------

[] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
----------	-------	------	-------

.9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement entered into as of the day and year first written above.

SCHOOL BOARD OF CLAY COUNTY (Signature)

(Row deleted)

Erin Skipper, Board Chair

(Printed name and title)

PREMIER AMERICAN CONSTRUCTION (Signature)

Chris Turner, Vice President

(Printed name and title)

Contractor


Init.

SECTION 00 00 08 - TABLE OF CONTENTS

GENERAL

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

- 00 00 00 - Cover Page
- 00 00 07 - Seals Pages
- 00 00 08 - Table of Contents
- 00 00 90 - Description of the Work
- 00 01 00 - Notice To Bidders
- 00 10 00 - Instructions to Bidders
- 00 10 50 - Alternates
- 00 20 00 - Public Entity Crimes
- 00 30 00 - Bid Proposal Form
- 00 40 00 - List of Subcontractors Form
- 00 50 00 - Agreement and Completion Forms
- 00 60 00 - Bonds and Certificates
- 00 70 00 - AIA General Conditions
- 00 80 00 - Supplementary Conditions
- 00 81 00 - Progress Payments
- 00 86 00 - Project Documents
- 00 90 00 - Special Conditions

DIVISION 01 - GENERAL CONDITIONS

- 01 01 00 - Summary of Work
- 01 04 00 - Coordination, Inspection and Protection
- 01 04 20 - Direct Purchasing
- 01 06 00 - Codes, Permits and Fees
- 01 15 00 - Substitution Requests
- 01 20 00 - Job Site Administration
- 01 30 00 - Submittal Procedures
- 01 32 00 - Progress Reporting
- 01 33 00.1 - Digital Data Release Form
- 01 40 00 - Quality Requirements
- 01 41 00 - Regulatory Requirements
- 01 41 00.1 - Testing Laboratory Services
- 01 42 00 - References
- 01 42 16 - Definitions
- 01 50 00 - Temporary Facilities
- 01 53 00 - Protective Barriers
- 01 53 10 - Temporary Fencing

- 01 62 00 - Materials, Storage and Protection
- 01 70 00 - Project Close-Out
- 01 71 00 - Cleaning
- 01 72 10 - Project Record Documents
- 01 73 00 - Execution
- 01 78 23 - Operation and Maintenance Manuals

DIVISION 02 - EXISTING CONDITIONS

- 02 41 19 - Selective Demolition

DIVISION 05 - METALS

- 05 50 00 - Metal Fabrications

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

- 06 10 53 - Miscellaneous Rough Carpentry
- 06 16 00 - Sheathing

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

- 07 52 16.13 - SBS Modified Bituminous Membrane Roofing, Cold-Applied
- 07 62 00 - Sheet Metal Flashing and Trim
- 07 71 00 - Roof Specialties
- 07 72 33 - Roof Hatches
- 07 72 46 - Roof Walkways
- 07 84 13 - Penetration Firestopping
- 07 84 43 - Joint Firestopping
- 07 92 00 - Joint Sealants

DIVISION 08 - OPENINGS

- 08 31 13 - Access Doors and Frames
- 08 51 13 - Aluminum Windows
- 08 80 00 - Glazing

DIVISION 09 - FINISHES

- 09 21 16 - Gypsum Board Assemblies
- 09 51 13 - Acoustical Ceiling Panels
- 09 91 13 - Exterior Painting
- 09 91 23 - Interior Painting
- 09 96 53 - Elastomeric Wall Coatings

DIVISION 23 - HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)

- 23 05 00 - Common Work Results for HVAC
- 23 05 13 - Common Motor Requirements for HVAC Equipment
- 23 05 29 - Hangers and Supports for HVAC Piping and Equipment
- 23 05 48 - Vibration Controls for HVAC Piping and Equipment
- 23 05 53 - Identification for HVAC Piping and Equipment
- 23 05 93 - Testing, Adjusting, and Balancing for HVAC

