

School Board of Clay County

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

December 7, 2023 - Regular School Board Meeting

Date: Dec 07 2023 (6:00 p.m.)

Student Showcase (Grove Park Elementary Chorus,)

Invocation (Chaplain Reese Edwards, Orange Park Medical Center)

Pledge of Allegiance

Call to Order

Recognitions and Awards

- [1. Recognize Winners of the Len Mattiace Foundation Anti-Bullying Contest](#)
- [2. Recognize 2023 Founders' Week Art Contest Winners](#)
- [3. Recognition of Hispanic Heritage Month Contest Winner](#)
- [4. Recognition of Clay County Student Athletes of the Month](#)
- [5. Recognition of Clay County Coaches of the Month](#)
- [6. Recognition of State Champions](#)
- [7. Athletics Check Presentation to American Cancer Society](#)
- [8. Recognition of 2023-2024 School Related Employee of the Year and Teacher of the Year Semi-finalists](#)

Presenters

School Showcase (Grove Park Elementary, Justin Jones, Principal)

Presentations from the Audience (Public Comment)

Discussion Agenda

Information Technology Services

- [9. D1 - Public Hearing to Approve as Advertised Revisions to School Board Policy 7.00 \(Information Services\)](#)
 - [☞ CCSD - 7.00 Information Services Draft 2023.pdf](#)
 - [☞ Legal Adv. Notice of PH Revisions to SB Policy 7.00 Information Services.pdf](#)

Human Resources

- [10. D2 - Human Resources Special Action A](#)

[11. D3 - Human Resources Special Action B](#)

[12. D4 - Human Resources Special Action C](#)

[13. D5 - Human Resources Special Action D](#)

[14. D6 - Human Resources Special Action E](#)

[15. D7 - Human Resources Special Action F](#)

Instruction-Climate and Culture

[16. D8 - Public Hearing to Approve As Advertised Revisions to School Board Policy 4.15 \(Tobacco Use\)](#)

☉ [4.15 Tobacco Use \(proposed\)3 \(1\).pdf](#)

☉ [Legal Adv. Notice of PH for Revisions to SB Policy 4.15 Tobacco Use.pdf](#)

Operations

[17. D9 - Public Hearing to Approve as Advertised Amendments to School Board Policy 1.14, Sales Surtax Citizens Advisory Committee](#)

☉ [Legal Adv. Notice of PH Revisions to SB Policy 1.14 Sales Surtax Citizens Advisory Committee.pdf](#)

☉ [1.14 SALES SURTAX CITIZENS ADVISORY COMMITTEE_revised .pdf](#)

Consent Agenda

Superintendent

[18. C1 - Minutes of School Board Workshop on October 24, 2023; Student Discipline Hearings, Organization Meeting, and Regular Meeting on November 2, 2023](#)

☉ [2023 Oct 24 Board Workshop.pdf](#)

☉ [2023 Nov 2 Student Hearings.pdf \(Confidential\)](#)

☉ [2023 Nov 2 Organization Meeting.pdf](#)

☉ [2023 Nov 2 Regular Mtg.pdf](#)

[19. C2 - Proposed Student Calendar for 2025-2026 School Year](#)

☉ [DRAFT Student Calendar - Student 2025-2026 .pdf](#)

Human Resources

[20. C3 - Personnel Consent Agenda](#)

☉ [Personnel Consent Agenda 11162023.pdf](#)

Instruction-Academic Services

[21. C4 - K-12 Academic Services Out of State and Overnight Student Travel](#)

☉ [December 2023 Board Backup.pdf](#)

Instruction-Professional Development

[22. C5 - Affiliation Agreement between Clay County District Schools and Valdosta State University \(VSU\)](#)

☉ [240074 Valdosta State Univ Collab Partnership.pdf](#)

[23. C6 - Addition to the Professional Learning Catalog \(Master In-service Plan\)](#)

☉ [CTE \(Career and Technical Education\) Career and Technical Student Organizations \(CTSO\) , 10_16_2023.pdf](#)

Business Affairs

[24. C7 - Proposed Allocation Changes for 2023-2024](#)

☉ [12.07.23 - 23-24 Allocation Summary.pdf](#)

Business Affairs-Accounting

[25. C8 - Monthly Financial Reports for October, 2023](#)

☉ [October 2023 Monthly Board Financial Report.pdf](#)

☉ [October 2023 Monthly Board Property Report.pdf](#)

☉ [Contracts Signed By Super for \\$50,000 to \\$100,000.pdf](#)

[26. C9 - Budget Amendment Report for October 2023](#)

☉ [23-24 Budget Amendment October 2023.pdf](#)

Business Affairs-Property

[27. C10 - DELETION OF CERTAIN ITEMS REPORT NOVEMBER, 2023](#)

☉ [DELETION OF CERTAIN ITEMS REPORT NOVEMBER, 2023.pdf](#)

Operations

[28. C11 - Florida Department of Highway Safety and Motor Vehicles Data Exchange Memorandum of Understanding](#)

☉ [FLHVMV Data Exchange MOU 12.23.pdf](#)

Operations-Facilities

[29. C12 - School Concurrency Proportionate Share Mitigation \(PSM\) Agreement between the Clay County School Board, Clay County, Lori A. Bowden, and LJB Land, LLC](#)

☉ [Proportionate Share Mitigation Agreement - Russell Road Development 12.7.23.pdf](#)

[30. C13 - Change Order #1 for Orange Park Junior High School RTU Replacement Buildings 1, 2, 3, & 4](#)

☉ [Change Order #1 OPJ RTU Replacement Buildings 1, 2, 3, & 4.pdf](#)

[31. C14 - Prequalification of Contractors](#)

☉ [Table for Board Backup Contractor Prequal, 12.7.23.pdf](#)

[32. C15 - Change Order #2 for Bannerman Learning Center Parking Lot Renovations/Security Lighting Replacement](#)

☉ [Change Order #2 BLC Parking Lot Renovations.pdf](#)

[33. C16 - Substantial and Final Completion of Orange Park High School Stadium Repair/Replacement](#)

☉ [Substantial Completion OPH Stadium Repair.Replacement.pdf](#)

☉ [Final Completion OPH Stadium Repair.Replacement.pdf](#)

[34. C17 - Change Order #1 for Fleming Island High School Batting Practice Building and Erosion Control](#)

☉ [CO 1 FIH Batting Practice Bldg & Erosion Control.pdf](#)

[35. C18 - Change Order #4 for Keystone Heights Elementary School New Cafeteria/Classrooms](#)

Adoption of Consent Agenda

CCEA Update (Victoria Kidwell)

CESPA Update (Lonnie Roberts)

Superintendent's Update and Presentations

School Board Attorney Remarks

School Board Member Remarks

Adjournment

DRAFT



School Board of Clay County

December 7, 2023 - Regular School Board Meeting

Title

Recognize Winners of the Len Mattiace Foundation Anti-Bullying Contest

Description

This contest was open to all junior high students enrolled in Clay County School District. Students submitted a project that demonstrated kindness, compassion, and/or inclusion.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Recognition only.

Contact

Laura Fogarty, Director of Climate and Culture, laura.fogarty@myoneclay.net

Financial Impact

None

Review Comments

Attachments

DRAFT



School Board of Clay County

December 7, 2023 - Regular School Board Meeting

Title

Recognize 2023 Founders' Week Art Contest Winners

Description

Clay County Schools celebrated Founders' Week during the week of September 25-29, 2023. This patriotic time commemorates the contributions of historical figures and documents that have influenced the foundation of our government. This year's contest, which addressed Founders' Week theme U.S. Presidents: Legacy of our Leaders asked students to reflect on what they would do if they were president.

2023 Founders' Week Art Contest Winners

Grade	Winner	School
Kindergarten	Penelope Baker	Wilkinson Elementary
1st	Alivia Austin	Clay Hill Elementary
2nd (Tie)	Elienai Concepcion	Wilkinson Elementary
2nd (Tie)	Paisley Snow	McRae Elementary
3rd	Emma Graham	Fleming Island Elementary
4th	Leah Lowery	Wilkinson Elementary
5th	Meredith Trumble	Orange Park Elementary

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Recognition only

Contact

Mary Owen, Social Studies Specialist, maryam.owen@myoneclay.net

Financial Impact

None

Review Comments

Attachments

December 7, 2023 - Regular School Board Meeting

Title

Recognition of Hispanic Heritage Month Contest Winner

Description

Governor Ron DeSantis and First Lady Casey DeSantis announced this year's Hispanic Month student contest winners. This year, students wrote essays that reflected the theme "Celebrating Florida's Hispanic Heroes and Their Contributions to Freedom." Hispanic Heritage Month is recognized and celebrated in the United States from September 15th to October 15th. Joseph Norman, Oakleaf Junior High, 7th grade, was chosen as one of two middle school student winners across the state. Winners received a two-year Florida College Plan scholarship provided by Florida Prepaid College Foundation and a \$100 gift card for school supplies.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Recognition only.

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT



School Board of Clay County

December 7, 2023 - Regular School Board Meeting

Title

Recognition of Clay County Student Athletes of the Month

Description

The Clay County Student-Athlete of the Month Program recognizes the best of the best in Clay County on and off the playing field. Each month our athletic directors nominate student-athletes that have shown the utmost excellence in academics, athletics, leadership, and community involvement.

Athletes of the Month

Athlete	School	Sport
Brooke Forkum	Middleburg High	Volleyball
Brandon Anderson	Ridgeview High	Cross Country
Merric Rapoza	Clay High	Football

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Recognition only

Contact

John Stilianou, District Athletic Director, john.stilianou@myoneclay.net

Financial Impact

None

Review Comments

Attachments

December 7, 2023 - Regular School Board Meeting

Title

Recognition of Clay County Coaches of the Month

Description

The Clay County Coaches of the Month are recognized as follows:

Coaches of the Month

Coach	School	Sport
Christopher Foy	Oakleaf High	Football
Meredith Forkum	Middleburg High	Volleyball
Bruce Cloud	Fleming Island High	Golf

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Recognition only

Contact

John Stilianou, District Athletic Director, john.stilianou@myoneclay.net

Financial Impact

None

Review Comments

Attachments



School Board of Clay County

December 7, 2023 - Regular School Board Meeting

Title

Recognition of State Champions

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

John Stilianou, Coordinator of District Athletics, john.stilianou@myoneclay.net

Financial Impact

Review Comments

Attachments

DRAFT

December 7, 2023 - Regular School Board Meeting

Title

Athletics Check Presentation to American Cancer Society

Description

The athletics department will present American Cancer Society with a check from October PINK OUT games. The Jaguars PREP community partnership in this event will also be recognized.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

John W. Stilianou, Coordinator of District Athletics, john.stilianou@myoneclay.net

Financial Impact

Review Comments

Attachments

DRAFT



School Board of Clay County

December 7, 2023 - Regular School Board Meeting

Title

Recognition of 2023-2024 School Related Employee of the Year and Teacher of the Year Semi-finalists

Description

Recognizing the top ten semi-finalists for School Related Employee of the Year and Teacher of the Year

Gap Analysis

Previous Outcomes

Expected Outcomes

Recognizing the top ten semi-finalists for School Related Employee of the Year and Teacher of the Year

Strategic Plan Goal

Recommendation

Recognition only.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT

December 7, 2023 - Regular School Board Meeting

Title

D1 - Public Hearing to Approve as Advertised Revisions to School Board Policy 7.00 (Information Services)

Description

This is the policy update for Information and Technology Services section 7.00 of the Clay County District Schools Board policy. This update provides additions to adhere to current legislation and updates the language for policies as set forth from the Florida State Auditor's Office. These updates include the required Student Internet Safety Policy (as required by FS 1003.02) as well as Staff Internet Safety Policy. These are new requirements of the legislation and must be board policy as well as reviewed and updated yearly.

Updates to the policy include: Privacy statement updates to further define privacy in the organization, retention timeframes for email, as well as the handling of email updates, grammatical error corrections, the specifications for Incident Response, Electronic Data Security Breach, and Disaster Recovery.

These additions are a new requirement as per the State Auditor's Office and are best practices for use in the organization. The standardization and definition of the devices utilized on the Clay County District Schools network allows us to further define what devices are permitted and proper procedure for devices such as donated devices, district devices, and personal devices.

Gap Analysis

The policy needs to be updated to comply with current legislation and align with new technologies and security practices.

Previous Outcomes

N/A

Expected Outcomes

To achieve an update to policy that meets legislative requirements.

Strategic Plan Goal

GOAL 4 - Safe and positive learning environment

Strengthen the overall physical and emotional environment to foster an environment of safety and belonging for students, staff, and all stakeholders.

Strategy 4.1: Enhance supports surrounding student mental health and wellness.

GOAL 5 - Fiscal and Operational Efficiency

Strategy 5.5 Enhance the technology infrastructure in all school and district spaces to support teaching, learning, communications, and operations.

Key Activity 5.5.4 Continue to provide all students and staff ubiquitous access to approved online applications, resources, and tools necessary for teaching, learning, communications, and operations.

Key Activity 5.5.6 Improve cybersecurity posture.

Recommendation

Approve as advertised the update to board policy.

Contact

Richard Perkins, Director of Information Services and Network Security, richard.perkins@myoneclay.net

Financial Impact

There is no direct financial impact at this time. Failure to update to be in accordance with state legislation could result in fines for the district.

Review Comments

Attachments

⌘ [CCSD - 7.00 Information Services Draft 2023.pdf](#)

⌘ [Legal Adv. Notice of PH Revisions to SB Policy 7.00 Information Services.pdf](#)

DRAFT

SECTION VII

INFORMATION **AND TECHNOLOGY** SERVICES

7.01 INFORMATION **AND TECHNOLOGY** SERVICES

- A. Information **and Technology** Services is a support service that deals with the preparation, processing, storage, retrieval, and documentation of all information in the school system.
- B. Information **and Technology** Services functions in an advisory and support capacity to the Superintendent of Schools, Clay County School District Staff, Students, and Parents.
- C. Information **and Technology** Services is responsible for the overall control and performance of the following information systems:
 - a. Student Information System
 - b. Financial Information System
 - c. Operational Information System
 - d. Personnel Information System
 - e. WAN/LAN Support System
 - f. E-mail System
- D. Services to be provided by Information **and Technology** Services include:
 - a. Programming Support
 - b. Computer Hardware Support
 - c. Computer Software Support
 - d. Instructional Technology Support
 - e. Records Management
 - f. Automated Data Processing

7.02 REPORTS AND FORMS MANAGEMENT CONTROL SYSTEM

- A. As a component of the Information System in this district, a reports and forms management control system shall be implemented under the direction of the Director of Information **and Technology** Services.

B. FUNCTION

This system shall be responsible for the coordination and control of forms currently in use within the school district. It shall also coordinate state and federal reports.

C. AUTHORITY

All district forms used by programs or offices under the jurisdiction of the School Board of Clay County shall be subject to the procedures developed by this system which shall have the authority to review and approve, or deny, the use of all such forms. Decisions made by this system may be appealed to the Director of Information and Technology Services and the Superintendent.

D. DEFINITION

A form shall be defined as any form, memorandum, letter, or method which requests, in two or more work locations, district staff to collect, maintain, and/or report items of information.

E. REPORTS-CONTROL AND FORMS-CONTROL MANAGEMENT SYSTEM COMMITTEE

Pursuant to Chapter 1008, Florida Statutes, a district reports-control and forms-control management system committee shall be established and composed of a majority of classroom teachers appointed by the bargaining agent and school administrators appointed by the School Board. This committee shall be responsible for periodically recommending procedures to the School Board for eliminating, reducing, revising and consolidating paperwork and data collection requirements and submit to the School Board an annual report of ~~it~~ its findings. (Ref. F.S. 1008.385)

7.03 PRIVACY

Due caution shall be exercised to protect the privacy of the records of individuals in accordance with State and Federal Standards.

Data is defined as:

- a. Employee and Student data

- b. Emails within the school district email system or emails used for the communication with staff, students, parents and community stakeholders.
 - c. Financial data
 - d. All data contained in on premise servers and cloud instances including but not limited to documentation, pictures, video, and any data that is held inside of a system controlled or purchased by the Clay County District Schools.
- B. Data Ownership
- a. All data created or generated for use by the School District, is to be used primarily for business purposes and is the District's property.
 - b. Any data residing on District-owned devices, is considered District's property.
 - c. School District Data hosted in third-party applications, is still considered the District's property and should be used primarily for business purposes.
 - d. School District Data hosted on personal devices, is still considered the District's property and should be used primarily for business purposes.
- C. The District has the right to access and review all communications, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's systems and applications.
- D. Staff members should have no expectation that any information on these systems is confidential or private. Review of such information may be done by the District with or without the staff member's knowledge.
- E. Collection and retention of information on the political affiliation, voting history, religious affiliation, or biometric information of a student or a parent, is prohibited.
- F. Systems and Services are to be used for business purposes. Personal messages via District-owned technology and services should be limited according to the District Network Security Standards and Board policies F.S 119.011. Staff members are encouraged to keep their personal records and personal business at home. In addition, staff members shall be advised that all data and communications are subject to Florida's Sunshine Law.
- G. District users are prohibited from sending offensive, discriminatory, or harassing messages.
- H. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the District, except to the extent necessary to determine whether the

District's interests have been compromised. Any information discovered will be limited to those who have a specific need to know for that information. The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

- I. All computers and any information or software on the computers are the property of the District. In addition, staff members may not copy software on any District computer and may not bring software from outside sources for use on District equipment without the prior approval of the Instructional Resources and Information and Technology Services. Such pre-approval will include a review of any copyright infringements, adherence to laws (such as FERPA, HIPAA, and CIPA), virus problems associated with such outside software, system compatibility, and Florida State Standards alignment.
- J. See the District Network Security Standards and Board policies concerning staff and student use of e-mail, and staff and student Network and Internet Acceptable Use and Network Responsibility Contract for more details. F.S. 119.011

7.04 RECORDS AND E-MAIL **EMAIL RETENTION AND DISPOSAL**

- A. The School Board hereby adopts the records retention schedules published by the Florida Department of State, Division of Library and Information **and Technology** Services, Bureau of Archives and Records Management as set forth in publications including but not limited to GS1-SL, and GS7 as amended from time to time.
- B. The Superintendent, through the ~~Chief Information Officer~~ **Director of information services**; in collaboration with the ~~Deputy Superintendent~~ and the various Assistant Superintendents, **Chiefs**, and divisions shall establish a system of guidelines for the retention and destruction of district school records in order to reduce the space required for record storage. Guidelines shall be drafted to include all applicable record retention laws and shall be amended as needed.
- C. Records which are designated as permanent in Florida Statutes, and by the Division of Archives, History and Records Management of the Florida Department of State, and those selected by the School Board or Superintendent as having permanent value, may be destroyed only after being photographed or reproduced on film or stored on a Board approved electronic media in accordance with Rule Chapters 1B-24 and 1B-26, Florida Administrative Code. Photographs or micro-photographs, in the form of film or prints made in

compliance with this rule, shall have the same force and effect as the originals and when authenticated, shall be treated as originals for the purpose of admissibility in evidence and record retention.

- D. After complying with the provisions of Florida Statutes, the Superintendent is authorized, at his/her discretion to destroy general correspondence over three (3) fiscal years old and other records, papers, and documents over three (3) fiscal years old which are on the retention schedule approved by the Division of Archives, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained five (5) fiscal years. Destruction of other records shall be in accordance with the retention timelines and schedules set forth in the guidelines promulgated by the Superintendent or his/her designee.
- E. The School Board recognizes that ~~e-mail~~ **email** is a media type which has ~~no a~~ **a** specific retention period **of seven (7) years at a minimum**. ~~The retention period for e-mail documents is determined by the content of the e-mail. The policies for the retention/disposition of e-mail documents are as follows:~~
- ~~1. PERSONAL MESSAGES – Personal and private e-mail, jokes, spam, chain letters, advertisements and other correspondence which would come under the classification as “junk mail” are not classified as public records. Accordingly, such correspondence shall be deleted immediately upon receipt. E-mail considered personal should be printed out and maintained separate from the e-mail account.~~
 - ~~2. TRANSITORY MESSAGES – E-mail which is intended for the communication of information only, and is not intended to set policy, establish guidelines or procedures, certify transactions, become a receipt or to formalize or perpetuate knowledge is considered “Transitory” in nature. E-mails which meet these parameters shall be deleted as soon as practicable once the individual recipient has obtained the information from the communication and has determined that the e-mail is obsolete, superseded or has lost its administrative value.~~

~~3. RETAINED MESSAGES - All e-mail not classified as Category 1 or 2 as set forth in the preceding paragraphs shall be retained according to the established retention/destruction guidelines promulgated by the Superintendent or his/her designee in accordance with Department of State Guidelines. Space for storage of such e-mails is of paramount importance. Accordingly, e-mail documents which must be retained should be printed out and stored in paper form in folders specifically created by each individual for such a purpose or stored in electronically created e-mail folders which are clearly labeled "Subject To Public Disclosure". Because each e-mail category has a specific retention period, e-mails with like retention periods (two years, three years, etc.) shall be stored in the same folder in chronological order thereby facilitating destruction as retention periods expire. In all instances in which e-mail documents or correspondence originated within the district, i.e. employee to employee e-mail, which must be retained pursuant to this sub-paragraph, the record copy shall be retained and maintained by the employee who originated the correspondence. In all instances in which e-mail documents were received from or sent to an e-mail address outside of the district e-mail system, and which must be retained pursuant to this sub-paragraph, the record copy of both the sent e-mail and the received e-mail shall be retained and maintained by the employee who either sent or received said e-mail.~~

~~4. CONFIDENTIAL MESSAGES - The use of e-mail for the transmission of confidential information such as confidential student information, identifiable student information, student records and confidential personnel information is discouraged though allowed when carried out in accordance with guidelines adopted by the Instructional Division and Human Resources. In the event that such information is transmitted by e-mail, it must be retained and should be printed out and stored in paper form in a student's records or in the appropriate personnel record or, as an alternative, sequestered in an electronically created e-mail folder that is clearly identified and labeled as either student records or personnel records and labeled "Confidential-Not Subject To Public Disclosure". The individual charged with the responsibility of maintaining the record copy of all such correspondence or documents identified in this sub-paragraph shall be determined in the same manner as is set forth in sub-paragraph "3".~~

~~5. PROCESSING REQUIREMENTS – All e-mail shall be processed in accordance with these policies, by the individual holder of the e-mail account, such that all e-mail is either deleted, printed and filed, or segregated into a file folder as set forth herein no later than fifteen (15) days after receipt of an e-mail document or correspondence. Failure to follow these policies shall result in suspension of e-mail privileges.~~

(Ref. F.S. 1001.41, Adopted: 05/15/08) (Revised: XX/XX/XX)

7.05 STAFF INTERNET SAFETY POLICY

A. INTRODUCTION

It is the policy of Clay County District Schools to: (a) prevent staff access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of staff; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], Fla. Stat. § 1006.1494 (SB 662), Fla. Stat. § 1003.02, Fla. Stat. § 1003.32, Fla. Stat. § 1003.42, Fla. Stat. § 1003.07 (SB 379), Fla. Stat. § 112.22 (SB 258). This policy aims to protect staff and students from inappropriate content, safeguard their personal information, and promote a secure online environment.

B. DEFINITIONS

Key terms as defined in the Children’s Internet Protection Act.

- a. **MINOR.** The term “minor” means any individual who has not attained the age of 17 years.
- b. **TECHNOLOGY PROTECTION MEASURE.** The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:
- c. **OBSCENE.** As that term is defined in section 1460 of title 18, United States Code;
- d. **CHILD PORNOGRAPHY,** as that term is defined in section 2256 of title 18, United States Code; or Harmful to minors.

- e. **HARMFUL TO MINORS.** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- f. **SEXUAL ACT; SEXUAL CONTACT.** The terms ”sexual act” and ”sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

C. ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Staff shall take this into consideration, including the subject matter and the age of students that they will be displaying this information to. The information must be age appropriate in accordance with Fla. Stat. § 1003.32.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

D. INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of Staff and students of the Clay County District Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

E. PREVENTION OF UNAUTHORIZED ACCESS AND UNLAWFUL ACTIVITIES

(a) The district shall enforce technology protection measures to prevent hacking or unauthorized access by staff to data or information they should not have access to.

(b) Staff members shall be prohibited from engaging in any unlawful online activities, including but not limited to hacking, plagiarism, cyberstalking, and distribution of inappropriate or illegal content.

F. PROTECTION OF STAFF AND STUDENT PERSONAL INFORMATION

The district shall ensure that websites, web or mobile applications, and software used by staff and students adequately protect against the disclosure, use, or dissemination of staff and students' personal information in accordance with FLDOE rule 6A-1.0955, F.A.C.

G. SOCIAL MEDIA USAGE

Staff shall have access to social media in accordance with the Clay County Employee Handbook (Social Media Guidelines). With the explicit exception of Tik-Tok and any other application as outlined by the Fla. Stat. § 1003.02. Additionally, the use of TikTok, including any successor platforms, is strictly prohibited on all district-owned devices and any device connected to the district- or school-provided internet. TikTok, or any successor platforms, shall not be used to communicate or promote any school district, school, school-sponsored club, extracurricular organization, or athletic team.

H. SUPERVISION AND MONITORING

It shall be the responsibility of all members of the Clay County School District staff to supervise and monitor age appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act, Fla. Stat. § 1006.1494 (SB 662), Fla. Stat. § 1003.02, Fla. Stat. § 1003.32, Fla. Stat. § 1003.42, Fla. Stat. § 1003.07 (SB 379), Fla. Stat. § 112.22 (SB 258).

All online content for use by students shall require staff to confirm the content is available to students. This can be done through the use of the content filter check for student access. See "Lightspeed student content check procedure" to ensure it is not blocked by CCDS filtering system. If it is found to be blocked, follow the procedure through the school curriculum counsel to get the resources reviewed prior to use.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information Systems Department.

I. ANNUAL REVIEW

This internet safety policy shall be reviewed and approved annually by the district school board to ensure its ongoing effectiveness and compliance with state regulations.

J. REPORTING AND NON-COMPLIANCE

Students, staff, and parents are encouraged to report any concerns related to internet safety or policy violations to designated school authorities. Non-compliance with this policy may result in disciplinary actions as per district guidelines.

7.06 STUDENT INTERNET SAFETY POLICY

A. INTRODUCTION

It is the policy of Clay County District Schools(CCDS) to: (a) prevent student access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], Fla. Stat. § 1006.1494 (SB 662), Fla. Stat. § 1003.02, Fla. Stat. § 1003.32, Fla. Stat. § 1003.42, Fla. Stat. § 1003.07 (SB 379), Fla. Stat. § 112.22 (SB 258). This policy aims to protect students from inappropriate content, safeguard their personal information, and promote a secure online environment.

B. SCOPE

The scope of this policy is defined as when a student utilizes the CCDS student account. Additionally, while accessing the CCDS network via wired or wireless with a personal account. This does not include the student using a personal account on a personal device such as a cellular service during non-curriculum time periods.

C. DEFINITIONS

Key terms as defined in the Children’s Internet Protection Act.

- a. **MINOR.** The term “minor” means any individual who has not attained the age of 17 years.
- b. **TECHNOLOGY PROTECTION MEASURE.** The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:
- c. **OBSCENE.** As that term is defined in section 1460 of title 18, United States Code;
- d. **CHILD PORNOGRAPHY,** as that term is defined in section 2256 of title 18, United States Code; or Harmful to minors.
- e. **HARMFUL TO MINORS.** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- f. **SEXUAL ACT; SEXUAL CONTACT.** The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

D. ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information, taking into consideration the subject matter and the age of students at each school.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

E. INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of students of the Clay County District Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

F. PREVENTION OF UNAUTHORIZED ACCESS AND UNLAWFUL ACTIVITIES

(a) The district shall enforce technology protection measures to prevent hacking or unauthorized access by students to data or information they should not have access to.

(b) Students shall be prohibited from engaging in any unlawful online activities, including but not limited to hacking, plagiarism, cyberstalking, and distribution of inappropriate or illegal content.

G. PROTECTION OF STUDENTS’ PERSONAL INFORMATION

The district shall ensure that websites, web or mobile applications, and software used by students adequately protect against the disclosure, use, or dissemination of students' personal information in accordance with rule 6A-1.0955, F.A.C.

H. SOCIAL MEDIA USAGE

Students shall be prohibited from accessing social media platforms while utilizing the district resources or the district provided account.

I. SUPERVISION AND MONITORING

It shall be the responsibility of all members of the Clay County School District staff to supervise and monitor age appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act, Fla. Stat. § 1006.1494 (SB 662), Fla. Stat. § 1003.02, Fla. Stat. § 1003.32, Fla. Stat. § 1003.42, Fla. Stat. § 1003.07 (SB 379), Fla. Stat. § 112.22 (SB 258).

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information and Technology Services Department.

J. ANNUAL REVIEW

This Internet Safety Policy shall be reviewed and approved annually by the district school board to ensure its ongoing effectiveness and compliance with state regulations no later than September 1st.

K. REPORTING AND NON-COMPLIANCE

Students, staff, and parents are encouraged to report any concerns related to internet safety or policy violations to designated school authorities. Non-compliance with this policy may result in disciplinary actions as per district guidelines.

7.07 ELECTRONIC DATA SECURITY BREACH NOTICE REQUIREMENTS

A. DISCLOSURE

- a. The School Board shall follow all federal and state guidelines regarding data security and privacy and will take reasonable measures to protect and secure data containing personal information in electronic form and shall provide notice of a security breach pursuant to law.

- B. All departments will report to Information and Technology Services any suspected breach for investigation and follow-up. Information and Technology Services will notify and inform the Superintendent or designee within 4 hours preliminary information on the breach and escalation recommendations.

C. NOTICE OF SECURITY BREACH

a. Individuals

- i. The Superintendent is to provide notice to each individual whose personal information was, or the Superintendent reasonably believes to have been, accessed as a result of a breach.
- ii. Notice shall be made as expeditiously as practicable and without unreasonable delay, taking into account the time necessary to allow the Superintendent to determine the scope of the breach, to identify the individuals affected by the breach, and to restore the reasonable integrity of the data system that was breached, but no later than

thirty (30) days after the determination of a breach or reason to believe a breach occurred.

1. If a Federal, State, or local law enforcement agency, determines that notice to individuals would interfere with a criminal investigation, the notice shall be delayed upon the written request of the law enforcement agency for a specified period that the law enforcement agency determines is reasonably necessary.
 2. The law enforcement agency may, by a subsequent written request, revoke the delay as of a specified date or extend the period set forth in the original request.
- iii. Notice to the affected individuals is not required, if, after an appropriate investigation and consultation with relevant law enforcement agencies, the Superintendent reasonably determines that the breach has not and will not likely result in identity theft or other financial harm to the individuals whose personal information has been accessed.
1. Such a determination must be documented in writing and maintained for at least five (5) years.
- iv. The notice to an affected individual shall be made by written notice to the affected individuals mailing address, or by email sent to the e-mail address of the affected individual.
- v. The notice shall include, at a minimum:
1. the date, estimated date, or estimated date range of the breach;
 2. a description of the personal information that was accessed or reasonably believed to have been accessed;
 3. a contact person and method that the individual can use to inquire about the breach and the personal information maintained about the individual;
 4. information about the rights of parents or guardians of students who are under sixteen (16) years of age, incapacitated, or disabled, to request that the student's credit be frozen pursuant to F.S. 501.0051.

- vi. The Superintendent may provide substitute notice in lieu of direct notice if such direct notice is not feasible because:
 - 1. the cost of providing notice would exceed \$250,000
 - 2. the number of affected individuals exceeds 500,000 persons
 - 3. The School Board does not have an email or mailing address for the affected individuals.
 - vii. The substitute notice must include a conspicuous notice on the Board website, notice in print, and broadcast media including major media in urban and rural areas where the affected individuals reside. (F.S. 501.171)
 - viii. Upon receiving notice of a breach of security of a system maintained by a third-party agent, the Superintendent shall notify all affected individuals according to the procedures in this section.
- b. State and Credit Agencies
- i. In addition to providing notice to the affected individuals according to the procedures above:
 - 1. For any breach of security affecting 500 or more individuals in the State, the Superintendent must provide written notice of the breach to the Florida Department of Legal Affairs in accordance with the requirements in F.S. 501.171.
 - 2. For any breach of security affecting 1,000 or more individuals at a single time, the Superintendent must notify, without reasonable delay, all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis, as defined in the Fair Credit Reporting Act, 15 U.S.C. 1681a(p), of the timing, distribution and content of the notices.
- c. Security Freeze on Student Credit Pursuant to F.S. 501.0051, parents or guardians of students who are under sixteen (16), incapacitated, or disabled, may have a security freeze placed on the student's credit in the event of a breach of security of personal information.

- i. The parent or guardian must submit a request to the consumer reporting agency with proof of authority and identification and pay a fee not to exceed \$10 to secure and/or remove the freeze.
 1. However, no fee is required if the parent or guardian has documentation showing that the individual has been the victim of identity theft.
 2. Upon request of a parent or guardian of a student under sixteen (16) years of age, incapacitated or disabled, who has been the victim of identity theft, the Superintendent shall provide documentation that is within the care, custody, or control of the Board sufficient to invoke the fee waiver under the law.
 3. This documentation may be a copy of a valid investigative report, an incident report, or a complaint with a law enforcement agency about the unlawful use of the protected consumer's identifying information by another person.
- ii. In addition, the Superintendent shall annually provide parents and guardians of students younger than sixteen (16) years of age, disabled, or incapacitated information regarding their rights under this law.

D. ENFORCEMENT

- a. Violations of this policy could result in substantial civil penalties and subject employees to disciplinary action for failure to comply.
- b. The provision of notice and information pursuant to this policy is not an admission that the information breach was caused by the Board either directly or indirectly.
- c. This policy does not create a private cause of action against violators.

F.S. 501.171, 501.0051

7.08 INCIDENT RESPONSE AND DISASTER PREPAREDNESS

- A. Incidents are defined as an abnormal, unexpected or caused failure of a system, data corruption, or data access by unauthorized individuals. In order to properly prepare against incidents Information and Technology Services will create and

maintain an Incident Response Plan (IRP). This plan will document the common types of incidents such as but not limited to: Phishing emails, Account compromise, data leaks, malware and virus attacks.

a. The IRP will be tested and validated semi-annually in June and December.

B. Information and Technology Services will prepare and plan for disasters by utilizing a Risk Assessment Plan (RAP) which is part of the Disaster Resource Plan (DRP) which will catalog various risks that may be expected and identify actions to be taken in the case of a disaster event. Events such as but not limited to: hurricanes, floods, train accidents, server failures, and incidents should be assessed and ranked to properly plan budgeting and resources.

a. The DRP will be tested and validated semi-annually in June and December.

C. Legal or criminal activities documented or conducted on district owned devices will be turned over to the Clay County School District Police Department (CCDSPD). District staff will notify the appropriate personnel that an activity was identified as well as the individuals associated with the activity but all data will be protected and documented for the CCDSPD. District staff are not compelled to notify employees or students that the activity was identified and CCDSPD was notified.

D. Data backups of all critical services are conducted IAW the specified Information and Technology Services Data backup procedures.

F.S. 1001.41, 1001.52, 1002.22, 1003.25

F.A.C. 6A-1.0955, 6A-1.9555

20 U.S.C. Section 1232f through 1232i (FERPA)

20 U.S.C. 7908

26 U.S.C. 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Act

Privacy Rights of Parents and Students - P.L. 90-247

7.09 CLAY STANDARD TECHNOLOGY

A. Clay Standard

a. The devices and installations Information and Technology Services currently supports are notated by “Clay Technology Standard Quotes” link on the Classlink

Portal available to all administration and Information and Technology Services employees.

- i. As new standards are created, this page will be kept up to date with the current technology models that meet or exceed the School District's requirements.
- ii. Administrators may purchase off of these quotes freely.

B. Device Classification

a. District Devices

- i. District Devices are classified as any device provided by Information and Technology Services and/or enrolled into a management platform sponsored and maintained by Information and Technology Services.
- ii. District devices are provided network access by Information and Technology Services Employees or through a provisioned network with access to appropriate resources.
- iii. These devices will have varying levels of support based on the available technologies and systems of the School District.

b. Personal Devices

- i. Personal Devices are classified as devices not provided by Information and Technology Services or enrolled into a management platform.
- ii. Personal devices connected to the OneClay network are not authorized.
 1. Personal devices present an unknown risk and danger to the network and data contained within.
- iii. Any personal devices should be limited to the "guest" network provided by Information and Technology Services.
 1. These devices will not be plugged into the network and are only permitted on the Guest WiFi network.

c. Vendor Devices

- i. Vendor Devices are classified as devices or tools needed to perform functions that the School District paid for used by an individual or company.

- ii. Vendor(s)/Contractor(s) must have a Network Usage Agreement form on file with Information and Technology Services with indications of what systems that the personnel need access to.
- iii. Information and Technology Services will provide network access based on minimum rights to perform specific functions.

d. Donated Devices

- i. Any devices received through a donation or crowdfunding source must be provided to Information and Technology Services for a health check and enrolling into a management system.
- ii. Devices that do not pass these checks must be returned or surveyed immediately.

C. Official messages and transactions should be conducted via official channels and technologies. Texts, chats, and communications are to be conducted on district owned devices or services in order to comply with federal and state regulations and policies.

(Ref. F.S. 1001.41, Adopted: XX/XXXX)

**SCHOOL BOARD OF CLAY COUNTY, FLORIDA
APPROVAL TO ADVERTISE/NOTICE OF PUBLIC HEARING TO
APPROVE REVISIONS TO SCHOOL BOARD POLICY 7.00
INFORMATION SERVICES**

Approval to Advertise: The School Board of Clay County, Florida (“the Board”) approves the advertisement of revisions to School Board Policy 7.00 Information Services.

Purpose & Effect: The proposed amendments are intended to simplify, update, and ensure alignment of School Board Policies with state law, federal law, State Board of Education Rules, and other applicable rules and regulations.

Access to Text of Proposed Amendments: The full text of the proposed revisions to SB Policy 7.00 is available for inspection and copying by the public in the Office of the Superintendent for Clay County District Schools, located at 900 Walnut Street, Green Cove Springs, Florida 32043. The full text is also available via the School District’s website at www.oneclay.net under the School Board Meeting Links, School Board Agendas - October 5, 2023. The Superintendent is authorized to correct technical errors in grammar, numbering, section designations, and cross-references as may be necessary to reflect the intention of such Policy amendments.

Rule Making Authority: The Board is authorized to adopt revisions to School Board Policy 7.00 Information Services under sections 120.54, 1001.31, and 1001.32 of the Florida Statutes.

Laws Implemented: The laws implemented by the above-referenced policy revisions are noted under each section of the Policy.

Person(s) Originating Policy Changes: The proposed policy was originated by the Superintendent and his designee(s) in collaboration with the School Board Attorney.

Public Hearing: The Board intends to formally adopt proposed revisions to School Board Policy 7.00 following a public hearing. ***The public hearing shall be held on Thursday, December 7, 2023***, during the course of the Board’s regular meeting, which begins ***at 6:00 p.m.*** and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

Any person requiring special accommodations to attend or participate in public meetings should advise the School District at least 48 hours before the meeting by contacting the Superintendent’s Office at (904) 336-6508. If you are hearing or speech impaired, you may contact the District by email addressed to bonnie.onora@myoneclay.net or by calling (904) 336-6584 (TDD).

If a person decides to appeal any decision made by the Board with respect to any matter considered at the meeting, he or she will need a record of the proceedings, and, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

December 7, 2023 - Regular School Board Meeting

Title

D2 - 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

December 7, 2023 - Regular School Board Meeting

Title

D3 - 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

December 7, 2023 - Regular School Board Meeting

Title

D4 - Human Resources Special Action C

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

December 7, 2023 - Regular School Board Meeting

Title

D5 - Human Resources Special Action D

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

December 7, 2023 - Regular School Board Meeting

Title

D6 - Human Resources Special Action E

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

December 7, 2023 - Regular School Board Meeting

Title

D7 - Human Resources Special Action F

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

December 7, 2023 - Regular School Board Meeting

Title

D8 - Public Hearing to Approve As Advertised Revisions to School Board Policy 4.15 (Tobacco Use)

Description

The School Board of Clay County is committed to promoting the general health welfare, and well-being of the school community. The School Board recognizes that the use of tobacco, nicotine, marijuana products, and electronic vaping devices is harmful to the health and well-being of students, employees, parents, and the community.

Gap Analysis

N/A

Previous Outcomes

Schools are discouraging the use of tobacco with fidelity.

Expected Outcomes

School Board approval of this item will adopt proposed revisions to this policy.

Strategic Plan Goal

Goal 4 – Strengthen the overall physical and emotional environment to foster an environment of safety and belonging for students, staff, and all stakeholders.

Strategy 1 – Enhance supports surrounding student mental health and wellness.

Recommendation

It is recommended that the board approve as advertised the proposed policy revisions.

Contact

Laura Fogarty, Director of Climate and Culture, laura.fogarty@myoneclay.net

Financial Impact

None

Review Comments

Attachments

Ⓞ [4.15 Tobacco Use \(proposed\)3 \(1\).pdf](#)

Ⓞ [Legal Adv. Notice of PH for Revisions to SB Policy 4.15 Tobacco Use.pdf](#)

4.15 TOBACCO AND ALCOHOLIC BEVERAGES USE

~~The use of tobacco and alcoholic beverages during the school day and when in attendance at activities sponsored by the school is prohibited.~~

A. Rationale

Clay County District School Board is committed to promoting the general health, welfare, and well-being of our school community. The School Board recognizes that the use of tobacco, nicotine, marijuana products, and electronic vaping devices is harmful to the health and well-being of our students, employees, parents and our community.

B. Definitions

“Tobacco product” means any product that contains nicotine, synthetic nicotine, or tobacco or is derived from tobacco and is intended to be ingested, inhaled, or applied to the skin of an individual.

“Tobacco product” does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

“Use” means the lighting, chewing, smoking, inhaling, vaporizing, ingesting or application of any other tobacco substance.

C. Policy

The school board prohibits the use, distribution, gift, purchase, exchange, or sale of tobacco products of any kind or the use of electronic vaping devices by students, employees, parents, visitors, volunteers or any other person at any time on school board property or any other school board-sanctioned event.

No student shall be permitted to use, be under the influence of, possess, distribute, gift, purchase, exchange, or sell any tobacco product while on district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by CCDS or one of its schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

While on school board property or at a school board-sanctioned event, no student or employee shall wear or display personal items that have imagery regarding tobacco or tobacco use.

D. Exceptions

Employees, parents, visitors or employees who are 21 or older may possess or use a product that has been approved by the FDA as a cessation product. Due to the wide range of nicotine levels available in tobacco cessation products, the school may request a written document from a medical provider, for anyone under the age of 18, detailing dosage recommendations for tobacco cessation product use.

All students, families, and community members are expected to be aware of the prohibited conduct addressed in district policy and comply with the prohibitions. Failure to comply may result in student discipline up to and including expulsion; or family member or community member trespass from district property.

E. Enforcement

Enforcement of this policy will comply Federal, State law and local ordinances. Enforcement for students will follow the School District Student Code of Conduct. Guidance for employee enforcement will follow the Employee Handbook. All visitors are subject to Federal, State law and local ordinances.

(Ref. F.S. 1006.07(d)) (Adopted: 01/08/81) (Revised: XX/XX/XX)

DRAFT

**SCHOOL BOARD OF CLAY COUNTY, FLORIDA
APPROVAL TO ADVERTISE/NOTICE OF PUBLIC HEARING TO
APPROVE REVISIONS TO
SCHOOL BOARD POLICY 4.15 TOBACCO USE**

Approval to Advertise: The School Board of Clay County, Florida (“the Board”) approves the advertisement of revisions to School Board Policy 4.15 Tobacco Use.

Purpose & Effect: The proposed amendments are intended to simplify, update, and ensure alignment of School Board Policies with state law, federal law, State Board of Education Rules, and other applicable rules and regulations.

Access to Text of Proposed Amendments: The full text of the proposed revisions to SB Policy 4.15 is available for inspection and copying by the public in the Office of the Superintendent for Clay County District Schools, located at 900 Walnut Street, Green Cove Springs, Florida 32043. The full text is also available via the School District’s website at www.oneclay.net under the School Board Meeting Links, School Board Agendas - November 2, 2023. The Superintendent is authorized to correct technical errors in grammar, numbering, section designations, and cross-references as may be necessary to reflect the intention of such Policy amendments.

Rule Making Authority: The Board is authorized to adopt revisions to School Board Policy 4.15 Tobacco Use under sections 120.54, 1001.31, and 1001.32 of the Florida Statutes.

Laws Implemented: The laws implemented by the above-referenced policy revisions are noted under each section of the Policy.

Person(s) Originating Policy Changes: The proposed policy was originated by the Superintendent and his designee(s) in collaboration with the School Board Attorney.

Public Hearing: The Board intends to formally adopt proposed revisions to School Board Policy 4.15 following a public hearing. ***The public hearing shall be held on Thursday, December 7, 2023***, during the course of the Board’s regular meeting, which begins ***at 6:00 p.m.*** and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

Any person requiring special accommodations to attend or participate in public meetings should advise the School District at least 48 hours before the meeting by contacting the Superintendent’s Office at (904) 336-6508. If you are hearing or speech impaired, you may contact the District by email addressed to bonnie.onora@myoneclay.net or by calling (904) 336-6584 (TDD).

If a person decides to appeal any decision made by the Board with respect to any matter considered at the meeting, he or she will need a record of the proceedings, and, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



School Board of Clay County

December 7, 2023 - Regular School Board Meeting

Title

D9 - Public Hearing to Approve as Advertised Amendments to School Board Policy 1.14, Sales Surtax Citizens Advisory Committee

Description

This item is to hold a public hearing to approve as advertised policy amendment for School Board Policy 1.14, Sales Surtax Citizens Advisory Committee. The Citizens Advisory Committee meets quarterly to provide oversight to the EdFIRST half-cent sales tax. Over the past year, there have been several scheduled meetings in which a quorum was not present. If a quorum is not present, another three months must pass before any business can be conducted, provided a quorum is present for the next meeting. This can be alleviated by amending some of the restrictive language defining what constitutes a quorum and which members may vote. The policy changes allow a quorum for any six members, regardless of the district they represent. In addition, Alternates may assume the duties and vote if no members of their district are present. Finally, members may attend remotely. However, if attending remotely, a member may not vote and is not counted towards the quorum.

Gap Analysis

Failure to approve advertised revisions to School Board Policy 1.14, Sales Surtax Citizens Advisory Committee, may result in continued failure to conduct business due to lack of a quorum at Citizens Advisory Committee meetings.

Previous Outcomes

The Clay County School Board has approved several Policy amendments in the past.

Expected Outcomes

The Board will approve as advertised amendments to School Board Policy 1.14, Sales Surtax Citizens Advisory Committee.

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 as advertised amendments to School Board Policy 1.14, Sales Surtax Citizens Advisory Committee.

Contact

Bryce Ellis, Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net,
 Lance Addison, Planning & Intergovernmental Relations, (904) 336-6852, lance.addison@myoneclay.net
 Dr. Michael Kemp, Director, Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

Financial Impact

None

Review Comments

Attachments

- ☉ [Legal Adv. Notice of PH Revisions to SB Policy 1.14 Sales Surtax Citizens Advisory Committee.pdf](#)
- ☉ [1.14 SALES SURTAX CITIZENS ADVISORY COMMITTEE_revised .pdf](#)

**SCHOOL BOARD OF CLAY COUNTY, FLORIDA
APPROVAL TO ADVERTISE/NOTICE OF PUBLIC HEARING TO
APPROVE REVISIONS TO SCHOOL BOARD POLICY 1.14
SALES SURTAX CITIZENS ADVISORY COMMITTEE**

Approval to Advertise: The School Board of Clay County, Florida (“the Board”) approves the advertisement of revisions to School Board Policy 1.14 Sales Surtax Citizens Advisory Committee.

Purpose & Effect: The proposed amendments are intended to simplify, update, and ensure alignment of School Board Policies with state law, federal law, State Board of Education Rules, and other applicable rules and regulations.

Access to Text of Proposed Amendments: The full text of the proposed revisions to SB Policy 1.14 is available for inspection and copying by the public in the Office of the Superintendent for Clay County District Schools, located at 900 Walnut Street, Green Cove Springs, Florida 32043. The full text is also available via the School District’s website at www.oneclay.net under the School Board Meeting Links, School Board Agendas - October 5, 2023. The Superintendent is authorized to correct technical errors in grammar, numbering, section designations, and cross-references as may be necessary to reflect the intention of such Policy amendments.

Rule Making Authority: The Board is authorized to adopt revisions to School Board Policy 1.14 Sales Surtax Citizens Advisory Committee under sections 120.54, 1001.31, and 1001.32 of the Florida Statutes.

Laws Implemented: The laws implemented by the above-referenced policy revisions are noted under each section of the Policy.

Person(s) Originating Policy Changes: The proposed policy was originated by the Superintendent and his designee(s) in collaboration with the School Board Attorney.

Public Hearing: The Board intends to formally adopt proposed revisions to School Board Policy 1.14 following a public hearing. ***The public hearing shall be held on Thursday, December 7, 2023***, during the course of the Board’s regular meeting, which begins ***at 6:00 p.m.*** and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

Any person requiring special accommodations to attend or participate in public meetings should advise the School District at least 48 hours before the meeting by contacting the Superintendent’s Office at (904) 336-6508. If you are hearing or speech impaired, you may contact the District by email addressed to bonnie.onora@myoneclay.net or by calling (904) 336-6584 (TDD).

If a person decides to appeal any decision made by the Board with respect to any matter considered at the meeting, he or she will need a record of the proceedings, and, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

1.14 SALES SURTAX CITIZENS ADVISORY COMMITTEE

The School Board of Clay County, Florida, (“Board”) in accordance with the Amended Resolution to seek the approval of the electors for a half-cent sales surtax, passed by the Board on June 4, 2020, and the subsequent approval of the imposition of said sales surtax by the electors on November 3, 2020, hereby adopts a School Board Policy to establish and appoint a Citizens Advisory Committee (“the Committee”) to monitor the expenditure of sales surtax funds as follows:

A Citizens Advisory Committee, consisting of Clay County citizens, the purpose of which is to monitor and advise the Board and District staff on the expenditure of sales surtax funds, is hereby established. The appointment of Committee members and the rules governing the Committees organization and operation are set forth in this Policy.

A. PURPOSE OF THE SALES SURTAX CITIZENS ADVISORY COMMITTEE

1. The purpose of the Committee, as stated in the Resolution, “is to monitor and advise the Board and District staff on the expenditure of funds” generated by the Sales Surtax.

2. Committee members shall receive no financial compensation or remuneration for their efforts and labors. This Committee is made up of volunteers.

3. The Committee shall provide general oversight of the expenditure of funds generated by the half-cent sales surtax for school facilities to assure that the capital expenditures are as authorized by Section 212.055(6), *Florida Statutes*, and are in accordance with the Board’s published EDFIRST Plan and other critical unlisted needs which become apparent over time.

4. The Committee shall not direct District staff, attempt to control the Operations department staff, or attempt to establish or dictate project priorities which are binding on the District Administrators in carrying out their duties.

5. The Committee may research, interview, and investigate as necessary to fulfill its duties and responsibilities as set forth herein. It may request access to additional information to augment that which is supplied to it for review by the Assistant Superintendent of Operations.

6. The Committee shall advise, counsel, inform, brief, and illuminate the Board, District Staff and the Public on findings resulting from performance of its duties. Information provided to the public shall be through quarterly and annual reports which are initially made to the Board. Statements or declarations by the members of the Committee may be released to the public by the Committee chair after notice of said statements has been provided to the Superintendent. Open communication between Committee members and Board members and the Superintendent, within the dictates of the Florida Sunshine Law, are encouraged.

7. The Committee may make non-binding recommendations to the Board and Staff (through the Superintendent and Senior Administrators as appropriate) when their findings suggest the need for such recommendations.

8. The Committee shall work cooperatively with the Board, the Superintendent of Schools, and District employees to accomplish its goals and objectives.

9. The Committee shall comply with Board policies and federal and state law regarding non-discrimination.

10. The Committee may request to present initial findings at a Board workshop for the purpose of obtaining clarification or explanation of disputed or ambiguous findings.

B. APPOINTMENT OF COMMITTEE MEMBERS

1. There shall be eleven (11) active Committee members. Each Board member shall nominate/appoint two (2) active Committee members and one (1) alternate member, all of whom shall be residents of the nominating Board member's District. The Superintendent of Schools shall nominate/appoint one (1) active Committee member and one (1) alternate member.

2. It shall be the responsibility of each Board member and the Superintendent to determine which Clay County citizens they want to nominate/appoint to the Committee, both active members and the alternate, and to obtain a commitment from said individuals. The Committee member search process and application process, including the Application document, shall be posted on the Board's website.

3. Prospective members shall have no direct or indirect conflict of interest in any past or present contract with the Board or a financial interest in any projects that are funded by the Sales Surtax or any other District capital project funds. Members shall be residents of Clay County. No voting Committee member shall be an employee of Clay County District schools in any capacity.

4. Proposed members shall submit to a background check.

5. The makeup of the Committee, consisting of the members proposed by the Board and Superintendent, shall be presented to the Board for approval at a regular Board meeting. A proposed member may only be rejected for good cause, which is defined as that cause which is required for the Board to reject an individual proposed for an appointment by the Superintendent.

C. TERMS OF COMMITTEE MEMBERS

1. The initial Committee member appointments shall be separated into two (2) categories. Each nominating official shall be appointing one (1) active committee member to serve an initial term of three (3) years and one (1) active committee member to serve an initial term of two (2) years. The Alternate members shall serve indefinite terms.

2. The terms of active members shall be staggered with the three (3) year initial term running from the date of appointment until the School Board meeting occurring in the same calendar month as the initial appointment, three (3) years subsequent to the appointment year. The two (2) year initial terms shall run from the date of appointment until the School Board meeting occurring in the same calendar month as the initial appointment, two (2) years subsequent to the appointment year. After the initial term, and re-appointment of Committee members at the end of the initial term, all Committee members shall serve three (3) year staggered terms. (For the sake of simplicity, the members initially appointed may be classified as “A” members and “B” members to separate the three (3) year members from the two (2) year members. After the initial term, such designations would serve no purpose.)

3. Committee members may be appointed to serve a maximum of two (2) consecutive terms after which a different person must be appointed to fill that position. The appointee to fill the position of an individual who may no longer serve as a member may not be a member of the retiring persons household or related by either blood or marriage within one degree.

D. VACANCIES

If a vacancy should occur before the expiration of any regular member’s term, the Alternate for the retiring member’s district shall succeed to the retiring member’s seat and serve the unexpired balance of his or her term. If such Alternate’s seat is also vacant, the nominating official for that seat shall nominate successors to both positions following the procedure outlined in Section B of this Policy, and the School Board shall appoint the successor regular member to fill the unexpired balance of the term and an alternate member for that district for an indefinite term.

E. OFFICERS AND ORGANIZATION

1. The newly appointed Committee members shall meet to organize on the first Tuesday of the month following the appointment of the Committee members by the Board. During this organization meeting the Committee shall elect a Chair and a Vice Chair. The Chair shall preside over the meetings of the Committee and serve as liaison to the School Board and District Staff. The Vice-Chair shall perform the Chair’s duties in the Chair’s absence.

2. After election of officers, The Committee shall determine a schedule of meeting dates and may outline such other organizational committees, duties, procedures, and processes as the Committee deems necessary to carry out their duties. Other than election of officers and scheduling of meeting dates, all other organizational activities are optional.

F. COMMITTEE MEETINGS

1. The Committee shall meet quarterly. Notice of Committee meetings shall be published on the District’s website along with other public meetings of the School Board. The meetings will be open to the public, and public comment shall be allowed prior to conclusion of the meeting.

2. Special additional meetings may be called by the Committee Chair.
3. Meetings shall be conducted under Robert's Rules of Order for small boards or committees.
4. Minutes shall be taken at each meeting. All meeting minutes shall be reviewed and approved by a majority of the members prior to being submitted to the Board. The Board shall archive and publish meeting minutes as required by law.

5. Members of the Committee may remotely attend and participate in committee meetings by use of telephonic and other electronic media. However, quorum of the members must be physically present to conduct a meeting at which action is required. Members shall notify the Committee Chairman forty-eight (48) hours in advance of a meeting of their intention to attend remotely in order to allow necessary arrangements to be made by district staff. A Committee member in remote attendance must be audible to all other Committee members and the public and must be able to hear the discussions of all other Committee members and any public speakers throughout the entire meeting.

G. QUORUM

1. Six (6) members of the Committee shall constitute a quorum for its meetings and must be physically present at the meeting site. A minimum of one (1) member appointed by each appointing official shall be present at any meeting at which any action is taken or a quorum required. A quorum may be made up of any six (6) members of the Committee. If no appointed member of a district committee is physically present at a committee meeting, the appointed alternate from the same district that is physically present may assume the duties and vote in the committee member's place for that committee meeting only.

2. There shall be no voting by proxy.

H. SUNSHINE LAW AND PUBLIC RECORDS LAW

1. As an advisory committee to the School Board, the Advisory Committee is subject to the Florida Sunshine Law as codified in Chapter 286, *Florida Statutes*. Accordingly, between public meetings, Advisory Committee members shall refrain from discussing with other Committee members any business that might come before the Committee. However, the Sunshine Law does not preclude Committee members from communicating with District staff and individual School Board members outside of public meetings.

2. The Committee shall comply with Florida's Public Records Act, Chapter 119, *Florida Statutes*.

I. REPORT AND RECOMMENDATIONS

1. The Committee may request input from the District liaison at Committee meetings.

2. In January each year, the Committee shall submit to the School Board a report on its activities for the preceding year.

3. Upon request by the Board, the Committee Chair shall appear before the Board at a regular or workshop meeting to present and explain the findings set forth in the Annual Report.

4. The Committee may propound written questions approved by the majority of the Committee, which questions shall be sent to the Board Chair by way of the Executive Secretary to the Superintendent and the Board. Said questions shall be placed on the Board agenda for the regular Board meeting immediately following transmittal of said questions, for review and discussion by the Board and the Superintendent.

J. EX-OFFICIO MEMBERS/DISTRICT LIAISON

1. The Assistant Superintendent of Operations shall serve as ex-officio member of, and as District Liaison to, the Committee. An ex-officio member shall have no authority to direct the membership or to vote on any issues but may advise as appropriate or as requested by the membership.

2. The Assistant Superintendent of Operations shall provide any documents or records which set forth completed or ongoing qualifying projects and financial expenditures of sales surtax proceeds for the previous quarter, which records may be needed by the Committee to accurately complete their Quarterly or Annual Reports.

3. The position of Secretary of the Committee shall be an ex-officio position which shall be filled by the designee of the Superintendent. The Secretary shall be in attendance at, and prepare official minutes of, all Advisory Committee meetings. The Secretary may be asked to assist in setting and properly noticing Committee meetings.

4. The Attorney for the School Board shall be designated an ex-officio member of the Committee solely for the purpose of providing legal advice to the Committee Chairman and to the Committee as a whole primarily in the areas of procedural issues (Robert's Rules), Public Meeting and Sunshine Law and Public Records law. Questions on other matters which pose little likelihood of conflict of interest shall be entertained. In the event of a conflict of interest between the Committee and the Board, the Attorney shall decline any request to assist the Committee.

[Adopted 02/04/2021] [\[Revised 12/07/2023\]](#)

December 7, 2023 - Regular School Board Meeting

Title

C1 - Minutes of School Board Workshop on October 24, 2023; Student Discipline Hearings, Organization Meeting, and Regular Meeting on November 2, 2023

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; Bonnie O'Nora, Board Assistant

Financial Impact

None

Review Comments

Attachments

- 📎 [2023 Oct 24 Board Workshop.pdf](#)
- 📎 [2023 Nov 2 Student Hearings.pdf \(Confidential\)](#)
- 📎 [2023 Nov 2 Organization Meeting.pdf](#)
- 📎 [2023 Nov 2 Regular Mtg.pdf](#)



School Board of Clay County

District Multi-Purpose Center, Corner of Gratio Place and Walnut St., Green Cove Springs, FL

October 24, 2023 - School Board Workshop

Date: Oct 24 2023 (9:00 a.m.)

