School Board of Clay County

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

June 26, 2025 - Regular School Board Meeting

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

Student Showcase (None)

Invocation (Pastor Todd Bussey, Christ's Church)

Pledge of Allegiance

Call to Order

Recognitions and Awards

1. Recognize 2024-2025 Retirees

Presenters

School Showcase (None)

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

Discussion Agenda

Human Resources

2. D1 - Human Resources Special Action A

3. D2 - Human Resources Special Action B

Consent Agenda

Superintendent

4. C1 - Minutes of School Board Workshop on May 27, 2025; Student Hearings and Regular Meeting on June 5, 2025

- 2025 May 27 Workshop.pdf
- 2025 Jun 5 Student Hearings.pdf (Confidential)
- 2025 Jun 5 Regular Mtg.pdf

5. C2 - Payment of Annual Membership Dues for 2025-2026 to Florida Association of District School Superintendents

Information Technology Services

6. C3 - ENA\Zayo Contract Amendment

- 250164_ENA(ZAYO)_Contract_210096_&_230097_Amnd_2_DKC_6-3-25.pdf

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Human Resources

7. C4 - Personnel Consent Agenda

Job Descriptions - June 26, 2025.pdf

8. C5 - Complete Salary Schedule 2025-2026

Proposed 2025-2026 Salary Schedule (1).pdf

Instruction-Academic Services

9. C6 - School Board Approval of the 2025-2026 Comprehensive Evidence-Based Reading Plan (CERP)

Clay Comprehensive Evidence-Based Reading Plan 2025-2026 (1).pdf

10. C7 - 2025-2026 Dual Enrollment Articulation Agreement Between School Board of Clay County and St. Johns River State College (SJRSC)

SJRSC Dual Contract 250195 2025-2026.pdf

11. C8 - Interlocal Agreement Between The School Board of Clay County, Florida and Rolling Hills Community Development District Regarding Usage of District Recreational Facilities.

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

Instruction-Career and Technical Education

12. C9 - Agreement Between Clay County District Schools and Clay County Fire Rescue (CCFR)

250198 CCFR Adjunt Teacher 2526.pdf

Instruction-K-12 Academic

13. C10 - K-12 Academic Services Out of State and Overnight Student Travel

June 26 2025 Student Travel.pdf

14. C11 - Agreement between the School Board of Clay County and AMI Kids DBA AMIKids Clay County

AMI Kids 250201 2025-2026.pdf

15. C12 - 2025-2027 Dual Enrollment Articulation Agreement Between School Board of Clay County and Florida State College of Jacksonville

FSCJ Dual Enrollment 2025-2027 250197.pdf

16. C13 - Preferred Physical Therapy Contract

Preferred Physical Therapy 250200.pdf

Instruction-Reading/Library Media

17. C14 - Request for Review or Reconsideration of Library Materials Appeals

June 2025_Request for Review or Reconsideration of Library Materials Appeals List.pdf

Business Affairs

18. C15 - PowerSchool Contract Renewals

PowerSchool BusinessPlus.pdf

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PowerSchool Records Elevate Hire.pdf

Powerschool Predictive Enrollment Analytics.pdf

19. C16 - Proposed Allocation Changes for 2025-2026

06.26.25 - 25-26 Allocation Summary.pdf

Business Affairs-Accounting

20. C17 - Monthly Financial Reports May 2025

May Financials 6-5-25.pdf

Property Report May 2025.pdf

21. C18 - BUDGET AMENDMENT REPORT FOR May 31, 2025

May 2025 Budget Amendment Stmt.pdf

Business Affairs-Insurance

22. C19 - Approve the 2025-2026 District's Property/Casualty/Active Assailant Insurance renewal submitted by Arthur J. Gallagher & Co. (broker)

Clay County Schools Premium Summary.pdf

Clay County Schools Renewal Presentation FINAL.pdf

Business Affairs-Property

23. C20 - DELETION OF CERTAIN ITEMS REPORT June, 2025

DELETION ANALYSIS JUNE 2024- 2025.pdf

Deletion Report June 2025.pdf

Business Affairs-Purchasing

24. C21 - Contract Renewal – Benefitfocus Agreement for Web Based Enrollment and Eligibility Management System RFP # 18-BA-123

250177 Benefitfocus - Order Form for Renewals & New Retiree & incorporate HSA, FSA, DCA Order Form 6.9.2025.pdf

25. C22 - BID Award

26. C23 - BID Renewal

Operations

27. C24 - Transportation Bus Purchase Agreement

Bus Purchase Agreement.pdf

28. C25 - Interlocal Agreement between the School Board of Clay County, Florida; the Town of Orange Park and the Town of Orange Park Police Department

29. C26 - Interlocal Agreement between the School Board of Clay County, Florida; City of Green Cove Springs Florida; and Green Cove Springs Police Department

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30. C27 - Amendment to Clay County Agreement/Contract No. 2024/2025 - _____ Interlocal Agreement between the School Board of Clay County (SBCC), Florida; and the Board of County Commissioners (BCC) for Funding of School Resource Officers (July 1, 2024 - June 30, 2027)

Operations-Facilities

31. C28 - Resolution to Dispose of Relocatable Buildings at Oakleaf Junior High School

Resolution for Dispose of RelocatableBuilding at Oakleaf Junior High School.pdf

32. C29 - Prequalification of Contractors

Table for Board Backup Contractor Prequal, 6.26.2025

Adoption of Consent Agenda

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

CCEA Update (Victoria Kidwell)

CESPA Update (Lonnie Roberts)

Superintendent's Update and Presentations

School Board Attorney Remarks

School Board Member Remarks

Adjournment

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June 26, 2025 - Regular School Board Meeting

Title

Recognize 2024-2025 Retirees

Description

The Clay County School Board recognizes district employees who retired in the 2024-2025 school year by offering congratulations and expressing appreciation for their years of faithful service to the district.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

For recognition only.

Strategic Plan Goal

N/A

Recommendation

Recognition. No action required.

Contact

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

Financial Impact

NONE

Review Comments

Attachments

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June 26, 2025 - Regular School Board Meeting

Title

D1 - Human Resources Special Action A

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

Goal 2: Enact a highly effective recruitment and professional development plan along with opportunities for growth and career development to ensure all students have access to a world class education to become life-long learners for success in a global and competitive workplace and in acquiring applicable life skills.
Strategy 2.1.1 Develop strategic partnerships with organizations and universities to source new talent for a diverse workforce that is effective and highly-qualified for non-instructional, instructional, and administrative positions throughout CCDS.
Strategy 2.1.3 Expand involvement in community-sponsored career fairs, providing the opportunity to recruit a diverse population to the multiple career paths within CCDS.
Strategy 2.1.4 Continue to streamline the application and onboarding process to successfully engage and hire quality applicants.
Strategy 2.1.5 Collaborate to strengthen CCDS' branding and marketing to increase the awareness and presence of career opportunities.

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

D2 - Human Resources Special Action B

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

Goal 2: Enact a highly effective recruitment and professional development plan along with opportunities for growth and career development to ensure all students have access to a world class education to become life-long learners for success in a global and competitive workplace and in acquiring applicable life skills.
Strategy 2.1.1 Develop strategic partnerships with organizations and universities to source new talent for a diverse workforce that is effective and highly-qualified for non-instructional, instructional, and administrative positions throughout CCDS.
Strategy 2.1.3 Expand involvement in community-sponsored career fairs, providing the opportunity to recruit a diverse population to the multiple career paths within CCDS.
Strategy 2.1.4 Continue to streamline the application and onboarding process to successfully engage and hire quality applicants.
Strategy 2.1.5 Collaborate to strengthen CCDS' branding and marketing to increase the awareness and presence of career opportunities.

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments

Attachments

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June 26, 2025 - Regular School Board Meeting

Title

C1 - Minutes of School Board Workshop on May 27, 2025; Student Hearings and Regular Meeting on June 5, 2025

Description

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

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Approve minutes as submitted.

Contact

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

Financial Impact

None

Review Comments

Attachments

- 2025 May 27 Workshop.pdf
- 2025 Jun 5 Student Hearings.pdf (Confidential)
- 2025 Jun 5 Regular Mtg.pdf

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

May 27, 2025 - School Board Workshop

Date: May 27 2025 (9:00 a.m.)

Invocation (Robert Alvero)

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

Workshop Items

1. RSM Presentation

CCDS Board Workshop - RSM IA Presentation.pdf

Minutes:

Matthew Blondell, Clara Ewing, and Weiss Campbell, RSM LLC shared the attached visual presentation outlining the Top-10 High-Risk Areas of Focus and Suggested Audit Plan and the three (3) areas recommended for audit consideration by the Internal Audit Committee (cybersecurity, contract administration, timekeeping). The objectives and approach to each of the three proposed areas for consideration were reviewed. Estimated fees for each of the three areas was also provided.

Board member discussion included the length of time required to complete each of the proposed audit areas, whether audits could be completed simultaneously, return on investment, the number of areas to select, and consideration of expenses. Based on a board majority, RSM will conduct audits on the proposed areas of cybersecurity and contract administration.

2. Review of Policy Development

Minutes:

Tom Wittmer and Lisa Whitman, Neola, reviewed proposed draft policies as follows:

2111 Parent and Family Involvement in the School Program - Mrs. Hanson suggested reinstating language that would bridge the relationship of schools to parents and families to help parents engage with their students at home. Information will be forthcoming re the current parent and community engagement program, and increased efforts made to raise awareness of the ways in which engagement is being promoted. Stricken langauge re parent engagement will be reinstated.

3112 Board-Staff Commmunications - Mr. Alvero wanted to confirm that teachers may communicate directly with the board on any issue. While many board members forward emails from constituents with procedural concerns to the superintendent, any board member may be contacted directly by any staff member.

7510 Use of District Facilities - Mrs. Skipper brought this forward to discuss opportunities for school staff to find ways to generate funds by utilizing facilities for various camps, etc. She advocated for employees to receive a discounted rate for this, particularly when staff are present on the premises during normal hours, and she would like the majority of the earned funding to be allocated to that individual school. Mrs. Hanson is concerned about language that restricts the use of grounds and facilities, which she believes should be available for community purposes, provided those uses do not infringe on the original purpose of the property. Bryce Ellis, Assistant Superintendent of Operations, advised that additional users can be specified in an upcoming revision of the Use of Facilities Guide, and she does not believe the language disallows the facilities from community use as long as the first and foremost use is for educational purposes. Jeremiah Blocker, School Board Attorney, believes that the policy is written broadly enough for the county to utilize premises outside of hours, as long as that use does not interfere with educational purposes.

9210 Parent Organizations - Mrs. Skipper shared that PFAs/PTAs can apply through the state with accountability to the state and their board, or the current policy may continue with more restrictive language that allows them to use funds raised for initiatives they have approved by a majority vote. This would allow the PFA the final say in an expenditure of its funds. Superintendent Broskie advised the PFA should be aligned with the mission of the school, collaborating and working closely together. Mrs. Hanson proposed making

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the procedures line up with the policy, and Mrs Skipper indicated that was acceptable as long as the funds are protected with a PFA board majority vote. Language will be added under "Funds Collected" to provide that funds shall be expended by majority vote of the PFA to support students.

0165.1 Agendas (Bylaws) - Mrs. Skipper initiated conversation re the current rule, under Robert's Rules, which provides there be either a board majority for an item to be placed on an agenda or agreement with the superintendent and board chair. Mrs. Gilhousen noted the current policy which provides that any board member may put an item on any agenda. A potential separate policy for proclamations was discussed. Mr. Blocker advised that proclamations are generally ceremonial, and the policy can allow for a board member to honor a particular event with consensus. An additional paragraph will be added to the policy to address proclamations, and the policy will permit any board member to submit an item at a workshop to allow discussion and other board members time to prepare to engage in an informed manner. A separate policy for proclamations may be revisited at a later date.

3. Cell Phone Potential State Pilot Program Presentation

Yondr (CCDS Board Workshop Presentation, 5_27_25).pdf

Minutes:

Matthew Boyack, Director of Safety and Security, shared the attached visual presentation discussing a pilot program being offered by the Florida Department of Education in partnership with YONDR to fulfill the recent statutory requirement to ban the use of cell phones for elementary and middle school students during school hours while allowing usage for high school students outside of instructional time. This program would fully fund certain pilot districts. Negative impacts of cell phone use, outlined by YONDR, were discussed. The program would provide phone pouches to create phone-free classrooms to enhance educational outcomes and student behavior. Challenges to consider while weighing participation in the program include rollout messaging, logistics of implementation, and management.

Mrs. Hanson noted that the biggest hurdle to making a policy is making that policy happen, particularly during the challenging transitional periods. She believes high expectations and follow-through are critical. She believes it would save instructional time for teachers struggling with this issue. Mrs. Skipper advised the decision must be based on what is best for students and expected that, with administrative support, positive changes would be seen. Mrs. Clark expressed her desire to hear from administrators about taking the phone away at lunchtime (pertains to high school only).

Mrs. Gilhousen questioned whether the cost would be covered for just one year, and Mr. Boyack advised this item is still waiting for final approval on the state budget and would amount to $30. per student for the equipment once the expense is no longer covered. Contractual obligations would require CCDS to provide behavior and academic data for the previous and pilot years.

The board reached consensus for Mr. Boyack to express Clay's interest in piloting this program. Mr. Broskie noted there would be a need, if CCDS is chosen to pilot the program, to revise the current policy on cell phone use for high school students.

4. Transportation Review of Ridership

Transportation Update - May 2025.pdf

Minutes:

Randall Crawford, Director of Transportation, and Bryce Ellis, Assistant Superintendent of Operations, shared the attached visual transportation update presentation. A new app (chipmunk) will now be used to track school buses. Ridership has increased by 10% since 2023. State funding provides FTE dollars for only students living 2 or miles from school, per Florida Statute 1001.68 and the Florida Administrative Code. Courtesy riders currently total 1,258, which is equivalent to 13 buses and $650,000 in missed funding. A new policy proposal (8600-Transportation) would revise the current policy to reflect statute and change students living within one and one-half (1 1/2) to two (2) miles from school for ridership eligibility. The process for assessing transportation eligibility through the CCDS website was discussed.

Discussion included the additional hazards associated with not having a sidewalk, the improved communication between Transportation and parents, and the electronic scanning being utilized that will benefit CCDS by ensuring accurate data and capturing additional funding. Mrs. Skipper would like to emphasize this change from 1.5 to 2 miles to the Board of County Commissioner's so that additional safety measures may be considered. Mrs. Ellis advised there has been discussion with the BCC, including adding a flashing light on 218 for safety, and noted that the policy change would be communicated to the BCC. Mrs. Gilhousen suggested parent organizations could consider working on coordinating carpools and coming up with creative solutions. Mrs. Clark appreciated Mr. Crawford. Mr. Broskie asked for and received board consensus to revise policy 8600 Transportation to revise the ridership requirement to two (2) miles.

5. Oakleaf Success Center

Oakleaf Success Center.pdf

Minutes:

Treasure Pickett, Chief of Secondary Education, shared the attached visual presentation to provide information on a student alternative placement option beginning in the 2025-2026 school year.

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This option, Oakleaf Success Center, will be available for the recommended 6th graders needing facilitation of student achievement and behavioral success through a structured learning environment.

The mission of the Oakleaf Success Center (OSC) was shared and student population, and the OSC's framework, processes, personnel, and goals (academic and behavioral) were discussed.

Mrs. Hanson asked what would happen when there are no students in this program. Mrs. Pickett responded that the staff can support Oakleaf Junior High School.

6. Review Draft Agenda for Regular School Board Meeting on June 5, 2025

June-5-2025-regular-school-board-meeting_agenda_packet.pdf

Minutes:

Superintendent Broskie highlighted the following agenda items:

- D6 Public Hearing to Approve as Advertised Revisions to Student and Family Handbook with Code of Student Conduct - no discussion;
- C12 Approval to Advertise and Notice of Public Hearing to Amend the 2025-2026 to Student & Family Handbook and Code of Student Conduct - this item may have to be brought back again if the pilot cell phone program through YONDR is implemented; brief discussion to confirm that the language in the Student Code of Conduct matches the Neola policy language;
- C20 Transportation Bus Planner GPS+ 5 year Agreement Proposal #3208 - no discussion;
- C30 School Concurrency Proportionate Share Mitigation (PSM) Agreement between the Clay County District Schools and DFH Land, LLC (Bella Lago Townhomes Phase II) - this is an additional (2nd) proportionate share mitigation agreement for Bella Lago in the Lake Asbury area; townhomes will increase density in this area.

7. Budget Overview 2025-2026

Budget Update - May 27, 2025.pdf

Minutes:

Superintendent Broskie provided a budget update presentation (attached) to the board highlighting the following:

- 2024-2025 Budget - all financial obligations will be met and a fund balance of 3-5% will be achieved
- 2024-2025 General Fund Revenue and Expenditures
- 2025-2026 General Fund Revenue and Expenditures
- Increased Costs and Historical Data for Revenues and Expenditures
- Decreased Revenues
- Vouchers (including financial impact)
- Florida Schools

The steps to address 2025-2026 Budget Planning concerns include the following:

- Reduced district budgets by 20%
- Renegotiated district contracts
- Reevaluated district programs for return on investment
- Travel pause
- Hiring pause
- Reviewing all district and school allocations

Mr. Broskie projects that any allocation impacts will affect approximately .04% of employees, and every measure will be taken to minimize the impact on employees. Action must be taken to ensure all financial obligations can be met, and salaries constitute 82% of the total budget.

Mrs. Gilhousen would like to see where the 500 students' lost FTE occurred. Mrs. Hanson asked when affected personnel and staff will be notified of any changes, and Mr. Broskie advised he hopes to start that process by the end of the week with reappointments submitted on the 6/26/25 agenda. Mr. Alvero expressed concerns about losing students based on new ridership guidelines.

8. Safety and Security Shade Meeting (closed to public)

Minutes:

This item was addressed following the conclusion of the review of the June agenda and after a recess was taken at 12:34 p.m. **This portion of the meeting was closed to the public (12:42 p.m. - 1:32 p.m.)** for Matthew Boyack, Director of Safety and Security, to present a safety and security quarterly update to the Board. Per section 1001.313(13)(c), Florida Statutes, Office of Safe Schools (OSS), the requirement to provide quarterly reports in a public meeting shall be met during the June 5, 2025 regular board meeting.

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9. Training Meeting on Board Protocols

Minutes:

This item was addressed following the conclusion of the Shade Meeting at 1:32 p.m.

Protocols are a tool to help the Governance Team (Superintendent and School Board) work more efficiently and effectively. The superintendent and board members reviewed and discussed current protocols developed in 2023 through facilitation with the Florida School Boards Association during the course of Master Board Certification. The superintendent and board members will review and update protocols at a future time.

Questions from the Audience (None)

Superintendent Comments (None)

School Board Attorney Comments (None)

School Board Comments

10. School Board Member Comments

Minutes:

Mrs. Clark requested a review of the insurance program at a future workshop so that changes can be recognized as a new company will become the Third-Party Administrator (TPA) in October.

Mrs. Skipper requested the board's newsletter be sent out today and noted the opportunity to show what the board is doing through this regular communication. She requested to know the status of plans to proceed with covering bus drivers' CDL (Commercial Driver License) to attract and retain needed bus drivers. Mr. Blocker advised he will work on that with Mr. Crawford and noted the need for the contract to include an enforcement mechanism for accountability.

Adjournment (1:54 p.m.)

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Superintendent of Schools

School Board Chair

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

June 5, 2025 - Regular School Board Meeting

Date: Jun 05 2025 (6:00 p.m.)

Student Showcase (None)

Invocation (Pastor James Younis, Lake Asbury Baptist Church)

Pledge of Allegiance

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

Recognitions and Awards

1. Recognition of School Board of Clay County for Achieving Certified Board Status

Minutes:

Paula Coles, Florida School Boards Association, recognized the School Board of Clay County and Superintendent Broskie for completing FSBA's Master Board Reinstatement Program, consisting of seven (7) hours of training designed to prioritize student achievement through the five essential components of the FSBA Governance Model.

2. Winners of the Len Mattiace Foundation Anti-Bullying Contest

Minutes:

Kellie Guilfoyle, Director of Climate and Culture, and Karen Olley, Student Services Support Specialist, recognized the winners of the Len Mattiace Foundation Anti-Bullying Campaign, a contest open to students in grades 6 through 8. Students submitted artwork/projects incorporating the themes of kindness, inclusion, and compassion. Student winners received awards ranging from $1,000 to $100 as well as certificates, hats, and t-shirts.

Len Mattiace Foundation Anti-Bullying Campaign Winners

- Zindli Allen, CHE, "A Stand Against Bullying" - $1,000
- Melucena Baker, Betsy Moore, Chloe Wilkinson, Grace Wilton, Lily Wojick, OPJ, "How Our Hands Lift Others" - $1,000
- Ellie Heric, TBE, "Anti-Bullying Project" - $1,000
- Ryan Olley, GCJ, "Kindness Ripple Challenge" - $500
- Elyn Morrison, Isabella Palovchik, Zoey Fishman, Cayden Hamilton, LAJ, "Video Kindness is Genuine" - $500
- Nicholas Munro, Ty Hall, Jarmari Washington, CHE, "Staying Positive and Kind" - $100
- Arabella Magliochetti, Zemirah Chatley, CHE, "Kindness Makes the World a Better Place" - $100
- Zoey Kelly, CHE, "We are all People" - $100
- Jordan Woods, CHE, "Essay Stop the Bullying Contest" - $100
- Maelee Stewart, CHE, "Rewind and Be Kind" - $100
- Reese Phillips, GCJ, "Canva Design" - $100
- Dalton Daniels, Jacob Mastroserio, Michael Rushford, Ronald Walker, William Aviles, Colton Bergin, Alex DeLaCruz, KHH, "Kick Bullying Out of Our School - PBS Unit" - $100
- Brooklyn Watt, Maya Westfall, OPE, "Eagle Encouragement Boxes" - $100
- Lily Aftuck, Mackenzie Havens, SPS, "Stop the Bullying video" - $100
- Naomi Mora, Taylor Linton, SPS, "PPT" - $100
- Candy Huang, TBE, "Peace" - $100
- Chloe Barrett, TBE, "Instead of Make it Break It" - $100

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3. 2025-2026 Drug-Free Schools Calendar Design Winners

Minutes:

Karen Olley, Student Services Support Specialist, and Donna Wethington, Clay Action Coalition, recognized the 2025=2026 Drug-Free Schools Calendar Design Winners:

- Aarya Perry, 2nd, LES - Front Cover
- Madeleine Wood, 3rd, OPE - Inside Cover
- Nora Trude, K, PES - August
- Avery Dalton, 5th, LES - September
- Avryl Akers, 6th, PES - October
- Brandi Gadson, 4th, DIS - November
- Kamryn Barthel, 5th, SPS - December
- Julianna Tiedeman, 4th, CGE - January
- Olasia Washington, 1st, AES - February
- Alice Brown, 3rd, MBE - March
- Maxwell McCrosky, K, OPE - April
- Hannah Shipman, 1st, MBE - May
- Grace Harper, 5th, FIE - June
- Andrea Diaz, 5th, POE - July

4. Recognize Students with Perfect Attendance, K-6, K-8, and K-12

Minutes:

Superintendent Broskie recognized Dan Footman, Oakleaf High School, for achieving perfect attendance for grades K - 12, a total of thirteen years perfect attendance.

5. Recognition of Athletic State Champions, Student Athletes of the Month, and Coaches of the Month

Minutes:

Jay Stilianou, Coordinator of District Athletics, recognized the following athletes and coahces:

Athletes of the Month

- Ava Clinkscale, MHS
- Erabella Conant, KHH
- Charley Maddox, OHS
- Kadence Massey, KHH
- Olivia Sikes, FIH

Coaches of the Month

- Christopher Foy, OHS
- Michael Nesmith, OPH
- Rhiannon Weiskopf, MHS
- Sean Coultis, FIH
- Jared Moses, CHS

State Champions:

- Elijah Mize, KHH, Boys Weightlifting
- Noah Shevchook, OHS, Boys Weightlifting
- Mikayayla Shavers, FIH, Track and Field

6. Visual Arts Highlights

Minutes:

Chris Gugel, Fine Arts Curriculum Specialist, reviewed Fine Arts highlights from the 2024-2025 school year and recognized "Best in Show" art winners as follows:

- Benjamin Costanza (RHS), "Destination Polaroids", 2D Best in Show High School
- Adrian Von Bargen (OPH), "Counting Sheep", 3D Best in Show High School
- Allison Tomkins (LJH), "Self Portrait", 2D Best in Show Junior High School
- Aydrielle Brown (LJH), "Bluebird", 3D Best in Show Junior High School

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7. Recognize Social Studies Teachers of the Year

Minutes:

Mary Owen, Social Studies Curriculum Specialist, recognized the district's selections for Social Studies Teachers of the Year. These awards, sponsored by the Florida Council for Social Studies, recognize teachers who facilitate exceptional social studies education and inspire student learning in grades K - 12.

- Karen Steinmetz (LAE) Clay County's nominee for the FCSS Outstanding Social Studies Teacher of the year in the Elementary Division
- Courtney Clanton (BLC), Clay County's nominee for the FCSS Outstanding Social Studies Teacher of the Year in the Middle School Division
- Madison Johnson (FIH), Clay County's nominee for the FCSS Outstanding Social Studies Teacher of the Year in the Senior High Division
- Barbara Mackenzie (WJH), Clay County's nominee for the Excellence in Teaching History Award
- Tammy Shannon (OPH), Clay County's nominee for the Warren Tracy Beginning Teacher Award
- Sharon Moore (RHS), Clay County's nominee for the Clay Civics Champion Award

Mrs. Shannon and Ms. Mackenzie will compete for the state award, which will be announced in October.

Presenters

8. Safety and Security Quarterly Report (Q4)

Minutes:

Matthew Boyack, Director of Safety and Security, reported that, per section 1001.212(13)(c), Florida Statutes, the Office of Safe Schools is required to provide quarterly reports to each district school superintendent and school safety specialist, identifying the number and percentage of schools, including charter schools, inspected or reinspected during that quarter and the number and percentage of inspected schools that had no school safety requirement deficiencies. The school safety specialist shall present each quarterly report to the district school board in a public meeting.

In the fourth quarter of the 2024-2025 school year, Clay County District Schools had four schools inspected or reinspected by the FLDOE Office of Safe Schools. This represents approximately 9% of total schools. All four of the inspected schools were found to not have any school safety requirement deficiencies. The annual running total for the 2024-2025 year is 21 out of 25, or 84%, of state inspections passing with no compliance issues.

Mr. Boyack thanked the school leaders, teachers, and support staff for working together on a daily basis to keep schools safe, addressing challenges and prioritizing safety. The serious commitment of the School Board and Superintendent to school safety was also appreciated.

School Showcase (None)

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

9. Public Comment on Specific Agenda Items

Minutes:

Public speakers on specific agenda items were heard during the Public Hearings for those agenda items.

Discussion Agenda

School Board Member

10. D1 - Appoint One Board Member and One Citizen Member to Serve on the 2025 Value Adjustment Board

Minutes:

Michele Hanson will continue to serve on the Value Adjustment Board and will contact citizen member Joe Wiggins to assess his willingness to also serve again.

11. D2 - Appoint One Board Member to Serve as Florida School Boards Association Advocacy Committee Representative and One Board Member to Serve as Advocacy Committee Alternate

Minutes:

Michele Hanson will continue to serve as Florida School Boards Association Advocacy Committee Representative. Ashley Gilhousen will continue to serve as Advocacy Committee Alternate.

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12. D3 - Public Hearing to Approve as Advertised a Comprehensive Document entitled "Bylaws and Policies of the School Board of Clay County" and Rescind all Bylaws and Policies Heretofore Adopted by the School Board of Clay County

Legal Adv Notice of PH Adopt Bylaws and Policies and Rescind Bylaws and Policies.pdf.pdf

1000 Admin Final.pdf

2000 Programs Final.pdf

3000 Instructional Final.pdf

4000 Suport Final.pdf

5000 Students Final.pdf

6000 Finances Final.pdf

7000 Property Final.pdf

8000 Operations Final.pdf

9000 Community Relations Final.pdf

Board Bylaws_Final.pdf

Minutes:

Chair Skipper opened the public hearing. Public speakers addressing this item:

- Tanya Kacsan
- Dawn Hall
- Judith Chapple

Motion

Motion to Approve as Advertised a Comprehensive Document entitled "Bylaws and Policies of the School Board of Clay County" and Rescind all Bylaws and Policies Heretofore Adopted by the School Board of Clay County

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Beth Clark

Ashley Gilhousen	- Aye
Beth Clark	- Aye
Michele Hanson	- Aye
Erin Skipper	- Aye
Robert Alvero	- Aye

Human Resources

13. D4 - Human Resources Special Action A

Special Action A - June 5, 2025.pdf (Confidential)

Motion

Motion to Approve Human Resources Special Action A

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Michele Hanson

Ashley Gilhousen	- Aye
Beth Clark	- Aye
Michele Hanson	- Aye
Erin Skipper	- Aye
Robert Alvero	- Aye

14. D5 - Human Resources Special Action B

DRAFT

Special Action B - June 5, 2025.pdf (Confidential)

Motion

Motion to Approve Human Resources Special Action B

Vote Results (*Approved*)

Motion: Michele Hanson

Second: Robert Alvero

Ashley Gilhousen	- Aye
Beth Clark	- Aye
Michele Hanson	- Aye
Erin Skipper	- Aye
Robert Alvero	- Aye

Instruction-Climate and Culture

15. D6 - Public Hearing to Approve as Advertised Revisions to Student and Family Handbook with Code of Student Conduct

2025 legal-adv-notice-of-ph-student-and-family-handbook-and-code-of-student-conduct.pdf

Board Redline Draft 2025_2026 - CCDS Student and Family Handbook and Code of Student Conduct.pdf

Summary of Changes - 25_26 Code of Conduct.pdf

Minutes:

Chair Skipper opened the public hearing. Public speakers addressing this item:

- Tanya Kacsan

Board members and Superintendent Broskie discussed that state statute will always prevail and hold accountability over board policy. Procedures will be developed to align with and enforce policies. Mrs. Hanson would like the board to begin a review of the entire Student and Family Handbook with Code of Student Conduct to provide ample time for the board to review and ensure its correctness.

Motion

Motion to Approve as Advertised Revisions to Student and Family Handbook with Code of Student Conduct

Vote Results (*Approved*)

Motion: Michele Hanson

Second: Beth Clark

Ashley Gilhousen	- Aye
Beth Clark	- Aye
Michele Hanson	- Aye
Erin Skipper	- Aye
Robert Alvero	- Aye

Consent Agenda

Superintendent

16. C1 - Minutes of School Board Workshop on April 22, 2025; Student Hearings and Regular Meeting on May 1, 2025

2025 Apr 22 Workshop.pdf

2025 May 1 Student Hearings.pdf (Confidential)

2025 May 1 Regular Mtg.pdf

School Board Member

17. C2 - Approval to Advertise and Notice of Public Hearing to Adopt School Board Policies entitled Bylaws-Agendas; Parent Organizations; Booster Clubs and Other Outside Support Organizations; Parent and Family Involvement in the School Program; Use of District Facilities, Grounds & Equipment; Wellness; and Transportation;

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Legal Adv Notice of PH Adopt Bylaws and Policies and Rescind Bylaws and Policies (2).pdf

Proposed Policies 0165.1; 2111; 7510; 8510; 8600; 9210; 9211.pdf

Human Resources

18. C3 - Personnel Consent Agenda

Personnel Consent Agenda 6-5-2025.pdf

Instruction-Academic Services

19. C4 - Daily Hours for Teachers and Students for School Year 2025-26

CCDS School-hours-2025-2026.pdf

20. C5 - Approval to Advertise and Notice of Public Hearing to Approve Modifications to the 2024-2025 Student Progression Plan

Summary of Changes - 25-26 SPP.pdf

2025-26 SPP Draft for Approval.pdf

Legal Adv Notice of PH Modifications to 2024-2025 Student Progression Plan.pdf

Instruction-Adult Education

21. C6 - Inter-agency Agreement: School Board of Clay County and the Department of Military Affairs

1 250184 FLYCA.pdf

Executed 250184.pdf

Instruction-Career and Technical Education

22. C7 - CTE Overnight and Out-of-State Travel

Instruction-K-12 Academic

23. C8 - K-12 Academic Services Out of State and Overnight Student Travel

June 2025 Student Travel.pdf

24. C9 - Proposed PACE Employee and Student Calendar for 2025-2026 School Year

PACE 25-26 Calendar.pdf

Instruction-Professional Development

25. C10 - Affiliation Agreement between Clay County District Schools and Valencia College (VC)

250156 Valencia College.pdf

Executed 250156 Valencia College.pdf

Instruction-Climate and Culture

26. C11 - Approval to Advertise and Notice of Public Hearing to Amend the 2025-2026 to Student & Family Handbook and Code of Student Conduct

2025-2026 Amendment to Student and Family Handbook and Code of Conduct Section 6.4.pdf

Legal Adv Notice of PH Student and Family Handbook and Code of Student Conduct.pdf

Business Affairs

27. C12 - Proposed Allocation Changes for 2025-2026

06.05.25 - 25-26 Allocation Summary.xlsx.pdf

28. C13 - Proposed Allocation Changes for 2024-2025

06.05.25 - 24-25 Allocation Summary.xlsx - 2024-25.pdf

Business Affairs-Accounting

29. C14 - Monthly Financial Reports April 2025

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April 2025 Property.pdf

April Financials 5-23-25.pdf

30. C15 - BUDGET AMENDMENT REPORT FOR April 30, 2025

April 2025 Budget Amendment Statement.pdf

Business Affairs-Payroll

31. C16 - Approval of the 2025-2026 Florida Youth Challenge Payroll Calendar

2025-2026 Work Dates - 10 month FYCA Employees_PENDING BOARD APPROVAL 6-5-25.pdf

Business Affairs-Property

32. C17 - DELETION OF CERTAIN ITEMS REPORT May, 2025

DELETION ANALYSIS REPORT MAY 2025.pdf

Business Affairs-Purchasing

33. C18 - BID Renewals

Operations

34. C19 - Transportation Bus Planner GPS+ 5 year Agreement Proposal #3208

250190 BusPlanner Amendment 2.pdf

Operations-Facilities

35. C20 - Change Order #1 for Orange Park High School Gym/Locker Room Renovation

Change order C33 2024 2025 OPH Gym Locker Reno.pdf

36. C21 - Change Order #2 for Clay High School Roof Repair/Replacement

Change Order #2 CHS Roof Repair Replacement

37. C22 - Clay Electric Cooperative, Inc. Right-of-Way Easement at Middleburg High School

250170 Clay Elec MHS Right of Way_cmapprvd.pdf

38. C23 - Substantial Completion of Clay High School Roof Repair/Replacement

Certificate of Substantial Completion for CHS Roof Repair

39. C24 - Change Order #1 (Direct Purchasing) for RideOut Elementary School Classroom Addition

Change Order #1 (Direct Purchasing) ROE Classroom Addition

40. C25 - Final Completion of Keystone Heights High School Safety & Security Single Key Access

Certificate of Final Completion - KHS Single Key Access

41. C26 - Prequalification of Contractors

Table for Board Backup Contractor Prequal, 6.5.25

42. C27 - Keystone Heights High School HVAC Repair/Replacement Contract Award

KHS HVAC Repair Contract

KHS HVAC Repair Contract Cont.

43. C28 - Change Order #5 for Lakeside Elementary School Kitchen Renovation

Change Order #5 LSE Kitchen Renovation

44. C29 - School Concurrency Proportionate Share Mitigation (PSM) Agreement between the Clay County District Schools and DFH Land, LLC (Bella Lago Townhomes Phase II).

Prop Share Mitigation Agreement DFH Land LLC.pdf

Adoption of Consent Agenda

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45. Adoption of Consent Agenda

Motion

Motion to Adopt Consent Agenda

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Robert Alvero

Ashley Gilhousen	- Aye
Beth Clark	- Aye
Michele Hanson	- Aye
Erin Skipper	- Aye
Robert Alvero	- Aye

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

46. Public Speakers on Non-Specific Agenda Items

Minutes:

Public speakers on non-specific agenda items:

- Judith Chapple

CCEA Update (Victoria Kidwell)

CESPA Update (None)

Superintendent's Update and Presentations

47. Superintendent's Update

Minutes:

Superintendent Broskie shared the attached visual presentation highlighting the following:

- Class of 2025 Graduates
- Summer Leadership
- Summer Meal Program
- Apptegy's Rooms
- Reminder: Kindergarten Registration
- Upcoming Events

School Board Attorney Remarks

48. School Board Attorney Comments

Minutes:

John Steinmetz, School Board Attorney, advised that the Legal Office will be providing a legislative update with a few items having direct impact on the school board.

School Board Member Remarks

49. School Board Member Comments

Minutes:

Mrs. Gilhousen appreciated the wonderful end to the school year, noting positive movement academically and athletically. She enjoyed the festivities with graduation as the capstone and wished all a safe and enjoyable summer.

Mr. Alvero noted he has dedicated significant time in getting to know school administrators and has responded to concerned citizens, teachers, and administrators re concerns. He attended four high school graduations and enjoyed cleebrating the achievement of all of those students. He expressed hopes for a brighter future and is proud to serve as District 2 School Board Member.

Mrs. Clark enjoyed elementary graduations as well as high school ceremonies. She was impressed with Neola and their work and noted the hard work of staff and Neola to bring forth policies. She would like the school board to find a way for students to retain an

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interest in going into school libraries and noted the Dolly Parton Imagination Library as important for children to develop a love of reading. She hopes that all employees and students will return safely following a great summer.

Mrs. Hanson expressed her joy at watching the successes of Clay County students. She asked about the timeline for archiving old policies and making newly adopted policies available, and Mr. Broskie advised that would happen immediately. She noted the public's ability to access minutes from board meetings and suggested providing the public with a brief paragraph about upcoming agenda items. She also wants there to be an examination of why a parent would withdraw their child from public school and how students can be retained and earned back. She expressed appreciation for her service on the board.

Mr. Broskie briefly commented that the Family and Community Engagement department is involved in conducting surveys and tracking specific data re why students are leaving and where they are going. He proposed a presentation of data that will reflect enrollment trends for the board's edification.

Mrs. Skipper stated that community forums were previously held and changes made to related policies have been little. She encourages the public to reach out about policies as these can be brought back to the board for consideration. Many policies are statutorily driven and the extensive policy review ensures policies are current, with statutes always trumping policies. She assured the public that statute would be followed. She noted the School Board flyer that has been sent out to share board business, upcoming events, how funds are being expended, and what the board is doing as elected officials.

Adjournment (8:06 p.m.)

Superintendent of Schools

School Board Chair

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C2 - Payment of Annual Membership Dues for 2025-2026 to Florida Association of District School Superintendents

Description

Membership dues to the Florida Association of District School Superintendents (FADSS allows participation and networking with superintendents statewide. FADSS is the support and training organization for superintendents, as well as an effective and persistent voice on the issues that are important to Florida school districts. The school district reaps benefits by participating in the Association, including state-of-the-art leadership training.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Budgeted item - for information only

Contact

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

Financial Impact

Budgeted item - $24,500.00 (estimated)

Review Comments

Attachments

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C3 - ENA\Zayo Contract Amendment

Description

Education Networks of America (ENA) was Clay's Internet Service Provider who also provided interconnectivity to every school site through our Dark Fiber Ring. ENA was recently purchased by Zayo Education, LLC. This amendment changes the contract to name Zayo as the party providing services to the Clay County School Board.

Gap Analysis

WIthout this amendment, the contract would not name the correct company providing services.

Previous Outcomes

The Clay County School Board has contracted for these services since 07/01/2019.

Expected Outcomes

The contract will be updated to reflect the correct service provider.

Strategic Plan Goal

GOAL 5 - 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.

Strategy 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.

Strategy 5.5.6: Improve cybersecurity posture.

Recommendation

To approve the amendment.

Contact

Richard Perkins, Director of Information & Network Security

Financial Impact

There is no change in the cost of services under this contract.

Review Comments

Attachments

250164_ENA(ZAYO)_Contract_210096_&_230097_Amnd_2_DKC_6-3-25.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250164
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: 4/1/2025

Name of Contract Initiator: Bertie Staefe for IT Department Telephone #: 66736

School/Dept Submitting Contract: Purchasing/IT Department Cost Center # 9050

Vendor Name: Education Networks of America, Inc. (ENA) (New Name: ZAYO EDUCATION, INC.)

Contract Title: Amendment 2 for Name Change from ENA to ZAYO EDUCATION for Contract 210096 & 230097

Contract Type: New ☐ Renewal ☐ Amendment ☐ Extension ☐ Previous Year Contract # 210096 & 230097

Contract Term: WAN through 2039 & IA through 2026 Renewal Option(s): Yes

Contract Cost:

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (*when applicable*):

_____ Completed Contract Review Form

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

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

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

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

_____ Release and Hold Harmless (If Applicable)

RECEIVED
By Bertha Staefe at 5:54 pm, Apr 01, 2025

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department ***REVIEWED*** *By Bertha Staefe at 5:54 pm, Apr 01, 2025* Review Date	E-Rate Awarded Contract for Schedule 1 Wide Area Network (WAN) & Schedule 2 Internet Access (IA).
School Board Attorney JPS 4/4/25 Review Date	~~Name change only, no substantive changes. Approved~~
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	**TENTATIVELY APPROVED** Pending Signatures

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AMENDMENT NO. 2 TO ENA UNIFIED MASTER SERVICES AGREEMENT

This Amendment No. 2 to the ENA Unified Master Services Agreement ("**Amendment**"), is made as of April 1, 2025 ("**Amendment Effective Date**") by and between Clay County School Board ("**Customer**") with its principal place of business at 900 Walnut St., Green Cove Springs, FL 32043, and ENA Services, LLC, ("**ENA**") with its principal place of business at 618 Grassmere Park #12, Nashville, TN 37211. Customer and ENA may be referred to herein individually as a "**Party**" and collectively as the "**Parties**."

WHEREAS, Customer and ENA are parties to that certain ENA Unified Master Services Agreement effective as of 2/07/2019 ("**Agreement**"); and

WHEREAS, Education Networks of America, Inc. and its subsidiaries (including ENA Services, LLC) were purchased by Zaya Group Holdings, Inc. by Equity Purchase Agreement dated February 25, 2022. On January 1, 2025 the name of both companies shall change from ENA Services, LLC to Zayo Education, LLC and Education Networks of America, Inc. to Zayo Education Inc., and both may be referred to generally as "Zayo Education" in any documentation provided to Customer going forward. The entity name that is listed in any documentation will change on January 1, 2025. Any federal and state registration numbers will stay the same and billing will not be affected by the name change.

WHEREAS, the Parties wish to amend the Agreement as set forth in this Amendment by changing company name from ENA Services, LLC, to Zayo Education, LLC.

NOW, THEREFORE, for and in consideration of the promises, term, covenants and conditions set forth herein the parties agree to revise the Agreement as follows:

Change company name from ENA Services, LLC, ("ENA") to Zayo Education, LLC ("ZAYO EDUCATION") thus any documents referencing ENA shall now be known as ZAYO EDUCATION.

All other terms and conditions of the Agreement not revised herein shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be effective as of the Amendment Effective Date.

Clay County School Board	**Zayo Education, LLC**
CLIENT Signature:	*Company Signature:* DocuSigned by: Ted Gilliam C22B15C7B7B746F...
Print Name:	Print Name: Ted Gilliam
Title:	Title: General Counsel, Strategic
Date:	Date: 6/4/2025

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AMENDMENT NO. 1 TO ENA UNIFIED MASTER SERVICES AGREEMENT

This Amendment No. 1 to the Schedule of Services ("**Amendment**"), as contained in the ENA Unified Master Service Agreement is made as of 3/6/2023 ("**Amendment Effective Date**") by and between Clay County School Board ("**Customer**") with its principal place of business at 900 Walnut St., Green Cove Springs, FL 32043, and ENA Services, LLC, ("**ENA**") with its principal place of business at 618 Grassmere Park #12, Nashville, TN 37211. Customer and ENA may be referred to herein individually as a "**Party**" and collectively as the "**Parties.**"

WHEREAS, Customer and ENA are parties to that certain Schedule of Services Agreement effective as of 7/01/2019 ("**Agreement**"); and

WHEREAS, the Parties wish to amend the Agreement as set forth in this Amendment by adding new Wide Area Network (WAN) site for Spring Park Elementary School.

NOW, THEREFORE, for and in consideration of the promises, term, covenants and conditions set forth herein the parties agree to revise the Agreement as follows:

Customer desires to integrate a new Wide Area Network (WAN) site for Spring Park Elementary School located at 3530 County Rd 315, Green Cove Springs, FL 32043 into the existing WAN agreement. This site will be coterminous with the existing WAN Agreement, in response to RFP 470# 190004066 for ENA Dark Fiber Option 2A, with the current expiration date of 6/30/2039.

All other terms and conditions of the Agreement not revised herein shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be effective as of the 3/6/2023 Amendment Effective Date.

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Clay County School Board	**ENA Services, LLC**
CLIENT Signature: Ashley Gilhousen	*Company Signature:* DocuSigned by: Kathryn O'Connor BE855F62D5644ED...
Print Name: Ashley Gilhousen	Print Name: Kathryn O'Connor
Title: Board Chair	Title: General Counsel
Date: 3/2/2023	Date: 3/6/2023

DS

AgendaPlus®

School Board of Clay County

March 2, 2023 - Regular School Board Meeting

Title

C4 - ENA WAN Contract Amendment to add Spring Park Elementary

Description

Education Networks of America is Clay's Internet Service Provider who also provides interconnectivity to every school site through our Dark Fiber Ring. This amendment adds Spring Park Elementary to the fiber network.

Gap Analysis

We currently do not have an agreement with ENA to provide network services to our new school. This amendment will fill that gap in the contract.

Previous Outcomes

NA. This is the first school to be added to this contract.

Expected Outcomes

Approving this amendment adds ENA's ability to provide the school with internet access.

Strategic Plan Goal

GOAL 2 - Improve management of district-wide operations and facilities

Strategy 2.1: Improve technology in all classrooms and district buildings

Recommendation

To approve the Amendment to the ENA WAN contract.

Contact

Ethan Caren, Director of Information & Technology Services, ethan.caren@myoneclay.net

Financial Impact

$40,800 Total Cost per year. E-Rate Program pays for 80% of total cost. District cost is $8,160 per year.

Review Comments

Attachments

Amendment to ENA Unified Master Services Agreement.pdf

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ENA UNIFIED MASTER SERVICE AGREEMENT

Client Name:	Clay County School Board
Mailing and Notice Address:	900 Walnut Street Green Cove Springs FL, 32043
Contact Name, Phone and E-Mail Address:	Jeremy Bunkley 904-336-9603 Jeremy.Bunkley@myoneclay.net

This MASTER SERVICE AGREEMENT ("Agreement") is by and between ENA Services LLC, a Delaware limited liability company having its principal place of business at 618 Grassmere Park Drive, Suite 12, Nashville, TN 37211 ("ENA"), and the Client identified above ("Client"), as of February 7, 2019 (the "Effective Date").

In consideration for the mutual promises, covenants and agreements contained herein, ENA and Client agree as follows:

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SECTION 1: SERVICES

1.1 Services. Subject to the terms and conditions of this Agreement, ENA shall provide Client with certain Services. ENA's Services and pricing are described in the attached Schedules of Service(s) and/or Statement(s) of Work (the "Schedule(s)"), which may be entered into from time to time. As used herein, the term "Services" includes all services, software, products and deliverables provided by ENA to Client, including but not limited to professional services and online services.

1.2 Product and Service Changes. The capabilities and services available through ENA regularly change and expand. In order to improve and adapt the Services to these changing conditions, (i) ENA may add, delete or change the Services, at its sole discretion, by providing thirty (30) days prior written notice to Client, and (ii) additions, deletions or changes to Schedules will be effective as of the date agreed upon by the parties in writing.

1.3 Non-Exclusive Arrangement. Client acknowledges and understands that this is a non-exclusive arrangement and nothing herein shall preclude ENA from providing Services, deliverables, or related services to any third party, or from authorizing third parties to make Services available to their customers.

1.4 Service Availability. Services may be temporarily unavailable or limited because of capacity limitations and may be temporarily interrupted because of equipment modifications, upgrades, relocations, repairs, and similar activities. ENA will use commercially reasonable efforts to deliver the most reliable service possible, without interruption. ENA will notify Customer of any scheduled maintenance, but may need to interrupt Services without notice to Customer in the event of an emergency.

SECTION 2: FEES AND PAYMENT TERMS

2.1 Fees. Client shall pay ENA the fees set forth on each Schedule. Except for fees for Services delivered (as indicated in Schedule(s) attached hereto) and professional services, Client's payment obligations for the Services shall commence on the date on which the applicable Service is first made available for use by Client regardless of whether Client has commenced use of the Services. Client shall pay ENA in U.S. dollars.

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2.2 **Taxes**. All fees and charges hereunder shall be exclusive of, and Client shall be solely responsible for, any applicable taxes or levies, whether now in force or enacted in the future, applicable to the delivery of the Services hereunder, except for taxes attributable to the net income of ENA.

2.3 **Payment Terms**. All recurring charges shall be due and payable no later than thirty (30) calendar days after the end of the month to which the charges pertain. All non-recurring charges shall be due and payable immediately as of the date on which ENA commences providing the applicable Service, or as otherwise set forth in a Schedule. Client shall pay all charges indicated as due upon receipt of the invoice from ENA, and payment shall be past due if not paid as of thirty (30) days after the invoice date. Client shall have thirty (30) days from receipt of invoice to reasonably dispute amounts or items charged. If Client disputes any part of an invoice, then Client may withhold such disputed amount from its payment but will notify ENA in writing as to the specific amounts contested and the specific reasons therefor, in which case the parties shall attempt to amicably resolve said dispute. Unless otherwise agreed by the Parties in writing or in a Schedule, ENA shall invoice Client on a monthly basis.

2.4 **Interest**. Amounts not paid when due are subject to finance charges of one percent (1%) per month or the highest lawful rate, whichever is less. Payment of such finance charges does not excuse or cure late payment, and all payments received are first applied to finance charges.

2.5 **Move or Transfer of Service**. If Client relocates to another location in an ENA market where the same Services are available, Client may move Services to the new location if the aggregate monthly recurring charges of the new Services equal or exceed the Services provided to Client by ENA at the former location, subject to payment of installation charges for the new location, if applicable; however, pricing may vary by location, and Client's rates may increase or decrease. Early termination fees may apply in the event Client moves to a location not serviced by ENA or Client ceases to do business. Services may not be transferred or resold, and the MSA, these Terms, and the Schedule(s) attached hereto may not be transferred or assigned, by operation of law or otherwise, without ENA's prior written approval. Any attempted assignment or transfer without ENA's prior written approval shall be void.

2.6 **Government and Regulatory Fees.** Any charges set forth herein or in any Schedule, proposal or quotation are exclusive of taxes, surcharges, assessments, or other fees including E-911 fees and government regulatory fees such as Universal Service Fees. No discount offered, if any, shall apply to taxes, surcharges, assessments, or government or regulatory fees.

2.7 **Compliance with Federal, State and Local Procedures and Processes.** ENA complies with all federal, state and local procurement rules and regulations, and by this Agreement, Client acknowledges their duty to comply. If the Services provided under this Agreement qualify for E-rate discounts, ENA will work with Client to follow Client's selected E-rate reimbursement process (Service Provider Invoice or Billed Entity Applicant Reimbursement). Client acknowledges its responsibility for timely and full payment regardless of receipt of E-rate funds.

2.8 **Security; Collection**. If Client is late with more than one payment, ENA may, upon written notice to Client, require a security deposit or other reasonable assurances to secure Client's payment obligations hereunder. Client agrees to pay all costs and expenses associated with collecting delinquent payments, including reasonable attorneys' fees.

SECTION 3: CLIENT OBLIGATIONS

3.1 **Acceptable Use Policy**. Client shall at all times abide by ENA's Acceptable Use Policy, as it may be amended from time to time. As of the execution of this agreement, the current Acceptable Use Policy is posted at the following URL: http://www.ena.com/legal. Client is responsible for ensuring that all of its employees, agents, contractors, customers, or others who use the Services through Client's account abide by the Acceptable Use Policy.

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3.2 Client Obligations During Establishment of Service. Once ENA schedules installation and agrees upon an installation time with Client, Client must be present with facilities available and fully accessible. If ENA's technician arrives at the Client location and Client is not present or facilities are not available or accessible, or Client otherwise cancels or postpones installation without a 24-hour notice to ENA, ENA reserves the right to assess a "Client Missed Call" trip charge.

3.3 Interoperability with Client's Infrastructure. ENA's Services are capable of being deployed across a wide set of pre-existing Client infrastructure, however Client is responsible for any upgrades of its pre-existing infrastructure necessary to establish and continue Service.

3.4 Protection of Client Premise Equipment ("CPE") Provided By ENA. The Client shall be solely responsible and liable for any and all damage caused to the CPE, including, without limitation, any damage due to misuse, and vandalism, for the duration of the contract. At the expiration of the term of the contract or upon its early termination by either party to the contract, the Client shall continue to be solely responsible and liable for any and all damage caused to the CPE while such equipment remains at the Client location. Client will provide reasonable space and environmental conditions for any CPE, will do nothing to change the space or conditions without notice to ENA and will at no time, move, adjust, alter or otherwise operate the ENA CPE without prior consent of ENA. Client will not attach any equipment to any ENA CPE without express instructions or involvement of ENA or utilize the ENA CPE in anyway inconsistent with the service purchased from ENA.

3.5 Internal Use. Subject to the terms and conditions set forth herein, ENA authorizes Client to use the Services for its internal business purposes. Client acknowledges and agrees that it will be responsible for all end users of the Services, regardless of whether such users are employees, contractors, agents, or third parties, in each case with or without the Client's permission to use such Services.

3.6 Restrictions on Use. Client shall not and shall not permit others to reproduce, reverse engineer, de-compile, disassemble, alter, translate, modify, adapt, market, resell, or sublease any of the Services or any software or materials provided by ENA in connection therewith.

3.7 Client Responsibility. Client acknowledges and agrees that it is solely responsible for the content of its transmissions which pass through the Services. Client also agrees it will not use the Services:

(a) for illegal purposes;

(b) to transmit threatening, obscene or harassing materials, or

(c) to interfere with or disrupt other network users, network services or network equipment.

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3.8 User Content.

(a) For purposes of this Agreement, the term "Content" includes, without limitation, information, data, text, written posts and comments, software, scripts, graphics, and interactive features generated, provided, or otherwise made accessible on or through the Services. For the purposes of this Agreement, "Content" also includes all User Content (as defined below).

(b) All Content added, created, uploaded, submitted, distributed, or posted to the Services by users (collectively "User Content"), whether publicly posted or privately transmitted, is the sole responsibility of the person who originated such User Content. Users represent that all User Content provided by Users is in compliance with all applicable laws, rules and regulations. Users acknowledge that all Content, including User Content, accessed by users using the Services is at users' own risk and users will be solely responsible for any damage or loss to users or any other party resulting therefrom. ENA does not guarantee that any Content users' access on or through the Services is or will continue to be accurate.

(c) The Services may contain Content specifically provided by ENA, ENA's partners or ENA's users, and such Content is protected by copyrights, trademarks, service marks, patents, trade secrets or other proprietary rights and laws. Users shall abide by and maintain all proprietary notes, information, and restrictions contained in any Content accessed through the Services.

(d) Subject to this Agreement, ENA grants each user of the Services a worldwide, non-exclusive, revocable, non-sub-licensable and non-transferable license to use (i.e., to download and display locally) Content solely for purposes of using the Services. Use, reproduction, modification, distribution or storage of any Content for other than purposes of using the Services is expressly prohibited without prior written permission from ENA. Users shall not sell, license, rent, or otherwise use or exploit any Content for commercial use or for any use that violates any third party right.

SECTION 4: CONFIDENTIAL INFORMATION

4.1 Confidential Information. "Confidential Information" means any and all tangible and intangible information (whether written or otherwise recorded or oral) of the disclosing party that (a) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy; or (b) that the disclosing party designates as confidential or that, given the nature of the information or the circumstances surrounding its disclosure, reasonably should be considered as confidential. Confidential Information includes, without limitation the pricing and terms of this Agreement. Neither party shall use for its own account or the account of any third party, nor disclose to any third party, any of the other party's Confidential Information.

4.2 Exceptions. Notwithstanding the above, the term "Confidential Information" shall not include any information that is either:

(a) available from public sources or in the public domain, through no fault of the receiving party; or

(b) received at any time from any third party without breach of a non-disclosure obligation to the disclosing party; or

(c) readily discernible from publicly-available products or literature; or

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(d) approved for disclosure by prior written permission of a corporate officer of the disclosing party.

4.3 Mandated Disclosures. The receiving party may disclose Confidential Information as required to comply with binding orders of governmental entities that have jurisdiction over it or as otherwise required by law, provided that the receiving party (i) gives the disclosing party reasonable written notice to allow the disclosing party to seek a protective order or other appropriate remedy (except to the extent the receiving party's compliance with the foregoing would cause it to violate a court order or other legal requirement), (ii) discloses only such information as is required by the governmental entity or otherwise required by law, and (iii) and uses commercially reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

SECTION 5: DISCLAIMERS AND LIMITATIONS OF LIABILITY

5.1 Disclaimer. THE SERVICES, INCLUDING WITHOUT LIMITATION ANY INFORMATION DELIVERED AS PART OF THE SERVICES, AND CONTENT ARE PROVIDED "AS IS", "AS AVAILABLE" AND WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, NONINTERFERENCE WITH DATA, AVAILABILITY, ACCURACY, THAT USERS WILL HAVE CONTINUOUS, UNINTERRUPTED OR SECURE ACCESS TO THE SERVICES OR THAT THE SERVICES ARE ERROR FREE AND ANY WARRANTIES IMPLIED BY ANY COURSE OF PERFORMANCE OR USAGE OF TRADE, ALL OF WHICH ARE EXPRESSLY DISCLAIMED. ENA, AND ITS DIRECTORS, EMPLOYEES, AGENTS, VENDORS, PARTNERS AND CONTENT PROVIDERS DO NOT WARRANT THAT: (I) THE SERVICES WILL BE SECURE OR AVAILABLE AT ANY PARTICULAR TIME OR LOCATION; (II) ANY DEFECTS OR ERRORS WILL BE CORRECTED; (III) ANY CONTENT OR SOFTWARE AVAILABLE AT OR THROUGH THE SERVICES IS FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS; OR (IV) THE RESULTS OF USING THE SERVICES WILL MEET USERS REQUIREMENTS. USERS USE OF THE SERVICES IS SOLELY AT USERS OWN RISK. THE SERVICES MAY CONTAIN INFORMATION PROVIDED BY ONE OR MORE THIRD PARTY DATA PROVIDERS. ENA DOES NOT CONTROL AND IS NOT RESPONSIBLE FOR THE INFORMATION PROVIDED BY ANY SUCH THIRD PARTY PROVIDER. USERS ACKNOWLEDGE AND AGREE THAT NEITHER ENA NOR ANY SUCH THIRD PARTY PROVIDER HAS ANY OBLIGATION TO CORRECT INFORMATION ABOUT USERS EXCEPT AS REQUIRED BY APPLICABLE LAW. INFORMATION USERS REQUEST MAY NOT BE AVAILABLE OR MAY NOT BE PROVIDED, AND ENA HAS NO LIABILITY FOR SUCH FAILURE. IN NO EVENT WILL ENA WARRANT OR GUARANTEE THE CORRECTNESS, COMPREHENSIVENESS, COMPLETENESS, ACCURACY, TIMELINESS OF ANY INFORMATION OR SERVICES. THEREFORE, USERS AGREE THAT USERS USE OF THE SERVICES ARE AT USERS OWN RISK.

5.2 Consequential Damages Waiver. In no event will either party be liable or responsible to the other party for any type of incidental, punitive, indirect or consequential damages, including, but not limited to, lost revenue, lost profits, replacement goods, loss of technology, rights or services, loss of data, interruption or loss of use of Services or equipment, arising from or relating to this Agreement or the Services, even if advised of the possibility of such damages, whether arising under any theory of contract, tort (including negligence), strict liability, or otherwise.

5.3 Limitation of Liability. Except for the willful misconduct of ENA, ENA will not be liable for unauthorized access to Client's transmission facilities or premise equipment or for unauthorized access to or alteration, theft or destruction of Client's data files, programs, procedures or information through accident, fraudulent means or devices, or any other method, regardless of whether such damage occurs as a result of ENA's actions or inaction. ENA's liability for damages to Client for any cause whatsoever,

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regardless of form of action, shall be limited to the amounts paid by Client to ENA for the Service giving rise to the claim during the one year period preceding the incident giving rise to the claim for damages.

5.4 Insurance. ENA intends to maintain the following insurance coverages during the Term of this Agreement:

a) Worker's compensation insurance and any other insurance, to the extent required by Law, in all applicable jurisdictions;

b) Commercial general liability insurance with a limit of liability of at least one million U.S. dollars ($1,000,000 USD) per occurrence; and

c) Errors and omissions insurance with a limit of liability of at least two hundred fifty thousand U.S. dollars ($250,000 USD) per occurrence.

Upon written request, ENA will furnish to Client insurance certificates and additional insured endorsements where requested by Client in writing. Such certificates shall provide that at least thirty (30) days' prior written notice of any policy cancellation or material change be given to Client.

5.5 Indemnification. Client agrees to defend, indemnify and hold ENA, its officers, employees, agents, and affiliates, harmless from and against any claim or demand asserted by any third party due to or arising directly or indirectly out of Client's use of the Services or Client's breach of this Agreement.

SECTION 6: TERM AND TERMINATION

6.1 Initial and Renewal Terms. The term of this Agreement shall commence on the Effective Date and continue until all Schedule(s) are expired or terminated.

6.2 Termination.

(a) In the event that ENA makes material changes to the Services covered by a Schedule attached hereto pursuant to Section 1.2 above which Client elects not to accept, Client may terminate an individual Schedule without penalty upon thirty (30) days written notice.

(b) The parties specifically agree that the damages which ENA would incur arising from any breach or early termination of this Agreement or any Schedule(s) attached hereto by ENA are based upon future facts and conditions which are difficult for the parties to presently predict, anticipate, ascertain or calculate. The parties further agree that such liquidated damages, as determined herein, are based upon the best efforts of the parties to estimate the nature and amount of ENA's actual damages, are not penal in nature, and are intended to place ENA in the same position it would have achieved, had this Agreement and its Schedule(s) been fully performed by the parties according to the original terms.

(1) Either party may terminate this Agreement if the other party materially breaches any term or condition of this Agreement and fails to cure such breach within thirty (30) days after receipt of written notice. If ENA terminates this Agreement on account of a breach by Client, Client shall pay a termination fee equal to the minimum monthly charges hereunder multiplied by the number of months remaining in the then-current Initial or Renewal Term in all Schedule(s) attached hereto that have unexpired term.

(2) Client may terminate one or more Schedule(s) without cause at any time, provided that Client pays a termination fee equal to the minimum monthly charges multiplied by the number of months remaining in the applicable term of all Schedule(s) that Client intends to terminate.