23 07 13 - Duct Insulation
23 07 19 - HVAC Piping Insulation
23 09 23 - Direct Digital Controls
23 22 00 - Condensate Piping
23 23 00 - Refrigerant Piping
23 31 13 - Metal Ducts
23 33 00 - Air Duct Accessories
23 34 00 - HVAC Fans
23 37 13 - Diffusers, Registers, and Grilles
23 81 19 - Packaged Air-Cooled Rooftop Unit

DIVISION 26 - ELECTRICAL

26 05 10 - Basic Electrical Materials and Methods
26 05 19 - Low-Voltage Electrical Power Conductors and Cables
26 05 29 - Hangers and Supports for Electrical Systems
26 05 33 - Raceway and Boxes for Electrical Systems
26 05 53 - Identification for Electrical Systems
26 09 23 - Lighting Control Devices
26 28 16 - Enclosed Switches and Circuit Breakers
26 51 19 - LED Interior Lighting

DIVISION 27 - COMMUNICATIONS

27 15 13 - Communications Copper Horizontal Cabling

END OF SECTION

DRAFT

This page intentionally left blank

INDEX OF DRAWINGS:

G1.00 – COVER SHEET
AD1.1 – DEMOLITION FLOOR PLAN FIRST FLOOR
AD1.2 – DEMOLITION FLOOR PLAN SECOND FLOOR
AD2.1 – DEMOLITION CEILING PLAN FIRST FLOOR
AD2.2 – DEMOLITION CEILING PLAN SECOND FLOOR
AD3.1 – DEMOLITION ROOF PLAN BUILDING 5
A1.1 – FLOOR PLAN FIRST FLOOR BUILDING 5
A1.2 – FLOOR PLAN SECOND FLOOR BUILDING 5
A2.1 – RCP FIRST FLOOR BUILDING 5
A2.2 – RCP SECOND FLOOR BUILDING 5
A3.1 – ROOF PLAN BUILDING 5
A3.2 – ROOF DETAILS
A4.1 – BUILDING ELEVATION & DETAILS
M1.0 – MECHANICAL COVER SHEET
M1.1 – FLOOR PLAN BUILDING 5 1ST FLOOR
M1.2 – FLOOR PLAN BUILDING 5 2ND FLOOR
M4.1 – ROOF PLAN BUILDING 1, 2, 3
MP-4.2 – ROOF PLAN - M&P - BUILDING 5
M-6.1 – MECHANICAL SCHEDULES
M-7.1 – MECHANICAL DETAILS
M7.2 – MECHANICAL CONTROLS
E1.1 – ELECTRICAL LEGEND, NOTES, AND DETAILS
E2.1 – ELECTRICAL A/C PLAN - BLDG 1
E2.2 – ELECTRICAL A/C PLAN - BLDG 2
E2.3 – ELECTRICAL A/C PLAN - BLDG 3
E2.4 – ELECTRICAL A/C PLAN - BLDG 5
E3.1 – ELECTRICAL CEILING PLAN - BLDG 5 DEMOLITION
E3.2 – ELECTRICAL CEILING PLAN BLDG 5 - NEW LIGHTING
E3.3 – ELECTRICAL CEILING PLAN BLDG 5 - DATA & FIRE
E4.1 – ELECTRICAL PANEL SCHEDULES
E4.2 – ELECTRICAL PANEL SCHEDULES

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C23 - Change Order #1 for Green Cove Springs Junior High School CTE Lab Upgrades

Description

Change orders are initiated by the contractor, architect/engineer or owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change orders are reviewed by the architect/engineer or staff prior to submission to the School Board for approval. This change order is for unforeseen conditions and owner requested changes.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #1.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director for Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

If approved, this change order will increase the contract amount by \$10,800.00. Architect fees contracted at 8% as result of this change order. These funds are available and budgeted in Educational Facilities Plan.