Invocation (Ashley Gilhousen)

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

Workshop Items

[1. Review Draft Agenda for Regular School Board Meeting on November 2, 2023](#)

[November-2-2023-regular-school-board-meeting_agenda_packet.pdf](#)

Minutes:

Recognitions:

- Recognize Art in the Capitol Winner - no discussion;
- Recognition of Clay High School Class 5A Division Recipients of the Floyd E. Lay Sunshine Cup All-Sports Award - no discussion;
- Recognition of Coaches of the Year - no discussion;
- Recognition of the 2023-2024 Clay County Principal of the Year - no discussion;
- Recognition of the 2023-2024 Clay County Assistant Principal of the Year - no discussion;

Consent Agenda:

- C1 Minutes of School Board Special Meeting on September 14, 2023; School Board Workshop on September 26, 2023; Student Discipline Hearings and Regular Meeting on October 5, 2023 - no discussion;
- C2 Personnel Consent Agenda - no discussion;
- C3 Proclamation #24-07 to Establish November 13 - 17, 2023 as National Education Week and November 15, 2023 as Educational Support Professionals' Day - no discussion;
- C4 Elementary Student Out of State Travel - no discussion;
- C5 Amendment 1 to Agreement between the School Board of Clay County and PACE Center for Girls - Clay - no discussion;
- C6 K-12 Academic Services Out of State and Overnight Student Travel - no discussion;
- C7 2023-2024 Uniform Statewide Assessment Calendar - no discussion;
- C8 Proclamation #24-06 to Establish School Psychologist Week November 6 - 10, 2023 - no discussion;
- C9 Clay County District Schools & the University of Central Florida - no discussion;
- C10 Proposed Allocation Changes for 2023-2024 - no discussion;
- C11 Monthly Financial Reports for September, 2023 - Mrs Hanson wanted to ensure that Superintendent Broskie, when executing contracts, is considering whether the item or service is truly a need, given the need to conserve resources; Mr. Broskie advised that funds are analyzed as well as positions at each school, and that some of the items may be supplemental materials that are part of a larger body of instructional resources;
- C12 Budget Amendment Report for September 30, 2023 - no discussion;
- C13 Deletion of Certain Items Report October, 2023 - no discussion;
- C14 BID Renewal - no discussion;
- C15 Change Order #1 for Orange Park Junior High School Window Replacement (Buildings 1, 2, 3, &4) - no discussion;
- C16 Purchase Agreement for Sale of Two (2) Portable Classrooms and Two (2) Sets of Ramps and Stairs at Paterson Elementary School - no discussion;
- C17 Interlocal Agreement to Sell Low-Priced Fuel to the Clay County Board of County Commissioners for Use of Fire and Rescue Vehicles in the Keystone Heights Area - no discussion;
- C18 Resolution and Option Contract Sale Agreement for .16 Acres at Montclair Elementary School - no discussion;
- C19 Prequalification of Contractors - no discussion;
- C20 Substantial Completion of Lakeside Junior High School Restroom Renovations - no discussion;

- C21 Final Completion of Orange Park Junior High School Restroom Renovations - no discussion;

Discussion Agenda:

- D1 Public Hearing to Approve as Advertised Revisions to School Board Policy 1.15 (Parental Rights, Notification and Student Welfare) - no discussion;
- D2 Human Resources Special Action A - no discussion;
- D3 Human Resources Special Action B - no discussion;
- D4 Human Resources Special Action C - no discussion.

2. Discussion of Legislative Priorities

Minutes:

Superintendent Broskie reviewed prior legislative priorities and the three (3) proposals that were previously submitted via the lobbyist, The Southern Group. Two (2) proposals were approved for appropriations (expand Elevation Academy and CNA Program at Fleming Island High) but funds have not yet been received. Mr. Broskie advised our priorities always include increasing the base student allocation (BSA) and may also include the request to provide the full cost of the expected cost of vouchers to ensure adequate funding and budgeting. He would like to finalize the Legislative Priorities by the next workshop due to the earlier scheduling of this year's Day in the Legislature.

Mrs. Hanson suggested a revision to the wording of the teacher Salary Increase Allocation to include **unrestricted** increased funding. Mrs. Gilhousen pointed out greater success when requesting something more specific, and Mr. Broskie advised staff are currently working on a plan that will be made public at a later date as the legislative priorities are built. Mrs. Gilhousen is very interested in Career and Technical Education endeavors, noting the natural fit that would be given workforce shortages.

Board members were invited to contact Mr. Broskie with any additional suggestions.

3. Overview of Accreditation Process

Minutes:

Laura Fogarty, Director of Climate and Culture, provided an overview of the accreditation process. Cognia Performance Standards will be used to reflect and examine the district's progress toward its mission, purpose, and strategic direction. New accreditation standards were implemented last year, and staff has attended trainings re the standards. Accreditation is a continuous improvement process that will help the district improve teaching and learning. The key characteristics of areas assessed were noted as well as the documentation or evidence to support the areas identified. Mrs. Fogarty requested the board members provide verification of any training or professional development they have attended to assist with the response to Standard 8, which substantiates that the board demonstrates a commitment to learners by collaborating with leaders to uphold the institution's priorities and to drive continuous improvement. The accreditation process will not include interviews of board members.

4. Review of Tobacco Policy

Minutes:

Monique Johnson, Tobacco Policy Manager, Tobacco Free Clay, and Julie, Community Engagement Specialist, Tobacco Free Clay, were introduced.

Laura Fogarty, Director of Climate and Culture, provided draft policy revisions to the board re School Board Policy 4.15 Tobacco Use, giving consideration to suggested policy from Tobacco Free Clay, but making the policy more generic (no name brands) to avoid the difficulty of keeping up with trends.

Mrs. Skipper asked Jeremiah Blocker, School Board Attorney, if, from a legal standpoint, the proposed policy ensures that there will be no tobacco use on campus. She is concerned that, with fentanyl now being used in vapes, there are steps in place for vaping to stop. She also wants to ensure the district is leading by example and that teachers are not smoking on campus in view of students. Mr. Blocker indicated that the policy is carried out through the Student Code of Conduct, but expectations need to be clear and ensured of being met. Signage does not need to be included in the policy to make it actionable, and out-of-county events are still governed by the proposed policy. The policy gives staff the ability to apply it, without the identification of specific brands which can be limiting, and the policy provides for flexibility in its application. Adults are also addressed in the proposed policy.

Mrs. Skipper proposed further restrictions for employees, parents, and visitors, and Mr. Blocker indicated that a potential challenge to that would be a lack of authority re the enforcement of the policy on certain individuals. Employee tobacco use restrictions may be included in the Employee Handbook, and Mr. Blocker can work with Mrs. Fogarty on that language.

Mrs. Fogarty noted the district's partnership with Clay Action Coalition, which provides a 6-week program for students and parents, required for certain student vaping violations.

Ms. Johnson advised that her organization is tasked with working with policy across all school districts and the model policy provided has been enacted in some districts, enumerating the beneficial aspects of the Tobacco Free policy. Ms. Johnson and her team will view the signs already in place at schools and discuss how they can assist with improved signage for all schools.

Victoria Kidwell, President, Clay County Education Association, expressed concern that revising the Employee Handbook may constitute a change of working conditions in a district with current employment openings that is already tobacco-free, and it is important to understand what enforcement will mean.

The board would also like improved education on the numerous free resources available to employees and families.

5. CCSO Presentation on Contracted Services for School Resource Officers

Minutes:

This item was heard first on the agenda.

Michele Cook, Sheriff, Clay County Sheriff's Office, presented the organization and timeline of events following a request she received to provide a proposal to assume the safety and security services of Clay County District Schools. The Board of County Commissioners were also engaged in this process because they approve CCSO's budget. Sheriff Cook's proposal included the option for CCSO to provide direct support to all schools and a second option for the existing interlocal agreements with Green Cove Springs Police Department and Orange Park Police Department to remain in place, maintaining those five (5) officers currently provided to area schools. The proposed plans would create the position of director who would report to the undersheriff and Sheriff Cook.

Vicki Adams, Chief Financial Officer, Clay County Sheriff's Office, reviewed the financial portion of the detailed line items provided to the board members for their consideration. The proposals include the assumption that all existing CCSDPD officers would be rolled into the new compensation plan with all current CCSDPD officers receiving pay increases, and their years of service and accrued time off would be honored. The proposal is based on 365 days per year, bell to bell, with this "arm" dedicated to school safety. If interlocals with GCSPD and OPPD are maintained, dispatch would come directly into CCSO rather than being relayed. Proposals include operating expenses, liability insurance, auto insurance, enhanced legal coverage the cost of replacing equipment that expires at regular frequencies and are based on 2024/2025 cost projections, to be funded from the one mill. At the end of each year, their books must be zeroed out and any unused funding would be returned to CCDS.

Mrs. Clark expressed difficulty with the difference in cost and believes that may be due to CCSDPD's numbers being taken from the 2022/2023 year. She agrees that vehicles and equipment should be transferred to CCSO so citizens do not have to purchase equipment twice. Sheriff Cook indicated that each year, CCSO would provide a line item accounting of the budget, reflecting a revenue-neutral status with leftover items returned, stressing they are not going to make money for providing these services. Sheriff Cook does not plan on instituting unnecessary change and understands the concern, operationally, of officers transitioning to different positions. She is committed to a smooth transition and leaving officers in place wherever possible.

Mrs. Skipper advised she has previously expressed her concerns about the safety and security of students and is committed to upholding transparency, the law, parental rights, and she stated that student safety is far more important than a dollar amount. She believes the board has a responsibility to the taxpayers and is infuriated with her inability to receive a line-item budget like the one provided by CCSO.

Mrs. Bolla asked if Sheriff Cook has worked closely with CCSDPD on training, Sheriff Cook advised she has, but that they have their own training program. Sheriff Cook views the guardian positions as a force multiplier, providing an additional set of eyes and ears focused on safety. Although guardians are not part of the police force, they are trained through CCSO although they work for CCDS. Mrs. Bolla asked Dr. Susan Legutko, Assistant Superintendent of Business Affairs, what differences she sees in the financials and if she foresees additional expenses. Dr. Legutko advised she reviewed CCSO's budget, which appears to be \$3.9M more than what is currently being expended. She is unable to calculate 2023/2024 projections because it is not yet known what funding will be received from the state as a result of the legislature's annual meeting. State funding is based on property values and revenue-based FTE (full-time equivalency). Dr. Legutko also expressed concern that the one mill is a temporary funding source, approved by Clay County voters, so there is the possibility that this funding will be unavailable in the future and, as Chief Financial Officer, she would have hard decisions re managing and deciding how that cost would be absorbed in an already declining budget. CCDS also includes the hardening of schools in its 5-year Educational Facilities Plan, and an increased cost of providing police officers would necessitate the elimination of some school hardening projects. Dr. Legutko also advised she has always provided transparency with financials and her department and team are willing to provide whatever additional information the board specifies it needs.

Mrs. Hanson advised she openly listens to constituents and believes that, when transparency is presented and the taxpayers understand how every dollar is spent, the voters will continue to support the mill tax.

Mrs. Bolla asked Sheriff Cook about the transition of officers and what plan is in place if CCSDPD officers elect not to transfer to CCSO. Sheriff Cook responded that CCSO SROs are guaranteed to be experienced officers. Mrs. Bolla advised she was not seeking this transition and noted the effectiveness of CCSDPD, concerns re the increased financial cost with CCSO particularly in uncertain economic times, and her concern that the continuous effort of hardening schools will be adversely affected by an increase in SRO costs.

Mrs. Clark indicated she does not see the cost difference indicated by Dr. Legutko, and Dr. Legutko responded that transition costs account for the majority of the increase. Sheriff Cook advised there is a cost of transitioning the SROs to CCSO, but that transition costs may be reduced as CCDS provides equipment and vehicles to CCSO. Sheriff Cook also noted her plan accounts for the expense of expiring equipment such as vests, vehicles, defibrillators, etc.

Bryce Ellis, Assistant Superintendent of Operations, asked Sheriff Cook if she would consider partnering only in secondary schools, and Sheriff Cook advised it is not best practice to compromise the continuity of services and their critical components. Ms. Ellis also

asked if the partnership could use a limited number of days to offset the cost, and Sheriff Cook advised the 365-day model is a clearer line for using the millage rate.

Victoria Kidwell, President, Clay Education Foundation expressed her concern that, given the need for restorative justice and the need to educate and provide guidance and goals, would this concept conflict with law enforcement's "on the street" goals. Sheriff Cook provided assurance that she would continually pick the best people for each position, placing the best people over them to ensure an effective top-down approach.

Constance Higginbotham, Clay Education Foundation Retired, stated she has heard many citizens talking about what a great job CCDSPD is doing and questions the move to change. Mrs. Skipper replied that she has seen a variety of issues from dispatch, to reporting, to best practice. Mrs. Hanson stated that it comes down to the type of leadership, organization, transparency, and consistency of the organization.

A recess was taken at 10:32 a.m. and the meeting resumed at 10:45 a.m.

Mrs. Gilhousen indicated her inclination to place an item on the November agenda to ask the superintendent to begin negotiations for a contract, with an ultimate vote in December. Mr. Blocker indicated that the decision today would be to place an item on the November agenda to allow the superintendent to enter into contract negotiations giving consideration to the legal framework to include identifying a scope of services and a final price point. Coordination with the Board of County Commissioners will be necessary. Mr. Broskie will form a team with the CFO and Legal Department to consider the terms of the proposed interlocal agreement.

Board discussion yielded consensus for the contract term to be three (3) years and the desire to maintain existing interlocals with OPPD and GCSPD. Charter schools will continue to receive an appropriate portion of funds for providing safety and security as they choose. Standard operating procedures will be created and Mr. Blocker will represent the board through the negotiation process.

Questions from the Audience

[6. Questions From the Audience](#)

Minutes:

Questions from Victoria Kidwell, President of Clay County Education Association, were heard during "Review of Tobacco Policy" item and noted within the minutes of that item.

Superintendent Comments (None)

School Board Attorney Comments

[7. School Board Attorney Comments](#)

Minutes:

Jeremiah Blocker, School Board Attorney, indicated that he has received the letter of intent from Sheriff Cook and will review it with Superintendent Broskie.

He further noted that some districts are looking at class action lawsuits re social media use and he will also discuss that with Mr. Broskie. These lawsuits are identifying how some of the social media sites cause harm to students. Being identified as a party to the suit may result in judgment funds that could help finance anti-bullying education.

School Board Comments

[8. School Board Member Comments](#)

Minutes:

Mrs. Hanson suggested that, as the district moves forward with policy review and revision, she would appreciate an email advising which policies are being examined so she can provide her input prior to receiving a first look at the proposed revisions. She indicated she was proud of Mr. Blocker, Mr. Dailey, and Mr. Broskie about what she hopes is progress with the library media policy. The policy is expected to be brought forward on the January agenda. Additionally, she will be holding office hours at public libraries on Thursdays (with the exception of board meeting days) and she also plans on holding a monthly Tuesday forum called "Your Voice Matters" to give citizens an opportunity to express themselves on topics of their choice. She also renewed her request for the district to review the budget portion of Duval County Public Schools' website as an excellent example of financial transparency.

Mrs. Skipper discussed moving away from the American Library Association. Mr. Broskie advised there is no contractual relationship with ALA so no actionable item is required. ALA is noted in the library media policy, so that may be an area also targeted for revision. Mrs. Skipper reiterated a prior suggestion to obtain a software program that would enable staff to produce requested information without using crippling amounts of staff time.

Mrs. Gilhousen noted that the accounting practices utilized by CCSO and CCDS differ, but there is likely not one that is right and one that is wrong.

Mrs. Clark recently toured Marjory Stoneman Douglas. She will be contacting Mrs. Fogarty to discuss the things she learned there, noting the need to keep portables on the forefront and the construction of buildings on the front burner.

Adjournment (12:45 p.m.)

Superintendent of Schools

School Board Chair

DRAFT



School Board of Clay County

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

November 2, 2023 - School Board Organization Meeting

Date: Nov 02 2023 (6:00 p.m.)

Invocation (Pastor Robert Bass, Celebration Church, Orange Park Campus)

Pledge of Allegiance

Call to Order (Present: Erin Skipper, District 1; Mary Bolla, District 2, Beth Clark, District 3; Michele Hanson, District 4; Ashley Gilhousen, District 5; Superintendent David Broskie)

Swearing-In Ceremony (None - not an election year)

Organization of the School Board

1. Elect School Board Chair

Minutes:

Mary Bolla nominated Ashley Gilhousen.

Erin Skipper nominated Michele Hanson.

With no further nominations, the floor was closed for Chair and a verbal vote was taken.

Voting Aye for Ashley Gilhousen: Ashley Gilhousen, Mary Bolla, Beth Clark

Voting Aye for Michele Hanson: Michele Hanson, Erin Skipper

Ashley Gilhousen was elected Chair by a 3-2 vote.

2. Elect School Board Vice Chair

Minutes:

Ashley Gilhousen nominated Mary Bolla.

Erin Skipper nominated Beth Clark.

With no further nominations, the floor was closed for Vice-Chair and a verbal vote was taken.

Voting Aye for Mary Bolla: Mary Bolla, Beth Clark, Ashley Gilhousen

Mary Bolla was elected Vice-Chair by a 3-2 vote.

Superintendent Broskie presented Ashley Gilhousen with a token of appreciation for serving as Board Chair for the past year.

With the Organization of the Board complete, newly re-elected Chair, Ashley Gilhousen, presided over the remainder of the meeting.

3. Establish Date and Time of Meetings

Minutes:

Mary Bolla made a motion, seconded by Erin Skipper, to approve the Superintendent's recommendation:

That the Board establish meeting dates and times for Regular School Board meetings for the period December 2023 through November 2024 as the first Thursday of each month with the exception of the July meeting, due to the July 4th holiday, being held on Thursday, June 27, 2024. All meetings will be held at 6:00 p.m. at Fleming Island High School in the Teacher Inservice Center.

Motion carried 5-0.

The board may consider holding workshops in the evening hours to allow citizens to more easily attend. Discussion on this proposal will be held at a future workshop.

[4. Authorize Payment of Bonds for School Board Chair and Vice-Chair](#)

Minutes:

Motion to approve by Michele Hanson, seconded by Beth Clark.

Motion carried 5-0.

[5. Bank Resolutions Due to Change of School Board Chair and Vice-Chair](#)

Minutes:

Due to the re-election of the current Chair and Vice-Chair, this item was not required and no vote was taken.

Adjournment (6:15 p.m.)

Superintendent of Schools

School Board Chair

DRAFT



School Board of Clay County

November 2, 2023 - Regular School Board Meeting

Date: Nov 02 2023 (6:00 p.m. - immediately following the School Board Organization Meeting)

Student Showcase (Wilkinson Junior High Band Ensemble, Kristen Richard, Sponsor)

Invocation (Given at preceding Organization meeting)

Pledge of Allegiance (Given at preceding Organization meeting)

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

Recognitions and Awards

1. Recognition of Coaches of the Year

Minutes:

John Stilianou, Coordinator of District Athletics, recognized Lantz Lowery, Keystone Heights Jr. Sr. High as the Male Coach of the Year and Ashley Houston, Middleburg High, as the Female Coach of the Year. Mr. Lowery and Ms. Houston were presented with rings.

2. Recognize Art in the Capitol Winner

Minutes:

Christopher Gugel, Coordinator of Fine Arts, recognized Vera Irby (Lakeside Junior High - 8th) for her winning entry in the 2023-2024 6th-8th grade Art in the Capitol Contest. Her monochromatic self-portrait in blue demonstrated the sophisticated application of tints, tones, and shades to create contrast. Florida State Senator Jennifer Bradley, Dustin James, Lakeside Jr. High, Principal, and Sandra Wiggins, Lakeside Jr. High art teacher, were also in attendance.

3. Recognition of Clay High School Class 5A Division Recipients of the Floyd E. Lay Sunshine Cup All-Sports Award

Minutes:

John Stilianou, Coordinator of District Athletics, recognized Clay High School for winning the Class 5A Girls Division of the Floyd E. Lay Sunshine Cup All-Sports Award in the following areas:

- Girls Weightlifting - Coaches: Autumn Null, Rodney Keller - Athletes: Ansley Lyda, Kethnie Gedeon, Brianna Mickler
- Softball - Coach: Matt Lewis - Athletes: McKinsey Bardroff, Kendyll Mann, Bailey Parker
- Soccer - Coach: Stephanie Waugh - Athletes: Erika Martinez, Kaygen Williamson

4. Recognition of the 2023-2024 Clay County Principal of the Year

Minutes:

Superintendent Broskie recognized Wilnitra Dixon, Oakleaf Junior High School, for being selected as Clay County's Principal of the Year.

5. Recognition of the 2023-2024 Clay County Assistant Principal of the Year

Minutes:

Superintendent Broskie recognized Hope Davis, Lakeside Junior High School, for being selected as the Assistant Principal of the Year.

Presenters

School Showcase (Wilkinson Junior High, Nate Warmouth, Principal)

Presentations from the Audience (Public Comment)

6. Public Comment

Minutes:

Public speakers:

- Tara Richardson
- Verniyah Johnson
- Carol Green
- Kristen Taylor
- Russell Benes
- Dennis McInany
- Shari McGriff
- Heather DeVore
- Helena Cormier
- Susan Callahan
- Belinda Kitchens
- Nataly Acosta
- Carol Newbern
- Pamela Henry
- Bruce Friedman
- Tanya Kacsan
- Leigh Ann Lunsford
- Sheila Torres
- Robert Newinkel
- Brian Tucker
- Matt Johnson
- Stephen Mills
- Linda Knapp
- Judith Chapple
- Joshua Saunders
- Adriana Jarquin
- Kenneth Morrow
- Rev. Barry Wright

Consent Agenda

Superintendent

[7. C1 - Minutes of School Board Special Meeting on September 14, 2023; School Board Workshop on September 26, 2023; Student Discipline Hearings and Regular Meeting on October 5, 2023](#)

[2023 Sep 14 Special Mtg.\(Budget\).pdf](#)

[2023 Sep 26 Workshop.pdf](#)

2023 Oct 5 Student Hearings.pdf (Confidential)

[2023 Oct 5 Regular Mtg.pdf](#)

Human Resources

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

[Personnel Consent Agenda 11-02-2023 - Updated.pdf](#)

[9. C3 - Proclamation 24-07 to Establish November 13 - 17, 2023 as National Education Week and November 15, 2023 as Educational Support Professionals' Day](#)

[Proclamation 24-07 National Education Week - Google Docs.pdf](#)

Instruction-Academic Services

10. C4 - Elementary Student Out of State Travel

[WES_Out of State FT.pdf](#)

11. C5 - Amendment 1 to Agreement between the School Board of Clay County and PACE Center for Girls - Clay

[240052 PACE Amd 1.pdf](#)

[Executed 240052 Pace Addendum.pdf](#)

12. C6 - K-12 Academic Services Out of State and Overnight Student Travel

[November 2023 Board Backup.pdf](#)

13. C7 - 2023-2024 Uniform Statewide Assessment Calendar

[K12UniformAssessmentCalendar2324.pdf](#)

Instruction-Career and Technical Education

14. C8 - Approve First Renewal to the School Board of Clay County, Florida Affiliation Agreement with Clay County Rescue

[Affiliation Agreement CCSB and Clay County Fire Rescue.pdf](#)

Instruction-Climate and Culture

15. C9 - Proclamation #24-06 to Establish School Psychologist Week November 6-10, 2023

[School Psychologist Proclamation 2023 .pdf](#)

16. C10 -Clay County District Schools & the University of Central Florida

[Clay County District Schools & the University of Central Florida SW Internship Agreement.pdf](#)

17. C11 - Approval to Advertise and Notice of Public Hearing to Approve Revisions to School Board Policy 4.15 (Tobacco Use)

[4.15 Tobacco Use \(proposed\)3 \(1\).pdf](#)

[Legal Adv. Notice of PH for Revisions to SB Policy 4.15 Tobacco Use.pdf](#)

Business Affairs

18. C12 - Proposed Allocation Changes for 2023-2024

[11.02.23 - 23-24 Allocation Summary \(1\).pdf](#)

Business Affairs-Accounting

19. C13 - Monthly Financial Reports for September, 2023

[August 2023 Monthly Board Property Report.pdf](#)

[July 2023 Monthly Board Property Report.pdf](#)

[September 2023 Monthly Board Financial Report.pdf](#)

[September 2023 Monthly Board Property Report.pdf](#)

[Contracts Signed by Superintendent from \\$50K to \\$100K.pdf](#)

20. C14 - Budget Amendment Report for September 30, 2023

[23-24 Budget Amendments September 2023.pdf](#)

Business Affairs-Property

21. C15 - DELETION OF CERTAIN ITEMS REPORT OCTOBER, 2023

[DELETION OF CERTAIN ITEMS REPORT OCTOBER, 2023.pdf](#)

Business Affairs-Purchasing

22. C16 - BID Renewal

Operations-Facilities

23. C17 - Change Order #1 for Orange Park Junior High School Window Replacement (Buildings 1, 2, 3, & 4)

[Change Order #1 OPJ Window Replacement Buildings 1, 2, 3, & 4](#)

[24. C18 - Purchase Agreement for Sale of Two \(2\) Portable Classrooms and Two \(2\) Sets of Ramps and Stairs at Paterson Elementary School](#)

[LOI County Portable Donation 11.2.23.pdf](#)

[Purchase Agreement & Resolution for Portable Classrooms & Ramps & Steps 11.2.23.pdf](#)

[Resolution & Purchase Agreement for Sale of Portables & Ramps & Steps Contract Review Approval.pdf](#)

[25. C19 - Interlocal Agreement to Sell Low-Priced Diesel Fuel to the Clay County Board of County Commissioners for Use of Fire and Rescue Vehicles in the Keystone Heights Area](#)

[Interlocal Agreement CCSB 2023-2024 Diesel Fuel.pdf](#)

[Interlocal Agreement for Low-Priced Fuel Contract Review Approval.pdf](#)

[26. C20 - Resolution and Option Contract Sale Agreement for .16 Acres at Montclair Elementary School](#)

[MCE Property Resolution.Option Contract.Survey #1.pdf](#)

[MCE Property Resolution.Option Contract.Survey #2.pdf](#)

[Resolution & Option Contract for MCE Property Contract Review Approval.pdf](#)

[27. C21 - Prequalification of Contractors](#)

[Table for Board Backup Contractor Prequal, 11.2.23](#)

[28. C22 - Substantial Completion of Lakeside Junior High School Restroom Renovations](#)

[Substantial Completion LSJ Restroom Renovation.pdf](#)

[29. C23 - Final Completion of Orange Park Junior High School Restroom Renovations](#)

[Final Completion OPJ Restroom Renovation.pdf](#)

Adoption of Consent Agenda

[30. Adoption of Consent Agenda](#)

Motion

Motion to Adopt Consent Agenda

Vote Results (Approved)

Motion: Mary Bolla

Second: Beth Clark

Ashley Gilhousen

Mary Bolla

Beth Clark

Michele Hanson

Erin Skipper

- Aye

- Aye

- Aye

- Aye

- Aye

CCEA Update (None)

CESPA Update (None)

Superintendent's Update and Presentations

[31. Superintendent's Update](#)

Minutes:

Superintendent Broskie shared the attached visual presentation highlighting the following:

- Schools of the Month
- Students of the Month
- Principal Appreciation Month
- Superintendent's Advisory Councils
- Upcoming Events

Discussion Agenda

School Board Attorney

[32. D1 - Public Hearing to Approve as Advertised Revisions to School Board Policy 1.15 \(Parental Rights, Notification and Student Welfare\)](#)

[Legal Adv Revisions to SB Policy 1.15 Parental Rights.pdf](#)

[2023.08.28 Section 1.15 proposed changes.pdf](#)

Minutes:

Chair Gilhousen opened the public hearing. With no one coming forward to speak to the item, the public hearing was closed.

Motion

Motion to Approve as Advertised Revisions to School Board Policy 1.15 (Parental Rights, Notification and Student Welfare)

Vote Results (Approved)

Motion: Michele Hanson

Second: Beth Clark

Ashley Gilhousen - Aye

Mary Bolla - Aye

Beth Clark - Aye

Michele Hanson - Aye

Erin Skipper - Aye

[33. D2 - Contract Negotiations for SRO Services with Clay County Sheriff's Office](#)

Minutes:

Mrs. Bolla shared information she obtained following a meeting with the Sheriff's Office and extended her appreciation to Sheriff Cook and to the citizens who have shared their thoughts and opinions via emails and attendance at public meetings. She advised that comments from faculty, administrators, and the community have gone both ways. She noted that Sheriff Cook has indicated CCDSPD officers would be welcomed into CCSO force with as minimal change as possible. She encouraged faculty, if dissatisfied with the current SRO, to speak with their principal so adjustments can be made. The district has taken full responsibility for SESIR data, which is not reported by CCDSPD and would not be reported by CCSO if they assume responsibility for safety and security. SESIR data relates to the Office of Safe Schools, is governed by statutory requirements, and will continue to come through the district, with necessary training on Synergy. Examples of one mill expenditures include all schools having at least two (2) AED units as well as "stop the bleed" kits. Mrs. Bolla advised that the sheriff will be adding additional personnel to the SRO docket with one person overseeing that area. Total personnel costs for the 2024/2025 year are \$5.6M. CCDS has a master contract with CCDSPD and FOP valid through 6/2025. CCDSPD's current budget is \$3.6M and is within the range for 2024/2025 salaries and benefits and anticipates additional costs the state might require. She advised the transfer of security to CCSO would be an increase of \$2M/year with first-year transition costs projected at \$1.7M, although transition costs may be offset by the transfer of equipment to CCSO. CCDSPD officers are not all trained by CCSO due to schedule conflicts but have taken other courses to meet the requirements of being a trained police force. CCDSPD does not have a unit for special crimes, but it does have officers with experience in those areas. Mrs. Bolla urged the superintendent to include a transition period for SROs if this transfer does proceed so that administrators and SROs may be trained. She also supports retaining additional guardians and working with Operations to determine priorities for the hardening of schools if fewer dollars are available.

Mrs. Hanson noted the prior workshop discussion and funding of charter schools with one mill funds. Her position is that charter schools are Clay County public schools and that separation of equity is not good. Charter school students have tax-paying parents and charter school students are Clay County students and therefore should have congruency - the same training, standards, procedures, expectations, stability, and familiarity with the environment that equals top-notch safety and security. She requested that negotiations include providing charter schools with the same money so they can have the same funds received by other schools, not funding based on student numbers. She expressed confidence in with superintendent and Sheriff Cook to implement the right decisions and protocols for these procedural changes.

Superintendent Broskie noted that the first thing to be addressed is the negotiation of the contract involving multiple agencies. Jeremiah Blocker, School Board Attorney, indicated he will work with Mr. Broskie and CCSO to ensure there are no gaps in transition and services are available either through contract or coverage, ensuring compliance with Florida statutes and within the legal framework. Mr. Broskie indicated he would be bringing additional allocations to the board for guardians and that he has found CCDSPD to be professional, hardworking, and dedicated. He recognized the attributes of CCSO and requested patience as a potential proper transition is planned and, if approved, implemented.

Mrs. Skipper indicated she brought this item to the board out of major concern following considerable conversations with constituents and that it is the board's job to ensure the safety and security of students as well as staff. She also supports equal funding for charter schools, school choice, and parental rights. She further requested that vehicles and equipment be transferred to CCSO because these items had already been purchased by the taxpayers.

Mrs. Clark advised it was her review of grand jury reports that helped her decide to support the proposed transition of safety to CCSO. She advised that issues are more common and dangerous when the police chief reports to the administration and, that when the district controls the officers on campus, it also controls the data and optics. The police chief should be elected or subordinate to the county sheriff, when practicable, and school administrators should never be in authority over school officers. She does not believe the operational cost will be that different. She would like officers to be at charter schools as well and wants to ensure all equipment is transferred through the BCC to CCSO.

Mrs. Bolla requested Mr. Blocker review the statute to know what the one mill requirements are re funding for charters, and also pointed out we have an agreement with CCDSPD officers through 2025, so care must be taken to be aware of that. Mr. Blocker indicated that he would work with Mr. Broskie to ensure the contract is reviewed to determine if it can be assumed and that they fully understand the charters and procedures involved in the transfer of property.

Mrs. Gilhousen agreed that the charter schools deserve protection as every other school in Clay County. For consistency and depth of service, she supports converting to CCSO and indicated the deputies at schools would enhance the community ratios.

Motion

Motion to Approve Contract Negotiations for SRO Services with Clay County Sheriff's Office

Vote Results (Approved)

Motion: Erin Skipper

Second: Michele Hanson

Ashley Gilhousen

Mary Bolla

Beth Clark

Michele Hanson

Erin Skipper

- Aye

- Nay

- Aye

- Aye

- Aye

Human Resources

[34. D3 - Human Resources Special Action A](#)

Minutes:

There was no Human Resources Special Action A.

[35. D4 - Human Resources Special Action B](#)

Minutes:

There was no Human Resources Special Action B.

[36. D5 - Human Resources Special Action C](#)

Minutes:

There was no Human Resources Special Action C.

School Board Attorney Remarks (None)

School Board Member Remarks

[37. School Board Member Comments](#)

Minutes:

Mrs. Hanson expressed appreciation to the state of Florida for moving support from the American Library Association and hopes to add language to be moved into new policy. She plans on having office hours, beginning in January, on the 2nd - 4th Wednesdays of each month (2nd Wednesday - Middleburg Library, 3rd Wednesday - Orange Park Library, 4th Wednesday - Fleming Island Library) from 4:00 - 7:00. She will also hold a monthly community forum, probably on a Tuesday, and will provide additional details in future.

Mrs. Skipper extended appreciation to the bus drivers, the culture in transportation, and the director. She also thanked Tobacco Free Clay for partnering to pass a tobacco policy.

Mrs. Bolla attended a walk-through at Tynes Elementary and spent an afternoon at Wilkinson Junior High working in a number of classes, sharing portions of Florida School Laws with the students and listening to their comments on discussion of the cafeteria food, dress code, tobacco, and library book usage.

Adjournment (8:38 p.m.)

Superintendent of Schools

School Board Chair

DRAFT

December 7, 2023 - Regular School Board Meeting

Title

C2 - Proposed Student Calendar for 2025-2026 School Year

Description

The District Calendar Committee, which is comprised of members who represent all major operations of the school district, elementary and secondary school principals, a school board member, teachers, Clay County Education Association (CCEA), and Clay Educational Staff Professional Association (CESPA), developed a student calendar for the 2025-2026 school year.

Gap Analysis

N/A

Previous Outcomes

Prior years' Student Calendars were Board approved and posted on the district website.

Expected Outcomes

All student/employee calendars require School Board approval to establish school/work schedules for students and employees.

Strategic Plan Goal

N/A

Recommendation

That the Clay County School Board will approve the recommended Student Calendar for the 2025-2026 school year.

Contact

Kelly Watt, Chief of Staff, kelly.watt@myoneclay.net

Financial Impact

None

Review Comments

Attachments

[DRAFT Student Calendar - Student 2025-2026 .pdf](#)



SCHOOL BOARD OF CLAY COUNTY

Student Calendar 2025-2026

Monday, August 4, 2025	First Day, Teacher
Thursday, August 7, 2025	Inservice Day
Monday, August 11, 2025	First Day, Students
Monday, September 1, 2025	Labor Day, Student/Teacher Holiday
Friday, October 10, 2025	End First Grading Period (44 days)
Monday, October 13, 2025	Planning Day/Student Holiday
Tuesday, November 11, 2025	Veterans' Day, Student/Teacher Holiday
Monday, November 24 - Friday, November 28, 2025	Thanksgiving, Student/Teacher Holidays
Friday, December 19, 2025	End Second Grading Period (43 days)
Monday, December 22, 2025- Thursday, January 1, 2026	Christmas/New Year's Break, Student/Teacher Holidays
Friday, January 2, 2026	Planning Day/Student Holiday
Monday, January 5, 2026	Inservice Day/Student Holiday
Tuesday, January 6, 2026	Students Return to School
Monday, January 19, 2026	Martin Luther King Day, Student/Teacher Holiday
Monday, February 16, 2026	Presidents' Day, Student/Teacher Holiday
Friday, March 13, 2026	End Third Grading Period (47 days)
Monday, March 16 - Friday, March 20, 2026	Spring Break, Student/Teacher Holidays
Monday, March 23, 2026	Planning Day/Student Holiday
Tuesday, March 24, 2026	Students Return to School
Friday, April 3, 2026	Good Friday, Student/Teacher Holiday
Friday, April 10, 2026	Fair Day, Student/Teacher Holiday
Monday, May 25, 2026	Memorial Day, Student/Teacher Holiday
Friday, May 29, 2026	Last Day, Students (4th Grading Period - 46 days)
Monday, June 1, 2026	Last Day, Teachers – Planning Day

GRADUATION: Friday, May 22, 2026

EARLY DISMISSAL DAYS

ELEMENTARY SCHOOLS

September 17, 2025 February 13, 2026
 October 31, 2025 April 9, 2026
 December 19, 2025 May 29, 2026

JUNIOR HIGH & HIGH SCHOOLS ONLY

December 17, 18, and 19, 2025
 May 27, 28, and 29, 2026

INTERIM REPORTS TO PARENTS

September 25, 2025
 November 14, 2025
 February 6, 2026
 April 24, 2026

REPORT CARDS TO PARENTS

October 17, 2025
 January 9, 2026
 March 27, 2026
 June 5, 2026

Interim and Report Card
 Grades are Posted in
 StudentVUE and
 ParentVUE

School Board Approved:

December 7, 2023 - Regular School Board Meeting

Title

C3 - 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 11162023.pdf](#)

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
December 7, 2023
TABLE OF CONTENTS**

I. <u>Administrative Actions</u>	
A. 2023-2024 Appointments	I-A, p. 1
B. 2023-2024 Re-Appointments	I-B, p. 1
C. 2023-2024 Redesignations	I-C, p. 1
D. 2023-2024 Transfers	I-D, p. 1
E. 2023-2024 Resignations, Retirements, Conclude Employment	I-E, p. 1
F. 2023-2024 Supplements	I-F, p. 1
II. <u>Job Descriptions and Supporting Documents</u>	
A. Support	II-A, p. 1-7
B. Instructional	II-B, p. 1-2
III. <u>Instructional Actions</u>	
A. 2023-2024 Appointments	III-A, p. 1-2
B. 2023-2024 Reappointments	III-B, p. 1
C. 2023-2024 Redesignations	III-C, p. 1
D. 2023-2024 Transfers	III-D, p. 1
E. 2023-2024 Resignations/Retirements/Conclude Employment	III-E, p. 1
F. 2023-2024 Supplements	III-F, p. 1-4
G. 2023-2024 Pending Appointments	III-G, p. 1
H. 2023-2024 Out of Field	III-H, p. 1
IV. <u>Instructional Miscellaneous Actions</u>	
A. 2023-2024 Summer School	IV-A, p. 1
B. 2023-2024 Community Education	IV-B, p. 1
C. 2023-2024 Adult Education	IV-C, p. 1
V. <u>Instructional Substitute Teacher Actions</u>	
A. 2023-2024 Substitute Teacher Approval (None)	V-A, p. 1
VI. <u>Support Actions</u>	
A. 2023-2024 Appointments	VI-A, p. 1-3
B. 2023-2024 Reappointments	VI-B, p. 1-4
C. 2023-2024 Redesignations	VI-C, p. 1
D. 2023-2024 Transfers	VI-D, p. 1
E. 2023-2024 Resignations/Retirements/Conclude Employment	VI-E, p. 1-2
F. 2023-2024 Supplements	VI-F, p. 1

I. Administrative Actions

A. APPOINTMENT

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

DRAFT

I. Administrative Actions

B. RE-APPOINTMENT

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

DRAFT

I. Administrative Actions

C. RE-DESIGNATION

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

DRAFT

I. Administrative Actions

D. TRANSFER

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

DRAFT

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
BYRNE, DEBRA DENISE COOR, MARKET & FARM TO SCHOOL 12 MONTH	Food & Nutrition Srvc	Effective 2023-10-25 RESIGNATION
RICHARDSON, CATHERINE B DIRECTOR, HUMAN RESOURCE 12 MONTH	Human Resources	Effective 2024-02-01 RETIREMENT

DRAFT

I. Administrative Actions

F. SUPPLEMENT

	Name/Assignment	Site	
0.5	JOHNSON, WHITNEY LOUISE SLE SAFETY PATROL SUPPLEME	Shadowlawn Elementary	Resignation
0.5	MONTORO, BIANCA BLANCHE SLE SAFETY PATROL SUPPLEME	Shadowlawn Elementary	Resignation
	SMITH, ANSLEY POLLI OPJ SOFTBALL FP HD JH SUPPLEME	Orange Park Jr High	Appointment

DRAFT

II. JOB DESCRIPTION ACTIONS

A. Support - Approve the following job descriptions:

REVISED:

Human Resources is leading the revision of all job descriptions throughout the District. This month, the following Support job descriptions have been carefully reviewed and revised. Special care has been taken in review of the Required Qualifications for these job descriptions.

C-3.2.12 - ESE (SEDNET) Case Manager

C-3.2.17 - Medicaid Data Assistant

C-3.2.18 - Professional Learning Assistant (ESE)

Job Locator : C-3.2.12

Title: ESE (SEDNET) Case Manager

Position Grade: Support Salary Schedule

Evaluated By: Supervisor of SEDNET

Job Description:

The **Multiagency Network for Students with Emotional/Behavioral Disabilities** (SEDNET) Case Manager is directly responsible to the Supervisor of SEDNET. He/she will serve in a support relationship with community partners and SEDNET staff.

Responsibilities and duties of this position include:

- ~~Participate in Child Family Staffings and Family Service Planning Teams throughout the three county region. (Clay, Duval, Nassau counties)~~
- Provide direct case management for eligible students **(in Clay, Duval, and Nassau counties)** as designated by the SEDNET Specialist.
- Provide quality control for all SEDNET funded wraparound services.
- Follow up on all clients ~~who have attended FSPT~~ **as assigned by the Supervisor of SEDNET** to ensure that they have been set up with mental health services.
- ~~Ensure that SEDNET data is correctly entered into the FSS Database in a timely manner.~~
- Receive, document, extract data, offer **Family Services Planning Team (FSPT)** and check to see if mental health services have been accessed after notification of a Clay Baker Act.
- Provide training to community partners and schools.
- Work within SEDNET 4 to develop business partnerships and work opportunities for our eligible students.
- Perform such other duties and assume other responsibilities as the **Supervisor of SEDNET or Director** of Exceptional Student may assign.

Required Qualification:

1. **Associates Degree and**
2. **Three (3) years experience working with students with emotional or behavioral issues.**
~~Knowledge of experience in programming and planning for the educational and/or at risk of emotional or behavioral disability.~~
3. Effective interpersonal skills.
4. Strong verbal communication skills.

Desired Qualifications:

1. Bachelor's Degree
2. Experience collaborating with agency and community personnel
3. ~~Experience with automated management of data.~~

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds		X		
Lifting/carrying object between 21-50 pounds			X	
Standing for sustained period of time		X		
Stooping/bending		X		
Walking for sustained periods of time		X		
Climb steps, stools or ladders		X		
Kneeling/crouching		X		
Twisting		X		
Pushing/pulling carts or other such objects		X		
Reach above shoulders			X	
Repetitive motions of the wrists, hands and fingers			X	
Operation of power tools, mechanical equipment		X		

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.	X			
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.				X
Working with equipment or performing procedures where carelessness could result in injury		X		
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.				X

Board Approved: 06/29/2017

Revised: 12/07/2023

Job Locator: C-3.2.17

Title: Medicaid Data Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of Exceptional Student Education and Student Services

Job Description:

The Medicaid Data Assistant ~~provides support~~ **is responsible** for all Medicaid related billing processes for the district. This individual will serve in a support relationship with district and state partners, as well as ESE staff. The Medicaid Data Assistant is directly responsible to the Director of Exceptional Student Education ~~and Student Services~~.

Responsibilities and duties of this position include:

1. Quarterly verifies and compiles data and financials for School District Administrative Claiming reports.
2. Compiles participant roster and verifies state job codes for Random Moment Time Sampling for participation in the School District Administrative Claiming program.
3. Secures reimbursement of fee for service billings through the Medicaid Certified School Match program for school based professional services.
4. Serves as a liaison between ~~the School Board of Clay County~~ **District Schools**, Agency for Healthcare Administration, Department of Education, and Florida State Medicaid District.
5. Monitors and follows all state and federal Medicaid guidelines.
6. Ensures retention of electronic and physical documents and records according to the Agency for Healthcare Administration, the Centers for Medicare and Medicaid Services, and ~~School Board of Clay County~~ **District Schools'** policies.
7. Provides and prepares training and support materials and procedures for users. This may include developing procedures, developing a sequence for training, and providing updates to ~~Acceify~~ users.
8. Keeps accounting of all Medicaid Reimbursement budgets and monitors the progress toward receipt of expected reimbursement funds throughout the fiscal year.
9. Performs other such duties and assume other responsibilities as the Director of Exceptional Student Education ~~and Student Services~~ may assign.

Required Qualifications:

1. Knowledge of Medicaid procedures, billing, and reimbursement requirements.
2. High School graduate or have passed the GED equivalency examination.
3. Possess a combination of previous education, training, and/or experience which provides for an equivalent background necessary to perform the work.

4. Five (5) Two years of experience in data processing, and data management, and budgeting/ accounting.
5. Effective interpersonal skills.

Desired Qualifications:

1. Associates Degree or higher

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds			X	
Lifting/carrying object between 21-50 pounds			X	
Standing for sustained period of time			X	
Stooping/bending			X	
Walking for sustained periods of time			X	
Climb steps, stools or ladders			X	
Kneeling/crouching			X	
Twisting			X	
Pushing/pulling carts or other such objects			X	
Reach above shoulders			X	
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment			X	

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in a normal office environment with few physical discomforts.	X			
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.			X	
Working with equipment or performing procedures where carelessness could result in injury				X
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.				X

Board Approved: 06/28/2018

Revised: 12/07/2023

Job Locator: C-3.2.18

Title: Professional Development Learning Assistant (ESE)

Position Grade: Support Salary Schedule

Evaluated by: Director of Exceptional Student Education and ~~Student Services~~

Job Description:

The Professional Development Learning Assistant provides support for the development and implementation of instructional and support professional development and inservice activities within the ESE department. This individual ensures necessary documentation is complete and coordinates with other departments and agencies to meet certification requirements and maintain necessary records. The Professional Development Learning Assistant is directly responsible to the Director of Exceptional Student Education and ~~Student Services~~.

Responsibilities and duties of this position include:

1. Assists with the review and evaluation of professional development learning plans, components, activities and budgets.
2. Processes professional development learning and inservice certification records, including the required ESE components for all instructional personnel.
3. Collaborates with district partners, including other school districts and agencies, to ensure all documentation necessary for add-on endorsements is complete.
4. Serves as a liaison between Department of Education Discretionary Projects, area consortia, and Exceptional Student Education.
5. Monitors and follows all state guidelines for protocol standards and compliance with Individuals with Disabilities Act (IDEA) requirement.
6. Compiles Master Inservice Plan and Professional Development Learning documents and updates components to align with current state laws and rules.
7. Provides and prepares training and support materials and procedures for users. This may include developing procedures, developing a sequence for training, and provides updates to all staff.
8. Performs other such duties and assumes other responsibilities as the Director of Exceptional Student Education and ~~Student Services~~ may assign.

Required Qualifications:

1. Knowledge of professional development learning procedures and requirements.
2. High School graduate or have passed the GED equivalency examination.
3. Possess a combination of previous education, training, and/or experience which provides for an equivalent background necessary to perform the work.

4. Five (5) Two-years of experience in data processing and data management.
5. Effective interpersonal skills.

Desired Qualifications:

1. Associates degree or 60 hours of college coursework.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds			X	
Lifting/carrying object between 21-50 pounds			X	
Standing for sustained period of time			X	
Stooping/bending			X	
Walking for sustained periods of time			X	
Climb steps, stools or ladders			X	
Kneeling/crouching			X	
Twisting			X	
Pushing/pulling carts or other such objects			X	
Reach above shoulders			X	
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment			X	

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in a normal office environment with few physical discomforts.	X			
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.			X	
Working with equipment or performing procedures where carelessness could result in injury			X	
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.				X

Board Approved: 06/28/2018

Revised: 12/07/2023

B. Instructional - Approve the following job description:

NEW:

I-2.2.103 - Adult Education Corrections Teacher

Clay County ACE has been awarded Adult Education and Family Literacy Act (AEFLA) funding to increase educational services at the Clay County Jail (CCJ). This teacher will serve as a dedicated full time instructor to provide Adult General Education/Career and Technical Education courses and to expand community partnerships that provide transitional and workforce programming at the facility. Responsibilities include:

- Adult Basic Education (ABE), General Education Development (GED) Instruction and Comprehensive Adult Student Assessment Systems (CASAS)
- ESOL Instruction
- Assist in development of Integrated Education & Training programs that align with Regional Demand Occupations List
- Work with CCJ Program Unit Supervisor to monitor program needs and enrollment
- Serve as community liaison for workforce development and transitional services

Job Locator: I-2.2.103

Title: Adult Education Corrections Teacher

Position Grade: Teacher Salary Schedule 11 month

Evaluated By: Supervisor of Adult & Community Education

Adult Education Corrections Teacher

Adult Education Corrections Teacher will be the primary Adult Basic Education (ABE), General Education Development (GED), and Career and Technical Education (CTE) instructor for incarcerated individuals at the Clay County Jail (CCJ). They will report directly to the Supervisor of Adult & Community Education and assist in the development, implementation, and oversight of continuing education and workforce development programs for CCJ.

Responsibilities and duties of this position include:

1. Provide Adult Education instruction to CCJ inmates, including but not limited to ABE/GED/ESOL and CTE
2. Provide instruction and resources to inmates regarding employability skills and job procurement
3. Attend all orientation and in-service programs as prescribed by the Supervisor of Adult & Community Education
4. Utilize varied techniques and materials to deliver individualized instruction that meet the diverse learning needs of inmates
5. Assist in maintaining contracts/affiliation agreements between CCJ's Adult Education program and participating partners
6. Provide guidance in job development options through employer networking
7. Work alongside the Coordinator of Workforce Development to assist in cultivating and maintaining partnerships with other regional Adult Education organizations, local community organizations, schools and businesses to support re-entry services
8. Serve on Clay County Adult & Community Education's Career Pathways Committee
9. Partner with CCJ to organize outreach activities for community agencies that provide educational services and resources to the facility
10. Collaborate with CCJ facility staff to ensure a safe and productive learning environment
11. Coordinate all testing to include: Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment Systems (CASAS), GED testing, and career certification testing for CCJ

Required Qualifications

1. Currently possesses, or has eligibility to receive a valid Florida Educator's Certificate.
2. Currently possesses a Bachelor degree or higher.

Desired Qualifications:

1. Knowledge of CASAS/TABE/GED assessments
2. Academic strengths in the areas of Language Arts and Math
3. Experience in ABE/GED/CTE instruction

Board Approved: 12/07/2023

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BELL, ADELLE MARIE OHS TEACHER, FOREIGN LANG, SH 10 MONTH	Oakleaf High School	Effective 2023-10-30 10 MONTH / Instructional Probationary Annual
BROWN, CHASSITY DOMINIQUE AES TEACHER, SC, THIRD GR 10 MONTH	Argyle Elementary	Effective 2023-11-08 10 MONTH / Instructional Probationary Annual
CARTER, KAYLA MICHELE POE TEACHER, SC, FIFTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2023-11-02 10 MONTH / Instructional Probationary Annual
CHAPMAN, KRISTEN DANIELLE CHE TEACHER, SC, FOURTH GR 10 MONTH	Clay Hill Elementary	Effective 2023-11-03 10 MONTH / Instructional Probationary Annual
CRESPO, ALICIA JESSIE OHS TEACHER, HEALTH SCIENCE ED 10 MONTH	Oakleaf High School	Effective 2023-10-30 10 MONTH / Instructional Probationary Annual
DAVEY, KAYLA LYNN AES TEACHER, SC, KINDERGARTEN 10 MONTH	Argyle Elementary	Effective 2023-10-13 10 MONTH / Instructional Probationary Annual
ECKERSBERG, KATHLEEN CGE VE SELF-CONTAINED-EBD 10 MONTH	Coppergate Elementary	Effective 2023-10-20 10 MONTH / Instructional Probationary Annual
GOODE, TAMBRA DENEICE POE VE SELF-CONTAINED-ASD 10 MONTH	Plantation Oaks Elementary	Effective 2023-11-02 10 MONTH / Instructional Probationary Annual
GUERRERO, ELMA JANE CGE TEACHER,PRE-K/ BEHAVIOR ESE 10 MONTH	Coppergate Elementary	Effective 2023-11-07 10 MONTH / Instructional Probationary Annual
JACKSON JR, JOSEPH MATTHEW CHE TEACHER, SC, THIRD GR 10 MONTH	Clay Hill Elementary	Effective 2023-10-26 10 MONTH / Instructional Probationary Annual
JOHNSTON, ELIZABETH ANN SPS TEACHER SC KINDERGARTEN 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2023-10-30 10 MONTH / Instructional Probationary Annual
KEYWORTH, JENNIFER LEE LES TEACHER,PRE-K/ BEHAVIOR ESE 10 MONTH	Lakeside Elementary	Effective 2023-10-13 10 MONTH / Instructional Probationary Annual
MESTAS, DAVID BRADFORD MHS TEACHER, SCIENCE, SH 10 MONTH	Middleburg High	Effective 2023-10-30 10 MONTH / Instructional Probationary Annual
MOULIN, JESSI LOUISE SPS VE SELF-CONTAINED-ASD 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2023-10-30 10 MONTH / Instructional Probationary Annual
SANTILLAN, MARCO A OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2023-10-16 10 MONTH / Instructional Probationary Annual
VALENTIN, LINDITA IDRIZI POE VE SELF-CONTAINED-ASD 10 MONTH	Plantation Oaks Elementary	Effective 2023-10-19 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
WILSON, KENNETH SCOTT RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2023-11-06 10 MONTH / Instructional Probationary Annual

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	Previous Assignment
0.8	SPIRATOS, FARRAH YVONNE ESE TEACHER, SPEECH CLINICIAN SPECIAL	Green Cove Springs Junior High	Effective 2023-10-16 / redesignated from / ESE TEACHER, SPEECH CLINICIAN / SPECIAL

DRAFT

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
ASKEW-SHARP, JENNIFER ANN OVE TEACHER, SCIENCE, ELEM 10 MONTH	Plantation Oaks Elementary	Effective 2023-11-27 /transfer from / POE TEACHER, SC, SECOND GR
CULLIVER, JARROD PATRICK TES TEACHER, ORTHOPED IMPAIR 10 MONTH	Tynes Elementary	Effective 2023-10-23 /transfer from / AES TEACHER, PHYSICAL ED EL
FARLEY, KRISTA CRUISE LAE VE SELF-CONTAINED-ASD 10 MONTH	Middleburg High	Effective 2024-01-05 /transfer from / MHS VE SELF- CONTAINED-IND

DRAFT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
CONNER, COURTNEY DENISE CHE TEACHER, SC, FIRST GR 10 MONTH	Clay Hill Elementary	Effective 2023-11-09 RESIGNATION
FARMER, CARRIE ELIZABETH CEB TEACHER, SC, FIFTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2023-10-20 RESIGNATION
FROESS, ALISON M MBE TEACHER, SC, SECOND GR LNG TRM	Middleburg Elementary	Effective 2023-10-30 RESIGNATION
FULMER, RICHARD SEAN KHH TEACHER, INDUSTRIAL ED 10 MONTH	Keystone Heights High School	Effective 2023-10-24 RESIGNATION
GOMEZ, KRISTI MCGOWIN STS CURR SPEC 12 MO 12 MONTH	CLIMATE AND CULTURE	Effective 2023-11-02 RESIGNATION
JOHNSON, CAITLIN ADELE BLC VE SELF-CONTAINED-EBD 10 MONTH	Bannerman Learning Center	Effective 2023-11-09 RESIGNATION
PIECUCH, MEGAN LORBERAU TBE TEACHER, SC, FIFTH GR 10 MONTH	Thunderbolt Elementary	Effective 2023-12-20 RESIGNATION
RICHARDSON, DANIELLE ESTERIAL OHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	Effective 2023-11-17 RESIGNATION
ROBLES, MARIA JOSEFINA STS STUD SERV PSYCH 12 MO 12 MONTH	CLIMATE AND CULTURE	Effective 2023-11-03 RESIGNATION
WALLS, MELANIE DAWN KHH TEACHER, MATHEMATICS, SR 10 MONTH	Keystone Heights High School	Effective 2024-01-26 RETIREMENT
WESTMORELAND, MICHAEL WAYNE DOE TEACHER, SC, SIXTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2023-10-23 RESIGNATION
WILLIAMS, LESLIE D OPH TEACHER, ROTC/MILITARY SH 11 MONTH	Orange Park High	Effective 2024-01-31 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	ABRAMOWICH, STANLEY OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Resignation
	BAKER ALLEN, ALICIA M MBE DEPT HD (3-5) SUPPLEME	Middleburg 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
	BROWN, ANGELIA RENAY OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
	BYRD, ZACHARY JAMES OLJ BASEBALL HEAD JH SUPPLEME	Oakleaf Junior High School	Appointment
0.5	CABALLERO, KYLE R ELE TRACK ELEM COOR SUPPLEME	Discovery Oaks Elementary	Appointment
	CALLAHAN IV, DANIEL ROBERT KHH FOOTBALL ASST SH 75% SUPPLEME	Keystone Heights High School	Appointment
	CARR MARTIN, JONATHAN THOMAS OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
	CARR MARTIN, JONATHAN THOMAS OPH FOOTBALL ASST SH 75% SUPPLEME	Orange Park High	Appointment
0.5	CASCANET, SARA CHRISTINE LAJ NATION JUNIOR HONOR SOC SUPPLEME	Lake Asbury Junior High School	Resignation
	DASKAWISZ, SUSAN TERESA POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Resignation
	DESANTIS, DANTE FAUST OHS SOCCER HEAD JV SUPPLEME	Oakleaf High School	Appointment
0.1	DUBIS, KIMBERLY N BLC (.128) SIXTH PERIOD SUPPLEME	Bannerman Learning Center	Appointment
	FERNANDEZ, JASON MICHAEL KHH WRESTLING ASST SH SUPPLEME	Keystone Heights High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	FRANKLIN, MACHELE DEVON OLJ BASKETBALL HD JH SUPPLEME	Oakleaf Junior High School	Appointment
0.5	GANEY, MATTHEW THOMAS ELE TRACK ELEM COOR SUPPLEME	Grove Park Elementary	Appointment
	GODDARD, CHRISTOPHER DANIEL OPJ TRACK ASST JH SUPPLEME	Orange Park Jr High	Resignation
	GODDARD, CHRISTOPHER DANIEL OPJ TRACK HD JH SUPPLEME	Orange Park Jr High	Appointment
	GOOD, REGINALD ALLEN KHH BASKETBALL HD JH SUPPLEME	Keystone Heights High School	Resignation
	GRAHAM, CLARISSA BERNADETTE OPJ SOFTBALL FP HD JH SUPPLEME	Orange Park Jr High	Resignation
	GRAHAM, CLARISSA BERNADETTE OPJ TRACK ASST JH SUPPLEME	Orange Park Jr High	Appointment
	GROVES, KRISTA DANIELLE OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
0.7	HACKETT, BRITTANY NICOLE CHS CHEERLEADING VARSITY SUPPLEME	Clay High	Appointment
0.5	HALL-FOURNOY, DIAMA FELICIA OLJ CHEERLEADING JH SUPPLEME	Oakleaf Junior High School	Appointment
	HILTON, TERESA G POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Appointment
0.5	JOHNSTON, JENNIFER GARDNER OLJ CHEERLEADING JH SUPPLEME	Oakleaf Junior High School	Appointment
0.5	KIRKLAND, KASSANDRA MARIE MHS VOLLEYBALL ASST SH SUPPLEME	Middleburg High	Appointment
	LANIEL, DOUGLAS ROBERT OPH SWIMMING HD SH SUPPLEME	Orange Park High	Appointment
	LUECKERT, MICHAEL THOMAS SUPPORT PEER TEACHER SUPPLEME	Middleburg High	Resignation
	MARSHALL, DARRIUS DEON CURRIE RHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Resignation
	MARSHALL, DARRIUS DEON CURRIE	Ridgeview High School	Resignation

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	RHS FOOTBALL ASST SH 75% SUPPLEME		
	MATTHEW, ANGELA ALICE SUPPORT PEER TEACHER SUPPLEME	Middleburg High	Appointment
	MAYS, CULLENA LAVON OLJ ESE INTERVENTION FAC. SUPPLEME	Oakleaf Junior High School	Appointment
	MCKENZIE, NEIL WILLIAM CTE CO-CURR CLUB SUPPLEME	Wilkinson Jr High	Resignation
	MCLAIN, ERIN MIRANDA CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Appointment
	MILLER, TYLER ALLAN OPH BASKETBALL ASST SH SUPPLEME	Orange Park High	Resignation
0.5	MITCHELL, JORDAN MADISON FIE ESE INTERVENTION FAC. SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Resignation
0.7	MOBLEY, GENELL HOPE CHS CHEERLEADING JV SUPPLEME	Clay High	Appointment
	MUDGE, KENNETH ROSS KHH FOOTBALL HD JV 75% SUPPLEME	Keystone Heights High School	Appointment
	POWELL, ARINTON D OPH BASKETBALL ASST SH SUPPLEME	Lakeside Elementary	Appointment
	REDDICK, JENEA BRITTANNEA OHS VOLLEYBALL ASST SH SUPPLEME	Oakleaf High School	Appointment
	RICHARD, KRISTEN L WJH BAND DIR JH SUPPLEME	Wilkinson Jr High	Appointment
	RICHARD, KRISTEN L WJH BAND END OF YEAR 2 FEST SUPPLEME	Wilkinson Jr High	Appointment
	ROBBINS, MICHELLE MAE SUPPORT PEER TEACHER SUPPLEME	Rideout Elementary	Appointment
0.5	ROOT, SILAS WESLEY OLJ ESE INTERVENTION FAC. SUPPLEME	Oakleaf Junior High School	Resignation
	RUSSO, JANE MARIE OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Resignation
	SHANNON, KELSEY RAE CHS VOLLEYBALL HD JV SUPPLEME	Clay High	Appointment
	TOBLER, ULYSSES MHS FLAG FOOTBALL HD SH/JH SUPPLEME	Middleburg High	Appointment
	TOBLER, ULYSSES	Middleburg High	Resignation