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(c) Upon the effective date of expiration or termination of this Agreement or any of its Schedule(s): (a) ENA will immediately cease providing the Services, (b) any and all payment obligations of Client under this Agreement or Schedule(s) will become due immediately, and (c) within fourteen (14) days of termination, Client shall return any confidential materials and documentation relating to the Services, and certify to ENA that such has been deleted or destroyed. All indemnification obligations, together with all other provisions of this Agreement which may reasonably be interpreted as surviving the expiration or termination of this Agreement shall survive.

SECTION 7: INTELLECTUAL PROPERTY & PUBLICITY

7.1 Ownership. As between ENA and Client, ENA either owns all right, title and interest in and to or is authorized to use and license such use of the Services. Client shall neither receive nor retain any ongoing interest to the Services, including but not limited to any intellectual property rights relating to the Services. Elements of ENA's website are protected by trade dress, trademark, unfair competition, and other laws and may not, unless otherwise permitted hereunder, be copied in whole or in part. No logo, graphic, or image from the website may be copied or retransmitted without ENA's express written permission. The images, text, screens, web pages, materials, data, other content and information used and displayed on the website are the property of ENA or its licensors and are protected by copyright, trademark and other laws. In addition to ENA's rights in individual elements of the website, ENA owns copyright or patent rights in the selection, coordination, arrangement and enhancement of any images, text, screens, web pages, materials, data, Content and other information used and displayed on the Website. Users may copy such images, text, screens, web pages, materials, data, Content and other information used and displayed on the Website for users' personal or educational use only, provided that each copy includes any copyright, trademark or service mark notice or attribution as they appear on the pages copied. Except as provided in the preceding sentence, none of such images, text, screens, web pages, materials, data, Content and other information used and displayed on the Website may be copied, displayed, distributed, downloaded, licensed, modified, published, reposted, reproduced, reused, sold, transmitted, used to create a derivative work or otherwise used for public or commercial purposes without the express written permission of ENA.

7.2 Use of ENA's Name and Trademarks. All trademarks, service marks and trade names identifying ENA or ENA products or services (the "Marks") are the exclusive property of ENA. Client shall take no action which may lessen the goodwill in the Marks. Client shall not use a Mark or the name of ENA in any advertising, promotional material, or public announcement without the prior written approval of ENA.

7.3 Use of Client's Name. Client acknowledges that use of the Services may require that ENA include Client's name in registrations and administrative filings which are available to the public. In addition, Client agrees that ENA may include Client's name in ENA marketing brochures and literature and indicate that Client is an ENA customer.

SECTION 8: GENERAL PROVISIONS

8.1 Third Party Services. The Services may permit users to link to other websites, services or resources on the Internet, and other websites, services or resources may contain links to the Services. When users access third party resources on the Internet, users do so at users' own risk. These other resources are not under ENA's control, and users acknowledge that ENA is not responsible or liable for the content, functions, accuracy, legality, appropriateness or any other aspect of such websites or resources. The inclusion of any such link does not imply ENA's endorsement or any association between ENA and their operators. Users further acknowledge and agree that ENA shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with the use of or reliance on any such content, goods or services available on or through any such

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website or resource. It is users' responsibility to protect users' system from such items as viruses, worms, Trojan horses and other items of a destructive nature.

8.2 Import and Export Compliance. In connection with this Agreement, each party will comply with all applicable import, re-import, export, and re-export control laws and regulations, including the Export Administration Regulations, the International Traffic in Arms Regulations, and country-specific economic sanctions programs implemented by the Office of Foreign Assets Control. For clarity, Client agrees to be solely responsible for compliance related to the manner in which Client chooses to use the Services, including Client's transfer and processing of content and the provision of such content to others.

8.3 Force Majeure. Neither party will be liable for, or will be considered to be in breach of or default under this Agreement on account of, any delay or failure to perform as required by this Agreement as a result of any causes or conditions that are beyond such party's reasonable control and that such party is unable to overcome through the exercise of commercially reasonable diligence. If any force majeure event occurs, the affected party will give prompt written notice to the other party and will use commercially reasonable efforts to minimize the impact of the event.

8.4 Government Approvals. Client must exercise its rights under this Agreement with all necessary government approvals. Client must also comply with all applicable laws and regulations.

8.5 Changes in Laws and/or Government Regulations. This Agreement is based on the laws and government regulations in place at the Effective Date. Subsequent changes in any applicable laws or regulations may result in pricing changes and/or service changes that may automatically become a part of this Agreement.

8.6 Notice And Payment.

(a) Writing Required. Any notice required to be given under this Agreement shall be in writing and delivered personally to the other designated party at the above stated address or mailed by certified, registered or Express mail, return receipt requested, or by overnight carrier with tracking. Notices to ENA shall be sent to the attention of Contract Administrator.

(b) Change of Address. Either party may change the address to which notice or payment is to be sent by written notice to the other under any provision of this paragraph.

8.7 Jurisdiction/Disputes. This Agreement shall be governed in accordance with the laws of the State of Tennessee, without regard to its or any other jurisdiction's laws governing conflicts of law. The parties hereby consent to and agree that the exclusive jurisdiction for any litigation regarding this Agreement shall be the state or federal courts sitting in Davidson County, Tennessee.

8.8 Assignability. Neither party may assign this Agreement, its Schedule(s) or the rights and obligations thereunder to any third party without the prior express written approval of the other party which shall not be unreasonably withheld. Notwithstanding the foregoing, ENA may assign this Agreement in its entirety in connection with any sale of all or substantially all of its assets, or of the business division of ENA through which the Services are provided.

8.9 Agreement Binding On Successors. Subject to the terms of Section 8.8, the provisions of the Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their heirs, administrators, successors and assigns.

8.10 Waiver. No waiver by either party of any default shall be deemed as a waiver of prior or subsequent default of the same of other provisions of this Agreement.

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8.11 Independent Contractors. The relationship between ENA and Client under this Agreement shall be at all times one of contractor and client, respectively. Nothing herein shall be construed to place the parties in the relationship of partners, joint venturers, principal and agent, or employer and employee. ENA shall determine the method and means of performing the Services hereunder and ENA assumes all risks and liabilities arising therefrom. ENA shall have no authority to act, make any representation, enter into any contract or commitment, or in incur any liability for or on behalf of Client in any manner whatsoever.

8.12 Severability. If any term, clause or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other term, clause or provision and such invalid term, clause or provision shall be deemed to be severed from the Agreement or its Schedule(s).

8.13 Integration. This Agreement, ENA's Acceptable Use Policy, and all Schedules constitute the entire understanding of the parties with respect to the subject matter hereof, and revokes and supersedes all prior agreements between the Parties and is intended as a final expression of their Agreement. This Agreement shall not be modified or amended except in writing signed by the parties hereto.

8.14 Hierarchy. In the event of any conflict regarding the terms of this Agreement, addendum to this Agreement, ENA's Acceptable Use Policy, or any Schedules, their terms shall control in the following order, from highest to lowest priority: (1) Schedules, (2) addendum to this Agreement, (3) this Agreement, and (4) ENA's Acceptable Use Policy.

8.15 Counterparts; Imaging. This Agreement and all ancillary agreements reference herein or executed in connection with this Agreement may be executed in one or more counterparts, and once combined shall constitute a single original. The parties agree that imaged or copied versions of such are fully enforceable, and original documents are not required for either party to enforce its rights thereunder.

[signatures on next page]

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IN WITNESS WHEREOF the parties have executed this Agreement as of the Effective Date.

ENA:

ENA Services LLC

By: DocuSigned by: Kitty Gavier
Name: Kitty Gavier
Title: General Counsel
Date: 2/13/2019

CLIENT:

Clay County School Board

By: Carol Studdard
Name: Carol Studdard
Title: Chairwoman of the board
Date: 2/7/2019

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SCHEDULE OF SERVICES

No. 1 Wide Area Network

In accordance with all terms and conditions of the Unified Master Services Agreement executed between ENA and Clay County School Board ("Client") on 2/7/2019 (Date) (the "Agreement"), Client desires to purchase some or all of the Services described in this Schedule of Services (the "Schedule"). Client's Purchases of Services from this Schedule will be memorialized in a form agreeable to both Parties during the Term of this Schedule.

Service Ordered (Check All Applicable Below)

X	Broadband		Wi-Fi/LAN
	Communication		Cloud
	Other		

Description and Price of Services

Check one:

[ ] Described below [X] Described in the attached document(s)

Details in E-Rate RFP 19004066 proposal submitted by ENA for Leased Dark Fiber

Term (construed in conjunction with any documents attached to this Schedule)

Initial Term: 120 Months

Renewal Term(s): 5 Number of Renewal Terms *enter '0' if none permitted*; 24 Length of each Renewal Term (in months)

Maximum Contract Length (if all renewal terms exercised): 240 Months

Schedule of Service Term Start Date (at install unless specified herein): July 1, 2019

Original Term ends 6/30/2029 but per attached Order Form it looks like we agreed to extend for 20 years through 6/30/2039

Billing Address and Billing Contact Information

900 Walnut Street
Green Cove Springs FL, 32043
Jeremy Bunkley
904-336-9603
Jeremy.Bunkley@myoneclay.net

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[signatures follow]

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SCHEDULE OF SERVICES

Nothing in this Schedule is intended to replace, supersede or modify the terms of the Agreement. Client facility must be ready to support the Service. Any building or customer environment make-ready cost is the responsibility of the Customer. If this Service includes a data circuit, Client must have a suitable entrance facility into the building/demark room by conduit or aerial means.

ENA:

By: DocuSigned by: Kitty Garner
40620AB4DC9E414...
Name: Kitty Garner
Title: General Counsel
Date: 2/13/2019

CLIENT:

By: Carol Studdard
Name: Carol Studdard
Title: Chairwoman of the Board
Date: 2/7/2019

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August 2, 2019

Mr. Jeremy Bunkley
School District of Clay County
900 Walnut Street
Green Cove Springs, FL 32043

Re: ENA Leased Dark Fiber WAN Services

Dear Mr. Bunkley:

ENA is delighted to have been awarded a contract for up to twenty (20) years for leased dark fiber WAN services as a result of the School District of Clay County's RFP for 470 #190004066, and are honored to have the opportunity to continue to support the district's growing technology needs.

Per our recent conversation, we understand the budget pressures SDCC is facing, and we can offer the following options to help further reduce the cost of ENA's leased dark fiber solution to enable SDCC to move forward with this critical project upon E-Rate funding approval:

Option 1 - Reduce future capacity enhancement: ENA will deliver the multi-path connectivity from each of your two head sites, exactly as described in our response with no changes to any aspect of ENA's technical solution (meeting and exceeding all technical and SLA requirements), but will reduce the costs associated with capacity growth/resiliency enhancements that are available to SDCC in the future.

Option 2 – contract extension: Additionally, ENA will further reduce the monthly rate in exchange for SDCC exercising its right to extend the initial term of the contract from ten (10) years to twenty (20) years.

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Years 1-10

Description	Current Monthly per Site	Current Monthly Total	New Monthly per Site	New Monthly Total
Option 1	$2,850	$122,550	$2,700	$116,100
Option 1 & 2	$2,850	$122,550	$2,550	$109,650

Years 11-20

Description	Current Monthly per Site	Current Monthly Total	New Monthly per Site	New Monthly Total
Option 1	$1,550	$66,650	$1,400	$60,200
Option 1 & 2	$1,550	$66,650	$1,350	$58,050

Option 1 - Total 240 month savings: $1,548,000
Option 1 & 2 - Total 240 month savings: $2,580,000

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Should SDCC elect to move forward with either of the options presented above, please acknowledge by initialing and signing the attached Order Form.

Thank you for the opportunity to continue to serve the students, teachers, administrators and communities of the School District of Clay County. I look forward to hearing from you.

Sincerely,

Gayle Nelson
Senior Vice President

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ENA Order Form

Years 1-10

Description	Current Monthly per Site	Current Monthly Total	New Monthly per Site	New Monthly Total
Option 1	$2,850	$122,550	$2,700	$116,100
Option 1 & 2	$2,850	$122,550	$2,550	$109,650

Years 11-20

Description	Current Monthly per Site	Current Monthly Total	New Monthly per Site	New Monthly Total
Option 1	$1,550	$66,650	$1,400	$60,200
Option 1 & 2	$1,550	$66,650	$1,350	$58,050

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____**Option 1:** ENA will deliver the multi-path connectivity from each of your two head sites, exactly as described in our response with no changes to any aspect of ENA's technical solution but will reduce the costs associated with capacity growth/resiliency enhancements that are available to SDCC in the future.

__X__ **Option 1 & 2**: In addition to Option 1 (described above), SDCC elects to extend the term of the contract from ten (10) years to twenty (20) years.

Carol Studdard
Name of authorized representative (Printed)

Carol Studdard
Signature

8/30/2019
Date

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SCHEDULE OF SERVICES

No. 2 Internet Access

In accordance with all terms and conditions of the Unified Master Services Agreement executed between ENA and Clay County School Board ("Client") on 2/7/2019 (Date) (the "Agreement"), Client desires to purchase some or all of the Services described in this Schedule of Services (the "Schedule"). Client's Purchases of Services from this Schedule will be memorialized in a form agreeable to both Parties during the Term of this Schedule.

Service Ordered (Check All Applicable Below)

[X]	Broadband	[ ]	Wi-Fi/LAN
[ ]	Communication	[ ]	Cloud
[ ]	Other		

Description and Price of Services

Check one:

[ ] Described below

[X] Described in the attached document(s)

Details in E-Rate RFP 19004066 proposal submitted by ENA for Internet Access

Term (construed in conjunction with any documents attached to this Schedule)

Initial Term: 60 Months

Renewal Term(s): 2 Number of Renewal Terms *enter '0' if none permitted*; 24 Length of each Renewal Term (in months)

Maximum Contract Length (if all renewal terms exercised): 108 Months

Schedule of Service Term Start Date (at install unless specified herein): July 1, 2019

Original Term ends 6/30/2024
1st Renewal per attached Extension Agreement through 6/30/2026
(still have 1 more 2 year renewal left)

Billing Address and Billing Contact Information

900 Walnut Street
Green Cove Springs FL, 32043
Jeremy Bunkley
904-336-9603
Jeremy.Bunkley@myoneclay.net

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[signatures follow]

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SCHEDULE OF SERVICES

Nothing in this Schedule is intended to replace, supersede or modify the terms of the Agreement. Client facility must be ready to support the Service. Any building or customer environment make-ready cost is the responsibility of the Customer. If this Service includes a data circuit, Client must have a suitable entrance facility into the building/demark room by conduit or aerial means.

ENA:

By: DocuSigned by: Kitty Gavier
Name: Kitty Gavier
Title: General Counsel
Date: 2/13/2019

CLIENT:

By: Carol Studdard
Name: Carol Studdard
Title: Chairwoman of the Board
Date: 2/7/2019

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CUSTOMER EXTENSION AGREEMENT

This Customer Extension Agreement ("Extension") is entered into by and between ENA Services, LLC and Affiliates, a Delaware limited liability company ("**ENA**") and Clay County School Board ("Client"). This Extension extends the term of the Schedule of Services or Service Order dated 02/13/2019 [#2] ("Referenced Schedule") for ENA Internet Access (Broadband) (7/01/2024 through 6/30/2026).

Whereas, pursuant to the Referenced Schedule, the Term may be renewed for **Two (2) optional Two (2) year renewals** based on written agreement of the parties. This Extension renews the services provided for the **First (1st) of the optional Two (2) year renewals**.

Whereas, all other original terms in the Referenced Schedule and respective Master Services Agreement shall remain unchanged. This Extension is effective upon the date of Client signature below, but the revised commitment Term is as noted in the first paragraph of this document.

IN WITNESS THEREOF each of the parties hereto has caused this Extension to be duly executed by their authorized representatives.

COMPANY:

ENA Services, LLC

By: DocuSigned by: Gayle Nelson 54CF9FE10EEA41A...

Name: Gayle Nelson

Title: Chief Revenue Officer

Date: 11/2/2023

CLIENT:

Clay County School Board

By: DocuSigned by: Ethan Caren 09AF916217C341D...

Name: Ethan Caren

Title: Director of ITS

Date: 11/2/2023

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Missing Schedule of Services No. 3, 4, 5, 6

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SCHEDULE OF SERVICES

No. 7

In accordance with all terms and conditions of the Unified Master Services Agreement executed between Zayo Education, LLC (formerly known as ENA Services, LLC) and Affiliates, a Delaware limited liability company ("**Zayo Education**")and Clay County Schools ("Client") on 2/7/2019 (Date) (the "Agreement"), Client desires to purchase some or all of the Services described in this Schedule of Services (the "Schedule"). Client's Purchases of Services from this Schedule will be memorialized in a form agreeable to both Parties during the Term of this Schedule.

Service Ordered (Check All Applicable Below)	
☐ Broadband	☐ Wi-Fi/LAN
☐ Communication	☒ Security
☐ Cloud	☐ Other

Description and Price of Services

Check one:

☒ Described below ☐ Described in the attached document(s)

DDoS Protection (30 Gbps) = $5,012 monthly

Term (construed in conjunction with any documents attached to this Schedule)

Initial Term	24	months	
Renewal Term(s)	1	Number of Renewal Terms *enter '0' if none permitted*	24 Length of each Renewal Term (in months)
Maximum Contract Length (if all renewal terms exercised)			48 Months
Schedule of Service Term Start Date (at install unless specified herein)			7/1/2024 – (through 6/30/2026)

Billing Address and Billing Contact Information

Clay County Schools
Attn: Accounts Payable
900 Walnut St
Green Cove Springs, FL 32043

[signatures on last page]

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SCHEDULE OF SERVICES

Nothing in this Schedule is intended to replace, supersede or modify the terms of the Agreement. Client facility must be ready to support the Service. Any building or customer environment make-ready cost is the responsibility of the Customer. If this Service includes a data circuit, Client must have a suitable entrance facility into the building/demark room by conduit or aerial means.

COMPANY:

Zayo Education, LLC (formerly known as ENA Services, LLC)

By: Signed by: Michael McKerley 9C96291D4A534AA...

Name: Michael McKerley

Title: SVP, Zayo Managed Services

Date: 5/23/2025

CLIENT:

Clay County Schools, FL

By:

Name: DAWN POSEY

Title: Asst. Superintendent to Business Affairs

Date: 5/22/25

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SCHEDULE OF SERVICES

No. 8

In accordance with all terms and conditions of the Unified Master Services Agreement executed between Zayo Education, LLC (formerly known as ENA Services, LLC) and Affiliates, a Delaware limited liability company ("**Zayo Education**")and Clay County Schools ("Client") on 2/7/2019 (Date) (the "Agreement"), Client desires to purchase some or all of the Services described in this Schedule of Services (the "Schedule"). Client's Purchases of Services from this Schedule will be memorialized in a form agreeable to both Parties during the Term of this Schedule.

Service Ordered (Check All Applicable Below)	
☐ Broadband	☐ Wi-Fi/LAN
☐ Communication	☒ Security
☐ Cloud	☐ Other

Description and Price of Services

Check one:

☒ Described below ☐ Described in the attached document(s)

UTM features for (2) 20 Gbps IA circuits at a total of $4,000/month ($2,000/circuit).

Term (construed in conjunction with any documents attached to this Schedule)

Initial Term	12	months		
Renewal Term(s)	1	Number of Renewal Terms *enter '0' if none permitted*	24	Length of each Renewal Term (in months)
Maximum Contract Length (if all renewal terms exercised)			36	Months
Schedule of Service Term Start Date (at install unless specified herein)			7/1/2025 – (through 6/30/2026)	

Billing Address and Billing Contact Information

Clay County Schools
Attn: Accounts Payable
900 Walnut St
Green Cove Springs, FL 32043

[signatures on last page]

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SCHEDULE OF SERVICES

Nothing in this Schedule is intended to replace, supersede or modify the terms of the Agreement. Client facility must be ready to support the Service. Any building or customer environment make-ready cost is the responsibility of the Customer. If this Service includes a data circuit, Client must have a suitable entrance facility into the building/demark room by conduit or aerial means.

COMPANY:

Zayo Education, LLC (formerly known as ENA Services, LLC)

By: Signed by: Michael McKerley 9C96291D4A534AA...

Name: Michael McKerley

Title: SVP, Zayo Managed Services

Date: 5/23/2025

CLIENT:

Clay County Schools, FL

By: [signature]

Name: Dawn Posey

Title: Asst. Superintendent for Business Affairs

Date: 5/22/25

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Rider for ENA Universal Service Fund Customers

This Attachment, entered into by Education Networks of America, Inc. and ENA Services, LLC ("ENA") and Clay County School District ("CLIENT") (collectively the "Parties") and effective as of the date last signed below ("Effective Date"), is an attachment/schedule/exhibit ("Attachment") to the Agreement (inclusive of pre-existing attachments, schedules and exhibits to the Agreement) and is incorporated into the Agreement. The term of this Attachment is defined by the Agreement. Insofar as any provision of this Attachment is declared illegal or void, the Parties agree that they will remain bound by all other provisions of this Attachment. If there are any inconsistencies between this Attachment and the Agreement, the terms and conditions of this Attachment shall control.

For the purposes of this Attachment: "Initial Term" is defined, in accordance with Section (x.x) of the Agreement, to begin on (mm/dd/yyyy) and end on (mm/dd/yyyy).

TERMS AND CONDITIONS APPLICABLE TO E-RATE FUNDED PRODUCTS AND SERVICES

CLIENT may seek funding through the Federal Universal Service Fund program known as "E- Rate" for some or all of the Services or Service Components purchased under the Agreement. E- Rate is administered by the Schools and Libraries Division ("SLD") of the Universal Service Fund Administrative Company ("USAC") (sometimes collectively or individually referred to herein as "USAC/SLD" and/or "E-Rate Program"). The Federal Communications Commission ("FCC") has promulgated regulations that govern the participation in the E-Rate Program. Both Parties agree to adhere to FCC regulations as well as the rules established by SLD and USAC regarding participation in the E- Rate Program. The Parties further agree: Eligibility of Products and Services. The eligibility or ineligibility of products or services for E-Rate funding is solely the responsibility of the CLIENT, USAC/SLD and/or the FCC. ENA makes no representations or warranties regarding such eligibility.

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1. Client Elections. CLIENT acknowledges its obligation to designate the method by which it will receive E-Rate discounts for each such Service.

2a. Billed Entity Application Reimbursement ("BEAR") - Form 472. CLIENT agrees to submit to ENA complete and accurate BEAR - Form 472 requests for certification at least five (5) business days prior to the FCC Invoice Deadline date for the Funding Request Number(s) ("FRN') being submitted on that Form 472. Upon receipt of USAC/SLD check in the amount of the certified Form 472, ENA will remit payment to CLIENT within twenty (20) business days after receipt of payment from USAC/SLD. It is solely CLIENT's responsibility to ensure the accuracy of this submission and the amounts sought to be recovered through the E-Rate program. In the event SLD denies payment, CLIENT will be responsible for repayment of all funds provided to CLIENT by ENA associated with this process.

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2b. Service Provider Invoice form - ("SPI") - Form 474. After ENA has received notification of approved funding, an approved Form 486, and CLIENT has confirmed the appropriate Billed Accounts to be discounted per Funding Request Number, ENA will then provide E-Rate program discounts and will file a Form 474 SPI. CLIENT agrees to promptly submit any ENA or USAC/SLD Forms needed to support requests for reimbursement of Services rendered.

3. Reimbursement of USAC/SLD. If USAC/SLD seeks reimbursement from ENA of E-Rate funds as a result of CLIENT's failure to comply with the E-Rate rules or regulations, including CLIENT delays in submitting required forms or contracts; or, if USAC/SLD determines that Service(s) that it had previously approved for discounts are not eligible and funds must be returned (a "ComAd") (other than as the result of ENA's failure to comply with the E-Rate requirements), then CLIENT shall reimburse ENA for any such funds ENA must return to USAC/SLD within ninety (90) days of notice from USAC/SLD seeking reimbursement. In addition, CLIENT agrees and acknowledges that a determination of ineligibility does not affect the obligations set forth in the Agreement, including those obligations related to payments, fees and early termination fees.

4. Requested Information. If requested, CLIENT will promptly provide ENA with final copies of the following E-Rate-related materials (including all attachments) prepared by or for CLIENT: (i) Form 471 and Item 21 Attachment; if appropriate, (ii) Form 486; (iii) Form 500; (iv) Service Substitution Request; (v) Service Certification Form; and, (vi) Form 472-BEAR. If the CLIENT issues purchase orders, CLIENT shall clearly delineate between eligible and non-eligible Services on those orders.

5. Representations, Warranties and Breaches of the Agreement. Each Party represents, warrants and agrees that it is, as specified in the Agreement, contractually obligated to comply with all laws and the requirements applicable to the E-Rate Program. In addition to any contractual obligations set forth in the Agreement and to the extent permitted by law, each Party agrees that it is required by the Agreement to pay to the other Party (its employees, officers, directors and agents, and its parents and affiliates under common control) as consideration for the Service(s) any payments made to third parties (including FCC or USAC/SLD claims) and related loss, liability, damage and expense (including reasonable attorney's fees) arising out of the breaching Party's violation of the requirements of the E-Rate Program or other breaches of the Agreement and the representations, warranties contained in it.

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6. CLIENT Designation of Conditions to Service. As a condition to the provision of the Service(s), CLIENT must choose Option A or Option B, as follows:

☐ [OPTION "A" IS AVAILABLE FOR NEW OR EXISTING SERVICES]

CLIENT DIRECTS ENA TO COMMENCE OR CONTINUE SERVICES EVEN IF FUNDING COMMITMENT DECISION LETTER ("FCDL") HAS NOT BEEN RECEIVED FROM USAC/SLD. CLIENT ACKNOWLEDGES ITS OBLIGATION TO PAY FOR THE SERVICE IF FUNDING IS DENIED OR USAC/SLD COMMITMENT IS NOT RECEIVED.

1. Scope; CLIENT desires that Services commence on or about _____(insert date). CLIENT intends to seek funding from the USAC/SLD, but acknowledges that it may not receive an FCDL prior to this date and that it is possible that USAC/SLD may not approve funding or may delay its decision.

2. Funding Denial Agreement Termination; CLIENT ACKNOWLEDGES THAT THERE IS NO RIGHT TO TERMINATE EARY THE SERVICES OR SERVICE COMPONENTS PROVIDED ON THE BASIS OF THIS ATTACHMENT IF E-RATE FUNDING IS DELAYED OR DENIED.

CLIENT should refer to the E-Rate Rules and Regulations regarding USAC/SLD payments for eligible services delivered after the beginning of the E-Rate year (July 1st) but before receipt of an FCDL.

OR

☒ [OPTION "B" IS APPROPRIATE FOR NEW SERVICES]*

SERVICES WILL NOT COMMENCE AND/OR EQUIPMENT WILL NOT SHIP UNTIL ENA RECEIVES NOTIFICATION THAT E-RATE FUNDS HAVE BEEN COMMITTED; IF E-RATE FUNDING FOR SERVICES AND/OR EQUIPMENT IS DENIED, THE STATEMENT OF WORK FOR SUCH SERVICES WILL TERMINATE AS TO THOSE SERVICES AND/OR EQUIPMENT UNLESS AND UNTIL A NEW ATTACHMENT (REPLACING THIS ATTACHMENT) IS EXECUTED.

1. Scope; CLIENT agrees to use best efforts to obtain funding from the USAC/SLD and ENA will not begin Services (including, without limitation, construction, installation or activation activities) and the initial term shall not begin, until after ENA receives CLIENT notification to proceed with the Services, and verification of funding approval.

a. With specific reference to Internal Connections (IC), a verification of Form 486 approval, by the USAC/SLD. ENA will commence Service(s) as soon as is practical following the receipt of the appropriate documentation.

2. Funding Denial Agreement Termination: if a funding request is denied by the USAC/SLD, the Statement of Work for such Service(s) and/or equipment, shall terminate sixty (60) days from the date of the FCDL in which E-Rate funding is denied or on the 30th day following the final appeal of such denial. In the event Services and/or equipment are to be provided pursuant to a multi-year arrangement (whether by contract or tariff), this termination right applies only to the first year of the multi-year agreement.

*If CLIENT wishes to change its selection and wishes ENA to commence services regardless of funding commitment from the USAC/SLD, CLIENT will execute a new (replacement) attachment, and agree to the terms set forth in "Option A" above. Upon execution of the Replacement Attachment, the Parties will mutually agree upon a Service Commencement Date.

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7. Service Substitutions and Suspension of Payments. ENA will provide Services and Service Components only as approved by the SLD and may suspend activities pending approval of service substitution requests. Insofar as ENA services are being reimbursed with E-Rate funds and ENA becomes aware that USAC/SLD has suspended payment resulting from a possible program rule violation or breach of the Agreement by Client and, accordingly, suspension of services, ENA may continue Services upon execution of an agreement mutually satisfactory to both parties.

8. Non-Appropriations. By executing the Agreement and ordering Services, CLIENT warrants that CLIENT has funds appropriated and available to pay all amounts due hereunder through the end of CLIENT's current fiscal period. CLIENT further agrees to request all appropriations and funding necessary to pay for the Services for each subsequent fiscal period through the end of the Initial Term. In the event CLIENT is unable to obtain the necessary appropriations or funding for the Service(s), CLIENT may terminate the Service(s) upon the following conditions: (i) CLIENT has taken all actions necessary to obtain adequate appropriations or funding; (ii) despite CLIENT's best efforts funds have not been appropriated and are otherwise unavailable to pay for the Service(s); and (iii) CLIENT has negotiated in good faith with ENA to develop revised terms, an alternative payment schedule or a new agreement to accommodate CLIENT's budget for such Service(s). No penalty shall accrue to CLENT in the event this provision is exercised, and CLIENT shall not be obligated or liable for any future payments due or any damages as a result of termination under this Attachment.

9. Early Termination. Early Termination is defined to mean termination by Client prior to the expiration of the Initial Term for any reason other than ENA's failure to comply with the requirements of the E-Rate Program or ENA's uncured breach of the Agreement. If Service(s) are subject to Early Termination, Client agrees as the Date of Early Termination: (i) to pay all Fees and other amounts due for Service(s) incurred through Date of Early Termination, (ii) reimburse all otherwise unrecovered charges incurred by ENA for the Service(s), both recurring and non-recurring through the Date of Early Termination, and (iii) pay all direct and reasonable costs associated with the termination of the Service(s) through the Date of Early Termination. For purposes of this section of this Attachment, "direct costs" are costs that ENA incurs from persons not a Party, such as, without limitation, underlying carriers and/or vendors with whom the ENA subcontracts to provide the Service(s), as a result of Early Termination of Service(s) and/or a site. ENA shall not be reimbursed for any anticipatory profits which have not been earned up to the Date of Early Termination. CLIENT further agrees that it will not contract with any other provider for the same or substantially similar services or equipment through the end of the Initial Term.

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SO AGREED by the Parties' respective authorized signatories:

DISTRICT NAME	ENA
CLIENT Signature: Paul Stoddard	*Company Signature:* DocuSigned by: Kitty Ganier 40620AB4DC9E414...
Print Name:	Print Name: Kitty Ganier
Title:	Title: General Counsel
Date:	Date: 2/13/2019

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"ADDENDUM A"
TO
CONTRACT WITH THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

Notwithstanding any contractual language to the contrary, the terms and conditions of this "Addendum A" shall govern and prevail over any conflicting or inconsistent terms and conditions in the underlying contract to which this "Addendum A" is attached and/or otherwise incorporated. All references herein made to the School Board of Clay County, Florida ("Board") shall be interpreted to include the School Board of Clay County, Florida, Clay County District Schools ("District"), and all Board officers and employees.

1. INDEMNIFICATION

In addition to any other statutory or common law obligation to indemnify and defend the Board, Contractor/Vendor shall indemnify, defend, and hold harmless the Board, its officers, and employees from and against any claim, loss, damage, penalty, or liability arising from any negligent act, omission, misfeasance, malfeasance, or intentionally wrongful conduct of Contractor/Vendor, its employees, and/or agents relating to the performance of duties contemplated by or arising from the underlying contract. Such obligations of the Contractor/Vendor include the duty to defend the Board and its officers and employees from and against any claim, complaint, payment, penalty, or other liability arising from the negligent act, omission, misfeasance, malfeasance, or intentionally wrongful conduct of Contractor/Vendor, its employees, and/or its agents. These obligations shall survive termination of the underlying contract.

2. INSURANCE

Unless otherwise specified in the underlying contract, Contractor/Vendor shall maintain throughout the term/duration of the contract (and any authorized renewal periods) the following insurance policies providing at least the minimum amounts shown:

1. General Liability Policy:
   $1,000,000.00 per occurrence
   $2,000,000.00 aggregate

2. Auto Liability Policy:
   $1,000,000.00 combined single limit
   $5,000,000.00 charter or common carrier

3. Worker's Compensation Policy:
   $100,000

   Note: To the extent that Contractor/Vendor is statutorily or otherwise legally exempt from Worker's Compensation insurance obligations, Contractor/Vendor must execute a Release and Hold Harmless Agreement in a form acceptable to the Board.

Each insurance policy shall be obtained from an insurance carrier rated as "A-" or better, under a policy approved for use in the State of Florida. Further, unless otherwise agreed to by the Board, such insurance policy shall contain evidence/endorsement for physical and sexual abuse and molestation coverage. Each Certificate of Insurance ("COI") shall

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name the School Board of Clay County, Florida, as an additional insured and the policy must unconditionally entitle the Board to thirty (30) days' notice of policy/coverage cancellation.

3. RESERVATION OF SOVEREIGN IMMUNITY

No provision or language in the underlying contract shall be construed or interpreted to increase the scope or dollar limit of the Board's liability beyond that which is set forth in section 768.28 of the Florida Statutes. Nor shall any such language be construed or interpreted to waive the Board's sovereign immunity from suit, or to require the Board to indemnify Contractor/Vendor or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts or omissions other than those which arise from the actionable negligence of the Board. The Board expressly reserves all other protections and privileges related to its sovereign immunity.

4. GOVERNING LAW AND VENUE

The underlying contract and this "Addendum A" shall be governed by and construed in accordance with the laws of the State of Florida without regard to any choice of law provisions. Further, the Circuit Court for the Fourth Judicial Circuit in and for Clay County, Florida, shall have exclusive jurisdiction to enforce the terms of and adjudicate any disputes arising from the underlying contract and this "Addendum A."

5. LEVEL II BACKGROUND SCREENING

Contractor/Vendor represents and warrants to the Board that it is familiar with sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. Contractor/Vendor agrees to comply with all requirements of the above-cited statutes and background screening(s) at its own expense, and shall provide the Board with proof of clearance/compliance upon request. Contractor/Vendor agrees that its duty to defend, hold harmless, and indemnify the Board extends to any liability, damages, penalties, and costs which result from its failure to comply with the requirements of this provision.

6. INDEPENDENT CONTRACTOR

The services and/or products provided by Contractor/Vendor pursuant to the underlying contract are rendered to the Board in the capacity of an independent contractor. Accordingly, Contractor/Vendor is not authorized to assume or create any obligations or responsibility (expressed or implied) on behalf of the Board. Nothing contained in the underlying contract shall be construed as creating an employer-employee or principal-agent relationship or a joint venture between Contractor/Vendor and the Board. In this regard, neither Contractor/Vendor nor its officers, employees, or agents shall be deemed to be employed by the Board for purposes of taxes or contributions levied by, under, or in accordance with any federal, state, or local laws with respect to employment or compensation for employment.

7. PUBLIC RECORDS

Contractor/Vendor is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance duties imposed by the underlying contract. Accordingly, in addition to all other Public Records obligations, Contractor/Vendor shall:

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a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under the contract ("Contract Data") which come within the definition of a "public record" under Chapter 119.

b. Provide to the Board, upon its request and free of charge, a copy of each record which Contractor/Vendor seeks to produce in response to a public records request.

c. Ensure that Contract Data that are considered exempt under Chapter 119 are not disclosed except as authorized by law.

d. Upon completion of its contractual obligations, transfer to the Board, at no cost to the Board, all Contract Data in the Contractor's/Vendor's possession or otherwise keep and maintain such data as required by law.

All records transmitted to the Board must be provided in a format that is compatible with the Board's information technology systems. Any failure to comply with this provisions shall constitute a default and material breach of the underlying contract by the Contractor/Vendor, which may result in immediate termination by the Board without penalty to the Board.

IF THE CONTRACTOR/VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE UNDERLYING CONTRACT, CONTRACTOR/VENDOR SHALL CONTACT THE SCHOOL DISTRICT'S CUSTODIAN OF PUBLIC RECORDS AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, OR AT 904-336-6500, OR AT: PRR@myoneclay.net

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8. STUDENT RECORDS

Notwithstanding any provision to the contrary contained in the underlying contract, Contractor/Vendor, its officers, employees, and agents shall fully comply with the requirements of the Family Education Rights and Privacy Act, sections 1002.22 and 1002.221 of the Florida Statutes, and all applicable laws and regulations regarding the confidentiality of personally identifiable student information and records. Contractor/Vendor shall indemnify, defend, and hold harmless the Board, its officers, and employees for any violation of this covenant. This provision shall survive the termination of the underlying contract and shall be binding upon Contractor/Vendor until such time as any claim arising from a breach of this covenant is barred by any applicable statute of limitations. In the event of a breach of security as defined by section 501.171 of the Florida Statutes, Contractor/Vendor shall notify the Board immediately, but no later than ten (10) calendar days following such security breach. Additionally, Contractor/Vendor shall fully cooperate, at its own expense, with the Board and assist the Board with all remedial efforts, required notifications, and any other obligations arising from or related to such a security breach.

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9. PAYMENT TERMS AND CONTINGENCIES

Unless otherwise required by law, the Board's payment obligations (if any) arising from the underlying contract are contingent upon an annual appropriation by the Board and the availability of funds to pay for the contracted goods and/or services provided. If such funds are not appropriated or made available for the underlying contract and results in its termination, such conditions/events shall not constitute a default by the Board.

Contractor/Vendor shall be paid in accordance with the Local Government Prompt Payment Act upon submission of invoices to the District after delivery and acceptance of the goods and/or services provided. Where required, an original invoice referencing a District purchase order number shall be submitted for payment to the District's Accounts Payable Department, 814 Walnut Street, Green Cove Springs, Florida 32043.

Contractor/Vendor agrees to the foregoing terms and conditions of this "Addendum A" as evidenced by the following signature of its authorized representative as of the date indicated below:

Signature: _____

Printed Name: Kathryn K Ganier

Title: General Counsel ENA

Date: February 1, 2019

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Addendum

PURCHASES BY OTHER GOVERNMENTAL AGENCIES (D.O.E. Regulation #6A1.012(5): With the consent and agreement of successful bidder(s), purchases may be made under this bid by other governmental agencies within the State of Florida. Such purchases shall be governed by same terms and conditions as stated herein with exception of venue of litigation of disputes which may be changed to include only the state courts in the county in which the governmental agency is located.

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June 26, 2025 - Regular School Board Meeting

Title

C4 - 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

Job Descriptions - June 26, 2025.pdf

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II. JOB DESCRIPTION ACTIONS

A. Administration - Approve the following job description:

REVISED:

The District has established a four-year review cycle to ensure all job descriptions accurately reflect current responsibilities. Regular updates support effective performance evaluations, enhance recruitment efforts, and maintain compliance with local, state, and federal regulations. This month, the following Human Resources Administrative job descriptions have been reviewed:

- **Assistant Superintendent for Human Resources**
- **Director of Instructional Personnel Services**
- **Director of Support Personnel Services**
- **Supervisor of Personnel Services**
- **Supervisor of Personnel Certification and Placement**

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Job Locator: P-1.1.04
Title: Assistant Superintendent for Human Resources
Position Grade: Assistant Superintendent
Evaluated By: Superintendent

Job Description:

The Assistant Superintendent for Human Resources is directly responsible to the Superintendent of Schools, and works in collaboration with other members of the Superintendent's Cabinet. This position serves to plan, organize, coordinate, supervise, implement, monitor and evaluate human resource functions for the school district. This includes the recruitment, selection, placement, fingerprint processing, drug testing, criminal histories, reappointment of employees, performance appraisal, personnel employment contracts, new employment orientation, employee discipline, investigations, grievances, compensation, retirement and leaves (FMLA, personal, sabbatical, etc.)

Responsibilities and duties of this position include:

1. Advise and consult with the Superintendent and the School Board on labor relations issues.
2. Recommend policies to the Superintendent relative to Human Resources and Labor Relation issues.
3. Direct the administration of negotiated union contracts.
4. Advise and assist school principals in the handling of personnel and labor problems.
5. Direct the administration of employee discipline, employee evaluation and employee assistance programs.
6. Assist in preparations, provide technical advice, and direct activities relative to collective bargaining.
7. Act as hearing officer for grievances and civil rights complaints.
8. Supervise all aspects of the selection, employment, and retirement/termination of employment.
9. Supervise the administration of employee wages and benefits, teacher, principal and educational leader certification, beginning teacher program, and budget.
10. Supervise the preparation of the Human Resources agenda for School Board approval and supervise the preparation and administration of the Comprehensive Plan and budget for the Division of Human Resources.
11. Supervise the administration and audit of records of all personnel.
12. Coordinate the development of employee job descriptions.
13. Prepare required reports and studies and perform other duties as may be requested by the Superintendent of Schools.
14. Supervise and work with staff to develop and implement recruitment strategies to hire highly qualified candidates for all positions.
15. Collaborate with district divisions in the development of teacher support programs.
16. Ability to interpret and apply Florida Department of Education (FLDOE) rules, Florida Statutes and

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Federal Civil Rights laws.

17. Collaborate with District divisions to prepare district Employee Handbooks.
18. Prepare and submit District Salary Schedule for Board approval to develop and ensure best practices.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
2. ~~Five (5) or more years of experience as a teacher and administrator~~.
3. Five (5) or more years as a school and/or District Administrator.
4. ~~Knowledge~~ Remain current and knowledgeable of Florida Statutes, State Board of Education Rules and Federal Civil Rights Laws.
5. Skills in supervision of personnel and human relations and in organization.
6. Knowledge and understanding of labor negotiations.
7. Knowledge of employment processes related to equal employment opportunity, fair labor standards, Americans with Disabilities Act, and personnel records. Knowledge of Board policies and practices and procedures in personnel administration. Ability to direct and supervise personnel. Decision-making ability within the framework of district guidelines. Skills in writing, editing and publishing communications. Ability to promote positive working relationships with district and school-based administrators. Ability to develop relationships with bargaining agents. Skills in developing and organizing professional development programs. Knowledge of collective bargaining processes and contract maintenance. Knowledge of grievance procedures. Ability to interpret and implement collective bargaining agreements.

Desired Qualifications:

1. ~~Knowledge of employment processes related to equal employment opportunity, fair labor standards, Americans with Disabilities Act, and personnel records. Knowledge of Board policies and practices and procedures in personnel administration. Ability to direct and supervise personnel. Decision-making ability within the framework of district guidelines. Skills in writing, editing and publishing communications. Ability to promote positive working relationships with district and school-based administrators. Ability to develop relationships with bargaining agents. Skills in developing and organizing professional development programs. Knowledge of collective bargaining processes and contract maintenance. Knowledge of grievance procedures. Ability to interpret and implement collective bargaining agreements.~~
2. ~~Background in labor negotiations and experience in school personnel administration.~~
3. Coursework in Law and an understanding of the impact and effect on Human Resources.
4. Five (5) or more years of experience as a teacher.

Board Approved: 10/10/1985
Revised: ~~10/10/1985~~ 02/16/1989, 02/15/1990, 11/16/1999, 02/15/2007, 02/20/2014, 12/12/2019, 06/26/2025
~~Revised: 02/16/1989~~
~~Revised: 02/15/1990~~
~~Revised:11/16/1999~~

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~~Revised: 02/15/2007~~
~~Revised: 02/20/2014~~
~~Revised: 12/12/2019~~

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Job Locator: P-1.1.21-I
Title: Director of Instructional Personnel Services
Position Grade: Director I
Evaluated By: Assistant Superintendent for Human Resources

Job Description:

The Director of Instructional Personnel is responsible for guiding and managing the overall activities of Clay County District School's Human Resource instructional and administrative divisions. These responsibilities include managing HR services and policies along with programs affecting instructional and administrative employees. The Director will serve as an advocate who ensures all District and employee interactions are handled in a fair and consistent manner. Knowledge of federal and state statutes and rules governing instructional and administrative roles is vital to this position. Knowledge of Board policies and contract language is an expectation. Must have decision making ability within the district guidelines, skills in communication, and ability to develop relationships with all employees and bargaining units. This person is directly responsible to the Assistant Superintendent for Human Resources and serves in a staff relationship with other administrators in the division.

Responsibilities and duties of this position include:

1. Coordinates, supervises, monitors, and evaluates human resource functions of instructional/administrative divisions of the District, including recruitment, selection, placement, fingerprint processing, drug testing, criminal histories, reappointment of employees, performance appraisal, personnel contracts, new employment orientation, employee discipline, investigations, grievances, compensation, ~~retirements and leaves~~ employee separations and leaves.
2. Directs ~~and create~~ the creation of the District Recruitment Plan for certified and administrative personnel. Monitors critical employee classifications. Assists administrators in the recruiting and selection of applicants for instructional and administrative positions.
3. ~~Coordinates minority recruitment and develops partnerships with minority organizations for the purpose of recruitment.~~
4. Supervises and assists principals with the teacher selection, interviewing, and screening processes.
5. ~~Supervises and coordinates Pre-Employment orientation for instructional and administrative new hires.~~
6. ~~Develops and~~ Coordinates Principles of Professional Conduct training for new hires, pre-employment and for school professional ~~development~~ learning training.
7. ~~Develops and s~~Supervises programs related to the promotion of excellence in teaching such as Teacher of the Year and ~~the Clay Assessment System~~ School-Related Employee of the Year.
8. ~~Supports the Professional Development department in the supervision of pre-interns and interns and serves as liaison to the University.~~
9. Supervises and evaluates the performance of Human Resources support staff to ensure the timely and accurate completion of all assigned tasks.
10. ~~Coordinates the Para2Pro program with St. Leo University and Clay County support staff.~~
11. ~~Coordinates, with~~ Supports Professional ~~Development~~ Learning Department with Clay County's

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school leadership programs. ~~Clay County's Human Resources Management Development Program~~

12. ~~Assists in the preparation of the Human Resources Comprehensive Plan and budget and in policy development regarding instructional and administrative personnel.~~Participates in the Human Resources Division comprehensive planning activities, including budget development, staffing recommendations, annual and long-range improvements and policy development related to instructional and administrative personnel.

13. ~~Develops~~/Monitors and updates ~~and submits~~ instructional and administrative evaluation templates ~~to Florida Department of Education for approval.~~and processes via the online evaluation system.

14. Supervises the processes required for the certification of Instructional and Administrative Personnel and maintains certification records.

15. Serves as district contact for the implementation of master contract provisions for teachers.

16. Assists the Assistant Superintendent for Human Resources with coordination, supervision, and evaluation of procedures related to misconduct and violation of school board policy and the law, grievances related to violation of employee contract. Conducts investigations, interventions and training relevant to teacher discipline and teacher performance concerns.

17. Serves as a liaison to all appropriate outside organizations, agencies and individuals with oversight of District initiatives and activities in personnel recruitment and selection, employee retention, and equal employment opportunities. Represents the District with a positive and professional manner demonstrating a support for District goals and policies.

18. Directs and monitors the processing of leave requests for all instructional/administrative employees in accordance with the law, employee contract, and school board policy.

19. Assists in the development of job descriptions and other personnel services programs that are mandated by state law and school district policy.

20. Serves as a resource and provides information to the Superintendent, Assistant Superintendent of Human Resources, and other district administration with regard to personnel resources.

21. Prepares required personnel reports and surveys.

22. Assists in the preparations of collective bargaining

23. Attends training sessions, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, statute updates, and legal issues.

24. Supervises position control for all instructional and administrative allocations.

25. Responsible for all posting of and monitoring of open instructional/administrative positions through the online application system. Supervises and monitors vacancies and develops procedures for filling vacancies.

26. Supervises, monitors and collaborates with Instructional Division on all school allocation use.

27. Supervises all employment status changes/additions for administrative and instructional personnel, including Adult and Community Education, supplements, Saturday School, Summer School, and other miscellaneous appointments.

28. Supervises setting of salary for all instructional/administrative employees and performs continual salary analysis, including the calculation and processing of salary increases and performance pay.

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29. Supervises onboarding and maintenance of all instructional/administrative employee records through the district enterprise resource planning (ERP) system.

30. Directs the preparation of the instructional and administrative sections of the Personnel Agenda and Reappointment Agenda for the School Board, as well as special reports requested by the superintendent and Board.

31. Serves as the Local Agency Security Officer (LASO) for the District.

32. Performs other duties of a similar nature or level as requested.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
2. Extensive knowledge of District policies and views. Working knowledge of State Board rules and regulations. Knowledge of Florida certification requirements.
3. Five (5) years of successful administrative experience in an educational setting.
4. Knowledge of Florida Statutes and State Board of Education Rules.
5. Skills in human relations.

Desired Qualifications:

1. Experience in administration of personnel functions in an educational setting.
2. ~~Experience in working with the Professional Orientation Program and the Clay Assessment System.~~

Board Approved: 07/01/1993
Revised: 06/15/1993, 05/16/1996, 10/16/2008,10/18/2010, 02/10/2014,12/12/2019, 06/26/2025
~~Revised: 05/16/1996~~
~~Revised: 10/16/2008~~
~~Revised: 10/18/2010~~
~~Revised: 02/10/2014~~
~~Revised: 12/12/2019~~

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Locator: P.1.1.30
Title: Director of Support Personnel Services
Position Grade: Director I
Evaluated By: Assistant Superintendent For Human Resources

Job Description:

Directs and oversees the provision of human resources services for the District's support personnel. Assumes overall responsibility for hiring of new support employees and for assisting existing employees and supervisors in all aspects of contract administration, including wage administration, salary schedule implementation and performance appraisals. The Director will serve as an advocate who ensures all district and employee interactions are handled in a fair and consistent manner. This person is directly responsible to the Assistant Superintendent for Human Resources and serves in a staff relationship with other administrators in the Division.

Responsibilities and duties of this position include:

1. ~~Supervises, monitors, and evaluates the application process for support positions, including the administering and scoring of required tests, review of qualifications of candidates recommended by supervisors, review of criminal background checks and drug screening tests of candidates, and overall compliance by all parties with local, state and federal hiring policies.~~ Coordinates, supervises, monitors, and evaluates human resource functions of support divisions of the District, including recruitment, selection, placement, fingerprint processing, drug testing, criminal histories, reappointment of employees, performance appraisal, personnel contracts, new employment orientation, employee discipline, investigations, grievances, compensation, employee separations and leaves.
2. Serves as primary contact for implementation of support personnel Master Contract.
3. Directs the creation of the District Recruitment Plan for support personnel. Monitors critical employee classifications. Assists administrators in the recruiting and selection of applicants for support positions.
4. ~~Supervises the processing of support personnel appointments/reappointments, transfers, leaves of absence, resignations/retirements, terminations, discipline and other actions as appropriate.~~
5. ~~Acts as key contact for all District personnel seeking information or assistance with retirement from the Florida Retirement System (FRS).~~ Serves as the Florida Retirement System (FRS) coordinator.
6. Responsible for assisting support employees and supervisors in the development of Professional Improvement Plans. Serves as advisor to ~~supervisory personnel~~ administrators in the resolution of support personnel ~~problems~~ concerns. ~~in their area of responsibility.~~
7. Assists in the handling of disciplinary actions involving support personnel, including interviewing employees, witnesses, students or others as necessary to make a recommendation regarding an investigation. Makes recommendations to the Assistant Superintendent for Human Resources regarding appropriate action in response to an incident or allegation. Conducts investigations, interventions and training relevant to discipline and performance concerns.
8. Assists in preparation for labor contract negotiations.
9. Coordinates and supervises the maintenance of all support personnel files and records.

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10. Acts as key contact for the District regarding claims of unemployment compensation. Responds to inquiries and attends hearings as appropriate.

11. Participates in the Human Resources Division comprehensive planning activities, including budget development, staffing recommendations, annual and long-range improvements and policy development related to support personnel.

12. Supervises and evaluates the performance of departmental staff to ensure the timely and accurate completion of all assigned tasks.

~~13. Supervise and monitor support evaluations for the District.~~

14. Prepares required personnel reports and other materials related to personnel functions.

~~15. Assist and participate in the development and implementation of personnel policies and procedures, revising procedures as needed, to increase efficiency of the department's services; and ensure appropriate documentation is maintained and updated.~~

16. Assists with interpretation and implementation of applicable district, state, and federal policies, laws, and regulations, including union agreements and contracts.

17. Serves as a liaison to all appropriate outside organizations, agencies and individuals with oversight of District initiatives and activities in personnel recruitment and selection, employee retention, and equal employment opportunities. Represents the District with a positive and professional manner demonstrating a support for District goals and policies.

18. Assists in the development of job descriptions, including band and grading, and other personnel services that are mandated by state law and board policy.

19. Attends training sessions, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, statute updates and legal issues.

20. Supervises position control for support allocations.

21. Responsible for all posting of and monitoring of open support positions through the online application system. Supervises and monitors vacancies and develops procedures for filling vacancies.

22. Supervises/Monitors and collaborates with Instructional Division on all school allocation use.

23. Directs the preparation of the support sections of the Personnel Agenda and Reappointment Agenda for the School Board, as well as special reports requested by the superintendent and Board.

24. Monitors and updates support evaluation templates and processes via the online evaluation system.

25. Performs other duties of a similar nature or level as requested.

Required Qualifications:

~~1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.~~

~~2. Five (5) years successful administrative experience in an educational setting.~~

~~3. Knowledge of Florida Statutes and State Board of Education Rules.~~

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~~4. Skills in human relations.~~

5. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
6. Extensive knowledge of District policies and views. Working knowledge of State Board rules and regulations. Knowledge of Florida certification requirements.
7. Five (5) years of successful administrative experience in an educational setting.
8. Knowledge of Florida Statutes and State Board of Education Rules.
9. Skills in human relations.

Desired Qualifications:

1. Experience in administration of personnel functions in an educational setting.

Board Approved: 5/14/1981
Revised: ~~05/14/1981~~, 7/14/1983, 4/12/1984, 12/13/1984, 2/15/1990, 3/26/1993, 5/16/1996, 10/16/2008, 2/10/2014, 12/12/2019, 06/26/2025
~~Revised: 07/14/1983~~
~~Revised: 04/12/1984~~
~~Revised: 12/13/1984~~
~~Revised: 02/15/1990~~
~~Revised: 03/26/1993~~
~~Revised: 05/16/1996~~
~~Revised: 10/16/2008~~
~~Revised: 02/10/2014~~
~~Revised: 12/12/2019~~

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Job Locator: P-1.1.20
Title: Supervisor of Personnel Services
Position Grade: Supervisor I
Evaluated By: Director of Instructional Personnel Services

Job Description:

The Supervisor of Personnel Services is directly responsible to the Director of Instructional Personnel Services. Must have knowledge of federal and state statutes governing the employment process, including equal employment opportunity, fair labor standards, Americans with Disabilities Act (ADA), personnel records and District Board policy. Ability to establish procedures to recruit and retain qualified candidates for Clay County District Schools. Ability to direct and supervise personnel and make decisions within the framework of District guidelines. Ability to promote positive working relationships with district and school-based administrators. Ability to interpret and implement collective bargaining agreements. Supervise the evaluation process for ~~all~~ instructional and administrative personnel and assist administrators with the evaluation process and tool. This person serves in a staff relationship with other administrators in the division.

Responsibilities and duties of this position include:

1. Supervises position control and pre-employment processes for all instructional and administrative positions.
2. Responsible for monitoring of open instructional/administrative positions through the online application system. Supervises and monitors instructional/administrative vacancies and develops procedures for filling vacancies. Assists with screening and evaluation of qualifications for instructional and administrative applicants.
3. Assist the Director of Support Personnel Services in monitoring of open support/confidential positions.
4. ~~Develop and implement the~~ Create the District Recruitment/Retention Plan for all District positions.
5. Keep current with latest recruitment trends and continually evaluate the effectiveness of current recruitment strategies and implement or adjust strategies to ensure optimal outcomes.
6. Research, schedule, and travel to local and regional recruitment fairs, and colleges that align with the district's recruitment goals.
7. Coordinates and supervises organization of recruitment fairs for Clay County District Schools.
8. Ability to work with other District departments to brand the District to attract qualified candidates for all positions.
9. Supervises the activities of paraprofessional-to-teacher education programs.
10. Ability to work with District administrators and Professional Learning Department to develop and implement retention strategies and programs.
11. ~~Supervises/Monitors~~ Assists the Director of Instructional Personnel Services ~~and collaborates with Instructional Division~~ with ~~on all~~ school allocation use.
12. ~~Supervises all~~ Assists the Director of Instructional Personnel Services with employment status changes/additions for administrative and instructional personnel, including Adult and Community Education, supplements, Saturday School, Summer School, and other miscellaneous appointments.

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13. Works directly with Directors in Human Resources in the setting of salary for all employees and performs continual salary analysis, including the calculation and processing of performance pay.

14. Supervises and provides maintenance of onboarding of all instructional/administrative employees through the ~~employee management system~~ district enterprise resource planning (ERP) system.

15. Supervises/monitors all instructional and administrator evaluation processes through the online evaluation system. ~~Supervises and monitors all administrative evaluation processes~~. Assist the Director of Support Personnel Services with the evaluation process. Works with administrators on evaluation processes.

16. Ability to consult with administrators concerning implementation of the Clay Assessment System processes and procedures.

17. Assists in validation of all instructional personnel student performance measures to determine instructional final evaluation scores.

18. Assist in the preparation of and supervision of the personnel recommendations for the school board agenda for school board action, as well as special reports requested by the Superintendent and Board.

19. Serves as a resource and provides information to the Superintendent, Assistant Superintendents, and other district administrators with regard to personnel resources.

20. Prepares required personnel reports and surveys for state and district purposes.

21. Participates in the development and implementation of personnel policies and procedures.

~~22. Supervises/Monitors fingerprinting compliance with state/federal mandates for all employees.~~

23. ~~Directs~~ Assists with the preparation of instructional and administrative sections of the Personnel Agenda and Reappointment Agenda for the School Board.

~~24. Implements Human Resources salary models for all personnel at the conclusion of collective bargaining.~~

25. Supervises and prepares all automated staff reports required by Florida Department of Education (FLDOE).

26. Supervises the maintenance of all instructional and administrative personnel files and records.

27. Coordinates and monitors the selection process related to Teacher of the Year, School-Related Employee of the Year and other related recognition programs. Coordinates with the Clay County Education Foundation for recognition programs.

28. Conducts investigations, interventions and training relevant to discipline and performance concerns.

29. Performs other such duties as requested by the Director of Instructional Personnel Services and the Assistant Superintendent for Human Resources.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in the field of Education or other appropriate administrative area.

2. Possess strong skills with ability to provide effective leadership, direction, and oversight for the operation of personnel services.

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3. Extensive knowledge of the Florida Department of Education (FLDOE), state statutes, rules and regulations.
4. Five (5) years successful teaching and administrative/supervisory experience in an educational setting
5. Skilled in spreadsheets, preparing and presenting presentations, detailed organization of information and strong communication skills.
6. Skills in human relations.

Desired Qualifications:

1. Experience in personnel work in an educational setting.
2. Training in educational research.

Board Approved: 05/16/1996
Revised: 10/16/2008, 12/12/2019, 02/01/2019, 06/26/2025
~~Revised: 12/12/2019~~
~~Revised: 02/01/2024~~

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Job Locator: P-1.1.19
Title: Supervisor of ~~Certified Teacher Placement~~ Personnel Certification and Placement
Position Grade: Supervisor II
Evaluated by: Director of Instructional Personnel Services

Job Description:

The Supervisor of ~~Certified Teacher~~ Personnel Certification and Placement is directly responsible to the Director of Instructional Personnel Services. Incumbent is responsible for certification for all instructional and administrative personnel requiring an extensive knowledge of federal and state statutes and rules. Responsible for Out-of-Field (OOF) personnel. Ability to direct and supervise personnel and make decisions within the framework of District guidelines. Ability to promote positive working relationships with district and school-based administrators. Ability to interpret and implement collective bargaining agreements. This person serves in a staff relationship with other administrators in Human Resources.

Responsibilities and duties of this position include:

1. Supervises and conducts screening and evaluating the qualifications of instructional and administrative candidates who apply to Clay County via the online application system.
2. Supervise, monitor and evaluate teacher and administrative certification, ~~recertification~~ renewal and temporary certification requirements. ~~the out-of-field status of employees in the district.~~
3. Assist principals/ hiring supervisors in ~~refining~~ the search for qualified applicants.
4. Evaluate certification status of applicants ~~and assists in monitoring the certification status of presently employed teachers~~ and analyze Statement of Status of Eligibility (SOE) to determine applicant employability.
5. Assist Professional Learning department with determination of teachers in need of the Professional Competency Program (PEC) for professional certification requirement.
6. Supervises the certification and ~~placement~~ qualification of summer school teachers.
7. Assist in the organization of recruitment fairs for new teachers to Clay County ~~including organizing Clay County Recruitment Fair~~. Research, schedule, and travel to local and regional recruitment fairs, and colleges that align with the district's recruitment goals.
8. Facilitates training, with District and School Staff, on student information system requirements involving certification ~~purposes~~/licensure and FTE purposes.
9. Supervises certification verification involving transfer applications.
10. Supervises, maintains and tracks Out-of-Field (OOF) teachers' database, agenda placement, teacher OOF plans, parent communication, and statutory website notification, to ensure compliance with state/federal laws. Supervises and provides communication to OOF teachers to inform and remind of clearance requirements.
11. Assists with transcript reviews/evaluation for certification and advanced degree pay approval.
12. Supervises, monitors, m~~M~~aintains ~~and updates~~ database of instructional new hires for accuracy in a timely manner.

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13. Keep abreast of legal requirements and proposed changes in areas of responsibility, including personnel statutes and rules. Keep supervisor informed of pertinent changes affecting certification.

14. Participate in the development and implementation of personnel policies and procedures.

15. Serve as a resource and provide information to Superintendent, Assistant Superintendents, Director of Instructional Personnel with regard to personnel resources.

16. Work directly with the auditor for compliance of state and federal statutes and rules. Prepare audit reports as requested.

17. Supervises awarding and renewal of district certification for Career & Technical education.

18. ~~Assist in~~ Supervises the maintenance of personnel databases and records and tracks for state and federal compliance concerns.

19. Assist in presentation and organization of pre-employment for new instructional staff.

20. Assist in verifying accuracy of personnel files and documents received after employment.

21. Organize and facilitate certification informational meetings for district employees and potential candidates.

22. Collaborate with post secondary institutions to coordinate the activities of paraprofessional-to-teacher education programs.

23. Conducts investigations, interventions and training relevant to discipline and performance concerns.

24. Other duties as deemed necessary by the Director of Instructional Personnel Services or Assistant Superintendent.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in the field of Education.
2. Extensive knowledge of state statutes, rules and regulations regarding State of Florida certification requirements. Experience in evaluating transcripts for certification purposes.
3. Five (5) years successful teaching and administrative/supervisory experience in an educational setting.
4. Skilled in spreadsheets, preparing and presenting presentations, detailed organization of information and strong communication skills.
5. Skills in human relations.