Review Comments**Attachments**

🔗 [Change Order #1 GCJ CTE Lab Upgrades](#)

**AIA®****Document G701® – 2017****Change Order****PROJECT: (Name and address)**

CCSD - Green Cove Springs Junior High
School - CTE Lab Renovation
1220 Bonaventure Ave., Green Cove
Springs, FL 32043

CONTRACT INFORMATION:

Contract For: GCSJH CTE LAB;
CCDS-16-24/25
Date: 03-06-2025

CHANGE ORDER INFORMATION:

Change Order Number: 001
Date: 08-07-2025

OWNER: (Name and address)

School Board of Clay County
900 Walnut Street Green Cove Springs, FL
32043 Tel: 904-336-6500

ARCHITECT: (Name and address)

Bhide & Hall Architects, P.A.
1329 Kingsley Avenue, Suite C Orange
Park, FL 32073 Tel: 904-264-1919

CONTRACTOR: (Name and address)

Premier American Construction, Inc.
2875 Blanding Blvd., Middleburg, FL
32068

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO#1 - Floor Waxing Additional Costs - \$5,500.00; PCO #2 - Plumbing - \$850.00; PCO #3 - Teacher's Lounge Wall Furring/Sheathing/Paint - \$4,450.00

The original Contract Sum was

\$ 330,770.00

The net change by previously authorized Change Orders

\$ 0.00

The Contract Sum prior to this Change Order was

\$ 330,770.00

The Contract Sum will be increased by this Change Order in the amount of

\$ 10,800.00

The new Contract Sum including this Change Order will be

\$ 341,570.00

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be 08-01-2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.


ARCHITECT (Signature)

BY: David S. Shively, Sr. Vice
President

(Printed name, title, and license
number if required)

08/07/2025
Date


CONTRACTOR (Signature)

BY: Chris Turner, Vice President
(Printed name and title)

7/15/2025
Date

OWNER (Signature)

BY: Erin Skipper, School Board Chair
(Printed name and title)

Date

**SCHOOL DISTRICT OF CLAY COUNTY
CHANGE ORDER #1**

**SDCC PROJECT NAME: Green Cove Springs Junior High School CTE Lab
Upgrades**

SDCC PROJECT NUMBER: C-16-24/25

ADDITIONAL INFORMATION:

Unforeseen conditions and owner requested changes.

TOTAL CHANGE ORDER AMOUNT:

\$10,800.00

The substantial completion date is August 1, 2025. Final completion is August 31, 2025.

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C24 - Change Order #2 (Days Only) for Oakleaf Junior High School Classroom Addition

Description

Change orders are initiated by the contractor, architect/engineer or owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change orders are reviewed by the architect/engineer or staff prior to submission to the School Board for approval. This change order is for twenty-five (25) days to be added to the contract due to increased procurement times for backordered materials for the project.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #2.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director for Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

If approved, this change order will not increase the contract amount. The substantial completion date will now be July 25, 2025.

Final completion date is October 23, 2025. Architect fees will not increase as a result of this change order.

Review Comments**Attachments**

🔗 [Change Order #2 \(Days Only\) OLJ Classroom Addition](#)

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Oakleaf Junior High School Classroom
Addition
4085 Plantation Oaks Blvd.
Orange Park, FL 32065

CONTRACT INFORMATION:
Contract For: Clay County District
Schools
Date: 06-27-2024

CHANGE ORDER INFORMATION:
Change Order Number: 002
Date: 08-07-2025

OWNER: *(Name and address)*
The School Board of Clay County
900 Walnut St
Green Cove Springs, FL 32043

ARCHITECT: *(Name and address)*
Paul Stressing and Associates, Inc.
14617 Main St.
Alachua, FL 326156

CONTRACTOR: *(Name and address)*
D.E. Scorpio Corporation, dba Scorpio
3911 West Newberry Rd.
Gainesville, FL 32607

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Substantial Completion date changed from June 30, 2025 to July 25, 2025 due to material lead time issues.