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	MHS TRACK HD SH SUPPLEME		
	VALERO, GARY B OPH SOCCER HEAD JV SUPPLEME	W.E. Cherry Elementary	Appointment
	WALLS, MELANIE DAWN KHH CHEERLEADING VARSITY SUPPLEME	Keystone Heights High School	Resignation
0.5	WILSON, LONZELL JAMAAR OLJ FOOTBALL ASST JH 25% SUPPLEME	Oakleaf Junior High School	Appointment
0.5	WILSON, LONZELL JAMAAR OLJ FOOTBALL ASST JH 75% SUPPLEME	Oakleaf Junior High School	Appointment
	WILSON, SHARON HELENE SUPPORT PEER TEACHER SUPPLEME	Coppergate Elementary	Appointment

DRAFT

III. INSTRUCTIONAL ACTIONS 2023-2024

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 2023-2024

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 2023-2024

B. COMMUNITY EDUCATION

Appointments

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2023-2024

C. ADULT EDUCATION

Appointments

NONE

DRAFT

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2023-2024

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

DRAFT

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	ALVES, KIMBERLY NICHOLE OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2023-10-13 9 MON SU / Annual
	AURELIO, CHRISTINA MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-10-23 TRANSPOR
0.9	AVILA, MIRNA ELIZABETH FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2023-10-25 9 MON SU / Annual
0.9	BAXLEY, REBECCA LANELL CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2023-10-24 9 MON SU / Annual
	BELLAMY, DIANA MNT CUSTODIAN 12 MO SU	Division of Support Srvc	Effective 2023-11-01 12 MO SU / Re-employed retiree, A/C support
0.9	BORSELLINO, ANNE RUTH TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2023-10-17 9 MON SU / Annual
	BOUTILIER II, DAVID DELANE CHS CAFE ASSISTANT 5 HOURS 9 MON SU	Clay High	Effective 2023-10-30 9 MON SU / Annual
	BREWER, HEATHER ANN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-10-23 TRANSPOR / Annual
	BRITOS, JESSICA OHS CAFE ASSISTANT 5 HOURS 9 MON SU	Oakleaf High School	Effective 2023-10-23 9 MON SU / Annual
	CERCY-JEFFERS, SANDRA Y WES CAFE ASSISTANT 3 HOURS 9 MON SU	Wilkinson Elementary	Effective 2023-10-13 9 MON SU / Annual
	DABROWSKI, EVELYN CHRISTINE MRE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Mcrae Elementary	Effective 2023-10-17 9 MON SU / Annual
0.8	DELEON, JULIA TERESA DIS TITLE I ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2023-10-23 9 MON SU / Annual
0.9	ESLIK, MAKBULE PELIN FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2023-10-30 9 MON SU / Annual
	FLYNN, KATHI RHS SCHOOL SEC ADMINISTRATION 10 MONTH	Ridgeview High School	Effective 2023-10-16 10 MONTH / Annual
	FOUNTAIN, LAUREN MICHELE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-10-23 TRANSPOR / Annual
	GORDON, KEITH DOUGLAS OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2023-10-12 12 MO SU / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	HENRY, JACOB A CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2023-10-26 9 MON SU / Annual
	HURTADO, DIANA PRECILA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-10-23 TRANSPOR / Annual
	JAY CLANTON, MICHELLE D TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-10-20 TRANSPOR / Annual
	KEENEY, CAROLINE ANDREA OLJ CAFE ASSISTANT 5.75 HOURS 9 MON SU	Oakleaf Junior High School	Effective 2023-10-19 9 MON SU / Annual
0.9	KEITT, SAMUEL BERNARD OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	Effective 2023-10-17 9 MON SU / Annual
	LATNER, LORRIE A RVE CAFE ASSISTANT 3 HOURS 9 MON SU	Ridgeview Elementary	Effective 2023-10-26 9 MON SU / Annual
	LEE, BOBBIE SUE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-10-23 TRANSPOR / Annual
	LUZUNARIS, FRANCIS A WJH MEDIA TECHNICAL ASST 10 MONTH	Wilkinson Jr High	Effective 2023-10-23 10 MONTH / Annual
	MELLENDEZ MALDONADO, ELIZABETH OPJ CAFE ASSISTANT 3.5 HOURS 9 MON SU	Orange Park Jr High	Effective 2023-10-25 9 MON SU / Annual
	MELZAK, RENEE NICOLE PES REGISTERED NURSE 10 MONTH	Robert M. Paterson Elementary	Effective 2023-10-26 10 MONTH / Annual
0.9	MILLER, AMANDA LEEANNE KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2023-10-18 9 MON SU / Annual
	MOCK, BRITTANY LEE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-10-23 TRANSPOR / Annual
0.9	MORGAN, MICHELLE CLAIRE TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2023-10-17 9 MON SU / Annual
	OBOSLA, HOLLY K TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-10-23 TRANSPOR / Annual
	PARKER, DEBRA CAROLINE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-10-23 TRANSPOR / Annual
0.8	PARRALES, MADISON HALEY DIS TITLE I ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2023-10-16 9 MON SU
0.9	RIVERA, SARA MARIE	Middleburg High	Effective 2023-10-18

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	MHS GENERAL HEALTH ASSISTA 9 MON SU		9 MON SU / Annual
	ROBLES LOPEZ, EDGARD R WEC CUSTODIAN 12 MO SU	W.E. Cherry Elementary	Effective 2023-10-13 12 MO SU / Annual
	RODERICK, RACHEL ANN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-10-23 TRANSPOR / Annual
0.8	RUSSELL, JANE JUNG POE GENERIC CLASSROOM ASSISTAN 9 MON SU	Plantation Oaks Elementary	Effective 2023-10-17 9 MON SU / Annual
	SANCHEZ VIERA, ANA MARIA MNT CUSTODIAN 12 MO SU	Division of Support Srvc	Effective 2023-10-23 12 MO SU / Annual
	SANTILLAN, TANIA ELIZABETH CVA ESE SEC 12 MO 12 MO SU	Clay Virtual Academy	Effective 2023-10-30 12 MO SU / Annual
0.8	SCHEFANO, DEVON MICHAEL DIS TITLE I ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2023-10-23 9 MON SU / Annual
	SPERA, DIANE M SBJ TITLE I ASSISTANT 9 MON SU	S. Bryan Jennings Elementary	Effective 2023-10-24 9 MON SU / Annual
	TRIMMER, JASON DAVID KHE CUSTODIAN 12 MO SU	Keystone Heights Elementary	Effective 2023-10-31 12 MO SU / Annual
	TROUTT, CHARLES DAVID SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-10-09 12 MO SU / AC Safety and Security
	TURNER, SUSAN MAY TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-11-03 TRANSPOR / Annual
	VIERA SANCHEZ, ANDREA PAOLA RHS CAFE ASSISTANT 3.5 HOURS 9 MON SU	Ridgeview High School	Effective 2023-10-31 9 MON SU / Annual
0.9	WHITING, ASHLEY BROOK ROE GENERAL HEALTH ASSISTA 9 MON SU	Rideout Elementary	Effective 2023-10-30 9 MON SU / Annual
	WINDHAM, CHRISTINA DAWN RHS CAFE ASSISTANT 3.5 HOURS 9 MON SU	Ridgeview High School	Effective 2023-10-17 9 MON SU / Annual
0.9	WRIGHT, ELEKTRA MONET RHS GENERAL ASSISTANT 9 MON SU	Ridgeview High School	Effective 2023-10-19 9 MON SU / Annual

VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
	ALEGRE, GLORIA CECILIA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
	ANDERSON, DEBORAH KAY TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	ANDRES, DONNA RAE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	BEASLEY, RITA DENISE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
	BRESHEARS, CASEY ALAN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	BROWN, HEATHER ANNE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
	BUSKILL, CASSANDRA LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	BYRD, SHELIA VERNESE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	CADET, VALERIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	CARMICHAEL, SHIRLEY MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	CASEY, LORRAYNE L TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	CHAPMAN, CODY ROBERT TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	CHRISTMAN, FIONA ANNE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	DEAN, TENISHA ANTIONETTE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	DEGOLYER, MICHEAL TYLER TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
	EDWARDS, SHERRY YVONNE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	EVANS, APRIL MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	GALLOWAY-OKELLEY, JENNIFER M TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
0.9	GYAMERA, PEARL O	W.E. Cherry Elementary	9 MON SU / Multi-Year

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	WEC BEHAVIORAL HEALTH ASST 9 MON SU		Conditional
0.9	HILL, CRYSTEL ANN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	9 MON SU / Multi-Year Conditional
	HILL, VICTORIA MARY TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
	JACKSON JR, EDWARD CHARLES TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	JACKSON, JONATHAN C WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	9 MON SU / Multi-Year Conditional
	JACKSON, LINDA PAULINE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	JAEGER, SHIRLEY M TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
	KOLOSKY, PATRICIA IRENE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	LAVANE, DARLENE MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	LEE, JAMES EARL TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MARQUEZ, MARIA JESUS TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
	MELTON, WINONA LEONA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MERCHAN CAJAS, GUSTAVO E TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
	METZLER, TAMARA DAWN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MILAM, KATHERINE DAWN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MILLER, AMY LAVITA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MOORE, CINDY JEAN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MORRIS, TERRY LYNN TRN ESE ASST/BUS MONITOR	Transportation	TRANSPOR / Annual

VI. Support Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
TRANSPOR		
MOSLEY, PAMELA INEZ TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
MOSLEY, WAYNE BRYANT TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
MOTE, MITCHELL WADE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
NEEL, ANNE MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
POLANCO, DULCE M TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
POTOCKI, RUTH ANN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
POWERS, KARLA ANN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
PURVIS, MARY JOANNE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
RIVERA, IRENE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
RODRIGUEZ SICKLER, MAYRA MEMIJE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
SALLIE, STEPHANIE L TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SAMUELS, VIVIAN JOYCE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SNYDER, KERRIE ANN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
SOLANO, BEVERLY A TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR /
SOLOMON, KENISHA KEERA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual
TUCKER, BRIAN ALLEN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
VANWIE, HEATHER LYNN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
WALL, CANDIDA MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional

VI. Support Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
WEAVER, EVONNE MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
WEISKITTEL, ELISABETH MANUELA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
WHITTON, GLENDA MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
ZAYAS, ANTHONY PHILLIP TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Annual

DRAFT

VI. Support Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.9	ARABIE, SHARON ROSE SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2023-09-27 / redesignated from / SPS BEHAVIORAL HEALTH ASST / 9 MON SU
0.9	BURNETT, JEANETTE MARIE PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2023-09-27 / redesignated from / PES GENERAL ASSISTANT / 9 MON SU
0.9	FAGAN, EMMIE GRACE SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	EFFECTIVE 2023-08-08 TRANSFER FROM MHS CHILD CARE ASST
0.9	HAGER, LAUREN DENISE SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	EFFECTIVE 2023-08-08 TRANSFER FROM LAE BEHAVIORAL HEALTH
	HOUSTON, KARLENE K ACE TESTING/PROGRAM SPECIALIST 12 MO SU	Adult/Community Education	Effective 2023-10-06 / redesignated from / ACE TESTING/PROGRAM SPECIALIST / 12 MO SU
0.9	HUTCHINS, CARRIE APRIL SPS GENERAL ASSISTANT 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2023-09-27 / redesignated from / SPS GENERAL ASSISTANT / 9 MON SU
0.9	PENNY, KYRA EILEEN SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2023-09-27 / redesignated from / SPS BEHAVIORAL HEALTH ASST / 9 MON SU
	REEMELIN, MARTHA JACQUELINE SUPPORT - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2023-10-25 / redesignated from / ESE PHYSICAL THERAPY ASSISTANT / LNG TRM
0.9	SCHAGE, SELA CORAL PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2023-09-27 / redesignated from / PES GENERAL ASSISTANT / 9 MON SU
0.9	WILLIAMS, LATASHA E SPS GENERAL ASSISTANT 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2023-09-27 / redesignated from / SPS GENERAL ASSISTANT / 9 MON SU
0.9	WRIGHT, SUSAN JAYNE PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2023-09-27 / redesignated from / PES GENERAL ASSISTANT / 9 MON SU
0.9	YATES, SKYLER MICHELLE KAY SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2023-09-27 / redesignated from / SPS BEHAVIORAL HEALTH ASST / 9 MON SU

VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	CUNNINGHAM BLAKE, WILLIAM HESHAM TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2023-11-06 /transfer from / MNT CUSTODIAN
0.9	CUSTER, BARBARA LYNN LES GENERAL HEALTH ASSISTA 9 MON SU	Lakeside Elementary	Effective 2023-11-06 /transfer from / LES BEHAVIORAL HEALTH ASST
	FOGARTY, SARAH RUTH TRN ROUTING DISPATCHER 12 MO SU	Transportation	Effective 2023-10-23 /transfer from / TRN ADMIN SUPPORT ASSISTANT
	HARPER, RHONDA LEE TRN CUSTODIAN 12 MO SU	Transportation	Effective 2023-11-06 /transfer from / KHE CUSTODIAN
	JUSTICE-STEINMAN, MICHELLE MARITA-GAB ITS DATA BASE SPECIALIST 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2023-11-06 /transfer from / ITS DATA SERVICES ASSISTANT
	O NEILL, KEVIN PAUL MNT CUSTODIAN 12 MO SU	Division of Support Srvc	Effective 2023-11-06 /transfer from / OVE CUSTODIAN
	PEREZ CRUZ, YAMUEL OMAR ITS PROGRAMMER/ANALYST 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2023-11-06 /transfer from / ITS DATA BASE SPECIALIST
	SMITH III, HAROLD GCJ CUSTODIAN 12 MO SU	Green Cove Springs Junior High	Effective 2023-10-23 /transfer from / MNT CUSTODIAN
	STRONG, COLLEEN ANN RVE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Ridgeview Elementary	Effective 2023-10-23 /transfer from / RVE CAFE ASSISTANT 3 HOURS
0.9	ZILLMER, NICOLE M POE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2023-10-23 /transfer from / POE BEHAVIORAL HEALTH ASST

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ANDERSON, ROGER A ROE HEAD CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2023-11-20 RESIGNATION
	AURELIO, CHRISTINA MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-10-24 Conclude Employment
0.9	BRILEY, KIMBERLY JASMINE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2023-11-01 RESIGNATION
	CORTEZ, MARIA DE JESUS TRN ESE ASST/BUS MONITOR LNG TRM	Transportation	Effective 2023-10-31 CONCLUDE EMPLOYMENT
0.9	COUCH, ELIZABETH HUBBARD PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2023-10-12 RESIGNATION
	DABROWSKI, EVELYN CHRISTINE MRE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Mcrae Elementary	Effective 2023-10-19 RESIGNATION
0.9	FRANKLIN, ALLISSA DIANE MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2023-11-02 RESIGNATION
	GORALCZYK, JOSHUA PATRICK CAFE/KITCHEN EQUIP TECH 12 MO SU	Division of Support Svcs	Effective 2023-10-10 RESIGNATION
	HAMPSHIRE, SHAWN ISAIAH GCJ CUSTODIAN 12 MO SU	Green Cove Springs Junior High	Effective 2023-10-17 RESIGNATION
	HARNISCH, REBECCA B RHS SCHOOL SEC ADMINISTRATION 10 MONTH	Ridgeview High School	Effective 2023-10-12 RESIGNATION
	HAYNES, KARLISHA DENISE OVE CAFE ASSISTANT 5 HOURS 9 MON SU	Oakleaf Village Elementary	Effective 2023-10-24 RESIGNATION
	HOPKINS, TERESA A ITS PROGRAMMER/ANALYST 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2023-11-03 RESIGNATION
	HOUSEHOLDER, DEBORAH RHS COMPUTER LAB ASSISTANT 9 MON SU	Ridgeview High School	Effective 2023-10-20 RETIREMENT
	JACOBS, BRITTANY MICHELLE CHS CAFE ASSISTANT 4.25 HOURS 9 MON SU	Clay High	Effective 2023-10-09 RESIGNATION
	JUNOR, PATRICK CEDRIC TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-01-08 RESIGNATION
0.9	LEGLER, CARRIE ANN BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2023-11-03 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	MIRACLE, CATRINA RENEE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-10-20 RESIGNATION
0.9	MOSBY, JOHNNA MARIE OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	Effective 2023-09-21 RESIGNATION
0.8	PARRALES, MADISON HALEY DIS TITLE I ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2023-10-20 Conclude Employment
	PIERSON, DAWN C MBE ST RECORD SEC 12 MO 12 MO SU	Middleburg Elementary	Effective 2023-11-10 RESIGNATION
	RICHARDSON, MICHAEL TRN MECHANIC 12 MO SU	Transportation	Effective 2023-10-19 RESIGNATION
0.8	RODRIGUEZ-TORRES, PAOLANIS MCE ESOL CLASSROOM ASSISTANT 9 MON SU	Montclair Elementary	Effective 2023-10-31 RESIGNATION
0.9	SIMMS, CATHY CAROL ROE GENERAL ASSISTANT 9 MON SU	Rideout Elementary	Effective 2023-11-03 CONCLUDE EMPLOYMENT
	SPERA, DIANE M SBJ TEACHER, SC, FOURTH GR 10 MONTH	S. Bryan Jennings Elementary	Effective 2023-10-23 RESIGNATION
	STRICKLAND, JEREMY WAYNE LES HEAD CUSTODIAN 12 MO SU	Lakeside Elementary	Effective 2023-10-27 RESIGNATION
	TROXELL, CASSIE MARIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-09-29 RESIGNATION
	UPSHAW, DEJA SANAA GENEVA LAE CUSTODIAN 12 MO SU	Lake Asbury Elementary	Effective 2023-10-30 CONCLUDE EMPLOYMENT
0.8	WALKER, ERIC CHRISTOPHER OLJ IN SCHOOL SUSPENSION 9 MON SU	Oakleaf Junior High School	Effective 2023-11-03 RESIGNATION
	WILLIAMS, LATORSHA SHANTORIA TBE CAFE ASSISTANT 6.5 HOURS 9 MON SU	Thunderbolt Elementary	Effective 2023-11-01 RESIGNATION
	WRIGHT, DEVIN ELAINE TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2023-11-16 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	Previous
	BERNHARD, CHRISTINA MARIE SLE SAFETY PATROL SUPPLEME	Shadowlawn Elementary	Appointment
	FULLER, RAEKWON AHMAD OPH FOOTBALL ASST HS 25% SUPPLEME	Lakeside Junior High	Appointment
	FULLER, RAEKWON AHMAD OPH FOOTBALL ASST SH 75% SUPPLEME	Lakeside Junior High	Appointment
0.5	GREENE, ELIZABETH LOUISE MHS VOLLEYBALL ASST SH SUPPLEME	Middleburg High	Appointment
0.5	KEITT, SAMUEL BERNARD OLJ FOOTBALL ASST JH 25% SUPPLEME	Oakleaf Junior High School	Appointment
0.5	KEITT, SAMUEL BERNARD OLJ FOOTBALL ASST JH 75% SUPPLEME	Oakleaf Junior High School	Appointment
	THOMAS-GRIFFIN, KEVIN K OHS BASKETBALL ASST SH SUPPLEME	Oakleaf High School	Appointment
	THOMPSON, ELIZABETH ASHLEY KHH BASKETBALL ASST SH SUPPLEME	Keystone Heights Elementary	Resignation
	WALKER, ERIC CHRISTOPHER OLJ BASEBALL ASST JH SUPPLEME	Oakleaf Junior High School	Appointment



School Board of Clay County

December 7, 2023 - Regular School Board Meeting

Title

C4 - K-12 Academic Services Out of State and Overnight Student Travel

DRAFT

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	2/23 - 2/24/24	Orlando, FL	Jr. Thespian Students	To perform at state festival
Clay High School	Various Dates-see schedule attached	Various locations-see schedule attached	Boys Wrestling	Wrestling competitions
Fleming Island High School	12/15 - 12/16/23	Daytona Beach, FL	Varsity and JV Cheer	Cheer competition
Fleming Island High School	1/25 - 1/26/24	TBA	Varsity Cheer	Cheer competition
Fleming Island High School	2/2 - 2/3/24	Lakeland, FL	Varsity Cheer	Cheer competition
Fleming Island High School	2/8 - 2/12/24	Orlando, FL	Varsity and JV Cheer	Cheer competition
Fleming Island High School	12/1 - 12/2/23	Bartow, FL	Varsity and JV Cheer	Cheer competition
Fleming Island High School	11/9 - 11/11/23	Howey-in-the-Hills, FL	Girls Golf	Qualified for the State Golf Tournament
Fleming Island High School	11/9 - 11/11/23	Howey-in-the-Hills, FL	Boys Golf	Qualified for the State Golf Tournament
Fleming Island High School	12/89 - 12/9/23	McDonough, GA 30253	NJROTC Orienteering Team	NJROTC Orienteering Championship
Keystone Heights High School	12/4 - 12/5/23	Orlando, FL	Culinary	Culinary competition - Orlando Handheld Comp
Middleburg High School	1/26 - 1/27/24	Crawfordville, FL	Wrestling	Wrestling competition
Middleburg High School	2/9 - 2/10/24	Kissimmee, FL	Wrestling	Wrestling competition
Middleburg High School	2/29 - 3/2/24	Kissimmee, FL	Wrestling	Wrestling State Competition
Middleburg High School	12/19 - 12/21/23	Kissimmee, FL	Girls Wrestling	Wrestling competition
Middleburg High School	2/16 - 2/17/24	Tallahassee, FL	Girls Wrestling	Wrestling competition
Middleburg High School	2/29 - 3/2/24	Kissimmee, FL	Girls Wrestling	State Wrestling Tournament
Middleburg High School	2/23 - 2/24/24	Tallahassee, FL	Wrestling	Wrestling Regional Tournament
Middleburg High School	11/6 - 11/8/23	Howey-in-the-Hills, FL	Girls Golf	Girls qualified for the State Championship
Middleburg High School	11/7 -	Winterhaven, FL	Volleyball	State Volleyball Tournament

School	11/9/23	FL		
Oakleaf High School	11/4/23	Guyton, GA	NJROTC	Effingham Drill meet
Oakleaf High School	12/9 - 12/10/23	Haines City, FL	FFA Officers	Leadership training
Oakleaf High School	1/19 - 1/21/24	Gainesville, FL	Model UN	GatorMUN Conference
Oakleaf High School	12/8/23	Appling, GA	NJROTC	NJROTC Orienteering Championship
Oakleaf High School	1/17 - 1/18/24	Haines City, FL	FFA Environmental Sci Team	FFA Environmental State Finals
Ridgeview High School	2/29 - 3/3/24	Orlando, FL	Culinary	ProStart Competition
Ridgeview High School	12/4 - 12/5/23	Orlando, FL	Culinary	Culinary Competition
Ridgeview High School	12/8 - 12/9/23	Appling, GA	NJROTC Orienteering Team	NJROTC Orienteering Competition

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 K12; roger.dailey@myoneclay.net; 904-336-6904

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

Financial Impact

None

Review Comments

Attachments

📎 [December 2023 Board Backup.pdf](#)

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

December 7, 2023

1. School Requesting: L.A.J.

2. Transportation (Check One):
School Bus(s) NO Private Vehicle(s) _____ Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____

3. Trip(s) Overnight: Yes ^{possibly} No _____ Trip(s) Out-of-State: Yes (No) Orlando, FL

4. Dates of Field Trip*: 2/23/24 - 2/24/24 Destination*: Orange County Convention Center

5. Group Taking Trip: Jr. Thespian students (5-8)

6. If using private vehicles, list approved driver(s): _____

7. Educational Value of Field Trip: To perform at state festival

8. Supporting Florida Standards Benchmark(s) with Narrative(s): see attached

9. Number of Students*: 5-8 Number of Chaperones*: 5-8

10. Cost Per Student: \$85.00 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: All Day Friday + Saturday Returning Time*: _____

*For School Buses, if more than one bus is requested, reference bus request form. Parents take children and stay in Orlando. Parents responsible for hotel.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

[Signature]
Teacher, Team Leader, Department Head, Etc.

10/10/23
Date

[Signature]
Principal

10-10-23
Date

[Signature]
Assistant Superintendent

10/13/23
Date

[Signature]
Superintendent

10/19/23
Date

Supporting SSS Benchmarks for Field Trip to Perform at Jr. Thespians

Sponsor: Evan Gould

(A) TH.A.1.3 - The student acts by developing, communicating, and sustaining characters in improvisation and formal or informal productions.

(B) TH.A.2.3 - The student directs by interpreting dramatic texts and organizing and conducting rehearsals for formal and informal productions.

(C) TH.B.1.3 - The student improvises, writes, and refines scripts based on heritage, imagination, literature, history, and personal experiences.

(D) TH.C.1.3 - The student understands context by analyzing the role of theater, film, television, and electronic media in the past and present.

(E) TH.D.1.3 - The student analyzes, criticizes, and constructs meaning from formal and informal theater, film, television, and electronic media.

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQU

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

December 7, 2023

- School Requesting: CLAY HIGH
- Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
- Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
- Dates of Field Trip*: SEE Schedule Attached Destination*: _____
- Group Taking Trip: CLAY Boys Wrestling
- If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
- Educational Value of Field Trip: To compete against the best teams in the state and Southeast Region. Then to compete in STATE SERIES.
- Supporting Florida Standards Benchmark(s) with Narrative(s): _____
- Number of Students*: 12-18 Number of Chaperones*: 3-4
- Cost Per Student: No Cost Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time*: SEE Attached Returning Time*: See Attached

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

James P. Rame Head Coach

Teacher, Team Leader, Department Head, Etc.

Principal

Assistant Superintendent

Superintendent

SEC-1-2723; E. 2/13/2019

Date

Date

Date

Date

10/3/23

10/13/23

10/13/23

10/19/23

20

Clay High Men's Wrestling Schedule 2023

Date		Event	Place	Time
<u>December</u>				
Friday	1	Border Wars	South Walton HS	3:00 PM
Saturday	2	Border Wars	South Walton HS	9:00 PM
Friday	8	Manatee Invitational	Bradenton -Manatee	3:00 PM
Saturday	9	Manatee Invitational	Bradenton -Manatee	9:00 PM
Saturday	16	Creekside Invitational	Creekside HS	9am.
Wednesday	20	Knockout Invitational	Silver Spurs Arena	9:00 AM
Thursday	21	Knockout Invitational	Silver Spurs Arena	9:00 AM
<u>January</u>				
Thursday	4	District Duals	Fleming Island HS	10:00 AM
Thursday	11	Regional Duals	Middleburg/Oakleaf	6:00 PM
Saturday	13	Trojan Duals	Lincoln High School Tallahassee	9:00 AM
Friday	19	State Duals	Osceola HS	10:00 AM
Saturday	20	State Duals	Osceola HS	10:00 AM
Wednesday	24	Oakleaf High	Clay	6 pm JV 7 pm Varsity
Thursday	25	@Suwannee	Suwannee High Live Oak, Fl	6 pm JV 7 pm Varsity
<u>February</u>				
Friday	2	GCS Rotary	Clay High	3:00 PM
Saturday	3	GCS Rotary	Clay High	9:00 AM
Friday	8	JV State	Osceola	4:00 PM
Saturday	9	JV State	Osceola	9:00 AM
Friday	16	Districts	New Smyrna Beach	TBA
Friday	23	Regionals	Clay High	Noon
Saturday	24	Regionals	Clay High	10:00 AM
<u>March</u>				
Friday	1	State Individuals	Silver Spurs Arena	9:00 AM
Saturday	2	State Individuals	Silver Spurs Arena	9:00 AM

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

**ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023**

1. School Requesting: Fleming Island
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes No Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 12-15-23-12-16-23 Destination*: Daytona beach, FL
FRi Sat
5. Group Taking Trip: Varsity & JV cheer
6. If using private vehicles, list approved driver(s): Kellie Grande, Brandie Orr, Zinnia Runion
7. Educational Value of Field Trip: cheer competition
8. Supporting Florida Standards Benchmark(s) with Narrative(s): N/A
9. Number of Students*: 41 Number of Chaperones*: 4
10. Cost Per Student: \$115.00 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 3:00pm Returning Time*: 10:00pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

A. Anderson

Teacher, Team Leader, Department Head, Etc.

[Signature]

Principal

[Signature]

Assistant Superintendent

[Signature]

Superintendent

10-18-23

Date

10/18/23

Date

10/23/23

Date

10/24/22

Date

230

SCHOOL DISTRICT OF C
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023

- School Requesting: Fleming Island H
- Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
- Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
- Dates of Field Trip*: 1.25.24 - 1.26.24 Destination*: TBA
- Group Taking Trip: Varsity cheer
- If using private vehicles, list approved driver(s): Kellie grande, Brandie Orr, Zinnia
Runion
- Educational Value of Field Trip: Cheer Comp
- Supporting Florida Standards Benchmark(s) with Narrative(s): N/A
- Number of Students*: 25 Number of Chaperones*: 2
- Cost Per Student: \$30 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time*: 2:30pm Returning Time*: 10:00pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

A. Anderson
Teacher, Team Leader, Department Head, Etc.

Melroy
Principal

Stephan
Assistant Superintendent

D. [Signature]
Superintendent

10.18.23
Date

10/18/23
Date

10/23/23
Date

10/24/23
Date

SCHOOL DISTRICT OF C
FIELD TRIP REQUEST

**ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023**

1. School Requesting: Fleming Island

2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____

3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No

4. Dates of Field Trip*: 2.2.24-2.3.24 Destination*: Lakeland, FL
Feb Set

5. Group/Taking Trip: Varsity cheer

6. If using private vehicles, list approved driver(s): Kellie Grande, Brandie Orr, Zinnia
Junior

7. Educational Value of Field Trip: Cheer competition

8. Supporting Florida Standards Benchmark(s) with Narrative(s): N/A

9. Number of Students*: 25 Number of Chaperones*: 2

10. Cost Per Student: \$35 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 2:30pm Returning Time*: 10:00pm

**For School Buses, if more than one bus is requested, reference bus request form.*

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

A. Anderson
Teacher, Team Leader, Department Head, Etc.

10.18.23
Date

[Signature]
Principal

10/18/23
Date

[Signature]
Assistant Superintendent

10/23/23
Date

[Signature]
Superintendent

10/23/24
Date

40

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

**ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023**

1. School Requesting: Fleming Island
2. Transportation (Check One):
 School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
 If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 2.8.24 - 2.12.24 Destination*: Orlando, FL
5. Group Taking Trip: Varsity & JV Cheer
6. If using private vehicles, list approved driver(s): Kellie Grande, Brandie Orr, Zinnia
7. Educational Value of Field Trip: Cheer Competition Runion
8. Supporting Florida Standards Benchmark(s) with Narrative(s): N/A
9. Number of Students*: 41 Number of Chaperones*: 4
10. Cost Per Student: 1500 Budget Code or Source to be charged: _____
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 2:00pm Returning Time*: 10:00pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

A. Anderson
 Teacher, Team Leader, Department Head, Etc.
[Signature]
 Principal
[Signature]
 Assistant Superintendent
[Signature]
 Superintendent

10.18.23
 Date
10/18/23
 Date
10/26/23
 Date
10/14/23
 Date

41

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
Received too late for Nov. 2, 2023
Board Meeting
Received for information: Dec. 7, 2023

1. School Requesting: Fleming Island
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 12.1.23 - 12.2.23 Destination*: BARTOW, FL
5. Group Taking Trip: Varsity & JV Cheer
6. If using private vehicles, list approved driver(s): Kellie Grande, Brandie Orr, Zinnia
7. Educational Value of Field Trip: cheer competition Junior
8. Supporting Florida Standards Benchmark(s) with Narrative(s): N/A
9. Number of Students*: 41 Number of Chaperones*: 4
10. Cost Per Student: \$75.00 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 3:00pm Returning Time*: 10:00pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

A. Anderson
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
Assistant Superintendent
[Signature]
Superintendent

10.18.23
Date
10/18/23
Date
10/23/23
Date
10/24/23
Date

SCHOOL DISTRICT OF
 FIELD TRIP REQUI

1. School Requesting: Fleming Island HS
2. Transportation (Check One):
 School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
 If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 11-9-23 to 11-11-23 Destination*: Howey-in-the-Hills
Mission Inn Resort and Club
5. Group Taking Trip: Girls Golf
6. If using private vehicles, list approved driver(s): Brian Nedrich
7. Educational Value of Field Trip: State Golf Tournament } qualified
8. Supporting Florida Standards Benchmark(s) with Narrative(s): NA
9. Number of Students*: 6 Number of Chaperones*: 1
10. Cost Per Student: \$125⁰⁰ Budget Code or Source to be charged: Girls Golf
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 9:00 AM Returning Time*: 7:30 PM

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

[Signature]
 Teacher, Team Leader, Department Head, Etc.
[Signature]
 Principal
[Signature]
 Assistant Superintendent
[Signature]
 Superintendent

10-3-23
 Date
11/3/23
 Date
11/4/23
 Date
11/6/23
 Date

41

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

1. School Requesting: Fleming Island HS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes No Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 11-9-23 to 11-11-23 Destination*: Howey - In - The - Hills
Mission Inn and Resort Club
5. Group Taking Trip: Boys Golf
6. If using private vehicles, list approved driver(s): Bruce Cloud
7. Educational Value of Field Trip: AAA Boys Golf State Tournament
qualified
8. Supporting Florida Standards Benchmark(s) with Narrative(s): None
9. Number of Students*: 6 Number of Chaperones*: 1
10. Cost Per Student: \$125⁰⁰ Budget Code or Source to be charged: Boys Golf
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 9:00 AM Returning Time*: 7:30 PM

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

J R [Signature]
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

11-3-23
Date

11/3/23
Date

11/6/23
Date

11/6/23
Date

[Signature]

**ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023**

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

1. School Requesting: FLEMING ISLAND HS
2. Transportation (Check One):
 School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other X
 If Commercial Carrier or Other, please state type: Rental VANS
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes X No _____
4. Dates of Field Trip*: 8-9 DEC Destination*: MCDONOUGH H, GA 30253
5. Group Taking Trip: NJROTC ORIENTEERING TEAM
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. N/A
7. Educational Value of Field Trip: SUPPORTS NJROTC CURRICULUM AND TEAM EVENTS
8. Supporting Florida Standards Benchmark(s) with Narrative(s): SAME AS ABOVE
9. Number of Students*: 12 Number of Chaperones*: 2
10. Cost Per Student: 0 Budget Code or Source to be charged: _____
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 10:00 AM Returning Time*: 6:00 PM

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

David Kauri / NJROTC SACS
 Teacher, Team Leader, Department Head, Etc.
[Signature]
 Principal
[Signature]
 Assistant Superintendent
[Signature]
 Superintendent

10/30/2023
 Date
10/30/23
 Date
11/1/23
 Date
11/1/23
 Date

49



Naval Junior Reserve Officer's Training Corps

NJROTC Area Manager
Area TWELVE
P.O. Box 152
NAS Jacksonville, FL 32212



24 October 2023

From: NJROTC Area Manager, Area TWELVE & Area NINE
McDonough H.S. NJROTC
To: NJROTC Area TWELVE (Old Schools) – Area NINE

Subj: **NJROTC AREA TWELVE & NINE ORIENTEERING CHAMPIONSHIPS LETTER OF INSTRUCTION LOI – 2023-2024**

Encl.: (1) Agreement of Indemnity
(2) Orienteering USA Interscholastic Scoring Guidelines
(3) Pre-Mishap Plan
(4) Operational Risk-Management
(5) Map & Directions to the meet
(6) W-9 for McDonough H.S.

1. GENERAL. Procedures for the 2023-24 Area TWELVE-NINE Orienteering Championships are hereby promulgated. This LOI sets forth the rules and regulations governing the conduct of participating schools, officials, and cadets. It also establishes guidelines for entry, general operations, and regulations for safe conduct of the meet. The Area TWELVE-NINE Orienteering Championship is hosted annually by an Area Twelve unit in cooperation with the Georgia Orienteering Club (GAOC). The host school may participate, as GAOC will be creating and setting the courses. This year's event will be held on Saturday, December 9, 2023 @ Mistletoe State Park, Appling, Georgia. In the event of cancellation due to severe weather, the alternate date will be Sunday, 10 December 2023. Units wishing to enter the Area 12 & 9 Orienteering Championships must meet eligibility requirements outlined below and complete the online registration form as soon as practicable but no later than **27 November 2023**. Scoring will be adjusted to actual team scores vice individuals. Teams will be limited to a maximum of 15 cadets, with no more than five cadets entered on any one course. ALL runners are eligible to compete on the Yellow course in the Area Championship, but ONLY 9th graders may compete on the Yellow course at the Navy Nationals.

2. ELIGIBILITY. Eligibility to compete in the Championship will be determined IAW Section 4 below. Entry will be limited to 30 teams or 340 cadets, whichever comes first. Individual courses will also be limited to a maximum of 100 runners so that all start times can occur in a 5-hour start window. As this is a championship event, schools may register only qualified teams; space for standby teams will be approved once all qualified teams are entered and space is still available. Registration IS NOT complete until registration spreadsheet is complete and (\$165.00 Entry Fee) has been received by the **27 NOV. 2023** deadline. Instructors wishing to participate on a BROWN course will be eligible to participate in a special Instructor Competition.

place, then 12th, and so on) in each qualifying events until Championship capacity is met. These teams will be notified approximately 3 weeks prior to the Championship (following the Ridgeview's meet).

- h. Competing teams in the Championship event do not need to field a team on all three courses, however, in order for any team/school to participate, they MUST field at least a full team (3-5 runners) on the Green/Brown (Varsity) or Orange (Junior Varsity) course. A max of 5 cadets may be entered on any one course.

5. EVENT COSTS. All costs will be tabulated on Championship registration page. Event Registration fee are due no later than the NOV 27, 2023 registration deadline.

- a. Team Registration: \$165.00 per team
- b. Each Runner: \$8.00 per runner
- c. E-Stick Rental (if needed): \$1.00 per stick
- d. Lunch: \$7.00 per cadet
- e. Championship t-shirts, starting at \$15.00 each, extra \$2.00 (\$17.00) for XXL and above sizes. Prices subject to change... (Info sent out from AREA-12 for sizes, Host school will collect funds for shirts and deliver)

6. OPERATIONS.

a. STANDARDS OF CONDUCT. The conduct of participants should be in keeping with the highest standards of the NJROTC program. Cadets are expected to conduct themselves with dignity and professionalism. Inappropriate or destructive cadet behavior could nullify courses or meet results, affecting rankings and causing unnecessary expenses for competitors. Tape players, radios, two way radios, obnoxious noise devices or activities which distract from the meet or which contribute towards unruly conduct are not permitted and may lead to disqualification of the entire team. Cadets **WILL NOT** be permitted to participate in the meet without the presence of an instructor from his/her unit. Advisors, parents, and friends are welcome as observers but must not interfere in any way with the conduct of the meet. Instructors must provide adequate supervision of their cadets who are not on a course. All meet attendees are to avoid occupied campgrounds, stable areas, park residences and any areas marked out-of-bounds on the map, as well as areas being used by other park visitors. Drugs, alcohol or tobacco products and weapons of any kind are strictly forbidden. All persons attending the meet are requested to use trash containers provided, have their own trash bags available and leave the park facilities clean upon departure. Instructors are asked to ensure that the immediate vicinity around their bus or other vehicles is kept policed throughout the day.

b. REGISTRATION AND COMPETITION. Initial team registration will be completed Electronically @ Team Registration Link is HERE , no later than 27 Nov. 2023.
All entry monies will be forwarded to:

McDonough H.S. NJROTC
 Attn: BMCS David Moss
 155 Postmaster Drive
 McDonough, GA 30253

Make checks payable to: McDonough H.S. NJROTC (with a phone #, unless it's a school's check)

(1) YELLOW – X & Y (INTERMEDIATE). 1st year NS-1 students (8th-12th graders) may compete at the Intermediate level. Course length is typically 2 - 4 KM with expected winning time of 40 minutes or less (Absolute time limit is 120 minutes). The Yellow course requires basic orienteering skills described above with successful experience on at least two or more orienteering courses of similar difficulty or higher. Some off trail navigation may be required and good compass skills are important. All yellow runners will compete in the same class with team points earned based on order of finish. Runners will be separated into two groups, males will use (map – X) and females will use (map – Y). The Yellow course DOES NOT count toward overall championship team results.

(2) ORANGE - X & Y (JUNIOR VARSITY). Open to all cadets, 8th-12th grades. Course length is typically 4 - 6 KM with an expected winning time of 50 minutes or less (Absolute time limit is 150 minutes). Intermediate level course with open forest navigation required with collecting and catching features for most controls. Participants should have successfully completed a minimum of 2 Orange courses or above during the season. Male and female runners will compete in separate classes. Males will use (map – X) Orange and Females will use (map – Y) Orange, with both earning points toward overall Orange team results. Individual awards will be based on runners finishes within their respective class.

(3) GREEN/BROWN (VARSITY). Open to all cadets, 8th-12th grades. Course length is 4 - 7 KM with an expected winning time of 55 minutes or less (Absolute time limit is 180 Minutes). Controls are well spaced and may not have clearly defined attack points. Participants should have successfully completed 2 or more green courses or above during the season. Male and female runners will compete in separate classes (Male – Green maps and Female – Brown maps), with both earning points toward overall varsity team results. Individual awards will be based on runners finishes within their respective class.

Units DO NOT need to field a team on all three courses, HOWEVER, in order to field a Yellow (Intermediate) team, you must FIRST field at least a full team (3-5 runners) on the Green/Brown (Varsity) or Orange (Junior Varsity) course. A max of 5 cadets may be entered on any one course.

c. SEQUENCE OF EVENTS.

(1) REGISTRATION/BRIEFING. Instructors ONLY will be provided packets upon arrival containing clue sheets, control descriptions, rental finger sticks, shirt numbers (bibs) etc. NO ONE will receive their packages until the hosted school has received the "Safety" signed sheets with all team members initials and Instructor signatures for all members. And with "Letter of Indemnity" forms on file with AREA-12 & 9 Rep. for Orienteering.

(3) RUNNING THE COURSES. All controls must be visited/punched in ascending order. Each control will be identified by a numerical "control code." Upon locating a control and correctly identifying it, competitors should place their finger-stick in the control box to electronically register it on their finger-stick, waiting for the flash/beep to confirm data entry. Competitors are encouraged to move away from controls immediately not loiter near control points and water stops. A missed punch will result in runner disqualification.

(4) COMPLETING A COURSE. Competitors will enter the finish chute and turn in their maps to the finish crew (Maps will be returned after the last runner starts). All competitors MUST then report directly to the download station where they will have their finger-sticks read into the computer. All rental finger-sticks must be returned to the Download crew at this time. Any lost finger-stick will result in a \$45.00 per stick charge, paid by the instructor before leaving the meet site. Instructors should be sure all rental finger-sticks are returned before leaving the meet site.

(5) RESULTS. "Unofficial" running results will be posted in a visible area when practicable. Official results will be tabulated by the results crew and staff. Please do not allow your competitors to loiter or huddle around the download or results locations.

(6) REQUIRED EQUIPMENT. Cadets/schools must supply their own compass (Orienteering base plate type or orienteering thumb compass is recommended), wristwatch, safety whistle and shoes/clothing suitable for the wooded terrain and weather conditions. Bib numbers and finger-stick numbers provided to all competitors should match the instructors list. Bibs shall be affixed to the **Front** of the chest on the outer garment with safety pins provided. The shirt/Bib number is the *PRIMARY* competitor ID at the finish line. They are non-transferable and should be securely fastened to prevent loss. Cell phones can be carried by a runner, but can only be used if they are lost and seek help. Please make sure they are TURNED OFF until needed. Instructors should ensure competitors are properly dressed to compete, particularly with cold or inclement weather. Check the weather forecast before you arrive!!

GREEN/BROWN COURSE: (Varsity)	Individual Medals: 1 st – 5 th place (male) and 1 st – 3 rd place (female) Team Trophies: 1 st – 5 th place
INSTRUCTOR:	Optional. 1 st
A-12 OVERALL WINNERS	1 st – 5 th Place Trophy for each unit/team.

9. DISQUALIFICATIONS. (Event Marshalls will be posted on the courses for violations)

- a. Cadets SHALL NOT discuss courses with teammates or fellow competitors. Start times are staggered intentionally and some runners will naturally finish their courses before others start. In the spirit of fair competition, runners must not discuss courses until maps are returned and all runners have started. Runners caught discussing courses will be disqualified.
- b. Lost finger-stick – Disqualification and \$45.00 replacement fee, **no waiver.**
- c. A runner (or team) may also be subject to disqualification for any of the following:
 - (1) Receiving assistance from others in locating controls while in the woods. Orienteering is an individual sport. There should be no communication with anyone other than a course official while on the course.
 - (2) Participating in more than one course.
 - (3) Conduct which is prejudicial to good order and discipline.
 - (4) Possession of drugs, alcohol, tobacco products or a weapon (Knives included).
 - (5) Entering the scoring and judging areas without permission.
 - (6) Use of any electronic navigation or communication devices including GPS, phones, or Walkie-Talkies.
 - (7) Moving or tampering with any control points or course markers.
 - (8) Loud or boisterous behavior on the course.
 - (9) Harassing park wildlife.
 - (10) Littering or damaging park property.
 - (11) Unauthorized transfer of bib number and/or finger-stick.
 - (12) Using a whistle to make an alert for any reason other than a dire emergency. **Being lost is not a dire emergency!** A serious injury that requires assistance is an emergency.

10. PROTESTS. Protests must be made to the host meet director by the senior unit instructor present within 1 hour of the close of the meet. The meet director will appoint a jury to examine the alleged discrepancy with the scorer and other officials before rendering a final decision.

11. SAFETY. Safety is paramount!

a. Instructors and competitors must be aware of the hazards involved in orienteering and be especially careful to negotiate difficult terrain within their skill level and ability. Severe fatigue reduces one's ability to think clearly. Competitors running with reckless abandon through the woods will likely become disoriented and miss controls. Competitors must drink plenty of water before starting and take advantage of water stops in route. Should competitors become hopelessly disoriented during the event or

13. FIRST AID. A first aid kit and designated EMT person(s) will be provided for the meet. A *Pre-mishap plan* provided by the host unit, should identify nearest medical facilities and directions.

14. INCLEMENT WEATHER. Orienteering for the most part is a rain or shine activity. The Area TWELVE & NINE Championships will be postponed or cancelled only for a severe ice storm, hail, thunderstorms or tornado activity. Rain is considered a mere nuisance. When practicable, units will be notified prior to their embarking on the road, should meet cancellation be decided. Units are also encouraged to call the host unit prior to departure should there be any doubts regarding weather conditions.

15. SCHEDULE OF EVENTS:

Due Dates:

Required Task:

09 Dec. 2023	AREA-12 & 9 Orienteering Championship date
10 Dec. 2023	Make-update if necessary, due to inclement weather issues.
27 Nov. 2023	Registration closes when entry limit is reached or Nov. 27, 2023, whichever comes first. A payment of \$165.00 deposit for qualifying teams is required by the deadline date to host school. <u>Late qualifying teams MUST confirm with an e-mail by COB, 22 Nov. 2023</u> <u>David.Moss@henry.k12.ga.us</u>
04 Dec. 2023	All runner information must be submitted
27 Nov. 2023	AREA-12 & 9 Orienteering Championship t-shirt order: T-shirt submission for AREA-12 & 9 O-Championship. Submitting form on the e-mail address below. Link info will be sent out ASAP... This form is used to order shirts for the 2023-2024 Orienteering Championship. Shirts cost \$15.00 each. XXL has a \$2.00 upcharge. <u>All payments should be sent to McDonough NJROTC (Previously Henry County). Deadline for ordering is 27 Nov. 2023.</u>
04 Dec. 2023	Runner names entered on assigned courses. Meal selections completed for each Runner.
09 Dec. 2023 / 0730	Meet HQ Opens/Packet Pickup - Safety Brief signed sheets & Letter of Indemnity DUE.
08:30 (No earlier than)	First START - Review Posted maps (Start & Registration tent) for Safety Bearing if lost...
@ 1445	Awards Ceremony

16. PARKING: Parking will be \$ 5.00 per vehicle. State Parks require you to pay at the green park pass stations. School busses will be allowed to enter and park for no fee. Instructors, please ensure all vehicles

Whereas the McDonough High School NJROTC, Mistletoe State Park, Georgia Orienteering Club, and the NJROTC Area TWELVE & NINE, hereinafter called indemnities have agreed to sponsor the Area TWELVE & NINE NJROTC Orienteering Championship to be held on 09 Dec. 2023, at Mistletoe State Park, Appling, GA. (near Thomson, GA.)

I permit _____ (cadet name) to participate in the Area TWELVE & NINE Orienteering Championship meet and to use various facilities at the designated meet site.

(Parent/Guardian Name- Please Print)

is desirous of holding indemnities free from all claims whatsoever arising out of the use of above facilities or any facilities related to McDonough High School.

NOW THEREFORE, in consideration of the aforementioned action by indemnities, the above named parent/guardian indemnifies indemnities and hold them, their agents and instrumentality's, employees and successors, harmless from any and all torts, claims, or liability arising in connection with said facilities from any loss damage, injury or other casualty whatsoever to the above named cadet or to any other party, person or property, caused or occasioned by the use of any such facilities or equipment or in transporting any persons to, from, in or around said facilities or equipment, whether due to imperfections in facilities or equipment, negligence, or indemnities or other person or property, or for any other cause.

The action of the indemnities in allowing the above named cadet or participate in the NJROTC orienteering event and to use the facilities shall signify the acceptance of this offer of indemnity.
It is also certified that the above named cadet is fully covered by a valid school or other insurance program for all injuries, which could result from the activities, and events of this orienteering meet.

(Parent/Guardian Signature) Date: _____

(SNSI/NSI Certification/Witness)

Encl. (1)

Scoring

(Enclosure 3)



Below is a list of emergency medical facilities, fire departments, and police/security that may be needed in an emergency for Mistletoe State Park, Appling, GA.

- I. **Mistletoe State Park (Beach House & Shelter #1)**
 3725 Mistletoe Road
 Appling, GA. 30802
 Columbia County
 GPS Coordinates: N 32.643283| W -082.385200
 Police emergencies: 911
 Sheriff/non-emergency dispatch:
 Fire: 911
 Fire Department: (706) 541-1222
 Mistletoe State Park office: (706) 541-0321
- II. Local Emergency Resources:
 - a. A first aid kit will be provided at the meet.
 - b. Follow standard procedures for fire, tornado, and other emergency situations.
- III. Location of nearest medical facility: (25 minutes away, 17 miles)
University Hospital McDuffie
 2460 Washington Rd. NE
 Thomson, GA 30824
 Main Number: (706) 595-1411
 Emergency Department:
- IV. In case of injury to a cadet immediately notify the meet coordinator and others as required by your school district.

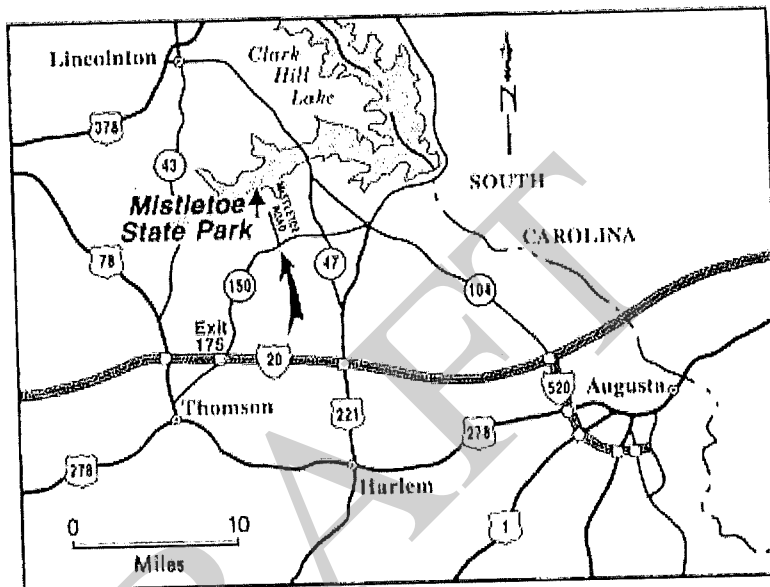
A. Meet Coordinator:	SCPO David E. Moss Cell ph. # (404) 642-5584
B. NJROTC Area Twelve Manager:	CDR Johnathan D. Shaw Cell ph. # (224) 545-3562
C. NJROTC Area Nine Manager:	CDR Matt Jordan Cell ph. # (224) 399-1569
C. Navy units that are unable to contact Area Twelve notify the NETC Duty Desk at (850) 452-4000	
- V. Make safety reports as required by your service.

OPERATIONAL RISK

MANAGEMENT ANALYSIS

(Enclosure 4)

Mistletoe State Park (Enclosure 5)



Directions

Directions: From Atlanta, GA... I-20 E, to GA-150 exit, EXIT 175. Keep left to ramp toward Clarks Hill/Mistletoe State Park. Merge onto GA-150/Cobbham Rd. Turn left onto Winfield Rd. Stay straight to go onto Mistletoe Rd. Your destination is 0.1 miles past Kamper Klub Rd. Parking is \$5.00 a day. Look for Beach House & shelter #1.

Directions: From Augusta, GA... take I-20 W, to GA-150 exit, EXIT 175. Keep right to ramp toward Clarks Hill/Mistletoe State Park. Merge onto GA-150/Cobbham Rd. Turn left onto Winfield Rd. Stay straight to go onto Mistletoe Rd. Your destination is 0.1 miles past Kamper Klub Rd. Parking is \$5.00 a day. Look for Beach House & shelter #1.

Or Directions: From the city of Augusta, GA... Start out going North on 7th St. toward Greene St/GA-28. Take the 1st left onto Greene St/GA-28. Continue to follow GA-28 W. First Christian Church is on the corner. If you reach Ellis St. you've gone too far. Stay straight to go onto Washington Rd. then 15.46 miles, Turn left onto Cobbham Rd/GA-150. Then 7.32 miles, Turn right onto Winfield Rd. Then 1.89 miles, stay straight to go onto Mistletoe Rd. Then 1.07 miles, Mistletoe State Park, 3723 MISTLETOE RD. Parking is \$5.00 a day. Look for Beach House & shelter #1.

NOTE: FOLLOW THE ORIENTEERING SIGNS AND THEY WILL LEAD YOU TO THE VISITOR CENTER ENTRANCE AND TO THE "BEACH HOUSE" & SHELTER #1.

SCHOOL DISTRICT OF C
FIELD TRIP REQUEST

1. School Requesting: KHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes No Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip: 12/4/23 - 12/5/23 Destination*: ORLANDO KOEN COLLEGE
5. Group Taking Trip: CULINARY
6. If using private vehicles, list approved driver(s): LAURA LEACH
7. Educational Value of Field Trip: STUDENTS COULD POSSIBLY BE COMPETING IN THE UNIVERSAL ORLANDO HANDHELD COMPETITION.
8. Supporting Florida Standards Benchmark(s) with Narrative(s):
BOES EXAMINE COMPETITIVE EVENTS AND OPPORTUNITIES RELATED TO THE CULINARY STUDENTS.
9. Number of Students*: 5 Number of Chaperones*: 1
10. Cost Per Student: 0 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 6:30 AM Returning Time*: 5:30 PM

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

Laura M Leach
Teacher, Team Leader, Department Head, Etc.

Benny [Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

10/26/23
Date

10/26/23
Date

10/27/23
Date

11/7/23
Date

32

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

1. School Requesting: Middleburg HS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: County Van
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 1/26-27 Destination*: Wakulla HS
5. Group Taking Trip: Fri Wrestling
6. If using private vehicles, list approved driver(s): Coll Robertson
7. Educational Value of Field Trip: Sport
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 10-14 Number of Chaperones*: 2
10. Cost Per Student: N/A Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 1/26 - 7am Returning Time*: 1/27 - 9pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Coll B. Roberts
Teacher/ Team Leader, Department Head, Etc.

10/9/23
Date

[Signature]
Principal

10/9/23
Date

[Signature]
Assistant Superintendent

10/23/23
Date

[Signature]
Superintendent

12/24/23
Date

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

1. School Requesting: Middleburg HS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: County Van
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 2/9-10 Destination*: Osceola HS
5. Group Taking Trip: Wrestling
Fri/Sat
6. If using private vehicles, list approved driver(s): Coll Robertson
7. Educational Value of Field Trip: Sport
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 5-10 Number of Chaperones*: 2
10. Cost Per Student: N/A Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 2/9-11pm Returning Time*: 2/10-7pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Coll Robertson
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
Assistant Superintendent
[Signature]
Superintendent

10/9/23
Date
10/6/23
Date
10/23/23
Date
10/24/23
Date

80

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023

SCHOOL DISTRICT
FIELD TRIP REC

1. School Requesting: Middleburg HS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: County Van
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 2/29 - 3/2 Destination*: Kissimmee, FL
5. Group Taking Trip: Wrestling
6. If using private vehicles, list approved driver(s): Coll Robertson
7. Educational Value of Field Trip: Wrestling State Tournament
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 4-10 Number of Chaperones*: 2
10. Cost Per Student: N/A Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 2/29 - 2pm Returning Time*: 3/2 - 9pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

Coll R. Robertson
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
Assistant Superintendent
[Signature]
Superintendent

10/19/23
Date
10/21/23
Date
10/23/23
Date
10/24/23
Date

81

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

1. School Requesting: Middleburg HI
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: County Van
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 12/19-21 Destination*: Kissimmee, FL
5. Group Taking Trip: Girls Wrestling
6. If using private vehicles, list approved driver(s): _____
7. Educational Value of Field Trip: Sports
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 5-7 Number of Chaperones*: 1
10. Cost Per Student: N/A Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 12/19 2pm Returning Time*: 12/21 8pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate instructional division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Call B. [Signature]
Teacher, Team Leader, Department Head, Etc.

10/9/23
Date

[Signature]
Principal

10/9/23
Date

[Signature]
Assistant Superintendent

10/23/23
Date

[Signature]
Superintendent

10/24/23
Date

[Signature]

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

1. School Requesting: Middleburg HS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: County Van
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 2/16-17 Destination*: Chiles HS
5. Group Taking Trip: Girls Wrestling
6. If using private vehicles, list approved driver(s): Coll Robertson
7. Educational Value of Field Trip: Sport
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 5-10 Number of Chaperones*: 2
10. Cost Per Student: N/A Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 2/16 - 4pm Returning Time*: 2/17 - 9pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

Coll R. Robertson
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
Assistant Superintendent
[Signature]
Superintendent

10/19/23
Date
10/19/23
Date
10/23/23
Date
10/23/24
Date

JB

**ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023**

SCHOOL DISTRICT OF C
FIELD TRIP REQUEST

1. School Requesting: Middleburg HS
2. Transportation (Check One):
 School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other
 If Commercial Carrier or Other, please state type: County Van
3. Trip(s) Overnight: Yes No Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 2/29 - 3/2 Destination*: Kissimmee, FL (State Townname)
Thur - Sat
5. Group Taking Trip: Girls Wrestling
6. If using private vehicles, list approved driver(s): Coll Robertson
7. Educational Value of Field Trip: Sport
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 5-10 Number of Chaperones*: 2
10. Cost Per Student: N/A Budget Code or Source to be charged: _____
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 2/29 - 2pm Returning Time*: 3/2 - 9pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Coll R. Roberts
 Teacher, Team Leader, Department Head, Etc.

 Principal
[Signature]
 Assistant Superintendent

 Superintendent

10/9/23
 Date
10/9/23
 Date
10/23/23
 Date
10/24/23
 Date

[Signature]

**ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023**

SCHOOL DISTRICT C
FIELD TRIP REQUEST

1. School Requesting: Middleburg HS
2. Transportation (Check One):
 School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other
 If Commercial Carrier or Other, please state type: County Van
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 11/23-24/24 Destination*: Lincoln HS
5. Group Taking Trip: Wrestling
6. If using private vehicles, list approved driver(s): Coll Robertson
7. Educational Value of Field Trip: Sport - Wrestling Regional Tournament
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 10-14 Number of Chaperones*: 2
10. Cost Per Student: N/A Budget Code or Source to be charged: _____
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 2/23 7am Returning Time*: 2/24 9am

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

<u>Coll R. Robertson</u>	<u>10/16/23</u>
Teacher, Team Leader, Department Head, Etc.	Date
<u>[Signature]</u>	<u>10/11/23</u>
Principal	Date
<u>[Signature]</u>	<u>10/23/23</u>
Assistant Superintendent	Date
<u>[Signature]</u>	<u>10/24/24</u>
Superintendent	Date

ES

SCHOOL DISTRICT C
FIELD TRIP REQUEST

1. School Requesting: Middlebury High School
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 11/6/23 - 11/8/23 Destination*: Mission Inn Resort Hawley in the Hills, &
5. Group Taking Trip: Girls Golf
6. If using private vehicles, list approved driver(s): Daniel Pearce
7. Educational Value of Field Trip: Girls Golf State Championship Tournament
qualified
8. Supporting Florida Standards Benchmark(s) with Narrative(s): n/a
9. Number of Students*: 1 Number of Chaperones*: 1
10. Cost Per Student: _____ Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 6:00 AM on 11/6/23 Returning Time*: 11/8/23 at the conclusion
of the awards presentation

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc.