Desired Qualifications:

1. Experience in personnel work in an educational setting.
2. Training in educational research.

~~3. Administrative experience in an educational setting.~~

Board Approved: 04/15/2010
Revised: 12/12/2019, 02/01/2024, 06/26/2025
~~Revised: 02/01/2024~~

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II. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job description:

REVISED:

Transportation Payroll Secretary

Over the past several years, the scope and complexity of the Payroll Support Assistant role in Transportation has expanded well beyond its original role. Given the sustained elevation of responsibility, decision-making authority, and strategic impact, reclassifying the Payroll Support Assistant from B22 to B23 is warranted to recognize the position's true scope and to maintain organizational equity. The job description change aligns with "today's" Transportation Department.

Principal Secretary

The Public Employees Relations Commission (PERC) has reclassified the Principal Secretary position from a confidential, non-bargaining classification to one that is eligible for inclusion in the bargaining unit.

Human Resources

The District has established a four-year review cycle to ensure all job descriptions accurately reflect current responsibilities. Regular updates support effective performance evaluations, enhance recruitment efforts, and maintain compliance with local, state, and federal regulations. This month, the following Human Resources support job descriptions have been reviewed:

- **Administrative Secretary, Senior, Human Resources**
- **Human Resource Personnel Specialist**
- **Data Entry/Records Technician**

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Job Locator: C-3.4.40
Title: ~~Payroll Support Assistant~~ Transportation Payroll Secretary
Position Grade: Support Salary Schedule
Evaluated By: Director of Transportation

Job Description:

Performs general payroll ~~assistant~~ and secretarial duties for the transportation department, and maintains the transportation department's payroll accounts, records, and risk management records.

Responsibilities and duties of this position include:

1. ~~Prepares payroll information, including preparing and processing payroll and field trip work sheets and time cards and calculating overtime, hours, monies, etc; transfers payroll information to master payroll; files copies and remits originals to designated department; maintains records for audit purposes; posts leave information.~~

   Monitor and prepare payroll reports for the division. Monitor and enter annual leave and sick leave information. Prepare Payroll Reports (Payroll Certification, Time Audit Report and Timesheet Time Off Report). Develop and maintain employee leave forms. Create worksheets for Field Trips. Review time card entries for accuracy within the payroll system. Calculating overtime, hours worked, and payment amounts.

2. ~~Processes field trip requisitions, including recording information, filing, binding and distributing copies to requesting schools; posts field trip surcharges to ledger; and computes and distributes to County office. Assists requesting departments with scheduling of trips and calculation of costs.~~

3. ~~Assists in receiving telephone messages, transferring calls and answering questions and complaints from parents and schools regarding late service, trip changes, requisitions and other issues.~~

   Transfer payroll details to the master payroll system, send original documents to the designated department, and all copies/documentation are filed on-site.

4. Work with administrators to resolve any discrepancies or issues with time entries. Research time and attendance to verify correct entries.
5. Provide training and support to employees on timekeeping processes and procedures.
6. Handle Payroll/Family Medical Leave/Workers Compensation inquiries and provide excellent customer service to employees regarding payroll/risk management-related issues.
7. Collaborate with the Transportation HR Department to ensure employee information is up-to-date and accurate for payroll processing and processing of any Risk Management claim.
8. Assist with year-end payroll activities and reporting (perfect attendance, retirement, summer school eligibility).
9. Prepare and distribute payroll reports for management review as needed.

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10. Assist employees with payroll-related forms (ex, direct deposit, travel forms, bereavement, field trips, FML, Workers' Compensation).
11. Performs general clerical and secretarial duties as assigned. ~~including typing, filing, greeting person coming into office, sorting, delivering and collecting mail, ordering/receiving supplies, and storage preparation.~~

    ~~Maintains and updates related records and files, and enters changes into the computer as appropriate.~~

    ~~May calculate driver hours, maintain record of personal leave, sick leave, short term and long-term leave, and maintain all leave papers for audit purposes; may distribute copies of leave forms to personnel and District payroll office.~~
12. Assists in ~~radio~~ Dispatch coverage as needed.
13. Performs other duties of a similar nature or level.

Required Qualifications:

1. Possess a high school diploma or G.E.D. equivalency.
2. Have a background in preparing payroll and/or time sheets.
3. Possess a basic math background.

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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: 05/20/1993
Revised: 03/21/1996, 01/19/2006, 01/07/2021, 06/01/2023, 06/26/2025
~~Revised: 01/19/2006~~
~~Revised: 01/07/2021~~
~~Revised: 06/01/2023~~

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Job Locator: C-3.7.18 ~~(C)~~
Title: Principal's Secretary
Position Grade: ~~Confidential~~ Support Salary Schedule
Evaluated By: Principal

Job Description:

Performs secretarial and administrative duties for the building principal, maintains the school's accounts and records, and coordinates clerical office functions of the school.

Responsibilities and duties of this position include:

1. Provides secretarial and clerical support to the Principal's office, including transcribing, typing, filing, duplication of materials, sorting and distributing incoming mail, etc.
2. May perform bookkeeping functions, including maintaining internal accounts, and completing and maintaining related records.
3. Answers phones and greets the general public; refers to appropriate individuals.
4. May prepare requisitions and purchase orders, including receiving and checking in merchandise; recording receipts and disbursements, and preparing payments.
5. Conducts research and makes recommendations for purchasing school supplies and equipment; enters requisitions for school supplies and equipment into the computer.
6. Compiles and completes school payroll information, including maintaining proper records, posting daily absentees, checking time in/out sheets, and maintaining a ledger for payroll reporting.
7. Maintains student records, compiles information, and completes related reports, official documents, and forms, such as attendance and suspension reports, discipline information, scheduling, grades, report cards, and student registration information.
8. Designs, maintains~~,~~ and arranges printing for school forms, such as~~,~~ field trip permission slips, textbook issue and inventory forms, daily announcements, insurance requisitions, work orders, etc.
9. May administer the free and reduced lunch program, including approving lunch applications, entering information on the computer, and maintaining a current roster. Completes monthly reports and submits them to the Director of Food Services for review.
10. Processes warehouse orders for school, including ordering paper, photocopying supplies, and related office supplies to ensure that supplies are purchased consistently with competitive prices.
11. May distribute and collect insurance and worker's compensation information and forms to and from employees and submit them to Assistant Superintendent for Business Affairs.
12. Performs other duties of a similar nature or level.

Required Qualifications:

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1. Must be a high school graduate or have passed the G.E.D. equivalency examination.

2. Two years secretarial/clerical experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.

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: 05/20/1993
Revised: 03/21/1996
Revised: 08/19/2004
Revised: 08/17/2006
Revised: 06/01/2023
Revised: 06/05/2025

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Job Locator: C-3.8.04 (C)
Title: Administrative Secretary, Senior, Human Resources
Position Grade: Confidential Salary Schedule
Evaluated By: Assistant Superintendent Human Resources

Job Description:

Performs varied, complex and intricate confidential, legal, and secretarial duties and activities in support of the Assistant Superintendent of Human Resources. This position requires highly advanced critical thinking skills and advanced research skills, with the ability to interpret, disseminate, communicate and provide accurate information to the Assistant Superintendent of Human Resources and stakeholders.

Responsibilities and duties of this position include:

1. ~~Establish working relationship with a panel of three psychologists/psychiatrists for employee Fitness For Duty examinations, as denoted in employee contracts. Responsible for correspondence, appointments, payments, reports. Liaison between employee and Family Medical Leave Personnel Assistant.~~

2. ~~Design~~Develop and enhance various forms for the Human Resource Department~~, compile and verify data and make data revisions~~; ~~prepares manuals/documents/reports~~. ~~Distributes information and submission timelines, as required.~~

3. ~~Responsible for advertisement for~~ Execute advertising strategies for select administrative personnel via State of Florida and professional websites/publications, when applicable. Analyze and create spreadsheet denoting applicants' qualifications ~~information. S~~ and schedule interviews with qualified applicants.

4. ~~Updates and processes related manuals, calendars, folders and notebooks.~~ Manage Human Resources calendars for scheduling appointments and meetings.

5. Research, analyze, gather, coordinate, correlate data regarding Florida State Statutes, Florida Administrative Rules, U.S. Department of Labor, Florida Department of Education, etc. to assist the operations of the Human Resources Division

6. ~~Coordinate and process materials and documentation for disciplines and grievances.~~ Drafts, manages and coordinates discipline and grievance documents and procedures to ensure contractual compliance. Attend all discipline and grievance meetings and serve as recording secretary.

7. Assist the Assistant Superintendent with preparation of contract negotiation materials, including typing, proofreading, and revisions of proposals and contracts.

8. Supervise the annual publication of the Employee Handbook, CCEA Contract, CAS Manual, CESPA Contract, and Salary Schedule. Responsible for all updates, revisions and distribution.

DRAFT

9. Provide miscellaneous secretarial duties to Assistant Superintendent of Human Resources. Establishes filing procedures and files information, opens and distributes mail, distributes meeting notices, answers phones, greets the public and provides assistance/information as required, etc.

10. ~~May perform~~ Responsible for bookkeeping and accounting ~~duties~~, routine budget and financial analysis and prepare department budget for approval. Purchase supplies for the department.

11. Investigate and prepare criminal history data to be reviewed by the Assistant Superintendent.

12. ~~Conduct~~ Execute and oversee the annual inventory for the Human Resources Division and maintain department inventory records.

13. Evaluates and initiates calls for service of department equipment and creates work orders for repairs.

14. Monitor and prepare payroll reports for the division. Monitor and enter annual and sick leave information. Prepare Payroll Reports (Payroll Certification, Time Audit Report and Timesheet Time Off Report). Develop and maintain employee leave forms, comp forms, and flex time forms.

15. ~~Gather~~ Research and compile information and process requests for employees' subpoenas and public records requests.

16. Operate Florida Department of Education Termination Database.

17. Oversee, ~~O~~organize, schedule, and update all Job Descriptions for Clay County District Schools and post all current Job Descriptions to the website.

18. ~~Recommend and apply~~ Advocate and implement model procedures and practices ~~which enhance~~ that optimize the efficiency of the Human Resources Division.

19. Answer and screen telephone calls from the public, district personnel, and Board members including determining the nature of the call, resolving and providing information as appropriate, and referring calls to the Assistant Superintendent and Human Resources Administrators, as required.

20. Maintains and updates Human Resource information on the CCDS Website.

21. Establish working relationship with a panel of three psychologists/psychiatrists for employee Fitness For Duty examinations, as denoted in employee contracts. Responsible for correspondence, appointments, payments, reports. Liaison between employee and Family Medical Leave Personnel Assistant.

22. Other duties as assigned by Assistant Superintendent of Human Resources.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency exam.

2. Requires a minimum of seven (7) years of administrative secretarial experience, preferably within a school district setting.

3. A combination of previous education/training and/or experience which provides for an equivalent background necessary to perform the work.

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4. Must be self-directed and possess the ability to multi-task in a high-paced, deadline-driven environment.

5. Possess effective interpersonal skills with demonstrated ability to coordinate and collaborate with as well as provide direct support to Senior Staff.

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

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Revised: 03/21/1996, 06/19/1997, 01/09/2006, 12/12/2019, 06/01/2023, 06/26/2025
~~Revised: 06/19/1997~~
~~Revised: 01/19/2006~~
~~Revised:12/12/2019~~
~~Revised: 06/01/2023~~

DRAFT

Job Locator: C-3.5.02 (C)
Title: ~~Personnel Assistant~~ Human Resource Personnel Specialist
Position Grade: Confidential Salary Schedule
Evaluated By: Assigned Administrator

Job Description:

To provide efficient and effective assistance and support for non-instructional and instructional positions regarding the District's employment application process and onboarding employees. Ensuring complete and proper documentation for maintaining employee files for Board action and payroll purposes~~:~~., including analysis, interpretation and keying employment date. Work with supervisors to implement Federal & State employment requirements.

Responsibilities and duties of this position include:

1. ~~Guides~~ Direct new hires through the on-boarding process to ensure timely completion of all required on-boarding paperwork, or other employment related requirements to ensure a smooth transition for all new hires. Schedules and processes new hires throughout the pre-employment process. ~~Coordinates preparation of files to prepare and conduct pre-employment meetings with all new employees.~~ Coordinates with other district departments for pre-employment sessions.
2. Researches and implements federal employment guidelines to ensure compliance.
3. Interprets and implements Florida State Statutes pertaining to employment.
4. Creates and maintains confidential personnel files; accurately enters employee information into appropriate databases. ~~Creates and maintains permanent and confidential personnel files.~~
5. Ensures completion of application in order to determine minimum eligibility for employment. Verifies application documentation.
6. Analyzes and manages ~~Assist with~~ position tracking of non-instructional and instructional allocations, includes reviewing and posting job requirements, confirming open allocations, reviewing application for completeness and other similar tasks.
7. Creates and maintains Personnel Consent Agendas including new hires, resignations, retirements, reappointments for the monthly Board meeting.
8. Provides guidance and training for district and school-based staff for personnel action processes and procedures.
9. Manages ~~employee~~ background processes and fingerprint resubmission/renewal for ~~checks by monitoring the fingerprinting website to include~~ new employees, contractors, vendors, substitutes and volunteers ~~and the renewal and 5 year reprint list~~. Collects employment related fees. Coordinates with multiple departments to maintain accuracy of background related records.
10. Analyzes for accuracy all employment related billing prior to submission for payment.
11. ~~Collects and prepares various personnel related items, such as, summer school applications, reappointments, and performance evaluations.~~

DRAFT

12. Prepares and processes applications and teacher certification information. ~~Enrolls and records~~ Verify and submit information for beginning teachers with the Florida Department of Education (FLDOE) ~~State DOE~~. Assists with certification informational sessions.

13. Creates, maintains, and updates ~~Keys~~ personnel records and payroll files for all employees including, but not limited to, ~~(~~new appointments, transfers, resignations, retirements, summer school, ~~etc.) Keys~~ supplements, temporary adult labor, substitute records, and miscellaneous after hours~~, etc. Keys salary changes, updates and/or corrections.~~ Ensures accuracy through interdepartmental collaboration.

14. Distributes and maintains records for related employment information, such as, reappointment letters, contracts, physical examinations, drug screenings, agendas, credential files and verification of employment.

~~15. Schedules and tests clerical applicants for primary skills, 10 key test and Windows test as directed by the job descriptions.~~

16. Monitors employees on Family Medical Leave (FMLA), ~~year-long~~ extended leave, military leave, Injury or Illness in the Line of Duty (ILOD), bereavement leave and professional leave~~, extended leave~~. Post monthly annual leave accruements.

17. Scrutinizes and investigates ~~Prepares and collects written~~ verification of employment forms ~~District position requirements to other employing institutions to assist in establishing pay, sick leave, contract status, and certification requirements.~~ to ensure compliance with all district policies. Completes outgoing verification forms.

18. ~~FRS~~ Florida Retirement System (FRS) ~~retirement~~ liaison between employees and FRS. Assists retirees with preparation and processing of all pension and disability retirement applications, audits, and DROP applications and extensions. Educates employees on Florida retirement options.

~~19. Prepares and maintain payroll files for all employees. Prepares and records salary change information including transfers, promotions, etc.~~

20. ~~Processes Professional, temporary, coaching certificate applications, renewal and addition and name changes~~. Assists in monitoring Out of Field and ~~DOE~~ FLDOE Certification.

21. Provides customer service to employees and applicants, providing information and responding to basic inquiries regarding the application process, employment, certification, compensation and/or other personnel related questions.

22. Prepares documents for collective bargaining.

23. Responsible for providing information and study materials to assist teachers with subject area exams, this includes tracking, distribution and collection of exam books.

24. Performs other duties of a similar nature or level. All other duties as assigned by Supervisor.

Knowledge Skill and Abilities

1. Operating knowledge of computer programs and ability to effectively use technology in daily work, including email, word processing, spreadsheets, databases and other applicable programs.

2. Ability to accurately enter and maintain data in systems.

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3. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes.
4. Working knowledge of Florida State Statutes and FLDOE Rules.
5. Ability to communicate effectively with a variety of audiences, orally or in writing.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. ~~A combination of previous education/training and/or experience which provides for an equivalent background necessary to perform the work.~~
3. Minimum of three (3) years of secretarial or human resources experience or equivalent education/training.

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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				X

places, and exposure to heat or chemicals.				

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~~Revised: 08/17/2006~~
~~Revised: 06/28/2018~~
~~Revised: 12/12/2019~~
~~Revised: 06/01/2023~~

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Job Locator: C-3.5.01 (C)
Title: Data Entry/Records Technician
Position Grade: Confidential Salary Schedule
Evaluated By: Assigned Human Resources Director

Job Description:

The Data Entry/Records Technician is responsible for efficiently managing incoming phone calls and visitors to the district office, directing them to the appropriate personnel, and performing various data entry tasks to support district operations. This position requires strong communication skills, attention to detail, and the ability to handle a high volume of phone calls while maintaining accurate records in the district's database systems. ~~Inputs employee and personnel information into the system database to ensure all employee pre-employment, employment and personnel information is current and up-to-date. Performs a variety of other tasks, including but not limited to the electronic or otherwise updating of employment information, reference materials, or departmental files/records.~~

Responsibilities and duties of this position include:

1. Possesses a working knowledge of the organizational structure and programs of the School District.
2. Responsible for screening and answering incoming phone calls and directs callers to appropriate personnel.
3. Greets visitors, offers assistance, and directs them to the appropriate department or personnel.
4. Sorts, scans, verifies readability, and files employment, pre-employment and personal employee data into the personnel database. ~~Proofs printouts to ensure accuracy of input data and reports.~~
5. Maintains name and address changes in database for employees.
6. Performs basic clerical duties, including; sorts, collects and distributes department and US mail for administrative office departments.
7. Assists and updates employment database in the instructional or support personnel department to ensure the accuracy of contracts, summer school information, Board action and reappointment letters.
8. ~~Answers incoming phone calls and routes callers to appropriate department or personnel.~~
9. ~~Greets visitors, offers assistance, and directs them to appropriate department or personnel.~~
10. Performs other duties of a comparable level/type.
11. ~~Possesses a working knowledge of organization and programs of the School District.~~

Required Qualifications:

1. High school diploma or equivalent (GED)
2. One year data entry or secretarial experience

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds			X	
Lifting/carrying object			X	

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between 21-50 pounds				
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

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Revised: 02/19/2004, 08/17/2006, 10/18/2007, 02/19/2009, 12/12/2019, 06/01/2023, 06/26/2025
~~Revised: 08/17/2006~~
~~Revised: 10/18/2007~~
~~Revised: 02/19/2009~~
~~Revised:12/12/2019~~
~~Revised: 06/01/2023~~

June 26, 2025 - Regular School Board Meeting

Title

C5 - Complete Salary Schedule 2025-2026

Description

Florida Statutes 1012.22 and 1012.27 require the district school board and superintendent to adopt a salary schedule to be used as a basis for paying school district employees.
The attached proposed 2025-2026 Salary Schedule reflects clerical updates and the addition of the Guardian / Lead Guardian placement scedule.

Gap Analysis

Annual approval of Salary Schedules are required pursuant to section F.S. 1011.60(4).

Previous Outcomes

The Complete Salary Schedule was last brought to the Board on December 12, 2024 and was approved.

Expected Outcomes

Approval of the 2025-2026 Salary Schedule as presented.

Strategic Plan Goal

Goal 2: Talent Recruitment, Development and Retention.

Recommendation

Approve the 2025-2026 Salary Schedule as presented.

Contact

Brenda Troutman, Assistant Superintendent Human Resources. Brenda.Troutman@myoneclay.net. 904.336.6701

Financial Impact

$115,000

Review Comments

Attachments

Proposed 2025-2026 Salary Schedule (1).pdf

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CLAY COUNTY DISTRICT SCHOOLS

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Salary Schedule

~~2024-2025~~ 2025-2026

School Board Approval:

~~December 12, 2024~~ June 26, 2025

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Section I: Administrative, Management, Supervisory, Confidential

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Table I: Title of Position for Administrative/Management and Supervisory Personnel Salary Schedule

2024-2025 Salary Schedule

Title of Position for Administrative/Management and Supervisory Personnel Salary Schedule

SALARY SCHEDULE TITLE	POSITION TITLE
Coordinator IV	• Food Service Specialist • Area Manager • Graphic Designer • Coordinator of Routing • Marketing and Farm to School Coordinator • Vice President of the Clay Education Foundation
Coordinator III	• Transportation Specialist • Technology Services Manager • Coordinator of Workforce Development • District Threat Management Coordinator
Coordinator II	• Coordinator of Procurement / Buyer • Coordinator of School Food and Nutrition Services • Project Budget and Purchasing Coordinator • Chief of Staff • Building Automation System (BAS) Coordinator • President/CEO of the Clay Education Foundation • Coordinator of Health and Wellness • Coordinator of Accounting • Coordinator of Health Benefits
Coordinator I	• Coordinator of Payroll Activities • Fire Safety Inspector I • Coordinator of Communications and Media Partnerships • Technology Services Coordinator • Coordinator of Strategic Planning and Community Partnerships • Coordinator of School Choice and Charter Schools • Coordinator of Exceptional Student Education • Coordinator of Accounts Payable • Coordinator of Accounting / Budget • Coordinator or Risk Management • Coordinator of Property Control • Coordinator of Nursing Services • Coordinator of Shop Operations • Coordinator of Student Engagement • Coordinator of Internal Accounts • Coordinator of District Athletics and Development • Coordinator of Multi-Tiered Systems of Support (MTSS) • Coordinator of Teacher Support • Data Scientist for School Improvement • Lead Building Automation Systems (BAS) Coordinator • Coordinator of Mental Health Services • Family and Community Engagement Coordinator • Safety and Security Coordinator

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Supervisor III	• Supervisor of Transportation Services • Maintenance Supervisor – Technical and General • Project Manager • Supervisor of Planning and Intergovernmental Relations • Supervisor of Teacher Support
Supervisor II	• Supervisor of Exceptional Student Education • Supervisor of Adult/Community Education • Supervisor of Reading and Early Literacy • Supervisor of Purchasing and Material Management • Supervisor of Instructional Resources/STEM • Supervisor of Technology Services • Supervisor of Federal Programs • Supervisor of Certified Teacher Placement • Supervisor of Payroll Activities • Supervisor of the English for Speakers of Other Languages (ESOL) Program • Supervisor of Risk Management & Employee Benefits • Supervisor of Safety and Security • Supervisor of Multi-Tiered System of Supports (MTSS)
Supervisor I	• ESE SEDNET Supervisor • Supervisor of Career & Technical Education, Community and Business Partnerships • Supervisor of Career & Technical Education, Program Implementation • Supervisor of Instructional Personnel Services • Supervisor of Mental Health and Wellness Services • Supervisor of School Improvement & Leadership Development • Supervisor of Assessment & Accountability
Director III	• Building Official
Director I	• Director of Information Services • Director of Exceptional Student Education • Director of Facility Planning and Construction • Director of Support Personnel Services • Director of Assessment, Accountability, and School Support • Director of Instructional Personnel Services • Director of Transportation • Director of Exceptional Student Education • Director of K12 Academic Support Services • Director of Professional Development, School Improvement and Assessment • Director of Maintenance • Director of Food and Nutrition Services • Director of Finance • Director of Climate & Culture • Director of Safety & Security
Assistant Principal	• Assistant Principal
Vice Principal	• Vice Principal
Principal	• Principal
Administrator on Assignment	• Administrator on Assignment

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Assistant Superintendent	• Assistant Superintendent for Human Resources • Assistant Superintendent for Business Affairs • Assistant Superintendent for Operations • Chief Academic Officer • Chief of Secondary Education • Chief of Elementary Education

Revised: 12/12/2024

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Control Factors

Control Factors for Administrative/Management and Supervisory Personnel Salary Schedule

Unless otherwise recommended by the Superintendent, all persons being placed on the schedule for the first time will be assigned to step 0 for the pay grade appropriate to their position. The Superintendent may assign placement above step 0 subject to School Board approval to (a) ensure that one who is a teacher in the district will not receive a "pay cut" when compared to their teaching salary projected for twelve months, or (b) provide an added incentive to a person with critically needed skills. Under no circumstances will a person being placed on the schedule for the first time be placed above step 23.

When a person already on the administrative salary schedule is assigned a new district level position on the schedule, the person will be placed on the salary schedule (pay grade/step) for the new position closest to their current salary, including supplements, if applicable. The person would not maintain the same step status for the new district level position unless a decrease in overall salary would result. This paragraph shall apply only to an administrator whose move is to a district level administrative position.

A district level administrator who accepts a school based administrative position shall maintain his/her step on the schedule when assigned to the new pay grade.

Unless the Superintendent takes overt action to withhold an increment, each person will advance one step on the schedule up through step 23 for each year of administrative/management experience within the Clay County Schools except as follows:

1. If an administrator (including a Cafeteria Manager) receives an unsatisfactory rating on his/her annual performance evaluation and the Superintendent recommends reappointment to an administrative position for the following year, the administrator will receive the same salary in the next school year as he/she received during the unsatisfactory year of service. Such administrator will be ineligible for any step, supplement or base salary pay increase. This freeze will apply for, at least, the school year following the administrator's receipt of an unsatisfactory evaluation.

2. If, during the frozen salary year, the administrator earns a satisfactory evaluation, he/she will be placed back on the salary schedule for the following year and, if otherwise eligible, receive any step increase approved by the Board.

3. If the administrator referenced in 1. above receives satisfactory ratings on the final performance evaluations for each of the two (2) years following the receipt of an unsatisfactory rating, the administrator will be eligible, the third year, for any salary step and/or step amount that would have applied had the administrator never earned an unsatisfactory evaluation.

If the situation arises where the chief officer of a school makes less money than another person in that school, the situation shall be brought to the attention of the School Board to be considered on a case by case basis.

Administrative positions are 12-month positions unless otherwise approved in the allocation document. The salary and applicable supplement of a-less-than-12-month administrator shall be prorated based on the number of contract days times the daily rate of pay established in the Administrative Salary Tables contained herein.

The 10 or 11-month calendar for an administrator shall be the same as that established for other 10 (196 days) or 11 (216 days) - month employees.

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Revised: 11/03/2022

Table II: Pay Grades

Pay Grades for Administrative/Management and Supervisory Personnel Salary Schedule

PAY GRADE	SALARY SCHEDULE TITLE
112	Coordinator IV
125	Coordinator III
140	Coordinator II
155	Coordinator I
168	Assistant Principal (Base)
168	Vice Principal (Base)
173	Supervisor III
173	Director III
193	Supervisor II
193	Director II
200	Principal Special School (Base)
200	Principal (Base)
200	Supervisor I
215	Director I
See Below*	Administrator on Assignment
238	Assistant Superintendent

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*An administrator will maintain his/her contracted salary earned immediately prior to the transfer/redesignation as an Administrator on Assignment for the balance of the school year during which the transfer/redesignation takes place.

Revised: 04/06/2017

Table III: Indices for Pay Grades

Indices for Each Pay Grade/Step for Administrative/Management and Supervisory Personnel Salary Schedule

Pay Grades	STEPS															
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
100	1.000	1.030	1.060	1.090	1.120	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450
110	1.100	1.130	1.160	1.190	1.220	1.250	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550
112	1.120	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570
115	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570	1.600
125	1.250	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700
128	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730
133	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780
135	1.350	1.380	1.410	1.440	1.470	1.500	1.530	1.560	1.590	1.620	1.650	1.680	1.710	1.740	1.770	1.800
140	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850
143	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880
145	1.450	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900
150	1.500	1.530	1.560	1.590	1.620	1.650	1.680	1.710	1.740	1.770	1.800	1.830	1.860	1.890	1.920	1.950
155	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000
158	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030
163	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080
168	1.680	1.710	1.740	1.770	1.800	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130
173	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180
175	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200
180	1.800	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250
183	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280
188	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330
193	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380
195	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400
200	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450
208	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530
215	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600
225	2.250	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700
238	2.380	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830
250	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830	2.860	2.890	2.920	2.950
280	2.800	2.830	2.860	2.890	2.920	2.950	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250

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Pay Grades	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
100	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900
110	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000
112	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020
115	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050
125	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150
128	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180
133	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230
135	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250
140	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300
143	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330
145	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350
150	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400
155	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450
158	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480
163	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530
168	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580
173	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600	2.630
175	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650
180	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700
183	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700	2.730
188	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600	2.630	2.660	2.690	2.720	2.750	2.780
193	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830
195	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700	2.730	2.760	2.790	2.820	2.850
200	2.480	2.510	2.540	2.570	2.600	2.630	2.660	2.690	2.720	2.750	2.780	2.810	2.840	2.870	2.900
208	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830	2.860	2.890	2.920	2.950	2.980
215	2.630	2.660	2.690	2.720	2.750	2.780	2.810	2.840	2.870	2.900	2.930	2.960	2.990	3.020	3.050
225	2.730	2.760	2.790	2.820	2.850	2.880	2.910	2.940	2.970	3.000	3.030	3.060	3.090	3.120	3.150
238	2.860	2.890	2.920	2.950	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250	3.280
250	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250	3.280	3.310	3.340	3.370	3.400
280	3.280	3.310	3.340	3.370	3.400	3.430	3.460	3.490	3.520	3.550	3.580	3.610	3.640	3.670	3.700

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Table IV-A: Table of Factors

2024-2025 Salary Schedule
Table of Factors - School Based Administrators
Based on 260 Day Contract

Add the following supplements to the base salary for school administrators (principal, assistant principal, and vice principal). Supplements are stated in terms of indices of a base of $38,500.

BASE SALARY: (Index X $43,750):

Administrator	Pay Grade	Starting Salary
Assistant/Vice Principal	168	73,500
Principal	200	87,500

PERFORMANCE PAY:
Salary adjustments will be made in compliance with Florida Statutes for school based administrators using the following performance pay model:

Performance Pay dollars = (#HE)(1.34XZ) = (#E)(X)

The base salary for school based administrators will be determined individually each year using the base salary of the administrator from the previous year and applying any performance pay salary adjustment for the following year.

SUPPLEMENTS:

A. School Level	Principal	Vice Principal	Assistant Principal
Special School	.12	--	.07
Elementary	0	--	0
Middle/Junior High	.12	.10	.07
High School	.15	.12	.07
Virtual School	.10		

B. Population of School	Category	Weighted FTE Factors	Amount
	I	Less than 750	0
	II	Greater than 749 & Less than 1800	.07 (Principal Only) .05 (Asst/Vice Principal only)
	III	Greater than 1799	.12 (Principal Only) .06 (Asst/Vice Principal only)

*An administrator who is involuntarily transferred to a Principal on Assignment position will maintain his/her contracted salary and related supplement(s) for the balance of the school year during which the transfer takes place.

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Table IV-B: Weighted FTE Factors (based on 2023-2024 SY)

School Name	Unweighted	Weighted
Argyle Elementary	809.02	879.99
Charles E. Bennett Elementary	566.99	612.38
Clay High	1511.51	1531.75
Clay Hill Elementary	435.18	166.87
Coppergate Elementary	596.65	647.34
Discovery Oaks Elementary	936.80	1003.71
Doctors Inlet Elementary	551.42	595.72
Fleming Island Elementary	649.37	745.84
Fleming Island High	1683.20	1680.06
Green Cove Springs Junior High	785.51	789.94
Grove Park Elementary	392.04	424.82
Keystone Heights Elementary	807.69	888.64
Keystone Heights High	1021.14	1064.77
Lake Asbury Elementary	850.70	928.80
Lake Asbury Junior High	990.73	1010.72
Lakeside Elementary	719.92	780.84
Lakeside Junior High	911.05	960.30
McRae Elementary	540.56	622.76
Middleburg Elementary	541.97	583.86
Middleburg High	1668.94	1723.17
Montclair Elementary	414.49	446.97
Oakleaf High	2134.79	2157.48
Oakleaf Junior High	970.33	982.28
Oakleaf Village Elementary	1042.22	1143.61
Orange Park Elementary	478.87	513.92
Orange Park High	1769.71	1780.05
Orange Park Junior High	781.55	794.92
Plantation Oaks Elementary	946.50	1064.96
Rideout Elementary	687.85	765.45
Ridgeview Elementary	594.36	694.29
Ridgeview High	1628.88	1711.23
Robert M. Paterson Elementary	679.15	727.41
S. Bryan Jennings Elementary	496.40	540.98
Shadowlawn Elementary	711.59	764.71
Spring Park Elementary	675.52	745.96
Swimming Pen Creek Elementary	441.23	482.44
Thunderbolt Elementary	802.94	885.34
Tynes Elementary	994.72	1135.46
W.E. Cherry Elementary	630.46	801.26
Wilkinson Elementary	665.17	721.02
Wilkinson Junior High	765.27	769.50
Bannerman Learning Center	194.46	236.04
Clay Virtual Academy	N/A	N/A
Clay Virtual Franchise	648.42	645.06

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Table V: Salary for Administrative/Management and Supervisory Personnel

Steps 0 – 23/ Index of 1.000 = $43,750 (Base)
Based on 260 Day Contract

Placement Schedule

Example of Application of Pay Grades/Indices

- Pay Grade 193 = Range of Indices 1.930 - 2.62 (Table III) For Steps 0 – 23
- Step 0 = 1.93 x 43,750 = $84,437.50
- Step 23 = 2.62 x 43,750 = $114,625.00
- Increment = .03 x 43,750 = $1,312.50

Pay Grade	Salary Schedule Title	Starting Salary
112	Coordinator IV	$49,000.00
125	Coordinator III	$54,687.50
140	Coordinator II	$61,250.00
155	Coordinator I	$67,812.50
168	Assistant Principal (Base)	$73,500.00
168	Vice Principal (Base)	$73,500.00
173	Supervisor III	$75,687.50
173	Director III	$75,687.50
193	Supervisor II	$84,437.50
193	Director II	$84,437.50
200	Principal (Base)	$87,500.00
200	Supervisor I	$87,500.00
215	Director I	$94,062.50
238	Assistant Superintendent	$104,125.00

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Note: For the 2024-2025 school year the base multiplier was increased by $1,000.00 Salary increases for the 2024-2025 school year will be for those Administrators/Management & Supervisors who are employed as an Administrator/Management & Supervisory position by Clay County District Schools upon the date of board approval. Salary increase will be retroactive to the start of the employee's 2024-2025 contract.

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Table VI: Cafeteria Management

Starting Salary ~~Ranges~~ (Based on 197 days-7.5 hours per day)
(Index of 1.000 = $19,967.00)

Salary Schedule Title	Pay Grade	Starting Salary
Food and Nutrition Services Manager Intern	133	$26,556.00
Food and Nutrition Services Manager Intern, High School Based	133	$26,556.00
Food and Nutrition Services Manager - Satellite SAT I	140	$27,953.80
Food and Nutrition Services Manager - Self Contained SCI	173	$34,543.00
Food and Nutrition Services Manager - Satellite Base SBI	193	$38,536.00
Senior High Food and Nutrition Services Manager - Self Contained SCIB	195	$38,936.00
Senior High Food and Nutrition Services Manager - Satellite Base SBIA	200	$39,934.00

Education:

Add $1,030.00 to salary for Associates Degree in Food Service Technology and/or Restaurant Management, Dietetics or related field from a university or college accredited by one of the Regional Accrediting Agencies or a certificate or diploma in Culinary Arts or related field from a technical school accredited by the Council on Occupational Education (COE).

Notes:

1. Effective October 30, 1995 employees placed in this schedule for the first time may be credited with up to 4 years of approved, non-administrative food service experience and may be credited with approved experience in administration in a quantity food service operation.
2. See Control Factors for Administrative/Management and Supervisory Personnel regarding consequences of unsatisfactory evaluation on salary for following year(s).
3. Cafeteria Management personnel holding current valid certificate from the American School Food Service Association will receive an annual payment of $100.00 contingent upon Human Resources Division's receipt of proof of current, valid certificate no later than December 1 of each year.

Note: Salary increases for the 2024-2025 school year will be for those Administrators/Management & Supervisors who are employed as an Administrator/Management & Supervisory position by Clay County District Schools upon the date of board approval. Salary increase will be retroactive to the start of the employee's 2024-2025 contract.

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Table VII: Miscellaneous Administrative/Managerial Salaries

School Board Attorney	$120,000 - $150,000 Annual Salary (To be paid in equal installments)
School Board Bargaining Team Members	
Clay County Education Association Negotiations	$1,500 (to be paid when ratified)
Clay Educational Support Personnel Association Negotiations	$1,500 (to be paid when ratified)
Florida State Lodge Fraternal Order of Police Negotiations	$1,500 (to be paid when ratified)
Intergovernmental Coordination	$1,800 (to be paid in equal installments)

Degree Differentials for Administrators

Advanced degree pay for school based administrators, based on F.S.1012.22, must be held in the individual's area of certification. District based administrators Advanced Degree must be job related.

Master's Degree	$2,000
Specialist Degree	$2,700
Juris Doctorate	$2,700
Doctorate Degree	$3,300

Saturday School Administrator	Hourly rate based on regular salary (beyond work hours)

OTHER PROGRAMS (OTHER THAN 310 AGREEMENTS)

Employees employed in other programs beyond their scheduled day or during the summer shall be paid as follows at the discretion of the Superintendent or his/her designee:

1. An hourly rate of pay equivalent to their normal rate of pay in effect, or
2. The rate of pay for the position employed in, based either on the Administrative, Teacher or Support Salary Schedule, or
3. A rate of pay selected from the rates determined for Temporary Adult Labor.

A former Clay County administrator who has retired or resigned from the School System with a satisfactory evaluation shall receive an hourly rate of pay for teaching Adult Education that is derived from the application of the administrator's years of previously-approved experience to the adopted salary schedule for teachers in effect at the time the administrator retired. However, for such retirees employed effective July 1, 1999, such hourly pay shall not exceed $26/hr. Teachers of these Adult Education FTE courses in 1998-99 whose pay was greater than $26/hr. in 1998-99 shall be frozen at the 1998-99 hourly rate as long as they continuously teach Adult Education FTE classes.

EMERGENCY SHELTER OPENINGS

(NOT as part of emergency closing of schools or district facilities. See policy 6GX-10-2.31 for salaries paid to employees assigned to work in shelters during emergency closings of school or district facilities.)

When an administrator is called by the Superintendent or his designee to assist in the opening of an emergency shelter during hours outside of the administrator's normal work day, the administrator will be paid at his/her normal hourly rate of pay. This additional pay shall apply to all work required in addition to the administrator's normal duties and responsibilities as a result of the emergency shelter opening and as authorized by the Superintendent or his designee.

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Table VIII: Confidential Employee Salaries

Title	Pay Grade on Confidential Table
Executive Secretary to Superintendent	C32
Executive Secretary to School Board Attorney	C31
Position Control Allocations Specialist	C31
Administrative Secretary, Sr., Human Resources	C31
Internal Accounts Specialist	C31
Risk Management Specialist	C31
Personnel Assistant	C24
Insurance Assistant	C24
Payroll Assistant	C24
~~Principal's Secretary~~	~~C23~~
Risk Management Support Assistant	C23
Data Entry/Records Technician	C21

The School District of Clay County Confidential Personnel Pay Structure

Pay Grades	C21	C23	C24	C31	C32
STEP 1	$15.40	$15.70	$17.10	$18.17	$19.95
STEP 2	$15.70	$16.25	$17.52	$18.64	$20.50
STEP 3	$16.00	$17.12	$17.94	$19.13	$21.05
STEP 4	$16.25	$17.53	$18.37	$19.65	$21.63
STEP 5	$16.50	$17.98	$18.82	$20.16	$22.22
STEP 6	$16.79	$18.39	$19.29	$20.70	$22.83
STEP 7	$17.17	$18.83	$19.76	$21.28	$23.47
STEP 8	$17.59	$19.31	$20.26	$21.85	$24.13
STEP 9	$18.01	$19.77	$20.74	$22.44	$24.81
STEP 10	$18.43	$20.27	$21.28	$23.07	$25.52
STEP 11	$18.88	$20.76	$21.81	$23.75	$26.26
STEP 12	$19.34	$21.30	$22.37	$24.43	$27.01
STEP 13	$19.82	$21.83	$22.95	$25.14	$27.81
STEP 14	$20.30	$22.39	$23.54	$25.88	$28.61
STEP 15	$20.81	$22.97	$24.15	$26.64	$29.45
STEP 16	$21.33	$23.57	$24.78	$27.42	$30.32
STEP 17	$21.86	$24.18	$25.43	$28.24	$31.21
STEP 18	$22.42	$24.81	$26.11	$29.08	$32.14
STEP 19	$22.93	$25.40	$26.73	$29.79	$32.93
STEP 20	$23.50	$26.05	$27.43	$30.66	$33.88
STEP 21	$24.68	$27.39	$28.86	$32.38	$35.79
STEP 22	$25.35	$28.16	$29.67	$33.39	$36.91
STEP 23	$26.14	$29.05	$30.62	$34.55	$38.19
STEP 24	$26.97	$30.00	$31.62	$35.78	$39.55
STEP 25	$27.88	$31.03	$32.72	$37.14	$41.05

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Revised: 12/12/2024

Section II: Certificated

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~~Term of Agreement~~

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Article XXVIII: Compensation

A. Experience

1. Up to 30 years of approved, verified state-certified teaching experience may be accepted for new hires. A Clay teacher returning from a Board approved leave of absence shall be placed on the salary schedule based on the approved experience credited to him/her at the beginning of his/her extended leave of absence. Documentation from each previous employer must show that the employee is eligible for rehire.(Note: Prior to July 1, 2001, the maximum years of teaching experience accepted for new hires was 18 years.) Such experience must be full-time experience and gained in schools in the U.S., U.S. territory or under Department of Defense/State jurisdiction that are accredited by an approved accrediting agency at the time of employment, and, effective July 1, 2007, an International Baccalaureate School that has been accredited by the International Baccalaureate Organization (I.B.O.) Effective July 1, 2009, full-time satisfactory teaching experience in a foreign country may be accepted if the school is accredited by any of the six (6) regional accrediting agencies. The teacher must submit the approved Human Resources experience verification form completed in English, or the teacher will pay for a translation by a recognized translation service provider. This experience may include experience in PreK-12 public schools; experience in private or parochial PreK-12 schools with salary adjusted for verified experience beyond four (4) years effective 7-01-97. In addition, up to 18 years may include full-time teaching or counseling experience in colleges or universities, recognized as accredited by the state department of education at the time of employment. Salary will be adjusted for this verified college or university experience beyond four (4) years effective 7-01-99. Excluded is adjunct teaching, teaching or counseling performed while attending the college or university as a student, effective 7-01-98. Beginning with the ratification of the 1992-93 contract, full-time experience as a pre-kindergarten or kindergarten teacher in a school where the primary focus is pre-kindergarten or kindergarten may only be approved when such school is under the jurisdiction of and funded by the state department of education.

2. Effective July 1, 2007, appropriate teaching experience gained in a Florida public school system in the same school year as experience gained as a teacher/administrator in the Clay County School District may be combined in order to be evaluated to earn a year's experience.

3. Full-time experience on the salary schedule may also be approved in accordance with Board policy for occupational experience as appropriate for occupational therapists, physical therapists, speech clinicians, social workers, media specialists, behavior management teachers, counselors, and for vocational trades instructors and for up to four (4) years of approved active military service. Such occupational experience approved for degreed vocational instructors, behavior management teachers, and counselors shall be limited to four (4) years and, for counselors, must have been while contracted under a 310 agreement in a U.S. public school.

4. Effective July 1, 2001, verified administrative experience in a public, private or parochial K-12 school system may be included in the up-to-30 years of approved experience for new hires. Such experience must be full-time and gained in schools in the U.S., U.S. territory or under Department of Defense/State jurisdiction that are accredited by an approved accrediting agency at the time of employment. Experience earned as a Clay County administrator may be credited to the teacher for placement on the salary schedule.

5. Effective July 1, 2009, classroom experience that requires student contact as a Clay County support employee may be credited to the teacher for placement on the salary schedule.

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6. Also see Article XXIII (Employment Conditions for Eleven and Twelve Month Instructional Employees) regarding experience for School Psychologists.

7. Any employee hired after the effective date of this Agreement, who has retired under the Florida Retirement System (FRS), will not be given credit on the salary schedule for any employment before the date of the employee's retirement under the FRS, or the date of DROP exit, whichever is later. Effective July 1, 2011, all other employees who were hired after retiring under the FRS will no longer be given credit on the salary schedule for any employment before the date of the employee's retirement under the FRS, or the date of DROP exit, whichever is later; these employees will be placed on the salary schedule in accordance with experience earned after the date of retirement under the FRS or DROP exit, whichever is later.

B. New hires and teachers returning from an approved year leave of absence without pay shall be paid in accordance with the schedule set forth in Appendix IV on the basis of approved teaching experience.

C. Under no circumstance shall any teacher be assigned a salary which is at a higher level than that which is equivalent to his/her approved experience unless eligibility criteria is met by the teacher under performance pay guidelines as specified in the collective bargaining agreement.

D. The method of advancement to succeeding levels after the 2001-2002 school year shall be determined through negotiations. There shall be no presumption of status quo with respect to the method of advancement.

E.

1. For the purpose of awarding experience on the salary schedule, a year of service shall be full time paid and contracted actual service of more than one-half of the 196 or more contracted days in the year service was rendered. For the purpose of providing benefits in this Agreement, full time shall mean a person contracted for a six-tenths (.6) or greater allocated position or for (.6) or more of each consecutive day during the contract period unless otherwise indicated.

2. If an Annual Contract Teacher receives a letter of notification of non-reappointment by May 1st and is subsequently hired the following school year; said Annual Contract Teacher shall not be considered to have had a break in service.

F. Receipt of Negotiated Salary Steps and/or other Salary Increase Tied to Teacher Performance:

1. Salary adjustments are defined statutorily and mean an addition to the base salary schedule that is not a bonus and becomes part of the employee's permanent base salary. See Paragraph M. for Performance Pay Plan.

G. ROTC instructors shall be placed in accordance with the special provision as indicated in Appendix IV.

H. Employees assigned to paid supplement positions shall be paid in accordance with said Appendix and all other provisions of this Agreement.

I. Teachers shall be paid in 24 equal payments per year.

J. Terminal Sick Leave:

1. At the employee's option and upon written request by the employee at the time of separation, the Board shall provide terminal pay to any teacher upon the teacher's non-disciplinary separation from school district employment or enrollment in DROP, or to the teacher's beneficiary if service is terminated by death. Such terminal pay shall not exceed one hundred twenty (120) days, and shall be established as outlined below.

2. Employees hired after November 19, 2002 shall be eligible for terminal pay as defined under this policy upon completion of three consecutive years of service in Clay County. For

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employees hired prior to November 19, 2002, Clay County service requirements shown in paragraph J. 3(a) through J. 3 (e) need not be consecutive.

3. For the purposes of determining eligibility for terminal pay, a year of service shall be defined as: paid service rendered in a .6 or greater allocation for a minimum of one day more than half the normal working contract in the fiscal year, provided that eligibility during the first three Clay years shall be based on the anniversary of the initial date of hire. Terminal pay shall be based on the years of service in Clay County. The employee must have been:

    a. Employed as a teacher for at least three (3) years in Clay County, in which case the terminal pay shall be at the rate of 35% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or

    b. Employed as a teacher for more than three (3) years but not more than six (6) years in Clay County, in which case the terminal pay shall be at the rate of 40% time the number of days accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or

    c. Employed as a teacher for more than six (6) years but not more than nine (9) years in Clay County, in which case the terminal pay shall be at the rate of 45% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or

    d. Employed as a teacher for more than nine (9) years but not more than twelve (12) years in Clay County, in which case the terminal pay shall be at the rate of 50% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or

    e. Employed as a teacher during and after the thirteenth (13th) year in Clay County in which case the terminal pay shall be at the rate of 100% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days.

4. Effective March 17, 2000, an employee who terminates employment through regular FRS retirement shall deposit 100% of his/her terminal sick and annual leave payments into the Board-approved Qualified Retirement Plan, up to the limits established by the Internal Revenue Service.

5. All employees participating in the Plan since its implementation in Clay County, who are under fifty-five (55) years of age at the time of termination of employment and choose, at the time of termination, to take a cash distribution in the amount of 100% of their respective balance from the Board-approved 401(a) Qualified Retirement Plan and are assessed a withdrawal penalty, shall be reimbursed a percentage of the withdrawal by the Board. This reimbursement is an amount equal to the difference between the current withdrawal penalty and the current Social Security and Medicare combined tax contribution rate. If the withdrawal penalty and/or Social Security and Medicare tax rates change, the amount of reimbursement from the Board shall change accordingly.

6. Effective March 17, 2000, an employee who is already enrolled in DROP, or, who elects thereafter to participate in DROP, shall deposit his/her accumulated terminal sick leave pay, for which he/she is eligible, into the Board-approved 401(a) Qualified Retirement Plan, subject to annual contribution limits and according to the following:

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Payment	Maximum Percentage of Accumulated Terminal Sick Leave Days
Year 1	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 2	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 3	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 4	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 5	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 6	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 7	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 8	100% of balance of the individual's terminal sick leave, not to exceed a total of 120 days

a. The initial payment shall be made on the last payday in April following the employee's DROP effective date, or the last payday in April, 2000, for those already enrolled in DROP as of March 17, 2000. Subsequent payments shall be made on the last payday in April of each year following the employee's DROP effective date anniversary.

b. The rate of pay used to calculate the amount to be placed in the 401(a) Plan shall be the employee's daily rate of pay on each payment date.

c. If an employee elects to participate in DROP for fewer than the ninety-six-month maximum, or, has fewer than the ninety-six-month maximum remaining in DROP as of March 17, 2000, the percentage of terminal sick leave to be deposited each year will change so that, at the end of his/her DROP participation, a total of 100% of the maximum allowed contribution of terminal sick leave pay will have been made to the 401(a) Plan.

d. DROP participants may access these terminal sick leave funds prior to termination of employment only through loan procedures outlined in the Plan.

K. Employees who, by virtue of enrollment in DROP, have deposited terminal leave payment(s) into the Board-approved 401(a) Qualified Retirement Plan, shall continue to deposit such payments as stipulated in paragraph C.5. of this policy, notwithstanding the limitations of paragraph C. This clarification is intended to facilitate the continuation of terminal leave payments to which the Board had committed prior to the November 19, 2002 approval of amendments to this policy.

L. The Superintendent is authorized to offer an alternate salary schedule when he/she deems it necessary only for the purpose of recruiting for less than full time positions in Speech Pathology, Emotional/Behavior Disorders, Occupational Therapy, or Physical Therapy and only to a teacher whose position will be in such critical shortage area. Such alternate schedule will be 1.15 times the hourly equivalent of the appropriate bachelors salary schedule step plus degree differential, if applicable. Teachers contracted under such schedule shall be exempt from the provisions of Article VII, sections A and B (preparation time) and Article VI, sections A and B1 (duty free lunch).

M. Performance Pay Plan-Instructional Personnel Salary Schedule/Calculations for Performance Pay

Under F.S. 1012.22

1. Performance Pay Schedule includes employees holding Annual Contract status, including those who elected to move from the Grandfathered Schedule to the Performance Schedule, thereby relinquishing their PSC or CC contracts.

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2. Grandfather Schedule (GF) includes those employees who currently hold a Professional Services Contract or Continuing Contract.

3. A process will be developed to allow teachers on GF Salary Schedule the opportunity for a one time schedule change by September 30th of each year to opt into the Performance Pay Schedule pursuant to F.S. 1012.22(1) (c) 4. Grandfathered teachers who opt into the Performance Pay Schedule forfeit their PSC or CC contracts to come into this schedule.

4. The 2017-2018 Salary Adjustments for Performance Pay will be determined by the following formula:

   Per F.S. 1012.22, "The annual salary adjustment under the performance salary schedule for an employee rated as highly effective must be at least 25 percent greater than the highest annual salary adjustment available to an employee of the same classification through any other salary schedule adopted by the district. The annual salary adjustment under the performance salary adjustment for an employee rated as effective must be equal to at least 50 percent and no more than 75 percent of the annual adjustment provided for a highly effective employee of the same classification."

   Once placement is determined, salary adjustments will occur based on performance appraisals. Only teachers receiving a rating of Highly Effective or Effective will be eligible for a salary adjustment.

The total number of teachers with a final evaluation rating of Highly Effective or effective will be multiplied by the appropriate weight for a weighted total of teachers. The weighted total number is divided into the annually negotiated sum of the monies available for performance pay to determine the salary adjustment. The adjustment will be a permanent addition to the employee's base salary.

The amount of salary increases will be based on the negotiated funds available each year.

Formula:

Negotiated dollars = (# of PSC/CC) (1.33X) + (#of PPE) (X) + (# of PPHE) (1.34X)

PPE = Performance Pay Effective

PPHE = Performance Pay Highly Effective

1. Teachers who are on Probationary Contract will receive no base performance salary increase.

2. All teachers are encouraged to review F.S. 1012.22 as it is related to the new performance pay required by the Student Success Act enacted July 1, 2011. If there are any changes to any statutes regarding Performance Pay, the parties shall reconvene immediately to negotiate such changes.

3. Any release-time officer of CCEA shall receive an evaluation score not lower than the highest performing instructional employee.

4. History of negotiated adjustments

   - 2013-2014: $446* (This was the year we converted to a new salary schedule. Teachers were moved over and up a level, resulting in a pay increase prior to the additional $446.)
   - 2014-2015: $0
   - 2015-2016: $500 to all instructional employees
   - 2016-2017: The parties agree to the total amount of the negotiated dollars which includes the employee's contribution of 16.47% for benefits.

     TOTAL: 2,064,575.90 to be applied to the agreed upon formula.

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- 2017-2018: The parties agree to a salary increase of $1,000 for PSC/CC teachers in accordance with the established pay for performance formula.
- 2018-2019: The parties agree to a salary increase of $1,000 for PSC/CC teachers in accordance with the established pay for performance formula.
- 2019-2020: The parties agree to a salary increase of $2,000 for PSC/CC teachers in accordance with the established pay for performance formula.
- 2020-2021: The parties agree to a new minimum base salary of $44,867. The Entry Salary Schedule is updated in Appendix IV A. All Instructional Personnel shall receive a minimum $1,200 salary increase.
- 2021-2022: The parties agree to a new minimum base salary of $47,500. The parties also agree to a one-time bonus for all instructional personnel with a 2020-2021 final evaluation and employed at the time of ratification, guaranteeing a total compensation package of $3,000. Those employees who are receiving an increase to their minimum base salary to $47,500 will have the amount of their salary increase deducted from the $3,000 bonus.
- 2022-2023: The parties agree to increase the minimum base salary to $48,250.

  The parties agree to a salary increase of $1,000 for PSC/CC teachers in accordance with the established pay for performance formula.

  The parties agree to create an Instructional Knowledge Mentor Supplement for veteran non-probationary teachers for their expertise, instructional knowledge and mentoring of new and developing teachers.

  - 11 - 12 years of Instructional Knowledge: $100.00
  - 13 - 17 years of Instructional Knowledge: $550.00
  - 18 - 25 years of Instructional Knowledge: $750.00
  - 26 + years of Instructional Knowledge: $900.00
- 2023-2024: The parties agree to Teacher Growth Allocation increases as follows:

Years of Experience	Salary Increase
1-2	$230.00
3-5	$380.00
6-7	$530.00
8-11	$680.00
12-15	$830.00

Years of Experience	Salary Increase
16-17	$980.00
18-19	$1,175.00
20-22	$1,375.00
23-24	$1,600.00
25+	$1,850.00

  - The parties agree to a salary increase of $500.00 for PSC/CC teachers in accordance with the established pay for performance formula. A salary increase of $625.00 for Highly Effective Teachers and $468.75 for Effective Teachers based upon a final 2022-2023 Clay County Evaluation.
  - The parties agree to increase the base salary of School Psychologist by $2,500.00 (196 day contract). Created a new entry salary schedule.
  - The parties agree to additional compensation for critical needed classroom teachers as listed in Appendix IV C.

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- 2024-2025: Statutory Mandated Performance Pay, added to base salary in the amounts as follows:
    - Highly Effective: $625.00
    - Effective: $469.00
    - PSC/CC: $500.00

  Appendix IV A includes additional increase to base pay for all teachers based on years of service:

Years of Experience	Increase added to base pay
Base	$250.00
1-3	$400.00
4-7	$550.00
8-10	$650.00
11-12	$750.00
13-17	$900.00
18-24	$1050.00
25+	$1150.00

  Appendix IV-C(F2):
    - Increase the multiplier for ESE Special Compensation from $38,000 to $40,000.
    - Added additional supplement for ESE School Site Specialist - Level II of 6.5 percent.
    - Increase Speech Language Therapist with state licensure special compensation supplement from 15% to 20%

  Appendix V: Salaries - Academic and Athletic Differentiated Pay Scale
    - Increase multiplier from $35,000 base to $37,000.
    - Increase the ESE Intervention Committee Facilitator percentage from 3.1 to 4.5 percent.

  Add a supplement for Dual Enrollment instructors to receive extra compensation of $500.00 for each unique course taught.

  The Revision of OT/PT placement salary schedule to continue the correction and make work experience more reflective on the placement scale.

  The Board proposed to absorb the entire 6.2% increased cost of the District's Health Insurance premiums for employees.

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Salary Schedule - Teachers

Appendix IV A: Entry Salary Schedule 2024-2025

Instructional - Regular Bachelor's Schedule (196 days)		
Entry Experience	**Level**	**Salary Schedule**
0	1	$48,500
1	2	$48,600
2	3	$48,700
3	4	$48,800
4	5	$48,900
5	6	$49,000
6	7	$49,150
7	8	$49,300
8	9	$49,450
9	10	$49,600
10	11	$49,750
11	12	$49,900
12	13	$50,100
13	14	$50,300
14	15	$50,500
15	16	$50,700
16	17	$50,900
17	18	$51,100
18	19	$51,400
19	20	$51,700
20	21	$52,000
21	22	$52,300
22	23	$52,600
23	24	$52,900
24	25	$53,200
25	26	$53,500
26	27	$54,000
27	28	$54,500
28	29	$55,000
29+	30	$55,750

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Instructional Knowledge Mentor (IKM) Supplement

Mentors are critical supporters in guiding new and developing teachers to enhance their planning, instruction, and content knowledge. Mentors help orient new and developing teachers to the school community and serve as collegial and emotional support.

The following IKM Supplement will be provided to veteran non-probationary teachers for expertise, instructional knowledge and mentoring of new and developing teachers.

11 - 12 years of Instructional Knowledge	$100
13 - 17 years of Instructional Knowledge	$550
18 - 25 years of Instructional Knowledge	$750
26 + years of Instructional Knowledge	$900

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Salary Schedule - School Psychologists

ENTRY SALARY SCHEDULE
SCHOOL PSYCHOLOGISTS
2024-2025

Bachelor's Level (196 days)		
Entry Experience	**Level**	**Salary Schedule**
0	1	$50,000
1	2	$50,250
2	3	$50,500
3	4	$50,750
4	5	$51,000
5	6	$51,250
6	7	$51,500
7	8	$51,750
8	9	$52,000
9	10	$52,250
10	11	$52,500
11	12	$53,000
12	13	$53,500
13	14	$54,000
14	15	$54,500
15	16	$55,000
16	17	$55,500
17+	18	$56,250

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Salary Schedule - Occupational Therapists/Physical Therapists

ENTRY SALARY SCHEDULE
OCCUPATIONAL AND PHYSICAL THERAPISTS
2024-2025
(Bachelor's Level - 196 days)

Entry Experience	Level	Salary Schedule
0	1	$55,000
1	2	$57,000
2	3	$60,000
3	4	$64,000
4	5	$68,000
5	6	$70,000
6	7	$72,000
7-8	8	$74,000
9-10	9	$76,000

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Current OT/PTs and new hires will be placed on the "new step"/salary schedule based upon the verified experience. OT/PTs with 10+ years of experience shall enter the salary schedule at level 9.

In addition to experience granted as a full-time occupational or physical therapist, experience may also be granted for full time experience as a certified occupational therapist assistant or a licensed physical therapist assistant. Two years of verified work as an assistant shall be equivalent to one year on the OT/PT salary schedule. Increments of less than one year shall not be applied to the schedule.

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Salary Schedule - Athletic Directors

ENTRY SALARY SCHEDULE
ATHLETIC DIRECTORS
2024-2025

A. 260 day contracts will be issued in accordance with laws governing teacher contracts. The salary shall be as provided below.

B. The athletic director may be paid up to three (3) athletic supplements (at 196 day rate) as provided in Appendix V.

C. Salary Schedule - Bachelor's Degree (Higher Degree Differential - See Appendix IVC)

Entry Experience	Level	Salary Schedule
0	1	$64,398
1	2	$64,519
2	3	$64,639
3	4	$64,759
4	5	$64,880
5	6	$65,000
6	7	$65,120
7	8	$65,241
8	9	$65,361
9	10	$65,481
10	11	$65,602
11	12	$65,843
12	13	$66,083
13	14	$66,324
14	15	$66,565
15	16	$66,806
16	17	$67,407
17	18	$68,009
18	19	$68,611
19	20	$69,213
20	21	$69,815
21	22	$71,019
22	23	$72,222
23	24	$73,426
24	25	$74,630
25+	26	$75,833

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Salaries - Degree Differentials

Appendix IV B: Salaries - Degree Differentials

Degree Differentials shall be as follows:

A. 196 Day Teachers (See Below For School Psychologists)

Master's or higher degrees reflected on official transcripts

Master's Degree	$2,000
Specialist Degree	$2,700
Juris Doctorate	$2,700
Doctorate Degree	$3,300

B. 196 Day School Psychologists

Note: To receive the differential, the official transcript must reflect the field of School Psychology and the appropriate level for the differential.

Master's or higher degrees reflected on official transcripts

Master's Degree	$2,000
Specialist Degree (Must hold Specialist Degree or equivalent Planned Program in the field of Counseling or Psychology)	$2,700
Doctorate Degree (Must hold Doctorate degree)	$3,300

C. Teachers or School Psychologists With Contracts Over 196 Days: Amount Listed Above Will Be Prorated Based On The Actual Number Of Contract Days.

D. It is the responsibility of the individual claiming eligibility for degree differential compensation to supply all information required by the Human Resources Division to establish eligibility.

E. The Master's or higher degree must be granted from a college or university recognized as accredited by the State department of education, at the time the degree was granted.

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Appendix IV C: Salaries - Pay Differentials

A. Summer School Compensation

Classroom teachers working during the summer break shall be paid at the same rate of pay as during the school year preceding the summer term and will remain in effect until the completion of summer school.

B. Other Compensation

1. In the case of in-service workshops, curriculum development, or other projects approved as part of a grant, entitlement, or intergovernmental agreement, teachers may be paid in accordance with the amount allocated for the project, grant, or agreement.

2. Effective July 1, 2005, the district will pay a one-time lump sum payment of $400.00 (four hundred dollars) to teachers who have completed the required mandatory in-service training for the reading endorsement and this area has been added to the teacher's present certificate. Verification and payment will be based upon receipt from the Human Resources Office.

3. Effective July 1, 2007, the district will pay a one-time lump sum payment of $400 (four hundred dollars) to teachers who have completed ESOL endorsement/certification (equivalent to 300 hours of ESOL Inservice) and this area has been added to the teacher's present certificate. Verification and payment will be based upon receipt from the Human Resources Office.

C. In-service Workshops

1. When approved by the Superintendent or his/her designee, instructional personnel attending workshops after the normal school day will be paid a stipend of $15.00 per hour, except as otherwise provided in this contract.