The original was	\$ 19,612,248.00
The net change by previously authorized Change Orders	\$ (3,213,181.99)
The prior to this Change Order was	\$ 16,399,066.01
The will be unchanged by this Change Order in the amount of	\$ 0.00
The new including this Change Order will be	\$ 16,399,066.01

The Contract Time will be increased by Twenty-Five (25) days.
The new date of Substantial Completion will be 07-25-2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT *(Signature)*

BY: Paul Stressing, Architect
*(Printed name, title, and license
number if required)*

Date

7/17/25



CONTRACTOR *(Signature)*

BY: Donald Kellogg, VP Project
Operations
(Printed name and title)

Date

7/17/2025

OWNER *(Signature)*

BY: Erin Skipper, Board Chair
(Printed name and title)

Date

**SCHOOL DISTRICT OF CLAY COUNTY
CHANGE ORDER #2**

SDCC PROJECT NAME: Oakleaf Junior High School Classroom Addition

SDCC PROJECT NUMBER: C-4-23/24

ADDITIONAL INFORMATION:

This change order is a no cost change order for the addition of days due to increased procurement times for backordered materials required for the project.

TOTAL CHANGE ORDER AMOUNT:

\$0.00

Twenty-five (25) additional calendar days added to the contract. The new substantial completion date is July 25, 2025. Final completion is October 23, 2025.

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C25 - Change Order #6 for Lakeside Elementary School Kitchen Renovation

Description

Change orders are initiated by the contractor, architect/engineer or owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change orders are reviewed by the architect/engineer or staff prior to submission to the School Board for approval. This change order is for additional miscellaneous improvements and a covered walkway. An addition eleven (11) days will be added to the contract.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Change Order #6.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director for Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

If approved, this change order will increase the contract amount by \$41,475.00. Architect fees contracted at 8% will increase by \$3,318.00 as a result of this change order. These funds are available and budgeted in Educational Facilities Plan.

Review Comments**Attachments**

🔗 [Change Order #6 LSE Kitchen Renovation](#)



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Lakeside Elementary
Kitchen Renovation (C-37-22/23)

CONTRACT INFORMATION:
Contract For: General Construction
Date: September 12, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 6
Date: August 7, 2025

OWNER: *(Name and address)*
Clay County School Board
900 Walnut Street
Green Cove Springs, FL 32043

ARCHITECT: *(Name and address)*
Brian Boatright Architect, Inc.
914 Plainfield Avenue
Orange Park, FL 32073

CONTRACTOR: *(Name and address)*
Gary S. Bailey, Inc.
5201 County Road 218
Middleburg, FL 32068

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
See attached backup.

The original Contract Sum was

\$ 3,898,000.00

The net change by previously authorized Change Orders

\$ -899,299.62

The Contract Sum prior to this Change Order was

\$ 2,998,700.38

The Contract Sum will be increased by this Change Order in the amount of

\$ 41,475.00

The new Contract Sum including this Change Order will be

\$ 3,040,175.38

The Contract Time will be increased by eleven (11) days.

The new date of Substantial Completion will be September 18, 2025

NOTE:

This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.


ARCHITECT *(Signature)*

BY: Brian O. Boatright, President
(Printed name, title, and license number if required)

8-7-25
Date


CONTRACTOR *(Signature)*

BY: Gary S. Bailey, President
(Printed name and title)

8-7-25
Date

OWNER *(Signature)*

BY: Erin Skipper, Board Chair
(Printed name and title)

8-7-25
Date

LSE Kitchen Renovation**CHANGE ORDER 6**

Change Order Proposal (COP) 19

Sidewalk addition, latch retraction kits for control access (CCD 11)\$ 8,602.00 5 days

Change Order Proposal (COP) 20

Replace covered walkway removed for sitework excavation (CCD 12)\$ 32,873.00 6 days

TOTAL CHANGE ORDER COST.....\$ 41,475.00 11 days

DRAFT

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C26 - Prequalification of Contractors

Description

Section 1013.46 of Florida Statutes requires school boards to prequalify contractors prior to their being able to bid on construction projects for the district. The rules for prequalification are stipulated in the State Requirements for Educational Facilities (SREF). The attached list identifies the contractors to be approved this month. As this is an annual requirement, the attached list may contain both new contractors and contractors seeking to renew their prequalification status. Per Florida Statutes, only those contractors currently prequalified at the time of bidding may bid on a school board construction project.

Gap Analysis

Prequalification of Contractors is an annual requirement.

Previous Outcomes

CCDS complies with contractor prequalification as required by Florida Statutes and SREF (State Requirements for Educational Facilities).