Principal

Assistant Superintendent

Superintendent

11/3/23
Date
11/3/23
Date
11/6/23
Date
11/6/23
Date

89

SCHOOL DISTRICT C
FIELD TRIP REQUEST

1. School Requesting: MHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes No
4. Dates of Field Trip*: 11-7-23 - 11-9-23 Destination*: Winter Haven State
V-Ball Tournament
5. Group Taking Trip: Volley Ball
6. If using private vehicles, list approved driver(s): Rent
7. Educational Value of Field Trip: State Finals
1 qualified
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 13 Number of Chaperones*: 5
10. Cost Per Student: _____ Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 7am Returning Time*: 11pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Mendez Tol
Teacher / Team Leader, Department Head, Etc.

11/2/23
Date

[Signature]
Principal

11/2/23
Date

[Signature]
Assistant Superintendent

10/16/23
Date

[Signature]
Superintendent

11/6/23
Date

SCHOOL DISTRICT OF
FIELD TRIP REQUE

ADMINISTRATIVELY APPROVED
Received too late for Nov. 2, 2023
Board Meeting
Received for information: Dec. 7, 2023

- School Requesting: OHS
- Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier Other
If Commercial Carrier or Other, please state type: _____
- Trip(s) Overnight: Yes No Trip(s) Out-of-State: Yes No
- Dates of Field Trip*: 20231104 Destination*: S. E. F. Singham H.S.
Croyton, CA 91312
- Group Taking Trip: NISRA
- If using private vehicles, list approved driver(s): _____
- Educational Value of Field Trip: Team work
- Supporting Florida Standards Benchmark(s) with Narrative(s): _____
- Number of Students*: 410 Number of Chaperones*: 5
- Cost Per Student: \$8.00 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time*: 0400 Returning Time*: 1700

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc.

Date

Principal

Date

Assistant Superintendent

Date

Superintendent

Date

50

**NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS UNIT
SOUTH EFFINGHAM HIGH SCHOOL
1220 NOEL C CONAWAY ROAD, GUYTON, GA 31312**

From: Senior Naval Science Instructor, South Effingham High School
To: Area 12 Competitors

Subj: SOUTH EFFINGHAM SANCTIONED DRILL MEET, 4 NOV 23

Ref: (a) Navy Nationals SOP (www.thenationals.net)

Encl: (1) Matrix/Schedule of Events (attached to email separately)
(2) Agreement of Indemnity
(3) Directions to South Effingham
(4) Inclement Weather Plan (will be available via separate correspondence)
(5) Pre-mishap plan
(6) ORM Matrix
(7) Entry Form

1. The South Effingham Sanctioned Meet is scheduled for 4 November 2023. Events will be graded by US Marine Corps and US Navy active duty personnel, NROTC Midshipmen and AROTC Cadets (Former NJROTC) and Experienced Drill Competitors.

2. The cost for this Area 12 Sanctioned Drill Meet has been set by the Area Manager at **\$400.00**. This includes meals for 25 cadets. Additional meals can be preordered at \$8.00 per cadet. Entry fees are due by 30 September or slots will be offered to other schools.

3. There will be no instructor meeting. All units should know the rules/procedures as set forth reference (a). Remember, all participating cadets will stand Personnel Inspection. No more than 40 cadets shall participate in this meet. **ALL CADETS** must have a completed Sports Physical, Standard Release Form, and Agreement of Indemnity (enclosure (2)) to compete in this Area-12 Sanctioned Meet. Each SNSI will verify completion of ALL requirements before allowing a cadet to compete. Rosters for the meet will be emailed one month prior and need to be returned one week prior for the academic test, push-ups, and curl-ups. Your liaison will have a copy of your rosters when you arrive and pen changes can be made at that time. A cadet liaison and assistant liaison will be assigned to each school. Any issues with the liaison should be brought to the attention of the SNSI for resolution.

4. UNIFORM REQUIREMENTS:

a. The uniform of the day for cadets will be the Navy Service Uniform. The uniform for Naval Science Instructors will be either the prescribed uniform for the season or NJROTC unit attire.

b. Academic Testing: In accordance with references (a) and (b), we will administer a 50 question test. The tests will be given in designated spaces using TPS. Cadets may wear either their Navy Service Uniform or athletic attire, but all cadets in the unit taking the exam must dress the same. Gear must look sharp and be worn in the same fashion as their uniform. No instructors or outside personnel will be allowed in the testing area once the briefings begin. Not abiding by this rule will result in disqualification.

c. Athletic Events: Entrants must wear appropriate athletic attire left to the discretion of the unit; however, no bare midriffs are allowed. All athletic gear will be worn in the same fashion as the uniform. **Shoes must be worn at all times during an event.** Shoe regulations have been clarified from previous years. Any running/athletic shoes of any kind, to include toe shoes, are authorized for all running/athletic events. METAL SPIKES of any kind are prohibited. Ensure your cadets are wearing appropriate running shoes to prevent disqualification.

d. Teams are allowed to remove name tags and ribbons from their uniforms during Armed Exhibition, Armed Basic, and Color Guard events.

5. Locker rooms: A parent volunteer or instructor will accompany any cadets to and from the changing room area. Changing rooms must be kept clean. Due to the possibility of limited space, instructors must ensure that all of their property is removed so the next school may use changing areas.

6. Running Event: The two relays from prior years has been replaced by a single 16x200 relay with 8 males and 8 females per team. Failure to meet the 8M/8F requirement will result in a team penalty.

7. **PUSH-UPS & CURL-UPS**

a. **Push-Ups**: All 16 cadets will execute push-ups at the same time. South Effingham will provide judges who will count all correct repetitions. Remember, your cadet will be given one warning if they deviate from the correct push-up form. The next infraction will result in the cadet being stopped.

b. **Curl-Ups**: All 16 cadets will execute curl-ups at the same time. South Effingham will provide judges who will count all correct repetitions. The competing school will provide holders for their cadets' feet. Remember, your cadet will be given one warning if they deviate from the correct curl-up form. The next infraction will result in the cadet being stopped.

8. **PI VERBALS**: Verbal's will be chosen from Chain of Command, Navy/Marine Rates/Ranks, Orders to a Sentry, or Cadet Field Manual questions (excluding orienteering or survival) approved by the Area Manager.

9. Bus parking: Cadets will direct you to parking on the bus ramp. Spectators may be directed to park anywhere in the school's parking areas.

10. Ensure that all participating cadets have completed Enclosure (2). This form must be completed and turned to the liaison upon arrival. Cadets will not be allowed to participate in any event if this form is not filled out in its entirety.

11. There will be no scheduled lunch hour. Units should use breaks in the schedule to feed cadets lunch and snacks. South Effingham NJROTC volunteers will cook the entire day. The menu will include hamburgers, hotdogs, chips, cookie, power aide/water. If a Cadet need a no meat option, please let the cooks know and they will cook a veggie burger. A hospitality area for visiting instructors and bus drivers will be inside the NJROTC classroom.

12. INCLEMENT WEATHER PLAN (IWP): In the event of inclement weather, an IWP (enclosure (4)) will be promulgated via separate correspondence noting the designated indoor areas for the Personnel Inspection, Unarmed Drill, and Color Guard events. **NOTE: Sneakers may be required for these events to protect the floors or surfaces.** The athletic events will take place in designated areas per the IWP and will consist of the curl-ups and push-ups. Running events and Armed Exhibition will be canceled if all events are required to be held indoors.

13. For any further information concerning this drill meet, use the latest version of the Nationals LOI. Any questions not covered by the Nationals LOI, contact LtCol Terry Stautberg at (912) 660-7882 or via email at stautberg.terry.snsi@navyjrotc.org

T. P. STAUTBERG
LtCol USMC(Ret.)
South Effingham NJROTC SNSI

December 7, 2023

1. School Requesting: OHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other X Van
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes _____ No X
4. Dates of Field Trip*: Dec 9-10, 2023 Destination*: Leadership Training Center
5. Group Taking Trip: FFA officers
6. If using private vehicles, list approved driver(s): _____
7. Educational Value of Field Trip: Students will attend work shops to develop personal leadership skills + set goals.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): 8009110-12.02 Develop personal responsibility and leadership. 14.03 Analyze risks and rewards of new experiences
9. Number of Students*: 8 Number of Chaperones*: 2
10. Cost Per Student: \$30 Budget Code or Source to be charged: 4031
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 10AM 12/9 Returning Time*: 8PM 12/10

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

_____ Teacher, Team Leader, Department Head, Etc.	_____ Date
_____ Principal	_____ Date
_____ Assistant Superintendent	_____ Date
_____ Superintendent	_____ Date

53



Gwaltney, Victoria <victoria.gwaltney@myoneclay.net>

[ALL - Florida Ag Ed] Conference Registration: 2023 High School Conference

1 message

Singleton, Mitchell via ALL - Florida Ag Ed <all-mitchell.singleton_at_ffa.org@floridaaged.org>
Reply-To: "Singleton, Mitchell" <mitchell.singleton@ffa.org>
To: all@floridaaged.org
Thu, Oct 19, 2023 at 11:48 AM

Florida FFA is excited to announce the 2023 Florida FFA High School Leadership Impact Conference! This conference is the third phase of the Florida FFA leadership continuum for high school students. The conference will be held at the Florida FFA Leadership Training Center (LTC), December 9-10, 2023 (Saturday/Sunday)

Leaders make an impact on their communities that lives on long after they leave. The Impact Conference empowers students to define what their impact will be. Students will explore challenges facing their communities and strategies they can deploy to help. In addition, students will explore their values, practice innovative thinking, and determine how they can inspire others. The Impact Conference culminates in students developing an Impact Plan to create change in their local community.

1
53

This conference is open to all high school members on a first-come, first-served basis.

CONFERENCE FACTS

Location

Florida FFA Leadership Training Center (LTC)
5000 Firetower Road
Haines City, FL 33844

Eligibility

Open to all High School FFA Members

Register Online

Registration should be completed by the FFA Chapter Advisor at: <https://floridaffa.formstack.com/forms/2023Hsc>

Costs

Student \$65
Adult Double \$75
Adult Single \$175

Price includes meals, lodging, conference materials, etc. Adult Single Occupancy is based on limited availability and may not be available.

Chaperones

Please remember that the advisor attendance policy is in effect and all students must be accompanied by a designated school district representative. In the event that the designated representative is not the FFA advisor, a chaperone designation letter from the school principal is required at the time of check-in. It is imperative that the letter specify the name of the chaperone and include the principal's signature. If your designated school district representative is another FFA advisor from your county, it is imperative that all parties are aware before arriving at the conference.

Dress Code

Students should be in official dress for the opening of the conference. Students will need business casual clothing for the remainder of the conference. Students should arrive in official dress as we will not check into rooms until dinner.

Registration

Registration should be completed using the online registration form link above. Registration must be completed for each attendee attending the conference, including advisors and chaperones. Once we have your registration we will reserve your spot. We anticipate this conference to fill up quickly.

Required Forms

Florida FFA requires that each student complete the Florida FFA Permission and Emergency Medical Form, including notary signature, for each overnight event. The Permission Form can be found attached to this email. Please bring completed form with you to the conference. Please do not fax or send permission forms prior to the event.

Cancellation Policy

Fees are non-refundable unless cancellations are made 48 hours in advance to check-in. All payments are due at time of check in. If payment is not received at check-in, a credit card will be necessary to secure conference attendance.

Tentative Schedule

Day 1 (Saturday)

1:00 PM - Check In

2:30 PM - Opening Session (Official Dress)

4:00 PM - Session 2 (Official Dress)

6:00 PM - Dinner (Change into Business Casual)

7:00 PM - Session 3 (Business Casual)

8:30 PM - Session 4 (Business Casual)

9:45 PM - Social

10:45 PM - Reflections

- Day 2 (Sunday)
- 7:45 AM – Flag Raising (Business Casual)
- 8:00 AM – Breakfast & Check Out
- 8:45 AM – Session 5
- 10:15 AM – Session 6
- 11:30 AM – Adjourn

You received this message as part of the ALL - Florida Ag Ed email group.

Reply to group
 Reply to sender (mitchell.singleton@flaffa.org)

My Membership Preferences • Contact group administrators • Report as spam

Unsubscribe

Mitchell

Mitchell J. Singleton

Director of Leadership Development

Florida FFA Association, Inc.

Phone | 352-378-0060

Fax | 352-378-6061

Email | Mitchell.Singleton@flaffa.org

Web | www.floridaffa.org

Mail | 5600 SW 34th Street, Gainesville, Florida 32608

permissionform.pdf
89K

DRAFT

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

The Florida FFA Association is a revenue and support organization that does not select, control, supervise or approve local chapter or individual member activities except as expressly provided for in the Florida FFA Constitution and Bylaws.

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023

- School Requesting: Oakleaf High
- Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: _____
- Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
- Dates of Field Trip*: Jan 19-21 2024 Destination*: Univ. of Florida
- Group Taking Trip: Model United Nations G. Max H
- If using private vehicles, list approved driver(s): S. Mullikin, H Czajkowski, G. Thomas, R. Juchniewicz
- Educational Value of Field Trip: Problem Solving & Public Speaking as well as debating issues.
- Supporting Florida Standards Benchmark(s) with Narrative(s): _____
- Number of Students*: 24 Number of Chaperones*: 4
- Cost Per Student: \$160⁰⁰ Budget Code or Source to be charged: 4069
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time*: 11:00 am 1/19/24 Returning Time*: 1/21/24 (eve)

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

[Signature]
Teacher, Team Leader, Department Head, Etc.

10/24/23
Date

[Signature]
Principal

11/1/23
Date

[Signature]
Assistant Superintendent

11/3/23
Date

[Signature]
Superintendent

11/6/23
Date

SCHEDULE

Tentative Schedule

Changes may be made as the conference
date comes closer

Day One: Friday,
January 19th

02:45 PM -

05:45 PM

05:30 PM -

06:30 PM

07:00 PM -

10:00 PM

08:00

PM

Check-in

Opening
Ceremonies

Committee
Session 1

Advisor
Meeting

Day Two: Saturday, January 20th

08:30 AM -	Committee
11:30 AM		Session 2
09:00	Advisor
AM		Meeting
11:30 AM -	Lunch
01:15 PM		Break
01:15 PM -	Committee
03:45 PM		Session 3
02:00	Advisor
PM		Meeting
03:45 PM -	Break
04:30 PM		
04:30 PM -	Committee
07:30 PM		Session 4
05:00	Advisor
PM		Meeting
07:30 PM -	Dinner
09:00 PM		Break
09:00 PM -	Delegate
10:30 PM		Social (Reitz Union Ground Floor)

Day Three: Sunday, January 21st

09:00 AM -	Committee
10:30 AM	Session 5
09:30	Advisor
AM	Meeting
10:30 AM -	Break
12:00 PM	
12:00 PM -	Closing
01:00 PM	Ceremonies

TORMUN

gatormun@gmail.com

DRAFT

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023

1. School Requesting: Oakleaf
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier Other
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes No _____
4. Dates of Field Trip*: 20231206 Destination*: Appling Georgia
5. Group Taking Trip: NS207L
6. If using private vehicles, list approved driver(s): _____
7. Educational Value of Field Trip: Team work
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 15 Number of Chaperones*: 3
10. Cost Per Student: \$ 8.00 Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 20231206 0800 Returning Time*: 20231209 1600

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc.

Date

Principal

Date

Assistant Superintendent

Date

Superintendent

Date

560



Naval Junior Reserve Officer's Training Corps

NJROTC Area Manager
Area TWELVE
P.O. Box 152
NAS Jacksonville, FL 32212



24 October 2023

From: NJROTC Area Manager, Area TWELVE & Area NINE
McDonough H.S. NJROTC
To: NJROTC Area TWELVE (Old Schools) – Area NINE

Subj: **NJROTC AREA TWELVE & NINE ORIENTEERING CHAMPIONSHIPS LETTER OF INSTRUCTION LOI – 2023-2024**

Encl.: (1) Agreement of Indemnity
(2) Orienteering USA Interscholastic Scoring Guidelines
(3) Pre-Mishap Plan
(4) Operational Risk-Management
(5) Map & Directions to the meet
(6) W-9 for McDonough H.S.

1. GENERAL. Procedures for the 2023-24 Area TWELVE-NINE Orienteering Championships are hereby promulgated. This LOI sets forth the rules and regulations governing the conduct of participating schools, officials, and cadets. It also establishes guidelines for entry, general operations, and regulations for safe conduct of the meet. The Area TWELVE-NINE Orienteering Championship is hosted annually by an Area Twelve unit in cooperation with the Georgia Orienteering Club (GAOC). The host school may participate, as GAOC will be creating and setting the courses. This year's event will be held on **Saturday, December 9, 2023 @ Mistletoe State Park, Appling, Georgia.** In the event of cancellation due to severe weather, the alternate date will be Sunday, 10 December 2023. Units wishing to enter the Area 12 & 9 Orienteering Championships must meet eligibility requirements outlined below and complete the online registration form as soon as practicable but no later than **27 November 2023.** Scoring will be adjusted to actual team scores vice individuals. Teams will be limited to a maximum of 15 cadets, with no more than five cadets entered on any one course. ALL runners are eligible to compete on the Yellow course in the Area Championship, but ONLY 9th graders may compete on the Yellow course at the Navy Nationals.

2. ELIGIBILITY. Eligibility to compete in the Championship will be determined IAW Section 4 below. Entry will be limited to 30 teams or 340 cadets, whichever comes first. Individual courses will also be limited to a maximum of 100 runners so that all start times can occur in a 5-hour start window. As this is a championship event, schools may register only qualified teams; space for standby teams will be approved once all qualified teams are entered and space is still available. Registration IS NOT complete until registration spreadsheet is complete and (\$165.00 Entry Fee) has been received by the **27 NOV. 2023** deadline. Instructors wishing to participate on a BROWN course will be eligible to participate in a special Instructor Competition.

- a. Team Registration Link is HERE , Please complete team registration by Monday, 27 Nov. 2023.
- b. Individual Runner Information Page is HERE, Please complete individual runner information by Monday, 04 Dec. 2023.

3. RESPONSIBILITIES. The host NJROTC unit has responsibility for the successful conduct of the championship. Responsibilities include promulgation of this directive to include specific administrative and logistic information, start/finish areas, results area, setup crews, control card checkers, water stops, results runners, judges/scorers and awards. Area TWELVE & NINE Orienteering Championship trophies will be provided by the host school and will be presented to Area TWELVE & NINE competitors. Senior Chief David Moss (MHS) is assigned as Registrar for all entries to the Area-12 Orienteering Championship-2023-24.

4. AREA TWELVE & NINE CHAMPIONSHIP QUALIFICATION. In order for teams to participate in the Area-12 & 9 Orienteering Championship, they must qualify based on at one of the criteria listed below.

The primary means for qualifying for the Area Championship will be results at local area meets throughout the year. This year's qualification meets are:

- a. *Hillgrove's "Mountain Madness," (Sep. 16, 2023)*
- b. *Brunswick's "Pirate's Classic O-Meet" (Sep. 30, 2023)*
- c. *McDonough's "Jolly Roger O-Meet (Oct. 14, 2023)*
- d. *Lassiter's "Veteran's Day O-Meet (Nov. 12, 2023)*
- e. *Ridgeview's "Gold Head Branch O-Meet" (Nov. 18, 2023)*

The top 10 Area-12 & 9 finishers in each of these events will automatically qualify for the Championship.

** We will NOT initially go beyond the top 10 finishers in each event. ONLY those teams who finish in the top 10, who are not previously qualified, will receive an automatic bid to the championship.*

Note: Dual qualification will be allowed, but must occur at the same meet. In other words, if a school/unit has two separate teams finish in the top 10 in the same event, both teams will qualify for the Championship. At a minimum, one of the two qualifying teams must have a Varsity (Green/Brown) team entered in the event. A maximum of two teams per unit may qualify.

- f. As most of the hosted Orienteering events occur in the northern part of our geographical area, we want to ensure that there is an equitable opportunity for all schools to qualify and participate in the Championship. A minimum of 5 Jacksonville/South Georgia area schools will be guaranteed a spot in the Championship. If not previously qualified, these schools will be selected, with Area Manager approval as "At-Large" qualifiers, based on finishes at season meets, level of involvement in Orienteering, and interest in Championship participation throughout the year.
- g. The Championship will be limited to a maximum of 30 teams or 340 runners, whichever comes first. Should space for additional teams remain after meeting the criteria outlined in items 4.a and 4.b above, "At-Large" teams may be selected based on the next best finishers (i.e. 11th).

place, then 12th, and so on) in each qualifying events until Championship capacity is met. These teams will be notified approximately 3 weeks prior to the Championship (following the Ridgeview's meet).

- h. Competing teams in the Championship event do not need to field a team on all three courses, however, in order for any team/school to participate, they MUST field at least a full team (3-5 runners) on the Green/Brown (Varsity) or Orange (Junior Varsity) course. A max of 5 cadets may be entered on any one course.

5. EVENT COSTS. All costs will be tabulated on Championship registration page. Event Registration fee are due no later than the NOV. 27, 2023, registration deadline.

- a. Team Registration: \$165.00 per team
- b. Each Runner: \$8.00 per runner
- c. E-Stick Rental (if needed): \$1.00 per stick
- d. Lunch: \$7.00 per cadet
- e. Championship t-shirts, starting at \$15.00 each, extra \$2.00 (\$17.00) for XXL and above sizes. Prices subject to change... (Info sent out from AREA-12 for sizes, Host school will collect funds for shirts and deliver)

6. OPERATIONS.

a. **STANDARDS OF CONDUCT.** The conduct of participants should be in keeping with the highest standards of the NJROTC program. Cadets are expected to conduct themselves with dignity and professionalism. Inappropriate or destructive cadet behavior could nullify courses or meet results, affecting rankings and causing unnecessary expenses for competitors. Tape players, radios, two way radios, obnoxious noise devices or activities which distract from the meet or which contribute towards unruly conduct are not permitted and may lead to disqualification of the entire team. Cadets **WILL NOT** be permitted to participate in the meet without the presence of an instructor from his/her unit. Advisors, parents, and friends are welcome as observers but must not interfere in any way with the conduct of the meet. Instructors must provide adequate supervision of their cadets who are not on a course. All meet attendees are to avoid occupied campgrounds, stable areas, park residences and any areas marked out-of-bounds on the map, as well as areas being used by other park visitors. Drugs, alcohol or tobacco products and weapons of any kind are strictly forbidden. All persons attending the meet are requested to use trash containers provided, have their own trash bags available and leave the park facilities clean upon departure. Instructors are asked to ensure that the immediate vicinity around their bus or other vehicles is kept policed throughout the day.

b. **REGISTRATION AND COMPETITION.** Initial team registration will be completed Electronically @ Team Registration Link is HERE , no later than 27 Nov, 2023.
All entry monies will be forwarded to:

McDonough H.S. NJROTC
Attn: BMCS David Moss
155 Postmaster Drive
McDonough, GA 30253

Make checks payable to: McDonough H.S. NJROTC (with a phone #, unless it's a school's check)

Upon completing initial registration, each unit must also submit individual competitor information.

****FAILURE TO SUBMIT COMPLETE COMPETITOR INFORMATION BY 04 December 2023 WILL RESULT IN DISQUALIFICATION FROM THE MEET**** This information is critical in that it will determine how many 6 color orienteering maps will be purchased for the meet, runner intervals, and assigning of start times. If you are unsure of a cadet's name, simply list your runner with your school name and course; i.e., McDonough #1. Each unit must also bring the waiver/indemnity forms for all participants, enclosure (1), on the day of the meet. Team course and lineup changes following final registration may be possible, but are highly discouraged. On meet day at check-in, all teams will receive a welcome package consisting of briefing sheet, clue sheets, bib numbers, t-shirts, and other material the meet director deems necessary.

c. **COURSES.** All competitors competing in the Area TWELVE & NINE Championships should have the requisite skills necessary to compete on their respective course. This is a championship event, not an introduction to orienteering! Under no circumstances should cadets run a course above their experience level (or no experience whatsoever), with hopes they will finish. Competition courses will include the YELLOW (Intermediate – Advanced Beginner), ORANGE (Junior Varsity) and Green/Brown (Varsity - Advanced).

Cadets may run only one course and depending upon finish, points may be earned toward individual course and overall team awards. Individual runner times will be converted to an individual runner score based on the formula used by Orienteering USA's Average Winning Time (AWT) model. Scoring is described in item 7 and enclosure (2) below.

SCHOOL DISTRICT OF C
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023

1. School Requesting: OHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other X Ag Van ✓
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes _____ No X
4. Dates of Field Trip*: 1/17/24 - 1/18/24 Destination*: Environmental FFA State Finals
Haines City FFA Center
5. Group Taking Trip: FFA environmental Science Team
6. If using private vehicles, list approved driver(s): _____
7. Educational Value of Field Trip: Students will compete in State
Finals in areas of water quality, wildlife ID,
pollution/waste management, and enviro issues presentation
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____

9. Number of Students*: 6 Number of Chaperones*: 1
10. Cost Per Student: 0 Budget Code or Source to be charged: 4031
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 8AM - 1/17 Returning Time*: 6PM - 1/18

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

[Signature]

Teacher, Team Leader, Department Head, Etc.

[Signature]

Principal

[Signature]

Assistant Superintendent

[Signature]

Superintendent

10/30/23

Date

10/31/23

Date

11/1/23

Date

11/1/23

Date



Gwaltney, Victoria <victoria.gwaltney@myoneclay.net>

[ALL - Florida Ag Ed] Event Results: 2023 Environmental CDE Virtual Preliminary Results

2 messages

Cantrell, Hannah via ALL - Florida Ag Ed <all+hannah.cantrell_at_flaffa.org@floridaaged.org>

Wed, Oct 25, 2023 at 2:40 PM

Reply-To: "Cantrell, Hannah" <hannah.cantrell@flaffa.org>
To: all@floridaaged.org

Florida FFA is excited to announce the results of the **2023 Environmental Science CDE Preliminary**. The top 10 teams will advance to the state finals in January of 2024.

Results are attached to this email and can also be found here: <https://www.judgingcard.com/Results/>

Please note that all ties have been broken.

If your team advanced to the next level of competition and cannot attend please notify our office as soon as possible so that we may contact the next team.

As a matter of procedure, event results are considered unofficial for two (2) business days following publishing. It is the responsibility of the FFA Advisor to review individual team results. Any appeal must be made to the FFA Executive Secretary in writing during the two business day period for necessary adjustments to be made. At the close of business on the second business day following publishing, results will be official.

FFA members competing in any Career Development Event (CDE) or Leadership Development Event (LDE) at the state level (including online and onsite preliminaries) must be listed on the chapter's membership roster. During the two business day period following the publishing of event results, while results are considered to be "unofficial", membership eligibility will be confirmed for all participants on qualifying teams. For any chapter whose members are not found on the roster, the FFA advisor will be notified and given an opportunity to correct the roster and pay a \$100 late fee by the close of business (5:00pm EST) on the second business day. If corrections are not made and/or the late fee not paid, students will be removed from the score report. **Membership checks will be slightly delayed due to the volume checks that have to be conducted and National FFA Convention.**

Invoices for those teams who had more than 8 students compete will be sent out after all virtual prelims are completed in the spring.

CDE feedback is always welcome: https://floridaffa.formstack.com/forms/cde_ide_feedback_form

Congratulations to all of the teams who competed!

Hannah

HANNAH H. CANTRELL

Director of Competitive Events

Florida FFA Association, Inc.

Phone | 352-378-0060

Fax | 352-378-6061

Email | Hannah.Cantrell@flaffa.org

Web | www.floridaffa.org

Mail | 5600 SW 34th Street, Gainesville, Florida 32608

FFA makes a positive difference in the lives of students by developing their potential for *premier leadership, personal growth and career success* through agricultural education.

The Florida FFA Association is a resource and support organization that does not select, control, supervise or approve local chapter or individual member activities except as expressly provided for in the Florida FFA Constitution and Bylaws.

You received this message as part of the **ALL - Florida Ag Ed** email group.

Reply to group

Reply to sender (hannah.cantrell@flaffa.org)

[My Membership Preferences](#) • [Contact group administrators](#) • [Report as spam](#)

[Unsubscribe](#)

3 attachments

 **2023 Environmental Science Prelim Results.pdf**
13K

 **2023 Environmental Science Prelim Summary.pdf**
195K

 **2023 Environmental Science Virtual Prelim NO CHAPTER NUMBER.pdf**
11K

Florida Fall Virtual Preliminary #1
 2023 Environmental Science CDE Prelim Official : Overall
 Oct 24, 2023

Rank	Team #	Team Name	Score
1	114	Orlando Colonial	269
2	1160	Varela	241
3	1347	Ocoee	237
4	1380	Strawberry Crest	227
5	163	Zephyrhills	227
6	1392	Oakleaf FFA	221
7	152	Trenton	219
8	1368	Wekiva FFA	218
9	440	Cypress Creek FFA	217
10	89	Madison County	212
11	112	Okeechobe- Brahman	212
12	41	DeLand	209
13	108	New Smyrna Beach	207
14	404	Riverview	207
15	298	Armwood	192
16	139	Sneads	191
17	1400	Cedar Key	189
18	374	Durant	189
19	1	Santa Fe	186
20	25	Branford	186
21	1410	Deane Bozeman School FFA	186
22	186	Bell	184
23	59	South Lake	181
24	109	Vanguard	177
25	1399	University Volusia FFA	176
26	395	Coral Reef	175
27	479	Davenport FFA	175
28	396	Sickles	173
29	159	Williston	172
30	333	Deltona	172
31	378	Northview	171
32	8	Avon Park	170
33	66	Citrus	167
34	497	Florida Virtual FFA	167
35	371	Atlantic	163
36	1326	West Florida	163

Florida Fall Virtual Preliminary #1
 2023 Environmental Science CDE Prelim Official : Overall
 Oct 24, 2023

Rank	Team #	Team Name	Score
37	301	Lecanto	162
38	1313	Middleton	161
39	1394	Hudson FFA	161
40	77	Kathleen	157
41	28	Brooksville	153
42	132	East Bay	152
43	207	South Fork	152
44	216	Mount Dora	151
45	85	Leesburg	151
46	128	Ponce De Leon	146
47	106	Newberry	144
48	1442	James Madison Prep	138
49	116	Evans	137
50	1340	Harmony	136
51	23	Brandon	132
52	419	Windermere FFA	132
53	172	South Lake Junior	131
54	268	Jupiter	124
55	2	Altha	93
56	328	Seabreeze	91
57	258	Williston Junior	61
58	1304	Timber Creek	29
59	22	Southeast Manatee	14
60	318	Roosevelt Academy	8
61	422	Taylor County FFA	7

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023

- School Requesting: Ridgeview High
- Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: _____
- Trip(s) Overnight: Yes No Trip(s) Out-of-State: Yes _____ No
- Dates of Field Trip*: 2/29 - 3/3/23 Destination*: Orlando, ProStart Competition
- Group Taking Trip: Culinary
- If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
- Educational Value of Field Trip: Students will travel to Orlando to compete with students from around the state of Florida in Culinary, Edible Centerpieces, and waiters relay
- Supporting Florida Standards Benchmark(s) with Narrative(s): 16.0 Practice Professional Cooking and baking techniques. 16.0 Recognize standards of quality as well as prepare and creatively present professional bake station items, professional Pantry Station items
- Number of Students*: 9 Number of Chaperones*: 1
- Cost Per Student: \$3000 Budget Code or Source to be charged: 3018
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time*: 3:00 pm Returning Time*: 5:00 pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc.

Principal

Assistant Superintendent

Superintendent

Date 10/13/23

Date 10/27/23

Date

Date

32

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
Received too late for Nov. 2, 2023
Board Meeting
Received for information: Dec. 7, 2023

- School Requesting: RHS
- Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: _____
- Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
- Dates of Field Trip*: 12/4-12/5/23 Destination*: Orlando, FL UCF Rosen
- Group Taking Trip: Culinary
- If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
- Educational Value of Field Trip: If students make it to the top 10 in the Universal Studio's Handheld Competition they will move on to the second stage of the competition where they will travel to UCF Rosen College to compete against the other 9 teams.
- Supporting Florida Standards Benchmark(s) with Narrative(s): 11.0.0 Practice professional cooking and baking techniques. 11.0.1 Recognize standards of quality as well as prepare an creatively present professional bake station items, professional Pantry Station items.
- Number of Students*: 3 Number of Chaperones*: 1
- Cost Per Student: 0 Budget Code or Source to be charged: 3018
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time*: 3:00 pm Returning Time*: 6:00 pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Amy [Signature]
Teacher/Team Leader, Department Head, Etc.

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

Date 10/13/23

Date 10/23/23

Date 10/24/23

Date _____

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
December 7, 2023

1. School Requesting: RHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes No _____
4. Dates of Field Trip*: Friday Dec 7 SAT Dec 9th Destination*: Appling, GA
5. Group Taking Trip: NJROTC Orienteering Team
6. If using private vehicles, list approved driver(s): _____
7. Educational Value of Field Trip: N/A
8. Supporting Florida Standards Benchmark(s) with Narrative(s): N/A
9. Number of Students*: 20 Number of Chaperones*: 1
10. Cost Per Student: \$30.00 Budget Code or Source to be charged: 3167
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 2:00pm Friday Returning Time*: 8:00pm Saturday

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

[Signature]

Teacher/Team Leader, Department Head, Etc.

[Signature]

Principal

[Signature]

Assistant Superintendent

[Signature]

Superintendent

Oct 27, 2023

Date

10/27/23

Date

11/1/23

Date

11/2/23

Date

38



Naval Junior Reserve Officer's Training Corps

NJROTC Area Manager
Area TWELVE
P.O. Box 152
NAS Jacksonville, FL 32212



24 October 2023

From: NJROTC Area Manager, Area TWELVE & Area NINE
McDonough H.S. NJROTC

To: NJROTC Area TWELVE (Old Schools) – Area NINE

Subj: **NJROTC AREA TWELVE & NINE ORIENTEERING CHAMPIONSHIPS LETTER OF INSTRUCTION LOI – 2023-2024**

- Encl.: (1) Agreement of Indemnity
(2) Orienteering USA Interscholastic Scoring Guidelines
(3) Pre-Mishap Plan
(4) Operational Risk-Management
(5) Map & Directions to the meet
(6) W-9 for McDonough H.S.

1. GENERAL. Procedures for the 2023-24 Area TWELVE-NINE Orienteering Championships are hereby promulgated. This LOI sets forth the rules and regulations governing the conduct of participating schools, officials, and cadets. It also establishes guidelines for entry, general operations, and regulations for safe conduct of the meet. The Area TWELVE-NINE Orienteering Championship is hosted annually by an Area Twelve unit in cooperation with the Georgia Orienteering Club (GAOC). The host school may participate, as GAOC will be creating and setting the courses. This year's event will be held on Saturday, December 9, 2023 @ Mistletoe State Park, Appling, Georgia. In the event of cancellation due to severe weather, the alternate date will be Sunday, 10 December 2023. Units wishing to enter the Area 12 & 9 Orienteering Championships must meet eligibility requirements outlined below and complete the online registration form as soon as practicable but no later than **27 November 2023**. Scoring will be adjusted to actual team scores vice individuals. Teams will be limited to a maximum of 15 cadets, with no more than five cadets entered on any one course. ALL runners are eligible to compete on the Yellow course in the Area Championship, but ONLY 9th graders may compete on the Yellow course at the Navy Nationals.

2. ELIGIBILITY. Eligibility to compete in the Championship will be determined IAW Section 4 below. Entry will be limited to 30 teams or 340 cadets, whichever comes first. Individual courses will also be limited to a maximum of 100 runners so that all start times can occur in a 5-hour start window. As this is a championship event, schools may register only qualified teams; space for standby teams will be approved once all qualified teams are entered and space is still available. Registration IS NOT complete until registration spreadsheet is complete and (\$165.00 Entry Fee) has been received by the **27 NOV. 2023** deadline. Instructors wishing to participate on a BROWN course will be eligible to participate in a special Instructor Competition.

December 7, 2023 - Regular School Board Meeting

Title

C5 - Affiliation Agreement between Clay County District Schools and Valdosta State University (VSU)

Description

This agreement is between Clay County District Schools and Valdosta State University for VSU students to participate in clinical/occupational experiences under the direction of a qualified mentor educator in Clay County schools.

Gap Analysis

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

Previous Outcomes

Clay County District Schools currently has agreements with 31 Colleges/Universities, and has not had an agreement previously with VSU. This agreement would allow teacher candidates from VSU to be placed in Clay.

Expected Outcomes

Placement of teacher candidates provides real-world experiences to better prepare them for the rigors of teaching in the Prek-12 educational setting. VSU is currently requesting the placement of 1 student, and this agreement will allow for future interns to be placed over the duration of the contract period.

Strategic Plan Goal

Goal 2: Talent Recruitment, Development, and Retention

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

Recommendation

That the Clay County School Board approve the agreement between Clay County District Schools and Valdosta State University.

Contact

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

Financial Impact

\$0

Review Comments

Attachments

📎 [240074 Valdosta State Univ Collab Partnership.pdf](#)

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 240074
 Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:
12/7/2023
 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: 10/09/2023

Name of Contract Initiator: Jennifer Shepard Telephone #: 9043366951

School/Dept Submitting Contract: Professional Learning Cost Center #9009

Vendor Name: Valdosta State University

Contract Title: Valdosta State University Clinical Experiences Collaborative Partnership

Contract Type: New Renewal Amendment Extension Previous Year Contract #

Contract Term: 12/07/2023-12/07/2033 Renewal Option(s):

Contract Cost: \$0

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

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

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

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):

Completed Contract Review Form

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

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

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

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

Release and Hold Harmless (If Applicable)

RECEIVED
 OCT - 9 2023
 PURCHASING
 RECEIVED
 10/14/23
 SBAO

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department <i>BTB</i>	<i>NO Cost</i>
Review Date <i>10/11/23</i>	
School Board Attorney <i>SB</i>	
Review Date <i>10/16/23</i>	
Other Dept. as Necessary	
Review Date	

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

FINAL STATUS: **APPROVED** DATE: 10-17-23



Clinical Experiences Collaborative Partnership

Valdosta State University

The Board of Regents of the University System of Georgia by and on behalf of Valdosta State University through its **Dewar College of Education and Human Services (COEHS)** and School Board of Clay County located in _____ Clay County, Florida _____ (**P-12**) agree to enter into this Partnership for the establishment and maintenance of a mutually-beneficial partnership. The parties agree that while we recognize that each partnership is unique, the following common principles are intended to facilitate all work associated with this Partnership:

Shared purpose in collaborating for improved learning for all stakeholders; focusing on continuous school/system/agency improvement and student achievement.

Reciprocity whereby the school/system/agency and program provider equally benefit from having candidates and program faculty participate in the school/system/agency environment through mutually valuable opportunities such as: 1) preparation of candidates; 2) training, evaluation, and ongoing professional development for all educators; 3) research and inquiry into improving practice; 4) and, other functions as agreed upon by the school/agency and program provider.

P-12 Role and Requirements

The P-12 principal or employer will work with the COEHS to assign VSU students enrolled in an educator preparation program specific P-12 teachers or other school professionals who demonstrate a positive impact on candidates' development and diverse P-12 student learning and development. Support leadership candidates who participate in school improvement and research partnerships with university personnel. Mentor educators assigned to educator candidates or interns shall be the best qualified, have received an annual summative performance evaluation rating of proficient/satisfactory or higher for the most recent year of experience, and have a minimum of three (3) years of experience in a teaching, service, or leadership role. These educators shall hold renewable professional-level certification in the content area of the certification sought by the educator candidate.

COEHS Role and Requirements

The COEHS will work with the P-12 principal or employer to design and implement clinical experiences, utilizing various modalities, of sufficient depth, breadth, diversity, coherence, and duration to ensure candidates demonstrate their developing effectiveness and positive impact on diverse P-12 students' learning and development. Emphasis will be placed on experiences that provide active professional practice or demonstration and that include substantive work with P-12 students or P-12 personnel as appropriate for the areas in which the educator candidates are being prepared unless both parties agree that the school placement should involve observation only. As agreed upon by the P-12 mentor educator and university supervisor, the mentor educator will deploy gradually increasing responsibilities to the student as the capacity to carry such responsibilities is demonstrated. The supervision of COEHS educator candidate experiences in the P-12 schools will be performed cooperatively by appropriate members of the school personnel and the VSU educator preparation program personnel. The COEHS will work with the P-12 principal or employer to prepare, evaluate, and support high-quality clinical educators through training, evaluation, and ongoing professional development.

COEHS Students Role and Requirements

COEHS students, also referred to as educator candidates, will present himself/herself only after a confirmation of the placement by both the P-12 personnel and COEHS Partnership Relations Specialist. COEHS students will complete P-12 forms required for completion of a school placement, including a background check if applicable,

STATE OF GEORGIA
DEPARTMENT OF ADMINISTRATIVE SERVICES
CERTIFICATE OF INSURANCE

Name and Address of Agency Department of Administrative Services Risk Management Services 200 Piedmont Avenue SE Suite 1220 West Tower Atlanta, Georgia 30334-9010	Coverages Afforded By:		
	Company Letter	A	State of Ga. Risk Management Services
Name and Address of Insured BOR-Valdosta State University 1500 N. Patterson Street Valdosta, GA 31698	Company Letter	B	Great American Insurance Company
	Company Letter	C	
	Company Letter	D	
	Company Letter	E	

This certificate is given as a matter of information only and confers no rights upon the certificate holder. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy(ies) described herein is subject to all the terms, exclusions and conditions of such policy(ies). This certificate does not amend, extend or otherwise alter the coverages afforded by the policy(ies) described herein.

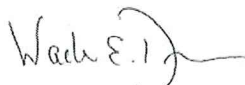
COMPANY LETTER	TYPES OF INSURANCE	POLICY NUMBER	POLICY EXPIRES	LIMITS APPLY SEPARATELY PER POLICY		
A	COV. LIABILITY (GL, MEDICAL MALPRACTICE) A TORT CLAIMS LIABILITY POLICY. State agency or Authority is insured When sued in state courts.	TCP 401-14-24	6/30/2024	BODILY INJURY & PROPERTY DAMAGE & PERSONAL INJURY COMBINED PER PERSON \$1,000,000 AGGREGATE \$3,000,000 OCCURRENCE POLICIES (X)		
A	B EMPLOYEE LIABILITY POLICY. Employee is insured when sued Individually.	CGL 401-14-24	6/30/2024			
	C STATE AUTHORITY POLICY. Coverage applies when Authority. is sued in federal court					
A	Contractual and/or Additional Insured Coverage applies to Certificate Holder if policy A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> is checked					
	D COV. AUTOMOBILE LIABILITY COVERAGE Owned, rented, and non-owned automobiles when Agency or Authority is sued in state court or employee is sued in federal court	TCP 401-14-24	6/30/2024	C.S.L PER PERSON \$1,000,000 AGGREGATE \$3,000,000		
	E Physical Damage Coverage			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">Other than Coll. 500 Ded. Coll. 500 Ded.</td> </tr> </table>		Other than Coll. 500 Ded. Coll. 500 Ded.
	Other than Coll. 500 Ded. Coll. 500 Ded.					
	F Excess Authority Coverage when Authority is sued in federal court G Excess Contractual and /or additional insured coverage when certificate holder is sued in federal or state court yes <input type="checkbox"/> no <input type="checkbox"/>			LIMITS SHOWN INCLUDE THE LIMITS OF LIABILITY SHOWN UNDER COVERAGES C-D FOR AUTHORITIES ONLY SINGLE LIMIT LIABILITY:		
A	H WORKER'S COMP. COVERAGE	SELF-INSURED	NONE	STATUTE		
B	COV. MISC. COVERAGE I Property J Other Fidelity Bond	GVT 554-39-95-20	6/30/2024	\$50,000,000		

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES

Contractual Liability is NOT provided and the Certificate Holder is NOT an additional insured. Coverage applies to state employees while performing state assigned duties.

CANCELLATION:

In the event of cancellation of the policy(ies) described herein, Risk Management Services will endeavor to provide 30 days written notice to the certificate holder, however Risk Management Services assumes no legal responsibility for failure to do so.

NAME AND ADDRESS OF CERTIFICATE HOLDER TO WHOM IT MAY CONCERN		DATE ISSUED: <u>06/06/2023</u>  AUTHORIZED REPRESENTATIVE
--	--	--

December 7, 2023 - Regular School Board Meeting

Title

C6 - Addition to the Professional Learning Catalog (Master In-service Plan)

Description

The Florida legislature recognizes the importance of planning for developing human potential and requires each district to develop a comprehensive Professional Learning Catalog, which was formerly known as the Master In-service Plan. Each district is required to update, revise, and submit a Professional Learning Catalog to provide a detailed description of each professional learning component, to include the name of the component, general description, primary purpose, evaluation methods for staff and students, implementation method, learning methods and participation hours. Each unique type of professional learning experience requires a corresponding component.

Gap Analysis

In response to recent legislation, Career and Technical Education teachers can now earn in-service points for supporting students in extracurricular activities. There is currently not a component in the Professional Learning Catalog that allows for points to be awarded for this activity. A component will be added to the Professional Learning Catalog to allow teachers to be awarded points for supporting students in extracurricular activities.

Previous Outcomes

The CCDS Professional Learning Catalog was last revised in May 2023.

Expected Outcomes

The CCDS Professional Learning Catalog will include a component for the CTE (Career and Technical Education) Career and Technical Student Organizations (CTSO), and will allow teachers to earn in-service points in alignment with the most current statute.

Strategic Plan Goal

Goal: Goal 2: Talent, Recruitment, Development, and Retention

Strategy: 2.3 Retain employees through opportunities for growth and career development leading to high satisfaction and increased student outcomes.

Recommendation

That the Clay County School Board approve the CCDS Professional Learning Catalog.

Contact

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

Financial Impact

\$0

Review Comments

Attachments

☉ [CTE \(Career and Technical Education\) Career and Technical Student Organizations \(CTSO\) , 10_16_2023.pdf](#)

Clay County District Schools High Quality MIP (HQMIP) Component

1. IDENTIFICATION:

<u>Title:</u>	<u>CTE (Career and Technical Education) Career and Technical Student Organizations (CTSO)</u>
<u>Component Number:</u>	<u>1-002-003</u>
<u>Function:</u>	<u>1 Subject Content/Academic Standards</u>
<u>Focus Area:</u>	<u>002</u>
<u>Local Sequence Numbers:</u>	<u>003</u>
<u>Points to be Earned:</u>	<u>120</u>
<u>Primary Purpose:</u>	<u>C- Florida Educators Certificate Renewal</u>

2. DESCRIPTION:

Participants will support students in extracurricular activities such as Career and Technical Organization (CTSO) that will improve student learning and create more efficient classrooms.

3. LINK(S) TO PRIORITY INITIATIVES:

Academic content standards for student achievement, Assessment and tracking student progress, Continuous Improvement practices, Digital Learning/Technology Infusion, Instructional design and lesson planning, Learning environment (as per FEAPS standards)

4. FLORIDA PL STANDARDS SUPPORTED BY THIS COMPONENT:

1.2 Needs & Planning- Professional Learning Resources, 2.1 Learning- Learning Outcomes, 3.1 Implementing- Implementation of Learning

5. IMPACT AREA(S):

Study leading to deep understanding of the practice(s), standard(s), and/or process(es) targeted

6. SPECIFIC LEARNER OUTCOMES:

Participants will support students in extracurricular CTE activities (e.g., career and technical student organization activities outside of regular school hours and training related to the supervision of such organizations).

7. LEARNING PROCEDURES (Methods):

A- Knowledge Acquisition: Workshop - training event or process (limited to knowledge transmission/training focused on understanding the component's content)

WHAT will occur during this professional learning opportunity?

Participants will support students in extracurricular CTE activities (e.g., career and technical student organization activities outside of regular school hours and training related to the supervision of such organizations).

HOW will the experiences be provided to participants during this professional learning opportunity?

Participants will support students in extracurricular CTE activities at the school, district, state and national level.

KEY ISSUES to be included in participant implementation agreements that support the specific learner outcomes identified above.

Participants will take knowledge from CTSO activities back to the classroom for co-curricular learning to take place.

8. IMPLEMENTATION/MONITORING PROCEDURES:

P- Participant Product related to training or learning process (may include lesson plans, written reflection on lessons learned, audio/video exemplars, case study findings, modeling improved practice, samples of resulting student work, and/or collegial training resources)

9. IMPACT EVALUATION PROCEDURES:

What methods will be used to evaluate the impact of the component on the targeted Impact Areas and Targeted Learner Outcomes?

Evaluation Method Staff: A- Changes in instructional or learning environment practices implemented in the classroom or directly with students (observed or measured impact on educator proficiency through the district's instructional or school leader evaluation system indicators, components, and/or domains, and/or deliberate practice or IPDP/ILDP growth targets, and/or district or school level processes for tracking student progress)

Evaluation Method Student: A- Results of national, state or district-developed/standardized student performance measure(s)

Students will be successful in CTSO activities at the school, district, state and national level.

Who will use the evaluation impact data gathered?

Participants will use the data gathered to evaluate their program and make changes for improvement.

10. PROCEDURES FOR USE OF THE COMPONENT'S EVALUATION FINDINGS:

Participants will use the findings to evaluate their program and methods of instruction to make improvements that lead to student success.

DISTRICT RECORD KEEPING DATA RELATED TO DEVELOPMENT OF THIS COMPONENT:

Date Approved: December 2023 - pending board approval

Date Revised: N/A

Department: Career and Technical Education (CTE)

Name(s) of Component Alice Paulk
Author(s):

DRAFT

December 7, 2023 - Regular School Board Meeting

Title

C7 - Proposed Allocation Changes for 2023-2024

Description

Staff allocation documents clarify how each school, district department and division is staffed for the 2023-2024 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

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, (904)336-6722, susan.legutko@myoneclay.net

Financial Impact

Reflected in attachment.

Review Comments

Attachments

[12.07.23 - 23-24 Allocation Summary.pdf](#)

School	Add	Delete	Allocation	Comment	Salary	Benefits	Total Cost
			2023-2024 ACTIONS				
			General Funds				
OLJ - 0611		-1.0	Teacher, VESC-LI	Enrollment & student needs	(\$48,450)	(\$16,967)	(\$65,417)
OLJ - 0611	1.0		Support Facilitator	Enrollment & student needs	\$48,450	\$16,967	\$65,417
KHE - 0301	1.0		Custodian	Increase in size of new cafeteria addition	\$29,250	\$10,243	\$39,493
				TOTAL:	\$29,250	\$10,243	\$39,493

DRAFT

December 7, 2023 - Regular School Board Meeting

Title

C8 - Monthly Financial Reports for October, 2023

Description

The Monthly Financial Reports, in accordance with SBE Rule 6A-1.008, are submitted for the use and consideration of the Board for the month ending October 31, 2023.

Gap Analysis

The Monthly Financial Reports show compliance to the district's amended budget as of the month end reported and meet State and School Board financial reporting requirements.

Previous Outcomes

It has been a past (normal) practice to provide Monthly Financial Reports, in accordance with SBE Rule 6A-1.008.

Expected Outcomes

The Monthly Financial Reports are provided to meet the stewardship responsibilities of the district for reporting and accountability of the district's finances.

Strategic Plan Goal

Goal 5: Strategy 2: 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. Promote fiscal transparency and communication.

Recommendation

That the Clay County School Board accept for use and consideration the Superintendent's Monthly Financial Reports for October, 2023.

Contact

Dr. Susan M. Legutko, Assistant Superintendent of Business Affairs, (904) 336-6721, susan.legutko@myoneclay.net

Financial Impact

The Monthly Financial Reports reflect the year-to-date results of operations.

Review Comments

Attachments

- 🔗 [October 2023 Monthly Board Financial Report.pdf](#)
- 🔗 [October 2023 Monthly Board Property Report.pdf](#)
- 🔗 [Contracts Signed By Super for \\$50,000 to \\$100,000.pdf](#)

CLAY COUNTY SCHOOL BOARD
SUMMARY OF CASH INVESTMENTS
07/01/2023 thru 10/31/2023

	CASH BALANCE	INVESTMENT AMOUNT	TYPE	GRAND TOTAL
General Fund(3)	1,906,610.33	23,498,216.35	(1) & (4) SBA/OTH	25,404,826.68
Debt Services(5)	0.00	474,901.77	SBA/OTH	474,901.77
Capital Projects	0.00	24,911,227.64	SBA/OTH	24,911,227.64
Special Rev. - Other	0.00	7,507,613.92	SBA	7,507,613.92
Spec. Rev - Food Service	4,125,920.32	2,800,572.71	SBA	6,926,493.03
Self Insurance - P&C	0.00	632,720.88	SBA	632,720.88
Self Insurance - Health	0.00	2,632,720.88	SBA	2,632,720.88
GRAND TOTAL	6,032,530.65	62,457,974.15		68,490,504.80

NOTES:

1. The rate of interest earned on investments with the State Board of Administration (PRIME) during the month of October, 2023 was 5.60%.
2. For comparison purposes with the General Fund Statement of Revenue, we have completed 33.34% of the fiscal year. All other percentages are only a comparison of cash collections or expenditures to budgeted revenue or appropriations.
3. On the Summary of Cash & Investments, the figure reported for General Fund Investments includes \$1,716,824.53 Invested for School Internal Accounts.
4. The rate of interest earned on investments with the Florida Education Investment Trust Fund (FEITF) during the month of October, 2023 was 5.54%.
5. Trustee Accounts - Amounts placed with SBA by the Florida Department of Education for investment of debt service moneys.