2. Professional Learning Advisory Council members who are required to meet beyond the normal school day or beyond the scheduled day, shall receive a supplement equal to that paid for in-service workshops

D. New Teachers

All new teachers whose employment begins at the start of the school year, including those who will be enrolled in the new teacher orientation program shall be paid at the rate of $15.00 per hour for their participation in the workshops held prior to the first day for teachers.

E. Other Programs (Other than 310 Agreements)

Teachers employed in other programs beyond the scheduled day or during the summer shall be paid as follows:

1. Regularly contracted teachers in Clay County - hourly rate based on their 196-day contract salary.

2. Teachers not under regular contract in Clay County - hourly rate based on the beginning (0 years) salary on the adopted teacher salary schedule.

3. Regularly contracted teachers in Clay County may be assigned on a volunteer basis the responsibility of utilizing their scheduled unassigned preparation period as defined in Article VII, sections A and B for the purpose of covering classes of teachers who are absent. Such teachers shall be paid an additional salary of $20.00 per hour. All efforts shall be made by the

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administration to secure regular substitute teachers in such instances. Certified teachers who volunteer to utilize their planning periods to cover the classes of early intervention/pre k teachers shall be paid $20.00 per half hour.

4. Regularly contracted elementary teachers may be assigned to instruct additional students if a substitute is not available to cover for the absent teacher, including the Building Substitute. For students impacted by the teacher's absence, every effort will be made to evenly distribute those students to other teachers within the grade level or program. Teachers assigned five (5) or more additional students for at least 3.5 student contact hours will be compensated with an additional salary of $25.00.
5. Regularly contracted secondary teachers in Clay County may volunteer to teach a six (6) period day. Such teachers shall be paid an additional salary equal to their current hourly rate. Current hourly rate is calculated as contract salary (as defined in Appendix IVA) inclusive of degree differentials and special compensation (Appendix IVC and IVD, G.3.) divided by the number of days of the contract and divided by 7.50 work day hours. This sixth (6th) period shall be in lieu of the planning/preparation/conference time referenced in Article VII (C) (1) of this Agreement (which includes the time when there is assignment of professional duties involving the monitoring of students for their safety referenced in Article VIII of this Agreement). The decision of the principal concerning the selection of the teacher to teach a 6-period day shall be final.

F. Special Compensation:

1. Critical Teacher Shortage Areas

   Critical teacher shortage areas shall be identified on or before July 1st of each school year by the district. Teachers assigned to these areas will receive a supplement of $100.00 for the school year in which they are serving in this capacity.

2. Employees who fill the following allocated positions shall receive the percent indicated applied to the base salary of $40,000 rounded to the nearest whole dollar, and prorated to the length of the respective contract length added to the respective normal contracted salary.

Speech Language Therapist	10.00
Speech Language Therapist with State License	20.00
Behavior Analyst with Board Certified Behavior Analyst License	18.00
Visually Impaired (VI), Deaf Hard of Hearing (DHH), Physically Impaired (PI), Specially Designed Adaptive P.E., and Adaptive Art	8.00
Self Contained Intellectually Disabled (IND) *Plus additional 2.00, pending IDEA Grant Funding	8.00 *
Behavior Site Coach, VE Self Contained for Emotional/Behavior Disorders (E/BD), Autistic Spectrum Disorders (ASD), Pre K-ASD and Pre K Behavior Communication, Alternate Interim Methods for Success (AIMS) *Plus additional 4.00, pending IDEA Grant Funding	8.00 *
Exceptional Student Education School Site Specialist - Level II	6.50
Applied Technology for the Handicapped, allocated to work full-time with students classified as E/BD, ASD, IND, VI or PI	8.00
This additional compensation will be paid in 24 equal installments for in-field certified teachers. Upon completion of 6 hours toward certification requirements, an out-of-field teacher will receive the additional compensation, paid as a supplement, in one payment for that year.	

3. Teachers assigned to Title I schools will receive a supplement of $100.00 for the school year in which they are assigned to the Title I school.

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4. Teachers teaching Dual Enrollment courses will be provided a supplement of $500 for each unique course taught. The supplement will be awarded after the course conclusion.

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Salaries – ROTC Instructors

Appendix IV D: Salaries - ROTC Instructors

A. Salaries will be based on the greatest amount of 1 or 2 below and will be paid in 24 bi-monthly installments.

   1. The 11-month teachers' salary schedule for, or

   2. 11/12 of the annual salary submitted by the U.S. Navy based on the active duty pay less the retired pay for those ROTC personnel employed.

B. Summer school employment will be contingent on need and pay will be in addition to that agreed upon in Item A above. Summer pay will be based on the established rate at the time of the summer contract in the same manner as figured in Step A above and this additional time will be reported to the Navy as such.

C. All vouchers will be co-signed by the County Office and all checks for reimbursement will be sent directly to the Office of the Superintendent. The Navy shall be notified of this by the officers of the school NJROTC units.

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Salaries - Academic and Athletic Differentiated Pay Scale

Appendix V: Salaries - Academic and Athletic Differentiated Pay Schedule

Note: Supplements will be calculated using a base amount of $37,000.00. Principals will not split supplemental postings. Any splitting of supplements will be initiated by the teachers intending to split the supplement. The following supplements will be allocated to the respective schools as a maximum amount which shall be used to pay one or more individuals sponsoring the indicated activity.

ACADEMIC SUPPLEMENTS:

Unless otherwise indicated, supplemental salary is to be paid in equal installments. Classroom Teacher Department Heads, ESE, Resource Department Heads, and Specialists are Academic Coordinators. All other supplements are Extracurricular Activities. "END" supplements will be paid upon completion of the activity and written recommendation of the principal. Any production must be performed before the public and will consist of a full length play.

Supplement	Method of Payment	Percent
Academic Coach, Local School	End	5.40
Academic Coach, District	Equal	7.50
Activities Program Coordinator, JH	Equal	13.00
Annual Staff, HS	Equal	8.00
Annual Staff, JH	Equal	6.50
Band Director, HS *(Minimum of two major performances; football games; district marching festival; solo and ensemble; concert band and state festivals when applicable.)*	Equal	13.50
Band Director, JH *(Minimum of four performances; solo and ensemble; district concert festival; pep band.)*	Equal	7.50
Band End of Year Supplement *(Two additional major festivals – three community events equals one major event.)*	End	1.50
Bayard Point Sponsor	Equal	4.10
Child Care Center Director	Equal	12.00
Choral Directors HS/JH *(Minimum of four separate performances per year; district solo and ensemble and concert festivals.)*	Equal	7.50
Choral Director End of Year Supplement *(Two additional major festivals – three community events equals one major event.)*	End	1.50
Co-Curricular Club	Equal	4.10
Core Team Leader Elementary	Equal	1.50
Core Team Leader Secondary	Equal	2.75
Dance Team Sponsor HS	Equal	6.00
Dance or Drill Team Sponsor JH	Equal	4.70
Debate Team *(Must include formal competitions outside of the school setting.)*	End	3.10
Demonstration Classroom	End	4.00

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Supplement	Method of Payment	Percent
Department Head (3-5 teachers)	Equal	6.00
Department Head (6-10 teachers)	Equal	6.50
Department Head (11-16 teachers)	Equal	7.00
Department Head (17-20 teachers)	Equal	7.50
Department Head (21 or more teachers)	Equal	8.00
Directing Teacher of School Interns	End	3.00
Director of Junior or Senior Class Play (per major performance)	End	1.30
Discretionary Supplement	End	1.50
District Instructional Coach	Equal	7.50
District Music	End	3.60
Drama HS	End	6.00
Drama JH	End	6.00
Drill Team Sponsor HS	Equal	6.00
Elementary Technology Coach	Equal	6.00
Secondary Technology Coach	Equal	8.00
Elementary Performance/Production *(**Music Teachers Will Be Given Priority**: minimum of two separate productions and includes planning, practice, advertising, etc.)* *NOTE: This supplement may be used a maximum of three times per school.*	End	3.00
Elementary Resource Department Head	End	3.00
Elementary Track Meet Coordinator	End	3.60
ESE Intervention Committee Facilitator	Equal	4.50
Flag Corps Sponsor	Equal	3.20
Freshman Class Sponsor	Equal	2.60
Future Educators Club	Equal	5.00
Instructional Application Facilitator	End	6.00
Junior Class Sponsor	Equal	4.75
Majorette Sponsor	Equal	3.20
Math Field Day Coordinator, District	End	3.60
Math Team *(Must include formal competitions outside of the school setting.)*	End	3.10
National Beta Club Sponsor	Equal	4.10
National Junior High Honor Society Sponsor	Equal	3.10
National Honor Society Sponsor	Equal	4.10
Newspaper Staff HS	Equal	4.10
Newspaper Staff JH	Equal	2.50
Peer Teacher (with portfolio requirement)	Equal	6.00
Professional Learning Certification Program (P~~D~~LCP) Mentor	End	4.00
Safety Patrol Elementary	Equal	2.10
Science Fair Coordinator, District	End	6.00
Science Fair Coordinator, Local School	End	3.60

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Supplement	Method of Payment	Percent
Senior Class Sponsor	Equal	4.25
Sophomore Class Sponsor	Equal	2.75
Specialist, 10-Month	Equal	6.00
Specialist, 11-Month	Equal	6.60
Specialist, 12-Month	Equal	7.90
Special Olympics Coordinator	End	6.00
Spelling Bee Coordinator, District	End	3.60
Student Council Elementary	Equal	1.50
Student Council HS	Equal	4.10
Student Council JH	Equal	3.60
Support Peer Teacher (Without portfolio requirements)	Equal	4.00
Title I Lead Teacher/Department Head	Equal	6.00
Very Special Arts Coordinator	Equal	6.00

Athletics Supplements:

1. **Athletic supplements for seasonal sports shall be paid in a lump sum upon completion of the activity. A supplement will be prorated if a coach quits prior to completion of the season. No more than three (3) athletic supplements may be paid to a single individual without approval of the Superintendent and documentation that all resources have been exhausted.

   Exceptions – Football supplements will be paid as follows:

   - 75% at end of playing season
   - 25% at end of spring practice

2. Athletic Coach Certification: All Coaches must possess a valid part-time athletic coaching or full-time professional Educator's certificate from the State of Florida. A copy of the certificate or a copy of a completed application for the certificate, with evidence that all requirements for certification have been met, must be presented prior to student contact. Head coaches, athletic directors, and junior high/middle school activities program coordinators who have the Florida certification endorsement as Athletic Coach in addition to their regular teaching certification will receive 1.0% of the base salary, in addition to their athletic supplement upon presentation of the certification endorsement.

Supplement	Method of Payment	Percent
Athletic Coaching Endorsement *(Head, Athletic Directors, JH, School Programs Coordinators with athletic coaching endorsement)*	End	1.00
Baseball, Head HS	End	12.00
Baseball, Assistant HS	End	7.00
Baseball, JV Head HS	End	8.00
Baseball, Head JH	End	6.00
Baseball, Assistant JH	End	5.00
Basketball, Head HS	End	13.60
Basketball, Assistant HS	End	8.00

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Supplement	Method of Payment	Percent
Basketball, JV Head HS	End	6.85
Basketball, Head JH	End	6.85
Cheerleading, Head Varsity	Equal	12.00
Cheerleading, Head Junior Varsity HS	Equal	9.00
Cheerleading, Head JH	Equal	9.00
Cross Country, Head HS	End	6.00
Flag Football, Head HS/JH/M	End	6.00
Football, Head HS	End	18.25
Football, Assistant HS	End	11.55
Football, JV, Head HS	End	12.00
Football, Head JH	End	10.00
Football, Assistant JH	End	9.10
Golf, Head HS	End	6.50
Intramural Program Sponsor JH	End	5.15
Intramural Program Sponsor JH Assistant	End	4.70
Lacrosse, Head HS	End	10.00
Rhythmic Gymnastics, Head HS/JH/M	End	6.00
Soccer, Head HS	End	10.00
Soccer, Assistant HS	End	6.00
Soccer, Head JV HS	End	7.00
Soccer, Head JH	End	6.00
Soccer, Assistant JH	End	5.15
Softball, Head HS (Fast Pitch)	End	12.00
Softball, Assistant HS (Fast Pitch)	End	7.00
Softball, Head JV HS (Fast Pitch)	End	8.00
Softball, Head JH (Fast Pitch)	End	6.00
Softball, Assistant JH (Fast Pitch)	End	5.00
Softball, Head HS (Slow Pitch)	End	7.00
Softball, Assistant HS (Slow Pitch)	End	6.00
Softball, Head JH (Slow Pitch)	End	6.00
Softball, Assistant JH (Slow Pitch)	End	5.00
Swimming, Head HS	End	10.00
Swimming, Head JH	End	5.15
Tennis, Head HS	End	7.00
Track, Head HS	End	10.00
Track, Assistant HS	End	7.00
Track, Head JH	End	6.00
Track, Assistant JH	End	5.15

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Supplement	Method of Payment	Percent
Volleyball, Head HS	End	10.00
Volleyball, Assistant HS	End	7.00
Volleyball, Assistant JH	End	5.15
Volleyball, Head JV	End	6.00
Volleyball, Head JH	End	6.00
Weightlifting, Head HS	End	7.00
Weightlifting, Head JH	End	6.00
Wrestling, Head HS	End	10.00
Wrestling, Assistant HS	End	7.00
Wrestling, Head JH	End	5.15

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Community Education - Fee Based Salaries

2024-2025

Class Offerings	**Effective 7/01/2013:**
Art	$26.00/ hour instruction only
Basic Photography	$26.00/ hour instruction only
Dancing (All)	$26.00/ hour instruction only
Driver's Education	$26.00/ hour instruction only
Culinary Arts (All)	$26.00/ hour instruction only
Video Production Class	$26.00/ hour instruction only
AutoCAD	$26.00/ hour instruction only
Graphics	$26.00/ hour instruction only
Computer Classes (All)	$26.00/ hour instruction only
Crafts (All)	$26.00/ hour instruction only
First Aid/CPR	$26.00/ hour instruction only
Foreign Languages	$26.00/ hour instruction only
Gymnastics	$26.00/ hour instruction only
Music/Choral/Instrumental	$26.00/ hour instruction only
Physical Education (All)	$26.00/ hour instruction only
Parenting	$26.00/ hour instruction only
Sign Language	$26.00/ hour instruction only
Technology Education	$26.00/ hour instruction only
Baton Twirling	$26.00/ hour instruction only
Drama	$26.00/ hour instruction only
Auto Mechanics	$26.00/ hour instruction only
Business Enterprise: Home Based	$26.00/ hour instruction only
ParaPro Assessment Review	$26.00/ hour instruction only
Community Education Assistant	$15.00 per hour
Test Coordinator (Adult Ed.)	$15.00 per hour
Evening Monitor (Adult Ed.)	$15.00 per hour
Volunteer Tutor Coordinator (Adult Ed)	$26.00 per hour (Eff. 01/16/2014)

Summer Recreation	
Site Director	*$16.00/hour supervision plus prep time
Art Coordinator	**$15.00/hour instruction plus prep time

*Site Director is entitled to four hours of pre-planning
**Art Coordinator is entitled to four hours of pre-planning

Registration fees are determined by the instructor's salary, retirement, social security, 35% indirect costs and materials if needed.

Revised: 02/01/2024

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Section III: Support

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~~Term of Agreement~~

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Article XVIII: Compensation

A. Compensation shall be provided to all employees covered by this Agreement as set forth in the Appendix of this Agreement.

B. For the purpose of providing benefits in this Agreement, full time shall mean a person contracted for a six tenths (.6) or greater allocated position or for (.6) or more of each consecutive normal work day during the contract period unless otherwise indicated.

C. Terminal Sick Leave: At the employee's option and upon written request by the employee at the time of separation, the Board shall provide terminal pay of up to one hundred twenty (120) days to any support employee upon the employee's non-disciplinary separation from school district employment or enrollment in DROP, or to the employee's beneficiary if service is terminated by death.

1. Employees hired after November 19, 2002, shall be eligible for terminal pay as defined under this policy upon completion of three (3) consecutive years of service in Clay County. For employees hired prior to November 19, 2002, Clay County service requirements shown in paragraph C.2 (a) through C.2 (e) need not be consecutive.

2. For the purposes of determining eligibility for terminal pay, a year of service shall be defined as: paid service rendered in a .6 or greater allocation for a minimum of one day more than half the normal working contract in the fiscal year, provided that eligibility during the first three Clay years shall be based on the anniversary of the initial date of hire.

   Terminal pay shall be based on the years of service in Clay County. The employee must have been:

   a. Employed for at least three (3) years in Clay County, in which case the terminal pay shall be at the rate of thirty-five percent (35%) times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or

   b. Employed for more than three (3) years but not more than six (6) years in Clay County, in which case the terminal pay shall be at the rate of forty percent (40%) times the number of days accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or

   c. Employed for more than six (6) years but not more than nine (9) years in Clay County, in which case the terminal pay shall be at the rate of forty-five percent (45%) times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or

   d. Employed for more than nine (9) years but not more than twelve (12) years in Clay County, in which case the terminal pay shall be at the rate of fifty percent (50%) times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days;

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e. Employed during and after the thirteenth (13th) year in Clay County in which case the terminal pay shall be at the rate of one hundred percent (100%) times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days.

3. As used in this section, one day of leave shall mean the equivalent in hours.

4. Effective March 17, 2000, an employee who terminates employment through regular FRS retirement shall deposit one hundred percent (100%) of his/her terminal sick and annual leave payments into the Board-approved Qualified Retirement Plan, up to the limits established by the Internal Revenue Service.

5. All employees participating in the Plan since its implementation in Clay County, who are under fifty-five (55) years of age at the time of termination of employment and choose, at the time of termination, to take a cash distribution in the amount of one hundred percent (100%) of their respective balance from the Board-approved 401(a) Qualified Retirement Plan and are assessed a withdrawal penalty, shall be reimbursed a percentage of the withdrawal by the Board. This reimbursement is an amount equal to the difference between the current withdrawal penalty and the current Social Security and Medicare combined tax contribution rate. If the withdrawal penalty and/or Social Security and Medicare tax rates change, the amount of reimbursement from the Board shall change accordingly.

6. Effective March 17, 2000, an employee who is already enrolled in DROP, or, who elects thereafter to participate in DROP, shall deposit his/her accumulated terminal sick leave pay, for which he/she is eligible, into the Board-approved 401(a) Qualified Retirement Plan, subject to annual contribution limits and according to the following:

Payment	**Maximum Percentage of Accumulated Terminal Sick Leave Days**
Year 1	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 2	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 3	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 4	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 5	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 6	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 7	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 8	100% of balance of the individual's terminal sick leave, not to exceed a total of 120 days

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a. The initial payment shall be made on the last payday in April following the employee's DROP effective date, or, the last payday in April, 2000, for those already enrolled in DROP as of March 17, 2000. Subsequent payments shall be made on the last payday in April of each year following the employee's DROP effective date anniversary.

b. The rate of pay used to calculate the amount to be placed in the 401(a) Plan shall be the employee's daily rate of pay on each payment date.

c. If an employee elects to participate in DROP for fewer than the ninety-six month maximum or, has fewer than the ninety-six month maximum remaining in DROP as of March 17, 2000, the percentage of terminal sick leave to be deposited each year will change so that, at the end of his/her DROP participation, a total of one hundred percent (100%) of the maximum allowed contribution of terminal sick leave pay will have been made to the 401(a) Plan.

d. DROP participants may access these terminal sick leave funds prior to termination of employment only through loan procedures outlined in the Plan.

D. Employees who, by virtue of enrollment in DROP, have deposited terminal leave payment(s) into the Board-approved 401(a) Qualified Retirement Plan, shall continue to deposit such payments as stipulated in paragraph C.6. of this policy, notwithstanding the limitations of paragraph C. This clarification is intended to facilitate the continuation of terminal leave payments to which the Board had committed prior to the November 19, 2002 approval of amendments to this policy.

E. Staff Meetings

1. Meetings with staff may be conducted by supervisors on a monthly basis or as determined by the Superintendent. Such meetings will be conducted during the workday, whenever possible.

2. Bus drivers and bus monitors may be required to attend meetings called by the Director of Transportation or as deemed necessary by the Superintendent.

3. Staff meetings conducted outside the regularly scheduled workday or route day shall be reimbursed at the rate of $15.00 per hour (Bus Drivers $15.00 an hour). Inservice conducted outside the regularly scheduled workday or route day shall be reimbursed at the rate of $15.00 per hour (Bus Drivers $15.00 an hour).

F. Overtime payments (time and one-half) for meetings and inservice as outlined in this Article and in the Salary Schedule Table regarding Transportation Bus Drivers and Bus Monitors shall apply only when the work week extends beyond 37.5 hours and applies only to the portion extending beyond 37.5 hours.

G. Inservice:

1. Support personnel will be paid a stipend of $15.00, per hour for completed workshops after the normal work day.

2. Every effort will be made to schedule mandatory inservice training during an employee's regular contract hours. Mandatory inservice scheduled outside of the regular contract hours will be paid at the stipend rate references above.

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H. Summer School: (Extended School Year)

Nine (9) and ten (10) month employees of the School Board who are employed during the summer shall be paid at either (1) a rate equivalent to their normal rate of pay in effect at the close of the school year, or (2) the normal rate of pay for the position employed in during the summer, or a rate of pay selected from the rates determined for Temporary Adult Labor.

I. Placement of support personnel in summer school positions when allocated shall be made in the best interest of the student in accordance with the IEP, current job title, consideration of the mix of the exceptionalities in the summer school setting, employee's familiarity with the specific group of students, ESE experience and training, and all else being equal, seniority. The primary consideration shall be the goal of providing optimal staffing for students within the summer school center.

J. Contract Day:

The number of contract days in a year shall be listed in Table V and may vary based on the needs of the district.

K. Experience - Clay County School Board and External Experience:

For the purpose of awarding experience on the salary schedule, a year of service shall be paid and contracted actual service of more than one-half of the normal number of contracted days for the .4 or greater allocated position employed in the year service was rendered. Service external to the Clay County School Board must be verified and approved by the Division of Human Resources. Verified experience gained in other U.S. public school systems may be approved on the same basis as experience gained in the Clay County School System. All other experience must be verified by the agency or company on the school board approved form, on letterhead stationery, or other documentation approved by the Division of Human Resources and must be full time paid actual service of more than one-half of the fiscal year indicated by the former employer. In instances where the employer is unable to verify its fiscal year, the school fiscal year shall be used. No experience may be counted more than one time for the purpose of accumulating experience.

L. Experience on the salary schedule shall be permitted in accordance with the Rules For Implementation of Support Personnel Salary Schedule, 1.3.0 and section 2.0.0 for work done in a closely related field.

M. The Superintendent is authorized to offer an alternate salary schedule when he/she deems it necessary. Personnel contracted under such schedule shall be exempted from the provisions of Table I, Rules for Implementation of the Support Personnel Salary Schedule, except those provisions of section 2.3.0. (See Table IID for salary schedule)

N. Compensation for an employee when he/she is required to work on a paid holiday, or on a "NON PAID, NON-WORKING DAY", shall be at one and one-half times the employee's regular hourly rate of pay.

O. All nine-month employees will be paid on the nine-month pay schedule.

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Compensation Proposal History

COMPENSATION PROPOSAL HISTORY

- 2019-2020:
    - The Board proposes a one (1) step salary increase on the approved salary schedule for all CESPA unit members employed by the district at the time of ratification by both parties. Such step increase will be retroactive to the first day of the employee's 2019-2020 contract, with the exception of rates affecting field trips which will go into effect the first day of the pay period after School Board Ratification.
    - The Board proposes a $0.25 increase to each cell of the Support Personnel Pay Structure with the exception of Table II-D, paid retroactively to the first day of the Employee's 2019-2020 Contract.
- 2020-2021:
    - The Board proposes a $1.00 increase to each cell of the Support Personnel Pay Structure, effective January 3, 2021. This increase applies to all Support Personnel who are employed by Clay County District Schools upon the date of contract ratification.
- 2021-2022:
    - The Board proposed a Compensation Package to increase each cell by $0.75 on the Support Salary Schedule. The Board also proposed raising any cells below $12.00 after the $0.75 was applied to $12.00. The Board proposed an additional $1.50 per cell for the LPN / RN Salary Schedule.
    - The District proposed a one time scaled bonus for those employees who are employed at the time of the 2021-2022 contract ratification, by both the School Board and CESPA. The scaled bonus will be based on $1,500.00 for 10-month employees.
        - 9 month contract employee one time proposed bonus: $1,250.00
        - 10 month contract employee one time proposed bonus: $1,500.00
        - 11 month contract employee one time proposed bonus: $1,750.00
        - 12 month contract employee one time proposed bonus: $2,000.00
- 2022-2023:
    - All Articles, Appendices and Tables related to compensation will be effective as of 09/18/2022. The Board proposed changing all job classifications banded and graded at A11 and A12 to A13. The Board also proposed a Compensation Package to increase each cell by $0.50 on the Support Salary Schedule. Additionally, the Board proposed raising any cells below $15.00 after the $0.50 was applied to $15.00. The Board proposed an additional $1.65 per cell for the newly created Table IIE: Special Compensation - Maintenance Trade Skill Workers.
    - The District proposed a one time bonus for those employees who are employed at the time of the 2022-2023 contract ratification, by both the School Board and CESPA.
        - 9 month contract employee one time proposed bonus: $1,000.00
        - 10 month contract employee one time proposed bonus: $1,100.00
        - 11 month contract employee one time proposed bonus: $1,250.00
        - 12 month contract employee one time proposed bonus: $1,500.00

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- 2023-2024:
    - Increase compensation effective as of 07/01/2023, with the exception of supplemental, overtime and field trip increases will be in effect for hours worked after January 01, 2024.
    - Increase each cell by $1.00, does not include those non-instructional employees who are in the compressed area of the salary schedule.
    - Increase the starting pay scale by an additional $1.40 per hour for Technical Specialists.
    - Create a new placement schedule for Bus Drivers, new hires may be awarded up to 10 years verified experience and field trip pay be at the driver's contracted hourly rate.
    - Reclassify Record Secretary and ESE Secretary positions from B21 to B22.
    - Increase the rate of all required staff meetings and inservice held outside of contracted hours to $15.00 per hour.
    - Increase the supplement for Behavioral Health Assistants who hold Safe Crisis Management certification to $0.75 per hour.
- 2024-2025:
    - Increase compensation effective as of 07/01/2024
    - Those who have earned one year of experience will receive a step increase plus an additional $0.75 per hour added to salary schedules, this does not include non-instructional employees who are in a compressed area of their salary schedule, who will receive a step increase and a minimum of $0.20 per hour
    - Size supplement for bookkeepers and elementary principal secretary/bookkeepers
    - Increase shoe allowance
    - Head Custodians move from B22 to B23
    - Heavy Equipment Operators move from M22 to M23
    - PT and OT Assistants can bring in 10 years of experience
    - District will absorb insurance increase

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2024-2025 Amendment to 2023-2024 through 2025-2026 Master Contract

Table I: Rules for Implementation

1.0.0 **Salary Schedule Structure**

1.1.0 The salary schedule will include twenty five (25) steps for each Band/Grade. There shall be a constant percentage between each step within the Band/Grade.

1.1.1 A $500.00 permanent longevity supplement will be given annually to employees who are on step 25.

1.1.2 Employees with 25 years of service who received the Permanent Longevity Supplement in the 2023-2024 school year will be grandfathered in to continue to receive the annual supplement contingent upon continuous employment.

1.2.0 The range spread between step 1 and step 25 shall be greater for the higher Bands/Grades.

1.3.0 **Placement on Salary Schedule**

1.3.1 After initial implementation of the schedule, new employees shall be placed at the step (1-5) associated with approved years of verified, directly-related experience in their same job category.

1.3.2 Step 1 through Step 5 shall correspond to 0 to 4 years of experience. Step 5 shall be the maximum step for initial placement of new employees.

1.3.3 This limitation shall not apply to support personnel who elect to transfer from their support position to an administrative or Table I managerial position, and then back to a support position. Step placement for such personnel shall be in accordance with section 3.6.0 of this Table.

1.3.4 The Waste/Water Operator, Wastewater Operator and/or Lead Waste/Water Operator will be able to bring all approved years of verified, directly-related experience to the job entry level.

1.3.5 Positions which require subsequent acquisition of State School Bus Mechanic Certification will be able to bring up to ten (10) years of verified, directly related experience to the job entry level.

1.3.6 The positions of Programmer/Analyst, Network Specialist, Instructional Application Specialist, Network Security Specialist, Lead HVAC Technician, HVAC Technician, Lead Electrical Technician, Electrical Technician, Lead Electronics Technician, Electronics Technician, Lead Plumber, Plumber, Boiler Tender, Lead Painter, Painter, Lead Carpenter, Carpenter, Lead Roofer, Roofer, Lead Heavy Equipment Operator, Heavy Equipment Operator, Maintenance Mechanic, District-Wide School Maintenance Mechanic, Lead Pest Control Operator, Pest Control Operator, Locksmith, Building Automation Specialist (BAS) Technician, Building Automation Specialist (BAS) Specialist, Cafeteria Kitchen Equipment Technician, and Lead Cafeteria Kitchen Equipment Technician will be able to bring up to ten (10) years of verified, directly-related experience to the job entry level upon successful demonstration of the directly-related experience. Beginning July 1, 2015, RN and LPN positions will be able to bring up to ten (10) years of verified, directly-related experience to the job entry level upon successful demonstration of the directly-related experience. Beginning July 1, 2016, RN's and LPN's hired prior to July 1, 2015, will have ninety days following ratification to submit to Human Resources any documented years of outside service beyond the initial years used for placement upon hire. After verification of said documents, said employees will be credited with up to a total of ten (10) years verified, directly related experience and pay will be applied to their pay scale upon ratification.

1.4.0 Former Clay County teachers who take a teacher assistant support position immediately upon leaving their teaching position in Clay County shall be credited with their Clay County teaching experience, up to the maximum experience on the current salary schedule.

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2.0.0 **Advancement on Salary Schedule**

2.1.0 Step increases shall be subject to collective bargaining and there shall be no presumption of advancement beyond the current step after 2003-2004.

2.2.0 A year of experience shall be earned if the employee has earned one day over one-half of the contract year for the allocated position of .4 or greater.

2.3.0 Effective with the 1998-99 school year, any employee who receives an overall rating of Below Standards in the final performance evaluation conference of the school year will receive the same salary in the next school year as he/she received during the Below Standards year of service. Such employee will be ineligible for negotiated advancement on the applicable salary schedule (i.e. receipt of a step), regardless of stipulations in Section 2.2. above. In addition, the employee who receives such a rating will be ineligible for receipt of any negotiated increase in the actual value of a step on the applicable salary schedule. This salary freeze shall not apply to incentive pay added to the normal contracted salary. This salary freeze will apply for, at least, the school year following the employee's receipt of the Below Standards evaluation. If, during the frozen salary year, the employee earns at least an "Achieves Standards" rating on the year's evaluation, he/she will be placed back on the salary schedule for the following year, and, if eligible and bargained, granted a step. If the employee referenced in 1. above receives at least "Achieves Standards" ratings in the final performance evaluation conferences of the two school years following the receipt of a "Below Standards" rating, the employee will be eligible, the third year, for the salary step and/or step amount that would have applied had the employee never earned the "Below Standards" rating.

2.4.0 All experience granted prior to January 1, 1993, under existing rules and regulations shall remain credited to the employee.

3.0.0 **Reclassification Due To Transfer/Surplus/Discipline/Promotions**

3.1.0 Employees transferring to another job classification shall be placed on the schedule for the new band/grade based on placement in accordance with the provisions of this section.

3.2.0 Employees who voluntarily transfer to a job with a higher band/grade will be immediately reclassified and the pay rate adjusted in accordance with the new step placement. Step placement will be based on verified approved experience in the new job, up to step 10, or on the current step placement, whichever is higher. Employees on a special compensation salary schedule, who voluntarily transfer to a job, will be immediately reclassified and the pay rate adjusted in accordance with the new step placement. Step placement will be based on verified, approved experience in the new job, up to step 10, or on the current step placement, whichever is higher.

3.3.0 Employees who voluntarily transfer to a job with a lower or same band/grade will be immediately reclassified and the pay rate adjusted. Step placement will be based on the current step placement, or the step appropriate for experience credited in the new position, up to step five (5).

3.4.0 If an employee is involuntarily transferred to a job with a lower band/grade with an effective start date at the beginning of the next contract year, adjustment of pay to the lower band/grade will start at the beginning of the next contract year.

3.5.0 If an employee is involuntarily transferred to a job with a lower band/grade with an effective start date before the beginning of the next contract year, adjustment of pay to the lower band/grade will start at the beginning of the next contract year.

3.6.0 Employees who are transferred as the result of disciplinary action will be immediately reclassified to the new band/grade at the same step and the pay rate adjusted.

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3.7.0 Support employees who elect to transfer to a managerial or administrative position in Clay County, and who later transfer back to a support position, will be placed on the band/grade applicable for the support position at the step they held prior to leaving the support position.

3.8.0 An employee who is officially assigned, in writing, by the Supervisor, to fulfill the duties of an absent employee who works in a higher band/grade shall, after seven (7) consecutive days, be paid at his own step but at the higher band/grade for all of the time during which he was assigned to the higher band/grade. Such assignment shall be at the sole discretion of the Supervisor.

4.0.0 **Job Descriptions and Initial Classification and Reclassification Procedures**

4.1.0 The Board shall approve and maintain a separate job description for each position listed in Table V.

4.1.1 An initial classification for a new position shall be reviewed for initial classification in accordance with the procedures in this section.

4.1.2 Thirty (30) days prior to a new CESPA bargaining unit position being proposed for Board approval, the new job description shall be submitted to a review committee comprised of the Assistant Superintendent for Human Resources, Director of Support Personnel and a CESPA Representative designated by the CESPA president, (CESPA representative shall not be currently assigned to the department or school which is under review).

4.1.3 This committee will review the documentation and relevant analysis data supporting the new proposed position. The Assistant Superintendent for Human Resources will notify the responsible supervisor and CESPA of his/her decision as to classification. Bargaining implications may apply.

4.1.4 Reclassification or position reevaluation - A responsible immediate supervisor or employee may request a position reevaluation of a CESPA bargaining unit position. When such a reevaluation is requested, relevant documentation shall be provided which supports that there has been a change in responsibilities.

4.1.5 The Assistant Superintendent for Human Resources, Director of Support Personnel and a CESPA
Representative designated by the CESPA president (CESPA representative shall not be currently assigned to the department or school which is under review) will meet within 10 days of receipt of the documentation and request to review the documentation and relevant analysis data supporting the review request. The Assistant Superintendent for Human Resources will notify the responsible supervisor of his/her decision and CESPA of his/her decision. Bargaining implications may apply.

4.1.6 The documentation to be considered in reevaluating a position should include evidence of a major permanent change in a job responsibility, data from a sample of the job class, position description questionnaire and employee/supervisor interviews. If the changed job responsibilities match an existing job description, the employee will be moved to the new classification and his/her salary will be adjusted in accordance with approved procedures. If the job responsibilities do not match an existing job description, the job may be reanalyzed and reclassified or the supervisor may be instructed to reassign the new responsibilities to a more appropriate job classification.

4.1.7 Prior to the implementation of any changes in a job description, the affected employee(s) shall be notified in writing. A review of the changes shall be made with the employee(s). The employee(s) shall receive a copy of the new/updated job description. In the event that the qualifications as set forth change to the extent that an employee is no longer qualified to continue in the position, the employee(s) shall be provided reasonable assistance in receiving additional training and/or be provided priority placement assistance in moving to another position for which they are qualified.

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Table II A: Support Salary Schedule

The School District of Clay County
2024 - 2025 Support Personnel Pay Structure

B/G	*A13*	*B21*	*B22*	*B23*	*B24*	*B31*	*B32*	*C41*	*C42*	*C43*
STEP 1	$15.10	$15.40	$15.55	$15.70	$17.10	$18.17	$19.95	$21.43	$22.89	$24.46
STEP 2	$15.40	$15.70	$15.95	$16.25	$17.52	$18.64	$20.50	$22.07	$23.56	$25.21
STEP 3	$15.55	$16.00	$16.35	$17.12	$17.94	$19.13	$21.05	$22.71	$24.26	$25.98
STEP 4	$15.75	$16.25	$16.78	$17.53	$18.37	$19.65	$21.63	$23.39	$25.02	$26.78
STEP 5	$15.95	$16.50	$17.16	$17.98	$18.82	$20.16	$22.22	$24.10	$25.77	$27.60
STEP 6	$16.15	$16.79	$17.57	$18.39	$19.29	$20.70	$22.83	$24.82	$26.56	$28.46
STEP 7	$16.35	$17.17	$17.99	$18.83	$19.76	$21.28	$23.47	$25.58	$27.40	$29.34
STEP 8	$16.55	$17.59	$18.42	$19.31	$20.26	$21.85	$24.13	$26.37	$28.25	$30.29
STEP 9	$16.98	$18.01	$18.87	$19.77	$20.74	$22.44	$24.81	$27.17	$29.13	$31.33
STEP 10	$17.35	$18.43	$19.33	$20.27	$21.28	$23.07	$25.52	$28.02	$30.03	$32.23
STEP 11	$17.73	$18.88	$19.82	$20.76	$21.81	$23.75	$26.26	$28.89	$30.99	$33.26
STEP 12	$18.13	$19.34	$20.31	$21.30	$22.37	$24.43	$27.01	$29.82	$31.99	$34.33
STEP 13	$18.55	$19.82	$20.86	$21.83	$22.95	$25.14	$27.81	$30.76	$33.02	$35.44
STEP 14	$18.96	$20.30	$21.38	$22.39	$23.54	$25.88	$28.61	$31.73	$34.08	$36.57
STEP 15	$19.40	$20.81	$21.93	$22.97	$24.15	$26.64	$29.45	$32.74	$35.19	$37.75
STEP 16	$19.85	$21.33	$22.51	$23.57	$24.78	$27.42	$30.32	$33.79	$36.33	$38.99
STEP 17	$20.31	$21.86	$23.11	$24.18	$25.43	$28.24	$31.21	$34.87	$37.52	$40.26
STEP 18	$20.79	$22.42	$23.72	$24.81	$26.11	$29.08	$32.14	$36.00	$38.75	$41.58
STEP 19	$21.26	$22.93	$24.27	$25.40	$26.73	$29.79	$32.93	$36.90	$39.73	$42.64
STEP 20	$21.75	$23.50	$24.90	$26.05	$27.43	$30.66	$33.88	$38.07	$41.00	$44.01
STEP 21	$22.80	$24.68	$26.19	$27.39	$28.86	$32.38	$35.79	$40.32	$43.46	$46.67
STEP 22	$23.36	$25.35	$26.92	$28.16	$29.67	$33.39	$36.91	$41.69	$44.95	$48.27
STEP 23	$24.05	$26.14	$27.77	$29.05	$30.62	$34.55	$38.19	$43.22	$46.63	$50.07
STEP 24	$24.77	$26.97	$28.68	$30.00	$31.62	$35.78	$39.55	$44.86	$48.42	$52.00
STEP 25	$25.56	$27.88	$29.68	$31.03	$32.72	$37.14	$41.05	$46.67	$50.40	$54.13

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Table II B: Special Compensation - OT/PT Assistants

2024 - 2025

Certified or licensed Occupational and Physical Therapist Assistants shall be assigned an hourly rate from the following schedule:

Step	Years Experience	Hourly Rate
A	0	$21.82
B	1 - 2	$24.15
C	3 - 4	$26.46
D	5 - 6	$28.75
E	7 - 8	$31.06
F	9 - 10	$33.37
G	11 -12	$35.66
H	13 -14	$37.97
I	15 -16	$40.28
J	17 - 18	$42.57
K	19 - 20	$45.41

CONTRACTED DAYS = 196

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2024-2025 Amendment to 2023-2024 through 2025-2026 Master Contract

Table II C: Special Compensation - LPN/RN

2024-2025

Hourly Rates

Step	Experience	LPN	RN
1	0	$18.23	$20.35
2	1	$18.61	$20.79
3	2	$18.98	$21.24
4	3	$19.38	$21.70
5	4	$19.81	$22.19
6	5	$20.24	$22.70
7	6	$20.68	$23.23
8	7	$21.15	$23.77
9	8	$21.62	$24.33
10	9	$22.11	$24.90
11	10	$22.64	$25.51
12	11	$23.17	$26.14
13	12	$23.73	$26.79
14	13	$24.30	$27.56
15	14	$24.90	$28.25
16	15	$25.52	$28.99
17	16	$26.12	$29.76
18	17	$26.72	$30.56
19	18	$27.32	$31.26
20	19	$27.97	$32.07
21	20	$29.32	$33.72
22	21	$30.12	$34.69
23	22	$31.02	$35.79
24	23	$31.98	$36.97
25	24	$33.03	$38.26

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RN and LPN positions will be able to bring up to ten (10) years of verified, directly-related experience to the job entry level upon successful documentation of the directly-related experience.

Table II D: Special Compensation - Transportation Bus Drivers

2024-2025

Step	Years Experience	Hourly Rate
1	0	$17.20
2	1	$18.17
3	2	$18.57
4	3	$18.87
5	4	$19.27
6	5	$19.67
7	6	$20.07
8	7	$20.47
9	8	$20.87
10	9	$21.27
11	10	$21.67
12	11	$22.07
13	12	$22.47
14	13	$22.87
15	14	$23.27
16	15	$23.67
17	16	$24.07
18	17	$24.47
19	18	$24.87
20	19	$25.27
21	20	$25.67
22	21	$26.25
23	22	$27.25
24	23	$27.75
25	24	$28.90

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2024-2025 Amendment to 2023-2024 through 2025-2026 Master Contract

Table II E: Special Compensation - Maintenance Trade Skill Workers

2024-2025

The Maintenance Trade Skill Workers listed below will be paid according to this Salary Schedule:

M13	General Maintenance Worker Warehouser
M21	Warehouser, Senior
M22	Building Automation Systems (BAS) Technical Assistant Carpenter Assistant Electrical Technician Assistant Mechanic Assistant Painter Small Engine Mechanic
M23	Cafeteria Kitchen Equipment Technician Carpenter District Wide School Maintenance Mechanic Electrical Technician Electronics Technician Heavy Equipment Operator HVAC Technician Irrigation Mechanic/Plumber Locksmith Mechanic Plumber Roofer
M31	Head Custodian I
M32	Lead Access Controls/Locksmith Lead Cafeteria Kitchen Equipment Technician Lead Carpenter Lead Electrical Technician Lead Electronics Technician Lead Heavy Equipment Operator Lead HVAC Technician Lead Painter Lead Plumber Lead Roofer Warehouse Manager

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Table II E: Special Compensation - Maintenance Trade Skill Workers
2024 - 2025

B/G	*M13*	*M21*	*M22*	*M23*	*M31*	*M32*
STEP 1	$16.75	$17.00	$17.05	$17.80	$19.82	$21.60
STEP 2	$17.05	$17.25	$17.45	$18.20	$20.29	$22.15
STEP 3	$17.20	$17.50	$17.85	$18.77	$20.78	$22.70
STEP 4	$17.40	$17.80	$18.28	$19.18	$21.30	$23.28
STEP 5	$17.60	$18.15	$18.81	$19.63	$21.81	$23.87
STEP 6	$17.80	$18.44	$19.22	$20.04	$22.35	$24.48
STEP 7	$18.00	$18.82	$19.64	$20.48	$22.93	$25.12
STEP 8	$18.20	$19.24	$20.07	$20.96	$23.50	$25.78
STEP 9	$18.63	$19.66	$20.52	$21.42	$24.09	$26.46
STEP10	$19.00	$20.08	$20.98	$21.92	$24.72	$27.17
STEP 11	$19.38	$20.53	$21.47	$22.41	$25.40	$27.91
STEP 12	$19.78	$20.99	$21.96	$22.95	$26.08	$28.66
STEP 13	$20.20	$21.47	$22.51	$23.48	$26.79	$29.46
STEP 14	$20.61	$21.95	$23.03	$24.04	$27.53	$30.26
STEP 15	$21.05	$22.46	$23.58	$24.62	$28.29	$31.10
STEP 16	$21.50	$22.98	$24.16	$25.22	$29.07	$31.97
STEP 17	$21.96	$23.51	$24.76	$25.83	$29.89	$32.86
STEP 18	$22.44	$24.07	$25.37	$26.46	$30.73	$33.79
STEP 19	$22.91	$24.58	$25.92	$27.05	$31.44	$34.58
STEP 20	$23.40	$25.15	$26.55	$27.70	$32.31	$35.53
STEP 21	$24.45	$26.33	$27.84	$29.04	$34.03	$37.44
STEP 22	$25.01	$27.00	$28.57	$29.81	$35.04	$38.56
STEP 23	$25.70	$27.79	$29.42	$30.70	$36.20	$39.84
STEP 24	$26.42	$28.62	$30.33	$31.65	$37.43	$41.20
STEP 25	$27.21	$29.53	$31.33	$32.68	$38.79	$42.70

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Table II F: Special Compensation – Technological Specialists

The Technological Specialists listed below will be paid according to this Salary Schedule:

T32	Technical Specialist
T42	Database Specialist
T43	Instructional Application Specialist Network Specialist Programmer/Analyst

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The School District of Clay County
2024 - 2025 Support Personnel Pay Structure

B/G	*T32*	*T42*	*T43*
STEP 1	$21.35	$24.29	$25.86
STEP 2	$21.90	$24.96	$26.61
STEP 3	$22.45	$25.66	$27.38
STEP 4	$23.03	$26.42	$28.18
STEP 5	$23.62	$27.17	$29.00
STEP 6	$24.23	$27.96	$29.86
STEP 7	$24.87	$28.80	$30.74
STEP 8	$25.53	$29.65	$31.69
STEP 9	$26.21	$30.53	$32.73
STEP 10	$26.92	$31.43	$33.63
STEP 11	$27.66	$32.39	$34.66
STEP 12	$28.41	$33.39	$35.73
STEP 13	$29.21	$34.42	$36.84

B/G	*T32*	*T42*	*T43*
STEP 14	$30.01	$35.48	$37.97
STEP 15	$30.85	$36.59	$39.15
STEP 16	$31.72	$37.73	$40.39
STEP 17	$32.61	$38.92	$41.66
STEP 18	$33.54	$40.15	$42.98
STEP 19	$34.33	$41.13	$44.04
STEP 20	$35.28	$42.40	$45.41
STEP 21	$37.19	$44.86	$48.07
STEP 22	$38.31	$46.35	$49.67
STEP 23	$39.59	$48.03	$51.47
STEP 24	$40.95	$49.82	$53.40
STEP 25	$42.45	$51.80	$55.53

Table II G: Guardian / Lead Guardian Placement Schedule

2025 - 2026 Guardian

Years Experience	Level	Hourly Rate
0	1	$19.95
1	2	$20.35
2	3	$20.75
3	4	$21.15
4	5	$21.55
5	6	$21.95
6	7	$22.35
7	8	$22.75
8	9	$23.15
9	10	$23.55
10	11	$23.95

2025 - 2026 Lead Guardian

Years Experience	Level	Hourly Rate
0	1	$21.43
1	2	$21.83
2	3	$22.23
3	4	$22.63
4	5	$23.03
5	6	$23.43
6	7	$23.83
7	8	$24.23
8	9	$24.63
9	10	$25.03
10	11	$25.43

Note: Guardians and Lead Guardians may bring up to seven (7) years verified experience. Experience must be verified law enforcement, military police, or armed security guard with a Class G security license. Contracted Days: Guardians - 188, Lead Guardians - 260

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Table III: Transportation

1. Contract drivers shall be compensated for a minimum of six (6) hours of work per day during the regular school year and for a minimum of five (5) hours of work while working under a summer work contract. The Director of Transportation will consider attendance, experience, and seniority when staffing summer school based on student needs. The assigned hours shall include thirty (30) minutes of non-driving time which shall be used for the purpose of minor maintenance, safety checks and paperwork. Drivers will be compensated for other non-driving work after a time review by the Department of Transportation in accordance with applicable rules of the Fair Labor Standards Act.

2. Bus drivers assigned routes affecting schools in other counties having school calendars which differ from the Clay County calendar shall be eligible for the same contract and benefits and for the same length of work year and work day as bus drivers assigned routes affecting only schools operating under the traditional calendar in Clay County. When such drivers must drive routes during the intersession periods in such other counties, pay will be determined in accordance with current practice for summer school pay.

3. Contract bus monitors (ESE Aides assigned to buses) shall be compensated for a minimum of six (6) hours of work per day during the regular school year, and for a minimum of five (5) hours of work while working under a summer work contract. The assigned hours shall include twenty (20) minutes of non-driving time which shall be used for the purpose of minor maintenance, safety checks and paperwork.

4. Experience credit shall not be earned by part-time bus drivers who are employed only for morning, afternoon or extra trip routes employment.

5. Shuttles and Field Trips: Compensation and assignment to contract drivers and Monitors shall be under the following conditions:

    a. A “shuttle” is defined as an assigned instructional activity run or route not included in the “normal day” even though they may occur daily. Shuttles are not part of a rotation list, but are instead assigned by the Director of Transportation on the basis of availability, attendance and seniority in the geographic area of need and may add to the “normal day” on a day to day basis. Once assigned, the driver shall drive the full multi-week schedule of the shuttle. Shuttles are paid at the regular rate of pay and are not part of the “bidding” process.

    b. A “field trip” is defined as any additional driving assignment that is not part of the driver’s regular morning (pick up) and afternoon (drop off) routes, which are considered part of the driver’s “normal day.” This includes, but is not limited to, sporting events and extracurricular activities. Field Trips are paid at the regular rate of pay and are not part of the bidding process.

    c. At the beginning of each school year, or upon employment as a bus driver, all bus drivers will be provided the opportunity to be placed on the master field trip list in alphabetical order**.** This list will consist of day field trips and overnight field trips. Bus drivers on the master field trip list will be notified of a field trip position via the Transportation Field Trip software on a rotational basis. The bus driver must accept or decline the notified position within one work day of notification. Bus drivers may be removed from the master field trip list after declining three (3) field trip notifications, excluding overnight trips. After the master field trip list has been exhausted, the Director of Transportation may assign a field trip to a contract driver on a mandatory basis.

    d. Overnight trips shall be defined as any trip requiring field trip sponsor to secure a hotel room for the bus driver.

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e. Overnight trips shall be compensated at regular rate of pay with no compensation for 8 hours of "sleeping" time in accordance with DOT regulations. Per diem shall be paid as applicable.

f. If field trips are canceled after the driver arrives at school, the driver shall be compensated as stated above for three (3) hours at the regular rate of pay.

g. A field trip committee shall meet with the Director of Transportation, upon request, to make recommendations on additional procedures that relate to field trip assignments. The committee may meet more than once if needed. The field trip committee has no authority to bargain with the Director of Transportation any changes which may conflict with the contract.

6. Overtime payments at time and one-half for meetings and inservice as outlined in the Compensation Article and for extra (field) trips as outlined herein shall apply only when the work week extends beyond 37.5 hours and only to the portion extending beyond 37.5 hours.

7. Placement of drivers and monitors in summer school positions when allocated shall be based on the following criteria: work attendance/absenteeism nine days or less during the regular school year, ESE experience and training, seniority, compatibility to the needs of the ESE students on the route, conduct and performance during the school year as measured by the approved district evaluation system and procedures, and all else being equal, seniority. Applicants must be able to work the entire summer contract period. Drivers employed for summer routes shall be given special consideration for attendance purposes when participating in association business.

8. Bidding Process:

a. Every school year, the Director of Transportation shall review by the last Monday of April vacated or new bus routes/positions for the upcoming school year. During bid times, routes will not be assigned by the Director of Transportation until the bidding assignment day. On May 1st, the Director of Transportation shall post vacated or new bus routes/positions. Interested drivers and monitors will have until on or before May 15th (close of business day) to submit a written request of intent on posted routes or to bid off their current route. (Date determined due to each school year calendar.) The new assignments will be announced by the Director of Transportation before the end of the school year. The newly assigned routes/positions will begin at the start of the new school year.

b. Every school year, the Director of Transportation shall review on the Monday following Thanksgiving break vacated or new bus routes/positions for the remainder of the school year. During bid times, routes will not be assigned by the Director of Transportation until the bidding assignment day. On the following Monday, the Director of Transportation shall post vacated or new bus routes/positions for one week. During this week the drivers and monitors will have the opportunity to submit a written request of intent to bid on posted routes or to bid off their current route. The new assignments will be announced by the Director of Transportation before Christmas break. The newly assigned routes/positions will start after Christmas break.

c. Posted routes/positions shall be awarded by attendance and seniority. While seniority is the first criteria of consideration for the bidding process, all employees wishing to bid, who are within three (3) years of the most senior employee(s), shall be granted priority over those senior employees with questionable attendance. Absences being considered in this staging of the bidding process shall follow the acceptable use of sick leave as listed in Article IX. B.

d. During the bidding process for posted routes/positions involving exceptional students, the Director of Transportation shall also give special consideration to training, attendance, prior experience, and compatibility with the exceptional students to be transported.

9. The Director of Transportation will provide notification, via email, to all drivers and monitors of an unexpected vacated route. Interested drivers and monitors will have three (3) business days to notify the Director of Transportation of their interest in the vacated route. The Director will follow the same criteria used in the bidding process to assign the route. Any resulting new vacancy may be assigned to

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a sub, a newly contracted driver/monitor, or a regular contracted driver/monitor in between bid sessions.

Table IV: Miscellaneous Salaries

Salary Schedule

Incentive/Differential Pay

When more than one incentive/differential has been earned in the appropriate area, the higher incentive/differential shall be awarded.

1. Associate Degree or higher for Support employees when the degree held is higher than the minimum degree required by the Board-approved job description, and when the degree is from a college, university or other institution accredited by an accrediting agency as defined below:

    a. For Nurses (LPN/RN) a degree from a college or university accredited by an accrediting agency or a degree accepted by the Florida Board of Nursing for certification as a Nurse in the State of Florida.

    b. For all other employees, a degree from a college or university accredited by an accrediting agency. [Note: Employees are responsible for presenting official transcripts substantiating earned degrees from the college, university or institution granting the degree.]

    Add $1.05/hour for an Associate Degree or add $1.30 for a Bachelor Degree.

2. Child Development Associate credential for teacher assistants:

    Add $.75/hour

3. A.S.E., Bus Driver/Driver Trainer and MACS 609 Certifications in the appropriate area for bus mechanics, shop managers, parts managers and assistant managers payable beginning with the first month of certification and continuing during the period of such certification:

    Add $0.40/hour for each test, only during the validity period for such test.

4. Professional Driver pay to drivers with more than three (3) years' experience and who qualify under the rules of the Transportation Department for such pay:

    Add $.15/hour during specified period.

5. Master Custodian certification:

    Add $.20/hour

6. Pest Control Certification:

    Add $1.00/hour

7. Current, valid Clay County-issued Journeyman's certification in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)

    Add $.55/hour

8. Current, valid Clay County-issued Master's certification in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)

    Add $1.05/hour

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9. Current, valid Florida Contractor's license in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)

   Add $1.05/hour

10. An employee who is officially assigned, in writing, by the Supervisor, to fulfill the duties of an absent employee who works in a higher band/grade shall, after seven (7) consecutive days, be paid at his own step but at the higher band/grade for all of the time during which he was assigned to the higher band/grade. Such assignment shall be at the sole discretion of the Supervisor.

11. Participation as a member of the response team selected to be "on call" for the provision of unforeseen overtime in the Maintenance Department when required and authorized will be paid until the employee's name is removed from the team list:

    Additional $ .50/hour during period of appointment to team

12. Employees holding 9, 10, and 11-month contracts for the contract year shall be eligible to receive a share of $36,000 for perfect attendance. Perfect attendance shall be defined as: no absences and no incidents of tardiness during the specified period of the employee contract. Allowable exceptions will be limited to absences of not more than nine days duration related to approved Worker's Compensation and/or In-Line-Of-Duty (ILOD) claims, and incidents of court or military leave not in excess of nine days, approved Association Leave and incidents of TDE when an employee participates in Inservice training that is relevant to the individual's working assignment. An employee's use of flexible scheduling, initiated by the employee as permitted in Article VIII, paragraph C.6. (Working Conditions), shall disqualify the employee from receipt of this perfect attendance incentive bonus. In order to be eligible for payment of the perfect attendance incentive bonus as defined in a. and/or b. below, the employee must be employed for the specified period.

    Payment of the total of $36,000 in bonus money shall be as follows:

    a. An equal share of $18,000 shall be payable to employees whose attendance is perfect through the end of the first semester, subject to a $500 maximum bonus per employee;

    b. The balance of the $36,000 sum shall be payable to employees whose attendance is perfect from the beginning of the second semester through the balance of the employee's contract year, subject to a $500 maximum bonus per employee, made payable at the conclusion of the District's fiscal year.

13. National Institute for Certification in Engineering Technologies (NICET) Certification in fire systems in the Electronics Department. Payable per hour the beginning of the first month of each certification:

    Add $.25 per hour.

14. Behavioral Health Assistants who are Safe Crisis Management certified shall receive a supplement of $0.75/hour.

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Table IV A: Incentive Pay Stipulations (Maintenance Position)

Salary Schedule
Incentive Pay Stipulations for the areas of Electrical, Plumbing & HVAC

Incentive Pay stipulated in Table IV (Miscellaneous Salaries) for Journeyman, Master's and Florida Contractor's licenses shall apply only to employees who are appointed to the following positions:

Journeyman, Master's or Contractor's License in	Clay Job Eligible for Incentive Pay for License
Electrical	• General Maintenance Worker assigned to Electrical • General Maintenance Worker assigned to Electronics • Electronics Technician Assistant • Electronics Technician • Lead Electronics Technician • Electrical Technician Assistant • Electrical Technician • Lead Electrical Technician
Plumbing	• General Maintenance Worker assigned to Plumbing • Plumber Assistant • Plumber • Lead Plumber • Boiler Tender
HVAC	• General Maintenance Worker assigned to HVAC • HVAC Technician Assistant • HVAC Technician • Lead HVAC Technician

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Table IV B: Rules for Maintenance Department On-Call List

Salary Schedule (For implementing #11, Table IV)

1. The Director of Maintenance will determine which sections (trades) of the Maintenance Department need to be represented on the on-call list.
2. Employees who volunteer for the on-call list will be chosen based on seniority in the trade.
3. Employees will be assigned on a rotating basis to the on-call list for one month at a time.
4. Employees on the on-call list must answer all calls directed to them during the time their names are on the list.
5. If an employee cannot be on-call for any period during his/her month on the list, he/she must make arrangements with one of the other employees on the on-call list in the same trade to fill in. The employee must inform either the Director of Maintenance or one of the departmental Coordinators that he/she will not be available and who will be available in his/her place.
6. If an employee on the on-call list fails to answer a call for any reason, he/she may be dropped from the list and not be allowed back on the list.
7. The employee may elect to be removed from the list by making a written request to the Director of Maintenance or one of the departmental Coordinators with at least seven (7) days notice.
8. The employee will receive a $.50 hourly supplement while his/her name is on the on-call list.
9. If, after analyzing a job, the on-call employee determines that assistance is required, he/she will call other on-call employees in the same trade for assistance, or, if appropriate, an employee on the on-call list from another trade.

2023-2024 through 2025-2026 Master Contract

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Table V: Classification/Band/Grade/Contracted Days

Classification	Band/Grade	Contracted Days
Clerical/Aides/Teacher Assistants		
ACE Testing and Program Specialist	B24	260
Accounting Support Assistant	B23	260
Accounting Assistant	B24	260
Accounts Payable Assistant	B23	260
Administrative Secretary, Sr.	B24	260
Administrative Secretary	B23	260
Administrative Support Assistant	B22	196, 216, 260
Behavior Support Technician	B32	188
Bookkeeper	B23	196, 260
Buyer	B32	260
Capital Program Accountant	B32	260
Career Specialist	B32	196
Child Care Assistant	A13	188, 196
Classroom Assistant	A13	188
Classroom Assistant (PreK)	A13	188, 196
Computer Lab Assistant	A13	188
Data Management Specialist	B32	260
Data Services Assistant	B32	260
Dropout Prevention Assistant	A13	188
ESOL Administrative Support Assistant	B22	260
ESOL Classroom Assistant	A13	188
ESE Allocation & Position Assistant	B31	260
ESE Secretary	B22	196
ESE Program Accountant	B31	260
ESE Interpreter IV	B32	188
ESE Interpreter II	B22	188
ESE Interpreter III	B31	188
ESE Interpreter I	B21	188
ESE Assistant	A13	188
Health Assistant	B21	188, 196
Inclusion Prekindergarten Assistant	A13	188
Instructional Assistant	B23	188
ISS Assistant	A13	183, 188
Media Technical Assistant	B21	196
Medicaid Data Assistant	B32	260
Occupational Therapy Assistant	See Table IIB	196
Paraprofessional/ESE Reading	B32	188, 196
Paraprofessional / Speech and Language	B32	188, 196
Payroll Support Assistant	B22	260
Physical Therapy Assistant	See Table IIB	196
Position Control/Allocations Specialist	B31	260
Principal Secretary	B23	260
Professional Learning Assistant	B32	260
Professional Learning (ESE)	B32	260
Purchasing Support Assistant	B23	260
Risk Support Assistant	B23	260
School Secretary	B21	188, 196, 216, 260
SEDNET Case Manager	B32	216
Service Desk Operator	B24	260
Student Records Secretary	B22	188, 196, 216, 260
Testing & Administrative Support Assistant	B23	196, 260
Title I Assistant	A13	188

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Transition Specialist ACE	C42	260
Classification	**Band/Grade**	**Contracted Days**
VPK High School Child Care Lead Assistant	B22	188
Custodial		
Custodian	A13	260
Head Custodian	B23	260
Head Custodian II	B22	260
Lead Custodian	B21	260
Transportation		
Assistant Parts Manager	B23	260
Bus Driver	See Table IID	186
Bus Driver Trainer	See Table IID	260
ESE Assistant/Bus Monitor	A13	186
Fuel Attendant	B21	186, 196, 216, 260
Parts Manager	B31	260
Routing Dispatcher	B21	260
Routing Specialist	B23	260
Shop Manager	C41	260
Transportation Technology Specialist	B32	260
Maintenance Trade Skill Workers		
Building Automation Systems (BAS) Tech. Asst.	See Table IIE	260
Cafeteria Kitchen Equipment Technician	See Table IIE	260
Carpenter	See Table IIE	260
Carpenter Assistant	See Table IIE	260
District Wide School Maintenance Mechanic	See Table IIE	260
Electrical Technician	See Table IIE	260
Electrical Technician Assistant	See Table IIE	260
Electronics Technician	See Table IIE	260
General Maintenance Worker	See Table IIE	260
Head Custodian I	See Table IIE	260
Heavy Equipment Operator	See Table IIE	260
HVAC Technician	See Table IIE	260
Irrigation Mechanic/Plumber	See Table IIE	260
Lead Access Controls/Locksmith	See Table IIE	260
Lead Cafeteria Kitchen Equipment Technician	See Table IIE	260
Lead Carpenter	See Table IIE	260
Lead Electrical Technician	See Table IIE	260
Lead Electronics Technician	See Table IIE	260
Lead Heavy Equipment Operator	See Table IIE	260
Lead HVAC Technician	See Table IIE	260
Lead Painter	See Table IIE	260
Lead Plumber	See Table IIE	260
Lead Roofer	See Table IIE	260
Locksmith	See Table IIE	260
Mechanic	See Table IIE	260
Mechanic Assistant	See Table IIE	260
Painter	See Table IIE	260
Plumber	See Table IIE	260
Roofer	See Table IIE	260
Small Engine Mechanic	See Table IIE	260
Warehouse Manager	See Table IIE	260
Warehouser	See Table IIE	260
Warehouser, Sr.	See Table IIE	260

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Classification	Band/Grade	Contracted Days
Miscellaneous		
Access Control Technician	B32	260
District Office Maintenance Mechanic	B21	260
Licensed Practical Nurse	See Table IIC	188,196
Press Operator	B22	260
Registered Nurse	See Table IIC	188, 196, 260
Cafeteria Assistant	A13	185
Cafeteria Van Driver	A13	185
FNS Equipment and Warehouse Manager	B32	260
School Food Services Support Assistant	B22	260
Technological Specialists		
Database Specialist	See Table II F	260
Instructional Application Specialist	See Table II F	260
Network Specialist	See Table II F	260
Programmer/Analyst	See Table II F	260
Technical Specialist	See Table II F	260

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Section IV: Miscellaneous Salaries

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Substitutes

2024-2025
Miscellaneous Salaries - Substitutes

I. Substitute Teachers

Compensation for substitute teachers shall be as follows:

AA/60+credits	$ 108.75 for 7.5 hour day or $14.50 per hour
Bachelor's Degree	$112.50 for 7.5 hour day or $15.00 per hour
Master's Degree or higher	$125.62 for 7.5 hour day or $16.75 per hour
ESE Trained Teacher Assistant	$14.00 per hour

II. Long Term Substitutes shall be paid $157.50 for a 7.5 hour day. Long Term Substitutes must hold a minimum of a Bachelor's degree or Clay County School District Vocational Certification. Long Term Substitute teachers are defined as teachers who are employed in a long term assignment of eleven (11) to sixty (60) days for the same teacher.