Expected Outcomes

CCDS will remain in compliance by certifying the contractors recommended for prequalification meet the requirements of Section 1013.46 FS, the State Requirements for Educational Facilities (SREF) and School Board Policy.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve the attached contractor prequalification list.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director for Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

None.

Review Comments

Attachments

🔗 [Table for Board Backup Contractor Prequal, 8.7.2025](#)

SBCC PRE-QUALIFIED CONTRACTORS

The following contractors are being submitted to the School Board for Contractor Pre-Qualification approval having met all requirements of Chapter 1013.46 F. S., as determined by the Pre-Qualification Committee consisting of Lance Addison, Clayton Anderson, Bertie Staefe, Chris Deely-Isais and Beth Clark. The pre-qualification certification is valid for one year from the end of the month in which Board approval is obtained.

COMPANY	TRADE CATEGORY	BOND LIMIT	EXPIRATION DATE
Meyer Najem Construction, LLC	General Contractor	\$250,000,000.00	August 31, 2026
Hager Construction Company	General, Roofing, Mechanical, and Underground Utility & Excavation Contractor	\$6,000,000.00	August 31, 2026

School Board of Clay County

August 7, 2025 - Regular School Board Meeting

Title

C27 - Purchase Agreement for the Sale of Two (2) Relocatable Buildings at Oakleaf Junior High

Description

Relocatable buildings CI 2174 (DCA MBE 5141, Room 812) and CI 2214 (DCA MBE 5146, Room 813) at Oakleaf Junior High School have reached their end-of-life and are beyond economical repair with no resale value.

The estimated cost to demolish these portables on-site and haul away the debris is approximately \$20,000. Therefore, the most economical method of disposal is to sell them to Pinewood Christian Academy for \$10.00 each with the purchaser responsible for all moving and removal expenses.

Gap Analysis

No action would result in an unnecessary financial burden on the district.

Previous Outcomes

The School Board has approved the disposal of relocatable buildings in the past.

Expected Outcomes

It is expected the School Board will approve the purchase agreement to sell relocatable buildings CI 2174 (DCA MBE 5141, Room 812) and CI 2214 (DCA MBE 5146, Room 813) at Oakleaf Junior High School.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve the purchase agreement to sell relocatable buildings CI 2174 (DCA MBE 5141, Room 812) and CI 2214 (DCA MBE 5146, Room 813) at Oakleaf Junior High School.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904)336-6853, bryce.ellis@myoneclay.net,

Lance Addison, Director of Facility Planning & Construction, (904)336-6852, lance.addison@myoneclay.net,

Paul Bement, Supervisor of Planning and Intergovernmental Relations, (904)336-6829, paul.bement@myoneclay.net

Financial Impact

The district will receive \$10.00 for the sale of each of these relocatable buildings (\$20.00 total). The funds received shall credit the fund originally sourced for the original acquisition per SREF 2.1(4)(a)-(h).

Review Comments

Attachments

📎 [250202_Pinewood_Christian_Academy_Relocatable_Sales_Contract_.pdf](#)

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # _____
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:

Name of Contract Initiator:

Telephone #:

School/Dept Submitting Contract:

Cost Center #

Vendor Name:

Contract Title:

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

Contract Term:

Renewal Option(s):

Contract Cost:

☐ **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)*

***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)

____ COVID-19 Waiver (If Applicable)

____ Release and Hold Harmless (If Applicable)

AREA BELOW FOR DISTRICT PERSONNEL ONLY

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department	See comments & questions in yellow.
Review Date	
School Board Attorney	
Review Date	
Other Dept. as Necessary	
Review Date	
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	Pending Signatures

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 the Assistant Superintendent for Business Affairs.
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 the Assistant Superintendent for their Division, or Chief Officers, or Directors, 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. 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 log "District" Contracts (Cost/No Cost) on Contract Review Log and save 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
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

**AGREEMENT FOR PURCHASE OF PORTABLE SCHOOL CLASSROOMS AND
WAIVER OF LIABILITY**

This AGREEMENT is entered into this 7th day of August, 2025, by Pinewood Christian Academy (hereinafter "PURCHASER") for the benefit and protection of CLAY COUNTY SCHOOL BOARD, CLAY COUNTY, FLORIDA (hereinafter "BOARD").