DRAFT

CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS
STATEMENT OF REVENUE
07/01/2023 thru 10/31/2023

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Federal Impact Aid	3121	500,000.00	500,000.00	0.00	0.00%
	R O T C	3191	375,000.00	375,000.00	13,029.66	0.00%
Federal Direct - Total			875,000.00	875,000.00	13,029.66	
Federal thru Local and State	Medicaid	3202	2,000,000.00	2,000,000.00	108,545.80	5.43%
	Federal Through Local Revenue	3280	350,000.00	361,970.45	65,447.43	18.08%
Federal thru Local & State - Total			2,350,000.00	2,361,970.45	173,993.23	
State Sources	Florida Educ Finance Program	3310	230,527,297.00	230,527,297.00	71,658,268.00	31.08%
	Workforce Development	3315	904,441.00	904,441.00	301,480.00	33.33%
	CO&DS Withheld/Admin Expense	3323	22,000.00	22,000.00	0.00	0.00%
	State License Tax	3343	40,000.00	40,000.00	10,209.28	25.52%
	Class Size Reduction	3355	37,159,379.00	37,159,379.00	12,386,460.00	33.33%
	Voluntary Pre-K High Schools	3370	100,000.00	100,000.00	26,340.91	26.34%
	Voluntary Pre-K	3371	500,000.00	500,000.00	150,292.33	30.06%
	State Revenue Thru Local	3380	139,347.94	139,347.94	139,347.94	100.00%
	Miscellaneous State Revenue	3390	859,692.00	889,847.00	156,173.74	17.55%
State Sources - Total			270,252,156.94	270,282,311.94	84,828,572.20	
Local Sources	District School Taxes	3411	71,869,574.68	71,869,574.68	0.00	0.00%
	Prior Year Coll School Taxes	3419	30,000.00	30,000.00	0.00	0.00%
	Tax Redemptions	3421	1,000,000.00	1,000,000.00	0.00	0.00%
	Rent	3425	600,000.00	600,000.00	134,311.97	22.39%
	Interest Incl Profit On Investment	3430	1,000,000.00	1,000,000.00	616,636.65	61.66%
	Gifts Grants & Bequests	3440	241,601.80	241,601.80	25,171.80	10.42%
	Adult Gen Educ Course Fee-GED	3461	51,219.99	54,699.99	14,759.99	26.98%
	Postsecondary Voc Course Fees	3462	3,000.00	3,000.00	0.00	0.00%
	Lifelong Learning Fees	3466	500.00	500.00	0.00	0.00%
	Other Student Fees	3469	13,900.00	13,900.00	5,571.25	40.08%
	Preschool Program Fees	3471	449,398.24	449,398.24	83,138.60	18.50%
	Other Schl Class Fees	3479	91,774.00	91,774.00	5,770.32	6.29%
	Miscellaneous Local Sources	3490	1,651,034.72	1,849,251.63	1,573,766.97	85.10%
	Receipt Of Fed Indirect Cost	3494	1,000,000.00	1,000,000.00	138,520.95	13.85%
	Other Misc Local Sources	3495	300,000.00	300,000.00	3,080.00	1.03%
	Refund Of Prior Year's Expense	3497	100,000.00	100,000.00	7,852.67	7.85%
	Lost Damaged & Sale Of Textbook	3498	5,045.98	5,045.98	0.00	0.00%
Receipt Of Food Serv Ind Cost	3499	400,000.00	400,000.00	0.00	0.00%	
Local Sources - Total			78,807,049.41	79,008,746.32	2,608,581.17	
Transfers	Transfer From Capital Projects	3630	5,070,000.00	5,070,000.00	1,180,556.00	1.55%
	Transfer From Internal Service	3670	1,000,000.00	1,000,000.00	0.00	0.00%
Transfers - Total			6,070,000.00	6,070,000.00	1,180,556.00	
Other Financing Sources	Sale Of Equipment	3733	100,000.00	100,000.00	12,428.54	9.01%
	Insurance Loss Recoveries	3740	22,573.84	22,573.84	43,262.91	77.85%
OFS - Total			122,573.84	122,573.84	55,691.45	
Revenues - Total			358,476,780.19	358,720,602.55	88,860,423.71	24.77%
Fund Balance	Restricted Fund Balance	2720	0.00	0.00	0.00	
	Fund Balance 7-1-2023	2750	27,644,443.17	27,644,443.17	27,644,443.17	
Grand Total			386,121,223.36	386,365,045.72	116,504,866.88	30.15%

CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2023 thru 10/31/2023

Expense	Acc#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Emergency Services	Mat Supplies	Cap Outlay	Other Misc.	Totals	% OF Budget
Basic FEPP K-12	5100	170,446,177.23	170,356,571.87	21,194,011.52	7,349,438.94	5,538,778.38	105.00	5,144,570.38	198,130.37	77,946.57	39,503,001.16	23.19%
Exceptional Education	5200	53,506,848.84	53,427,131.83	8,795,822.03	3,000,481.86	701,670.52	695.76	140,927.04	25,331.59	1,431.37	12,666,360.17	23.71%
Career Technical Education	5300	10,551,660.11	10,427,014.19	1,320,076.39	445,356.53	169,950.64	710.52	76,302.01	157,652.46	1,964.00	2,174,012.67	20.85%
Adult General	5400	586,174.30	614,428.23	35,918.79	17,197.85	17,533.71	0.00	1,957.18	2,115.56	8,836.00	106,559.11	17.34%
Voluntary Pre K	5500	1,129,409.24	1,149,409.24	168,391.95	58,190.02	4,599.46	0.00	133,180.58	6,936.80	0.00	371,298.81	32.30%
Other Instruction	5900	47,355.35	46,112.60	89,435.09	15,737.89	0.00	0.00	1,216.42	2,390.60	0.00	106,770.00	235.88%
Student Support Services	6100	19,178,274.27	19,177,016.48	3,907,027.88	1,199,440.42	343,604.49	1,391.95	84,834.83	86,526.87	14,747.23	5,637,573.67	29.40%
Instructional Media Services	6200	5,033,098.57	5,033,860.91	749,729.89	234,754.54	63,681.63	0.00	22,132.51	44,179.54	450.00	1,134,928.11	22.55%
Inst & Curric Dev Services	6300	4,892,736.36	4,888,598.36	1,033,747.43	299,898.13	12,113.00	77.84	3,728.49	40,298.72	7.15	1,389,870.76	28.43%
Inst Staff Training Services	6400	4,700,230.21	4,791,855.46	670,641.65	197,876.38	192,926.60	0.00	78,631.95	6,287.36	360.00	1,146,823.94	23.93%
Instruction Related Technology	6500	6,378,774.33	6,378,807.53	817,810.43	244,369.09	1,080,017.82	0.00	26,565.05	107,283.03	0.00	2,276,065.44	35.68%
Board	7100	1,348,152.49	1,348,152.49	136,323.52	54,179.42	63,740.88	0.00	111.83	0.00	20,102.42	276,488.07	20.51%
General Administration	7200	624,575.77	624,575.77	140,325.11	61,086.15	3,811.74	418.87	825.98	1,154.42	20,279.95	227,902.22	36.49%
School Administration	7300	17,363,431.65	17,363,773.40	4,343,996.50	1,274,467.81	32,189.55	0.00	41,651.07	45,156.96	18,338.26	5,755,810.15	33.11%
Facilities Acquisition and Construction	7400	4,732,141.62	4,835,057.26	321,373.64	99,820.81	174,284.67	2,001.45	4,332.07	161,036.66	237,568.16	1,000,537.46	20.89%
Fiscal Services	7500	1,865,497.68	1,849,987.68	395,921.62	113,622.13	1,755.00	0.00	4,291.13	1,101.61	6,202.50	522,893.99	28.26%
Food Services	7600	212,821.04	212,821.04	49,821.06	14,561.94	0.00	0.00	0.00	0.00	0.00	64,383.00	30.25%
Central Services	7700	4,701,238.98	4,718,110.91	833,716.99	236,146.73	77,303.17	2,390.38	28,973.92	91,767.07	3,061.30	1,273,359.56	26.99%
Pupil Transportation Services	7800	15,522,627.67	15,651,777.71	2,420,234.65	722,973.56	118,242.20	457,224.78	344,408.88	118,216.33	990.81	4,182,291.21	26.72%
Operation of Plant	7900	27,226,090.76	27,242,778.44	2,426,818.84	800,812.48	1,823,502.80	2,322,803.88	405,217.21	40,484.07	827.11	7,820,466.39	28.71%
Maintenance Of Plant	8100	8,574,000.15	8,574,000.15	1,292,585.37	403,093.97	618,785.81	52,078.38	378,516.98	17,789.68	1,025.68	2,763,875.87	32.24%
Administrative Technology Svcs	8200	1,746,835.48	1,746,835.48	394,451.91	118,870.14	2,794.40	4,627.48	1,395.44	11,264.25	72.62	533,476.24	30.54%
Community Services	9100	596,134.90	596,134.90	102,427.53	37,824.82	237.90	0.00	8,413.55	479.98	1,758.45	151,142.23	25.35%
Debt Service	9200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expense		360,964,286.80	361,074,821.73	51,665,599.79	17,020,421.71	11,041,534.37	2,844,526.29	6,934,184.50	1,165,603.99	415,983.58	91,087,860.23	25.23%
Nonspendable Fund Balance	6/30/2024	500,000.00	500,000.00								500,000.00	
Restricted Fund Balance	6/30/2024	5,528,761.83	5,528,761.83								5,528,761.83	
Assigned Fund Balance	6/30/2024	1,886,654.73	1,886,654.73								1,886,654.73	
Unassigned Fund Balance	6/30/2024	17,241,520.00	17,374,807.43								17,501,590.09	
Total Fund Balance	6/30/2024	25,156,936.56	25,290,223.99								25,417,006.65	
Grand Totals		386,121,223.36	386,365,045.72								116,504,866.88	30.15%

CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF REVENUE
07/01/2023 thru 10/31/2023

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Local Sources	District School Taxes	3411	18,409,214.83	18,409,214.83	0.00	0.00%
Local Sources - Total			18,409,214.83	18,409,214.83	0.00	
Revenue			18,409,214.83	18,409,214.83	0.00	
Fund Balance	Fund Balance	2750	9,606,247.17	9,606,247.17	9,606,247.17	
Fund Balance - Total			9,606,247.17	9,606,247.17	9,606,247.17	
Fund Balance July 1, 2023			9,606,247.17	9,606,247.17	9,606,247.17	
Grand Total			28,015,462.00	28,015,462.00	9,606,247.17	34.29%

DRAFT

CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2023 thru 10/31/2023

Expense	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	End Services	Mat Supplies	Cap Outlay	Other Transfers	Totals	% OF Budget
Basic FEPP K-12	5100	3,198,434.45	3,198,434.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Facilities Acquisition & Const	7400	12,205,023.58	12,205,023.58	0.00	0.00	134,069.52	0.00	0.00	1,340,436.77	0.00	1,474,506.29	12.08%
Facilities (S. D.)	7700	8,800.00	8,800.00	0.00	0.00	467.24	0.00	0.00	0.00	0.00	467.24	5.31%
Pupil Transportation Services	7800	109,736.60	109,736.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Operation Of Plant	7900	5,295,462.24	5,295,462.24	1,033,700.01	422,637.20	427,204.82	21,994.54	26,831.32	55,472.20	0.00	1,987,839.89	37.54%
Maintenance Of Plant	8100	202,600.77	202,600.77	49,712.40	16,306.06	0.00	0.00	0.00	0.00	0.00	66,018.46	32.59%
Total Expense		21,020,057.64	21,020,057.64	1,083,412.41	438,943.26	561,741.38	21,994.54	26,831.32	1,395,908.97	0.00	3,528,831.88	16.79%
Restricted Fund Balance	6/30/2024	6,995,404.36	6,995,404.36								6,077,415.29	0.00
Unassigned Fund Balance	6/30/2024	0.00	0.00								0.00	0.00
Total Fund Balance		6,995,404.36	6,995,404.36								6,077,415.29	
Grand Totals		28,015,462.00	28,015,462.00								9,606,247.17	34.29%

CLAY COUNTY SCHOOL BOARD
DEBT SERVICE FUND
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2023 Thru 10/31/2023

REVENUE AND TRANSFERS

Local Sources

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investment	3430	1,000.00	1,000.00	20,542.99	2,054.30%
Total Local Sources		1,000.00	1,000.00	20,542.99	

State Sources

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Racing Commission Funds	3341	219,668.76	219,668.76	0.00	0.00%
Total State Sources		219,668.76	219,668.76	0.00	

Transfers

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Transfer From Capital Projects	3630	6,807,241.00	6,806,143.12	0.00	0.00%
Total Transfers		6,807,241.00	6,806,143.12	0.00	
Total REVENUE AND TRANSFERS		7,027,909.76	7,026,811.88	20,542.99	0.29%
Fund Balance July 1, 2023		513,770.23	513,770.23	513,770.23	
GRAND TOTAL		7,541,679.99	7,540,582.11	534,313.22	7.09%

EXPENDITURES

Debt Service

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Redempt Of Prnc	710	6,135,242.17	6,135,242.17	0.00	0.00%
Interest	720	875,569.71	875,569.71	37,334.38	4.26%
Dues And Fees	730	16,000.00	16,000.00	3,259.44	20.37%
Total Debt Service		7,026,811.88	7,026,811.88	40,593.82	
Total EXPENDITURES		7,026,811.88	7,026,811.88	40,593.82	0.58%

FUND BALANCE

Fund Balance

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2024	2750	514,868.11	513,770.23	493,719.40	
GRAND TOTAL		7,541,679.99	7,540,582.11	534,313.22	7.09%

CLAY COUNTY SCHOOL BOARD
CAPITAL IMPROVEMENTS FUNDS
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2023 Thru 10/31/2023

REVENUE AND TRANSFERS

Local Sources					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
District Local Cap Improv Taxes	3413	27,613,822.24	27,613,822.24	0.00	0.00%
Local Sales Taxes	3418	16,000,000.00	16,000,000.00	4,378,244.24	27.36%
Tax Redemptions	3421	1,000.00	1,000.00	0.00	0.00%
Interest Incl Profit On Investments	3430	1,375.00	1,375.00	329,202.93	23,942.03%
Impact Fees	3496	8,804,457.00	8,804,457.00	1,367,855.31	15.54%
Total Local Sources		52,420,654.24	52,420,654.24	6,075,302.48	
State Sources					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
CO & DS Distribud To District	3321	1,275,000.00	1,275,000.00	0.00	0.00%
Interest On Undistrib CO & DS	3325	25,000.00	25,000.00	0.00	0.00%
Miscellaneous State Revenue	3390	809,718.00	809,718.00	2,524.63	0.31%
Charter Sch Capital Outlay Revenue	3397	796,000.00	796,000.00	315,484.00	39.63%
Total State Sources		2,905,718.00	2,905,718.00	318,008.63	
Total REVENUE AND TRANSFERS		55,326,372.24	55,326,372.24	6,393,311.11	11.56%
Fund Balance July 1, 2023		41,300,962.71	41,300,962.71	41,300,962.71	
GRAND TOTAL		96,627,334.95	96,627,334.95	47,694,273.82	49.36%

EXPENDITURES

Debt Service					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Redempt Of Prnc	710	110,035.43	110,035.43	110,035.43	100.00%
Interest	720	2,284.57	2,284.57	2,284.57	100.00%
Dues And Fees	730	0.00	0.00	0.00	0.00%
Total Debt Service		112,320.00	112,320.00	112,320.00	
Gen Sup Svc					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Books New Library	611	135,000.00	135,000.00	134,957.13	99.97%
Bldgs & Fixed Equipment	630	20,797,439.59	21,876,337.19	4,989,212.25	22.81%
Dir Purch Bldgs	631	3,948,153.17	2,947,584.21	1,564,589.02	53.08%
Equip \$1000 Over	641	267,541.16	305,489.49	117,674.56	38.52%
Equip L/T \$1000	642	646,946.02	646,946.02	252,234.41	38.99%
Comp Hdw > \$1000	643	600,814.00	600,814.00	4,814.00	0.80%
Compr Hdwr <\$1000	644	1,375,169.58	1,375,169.58	0.00	0.00%
TechRel FE >\$1000	648	241,841.00	241,841.00	0.00	0.00%
TechRel FFE <\$1000	649	800,000.00	800,000.00	0.00	0.00%
School Buses	651	3,118,807.00	3,118,807.00	0.00	0.00%
Land	660	6,750,000.00	6,750,000.00	6,495,095.14	96.22%
Cap Imprv Other Than Bldgs.	671	7,345,351.57	7,345,351.57	435,344.67	5.93%
Non-Cap Imprv Other Than Bldgs.	672	6,206,223.02	6,328,894.38	1,856,146.97	29.33%
Cap Remodlg	681	16,002,411.95	15,726,346.46	2,465,604.91	15.68%
Non-Cap Remodlg/Renovations	682	9,180,042.44	9,031,829.87	2,403,335.73	26.61%
Dir Prch-Cap Remodlg	683	904,360.00	904,360.00	0.00	0.00%
Dir Purch-Non-Cap Remodlg	684	63,781.00	63,781.00	57,017.92	89.40%
Software >\$1000	691	612,143.20	612,143.20	454,536.00	74.25%
Software <\$1000	692	975.00	571.67	571.67	100.00%
CHARTER LCIF	793	0.00	0.00	76,905.30	NA
CHARTER School Cap Outlay TAX	795	10,690.43	10,690.43	172,248.08	1,611.24%
Total Gen Sup Svc		79,007,690.13	78,821,957.07	21,480,287.76	

Xfer Of Funds

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Xfer To Gen Fnd	910	5,070,000.00	5,070,000.00	1,180,556.00	23.29%
Xfer To Dbt Svc	920	6,806,143.12	6,806,143.12	0.00	0.00%
Total Xfer Of Funds		11,876,143.12	11,876,143.12	1,180,556.00	
Total EXPENDITURES		90,996,153.25	90,810,420.19	22,773,163.76	25.08%

Fund Balance

Fund Balance June 30, 2024	2750	5,631,181.70	5,816,914.76	24,921,110.06	
GRAND TOTAL		96,627,334.95	96,627,334.95	47,694,273.82	49.36%

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - FOOD SERVICES
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2023 Thru 10/31/2023

REVENUE AND TRANSFERS

Local Sources					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investments	3430	100,000.00	100,000.00	15,555.58	15.56%
Student Lunches	3451	3,505,185.90	3,505,185.90	942,589.30	26.89%
Student Breakfasts	3452	486,817.50	486,817.50	90,232.81	18.54%
Adult Breakfasts/Lunches	3453	1,800.00	1,800.00	548.00	30.44%
Student A La Carte	3454	1,660,000.00	1,660,000.00	715,070.49	43.08%
Miscellaneous Local Sources	3490	5,000.00	5,000.00	16,231.84	324.64%
Total Local Sources		5,758,803.40	5,758,803.40	1,780,228.02	

Federal thru Local and State					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
School Lunch Reimbursement	3261	11,368,719.83	11,368,719.83	2,160,550.42	19.00%
School Breakfast Reimbursement	3262	2,718,319.28	2,718,319.28	514,449.81	18.93%
After School Snack Reimb	3263	6,500.00	6,500.00	988.20	15.20%
U S D A Donated Commoditi	3265	1,600,000.00	1,600,000.00	0.00	0.00%
Cash in Lieu of Donated Foods	3266	5,000.00	5,000.00	0.00	0.00%
Summer Food Service Program	3267	100,000.00	100,000.00	62,470.00	62.47%
Total Fed thru Local and State		15,798,539.11	15,798,539.11	2,738,458.43	

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
School Breakfast Supplement	3337	60,000.00	60,000.00	0.00	0.00%
School Lunch Supplement	3338	85,000.00	85,000.00	0.00	0.00%
Total State Sources		145,000.00	145,000.00	0.00	
Total REVENUE AND TRANSFERS		21,702,342.51	21,702,342.51	4,518,686.45	
Fund Balance July 1, 2023		9,553,747.67	9,553,747.67	9,553,747.67	
GRAND TOTAL		31,256,090.18	31,256,090.18	14,072,434.12	45.02%

EXPENDITURES

Gen Sup Srvc					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Administrator	110	2,096,059.90	2,096,059.90	594,613.73	28.37%
Other Support	160	4,937,777.95	4,937,777.95	1,607,826.74	32.56%
Retirement	210	994,355.28	994,355.28	299,799.15	30.15%
Social Security	220	534,846.38	534,846.38	161,814.66	30.25%
Group Insurance	230	1,644,126.96	1,644,126.96	278,402.57	16.93%
Workmans Comp	240	63,833.68	63,833.68	30,013.02	47.02%
Prof Svcs - Substitutes	313	106,500.00	106,500.00	12,683.77	11.91%
Travel-In cnty	331	6,200.00	6,200.00	2,515.82	40.58%
Travel-Out Only	332	2,500.00	2,500.00	0.00	0.00%
Trvl-Out State	333	2,500.00	2,500.00	0.00	0.00%
Travel-Reg Fees	334	500.00	500.00	0.00	0.00%
Repairs And Maintenance	350	26,284.04	26,284.04	15,165.89	57.70%
Rentals	360	5,914.93	5,914.93	0.00	0.00%
Leases	367	0.00	2,600.00	729.06	28.04%
Tech Rentals	369	48,488.65	48,488.65	39,870.96	82.23%
Stamps	371	15,000.00	15,000.00	9,250.00	61.67%
Wireless Plan	372	100.00	100.00	0.00	0.00%
Cell Phones	378	1,000.00	1,000.00	306.59	30.66%
Othr Purch Srvc	390	107,388.04	107,388.04	15,790.00	14.70%
Printing	391	15,000.00	15,000.00	5,187.72	34.58%
Bottled Gas	420	3,805.47	3,805.47	23.01	0.60%
Electricity	430	156,500.00	156,500.00	39,732.80	25.39%
Gasoline	450	6,000.00	6,000.00	2,153.12	35.89%
Diesel Fuel	460	4,000.00	4,000.00	798.25	19.96%
Supplies	510	1,081,267.49	1,080,267.49	290,677.20	26.91%
Toner/Type Fee	515	13,505.30	13,505.30	1,771.09	13.11%
Tech Supplies	519	867.99	867.99	543.75	62.64%
Oil & Grease	540	1,000.00	1,000.00	57.00	5.70%
Repair Parts	550	3,500.00	3,500.00	731.65	20.90%
Tires & Tubes	560	500.00	500.00	1,501.20	300.24%
Food	570	9,343,453.40	9,343,453.40	3,509,433.30	37.56%
Commodities	580	1,600,000.00	1,600,000.00	0.00	0.00%
AV Mat L/T \$1000	622	50.00	1,050.00	176.38	16.80%
Equip \$1000 Over	641	153,220.36	153,220.36	3,220.36	2.10%
Equip L/T \$1000	642	215,768.06	215,768.06	105,500.79	48.90%
Comp Hdw > \$1000	643	22,500.00	22,500.00	0.00	0.00%
Cplr Hdw <\$1000	644	50,000.00	50,000.00	0.00	0.00%
TechRel FFE<\$1000	649	2,500.00	2,500.00	2,019.90	80.80%
Cap Remodlg	681	295,555.00	295,555.00	145,555.00	49.25%
Non-Cap Remodlg/Renovations	682	25,000.00	25,000.00	0.00	0.00%
Dues And Fees	730	30,400.00	30,400.00	30,510.12	100.36%
Misc Ex/Ind Cst	792	250,000.00	250,000.00	0.00	0.00%
Total Gen Sup Srvc		23,867,768.88	23,870,368.88	7,208,374.60	
Total EXPENDITURES		23,867,768.88	23,870,368.88	7,208,374.60	30.20%
Fund Balance June 30, 2024	2750	7,388,321.30	7,385,721.30	6,864,059.52	
Total Fund Balance		7,388,321.30	7,385,721.30	6,864,059.52	
GRAND TOTAL		31,256,090.18	31,256,090.18	14,072,434.12	45.02%

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF REVENUE
07/01/2023 thru 10/31/2023

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Fed thru Local and State	Career And Technical Education	3201	320,219.64	320,219.64	79,668.22	24.88%
	Adult General Education	3221	482,064.06	482,064.06	63,981.74	13.27%
	English Literacy And Civics Ed	3222	48,821.30	48,821.30	17,286.28	35.41%
	Title II	3226	1,516,130.85	1,516,130.85	438,101.68	28.90%
	I D E A	3230	9,352,170.31	9,352,170.31	2,583,871.61	27.63%
	Title I - Elem & Secondary Edu	3240	8,601,449.37	8,850,282.76	1,878,404.67	21.22%
	Title III	3241	267,687.89	345,072.26	78,843.14	22.85%
	Twenty-First Century Schools	3242	531,748.77	747,651.03	81,034.00	10.84%
	Other Federal Thru State	3290	173,754.13	173,754.13	30,639.92	17.63%
Fed thru Local & State - Total			21,294,046.32	21,836,166.34	5,251,831.26	
Federal Direct	Miscellaneous Federal Direct	3199	0.00	309,256.68	14,061.75	4.55%
Federal Direct - Total			0.00	309,256.68	14,061.75	
Total			21,294,046.32	22,145,423.02	5,265,893.01	23.78%

DRAFT

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2023 thru 10/31/2023

Expense	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other Transfers	Totals	% OF Budget
Basic FEFP K-12	5100	6,382,637.07	8,537,653.59	612,472.52	197,654.61	95,032.54	0.00	137,592.17	725,809.24	3,193.14	1,771,754.22	20.75%
Exceptional	5200	7,029,548.95	8,029,548.95	1,001,859.36	348,162.51	39,060.86	0.00	124,805.57	12,788.50	0.00	1,526,676.80	19.01%
Career Technical Education	5300	256,833.84	259,830.84	83.33	18.87	850.00	0.00	15,870.81	47,803.82	9,375.64	74,002.47	28.48%
Adult General	5400	287,015.47	287,015.47	10,914.80	4,901.91	0.00	0.00	396.45	18,755.55	0.00	34,968.71	12.18%
Other Instruction	5900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Student Support Services	6100	1,857,443.97	2,023,956.51	326,665.65	104,827.67	21,509.14	0.00	15,015.63	0.00	1,473.96	469,492.05	23.20%
Instructional Media	6200	7,000.00	7,000.00	83.33	18.87	0.00	0.00	0.00	0.00	0.00	102.20	1.46%
Inst & Curric Dev Services	6300	2,163,524.37	2,218,065.61	466,608.52	145,456.65	1,545.15	0.00	162.83	0.00	0.00	613,773.15	27.67%
Inst Staff Training Services	6400	2,562,222.89	2,859,668.57	280,207.57	77,394.67	129,718.18	0.00	13,094.38	116,596.54	3,966.40	620,967.74	21.71%
Instruction Related Technology	6500	0.00	0.00	183.68	22.31	0.00	0.00	0.00	0.00	0.00	205.99	N/A
General Administration	7200	674,344.99	794,059.80	0.00	0.00	0.00	0.00	0.00	0.00	146,311.30	146,311.30	18.43%
School Administration	7300	270.48	11,774.10	320.08	58.38	0.00	0.00	0.00	0.00	0.00	378.46	3.21%
Facilities Acquisition and Construction	7400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Food Services	7600	0.00	0.00	442.16	100.24	0.00	0.00	0.00	0.00	0.00	542.40	N/A
Central Services	7700	2,437.00	22,069.50	4,664.00	422.35	0.00	0.00	0.00	0.00	0.00	5,086.35	23.05%
Pupil Transportation Services	7800	70,767.29	199,876.76	0.00	0.00	727.85	0.00	0.00	0.00	0.00	727.85	0.36%
Operation Of Plant	7900	0.00	1,903.32	740.41	162.91	0.00	0.00	0.00	0.00	0.00	903.32	47.46%
Maintenance Of Plant	8100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Administrative Technology Svcs	8200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expense		21,294,046.32	25,252,423.02	2,705,245.41	879,201.95	288,443.72	0.00	306,937.84	921,743.65	164,320.44	5,265,893.01	20.85%

CLAY COUNTY SCHOOL BOARD
CARES ACT AND ARP FUNDS - 44X
STATEMENT OF REVENUE
07/01/2023 thru 10/31/2023

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Fed thru Loc State	CARES ACT ESSER	3271	17,056,158.93	17,200,159.00	5,508,334.31	23.07%
Federal thru Local and State						
Revenue			17,056,158.93	17,200,159.00	5,508,334.31	32.02%

DRAFT

CLAY COUNTY SCHOOL BOARD
CARES ACT AND ARP FUNDS - 44X
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2023 thru 10/31/2023

Expense	Acc#	Original Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other Transfers	Totals	% OF Budget
Basic FEFP K-12	5100	9,070,426.85	9,394,259.85	259,479.33	59,040.00	170,398.25	0.00	421,344.45	16,847.05	4,603.00	931,712.08	9.92%
Exceptional Education	5200	825,076.71	827,682.29	41,294.63	11,154.82	8,535.60	0.00	476,634.89	78,041.83	0.00	615,661.77	74.38%
Career Technical Education	5300	66,139.32	66,139.32	0.00	0.00	0.00	0.00	205.37	63,959.58	0.00	64,164.95	97.01%
Adult General	5400	167.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Voluntary Pre K	5500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA
Other Instruction	5900	4,468.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA
Student Support Services	6100	330,628.60	223,988.19	26,414.54	7,068.86	80.86	0.00	5,401.34	0.00	0.00	38,965.60	17.40%
Instructional Media Services	6200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA
Inst & Curric Dev Services	6300	151,820.04	152,520.04	9,604.14	3,496.61	0.00	0.00	651.31	0.00	4,200.00	17,952.06	11.77%
Inst Staff Training Services	6400	1,118,198.95	1,259,660.75	983,011.40	75,917.18	39,113.01	0.00	17,741.34	0.00	0.00	1,115,782.93	88.58%
Instruction Related Technology	6500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA
Board	7100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA
General Administration	7200	531,959.89	504,530.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA
School Administration	7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA
Facilities Acquisition and Construction	7400	4,461,827.36	4,461,827.36	0.00	0.00	0.00	0.00	0.00	2,616,567.75	0.00	2,616,567.75	58.64%
Fiscal Services	7500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA
Food Services	7600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA
Central Services	7700	6,699.55	6,699.55	1,386.00	123.86	0.00	0.00	0.00	0.00	0.00	1,509.86	22.54%
Pupil Transportation Services	7800	486,697.35	300,805.29	85,382.63	18,585.96	0.00	0.00	0.00	0.00	0.00	103,968.59	34.56%
Operation of Plant	7900	2,048.72	2,048.72	0.00	0.00	0.00	0.00	2,048.72	0.00	0.00	2,048.72	100.00%
Maintenance Of Plant	8100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA
Administrative Technology Svcs	8200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA
Community Services	9100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expense		17,056,158.93	17,200,162.00	1,406,572.67	175,387.29	218,127.72	0.00	924,027.42	2,775,416.21	8,803.00	5,508,334.31	32.02%

CLAY COUNTY SCHOOL BOARD
PROPERTY AND CASUALTY SELF INSURANCE FUND 711
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2023 Thru 10/31/2023

REVENUE AND TRANSFERS

Local Sources

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investment	3430	360,000.00	360,000.00	86,007.89	23.89%
Charges For Services	3481	4,194,899.60	4,194,899.60	808,701.91	19.28%
Total Local Sources		4,554,899.60	4,554,899.60	894,709.80	
Total REVENUE AND TRANSFERS		4,554,899.60	4,554,899.60	894,709.80	19.64%
Fund Balance July 1, 2023		2,478,886.22	2,478,886.22	2,478,886.22	
GRAND TOTAL		7,033,785.82	7,033,785.82	3,373,596.02	47.96%

EXPENDITURES

Gen Sup Srvc

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Workmans Comp	240	1,284,645.36	1,284,645.36	520,340.27	40.50%
Pro & Tech Serv	310	175,664.67	175,664.67	25,501.50	14.52%
Ins & Bond Prem	320	2,114,855.93	2,114,855.93	2,189,239.50	103.52%
Ins & Bond Prem	321	561,608.15	561,608.15	0.00	0.00%
Total Gen Sup Srvc		4,136,774.11	4,136,774.11	2,735,081.27	

Xfer Of Funds

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Xfer To Gen Fnd	910	(2,000,000.00)	1,000,000.00	0.00	0.00%
Total Xfer Of Funds		-2,000,000.00	1,000,000.00	0.00	
Total EXPENDITURES		2,136,774.11	5,136,774.11	2,735,081.27	

FUND BALANCE

Fund Balance

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2024	2750	4,897,011.71	1,897,011.71	638,514.75	
GRAND TOTAL		7,033,785.82	7,033,785.82	3,373,596.02	47.96%

CLAY COUNTY SCHOOL BOARD
HEALTH SELF INSURANCE FUND 712
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2023 Thru 10/31/2023

REVENUE AND TRANSFERS

Local Sources

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investment	3430	78,000.00	78,000.00	21,387.99	27.42%
Charges For Services	3481	34,332,000.00	34,332,000.00	4,971,924.10	14.48%
Miscellaneous Local Sources	3490	150,000.00	150,000.00	52,453.92	NA
Total Local Sources		34,560,000.00	34,560,000.00	5,045,766.01	
Total REVENUE AND TRANSFERS		34,560,000.00	34,560,000.00	5,045,766.01	14.60%
Fund Balance July 1, 2023		6,942,225.67	6,942,225.67	6,942,225.67	
GRAND TOTAL		41,502,225.67	41,502,225.67	11,987,991.68	28.89%

EXPENDITURES

Gen Sup Srvc

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Pro & Tech Services (ASO Fee)	310	3,000,000.00	3,000,000.00	736,983.24	24.57%
Excess Insurance Premiums	320	1,550,000.00	1,550,000.00	470,436.98	30.35%
Insurance Claims (Medical)	322	18,017,210.00	18,017,210.00	6,760,600.64	37.52%
Insurance Claims (Prescriptions)	323	9,000,000.00	9,000,000.00	5,007,458.52	55.64%
Board Stamps	371	3,000.00	3,000.00	0.00	0.00%
Total Gen Sup Srvc		31,570,210.00	31,570,210.00	12,975,479.38	

WELLNESS DEPARTMENT

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Administrator	110	71,950.00	71,950.00	23,932.08	33.26%
Retirement	210	8,650.00	8,650.00	3,247.60	37.54%
Social Security	220	5,050.00	5,050.00	1,788.38	35.41%
Group Insurance	230	8,650.00	8,650.00	1,613.72	18.66%
Workmans Comp	240	1,300.00	1,300.00	342.16	26.32%
Pro & Tech Serv	310	152,000.00	152,000.00	32,867.00	21.62%
Travel	330	5,000.00	5,000.00	0.00	0.00%
Repairs And Maintenance	350	50.00	50.00	0.00	0.00%
Cell Phone Fee	378	1,000.00	1,000.00	0.00	0.00%
Othr Purch Srvc	390	578,000.00	578,000.00	6,523.65	1.13%
Printing	391	0.00	0.00	16.26	NA
Gasoline	450	1,200.00	1,200.00	108.25	9.02%
Supplies	510	5,200.00	5,200.00	3,484.93	67.02%
Repair Parts	550	20.00	20.00	0.00	0.00%
Equip \$1000 Over	641	2,000.00	2,000.00	0.00	0.00%
Equip L/T \$1000	642	1,980.00	1,980.00	0.00	0.00%
Computer Hardware L/T \$1000	644	500.00	500.00	0.00	0.00%
Tech Related FFE L/T \$1000	649	500.00	500.00	0.00	0.00%
Dues And Fees	730	800.00	800.00	426.80	53.35%
Sub-Total		843,850.00	843,850.00	74,350.83	
Total EXPENDITURES		32,414,060.00	32,414,060.00	13,049,830.21	40.26%

FUND BALANCE

Fund Balance

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2024	2750	9,088,165.67	9,088,165.67	(1,061,838.53)	
GRAND TOTAL		41,502,225.67	41,502,225.67	11,987,991.68	28.89%

SOFTWARE OCTOBER, 2023

LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0341 CLAY HIGH SCHOOL	\$ 5,599.00								\$ 5,599.00
0431 RIDGEVIEW HIGH	\$ 3,450.00								\$ 3,450.00
0541 RIDEOUT ELEMENTARY	\$ 7,605.95								\$ 7,605.95
0611 OAKLEAF JUNIOR HIGH	\$ 37,921.00								\$ 37,921.00
9008 ADULT COMMUNITY EDUCATION	\$ 1,295.00								\$ 1,295.00
9010 TRANSPORTATION	\$ 38,383.84								\$ 38,383.84
9020 OPERATIONS	\$ 4,495.38								\$ 4,495.38
9021 MAINTENANCE	\$ 13,800.00								\$ 13,800.00
9040 INFORMATION & TECH SERVICES	\$ 5,024,189.74								\$ 5,024,189.74
9110 FOOD & NUTRITION SERVICES	\$ 39,100.00								\$ 39,100.00
TOTAL	\$ 5,175,839.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,175,839.91

AUDIO/VISUAL OCTOBER, 2023

LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0111 BANNERMAN LEARNING CENTER	\$ 2,402.11							\$ 2,402.11
0252 ORANGE PARK HIGH	\$ 9,958.90							\$ 9,958.90
0311 KEYSTONE HEIGHTS JR/SR HIGH	\$ 1,792.00							\$ 1,792.00
0341 CLAY HIGH SCHOOL	\$ 20,698.42							\$ 20,698.42
0351 LAKESIDE JUNIOR HIGH	\$ 2,500.82							\$ 2,500.82
0361 ORANGE PARK JUNIOR HIGH	\$ 1,149.00							\$ 1,149.00
0391 MIDDLEBURG HIGH SCHOOL	\$ 18,208.40							\$ 18,208.40
0431 RIDGEVIEW HIGH SCHOOL	\$ 1,293.43							\$ 1,293.43
0481 LAKE ASBURY JUNIOR HIGH	\$ 11,237.85							\$ 11,237.85
0551 FLEMING ISLAND HIGH SCHOOL	\$ 1,231.99							\$ 1,231.99
0661 OAKLEAF HIGH SCHOOL	\$ 6,202.66							\$ 6,202.66
9005 EXCEPTIONAL STUDENT EDUCATION	\$ 1,900.00							\$ 1,900.00
TOTAL	\$ 78,575.58	\$ -			\$ -		\$ -	\$ 78,575.58

FURNITURE/EQUIPMENT OCTOBER, 2023										
LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE	
0020 FL YOUTH CHALLENGE ACADEMY	\$ 6,217.40					\$ 1,057.79		\$ -	\$ 7,275.19	
0021 GREEN COVE SPRINGS JUNIOR HIGH	\$ 341,501.61							\$ 9,773.40	\$ 331,728.21	
0071 CHARLES E BENNETT ELEMENTARY	\$ 152,727.58	\$ 25,157.38						\$ -	\$ 177,884.96	
0111 BANNERMAN LEARNING CENTER	\$ 179,824.16							\$ 1,049.13	\$ 178,775.03	
0113 AMI KIDS	\$ 7,461.21							\$ -	\$ 7,461.21	
0201 ORANGE PARK ELEMENTARY	\$ 140,392.21							\$ -	\$ 140,392.21	
0232 GROVE PARK ELEMENTARY	\$ 230,908.51	\$ 23,199.20						\$ -	\$ 254,107.71	
0241 W E CHERRY ELEMENTARY	\$ 201,795.92	\$ 27,935.04						\$ 14,074.49	\$ 215,656.47	
0252 ORANGE PARK HIGH	\$ 1,377,471.22	\$ 52,164.63						\$ 4,471.43	\$ 1,425,164.42	
0261 DOCTORS INLET ELEMENTARY	\$ 184,188.13							\$ 8,988.32	\$ 175,199.81	
0271 MIDDLEBURG ELEMENTARY	\$ 212,397.35	\$ 57,938.00					\$ 5,815.01	\$ 4,418.00	\$ 260,102.34	
0301 KEYSTONE HEIGHTS ELEMENTARY	\$ 293,730.61	\$ 23,199.20					\$ 7,448.09	\$ 2,248.21	\$ 307,233.51	
0311 KEYSTONE HEIGHTS JR/SR HIGH	\$ 832,485.27					\$ 3,732.35		\$ 6,409.48	\$ 829,808.14	
0331 S BRYAN JENNINGS ELEMENTARY	\$ 159,436.58	\$ 23,199.20						\$ 2,120.64	\$ 180,515.14	
0341 CLAY HIGH SCHOOL	\$ 1,021,122.05	\$ 16,968.22						\$ 11,417.86	\$ 1,026,672.41	
0351 LAKESIDE JUNIOR HIGH	\$ 405,703.45							\$ -	\$ 405,703.45	
0352 LAKESIDE ELEMENTARY	\$ 261,368.10					\$ 9,287.35		\$ -	\$ 270,655.45	
0361 ORANGE PARK JUNIOR HIGH	\$ 515,217.18	\$ 1,683.92					\$ 4,107.17	\$ -	\$ 512,793.93	
0371 WILKINSON JUNIOR HIGH	\$ 553,336.09	\$ 45,091.76					\$ 1,959.00	\$ 8,834.68	\$ 587,634.17	
0381 MONTCLAIR ELEMENTARY	\$ 179,581.68	\$ 23,199.20						\$ 2,880.00	\$ 199,900.88	
0391 MIDDLEBURG HIGH SCHOOL	\$ 1,276,225.31	\$ 37,355.74				\$ 2,550.00	\$ 2,746.50	\$ 5,993.36	\$ 1,307,391.19	
0401 RIDGEVIEW ELEMENTARY	\$ 320,983.71							\$ 4,269.64	\$ 316,714.07	
0411 CLAY HILL ELEMENTARY	\$ 273,780.87	\$ 23,199.20						\$ 14,530.23	\$ 282,449.84	
0431 RIDGEVIEW HIGH SCHOOL	\$ 1,117,876.26						\$ 7,105.90	\$ 9,139.96	\$ 1,101,630.40	
0451 LAKE ASBURY ELEMENTARY	\$ 194,189.42						\$ 3,002.30	\$ 7,422.79	\$ 183,764.33	
0471 ROBERT M PATERSON ELEMENTARY	\$ 191,443.80					\$ 3,856.05		\$ 1,123.54	\$ 194,176.31	
0481 LAKE ASBURY JUNIOR HIGH	\$ 639,844.66							\$ 6,211.47	\$ 631,215.27	
0491 WILKINSON ELEMENTARY	\$ 393,798.10	\$ 13,967.52						\$ 19,344.12	\$ 388,421.50	
0501 TYNES ELEMENTARY	\$ 332,215.96					\$ 2,746.50		\$ 34,956.55	\$ 300,005.91	
0511 MCRAE ELEMENTARY	\$ 229,811.90	\$ 23,199.20						\$ 5,160.00	\$ 247,851.10	
0521 FLEMING ISLAND ELEMENTARY	\$ 192,127.40	\$ 4,050.00						\$ 26,718.26	\$ 169,459.14	
0531 THUNDERBOLT ELEMENTARY	\$ 234,698.73	\$ 2,427.92						\$ 3,995.00	\$ 233,131.65	
0541 RIDEOUT ELEMENTARY	\$ 194,807.82							\$ 2,803.70	\$ 192,004.12	
0551 FLEMING ISLAND HIGH SCHOOL	\$ 1,263,137.05					\$ 3,440.00		\$ 65,240.16	\$ 1,201,336.89	
0571 SWIMMING PEN CREEK ELEMENTARY	\$ 152,194.12							\$ 1,332.00	\$ 150,862.12	
0591 ARGYLE ELEMENTARY SCHOOL	\$ 182,704.45							\$ 16,802.42	\$ 165,902.03	
0601 COPPERGATE ELEMENTARY	\$ 240,370.31	\$ 23,199.20						\$ 2,209.09	\$ 261,360.42	
0611 OAKLEAF JUNIOR HIGH	\$ 540,855.37							\$ -	\$ 540,855.37	
0621 OAKLEAF VILLAGE ELEMENTARY	\$ 304,328.47							\$ 42,334.11	\$ 261,994.36	
0631 SHADOWLAWN ELEMENTARY	\$ 216,672.32							\$ 7,864.78	\$ 208,807.54	
0641 DISCOVERY OAKS ELEMENTARY	\$ 651,707.62							\$ -	\$ 651,707.62	

FURNITURE/EQUIPMENT OCTOBER, 2023										
LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE	
0651 PLANTATION OAKS ELEMENTARY	\$ 614,275.63							\$ 1,123.54	\$ 613,152.09	
0661 OAKLEAF HIGH SCHOOL	\$ 1,524,196.31	\$ 21,495.61				\$ 5,815.01		\$ 65,217.81	\$ 1,486,289.12	
0671 SPRING PARK ELEMENTARY	\$ 668,822.83	\$ 7,978.90					\$ 1,246.73	\$ -	\$ 675,555.00	
0677 ST JOHNS CLASSICAL ACADEMY OP	\$ -					\$ 1,613.20		\$ -	\$ 1,613.20	
0769 ST JOHNS COUNTRY DAY	\$ 11,345.00							\$ -	\$ 11,345.00	
1409 ANNUNCIATION CATHOLIC SCHOOL	\$ 1,059.00							\$ -	\$ 1,059.00	
3460 BROACH OF ORANGE PARK	\$ 1,081.99							\$ -	\$ 1,081.99	
7005 CLAY VIRTUAL ACADEMY	\$ 21,941.48							\$ 8,224.00	\$ 13,717.48	
9000 SCHOOL BOARD	\$ 16,515.41							\$ -	\$ 16,515.41	
9002 CAREER & TECHNICAL EDUCATION	\$ 22,297.96							\$ 4,296.00	\$ 18,001.96	
9003 INSTRUCTIONAL RESOURCES	\$ 44,565.78							\$ -	\$ 44,565.78	
9004 CLIMATE & CULTURE	\$ 77,561.29							\$ -	\$ 77,561.29	
9005 EXCEPTIONAL STUDENT EDUCATION	\$ 189,483.00							\$ 11,742.79	\$ 177,740.21	
9006 DEPT OF ELEMENTARY EDUCATION	\$ 43,990.41							\$ -	\$ 43,990.41	
9007 K12 ACADEMIC SERVICES	\$ 5,946.87							\$ -	\$ 5,946.87	
9008 ADULT COMMUNITY EDUCATION	\$ 109,701.12	\$ 1,057.79				\$ 1,057.79		\$ -	\$ 109,701.12	
9009 PROFESSIONAL DEVELOPMENT	\$ 111,965.22							\$ 1,165.48	\$ 110,799.74	
9010 TRANSPORTATION	\$ 568,185.37	\$ 17,228.86				\$ 3,500.79		\$ 1,070.64	\$ 587,844.38	
9015 READING & EARLY LITERACY	\$ 23,332.81	\$ 2,427.92						\$ -	\$ 25,760.73	
9016 SUPERINTENDENT	\$ 38,967.85							\$ 1,451.00	\$ 37,516.85	
9020 OPERATIONS	\$ 28,823.43					\$ 7,444.31		\$ -	\$ 21,379.12	
9021 MAINTENANCE DEPARTMENT	\$ 700,384.83	\$ 1,299.00				\$ 3,943.52	\$ 10,298.35	\$ -	\$ 695,329.00	
9022 SAFETY & SECURITY	\$ 162,521.69						\$ 1,613.20	\$ -	\$ 160,908.49	
9023 FACILITY PLANNING & CONSTRUCT	\$ 63,756.28					\$ 2,487.07	\$ 2,267.24	\$ -	\$ 63,976.11	
9024 CODE ENFORCEMENT	\$ 9,145.53					\$ 2,267.24	\$ 2,487.07	\$ -	\$ 8,925.70	
9025 SCHOOL POLICE DEPARTMENT	\$ 384,337.78							\$ -	\$ 384,337.78	
9030 PRINT CENTER	\$ 54,046.85							\$ -	\$ 54,046.85	
9040 INFORMATION & TECH SERVICES	\$ 1,695,979.23					\$ 1,246.73		\$ 7,324.47	\$ 1,689,901.49	
9050 BUSINESS AFFAIRS DIVISION	\$ 150,482.42							\$ 2,351.97	\$ 148,130.45	
9060 HUMAN RESOURCES	\$ 66,665.37							\$ -	\$ 66,665.37	
9106 TITLE 1	\$ 24,062.08							\$ 1,132.00	\$ 22,930.08	
9110 FOOD & NUTRITION SERVICES	\$ 201,873.35					\$ 22,760.33	\$ 9,287.35	\$ 4,533.00	\$ 210,813.33	
9111 CURRICULUM & INSTRUCTION	\$ 28,411.83	\$ 14,430.00						\$ -	\$ 42,841.83	
9113 TEACHER TRAINING CENTER FIH	\$ 17,734.72							\$ 1,183.39	\$ 16,551.33	
9114 TEACHER LEARNING CENTER OPHS	\$ 4,382.44							\$ -	\$ 4,382.44	
9252 SEDNET	\$ 37,522.19							\$ 8,599.88	\$ 28,922.31	
TOTAL	\$ 24,126,005.31	\$ 513,052.61	\$ -	\$ -	\$ 70,303.93	\$ 70,303.93	\$ 70,303.93	\$ 473,552.79	\$ 24,165,505.13	

84045.08 P2402783 - Items for PO paid in September, assets created in October
 -\$629.60 difference in non asset reclasses from September for P2402783

VEHICLES OCTOBER, 2023

LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
9010-TRANSPORTATION	\$ 31,950,300.69	\$ 116,628.00							\$ 32,066,928.69
TOTAL	\$ 31,950,300.69	\$ 116,628.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 32,066,928.69

DRAFT

\$50,000 - \$100,000 Contracts "Signed" by Superintendent for BAD monthly BOARD Financial Report

All applicable Contracts prior to Contract #240076 have been added to the list.

CONTRACT #	SUBMITTED BY	DEPT	COST	PO #	VENDOR
<u>240004</u>	R Widdowson	9106	\$74,508.36	P2403207	Houghton Mifflin Math 180
<u>240044</u>	M Sanders	9005	\$78,000.00	R078121 Pending PO	McCoy Institute - Audiological Services
<u>240058</u>	R Widdowson	9106	\$67,500.00	P2404402	Imagine Language & Literacy License
<u>230179</u>	H McDonald	9004	\$52,800.00	P2400863	Clay Behavioral (RVE, MBE, KHE, MRE, WES, CHE, CEB)
<u>230154</u>	H Teto	9006	\$59,360.00	P2310132	QuaverEd, inc.
<u>230121</u>	T Pickett	9007	Based on Student Enrollment Estimate under \$50,000	Pending Student Enrollment	University of Florida (Dual Enrollment)

December 7, 2023 - Regular School Board Meeting

Title

C9 - Budget Amendment Report for October 2023

Description

Florida State Board of Education Administrative Rule 6A-1.006 requires that the School Board approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board form are changed from the original budget approved by the School Board. The Budget Amendments are procedurally necessary to update our budget to reflect changes as outlined in the attached statements.

Gap Analysis

The monthly budget amendment show compliance to the district's amended budget as of the month end reported and meet State and School Board financial reporting requirements.

Previous Outcomes

Reported as per Florida State Board of Education Administrative Rule 6A-1.006.

Expected Outcomes

The monthly budget amendment is provided to meet the stewardship responsibilities of the district for reporting and accountability of the district's budget.

Strategic Plan Goal

Goal: 2: Strategy 2.4; Ensure effective and efficient use of resources for fiscal stability.

Recommendation

Approval of the Budget Amendments for October 2023 as presented.

Contact

Dr. Susan M. Legutko, Assistant Superintendent for Business Affairs

Financial Impact

See attached statements for a complete analysis of the financial impact.

Review Comments

Attachments

📎 [23-24 Budget Amendment October 2023.pdf](#)



CLAY COUNTY DISTRICT SCHOOLS

900 WALNUT STREET, GREEN COVE SPRINGS, FL 32043

P (904) 336-6500 F (904) 336-6536 W oneclay.net

SUPERINTENDENT OF SCHOOLS

David S. Broskie

BOARD MEMBERS:

Erin Skipper, District 1

Mary Bolla, District 2

Beth Clark, District 3

Michele Hanson, District 4

Ashley Gilhousen, District 5

CLAY COUNTY SCHOOLS RESOLUTION TO AMEND DISTRICT BUDGET FISCAL YEAR 2023-2024 FOR MONTH ENDING OCTOBER 31, 2023

Florida State Board of Education Administrative Rule 6A-1.006 requires that the School Board approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board form are changed from the original budget approved by the School Board. The Budget Amendments are procedurally necessary to update our budget to reflect changes outlined in the attached statements.

FUND	DESCRIPTION
GENERAL FUND (100)	THE GENERAL FUND IS THE LARGEST FUND WITHIN THE ACCOUNTING STRUCTURE OF THE SCHOOL DISTRICT. THIS FUND IS USED TO REPORT THE DISTRICT'S DAILY, MONTHLY AND ANNUAL FINANCIAL OPERATIONS OF THE SCHOOLS AND DISTRICT OFFICE.
GENERAL FUND VOTED MILLAGE (105)	THE VOTED MILLAGE FUND ARE FUNDS APPROVED BY THE CLAY COUNTY VOTERS TO SUPPORT SAFETY AND SECURITY AND OTHER OPERATIONAL EXPENDITURES.
DEBT SERVICE (2XX)	DEBT SERVICE FUNDS ARE USED TO ACCOUNT FOR AND REPORT FINANCIAL RESOURCES THAT ARE RESTRICTED, COMMITTED, OR ASSIGNED TO EXPENDITURES FOR THE DISTRICT'S PRINCIPAL AND INTEREST PAYMENTS FOR ITS OUTSTANDING DEBT.
CAPITAL PROJECTS FUND(3XX)	CAPITAL PROJECT FUNDS ARE USED TO ACCOUNT FOR AND REPORT FINANCIAL RESOURCES THAT ARE RESTRICTED, COMMITTED, OR ASSIGNED TO EXPENDITURES FOR MAJOR CAPITAL OUTLAYS, INCLUDING THE ACQUISITION OR CONSTRUCTION OF CAPITAL FACILITIES AND THEIR CAPITAL ASSETS.
SPECIAL REVENUE FOOD SERVICE (410)	SPECIAL REVENUE FUNDS, FOOD SERVICES ARE USED TO ACCOUNT FOR AND REPORT THE PROCEEDS OF SPECIFIC REVENUE SOURCES THAT ARE RESTRICTED OR COMMITTED TO EXPENDITURES FOR THE FOOD SERVICES OPERATIONS.
SPECIAL REVENUE OTHER (420,44X)	SPECIAL REVENUE FUNDS, OTHER ARE USED TO ACCOUNT FOR AND REPORT THE PROCEEDS OF SPECIFIC FEDERAL REVENUE SUCH AS TITLE I, TITLE II, TITLE III, CARES ACT FUNDING THAT ARE RESTRICTED OR COMMITTED TO EXPENDITURES FOR THE SPECIFIC PROGRAM.



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2023-2024

GENERAL FUND

FUND 100

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 GENERAL FUND REVENUE
 FUND 100
 Month Ending October 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
3120	Federal Impact Funds	\$500,000	\$500,000	\$0	\$500,000
3190	Other Federal Direct	\$375,000	\$375,000	\$0	\$375,000
3202	Medicaid	\$2,000,000	\$2,000,000	\$0	\$2,000,000
3280	Federal Through Local Revenue	\$350,000	\$350,000	\$11,970	\$361,970
3310	Florida Educ Finance Program	\$230,527,297	\$230,527,297	\$0	\$230,527,297
3315	Workforce Development	\$904,441	\$904,441	\$0	\$904,441
3320	State Auto License CO and DS	\$22,000	\$22,000	\$0	\$22,000
3340	Other State Revenues	\$40,000	\$40,000	\$0	\$40,000
3350	Other Categorical	\$37,159,379	\$37,159,379	\$0	\$37,159,379
3370	VPK	\$600,000	\$600,000	\$0	\$600,000
3380	State Revenues Thru Local	\$139,348	\$139,348	\$0	\$139,348
3390	Miscellaneous State Revenues	\$859,692	\$889,847	\$0	\$889,847
3410	Taxes	\$71,899,575	\$71,899,575	\$0	\$71,899,575
3421	Tax Redemptions	\$1,000,000	\$1,000,000	\$0	\$1,000,000
3425	Rent	\$600,000	\$600,000	\$0	\$600,000
3430	Interest Incl Profit On Inves	\$1,000,000	\$1,000,000	\$0	\$1,000,000
3440	Gifts Grants & Bequests	\$241,602	\$241,602	\$0	\$241,602
3460	Student Fees	\$68,620	\$70,750	\$1,350	\$72,100
3470	Other Fees	\$541,172	\$541,172	\$0	\$541,172
3490	Misc Local Resources	\$3,456,094	\$3,466,455	\$187,842	\$3,654,298
3630	Transfer From Capital Projects	\$5,070,000	\$5,070,000	\$0	\$5,070,000
3670	Transfer From Internal Srvc FD	\$1,000,000	\$1,000,000	\$0	\$1,000,000
3733	Sale of Capital Asset	\$100,000	\$100,000	\$0	\$100,000
3740	Insurance Loss Recoveries	\$22,574	\$22,574	\$0	\$22,574
Revenue - Totals		\$358,476,794	\$358,519,440	\$201,162	\$358,720,603

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR -2023-2024
 GENERAL FUND EXPENSES
 FUND 100
 Month Ending October 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
5000	Instruction				
100	Salaries	\$146,317,018	\$146,307,004	(\$63,177)	\$146,243,827
200	Employee Benefits	\$45,761,748	\$45,761,772	\$3,780	\$45,765,553
300	Purchased Services	\$28,637,959	\$28,651,903	\$23,119	\$28,675,021
400	Energy Services	\$11,016	\$11,016		
500	Material and Supplies	\$12,992,674	\$12,928,470	(\$335,090)	\$12,593,380
600	Capital Outlay	\$1,227,812	\$1,245,842	\$135,710	\$1,381,552
700	Other	\$1,318,135	\$1,350,383	(\$65)	\$1,350,319
Total Expenses Function 5000		\$236,266,362	\$236,256,390	(\$235,723)	\$236,020,668
Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
6100	Pupil Personnel Services				
100	Salaries	\$12,899,232	\$12,899,232	\$0	\$12,899,232
200	Employee Benefits	\$4,491,047	\$4,491,047	\$0	\$4,491,047
300	Purchased Services	\$1,077,941	\$1,077,941	(\$13,162)	\$1,064,779
400	Energy Services	\$4,000	\$4,000	\$0	\$4,000
500	Material and Supplies	\$199,147	\$204,872	\$4,708	\$209,580
600	Capital Outlay	\$374,689	\$375,864	\$139	\$376,003
700	Other	\$49,900	\$49,900	\$158	\$50,058
6110	Social Work				
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
700	Other	\$0	\$0	\$0	\$0
6120	Guidance Services				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
6130	Health Services				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$0	\$0
6140	Psychological Services				
300	Purchased Services	\$2,000	\$2,000	\$0	\$2,000
6150	Parent Involvement				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$478	\$478	\$0	\$478
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$0	\$0	\$0	\$0
6190	Guidance Administration				
100	Salaries	\$60,392	\$60,392	\$0	\$60,392
200	Employee Benefits	\$19,449	\$19,449	\$0	\$19,449
6200	Instructional Media				
100	Salaries	\$3,205,431	\$3,205,431	\$0	\$3,205,431
200	Employee Benefits	\$1,270,287	\$1,270,287	\$0	\$1,270,287

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR -2023-2024
 GENERAL FUND EXPENSES
 FUND 100

Month Ending October 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
300	Purchased Services	\$244,428	\$244,384	(\$12,737)	\$231,647
500	Material and Supplies	\$103,199	\$102,491	(\$6,743)	\$95,749
600	Capital Outlay	\$207,379	\$207,981	\$20,241	\$228,222
700	Other	\$2,375	\$2,525	\$0	\$2,525
6300	Inst & Curric Dev Services				
100	Salaries	\$3,307,824	\$3,307,824	\$0	\$3,307,824
200	Employee Benefits	\$1,115,086	\$1,115,086	\$0	\$1,115,086
300	Purchased Services	\$247,815	\$248,315	\$0	\$248,315
400	Energy Services	\$700	\$700	\$0	\$700
500	Material and Supplies	\$123,475	\$122,790	(\$205)	\$122,585
600	Capital Outlay	\$75,137	\$81,137	(\$9,795)	\$71,342
700	Other	\$22,700	\$22,700	\$47	\$22,747
6400	Inst Staff Training Services				
100	Salaries	\$2,800,883	\$2,801,383	(\$500)	\$2,800,883
200	Employee Benefits	\$839,470	\$839,520	\$0	\$839,520
300	Purchased Services	\$558,321	\$585,106	\$62,843	\$647,949
500	Material and Supplies	\$294,730	\$294,730	\$352	\$295,082
600	Capital Outlay	\$19,532	\$19,532	\$0	\$19,532
700	Other	\$187,300	\$187,300	\$1,590	\$188,890
6500	Instruction Related Technology				
100	Salaries	\$2,314,026	\$2,314,026	\$0	\$2,314,026
200	Employee Benefits	\$896,602	\$896,602	\$0	\$896,602
300	Purchased Services	\$2,814,643	\$2,814,643	\$33	\$2,814,677
500	Material and Supplies	\$114,586	\$114,586	\$0	\$114,586
600	Capital Outlay	\$238,918	\$238,918	\$0	\$238,918
7100	Board				
100	Salaries	\$402,241	\$402,241	\$0	\$402,241
200	Employee Benefits	\$157,599	\$157,599	\$0	\$157,599
300	Purchased Services	\$750,988	\$750,988	\$0	\$750,988
500	Material and Supplies	\$4,825	\$4,825	\$0	\$4,825
600	Capital Outlay	\$1,500	\$1,500	\$0	\$1,500
700	Other	\$31,000	\$31,000	\$0	\$31,000
7200	General Administration				
100	Salaries	\$382,757	\$382,757	\$0	\$382,757
200	Employee Benefits	\$178,205	\$178,205	\$0	\$178,205
300	Purchased Services	\$34,163	\$34,163	\$0	\$34,163
400	Energy Services	\$1,000	\$1,000	\$0	\$1,000
500	Material and Supplies	\$5,200	\$5,200	\$0	\$5,200
600	Capital Outlay	\$3,217	\$3,217	(\$846)	\$2,371
700	Other	\$20,033	\$20,033	\$846	\$20,879
7300	School Administration				
100	Salaries	\$12,549,102	\$12,549,102	\$0	\$12,549,102
200	Employee Benefits	\$4,452,305	\$4,452,305	\$0	\$4,452,305
300	Purchased Services	\$99,586	\$99,113	\$14,196	\$113,310
400	Energy Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$137,823	\$135,793	(\$8,626)	\$127,167
600	Capital Outlay	\$89,047	\$94,467	\$10,555	\$105,023

SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR -2023-2024
GENERAL FUND EXPENSES
FUND 100
 Month Ending October 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
700	Other	\$35,568	\$36,850	\$17	\$36,867
7400	Facilities Aquisition & Const				
100	Salaries	\$950,066	\$950,066	\$0	\$950,066
200	Employee Benefits	\$347,708	\$347,708	\$0	\$347,708
300	Purchased Services	\$1,752,969	\$1,752,969	\$0	\$1,752,969
400	Energy Services	\$4,600	\$4,600	\$0	\$4,600
500	Material and Supplies	\$22,588	\$22,588	\$5,000	\$27,588
600	Capital Outlay	\$1,651,910	\$1,665,910	\$83,916	\$1,749,826
700	Other	\$2,300	\$2,300	\$0	\$2,300
7500	Fiscal Services				
100	Salaries	\$1,153,708	\$1,153,708	\$0	\$1,153,708
200	Employee Benefits	\$379,024	\$379,024	\$0	\$379,024
300	Purchased Services	\$305,940	\$305,590	(\$15,500)	\$290,090
500	Material and Supplies	\$15,638	\$15,638	(\$799)	\$14,839
600	Capital Outlay	\$8,337	\$8,687	\$799	\$9,487
700	Other	\$2,850	\$2,850	\$0	\$2,850
7600	Food Services				
100	Salaries	\$156,932	\$156,932	\$0	\$156,932
200	Employee Benefits	\$55,890	\$55,890	\$0	\$55,890
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$0	\$0	\$0	\$0
7700	Central Services				
100	Salaries	\$2,483,381	\$2,483,381	\$0	\$2,483,381
200	Employee Benefits	\$927,927	\$927,927	\$0	\$927,927
300	Purchased Services	\$610,920	\$611,020	\$15,500	\$626,520
400	Energy Services	\$7,362	\$7,362	\$0	\$7,362
500	Material and Supplies	\$83,871	\$83,871	\$1,500	\$85,371
600	Capital Outlay	\$506,883	\$506,883	(\$1,500)	\$505,383
700	Other	\$82,168	\$82,168	\$0	\$82,168
7800	Pupil Transportation Services				
100	Salaries	\$7,931,683	\$7,931,683	\$0	\$7,931,683
200	Employee Benefits	\$2,902,434	\$2,902,434	\$0	\$2,902,434
300	Purchased Services	\$614,681	\$619,179	\$5,626	\$624,805
400	Energy Services	\$1,998,913	\$1,998,913	\$0	\$1,998,913
500	Material and Supplies	\$1,182,525	\$1,178,119	\$0	\$1,178,119
600	Capital Outlay	\$880,632	\$888,432	\$115,632	\$1,004,064
700	Other	\$11,760	\$11,760	\$0	\$11,760
7900	Operation Of Plant				
100	Salaries	\$6,686,269	\$6,686,269	\$0	\$6,686,269
200	Employee Benefits	\$2,907,565	\$2,907,565	\$0	\$2,907,565
300	Purchased Services	\$8,428,403	\$8,432,898	(\$4,980)	\$8,427,918
400	Energy Services	\$8,139,382	\$8,139,382	\$935	\$8,140,317
500	Material and Supplies	\$828,040	\$824,427	\$7,042	\$831,469
600	Capital Outlay	\$235,433	\$243,733	\$4,500	\$248,233
700	Other	\$1,000	\$1,009	\$0	\$1,009
8100	Maintenance Of Plant				
100	Salaries	\$3,774,397	\$3,774,397	\$0	\$3,774,397

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR -2023-2024
 GENERAL FUND EXPENSES
 FUND 100

Month Ending October 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
200	Employee Benefits	\$1,462,086	\$1,462,086	\$0	\$1,462,086
300	Purchased Services	\$1,638,872	\$1,638,872	\$0	\$1,638,872
400	Energy Services	\$163,566	\$163,566	\$0	\$163,566
500	Material and Supplies	\$1,132,149	\$1,132,149	\$0	\$1,132,149
600	Capital Outlay	\$387,930	\$387,930	\$0	\$387,930
700	Other	\$15,000	\$15,000	\$0	\$15,000
8200	Administrative Technology Svcs				
100	Salaries	\$1,185,307	\$1,185,307	\$0	\$1,185,307
200	Employee Benefits	\$438,333	\$438,333	\$0	\$438,333
300	Purchased Services	\$9,700	\$9,700	\$0	\$9,700
400	Energy Services	\$8,500	\$8,500	\$0	\$8,500
500	Material and Supplies	\$18,275	\$18,275	\$0	\$18,275
600	Capital Outlay	\$85,720	\$85,720	\$0	\$85,720
700	Other	\$1,000	\$1,000	\$0	\$1,000
9100	Community Services				
100	Salaries	\$360,025	\$360,025	\$0	\$360,025
200	Employee Benefits	\$142,349	\$142,349	\$0	\$142,349
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$74,776	\$74,776	\$0	\$74,776
600	Capital Outlay	\$800	\$800	\$0	\$800
700	Other	\$18,185	\$18,185	\$0	\$18,185
9200	Debt Service				
700	Other	\$0	\$0	\$0	\$0
Total Expenses Function 6000 to 9900		\$124,697,939	\$124,773,371	\$280,782	\$125,054,154



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2023-2024
GENERAL FUND – ONE MILL
FUND 105

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 ONE MILL
 FUND 105
 Month Ending October 31, 2023

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
3400	Revenue from Local Sources				
000	Revenue	\$18,409,215	\$18,409,215	\$0	\$18,409,215
Total Revenue		\$18,409,215	\$18,409,215	\$0	\$18,409,215
5100	Basic FEFP K-12				
200	Employee Benefits	\$2,000,000	\$2,000,000	\$0	\$2,000,000
300	Purchased Services	\$1,198,434	\$1,198,434	\$0	\$1,198,434
7400	Facilities Aquisition & Const				
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$134,070	\$134,070	\$0	\$134,070
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$12,070,956	\$12,070,954	\$0	\$12,070,954
7700	Central Services				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$8,800	\$8,800	\$0	\$8,800
7800	Pupil Transportation Services				
600	Capital Outlay	\$109,737	\$109,737	\$0	\$109,737
7900	Operation Of Plant				
100	Salaries	\$2,733,860	\$2,733,849	\$0	\$2,733,849
200	Employee Benefits	\$1,311,960	\$1,311,961	\$0	\$1,311,961
300	Purchased Services	\$859,887	\$859,887	\$0	\$859,887
400	Energy Services	\$53,000	\$53,000	\$0	\$53,000
500	Material and Supplies	\$136,561	\$136,561	\$0	\$136,561
600	Capital Outlay	\$198,705	\$198,705	\$0	\$198,705
700	Other	\$1,500	\$1,500	\$0	\$1,500
8100	Maintenance Of Plant				
100	Salaries	\$145,763	\$145,763	\$0	\$145,763
200	Employee Benefits	\$56,838	\$56,838	\$0	\$56,838
Total Expenses		\$21,020,071	\$21,020,058	\$0	\$21,020,058