III. Adult and Community Education Substitutes who are also regularly contracted teachers in Clay County will be paid in accordance with Appendix IV-C, Section E of the contract between the CCEA and School Board.

IV. Teachers employed in other programs beyond the scheduled day or during the summer in non-summer school positions shall be authorized for such work at the discretion of the Superintendent and his/her designee and in compliance with the CCEA Master Contract.

Revised: 12/12/2024

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Substitutes (Non-Bargaining Unit Positions)

2024-2025
Support Salary Schedule

1. **Substitutes**:

Category:

Substitute Bus Drivers for Field Trips/Extra Trips	Current Minimum Wage
Bus Driver Interns for Field Trips/Extra Trips	Current Minimum Wage
Bus Driver Intern	$0.25 per hour less than Step 1 hourly rate for regular bus drivers.
Substitute Bus Drivers / Trainee	$0.50 per hour less than Step 1 hourly rate for regular bus drivers.
Substitute Licensed Practical Nurse	$0.50 per hour less than Step 1 hourly rate for regular Licensed Practical Nurse.
Substitute ESE Interpreter	Current Minimum Wage
Substitute Bus Monitor	Current Minimum Wage
Substitute Clinic Assistant	Current Minimum Wage

A. Minimum Guaranteed Work Hours

1. Bus Driver Interns shall be guaranteed a minimum of 5.5 hours per day, for each day of reporting, during the 180 student days in the regular school calendar.
2. Bus Driver substitutes shall be guaranteed a minimum of 4.5 hours per day, for each day of reporting, during the 180 student days in the regular school calendar.

B. Benefits

Effective 9/20/02, Bus Driver Interns and Bus Driver substitutes are eligible to enroll in the District's comprehensive hospital-surgical-major medical and group life insurance policy at group rates equivalent to those of regular employees.

2. **Other**:

Temporary Adult Labor (when authorized by Superintendent)	Current Minimum Wage

3. **Special Grant Personnel**:

Part-time labor employed by the Superintendent under special grant or through intergovernmental agreements will be paid an amount to be determined by the School Board.

4. **Student Labor (High School)**:

When used as part-time help, and authorized by the Superintendent, students shall be paid at the following rate: Current Minimum Wage

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5. **Other Programs (Other than 310 Agreements)**

   Individuals employed as supervisors of student workers or to complete special temporary assignments, shall be paid as follows at the discretion of the Superintendent or his/her designee:

   1. An hourly rate of pay equivalent to their normal rate of pay in effect, or
   2. The rate of pay for the position employed in, based on Grade and Step of the Support Salary Schedule (not to exceed step 5), as determined by the Superintendent or his/her designee, or
   3. A rate of pay selected from the rate determined for Temporary Adult Labor.

6. **Training Bonus - Bus Drivers**

   Upon successful completion of 90 day probationary period , school bus driver shall be paid a one-time bonus of $500.00

   In order to enroll in the training program, applicants must complete the following:

   1. Fingerprinting
   2. Background check
   3. Drug Screening
   4. DMV license check which meet requirements for hire
   5. Physical Exam

~~7. **School Safety Officers (Non-Bargaining Unit Position)**~~

   ~~1. School Safety Officers shall be paid an hourly rate of $19.95.~~

   ~~2. Lead School Safety Officers shall be paid at an hourly rate of $21.43.~~

Revised: 12/12/2024

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Staff Development

I.	Consultant Daily Rate	(full day) up to $3,000.00 (4-6 hours)

No payment will be given to consultants for preparation time per the amended Teacher Education Center Guidelines approved 10/22/1992.

II.	Special Professional Agreements	Board Action

Professional Agreements may be executed to provide higher or lower rates of pay when approved by the School Board.

III.	Travel	Board Rate

Travel and per diem for consultants may be paid when approved in advance.

IV.	Substitute Teacher Participants - with prior authorization for inservice participation.	$15.00/hr
V.	Non-Instructional Substitute Teacher Participants - with prior authorization for inservice participation.	$15.00/hr

Revised: 02/01/2024

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Insurance

The Board contribution toward the premium for single coverage for the comprehensive hospital-surgical-major medical and group life insurance policy for each full-time employee shall be:

1. as established in the teacher union contract for full-time teachers;
2. as established in the support union contract for full-time support (non-instructional) employees;
3. For all other employees, the Board agrees to contribute that portion of the premiums, for single coverage comprehensive hospital-surgical-major medical insurance set forth in the same approved schedule as for teacher and support employees depending on whether they are an administrator or confidential employee.
4. Full-time employees, for the purposes of this section, shall be those contracted in at least a six-tenths (.6) allocated position or for (.6) or more of each consecutive normal day.

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Advanced Placement, Advanced International Certificate of Education, and International Baccalaureate Teacher Bonuses

1. A bonus of $50 for each student taught by an Advanced Placement teacher in each Advanced Placement course who receives a score of 3 or higher on the College Board Advanced Placement Examination, shall be paid to the Advanced Placement teacher.

2. A bonus of $50 for each student taught by the International Baccalaureate teacher in each International Baccalaureate course who received a score of 4 or higher on the International Baccalaureate examination shall be paid to the International Baccalaureate teacher.

3. A bonus of $50 for each student taught by the Advanced International Certificate of Education teacher in each full-credit AICE course who receives a score of 2 or higher on the AICE examination shall be paid to the AICE teacher. A bonus in the amount of $25 for each student taught by the AICE teacher in each half-credit AICE course who receives a score of 1 or higher on the AICE examination shall be paid to the AICE teacher.

4. This bonus is in addition to the applicable tax and social security withholdings and will not result in distributions to the Florida Retirement System.

5. Only teachers still employed by or retired from the Clay County School Board at the time the yearly bonuses are awarded shall be eligible for possible receipt of the bonus.

6. The principal of each school in which the yearly administration of the AP and/or IB and/or AICE Examination took place shall be responsible for certifying the number of students who meet the examination criteria noted above and the applicable AP, IB, or AICE teacher(s) of these students during the year.

School Board Approved: 11/07/2019

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Reimbursement for Internet Connection for Board Members

School Board Members shall be reimbursed at a rate of $45.00 or actual cost, whichever is less, per month for the high speed internet connection required for E-Agenda. Payment will be made following receipt of invoice.

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Section V: Travel

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Travel Allowance In County

Travel allowance in county will be paid at the current Federal IRS reimbursement rate not to exceed the amount for the positions listed below. The maximum annual travel allowance received by a person shall be paid in accordance with the maximum stated and the number of months on the contract. During any month when the monthly allowance has been exceeded, the Superintendent may approve mileage carried over to a succeeding month during which the limit has not been exceeded.

NOT TO EXCEED $720 PER MONTH

Homebound Teachers/Specialists; ESE Assistants; Job Placement Transition Specialist; Adaptive PE Teacher

NOT TO EXCEED $605 PER MONTH

SEDNET Specialists; Staffing Specialists; Teacher of the Visually Impaired; Hearing Impaired Teachers

NOT TO EXCEED $505 PER MONTH

Attendance Assistants; Social Workers; School Psychologists; Resident Clinical Faculty

NOT TO EXCEED $400 PER MONTH

County-Wide Gifted Teacher; Speech/Language Diagnostician; School Food Service Manager Intern; Physical Therapist; Occupational Therapist.

NOT TO EXCEED $330 PER MONTH

Superintendent of Schools; Director of Information Services; Director of Exceptional Student Education; Supervisor of Career and Technical Education; Assistant Superintendent for Operations; Director of K-12 Academic Services; Chief Academic Officer; Supervisor of Adult/Community Education; Director of School Improvement/Professional Development & Assessment; School Board Attorney; Chief of Staff; Chief of Elementary Schools; Supervisor of Reading and Early Literacy.

NOT TO EXCEED $300 PER MONTH

Psychologist (Serving Orange Park Area); Assistant Superintendent for Human Resources; Director of Climate and Culture; Director of Support Personnel Services; Supervisor of Purchasing and Material Management; Director of Food and Nutrition Services; Food Service Specialist; Assistant Superintendent for Business Affairs; Work Experience Teachers; ESE Applied Technology Teachers; Health Service Aide Program - Vocational; Homebound Teachers/Specialists in Keystone Area; Agriculture Teachers; Speech Clinicians; Director of Instructional Personnel Services; Coordinator of Health Benefits; Title I Specialist; Pre-Kindergarten Specialist; ESE Alternative Teacher; Teacher; Director of Finance; Supervisor of ESE; Director of Facility Planning and Construction; Supervisor of Technology Services; Supervisor of Instructional Personnel; Curriculum Specialists - ALL; District Distance Learning Specialist; Instructional Personnel Specialist; Media Specialists - ALL; Career and Technical Education Specialist; Coordinator of Internal Accounts, Coordinator of District Athletics and Development; ESE Specialists - ALL, Coordinator of Routing, Coordinator of Workforce Development, Building Automation System (BAS) Coordinator, Coordinator of Wellness, Coordinator of Multi-Tiered Systems of Support (MTSS), Coordinator of Teacher Support, Lead Building Automation Systems (BAS) Coordinator, Supervisor of Operations, School Safety and Security, Supervisor of Mental Health and Wellness Services

NOT TO EXCEED $276 PER MONTH

Principals and Assistant/Vice Principals at Keystone Heights Elementary/High, McRae Elementary and Clay Hill Elementary; Coordinator of Accounting; Coordinator of Procurement; Coordinator of Property Control; Executive Secretary to the Superintendent; Administrative Secretary, Sr., Data Scientist for School Improvement

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NOT TO EXCEED $224 PER MONTH

All Principals and Assistant/Vice Principals except those noted above; Bookkeeper; Guidance Counselors; Instructional Specialist; ESOL Test Administrator; School Board Members; Testing & Administrative Support Assistant.; Instructional Support Assistant; Technology Services Coordinator.

NOT TO EXCEED $200 PER MONTH

Coordinator of Payroll Activities; Director of Maintenance; Director of Transportation; Technology Services Manager; Risk Manager; Accounting Assistant; Administrative Support Assistant; Information Services Assistant; Information Services Support Assistant; Coordinator of Health Benefits; Coordinator of Communications and Media Partnerships; Coordinator of Strategic Planning and Community Partnerships, Supervisor of Payroll Activities.

NOT TO EXCEED $ 175 PER MONTH

NJROTC Instructors; Community Education Secretaries (on-site registration activities with prior authorization); Community Education Teachers (assigned out of geographic areas with prior authorization); Project Manager; Coordinator of Planning & Intergovernmental Relations; Supervisor of Transportation Services; Transportation Specialist; Area Manager; Professional Development Assistant; Academy Coach.

NOT TO EXCEED $160 PER MONTH

All Cafeteria Managers; School Food and Nutrition Services Manager Intern; Personnel Assistant; Data Entry/Records Technician; Network Specialist; Instructional Application Specialist; School Secretaries; Administrative Secretary; Head Custodian; Nurse; Marketing and Farm to School Coordinator and all other Job Titles Not Specifically Listed Above.

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Miscellaneous

County-Wide Maintenance employees permitted mileage at the maximum current Federal IRS reimbursement rate for in county travel for use of their personal automobiles in lieu of county-wide maintenance truck. (Practice will be kept at an absolute minimum).

Assistant Negotiator permitted mileage at the maximum current Federal IRS reimbursement rate for travel in connection with negotiations.

School Board Members shall be reimbursed travel in accordance with current rules and regulations for official business. Per Diem, mileage and meal allowances allowed for out of county travel shall be reimbursed at the maximum allowed by the State.

In the event that travel by other persons (such as school department heads, guidance personnel, etc.) is accumulated, well documented evidence is to be kept and turned in to the County Office on a semester basis for special consideration by the Superintendent and School Board. Per Diem, mileage and meal allowances allowed for out of county travel shall be reimbursed at the maximum allowed by the State.

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Inservice Workshops

Travel at the rate set by the State for in-county inservice workshops for those teachers who travel from one geographical community in the county to another, not to include travel between nearby schools, shall be paid if approved in advance by the Superintendent.

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June 26, 2025 - Regular School Board Meeting

Title

C6 - School Board Approval of the 2025-2026 Comprehensive Evidence-Based Reading Plan (CERP)

Description

Prior to 2023, districts were required to submit the Comprehensive Evidence-Based Reading Plan (CERP) to the Department of Education for approval. Senate Bill 2524 requires school districts to submit a comprehensive reading plan for approval to the applicable district school board, charter school governing board, or lab school board of trustees. It removes the requirement for the Department of Education to approve district comprehensive reading plans. The approval of the 2025-2026 K-12 CERP by the district school board is to be in alignment with the statutory requirements outlined in Rule 6A-6.053, Florida Administrative Code (FAC). The school district is required to submit the district approved Comprehensive Evidence-Based Reading Plan (CERP) to Just Read, Florida! by August 1st. Each year, the Department shall release to each school district its allocation of appropriated funds.

Gap Analysis

Without a district school board approved Comprehensive Evidence-Based Reading Plan, CCDS will not receive its allocation of appropriated Evidence-Based Reading funds thereby preventing the funding of salaries for the Supervisor of Reading and Early Literacy, Reading/Literacy Specialists, and Reading/Literacy Coaches. Without the allocation of appropriated Evidence-Based Reading funds, the ability of the district to purchase evidence-based professional learning, curriculum to support MTSS at Tier 1, Tier 2, and Tier 3 reading materials, and interventions would be greatly impacted. Additionally, the District will be limited in supporting K-3 students with substantial deficiencies in reading in accordance with Section 1008.25(3)(a), F.S.

Previous Outcomes

The total amount of Evidence-Based Reading Funds released to CCDS based on the 2024-2025 FEFP First Calculation Prekindergarten through Grade 12 funding Summary was $2,314,737.00. The decrease in the Evidence-Based Reading Funds for 2025-2026 to $2,239,737.50 is in line with not needing to supplement K-5 curriculum due to the adoption of new curriculum. The 2025-2026 CERP reflects we will continue to prioritize areas of need for multiple tiers of support to benefit all students through instruction aligned to the science of reading as outlined in Section 1008.25(3)(c)(4), F.S. With the 2024-2025 funding, the district was able to provide salary funding for the Supervisor of Reading and Early Literacy, four Specialists, and eight coaches; purchase evidence-based professional learning, supplemental reading materials, and interventions; reimburse teachers for taking and passing the K-12 Reading Subject Area Exam; reimburse teachers for adding the reading endorsement to their teaching certificate; provide funding for district reading competency course facilitator pay for the reading endorsement; provide schools substitute reimbursement for teachers attending district reading/literacy professional learning sessions; and fund other items relating to evidence-based reading instruction as outlined in the state approved CCDS 2025-2026 CERP.

Expected Outcomes

With district school board approval of 2025-2026 Comprehensive Evidence-Based Reading Plan, it is expected that student learning of the B.E.S.T. English Language Arts Standards as provided in Rule 6A-1.09401, F.A.C. will improve based on the role of administration (both district and school level), professional development, assessment, curriculum, and instruction as fully depicted in the District CERP. It is also expected that district school board approval of the budget for the Evidence-Based Reading Instruction Allocation will result in the District receiving its allocation of appropriated funds for salaries and benefits, professional development, assessment, programs/materials, tutoring, and incentives pursuant to Section 1011.62(8)(d), F.S., and for supporting K-3 students with substantial deficiencies in reading in accordance with Section 1008.25(3)(a), F.S.

Strategic Plan Goal

Goal 1: Develop a High Quality & Aligned Instructional System
Strategy 1.1 Provide teachers and students with the tools and resources necessary to meet the demands of the Florida Standards and students' individual needs.
Strategy 1.2 Provide diagnostic and prescriptive interventions for differentiated instruction in reading
Strategy 1.3 Prepare all students to be full option graduates who are prepared for college, eligible to enlist in military services, or able to compete in the workforce.
Goal 5: Develop and support great educators, support personnel, and leaders.
Strategy 5.2: Provide ongoing training and support for teachers, support staff, and leaders.

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Recommendation

That the School Board approve the 2025-2026 Comprehensive Evidence-Based Reading Plan.

Contact

Heather Teto, Chief of Elem. Educ., 904.336.6909 heather.teto@myoneclay.net

Melanie McIver, Reading Supervisor, 904-336-6965 melanie.mciver@myoneclay.net

Financial Impact

+$2,239,737.50 with approval, -$2,239,737.50 without approval

Review Comments

Attachments

- Clay Comprehensive Evidence-Based Reading Plan 2025-2026 (1).pdf

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Comprehensive Evidence-Based Reading Plan

School Year 2025-2026

Clay County District Schools

DRAFT

Mr. David Broskie
Superintendent

The School Board of Clay County

Erin Skipper	District 1
Robert Alvero	District 2
Beth Clark	District 3
Michele Hanson	District 4
Ashley Gilhousen	District 5

District Comprehensive Evidence-Based Reading Plan

Annually, school districts must develop a Comprehensive Evidence-Based Reading Plan (CERP) that outlines the components of the district's comprehensive system of reading instruction. In order to assist districts, the Florida Department of Education (Department) has developed the format below for district reading plans. Districts may utilize the Department's format or an alternative developed by the district. The CERP must be approved by the governing board or authority prior to being submitted to the Department by August 1 for approval. A charter school that elects to develop its own CERP must submit its CERP, approved by the governing board or authority, to the sponsoring district by July 15 and meet the requirements of sections (ss.) 1002.33(7)(a)2(a). and 1003.4201, Florida Statutes (F.S.).

The District CERP depicts and details the role of administration (both district and school level), professional learning, assessment, curriculum and instruction in the improvement of student learning of the Benchmarks for Excellent Student Thinking (B.E.S.T.) English Language Arts (ELA) Standards as provided in Rule 6A-1.09401, Florida Administrative Code (F.A.C.), Student Performance Standards. This information is reflected for all schools and grade levels and must be shared with all stakeholders, including school administrators, literacy leadership teams, literacy coaches, classroom instructors, support staff and parents.

1) Contact Information

The Main District Reading Contact will be the Department's contact for the District CERP and is responsible for the plan and its implementation. Other contacts are those who work primarily with an area covered within the plan. Indicate the contacts for your district. **Add additional rows as needed.**

Point of Contact	Name	Email	Phone
Main Reading Contact	**Melanie McIver**	**melanie.mciver@myoneclay.net**	**(904) 336-6965**
Data Element	**Jarrod Eason**	**jarrod.eason@myoneclay.net**	**(904) 336-6301**
Third Grade Promotion	**Melanie McIver**	**melanie.mciver@myoneclay.net**	**(904) 336-6965**
Multi-Tiered System of Supports	**Robin Rae**	**robin.rae@myoneclay.net**	**(904) 336-6593**

2) District Expenditures

Comprehensive System of Reading Instruction Expenditures (Rule 6A-6.053(9)(b)3.b., F.A.C.)
The reading funding included in the Florida Education Finance Program (FEFP) base funding is intended to provide comprehensive reading instruction to students in prekindergarten (PreK) through grade 12. Districts will include salaries and benefits, professional learning, assessment, programs/materials, tutoring and incentives required to effectively implement the district's plan. The expenditures must prioritize Voluntary Prekindergarten (VPK) students who have a substantial reading deficiency in early literacy skills and K-3 students who have a substantial reading deficiency or characteristics of dyslexia.

Charter schools must utilize their proportionate share in accordance with ss. 1002.33(7)(a)2.a., 1003.4201 and 1008.25(3)(a), F.S. *Note: All intensive reading interventions specified by the charter must be delivered by a teacher who has a literacy micro-credential or is certified or endorsed in reading.*

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Comprehensive System of Reading Instruction Expenditures	Amount	FTE (where applicable)
Elementary Expenses		
Literacy coaches	**628,967**	**10**
Intervention teachers	**136,000**	**29**
Scientifically researched and evidence-based supplemental instructional materials	**300,000**	
Third grade summer reading camps	**200,000**	
Secondary Expenses		
Literacy coaches	**275,000**	**3**
Intervention teachers	**93816.5**	**15**
Scientifically researched and evidence-based supplemental instructional materials	**200,000**	
PreK-Grade 12 Expenses		
Professional learning to help K-12 instructional personnel and certified PreK teachers earn a certification, a credential, an endorsement or an advanced degree in scientifically researched and evidence-based reading instruction	**225,000**	
Incentives for K-12 instructional personnel and certified PreK teachers who obtain the Reading Endorsement or Certification	**50,000**	
Incentives for PreK-12 instructional personnel who obtain an Emergent, Elementary or Secondary Literacy Micro-Credential	**50,000**	
Additional time per day of evidence-based intensive reading instruction for extended literacy learning (before or after school, summer, etc.)	**21,000**	
Tutoring programs to accelerate literacy learning	**54,954**	
Family engagement activities	**5,000**	
Other – Please Describe (Add additional rows as needed.)		
Estimated Sum of Expenditures	**2,239,737.50**	

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3) Literacy Leadership – District and School

A. Measurable Student Achievement Goals (Rule 6A-6.053(9)(b)3.d., F.A.C.)

Goals for the plan year should increase from the previous year in order to meet statewide literacy achievement goals.

For VPK, establish clear and measurable student literacy achievement goals based on percentiles from the Florida Assessment of Student Thinking (FAST).

2025 PM3 FAST				
Grade	**Previous School Year – % of Students Scoring**	**Goal for Plan Year – % of Students Scoring**	**Previous School Year – % of Students Scoring**	**Goal for Plan Year – % of Students Scoring**
	Urgent Intervention <10th percentile	**Urgent Intervention** <10th percentile	**At & Above Benchmark** 40th percentile & above	**At & Above Benchmark** 40th percentile & above
VPK	0%	0%	95%	96%

1. **Describe how the district will improve literacy outcomes for VPK students based on an analysis of student performance data.**

Based on the Performance Metrics System (50% of CLASS Observation, 30% Learning Gains, and 20% Achievement), the areas for improvement have been identified as Instructional Support Domain and Regard for Child Perspectives Indicator. Action steps will include professional learning specifically around concept development, quality of feedback and language modeling. In order to ensure theory to practice, coaching models will be provided for school that indicate need in these domains.

A crosswalk between Prekindergarten/VPK standards, curriculum and district teacher evaluation will center professional learning in order to best align student expectations and instructional practice. Professional learning will include: Summer Learning Sessions, In-Service Day, and on-going cohorts throughout the school year.

To meet class size and ensure we maximize the availability of VPK, the district will create an attendance policy with monitoring and accountability procedures. This will be monitored monthly by the VPK Specialist and Elementary Education office.

For K-10, establish clear and measurable student literacy achievement goals based on achievement levels from the FAST.

2025 FAST PM3				
Grade	**Previous School Year – % of Students Scoring**	**Goal for Plan Year – % of Students Scoring**	**Previous School Year – % of Students Scoring**	**Goal for Plan Year – % of Students Scoring**
	Level 1	**Level 1**	**Levels 3-5**	**Levels 3-5**
K	15%	12%	60%	63%
1	23%	20%	62%	64%
2	21%	18%	59%	62%
3	15%	13%	65%	67%
4	19%	17%	60%	62%
5	17%	15%	55%	58%
6	11%	9%	66%	68%
7	17%	14%	60%	62%
8	16%	14%	61%	63%
9	13%	11%	63%	64%
10	14%	11%	64%	66%

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B. Plan Implementation and Monitoring (Rule 6A-6.053(10), F.A.C.)

Districts must monitor the implementation of the District CERP at the district and school level, including charter schools sponsored by a district.

1. **Provide an explanation of the following:**

Grades K-12	**District Level**		**School Level**	
Data that will be collected and frequency of review	**District Literacy Leadership Team**		**School Literacy Leadership Team**	
	Collected Data	**Review Frequency**	**Collected Data**	**Review Frequency**
	FAST/STAR	3 times per year	FAST/STAR	BOY, MOY, & EOY
	Acadience Elementary K–6	3 times per year	Acadience K-5	3 times per year

	Student Grades	Quarterly
	District Level Data Meetings (Tier 1) Common Assessments by grade level	Monthly
	MTSS (Tier 2 and Tier 3 Intervention Implementation)	Monthly
	Attendance	Monthly
	Discipline	Monthly
	Computer Assisted Instruction (CAI)	Monthly
	Classroom Walkthrough Data	Monthly

Student Grades	Quarterly
Grade Level Data Meetings (Tier 1) using Common Assessments	Monthly
MTSS (Tier 2 and Tier 3 Intervention Progress Monitoring) (3rd Grade Portfolio)	Monthly
Attendance	Monthly
Discipline	Monthly
Computer Assisted Instruction (CAI)	Monthly
Classroom Walkthrough Data	Monthly

Actions for continuous support and improvement	**For continuous support and improvement, the DLLT will communicate, collaborate, critically think, and problem-solve to respond and create solutions with the following state education agencies and district-contracted vendors:** ● Just Read, Florida ● FLDOE Regional Literacy Coordinator ● FLDOE Assessment and Accountability ● Florida's PS/RtI Project ● Lexia Learning (Core5 and PowerUp) ● Intensive Reading Data Warehouse ● Renaissance ● Cambium ● Florida Inclusion Network ● FCRR/UFLI	**For continuous support and improvement, the SLLT will communicate, collaborate, critically think, and problem-solve to respond and create solutions with the following agencies and district-contracted vendors:** ● District Leadership Literacy Team ● Just Read, Florida ● FLDOE Regional Literacy Coordinator ● FLDOE Assessment and Accountability ● Florida's PS/RtI Project ● Lexia Learning (Core 5 and PowerUp) ● Intensive Reading Data Warehouse of Corrective Decoding Mastery Assessments ● Renaissance ● Cambium ● Florida Inclusion Network ● FCRR/UFLI

2. Describe what has been revised to improve literacy outcomes for students in the district's CERP based upon the District CERP Reflection Tool and a root-cause analysis of student performance data.

Define Problem: With a 62% for 2025 proficiency rate for students in grades 3-10, Clay County is not meeting the Multi-Tiered System of Support's goal of 80% of students demonstrating proficiency on grade-level reading assessments. While Clay County continues to make gains in literacy (2023 at 56%, 2024 at 60%), root cause analysis has led to the implementation of the following changes and recommendations to further improve these results.

Gather Data: FAST Progress Monitoring, Acadience Data, Coaching Data, Administrator Input, Teacher Input, and District Literacy Team

Causal Factors: K-5 2024-2025 curriculum does not support rigorous, benchmark-aligned instructional tasks; foundational skills instruction is provided through multiple supplemental materials to align with science of reading, but does not offer embedded application in core curriculum; 6-12 curriculum has been supplemented through tasks provided by the district literacy team to provide rigorous, benchmark-aligned tasks, but lacks vocabulary development, and professional learning has been consistently provided; however, data is not available to determine level of theory to practice.

Root Cause: A lack of a cohesive and vertically aligned reading curriculum between elementary and secondary that consistently embeds rigorous, benchmark-aligned instructional tasks and provides explicit, integrated application of foundational skills across all grade levels.

Recommended to Implement:

- Refine CERP for 2025-2026 Decision Trees based on data, determined needs, and new curriculum.
- Analyze and implement data protocols to assist schools in school-wide, grade level, and classroom teacher/student needs
- Communication will be increased regarding the K-12 CERP to all stakeholders

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- Monitor the universal screener (Acadience) to assist in determining the health of our literacy system, identifying students with substantial reading deficiency, and progress monitoring
- Adopt and implement ELA Curriculum K-5, plan professional learning, and creating curriculum guides to intentionally align benchmarks and core curriculum
- Plan and structure all K-12 literacy trainings to showcase how the work is grounded in the science of reading
- Align the Florida's Formula for Reading Success and the One Clay Decision Tree during professional learning opportunities to deepen the connection for literacy outcomes across all tiers of instruction
- Restructure Literacy Department to create a cohesive mission, vision, and supports across VPK-12
- Implement Lesson Study Cycles aligned to Collaboratives to move from theory to practice

3. Describe the process used by principals to monitor implementation of the reading plan, including the frequency of reading walkthroughs conducted by administrators.

Monitoring System for Implementation of the CCDS K-12 CERP:

- Learning Walks Using the FLDOE/FCRR School Leader's Literacy Walkthrough Tool(K-5); Grade level specific forms
- District School Leader's Classroom Walkthrough Log
- District K-12 CERP Implementation Rubric (Survey)

4. In addition, describe how principals monitor collection and utilization of assessment data, including progress monitoring data, to inform instruction and support needs of students.

Principals use multiple monitoring systems to inform instruction and support needs of students which include:

- the District Data Warehouse to include multiple data sources
- District's Student Data System
- Renaissance PK-2
- Florida Reporting System for Grades 3-10 (FDOE)
- PK-20 Education Data Warehouse (FDOE)

C. Literacy Coaches (Rule 6A-6.053(4), F.A.C.)

The Just Read, Florida! literacy coach model delineates the roles and responsibilities of literacy coaches.

1. Is the district using the Just Read, Florida! literacy coach model as defined in Rule 6A-6.053(4), F.A.C.?

☒ **Yes** ☐ **No**

2. If no, please describe the evidence-based coach model the district is using.

n/a

3. How is the district's literacy coach model communicated to principals?

Coaching expectations are discussed at the annual Summer Leadership Institute with administrators and are revisited as needed at the monthly principal professional learning meetings. Updates are shared monthly during a virtual administration meeting and/or in-person training. Weekly updates are shared digitally as needed via the district communication system (Superintendent's Weekly Briefing). Coaching resources in alignment with the expectations are made available to all school leaders in the OneClay portal.

4. How does the district support literacy coaches throughout the school year?

Literacy coaches meet on a bi-monthly basis for professional learning around literacy coaching, collective problem-solving, and engaging in inquiry practices in alignment with their coaching experiences. During these meetings, coaches review the coaching logs and teacher support dashboards to monitor progress, reflect on support, and make coaching adjustments as needed. Coaches also review student achievement data in alignment with walkthrough data reflective of instructional practices to identify next steps in alignment with teacher and student needs. Literacy coaches attend JRF, FCRR, and other conferences to provide opportunities to learn at the state level. The District Literacy Team meets monthly with district administration to discuss supports, noticings, and action steps.

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5. **How is the district supporting coaches with prioritizing high-impact activities, such as conducting data analysis with teachers to establish goals and create action plans, coaching and providing professional learning based on need?**

Literacy coaches engage in data conversations with teachers, teams, and school leaders on an ongoing basis. Coaches and specialists attend weekly Professional Learning Communities with schools identified as RAISE. During coaching cycles with teachers, coaching logs are used in alignment with the district instructional vision for literacy to set goals for the coaching cycle and create action plans for achieving the goals. The coaching logs ensure a cycle of multiple visits, rather than a single conversation, to foster continuous improvement. With learning teams within the school's professional learning community, literacy coaches engage in data analysis and guide teams in using student data to intensify Tier 1 support and plan for responsive instruction based on student needs. Literacy coaches also work alongside school leaders to plan for school-based professional learning experiences, as well as use district data to inform district-wide professional learning experiences throughout the school year.

6. **How does the district monitor implementation of the literacy coach model?**

District coaching logs are utilized to document the nature and duration of the ongoing support and are collected into a digital dashboard. This allows for both aggregated and individual review of the coaching support. These dashboards are reviewed bi-monthly for recalibration of focus as well as to identify trends and patterns to plan for future needs. Weekly collaboration with specialists occurs every Friday. Specialists share monthly at District Literacy Leadership the number of minutes, types of support, and trend data.

7. **How does the district measure the effectiveness of literacy coaches?**

The district utilizes a multi-faceted approach to measure the effectiveness of literacy coaches, primarily relying on the systematic collection and analysis of coaching activities and collaborative interactions. Systems in place assist in: quantifying their activity through detailed logging and digital dashboards; analyzing trends and patterns in their support to inform future planning; facilitating ongoing dialogue and sharing of insights through regular collaboration with specialists; providing a comprehensive overview of coaching efforts and impact to district leadership.

This data-driven approach, combined with collaborative feedback mechanisms, allows the district to gain a comprehensive understanding of the reach, focus, and ultimately, the effectiveness of its literacy coaching program in supporting teachers and improving student literacy outcomes.

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4) Assessment, Curriculum and Reading Instruction

A. Florida's Formula for Reading Success (Rule 6A-6.053(3)(a), F.A.C.)

K-12 reading instruction will align with Florida's Formula for Reading Success, 6 + 4 + T1 +T2 + T3, which includes:

- **Six components of reading**: oral language, phonological awareness, phonics, fluency, vocabulary and comprehension.
- **Four types of classroom assessments**: screening, progress monitoring, diagnostic and summative assessment.
- **Three tiers of instruction that are standards-aligned**; include accommodations for students with a disability, students with an Individual Educational Plan (IEP) and students who are English language learners; and incorporate the principles of Universal Design for Learning as defined in 34 Code of Federal Regulations 200.2(b)(2)(ii).
    - **Core Instruction (Tier 1)**: provides print-rich explicit and systematic, scaffolded, differentiated instruction and corrective feedback; builds background and content knowledge; incorporates writing in response to reading.
    - **Supplemental Instruction/Interventions (Tier 2)**: provides explicit, systematic, small group teacher-led instruction matched to student need, targeting gaps in learning to reduce barriers to

students' ability to meet Tier 1 expectations; provides multiple opportunities to practice the targeted still(s) and receive corrective feedback; occurs in addition to core instruction.

- **Intensive, Individualized Instruction/Interventions (Tier 3)**: provides explicit, systematic individualized instruction based on student need, one-on-one or very small group instruction with more guided practice, immediate corrective feedback and frequent progress monitoring; occurs in addition to core instruction and Tier 2 interventions. Tier 3 interventions must be provided to students identified as having a substantial deficiency in reading. All intensive reading interventions must be delivered by instructional personnel who are certified or endorsed in reading or possess a literacy micro-credential as provided in s. 1003.485, F.S.

1. **How does the district's strategic plan align with Florida's Formula for Reading Success for all students, including students with disabilities and students who are English language learners?**

Florida's Formula for Reading Success, 6 + 4 + T1 +T2 + T3, will provide Clay County District Schools a framework for sustaining student growth and evaluating the effectiveness of instruction and intervention for all students during the 2025-2026 school year. Clay County's vision for instruction focuses on high expectations, strong instruction, student engagement, rigorous tasks aligned to benchmarks. The district supports the alignment of the six components of reading through the use of professional learning opportunities. Each grade level is offered on-going professional learning at the district level at minimum 3 times per year (in-person), school based training, district coaching, school based coach training, and on-line components. District created curriculum guides and resources are created from the Reading Decision Trees. The ELA guides for VPK-10 support teachers using systematic, explicit, and multisensory instruction in foundational skills, comprehension, communication, and vocabulary development.

The four types of assessment described in section 3(B)(1) of this plan create a system for data-driven instructional decisions to inform teaching and intervention. Assessment includes: FAST Progress Monitoring VPK-10, Acadience universal screening, additional diagnostics and screeners to determine component(s) for intervention, and classroom assessment with teacher observation.

All students receive Tier 1 instruction and are provided with accommodations as identified in an IEP or 504 as determined by the team. All students are provided with differentiation and scaffolds at Tier 1 based on their demonstration of learning. Along with Tier 1 progress monitoring additional screeners and diagnostics are administered to students with gaps in their demonstration of learning. Tier 2 intervention and support is provided based on the most foundational component of need. Tier 2 is provided in addition to Tier 1. Instruction is increasingly intensive and matched to instructional needs on the basis of progress monitoring and observation. Tier 3 Intensive Instruction is provided in addition to Tier 1 and Tier 2 instruction only to students who are significantly below grade level in the development of critical reading skills. This instruction will be guided by a specific intervention program that focuses on one or more of the key components of reading development.

Students in grades 6-12 identified by F.A.S.T. Progress Monitoring 3 assessment as scoring a level 1 or 2, may be enrolled in Intensive Reading. Students are screened using Corrective Reading Decoding assessment and scheduled into the course best matched to meet the learning needs of the student. Students progress through the levels of decoding instruction to offer a more personalized approach to ensure each student receives the necessary support to underpin his or her reading gaps and increase academic success. Once decoding gaps are ameliorated, students will receive explicit instruction in specific strategies for reading comprehension.

English Language Learners (ELLs) are provided comprehensible instruction founded in the science of reading, coupled with interventions that address both their content knowledge and their language barriers. ELLs are provided scaffolded supports and instructional strategies aligned to the student's level of English Language Proficiency (ELP) to ensure the all content instruction is comprehensible. ELLs with an oral ELP of 1.0-2.9 will receive explicit English Language Instruction through the Vista curriculum, which provides English instruction in all four language domains- listening, reading, speaking, and writing.

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Students with disabilities (SWD) are provided Specially Designed Instructional strategies that are designed to meet the individual needs of each student, as well as intensive interventions if needed. Strong Tier I Core instruction using the science of reading is provided to ensure that students master Florida's ELA standards. Clay County District Schools currently uses several evidence-based supplemental programs that often aid in providing Specially Designed Instruction.

2. **Describe your public school PreK (VPK, Exceptional Student Education (ESE) and other PreK) program's plan for assessment, standards, instruction and support to meet the needs of all learners.**
   - **2a. Describe the instructional materials your public school PreK (VPK, ESE and other PreK) program utilizes.**
3. **Describe the interventions provided to public school VPK students identified as having a substantial deficiency in early literacy skills as defined in Rule 6A-6.053(5), F.A.C.**

VPK Program Description	Voluntary Prekindergarten (VPK) is a program that is funded by the Office of Early Learning at the Florida Department of Education. During the school year, scholars must receive 540 of instructional hours during a 3-hour instructional block designed for early learning within the framework of the ESE Preschool class for four-year-olds. To complement the VPK program, the school district also offers extended day opportunities conforming to the ESE Preschool full-day schedule. *300 instructional hours are required during the summer VPK program. **Lunch and resources are scheduled outside of the 3-hour instructional block. Outdoor activities are required to be structured and aligned with the standards for 4-year-olds.
Instructional Resources	• **Oral Language and Vocabulary Development:** *Story Champs, FrogStreet* • **Emergent Literacy (Reading and Writing):** *FrogStreet,* Additional supports: *Heggergty, Tools4Reading: Kid Lips,* FCRR, and DEL Lessons, *Wilson Fundations,* and *Phoneme Recognition Instruction Developing Empowerment (P.R.I.D.E).* • **Emergent Math:** *FrogStreet* • **Science/Social Studies/Arts:** *FrogStreet*
Teachers, CDA, and Paraprofessional Professional Development	• All VPK/PK teachers must have the following courses on their DCF transcript: Emergent Literacy and Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten (VFSP). Recent legislative changes to section (s.) 1002.55, Florida Statutes (F.S.)., and s. 1002.63, F.S. requires all VPK instructors, including those holding a valid Florida educator certificate, as well as public school VPK instructors to complete three 5-hour emergent literacy courses for a total of 15 hours. After completing the first three emergent literacy courses, Voluntary Prekindergarten (VPK) instructors must complete one emergent literacy course every five years. • Annually, or as required by the state, VPK teachers are to receive training for the F.A.S.T. VPK assessment. • Assistants are to assist with academic and behavioral activities in the classroom and meet the needs of individual students. The assistant should be an integral part of small group instruction and should lead a center. ***Note: **General Health Assistants** must have CPR, First Aid, and Medication Management Training. **Behavioral Health Assistants** must have CPR, First Aid, Medication Management, and Safe Crisis Management Training.*

Interventions Provided for VPK Substantial Deficiency Identified Students	Any VPK student in our district who exhibits a substantial deficiency in early literacy skills or math must have an individualized progress monitoring plan (PMP) developed no later than 45 days after the results of the STAR assessment become available.
	• Early Literacy determination of intervention needed: The VPK student scores below the tenth (10th) percentile or is unable to complete the practice items at the **middle** or **end** of the year administration of the coordinated screening and progress monitoring system.
	• Intervention and responsibility VPK Teacher: Notifying the parent/family about the identified deficiency, creating the progress monitoring plan (PMP), providing the intervention for the student, using District Approved interventions, updating the PMP monthly with student data, notifying the parent/family monthly regarding the student's progress
	• Intervention Materials based on specifically identified need through diagnostics:
	  ○ Kid Lips: Tools for Reading
	  ○ VPK Heggerty

B. Assessment/Curriculum Decision Trees (Rule 6A-6.053(9)(b)4., F.A.C.)

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Districts are required to develop Assessment/Curriculum Decision Trees to demonstrate how data will be used to determine specific reading instructional needs and interventions for all students in grades K-12. Use Assessment/Curriculum Decision Trees to address ALL students. The template can be used for grade bands or for individual grades.

The Decision Trees must contain the following information:

- Name of each assessment, targeted audience, component(s) of reading assessed, type of assessment, the frequency of data collection and the method and timeframes by which assessment data will be provided to teachers and parents. For students in VPK through grade 10, the FAST must be administered pursuant to s. 1008.25(9)(b), F.S., and included as a component of the Assessment/Curriculum Decision Trees.
- Performance criteria used for decision-making for each assessment at each grade level.
- Evidence-based instructional materials and strategies.
- Specific criteria for when a student is identified to receive intensive reading interventions (Tier 3), what intensive reading interventions will be used, how the intensive reading interventions are provided and assurance that intensive reading interventions are delivered by a teacher who is certified or endorsed in reading or instructional personnel who possess a literacy micro-credential.
- Identification of the multisensory interventions provided to students in grades K-3 who have a substantial deficiency in reading or characteristics of dyslexia, including a description of the intensive, explicit, systematic and multisensory reading interventions which will be provided to students in grades K-3.

Note: Evidence-based instructional materials and strategies have a significant effect on improving student outcomes and meet strong, moderate or promising levels of evidence as defined in 20 United States Code (U.S.C.) s. 7801(21)(A)(i):

(A) …an activity, strategy or intervention that –
(i) demonstrates a statistically significant effect on improving student outcomes or other relevant outcomes based on –
(I) strong evidence from at least 1 well-designed and well-implemented experimental study;
(II) moderate evidence from at least 1 well-designed and well-implemented quasi-experimental study; or
(III) promising evidence from at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias.

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Grades VPK-5

1. Grades VPK-12 Assessments

FAST				
Name of the Assessment	**Target Audience**	**What component of reading is assessed?**	**Assessment Type**	**How often is the data collected?**
FAST Star Early Literacy	☒ VPK ☒ Grade K ☒ Grade 1	☒ Oral Language ☒ Phonological Awareness ☒ Phonics ☒ Fluency ☒ Vocabulary ☒ Comprehension	☒ Screening ☒ Progress Monitoring ☒ Summative	☒ 3 x Year
FAST Star Reading	☒ Grade 1 ☒ Grade 2	☒ Vocabulary ☒ Comprehension	☒ Screening ☒ Progress	☒ 3 x Year

FAST				
Name of the Assessment	**Target Audience**	**What component of reading is assessed?**	**Assessment Type**	**How often is the data collected?**
			Monitoring ☒ Summative	
FAST ELA Reading	☒ Grade 3 ☒ Grade 4 ☒ Grade 5 ☒ Grade 6 ☒ Grade 7 ☒ Grade 8 ☒ Grade 9 ☒ Grade 10	☒ Vocabulary ☒ Comprehension	☒ Screening ☒ Progress Monitoring ☒ Summative	☒ 3 x Year

Indicate in the chart below any additional assessment(s) used to guide instructional decision-making for grades PreK-5 students. Add additional rows as needed.

Additional Assessment(s)				
Name of the Assessment	**Target Audience (Grades PreK-5) (Select all that apply.)**	**What component of reading is assessed? (Select all that apply.)**	**Assessment Type (Select all that apply.)**	**How often is the data collected?**
Other District Assessment **Acadience Benchmark universal screener (Elementary K-6)** **Acadience Progress Monitoring, at intervention level, for students who have a PMP, Tier 2, and/or Tier 3 reading intervention plan**	☐ VPK ☐ PreK ☒ Grade K ☒ Grade 1 ☒ Grade 2 ☒ Grade 3 ☒ Grade 4 ☒ Grade 5 ☒ All Students ☒Grade 6 ☒ Grade 7 ☒ Grade 8 ☒ Grade 9 ☒ Grade 10 ☒ Select Students	☒ Oral Language ☒ Phonological Awareness ☒ Phonics ☒ Fluency ☒ Vocabulary ☒ Comprehension	☒ Screening ☒ Progress Monitoring ☐ Diagnostic ☐ Summative	☐ Weekly ☐ 2 x Month ☐ Monthly ☐ Quarterly ☒ 3 x Year ☐ Annually 6-12 ☒ As Needed Intervention Level ☒ Other, as determined by intervention plan
Other District Assessment **LETRS Spelling and Phonics Screeners**	☐ VPK ☐ PreK ☒ Grade K ☒ Grade 1 ☒ Grade 2 ☒ Grade 3 ☒ Grade 4 ☒ Grade 5 ☐ All Students ☒ Select Students	☐ Oral Language ☐ Phonological Awareness ☒ Phonics ☐ Fluency ☐ Vocabulary ☐ Comprehension	☐ Screening ☐ Progress Monitoring ☒ Diagnostic ☐ Summative	☐ Weekly ☐ 2 x Month ☐ Monthly ☐ Quarterly ☐ 3 x Year ☐ Annually ☒ As Needed ☐ Other

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Additional Assessment(s)				
Name of the Assessment	**Target Audience (Grades PreK-5) (Select all that apply.)**	**What component of reading is assessed? (Select all that apply.)**	**Assessment Type (Select all that apply.)**	**How often is the data collected?**
Other District Assessment **Informal Decoding Inventory**	☐ VPK ☐ PreK ☒ Grade K ☒ Grade 1 ☒ Grade 2 ☒ Grade 3 ☒ Grade 4 ☒ Grade 5 ☒Grade 6 ☒ Grade 7 ☒ Grade 8 ☒ Grade 9 ☒ Grade 10 ☒ Select Students	☐ Oral Language ☐ Phonological Awareness ☒ Phonics ☐ Fluency ☐ Vocabulary ☐ Comprehension	☒ Screening ☒ Progress Monitoring ☐ Diagnostic ☐ Summative	☐ Weekly ☐ 2 x Month ☐ Monthly ☐ Quarterly ☐ 3 x Year ☐ Annually ☒ As Needed
Other District Assessment **Early Phonological Awareness Screening Test (PAST)**	☒ VPK ☒ PreK ☒ Grade K ☒ Grade 1 ☒ Grade 2 ☐ Grade 3 ☐ Grade 4 ☐ Grade 5 ☐ All Students ☒ Select Students	☒ Oral Language ☒ Phonological Awareness ☐ Phonics ☐ Fluency ☐ Vocabulary ☐ Comprehension	☐ Screening ☐ Progress Monitoring ☒ Diagnostic ☐ Summative	☐ Weekly ☐ 2 x Month ☐ Monthly ☐ Quarterly ☐ 3 x Year ☐ Annually ☒ As Needed ☐ Other
Phonological Awareness Screening Test (PAST)	☐ VPK ☐ PreK ☐ Grade K ☐ Grade 1 ☐ Grade 2 ☒ Grade 3 ☒ Grade 4 ☒ Grade 5 ☒Grade 6 ☒ Grade 7 ☒ Grade 8 ☒ Grade 9 ☒ Grade 10 ☒ Select Students	☐ Oral Language ☒ Phonological Awareness ☐ Phonics ☐ Fluency ☐ Vocabulary ☐ Comprehension	☒ Screening ☒ Progress Monitoring ☐ Diagnostic ☐ Summative	☐ Weekly ☐ 2 x Month ☐ Monthly ☐ Quarterly ☐ 3 x Year ☐ Annually ☒ As Needed

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2. Students with a Substantial Deficiency in Reading (Rule 6A-6.053(6), F.A.C.)

Students identified with a substantial deficiency in reading must have an individualized progress monitoring plan that is designed to address the student's specific reading deficiency and that meets the minimum requirements set forth in s. 1008.25(4)(c), F.S. The individualized progress monitoring plan must be developed within forty-five (45) days after the results of the coordinated screening and progress monitoring system become available, and parents must be consulted in the development of the plan.

Students with qualifying disabilities covered by an IEP or a 504 Plan are exempt from the requirement to have progress monitoring plan, if the IEP or 504 Plan addresses the student's reading deficiency. Nothing in Rule 6A-6.053, F.A.C., should be construed to require or prohibit an IEP or 504 Plan or the contents of the CERP.

A K-3 student is identified as having a substantial deficiency in reading if:

- The student is identified as in need of Tier 3 interventions;
- A student in grades K-3 demonstrates through progress monitoring, formative assessments or teacher observation data, minimum skill levels for reading competency in one or more of the six (6) components of reading; and
    - For kindergarten, the student scores below the tenth (10^{th}) percentile or is unable to complete the practice items on the designated grade-level assessment at the beginning, middle or end of the year on the coordinated screening and progress monitoring system pursuant to s. 1008.25(9), F.S.;
    - For grades 1 and 2, the student scores below the tenth (10^{th}) percentile or is unable to complete the practice items on the designated grade-level assessment for the specified testing window of the coordinated screening and progress monitoring system pursuant to s. 1008.25(9), F.S.; or
    - For grade 3, the student scores below the twentieth (20^{th}) percentile at the beginning or middle of the year on the coordinated screening and progress monitoring system pursuant to s. 1008.25(9), F.S.
    - A student in grade 3 scores Level 1 on the end-of-year statewide, standardized ELA assessment pursuant to s. 1008.22(3)(a), F.S.

Tier 3 interventions must be provided to students identified as having a substantial reading deficiency.

2a. Describe the district's process (e.g., Multi-Tiered System of Supports (MTSS)) for identifying grades K-3 students in need of Tier 2/Tier 3 interventions.

2b. Describe the district's process (e.g., MTSS) for identifying grades 4-5 students in need of Tier 2/Tier 3 interventions.

3. Students with Characteristics of Dyslexia (Rule 6A-6.053(7), F.A.C.)

Students who have characteristics of dyslexia must be covered by one of the plans described in s. 1008.25(4)(b), F.S., and parents must be consulted in the development of the plan.

3a. If not included within the Decision Tree, describe the district's process (i.e., actionable steps) for identifying grades K-3 students with characteristics of dyslexia. Tier 3 interventions must be provided to students identified as having characteristics of dyslexia.

Steps in the process of identifying individual student needs (2-3a)

Step 1: Clay County District Schools will implement the Coordinated Screening and Progress Monitoring (CSPM) Program known as Florida's Assessment of Student Thinking (FAST). All students enrolled in Voluntary Pre Kindergarten (VPK) through 10th grade will be administered the FAST in the fall, winter, and spring of each program year. In addition, Acadience screeners will be administered as a universal screener to assist in the triangulation of data. All students in elementary schools K-6 will be administered the Acadience screener in the fall, winter, and spring of each program year.

Step 2: The School Literacy Leadership Team will analyze the screening data from the fall administration of the FAST (K-10) and Acadience (elementary school K-6) to determine which students have been identified at the lowest achievement level/benchmark.

Step 3: The School Literacy Leadership Team will use a triangulation of data including communication (parent and student input), observation (teacher input), and product (assessment) to determine the effectiveness of Tier 1 Evidence-Based Reading Instruction (EBRI) through a structured literacy approach. Decision-Making Rubric for Use with School-Wide Screening

Examples of Product Data (Assessment)

- The students scoring at the lowest achievement level/benchmark on the coordinated screening and progress monitoring system pursuant to Section 1008.25(8), F.S.;
- The students (if elementary school K-6) scoring at the lowest achievement level/benchmark as identified by Acadience benchmark assessment at any time during the school year:
- The students who have demonstrated, through consecutive formative assessments or teacher observation data, minimum skill levels for reading competency in one or more of the areas of phonological awareness; phonics; vocabulary, including oral language skills; reading fluency; and reading comprehension.

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Step 4:

Option 1: Strengthening Tier 1
Instruction must be provided at the most foundational level of deficiency, and response to instruction must be monitored and reviewed by the School Literacy Leadership Team. Additionally, the School Literacy Leadership Team will determine if the appropriate course of action is Tier 1 instruction and intervention at an individual, class-wide, or grade-wide level based on student data.

Once initial EBRI is provided, the School Literacy Leadership Team will meet again to determine students' response to Tier 1 instruction and intervention. The team will formulate the next steps in alignment with the B.E.S.T. Foundational Benchmarks and the individual needs of the identified students.

Option 2: Identifying Individual Needs

If it is determined that the identified students have received initial EBRI and remediation at Tier 1, a diagnostic assessment should be administered to identify the most foundational area(s) of deficit and need. Using the Comprehensive Evidence-Based Reading Plan Decision Trees as a guide, an instructional and intervention plan will be created to provide more individualized and frequent instruction and intervention to include explicit, systematic, and multisensory reading interventions. All determinations must be made in compliance with current state statutes regarding the identification of students with a substantial deficiency in reading and/or characteristics of dyslexia (s 1008.25 F.S).

Step 5: The school will provide written notification to the parent of any student determined to have a substantial deficiency in reading and/or characteristics of dyslexia.

Step 6: Instruction and intervention will be implemented and progress monitored in alignment with Comprehensive Evidence-Based Reading Plan Decision Trees and any individualized reading intervention plan. After initial notification, the school will communicate to the parent through monthly updates of the student's progress in response to the intensive interventions and support. Such communications must be in writing and must explain any additional interventions or supports that will be implemented to accelerate the student's progress if the interventions and supports already being implemented have not resulted in improvement.

Step 7: The School Literacy Leadership Team will continue to meet to review progress monitoring data and make determinations based on the students' response to instruction and intervention. All instruction and intervention will be provided until the identified reading deficiency has been ameliorated.

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3b. Describe the district's process for providing additional screening to students with characteristics of dyslexia pursuant to s. 1008.25(9), F.S. Name the screener(s) utilized.

As outlined in state statute and in alignment with professional standards, multiple data sources must be considered rather than utilizing a single assessment to make high-stakes decisions such as the determination of characteristics of dyslexia. The district has created a data dashboard system to analyze Acadience data alongside FAST Progress Monitoring data at the District, School, Class, and Student levels. This system allows the District-Based Literacy Team, the District MTSS Team, and the School Literacy Leadership Team to determine the needs of all students.
CCDS Multi-Tiered System of Supports (MTSS) is a prevention-oriented model, which requires both early and periodic screening to identify students who may be at risk in reading. Every elementary K-6 student will be screened with all grade-appropriate components of the Acadience Benchmark Assessment at the beginning of the year to identify students early so that targeted instruction and/or early intervention can be provided for students identified with characteristics of dyslexia. Secondary students who are suspected of having characteristics of dyslexia will be assessed with the Acadience Benchmark Assessment that most closely aligns to their grade level.

Based on student indicators, the following diagnostics may be implemented for students identified with characteristics of dyslexia: the Early Phonological Awareness Skills Test (PAST) or Phonological Awareness Screening Test (PAST),

Language Essentials for Teachers of Reading and Spelling (LETRS) Phonics and Word Reading Survey, and/or Informal Decoding Inventory. The diagnostic results will be used to determine the most foundational areas of deficit(s) to determine targeted instructional support and intervention needed for the student to become a proficient reader. After the determination of characteristics of dyslexia, the CCDS MTSS progress monitoring protocols, including parent communication, as outlined in Steps 4-7 will be implemented and followed.

4. Explain how the effectiveness of Tier 1 instruction is monitored.

School level, grade level, and content area professional learning communities meet to review Tier 1 data, make adjustments to instruction, and identify what Tier 1 remediation and enrichment is necessary based on the data. School administrators are responsible for classroom walkthroughs, focused on monitoring Tier 1 instruction. Following the classroom walkthrough, the school administrator provides constructive and actionable feedback. School Problem Solving Teams meet monthly to review Tier 1 data, provide feedback on plans, and make any necessary adjustments to support grade level and content area teams in their implementation of Tier 1 instruction.

The District Literacy Team analyzes the effectiveness of Tier 1 through multiple data sources including FAST Progress Monitorings 1, 2, and 3, Acadience (Elementary K-6), RAISE school support data, and internal coaching logs. The team meets monthly to problem solve and address areas of concern. The District Literacy team determines next steps in district initiatives to address areas of opportunity to reach 80% proficiency.

5. Explain how the effectiveness of Tier 2 interventions is monitored.

Tier 2 reading interventions require progress monitoring two times per month, utilizing the Acadience progress monitoring most closely aligned to the intervention need. This data is entered into the District Student Data System. School-based Student Intervention Teams review this data monthly, with the expectation that 80% of students will respond positively to Tier 2 interventions.

The District MTSS team analyzes all Tier 2 data quarterly to determine the effectiveness of the intervention materials, professional learning, and support. Data are reviewed annually after FAST Progress Monitoring 3 to determine student growth for students receiving Tier 2 Support.

6. Explain how the effectiveness of Tier 3 interventions is monitored.

Tier 3 reading interventions require progress monitoring two times per week, utilizing the Acadience progress monitoring most closely aligned to the intervention need. This data is entered into the District Student Data System. School based Student Intervention Teams review this data monthly, with the expectation that 80% of students will respond positively to Tier 3 intervention.
The District MTSS team analyzes all Tier 3 data quarterly to determine the effectiveness of the intervention materials, professional learning, and support. Data are reviewed annually after FAST Progress Monitoring 3 to determine student growth for students receiving Tier 3 Support.

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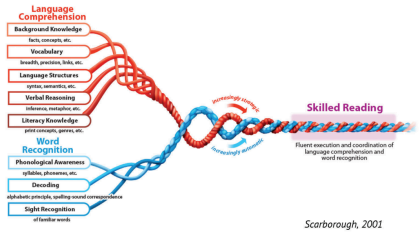
Grades K-12 Reading Decision Tree

Elementary schools (K-5) must teach reading in a dedicated, uninterrupted block of time of at least 90 minutes daily to all students. The reading block will include whole group instruction utilizing an evidence-based sequence of reading instruction and small group differentiated instruction in order to meet individual student needs.



Tier 1 (Core) Only

Beginning of Year Data

Students must meet the following criteria at the beginning of the school year: (Enter assessment criteria that will be used.)

Beginning of Year Criteria

FAST PM3 Summative Assessment(May 2025), Acadience Benchmark Assessment Beginning of the Year (Elementary K-6), historical and current progress monitoring, formative assessment, and teacher observation data

In grades 6-12, PM3 F.A.S.T. Reading outcomes Levels 1 and 2 will be used to determine Intensive Reading placement. Students will be screened to best match students' decoding, fluency, and language comprehension needs with the Foundational B.E.S.T. Standards instructional focus, and students will receive intensive instruction through Intensive Reading in addition to Core ELA instruction.

List performance criteria that indicate Tier 1 instruction is sufficient for at least 80% of students.

Triangulation of data for consideration includes:

FAST PM3 Level 3 and above,

Acadience Benchmark Assessment At/Above Benchmark Beginning of Year Composite Score (Elementary K-6), and historical and current progress monitoring, formative assessment, and teacher observation data supports students' meeting grade level expectation for beginning of the year criteria Acadience Tables for CERP

What processes and procedures are in place to identify and solve problems to improve effectiveness of Tier 1 instruction?

School Based Literacy Leadership (Problem Solving) Team will analyze FAST PM3 Summative Assessment, Acadience Benchmark Assessment Beginning of the Year (Elementary K-6), and historical and current progress monitoring, formative assessment and teacher observation data to determine students' instructional needs and if 80% of students are meeting grade level expectations.

School based grade level and content area professional learning communities (PLCs) meet to review Tier 1 data, make adjustments to instruction, and identify what Tier 1 differentiated instruction, reteaching, and remediation and enrichment is necessary based on the data. School administrators are responsible for classroom walkthroughs, focused on monitoring Tier 1 instruction. Following the classroom walkthrough, the school administrator provides constructive and actionable feedback. School Problem Solving Teams meet monthly to review Tier 1 data, provide feedback on plans, and make any necessary adjustments to support grade level and content area teams in their implementation of Tier 1 instruction.

Core Instruction

Indicate the core curriculum utilized. Add additional rows as needed.