WHEREAS, the BOARD has declared two portable classroom buildings identified as CI 2174 (DCA MBE 5141, Room 812) and CI 2214 (DCA MBE 5146, Room 813), both located at Oakleaf Junior High, Orange Park, FL, to be unusable and surplus; and

WHEREAS, the PURCHASER has determined that it can make use of said portable classroom buildings; and

WHEREAS, the BOARD is willing to convey title to said portable classroom buildings to PURCHASER; and

WHEREAS, the PURCHASER is willing to pay for and accept title to said portable classroom buildings in their "AS IS" condition.

WHEREAS, PURCHASER acknowledges that they have had the opportunity to inspect the Property, or have waived their right to do so; and

WHEREAS, PURCHASER understands and agrees that Seller makes no warranties or representations, express or implied, regarding the condition of the Property; and

WHEREAS, PURCHASER desires to release Seller from any and all liability related to the condition of the Property;

NOW THEREFORE, in consideration of the foregoing, the BOARD hereby conveys said portable classroom buildings designated as buildings numbered CI 2174, and CI 2214 for identification, to the PURCHASER for the sum of \$20.00 (TWENTY AND NO/100 DOLLARS) in hand paid and for other valuable consideration subject to the following terms:

1. The PURCHASER, for itself, its successors, and assigns, hereby releases and forever discharges the BOARD, its officers, directors, employees, agents, successors, and assigns, from any and all claims, demands, actions, causes of action, liabilities, damages, costs, and expenses (including attorneys' fees) of any kind or nature whatsoever, whether known or unknown, suspected or unsuspected, arising out of or in any way connected with the condition of said buildings, including but not limited to:
 - a. Any defects, latent or patent, in the construction, design, or materials of said buildings.
 - b. Any environmental conditions, including but not limited to, the presence of mold, asbestos, lead-based paint, radon, soil contamination, or other hazardous materials.

- c. Any structural defects, including but not limited to, roof, walls, or framing issues.
 - d. Any defects in the mechanical, electrical, or plumbing systems of said buildings.
 - e. Any non-compliance with applicable building codes, zoning ordinances, or other governmental regulations.
 - f. Any information or lack of information provided by the Seller regarding said buildings.
2. The PURCHASER must sign this AGREEMENT, thereby taking title to said buildings prior to removal of said buildings.
3. Using agents designated by Clay County School District Department of Planning and Construction, the PURCHASER will remove said buildings from their current location and relocate them to the PURCHASER'S property located at 198 Knight Boxx Road, Middleburg, FL 32068.
4. The PURCHASER agrees that the BOARD shall incur no costs of any kind or nature whatsoever resulting from the sale, removal, or relocation of said buildings.
5. In the event the PURCHASER does not accept said buildings in the timeframe chosen by the Clay County School District Planning and Construction Department, the PURCHASER forfeits all right to said buildings described herein and the BOARD may proceed with the demolition of said structures with PURCHASER having no recourse or remedy in law or equity for said action by the BOARD or its employees, agents, or contractors.

PURCHASER acknowledges that it is purchasing said buildings in their "AS IS, WHERE IS, WITH ALL FAULTS" condition.

PURCHASER acknowledges that it has been advised to seek independent legal, environmental, engineering, and other professional advice regarding this transaction.

PURCHASER acknowledges that it has read and understands this AGREEMENT and is signing it voluntarily.

This AGREEMENT contains the full agreement of the parties, shall be strictly construed as to all times by which performance must take place and the terms of the AGREEMENT may not be amended or altered except in written form signed by representatives of both parties.

EXECUTED this 7th day of August, 2025.

Pinewood Christian Academy

By _____

PURCHASER

The terms of this AGREEMENT are hereby
Acknowledged by the undersigned.

CLAY COUNTY SCHOOL BOARD, CLAY
COUNTY, FLORIDA

By _____
ERIN SKIPPER
Title: Owner's Representative
Clay County School Board

DRAFT