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2023-2024

DEBT SERVICE

FUND 2XX

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 DEBT SERVICE
 FUND 2XX
 Month Ending October 31, 2023

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
222	3340	Other State Revenues	000	Revenue	\$219,669	\$219,669	\$0	\$219,669
	3430	Interest Incl Profit On Inves	000	Revenue	\$1,000	\$1,000	\$0	\$1,000
290	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
	3630	Transfer From Capital Projects	000	Revenue	\$368,177	\$368,177	\$0	\$368,177
292	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
	3630	Transfer From Capital Projects	000	Revenue	\$3,936,863	\$3,936,863	\$0	\$3,936,863
293	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
	3630	Transfer From Capital Projects	000	Revenue	\$885,544	\$885,544	\$0	\$885,544
299	3630	Transfer From Capital Projects	000	Revenue	\$1,615,559	\$1,615,559	\$0	\$1,615,559
Total Revenue					\$7,026,812	\$7,026,812	\$0	\$7,026,812
210	9200	Debt Service	710	Redemption of Principal	\$0	\$0	\$0	\$0
			730	Dues and Fees	\$0	\$0	\$0	\$0
222	9200	Debt Service	710	Redemption of Principal	\$219,669	\$219,669	\$0	\$219,669
			730	Dues and Fees	\$1,000	\$1,000	\$0	\$1,000
290	9200	Debt Service	710	Redemption of Principal	\$363,177	\$363,177	\$0	\$363,177
			730	Dues and Fees	\$5,000	\$5,000	\$0	\$5,000
292	9200	Debt Service	710	Redemption of Principal	\$3,931,863	\$3,931,863	\$0	\$3,931,863
			730	Dues and Fees	\$5,000	\$5,000	\$0	\$5,000
293	9200	Debt Service	710	Redemption of Principal	\$880,544	\$880,544	\$0	\$880,544
			730	Dues and Fees	\$5,000	\$5,000	\$0	\$5,000
298	9200	Debt Service	730	Dues and Fees	\$0	\$0	\$0	\$0
299	9200	Debt Service	710	Redemption of Principal	\$1,615,559	\$1,615,559	\$0	\$1,615,559
			730	Dues and Fees	\$0	\$0	\$0	\$0
Total Expenses					\$7,026,812	\$7,026,812	\$0	\$7,026,812



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2023-2024

CAPITAL PROJECTS

FUND 3XX

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 CAPITAL PROJECTS
 FUND 3XX
 Month Ending October 31, 2023

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
340	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
360	3320	State Auto License CO and DS	000	Revenue	\$1,300,000	\$1,300,000	\$0	\$1,300,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
370	3410	Taxes	000	Revenue	\$27,613,822	\$27,613,822	\$0	\$27,613,822
	3421	Tax Redemptions	000	Revenue	\$1,000	\$1,000	\$0	\$1,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
380	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
	3490	Misc Local Resources	000	Revenue	\$8,804,457	\$8,804,457	\$0	\$8,804,457
391	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
392	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
394	3390	Miscellaneous State Revenues	000	Revenue	\$0	\$0	\$0	\$0
	3397	Charter School Capital Outlay	000	Revenue	\$796,000	\$796,000	\$0	\$796,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$375	\$375	\$0	\$375
395	3390	Miscellaneous State Revenues	000	Revenue	\$46,500	\$46,500	\$0	\$46,500
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
396	3410	Taxes	000	Revenue	\$16,000,000	\$16,000,000	\$0	\$16,000,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$1,000	\$1,000	\$0	\$1,000
398	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
399	3390	Miscellaneous State Revenues	000	Revenue	\$763,218	\$763,218	\$0	\$763,218
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
Total Revenue					\$55,326,372	\$55,326,372	\$0	\$55,326,372
340	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
360	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$1,973,276	\$1,973,276	\$0	\$1,973,276
			640	Furniture Fixtures & Equipment	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
	9200	Debt Service	730	Dues and Fees	\$0	\$0	\$0	\$0
370	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$14,443,456	\$14,443,456	\$0	\$14,443,456
			690	Computer Software	\$604,000	\$604,000	\$0	\$604,000
			640	Furniture Fixtures & Equipment	\$2,971,000	\$2,971,000	\$0	\$2,971,000
			670	Improvements other than Bldg	\$2,125,026	\$2,125,026	(\$3,000)	\$2,122,026
			660	Land	\$6,750,000	\$6,750,000	\$0	\$6,750,000
			790	Miscellaneous	\$0	\$0	\$0	\$0
			650	Motor Vehicles	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$10,500,202	\$10,500,202	\$3,000	\$10,503,202
	7700	Central Services	640	Furniture Fixtures & Equipment	\$0	\$0	\$0	\$0
	7800	Pupil Transportation Services	650	Motor Vehicles	\$3,118,807	\$3,118,807	\$0	\$3,118,807
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
	7900	Operation Of Plant	680	Remodeling and Renovations	\$0	\$0	\$0	\$0
	9200	Debt Service	710	Redemption of Principal	\$112,320	\$112,320	\$0	\$112,320
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	\$1,978,735	\$1,978,735	\$0	\$1,978,735
			910	Transfers to General Fund	\$5,070,000	\$5,070,000	\$0	\$5,070,000
380	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$7,414,345	\$7,408,345	\$0	\$7,408,345
			690	Computer Software	\$975	\$975	(\$403)	\$572
			640	Furniture Fixtures & Equipment	\$355,317	\$361,317	\$403	\$361,721
			670	Improvements other than Bldg	\$1,034,010	\$1,034,010	\$0	\$1,034,010
			610	Library Books	\$135,000	\$135,000	\$0	\$135,000
			680	Remodeling and Renovations	\$6,890	\$6,890	\$0	\$6,890
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	\$4,827,409	\$4,827,409	\$0	\$4,827,409
392	7300	School Administration	640	Furniture Fixtures & Equipment	\$0	\$0	\$0	\$0
	7400	Facilities Aquisition & Const	620	Audiovisual Materials	\$0	\$0	\$0	\$0
			630	Buildings and Fixed Equip	\$0	\$0	\$0	\$0
			690	Computer Software	\$8,143	\$8,143	\$0	\$8,143
			640	Furniture Fixtures & Equipment	\$5,658	\$5,658	\$0	\$5,658
			650	Motor Vehicles	\$0	\$0	\$0	\$0
			390	Other Purchased Services	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
			360	Rentals	\$0	\$0	\$0	\$0
	7800	Pupil Transportation Services	690	Computer Software	\$0	\$0	\$0	\$0
	9200	Debt Service	710	Redemption of Principal	\$0	\$0	\$0	\$0
393	7400	Facilities Aquisition & Const	680	Remodeling and Renovations	\$0	\$0	\$0	\$0

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 CAPITAL PROJECTS
 FUND 3XX
 Month Ending October 31, 2023

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
394	9700	Transfer Of Funds	910	Transfers to General Fund	\$0	\$0	\$0	\$0
395	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	\$533,507	\$533,507	\$0	\$533,507
396	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$914,516	\$914,516	\$84,329	\$998,844
			640	Furniture Fixtures & Equipment	\$600,336	\$631,881	\$0	\$631,881
			670	Improvements other than Bldg	\$9,292,237	\$9,292,237	\$125,671	\$9,417,909
			790	Miscellaneous	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$15,272,037	\$15,240,492	(\$210,000)	\$15,030,492
	9200	Debt Service	710	Redemption of Principal	\$0	\$0	\$0	\$0
398	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
399	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	\$566,795	\$566,795	\$0	\$566,795
			790	Miscellaneous	\$10,690	\$10,690	\$0	\$10,690
			680	Remodeling and Renovations	\$371,466	\$371,466	(\$185,733)	\$185,733
Total Expenses					\$90,996,153	\$90,996,153	(\$185,733)	\$90,810,420

DRAFT



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2023-2024

SPECIAL REVENUE – FOOD SERVICE

FUND 410

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 SPECIAL REVENUE FOOD SERVICE
 FUND 410
 Month Ending October 31, 2023

Func	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
National School Lunch Act						
3260	000	Revenue	\$15,798,539	\$15,798,539	\$0	\$15,798,539
Categorical State Sources						
3330	000	Revenue	\$145,000	\$145,000	\$0	\$145,000
Interest Incl Profit On Inves						
3430	000	Revenue	\$100,000	\$100,000	\$0	\$100,000
Food Services						
3450	000	Revenue	\$5,653,803	\$5,653,803	\$0	\$5,653,803
Misc Local Resources						
3490	000	Revenue	\$5,000	\$5,000	\$0	\$5,000
Total Revenue			\$21,702,343	\$21,702,343	\$0	\$21,702,343
Basic FEFP K-12						
5100	100	Salaries	\$0	\$0	\$0	\$0
	200	Employee Benefits	\$0	\$0	\$0	\$0
Food Services						
7600	100	Salaries	\$6,973,290	\$6,973,290	\$0	\$6,973,290
	200	Employee Benefits	\$3,213,983	\$3,213,983	\$0	\$3,213,983
	300	Purchased Services	\$337,376	\$339,976	\$0	\$339,976
	400	Energy Services	\$170,305	\$170,305	\$0	\$170,305
	500	Material and Supplies	\$12,044,094	\$12,044,094	(\$1,000)	\$12,043,094
	600	Capital Outlay	\$764,593	\$764,593	\$1,000	\$765,593
	700	Other	\$280,400	\$280,400	\$0	\$280,400
Central Services						
7700	100	Salaries	\$0	\$0	\$0	\$0
	200	Employee Benefits	\$0	\$0	\$0	\$0
Operation Of Plant						
7900	100	Salaries	\$60,548	\$60,548	\$0	\$60,548
	200	Employee Benefits	\$23,180	\$23,180	\$0	\$23,180
Total Expenses			\$23,867,769	\$23,870,369	\$0	\$23,870,369



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2023-2024
SPECIAL REVENUE – OTHER
FUND 42X

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 SPECIAL REVENUE OTHER
 FUND 42X

Month Ending October 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
3201	Vocational Ed				
3201	Revenue	\$320,220	\$320,220	\$0	\$320,220
3220	Workforce Investment Act				
3220	Revenue	\$530,886	\$530,885	\$0	\$530,885
3226	Eisenhower Math And Science				
3226	Revenue	\$1,516,131	\$1,516,131	\$0	\$1,516,131
3230	I.D.E.A.				
3230	Revenue	\$9,352,170	\$9,352,170	\$0	\$9,352,170
3240	Title I - Elem & Secondary Edu				
3240	Revenue	\$9,400,887	\$9,815,622	\$127,384	\$9,943,006
3290	Other Federal Thru State				
3290	Revenue	\$126,304	\$126,304	\$0	\$126,304
3190	Other Federal Direct				
3190	Revenue	\$0	\$0	\$309,257	\$309,257
3290	Other Federal Thru State				
3290	Revenue	\$47,450	\$47,450	\$0	\$47,450
3430	Interest Incl Profit On Inves				
3430	Revenue	\$0	\$0	\$0	\$0
Total Revenue		\$21,294,048	\$21,708,782	\$436,641	\$22,145,423
5000	Instruction				
100	Salaries	\$6,726,257	\$7,607,045	\$177,014	\$7,784,058
200	Employee Benefits	\$2,211,750	\$2,490,954	\$40,846	\$2,531,798
300	Purchased Services	\$1,174,999	\$1,214,766	(\$25,126)	\$1,189,640
400	Energy Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$3,651,831	\$2,709,089	\$152,971	\$2,862,059
600	Capital Outlay	\$2,649,773	\$2,621,039	\$55,615	\$2,676,653
700	Other	\$53,332	\$62,982	\$6,850	\$69,832
6100	Student Personnel Services				
100	Salaries	\$1,204,606	\$1,204,606	\$649	\$1,205,255
200	Employee Benefits	\$416,017	\$416,017	\$2,147	\$418,164
300	Purchased Services	\$69,087	\$69,087	\$6,950	\$76,037
500	Material and Supplies	\$1,500	\$1,600	\$0	\$1,600
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$4,000	\$4,000	\$0	\$4,000
6110	Social Work				
200	Employee Benefits	\$21,965	\$21,965	\$0	\$21,965
300	Purchased Services	\$2,400	\$2,400	\$0	\$2,400
700	Other	\$0	\$0	\$0	\$0
6120	Guidance Services				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
6130	Health Services				

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 SPECIAL REVENUE OTHER
 FUND 42X

Month Ending October 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
6150	Parent Involvement				
100	Salaries	\$11,500	\$12,250	\$750	\$13,000
200	Employee Benefits	\$340	\$510	\$170	\$680
300	Purchased Services	\$116,883	\$116,883	\$17,829	\$134,712
500	Material and Supplies	\$153,294	\$153,294	(\$8,643)	\$144,651
600	Capital Outlay	\$1,500	\$1,500	\$0	\$1,500
700	Other	\$5,000	\$5,000	(\$5,000)	\$0
6200	Instructional Media				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$7,000	\$7,000	\$0	\$7,000
6300	Inst & Curric Dev Services				
100	Salaries	\$1,624,237	\$1,624,237	\$230	\$1,624,467
200	Employee Benefits	\$535,960	\$535,960	\$1,860	\$537,820
300	Purchased Services	\$32,121	\$32,121	\$0	\$32,121
500	Material and Supplies	\$22,158	\$22,158	\$0	\$22,158
600	Capital Outlay	\$100	\$100	\$0	\$100
700	Other	\$1,400	\$1,400	\$0	\$1,400
6400	Inst Staff Training Services				
100	Salaries	\$1,253,763	\$1,263,370	\$28,457	\$1,291,827
200	Employee Benefits	\$404,792	\$404,792	\$14,598	\$419,391
300	Purchased Services	\$696,142	\$705,605	\$19,902	\$725,507
500	Material and Supplies	\$281,698	\$280,778	(\$4,408)	\$276,370
600	Capital Outlay	\$121,946	\$116,946	\$0	\$116,946
700	Other	\$19,626	\$29,626	\$0	\$29,626
6500	Instruction Related Technology				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
7200	General Administration				
700	Other	\$830,961	\$819,215	(\$25,155)	\$794,060
7300	School Administration				
100	Salaries	\$221	\$221	\$11,495	\$11,716
200	Employee Benefits	\$49	\$49	\$9	\$58
7400	Facilities Aquisition & Const				
600	Capital Outlay	\$0	\$0	\$0	\$0
7600	Food Services				
100	Salaries	\$0	\$0	\$0	\$0

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 SPECIAL REVENUE OTHER
 FUND 42X

Month Ending October 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
200	Employee Benefits	\$0	\$0	\$0	\$0
7700	Central Services				
100	Salaries	\$7,000	\$7,000	\$0	\$7,000
200	Employee Benefits	\$1,571	\$1,571	\$0	\$1,571
300	Purchased Services	\$13,500	\$13,500	\$0	\$13,500
7800	Pupil Transportation Services				
100	Salaries	\$28,900	\$37,781	\$340	\$38,121
200	Employee Benefits	\$1,481	\$0	\$0	\$0
300	Purchased Services	\$40,386	\$42,985	\$0	\$42,985
400	Energy Services	\$0	\$154,379	(\$35,607)	\$118,771
7900	Operation Of Plant				
100	Salaries	\$0	\$0	\$1,460	\$1,460
200	Employee Benefits	\$0	\$0	\$343	\$343
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$100	\$100
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$0	\$0	\$0	\$0
8100	Maintenance Of Plant				
500	Material and Supplies	\$0	\$0	\$0	\$0
8200	Administrative Technology Svcs				
300	Purchased Services	\$0	\$0	\$0	\$0
9100	Community Services				
500	Material and Supplies	\$0	\$0	\$0	\$0
Total Expenses		\$24,401,046	\$24,815,781	\$436,646	\$25,252,422



CLAY COUNTY DISTRICT SCHOOL

RESOLUTION TO AMEND DISTRICT BUDGET

FISCAL YEAR 2023-2024

SPECIAL REVENUE

FEDERAL CARES ACT FUNDING

FUND 44X

DISCOVERING ENDLESS POSSIBILITIES

Clay County District Schools is an Equal Opportunity Employer.

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 SPECIAL REVENUE OTHER
 FUND 44X

Month Ending October 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
3271	CARES Act ESSER				
3271	Revenue	\$17,067,595	\$17,200,159	\$0	\$17,200,159
Total Revenue		\$17,067,595	\$17,200,159	\$0	\$17,200,159
5000	Instruction				
100	Salaries	\$5,128,241	\$5,110,948	\$500,196	\$5,611,144
200	Employee Benefits	\$488,172	\$508,243	(\$34,816)	\$473,427
300	Purchased Services	\$1,173,141	\$1,173,323	(\$7,700)	\$1,165,623
500	Material and Supplies	\$2,650,709	\$2,644,920	(\$146,256)	\$2,498,664
600	Capital Outlay	\$527,287	\$533,205	(\$3,119)	\$530,085
700	Other	\$10,177	\$10,177	(\$1,040)	\$9,137
6100	Student Personnel Services				
100	Salaries	\$214,248	\$222,721	(\$97,513)	\$125,208
200	Employee Benefits	\$41,404	\$43,138	(\$19,336)	\$23,802
300	Purchased Services	\$81	\$81	\$0	\$81
600	Capital Outlay	\$0	\$0	\$0	\$0
6110	Social Work				
200	Employee Benefits	\$22,337	\$22,337	\$0	\$22,337
6130	Health Services				
300	Purchased Services	\$3,818	\$3,818	\$0	\$3,818
500	Material and Supplies	\$3,963	\$3,963	\$0	\$3,963
600	Capital Outlay	\$0	\$0	\$0	\$0
6150	Parent Involvement				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$15,000	\$15,000	\$0	\$15,000
400	Energy Services	\$300	\$300	\$0	\$300
500	Material and Supplies	\$29,477	\$29,477	\$0	\$29,477
6190	Guidance Administration				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
6200	Instructional Media				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
6300	Inst & Curric Dev Services				
100	Salaries	\$67,315	\$67,315	\$0	\$67,315
200	Employee Benefits	\$24,528	\$24,528	\$0	\$24,528
300	Purchased Services	\$39,220	\$39,220	\$700	\$39,920
500	Material and Supplies	\$658	\$658	\$0	\$658
600	Capital Outlay	\$15,100	\$15,100	\$0	\$15,100
700	Other	\$5,000	\$5,000	\$0	\$5,000
6400	Inst Staff Training Services				
100	Salaries	\$886,316	\$967,642	(\$1,872)	\$965,770
200	Employee Benefits	\$19,376	\$79,049	(\$394)	\$78,655

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 SPECIAL REVENUE OTHER
 FUND 44X
 Month Ending October 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
300	Purchased Services	\$184,063	\$190,063	\$0	\$190,063
500	Material and Supplies	\$26,169	\$26,169	(\$997)	\$25,172
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$2,275	\$2,275	(\$2,275)	\$0
6500	Instruction Related Technology				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
7100	Board				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
7200	General Administration				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
700	Other	\$531,959	\$504,530	\$0	\$504,530
7300	School Administration				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
7400	Facilities Aquisition & Const				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
600	Capital Outlay	\$4,461,828	\$4,461,828	\$0	\$4,461,828
7500	Fiscal Services				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
7600	Food Services				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
7700	Central Services				
100	Salaries	\$5,500	\$5,500	\$0	\$5,500
200	Employee Benefits	\$1,200	\$1,200	\$0	\$1,200
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
7800	Pupil Transportation Services				
100	Salaries	\$305,304	\$304,992	(\$120,000)	\$184,992
200	Employee Benefits	\$60,814	\$60,814	(\$23,900)	\$36,914
300	Purchased Services	\$29	\$29	\$0	\$29
400	Energy Services	\$120,552	\$120,552	(\$41,680)	\$78,872
700	Other	\$0	\$0	\$0	\$0
7900	Operation Of Plant				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0

SCHOOL BOARD OF CLAY COUNTY
 RESOLUTION TO AMEND DISTRICT BUDGET
 FISCAL YEAR 2023-2024
 SPECIAL REVENUE OTHER
 FUND 44X
 Month Ending October 31, 2023

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
500	Material and Supplies	\$2,050	\$2,050	\$0	\$2,050
600	Capital Outlay	\$0	\$0	\$0	\$0
8100	Maintenance Of Plant				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$0	\$0
8200	Administrative Technology Svcs				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
9100	Community Services				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
Total Expenses		\$17,067,611	\$17,200,165	(\$2)	\$17,200,162

DRAFT

December 7, 2023 - Regular School Board Meeting

Title

C10 - DELETION OF CERTAIN ITEMS REPORT NOVEMBER, 2023

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 October, 2023.

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 - School Board Policy Section 5.03C.

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 - November, 2023 as submitted

Contact

Dr. Susan Legutko,
Assistant Superintendent for Business Affairs
(904)-336-6721
susan.legutko@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 OF CERTAIN ITEMS REPORT NOVEMBER, 2023.pdf](#)

Monthly Deletion Analysis / NOVEMBER 2023 2024

Cost Center	Asset	Item, Reason for Deletion	Type of Deletion
GCJ - 0021	14001182	SERVER / BROKEN	D1
CEB - 0071	14001183	SERVER / BROKEN	D1
BLC - 0111	00056529	UNISAW/W UNIFENCE/3HP - OUTDATED	D1
	12000636	SERVER / BROKEN	D1
GPE - 0232	12000637	SERVER / BROKEN	D1
WEC - 0241	00073555	COMPUTER / BROKEN	D1
	00096979	COMPUTER / BROKEN	D1
	00096983	COMPUTER / BROKEN	D1
	11000226	COMPUTER / BROKEN	D1
OPH - 0252	12000603	SERVER / BROKEN	D1
KHH - 0311	15000455	COMPUTER / BROKEN	D1
SBJ - 0331	15000994	COPIER: COLOR RICOH MPC5503 / BROKEN	D1
LJH - 0351	11001047	SERVER / BROKEN	D1
	00071578	LEGO MODULE / OBSOLETE	D1
	00077663	CARPET EXTRACTOR / BROKEN	D1
	00076626	PROJECTOR / BROKEN	D1
	00071711	LAMINATOR / BROKEN	D1
LES - 0352	14001295	SERVER / BROKEN	D1
WJH - 0371	00068920	SMARTBOARD INTERACTIVE / BROKEN	D1
	12000063	COPIER: W/DOC FEED/CAB - RICOH / BROKEN	D1
	13000637	SERVER / BROKEN	D1
MCE - 0381	13000636	SERVER / BROKEN	D1
LAE - 0451	11000829	REFRIGERATOR: TRAUlsen / BROKEN	D5
LAJ - 0481	00084870	CHAIR: LARGE MOBILE HIGHBACKED / BROKEN	D1
	00070877	GRASSHOPPER / BROKEN	D1
	00078454	CHAIR: RIFTON POSITIONING / BROKEN	D1
	18000390	STAND: EASY BANTAM MEDIUM BASE / BROKEN	D1
	14001291	SERVER / BROKEN	D1
TES - 0501	00085336	CHASSIS/MONITOR/KEYBOARD / BROKEN	D1
	14000041	CHASSIS/MONITOR/KEYBOARD / BROKEN	D1
	11000547	CHASSIS/MONITOR/KEYBOARD / BROKEN	D1
FIH - 0551	16000110	TARP: SIDE LINE AER-FLO 15X150 / BROKEN	D1
SPC - 0571	11000229	PROJECTOR / BROKEN	D1
OLJ - 0611	12001022	SERVER / BROKEN	D1
SLE - 0631	14000089	SERVER / BROKEN	D1

Monthly Deletion Analysis / NOVEMBER 2023 2024

Cost Center	Asset	Item, Reason for Deletion	Type of Deletion
POE - 0651	14000090	SERVER / BROKEN	D1
OHS - 0661	10002009	DEVICE:AVIATION TRAINING-ELITE / BROKEN	D1
	10001917	PANEL: FLIGHT - ELITE PRO / BROKEN	D1
	10002010	DEVICE:AVIATION TRAINING-ELITE / BROKEN	D1
	10002002	CHASSIS:W/KYBD/SOFTWARE / OBSOLETE	D1
	10002003	CHASSIS:W/KYBD/SOFTWARE / OBSOLETE	D1
	10002004	CHASSIS:W/KYBD/SOFTWARE / OBSOLETE	D1
	10002005	CHASSIS:W/KYBD/SOFTWARE / OBSOLETE	D1
	10002007	CHASSIS:W/KYBD/SOFTWARE / OBSOLETE	D1
	10002008	CHASSIS:W/KYBD/SOFTWARE / OBSOLETE	D1
	14001260	EPRINTER: DESIGNJET 24 " - HP / BROKEN	D1
	11000301	WHITEBOARD: BROKEN	D1
	15000404	IMAC: APPLE 21.5 / OBSOLETE	D1
	15000421	IMAC: APPLE 21.5 / OBSOLETE	D1
	15000422	IMAC: APPLE 21.5 / OBSOLETE	D1
	15000426	IMAC: APPLE 21.5 / OBSOLETE	D1
	15000429	IMAC: APPLE 21.5 / OBSOLETE	D1
	15000434	IMAC: APPLE 21.5 / OBSOLETE	D1
	17000269	PRINTER: 3D VOLTERA V-ONE / BROKEN	D1
	18000284	COMPUTER / BROKEN	D5
	18000312	COMPUTER / BROKEN	D5
	15000786	3D COMPUTER / BROKEN	D1
	14000076	COMPUTER / BROKEN	D5
	14000078	COMPUTER / BROKEN	D5
	14000174	COMPUTER / BROKEN	D5
	14000175	COMPUTER / BROKEN	D5
	11000016	ECHARGER CADDY W/16 SIDEKICK / BROKEN	D5
	11000017	ECHARGER CADDY W/16 SIDEKICK / BROKEN	D5
	13000511	PRINTER: INKJET-EPSON / BROKEN	D5
	17000205	PRINTER: EPSON SURECOLOR SC-P8 / BROKEN	D5
	15000790	CAMERA BODY: PANASONIC LUMIX / BROKEN	D5
	21000137	CAMERA: DIGITAL OLYMPUS / BROKEN	D5
	12000100	CAMERA - CANON EOS / BROKEN	D5
	10001516	LAMINATOR: HEATSEAL / BROKEN	D1
	15000735	CART: IPAD - BRETTFORD / BROKEN	D5
	17000339	IMAC: APPLE 21.5 / OBSOLETE	D1
	17000340	IMAC: APPLE 21.5 / OBSOLETE	D1
	17000343	IMAC: APPLE 21.5 / OBSOLETE	D1
	14000083	MPLIFIER: 2-CHANNEL / BROKEN	D5
	17000456	RACK: MOBILE STORAGE 7 ROLLS / BROKEN	D5
	00092140	CART: LAPTOP SECURITY 16 / BROKEN	D5
	11000029	DELL OPTIPLEX 980 / BROKEN	D5
	11000033	DELL OPTIPLEX 980 / BROKEN	D5
	11000036	DELL OPTIPLEX 980 / BROKEN	D5
ESE - 9005	00065948	STANDER:DYNAMIC 32 " / BROKEN	D1
	00065968	HAIR:RIFTON MED.HI-BACK/W/ALL / BROKEN	D1
	00074129	CHAIR:MED. RIFTON HIGH BACK / BROKEN	D1
	00078460	CHAIR:LARGE RIFTON / BROKEN	D1
	00091859	STANDER: DYNAMIC 25 " - RIFTON / BROKEN	D1
	15000388	CHAIR: TROTTER MOBILITY-DRIVE / BROKEN	D1

Monthly Deletion Analysis / NOVEMBER 2023 2024

Cost Center	Asset	Item, Reason for Deletion	Type of Deletion
PROFESSIONAL DEL. - 9009	22100129	LAPTOP: DELL LATITUDE 5520 / WATER DAMAGE	D5
	16000617	APPLE COMPUTER / BROKEN	D1
	20100083	DELL 5530 / BROKEN	D1
TRANSPORTATIION - 9010	16000019	MACHINE: ICE / BROKEN	D1
	V0000452	CAR / WRECKED	D1
	V0000318	VAN / WRECKED	D1
OPERATIONS - 9020	17000438	LICENSE: AUTODESK AUTOCAD / OBSOLETE	D1
MAINTENANCE - 9021	00066890	PRAY RIG ON TRAILER 110GAL / BROKEN	D1
	15000651	HOIST: ELECTRIC CHAIN 525LB / BROKEN	D1
CODE ENFORCEMENT - 9024	17100014	COMPUTER/ BROKEN	D1
	19100005	LAPTOP: DELL PRECISION 5530 / BROKEN	D1
IT - 9040	12001025	SERVER / BROKEN	D1
	14001356	SERVER / BROKEN	D1
	12000600	SERVER / BROKEN	D1
	11001048	SERVER / BROKEN	D1
	11001045	SERVER / BROKEN	D1
	12001026	SERVER / BROKEN	D1
	14001357	SERVER / BROKEN	D1
	18000425	SERVER / BROKEN	D1
	12000599	SERVER / BROKEN	D1
	14001185	SERVER / BROKEN	D1
	13000338	SERVER / BROKEN	D1
	14001186	SERVER / BROKEN	D1
	00091911	SERVER / BROKEN	D1
	09000748	EQUALLOGIC - DELL PS6500E / BROKEN	D1
	19000339	STREAMENGINE: 8 CHANNEL / BROKEN	D1
	19000338	STREAMENGINE: 8 CHANNEL / BROKEN	D1
	17000047	SWITCH: NETWORKING DELL / BROKEN	D1
	17000056	SWITCH: NETWORKING DELL / BROKEN	D1
	17000055	SWITCH: NETWORKING DELL / BROKEN	D1
	17000046	SWITCH: NETWORKING DELL / BROKEN	D1
17000039	SWITCH: NETWORKING DELL / BROKEN	D1	
17000061	SWITCH: NETWORKING DELL / BROKEN	D1	
17000043	SWITCH: NETWORKING DELL / BROKEN	D1	
17000054	SWITCH: NETWORKING DELL / BROKEN	D1	
17000012	SWITCH: NETWORKING DELL / BROKEN	D1	
17000045	SWITCH: NETWORKING DELL / BROKEN	D1	
17000050	SWITCH: NETWORKING DELL / BROKEN	D1	
17000042	SWITCH: NETWORKING DELL / BROKEN	D1	
13000338	SEVER / BROKEN	D1	
BAD - 9050	18100195	LAPTOP - BROKEN	D1
FOOD SERVER - 9110	00062393	UNIT MOBILE SERVING TABLE / BROKEN	D5
	00086960	CABINET:HOLDING THERMAL / BROKEN	D5
	00086959	CABINET:HOLDING THERMAL / BROKEN	D5
	00062428	CABINET HOT W/CASTERS / BROKEN	D5

Monthly Deletion Analysis / NOVEMBER 2023 2024			
Cost Center	Asset	Item, Reason for Deletion	Type of Deletion
	19000310	HOTPLATE: ELECTRIC COUNTERTOP / BROKEN	D5
CURRICULUM - 9111	16000055	COPIER / BROKEN	D1
	17000215	COPIER / BROKEN	D1

D1 = PARTED OUT/JUNK

D5 = SURPLUS SALES

DRAFT

Clay County Public Schools
 Monthly Deletion Report
 For Month Ending: 11/30/2023

<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>
Junk/Parts	14001182	SERVER - POWEREDGE - DELL R720	04/10/2014	11/03/2023	3,800.00	3,800.00
	0021	GREEN COVE SPRINGS JUNIOR HIGH			3,800.00	3,800.00
Junk/Parts	14001183	SERVER - POWEREDGE - DELL R720	04/10/2014	11/03/2023	3,800.00	3,800.00
	0071	CHARLES E BENNETT ELEMENTARY			3,800.00	3,800.00
Junk/Parts	00056529	UNISAW/W UNIFENCE/3HP	11/03/1992	11/03/2023	2,194.90	2,194.90
Junk/Parts	12000636	SERVER - POWEREDGE - DELL R710	04/12/2012	11/03/2023	5,540.60	5,540.60
	0111	BANNERMAN LEARNING CENTER			7,735.50	7,735.50
Junk/Parts	12000637	SERVER - POWEREDGE - DELL R710	04/12/2012	11/03/2023	5,540.60	5,540.60
	0232	GROVE PARK ELEMENTARY			5,540.60	5,540.60
Junk/Parts	00073555	CHASSIS/MONITOR/KEYBOARD:APPLE	05/27/1999	11/03/2023	1,268.00	1,268.00
Junk/Parts	00096979	TEACHER STATION: COMPUTER/PRT/	08/14/2008	11/03/2023	2,826.00	2,826.00
Junk/Parts	00096983	STUDENT STATION: COMPUTER	08/14/2008	11/03/2023	1,610.00	1,610.00
Junk/Parts	11000226	TEACHER STATION:C/M/K/PRINTER/	10/21/2010	11/03/2023	2,921.00	2,921.00
	0241	W E CHERRY ELEMENTARY			8,625.00	8,625.00
Junk/Parts	12000603	SERVER - POWEREDGE - DELL R710	04/12/2012	11/03/2023	6,363.50	6,363.50
	0252	ORANGE PARK HIGH			6,363.50	6,363.50
Junk/Parts	15000455	C/M/K - DELL PRECISION T1700	09/11/2014	11/03/2023	1,036.35	1,036.35
	0311	KEYSTONE HEIGHTS JR/SR HIGH			1,036.35	1,036.35
Junk/Parts	15000994	COPIER: COLOR RICOH MPC5503	07/30/2015	11/03/2023	8,396.00	8,396.00
	0331	S BRYAN JENNINGS ELEMENTARY			8,396.00	8,396.00
Junk/Parts	00071578	MODULE: LEGO CAD CLASS PACK	05/07/1999	11/03/2023	1,255.00	1,255.00
	0351	LAKESIDE JUNIOR HIGH			1,255.00	1,255.00

Clay County Public Schools
 Monthly Deletion Report
 For Month Ending: 11/30/2023

<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>
Junk/Parts	00071711	LAMINATOR: GBC ULTIMA 65	03/14/2002	11/03/2023	1,399.00	1,399.00
Junk/Parts	00076626	PROJECTOR:EPSON POWERLITE 50 S	03/14/2002	11/03/2023	1,749.00	1,749.00
Junk/Parts	00077663	EXTRACTOR: CARPET 1120	01/23/2003	11/03/2023	1,842.05	1,842.05
Junk/Parts	11001047	SERVER - 24GB POWEREDGE - DELL	05/26/2011	11/03/2023	7,771.50	7,771.50
					14,016.55	14,016.55
LCTN 0352 LAKESIDE ELEMENTARY						
Junk/Parts	14001295	SERVER - POWEREDGE - DELL R720	04/10/2014	11/03/2023	3,800.00	3,800.00
					3,800.00	3,800.00
LCTN 0371 WILKINSON JR HIGH						
Junk/Parts	00068920	SMARTBOARD INTERACTIVE WHITEBO	04/22/1999	11/03/2023	1,923.00	1,923.00
Junk/Parts	12000063	COPIER: W/DOC FEED/CAB - RICOH	09/22/2011	11/03/2023	2,120.00	2,120.00
Junk/Parts	13000637	SERVER - POWEREDGE - DELL R720	06/13/2013	11/03/2023	9,278.21	9,278.21
					13,321.21	13,321.21
LCTN 0381 MONTCLAIR ELEMENTARY						
Junk/Parts	13000636	SERVER - POWEREDGE - DELL R720	06/13/2013	11/03/2023	9,278.21	9,278.21
					9,278.21	9,278.21
LCTN 0451 LAKE ASBURY ELEMENTARY						
Surplus Sale	11000829	REFRIGERATOR: TRAUlsen REACH-I	04/14/2011	11/03/2023	8,509.15	8,509.15
					8,509.15	8,509.15
LCTN 0481 LAKE ASBURY JUNIOR HIGH SCHOOL						
Junk/Parts	00070877	GRASSHOPPER	04/16/1998	11/03/2023	1,200.00	1,200.00
Junk/Parts	00078454	CHAIR: RIFTON POSITIONING	11/25/2003	11/03/2023	1,263.00	1,263.00
Junk/Parts	00084870	CHAIR: LARGE MOBILE HIGHBACKED	07/21/2005	11/03/2023	2,312.00	2,312.00
Junk/Parts	14001291	SERVER - POWEREDGE - DELL R720	04/10/2014	11/03/2023	3,800.00	3,800.00
Junk/Parts	18000390	STAND: EASY BANTAM MEDIUM BASE	06/19/2018	11/03/2023	1,978.80	1,413.43
					10,553.80	9,988.43
LCTN 0501 TYNES ELEMENTARY						
Junk/Parts	00085336	CHASSIS/MONITOR/KEYBOARD - DEL	01/12/2006	11/03/2023	1,106.72	1,106.72
Junk/Parts	11000547	TEACHER STATION: COMPUTER/PRIN	01/13/2011	11/03/2023	2,926.00	2,926.00
Junk/Parts	14000041	C/M/K - DELL PRECISION T1650	08/08/2013	11/03/2023	1,192.13	1,192.13

Clay County Public Schools
 Monthly Deletion Report
 For Month Ending: 11/30/2023

<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>LCIN</u>	0551	FLEMING ISLAND HIGH SCHOOL				
Junk/Parts	16000110	TARP: SIDE LINE AER-FLO 15X150	12/10/2015	11/03/2023	4,888.00	4,888.00
					4,888.00	4,888.00
<u>LCIN</u>	0571	SWIMMING PEN CREEK ELEMENTARY				
Junk/Parts	11000229	PROJECTOR:VIEWSONIC 4000 LUMEN	09/23/2010	11/03/2023	1,499.00	1,499.00
					1,499.00	1,499.00
<u>LCIN</u>	0611	OAKLEAF JUNIOR HIGH				
Junk/Parts	12001022	SERVER - POWEREDGE - DELL R710	08/09/2012	11/03/2023	6,532.53	6,532.53
					6,532.53	6,532.53
<u>LCIN</u>	0631	SHADOWLAWN ELEMENTARY				
Junk/Parts	14000089	SERVER - DELL POWEREDGE R720	09/12/2013	11/03/2023	9,292.39	9,292.39
					9,292.39	9,292.39
<u>LCIN</u>	0651	PLANTATION OAKS ELEMENTARY				
Junk/Parts	14000090	SERVER - DELL POWEREDGE R720	09/12/2013	11/03/2023	9,292.39	9,292.39
					9,292.39	9,292.39
<u>LCIN</u>	0661	OAKLEAF HIGH SCHOOL				
Surplus Sale	00092140	CART: LAPTOP SECURITY 16-MODUL	11/25/2008	11/03/2023	1,138.00	1,138.00
Junk/Parts	10001516	LAMINATOR: HEATSEAL - GBC ULTI	05/13/2010	11/03/2023	1,835.00	1,835.00
Junk/Parts	10001917	PANEL: FLIGHT - ELITE PRO SE-U	08/12/2010	11/03/2023	1,495.00	1,495.00
Junk/Parts	10002002	CHASSIS:W/KYBD/SOFTWARE - ELIT	08/12/2010	11/03/2023	1,300.00	1,300.00
Junk/Parts	10002003	CHASSIS:W/KYBD/SOFTWARE - ELIT	08/12/2010	11/03/2023	1,300.00	1,300.00
Junk/Parts	10002004	CHASSIS:W/KYBD/SOFTWARE - ELIT	08/12/2010	11/03/2023	1,300.00	1,300.00
Junk/Parts	10002005	CHASSIS:W/KYBD/SOFTWARE - ELIT	08/12/2010	11/03/2023	1,300.00	1,300.00
Junk/Parts	10002007	CHASSIS:W/KYBD/SOFTWARE - ELIT	08/12/2010	11/03/2023	1,300.00	1,300.00
Junk/Parts	10002008	CHASSIS:W/KYBD/SOFTWARE - ELIT	08/12/2010	11/03/2023	1,300.00	1,300.00
Junk/Parts	10002009	DEVICE:AVIATION TRAINING-ELITE	08/12/2010	11/03/2023	6,249.26	6,249.26
Junk/Parts	10002010	DEVICE:AVIATION TRAINING-ELITE	08/12/2010	11/03/2023	6,249.25	6,249.25
Surplus Sale	11000016	ECHARGER CADDY W/16 SIDEKICK B	09/09/2010	11/03/2023	4,160.00	4,160.00
Surplus Sale	11000017	ECHARGER CADDY W/16 SIDEKICK B	09/09/2010	11/03/2023	4,160.00	4,160.00

Clay County Public Schools
 Monthly Deletion Report
 For Month Ending: 11/30/2023

<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>
Surplus Sale	11000029	C/M/K - DELL OPTIPIXEL 980	08/26/2010	11/03/2023	1,589.58	1,589.58
Surplus Sale	11000033	C/M/K - DELL OPTIPIXEL 980	08/26/2010	11/03/2023	1,589.58	1,589.58
Surplus Sale	11000036	C/M/K - DELL OPTIPIXEL 980	08/26/2010	11/03/2023	1,589.58	1,589.58
Junk/Parts	110000301	WHITEBOARD: 7 PERIOD CLASS SCH	08/12/2010	11/03/2023	1,347.40	1,347.40
Surplus Sale	12000100	CAMERA - CANON EOS 7D W/28-135	09/08/2011	11/03/2023	1,732.49	1,732.49
Surplus Sale	13000511	PRINTER: INKJET-EPSON STYLUS P	03/14/2013	11/03/2023	1,189.43	1,189.43
Surplus Sale	14000076	C/M/K - DELL OPTIPIXEL 9010 DES	09/12/2013	11/03/2023	1,227.17	1,227.17
Surplus Sale	14000078	C/M/K - DELL OPTIPIXEL 9010 DES	09/12/2013	11/03/2023	1,227.17	1,227.17
Surplus Sale	14000083	AMPLIFIER: 2-CHANNEL CROWN CTS	09/12/2013	11/03/2023	1,001.60	1,001.60
Surplus Sale	14000174	C/M/K - DELL OPTIPIXEL 9010 DES	09/12/2013	11/03/2023	1,227.17	1,227.17
Surplus Sale	14000175	C/M/K - DELL OPTIPIXEL 9010 DES	09/12/2013	11/03/2023	1,227.17	1,227.17
Junk/Parts	14001260	EPRINTER: DESIGNJET 24 " - HP	02/27/2014	11/03/2023	1,559.68	1,559.68
Junk/Parts	15000404	IMAC: APPLE 21.5 ZOPD	09/11/2014	11/03/2023	1,340.64	1,340.64
Junk/Parts	15000421	IMAC: APPLE 21.5 ZOPD	09/11/2014	11/03/2023	1,340.64	1,340.64
Junk/Parts	15000422	IMAC: APPLE 21.5 ZOPD	09/11/2014	11/03/2023	1,340.64	1,340.64
Junk/Parts	15000426	IMAC: APPLE 21.5 ZOPD	09/11/2014	11/03/2023	1,340.64	1,340.64
Junk/Parts	15000429	IMAC: APPLE 21.5 ZOPD	09/11/2014	11/03/2023	1,340.64	1,340.64
Junk/Parts	15000434	IMAC: APPLE 21.5 ZOPD	09/11/2014	11/03/2023	1,340.64	1,340.64
Surplus Sale	15000735	CART: IPAD - BRETFORD HB716LL/	12/11/2014	11/03/2023	2,799.95	2,799.95
Junk/Parts	15000786	SYSTEM: 3D COMPUTING-CHASSIS/D	02/12/2015	11/03/2023	4,474.00	4,474.00
Surplus Sale	15000790	CAMERA BODY: PANASONIC LUMIX D	03/12/2015	11/03/2023	1,438.70	1,438.70
Surplus Sale	17000205	PRINTER: EPSON SURECOLOR SC-P8	08/25/2016	11/03/2023	1,195.00	1,195.00
Junk/Parts	17000269	PRINTER: 3D VOLTERA V-ONE	01/12/2017	11/03/2023	2,199.00	2,041.93
Junk/Parts	17000339	IMAC: APPLE 21.5 " ZORS"	11/17/2016	11/03/2023	1,917.00	1,917.00
Junk/Parts	17000340	IMAC: APPLE 21.5 " ZORS"	11/17/2016	11/03/2023	1,917.00	1,917.00
Junk/Parts	17000343	IMAC: APPLE 21.5 " ZORS"	11/17/2016	11/03/2023	1,917.00	1,917.00
Surplus Sale	17000456	RACK: MOBILE STORAGE 7 ROLLS B	02/23/2017	11/03/2023	1,775.00	1,605.95
Surplus Sale	18000284	TOWER: CUST DELL PRECISION 342	04/12/2018	11/03/2023	1,531.23	1,531.23
Surplus Sale	18000312	TOWER: CUST DELL PRECISION 342	04/12/2018	11/03/2023	1,531.23	1,531.23
Surplus Sale	21000137	CAMERA: DIGITAL OLYMPUS OM-D-E	02/12/2021	11/03/2023	1,548.00	534.43
					81,881.48	80,541.79

Clay County Public Schools
 Monthly Deletion Report
 For Month Ending: 11/30/2023

<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>
Junk/Parts	00065948	STANDER:DYNAMIC 32 ""	06/29/2000	11/03/2023	1,825.00	1,825.00
Junk/Parts	00065968	CHAIR:RIFTON MED.HI-BACK/W/ALL	06/29/2000	11/03/2023	1,003.00	1,003.00
Junk/Parts	00074129	CHAIR:MED. RIFTON HIGH BACK W/	01/25/2001	11/03/2023	1,088.00	1,088.00
Junk/Parts	00078460	CHAIR:LARGE RIFTON - R643	11/25/2003	11/03/2023	1,101.00	1,101.00
Junk/Parts	00091859	STANDER: DYNAMIC 25 " - RIFTON	06/28/2007	11/03/2023	2,010.00	2,010.00
Junk/Parts	15000388	CHAIR: TROTTER MOBILITY-DRIVE	08/28/2014	11/03/2023	1,037.69	1,037.69
					8,064.69	8,064.69
<u>LCIN</u> 9009 PROFESSIONAL DEVELOPMENT						
Junk/Parts	16000617	IMAC: APPLE 21.5 " MK452LL/A"	05/12/2016	11/03/2023	1,518.00	1,518.00
Junk/Parts	20100083	LAPTOP: DELL LATITUDE 5530	08/11/2020	11/03/2023	1,798.09	1,748.14
Surplus Sale	22100129	LAPTOP: DELL LATITUDE 5520	05/18/2022	11/03/2023	1,114.14	402.33
					4,430.23	3,668.47
<u>LCIN</u> 9010 TRANSPORTATION						
Junk/Parts	16000019	MACHINE: ICE - ICE-O-MATIC ICE	09/10/2015	11/03/2023	2,411.44	2,411.44
Junk/Parts	V0000452	SEDAN: TOYOTA CAMRY LE 14 2023	11/15/2022	11/03/2023	26,512.00	0.00
Junk/Parts	V0000318	VAN: WORKHORSE STEP 18FT 2009	12/17/2009	11/03/2023	46,532.17	0.00
					75,455.61	2,411.44
<u>LCIN</u> 9020 OPERATIONS						
Junk/Parts	17000438	LICENSE: AUTODESK AUTOCAD ELSP	01/12/2017	11/03/2023	4,495.38	4,495.38
					4,495.38	4,495.38
<u>LCIN</u> 9021 MAINTENANCE DEPARTMENT						
Junk/Parts	00066890	SPRAY RIG ON TRAILER 110GAL	02/16/1998	11/03/2023	3,680.00	3,680.00
Junk/Parts	15000651	HOIST: ELECTRIC CHAIN 525LB HA	10/23/2014	11/03/2023	2,782.18	2,782.18
					6,462.18	6,462.18
<u>LCIN</u> 9024 CODE ENFORCEMENT						
Junk/Parts	17100014	C/M/K: DELL PRECISION T3420 TO	09/22/2016	11/03/2023	1,216.63	1,216.63
Junk/Parts	19100005	LAPTOP: DELL PRECISION 5530	10/11/2018	11/03/2023	1,795.84	1,795.84
					3,012.47	3,012.47
<u>LCIN</u> 9040 INFORMATION AND TECH SERVICES						
Junk/Parts	00091911	SERVER: POWEREDGE 2900 - DELL	03/22/2007	11/03/2023	5,141.03	5,141.03

Clay County Public Schools
 Monthly Deletion Report
 For Month Ending: 11/30/2023

<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>
Junk/Parts	09000748	EQUALLOGIC - DELL PS6500E	06/25/2009	11/03/2023	92,426.61	92,426.61
Junk/Parts	11001045	SERVER - 24GB POWEREDGE - DELL	05/26/2011	11/03/2023	7,771.50	7,771.50
Junk/Parts	11001048	SERVER - 24GB POWEREDGE - DELL	05/26/2011	11/03/2023	7,771.50	7,771.50
Junk/Parts	12000599	SERVER - POWEREDGE - DELL R710	04/12/2012	11/03/2023	6,363.50	6,363.50
Junk/Parts	12000600	SERVER - POWEREDGE - DELL R710	04/12/2012	11/03/2023	6,363.50	6,363.50
Junk/Parts	12001025	SERVER - POWEREDGE - DELL R710	08/09/2012	11/03/2023	6,532.53	6,532.53
Junk/Parts	12001026	SERVER - POWEREDGE - DELL R710	08/09/2012	11/03/2023	6,532.53	6,532.53
Junk/Parts	13000338	SERVER: DELL POWEREDGE R720	11/08/2012	11/03/2023	7,929.07	7,929.07
Junk/Parts	14001185	SERVER - POWEREDGE - DELL R720	04/10/2014	11/03/2023	3,800.00	3,800.00
Junk/Parts	14001186	SERVER - POWEREDGE - DELL R720	04/10/2014	11/03/2023	3,800.00	3,800.00
Junk/Parts	14001356	SERVER: DELL POWEREDGE R710	05/08/2014	11/03/2023	3,571.00	3,571.00
Junk/Parts	14001357	SERVER: DELL POWEREDGE R710	05/08/2014	11/03/2023	3,571.00	3,571.00
Junk/Parts	17000012	SWITCH: NETWORKING DELL N2048P	09/08/2016	11/03/2023	1,130.90	1,103.97
Junk/Parts	17000039	SWITCH: NETWORKING DELL N2048P	09/22/2016	11/03/2023	1,130.90	1,090.51
Junk/Parts	17000042	SWITCH: NETWORKING DELL N2048P	09/22/2016	11/03/2023	1,130.90	1,090.51
Junk/Parts	17000043	SWITCH: NETWORKING DELL N2048P	09/22/2016	11/03/2023	1,130.90	1,090.51
Junk/Parts	17000045	SWITCH: NETWORKING DELL N2048P	09/22/2016	11/03/2023	1,130.90	1,090.51
Junk/Parts	17000046	SWITCH: NETWORKING DELL N2048P	09/22/2016	11/03/2023	1,130.90	1,090.51
Junk/Parts	17000047	SWITCH: NETWORKING DELL N2048P	09/22/2016	11/03/2023	1,130.90	1,090.51
Junk/Parts	17000050	SWITCH: NETWORKING DELL N2048P	09/22/2016	11/03/2023	1,130.90	1,090.51
Junk/Parts	17000054	SWITCH: NETWORKING DELL N2048P	09/22/2016	11/03/2023	1,130.90	1,090.51
Junk/Parts	17000055	SWITCH: NETWORKING DELL N2048P	09/22/2016	11/03/2023	1,130.90	1,090.51
Junk/Parts	17000056	SWITCH: NETWORKING DELL N2048P	09/22/2016	11/03/2023	1,130.90	1,090.51
Junk/Parts	17000061	SWITCH: NETWORKING DELL N2048P	09/22/2016	11/03/2023	1,130.90	1,090.51
Junk/Parts	18000425	SERVER: RACK DEVOS 3002-SVDE	08/08/2018	11/03/2023	35,995.50	35,995.50
Junk/Parts	19000338	STREAMENGINE: 4 CHANNEL HDM1	11/26/2018	11/03/2023	8,995.00	8,995.00
Junk/Parts	19000339	STREAMENGINE: 8 CHANNEL HDM1	11/26/2018	11/03/2023	10,995.00	10,995.00
					231,130.07	230,658.85
<u>LCIN</u>	9050	BUSINESS AFFAIRS DIVISION				
Junk/Parts	18100195	LAPTOP: DELL LATITUDE 7389	02/20/2018	11/03/2023	1,219.97	1,219.97
<u>LCIN</u>	9110	FOOD & NUTRITION SERVICES				

Clay County Public Schools
 Monthly Deletion Report
 For Month Ending: 11/30/2023

<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>
Surplus Sale	00062393	UNIT MOBILE SERVING TABLE	03/25/1996	11/03/2023	1,822.52	1,822.52
Surplus Sale	00062428	CABINET HOT W/CASTERS	03/25/1996	11/03/2023	1,959.00	1,959.00
Surplus Sale	00086959	CABINET:HOLDING THERMAL CONTAI	08/25/2005	11/03/2023	2,100.78	2,100.78
Surplus Sale	00086960	CABINET:HOLDING THERMAL CONTAI	08/25/2005	11/03/2023	2,100.78	2,100.78
Surplus Sale	19000310	HOTPLATE: ELECTRIC COUNTERTOP	10/29/2018	11/03/2023	1,486.15	990.77
					9,469.23	8,973.85
LC TN 9111 CURRICULUM AND INSTRUCTION						
Junk/Parts	16000055	COPIER: DIGITAL - RICOH MP7502	10/08/2015	11/03/2023	10,151.00	10,151.00
Junk/Parts	17000215	COPIER: DIGITAL - RICOH MP750	09/22/2016	11/03/2023	10,151.00	9,788.46
					20,302.00	19,939.46
Total Furniture	508,541.39	Total Vehicles	73,044.17	Total Audio Visual	1,347.40	Total Software
						4,495.38
Totals for Deletion Report						
					587,428.34	510,388.21

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)

December 7, 2023 - Regular School Board Meeting

Title

C11 - Florida Department of Highway Safety and Motor Vehicles Data Exchange Memorandum of Understanding

Description

The purpose of the Memorandum of Understanding with the Florida Department of Highway Safety and Motor Vehicles Data Exchange is to establish the conditions and limitations under which the Providing Agency agrees to provide electronic access to Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, and/or Insurance requesting information to the requesting party.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

The Board will approve the Memorandum of Understanding with the Florida Highway Safety and Motor Vehicles.

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 Florida Highway Safety and Motor Vehicles.

Contact

Bryce Ellis, Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net,
Randall Crawford, Director of Transportation, (904) 336-0002, randall.crawford@myoneclay.net

Financial Impact

None

Review Comments

Attachments

[FLHVMV Data Exchange MOU 12.23.pdf](#)

Contract # **240076**
 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: **10/11/23**
 Name of Contract Initiator: **Randall Crawford** Telephone #: **904-336-0002**
 School/Dept Submitting Contract: **Transportation** Cost Center #: **9011**
 Vendor Name: **FLHSMV**
 Contract Title: **Data Exchange MOU**
 Contract Type: New Renewal Amendment Extension Previous Year Contract #
 Contract Term: **3 years 11/2026** Renewal Option(s): **NO**
 Contract Cost: **0**

BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT
 Funding Source: Budget Line # _____
 Funding Source: Budget Line # _____
 NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT
 INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):
 Completed Contract Review Form
 SBAO Template Contract or other Contract (NOT SIGNED by District / School)
 SIGNED Addendum A (if not an SBAO Template Contract) - When using the Addendum A, this Statement MUST BE included in the body of the Contract:
 "The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."
 Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
 COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.
 General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.
 Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).
 Workers' Compensation = \$100,000 Minimum
 [If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].
 State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)
 Release and Hold Harmless (If Applicable)

RECEIVED
 10/11/23
 SBAO

AREA BELOW FOR DISTRICT PERSONNEL ONLY

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department BFB	NO Cost
Review Date 10/11/23	
School Board Attorney oib	Fill in Section D. on page 19 + page 27 by Board page 2 + 3 School Board of Clay County, SBCC Signed by Board, Complete Data Access Application, Certification Statement
Review Date 10/24/23	① school board of clay county, Florida
Other Dept. as Necessary	② complete pg. 19
Review Date	③ complete pg. 27
	④ Good luck - there are a huge # of compliance rules

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

FINAL STATUS: _____ DATE: _____

⑤ Take to Board
 Page 243 of 340

APPROVED
 10-25-23



FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

DATA EXCHANGE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into by and between

_____, hereafter referred to as the Requesting Party, and the Florida Department of Highway Safety and Motor Vehicles, hereafter referred to as the Providing Agency, collectively referred to as the Parties.

I. Purpose

The Providing Agency is a Government Entity whose primary duties include issuance of motor vehicle and driver licenses, registration and titling of motor vehicles, and enforcement of all laws governing traffic, travel, and public safety upon Florida’s public highways.

In carrying out its statutorily mandated duties and responsibilities, the Providing Agency collects and maintains Personal Information that identifies individuals. Based upon the nature of this information, the Providing Agency is subject to the various disclosure prohibitions and restrictions contained in 18 U.S.C. §2721, the Driver’s Privacy Protection Act (hereafter “DPPA”), sections 119.0712(2), 316.066, 324.242, and 501.171, Florida Statutes, and other statutory provisions.

The Requesting Party is a Government Entity or Private Entity operating under the laws and authority of the state of Florida and/or operating under federal laws and is requesting Personal Information and declares that it is qualified to obtain Personal Information under the exception number(s), listed in Attachment I, authorized by DPPA.

This MOU is entered into for the purpose of establishing the conditions and limitations under which the Providing Agency agrees to provide electronic access to Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, and/or Insurance

Record Information to the Requesting Party.

The types of data requested and the applicable statutory fees if applicable, are agreed to by both parties as indicated in Attachment II.

The Requesting Party is receiving a _____ 9-digit, a _____ 4-digit, or _____ no social security number, pursuant to Chapter 119, Florida Statutes, or other applicable laws.

II. Definitions

For the purposes of this MOU, the below-listed terms shall have the following meanings:

- A. **Batch/File Transfer Protocol (FTP)/Secure File Transfer Protocol (SFTP)** - An electronic transfer of data in a secure environment.
- B. **Business Point-of-Contact** - A person appointed by the Requesting Party to assist the Providing Agency with the administration of the MOU.
- C. **Consumer Complaint Point-of-Contact** - A person appointed by the Requesting Party to assist the Providing Agency with complaints from consumers regarding misuse of Personal Information protected under DPPA.
- D. **Control Record** - A record containing fictitious information that is included in data made available by the Providing Agency and is used to identify inappropriate disclosure or misuse of data.
- E. **Crash Insurance Information** - Insurance information, such as insurance company name, policy type, policy status, insurance creation and expiration date, including insurance policy number, provided to the Requesting Party pursuant to section 324.242, Florida Statutes, on vehicles involved in a crash.
- F. **Crash Report Information** - Information derived from crash reports submitted by the investigating law enforcement agency to the Providing Agency and entered into a computerized database pursuant to section 316.066, Florida Statutes, which includes

Personal Information and the employment street address, and the home and telephone numbers of the Parties involved in the crash.

- G. Downstream Entity** - Any individual, association, organization, or corporate entity who receives Driver License Information, Crash Report Information, Crash Insurance Information, and/or Insurance Record Information from a Third Party End User in accordance with DPPA and section 119.0712(2), Florida Statutes.
- H. Driver License Information** – Driver license and identification card data collected and maintained by the Providing Agency. This data includes Personal Information .
- I. Driver’s Privacy Protection Act (DPPA)** - The Federal Act (see, 18 United States Code § 2721, et seq.) that prohibits release and use of Personal Information except as otherwise specifically permitted within the Act.
- J. Government Entity** - Any federal, state, county, county officer, or city government, including any court or law enforcement agency.
- K. Highly Restricted Personal Information** – Information that includes, but is not limited to, medical or disability information and social security number.
- L. Insurance Record Information** - Insurance information, such as insurance company name, policy type, policy status, insurance creation and expiration date, but excluding insurance policy number, provided to the Requesting Party, pursuant to section 324.242, Florida Statutes.
- M. Motor Vehicle Information** - Title and registration data collected and maintained by the Providing Agency for vehicles and vessels. This information includes Personal Information.
- N. Parties** - The Providing Agency and the Requesting Party.
- O. Personal Information** - As described in section 119.0712(2)(b), Florida Statutes and 18 U.S.C. S.2725, information which includes, but is not limited to, the subject’s driver

identification number, name, address, (but not including the 5–digit zip code), date of birth, height, race, gender and medical or disability information.

P. Private Entity - Any entity that is not a unit of government, including, but not limited to, a corporation, partnership, limited liability company, nonprofit organization or other legal entity or a natural person.

Q. Providing Agency - The Department of Highway Safety and Motor Vehicles.

R. Requesting Party - Any entity type that is expressly authorized by section 119.0712(2), Florida Statutes and DPPA to receive Personal Information and/or Highly Restricted Personal Information that requests information contained in a driver license or motor vehicle record from the Providing Agency through remote electronic access.

S. Requesting Party Number - A unique number assigned to the Requesting Party by the Providing Agency that identifies the type of records authorized for release and the associated statutory fees for such records.

T. Technical Contact - A person appointed by the Requesting Party to oversee the maintenance/operation of setting up of Web Service and Batch/FTP/SFTP processes.

U. Third Party End User - Any individual, association, organization, or corporate entity who receives Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, and Insurance Record Information from the Requesting Party in accordance with DPPA and sections 119.0712(2), 316.066, and 324.242, Florida Statutes.

V. Web Service - A service where the Requesting Party writes a call program to communicate with the Web Service of the Providing Agency to receive authorized motor vehicle and driver license data.