Name of Program	Year of Program Adoption
K-5: *Benchmark Advance @2026*	Adopted August 2025
Grades 6-12: *SAVVAS, My Perspectives*	Adopted August 2021
ELL 1.0-2.9 English Language Development Courses: *VISTA*-English Language Development	Adopted August 2024

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Tier 1 Supplemental	
Grades K-5: *Lexia Core5* *Teacher resource*	Oral Language, Phonological Awareness, Phonics, Fluency, Vocabulary, Language Comprehension
Grades K-5: Benchmark Advance @2026 Intervention Tool Kit and Progress Monitoring	Phonological Awareness, Phonics, Fluency, Vocabulary, Language Comprehension
Grades K-12: ELD Course (K-2) Heggerty Early Phonological Awareness or (3-12) Heggerty Phonemic Awareness Primary Extension 3-5 with language supports within the English Language Development	Supports Oral Language Development for ELL 1.0-2.9
Grades K-5: ELD Course extended to 60 minutes to support phonics instruction with language supports utilizing Benchmark Advance Phonics Toolkit and Progress Monitoring	Supports Phonics for ELL 1.0 -2.9
Grades 7-12: Vocab.com	Vocabulary, Language Comprehension
Grades 6-12 Intensive Reading: Corrective Decoding A, B1, B2, C determined by placement test	Level 1 and 2 students will be screened to determine placement
Grades 6-12 Intensive Reading: Spelling Through Morphographs determined by place	Level 1 and 2 students will be screened to determine placement
Grades 9-12 Intensive Reading: *ChalkTalk*	Level 1 and 2 students in need of concordance
Grades 6-12 Intensive Reading: Lexia PowerUp Computer Assisted Instruction	Word Study, Grammar, Comprehension--Teacher monitors and intervenes based on Computer Assisted Instruction
Grades 6-12: ELD/ELA Courses in grades 6-12 UFLI Foundations with language supports within the English Language Development class	Supports Phonological Awareness, Phonics for ELL 1.0 -2.9
Tier 1 Resources	
FCRR	Oral Language, Phonological Awareness, Phonics, Fluency, Vocabulary, Language Comprehension
Dialogic Reading	Oral Language, Vocabulary, Language Comprehension
Foundational Skills to Support Reading for Understanding in Kindergarten Through 3rd Grade	Oral language, Phonological Awareness, Phonics, Fluency, Vocabulary, Language Comprehension
Teaching Elementary School Students to Be Effective Writers	Oral language, Phonological Awareness, Phonics, Fluency, Vocabulary, Language Comprehension
Strategic Instruction Model (SIM) Tier 1: Strong Evidence	ESE, RAISE, or MTSS Model schools after required training

Performance criteria that prompt the addition of Tier 2 interventions for students not meeting expectations/benchmarks during the school year:

1.If FAST, Acadience, progress monitoring, formative assessment, and teacher observation data indicate that 80% of students are meeting grade level benchmarks in reading, and students who have received differentiated instruction, reteaching, and remediation continue to demonstrate a deficit in reading, the teacher will administer a reading diagnostic assessment to determine the reading strengths and areas for growth. If the student is in grades K-5, a Progress Monitoring Plan (PMP) will be implemented, and Benchmark Advance @2026 Intervention Toolkit (instruction and progress monitoring tools) will be utilized. For all grade levels, materials and instruction will be aligned to the most foundational component of reading, and student work samples will be collected to determine progress and response to instruction. Student work samples and a graph of data will be shared with the parents at least one time per month. If students continue to demonstrate deficits in reading and benchmark assessment data indicate below benchmark performance, complete the Problem Solving Protocol and convene a Student Intervention Team meeting to determine the next steps with intervention.
2. If students are not meeting classroom benchmarks and deficits are indicated in Acadience Benchmark assessments, administer a diagnostic to determine the most foundational component as the area of focus and initiate a Progress Monitoring Plan utilizing Benchmark Advance @2026 Intervention Tool Kit (instruction and progress monitoring). Collect student samples to determine progress. Progress is communicated monthly with parents through the Progress Monitoring Plan. If progress is not met, complete the Problem Solving Protocol to prompt additional Tier 2 interventions.
Early PAST Assessment; PAST Assessment; LETRS Phonics and Word Recognition Assessment, Informal Decoding Inventory

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Tier 1 Instruction + Tier 2 Interventions		
Beginning of Year Data		
Students who meet the following criteria at the beginning of the school year: (Enter assessment criteria that will be used.) FAST PM3 Summative Assessment (May 2025) <30th percentile, Acadience Benchmark Assessment Beginning of Year (Elementary K-6) Below Benchmark Composite (see table), Lexia Level is one grade level below, and historical and current progress monitoring, formative assessment and teacher observation data that indicate below benchmark performance, in conjunction with class level, grade level, and district level review of data that indicates 80% of students are demonstrating proficiency If data indicate that deficits are present in greater than 20% of students, Tier 1 interventions are additionally implemented. Acadience Tables for CERP		
Number of times per week interventions are provided: 3-5 Times Per Week **Number of minutes per intervention session:** 15-30 Minutes		
Supplemental Instruction/Interventions **Indicate the evidence-based programs and/or practices used for Tier 2 interventions and how the programs and practices are supported by strong, moderate or promising levels of evidence. Add additional rows as needed.**		
Name of Program	**Grade Level and Component of Reading**	**ESSA Evidence Level or Verbiage (as needed)**
Teach Your Child to Read in 100 Easy Lessons	Grades K-2 Phonological Awareness, Phonics, Vocabulary, Language Comprehension	**Alignment to evidence-based instructional practices:** Teach Your Child to Read in 100 Easy Lessons does not meet strong, moderate, or promising levels of evidence; however, the following IES Practice Guide Recommendation(s) support the program: Foundational Skills to Support Reading for Understanding in Kindergarten through 3rd Grade, Recommendation 2: Develop awareness of segments of sounds in speech and how they link to letters (Strong Evidence); Recommendation 3: Teach students to decode words, analyze word parts, and write and recognize words (Strong Evidence); and Recommendation 4: Ensure that each student reads connected text every day to support reading accuracy, fluency, and comprehension (Moderate Evidence). These recommendations were built into the program by systematically and explicitly teaching phonics (sounds for letters) and the essential skills to blend sounds into words and reading those words in connected text. The district will support and monitor implementation of this program by monitoring the district required Tier 2 intervention portfolios of students who receive instruction/intervention with Teach Your Child to Read in 100 Easy Lessons, by training Intervention Team Facilitators and MTSS Lead Administrators to train teachers at the school level in utilizing this program, including progress monitoring, with follow up and support from the district's Intervention Coach and MTSS Specialist, when necessary.
UFLI Foundations	Grades K-12 Phonological Awareness,Phonics, Vocabulary, Language Comprehension	**Alignment to evidence-based instructional practices:** UFLI Foundations does not meet strong, moderate, or promising levels of evidence; however, the following IES Practice Guide Recommendation(s) support the program: Foundational Skills to Support Reading for Understanding in Kindergarten through 3rd Grade, Recommendation 2: Develop awareness of segments of sounds in speech and how they link to letters (Strong Evidence); Recommendation 3: Teach students to decode words, analyze word parts, and write and recognize words (Strong Evidence); and Recommendation 4: Ensure that each student reads connected text every day to support reading accuracy, fluency, and comprehension (Moderate Evidence). These recommendations were built into the program by systematically and explicitly teaching phonics (sounds for letters) and the essential skills to blend sounds into words and reading those words in connected text. The district will support and monitor implementation of this program by monitoring the district required Tier 2 intervention portfolios of students who receive instruction/intervention with UFLI Foundations, by training Intervention Team Facilitators and MTSS Lead Administrators to train teachers at the school level in utilizing this program, including progress monitoring, with follow up and support from the district's Intervention Coach and MTSS Specialist, when necessary.
P.R.I.D.E. Phonemic Recognition Instruction Delivering	Grades K-12 Phonological	P.R.I.D.E. (Phonemic Recognition Instruction Delivering Empowerment does not meet strong, moderate, or promising levels of evidence; however, the following IES Practice Guide Recommendation(s) support the program: Foundational Skills to Support Reading for Understanding in Kindergarten through 3rd Grade, Recommendation 2: Develop awareness of segments of sounds in speech and how

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Empowerment Orton-Gillingham Program P.R.I.D.E Comprehensive Reading Assessment	Awareness,Phonics, Fluency, Vocabulary, Language Comprehension	they link to letters (Strong Evidence); Recommendation 3: Teach students to decode words, analyze word parts, and write and recognize words (Strong Evidence); and Recommendation 4: Ensure that each student reads connected text every day to support reading accuracy, fluency, and comprehension (Moderate Evidence). These recommendations were built into the program by use of an Orton-Gillingham structured literacy approach that systematically and explicitly teaches phonics (sounds for letters) and the essential skills to blend sounds into words and reading those words in connected text. The district will support and monitor implementation of this program by monitoring the district required Tier 2 intervention portfolios of students who receive instruction/intervention with P.R.I.D.E., by training Intervention Team Facilitators and MTSS Lead Administrators to train teachers at the school level in utilizing this program, including progress monitoring,with follow up and support from the district's Intervention Coach and MTSS Specialist, when necessary. PRIDE Reading Program Instructional Design Review Evidence-Based Reading Instruction for Dyslexia
Story Champs	Grades K-5 Oral Language, Vocabulary, Language Comprehension	Story Champs Research – Language Dynamics Group Story Champs does not meet strong, moderate, or promising levels of evidence; however, the following IES Practice Guide Recommendation supports the use of the program: Foundational Skills to Support Reading for Understanding in Kindergarten through 3rd Grade, Recommendation 1: Teach students academic language skills, including the use of inferential and narrative language, and vocabulary knowledge (Minimal Evidence). This recommendation is built into the program as it is developed to systematically and explicitly promote oral academic language as the foundation for success in school to foster growth in recalling and sharing information, acquiring word meanings through context, expanding domain knowledge, writing and comprehending. The district will support and monitor implementation of this program by monitoring the district required Tier 2 intervention portfolios of students who receive instruction/intervention with Story Champs, by training Intervention Team Facilitators and MTSS Lead Administrators to train teachers at the school level in utilizing this program, including progress monitoring, with follow up and support from the district's Intervention Coach and MTSS Specialist, when necessary.
Heggerty Early Phonological Awareness Curriculum (Early PreKindergarten Curriculum) **Early Phonological Awareness Skills**	Grades K-3 Oral Language, Phonological Awareness	Heggerty PA Curriculum 2023 Study Review Heggerty Early Phonological Awareness Curriculum (Early PreKindergarten Curriculum) does not meet strong, moderate, or promising levels of evidence; however, the following IES Practice Guide Recommendation supports the program: Foundational Skills to Support Reading for Understanding in Kindergarten through 3rd Grade, Recommendation 2: Develop awareness of segments of sounds in speech and how they link to letters (Strong Evidence). This recommendation was built into the design of the program through an intentional and systematic instructional progression of a range of phonological and phonemic awareness skills. The district will support and monitor implementation of this program by monitoring the district required Tier 2 intervention portfolios of students who receive instruction/intervention with Heggerty Early Phonological Awareness Curriculum, by training Intervention Team Facilitators and MTSS Lead Administrators to train teachers at the school level in utilizing this program, including progress monitoring, with follow up and support from the district's Intervention Coach and MTSS Specialist, when necessary.
Heggerty Bridge the Gap HBG Progress Monitoring	Grades 3-12 Oral Language, Phonological Awareness	Heggerty PA Curriculum 2023 Study Review Heggerty Bridge the Gap does not meet strong, moderate, or promising levels of evidence; however, the following IES Practice Guide Recommendations support the use of this program: Foundational Skills to Support Reading for Understanding in Kindergarten through 3rd Grade, Recommendation 2: Develop awareness of segments of sounds in speech and how they link to letters (Strong Evidence) and Providing Reading Interventions for Students in Grades 4-9, Recommendation 1: Build students' decoding skills so that they can read complex, multisyllabic words (Strong Evidence). Further information about this recommendation within the practice guide supports the instruction at the phoneme level as a component of this recommendation. These recommendations were built into the design of the program through an intentional and systematic instructional progression of a range of phonological and phonemic awareness skills. The district will support and monitor implementation of this program by monitoring the district required Tier 2 intervention portfolios of students who receive instruction/intervention with Heggerty Bridge the Gap Curriculum, by training Intervention Team Facilitators and MTSS Lead Administrators to train teachers at the school level in utilizing this program, including progress monitoring, with follow up and support from the district's Intervention Coach and MTSS

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		Specialist, when necessary.
Sound Partners	Grades K-2 Oral Language, Phonological Awareness, Phonics	Sound Partners - Struggling Readers: Strong Sound Partners - English Learners: Strong
Spelling Mastery Levels A-F Spelling Mastery Placement Assessment	Grades 3-12 Companion to Corrective Decoding	Spelling Mastery: Tier 3 Promising **This curriculum is designed to be paired with Corrective Decoding if Tier 3 is warranted.**
Lexia PowerUp Lesson Library	6-10 Phonics, Fluency, Vocabulary, Language Comprehension	Lexia PowerUp Literacy: Evidence for ESSA: Strong
Rewards	6-10 Phonics, Fluency, Vocabulary, Language Comprehension	REWARDS Tier 1: Strong Evidence

Indicate the evidence-based programs and/or practices implemented for students with a disability, students with an IEP and students who are English language learners, if used instead of or in addition to programs above. Add additional rows as needed.

Students with Disabilities: If the student is receiving core instruction, as well as specially designed instruction, then an Amendment IEP meeting will be held so that the IEP team can review current student data to determine if the student needs the addition of a completed Problem Solving Protocol and targeted, Tier 2 intervention in reading. The IEP team will determine how specially designed instruction will be implemented as a component of the Tier 2 intervention support.

English Language Learners: If the student is receiving 45 minutes of ELD Vista support and through a collaborative meeting that includes the ESOL Facilitator, parent, ELD teacher(s), content area teachers, Intervention Team Facilitator, and MTSS Lead Administrator, it is determined that the student needs additional targeted, Tier 2 intervention, then the Student Intervention Team will consult with the school's assigned ESOL Specialist to determine additional language supports that may be warranted based on historical and current student data.

Name of Practice/Program ESE and ELL Considerations	**ESSA Evidence Level or Verbiage (as needed)**
Add visuals or comprehensible input support to any of the above programs to make it most appropriate to their language level needs.	CEEDAR Center Evidence Based Practices for English Learners

For K-3 students who have a substantial deficiency in reading or characteristics of dyslexia, identify the multisensory interventions provided.

Teach Your Child to Read in 100 Easy Lessons
UFLI Foundations
PRIDE (Phonemic Recognition Instruction Delivering Empowerment Orton-Gillingham Program)
Story Champs
Heggerty
Sound Partners

Performance criteria that prompt the addition of Tier 3 interventions for students not meeting expectations/benchmarks during the school year:

Students are progress monitored at least two times per month with Acadience Progress Monitoring assessments aligned to the student's intervention level. An in program mastery assessment designed to measure the efficacy of the intervention program is administered as directed within the intervention program.

Student Intervention Teams convene monthly to determine the student's response to intervention (good, questionable, poor) and to develop modifications or intensification of interventions. Parents are notified monthly regarding their student's progress, and during this meeting, a graph of progress monitoring must be shared with parents, in addition to student intervention work samples.

Acadience Tables for CERP

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Tier 1 Instruction + Tier 2 Interventions + Tier 3 Intensive Interventions		
Beginning of Year Data		
Students who meet the following criteria at the beginning of the school year: (Enter assessment criteria that will be used.) FAST PM3 Summative Assessment (May 2025) <10th percentile, Acadience Benchmark Assessment Beginning of Year (Elementary K-6) Well Below Benchmark Composite, Lexia Level is two or more grade levels below, and historical and current progress monitoring, formative assessment, and teacher observation data that indicate well below benchmark performance, in conjunction with class level, grade level, and district level review of data that indicates 80% of students are demonstrating proficiency. If data indicate that deficits are present in greater than 20% of students, Tier 1 interventions are additionally implemented.		
Number of times per week interventions are provided: 4-5 times per week **Number of minutes per intervention session:** 30 to 45 minutes per session		
Intensive, Individualized Instruction/Interventions **Indicate the evidence-based programs and/or practices used for Tier 3 interventions and how the programs and practices are supported by strong, moderate or promising levels of evidence. Add additional rows as needed.**		
Name of Program	**Component of Reading and Grade Level**	**ESSA Evidence Level or Verbiage (as needed**
Early Fundations	Kindergarten* Oral Language, Phonological Awareness, Phonics Early Fundations Tier 3 Intervention requires district support through an individualized plan specific to the student needs. Please submit a MTSS Service and Support Form to request district support.	Fundations Evidence of Program Effectiveness According to information provided by the publisher, Fundations' study is sufficient for a rating of "Promising Evidence/Tier 3" on the U.S. Department of Education's ESSA evidence scale. The following IES Practice Guide Recommendations support the use of Fundations program: Foundational Skills to Support Reading for Understanding in Kindergarten Through 3rd Grade, Recommendation 2: Develop awareness of the segments of sounds in speech and how they link to letters (Strong Evidence); Recommendation 3: Teach students to decode words, analyze word parts, and write and recognize words (Strong Evidence); Recommendation 4: Ensure students read connected text every day to support reading accuracy, fluency, and comprehension (Moderate Evidence). The district will support and monitor implementation of this program by monitoring the district required Tier 3 intervention portfolios of students who receive instruction/intervention with Fundations, by training teachers at the school level in utilizing this program, including progress monitoring, with follow up and support from the district's R.A.I.S.E. Specialist, Intervention Coach, and MTSS Specialist, on a monthly basis, and more often, when needed..
Fundations	Kindergarten - 4th Oral Language, Phonological Awareness, Phonics Fundations Tier 3 Intervention requires district support through an individualized plan specific to the student needs. Please submit a MTSS Service and Support Form to request district support.	Fundations Evidence of Program Effectiveness According to information provided by the publisher, Fundations' study is sufficient for a rating of "Promising Evidence/Tier 3" on the U.S. Department of Education's ESSA evidence scale. The following IES Practice Guide Recommendations support the use of Fundations program: Foundational Skills to Support Reading for Understanding in Kindergarten Through 3rd Grade, Recommendation 2: Develop awareness of the segments of sounds in speech and how they link to letters (Strong Evidence); Recommendation 3: Teach students to decode words, analyze word parts, and write and recognize words (Strong Evidence); Recommendation 4: Ensure students read connected text every day to support reading accuracy, fluency, and comprehension (Moderate Evidence). The district will support and monitor implementation of this program by monitoring the district required Tier 3 intervention portfolios of students who receive instruction/intervention with Fundations, by training Intervention Team Facilitators and MTSS Lead Administrators to train

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		teachers at the school level in utilizing this program, including progress monitoring, with follow up and support from the district's R.A.I.S.E. Specialist, Intervention Coach, and MTSS Specialist, on a monthly basis, and more often, when needed.
Equipped for Reading Success	Grades 3-12 Phonological Awareness	**Alignment to evidence-based instructional practices:** Equipped for Reading Success does not meet strong, moderate, or promising levels of evidence; however, the following IES Practice Guide Recommendations support the use of the program: Foundational Skills to Support Reading for Understanding in Kindergarten Through 3rd Grade, Recommendation 2: Develop awareness of the segments of sounds in speech and how they link to letters (Strong Evidence); Recommendation 3: Teach students to decode words, analyze word parts, and write and recognize words (Strong Evidence), and Providing Reading Interventions for Students in Grades 4-9, Recommendation 1: Build students' decoding skills so that they can read complex, multisyllabic words (Strong Evidence). Further information about this recommendation within the practice guide supports the instruction at the phoneme level as a component of this recommendation. This recommendation was built into the program by comprehensive and sequential instruction in phonemic awareness and fluent word recognition. The district will support and monitor the implementation of this program by training Intervention Team Facilitators and MTSS Lead Administrators to train teachers at the school level in utilizing this program, including progress monitoring, with follow up and support from the district's Intervention Coach and MTSS Specialist, when necessary..
Corrective Reading Decoding **Requires:** Corrective Decoding Placement Assessment	**Grades 3-12**	WWC: Corrective Reading Decoding: Tier 3 Promising
Corrective Reading Language Comprehension	Grades 4-12 Oral Language, Vocabulary, Language Comprehension	WWC: Corrective Reading: Tier 3 Promising
Wilson Reading System **Requires: Wilson Assessment of Decoding and Encoding (WADE)** program placement assessment **AND Word Identification and Spelling Test (WIST)**	Grades 3-12 Oral Language, Phonological Awareness, Phonics, Vocabulary, Language Comprehension Wilson Reading System Tier 3 Intervention requires district support through an individualized plan specific to the student needs. Please submit a MTSS Service and Support Form to request district support.	Wilson Reading System: Tier 3 Promising
Indicate the evidence-based programs and/or practices implemented for students with a disability, students with an IEP and students who are English language learners, if used instead of or in addition to programs above. Add additional rows as needed.		
Students with Disabilities: If the student is receiving core instruction, as well as specially designed instruction, then an Amendment IEP meeting will be held so that the IEP team can review current student data to determine if the student needs the addition of a completed Problem Solving Protocol and intensive, Tier 3 intervention in reading. The IEP team will determine how specially designed instruction will be implemented as a component of the Tier 3 intervention support.		
English Language Learners: If the student is receiving 45 minutes of ELD Vista support and through a collaborative meeting that includes the ESOL Facilitators, parent, ELD teacher(s), content area teachers, Intervention Team Facilitator, and MTSS Lead Administrator, it is determined that the students needs additional targeted support, then the school team will consult with the Supervisors of ESOL and MTSS to determine additional Tier 3 interventions.		
Name of Program		**ESSA Evidence Level or Verbiage (as needed)**

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Add visuals or comprehensible input support to any of the above programs to make it most appropriate to their language level needs.	CEEDAR Center Evidence Based Practices for English Learners

For K-3 students who have a substantial deficiency in reading or characteristics of dyslexia, identify the multisensory interventions provided. Early Fundations, Fundations, Wilson Reading

What processes and procedures are in place to identify and solve problems to improve effectiveness of Tier 3 interventions?
Students are progress monitored at least two times per week with Acadience Progress Monitoring assessments aligned to the student's intervention level. An in program mastery assessment designed to measure the efficacy of the intervention program is administered as directed within the intervention program.

Student Intervention Teams convene monthly to determine the student's response to intervention (good, questionable, poor) and to develop modifications or intensification of interventions. Parents are notified monthly regarding their student's progress, and during this meeting, a graph of progress monitoring must be shared with parents, in addition to student intervention work samples.

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7. Summer Reading Camps (Rule 6A-6.053(8), F.A.C.)

Requirements of Summer Reading Camps pursuant to s. 1008.25(8), F.S., include:

- Providing instruction to grade 3 students who score Level 1 on the statewide, standardized ELA assessment;
- Implementing evidence-based explicit, systematic and multisensory reading instruction in phonemic awareness, phonics, fluency, vocabulary and comprehension; and
- Providing instruction by a highly effective teacher endorsed or certified in reading.
  - *Note: Instructional personnel who possess a literacy micro-credential **may not** be assigned to these students.*

7a. Provide a description of the district's plan to meet each requirement for Summer Reading Camps required by s. 1008.25(8), F.S. As a reminder, instructional personnel providing services to retained third grade students, including those attending Summer Reading Camp, must be certified or endorsed in reading and rated highly effective as determined by the teacher's performance evaluation under s. 1012.34, F.S.

Summer Reading Camps for Retained Grade 3 Students
Schedule: 22 days - June 8, 2026 - July 16, 2026. Student and Teacher Holiday June 29-July 2
Evidence-Based Instructional Materials to be used, as defined in 20 U.S.C. s. 7801(21)(A)(i): **Phonemic Awareness:** *Heggerty*, FCRR **Phonics, Fluency, Vocabulary, and Comprehension:** *From Phonics to Reading Multisyllabic Words*, LexiaCore5, FCRR **Comprehension:** P.R.I.D.E. (*Phonemic Recognition Instruction Delivering Empowerment Orton-Gillingham Program)*,
Alternative Assessment Used: May, 2025– STAR Reading and SAT 10 Form A, July–FAST 3rd Grade Retake and STAR Reading Form H
Additional Information (optional): The 2025 Summer Reading Camp will be offered at individual elementary school sites for 3rd-grade students scoring a level 1 on the end-of-year FAST Assessment (PM 3). 3rd-grade students attending Summer Reading Camp will receive evidence-based explicit, systematic, and multisensory reading instruction in phonemic awareness, phonics, fluency, vocabulary, and comprehension instruction and intervention from a highly effective teacher who is either endorsed or certified in reading using district-adopted evidence-based intervention materials and instructional practices. The following diagnostics will be implemented for students attending Summer Reading Camp: the Early Phonological Awareness Skills Test (PAST) or Phonological Awareness Screening Test (PAST), and/or Language Essentials for Teachers of Reading and Spelling (LETRS) Phonics and Word Reading Survey. The diagnostics will determine individualized small-group instruction. School administrators will hire reading endorsed, highly effective teachers to provide instruction during Summer Reading Camp.

7b. Districts have the option of providing Summer Reading Camps to students in grades K-5 with a reading deficiency.

Summer Reading Camps for Students in Grades K-5
Will the district implement this option? ☐ **Yes** ☒ **No**
If yes, please describe the grade level(s) that will be invited to participate. **n/a**

5) Professional Learning (Rule 6A-6.053(9)(b)3.f.—j., F.A.C.)

Describe the literacy professional learning that will be provided by the district and/or schools, aligned to the requirements below:

- Provide professional learning required by ss. 1012.585(3)(f) and 1012.98(5)(b)11., F.S., which includes training to help teachers integrate phonemic awareness, phonics, word study and spelling, fluency, vocabulary and text comprehension strategies into an explicit, systematic and sequential approach to reading instruction, including multisensory intervention strategies;
- Provide professional learning in B.E.S.T. ELA Standards and evidence-based reading practices and programs;
- Provide professional learning to help instructional personnel and certified PreK teachers funded in the FEFP earn a certification, a credential, an endorsement or an advanced degree in scientifically researched and evidence-based reading instruction;
- Differentiate and intensify professional learning for teachers based on progress monitoring data;
- Identify mentor teachers and establish model classrooms within the school; and
- Ensure that time is provided for teachers to meet weekly for professional learning.

Provide the Name of Professional Learning, Target Audience and Description. Add additional rows as needed.

Name of Professional Learning	Target Audience	Description
Clay County's FCRR Literacy Matrix for Reading Endorsement	**K-12 Teachers Seeking Reading Endorsement**	The Florida Center for Reading Research at Florida State University has developed the *Reading Foundations and Evidence-Based Instructional Practices Pathway* to support educators in earning the Reading Endorsement. This pathway requires participants to complete all five reading endorsement competencies. Courses are delivered by certified Literacy Cadre Trainers in Clay County. Competency 1 AND Competency 2 may count toward the 40 hour reading renewal requirement.
Literacy for Leaders	**Clay Administrators**	School and district leaders receive information and professional learning opportunities throughout the school year starting with Summer Leadership. At Summer Leadership the district's Comprehensive Evidence-Based Reading Plan is reviewed and the implementation plan discussed. Specific training is offered in regards to best practices in analyzing Tier 1, Tier 2, Tier 3 outcomes for school, grade levels, and students. Administrators receive updates weekly through the SWB and monthly via virtual meetings. Specific trainings are offered throughout the year at monthly administrator trainings or in stand alone sessions by topic.
Learning Through Play	**VPK-PreK**	Discover how purposeful play supports learning and development in VPK classrooms! This professional learning session explores strategies to integrate play into daily instruction, helping children build critical thinking, language, and social-emotional skills while meeting Florida Early Learning and Development Standards.

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VPK Summer Emergent Literacy	**VPK-PreK + ESE Teachers**	Growing Florida Strong: Exploring the (FELDS) Standards for Preschoolers Through State Related Activities-Educators will make connections between the Language and Literacy domain of the FELDS and developmentally appropriate activities that foster knowledge building about the State of Florida and discuss strategies for supporting preschoolers as citizens of the State. Domains will include concept development, quality of feedback and language modeling. In order to ensure theory to practice, coaching models will be provided for school that indicate need for further development. Let's Take It Outside: Exploring the(FELDS) Standards Through Nature- This interactive session is designed to inspire preschool educators to use both natural materials and nature-based experiences to promote language and vocabulary development, along with observation and problem-solving skills, while developing a sense of curiosity and creativity within young learners. Participants will be introduced to the many benefits of nature-based inquiry and receive practical strategies for addressing the Language and Literacy domain of the FELDS through interactions with the natural world.
Emergent Literacy Quarterly Cohorts	**VPK-PreK**	Enhance your teaching practice by joining a VPK Professional Learning Cohort! These cohorts bring educators together for ongoing collaboration, professional development, and hands-on learning. Participants will explore the Florida Early Learning and Development Standards through the Frog Street curriculum, with a special focus on building a strong foundation in emergent literacy. Educators will deepen their understanding of developmentally appropriate practices and inclusive strategies using Universal Design for Learning (UDL) principles. Through coaching, workshops, and shared experiences, teachers will develop effective strategies to support young children's growth, learning, and long-term success in VPK classrooms.
Summer Literacy Learning	**Grades K-5 ELA Teachers + ESE Teachers**	This annual professional learning opportunity is designed as a full day session with multiple session opportunities. This year sessions will include ½ day Benchmark Advance @2026 (new curriculum), multisensory phonics instruction, and B.E.S.T. Writing Strategies.
K-5 Grade Level Cohorts per grade	**Quarters 1-3**	Each 9 weeks professional learning is provided to 2 teachers per school, per grade level in a train-the-trainer model. This year's sessions will include ½ day Benchmark Advance @2026 training plus grade level specific training based on feedback, data, and trends. Topics will include instructional strategies that increase capacity in the 5 Practice Profiles to integrate instruction in the 6 components of reading.
Summer Training	**6-12 ELA Teachers**	ELA teachers in grades 6-12 will be offered the opportunity to attend multiple half day learning sessions during the summer: ● Session 1: From Practice to Assessment: Effective Vocabulary Instruction in 6-12 ELA ● Session 2: Breaking the Silence: Creating a Culture of Discourse in 6-12 ELA ● Session 3: Getting Started in 6-12 ELA: Navigating Curriculum Guides and Resources for Purposeful Instruction
Beyond the ELA Collaborative:	**6-12 ELA Teachers**	Selected ELA teachers in grades 6–12 will collaborate with literacy coaches to deepen their implementation of evidence-based literacy instructional practices introduced through middle and high school professional learning collaboratives.

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Putting Strategies into Action		This initiative includes opportunities to observe model lessons, engage in reflective discussions with coaches and colleagues, and receive individualized support in integrating these practices into their own instruction. Teachers will convene twice per quarter in after-school sessions.
Middle School Collaboratives	**Grades 6-8 ELA Teachers**	English Language Arts (ELA) teachers in grades 6–8 will participate in quarterly professional learning sessions focused on enhancing instructional effectiveness. These sessions will address key areas including: explicit vocabulary instruction, targeted benchmark instruction, alignment of classroom tasks to grade-level benchmarks, strategies to increase student discourse, data-driven instructional decision-making, and explicit writing instruction grounded in the six principles of *The Writing Revolution* by Hochman and Wexler.
High School Collaboratives	**Grades 9-12 ELA Teachers**	English Language Arts (ELA) teachers in grades 9-12 will participate in quarterly professional learning sessions focused on enhancing instructional effectiveness. These sessions will address key areas including: explicit vocabulary instruction, targeted benchmark instruction, alignment of classroom tasks to grade-level benchmarks, strategies to increase student discourse, data-driven instructional decision-making, and explicit writing instruction grounded in the six principles of *The Writing Revolution* by Hochman and Wexler.
6-12 ELA BEST and FAST Basics	**Grades 6-12 ELA Teachers**	This session will provide participants with a foundational understanding of the ELA B.E.S.T. benchmarks and the structure of the ELA F.A.S.T. assessment used to measure student proficiency. It is particularly beneficial for: ● First-year teachers ● Educators new to secondary ELA content ● Secondary ELA teachers who are new to Florida This session will be offered twice during the school year.
Summer Learning - Intensive Reading	**6-12 Intensive Reading Teachers**	This session facilitates teachers' use of Vocabulary.com to effectively boost our intensive reading students' morphology. This optional session is open to all current 7-12 Intensive Reading teachers and is offered twice per year.
B.E.S.T. Practices in Intensive Reading and Collaboration	**7-12 Intensive Reading Teachers**	These sessions are designed for secondary Intensive Reading teachers to refine our delivery of direct, explicit, and engaging instruction of our curricula. The purpose of these sessions is to move beyond implementation and enrich our understanding of the science of reading and add engaging strategies that are being leveraged by our colleagues and educators outside of our district to increase the efficacy of our instructional practices.
K-12 Curriculum Guide Input	**K-2; 3-5; 6-8; 9-12 ELA Teachers**	At the end of each year, a cohort of teachers from the different grade bands are selected to review curriculum guides. Data from progress monitoring and PM3 FAST will help guide where to addresses needed changes, professional learning, or supplemental material.
Strategic Intervention Models (SIMS) Paraphrasing/Summarizing, Inference Strategy, LINCS Vocabulary	**Grades 4-10 + MTSS Pilot Schools + ESE**	**Learning Strategies** that can help students overcome specific learning difficulties that impede literacy, from identifying words in text to completing assignments on time to writing complete essays. Students use SIM Learning Strategies to help them understand information and solve problems. Students who do not know or use good learning strategies often learn passively and ultimately fail in school. SIM Learning Strategy instruction focuses on making students active learners.
MTSS Training	**School Based ITF's and MTSS Lead Administrators**	Beginning of the year mandatory training for Intervention Team Facilitators and MTSS Lead Administrators, focused on the district's mission and vision and multi-tiered system of support and led by the multi-disciplinary district MTSS

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		team. Follow up optional training opportunities based on district needs are offered throughout the year.

Instructional Personnel and Certified PreK Teachers

Describe how professional learning is provided to help instructional personnel and certified PreK teachers funded in the FEFP earn a certification, a credential or credentials, an endorsement or an advanced degree in scientifically researched and evidence-based reading instruction.

District-wide Professional Learning opportunities are coordinated by the reading department and are facilitated by district specialists and coaches. This includes training to help teachers integrate phonemic awareness, phonics, word study and spelling, fluency, vocabulary, and text comprehension strategies into an explicit, systematic, and sequential approach to reading instruction, including multisensory intervention strategies. The PL opportunities are designed to meet the requirements of s. 1012.585(3)(f). Teachers are notified of these opportunities via flyers and Google Classroom announcements and can register for the PL in Elevate, the district's professional learning tracking system. These sessions currently include: Reading Competency Courses through UF Flamingo; LETRS course; Corrective Reading and Spelling Through Morphographs DL Course; BEES Portal courses: Facilitated-- Exploring Structured Literacy, Differentiating Reading Instruction, Self-Paced, Independent-Reading Difficulties, Disabilities and Dyslexia, Structured Literacy through a Multi-Sensory Approach) Developmental Literacy, Literacy Micro-Credentials, and Leveraging Lexia PowerUp for Data-Driven Lesson Planning focused on Florida's B.E.S.T. Benchmarks for Reading.

Professional learning in B.E.S.T. ELA standards and evidence-based reading practices and programs are also offered at the district and school levels. District unit-planning sessions are offered five times a year in alignment with the curriculum guides that integrate the B.E.S.T. standards and the district-adopted reading curriculum. Additional district and school-based training is provided for teachers in using the supplemental resources in alignment with the B.E.S.T. standards and identified student needs.

Differentiated Professional Learning

Describe how professional learning is differentiated and intensified for teachers based on progress monitoring data.

Student data is reviewed throughout the year and support is prioritized for teachers, grade levels, and schools based on identified students' needs. Individual teachers may receive side-by-side coaching with job-embedded support, teams may receive ongoing support in reviewing data and developing literacy response plans, and school leaders may receive support for reviewing schoolwide data and making strategic plans for enhancing literacy instruction throughout the school.

7 schools have been identified for more intensive support in foundational skills K-3. These schools are implementing Fundations for foundational skills instruction. The district provides training and support as schools are launching this curriculum. Additional supports are provided to assist school based coaches in monitoring and supporting instruction.

Mentor Teachers

Describe how mentor teachers are identified and how model classrooms are established and utilized within the school.

Each school identifies teacher leaders to serve as mentor teachers and may also serve as model classrooms for others. These teachers are selected to demonstrate evidence-based literacy practices and the use of evidence-based literacy programs in ways that can be viewed and replicated by others to strengthen student literacy achievement across the school.

Demonstration classroom teachers have been identified in K-10 to provide professional learning and access to classrooms with evidence-based teaching practices. There will be one K-5 and one 6-10 ELA demonstration classroom teacher identified across the district. The teachers will 1) engage in ongoing job-embedded professional learning, 2) implement this learning in the classroom, 3) open their classroom for professional learning observations by other teachers. Demonstration classroom teachers will work closely with a district coach.

Professional Learning Time

Describe how time is provided for teachers to meet weekly for professional learning.

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As part of the CCEA teacher contract, teachers engage in a minimum of 1 hour of collaborative professional learning each week. Literacy teachers use this time to identify the specific literacy skills and standards that students need to know and be able to do, develop common formative assessments, and use other diagnostic literacy assessments as needed to determine which students are meeting expectations and which need additional support and develop responsive tiered support plans to meet the student needs.

6) Tutoring Programs to Accelerate Literacy Learning (Rule 6A-6.053(9)(b)3.b., F.A.C.)

Describe any tutoring programs available within your district and include targeted grade levels (e.g., Reading Achievement Initiative for Scholastic Excellence (RAISE) High School Tutoring). Add additional rows as needed.

Name of Tutoring Program	Target Audience	Description
SAI (Supplemental Academic Instruction)	K-5	The district establishes a tutoring program for students who have reading deficiencies with funding provided through SAI (Supplemental Academic Instruction) findings or as funds become available. The district utilizes evidence-based materials included in our Decision Tree for before or after-school tutoring based on individual student needs through additional screenings. Schools develop a data-driven plan that identifies specific students, screenings to determine needs, and evidence-based materials that will be used for instruction. Materials include: The *Phonemic Recognition Instruction Delivering Empowerment* (P.R.I.D.E.) *Orton-Gillingham Program*–PAR (Green) Level; Black Grades 4-5 non-Summer Reading Camp students. The P.R.I.D.E. *Orton-Gillingham Program* is based on scientific research and years of Orton-Gillingham training and teaching experience at P.R.I.D.E. *Orton-Gillingham Program* Learning Center. P.R.I.D.E. *Orton-Gillingham Program* Learning Center is world-renowned for its work with students struggling with their reading and spelling due to common language difficulties such as dyslexia, auditory and visual processing disorders, speech deficits, and other learning differences. *Spelling Through Morphographs* Grades 4-6
RAISE School K-2 Tutoring	K-2	RAISE schools as identified through May, Progress Monitoring 3 outcomes, receive additional funds to prioritize K-2 students with the intention to ameliorate gaps prior to third grade. Screeners will be utilized to determine students' most foundational reading component to begin with a tutoring focus to close gaps. Materials include: *Heggerty Phonemic Awareness* (ESSA Level 3), From Phonics to Reading Backpack **Levels K, A, B, C dependent on student need (ESSA Level 4),** Kid Lips Tools4Reading Backpack **(meets criteria for ESSA Level 3).**

7) Family Engagement (Rule 6A-6.053(9)(b)3.o., F.A.C.)

In accordance with the list outlined in s. 1008.25(5)(d), F.S., describe the district's plan for immediately notifying parents of students identified with a substantial deficiency in reading.

When a student is identified with a substantial reading deficiency, the parents of the student will receive a digital copy of the district's Read At-Home Plan in alignment with s. 1008.25(5)(e), F.S. The plan is embedded with links to resources including links to the New Worlds Reading Initiative and the New Worlds Reading Scholarship. The plan is disseminated

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through school communication, emails to families, posters provided to schools, Google Classrooms to teachers, and on the OneClay website.

Schools receive data to determine which students enroll in the New Worlds Reading Initiative. Students who qualify, but are not enrolled, will receive information through backpack fliers, email messages, and parent conferences. The district provides this information to schools after each Progress Monitoring Assessment.

Back-to-school events are planned for the district's most at-risk schools to assist in enrolling students in these partnership programs.

Parents will digitally receive a Literacy Newsletter each quarter. The goal of the newsletter is to provide ongoing information to assist in building a stronger partnership between school and home. Parents will be provided with educational articles, activities, and updates about literacy in our district.

Each year, family nights are planned to engage all stakeholders in literacy. OneClay Parent Academies are hosted 3 times per year at locations in each region of the district. A VPK-2 literacy night is held during Florida's Literacy Week to offer partnership resources and activities for families.

Describe the literacy partnerships or programs the district utilizes to increase support for families to engage in literacy activities and reading at home (e.g., New Worlds Reading Initiative).

Our school district partners with New Worlds Reading Initiative. Flyers are distributed to schools with the purpose of sharing with qualifying students. The district provides family emails for teachers to send home to specific students. The district contact shares New Worlds information with administrators for direct contact for partnerships of school literacy nights. The district literacy night includes a partnership with CEA to host a New Worlds Reading Initiative table to provide families with information. The district literacy team supports RAISE schools in distributing flyers on orientation day.

8) Assurances (Rule 6A-6.053(9(b)2., F.A.C.)

District CERP Assurances: Initial next to each assurance (a.—i.). The [Local Educational Agency Chief Executive Officer, or his/her authorized representative] assures the following:

Initials	Assurance
	a. All reading instruction and professional learning is grounded in the science of reading; uses instructional strategies that includes phonics instruction for decoding and encoding as the primary strategy for word reading; and does not employ the three-cueing system model of reading or visual memory as a basis for teaching word reading.
	b. All students identified with a substantial deficiency in reading are covered by an individualized progress monitoring plan that meets the requirements of s. 1008.25(4)(c), F.S., to address their specific reading deficiency, unless they have an IEP or 504 plan that addresses their reading deficiency, or both in accordance with Rule 6A-6.053(6)(c), F.A.C.
	c. All intensive reading interventions provided in Summer Reading Camps to students in grade 3 who score Level 1 on the statewide, standardized ELA assessment are delivered by instructional personnel who are certified or endorsed in reading and rated highly effective as determined by the teacher's performance evaluation under s. 1012.34, F.S. All other intensive reading interventions are

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	delivered by instructional personnel who are certified or endorsed in reading, or by instructional personnel who possess the elementary or secondary literacy micro-credential and who are supervised by an individual certified or endorsed in reading.
	d. Each school has a literacy leadership team consisting of a school administrator, literacy coach, media specialist and a lead teacher, as applicable.
	e. All literacy coaches in the district meet the minimum qualifications described in Rule 6A-6.053(4), F.A.C.
	f. Literacy coaches are prohibited from performing administrative functions that will detract from their role as a literacy coach and spend limited time administering or coordinating assessments.
	g. Literacy coaches are assigned to schools with the greatest need based on student performance data in reading.
	h. Time is provided for teachers to meet weekly for professional learning, including lesson study and professional learning communities.
	i. The CERP will be shared with stakeholders, including school administrators, literacy leadership teams, literacy coaches, classroom instructors, support staff and parents.

Local Educational Agency Chief Executive Officer or Authorized Representative (Printed Name):	
Signature:	Date:

House Bill 1255 amends section 1003.4201, Florida Statutes, and adds a component of the reading instruction plan to provide a description of how the district prioritizes the assignment of highly effective teachers from kindergarten to grade 2.

9) Highly Effective Teachers

Describe how the district prioritizes the assignment of highly effective teachers, as identified in s. 1012.34(2)(e), from kindergarten to grade 2.

We recognize the importance of building a strong foundation for students in grades K-2. Considerations for identifying highly effective teachers through multiple measures that can include–teacher evaluations, student data, classroom walkthroughs, and collegial learning. As teachers are identified, administrators work to strategically place teachers based on teacher strength and student needs.

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June 26, 2025 - Regular School Board Meeting

Title

C7 - 2025-2026 Dual Enrollment Articulation Agreement Between School Board of Clay County and St. Johns River State College (SJRSC)

Description

A collaborative agreement between the St. Johns River State College and SBCC for Dual Enrollment purposes. The 2025-26 agreement allows for the continuation of a longstanding relationship between the two organizations. This agreement allows Clay County students to enroll in dual enrollment college courses on the campuses of SJRSC and on each high school site. This agreement outlines policies pertaining to Dual Enrollment and the roles and responsibilities of each entity.

Gap Analysis

This agreement allows students to continue college-level courses while enrolled in high school.

Previous Outcomes

Clay County has had a positive working relationship with SJRSC for many years and the agreement benefits the students of the District by allowing them to earn both college credits and high school credits simultaneously. Thousands of students have earned these dual credits over the years, thus, allowing students to accelerate their postsecondary work and to save parents/families money.

Expected Outcomes

Clay County students will continue to receive college-level courses on the high school sites and on the SJRSC campus and to inform students of this opportunity. It is expected that the total number of credit hours earned will continue to increase as more students take advantage of the Dual Enrollment program and earn college level credits.

Strategic Plan Goal

Goal 1: Engage all students to attain the necessary skills and knowledge to be future-ready graduates.
Strategy 1.3: Graduate students who are ready to enroll, enlist, or be employed in the workforce.

Recommendation

That the Clay County School Board approve the 2025-2026 Dual Enrollment Articulation Agreement Between Clay County School District and the District Board of Trusees of St. Johns River State College

Contact

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

Treasure Pickett, Chief K-12 Academic Services, treasure.pickett@myoneclay.net, 904-336-6918

Financial Impact

$600,000.00 based on 24-25 enrollment

Review Comments

Attachments

SJRSC Dual Contract 250195 2025-2026.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250195
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE: 6/5/2025

WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED

☐ Must Have Board Approval over $100,000.00

Date Submitted: May 9, 2025

Name of Contract Initiator: Treasure Pickett Telephone #: 904-336-6918

School/Dept Submitting Contract: K12 Academic Services Cost Center # 9007

Vendor Name: St. Johns River State College

Contract Title: 2025-2026 Dual Enrollment Articulation Agreement

Contract Type: New ☐ Renewal ☐ Amendment ☐ Extension ☐ Previous Year Contract # 240175

Contract Term: 8/1/25 - 7/31/26 Renewal Option(s):

Contract Cost: 600,000.00 based on 25-26 enrollment

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE *(when applicable)*:

RECEIVED
By Elaine at 12:54 pm, May 19, 2025

_____ Completed Contract Review Form

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

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

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

_____ State of Florida Workers Comp Exemption (https://apps.fldfs.com/bocexempt/) (If Applicable) *verbiage updated on pg 7 for course SLS 1122

_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department **REVIEWED** **By Bertha Staefe at 1:11 pm, May 28, 2025**	FLDOE 6A-1.012 (11)(b) Educational Services FLDOE 6A-1.012 (11)(a) Professional Services
School Board Attorney JPs Review Date 6/6/25	Approved.
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	**TENTATIVELY APPROVED** Pending Signature

ST. JOHNS RIVER STATE COLLEGE

DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

2025-2026 Dual Enrollment Articulation Agreement Between the Clay County School District and the District Board of Trustees of St. Johns River State College

Section 1007.271 (21), Florida Statutes, specifies the development of the Dual Enrollment Articulation Agreements between the state college presidents and the superintendents of schools within their respective state college districts for the purpose of providing a primary framework within which all future Dual Enrollment objectives and activities shall be described. The Clay County School District hereinafter referred to as CCSD, and the District Board of Trustees of St. Johns River State College, hereinafter called SJR State, desire to implement the above statute and have, therefore, established an articulation committee with representation from CCSD and SJR State. Each year, this articulation committee will review this agreement and the performance of parties hereunder in order to assure both parties that it continues to serve their mutual interest.

Committee members shall include:

- Appointed CCSD Representative, Clay County School District (Co-Chair)
- Vice President for Academic and Student Affairs, SJR State (Co-Chair)
- Assistant Vice President for Workforce Education, SJR State
- Associate Vice President for Academic Affairs, SJR State
- Director of Dual Enrollment, SJR State
- Director of Career Education (if applicable), CCSD
- Appointed CCSD Representative

The term of this agreement shall commence August 1, 2025, and end July 31, 2026. Either party may cancel this agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This agreement may be amended only by written communication signed by the Superintendent of the Clay County School District and the President of St. Johns River State College.

CCSD and SJR State agree as follows:

1. **Ratification of articulation agreements between the State college and school district:** This agreement replaces any existing agreement with CCSD and SJR State regarding the Dual Enrollment Articulation Agreement.

2. **Parent and student notification process about student participation in the Dual Enrollment program:** CCSD and SJR State will work collaboratively to notify eligible students and their parents of Dual Enrollment acceleration mechanisms. CCSD shall inform all eligible secondary students and their parents of Dual Enrollment as an educational option and mechanism for acceleration, including eligibility criteria, and the process by which students exercise their option to participate in Dual Enrollment. This information shall be included annually in each high school's curriculum guide, programs of study, student progression plan, and/or course catalog. SJR State will work with CCSD to provide information for their curriculum guides/progression plans/course catalogs, will coordinate inquiries to SJR State from parents and students with school counseling staff, and will communicate directly with parents and students about Dual Enrollment options as appropriate. Additionally, SJR State's Director of Dual Enrollment will host annual Information Sessions for potential Dual Enrollment students and parents.

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3. **Programs and courses available to students eligible for Dual Enrollment:**

A. *Program Description:* Dual Enrollment, an articulated mechanism between CCSD and SJR State, shall serve to shorten the time necessary for students to complete the requirements associated with the conferral of a degree, broaden the scope of curricular options available to students, and/or obtain opportunities for completing career/technical programs. Section 1007.271, Florida Statutes, establishes that "the Dual Enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree" (Section 1007.271(1), F.S.). "Early admission shall be a form of Dual Enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree" (Section 1007.271(7), F.S.). "Career early admission is a form of career Dual Enrollment through which eligible secondary students enroll full time in a career center or a state college in courses that are creditable toward the high school diploma and the certificate or associate degree" (Section1007.271(8), F.S.). Students enrolled as Dual Enrollment, early admission, or career early admission shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as Dual Enrollment, early admission, and career early admission will be eligible to participate in both high school and College activities as appropriate including graduation and other extracurricular activities.

B. Course Offerings: Dual Enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The *Dual Enrollment Course -- High School Subject Area Equivalency List* states the relationship between high school and college course subject areas and dictates the awarding of credit for said classes (available online at https://www.fldoe.org/policy/articulation/dual-enrollment-agreements.stml). All courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for Dual Enrollment credit and count toward high school graduation, including electives. These courses may include but are not limited to communications, humanities, mathematics, science, social sciences, foreign languages, and workforce education courses. Physical education, college preparatory, and non-credit courses in addition to courses within selected limited access programs are excluded from this agreement, as are courses with activities that presume an adult-level of maturity and personal responsibility such as study abroad. Neither traditional high school nor dual enrolled high school students may be permitted to pay to take any college courses, including physical education or college preparatory classes. In addition to the A.A. and A.S. degrees, career and technical certificate programs are available to students eligible for Dual Enrollment. Dual enrolled students must be A.A., A.S. Degree or CTC certificate seeking students.

C. High School Site Dual Enrollment courses: CCSD's Principals or CCSD's Dual Enrollment contact must contact the Dual Enrollment Office with any known extended, planned or unplanned medical or other leave of the Dual Enrollment teacher immediately upon knowing of the absence. High school site Dual Enrollment courses must meet the required contact hours of the specific course requirement in a consecutive manner. In addition, no course material is to be covered and grades are only to be assigned by the Dual Enrollment teacher or by an SJR State approved substitute who meets the appropriate credentials of an SJR State faculty member. (This only applies if CCSD offers Dual Enrollment high school site courses).

4. **Process for students and their parents to elect to participate in the Dual Enrollment program:**

A. Application Procedure: In order to participate in Dual Enrollment at SJR State, Dual Enrollment eligible high school students will be required to first meet with their school counselor to receive and complete the Dual Enrollment Admission Application (online application). The completed Dual Enrollment Admission Application online verification form (students print this form at the conclusion of the online admissions application) and a copy of official test scores must be submitted, with all necessary signatures, to the high school Dual Enrollment counselor by the posted Dual Enrollment deadline. The school counselor will confirm that the student has the appropriate class standing, P.E.R.T., React, ACT, PSAT or SAT test scores (or any other form of alternative placement, Appendix 9) and

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GPA to be eligible for Dual Enrollment prior to forwarding the application to SJR State. Students who do not have a social security number will need to use the paper Dual Enrollment Admissions Application (Appendix 1).

B. Career and Technical Certificate (CTC) Application Procedure: CTC programs are limited access with unique admission requirements. Students must meet specific criteria with the academic department before enrollment. The application and registration procedure are amended to ensure a review of the student's qualifications as they pertain to meeting these criteria. Admission criteria for each CTC program may be found in the College catalog. CTC programs require a mandatory orientation facilitated by the academic department so that students may be provided with the additional admission requirements and due dates associated with on the job training components of CTC programs (i.e. physical exam). It is within the discretion of CCSD to assign Career and Technical Education program staff to assist with the responsibilities of disseminating and collecting Dual Enrollment applications and supporting documentation needed to fulfill the CTC admission requirements addressed during this orientation. The maximum course load for a CTC student is the required sequence of courses in the CTC program.

C. Acknowledgement of Principles of Participation: By signing the online admissions application, students selected for participation in Dual Enrollment and their parents both agree to the *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* (available online on the SJR State's Dual Enrollment webpage at https://www.sjrstate.edu/pdfs/Principles_Participation.pdf). Students also have the ability to print out the Principles of Participation at the conclusion of the online admission application. This document should be retained by the student.

D. Registration Process: The Dual Enrollment student meets with their high school's Dual Enrollment contact to initiate the registration process as well as receive approval to any changes in their Dual Enrollment schedule, in order to safeguard the meeting of high school graduation requirements. The student must submit the paper Dual Enrollment registration form (Appendix 4) so the high school's Dual Enrollment contact can approve it.

E. Disabilities Accommodation: Students will need to contact SJR State's Advising Center to register for accommodations. The student has the responsibility to self-identify to the appropriate College personnel.

F. Schedule Changes: In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all schedule change requests with their school counselor. The school counselor will then submit the necessary paperwork on the student's behalf to the Office of Dual Enrollment for processing (Appendix 5). All schedule changes must be completed by the College's published add/drop deadline.

G. Withdrawing from a Course: In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all course withdrawal requests with their school counselor. The school counselor will then submit the necessary paperwork on the student's behalf to the Dual Enrollment Office for processing (Appendix 6). All withdrawals must be completed by the College's withdrawal deadline. Dual Enrollment students who earn a "W" by withdrawing from a course will be subject to dismissal from the Dual Enrollment program. Students will be withdrawn from both a lecture and a lab when they are taken as co-requisites. CTC withdrawal deadlines are different from those posted in the academic calendar. Students are informed of these dates during required program orientations or on the first day of class. Students who withdraw or receive a D or F in a course must first complete the petition process with the Dual Enrollment Office before they are permitted to register for additional courses.

H. *Maximum Course Load:* The student should work closely with an SJR State College academic advisor to work out a course load that can be successfully completed each term. It is recommended that students take no more than 10 credit hours of accelerated courses during the summer term. Early admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term; additional hours would require approval of a written request.

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I. Weighting of Dual Enrollment: CCSD will "weigh Dual Enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated" (Section 1007.271, F.S.).

J. Final Course Grades: At the end of the semester after grades are posted, the Dual Enrollment Office will transmit students' final course grades to the school counselors. Students may view their final course grades through SJR State's online portal by logging into their account and selecting "View Grades".

K. High School Site Dual Enrollment Grades: For both fall and spring semesters, high school site Dual Enrollment teachers will submit their grades via MySJRstate portal. Fall semester grades must be submitted into the MySJRstate portal by 11:59pm on December 16, 2025, and Spring semester grades must be submitted into MySJRstate portal by 11:59pm on April 28, 2026.

L. Student Learning Outcomes: Student learning outcomes (SLOs) for select courses are formally assessed and results are submitted via the MySJRstate portal. SJR State determines which courses will be assessed as well as the assessment methods and criteria. Dual Enrollment teachers will be notified no later than September 1, 2025 and February 1, 2026. For both fall and spring semesters, high school site Dual Enrollment teachers of select courses will submit their student learning outcomes data and narratives via the MySJRstate portal. Fall semester SLOs must be submitted into the MySJRstate portal by 10:00pm on December 16, 2025, and Spring semester SLOs must be submitted into the MySJRState portal by 10:00pm on April 28, 2026.

M. College Academic Calendar: Dual Enrollment students are required to adhere to SJR State's Academic Calendar and attend all regularly scheduled classes, regardless of any conflicts with high school holidays, extracurricular activities, and sports. SJR State's Academic Calendar is available in the College Catalog and also posted online at https://www.sjrstate.edu/academcal .

N. Grade Forgiveness: Students may not repeat Dual Enrollment courses that they earned a "W", "D", or "F" (unless granted permission through the Dual Enrollment petition process). All grades including "W" for withdrawal will become part of the student's permanent record. SJR State's grade forgiveness policy is that the last grade recorded for a course will be used to calculate the student's SJR State cumulative GPA. Students will only be granted one Dual Enrollment petition while enrolled in SJR State's Dual Enrollment program.

5. **Student eligibility requirements for participation in the Dual Enrollment program**:
A. Eligibility Criteria for Student Participation in Dual Enrollment: Students eligible for Dual Enrollment must be an eligible secondary student with an unweighted high school GPA of 3.0 and demonstrate readiness for college coursework through scores on college placement tests. Early admissions students' eligibility would be the same requirements for a Dual Enrollment student. Participation in career/vocational Dual Enrollment requires a 2.0 unweighted GPA. Students who are enrolled at their high school as 11th grade juniors or 12th grade seniors may enroll in SLS 1122 Academic Pathways for College Success with a 2.5 unweighted high school GPA. Dual Enrollment students will be required to complete the P.E.R.T., react, ACT, PSAT and/or SAT (or any other form of alternative placement, Appendix 9). No student shall be enrolled in a college credit mathematics or English Dual Enrollment course unless the student has demonstrated adequate precollegiate preparation on the appropriate sections of the P.E.R.T., precast, ACT, PSAT or SAT (or any other form of alternative placement, Appendix 9). High school students who do not meet the minimum class standing but who are enrolled in a career academy or are otherwise selected by their high school administration for participation in Dual Enrollment and meet the other minimum requirements may do so upon petition to SJR State's Dual Enrollment Office by their school district. High school students not enrolled through the Dual Enrollment program shall not be permitted to take college level credit or vocational credit classes at SJR State under any circumstances or proviso.

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B. Continued Eligibility of Student Participation in Dual Enrollment: Dual Enrollment students who earn below a "C" (including a "W" grade) in any Dual Enrollment course will be subject to dismissal from the Dual Enrollment program. Dual Enrollment students must maintain an unweighted cumulative high school GPA of 3.0 or higher and a college GPA of 2.0 or higher to continue in the Dual Enrollment program. CTC Dual Enrollment students must maintain an unweighted cumulative high school GPA of 2.0 or higher to continue in the Dual Enrollment program and a college GPA of 2.0 or higher in order to continue in the Dual Enrollment program. Students who do not meet these minimum standards to continue in Dual Enrollment may contact the Dual Enrollment Office to learn about the petition process. Students not maintaining this standard are subject to dismissal from the Dual Enrollment program and will not be eligible for admission if this standard was not met at a previous college or university. Students who do not maintain satisfactory progress at the college will be placed on academic probation through the College's Records Department.

With SJR State's approval, dual enrollment students are allowed to repeat a course one time through Dual Enrollment. Third and subsequent attempts must be paid for by the student after completion of high school graduation and will be charged the full cost of instruction, which is roughly equivalent to out of state tuition. Although all course attempts are listed on the student's transcript, only the grade earned in the most recent attempt is calculated in the overall GPA at SJR State. If a student stops attending class, the grade earned, usually an F, is assigned and posted. Other institutions may not necessarily have the same grade forgiveness policy as SJR State, and other institutions may recalculate student GPA's or reassess eligibility for financial aid.

Pursuant to State Board of Education Rule 6A-14.064, students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics as determined by one of the methods established by the Florida Department of Education (i.e. scores on the P.E.R.T, PreACT, A.C.T, PSAT or S.A.T.), shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. A student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in one of the basic competency areas of reading, writing, or mathematics will be dismissed from the Dual Enrollment program until correction of all deficiencies. At the time of program dismissal, the student will be advised of the requirements for the associate in arts degree completion and state university admission requirements.

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

D. Graduating Seniors: Students who graduate prior to completion of the postsecondary course may not register for the course through Dual Enrollment. Graduating seniors who successfully participated in Dual Enrollment while in high school may be approved to register as traditional, fee-paying students in summer courses that begin prior to the award of their high school diploma after completion of a waiver process that originates in the Office of Student Affairs; however, financial aid will not be available to students until after their high school diploma has been conferred.

6. **<u>Delineation of the high school credit earned for the passage of each Dual Enrollment course:</u>**
Course Credit: Students enrolled in Dual Enrollment courses shall earn both high school credit from CCSD and college credit from SJR State if they meet the minimum requirements for satisfactory completion of such courses. Students who complete a three (3) or four (4) credit hour Dual Enrollment course at SJR State with a passing grade will earn at least one-half (1/2) elective credit towards the high school diploma and/or designated subject credit assigned by the *Dual Enrollment Course -- High School Subject Area Equivalency List as listed on the FLDOE webpage.*

7. **Process for informing students and their parents of college-level course expectations:**
During the application process, students selected for participation in Dual Enrollment and their parents agree to the *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* by signing the Admissions Form or Online Consent Page (available online on the SJR State Dual Enrollment webpage at https://www.sjrstate.edu/pdfs/Principles_Participation.pdf and Appendix 2). This document is also available for print at the conclusion of the online admissions application. The *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* addresses the college-level course expectations as well as the fact that Dual Enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. Additionally, SJR State's Director of Dual Enrollment will host annual Information Sessions for potential Dual Enrollment (also available online on the SJR State's Dual Enrollment webpage). During these information sessions, the college-level course expectations are presented. Each fall, SJR State's Director of Dual Enrollment hosts a Dual Enrollment Orientation for new Dual Enrollment students (also available online on the SJR State Dual Enrollment webpage). During these sessions, the differences between high school expectation and college expectations are detailed. Upon request, by the high school, the Dual Enrollment Office will present additional sessions throughout the year.

8. **Policies and procedures for determining exceptions to the required grade point averages on an individual student basis:** Section 1007.271(3), F.S. allows exceptions to the required GPA on an individual student basis if both parties agree. Students must submit a petition that must be approved by the appropriate high school personnel and College personnel. Student's coursework, college readiness, and other factors will be reviewed to determine if the student has the potential to be successful in the Dual Enrollment program. If a student is approved, the student will be placed on probationary status and may be limited in credit hours and course selection.

9. **Registration policies for Dual Enrollment courses:**
A. Course Scheduling: Section 1007.271(5), Florida Statutes, establishes that "District school boards shall annually assess the demand for Dual Enrollment and other advanced courses, and the district school board shall consider strategies and programs to meet that demand and include access to Dual Enrollment on the high school campus whenever possible. Alternative grade calculation, weighting systems, or information regarding student education options which discriminates against Dual Enrollment courses is prohibited." So as to implement the above statute, CCSD and SJR State will work collaboratively to ensure students eligible for Dual Enrollment shall be permitted to enroll in Dual Enrollment courses offered on the high school site, on SJR State's campuses, and/or offered through distance learning as appropriate. Students eligible for Dual Enrollment shall be permitted to enroll in Dual Enrollment courses conducted during school hours, after school hours, and during the summer terms.

B. Registration Procedure: After acceptance into the Dual Enrollment program, the student and high school Dual Enrollment contact will meet to fill out the course registration form (Appendix 4). The high school's Dual Enrollment contact will submit the Dual Enrollment registration form (Appendix 4) to the SJR State's Dual Enrollment Office. The Dual Enrollment Course Registration Form should be submitted as soon as possible, but no later than the posted Dual Enrollment deadline (https://www.sjrstate.edu/dual.html under Important Dates). During Dual Enrollment Registration, Dual Enrollment students taking courses on the College site will be required to log into MySJRstate, SJR State's online portal, to confirm their registration. Students registering for Dual Enrollment courses taught on the high school site will be registered at the beginning of the fall and spring semesters at the high school.

C. Registration Policies for CTC Dual Enrollment courses: The scheduling of CTC courses does not align with the traditional semesters and registration periods for college credit courses. CTC courses have start and end dates at various times throughout the academic year. If necessary, registration for CTC courses may occur during the first day of class rather than during the college credit Dual Enrollment registration periods in the high school. However, for course approval purposes, the course name, number, and section number can be provided to the district guidance staff and high school Dual Enrollment contact for use during these registration periods.

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D. SLS 1122, Academic Pathways for College Success course: Beginning Fall 2025, students who have reached 12 credit hours through Dual Enrollment will no longer be required to enroll in SLS 1122, Academic Pathways for College Success, the required student success course. This course is recommended and serves as an elective within the Associate in Arts degree.

10. Program Management and Quality Assurance:

A. Program Management: Dual Enrollment courses are college courses with the identical content and learning outcomes expected of all other college courses identified with the same statewide course prefixes and numbers. To ensure that the Dual Enrollment program demonstrates the level of academic rigor expected of all college courses and programs, CCSD and SJR State's Dual Enrollment Program will adhere to the rules dictated in the *Statement of Standards of Dual Enrollment /Early College Programs in the Florida State College System* (available online at https://www.fldoe.org/core/fileparse.php/7534/urlt/0107224-dualenrollmentstatementstandards.pdf) that was codified in State Board of Education Rule 6A-14.064, FAC. CTC programs are limited access and the capacity is determined by the program requirements. Although Dual Enrollment faculty teaching college credit courses will have completed at least (18) graduate semester hours in the teaching discipline and hold at least a master's degree, teachers of CTC Dual Enrollment courses will have the credentials established by the Southern Association of Colleges and Schools Commission on Schools (SACSCOC) for each CTC level program area.

B. Enrollment capacity: Composition courses are limited to 25 students in each section. Science lectures and labs have a maximum of 24 students. All other Dual Enrollment courses are limited to 30 students per course section. High school site dual enrollment classes must have the same seat limits of those classes taught at SJR State, typically 20-35 depending on the discipline. Any exceptions must have prior approval from SJR State.

C. Dual Enrollment Instructors: Teachers of Dual Enrollment courses will have college teaching credentials established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Appropriate CCSD and SJR State staff shall meet and confer to recommend qualified faculty for Dual Enrollment classes taught on the high school site. Preference will be given to qualified high school teachers in the selection process. All instructors will meet or exceed the academic and professional preparation requirements for teaching at SJR State. All Dual Enrollment faculty will have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree. SJR State will determine whether a high school instructor meets the minimum requirements to teach dual enrollment courses.

D. Faculty Evaluation: SJR State will evaluate instruction and monitor student performance and student satisfaction in all Dual Enrollment classes using the same criteria for judging instructional quality as in effect in all classes offered at the College. To ensure course content, requirements, and evaluation components for Dual Enrollment courses taught on the high school site will be identical to those taught on SJR State's campuses, all SJR State's Dual Enrollment instructors will be assigned a curriculum coordinator and/or mentor from SJR State's full-time faculty. The assigned SJR State personnel will evaluate the Dual Enrollment teacher annually based on the College's teacher evaluation criteria.

E. Dual Enrollment Advisory Committee: CCSD and SJR State shall appoint an advisory committee to make recommendations regarding the Dual Enrollment classes and other aspects of this agreement.

F. Administration: SJR State shall appoint an administrator, the Director of Dual Enrollment, who shall represent SJR State in all matters pertaining to the operation of Dual Enrollment classes and shall serve as liaison between CCSD and SJR State. CCSD shall appoint an administrator who shall represent CCSD in all matters pertaining to the operation of the Dual Enrollment classes and shall serve as liaison between CCSD and SJR State

11. Determination of Student Eligibility and Monitoring of Student Performance:

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A. High School Counseling Services: CCSD's counseling staff will maintain oversight and monitoring responsibility to ensure the meeting of high school graduation requirements remains the priority. In addition, each high school's Dual Enrollment contact will check the unweighted GPA of Dual Enrollment students to confirm GPA qualifications are met. To ensure seamless articulation and coordination, school counselors will meet at least once per year with SJR State's college advisors.

B. College Guidance Services: Prior to the beginning of the fall term, SJR State's Dual Enrollment Office will host Dual Enrollment Orientation Sessions for new and returning Dual Enrollment students. The purpose of the Dual Enrollment Orientation Sessions will be to introduce the Dual Enrollment students to the College campus; highlight the SJR State guidance, career, library, and college planning services available; and clarify College policies and procedures. A key advising point that will be shared with parents and students is that Dual Enrollment grades are calculated and recorded in the student's college GPA and transcript, creating a permanent record that can impact future university admission decisions. At this time, all high school Dual Enrollment students will be assigned a MySJRstate account. Through this online portal, the College will send the student communications about educational and career development activities. Additionally, Dual Enrollment students will work with the staff of SJR State's Dual Enrollment Office regularly throughout the process of planning and scheduling Dual Enrollment courses. Dual Enrollment and early admission students are encouraged to meet regularly with college advisors and to develop a post-secondary plan and major during information and orientation sessions. Dual Enrollment and Early Admission students will be required to meet with a college advisor after completion of 20 college credits. Information and orientation session presentations are also available online to all students who cannot attend in-person sessions. It is the student's responsibility to review this material before their Dual Enrollment career begins.

C. Responsibility for Student Screening: The P.E.R.T. placement test can be administered by CCSD to high school students eligible for Dual Enrollment. Students who have a qualifying PreACT, A.C.T., PSAT or S.A.T. scores are not required to take the P.E.R.T. CCSD will be solely responsible for providing test security at all P.E.R.T. testing sites. CCSD will administer and provide the P.E.R.T. test materials at no charge for high school students eligible for Dual Enrollment. SJR State will assist high school personnel in interpreting individual students' test results for course placement and assistance in the development of academic interventions by high schools to improve student's skills. The Dual Enrollment contact for CCSD will be responsible for providing individual student's test scores to SJR State's Dual Enrollment Office as part of the Dual Enrollment application process.

D. Testing at the High School Site: Testing at CCSD for Dual Enrollment will be the responsibility of CCSD. Reasonable accommodations will be provided at the test site at the expense of CCSD for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.

E. Testing at the College Campus: With prior approval and in very limited numbers, the P.E.R.T. may be administered at a testing center at SJR State at the request of the high school. All P.E.R.T. testing at the College campus must be approved by SJR State's Director of Dual Enrollment. Students approved to test at SJR State's Campus will be responsible for providing their own transportation to the College and for paying the College's $20 testing fee. Reasonable accommodations will be provided at the test site at the expense of the College for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.

F. Retaking the P.E.R.T.: Dual Enrollment students may retake the P.E.R.T. during their high school tenure in accordance with SJR State's P.E.R.T. Policies and Procedures.

G. *Alternative Placement Methods:* Pursuant to Section 1008.30, F.S., *Alternative Methods to Common Placement Tests*, Florida College System institutions may use alternative methods in lieu of the common placement tests under subsection 2 to assess student readiness for college-level work in communication and computation. Institutions shall recognize scores and grades on alternative methods specified in paragraphs (3)(a) through (3)(c) as valid for placement purposes for a minimum of two years. (a) Tests and assessments: A score that meets or exceeds the standard score

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on any one of the assessments shall be accepted as demonstration of readiness for college-level work. Institutions shall accept scores on the public high school transcript in addition to official score reports from the issuing entity listed in this subsection as an official record. (b) Performance in high school coursework: Any student who has an unweighted high school GPA of 3.0 and achieves a grade of "B" or better in any of the courses listed below shall have demonstrated readiness for college-level work. Institutions shall accept courses and grades on the public high school transcript as an official record. (c) Credit-by-examination: Students achieving passing scores and receiving credit for college-level communication or computation pursuant to the credit-by-examination equivalency list in Rule 6A-10.024, F.A.C., shall have previously demonstrated readiness for college-level coursework.
Please consult Testing Information located on the Dual Enrollment web page under the Quick Links for a full description and chart of the alternative methods.

H. Student Policies, Procedures, and Behavioral Expectations: Students enrolled in Dual Enrollment classes will be subject to the student policies and procedures of both CCSD and SJR State. Should a conflict be identified as a result of either institution's policies or procedures, CCSD and SJR State will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for students. College policies and procedures are published in the College Catalog/Handbook and are also available online on the Student Services website at https://www.sjrstate.edu/cataloghandbook2025.pdf.

I. High School Site's Attendance Policy: The attendance policy is dictated by the teacher's syllabus. At the high school site, the teacher may elect to excuse up to six absences due to the number of the course's contact hours. This is ultimately up to the discretion of the instructor.

J. *High School's/School District's Disciplinary Action:* A student suspended from their high school may not attend their high school site's Dual Enrollment courses. Yet, they can attend their college site Dual Enrollment courses. If a student is sent to the district's alternative school, then the Dual Enrollment student loses their Dual Enrollment eligibility and will receive a "W" for all of their registered Dual Enrollment courses. When a child of any age is taken into custody by a law enforcement officer for an offense that would have been a felony if committed by an adult, or a crime of violence, the law enforcement agency must notify the superintendent of schools that the child is alleged to have committed the delinquent act. If the child is a dual enrolled student at a postsecondary institution, the superintendent of schools, or his or her designee, must notify the chief of police or the public safety director of the postsecondary institution at which the student is dual enrolled within 1 business day after receiving the initial notification, Florida Statute 985.04(4)(a).

12. **Student Grades and Records:**
A. Student Grades, Transmission of student grades in Dual Enrollment: Grades assigned by the post-secondary institution for Dual Enrollment courses, including the "W," are to be accepted at face value by CCSD and are not to be changed on the student's high school academic record (SBE Rule 6A-1.09941, F.A.C.).

B. Student Records: CCSD and SJR State may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

13. **Responsibility for Costs:**
A. Full-Time Equivalency Funding: CCSD shall be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules. For Dual Enrollment courses offered on the College campus and online, CCSD shall pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For Dual Enrollment courses offered on the high school campus by a qualified high school teacher, by an SJR State adjunct, or by an SJR State full-time instructor, CCSD shall be responsible for the College's actual costs associated with Dual Enrollment.

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For 2025-2026, the following per credit hour rates will apply:

- Course taught on SJR State Campus: $71.98/credit hour
- Course taught online: $71.98/credit hour
- Course taught on the high school campus by a qualified high school instructor: No fee
- Course taught on the high school campus by an SJR State adjunct or full-time instructor teaching as an overload: $700.00 per credit hour

B. CTC Responsibility for Costs: The current credit hour rate for CTC courses taught on the SJR State Campus is $60.93 per credit hour which converts to $2.33 per vocational clock hour which will be the responsibility of CCSD along with other required course fees as outlined in the specific program cost summary sheet. CCSD will also be responsible for books and if providing background checks, CCSD will submit this information to SJR State. Students will be responsible for required physicals and shots for participation in clinicals and will release this information to the college as well as clinical sites. Students may add or drop a course during the add/drop window for the part of term associated with the CTC course. These dates are provided to CCSD and students during the CTC program orientation.

C. Add/Drop and Withdrawal Policy: Students may drop a course during the Add/Drop window denoted on the College's Academic Calendar. CCSD will not be assessed tuition for students who drop a course during Add/Drop. After the conclusion of Add/Drop, students may withdraw from a course without academic penalty (a grade of "W") at any time prior to the point in the semester as published in the academic calendar. CCSD will be responsible for tuition for students who withdraw from a course after the conclusion of Add/Drop.

D. Student Fees: Any student enrolled in the Dual Enrollment program shall be exempt from the payment of textbook, online instructional material access code, registration, tuition, and laboratory fees. Students enrolled in Dual Enrollment courses will be responsible for the cost of any personal or consumable items associated with a specific course or program such as school supplies, Adobe Suite, calculators, background checks, blood tests, etc.

E. Instructional Materials: SJR State shall select textbooks used in Dual Enrollment courses. Payment for required textbooks for classes conducted on the high school campuses or on SJR State's campuses will be through the CCSD. The textbooks shall be the property of CCSD. Inventories of Dual Enrollment textbooks will be maintained by individual high schools and/or school district. CCSD will inform students of any fines relating to instructional materials (e.g., late return or lost book fees) prior to issuing them back to the students. CCSD must provide each student with a textbook for each Dual Enrollment course, including courses taught at the high school site. A class set of textbooks does not suffice. Textbooks used by Dual Enrollment students at high school sites will follow the Department of Education's cycle for textbook replacement, with the following provisions: 1) the College has not changed the textbook, or 2) the new textbook edition has not so substantively changed in content that it has rendered the previous edition unusable. SJR State will provide the textbook list for the following semester as soon as the information from the faculty and publishers becomes available. The Dual Enrollment Scholarship program shall reimburse St Johns River State College for tuition and related instructional materials costs for dual enrollment courses taken by public school, private school, or home education program secondary students during the summer term.

F. Instructor Fees: SJR State is responsible for the full cost of the instructor for courses taught on SJR State's campuses and online. CCSD is responsible for the full cost of the instructor for courses taught at the high school sites.

G. Facility and Laboratory Fees: SJR State is responsible for the full cost of any facility and laboratory fees for courses taught on SJR State's campuses. CCSD is responsible for the full cost of any facility and laboratory fees for courses taught on the high school site.

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H. *Disability Services:* As required by law, students with disabilities must receive appropriate accommodations. SJR State will be responsible for the cost of providing the necessary accommodations for courses taken on SJR State's campuses. CCSD will be responsible for the cost of providing the necessary accommodations for courses taken at the high school sites and for the cost of adaptive textbooks and other materials. Students with disabilities will be responsible for providing appropriate documentation so that accommodations can be provided.

I. Dual Enrollment Scholarship Reimbursement: Pursuant to Fla. Stat. 1009.30, SJR State will seek reimbursement through the Dual Enrollment Scholarship Program for summer term tuition and textbooks/materials.

14. **Responsibility for Student Transportation:**
Students will be responsible for providing their own transportation to and from Dual Enrollment classes on SJR State's campuses.

15. **Submission of Updated Dual Enrollment to the Florida DOE:**
The College shall be responsible for submitting annually an updated copy of the Dual Enrollment Articulation Agreement electronically to the Florida Department of Education, Office of Articulation, by August 1st.

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2025-2026 Dual Enrollment Articulation Agreement Execution Between
Clay County School District and
St. Johns River State College

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to the Clay County School District and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and the Clay County School District.

DRAFT

Signed on this _____ day of _____ 2025

for the District Board of Trustees of St. Johns River State College:

_____
Chairman, St. Johns River State College

_____
President, St. Johns River State College

Signed on this _____ day of _____ 2025.

for Clay County School District of Clay County, Florida:

_____
Chairman, School Board of Clay County

_____
Superintendent, Clay County School District

ST. JOHNS RIVER STATE COLLEGE

DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

2025-2026 Dual Enrollment Articulation Agreement Execution Between
Clay County School District and
St. Johns River State College

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DRAFT

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for the District Board of Trustees of St. Johns River State College:

_____

Chairman, St. Johns River State College

_____

President, St. Johns River State College

Signed on this _____ day of _____ 2025.

for Clay County School District of Clay County, Florida:

_____

Chairman, School Board of Clay County

_____

Superintendent, Clay County School District

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DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

2025-2026 Dual Enrollment Articulation Agreement Execution Between
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DRAFT

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for the District Board of Trustees of St. Johns River State College:

_____

Chairman, St. Johns River State College

_____

President, St. Johns River State College

Signed on this _____ day of _____ 2025.

for Clay County School District of Clay County, Florida:

_____

Chairman, School Board of Clay County

_____

Superintendent, Clay County School District

ST. JOHNS RIVER STATE COLLEGE

DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

2025-2026 Dual Enrollment Articulation Agreement Execution Between
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St. Johns River State College

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DRAFT

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for the District Board of Trustees of St. Johns River State College:

_____
Chairman, St. Johns River State College

_____
President, St. Johns River State College

Signed on this _____ day of _____ 2025.

for Clay County School District of Clay County, Florida:

_____
Chairman, School Board of Clay County

_____
Superintendent, Clay County School District

ST. JOHNS RIVER STATE COLLEGE

DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

Appendices

Dual Enrollment/Early Admissions/Early College Program (Collegiate High School) Forms

1 Application/Admissions Form (only to be used for students who do not have a social security number)
2 Online application signature page
3 Principles of Participation/Student Responsibilities
4 Registration/Approval Form
5 Registration Adjustment/Drop Add Form
6 Student Initiated Course Withdrawal Form
7 Instructor Initiated Absence Warning/Withdrawal Form
8 State College Waiver Request
9 Alternative Placement Information

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ST. JOHNS RIVER STATE COLLEGE

DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

Dual Enrollment/ Early College Program/Early Admissions Application/Admissions Form

ST. JOHNS RIVER STATE COLLEGE

Phone number: (386) 312-4136 Fax number: (386) 312-4027
e-mail: dualenrollment@sjrstate.edu

☐ Dual Enrollment ☐ Early College Program ☐ Early Admissions

SOCIAL SECURITY NUMBER

If numbers cannot be read, then the student may need to provide appropriate documentation, in order for any corrections to be made.

Please print clearly & in blue or black pen.

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A. STUDENT NAME (Report name as recorded on birth certificate):

LAST FIRST M

B. PERMANENT MAILING ADDRESS: **email address:** _____@_____

_____/_____/_____/_____
Street, P.O. Box City State Zip

C. TELEPHONE: Home: (_____) _____-_____ Work/Cell: (_____) _____-_____ Ext: _____

D. CITIZENSHIP (Please check one):

☐ U.S. Citizen ☐ Permanent Resident Alien _____ ☐ Refugee _____/_____
Immigration number Country/Immigration Number

☐ Non-Resident Alien-Nation Citizenship _____ Visa Type _____

E. BIRTHDATE: _____/_____/_____

Sections F & G: The information requested is to aid the State of Florida in its commitment to Equal Education/Employment Opportunity and to meet federal reporting requirements. Refusal to answer will not result in adverse treatment of any applicant. These sections are not mandatory.

F. What is your ethnic origin: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

G. What is your race? **Mark one or more that apply**

☐ White ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander
☐ Asian ☐ American Indian or Alaska Native

H. GENDER: ☐ Male ☐ Female

I. *THIS APPLICATION IS FOR ENTRY TERM: (PLEASE CHOOSE *ONLY ONE* TERM)

☐ Fall, 20_____ ☐ Spring, 20_____ ☐ Summer, 20_____

* If the student does not enroll in the term indicated above, a new application will be needed for the new starting term.

J. TEST SCORES (ACT, SAT, CPT, PERT): ☐ **Test scores attached** ☐ **Set up CPT/PERT Date:** _____

K. PROGRAM PLAN:

☐ **A.A. Program Plan (Associate in Arts Degree) Program Number: *Undecided 0001***
☐ **Other:** _____

Select only one Academic Pathway:

☐ **Arts, Humanities, Communications, and Design** ☐ **Business** ☐ **Education**
☐ **Industry/Manufacturing, and Construction** ☐ **Health Sciences** ☐ **Public Safety**
☐ **Science, Technology, Engineering, and Mathematics** ☐ **Social and Behavioral Sciences and Human Services**

***Social Security Number is needed to log into MySJRstate to view registration schedules, take online courses, find textbook information, see grades and transcripts, etc.**

PLEASE READ, COMPLETE AND SIGN WHERE INDICATED

PERSON TO NOTIFY IN CASE OF EMERGENCY: (Please list someone with a different address and phone number from the student).

_____/_____/_____/_____/_____
Name | Street Address or P.O. Box | City | State | Zip

TELEPHONE: Daytime Phone: (_____) _____-_____ Ext. _____

HIGH SCHOOL IN WHICH YOU ARE CURRENTLY ENROLLED:

_____/_____/_____/_____
High School Name | City | State | Exp. Graduation (month/year)

_____ _____
High School Counselor's Signature | Date

POLICY STATEMENT ON EQUALITY OF OPPORTUNITY AND NONDISCRIMINATION

St. Johns River State College, an equal access institution, prohibits discrimination in its employment, programs, activities, policies and procedures based on race, sex, gender, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to education equity, equal access or equal opportunity should be addressed to the College Title IX Coordinator/Equity Officer: Charles Romer, Room A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@sjrstate.edu. Anonymous reporting is available at SJRstate.edu/report. Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email or with the US Department of Education, Office of Civil Rights, Atlanta Office, 61 Forsyth St. SW Suite 19T10, Atlanta, GA 30303-8927.

ASSISTANCE FOR DISABLED PERSONS

If you require special services due to a disability, you may notify the Counseling Office on the campus nearest you. This voluntary self-identification allows SJR State to prepare appropriate support services to facilitate your learning. This information is confidential and does not affect your admission to the College.

ALL STUDENTS AND A PARENT OR COURT-APPOINTED GUARDIAN MUST SIGN BELOW

I certify that the information given in this admissions form is complete and accurate; and I understand that to make false or fraudulent statement within this admissions form may result in disciplinary action, denial of admission to the dual enrollment program, and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the policies of the Board of Trustees and the rules and regulations of the College. Should any of the information I have given change prior to my entry, I will immediately notify the admissions office. I certify that as a condition of my admission to the dual enrollment program, I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during enrollment at St. Johns River State College.

- I further understand that an overall **unweighted 3.0 grade point average** is required to participate in the dual enrollment program.
- I am required to take the **SAT, ACT, CPT, or PERT before** registering for class(es). If I plan to enroll in **English** or **Math** courses I must **have the qualifying scores**.
- I understand that making **below** a grade of "C" (including a "W" grade for withdrawing) in any dual enrollment course will result in **dismissal from the program**.
- By signing below, I acknowledge that I have received, read, and understand the expectations and requirements stated in the Principles of Participation form and agree to the terms for participation in the SJR State Dual Enrollment program. I have also either attended an orientation session or reviewed the online presentation of the orientation session. Available at www.sjrstate.edu/dualenrollment (listed under presentations).

X_____
Parent or court-appointed guardian name (please print – first / last)

X_____/_____
Signature of parent or court-appointed guardian | Date

X_____
Student name (please print – first / middle / last)

X_____/_____
Signature of student | Date

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St. Johns River State College Online Consent Form for Participation in the Dual Enrollment Program

Student's Last Name & First Name: _____

Student's SJR State X Number (REQUIRED): X00 _____ Entry Term Applied for: _____

HIGH SCHOOL IN WHICH YOU ARE CURRENTLY ENROLLED:

_____

High School Name | City | State | Expected Graduation Date (Month and Year)

_____ / /

High School Counselor's Signature | Date

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ALL STUDENTS AND A PARENT OR COURT-APPOINTED GUARDIAN MUST SIGN BELOW:

I certify that the information given in this admissions form is complete and accurate; and I understand that to make false or fraudulent statements within this admissions form may result in disciplinary action, denial of admission to the dual enrollment program, and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the policies of the Board of Trustees and the rules and regulations of the College. Should any of the information I have given change prior to my entry, I will immediately notify the Dual Enrollment Office. I certify that as a condition of my admission to the dual enrollment program, I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during enrollment at St. Johns River State College.

- *I further understand that an overall unweighted 3.0 high school grade point average is required to participate in the dual enrollment program, and students must maintain a 3.0 high school GPA and a 2.0 college GPA throughout the program.*
- *I am* required to take the SAT, ACT, or PERT before registering for courses. If I plan to enroll in English or Mathematics courses I must have the qualifying scores.
- *I understand that earning below a grade of "C" (including a "W" grade for withdrawing) in any dual enrollment course will result in dismissal from the program. Students must contact the Dual Enrollment Office for the petition process.*
- *By signing below, I acknowledge that I have received, read, and understand the expectations and requirements stated in the Principles of Participation form, I have viewed the New Student Orientation (located on the Dual Enrollment homepage), and agree to the terms for participation in the SJR State Dual Enrollment program.*

X_____

Parent or court-appointed guardian name (please print – first /last)

X_____/_____

Signature of parent or court-appointed guardian | Date

X_____

Student name (please print – first / middle / last)

X_____/_____

Signature of student | Date

Please return this signed document and a copy of your placement test scores (SAT, ACT, or PERT) to your high school counselor. Applications are deemed incomplete without this form and test scores. If you are using test scores (AICE, AP, IB, or CLEP) to receive entrance in to particular courses those test scores and Credit by Exam Request must be submitted to your high school counselor.

For office use only:

Corrected High School: _____

Semester of Admission: _____

☐ Dual Enrollment ☐ Early Admissions ☐ Early College Program

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Updated: May 2021

Dual enrollment students will be enrolled in courses that count toward high school graduation and college credit, so understanding the expectations of being a college student is important. To ensure that students understand the policies and procedures regarding conduct, communication, curriculum, and college policies, all students are asked to read and abide by the following: Principles of Participation and Student Responsibilities. This document applies to any student who is registered in any dual enrollment courses, including public school students, private school students, charter school students, and homeschool students. This document applies to any Traditional Dual Enrollment or Early College Program student.

Principles of Participation for Dual Enrollment, Early Admission, and Early College Program students

- Students are required to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc. If you are not sure who you need to communicate with, ask your high school contact or call the Dual Enrollment office at 386-312-4136
  - Students are expected to address any course issues with their instructor, it is the student's responsibility to notify the instructor of absences caused by illness, emergencies, etc.
  - Postsecondary institutions must abide by the Federal Family Educational Rights and Privacy Act (FERPA). SJR State's faculty and staff are not permitted to discuss student performance with anyone other than the student or designated educational staff unless the student signs a release. For a copy of this act, please call our office at 386-312-4136 to be provided with the information.
- Dual enrollment students are held to the same standards as regular/traditional college students, unless otherwise restricted by federal, state, or local requirements.
- Students must abide by all SJR State policies and procedures, including but not limited to, the SJR State Student Catalog/Handbook, attendance policies, academic integrity, and discipline policies as published.
  - The only excused (approved) absences are those sanctioned by SJR State. High school holidays, activities, and sports are not excused absences for students enrolled in classes at SJR State or dual enrollment courses held at the high school site. Students need to check the academic calendar before registering for courses to be sure there are no conflicts (spring break, winter break, summer vacation, etc.).
  - Academic work submitted by a student to the instructor is assumed to be the result of his or her own thought, research, or self-expression. When a student borrows ideas, workings, or organizations from another source, he or she is expected to acknowledge that fact in an appropriate manner (citation).
  - Dual enrollment students are entitled to the same appeal processes (grade appeal or Academic Misconduct) as regular college students. The appeals process can last until the following semester. This process is conducted by the SJR State Office of Student Affairs.

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- Students are required to know the policies and outcomes, related to grades, academic history, and graduation.
  - Students are not permitted to re-take courses in which they have earned a grade of "C" or higher.
  - Any letter grade below a "C" will not count as credit toward the Gordon Rule requirement (English, Math, and Humanities). However, all grades will be calculated into the student's GPA and will appear on their college transcript.
  - All dual enrollment (college) grades will become part of the student's permanent college transcript and may affect college admissions to other colleges and universities, financial aid, and Bright Futures eligibility. These grades are permanent.
  - Withdrawal ("W") from a course will be listed on the student's permanent college transcript.
  - College credits earned through the dual enrollment program will be recorded on both the student's high school transcript and SJR State transcript.
  - Students who receive a D, F, or W in a course may not register for another course within that same term until they have completed the petition process through the SJR State Dual Enrollment office. For example, if a student receives a W in a Fall A course, they may not register for a Fall B course until they have completed the petition process.
  - Students are only permitted to take 2 courses during the Summer sessions (a maximum of 8 credit hours). Courses requiring a co-requisite will only count as 1 course.
  - A student receiving an "I" grade must complete the coursed within a 30-day calendar period which begins on the first day of classes of the next term. Students are not eligible for graduation until all "I" grades have been removed from their academic record. Incomplete work will convert to an "IF" if the course work remains incomplete.
  - Dual Enrollment students who have graduated high school, may participate in Summer A courses the year of graduation. Students must petition the Office of Student Affairs to attend these courses and are responsible for all fees. You can contact the Dual Enrollment Office for this petition process.
- Dual enrollment students must understand the differences between high school and the college's curriculum, course structure, and student body.
  - College courses, including those taught at the high school site, will maintain a consistent level of academic rigor without compromising standards. The course material in these classes are not developed to accommodate variations in student age and maturity and may reflect topics not typically included in secondary courses, which some parents may object to for "minors."
  - The curriculum, content, evaluation (grading practices), and selection of appropriate instructional materials are the right of the college instructor and will not differ for dual enrollment students. The same material will be presented to regular college students and dual enrollment students. College grading policy will be used for all dual enrollment courses. Instructors will not adapt their course for dual enrollment students.
  - Dual enrollment at the high school site will follow the same standards as courses offered on SJR State's college campuses.
  - SJR State is an open campus, and classes (face to face and online) will have students of various ages and

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backgrounds enrolled in these courses.

- Dual enrollment students are required to attend/read New student orientation materials. The orientation presentation is available online, on campus, on the high school site, or can be sent to you via email. It is the student's responsibility for viewing and ensuring they understand the materials presented in the dual enrollment new student orientation.

- Dual enrollment students are held responsible for the following coordination and paperwork requirements:
  - Students are required to ensure the accuracy of their information (full legal name as presented on the birth certificate, birthdate, and social security number). Students will be responsible to notify the Dual Enrollment Office of any changes to their address, phone number, high school, test scores, etc. It is the student's responsibility to provide updated test scores for placement to the high school and dual enrollment office.
  - Students need to have the ability to log in to MySJRState, in order to view or access their schedules, Canvas (online course management system), grades, order transcripts, etc. Providing the correct social security number, date of birth, and zip code allows the student to be registered for this access and will alleviate login issues.
  - Students who do not log in to their online course within the first week, may be dropped from the course for non-attendance.
  - Students with disabilities need to provide documentation to SJR State's Advising Office, in order to receive accommodations. The student must self-identify to receive these accommodations. Accommodations at the high school are not automatically sent over to SJR State, it is the responsibility of the student to provide these to the Advising Office/Disabilities Coordinator.
  - Students are accountable for completing the appropriate college forms and meeting college-established deadlines for add/drop and/or withdrawal. Students must have prior approval from their designated high school contact to add/drop or withdrawal from college courses. Please note that dual enrollment deadlines are often different than the traditional College deadlines. All dates and deadlines are notated on the SJR State Dual Enrollment homepage (www.sjrstate.edu/dual). High school site deadlines are often also different, please be sure you are aware of dual enrollment deadlines at the high school site.
  - Students are responsible for ordering/paying for their college transcript once they have graduated from high school.
  - It is the responsibility of the dual enrollment student to ensure they have their textbooks and necessary materials for their courses. For public school students, textbooks are handled through the school district; for private and charter school students, textbooks are the responsibility of the student; and for homeschool students, textbooks are handled through the SJR State bookstore. All textbooks for high school site classes are provided by the individual high school.
  - All correspondence regarding dual enrollment classes, petitions, dates and deadlines, and any other messages will be sent to the student's SJR State email address (name@vikings.sjrstate.edu), students will be responsible for knowing how to access this email address.
  - Students enrolled as Dual Enrollment, Early Admission, Early College Program, or Career Early Admission shall be

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exempt from the payment of registration, tuition, and laboratory fees. Students are not permitted to pay for extra courses over the designated limit. The student should work closely with an academic advisor to work out a course load that can be successfully completed each term. Early Admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term.

- Dual enrollment students need to understand the eligibility requirements listed below:
  - Students whose unweighted high school GPA drops below 3.0 and college GPA drops below 2.0 will lose eligibility for dual enrollment.
  - Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process, including when the progress of other students or the efficient administration of the course is hindered.
  - Students sentenced to disciplinary action from the high school may lose eligibility for dual enrollment at the high school site, due to excessive absences.
  - Students with excessive absences, at the high school, college or online, may be withdrawn from the course by instructor.
  - Students may appeal eligibility requirements with the petition process through the Dual Enrollment Office. Students will only be granted a maximum of one petition during their dual enrollment career.
  - Dual Enrollment students are all required to attend a New Student Orientation, it is located online and must be viewed before registering for courses.

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Student Responsibilities for Dual Enrollment, Early Admission, and Early College Program students

- Dual Enrollment Online Application needs to be completed with the correct information.
  - Full legal name as presented on birth certificate
  - Correct Social Security Number
  - Correct birthdate (please check your birth year)

- If using PERT, ACT, or SAT test scores, please provide a copy of your official test scores when turning in your Dual Enrollment application to your high school's dual enrollment contact. If your scores change, and you need to use your updated scores to register for a course, it is the student's responsibility to provide those scores to the high school counselor who provides them to the Dual Enrollment Office.

- If using AICE, AP, or IB test scores, please provide a copy of your official test scores when wanting to use these scores to satisfy prerequisite requirements.

- Students will need to be able to log into mySJRState, in order to view their schedules, grades, etc.

- Students will need to be able to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc.)

- Students will need to keep track of all deadlines (i.e., add/drop deadline, withdrawal deadline, etc.)

- Students are responsible for knowing which courses they are registered for, when the courses begin/end, and what delivery mode the course is being offered in.

- Students with disabilities need to provide documentation to SJR State's Advising Office, in order to receive accommodations.

- Students need to inform the Dual Enrollment Office of any changes: address, phone number, high school, test scores, name change etc.

- Students are responsible for knowing college and course policies (parking decal, academic integrity, etc.)

- Students are responsible for ordering/paying for their college transcript once they have graduated high school.

- When a student receives a "W," "D," or "F," it is their responsibility to obtain a Dual Enrollment Petition Form from the student's high school counselor (homeschool students please call the DE Office 386-312-4136). Students will not be permitted to register for courses until the DE Office has received this item.

Please retain this document as a reference for the SJR State Dual Enrollment program. When a student signs the SJR State Dual Enrollment online application signature page, you agree to the above statements.

For questions regarding any of the items listed above, please contact the SJR State's Dual Enrollment Office at (386) 312-4136 or dualenrollment@sjrstate.edu.

The SJR State Dual Enrollment Office is located on the Palatka Campus, at 5001 St. Johns Avenue, Palatka, FL 32177

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ST. JOHNS RIVER STATE COLLEGE

SJR State Dual Enrollment/Early College Program/Early Admissions Registration/Approval Form

Updated: 9/22

CLASSIFICATION (PLEASE CHECK ONE): Dual Enrollment_____ Early College Program_____ Early Admissions_____

CLASS LOCATION: SJR State site _____ High School site_____ YEAR & TERM: _____

HIGH SCHOOL GRAD YEAR _____ NEW STUDENT _____OR RETURNING STUDENT _____

NAME:_____ DATE OF BIRTH: _____/ _____ /_____
Last First Middle

EMAIL: _____ SJR STATE X NUMBER (REQUIRED): X00 _____

PHONE NUMBER: _____ SCHOOL: _____

I understand that I must have an unweighted 3.0 G.P.A. to participate in the Dual Enrollment Program. In addition, I understand that should I make below a "C" (including a W grade for withdrawing) in any dual enrollment course, I will be dropped from the program.

STUDENT SIGNATURE: _____ DATE: _____

Students must have an overall 3.0 unweighted G.P.A. to participate in the Dual Enrollment Program. Students must provide recent (within 2 years) results of one of the following: Pre-ACT, ACT, PSAT, SAT, or PERT. Official test scores must be on file to enroll in College Dual Enrollment Courses. Students planning to enroll in English or Math courses must attain a qualifying score.

Overall Unweighted GPA: _____ Counselor's Initials: _____

This student is approved to take the following course(s) for Dual Enrollment and to satisfy the required high school credit.

Please list the courses you would like to register for and total your credit hours. Under "Alternative Section" you can list a second CRN/Section Number in the event your first choice is closed. The DE Code is for office use only. It is your responsibility to check your concise student schedule to ensure your class schedule is correct. Term: 1= Full Semester, 2 = A mini-semester, 3 = B mini-semester.

Courses	Term 1-2-3	CRN/Section Number	Credit Hours	D.E. Code	Course Prefix & Number	SJR State Course Title	Times/Online	M	T	W	R	F
1												
2												
3												
4												
5												
6												
		Total Cr Hrs										

Alternative Section - Please list an alternate CRN/Section number in the event the first section is full when your registration form is processed. Please correspond the alternate sections with the "Courses" column numbers above.

Courses	Term 1-2-3	CRN/Section Number	Credit Hours	D.E. Code	Course Prefix & Number	SJR State Course Title	Times/Online	M	T	W	R	F
1												
2												
3												
4												
5												
6												

I hereby certify that this student has demonstrated the maturity, motivation, dependability, and academic ability to perform satisfactorily at the *College Level.*

X _____Signature of High School Counselor X _____ Date

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ST. JOHNS RIVER STATE COLLEGE

Dual Enrollment and Early College Program

Registration Adjustment Form

Updated 01-2023

1. You must obtain the High School Dual Enrollment Contact's signature.
2. If you submit a schedule change (add/drop), please let us know if we should process the request if the new course/section is closed. Otherwise, we will process the drop as requested.
3. You should only list a course to be dropped if you are officially registered in it already.
4. TERM: 1= Full Semester, 2 = A mini-semester, 3 = B mini-semester

☐ **KEEP CURRENT SCHEDULE IF NEW REQUEST CAN'T BE PROCESSED.**

ADD:

Preferred	CRN/Section Number	Credit Hours	D.E. Code	Course Prefix & Number	SJR State Course Title	Times/Online	M	T	W	R	F
Alternate											
	Total Cr Hrs										

DROP:

CRN/Section Number	Credit Hours	Course Prefix & Number	SJR State Course Title
Total Cr Hrs			

I ACCEPT FULL RESPONSIBILITY FOR ADDING OR DROPPING COURSES.

Print Name: _____ SJR State Student ID #: X00 _____

_____ _____ _____

Student Signature High School Date

Student's SJR State Email (Required): _____

□ Dual Enrollment □ Early Admissions ■ Early College Program Dual

_____ _____

Enrollment Contact Signature Date/Time

Reason for adjustment: _____

_____

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ST. JOHNS RIVER STATE COLLEGE

DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

STUDENT INITIATED COURSE WITHDRAWAL FORM

SJR State Student ID (Required) # X00_____

Date_____ Term_____

Student's Name_____
(Print) Last First Middle

Student's SJR State Email Address (Required)_____

Please list all courses below that you would like to be withdrawn from:

Course Prefix & Number	CRN Number	Course Title
Course Prefix & Number	CRN Number	Course Title
Course Prefix & Number	CRN Number	Course Title
_ Course Prefix & Number	CRN Number	Course Title

***You will need to withdraw from both the science lecture and lab, please be sure to include both sections above. ***

HS DE Contact Signature _____ Student's Signature _____ High School

☐ Dual Enrollment ☐ Early College Program ☐ Early Admissions

Updated 2/2021 MS

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ST. JOHNS RIVER STATE COLLEGE

DUAL ENROLLMENT & COLLEGIATE HIGH SCHOOL

ST. JOHNS RIVER STATE COLLEGE DUAL ERNOLLMENT PROGRAM
INSTRUCTOR INITIATED ABSENCE WARNING/WITHDRAWAL FORM
(for Dual Enrollment courses taught at the High School site)

You have been absent _____ hours in Course # _____ Section/CRN_____

Instructor's Signature: _____ Date: _____

1. ☐ Any additional absences will cause loss of credit for the course.
2. ☐ Administrative Withdrawal. A grade of "W" has been recorded. (BY ADMINISTRATION ONLY.)
3. ☐ You have exceeded the allowable absences in the course and no credit will be given. A grade of "W" will be recorded. If all your absences can be justified as emergencies, you may appeal to the Petitions Committee for reinstatement in class.
4. ■ Withdrawal for Academic Misconduct.

SJR S5t·ate Student ID #X00_____ Student Name: _____

Date Student Warned: _____ Last Date Attended: _____
(Required for Item 3 only)

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Updated June 14, 2021 MS

ST. JOHNS RIVER STATE COLLEGE

Dual Enrollment State College Waiver Request

Students must complete the form below with the requested information. Use the lines provided below to explain why an exception should be made to the policy requiring your participation in Dual Enrollment be at the state college which serves the Clay, Putnam, or St. Johns Counties School Districts. Completing the petition process does not guarantee approval of waiver. Student will be notified regarding their request to their SJR State email address. Please note that once a dual enrollment student is released from SJR State, they will be unable to take any future dual enrollment courses at SJRState (they are eligible to attend after high school graduation/completion of dual enrollment career).

STUDENT INITIATED REQUEST

Date:_____ Name: _____

Student X Number (Required):_X00_____ Semester/Year of Request:_____

EMAIL ADDRESS REQUIRED: Student will be notified via their SJR State email regarding their request. If you are not a current student, please provide another email address. **If no email is provided, we will not process your waiver.**

SJR State Email Address (If current student):_____

Other Email Address (If not a current student):_____

High School Graduation Date: _____ High School: _____

I, _____ (student name) request a waiver to attend a state college or university other than SJR State, due to the following:

- ☐ Class or program of study not offered at SJR State (indicate class or program) _____
- ☐ Other college or university is closer to my home or high school than SJR State
- ☐ Other (explain) _____

College or university you wish to attend: _____

Please use the space below to explain the rational for your request for a state college/university waiver request.

_____

_____

SCHOOL DISTRICT APPROVAL

HS Principal (or Dual Enrollment Contact) & School District Designee:

Recommend:
- ☐ Approval
- ☐ Disapproval

Recommend:
- ☐ Approval
- ☐ Disapproval

Principal/Contact:_____ School District Designee:_____

Date: _____ Date :_____

ST. JOHNS RIVER STATE COLLEGE APPROVAL

Director of Dual Enrollment & Vice President for Academic Affairs/CAO

Recommend:
- ☐ Approval
- ☐ Disapproval

Recommend:
- ☐ Approval
- ☐ Disapproval

Director of DE:_____

Date: _____

VP for Academic Affairs:_____

Date :_____

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June 26, 2025 - Regular School Board Meeting

Title

C8 - Interlocal Agreement Between The School Board of Clay County, Florida and Rolling Hills Community Development District Regarding Usage of District Recreational Facilities.

Description

The School Board, for the past several years, has entered into an Interlocal Agreement with Rolling Hills Community Development the purpose of which is to allow the Clay High School swim team to use the competition swimming pool facilities at the Rolling Hills Aquatic Facilities for practices and swim meets. The contract is essentially unchanged from its format drafted in previous years.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Approval of this item will allow Clay High School swim team to use the rolling Hills Aquatic Facility competition swimming pool facility for practices and for swim meets.

Strategic Plan Goal

N/A

Recommendation

Approve Interlocal Agreement as submitted.

Contact

Jen Halter, Principal Clay High School; Jared Moses Athletic Director Clay High School

Financial Impact

$600.00

Review Comments

Attachments

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

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INTERLOCAL AGREEMENT BETWEEN THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, AND ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT REGARDING USE OF DISTRICT'S AMENITY COMPLEX FACILITIES

THIS AGREEMENT ("Agreement") is effective this ____ day of _____ 2025, and is by and between:

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, with offices at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"), and

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA ("School Board") **FOR THE USE AND BENEFIT OF THE CLAY HIGH SCHOOL SWIM TEAM** ("Swim Team"), 900 Walnut Street, Green Cove Springs, Florida 32043 (the School Board and the Swim Team together with the District, the "Parties").

RECITALS

WHEREAS, it is the purpose and intent of this Agreement to permit and authorize the School Board and the District to make the most efficient use of their respective resources, authority and capabilities by enabling them to cooperate on the basis of mutual advantage and to achieve the results provided in this Agreement pursuant to Section 163.01, *Florida Statutes*, known as the Florida Interlocal Cooperation Act of 1969 ("Cooperation Act"); and

WHEREAS, it is the purpose of the Cooperation Act to provide a means by which the School Board and the District may exercise their respective privileges and authority which they may have separately, but which pursuant to this Agreement and Cooperation Act they may exercise collectively; and

WHEREAS, the District is a special-purpose unit of local government established pursuant to and governed by Chapter 190, *Florida Statutes*; and

WHEREAS, the District owns, operates and maintains certain recreational facilities, including a competition pool ("Aquatic Facilities"); and

WHEREAS, the School Board, on behalf of the Swim Team, approached the District and expressed desires to make use of the Aquatic Facilities for practices and the hosting of swim meets; and

WHEREAS, the District is willing to allow the Swim Team to make use of the Aquatic Facilities for practices and swim meets provided that such use does not impede the operation of the Aquatic Facilities; and

WHEREAS, the District has determined that providing the School Board with the ability to use the competition pool is a benefit to the District, is a proper public purpose, and makes appropriate use of the Aquatic Facilities; and

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WHEREAS, the District and the School Board warrant and agree that they have all right, power and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

SECTION 1. RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

SECTION 2. TERM. This Agreement shall be effective July 22, 2025, and shall terminate on November 7, 2025, unless terminated early in accordance with Section 8 below. However, the covenants and obligations of School Board contained in this Agreement shall survive termination for acts and omissions which occurred during the effective term of this Agreement.

SECTION 3. USAGE BY SWIM TEAM.

A. **Usage; Generally.** The District hereby grants to the Swim Team a license to use the Aquatic Facilities for practices and meets in accordance with the schedules attached hereto as **Exhibit A**, as coordinated between the District's representative and the Swim Team representative, and with the guidelines provided in **Exhibit B**, both of which are incorporated herein by this reference ("License"). Swim Team shall hold no more than six (6) "Home" meets as indicated in the schedule provided in Exhibit A. The License to use the Aquatic Facilities is limited to the hours provided in such schedules. In consideration of said use of the Aquatic Facilities, School Board and Swim Team agree to the following conditions:

i. Access to the Aquatic Facilities is limited to the competition pool, the pool decks, parking lot serving the Aquatic Facilities and designated restrooms in case of emergencies. No other use of, or access to, the District's recreational facilities is permitted.

ii. Swim Team understands and acknowledges that there are limited parking spaces available at the District's facilities, which is primarily available for District residents wishing to utilize the District's recreational facilities. During the meets, the Swim Team will leave at least one (1) row of parking spaces closest to the Aquatic Facilities open and available to residents who want to use the District facilities. Swim Team shall be responsible for redirecting the traffic to enforce the same. No parking shall impede the flow of traffic on the streets. Swim Team staff shall inform its team members and the visiting teams and spectators coming to the meets of the limited parking available at the District facilities and shall encourage them to carpool to the District facilities. Swim Team shall, to the maximum extent possible, carpool to the District facilities for practices and meets, and whenever feasible, shall utilize a school bus or similar mode of mass transportation to arrive at the District facilities.

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iii. The District hereby designates the District Manager or his or her designee as the District's representative.

iv. Swim Team's use of Aquatic Facilities shall be in conjunction with the use of the Aquatic Facilities by other members of the public and by other swim teams, if any, and the Swim Team use shall not interfere with the operation of the Aquatic Facilities as a public improvement.

v. All use of the Aquatic Facilities shall be subject to the policies and regulations of the District, including but not limited to the Rolling Hills Facilities and Amenity Policies, the Guidelines for the Swim Team Usage and Guidelines for Swim Team Meets, which are incorporated herein and attached as **Exhibit B**.

vi. The District shall have the right to take such actions as are necessary to preserve the health, safety and welfare of its residents, landowners, lands and facilities.

vii. Persons identified as Coaches by the Swim Team, and any such Coach's minor children, may participate on the Swim Team and make use of the Aquatic Facilities during Swim Team practices and meets, regardless of the Coach's status as a paid user of the facilities, subject to the terms and conditions of this Agreement.

viii. The Swim Team shall (i) provide one (1) time payment of six hundred dollars and zero cents ($600.00) to the District. If requested by the District, Swim Team shall (ii) provide a minimum of five volunteers for one resident event as arranged by the District; and (iii) provide at least ten (10) volunteer hours each week during the term of this Agreement (which may include resident events referenced above).

ix. All individuals associated with the Swim Team must submit a waiver in substantially the form attached hereto as **Exhibit C** before accessing the District's Aquatic Facilities. Allowing use without an executed waiver is grounds for termination of this Agreement. This waiver is in addition to any other waivers required by the School Board, Swim Team or the District.

B. **Usage During an Endemic or Pandemic**. In the event of a known endemic or pandemic affecting the locality whereupon the District is located, the Parties agree that additional procedures may apply to the Swim Team's usage of the Aquatic Facilities, which shall apply by an amendment to this Agreement to be executed by the Parties and Swim Team agrees to enter into same, as necessary.

SECTION 4. CARE OF THE PROPERTY. School Board agrees to use all due care to protect the property of the District, its residents and landowners from damage, and to require any meet participants invited to the Aquatic Facilities to do the same. School Board agrees that it shall assume responsibility for any and all damage to the District's facilities or lands as a result of School Board's use under this Agreement other than damage which may be attributable to ordinary wear and tear as determined by the District. In the event that any damage to the

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District's facilities or lands occurs, the District shall notify School Board of such damage and shall allow the School Board's agents or employees the opportunity to examine the damage prior to repair. Swim Team agrees that the District may make whatever arrangements necessary, in its sole discretion, to promptly make any such repairs as is necessary to preserve the health, safety and welfare of the District's lands, facilities, residents and landowners. Swim Team agrees to reimburse the District for any such repairs within thirty (30) days of receipt of an invoice from the District reflecting the cost of the repairs made under this Section.

SECTION 5. ENFORCEMENT. A default by either Party under this Agreement shall entitle the other Party to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance. Notwithstanding this, the School Board's right to recover damages from the District on any and all claims of any type shall be limited in all instances to no more than five-hundred dollars and zero cents ($500.00).

SECTION 6. INDEMNIFICATION AND INSURANCE. The Swim Team agrees to indemnify and hold harmless the District and its officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death or property damage of any nature, arising out of, or in connection with, wholly or in part by, the use of the District's facilities and lands by the Swim Team and its guests, including litigation or any appellate proceedings, both in and outside court proceedings, with respect thereto, and specifically including but not limited to claims arising out of or connected to alleged or actual exposure to the COVID-19 virus.

Notwithstanding any terms of this Agreement to the contrary, the Parties agree that nothing herein shall be construed as a waiver of either the School Board's or the District's sovereign immunity or limits of liability beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, *Florida Statutes*, or other statute. The School Board, subject to the School Board's self-insured retention, agrees and covenants to provide liability insurance with limits of One Million Dollars ($1,000,000.00) applicable to bodily injury, sickness or death in any one occurrence and One Million Dollars ($1,000,000.00) for loss or damage to property in any one occurrence and shall provide evidence of such insurance in the form of an insurance certificate prior to commencing use of the District's facilities under this Agreement. Additionally, the School Board agrees that its policy may not be canceled during the term of this Agreement without at least thirty (30) days' written notice to the District.

Notwithstanding any language in this section to the contrary, nothing in this indemnification agreement shall be construed or interpreted to increase the scope or dollar limit of the Swim Team's or the School Board's liability beyond that which is set forth in Section 768.28, *Florida Statutes*, or to otherwise waive the Swim Team's/School Board's sovereign immunity, or to require the Swim Team/School Board to indemnify District or any other person, corporation, or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts other than the negligent acts of the Swim Team or the School Board or its agents or employees. The Swim Team and the School Board shall not indemnify any party for attorney's fees or costs other than those court costs which are set forth by Florida Statute or other Florida law as recoverable costs of court.

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SECTION 7. RECOVERY OF COSTS AND FEES. In the event either Party is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover from the other party all costs incurred, excluding reasonable attorneys' fees.

SECTION 8. TERMINATION. The Parties shall have the right to terminate this Agreement at any time without cause with written notice. However, the covenants and obligations of Swim Team contained in this Agreement shall survive termination for acts and omissions which occurred during the effective term of the agreement.

SECTION 9. ENTIRE AGREEMENT. This instrument, together with the attached Exhibits, shall constitute the final and complete expression of the agreement between the Parties relating to the subject matter of this Agreement.

SECTION 10. AMENDMENT. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing that is executed by the Parties hereto.

SECTION 11. ASSIGNMENT. Neither the District nor the Swim Team may assign their rights, duties, or obligations under this Agreement or any monies to become due hereunder without the prior written approval of the other. Any attempted assignment without such written approval shall be void.

SECTION 12. APPLICABLE LAW. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida. The Parties consent to and agree that the exclusive venue for any litigation arising out of or related to this Agreement shall be in a court of appropriate jurisdiction, in and for Clay County, Florida.

SECTION 13. NOTICES. All notices, requests, consents and other communications hereunder ("Notices") shall be in writing and shall be delivered, mailed by overnight delivery service or First Class Mail, postage prepaid, to the Parties, as follows:

1. If to Swim Team:
   Clay High School Swim Team
   2025 Highway 16 West
   Green Cove Springs, Florida 32043
   Attn: Chadwick Rix, Swim Team Coach

   With a copy to:
   Jeremiah Blocker
   Attorney to Clay County School Board
   900 Walnut Street
   Green Cove Springs, Florida 32043

2. If to District:
   Rolling Hills Community
   Development District
   475 West Town Place, Suite 114

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St. Augustine, FL 32092
Attn: Marilee Giles, District Manager

With a copy to: Kutak Rock LLP
107 W. College Avenue
Tallahassee, Florida 32301
Attn: Katie S. Buchanan, District Counsel

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the School Board may deliver Notice on behalf of the District and the School Board. Any party or other person to whom Notices are to be sent or copied shall notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days' written notice to the parties and addressees set forth herein.

SECTION 14. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 15. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the District and the School Board, both the District and the School Board have complied with all the requirements of law, and both the District and the School Board have full power and authority to comply with the terms and provisions of this instrument.

SECTION 16. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 17. EXECUTION IN COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this Agreement to physically form one document.

SECTION 18. ACCESS TO RECORDS. The access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, *Florida Statutes*), and other applicable State or Federal law. Access to such public records may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.

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SECTION 19. FILING. After approval of this Agreement by the respective governing bodies of the School District and the District, and its execution by the duly qualified and authorized officers of each of the Parties, the District shall cause this Agreement to be filed with the Clerk of the Circuit Court of Clay County, Florida, in accordance with the requirements of Section 163.01(11), *Florida Statutes*.

[*Signatures on next page*]

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IN WITNESS WHEREOF, the Parties hereto have signed and sealed this Agreement on the day and year first written above.

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By_____
Chairperson

Dated:_____

Witness:

By_____ Dated:_____
Secretary/Assistant Secretary

Attest:

By_____ Dated:_____
DAVID S. BROSKIE, Superintendent of Schools

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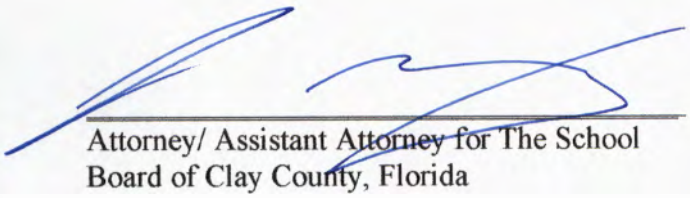
[*Signatures continued on next page*]

Reviewed for legal sufficiency by:



Attorney/ Assistant Attorney for The School Board of Clay County, Florida

Dated: 6/5/25

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT

By_____

Chairperson, Board of Supervisors

Dated:_____

Witness:

By_____

Exhibit A Swim Team Practice and Meet Schedules
Exhibit B Guidelines for Swim Team Usage
Exhibit C Form of Waiver

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EXHIBIT A

The Clay High School Swim Team will begin conditioning swim practice for a total of 2 weeks during the summer of 2025 before school resumes in August. These practice dates and times are as follows:
July 22nd through – July 24th and July 29th -July 31st from 7:45am to 10:00am - Tuesday, Wednesday & Thursday.
We will have two practices (7:45 to 9:00am & 8:45 to 10:00am). Each swimmer will be notified as to which time their practice will take place the first week.

The Clay High Varsity Swim Team will begin the regular practice and season schedule as follows:

August 18th through November 7th, 2:15pm to 4:30pm – Monday through Friday

At this time, all swimmers will swim at the same time unless the pool becomes too crowded and we need to make two separate practices. The coaches will let the swimmers know if this becomes necessary and who will come at what practice time.

All Clay High meets will take place at Rolling Hills this season and these will take place on a Tuesday or Thursday afternoon for six meets/weeks. We will give Rolling Hills the exact dates after April 1st when the meets have been set up.

Tuesday September 2nd or Thursday, September 4th	4:30pm – 7:00pm
Tuesday, September 9th or Thursday, September 11th	4:30pm – 7:00pm
Tuesday, September 16th or Thursday, September 18th	4:30pm – 7:00pm
Tuesday, September 23rd or Thursday, September 25th	4:30pm – 7:00pm
Tuesday, September 30th or Thursday, October 2nd	4:30pm – 7:00pm
Tuesday, October 7th or Thursday, October 9th	4:30pm – 7:00pm

The CHS Swim Team is pleased to call Rolling Hills our home again for this 2025 Swim Season. Please contact the coach by a phone call or text message if you should have any questions.

Thank you,

Chadwick Rix, Clay High Head Swim Coach, Cell phone number (502) 595-7266

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EXHIBIT B

Guidelines for Swim Team Usage

1. All Swim Team usage of Aquatic Facilities must be pre-scheduled with District staff prior to the beginning of practices.

2. Usage of the District facilities is limited to the Aquatic Facilities named in the Agreement and this exhibit ONLY. The Swim Team shall not have access to any other District's recreational facilities, including but not limited to the clubhouse.

3. Spectators that are not District residents may be present and are allowed to attend Swim Team competitions and meets subject to the conditions of this Agreement. However, the District, in its sole discretion, reserves the right to limit the number of such spectators (1) should the Aquatic Facilities exceed then-effective occupancy capacity or (2) should it be necessary to protect the health, safety or welfare of the District, its landowners, residents or its guests or the District property.

4. Spectators and/or guests that are not District residents shall not be present during swim practices.

5. Swim Team is responsible for ensuring that Swim Team members, visiting teams, guests and spectators, as applicable, abide by all District rules and policies, which may be amended from time to time in the District's sole discretion.

6. No Swim Team practices may be held on weekends or on days or times that the family pool is closed UNLESS the practices are held prior to facility opening to the public, or otherwise as permitted by the District. On those days, practice will end by 11:00 am and the Swim Team shall be responsible straightening any chairs, disposing of trash in trash receptacles and general clean-up after each practice, returning the Aquatic Facilities to the same condition as before the practice started. Other restrictions may apply during a public health emergency, such as the an endemic or a pandemic, or as otherwise required by the District.

7. Except with the prior approval of the District, no Swim Team competitions may be held on weekends or on days that the family pool is closed, unless otherwise as permitted by the District. Swim Team shall be responsible for straightening any chairs, disposing of trash in trash receptacles and general clean-up after each meet, returning the Aquatic Facilities to the same condition as before the meet started. Other restrictions may apply during a public health emergency, such as an endemic or a pandemic, or as otherwise required by the District.

8. No outside vendors will be allowed to sell food at any time.

9. Swim Team practices may use all but one lane, which will remain reserved for District residents.

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10. Swim Team roster must be provided to the District 15 days prior to practices beginning or as soon as practicable. Roster must include all coaching staff.

11. The District reserves the right to retain a security guard or guards for the swim meets at Swim Team's expense if the District, in its sole and unrestricted discretion, deems it desirable.

12. Swim Team shall be responsible for automobile parking on swim meet days. Swim meets are expected to surpass the District's parking lot capacity, and the Swim Team shall have volunteers available to manage such overflow parking. Swim Team Members, visiting teams or spectators are prohibited from parking on private property.

13. The Agreement with the District, the School Board and the Swim Team must be signed and provided to the District 15 days prior to practices beginning or as soon as practicable.

14. Proof of insurance must be provided to the District prior to practices beginning or as soon as practicable.

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EXHIBIT C

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

("ACKNOWLEDGEMENT AND RELEASE")

I _____, on behalf of my minor child _____ ("Participant") acknowledge that I have freely chosen to have my child participate in certain recreational activities (the "Activities") sponsored by the Clay High School Swim Team ("Swim Team") at the Rolling Hills Community Development District ("District") amenity facilities ("Facilities"). I understand that neither the Swim Team nor the Swim Team instructor(s) ("Instructor") are affiliated in any way with the District and that the District does not endorse any such third parties, and that the District makes no representations concerning the qualifications or ability of any such third parties to conduct, teach, or lead the Activities.

On behalf of Participant, I acknowledge that Participant willfully and voluntarily assumes and accepts sole responsibility for all risks related to participation in the Activities, including, but not limited to, the risks mentioned above, damage to, loss or theft of real or personal property, or other loss or harm of any kind or nature. I acknowledge on behalf of Participant that he or she is voluntarily participating in the Activities with knowledge of the dangers involved, and Participant agrees to assume and accept sole responsibility for Participant's safety and for any and all harm that may occur.

I acknowledge on behalf of Participant that the District recommends that the Participant consult a physician prior to engaging in the Activities and that Participant has either had a physical examination and been given a physician's approval to participate in the Activities or otherwise has elected to participate in the Activities; therefore, Participant assumes all risk and responsibility for participation in the Activities.

I further acknowledge and agree that participating in the Activities may increase the Participant's exposure to the COVID-10 virus, or other contagions. I acknowledge that the participant voluntarily assumes all risks associated with such exposure and resulting illness.

I agree that by participating in the Activities, I will fully comply with all of District's rules, policies and orders, which may be amended form time to time, or face ejection from the Facilities.

By signing this Acknowledgment and Release, I also hereby release the District and its Supervisors, officers, staff, employees, agents, assigns and volunteers ("Released Parties") from and against any and all claims, demands, actions, complaints, suits or other forms of liability that any of them may sustain arising out of or related to, wholly or in part by, my or my child(ren)'s (a) participation in the Activities, (b) failure to comply with the measures imposed by the Clay County School Board, the Swim Team or the District, (c) failure to comply with local, state, and federal laws and policies, procedures, effective guidance regarding COVID-19, and the District amenity rules and policies; or (d) any damage, injury, or illness caused by me or my child(ren) (together, the "Released Claims").

I also agree to indemnify and hold harmless the Released Parties from the Released Claims, including any and all related costs, attorneys' fees, liabilities, settlements, and/or judgments. I confirm that I have carefully read this Acknowledgement and Release, fully understand the above conditions, and agree to its terms knowingly and voluntarily. I also confirm that I am the parent or legal guardian of the child(ren) named below and that I am 18 years of age or older.

IN WITNESS WHEREOF, I have signed this Acknowledgement and Release on this _____ day of _____, 2025.

SIGNATURE: _____
NAME: _____

NAMES OF MINOR CHILD(REN): _____

_____

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EXHIBIT C

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

("ACKNOWLEDGEMENT AND RELEASE")

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I also agree to indemnify and hold harmless the Released Parties from the Released Claims, including any and all related costs, attorneys' fees, liabilities, settlements, and/or judgments. I confirm that I have carefully read this Acknowledgement and Release, fully understand the above conditions, and agree to its terms knowingly and voluntarily. I also confirm that I am the parent or legal guardian of the child(ren) named below and that I am 18 years of age or older.

IN WITNESS WHEREOF, I have signed this Acknowledgement and Release on this _____ day of _____, 2025.

SIGNATURE: _____
NAME: _____

NAMES OF MINOR CHILD(REN): _____

_____

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June 26, 2025 - Regular School Board Meeting

Title

C9 - Agreement Between Clay County District Schools and Clay County Fire Rescue (CCFR)

Description

The Agreement between Clay County District Schools and Clay County Fire Rescue (CCFR) provides a CCFR employee to teach Orange Park High School's Emergency Medical Responder/Fire Fighting program for the 2025-2026 school year.

Gap Analysis

Clay County, like other Florida counties, is experiencing a shortage of teachers. Orange Park High School has been unable to fill the open position for the Fire Fighting/Emergency Medical Responder program. Clay County School District's Career and Technical Education Department has a strong partnership with Clay County Fire and Rescue where CCFR has provided guest speakers, Basic Life Support (BLS) training, field trips, and ride-alongs for CTE students. CCFR has a great interest in promoting and increasing awareness of careers in fire fighting and emergency medicine to create a pipeline for the next generation of emergency professionals. CCFR and surrounding counties are experiencing growth and retirements, increasing the need for emergency professionals. Therefore, due to the lack of instructors in the OPHS's Fire Fighting/EMR program, CCFR has agreed to provide one of their employees to teach the class for the 2025-2026 school year.

Previous Outcomes

A Clay County Fire Rescue employee successfully taught the Firefighting/EMR classes for the 2nd semester of the 2024-2025 school year.