III. Legal Authority; Restrictions on the Dissemination of Information Provided by the Providing Agency

- A. The Providing Agency maintains computer databases containing information pertaining to driver's licenses and motor vehicles pursuant to Chapters 316, 317, 319, 320, 322, 328, and section 324.242, Florida Statutes. The Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, Insurance Record Information and vessel data contained in the Providing Agency's databases is defined as public record pursuant to Chapter 119, Florida Statutes and, as such, are subject to public disclosure, unless otherwise exempted from disclosure or made confidential by law.
- B. As the custodian of the state's Driver License Information, Motor Vehicle Information Crash Report Information, Crash Insurance Information, and Insurance Record Information, , the Providing Agency is responsible for providing access only to records and information permitted to be disclosed by law.
- C. Under this MOU, the Requesting Party will be provided, via remote electronic means, certain Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, and Insurance Record Information, including Personal Information authorized to be released pursuant to DPPA and sections 119.0712(2), 316.066, or 324.242, Florida Statutes,
- D. Highly Restricted Personal Information shall only be released in accordance with DPPA and Florida law.
- E. The Providing Party only may provide information derived from crash reports to the Requesting Party pursuant to section 316.066(2), Florida Statutes. Sixty days after the date a crash report is filed, the Providing Agency may provide Crash Report Information to entities eligible to access the crash report pursuant to section 316.066(2)(b), Florida Statutes, and in accordance with any of the permissible uses listed in 18 U.S.C. s. 2721(b) and pursuant to the resale and redisclosure requirements in 18 U.S.C. s. 2721(c).
- F. This MOU is governed by the laws of the State of Florida and venue for any dispute arising from this MOU shall be exclusively in Leon County, Florida.

IV. Statement of Work

A. The Providing Agency agrees to:

1. Provide the Requesting Party with the technical specifications, and Requesting Party Number if applicable, required to access data in accordance with this MOU and the access method being requested.
2. Allow the Requesting Party to electronically access Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, and Insurance Record Information as authorized under this MOU, DPPA, and sections 119.0712(2), 316.066, and 324.242, Florida Statutes.
3. Collect all fees for providing the electronically requested data, pursuant to applicable Florida Statutes, rules and policies, including sections 320.05 and 322.20, Florida Statutes. The fee shall include all direct and indirect costs of providing remote electronic access, according to section 119.07(2)(c), Florida Statutes.
4. Collect all fees due for electronic requests through the Automated Clearing House account of the banking institution which has been designated by the Treasurer of the State of Florida for such purposes.
5. Terminate the access of the Requesting Party for non-payment of required fees. The Providing Agency shall not be responsible for the failure, refusal, or inability of the Requesting Party to make the required payments, or interest on late payments for periods of delay attributable to the action or inaction of the Requesting Party.
6. Notify the Requesting Party at least thirty (30) business days prior to changing any fee schedules, when it is reasonable and necessary to do so, as determined by the Providing Agency. All fees are established by Florida law. Any changes in fees shall be effective on the effective date of the corresponding law change. The Requesting Party may continue with this MOU, as modified, or it may terminate the MOU in accordance with Section XI., subject to the payment of all fees incurred prior to termination.
7. Perform all obligations to provide access under this MOU contingent upon an annual

appropriation by the Legislature.

8. Provide electronic access to Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, and Insurance Record Information, pursuant to roles and times established other than scheduled maintenance or periods of uncontrollable disruptions. Scheduled maintenance normally occurs Sunday mornings between the hours of 6:00 A.M. and 10:00 A.M., Eastern Time.
9. Provide a contact person for assistance with the implementation of this MOU.

B. The Requesting Party agrees to:

1. Access or utilize all information provided by the Providing Agency pursuant to this MOU in strict compliance with DPPA and sections 119.0712(2), 316.066, and 324.242, Florida Statutes.
2. Maintain the confidential and exempt status of all information provided by the Providing Agency pursuant to this MOU as required by DPPA and sections 119.0712(2), 316.066, and 324.242, Florida Statutes.
3. Ensure that any Third Party End Users and Downstream Users accessing or utilizing information obtained by the Requesting Party by, through, or as a result of this MOU shall do so strictly in compliance with DPPA and sections 119.0712(2), 316.066, and 324.242, Florida Statutes.
4. Ensure that any Third Party End Users and Downstream Users accessing or utilizing information obtained by the Requesting Party by, through, or as a result of this MOU maintains the confidential and exempt status of such information as required by DPPA and sections 119.0712(2), 316.066, and 324.242, Florida Statutes.
5. Ensure that Highly Restricted Personal Information, including that accessed by any Third Party End Users and Downstream Users by, through, or as a result of this MOU, only may be released as authorized by DPPA and Florida law.

6. Request access to Crash Insurance Information, including Vehicle Identification Number, if authorized pursuant to this MOU only for vehicles actually involved in a crash or for vehicles of persons involved in a crash. Access to Crash Insurance Information will be provided by the Providing Agency only upon the submission by the Requesting Party of the date of a specific crash, the associated crash report number, and evidence that the Requesting Party or a Third Party End User is the attorney of the person involved in a specific crash or a representative of the insurer of a person involved in a specific crash.
7. Use information provided pursuant to this MOU only for the expressed purposes as described in Attachment I of this MOU.
8. Not misuse its Requesting Party Number to obtain information pursuant to this MOU for any use which violates this MOU and the immediate termination of this MOU by the Providing Agency upon the discovery of any misuse by the Requesting Party of its Requesting Party Number.
9. Self-report to the Providing Agency all violations of the MOU within five (5) business days of discovery of such violation(s). The report shall include a description, the time period, the number of records impacted, the harm caused, and all steps taken as of the date of the report to remedy or mitigate any injury caused by the violation.
10. Accept responsibility for interfacing with any and all Third Party End Users. The Providing Agency will not interact directly with any Third Party End Users. Requesting Party shall not give Third Party End Users the name, e-mail address, or telephone number of any Providing Agency employee without the express written consent of the Providing Agency. In addition, the Requesting Party agrees to have controls in place to ensure Third Party End Users comply with all requirements of this MOU.
11. Have controls in place to ensure Third Party End Users who redisclose FLHSMV data to Downstream Entities are subject to the terms and conditions of this MOU and that such Downstream Entities comply with this MOU, DPPA, and sections 119.0712(2), 316.066, and 324.242, Florida Statutes

12. Establish procedures to ensure that its employees and agents, including any contractors carrying out work on behalf of the Requesting Party or Third Party End Users and/or Downstream Entities, comply with Section V., Safeguarding Information, and provide a copy of the procedures to the Providing Agency within ten (10) business days of a request.
13. Not assign, sub-contract, or otherwise transfer its rights, duties, or obligations under this MOU without the express written consent and approval of the Providing Agency.
14. Use the information received from the Providing Agency only for the purposes authorized by this MOU, DPPA, and sections 119.0712(2), 316.066, and 324.242, Florida Statutes. The Requesting Party shall not:
 - a. Redisclose the information received from the Providing Agency for bulk distribution for surveys, marketing or solicitations.
 - b. Share or provide any information to another unauthorized entity, agency or person.
15. Protect and maintain the confidentiality and security of the data received from the Providing Agency in accordance with this MOU and applicable state and federal laws.
16. Indemnify the Providing Agency and its employees from any and all damages arising from the Requesting Party's negligent or wrongful use of information provided by the Providing Agency, to the extent allowed by law. This provision is not applicable to federal governmental entities.
17. For federal governmental entities: The Requesting Party agrees to promptly consider and adjudicate any and all claims that may arise out of this MOU resulting from the actions of the Requesting Party, duly authorized representatives, agents, or contractors of the Requesting Party, and to pay for any damage or injury as may be required by federal law. Such adjudication will be pursued under the Federal Tort Claims Act, 28 U.S.C. § 2671 et seq., the Federal Employees Compensation Act, 5 U.S.C. § 8101 et seq., or such other federal legal authority as may be pertinent.

18. Update user access/permissions upon reassignment of users within five (5) business days.
19. Immediately inactivate user access/permissions following separation, negligent, improper, or unauthorized use or dissemination of any information.
20. For all records containing Personal Information released to a Third Party End User, maintain records identifying each person or entity that receives the Personal Information and the permitted purpose for which it will be used for a period of five (5) years. The Requesting Party shall provide such records or otherwise make such records available for inspection by the Providing Agency not later than five (5) business days after receipt of a request from the Providing Agency.
21. Pay all costs associated with electronic access of the Providing Agency's Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, and Insurance Record Information. The Requesting Party shall:
 - a. Maintain an account with a banking institution as required by the Providing Agency.
 - b. Complete and sign the appropriate document(s) to allow the Providing Agency's designated banking institution to debit the Requesting Party's designated account.
 - c. Pay all fees due the Providing Agency by way of the Automated Clearing House account of the Providing Agency's designated banking institution. Collection of transaction fees from eligible and authorized Third Party End Users is the responsibility of the Requesting Party.
22. Notify the Providing Agency within five (5) business days of any changes to the name, address, telephone number or email address of the Requesting Party, its Point-of-Contact for Consumer Complaints, and/or its Technical Contact. The information shall be e-mailed to DataListingUnit@flhsmv.gov. Failure to update this information as required may adversely affect the timely receipt of information from the Providing Agency.
23. Immediately notify the Providing Agency of any change of FTP/SFTP for the receipt of data

under this MOU. Failure to update this information as required may adversely affect the timely receipt of information from the Providing Agency.

24. Understand that this MOU is subject to any restrictions, limitations or conditions enacted by the Florida Legislature, which may affect any or all terms of this MOU. The Requesting Party understands that it is obligated to comply with all applicable provisions of law.
25. Timely submit Internal Control and Data Security Audits required by Section VII., A. and the statements required in Section VII., B. and C.
26. A Requesting Party who has not previously received records from the Providing Agency shall utilize Web Services currently offered by the Providing Agency rather than batch/FTP/SFTP processes. Also, any Requesting Party using the FTP/SFTP processes agrees to transition to Web Services, where available, within six months (6) months of the Providing Agency's request.
27. Cooperate and ensure that its subcontractors, if any, cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing pursuant to section 20.055, Florida Statutes.
28. If the Requesting Party, a Third Party End User, or Downstream Entity that receives data from the Requesting Party has a public facing website that allows an individual to obtain Driver License Information or Motor Vehicle Information, the following minimum requirements must be in place prior to the transmission of data:
 - a. Safeguards to ensure information obtained through the website is only disclosed to individuals authorized to receive it under 18 U.S.C. §2721(b). This includes internal controls to prevent or detect instances in which an individual attempts to purchase a record other than their own or to verify that the requestor meets a DPPA exemption.
 - b. If the Requesting Party intends to allow an individual to purchase their own transcript from the Requesting Party's website utilizing the DPPA permissible use provided by 18 U.S.C. §2721(b)(13), a process to verify that the payment instrument used to

authorize the purchase is in the same name as the transcript being requested.

- c. Safeguards to ensure that information is provided through the website only for the expressed purposes as described in Attachment I of this MOU.
- d. Use of Transport Layer Security version 1.2 or later for encryption of data in transit and in session state.
- e. Safeguards to ensure that the website is periodically scanned by a qualified external vendor for system vulnerabilities and all identified vulnerabilities are promptly remedied.
- f. Safeguards to ensure that all systems that process Driver License Information or Motor Vehicle Information adhere to a formalized patch management process.
- g. If the Requesting Party allows Third Party End Users or Downstream Entities to have a public facing website, the Requesting Party shall have controls in place to ensure the Third Party End User or Downstream Entity meets these requirements.

V. Safeguarding Information

- A.** The Parties shall access, disseminate, use and maintain all information received under this MOU in a manner that ensures its confidentiality and proper utilization in accordance with Chapter 119, Florida Statutes, sections 316.066 and 324.242, Florida Statutes, and DPPA. Information obtained under this MOU shall only be disclosed to persons to whom disclosure is authorized under Florida law and federal laws. Any disclosure of information shall be in accordance with 18 U.S.C. §2721(c). In the event of a security breach, the Requesting Party agrees to comply with the provisions of section 501.171, Florida Statutes.
- B.** Any person who knowingly violates section 119.0712(2), Florida Statutes or section 316.066, Florida Statutes, may be subject to criminal punishment and civil liability, as provided in sections 119.10 or 316.066, Florida Statutes. In addition, any person who knowingly discloses any information in violation of DPPA may be subject to criminal sanctions, including fines, and

civil liability.

C. In an effort to ensure information is only used in accordance with Chapter 119, Florida Statutes, and DPPA, the Providing Agency may include Control Records in the data provided in an effort to identify misuse of the data.

D. The Requesting Party shall notify the Providing Agency of any of the following within five (5) business days:

1. Termination of any agreement/contract between the Requesting Party and any other state or State Agency due to non-compliance with DPPA, data breaches, or any state laws relating to the protection of driver privacy. The Requesting Party shall also notify the Providing Agency if any state or State Agency declines to enter into an agreement/contract with the Requesting Party to provide DPPA protected data.

2. Any pending litigation alleging violations of DPPA or any law of any state relating to the protection of driver privacy.

3. Any instance where the Requesting Party is found guilty or liable by a court of competent jurisdiction for misuse of data under DPPA or under any law of any state relating to the protection of driver privacy.

4. Any instance where the owner, officer, or control person of the Requesting Party owned a majority interest in, or acted as a control person of, an entity that was found guilty or liable by a court of competent jurisdiction for misuse of data under DPPA or under any law of any state relating to the protection of driver privacy.

5. A breach of security as defined by section 501.171, Florida Statutes.

E. The Parties mutually agree to the following:

1. Information exchanged will not be used for any purposes not specifically authorized by this MOU and its attachments. Unauthorized use includes, but is not limited to, queries not

related to a legitimate business purpose, personal use, and the dissemination, sharing, copying or passing of this or any unauthorized information to unauthorized persons.

2. The Requesting Party will not be liable to the Providing Agency for any Driver License Information or Motor Vehicle Information lost, damaged, or destroyed as a result of the electronic exchange of data pursuant to this MOU, unless resulting from a negligent or wrongful act or omission of the Requesting Party.
3. Information obtained from the Providing Agency will be stored in a location that is physically and logically secure from access by unauthorized persons.
4. The Requesting Party shall develop security requirements and standards consistent with section 282.318, Florida Statutes, Florida Administrative Code Rule 60GG-2 (Formerly 74-2, FAC), and the Providing Agency's security policies; and employ adequate security measures to protect Providing Agency's information, applications, data, resources, and services. The applicable Providing Agency security policies are set forth in Attachment III.
5. Access to the information received from the Providing Agency will be protected in such a way that unauthorized persons cannot view, retrieve, or print the information.
6. All personnel with access to the information exchanged under the terms of this MOU will be instructed about, and acknowledge in writing their understanding of, the confidential nature of the information. These written acknowledgements must be maintained in a current status by the Requesting Party and provided to the Providing Agency not later than ten (10) business days after a written request from the Providing Agency to review the written acknowledgments.
7. All personnel with access to the information will be instructed about and acknowledge in writing their understanding of the civil and criminal sanctions specified in state and federal law for unauthorized use of the data. These written acknowledgements must be maintained in a current status by the Requesting Party and provided to the Providing Agency not later than ten (10) business days after a written request from the Providing Agency to review the written acknowledgments.

8. All access to the information must be monitored on an ongoing basis by the Requesting Party. In addition, the Requesting Party must complete an Annual Certification Statement to ensure proper and authorized use and dissemination of information and provide it to the Providing Agency pursuant to Section VII. B, below.
9. All data received from the Providing Agency shall be encrypted during transmission to Third Party End Users using Transport Layer Security (TLS) version 1.2 or higher encryption protocols. Alternate encryption protocols are acceptable only upon prior written approval by the Providing Agency.
10. By signing the MOU, the representatives of the Providing Agency and Requesting Party, on behalf of the respective Parties, attest and ensure that the confidentiality of the information exchanged will be maintained.

VI. Third Party End Users

Any agreement by the Requesting Party to provide Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, or Insurance Record Information to a Third Party End User and any agreement by a Third Party End User to provide Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, or Insurance Record Information to a Downstream Entity shall:

- A. Be in writing.
- B. Include and incorporate this MOU by reference without any change to this MOU.
- C. Require the Third Party End User and any Downstream Entity to comply with DPPA and sections 119.0712(2), 316.066, and 324.242, Florida Statutes.
- D. Require the Third Party End User and any Downstream Entity to acknowledge in writing that, by receipt of Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, or Insurance Record Information, such Third Party End User and Downstream Entity are subject to and must comply with DPPA, sections

119.0712(2), 316.066, and 324.242, Florida Statutes.

- E. Require the Requesting Party, Third Party End User, and any Downstream Entity to provide a copy of such agreement to the Providing Agency within ten (10) business days after a request by the Providing Agency for a copy of such agreement.

The failure of a Requesting Party, Third Party End User, and Downstream Entity to timely provide a copy of such agreement to the Providing Agency when requested by the Providing Agency shall be cause for the immediate termination of this MOU by the Providing Agency.

VII. Compliance and Control Measures

- A. Internal Control and Data Security Audit - This MOU is contingent upon the Requesting Party having appropriate internal controls in place at all times to ensure that the information provided or received pursuant to this MOU is protected from unauthorized access, distribution, use, modification, or disclosure. The Requesting Party must submit to the Providing Agency an Internal Control and Data Security Audit from a currently licensed Certified Public Accountant (CPA), on or before the first anniversary of the execution date of this MOU or within one hundred twenty (120) days from receipt of a written request from the Providing Agency. Government agencies may submit the Internal Control and Data Security Audit from their Agency's Internal Auditor or Inspector General. The audit report shall be sent to the Providing Agency in the manner prescribed in Section XII, for Notices.

1. The audit report shall:

- a. Indicate whether the internal controls governing the use and dissemination of personal data have been evaluated based on the requirements of this MOU (see item 2 below).
- b. Indicate whether those internal controls included data security policies/procedures in place for personnel to follow and data security procedures/policies in place to protect personal data.

- c. Indicate whether those data security procedures/policies have been approved by a Risk Management IT Security Professional, with credentials such as, but not limited to: CISA, CISSP, CISM, or CRISC.
 - d. Indicate whether any and all deficiencies/issues found during the audit have been corrected and measures enacted to prevent recurrence.
 - e. Include an opinion on whether those internal controls are adequate to protect the personal data from unauthorized access, distribution, use, modification, or disclosure.
2. The audit must be based on the requirements of this MOU, Florida Administrative Code Rule 60GG-2, and the Providing Agency's External Information Security Policy (attachment III). Engagements that do not consider these specific criteria or do not render an independent auditor's opinion or conclusion will not meet the requirements for the Internal Control and Data Security Audit. The Parties agree that a SOC 2 Report, consulting service engagement, or other audit report type will not satisfy the requirements for the Internal Control and Data Security Audit if the SOC 2 Report, consulting service engagement, or other audit report does not specifically address each of the elements listed in Section VII., A., 1. a., b., c., d., and e.
 3. The Parties agree that an audit report which includes an audit period entirely outside the term of this MOU does not satisfy the requirements for the Internal Control and Data Security Audit.
 4. The Requesting Party is responsible for clearly specifying the above audit requirements to the CPA, or government agency auditor, before audit work commences.
- B. Annual Certification Statement** - The Requesting Party shall submit to the Providing Agency an annual statement, utilizing Attachment IV, indicating that the Requesting Party has evaluated and certifies that it has adequate controls in place to protect the personal data from unauthorized access, distribution, use, modification, or disclosure, and is in full compliance with the requirements of this MOU and applicable laws. The Requesting Party shall submit this statement to the Providing Agency annually, not later than fifteen (15) business days after the

anniversary of the execution date of this MOU. (NOTE: During any year in which an Internal Control and Data Security Audit is conducted and submitted to the Providing Agency, submission of the Internal Control and Data Security Audit may satisfy the requirement for submission of an Annual Certification Statement.) Failure to timely submit the annual certification statement may result in an immediate termination of this MOU. The annual certification statement shall be sent to the Providing Agency in the manner prescribed in Section XII, for Notices.

In addition, prior to expiration of this MOU, if the Requesting Party intends to enter into a new or replacement MOU, an annual certification statement attesting that appropriate controls remained in place during the final year of this MOU and are currently in place shall be submitted to the Providing Agency prior to the Providing Agency executing a new or replacement MOU for this MOU.

- C. Misuse of Personal Information – The Requesting Party must notify the Providing Agency in writing of any incident where it is suspected or confirmed that Personal Information has been compromised as a result of unauthorized access, distribution, use, modification, or disclosure, by any means, within five (5) business days of such discovery. The statement must be provided on the Requesting Party's letterhead and include each of the following: a brief summary of the incident; the outcome of the review; the date of the occurrence(s); the number of records compromised; the name or names of personnel responsible; whether disciplinary action or termination was rendered; and whether or not the persons whose Personal Information was compromised were notified. The statement shall also indicate the steps taken, or to be taken, by the Requesting Party to ensure that misuse of data does not continue or recur. This statement shall be sent to the Providing Agency in the manner prescribed in Section XII, for Notices. (NOTE: If an incident involving breach of Personal Information did occur and the Requesting Party did not notify the owner(s) of the compromised records, the Requesting Party must indicate why notice was not provided.)

In addition, the Requesting Party shall comply with the applicable provisions of section 501.171, Florida Statutes, regarding data security and security breaches, and shall strictly comply and be solely responsible for adhering to the provisions regarding notice provided

therein.

- D. Consumer Complaints – The Requesting Party shall provide a point-of-contact for consumer complaints. In the event the Providing Agency receives a consumer complaint regarding misuse of DPPA protected information, the Requesting Party shall review and investigate the complaint. The Requesting Party shall provide its findings to the Providing Agency not later than fifteen (15) business days from the date the Requesting Party receives notice of such a complaint from the Providing Agency.

Consumer Complaint Point-of-Contact Information:

Name: _____

Email: _____

Phone Number: _____

- E. Control Records - In the event a Control Record inserted into data received by the Requesting Party is used in a manner that does not comply with DPPA or state law and upon the written request of the Providing Agency to the Requesting Party, the Requesting Party shall conduct an investigation of any Third Party End Users who obtained the record from the Requesting Party. As part of this provision, the Requesting Party shall also retain the authority to require Third Party End Users to investigate the Downstream Entities' handling and distribution of data subject to protection pursuant to DPPA and state law and to provide the results of the investigation to the Requesting Party. The Requesting Party shall provide the results of the investigation(s), together with all associated documents and information collected by the Requesting Party, Third Party Users and Downstream Entities, to the Providing Agency not later than fifteen (15) business days after receipt by the Requesting Party of the written request from the Providing Agency. When the Providing Agency requests the results of such an investigation, the results of the investigation shall be sent to the Providing Agency in the manner prescribed in Section XII., for Notices.

VIII. Liquidated Damages

Unless the Requesting Party is a state agency, the Providing Agency reserves the right to impose liquidated damages upon the Requesting Party. The imposition of liquidated damages by the Providing Agency is separate from and unrelated to any other applicable criminal or civil penalties authorized by law for violations of DPPA and sections 119.0712, 316.066, or 324.242, Florida Statutes.

Failure by the Requesting Party to meet the established requirements of this MOU may result in the Providing Agency finding the Requesting Party to be out of compliance, and, all remedies provided in this MOU and under law, shall become available to the Providing Agency.

A. General Liquidated Damages

In the case of a breach or misuse of information received pursuant to this MOU due to non-compliance with DPPA, sections 119.0712(2), 316.066, 324.242, 501.171, Florida Statutes, or any other state laws designed to protect the privacy of a driver's Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, or Insurance Record Information, the Providing Agency may impose upon the Requesting Party liquidated damages of up to \$25.00 per record for each record involved in such breach or misuse.

In imposing liquidated damages, the Providing Agency will consider various circumstances including, but not limited to:

1. The Requesting Party's history with complying with DPPA, sections 119.0712(2), 316.066, 324.242, and 501.171, Florida Statutes, or any other state laws designed to protect a driver's privacy;
2. Whether the Requesting Party self-reported violations of this MOU to the Providing Agency prior to discovery by the Providing Agency;
3. Whether the Requesting Party violated this MOU over an extended period of time;
4. Whether the Requesting Party's violation of this MOU directly or indirectly resulted in injury, and the nature and extent of the injury;

5. The number of records involved or impacted by the violation of this MOU;
6. Whether, at the time of the violation, the Requesting Party had controls and procedures that were implemented and reasonably designed to prevent or detect violations of this MOU; and,
7. Whether the Requesting Party voluntarily made restitution or otherwise remedied or mitigated the harm caused by the violation of this MOU.

In lieu of paying liquidated damages to the Providing Agency upon assessment of such damages by the Providing Agency, the Requesting Party may elect to temporarily suspend this MOU, contingent upon the Requesting Party submitting a written statement that the Requesting Party will not obtain information from the Providing Agency through remote electronic means until such time as the liquidated damages assessed by the Providing Agency are paid by the Requesting Party in full. Such statement shall be signed by the Requesting Party's authorized representative and shall be submitted to the Providing Agency in the manner prescribed in Section XII, for Notices not later than five days after receipt of notice by the Requesting Agency that liquidated damages have been assessed.

The Requesting Party agrees that the Providing Agency may refuse to enter a subsequent or replacement MOU with the Requesting Agency to allow the Requesting Party to access information available pursuant to this MOU through remote electronic means until the Requesting Party has paid all outstanding liquidated damages in full. The Requesting Party agrees that this subsection A shall survive the termination of this MOU.

B. Corrective Action Plan (CAP)

1. If the Providing Agency determines that the Requesting Party is out of compliance with any of the provisions of this MOU, including, without limitation thereto, submission of an Internal Control and Data Security Audit that does not meet the requirements set forth in Section VII., and requires the Requesting Party to submit a CAP, the Providing Agency may require the Requesting Party to submit a Corrective Action Plan (CAP) within a specified timeframe. The CAP shall provide an opportunity for the Requesting Party to resolve

deficiencies without the Providing Agency invoking more serious remedies, up to and including MOU termination.

2. In the event the Providing Agency identifies a violation of this MOU, or other non-compliance with this MOU, the Providing Agency shall notify the Requesting Party of the occurrence in writing. The Providing Agency shall provide the Requesting Party with a timeframe for corrections to be made.
3. The Requesting Party shall respond by providing a CAP to the Providing Agency within the timeframe specified by the Providing Agency.
4. The Requesting Party shall implement the CAP only after the Providing Agency's approval of the CAP.
5. The Providing Agency may require changes or a complete rewrite of the CAP and provide a specific deadline for submission of such changes or rewritten CAP.
6. If the Requesting Party does not meet the standards established in the CAP within the agreed upon timeframe, the Requesting Party shall be in violation of the provisions of this MOU and shall be subject to liquidated damages and other remedies including termination of the MOU.
7. Except where otherwise specified, liquidated damages of \$25.00 per day may be imposed on the Requesting Party for each calendar day that the approved CAP is not implemented to the satisfaction of the Providing Agency.

IX. Agreement Term

This MOU shall take effect upon the date of last signature by the Parties and shall remain in effect for three (3) years from this date unless terminated or cancelled in accordance with Section XI, Termination and Suspension. Once executed, this MOU supersedes all previous agreements between the Parties regarding the same subject matter.

X. Amendments

This MOU incorporates all negotiations, interpretations, and understandings between the Parties regarding the same subject matter and serves as the full and final expression of their agreement. This MOU may be amended by written agreement executed by and between both Parties. Any change, alteration, deletion, or addition to the terms set forth in this MOU, including to any of its attachments, must be by written agreement executed by the Parties in the same manner as this MOU was initially executed. If there are any conflicts in the amendments to this MOU, the last-executed amendment shall prevail. All provisions not in conflict with the amendment(s) shall remain in effect and are to be performed as specified in this MOU.

XI. Termination and Suspension

- A.** This MOU may be unilaterally terminated for cause by either party upon finding that the terms and conditions contained herein have been breached by the other party. Written notice of termination shall be provided to the breaching party; however, prior-written notice is not required, and notice may be provided upon cessation of work under the agreement by the non-breaching party.
- B.** In addition, this MOU is subject to unilateral suspension or termination by the Providing Agency without notice to the Requesting Party for failure of the Requesting Party to comply with any of the requirements of this MOU, or with any applicable state or federal laws, rules, or regulations, including, but not limited to, DPPA, sections 119.0712(2), 316.066, 324.242 or 501.171, Florida Statutes, or any laws designed to protect driver privacy.
- C.** This MOU may also be cancelled by either party, without penalty, upon thirty (30) business days advanced written notice to the other party. All obligations of either party under the MOU will remain in full force and effect during the thirty (30) business day notice period.
- D.** This MOU may be terminated by the Providing Agency if the Requesting Party, or any of its majority owners, officers or control persons are found by a court of competent jurisdiction to have violated any provision of any state or federal law governing the privacy and disclosure of Personal Information. This MOU may be terminated in the event any agreement/contract

between the Requesting Party and any other state or State Agency is terminated due to non-compliance with DPPA or data breaches, or any state laws designed to protect driver privacy. The Requesting Party will have ten (10) days from any action described above to provide mitigating information to the Providing Agency. If submitted timely, the Providing Agency will take the mitigation into account when determining whether termination of the MOU is warranted.

XII. Notices

Any notices required to be provided under this MOU shall be sent via Certified U.S. Mail and email to the following individuals:

For the Providing Agency:

Chief, Bureau of Records 2900 Apalachee Parkway

Tallahassee, Florida 32399

Tel: (850) 617-2702

Fax: (850) 617-5168

E-mail: Datalistingunit@flhsmv.gov

For the Requesting Party:

Requesting Party's Business Point-of-Contact listed on the signature page.

XIII. Additional Database Access/Subsequent MOU's

- A.** The Parties understand and acknowledge that this MOU entitles the Requesting Party to receive specific information included within the scope and subject to the requirements of this MOU. Should the Requesting Party wish to obtain access to other Personal Information not provided hereunder, the Requesting Party will be required to execute a subsequent MOU with

the Providing Agency specific to the additional information requested. All MOU's granting access to Personal Information will contain the same clauses as are contained herein regarding audits, report submission, and the submission of Certification statements.

- B.** The Providing Agency is mindful of the costs that would be incurred if the Requesting Party was required to undergo multiple audits and to submit separate certifications, audits, and reports for each executed MOU. Accordingly, should the Requesting Party enter any subsequent MOU's with the Providing Agency for access to Personal Information while the instant MOU remains in effect, the Requesting Party may submit a written request, subject to the Providing Agency's approval, to submit one of each of the following covering all executed MOU's: Certifications; Audit; or to have conducted one comprehensive audit addressing internal controls for all then-existing and effective MOU's with the Providing Agency. The Providing Agency shall have the sole discretion to approve or deny such request in whole or in part or to subsequently rescind any previously approved request based upon the Requesting Party's compliance with this MOU and/or any negative audit findings.

XIV. Public Records Requirements

- A.** The Parties to this MOU recognize and acknowledge that any agency having custody of records made or received in connection with the transaction of official business remains responsible for responding to public records requests for those records in accordance with applicable law (specifically, Chapter 119, Florida Statutes) and that public records that are exempt or confidential from public records disclosure requirements will not be disclosed except as authorized by law.
- B.** If the Requesting Party is a "contractor" as defined in section 119.0701(1)(a), Florida Statutes, the Requesting Party agrees to comply with the following requirements of Florida's public records laws:
1. Keep and maintain public records required by the Providing Agency to perform the service.
 2. Upon request from the Providing Agency's custodian of public records, provide the Providing Agency with a copy of the requested records or allow the records to be inspected

or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this MOU and following completion of the MOU if the Requesting Party does not transfer the records to the Providing Agency.
4. Upon termination or expiration of the MOU, the Requesting Party agrees they shall cease disclosure or distribution of all data provided by the Providing Agency. In addition, the Requesting Party agrees that all data provided by the Providing Agency remains subject to the provisions contained in DPPA and sections 119.0712 and 501.171, Florida Statutes. The Parties agree that all provisions herein concerning the protection of data provided by the Providing Agency to the Requesting Party shall survive the expiration or termination of this MOU, that the Providing Agency reserves the right to enforce the provisions of this MOU after the MOU's expiration or termination, including obtaining injunctive relief.

IF THE REQUESTING PARTY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE REQUESTING PARTY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS MOU, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 617-3101, OGCFiling@flhsmv.gov, OFFICE OF GENERAL COUNSEL, 2900 APALACHEE PARKWAY, and STE. A432, TALLAHASSEE, FL 32399-0504.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS HEREOF, the Parties hereto, have executed this MOU by their duly authorized officials on the date(s) indicated below.

REQUESTING PARTY:

Requesting Party Name

Street Address

Suite

City State Zip Code

BY:

Signature of Authorized Official

Printed/Typed Name

Title

Date

Official Requesting Party Email Address

Phone Number

BUSINESS POINT-OF-CONTACT:

Printed/Typed Name

Official Requesting Party Email Address

/

Phone Number / Fax Number

TECHNICAL POINT-OF-CONTACT:

Printed/Typed Name

Official Requesting Party Email Address

/

Phone Number / Fax Number

PROVIDING AGENCY:

Florida Department of Highway Safety and
Motor Vehicles

Providing Agency Name

2900 Apalachee Parkway

Street Address

Suite

Tallahassee, Florida 32399

City State Zip Code

BY:

Signature of Authorized Official

Printed/Typed Name

Chief, Bureau of Purchasing and Contracts

Title

Date

ATTACHMENT I

FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES Request For

Exempt Personal Information In A Motor Vehicle/Driver License Record

The Driver's Privacy Protection Act, 18 United States Code sections 2721("DPPA") makes personal information contained in motor vehicle or driver license records confidential and exempt from disclosure. Personal information in a motor vehicle or driver license record includes, but is not limited to, an individual's social security number, driver license or identification number, name, address and, medical or disability information. Personal information does not include information related to driving violations and driver status. Personal information from these records may only be released to individuals or organizations that qualify under one of the exemptions provided in DPPA, which are listed on the back of this form.

In lieu of completing this form, a request for information may be made in letter form (on company/agency letterhead, if appropriate) stating the type of information being requested, the DPPA exemption(s) under which the request is being made, a detailed description of the how the information will be used, and a statement that the information will not be used or redisclosed except as provided in DPPA. If the information is provided on letterhead it must include a statement that the information provided is true and correct, signed by the authorized official under penalty of perjury, and notarized.

I am a representative of an organization requesting personal information for one or more records as described below. I declare that my organization is qualified to obtain personal information under exemption number(s) _____, as listed beginning on page 4 of this form.

Pursuant to Section 316.066, F.S., Crash Report Information is confidential and exempt. 60 days after the date a crash report is filed, Crash Report Information may be provided which includes personal information to entities who are eligible to receive it under Section 316.066 (2), F.S., or in accordance with the Driver Privacy Protection Act. Crash Report Information cannot be used for commercial solicitation of crash victims or knowingly disclosed to any third party for purposes of such solicitation.

I understand that I shall not use or redisclose this personal information except as provided in DPPA and that any use or redisclosure in violation of these statutes may subject me to criminal sanctions and civil liability.

Complete the following for each DPPA exemption being claimed. For access to Crash Report Information, please provide justification of your organization's eligibility under Section 316.066, F.S. below (attach additional page, if necessary):

DPPA Exemption Claimed:	Description of How Requesting Party Qualifies for Exemption:	Description of how Data will be used:

DRAFT

Obtaining personal information under false pretenses is a state and federal crime. Under penalties of perjury, I declare that I have read the foregoing Request For Exempt Personal Information in A Motor Vehicle/Driver License Record and that the facts stated in it are true and correct.

Signature of Authorized Official Title

Printed Name Name of Agency/Entity

Date

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by

_____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

NOTARY PUBLIC (print name)

NOTARY PUBLIC (sign name)

My Commission Expires: _____

Pursuant to section 119.0712(2), F. S., personal information in motor vehicle and driver license records can be released for the following purposes, as outlined in 18 United States Code, section 2721.

Personal information referred to in subsection (a) shall be disclosed for use in connection with matters of motor vehicle or driver safety and theft, motor vehicle emissions, motor vehicle product alterations, recalls, or advisories, performance monitoring of motor vehicles and dealers by motor vehicle manufacturers, and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of titles I and IV of the Anti Car Theft Act of 1992, the Automobile Information Disclosure Act (15 U.S.C. 1231 et seq.), the Clean Air Act (42 U.S.C. 7401 et seq.), and chapters 301, 305, and 321-331 of title 49, and, subject to subsection (a)(2), may be disclosed as follows.

1. For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or local agency in carrying out its functions.
2. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only -
 - (a) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
 - (b) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
4. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal,

State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.

5. For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
6. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
7. For use in providing notice to the owners of towed or impounded vehicles.
8. For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
9. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under chapter 313 of title 49.
10. For use in connection with the operation of private toll transportation facilities.
11. For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.
12. For bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
13. For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.
14. For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety.

DATA ACCESS SPECIFICATIONS – Attachment II

Requesting Party: _____

Jobs and Processes Selected

Mode of Access	Type of Data Requested	Statutory Fees (subject to change by the Legislature)	
Batch (FTP)	DL Data (Driver License Information)	\$0.01/record, per s. 322.20, F.S.	No Charge
	MV Data (Motor Vehicle Information)	\$0.01/record, per s. 320.05, F.S.	No Charge
	DL Status (DSS600/605) (Driver License Information)	\$0.01, \$0.50/record, per s. 320.05, F.S.; \$2.00/record not found, per s. 322.20, F.S.	No Charge
Program/Job Name			
IP Address(es)			
Web Services			
Driver Transcript Web Service (Each service accesses Driver License Information)	DL Transcript (3 Year) (old DTR060)	\$8.00; \$2.00/record not found, per s. 322.20, F.S.	No Charge
	DL Transcript (7 Year or Complete) (old DTR060)	\$10.00; \$2.00/record not found, per s. 322.20, F.S.	No Charge
	Bulk Lookback (old DMS485)	\$0.01/record or \$2.00/record not found, per s. 322.20, F.S.	No Charge
Public Access Web Service	DL Status (Driver License Information)	\$0.50/ record, per s. 320.05, F.S.	No Charge
	MV Record (Motor Vehicle Information)	\$0.50/ record, per s. 320.05, F.S.	No Charge
	Insurance Record Information	\$0.50/ record, per s. 320.05, F.S.	No Charge
	Parking Permit Record Information	\$0.50/ record, per s. 320.05, F.S.	No Charge

DATA ACCESS SPECIFICATIONS – Attachment II

Mode of Access	Type of Data Requested	Statutory Fees (subject to change by the Legislature)		
Penny Vendor DL Web service	DL update file of issuance/ purge records (old DFO292) (Driver License Information)	\$0.01/record, per s. 322.20, F. S.		No Charge
DL Status Verification	Driver License Status	\$0.01, \$0.50/record, per s. 320.05, F.S.; \$2.00/record not found, per s. 322.20, F.S.		No Charge
Residency Verification Web service				No Charge
Other Web Services				No Charge
Crash Report Information				No Charge

DRAFT

Data Access Application

Prior to executing the Memorandum of Understanding (MOU) for Driver License and/or Motor Vehicle Data Exchange, the Requesting Party is required to complete this application. Please use additional pages as necessary.

1. In the last ten (10) years, has any agreement/contract between the Requesting Party and/or any other State/State Agency been terminated due to non-compliance with DPPA, data breaches, or any state laws relating to the protection of driver privacy? Yes No If yes, please explain and supply certified copies of the pertinent documents:

2. In the last ten (10) years, has any State/State Agency declined to enter into an agreement/contract with the Requesting Party to provide DPPA protected data? Yes No If yes, please explain:

3. Is there any pending litigation against the Requesting Party alleging violations of DPPA or any state law relating to the protection of driver privacy? Yes No If yes, please explain and provide a certified copy of the pertinent court documents:

4. In the last ten (10) years, has there been any instance where the Requesting Party has been found guilty or liable by a court of competent jurisdiction for misuse of data under DPPA or under any state law relating to the protection of driver privacy? Yes No If yes, please explain and provide certified copies of the pertinent documents:

5. In the last ten (10) years, has there been any instance where an owner, officer, or control person¹ of the Requesting Party who owned a majority interest in, or acted as a control person of, an entity that was found guilty or liable by a court of competent jurisdiction for misuse of data under DPPA or under any state law relating to the protection of driver privacy? Yes No If yes, please explain and provide certified copies of the pertinent documents:

6. In the last ten (10) years, has there been any breach of security as defined by Section 501.171, Florida Statutes? Yes No If yes, provide details of each breach and discuss all safeguards implemented as a result of the breach of security:

7. How you will ensure that all personnel with access to the information exchanged under the terms of the MOU are instructed of, and acknowledge their understanding of, the confidential nature of the information?

Individual training on the confidential nature of the information.
Acknowledgement of terms and understanding will be signed and kept on file with
Human Resources

8. Does your company or agency have a public facing website that allows an individual to purchase driver license/motor vehicle information? Yes No

If yes, please provide the URL: _____

In addition, please indicate whether your agency has the following minimum requirements listed below in place:

- A. Safeguards to ensure information obtained through the website is only disclosed to individuals authorized to receive it under 18 U.S.C. §2721(c). This includes internal controls to prevent or detect instances in which an impostor attempts to purchase a record other than their own and/or to verify that the requestor meets a DPPA exemption. Yes No N/A

Please describe safeguards:

Records are only accessed through secured network by approved transportation staff.

¹ Control Person, for these purposes, means the power, directly or indirectly, to direct the management or policies of a company, whether through the ownership of securities, by contract, or otherwise. Any person that (i) is a director, general partner, or officer exercising executive responsibility (or having similar status or functions); (ii) directly or indirectly has the right to vote 25% or more of a class of a voting security or has the power to sell or direct the sale of 25% or more of a class of voting securities; or (iii) in the case of a partnership, has the right to receive upon dissolution, or has contributed, 25% or more of the capital, is presumed to control that company.

B. Do you intend to allow individuals to purchase their own transcript from your public facing website, utilizing DPPA exemption number 13? Yes No N/A

C. If the answer to the previous question is yes, do you have a process in place to verify that the payment instrument used to authorize the purchase is in the same name as the transcript being requested? Yes No N/A

Please explain the process:

D. Do you only provide information through the website for the expressed purposes as described in Attachment I of this MOU? Yes No N/A

E. Does the website utilize Transport Layer Security version 1.2 or later for encryption of data in transit and in session state? Yes No N/A

Please explain:

F. Is the website periodically scanned by a qualified external vendor for system vulnerabilities? Yes No N/A

G. If the answer to the previous question is yes, are identified vulnerabilities promptly remediated? Yes No N/A

Please explain:

9. Do all systems that process driver license / motor vehicle information adhere to a formalized patch management process? Yes No

Please explain:

Devices that access DL and MVI on the network are patched using WSUS and PDQ. Deploy weekly and monthly or immediately for critical updates

In addition, the following documents are required:

- a. A copy of your business license.
- b. A copy of your State of Florida corporation licensure or certification.
- c. If providing services on behalf of a government entity, provide the supporting documentation to show or prove you are entitled to the DPPA exemption claimed. For example, a letter from each entity confirming the type of service being provided and/or an agreement with an entity authorizing you to conduct services.

Under penalty of perjury, I affirm that the information provided in this document is true and correct.

Signature of Authorized Official

Ashely Gilhousen

Printed/Typed Name

SBCC Board Chair

Title

Date

School Board of Clay Co, FL

NAME OF AGENCY/ENTITY

STATE OF Florida

COUNTY OF Clay

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by

Personally Known OR Produced Identification

Type of Identification Produced _____

Bonnie O'Nora

NOTARY PUBLIC (print name)

NOTARY PUBLIC (sign name)

My Commission Expires: _____



CERTIFICATION STATEMENT

Under penalty of perjury I have read the requirements contained in the Memorandum of Understanding, Florida Administrative Code, Rule Chapter 60GG-2 (Formerly 74-2, FAC), and the Department of Highway Safety and Motor Vehicles External Information Security Policy and declare that the following is true:

The Requesting Party, _____ hereby certifies that the Requesting Party has appropriate internal controls in place to ensure that the data is protected from unauthorized access, distribution, use, modification, or disclosure. This includes policies/procedures in place for both personnel to follow and data security procedures/policies to protect personal data. The data security procedures/policies have been approved by a Risk Management IT Security Professional.

STATE OF _____
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____.

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

NOTARY PUBLIC (print name)

NOTARY PUBLIC (sign name)
My Commission Expires: _____

Signature

Printed Name

Title

Date

NAME OF AGENCY
(Rev. 01/23)

External Information Security
Policy Manual



CONFIDENTIAL

**Department of Highway Safety
and Motor Vehicles**

Prepared By:

Office of Enterprise Security Management

External Information Security Policy

Revision History

Version	Author	Release Notes	Issue Date
1.2*	Joe Cipriani	Baseline document	9/30/2015
1.21	Tom Trunda	Add definitions and clarifications	03/17/2016
2.0	Scott Morgan and Carl Ford in conjunction with the Tax Collector InfoSec Coalition - Terry Skinner, Kirk Sexton, Dan Andrews and the Honorable Ken Burton Jr., Tax Collector, Manatee County	Revised to align with Department policies in congruence with requirements for External Entities. Added scope for further clarification and applicability. Revised to align with Rule 74-2, F.A.C., Information Technology Security	08/18/2017
2.0	Scott Morgan	Removed draft watermark, formatting check; added statutory reference for section 282.318, F.S., in the footer, added effective issue date	12/7/2017
2.1	Scott Morgan	Reviewed all policies. Revised to align with Rule 60GG-2, F.A.C., State of Florida Cybersecurity Standards.	8/3/2020
3.0	Scott Morgan Crill Merryday Bonny Allen	Reviewed all policies and revised policies. Added an additional policy specifically addressing patch management requirements for external entities. Provided guidance on applicability of policies to specific entities. Removed 30-day training grace period. #B-02, 2.0, #3 – added a specific time frame as per compliance with Florida Commission on Accreditation (CFA) Standard 26.04M (Mandatory), for Access Control.	11/2/2022

* Note: This document version coincides with the separate IT Security Policy Manual for Internal Department employees.

External Information Security Policy

Scope:

This policy applies to all agents, vendors, contractors, and consultants (External Entities) who use and/or have access to Department information resources. External Entities who use and/or have access to Department information resources shall adhere to the policies outlined herein. The authority for these policies derives from Florida Statutes 282.318, Security of Data and Information Technology Resources and Florida Administrative Code Chapter 60GG-2, Information Technology Security.

DRAFT

#A-02: Data Security	Review Date: 05/20/2022	Issue Date: 12/01/08	Revised Date: 05/22/2022
-----------------------------	--	---------------------------------------	---

#A-02: Data Security

1.0 Purpose

To ensure that data is protected in all forms, on all media, during all phases of its life cycle, wherever it may reside, from unauthorized or inappropriate access, use, modification, disclosure, or destruction. This includes any system or process which accesses the State of Florida telecommunications network, or Department information resources, and trusted partners including, but not limited to AAMVA, FDLE and CJIS networks and data.

2.0 Policy

Other than data defined as public, which may be accessible to public access inquiries (as well as authenticated users), all data and system resources are only accessible on a need-to-know basis to specifically identified, authenticated, and authorized entities with an executed Memorandum of Understanding (MOU) which is held by the Department.

3.0 Data Usage

All users who access Department data must do so only in conformance with this policy. Only uniquely identified, authenticated, and authorized users are allowed access to Department data, excluding public access inquiries. Access control mechanisms must be utilized to ensure that users can access only that data to which they have been granted explicit access rights.

Information resources which include Department data are strategic assets vital to the business performance of the Department. These strategic assets must be protected commensurate with their tangible value, legal and regulatory requirements, and their critical role in the Department's ability to conduct its mission. Ownership and management of these information resources reside with the Department, and not to any External Entity granted access to use of these resources.

4.0 Data Storage or Transmission

All users who are responsible for the secure storage or transmission of the Department's data must do so only in conformance with this policy. Where confidentiality, privacy or sensitivity requires, stored or transmitted data must be secured via Department-approved encryption technology. This does not supersede provisions of the Public Records Act that states, "computer records are public records," but serves to protect data while stored and transmitted.

5.0 Data Disposal

Access control mechanisms must be utilized to ensure that, during the disposal process, users can access only data to which they have been granted explicit access rights. External Entities shall follow an established process approved by the Department for the disposal of data to include the disposal of confidential data in accordance with The Florida Public Records Act and Federal Standards. Additional requirements based on specific use cases may be outlined in the MOU between the Department and the External Entity.

6.0 Management Responsibilities

Network operations and systems administration personnel shall ensure that adequate logs and audit trails are maintained. Logs and audit trails must at a minimum record access to data,

records, and activation of industry recognized security mechanism for protection of confidential and sensitive data. Logs shall be maintained in a manner that provides timely reviews of access to confidential and sensitive data and will be made available on request to the Department for validation and compliance purposes.

7.0 Data Classification

The Department is responsible for classification of data. External Entities are required to abide by data classification requirements as outlined by the Department. Data classification shall be done in accordance with FLHSMV requirements, which are based on 60GG-2, F.A.C., and is necessary to enable the allocation of resources for the protection of data assets, as well as determining the potential loss or damage from the corruption, loss, or disclosure of data. To ensure the security and integrity of all data, any data asset is Public, Sensitive or Confidential and should be labeled accordingly.

All data falls into one of the following categories:

- Public:
Information or data that is not classified as sensitive or confidential. Information that, if disclosed outside the State or agency, would not harm the State or Department, its employees, customers, or business partners. This data may be made generally available without specific data custodian approval.
- Sensitive:
Information not approved for general circulation outside the State or Department where its loss would inconvenience the State/Department or management, but disclosure is unlikely to result in financial loss or serious damage to credibility. Examples would include internal memos, minutes of meetings, and internal project reports. Security at this level is controlled but normal.
- Confidential:
 - Data that, by its nature, is exempt from disclosure under the requirements of Chapter 119, F.S.
 - Data whose loss, corruption, or unauthorized disclosure would be a violation of federal or State laws/regulations. Information of a proprietary nature. Procedures, operational work routines, project plans, designs, or specifications that define the way in which the organization operates.
 - Data whose loss, corruption, or unauthorized disclosure would tend to impair business functions or result in any business, financial, or legal loss.
 - Data that involves issues of personal credibility, reputation, or other issues of privacy.
 - Highly sensitive internal documents that could seriously damage the State or Department if such information were lost or made public. Information usually has very restricted distribution and must be protected at all times.
 - Customer data including personally identifying information which is protected under the DPPA.

8.0 Web Services and Data Exchanges

The Department has created online web-based services and data exchanges which may be utilized by Tax Collectors and authorized Vendors who meet various technical standards, requirements, and statutory authority. The specific standards, requirements, and conditions for use of the aforementioned web services and data exchanges are outlined in the individual Memorandum of Understanding (MOU) for each service offered. The terms and conditions of the

MOU shall govern the applicable use, timeframe, and requirements of each web service and data exchange.

For Confidential Department Data Shared Outside of Departmental Systems:

- Tax Collectors or their authorized vendors, as well as any External Entity must have access controls in place to permit only authorized users from obtaining access to confidential data.
- Access to confidential customer information requires extensive web and system logging of all access. Logs will be securely retained for a minimum of one year and be made available on-demand to authorized Department personnel when requested for compliance attestation, fraud investigations, and other authorized usage.
- Tax Collectors or their authorized vendors and other External Entities must submit an audit which meets the requirements of the MOU that certifies that appropriate controls are in place to protect confidential data.

9.0 Governance and Implementation of Statutory Responsibilities for Department Systems and Data

The Department is responsible for the computer systems that implement its statutory responsibilities for various Chapters in Florida Statutes. In addition, protection of personal and confidential data is a primary duty and responsibility of the Department. To ensure that the statutory responsibilities of the Department are carried out appropriately, the following policies govern computer systems with access to Department web services and data, but outside the control of the Department.

- Non-Department Web sites, mobile applications, web services, or computer systems which utilize Department data to conduct transactions are prohibited without written consent from the Department.
- As required to protect customer information, public facing websites, mobile applications, web services, and any system accessible through a public interface which utilizes confidential data shared by the Department with authorized external entities must utilize Department approved system access controls to protect confidential information.
- Changes to customer addresses through any public facing service as described above must be updated only through approved FLHSMV Department systems.

#A-04: Passwords	Review Date: 05/14/2022	Issue Date: 12/01/08	Revised Date: 05/14/2022
-------------------------	-----------------------------------	--------------------------------	------------------------------------

#A-04: Passwords

1.0 Purpose

To ensure the processes for password creation, distribution, changing, safeguarding, termination, and recovery adequately protect information resources.

2.0 Policy and Standards

Passwords are unique strings of characters that personnel or information resources provide in conjunction with a user identification (userID) to gain access to an information resource. Passwords, which are the first line of defense for the protection of the Departments information resources, shall be treated as confidential information and must not be divulged.

1. All user accounts used to access the Department information resources shall have passwords of sufficient strength and complexity, and be implemented based on system requirements and constraints, and in accordance with the following rules to ensure strong passwords are established:
 - Shall be routinely changed at an interval not greater than 90 days.
 - Shall be different than the last 10 passwords.
 - Shall adhere to a minimum length of 8 characters.
 - Shall be a combination of alpha (upper and lower case), numeric, and special characters (unless a particular system does not allow, passwords shall consist of at least 3 of the above 4 categories).
 - Shall not be anything that can be easily guessed or associated to the account owner such as: username, social security number, nickname, relative's names, pet's names, birth date, sports team, etc.
 - Shall not be dictionary words or acronyms, as they can be easily guessed.
 - Based on role, privilege assigned, or risk factor, multi-factor authentication shall be assigned as deemed necessary to further strengthen / protect privileged accounts and Department data.
 - Newly created or reset passwords must be randomly generated. Use of a default or standard new/reset password is prohibited.
2. Stored passwords shall be encrypted.
3. Passwords shall not be divulged or shared with anyone. Passwords must be treated as confidential information and shall be safeguarded. User credentials (UserID and passwords) are to ONLY be used by the person to which they are assigned.
4. Passwords and usernames shall not be shared with anyone to include co-workers or contractors. Passwords must be treated as confidential information. Credentials (UserID and passwords) are for exclusive use only by the user to which they are assigned.
5. All users are responsible for the work performed under their credentials (User Id and password). Allowing other users to use your computer while you are logged on is strictly prohibited. Approved exceptions are:
 - Initial System Configuration

- System Support
 - Troubleshooting Activities
6. If the security of a password is in doubt, the password must be changed immediately.
 7. Administrators shall not circumvent this policy solely for ease of use.
 8. Users shall not circumvent password entry with auto logon, application remembering, embedded scripts or hard-coded passwords in client software.
 9. Computing devices shall not be left unattended without enabling a password-protected screensaver that is activated after 15 minutes of inactivity or logging off the device.
 10. User accounts must be locked after 5 unsuccessful login attempts.
 11. Passwords must not be transmitted via e-mail or other forms of electronic communication.
 12. Passwords must be encrypted during transmission and storage using appropriate encryption technology.
 13. Passwords shall not be written down and stored at your workstation in your office.
 14. Passwords stored on physical media must be protected by an encryption technology outlined in Policy #B-01 Acceptable Encryption.
 15. Initial use passwords that have been assigned must expire at the time of first use in a manner that requires the password owner to supply a new password, provided that this functionality is available within that particular product or facility.
 16. For all password resets, the identity of the person requesting the password reset must be verified. Note: At no time shall a user call TAC requesting a password change for another user. TAC has been instructed to lock both accounts immediately when encountering this type of call, as it is a violation of this policy.

#B-01: Acceptable Encryption	Review Date: 05/14/2022	Issue Date: 12/01/08	Revised Date: 05/14/2022
-------------------------------------	-----------------------------------	--------------------------------	------------------------------------

#B-01: Acceptable Encryption

1.0 Overview

To establish policy that directs the use of encryption to provide adequate protection of data where required. Additionally, this policy provides direction to ensure that Federal regulations are followed, and legal authority is obtained for the dissemination and use of encryption technologies outside of the United States.

2.0 Purpose

To ensure the confidentiality, integrity and availability of data is maintained for Department data and information resources.

3.0 Scope

In the event encryption is required for the transmittal of confidential information, the encryption methodology shall be coordinated with the Department's ISM for the management of secure escrow and storage of encryption keys.

4.0 Policy

Encryption is the primary means for providing confidentiality for information that can be stored or transmitted, either physically or logically. When possible, confidential information should not be transmitted via email. If confidential information must be sent via email, it shall be encrypted. Information resources that store or transmits sensitive or confidential data must have the capability to encrypt information.

Proven, standard algorithms must be used as the basis for encryption technologies. Encryption key lengths must be at least 128 bits. The Department key length requirements will be reviewed periodically and upgraded as technology, legislation, or business needs requires.

The use of proprietary encryption algorithms is not allowed for any purpose, unless reviewed by and approved by the Department's ISM. It should be noted that the U.S. Government restricts the export of encryption technologies. Potential users of the Department information resource in countries outside the United States should make themselves aware of the encryption technology laws of those countries.

#B-02: Access Control	Review Date: 05/14/2022	Issue Date: 12/01/08	Revised Date: 05/14/2022
------------------------------	-----------------------------------	--------------------------------	------------------------------------

#B-02: Access Control

1.0 Purpose

To protect the Department's information resources from threats of unauthorized access, disclosure, modifications, or destruction.

2.0 Policy

1. Each user accessing a Department information resource shall be assigned a unique personal identifier, commonly referred to as either a user account, Logon ID, user identification, or User ID. Exceptions: public systems where such access is authorized or for situations where risk analysis by the Department demonstrates such use to be applicable and appropriate. (Example: DL check on the FLHSMV website)
2. Users shall not under any circumstances use another user's account logon or credentials. This includes network logon accounts and accounts used in agency systems (ORION, FRVIS, etc.). A user shall never call the Technical Assistance Center (TAC) to have another user's account unlocked.
3. User access rights shall be established based on approved written requests. The user identification shall be traceable to the user for the lifetime of the records or reports in which they appear.
4. A user's access shall be removed and/or disabled immediately, no later than within three (3) business days, from systems which access Department information resources when access is no longer required. Examples include, but are not limited to, termination, transfer, or removal of the duties that require access. Notification of changes in the status of users with established Department credentials is the responsibility of the authorizing External Entity to report such changes to the Department.
5. Each user shall agree in writing to use the access only for the purpose intended.
6. An automatic workstation time-out shall occur no later than 15 minutes after inactivity. A password shall be required to unlock the user account. User accounts shall be locked after 5 unsuccessful attempts.
7. External Entities must monitor the access rights of those whom they have authorized.
8. Established controls must ensure that Department information resources are accessed only by users authorized to do so.
9. Access to accounts with elevated access rights shall follow the principle of least privilege and should be restricted to systems personnel only; usage of these accounts shall be logged and subject to audit.
10. Administrative access shall incorporate Separation of Duties to ensure no individual has the ability to control an entire process.
11. Access rights to Department information resources by systems personnel shall be based on specific job requirements. Responsibility for production systems must be separated from

system development, testing, and maintenance. Systems or development personnel should only access production data to resolve emergencies.

12. All development and testing shall be performed on test data and not utilize the Department's production data. Test systems shall be kept physically or logically separate from production systems. The production environment shall not be adversely affected and data shall not be altered. Security controls that provide restricted access and auditing shall not be disabled or removed. Confidential or exempt data shall not be used in any test system.
13. The Department utilizes the principle of least privilege for access control to information resources. All External Entities shall also enforce a least privilege access for any access to Department data or systems. .
14. Support personnel utilizing remote access to Department information resources for the purpose of providing technical support shall use RDP (Remote Desktop Protocol) or Windows Remote Assistance, or a remote access product approved by the Department's ISM. The following requirements must be met:
 - Remote connectivity must be done in a secure fashion.
 - Remote access must be granted by the end-user or system administrator before a remote session can be initiated.
 - Remote session must be monitored at all times for the duration of the session.
 - Remote session must be terminated immediately upon completion of authorized tasks.

DRAFT

#B-03: Account Management for User Accounts	Review Date: 05/14/2022	Issue Date: 12/01/08	Revised Date: 05/16/2022
--	-----------------------------------	--------------------------------	------------------------------------

#B-03: Account Management for User Accounts

1.0 Purpose

To ensure that user accounts which access Department information resources are created, maintained, monitored, and removed in a manner that protects Department information resources and user access privileges.

2.0 Background

Computer user accounts are the means used to grant access to the Department's information resources. These accounts provide accountability, a key to the Department's computer security program for information resource usage. Creating, controlling, and monitoring all computer user accounts is a requirement for accessing Department's information resources and data.

3.0 Policy

1. All accounts created must have an associated request and approval that is appropriate for the Department's information resource or service.
2. External Entities must complete the Information and Cyber Security Awareness for External Entities online training course in iLearn prior to receiving account credentials. Additionally, external entities must complete the Information Security Training in iLearn on an annual basis within 90 days of assignment. Failure to complete the training may result in termination of account access.
3. All accounts must be uniquely identifiable using the assigned username. User accounts and the associated passwords constitute a user's credentials and shall never be shared.
4. All default passwords for accounts must comply with password policy # A-04.
5. All accounts must have a password expiration that complies with password policy # A-04.
6. The appropriate system administrator or other designated staff should disable accounts of individuals on extended leave. Extended leave is defined as greater than 60 days.
7. External Entity user accounts established by the Department that have not been accessed within 30 days are subject to being disabled.
 - a. External Entities' System Administrators are responsible for modifying the accounts of individuals that change duties or are separated from their relationship with the External Entity upon notification of change or separation.
 - b. Must have a documented process to modify a user account to accommodate situations such as name changes, account changes, and permission changes.
 - c. Must have a documented process for periodically reviewing existing accounts for validity and timely removal of access to Department resources and data.
 - d. Department information resources utilized by External Entities are subject to independent audit review of user account management.
 - e. Must provide a list of accounts for the systems they administer when requested by authorized Department management.
 - f. Must cooperate with authorized Department management investigating security incidents.

#B-06: Application Service Provider	Review Date: 05/15/2022	Issue Date: 12/01/08	Revised Date: 05/15/2022
--	-----------------------------------	--------------------------------	------------------------------------

#B-06: Application Service Provider

1.0 Purpose

To define minimum security requirements for an Application Service Provider (ASP) to the Department. This policy applies to ASPs that are either being considered for use by the Department or its agent or have already been selected for use.

2.0 Policy and Standards

1. General Security:

- a. The Department reserves the right to audit the infrastructure utilized by the ASP to ensure compliance with this policy. Non-intrusive network audits (basic port scans, etc.) may be performed.
- b. The ASP must provide a proposed architecture document that includes a full network diagram of the Department Application Environment (initially provided to ASP by the Department), illustrating the relationship between the Environment and any other relevant networks, with a full data flowchart that details where Department data resides, the applications that manipulate it, and the security thereof.
- c. The ASP must be able to immediately disable all or part of the functionality of the application should a security issue be identified.
- d. Exceptions to this policy require prior approval by the Department's ISM and CIO who will evaluate requests on a case-by-case basis.
- e. The ASP must certify compliance to these requirements when requested.
- f. The ASP must identify their ISM and provide the Department and authorizing External Entity with contact information.

Physical Security:

- a. The ASP's application infrastructure (hosts, network equipment, etc.) must be located in a physically secure facility and in a locked environment.
- b. The ASP must disclose who amongst their personnel will have access to the environment hosting the application for the authorizing External Entity.
- c. The Department requires that the ASP disclose their ASP background check procedures and results prior to the Department's ISM approval.

3. Network Security:

- a. The network hosting the application must be logically or physically separated from any other network or customer that the ASP may have. This means the authorizing External Entity's application environment must use logically or physically separated hosts and infrastructure.
- b. Data flow between the authorizing External Entity and the ASP:

- If the Department or the authorizing External Entity will be connecting to the ASP via a private circuit, then that circuit must terminate on the authorizing External Entity's infrastructure, and the operation of that circuit will adhere to this policy.
- If the data between the authorizing External Entity and the ASP traverses a public network such as the Internet, the ASP must deploy appropriate firewall technology, and the traffic between the authorizing External Entity and the ASP must be protected and authenticated by cryptographic technology.

4. Host Security:

- a. The ASP must disclose how and to what extent the hosts or servers (Unix, Windows, etc.) comprising its application infrastructure have been hardened against potential threats and attack vectors. The ASP shall provide any hardening documentation it has for the Department or authorizing External Entity's application infrastructure as well.
- b. The ASP must provide a methodology and plan for ensuring systems are patched or updated according to industry best practices and guidelines. Patches include, but are not limited to, host OS, web server, database, and any other system or application.
- c. The ASP must disclose its processes for monitoring the confidentiality, integrity, and availability of those hosts.
- d. The ASP must provide to the Department information on its password policy for the application infrastructure, including minimum password length, password generation guidelines, and how often passwords are changed.
- e. The ASP must provide information on account creation, maintenance, and termination processes, for service, system, and user accounts. This should include information as to how an account is created, how account information is communicated to the user, and how accounts are terminated when no longer needed.

5. Web Security:

- a. The ASP will disclose the use of various web architecture and programming languages, including, but not limited to Java, JavaScript, ActiveX, PHP, Python, C, Perl, VBScript, etc.
- b. The ASP will describe the process for performing security testing for the application and or system accessing Department data. For example, testing of authentication, authorization, and accounting functions, or any other activity designed to validate the security architecture, including external and internal penetration testing.
- c. The ASP will disclose the methodology utilized for web code reviews, including CGI, Java, etc., for the explicit purposes of finding and remediating security vulnerabilities, the authorizing party who performed the review, results of the review, and what remediation activity has taken place.

6. Encryption:

- a. The Department's application data in the custody of the authorizing External Entity must be stored and transmitted using acceptable encryption technology as outlined in Policy #B-01, Acceptable Encryption, and must comply with all relevant Department MOU's.
- b. Connections to the ASP utilizing the Internet must be protected using any of the following encryption technologies: IPsec, TLS, SSH/SCP, PGP, or any other encryption technologies approved by the Department's ISM.

#B-10: Incident Handling (Security Incidents)	Review Date: 05/16/2022	Issue Date: 12/01/08	Revised Date: 05/16/2022
--	-----------------------------------	--------------------------------	------------------------------------

#B-10: Incident Handling (Security Incidents)

1.0 Purpose

To ensure that computer security incidents which impacts, or has the potential to impact the confidentiality, integrity, and availability of the Department's information resources are properly recorded, communicated and remediated. Security incidents include, but are not limited to virus, malware detection, ransomware, anomalous activity, and unauthorized use of computer accounts and computer systems, as well as complaints of improper use of information resources.

2.0 Policy

Information security incidents are events involving the Department's information resources, systems, or data, whether suspected or proven, deliberate or inadvertent, that threatens the confidentiality, integrity, and availability, of the Department's information resources. Quickly reporting known or suspected security incidents enables the Department to review the security controls and procedures; establish additional, appropriate corrective measures, if required, and reduce the likelihood of recurrence.

1. The Department's ISM is responsible for the coordination of any security incident that occurs. All known or suspected incidents must be reported immediately to the Department's ISM using the email address: ISM@flhsmv.gov.
2. All suspected incidents of ransomware or other malware type activity must be reported immediately to the Florida Digital Service's statewide portal. All state, local, and county governments must comply with this requirement.
3. Whenever a security incident, such as a virus, Denial of Service, worm, hoax email, discovery of hacking tools, altered data, etc. is suspected or confirmed that impacts or has the potential to impact the Department's information resources, the Department's ISM must be notified immediately, and the appropriate incident management procedures must be followed.

Reportable Incidents:

Reportable incidents include, but are not limited to, the following:

- Physical loss, theft, or destruction of the Department's information resources, including Department data.
- Ransomware, malware, or related anomalous activity, once known OR suspected.
- Unauthorized disclosure, modification, misuse, or disposal of sensitive, critical, or business-controlled data and information.
- Suspected or known unauthorized internal or external access activity, including, but not limited to, sharing of user credentials and accounts which must be reported immediately.
- Unauthorized activity or transmissions using Department information resources.
- Internal/external intrusions/interference with Department networks (denial of service attacks, unauthorized activity on restricted systems, unauthorized modification or deletion of files, or unauthorized attempts to control information resources.
- Editing of files when no changes in them should have occurred.
- Appearance / disappearance of files, or significant /unexpected changes in file size.

- Systems that display strange messages or that mislabel files and directories.
- Data that has been altered or destroyed or access that is denied outside of normal business procedures.
- Detection of unauthorized personnel in controlled information security areas.
- Lost security tokens, smart cards, identification badges, or other devices used for identification and authentication shall be reported immediately.
- Fraud, embezzlement, and other illegal activities.
- Violation of any portion of the External Information Security Policy.

DRAFT

#B-20: Security Monitoring and Auditing	Review Date: 05/18/2022	Issue Date: 12/01/08	Revised Date: 05/19/2022
--	-----------------------------------	--------------------------------	------------------------------------

#B-20: Security Monitoring and Auditing

1.0 Purpose

To ensure that information resource security controls required to protect the Department's information resources are established, effective, and are not being bypassed. This policy defines the requirements and provides the authority for the Department's ISM, and Enterprise Security Management Team (ESM) to conduct audits and risk assessments to ensure integrity of information resources, to investigate incidents, to ensure conformance to security policies, or to monitor user/system activity where appropriate. This section applies to monitoring inbound and outbound traffic to/from External Entities, agents, and trusted partners' networks and environments. External Entities who access or utilize Department information resources are subject to independent audit review.

2.0 Background

Security monitoring allows the Department to detect and mitigate illicit or fraudulent activity as early as possible, therefore limiting the risk of exposure or compromise. Security monitoring assists in identification and remediation of new security vulnerabilities or emerging threats. This early identification assists in preventing or limiting harm to Department information resources.

3.0 Policy

1. Security monitoring will be used as a method to confirm that security practices, controls, and policies are functional, adhered to, and are effective.
2. Monitoring consists of activities such as the periodic review of:
 - a. Automated intrusion detection system logs
 - b. Firewall logs
 - c. User account logs
 - d. Network scanning logs
 - e. Application logs
 - f. Data backup recovery logs
 - g. Technical Assistance Center (TAC) logs
3. Audits may be conducted to:
 - a. Ensure integrity, confidentiality and availability of the Department's information resources
 - b. Investigate possible security incidents
 - c. Ensure conformance to the Department's security policies and relevant MOUs.
 - d. Monitor user or system activity where appropriate
4. The Department shall use automated tools to provide real time notification of detected anomalies or vulnerability exploitation. These tools will be deployed to monitor network traffic and/or operating system security parameters.
5. The following files may be checked for signs of misuse, fraudulent activity, and vulnerability exploitation periodically, or as requested for investigative purposes:
 - a. Automated intrusion detection system logs
 - b. Firewall logs

- c. User account logs
 - d. Network scanning logs
 - e. System error logs
 - f. Application logs
 - g. Data backup and recovery logs
 - h. Telephone activity – Call Detail Reports
6. The following audit review may be performed periodically or upon request by assigned technical staff:
- a. Password strength
 - b. Unauthorized network devices
 - c. Unauthorized personal web servers
 - d. Unsecured sharing of devices
 - e. Unauthorized modem use
 - f. Operating system and software licenses
 - g. Unauthorized wireless access points
7. When requested, and for the purpose of performing an audit, any access needed will be provided to members of ESM as designated by the Department's ISM. This access may include:
- a. User level and/or system level access to any computing or communications device
 - b. Access to information (electronic, hardcopy, etc.) that may be produced, transmitted, or stored on the Department's information resources
 - c. Access to work areas that access or process Department information resources
 - d. Access to interactively monitor and log traffic on the Department's networks.
8. Any security issues discovered will be reported to the Department's ISM for follow-up review and possible improvement to security settings.

#B-23: Network Interconnectivity	Review Date: 05/19/2022	Issue Date: 12/01/08	Revised Date: 05/19/2022
---	-----------------------------------	--------------------------------	------------------------------------

#B-23: Network Interconnectivity

1.0 Purpose

To ensure that interconnection of External Entities' networks to the Department's networks does not compromise the security of the Department's information resources.

2.0 Policy

1. Access to the Department's networks via External Entities' networks shall be protected via firewall or firewall feature sets. No connectivity between the Department's network and an external network shall be permitted without the use of firewall features to the appropriate degree based on level of risk, as determined by ISA, in conjunction with the Department's ISM.
2. Access to devices (servers) within the confines of the Department's core network from External Entities' networks shall be limited to the minimum manageable set of users/connections, as determined by ISA in conjunction with the Department's ISM, via firewall or firewall features.
3. All External Entities' network connections must meet the requirements of the Florida Information Resource Security Policies and Standards (Rule 60GG-2). Blanket access is prohibited, and the principle of least privilege shall apply at all times. Interconnectivity is limited to services, devices, and equipment needed.
4. Through system monitoring, alerting, or due to a reported incident, the Department's ISA and ESM teams reserve the right to immediately terminate and drop connectivity from the External Entities' environment to the Department's network. The Department takes the security of the HSMV network and the state MFN2 network seriously. All decisions for termination of access will be made with a risk-based decision in consultation between the Department's ISM and CIO.

External Entity Agreements:

- a. All External Entities that desire to connect their networks to the Department's network for the purpose of retrieving Motor Vehicle and Driver License information must complete and submit to the Department the agreement(s) governing External Entity connections.
- b. In addition to the agreement, the External Entity shall be required to submit the Entity's name, address, phone number, fax number, email address, a technical contact's name, phone number, fax number and email address. The Department may request and obtain additional information from the External Entity.
- c. The Department's External Entity connection agreements shall determine the responsibilities of the External Entity, including approval authority levels and all terms and conditions of the agreement.
- d. All External Entities shall implement a binding Memorandum of Understanding, or where applicable, a Management Control Agreement (ex. Entity that manages CJIS data or systems) to ensure appropriate security controls are established and maintained.

#B-24: Malware/Virus Protection	Review Date: 05/19/2022	Issue Date: 12/01/08	Revised Date: 05/19/2022
--	-----------------------------------	--------------------------------	------------------------------------

#B-24: Malware/Virus Protection

1.0 Purpose

To ensure the Department's information resources are protected from computer threats, including but not limited to viruses, worms, ransomware, malware, and other threats of malicious software designed to compromise system confidentiality, integrity, and availability. As a part of the Department's information security program, information resources must receive adequate protection against viruses, ransomware, and malware. External Entities which access and or utilize the Department's information resources are required to adhere to this policy.

2.0 Policy

1. All computing devices (workstations, servers, laptops, tablets, etc.) whether connected to the Department's network, processing, or accessing Department data, must utilize a modern and supported anti-virus protection system. The Department's ISM will maintain a list of any non-approved protection vendors, typically which are known or suspected to have security issues. Exceptions to this list will be considered for approval by the Department's ISM on a case-by-case basis.
2. The virus protection system must be enabled on workstations and servers at start-up, employ resident scanning, and never be disabled or bypassed for production usage. The settings for the virus protection system must not be altered in a manner that will reduce the effectiveness of the system.
3. External Entities which access and utilize the Department's information resources and data are required to update virus signature files immediately upon release.
4. The automatic update frequency of the virus protection system must not be altered to reduce the frequency of updates. Each computing device which accesses Department information resources and data must utilize a antivirus protection system and setup to detect and clean viruses that may infect file shares.
5. External Entities which access or utilize the Department's information resources shall ensure that email is scanned to ensure email and attachments are free from malware and viruses.
6. Each virus, malware, or ransomware exploit those impacts, or potentially impacts the Department's information resources constitutes a security incident and must be reported to the Department's ISM as outlined in #B-10, Incident Handling. The computing device shall be removed from the External Entities network until it is verified as free of viruses and malware and coordinated incident response with the Department's ISM.

#B-23: Patch and Vulnerability Management	Review Date: 05/21/2022	Issue Date: 05/21/2022	Revised Date: 05/21/2022
--	-----------------------------------	----------------------------------	------------------------------------

#B-23: Patch and Vulnerability Management

1.0 Purpose

To ensure that External Entities who are connected to Department systems or have access to Department data have a documented patching process for servers, workstations, network infrastructure, and devices within the External Entities environment. Timely application of vendor-issued critical security updates and patches are necessary to protect systems that connect to, store, or process Department information resources and data from malicious attacks and vulnerabilities which may impact function. All computing devices connected to the network including servers, workstations, firewalls, network switches and routers, tablets, mobile devices, and cellular devices routinely require patching for functional and secure operations.

2.0 Policy

External Entities who connect to, store, or process Department data must have a documented process for patching servers, workstations, network infrastructure and all computing devices within their environment, as any vulnerable system has the potential to affect the Department's network if connected through a DHSMV firewall or interface. Vulnerable systems in an External Entity environment not directly connected to the Department's network can also affect systems that store, or process Department data and interfaces shared with the External Entity.

1. External Entities who connect to Department systems, or store or process Department data shall follow a documented and regimented process for mitigation of critical security patches and remediation of vulnerabilities.
2. The documented process for patching and vulnerability remediation shall follow a patch management approach as outlined in NIST Special Publication 800-40r4 "Guide to Enterprise Patch Management Patching Planning" which can be found at the following URL: <https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-40r4.pdf>
3. Documentation outlining conformance with this policy will be provided when requested to confirm compliance with Department policy and the MOU executed between the Department and the External Entity.
4. Non-compliance by an External Entity for this policy may include termination of access to Department systems, data, and resources if not remediated to reduce and mitigate critical vulnerabilities which may affect the confidentiality, integrity, and availability of Department information resources.

Definitions	Review Date: 05/21/22	Issue Date: 8/18/17	Revised Date: 05/21/22
--------------------	--	--------------------------------------	---

Term	Definition
Access	To approach, view, instruct, communicate with, store data in, retrieve data from, or otherwise make use of computers or information resources.
Air-Gap	An air gap is a network security measure, also known as air gapping, employed on one or more computers to ensure that a secure computer network is physically isolated from unsecured networks.
Agent	Entity operating on the Department's behalf, but who is not an official Department member.
Application Service Provider (ASP)	ASP's combine hosted software, hardware, and networking technologies to offer a service-based application, as opposed to a Department-owned and operated application. In some cases, systems provided by ASP's reside and operate from within the Department's data center environment. Common ASP offerings include enterprise resource planning (ERP), collaboration and sales force automation tools, but are not limited to these things. For example: Cloud Provider or Software as a Service Provider.
Audit	To examine or verify appropriate use of computing devices and the interconnectivity with External Entities. A Security audit may include an independent formal review and examination of system records and activities to (a) determine the adequacy of system controls, (b) ensure compliance with established security policy and operational procedures, (c) detect breaches in security, and (d) recommend any indicated changes in any of the foregoing.
Authentication	The process that verifies the claimed identify or access eligibility of a station, originator, or individual as established by an identification process.
Authorization	A positive determination by the information resource owner or delegated custodian that a specific individual may access that information resource, or validation that a positively identified user has the need and the owner's permission to access the resource.
Business Function	The business need that a software application satisfies. Managed by an ASP that hosts an application on behalf of the Department.
Chief Information Officer (CIO)	Responsible for the management of the Department's information resources. The Director of Information Systems Administration serves as the Department's CIO.
Client	A system that requests and uses the service provided by a "server".
Computer security	Measures that implement and assure security in a computer system, particularly those that assure access control; usually understood to include functions, features and technical characteristics of computer hardware and software, especially operating systems.
CJIS	Criminal Justice Information Systems. For purposes of this policy, CJIS data and systems process, store, or transmit criminal justice information (CJI).
Computing Device	Workstations, servers, laptops, tablets, etc. either connected to the Department's network or which store or process the Department's data.
Confidential information	Information that is exempted from disclosure requirements under the provisions of applicable state or federal law, e.g., the Florida Public Records Act.
Credentials	The combination of User ID, or Logon ID and password constitute credentials assigned to an entity.
Custodian	Guardian or caretaker; the holder of data, the agent charged with implementing the controls specified by the owner. The custodian is responsible for the processing and storage of information. The custodian is normally a provider of services.
Data	A representation of facts or concepts in an organized manner that may be stored, communicated, interpreted, or processed by people or automated means.
Database	A set of related files that is created and managed by a database management system
Denial of service	The prevention of authorized access to a system resource or the delaying of system operations and functions.
Department	The Department of Highway Safety and Motor Vehicles.

Term	Definition
E-mail or email	Abbreviation for electronic mail, which consists of messages sent over any electronic media by a communications application.
Encryption	Encryption is the conversion of data into a form, which cannot be easily understood by unauthorized people.
Extranet	Connections between third parties that require access to connections non-public DHSMV resources, as defined in the Network Support Organization's extranet policy.
External Entities	Agents, vendors, contractors, and consultants who use and/or have access to Department information resources.
Firewall	A firewall is a safeguard or type of gateway that is used to control access to information resources. A firewall can control access between separate networks, between network segments, or between a single computer and a network. It can be a PIX, a router with access control lists or similar security devices approved by the Network Support Organization.
Host	A computer in a network that provides direct support functions, such as database access, application programs, and programming languages.
Incident (or breach)	An event that results in loss, unauthorized disclosure, unauthorized acquisition, unauthorized use, unauthorized modification, or unauthorized destruction of information resources whether accidental or deliberate.
Information Resources (IR)	For purposes of this policy, information resources are defined as Department owned assets (hardware, systems, software, and data) which are strategic assets vital to the business performance of the Department.
Information Security Manager (ISM)	The person designated to administer the Department's information resource security program in accordance with section 282.318(2)(a)1, Florida Statutes, and the Department's internal and external point of contact for all information security matters.
Information Systems Administration (ISA)	Entity responsible for computers, networking, and data management.
Technical Assistance Center (TAC)	The ISA Section that receives requests for assistance from customers using Department computer equipment or network.
ISA	Information Systems Administration (within DHSMV).
IT (or IR)	Information Technology (or Information Resources). IT is a term that encompasses all forms of technology used to create, store, exchange, and use information in its various forms (business data, voice conversations, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived).
Local Area Network (LAN)	Two or more computers and associated devices that share a common communications line within a small geographic area (for example, within an office building), for the purposes of sharing applications, peripherals, data files, etc.
Members	Employees of DHSMV.
Network	A combination of data circuits and endpoints that are utilized to transmit and receive information.
Password	A protected word or string of characters which serves as authentication of a person's identity ("personal password"), or an account identity ("service or system account") which is used to grant or deny access to private or shared data.
Physical Security	The protection of building sites and equipment (and information and software contained therein) from theft, vandalism, natural and manmade disasters, and damages, whether accidental or intentional.
Production or Production System	A system used to process an organization's daily work. It implies a real-time operation and the most mission critical systems in the enterprise.
Proprietary Encryption	Encryption technology that has not been made public and/or has not withstood public scrutiny. The developer of the encryption technology could be a vendor, an individual, or the government.
Provider	Third party such as a contractor, vendor, or private organization providing products, services and/or support.

Term	Definition
Remote Desktop Protocol (RDP)	Connection protocol that presents the screen of a remote computing device on a user's computer screen. The user's computer does not have physical access to the external network. The user will be able to use the remote computer as if they were sitting at it.
Risk analysis	A process that systematically identifies valuable system resources and threats to those resources, quantifies loss exposures (i.e., loss potential) based on estimated frequencies and costs of occurrence, and recommends how to allocate resources to countermeasures so as to minimize total exposure.
Security Monitoring	Security monitoring is a process that assists in proactive identification and remediation of security vulnerabilities and threats. This early identification can assist in preventing or limiting harm to Department information resources.
Sensitive Information	Information that is confidential or exempt from disclosure by federal or state law; information that requires protection from unauthorized access by virtue of its legal exemption from the Public Records Act.
Server	A physical or virtual computer/device that provides information or services on a network.
State	The government of the State of Florida.
System Administrator	Person responsible for the effective operation and maintenance of IT, including implementation of standard procedures and controls.
Test System	A system that mimics the production environment for the testing of system and application changes yet does not interfere with the production environment.
User	An individual who accesses or utilizes the Department's information resources.
Virus	A computer virus is a type of malicious software program ("malware") that, when executed, replicates itself by modifying other computer programs and inserting its own code. Infected computer programs can include data files or the "boot" sector of the hard drive.
Wireless Access Point	A wireless receiver, typically 802.1x, which provides connectivity, commonly referred to as "Wi-Fi" from wireless network devices to a wired network.
Worm	A worm is a malicious program that can self-replicate and actively transmit itself over a network to infect other computers.

December 7, 2023 - Regular School Board Meeting

Title

C12 - School Concurrency Proportionate Share Mitigation (PSM) Agreement between the Clay County School Board, Clay County, Lori A. Bowden, and LJB Land, LLC

Description

In October of 2023, representatives from LJB Land, LLC contacted the Clay County School Board's Planning department seeking approval to develop 250 single family attached homes on a 15.591 acre tract of land in unincorporated Clay County, Florida (Lake Asbury area): 3018 Russell Rd., Green Cove Springs, FL, 250 single-family attached residential lots. It was determined "inadequate capacity (student stations) at Lake Asbury Elementary School and contiguous elementary schools" specifically, 64 elementary school student stations.

In accordance with the Clay County Interlocal Agreement for Coordinated Planning (CCIA), to mitigate the deficiency, a PSM Agreement may be entered into between the School Board and the Developer. Negotiations between the School Board's Planning department and LJB Land, LLC in accordance with CCIA's calculation methodology, resulted in a mutually agreeable resolution. The sum of \$2,182,508.16 would be paid to the School Board's impact fee account to mitigate the capacity deficit. In return, the School District would ensure sufficient capacity to accommodate the elementary school students generated by the project.

Gap Analysis

No action would result in a School Board Concurrency Reservation Denial Letter (SCDL). In effect, The Clay County Board of County Commissioners would deny approval of the LJB Land, LLC, 3018 Russell Road, Green Cove Springs, FL development.

Previous Outcomes

The School Board approved previous PSM Agreements in the past.

Expected Outcomes

It is expected the School Board will approve the PSM Agreement and forward it to the Clay County Board of County Commissioners for their approval.

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 Clay County School Board, Clay County, LJB Land, LLC and Lori A. Bowden PSM Agreement.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904)336-6853, bryce.ellis@myoneclay.net,
Michael Kemp, Director of Facility Planning & Construction, (904)336-6824, michael.kemp@myoneclay.net,
Lance Addison, Coordinator of Planning and Intergovernmental Affairs, (904)336-6852, lance.addison@myoneclay.net

Financial Impact

Payment of \$2,182,508.16 from LJB Land, LLC to the School Board for projected growth impact to the Clay County area school (impact fee account).

Review Comments

Attachments

☉ [Proportionate Share Mitigation Agreement - Russell Road Development 12.7.23.pdf](#)

Contract # 240077
 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: 10/25/2023

Name of Contract Initiator: Lance Addison

Telephone #: 66852

School/Dept Submitting Contract: Operations

Cost Center # 9023

Vendor Name: Lori J. Bowden, LJB LLC (Property Owner)

Contract Title: Russell Rd. Development Proportionate Share Mitigation Agreement

Contract Type: New Renewal Amendment Extension Previous Year Contract #

Contract Term: one time

Renewal Option(s):

Contract Cost: N/a

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)

RECEIVED
OCT 25 2023
PURCHASING

RECEIVED
10/26/23
SBAO

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date <u>10/26/23</u> <i>BFB</i>	_____ _____ _____
School Board Attorney Review Date <u>10/27/23</u> <i>FB</i>	<u><i>[Signature]</i></u> _____ _____
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	<input checked="" type="checkbox"/> APPROVED <i>[Signature]</i> DATE: <u>10/30/23</u>

**CLAY COUNTY PUBLIC SCHOOL
CONCURRENCY PROPORTIONATE SHARE
MITIGATION AGREEMENT**

THIS SCHOOL CONCURRENCY PROPORTIONATE SHARE MITIGATION DEVELOPMENT AGREEMENT (“Agreement”) is made by and between **CLAY COUNTY, FLORIDA, a political subdivision of the State of Florida** (hereinafter referred to as “County”), whose address is 477 Houston Street, Green Cove Springs, Florida, 32043; **THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, a body corporate and political subdivision of the State of Florida** (hereinafter referred to as “School Board”), whose address is 900 Walnut Street, Green Cove Springs, Florida, 32043; **LORI A. BOWDEN, an individual person** (hereinafter referred to as “Bowden”), whose address is 52 Tuscan Way, Suite 202-166, St. Augustine, FL 32092; and **LJB LAND, LLC, a Florida limited liability company** (hereinafter referred to as “LJB”), whose address is 52 Tuscan Way, Suite 202-166, St. Augustine, FL 32092 (Bowden and LJB hereinafter are collectively referred to as “Bowden/LJB”); all hereinafter collectively referred to as the “Parties”.

RECITALS

WHEREAS, Bowden is the fee simple owner of that certain tract of land (Folio # 39-05-25-010097-007-00) located in Clay County, Florida, being approximately 20.00 acres, and LJB is the fee simple owner of that certain tract of land (Folio #39-05-25-010097-007-01) located in Clay County, Florida, being approximately 15.591 acres, and each tract being more particularly described on Exhibits “A-1” and “A-2,” respectively, attached hereto and incorporated herein (hereinafter the tracts are collectively referred to as “the Property”); and

WHEREAS, the address of the Property is 3018 Russell Road, Green Cove Springs FL 32043; and

WHEREAS, Bowden/LJB has applied for a School Concurrency Reservation Certificate, submitted to the County on September 8, 2023, seeking approval to develop up to 250 single family attached homes on the Property, which application is entitled Russell Road Residential, School CONAGREEMENT 2023000007 (the “Development Proposal”); and

WHEREAS, the County has enacted its Clay County Public School Concurrency Management Ordinance, which is codified in Article XI of the Clay County Land Development Regulations (the Public School Concurrency Management Ordinance); and

WHEREAS, the primary purpose of the Public School Concurrency Management Ordinance is to ensure that public schools needed to support new residential development within the County will meet Level of Service Standards, as defined therein; and

WHEREAS, the School Board staff has reviewed the Development Proposal and has determined that the Development Proposal meets the Level of Service Standards as to middle school and high school capacity but fails to meet the Level of Service Standard as to elementary school capacity—specifically, the Development Proposal generates 64 elementary school students which, after the consideration of applicable factors, exceeds by 64 elementary school students the capacity in the Lake Asbury Elementary School Concurrency Service Area, in which the Property is located; and

WHEREAS, Section 163.3180(6), Florida Statutes, recognizes that school concurrency for a development is satisfied if the developer executes a legally binding commitment to provide mitigation proportionate to the demand to be generated for public school facilities, which mitigation may be in the form of a monetary payment of Proportionate Share Mitigation, as defined

in and calculated pursuant to the applicable formula in the Public School Concurrency Management Ordinance; and

WHEREAS, the Parties agree that payment of Proportionate Share Mitigation for the Development Proposal in the amount of \$2,182,508.16, or \$8,730 per dwelling unit, shall provide mitigation proportionate to the demand for public school facilities to be created by the Development Proposal and shall result in a reservation of capacity for the Development Proposal for 64 elementary school students in the School Concurrency Service Area for Lake Asbury Elementary School; and

NOW, THEREFORE, in consideration of the foregoing described Proportionate Share Mitigation, the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto, intending to be legally bound, hereby agree as follows:

1. **INCORPORATION OF RECITALS.** The foregoing recitals are true and correct and are hereby incorporated into this Agreement by this reference as if fully set forth herein.
2. **DEFINITION OF MATERIAL TERMS.** Any terms that are not defined herein are defined as set forth in the Public School Concurrency Management Ordinance.
3. **LEGALLY BINDING COMMITMENT.** The Parties agree that this Agreement constitutes a legally binding commitment by Bowden/LJB, jointly and severally, and any assignees pursuant to Section 19 below, to provide Proportionate Share Mitigation as described below for the residential dwelling units in the Development Proposal.
4. **PROPORTIONATE SHARE MITIGATION.** The Parties agree that the payment of Proportionate Share Mitigation in the total amount of \$2,182,508.16 for the Development Proposal, or \$8,730 per dwelling unit, is an appropriate Proportionate Share

Mitigation option for the Development Proposal and is necessary to maintain the Level of Service Standard for school capacity in the affected Concurrency Service Area and/or Contiguous Concurrency Service Areas. Bowden/LJB, and their assignees pursuant to Section 19 below, shall pay to the School Board the Proportionate Share Mitigation in the form of a monetary contribution. Payment of the Proportionate Share Mitigation for each phase of residential development is due on a per-unit basis (\$8,730 per unit) for the number of single family residential lots shown on the approved final plat prior to the recording of the final plat for each applicable phase of the Development Proposal. The Proportionate Share Mitigation is at least proportionate to the demand for Public School Facilities to be created by the additional or new residential units in the Development Proposal for which there is no Available School Capacity.

5. **SATISFACTION OF SCHOOL CONCURRENCY.** Upon final execution of this Agreement, the School Board shall issue a Finding of Available School Capacity for the Development Proposal of 250 attached single family dwelling units. Consistent with Section 163.3180(6)(h)2.c, Florida Statutes, the School Board shall direct such Proportionate Share Mitigation toward a school capacity improvement listed in a financially feasible 5-year district Educational Facilities Plan (EFP) that satisfies the demands created by the Development Proposal for which such Proportionate Share Mitigation was paid.

6. **PAYMENT OF SCHOOL IMPACT FEES.** Bowden/LJB, or their assignees pursuant to Section 19 below, shall pay school impact fees pursuant to the then-applicable School Impact Fee Ordinance as and when the fees become due under such ordinance and in the amounts as are established from time to time for new residential development in Clay County.

7. **SCHOOL IMPACT FEE CREDIT.** In accordance with Section 163.3180(6)(h)2.b, Florida Statutes, and Section 20.11-9(e), Public School Concurrency

Management Ordinance, the Parties agree that the County and the School Board shall provide school impact fee credit equal to the dollar value of the Proportionate Share Mitigation payment (“School Impact Fee Credit” or “Credit”). The Credit must be applied against the total school impact fee assessed and not on the impact fee for any particular type of school. LJB may assign School Impact Fee Credit (or entitlement to School Impact Fee Credit) to assignee(s) pursuant to Section 19 below.

The Proportionate Share Mitigation shall be paid prior to recording of the final plat for which the Proportionate Share Mitigation is due. Upon payment of all or a portion of the Proportionate Share Mitigation due to the School Board as provided in Section 4 above, the School Board shall issue to Bowden/LJB, or their assignees pursuant to Section 19 below, a written School Impact Credit Ledger confirming: payment of and the dollar amount of the Proportionate Share Mitigation paid; the date of payment; the identity of the paying party; and the name/description of the subdivision final plat and the number of dwelling units therein for which the Proportionate Share Mitigation is being paid (collectively the “School Impact Fee Credit Ledger”). The School Board shall maintain in its records a copy of each School Impact Fee Credit Ledger issued. Bowden/LJB or their assignees also shall submit such a copy of the School Impact Fee Credit Ledger to the County’s Impact Fee Coordinator.

At the time of a payment of school impact fees due for a dwelling unit (or payment of school impact fees for multiple dwelling units) within a final plat of the subdivision for which there is a School Impact Fee Credit Ledger, Bowden/LJB or its assignees shall present a School Impact Fee Credit Voucher to the County’s Impact Fee Coordinator, which will reduce the then-applicable school impact fee due for each dwelling unit by \$8,730. Both the School Board and County Impact Coordinator shall deduct the amount of the School Impact Fee Credit Voucher

presented from the Impact Fee Credit Ledger for the subdivision and maintain on-going records of the remaining balance available on the Impact Fee Credit Ledger for the subdivision. By way of example, if an assignee pays \$837,000 in Proportionate Share Mitigation for a final plat of 100 dwelling units, then thereafter when the payment of a school impact fee is due for each dwelling unit within the final plat, the Impact Fee Coordinator shall deduct \$8,370 from the total school impact fee due for that dwelling unit with respect to that plat.

8. **EFFECTIVE DATE.** This Agreement shall become effective on the date it is recorded in the Public Records of Clay County, Florida (the “Effective Date”).

9. **TERM.** This Agreement shall have an initial term of twenty (20) years from the date of its full execution. However, pursuant to Section 163.3180(13)(e)1, Florida Statutes, and in consideration of the Proportionate Share Mitigation, the Parties agree to a continuing renewal of this Agreement following completion of the initial term until the Parties have completed performance of all obligations herein.

10. **LOCAL AND STATUTORY REQUIREMENTS.** It is the intent of the parties that this Agreement be recognized as an action of the School Board and the County under Section 163.3180(6)(h)2, Florida Statutes, Article XI, Section 20.11-9, Clay County Land Development Regulations, Clay County’s home rule powers, and any other authority held by the School Board and the County to enter into such agreement. The proposed development contemplated by this Agreement is consistent with the Clay County Comprehensive Plan. This Agreement is also consistent with the applicable County Land Development Regulations.

11. **NOTICES.** Whenever any of the Parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it is

changed by written notice in compliance with the provisions of this paragraph. Until otherwise designated by amendment to this Agreement, the Parties designate the following as the respective places for giving notice:

FOR COUNTY:

Clay County Board of County
Commissioners
477 Houston Street
Green Cove Springs, Florida 32043

With copy to:

County Attorney
PO Box 1366
Green Cove Springs, Florida 32043

FOR BOWDEN:

Lori Bowden
52 Tuscan Way
Suite 202-166
St. Augustine, FL 32092

With copy to:

T.R. Hainline, Esq.
Rogers Towers, P.A.
1301 Riverplace Blvd., Suite 1500
Jacksonville, Florida 32207

FOR SCHOOL DISTRICT:

School Board of Clay County, Florida
Attention: Superintendent of Schools
900 Walnut Street
Green Cove Springs, Florida 32043

With copy to:

Attorney for the School Board
School Board of Clay County, Florida
900 Walnut Street
Green Cove Springs, Florida 32043

FOR LJB:

LJB L and, LLC
c/o Lori Bowden
52 Tuscan Way
Suite 202-166
St. Augustine, FL 32092

12. **RELEASE.** When all of Bowden/LJB's obligations set forth herein are fully paid and performed, the School Board shall release Bowden/LJB from this Agreement, and when all of the County's and School Board's obligations as set forth herein are fully performed, Bowden/LJB shall release the School Board and the County from any and all future claims, costs or liabilities arising out of the provision of Proportionate Share Mitigation in accordance with this Agreement.

These releases shall be recorded in the Official Records of Clay County, Florida, evidencing such performance.

13. **VENUE; CHOICE OF LAW.** Any controversies or legal issues arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be submitted to the jurisdiction of the State Court of the Fourth Judicial Circuit, in and for Clay County, Florida, the venue situs, and shall be governed by the laws of the State of Florida.

14. **CAPTIONS AND PARAGRAPH HEADINGS.** Captions and paragraph headings contained in this Agreement are for convenience and reference only. They in no way define, describe, extend or limit the scope of intent of this Agreement.

15. **NO WAIVER.** No waiver of any provision of this Agreement shall be effective unless it is in writing and signed by the party against whom it is asserted. Any such written waiver shall only be applicable to the specific instance to which it relates and shall not be deemed to be a continuing or future waiver.

16. **EXHIBITS.** All exhibits attached hereto contain additional terms of this Agreement and are incorporated herein by reference.

17. **FURTHER ASSURANCES.** The Parties hereby agree to execute, acknowledge and deliver and cause to be done, executed, acknowledged and delivered all further assurances and to perform such acts as shall reasonably be requested of them in order to carry out this Agreement.

18. **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 all the Parties to this Agreement.

19. **ASSIGNMENT.** Bowden/LJB may assign any or all of their obligations and rights under this Agreement, including the obligation to pay Proportionate Share Mitigation or entitlement to school impact fee credits provided in Section 7 above, to one or more third party purchasers of fee simple title to all or any part of the Property. In the event of such assignment, the term “Bowden/LJB” in this Agreement shall refer to such assignees(s). A notice of such assignment, identifying the assignee(s) and containing an acknowledgement by the assignee(s) of its assumption of any obligations and rights assigned to it by Bowden/LJB under this Agreement, shall be provided to the School Board and the County and may be recorded in the public records of the County. Any assignment of the obligation to pay Proportionate Share Mitigation shall automatically constitute a release of Bowden/LJB as to the amount of the Proportionate Share Mitigation specified in the assignment. By such assignment, the assignee shall be bound to pay the Proportionate Share Mitigation specified in the assignment and due under this Agreement and, upon payment by the assignee, shall be entitled to the school impact fee credit provided in Section 7 above. Any assignment of entitlement to school impact fee credits may be used by the assignee as provided in Section 7 above. The Parties hereto agree to furnish each other any additional documentation upon reasonable request providing the development status of dwelling units approved under this Agreement and the status of mitigation that has been provided, including the number of dwelling units which have been mitigated for through payments. Upon the date of any assignment of all obligations and rights under this Agreement and providing notice of such assignment to the County, the original contracting parties to this Agreement, Bowden and LJB, shall have no further obligations or rights under this Agreement.

20. **COUNTERPARTS.** This Agreement may be executed in three (3) counterparts, each of which may be deemed to be an original.

21. **RECORDING OF THIS AGREEMENT.** The School Board agrees to record this Agreement in the Clay County Public Records within fourteen (14) days after execution.

22. **MERGER CLAUSE.** This Agreement sets forth the entire agreement among the Parties, and it supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, among the Parties.

23. **SEVERABILITY.** If any provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, the invalid or unenforceable provision will be stricken from the Agreement, and the balance of the Agreement will remain in full force and effect as long as doing so would not affect the overall purpose or intent of the Agreement.

IN WITNESS WHEREOF, the Parties have made and executed this Agreement on the respective dates under each signature:

Clay County, Florida, through its Clay County Board of County Commissioners, signing by and through its Chair, authorized to execute same by the Board of County Commissioners' action on this ____ day of _____, 2023.

The School Board of Clay County, Florida, signing by and through its Chair, authorized to execute same by Board action on this ____ day of _____, 2023.

Lori A. Bowden, signing as an individual person, on this ____ day of _____, 2023.

LJB Land, LLC, signing by and through its Manager, duly authorized to execute same, on this ____ day of _____, 2023.

CLAY COUNTY, FLORIDA

CLAY COUNTY BOARD OF COUNTY
COMMISSIONERS

By: _____
Its Chairperson

Witness

Witness

ATTEST:

Tara S. Green
Clay County Clerk of Court and Comptroller
Ex Officio Clerk to the Board

Dated this ____ day of _____, 2023.

* * * * *

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

**SCHOOL BOARD OF CLAY COUNTY,
FLORIDA**

By: _____
Its Chairperson

_____ Witness

_____ Witness

ATTEST:

APPROVED AS TO FORM:

David Broskie
Superintendent of Schools

By: J. Bruce Bickner
Attorney for School Board

Dated this ____ day of _____, 2023.

DRAFT

BOWDEN

LORI A. BOWDEN, an individual person

Lori A. Bowden

Witness

Witness

Dated this ____ day of _____,
2023.

STATE OF FLORIDA

COUNTY OF _____

Before me, the undersigned authority, personally appeared Lori A. Bowden in her individual capacity, who acknowledged that she signed the foregoing Clay County Public School Concurrence Proportionate Share Mitigation Development Agreement as her free and voluntary act.

WITNESS my hand and official seal this ____ day of _____, 2023,
at _____, _____ County, Florida.

NOTARY PUBLIC, STATE OF FLORIDA

(Official Seal)

Print name: _____
Commission No: _____
Commission Expires: _____

____ personally known
____ produced identification
type: _____

LJB

LJB Land, LLC, a Florida limited liability company

By: Lori J. Bowden
Its Manager

Witness

Dated this ____ day of _____, 2023.

Witness

STATE OF FLORIDA

COUNTY OF _____

Before me, the undersigned authority, personally appeared Lori J. Bowden in her capacity as Manager of LJB Land, LLC, a Florida limited liability company, who acknowledged that she signed the foregoing Clay County Public School Concurrency Proportionate Share Mitigation Development Agreement on behalf of said company as her free and voluntary act.

WITNESS my hand and official seal this ____ day of _____, 2023,
at _____, _____ County, Florida.

NOTARY PUBLIC, STATE OF FLORIDA

(Official Seal)

Print name: _____
Commission No: _____
Commission Expires: _____

____ personally known
____ produced identification
type: _____

Exhibit "A-1"
Legal Description

A PARCEL OF LAND CONSISTING OF A PORTION OF BLOCKS 15 & 20, FLORIDA FARMERS LAND COMPANY'S SUBDIVISION, ACCORDING TO PLAT BOOK 1, PAGE 49, OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA; TOGETHER WITH THAT PORTION OF ALL PLATTED ROADS LYING BETWEEN OR ADJACENT TO THE AFORESAID BLOCKS (SAID PORTION OF PLATTED ROADS VACATED AND ABANDONED ACCORDING TO OFFICIAL RECORDS BOOK 1633, PAGE 1483, OF SAID PUBLIC RECORDS); SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE MOST NORTHERLY CORNER OF LOT 9, BLOCK 19, SAID FLORIDA FARMERS LAND COMPANY'S SUBDIVISION; THENCE ON A NORTHWESTERLY PROJECTION OF THE NORTHEASTERLY LINE OF SAID LOT 9 RUN NORTH 42 DEGREES 35 MINUTES 40 SECONDS WEST 1714.42 FEET; THENCE NORTH 47 DEGREES 27 MINUTES 41 SECONDS EAST 1349.78 FEET TO THE MOST WESTERLY CORNER OF LOT 2, SAID BLOCK 15; THENCE ON THE SOUTHWESTERLY LINE THEREOF SOUTH 42 DEGREES 37 MINUTES 03 SECONDS EAST 362.61 FEET TO THE MOST SOUTHERLY CORNER THEREOF; THENCE ON THE SOUTHEASTERLY LINE THEREOF NORTH 47 DEGREES 27 MINUTES 28 SECONDS EAST 608.58 FEET TO THE SOUTHWESTERLY LINE OF COUNTY ROAD C-209; THENCE ON LAST SAID LINE RUN THE FOLLOWING 2 COURSES: 1) SOUTH 42 DEGREES 52 MINUTES 31 SECONDS EAST 358.60 FEET TO THE POINT OF BEGINNING; 2) SOUTH 42 DEGREES 52 MINUTES 31 SECONDS EAST 684.81 FEET; THENCE SOUTH 47 DEGREES 27 MINUTES 12 SECONDS WEST 1273.80 FEET; THENCE NORTH 42 DEGREES 36 MINUTES 20 SECONDS WEST 684.80 FEET; THENCE NORTH 47 DEGREES 27 MINUTES 12 SECONDS EAST 1270.58 FEET TO THE POINT OF BEGINNING, BEING 20.00 ACRES, MORE OR LESS, IN AREA.

Exhibit "A-2"
Legal Description

A PARCEL OF LAND CONSISTING OF A PORTION OF BLOCK 15, FLORIDA FARMERS LAND COMPANY'S SUBDIVISION, ACCORDING TO PLAT BOOK 1, PAGE 49, OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA; TOGETHER WITH A PORTION OF THAT CERTAIN PLATTED ROAD LYING ADJACENT TO THE AFORESAID BLOCK (SAID PORTION OF PLATTED ROAD VACATED AND ABANDONED ACCORDING TO OFFICIAL RECORDS BOOK 1633, PAGE 1483, OF SAID PUBLIC RECORDS); SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE MOST NORTHERLY CORNER OF LOT 9, BLOCK 19, SAID FLORIDA FARMERS LAND COMPANY'S SUBDIVISION; THENCE ON A NORTHWESTERLY PROJECTION OF THE NORTHEASTERLY LINE OF SAID LOT 9 RUN NORTH 42 DEGREES 35 MINUTES 40 SECONDS WEST 1714.42 FEET; THENCE NORTH 47 DEGREES 27 MINUTES 41 SECONDS EAST 689.54 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 47 DEGREES 27 MINUTES 41 SECONDS EAST 660.24 FEET TO THE MOST WESTERLY CORNER OF LOT 2, SAID BLOCK 15; THENCE ON THE SOUTHWESTERLY LINE THEREOF SOUTH 42 DEGREES 37 MINUTES 03 SECONDS EAST 382.81 FEET TO THE MOST SOUTHERLY CORNER THEREOF; THENCE ON THE SOUTHEASTERLY LINE THEREOF NORTH 47 DEGREES 27 MINUTES 28 SECONDS EAST 608.58 FEET TO THE SOUTHWESTERLY LINE OF COUNTY ROAD C-209; THENCE ON LAST SAID LINE SOUTH 42 DEGREES 52 MINUTES 31 SECONDS EAST 358.80 FEET; THENCE SOUTH 47 DEGREES 27 MINUTES 12 SECONDS WEST 1270.58 FEET; THENCE NORTH 42 DEGREES 36 MINUTES 20 SECONDS WEST 721.34 FEET TO THE POINT OF BEGINNING, BEING 15.951 ACRES, MORE OR LESS, IN AREA.

December 7, 2023 - Regular School Board Meeting

Title

C13 - Change Order #1 for Orange Park Junior High School RTU Replacement Buildings 1, 2, 3, & 4

Description

Change Order 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 and staff prior to submission to the School Board for approval. This change order is for rental of megadeck mats and forklift for crane due to wet site conditions.

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

Dr. Michael Kemp, Director of Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

Financial Impact

This change order will increase the contract amount by \$8,688.20. These funds are available and budgeted in the Educational Facilities Work plan.

Review Comments

Attachments

[☉ Change Order #1 OPJ RTU Replacement Buildings 1, 2, 3, & 4.pdf](#)

SCHOOL DISTRICT OF CLAY COUNTY

CHANGE ORDER NO. 1

SDCC PROJECT NAME: Orange Park Junior High School RTU Replacement Buildings 1, 2, 3, & 4

SDCC PROJECT NO: C-25-22/23

The Owner authorized the Contractor to make the following change(s) in the contract dated December 8, 2022.

ORIGINAL CONTRACT AMOUNT: \$735,026.00
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$0.00

Change(s) and reason(s) for this Change Order: Rental of megadeck mats and forklift for crane due to wet site conditions. (see attached)

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Final Completion date is November 10, 2023.

For these changes: Add to Deduct from the Contract in accordance with the conditions of the Contract the sum of: Eight thousand six hundred eighty-eight and 20/100 dollars.

CURRENT CONTRACT AMOUNT:	<u>\$735,026.00</u>
ADDITION TO CONTRACT:	<u>\$8,688.20</u>
DEDUCTION TO CONTRACT:	<u>\$0.00</u>
REVISED CONTRACT AMOUNT:	<u>\$743,714.20</u>

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: _____
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: 12/7/2023
Contractor

Signature: [Signature] Date: 12/7/2023
SDCC Project Manager

APPROVED: Signature: _____ Date: 12/7/2023
School Board Chairman

MIS15010
EFF 7/10/08

**SCHOOL DISTRICT OF CLAY COUNTY
CHANGE ORDER #1**

**SDCC PROJECT NAME: Orange Park Junior High School RTU Replacement
Buildings 1, 2, 3, & 4**

SDCC PROJECT NUMBER: C-25-22/23

ADDITIONAL INFORMATION

1. Rental of megadeck mats and forklift. \$8,688.20

TOTAL CHANGE ORDER AMOUNT \$8,688.20

No additional days to the Contract.

DRAFT

December 7, 2023 - Regular School Board Meeting

Title

C14 - Prequalification of Contractors

Description

Section 1013.46 of Florida Statutes requires School Boards to pre-qualify contractors prior to their being able to bid on construction projects for the district. The rules for pre-qualification 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 pre-qualification status. Per Florida Statutes, only those contractors currently pre-qualified at the time of bidding may bid on a School Board construction project.

Gap Analysis

Contractor Pre-Qualification is an annual requirement.

Previous Outcomes

CCDS complies with contractor pre-qualification 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 pre-qualification 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 Pre-qualification list.

Contact

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

Dr. Michael Kemp, Director of Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

Financial Impact

None.

Review Comments

Attachments

📎 [Table for Board Backup Contractor Prequal, 12.7.23.pdf](#)

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 Michael Kemp, 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
Mechanical Services of Central Florida, Inc., dba Certified Control Systems	Building and Mechanical Contractor	\$50,000,000.00	December 31, 2024
Kim's Electric, Inc.	Electrical Contractor	\$3,000,000.00	December 31, 2024
Scherer Construction of North Florida, LLC	General, Roofing, and Underground Utility & Excavation Contractor	\$50,000,000.00	December 31, 2024

DRAFT

December 7, 2023 - Regular School Board Meeting

Title

C15 - Change Order #2 for Bannerman Learning Center Parking Lot Renovations/Security Lighting 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 sixty-eight (68) days to be added to the contract due to repaving of parking areas.

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

Dr. Michael Kemp, Director of Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

Financial Impact

If approved, this Change Order will not increase the contract amount. The Substantial Completion date will now be December 13, 2023. Final Completion date is December 28, 2023. Architect fees will not increase as a result of this change order.

Review Comments

Attachments

[Change Order #2 BLC Parking Lot Renovations.pdf](#)



AIA Document G701® – 2017

Change Order

PROJECT: (Name and address)
Bannerman Learning Center Parking Improvements; Project Number C-74-21/22
608 Mill Street
Green Cove Springs Florida 32043

CONTRACT INFORMATION:
Contract For: Clay County District Schools

CHANGE ORDER INFORMATION:
Change Order Number: 002

Date: 3/17/23

Date: 12/7/23

OWNER: (Name and address)
Clay County School Board
900 Walnut Street
Green Cove Springs Fl 32043

ARCHITECT: (Name and address)
Tocoi Engineering LLC.
714 North Orange Ave
Green Cove Springs Fl 32043

CONTRACTOR: (Name and address)
D.E. Scorpio Corp., d.b.a Scorpio
3911 West Newberry Road
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.)

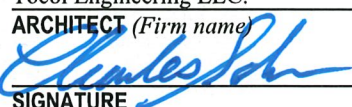
Time extension for repaving of parking areas.

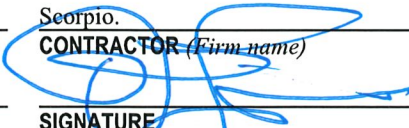
The original Contract Sum was	\$	679,007.00
The net change by previously authorized Change Orders	\$	126,802.41
The Contract Sum prior to this Change Order was	\$	805,809.41
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	805,809.41

The Contract Time will be increased by Sixty (68) days.
The new date of Substantial Completion will be December 13, 2023

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.

Tocoi Engineering LLC.
ARCHITECT (Firm name)

SIGNATURE
Charles Sohm, P.E.
PRINTED NAME AND TITLE
12/7/23
DATE

Scorpio.
CONTRACTOR (Firm name)

SIGNATURE
Domenic Scorpio, President
PRINTED NAME AND TITLE
12/7/23
DATE

School Board of Clay County
OWNER (Firm name)
SIGNATURE
Ashley Gilhousen, Board Chair
PRINTED NAME AND TITLE
12/7/23
DATE

December 7, 2023 - Regular School Board Meeting

Title

C16 - Substantial and Final Completion of Orange Park High School Stadium Repair/Replacement

Description

Establish a Substantial and 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 Substantial Completion on August 16, 2023, 2023 and Final Completion on November 9, 2023 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 Substantial and Final Completion.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net,
Michael Kemp, Director of Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

Financial Impact

None.

Review Comments

Attachments

- 🔗 [Substantial Completion OPH Stadium Repair.Replacement.pdf](#)
- 🔗 [Final Completion OPH Stadium Repair.Replacement.pdf](#)

Clay County District Schools Certificate of Substantial Completion

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

Project Title: Stadium Repair/Replacement

School: Orange Park High School

SDCC Project Number: C-6-21/22

OEF Project Number: N/A

Project Architect: Kasper

Project Contractor: Thomas May

Date of Substantial Completion: 8/16/2023




Signature: Contractor

Date: 8/16/23



Signature: Architect/Engineer

Date: 8/17/2023



Signature: Project Manager

Date: 8/16/2023



Signature: Code Enforcement

Date: 8/16/23

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: Stadium Repair/Replacement

School: Orange Park High School

SDCC Project Number: C-6-21/22

OEF Project Number: N/A


Project Architect: Kasper

Project Contractor: Thomas May

Date of Final Completion: 11/9/2023


Signature: Contractor Date: 11/9/23


Signature: Architect/Engineer Date: 11/9/2023


Signature: Project Manager Date: 11/9/2023


Signature: Code Enforcement Date: 11/9/23

December 7, 2023 - Regular School Board Meeting

Title

C17 - Change Order #1 for Fleming Island High School Batting Practice Building and Erosion Control

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 and staff prior to submission to the School Board for approval. This change order is for changed site conditions due to unforeseen circumstances that resulted in the need to relocate an irrigation line, associated irrigation valve control box with line as well as a low voltage electrical line supplying the scoreboards at the softball and baseball fields from under the concrete slab to a more accessible location.

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,
Michael Kemp, Director of Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

Financial Impact

This change order will increase the contract amount by \$17,434.00. Architect fees, contracted at 8.5%, will increase by \$1,481.89 as a result of this change order. These funds are available and budgeted in the Educational Facilities Work Plan.

Review Comments

Attachments

☉ [CO 1 FIH Batting Practice Bldg & Erosion Control.pdf](#)



AIA[®]

Document G701[®] – 2017

Change Order

PROJECT: (Name and address)
Erosion Control/Stormwater Repair and
Replace Batting Practice Building
Fleming Island High School,
2233 Village Square Parkway
Orange Park, FL 32003

CONTRACT INFORMATION:
Contract For: General Construction

Date: 08/03/2023

CHANGE ORDER INFORMATION:
Change Order Number: 001

Date: 12/07/2023

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)
Gary S Bailey Inc.
5201 C.R. 218
Middleburg, FL 32068
Tel: 904-291-2291

THE CONTRACT IS CHANGED AS FOLLOWS:

This change order is for changed site conditions due to unforeseen circumstances that resulted in the need to relocate an irrigation line, associated irrigation valve control box with line as well as a low voltage electrical line supplying the scoreboards at the softball and baseball fields from under the concrete slab to a more accessible location.

The original Contract Sum was	\$ 758,200.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 758,200.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 17,434.00
The new Contract Sum including this Change Order will be	\$ 775,634.00

The Contract Time will be increased by fourteen (14) days.
The new date of Substantial Completion will be 2/14/2024

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.

Bhide & Hall Architects, P.A.
ARCHITECT (Firm name)

SIGNATURE

David S Shively, Architect
PRINTED NAME AND TITLE

11/09/2023
DATE

Gary S Bailey Inc.
CONTRACTOR (Firm name)

SIGNATURE

Gary S Bailey, President
PRINTED NAME AND TITLE

11-09-2023
DATE

School Board of Clay County
OWNER (Firm name)

SIGNATURE

Ashley Gilhousen, Board Chair
PRINTED NAME AND TITLE

DATE

**SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER # 01**

SBCC PROJECT NAME: Fleming Island High School Batting Practice Building and Erosion Control

SBCC PROJECT NUMBER: C-18-21/22

ADDITIONAL INFORMATION:

- Materials and labor needed for changed site conditions due to unforeseen circumstances that resulted in the need to relocate an irrigation line, associated irrigation valve control box with line as well as a low voltage electrical line supplying the scoreboards at the softball and baseball fields from under the concrete slab to a more accessible location.

\$ 17,434.00

TOTAL CHANGE ORDER AMOUNT:

\$ 17,434.00

14 additional calendar days due to additional labor and materials needed to achieve substantial completion will be required for this change order. Substantial Completion date will be February 14, 2024. Final Completion date will be March 15, 2024.

December 7, 2023 - Regular School Board Meeting

Title

C18 - Change Order #4 for Keystone Heights Elementary School New Cafeteria/Classrooms

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 building 9 fire sprinkler system and addition of a new fire hydrant. Building 2 modifications, upgrades to kitchen equipment, relocating memorial and additional site work.

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 #4.

Contact

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

Dr. Michael Kemp, Director of Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

Financial Impact

This Change Order will increase the contract amount by \$652,509.31. Architect fees contracted at 7.31% will increase by \$47,698.43 as a result of this Change Order. These funds are available and budgeted in the Educational Facilities Work Plan.

Review Comments

Attachments

[☞ Change Order #4 KHE New Cafeteria Classrooms.pdf](#)



AIA®

Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
 Keystone Heights Elementary School
 New Cafetorium and Classroom/Media
 Renovations
 335 SW Pecan Street
 Keystone Heights Fl 32656

CONTRACT INFORMATION:
 Contract For: Clay County District
 Schools
 Date: 8/4/22

CHANGE ORDER INFORMATION:
 Change Order Number: 004
 Date: 12/7/23

OWNER: *(Name and address)*
 Clay County District Schools
 900 Walnut Street
 Green Cove Springs Fl 32043

ARCHITECT: *(Name and address)*
 Paul Stresing and Associate, Inc
 14617 Main Street
 Alachua Fl 326156

CONTRACTOR: *(Name and address)*
 D.E. Scorpio Corp., d.b.a Scorpio
 3911 West Newberry Road
 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.)

1. Building 9 Sprinkler System
2. Bldg 2 Modifications
3. Bldg 2 Structural Modifications
4. Added Security Fencing and Gates
5. Upgrades to Kitchen Equipment
6. Memorial Relocation
7. Exterior Modifications

The original Contract Sum was	\$ 21,108,760.00
The net change by previously authorized Change Orders	\$ -4,452,254.67
The Contract Sum prior to this Change Order was	\$ 16,656,505.33
The Contract Sum will be increased by this Change Order in the amount of	\$ 652,509.31
The new Contract Sum including this Change Order will be	\$ 17,309,014.64

The Contract Time will be unchanged by zero (0) days.
 The new date of Substantial Completion will be Jan 31, 2024

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.

Paul Stresing and Associate, Inc
 ARCHITECT *(Firm name)*

Scorpio.
 CONTRACTOR *(Firm name)*

School Board of Clay County
 OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

Paul Stresing, Architect
 PRINTED NAME AND TITLE

Domenic Scorpio, President
 PRINTED NAME AND TITLE

Ashley Gilhousen, Board Chair
 PRINTED NAME AND TITLE

12/7/23
 DATE

12/7/23
 DATE

12/7/23
 DATE

**SCHOOL DISTRICT OF CLAY COUNTY
CHANGE ORDER #4**

**SDCC PROJECT NAME: Keystone Heights Elementary School New
Cafeteria/Classrooms**

SDCC PROJECT NUMBER: C-14-21/22

ADDITIONAL INFORMATION

1. Building 9 sprinkler system.	\$299,750.23
2. Building 2 modifications.	\$96,214.14
3. Building 2 structural modifications.	\$49,479.00
4. Added security fencing and gates.	\$45,947.03
5. Upgrades to kitchen equipment.	\$89,911.12
6. Memorial relocation.	\$44,495.99
7. Exterior modifications.	\$26,711.80

TOTAL CHANGE ORDER AMOUNT \$652,509.31

No additional days to the Contract.