Expected Outcomes

Approval of this item will allow Orange Park High School to have a full-time teacher for the Emergency Medical Responder/Fire Fighting program. Last school year CCSD partnered with Clay County Fire and Rescue to provide students with a teacher with real-world experience who can give them hands-on experience for their future.

Strategic Plan Goal

Strategy 1.3: Prepare all students to be full option graduates who are prepared for college, eligible to enlist in military services, or able to compete in the workforce.

Recommendation

Approval of Agreement between Clay County District Schools and CCFR.

Contact

Kelly Mosley, CTE Supervisor, 904-336-4503, Kelly.Mosley@myoneclay.net

Financial Impact

CCDS already has this position allocated for the 2025-2026 school year. CCSD will pay CCFR $68,604 over four installments. This equates to the cost the district would pay a teacher with the experience level of the fire-fighter.

Review Comments

Attachments

250198 CCFR Adjunt Teacher 2526.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250198
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE: 6/28/2025
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
☐ Must Have Board Approval over $100,000.00

Date Submitted: 5-27-2025

Name of Contract Initiator: Kelly Mosley Telephone #: 9043364503

School/Dept Submitting Contract: CTE Cost Center #

Vendor Name: Clay County Board of County Commissioners – Clay County Fire & Rescue

Contract Title: Agreement between The School Board of Clay County, Florida and Clay County

Contract Type: New ☑ Renewal ☐ Amendment ☐ Extension ☐ Previous Year Contract # 250078

Contract Term: 2025-2026 school year Renewal Option(s):

Contract Cost: CCDS already has the position allocated for the 2025-2026 school year. $68,604 in 4 installments

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (*when applicable*):

X Completed Contract Review Form

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

n/a 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."

n/a 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].

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

n/a Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	FLDOE 6A-1.012 (11)(a) Professional Services FLDOE 6A-1.012 (11)(b) Educational Services The Exhibit has links to Curriculum that were used in the last Contract 250078. I attached the documents from links but they have year 2024-2025. Do we need to replace the links in the exhibit with 2025-2026?
School Board Attorney JPS 6/6/25 Review Date	Approved
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	DATE: Pending Signatures

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CONTRACT REVIEW PROCESS FOR "ALL" CONTRACTS

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

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

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

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

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

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

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

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

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

IMPORTANT

Step 3: If Funded by Budgeted Funds, submit the Contract Review Package to the Purchasing Department.
Purchasing will begin the contract review process and submit the contract to the SBAO for review. SBAO may reach out to Initiator and/or other Departments (Risk, IT,) with questions or concerns and will assist with contract revisions. SBAO will send the Contract Review Package back to the Purchasing Department for final processing and the return to Initiator.

Purchasing will log "District" Contracts (Cost/No Cost) on Contract Review Log and save copy of the Contract Review Package PLUS the Final Signed Contract you've return to Purchasing in the Contract Review Team Drive.

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

Step 5: The Initiator is responsible for finalizing the Contract which includes:
Addressing Comments/Revisions, Obtaining Required Signatures, Send District Final Signed Contract to Purchasing OR Retain Internal Accounts Final Signed Contract at School per School Board Record Policy.

If there is a Cost associated with Contract, the Initiator must work with their Bookkeeper to finalize the Purchasing Process.
Budgeted Funds require a District Purchase Order. Internal Accounts require an IA Purchase Order.

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

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AGREEMENT
Between
The School Board of Clay County, Florida
And
Clay County

THIS AGREEMENT is made and entered into between the School Board of Clay County, Florida, for and on behalf of Orange Park High School (hereinafter referred to as "School Board"), and Clay County, a political subdivision of the State of Florida (hereinafter referred to as "County").

WITNESSETH:

WHEREAS, the School Board and the County recognize the benefits accruing to their citizens and students residing in Clay County by providing a fire and rescue educational program at Orange Park High School designed to broaden career opportunities for students through a program of education and training designed to prepare students for certification as a firefighter pursuant to Section 633.408, Florida Statutes; and

WHEREAS, the County through its Fire Rescue Department has the instructional personnel and equipment to conduct such an educational program and is willing to do so.

NOW THEREFORE, it is mutually agreed between the School Board and the County as follows:

1. The County will furnish one instructor to train students enrolled in the program for the 2025-2026 school year.

2. The County will assist the School Board to develop an appropriate curriculum as necessary to adequately prepare students for certification.

3. The School Board shall pay the County an estimated total amount of $68,604.00, which is based on the salary and associated costs of a teacher with thirteen (13) years of experience. This amount includes a base salary of $50,300.00, plus applicable costs for retirement, workers' compensation, Social Security, and estimated employee benefits. Payment shall be made in four equal installments, due and payable as follows:

Installment	Amount	Due Date
First	$17,151.00	October 10, 2025
Second	$17,151.00	December 19, 2025
Third	$17,151.00	March 13, 2026
Fourth	$17,151.00	June 1, 2026

4. This Agreement shall terminate upon conclusion of the 2025-2026 school year, unless renewed by mutual agreement of the County and School Board.

5. This Agreement shall not be modified or amended except in writing signed by both parties.

6. In accordance with the Jessica Lunsford Act, contractual personnel, and their officers, agents, and/or employees, who will have direct contact with students, who will be permitted access to school premises while students are present, or will have access to or control school funds, must first present themselves for fingerprinting at a location designed by the School Board and must past Level 2 screening standards set forth in Section 435.04, Florida Statutes.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated.

Executed this _____ day of _____, 2025.

THE SCHOOL BOARD OF CLAY COUNTY

By: _____
David Broskie, Superintendent

Executed this _____ day of _____, 2025.

CLAY COUNTY, a political subdivision of the State of Florida

By: _ ___ ___ ___ ___ ___ ___
Howard Wanamaker
County Manager on behalf of the
Board of County Commissioners

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EXHIBIT TO AGREEMENT
BETWEEN THE SCHOOL BOARD AND THE COUNTY
FOR A FIRE AND RESCUE EDUCATIONAL PROGRAM AT ORANGE PARK HIGH SCHOOL
PROVIDED BY CCFR INSTRUCTOR

There is a great need for this program at Orange Park High School and in our community as CCFR is building 5 new fire stations and anticipates numerous retirements in the next few years.

1. The agreed upon courses/programs curriculum and expectations shall be taught by the Instructor and include: Introduction to Fire Fighting (8918200), Emergency Medical Responder (8417170) and Medical Skills and Services (8400320). Students shall be registered for classes and ready to go at the beginning of each school year.

2. The Instructor shall work the same as the Orange Park High School instructional contract/calendar. The Instructor is required to be in the classroom every school day. The CCFR shall have 2-3 of their team members go through the same fingerprinting/background checks so there are substitutes available who have clearance if the need arises.

3. The Instructor will serve as the teacher. CCFR shall work with Human Resources on getting the Instructor a district-issued certificate. The Coordinator of Teacher Support at the School District shall ensure the instructor's training includes but not limited to new teachers and/or long-term substitutes overview, mandatory reporting, handling harassment or bullying, etc.

4. CCFR equipment and School Board equipment shall be used by the Instructor and the Students. The Instructor shall receive permission slips from parents at the beginning of each School year due to the abnormal equipment and its risk.

5. The instructor will secure Field Trip Permission forms from parents for any off-school activities and/or "ride-alongs" prior to the student(s) participating. The Field Trip Permission slips should be submitted to the front office for retention per Florida retention guidelines.

6. The Instructor shall sign in & out for attendance documentation through Raptor System. The Raptor System Attendance Report shall be submitted with the invoice when requesting payment.

7. The School District shall issue a Purchase Order and pay the County per the Government Prompt Payment Act after receipt of services & invoices. Invoices shall include the Raptor System Attendance Report.

Signature: _____

Email: howard.wanamaker@claycountygov.com

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Florida Department of Education
Curriculum Framework

Program Title: **Introduction to Fire Fighting**
Program Type: **Career Preparatory**
Career Cluster: **Law, Public Safety & Security**

Secondary – Career Preparatory	
Program Number	8918200
CIP Number	0743020301
Grade Level	9-12
Program Length	3 credits
Teacher Certification	Refer to the **Program Structure** section.
CTSO	SkillsUSA, FPSA
SOC Codes (all applicable)	33-2011 -- Firefighters
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml

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Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety & Security career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Law, Public Safety & Security career cluster.

The introduction to firefighting program content includes, but is not limited to, orientation to the fire service, fire alarms and communication, vehicles, apparatus and equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hoses, tools and equipment, forcible entry, salvage, overhaul, ventilation, rescue, protective breathing equipment, first responder emergency, medical techniques, water supplies, principles of in-service inspections, safety, controlled burning, and employability skills.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through career and technical classroom instruction and applied laboratory procedures or practice. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the public service industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Program Structure

This program is a planned sequence of instruction consisting of three (3) credits.

This program is a planned sequence of instruction consisting of three courses that will provide a foundation in Fire Science for additional postsecondary instruction.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the secondary program structure:

Course Number	Course Title	Teacher Certification	Length	SOC Code	Level	Graduation Requirement
8918210	Fire Fighting 1	FIRE FIGHT 7G	1 credit	33-2011	2	CT
8918220	Fire Fighting 2		1 credit	33-2011	2	CT
8918230	Fire Fighting 3		1 credit	33-2011	3	CT

(Graduation Requirement Codes: CT= Career & Technical Education, EQ= Equally Rigorous Science, EC= Economics, MA= Mathematics, PL= Personal Financial Literacy)

Regulated Programs

Pursuant to 633.128, Florida Statutes (F.S.), the Department of Financial Service, Division of State Fire Marshal, has established training requirements for firefighters and volunteer firefighters. These requirements are implemented by Rule 69A-37.055, Florida Administrative Code (F.A.C). **(NOTE: The curriculum frameworks are subject to change by the Bureau of Fire Standards and Training (BFST) as IAW statutory or F.A.C. rule changes.)**

The Bureau of Fire Standards and Training (BFST) is responsible for establishing uniform minimum standards for the employment and training of firefighters and volunteer firefighters and for establishing and maintaining firefighting training programs, curricula requirements, and certification of training schools and training school instructors.

The BFST approved curricula is available at: https://www.myfloridacfo.com/division/sfm/bfst/standards/fire-certifications/certification---florida-firefighter.

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Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.

2. Apply appropriate academic and technical skills.

3. Attend to personal health and financial well-being.

4. Communicate clearly, effectively and with reason.

5. Consider the environmental, social and economic impacts of decisions.

6. Demonstrate creativity and innovation.

7. Employ valid and reliable research strategies.

8. Utilize critical thinking to make sense of problems and persevere in solving them.

9. Model integrity, ethical leadership and effective management.

10. Plan education and career path aligned to personal goals.

11. Use technology to enhance productivity.

12. Work productively in teams while using cultural/global competence.

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Standards-

After successfully completing this program, the student will be able to perform the following:

Fire Fighting 1

01.0 Describe how the history and culture of the fire service influence its basic mission, the roles within it, and the skills needed to operate as part of the fire service.
02.0 Discuss how firefighter health, safety prevention, and situational awareness are interrelated parts of preventing on-the-job injuries.
03.0 Discuss external and internal communications in the fire service and display the correct communication skills during emergency and nonemergency calls.
04.0 Explain how common building materials and construction methods are impacted by fire and explain how construction methods of basic building materials can either contribute to, or help control, fire spread.
05.0 Explain the science of fire behavior as it relates to recognizing stages of fire development, rapid fire behavior, and firefighting operational safety.
06.0 Properly use and care for Personal protective equipment (PPE) and describe how it can protect firefighters and the limitations of PPE.
07.0 Select, use, and correctly maintain portable fire extinguishers.
08.0 Select rope and webbing based on proposed use and tie the appropriate knot for various tasks such as securing and raising objects.
09.0 Describe and perform search and victim removal methods as well as firefighter survival skills.
10.0 Identify emergency scene lighting equipment.
11.0 Explain and perform forcible entry and breaching operations.
12.0 Select, carry and deploy the appropriate ladder for various tasks such as entry and rescue.

Fire Fighting 2

13.0 Apply tactical ventilation knowledge and practices following AHJ policies and procedures.
14.0 Discuss the various components of water supply systems and describe alternative water supply sources used for rural water supply.
15.0 Describe fire hose characteristics, inspection and maintenance procedures, and perform various hose rolls, loads, and finishes.
16.0 Describe how and perform skills to control structural fires, Class C and D fires, vehicle, and ground cover fires.

Fire Fighting 3

17.0 Apply loss control knowledge and practices following AHJ policies and procedures.
18.0 Describe the role of the Firefighter I in the development and implementation of a fire and life safety program.
19.0 Demonstrate the following JPR’s.

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Florida Department of Education
Student Performance Standards

Course Title: **Fire Fighting 1**
Course Number: **8918210**
Course Credit: **1**

Course Description:

This course is to provide an introduction to a career of Fire Science that can lead to employment, after further instruction, to a career as a fire fighter or other disciplines in the Fire Science realm.

CTE Standards and Benchmarks	
01.0	Describe how the history and culture of the fire service influence its basic mission, the roles within it, and the skills needed to operate as part of the fire service. The student will be able to:
01.01	Summarize the history of the fire service.
01.02	Explain the organizational characteristics, cultural challenges, and cultural strengths that influence the fire service.
01.03	Describe the mission of the fire service.
01.04	Describe the organization of fire departments
01.05	Distinguish among functions of fire companies.
01.06	Summarize primary knowledge and skills the firefighter must have to function effectively.
01.07	Distinguish among the primary roles of fire service personnel.
01.08	Describe fire department organizational principles.
01.09	Distinguish between fire department SOPs and rules and regulations.
01.10	Explain the ways the fire service may interact with other organizations.
01.11	Describe the organization of the AHJ fire department.
01.12	Explain the roles of the Firefighter I and Firefighter II as a member of the organization.
01.13	Given Florida Statutes, explain the impact of “duty to drive with due regard for the safety of all persons using the highway” upon emergency driving liability.
01.14	Given Florida Statutes, identify when the use of red warning signals is authorized for a volunteer’s personal operating vehicle (POV), how many red signals may be displayed on a volunteer’s POV, and what documentation is required to be able to display red signals and where it is to be kept.
01.15	Identify the requirements to attaining and maintaining a firefighter certificate of completion and a certificate of compliance.

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CTE Standards and Benchmarks	
01.16	Identify three purposes of the Incident Command System (ICS).
01.17	Identify requirements to use ICS.
01.18	Describe the basic features of ICS.
01.19	Describe the role and function of the command staff.
01.20	Define the roles and functions of the operations, plans, logistics, finance/administration section and the information/intelligence functions.
01.21	Describe basic ICS facilities.
01.22	Identify facilities that may be located together.
01.23	Identify facility map symbols.
01.24	Describe common mobilization responsibilities.
01.25	Describe common responsibilities at an incident.
01.26	List individual accountability responsibilities.
01.27	Describe common demobilization responsibilities.
01.28	Describe NIMS concepts and principles.
01.29	Identify the benefits of using NIMS as a national response model.
01.30	Identify the organizational structure of ICS.
01.31	Identify fire major management functions.
01.32	Describe the purpose of unique position titles in ICS.
01.33	Explain the roles and responsibilities of the Command and General Staff.
01.34	Determine when it is appropriate to institute an area command.
01.35	Describe the functions and purpose of Multiagency Coordination Systems.
01.36	Describe the Public Information Systems required by NIMS.
01.37	Identify ways in which NIMS affects how their jurisdictions prepare for incident and events.
01.38	Describe the advantages of common communication and information management standards.
01.39	Explain how NIMS will influence technology and technological systems required for emergency response.
02.0	Discuss how firefighter health, safety prevention, and situational awareness are interrelated parts of preventing on-the-job injuries. The student will be able to:
02.01	List the main types of job-related firefighter fatalities, injuries, and illnesses.

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CTE Standards and Benchmarks	
	02.02 Describe the National Fire Protection Association® standards related to firefighter safety and health.
	02.03 Identify Occupational Safety and Health Administration (OSHA) regulations and how they relate to firefighters.
	02.04 Summarize the model that supports the concept of risk management.
	02.05 Describe fire department safety and health programs.
	02.06 Summarize firefighter health awareness issues.
	02.07 Summarize safe vehicle operations.
	02.08 Summarize guidelines for riding safely on the apparatus.
	02.09 Describe ways to help prevent accidents and injuries in fire stations and facilities.
	02.10 Explain general guidelines for tool and equipment safety.
	02.11 Describe ways to maintain safety in training.
	02.12 State the practices a Firefighter I uses for emergency scene preparedness and safety.
	02.13 Summarize general guidelines for scene management including highway incidents, crowd control, and cordoning off emergency scenes.
	02.14 Explain the importance of personnel accountability.
	02.15 Explain the two-in two-out requirements of 633.508(3), F.S.
	02.16 Discuss Florida's Firefighter Occupational Safety and Health Administration Regulations.
03.0	Discuss external and internal communications in the fire service and display the correct communication skills during emergency and nonemergency calls. The student will be able to:
	03.01 Explain the procedures for receiving emergency and nonemergency external communications.
	03.02 Describe the information required to dispatch emergency services.
	03.03 Describe the systems used for internal communications.
	03.04 Explain radio limitations that may impact internal communications.
	03.05 Describe radio procedures used for internal communications.
04.0	Explain how common building materials and construction methods are impacted by fire and explain how construction methods of basic building materials can either contribute to, or help control, fire spread. The student will be able to:
	04.01 Describe the impact of fire on common building materials.
	04.02 Explain the impact of fire on construction classifications.
	04.03 List the main types of occupancy classifications.

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CTE Standards and Benchmarks	
	04.04 Describe the basic construction of building components.
	04.05 Describe Florida's marking systems for truss construction.
05.0	Explain the science of fire behavior as it relates to recognizing stages of fire development, rapid fire behavior, and firefighting operational safety. The student will be able to:
	05.01 Explain the science of fire as it relates to energy, forms of ignition, and Fire Behavior modes of combustion.
	05.02 Describe the impact of thermal energy on heat, temperature, and heat transfer.
	05.03 Recognize the physical states of fuel.
	05.04 Explain the relationship between oxygen and life safety.
	05.05 Identify the products of self-sustained chemical reactions.
	05.06 Explain the factors that affect fire development.
	05.07 Describe the stages of fire development.
	05.08 Recognize signs, causes, and effects of rapid-fire development.
	05.09 Describe the methods through which firefighting operations can influence fire behavior.
06.0	Properly use and care for Personal protective equipment (PPE) and describe how it can protect firefighters and the limitations of PPE. The student will be able to:
	06.01 Describe the purpose of personal protective equipment.
	06.02 Describe characteristics of each type of personal protective equipment.
	06.03 Summarize guidelines for the care of personal protective clothing.
	06.04 Explain safety considerations for personal protective equipment.
	06.05 Identify respiratory hazards.
	06.06 Identify types of respiratory protection equipment.
	06.07 Describe the limitations of respiratory protection equipment.
	06.08 Explain methods for storing respiratory protection equipment.
	06.09 Describe general donning and doffing considerations for protective breathing apparatus.
	06.10 Summarize general considerations for protective breathing apparatus inspections and care.
	06.11 Explain procedures for replacing SCBA cylinders.
	06.12 Explain safety precautions for SCBA use.
	06.13 Describe nonemergency and emergency exit indicators.

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CTE Standards and Benchmarks	
	06.14 Describe nonemergency exit techniques.
07.0	Select, use, and correctly maintain portable fire extinguishers. The student will be able to:
	07.01 Explain portable fire extinguisher classifications.
	07.02 Describe types of portable fire extinguishers.
	07.03 Define the ratings in a portable fire extinguisher rating system.
	07.04 Explain the considerations taken when selecting and using portable fire extinguishers.
	07.05 Identify procedures used for the inspection, care, and maintenance of portable fire extinguishers.
08.0	Select rope and webbing based on proposed use and tie the appropriate knot for various tasks such as securing and raising objects. The student will be able to:
	08.01 Compare and contrast the characteristics of life safety rope and utility Ropes and Knots rope.
	08.02 Summarize basic guidelines for rope maintenance.
	08.03 Explain reasons for placing rope out of service.
	08.04 Describe webbing and webbing construction.
	08.05 Describe parts of a rope and considerations in tying a knot.
	08.06 Describe knot characteristics and knot elements.
	08.07 Describe characteristics of knots commonly used in the fire service.
	08.08 Select commonly used rope hardware for specific applications.
	08.09 Summarize hoisting safety considerations.
09.0	Describe and perform search and victim removal methods as well as firefighter survival skills. The student will be able to:
	09.01 Summarize the impact of building construction and floor plans on Search and Rescue structural search techniques.
	09.02 Explain size-up and situational awareness considerations during structural searches.
	09.03 Summarize safety guidelines for structural search and rescue.
	09.04 Differentiate between primary and secondary search techniques.
	09.05 Recognize basic search methods.
	09.06 Describe victim removal methods.
	09.07 Explain firefighter survival methods.
	09.08 Explain what survival actions firefighters can take when needed.

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CTE Standards and Benchmarks	
	09.09 Describe the actions of a rapid intervention crew or team (RIC/RIT) when locating a downed firefighter.
10.0	Identify emergency scene lighting equipment. The student will be able to:
	10.01 Identify types of emergency scene lighting equipment.
11.0	Explain and perform forcible entry and breaching operations. The student will be able to:
	11.01 Explain the basic principles of forcible entry.
	11.02 Describe the basic construction of locksets.
	11.03 Describe considerations a firefighter must take when using forcible entry tools.
	11.04 Indicate steps needed to care for and maintain forcible entry tools.
	11.05 Explain the ways to force entry through various types of doors.
	11.06 Identify considerations that need to be taken when forcing entry through locks, padlocks, overhead doors, and fire doors.
	11.07 Describe forcible entry methods used for windows.
	11.08 Explain considerations firefighters must take when forcing entry through miscellaneous types of windows and covers.
	11.09 Describe forcible entry methods for breaching walls.
	11.10 Explain forcible entry methods for breaching floors.
	11.11 Indicate methods for forcing fences and gates.
12.0	Select, carry and deploy the appropriate ladder for various tasks such as entry and rescue. The student will be able to:
	12.01 Describe different construction types of ground ladders.
	12.02 Identify the parts of a ladder including markings and labels.
	12.03 Recognize the types of ladders used in the fire service.
	12.04 Explain the considerations addressed by ladder inspection, cleaning, and maintenance.
	12.05 Describe safety guidelines used when handling ladders.
	12.06 Explain considerations taken when selecting, lifting, and lowering a ladder.
	12.07 Describe various methods for ladder carries.
	12.08 Identify basic considerations and requirements for ground ladder placement.
	12.09 Describe various methods for ladder raises.
	12.10 Compare procedures for moving ground ladders.

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CTE Standards and Benchmarks
12.11 Explain the methods used to secure ladders.
12.12 Describe ladder climbing considerations.
12.13 Indicate what methods can be used to work from a ladder.
12.14 Explain methods used for assisting a victim down a ladder.

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Florida Department of Education
Student Performance Standards

Course Title: **Fire Fighting 2**
Course Number: **8918220**
Course Credit: **1**

Course Description:

This course is to provide an introduction to a career of Fire Science that can lead to employment, after further instruction, to a career as a firefighter or other disciplines in the Fire Science realm.

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CTE Standards and Benchmarks	
13.0	Apply tactical ventilation knowledge and practices following AHJ policies and procedures. The student will be able to:
13.01	Describe reasons for tactical ventilation.
13.02	Identify considerations that affect the decision to ventilate.
13.03	Explain the critical fire behavior indicators present during tactical ventilation.
13.04	Define horizontal and vertical ventilation.
13.05	Explain the means for achieving horizontal and vertical ventilation.
13.06	Describe the types of horizontal ventilation.
13.07	Describe the types of vertical ventilation.
13.08	Recognize other types of ventilation situations.
13.09	Explain the effects of building systems on tactical ventilation.
14.0	Discuss the various components of water supply systems and describe alternative water supply sources used for rural water supply. The student will be able to:
14.01	Explain the ways water supply system components are used by firefighters.
14.02	Describe types of fire hydrants and hydrant markings.
14.03	Explain fire hydrant operation and inspection considerations.
14.04	Explain alternative water supply sources and methods of access.
14.05	Describe methods used for rural water supply operations.
15.0	Describe fire hose characteristics, inspection and maintenance procedures, and perform various hose rolls, loads, and finishes. The student will be able to:

CTE Standards and Benchmarks	
15.01	Explain basic fire hose characteristics.
15.02	Describe different causes of and prevention methods for hose damage.
15.03	Identify basic inspection, care, and maintenance methods for fire hose.
15.04	Compare various uses for hose appliances and tools.
15.05	Describe basic hose rolls.
15.06	Explain basic hose loads and finishes.
15.07	Compare various methods to make pre-connected hose loads for attack lines.
15.08	Explain the methods used for supply hose lays.
15.09	Recognize different methods for handling hose lines.
15.10	Describe methods for advancing hose lines in various ways.
15.11	List the considerations that can impact operating attack hose lines.
16.0	Describe how and perform skills to control structural fires, Class C and D fires, and vehicle and ground cover fires. The student will be able to:
16.01	Describe initial factors to consider when suppressing structure fires.
16.02	Summarize considerations taken when making entry.
16.03	Describe direct attack, indirect attack, combination attack, and gas cooling techniques.
16.04	Describe safety considerations that must be identified for upper-level structure fires.
16.05	Explain actions taken when attacking belowground structure fires.
16.06	Discuss methods of fire control through exposure protection and controlling building utilities.
16.07	Describe steps taken when supporting fire protection systems at protected structures.
16.08	Explain considerations taken when deploying, supplying, and staffing master stream devices.
16.09	Describe situations that may require suppression of Class C fires.
16.10	Identify hazards associated with suppressing Class C fires.
16.11	Describe actions associated with suppressing Class D fires.
16.12	Explain actions taken when suppressing a vehicle fire.
16.13	Compare methods used to suppress fires in stacked and piled materials, small unattached structures and trash containers.
16.14	Summarize the main influences on ground cover fire behavior.

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CTE Standards and Benchmarks
16.15 Compare types of ground cover fires.
16.16 Describe elements that influence ground cover fire behavior.
16.17 Identify the parts of a ground cover fire.
16.18 Describe protective clothing and equipment used in fighting ground cover fires.
16.19 Describe methods used to attack ground cover fires.
16.20 Summarize safety principles and practices when fighting ground cover fires

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Florida Department of Education
Student Performance Standards

Course Title: **Fire Fighting 3**
Course Number: **8918230**
Course Credit: **1**

Course Description:

This course is to provide an introduction to a career of Fire Science that can lead to employment, after further instruction, to a career as a firefighter or other disciplines in the Fire Science realm.

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CTE Standards and Benchmarks	
17.0	Apply loss control knowledge and practices following AHJ policies and procedures. The student will be able to:
17.01	Explain the philosophy of loss control.
17.02	Describe the ways pre-incident planning impacts loss control.
17.03	Determine appropriate salvage procedures.
17.04	Compare and contrast different types of salvage covers.
17.05	Explain ways to fold, roll, spread, and improvise with salvage covers.
17.06	Describe ways to cover openings during salvage operations.
17.07	Explain methods used to maintain fire safety during overhaul.
17.08	Describe factors that influence locating hidden fires.
17.09	Identify different overhaul procedures.
17.10	Indicate the ways a thermal imager can be used during overhaul.
18.0	Describe the role of the Firefighter I in the development and implementation of a fire and life safety program. The student will be able to:
18.01	Explain the steps taken during fire and life safety program development.
18.02	Describe the components involved in fire and life safety program delivery.
18.03	Explain the impact of safety hazards, messages, and target audiences on creating fire and life safety education programs.
18.04	Indicate ways to identify and prevent fire setter development.
18.05	Describe the role of a Firefighter I in enforcing fire and life safety codes.
19.0	Demonstrate the following JPR's. The student will be able to:
19.01	Don and doff personal protective clothing and prepare for reuse, hoist tools and equipment using ropes and the correct know and locate information in department documents and standard or code materials.

CTE Standards and Benchmarks	
19.02	Operate fire department communications equipment, relay information, and record information.
19.03	Operate fire station telephone and intercom equipment.
19.04	Operate radio equipment and discriminate between routine and emergency traffic.
19.05	Following AHJ procedures, initiate an emergency call for assistance and demonstrate the ability to use other methods of emergency calls for assistance under vision obscured conditions.
19.06	Given SCBA and other personal protective equipment, correctly don and wear SCBA, control breathing techniques, enact emergency procedures when the SCBA fails, recognize low-air warnings, assure respiratory protection is not compromised and hazardous areas are exited prior to air depletion.
19.07	Given an apparatus, respond to an emergency scene wearing appropriate PPE, mounting and dismounting appropriately, assuring seat belts are used and other PPE is correctly used.
19.08	Given PPE, traffic control and scene devices, structure fire and roadway emergency scenes, traffic hazards and downed electrical wires, establish and operate in work areas following an assignment and SOPS so that PPE is property worn, protected work areas are established, and the fire fighter performs assigned tasks only in established, protected work areas.
19.09	Given an assignment, PPE, and tools force entry into a structure using tools as designed, removing the barrier, and assuring the opening is in a safe condition and ready for entry.
19.10	Given vision-obscured conditions, exit a hazardous area so that a safe haven is found before exhausting the air supply, assuring others are not endangered, and team integrity is maintained.
19.11	Given various ladders, an assignment and team members as needed, set up ground ladders assessing hazards, stabilizing the ladder, seating the correct angle for climbing, extending ladders to the necessary height with the fly locked and the top placed against a reliable structural component.
19.12	Given PPE, attack lines and hand tools, attack a passenger vehicle fire as a member of a team so that hazards are avoided, flammable liquids are identified and controlled, and protection from flash fires is maintained, and assuring all vehicle compartments are overhauled and the fire extinguished.
19.13	Given fires in stacked or piled materials and storage containers, extinguish the fire from the exterior sing attack lines, hand tools and master stream devices protecting exposures and stopping the spread of fire while avoiding collapse hazards, and preserving signs of arson.
19.14	Operating as a member of a team and under obscured vision conditions, conduct a search and rescue in a structure utilizing appropriate tools, forcible entry techniques, hoses and ladders assuring that all areas are searched, all victims are located and removed and team integrity and safety is maintained.
19.15	Operating as a member of a team given an attack line, ladders, PPE, tools and an assignment, attack an interior structure fire at grade, above grade and below grade by gaining access, effectively applying water, approaching the fire correctly, finding hidden fires and controlling them, and hazards are recognized and managed.
19.16	Perform horizontal ventilation assuring that openings are free of obstruction and ventilation devices are correctly placed, and the structure is cleared of smoke.
19.17	Perform vertical ventilation on a structure with various flat and pitched roofs by creating a specified opening, removing barriers, assuring structural integrity is not compromised, releasing products of combustion.
19.18	Given PPE, an attack line, hand tools, and a flashlight overhaul a fire scene assuring structural integrity is not compromised, all hidden

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CTE Standards and Benchmarks	
	fires are discovered and fire cause evidence is preserved, and the fire is extinguished.
19.19	Given salvage tools and equipment and an assignment, conserve property so that the building and its contents are protected from future damage.
19.20	Given supply or intake hose, tools and a fire hydrant r static water source, connect a fire department pumper to a water supply assuring connections are tight and water flow is unobstructed.
19.21	Given portable fire extinguishers, select the correct extinguisher to extinguish incipient Class A, Class B, and Class C fires assuring the fires completely extinguished and correct extinguisher handling techniques are followed.
19.22	Given fire service electrical equipment, illuminate the emergency scene so that designated areas are illuminated and all equipment is operated within the manufacturer's listed safety precautions.
19.23	Given tools, turn off building utilities in a safe manner.
19.24	Given PPE as needed, hose lines and extinguishers or hand tools, combat a ground cover fire as a member of a team so that threats to property are reported, threats to personal safety are recognized, retreat is quickly accomplished when needed, and the assignment is completed.
19.25	Given PPE, tools and ropes, tie a tool for hoisting so that the appropriate knots are used and the tool is secure.
19.26	Following manufacturer's or department guidelines, clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment and hand tools assuring maintenance is recorded and equipment is placed in a ready state or reported otherwise.
19.27	Assures that fire service hose is cleaned inspected and returned to service using water, detergent, tools, and replacement gaskets, noting damage as needed.
19.28	Perform emergency decontamination.
19.29	Given tools and equipment, demonstrate how to control activities through absorption, adsorption, damming, diking, dilution, diversion, retention, remote valve shutoff, vapor dispersion, and vapor suppression.

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Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Florida Standards for English Language Development (ELD)

English language learners communicate for social and instructional purposes within the school setting. ELD.K12.ELL.SI.1

English Language Development (ELD) Standards Special Notes:
Teachers are required to provide listening, speaking, reading and writing instruction that allows English language learners (ELL) to communicate for social and instructional purposes within the school setting. For the given level of English language proficiency and with visual, graphic, or interactive support, students will interact with grade level words, expressions, sentences and discourse to process or produce language necessary for academic success. The ELD standard should specify a relevant content area concept or topic of study chosen by curriculum developers and teachers which maximizes an ELL's need for communication and social skills. For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition at sala@fldoe.org .

Special Notes

The Bureau of Fire Standards and Training (BFST) is responsible for establishing uniform minimum standards for the employment and training of firefighters and volunteer firefighters and for establishing and maintaining firefighting training programs, curricula requirements, and certification of training schools and training school instructors.

The program will have to maintain the database with Florida State Fire College Electronic Information Database (FCDICE). Visit the following link: https://www.myfloridacfo.com/division/sfm/fcdice.

Also, visit the following website for additional information: https://www.myfloridacfo.com/division/sfm/bfst/

The task book is located on the Florida State Fire Marshal website under the Bureau of Fire Standards and Training.

Career and Technical Student Organization (CTSO)

SkillsUSA and Florida Public Service Association (FPSA) are the co-curricular career and technical student organization providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

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Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (students with an IEP served in Exceptional Student Education (ESE)) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular course or a modified course. If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete a Career and Technical Education (CTE) course. The student should work on different competencies and new applications of competencies each year toward completion of the CTE course. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number for eligible students with disabilities.

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Florida Department of Education
Curriculum Framework

Program Title: **Emergency Medical Responder**
Program Type: **Career Preparatory**
Career Cluster: **Health Science**

Secondary – Career Preparatory	
Program Number	8417170
CIP Number	0317020502
Grade Level	9-12
Program Length	3 credits
Teacher Certification	Refer to the **Program Structure** section.
CTSO	HOSA
SOC Codes (all applicable)	31-9099 -- Healthcare Support Workers, All Other 53-3011 -- Ambulance Drivers and Attendants, Except Emergency Medical Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml

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Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The content includes but is not limited to planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. Clinical learning experiences are an integral part of this program.

This instructional program prepares individuals to provide initial care to sick or injured persons or as ambulance drivers and attendants SOC 53-3011. An Emergency Medical Responder may use this training for employment. The Emergency Medical Responder is the first to arrive at the scene of an injury but does not have the primary responsibility for treating and transporting the injured person(s). Emergency Medical Responders may include law enforcement, lifeguard, fire services or basic life support non-licensed personnel who act as part of an organized emergency medical services team.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction totaling three credits. The two credit Health Science Core (Health Science Anatomy & Physiology 8417100 and Health Science Foundations 8417110) is required as a prerequisite for all programs. Secondary students completing the two required courses will not have to repeat the core in postsecondary.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the secondary program structure:

Course Number	Course Title	Teacher Certification	Length	SOC Code	Level	Graduation Requirement
8417100 **OR**	Health Science Anatomy & Physiology **OR**	ANY HEALTH OCCUP G (See DOE approved list) BIOLOGY 1	1 credit	31-9099	3	EQ
2000350 **OR** *2000360*	*Anatomy and Physiology* **OR** *Anatomy and Physiology Honors*	SCIENCE @4 HEALTH 6 BIOLOGY 1 HEALTH ED @4				
8417110	Health Science Foundations	ANY HEALTH OCCUP G (See DOE approved list)	1 credit	31-9099	3	CT
8417171	Emergency Medical Responder 3	REG NURSE 7 G PARAMEDIC @7 7G MED PROF 7 G EMT 7G LAW ENF @7 7G CORR OFF 7G PUB SERV 7G FIRE FIGHT @7 7G PRAC NURSE @7 %7%G (Must be a Registered Nurse)	1 credit	53-3011	3	CT

(Graduation Requirement Codes: CT= Career & Technical Education, EQ= Equally Rigorous Science, EC= Economics, MA= Mathematics, PL= Personal Financial Literacy)

National Standards (NS)

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The student performance standards for Emergency Medical Responder were adapted and condensed from U. S. Department of Transportation Emergency Medical Services; National EMS Education Standards; Emergency Medical Responder Instructional Guidelines and American Society for Testing and Materials, Committee F-30. Administrators and instructors should refer to these materials for additional details.

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Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.

2. Apply appropriate academic and technical skills.

3. Attend to personal health and financial well-being.

4. Communicate clearly, effectively and with reason.

5. Consider the environmental, social and economic impacts of decisions.

6. Demonstrate creativity and innovation.

7. Employ valid and reliable research strategies.

8. Utilize critical thinking to make sense of problems and persevere in solving them.

9. Model integrity, ethical leadership and effective management.

10. Plan education and career path aligned to personal goals.

11. Use technology to enhance productivity.

12. Work productively in teams while using cultural/global competence.

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Standards

After successfully completing this program, the student will be able to perform the following:

Health Science Core

01.0 Analyze and interpret an overview of the human body, including organization and chemical process.
02.0 Apply correct medical terminology relating to body structure and function within a real-world application.
03.0 Evaluate cells and tissues microscopically and macroscopically and relate their specialized functions.
04.0 Analyze the integumentary system in relation to health and disease.
05.0 Analyze the skeletal system in relation to health and disease.
06.0 Analyze the muscular system in relation to health and disease.
07.0 Analyze the nervous system in relation to health and disease.
08.0 Analyze the endocrine system in relation to health and disease.
09.0 Analyze the cardiovascular/circulatory system in relation to health and disease.
10.0 Analyze the lymphatic and immune systems in relation to health and disease.
11.0 Analyze the respiratory system in relation to health and disease.
12.0 Analyze the digestive system in relation to health and disease.
13.0 Analyze the urinary system in relation to health and disease.
14.0 Analyze both the male and female reproductive systems in relation to health and disease.
15.0 Identify and explain factors relating to genetics and disease.
16.0 Evaluate and apply the principles of disease transmission and control to real-world scenarios.
17.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
18.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
19.0 Demonstrate legal and ethical responsibilities.
20.0 Demonstrate an understanding of and apply wellness and disease concepts.
21.0 Recognize and practice safety and security procedures.
22.0 Recognize and respond to emergency situations.
23.0 Recognize and practice infection control procedures.
24.0 Demonstrate an understanding of information technology applications in healthcare.
25.0 Demonstrate employability skills.
26.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
27.0 Apply basic math and science skills.

Emergency Medical Responder 3

28.0 Demonstrate an understanding of the roles and responsibilities of the Emergency Medical Responder.
29.0 Demonstrate an ability to communicate effectively as part of the EMS team.
30.0 Demonstrate an understanding of medicolegal aspects.
31.0 Determine and record vital signs of a sick or injured person.
32.0 Use medical identification devices.
33.0 Conduct a primary assessment of problems that are a threat to life if not corrected immediately.

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34.0 Demonstrate BLS procedures.
35.0 Recognize and control bleeding.
36.0 Recognize and control shock.
37.0 Understand the importance of emergency medications.
38.0 Demonstrate understanding of airway management, respiration and artificial ventilation.
39.0 Provide secondary assessment.
40.0 Identify musculoskeletal injuries.
41.0 Demonstrate proper spinal motion restriction of a Cervical/Spinal injury.
42.0 Demonstrate proper extremity immobilization as well as other immobilization for other injuries (pelvis, ribs).
43.0 Provide emergency evacuation and transfer of a sick and/or injured person.
44.0 Identify and provide initial care for a sick and/or injured patient.
45.0 Identify and care for patients who are in special situations.
46.0 Provide triage to victims of multiple casualty incidents.
47.0 Recognize life-threatening situations.
48.0 Recognize entrapment situations.
49.0 Assist with emergency childbirth.
50.0 Identify critical incident stressors.

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Florida Department of Education
Student Performance Standards

Health Science Core

The first two courses in this program are referred to as the Health Science Core and consist of the courses Health Science Anatomy & Physiology (8417100) and Health Science Foundations (8417110). **To ensure consistency whenever these courses are offered, the standards and benchmarks for the health science core have been placed in a separate document. To access this document, visiting this link:** https://www.fldoe.org/core/fileparse.php/20706/urlt/health-sci-core-secondary-2425.rtf

The two-credit core is required as a prerequisite for all secondary programs except for Practical Nursing and Pharmacy Technician. Secondary students completing the two required courses will not have to repeat the core in postsecondary. When the recommended sequence is followed, the structure allows students to complete at specified courses for employment or remain for advanced training or cross training.

Course Title: **Health Science Anatomy & Physiology**
Course Number: **8417100**
Course Credit: **1**

Course Description:
This course is part of the secondary Health Core consisting of an overview of the human body, both structurally and functionally with emphasis on the pathophysiology and transmission of disease. Medical terminology is an integral part of the course.

The course Anatomy and Physiology (2000350) or Anatomy and Physiology Honors (2000360) may be substituted for the course Health Science Anatomy & Physiology (8417100) and their standards can be found at www.cpalms.org.

The course Health Science Anatomy & Physiology (8417100) is designated as an equally rigorous (EQ) science credit.

Course Title: **Health Science Foundations**
Course Number: **8417110**
Course Credit: **1**

Course Description:
This course is part of the Secondary Health Core designed to provide the student with an in depth knowledge of the health care system and associated occupations. Emphasis is placed on communication and interpersonal skills, use of technology, ethics and the development of critical thinking and problem solving skills. Students may shadow professionals throughout the course.

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Florida Department of Education
Student Performance Standards

Course Title: **Emergency Medical Responder 3**
Course Number: **8417171**
Course Credit: **1**

Course Description:

This course prepares students to be employed as Emergency Medical Responders. Content includes, but not limited to, identifying and practicing within the appropriate scope of practice for an Emergency Medical Responder, demonstrating correct medical procedures for various emergency situations, proficiency in the appropriate instruments used, as well as a foundation in the musculoskeletal system of the body.

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CTE Standards and Benchmarks	
28.0	Demonstrate an understanding of the roles and responsibilities of the Emergency Medical Responder. The student will be able to:
28.01	Describe the role of Emergency Medical Responder as a member of the EMS team.
28.02	List and describe the responsibilities of the Emergency Medical Responder for the provision of pre-hospital emergency care within the local EMS system.
28.03	Describe principles of safely operating a ground ambulance.
28.04	Understand the guidelines of operating safety in and around a landing zone during air medical operations and transport.
28.05	Implement appropriate Joint Commission patient safety goals.
29.0	Demonstrate an ability to communicate effectively as part of the EMS team. The student will be able to:
29.01	Demonstrate the proper procedure for the transfer of patient care to other EMS personnel.
29.02	Describe information regarding a patient's condition and treatment that needs to be communicated.
29.03	Communicate the Emergency Medical Responder's observations and actions to whomever patient care is transferred.
29.04	Describe and apply the principles of communicating with patients in a manner that achieves a positive relationship.
29.05	Recognize simple medical prefixes, suffixes, combining vowels, and words.
30.0	Demonstrate an understanding of medicolegal aspects. The student will be able to:
30.01	Describe and demonstrate an understanding of the medicolegal aspects of an Emergency Medical Responder's provision of emergency medical care in the jurisdiction having authority, including, but not limited to, duty to act, standard of care, consent to care, forcible restraint, abandonment, documentation and any applicable Good Samaritan Laws.

CTE Standards and Benchmarks	
	30.02 Practice within medicolegal standards.
31.0	Determine and record vital signs of a sick or injured person. The student will be able to:
	31.01 Determine and record skin color, temperature and moistness.
	31.02 Demonstrate ability to accurately measure and record vital signs including manual blood pressure.
32.0	Use medical identification devices. The student will be able to:
	32.01 Identify the most commonly used digital medical identification devices.
	32.02 Apply the information contained on or in the medical identification devices to patient assessment and patient care procedures.
33.0	Conduct a primary assessment of problems that are a threat to life if not corrected immediately. The student will be able to:
	33.01 Determine and record the level of consciousness of the injured person including person, place, time, and events.
	33.02 Assess for an inadequate airway, inadequate respirations, inadequate circulation, and profuse bleeding.
	33.03 Recognize when immediate correction is necessary.
	33.04 Assess patient and determine if the patient has a life threatening condition.
	33.05 Use spinal precautions as appropriate.
34.0	Demonstrate Basic Life Support (BLS) procedures. The student will be able to:
	34.01 Establish and maintain an open airway using both manual and mechanical airway techniques.
	34.02 Restore breathing and circulation by means of cardiopulmonary resuscitation (CPR).
	34.03 Demonstrate proficiency in the use of an automated external defibrillator (AED).
35.0	Recognize and control bleeding. The student will be able to:
	35.01 Identify items that can be used to control external bleeding and minimize the contamination of open wounds.
	35.02 Apply pressure dressings, tourniquets, and wound packing that will control bleeding/hemorrhage and minimize the contamination of open wounds.
	35.03 Identify the likelihood of internal bleeding through observations of signs, symptoms, and mechanisms of injury.
	35.04 Care for a patient who exhibits the signs and symptoms of internal bleeding.

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CTE Standards and Benchmarks	
	35.05 Apply current trauma treatment standards when applying a tourniquet, which may include Pre-Hospital Trauma Life Support (PHTLS) standards.
36.0	Recognize and control shock. The student will be able to:
	36.01 Recognize the likelihood that shock may occur or be present based on patient assessment and observation of a mechanism of injury.
	36.02 Provide anti-shock measures as a part of routine patient care.
37.0	Understand the importance of emergency medications. The student will be able to:
	37.01 Understand the advantages, disadvantages, and techniques of self and peer administration of an intramuscular injection by auto injector.
	37.02 Describe the names, effects, indications, routes of administration, and dosages for specific medications (i.e., chemical antidote auto injector devices).
	37.03 Demonstrate how to observe and respond to patient's need for narcotic antagonists.
	37.04 Demonstrate accurate dosage calculation.
	37.05 Demonstrate the six rights of administering narcotic antagonists.
	37.06 Demonstrate how to administer narcotic antagonists.
	37.07 Document administration of narcotic antagonists and patient's response on medical record.
	37.08 Observe and communicate effects of medications to the patient’s assigned EMT/Paramedic.
38.0	Demonstrate understanding of airway management, respiration, and artificial ventilation. The student will be able to:
	38.01 Apply knowledge of anatomy and physiology to airway management procedures (i.e., oxygenation and perfusion).
	38.02 Understand the pathophysiology of respiratory dysfunction.
	38.03 Use available mechanical devices to assure the maintenance of an open airway and assist ventilation according to American Heart Association (AHA) standards.
	38.04 Demonstrate proficiency in supplemental oxygen therapy including portable oxygen cylinder and oxygen delivery devices.
	38.05 Describe and demonstrate airway management utilizing upper airway suctioning.
39.0	Provide secondary assessment. The student will be able to:
	39.01 Conduct a methodical head-to-toe physical examination to discover conditions not found during the primary assessment.

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CTE Standards and Benchmarks	
	39.02 Interview the sick or injured person to obtain facts relevant to the person's condition.
	39.03 Interview co-workers, witnesses, family members, or other individuals to obtain facts relevant to the person's condition.
40.0	Identify musculoskeletal injuries. The student will be able to:
	40.01 Identify the various types of musculoskeletal injuries.
	40.02 Immobilize and otherwise care for suspected fractures, dislocations, sprains, and strains with available supplies and equipment, including commercially available and improvised devices.
	40.03 Demonstrate an understanding of the function and need for traction splints.
41.0	Demonstrate proper spinal motion restriction of a cervical/spinal injury. The student will be able to:
	41.01 Identify need for spinal motion restriction.
	41.02 Maintain in-line spinal motion restriction of cervical spine.
	41.03 Place proper fitting rigid extrication-type cervical collar.
	41.04 Place patient in supine position on appropriate spine board based on patient condition.
	41.05 Secure patient to spinal motion restriction device.
42.0	Demonstrate proper extremity immobilization as well as other immobilization for other injuries (pelvis, ribs). The student will be able to:
	42.01 Identify need for extremity immobilization.
	42.02 Assesses motor, sensory, and distal circulation in extremities.
	42.03 Place proper fitting splint on extremity.
	42.04 Reassess motor, sensory, and distal circulation in extremities.
43.0	Provide emergency evacuation and transfer of a sick and/or injured person. The student will be able to:
	43.01 Describe situations when a person should be evacuated or transferred.
	43.02 Use the most appropriate assist, drag or carry (alone or with a partner) to move a sick or injured person from a dangerous location to a safe place.
	43.03 Maintain safety precautions during evacuation and transfer.
	43.04 Demonstrate an understanding of the purpose and use of transfer methods for patients including stair, chairs, and stretchers.

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CTE Standards and Benchmarks	
44.0	Identify and provide initial care for a sick and/or injured patient. The student will be able to:
44.01	Identify and care for patients with non-traumatic chest pain, utilizing patient assessment.
44.02	Identify and care for patients experiencing respiratory distress utilizing patient assessment.
44.03	Identify and care for patients experiencing a diabetic emergency utilizing patient assessment.
44.04	Identify and care for a patient who is experiencing a seizure utilizing patient assessment.
44.05	Identify and care for a patient who has ingested, inhaled, absorbed, or been injected with a poisonous substance.
44.06	Identify and care for a patient who is in an altered state of consciousness utilizing patient assessment.
44.07	Identify and care for a patient who is experiencing a stroke utilizing patient assessment.
44.08	Identify and care for a patient who has a foreign body in the eye utilizing patient assessment.
44.09	Identify and care for a patient with thermal, chemical, or electrical burns, determining the severity including degree, body surface area, type, and location.
44.10	Identify and care for a patient suffering from an environmental emergency including heat cramps, heat exhaustion, heat stroke, and frostbite, utilizing patient assessment.
45.0	Identify and care for patients who are in special situations. The student will be able to:
45.01	Identify patients who have special needs (including but not limited to abuse, domestic violence, and sex trafficking).
45.02	Care for injured/ill children.
45.03	Care for the injured/ill elderly.
45.04	Care for the injured/ill physically disabled.
45.05	Care for the injured/ill developmentally disabled.
46.0	Provide triage to victims of multiple casualty incidents. The student will be able to:
46.01	Categorize the victims of multiple casualty incidents according to the severity of injury or illness based on patient assessments.
46.02	Use triage tags or other identification devices available locally to indicate priorities for pre-hospital emergency care and transportation to medical facilities.
46.03	Work as a member of a team to perform triage at locations of multiple casualty incidents.

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CTE Standards and Benchmarks	
	46.04 Work as a member of a team to perform patient assessments at locations of multiple casualty incidents.
	46.05 Work as a member of a team to carry out patient care procedures at the locations of multiple casualty incidents.
	46.06 Demonstrate knowledge of the operating procedures during a terrorist event or during a natural or man-made disaster.
	46.07 Demonstrate a basic understanding of the Incident Command System (ICS) implemented by the Federal Emergency Management Agency (FEMA).
	46.08 Discuss and demonstrate Hazardous Waste Operations and Emergency Response (HAZWOPER) standard, 29 CFR 1910.120 – First Responder Awareness Level (https://www.osha.gov/emergency-preparedness/hazardous-waste-operations/standards).
47.0	Recognize life-threatening situations. The student will be able to:
	47.01 Take steps to minimize the chance of injury or death to all involved when confronted with a potentially life-threatening situation based on scene assessment.
48.0	Recognize entrapment situations. The student will be able to:
	48.01 Identify accident-related hazards and undertake hazard control measures consistent with the capabilities of the Emergency Medical Responder and available equipment.
	48.02 Recognize available equipment that is used to safely gain access to persons who are entrapped.
	48.03 Recognize available equipment that is used to safely disentangle persons from mechanisms of entrapment.
	48.04 Identify which agencies to notify for assistance with entrapment situations.
49.0	Assist with emergency childbirth. The student will be able to:
	49.01 Evaluate a mother to determine whether delivery is imminent.
	49.02 Assist with a normal delivery.
	49.03 Care for the mother and baby.
	49.04 Identify abnormal childbirth situations and care for the mother and baby within the Emergency Medical Responder's capabilities.
50.0	Identify critical incident stressors. The student will be able to:
	50.01 Identify stressors which may affect the performance of an Emergency Medical Responder.
	50.02 Identify stressors which may affect the behavior of a sick or injured person.
	50.03 Carry out procedures to minimize critical incident stress.

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CTE Standards and Benchmarks
50.04 Identify signs and symptoms of PTSD and the resources available for treatment.

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Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

This program requires a clinical component of approximately 50% the length of the courses following the health science core. A portion of the clinical experience can be achieved through simulation when appropriate.

Clinical courses require contact hours in the clinical setting in order to complete the health science program. Hospitals, nursing homes, and other clinical facilities with clinical affiliation agreements limit the number of students that can rotate and/or be on site at one time. Most facilities, including hospitals and nursing homes, limit the number of students to 15. Due to these industry limitations, it is recommended that the student ratio be 15:1 (student/teacher) based on the clinical facilities that students attend to for clinical training.

Florida Standards for English Language Development (ELD)

English language learners communicate for social and instructional purposes within the school setting. ELD.K12.ELL.SI.1

English Language Development (ELD) Standards Special Notes:
Teachers are required to provide listening, speaking, reading and writing instruction that allows English language learners (ELL) to communicate for social and instructional purposes within the school setting. For the given level of English language proficiency and with visual, graphic, or interactive support, students will interact with grade level words, expressions, sentences and discourse to process or produce language necessary for academic success. The ELD standard should specify a relevant content area concept or topic of study chosen by curriculum developers and teachers which maximizes an ELL's need for communication and social skills. For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition at sala@fldoe.org .

Special Notes

Following the completion of the Health Science Core, the student is eligible to take the National Health Care Foundation Skill Standards Assessment with instructor approval and the completion of a portfolio.

In order for students to take the NREMT003 Emergency Medical Responder exam the program must be approved by the National Registry for Emergency Medical Technicians. To receive approval from NREMT each program must be "authorized" by the Bureau of Emergency Medical Services (EMS) by completing the instructor qualifications form required by Bureau of EMS.

The Emergency Medical Responder instructor shall issue to each student documentation of successful course completion which shall include date of issuance, student's name, name of sponsoring agency (DOE), name of training agency, and instructor's printed name and signature, plus the

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wording "issued pursuant to section 401.435, F.S." The instructor must also maintain on file following course completion, a roster listing the names of students who successfully completed the course, the dates and location of the course, and the name of the instructor.

This program meets the Department of Health's education requirements for HIV/AIDS, Domestic Violence and Prevention of Medical Errors. Although not a requirement for initial licensure, it is a requirement for renewal; therefore, the instructor **may** provide a certificate for renewal purposes to the student verifying these requirements have been met.

If students in this program are seeking a licensure, certificate or registration through the Department of Health, please refer to 456.0635, F.S. for more information on disqualification for a license, certificate, or registration through the Department of Health.

Career and Technical Student Organization (CTSO)

Florida HOSA: Future Health Professionals is the co-curricular career and technical student organization providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (students with an IEP served in Exceptional Student Education (ESE)) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular course or a modified course. If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete a Career and Technical Education (CTE) course. The student should work on different competencies and new applications of competencies each year toward completion of the CTE course. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number for eligible students with disabilities.

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Florida Department of Education
Curriculum Framework

Program Title: **Medical Skills and Services**
Program Type: **Non Career Preparatory**
Career Cluster: **Health Science**

Secondary – Non Career Preparatory	
Program Number	8400320
CIP Number	03179997PA
Grade Level	9-12
Program Length	1 credit
Teacher Certification	Refer to the **Program Structure** section.
CTSO	HOSA
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml

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Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Health Science career cluster.

The purpose of this program is to give students an opportunity to apply knowledge and skills related to the area of Health Science career cluster.

The content includes but is not limited to practical generic skills in health occupations.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction totaling one credit.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the secondary course/program structure:

Course Number	Course Title	Teacher Certification	Length	Level	Graduation Requirement
8400320	Medical Skills and Services	ANY HEALTH OCCUP G (See DOE approved list) HEALTH 6	1 credit	2	CT

(Graduation Requirement Codes: CT= Career & Technical Education, EQ= Equally Rigorous Science, EC= Economics, MA= Mathematics, PL= Personal Financial Literacy)

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Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.

2. Apply appropriate academic and technical skills.

3. Attend to personal health and financial well-being.

4. Communicate clearly, effectively and with reason.

5. Consider the environmental, social and economic impacts of decisions.

6. Demonstrate creativity and innovation.

7. Employ valid and reliable research strategies.

8. Utilize critical thinking to make sense of problems and persevere in solving them.

9. Model integrity, ethical leadership and effective management.

10. Plan education and career path aligned to personal goals.

11. Use technology to enhance productivity.

12. Work productively in teams while using cultural/global competence.

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Standards

After successfully completing this program, the student will be able to perform the following:

01.0 Demonstrate the ability to communicate effectively.
02.0 Apply basic mathematics skills used in health care.
03.0 Demonstrate knowledge of the services provided by health occupations career clusters.
04.0 Recognize and practice basic health skills.
05.0 Demonstrate first aid, CPR and BLS.
06.0 Demonstrate knowledge of legal aspects of healthcare delivery.
07.0 Demonstrate an understanding of and apply concepts of whole body wellness.
08.0 Demonstrate knowledge of blood borne diseases, including AIDS.
09.0 Demonstrate and understanding of technology applications in healthcare.
10.0 Demonstrate employability skills.

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Florida Department of Education
Student Performance Standards

Course Title: **Medical Skills and Services**
Course Number: **8400320**
Course Credit: **1**

Course Description:

The purpose of this course is to assist students in making informed decisions about their future academic and occupational goals and to provide information regarding careers and skills in the Health Science career cluster. The content of this course includes, but is not limited to: employability and communication skills, legal and technological aspects of health care, medical mathematics, services provided by health science professions, mental health and wellness, occupational safety, and basic health science skills

CTE Standards and Benchmarks	
01.0	Demonstrate the ability to communicate effectively. The student will be able to:
01.01	Respond to verbal and non-verbal communication.
01.02	Develop active listening skills.
01.03	Demonstrate ability to follow written and oral directions.
01.04	Analyze elements of constructive and non-constructive criticism.
01.05	Define, pronounce and spell common medical terms and abbreviations necessary to safely carry out medical instructions.
01.06	Demonstrate awareness of and sensitivity to barriers to communication, including cultural differences, language, and disability.
02.0	Apply basic mathematics skills used in health care. The student will be able to:
02.01	Measure and record height and weight using a variety of measurement systems used in health care.
02.02	Convert common weights, measures and volumes to and from metric as applied in the healthcare setting.
02.03	Convert from regular to 24-hour clock time.
02.04	Perform mathematical calculations to solve numeric, symbolic, and word problems relevant to healthcare occupations and/or medical scenarios.
03.0	Demonstrate knowledge of the services provided by health occupations career clusters. The student will be able to:
03.01	Discuss the history of health care services and medical progress in the (5) health science career pathway, such as developments in

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CTE Standards and Benchmarks	
	diagnostic technology, sterilization, electronic health records, etc.
03.02	Identify the basic components of the health care delivery system.
03.03	Describe at least 2 occupations for each health science pathway, 3 types of services provided by each career chosen and perform at least 2 skills for each career chosen: • Therapeutic Services • Diagnostic Services • Health Informatics • Support Services • Biotechnology Research and Development
03.04	Research or explore at 3 “alternative medicine: occupations and services of each.
04.0	Recognize and practice basic health skills. The student will be able to:
04.01	Demonstrate proper hand cleansing, including proper hand-washing and proper use of alcohol-based hand gel.
04.02	Demonstrate proper application and disposal of Personal Protective Equipment (gloves, gown, mask, goggles)
04.03	Perform proper body mechanics to prevent injury to patients and self.
04.04	Apply infection control techniques designed to prevent the spread of diseases to the care of all patients following Centers for Disease Control and Prevention (CDC) guidelines.
04.05	Demonstrate how to prevent accidents, injuries and infection in accordance with OSHA standards.
04.06	Demonstrate fire safety in medical facilities including RACE and PASS procedures.
04.07	Analyze the parts of the chain of infection and how to break it.
04.08	Demonstrate and record vital signs to include temperature, pulse, blood pressure, and respirations while recognizing the normal range for each.
04.09	Demonstrate vision screening.
04.10	Demonstrate ability to test for hearing using simple tools.
04.11	Demonstrate ability to test reflexes.
05.0	Demonstrate first aid, CPR, and BLS. The student will be able to:
05.01	Describe wounds and the appropriate first aid treatment.

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CTE Standards and Benchmarks	
	05.02 Identify various types of shock and their treatments.
	05.03 Recognize types of poisoning and treatment.
	05.04 Identify classifications of burns and their appropriate treatment.
	05.05 Describe ill effects of heat and cold and the appropriate first aid for each.
	05.06 Demonstrate immobilization for suspected fractures.
	05.07 Recognize the signs, symptoms, and appropriate first aid for each of the following: • Heart attack • Fainting and seizures • Diabetic reactions • Stroke
	05.08 Describe first aid for foreign objects in the eye and ear.
	05.09 Perform skills in BLS.
	05.10 Demonstrate first aid for choking.
	05.11 Demonstrate activation of the Emergency Medical System (EMS).
06.0	Demonstrate knowledge of legal aspects of healthcare delivery. The student will be able to:
	06.01 Identify how laws (i.e., “Good Samaritan”) protect first responders with healthcare delivery in all settings including emergent situations.
	06.02 Describe the need for advanced directives and health care surrogate.
	06.03 Describe legal procedures for donating organs.
	06.04 Describe the need for health insurance and the different types available.
07.0	Demonstrate an understanding of and apply concepts of whole body wellness. The student will be able to:
	07.01 Define stress/stressors.
	07.02 Identify problem solving skills to resolve stress.
	07.03 Demonstrate stress reduction techniques.

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CTE Standards and Benchmarks	
	07.04 Demonstrate knowledge of Mental Health as a legitimate illness, equivalent to all general health conditions.
	07.05 Identify factors that explain why health occupations are emotionally and physically demanding.
	07.06 Demonstrate coping strategies for dealing with mental and emotional health issues
	07.07 Identify the needs of the terminally ill.
	07.08 Recognize the steps in the grief process.
	07.09 Describe special considerations when working with terminally ill patients and their families.
08.0	Demonstrate knowledge of blood borne diseases, including HIV/AIDS. The student will be able to:
	08.01 Distinguish between fact and fallacy about the transmission and treatment of diseases caused by blood borne pathogens.
	08.02 Distinguish between outbreak, epidemic, endemic, and pandemic.
	08.03 Identify community resources and services available to the individual with diseases caused by blood borne pathogens.
	08.04 Identify at risk behaviors which promote the spread of HIV/AIDS and the public education necessary to combat the spread of diseases caused by blood borne pathogens.
	08.05 Demonstrate knowledge of the legal aspect of HIV/AIDS, including testing.
09.0	Demonstrate an understanding of technology applications in healthcare. The student will be able to:
	09.01 Differentiate between the various computer based diagnostic studies in healthcare (e.g., X-ray, MRI, CT scan, and CPET).
	09.02 Discuss how computers affect legal and ethical questions in the health field.
	09.03 Analyze how HIPPA regulations affect the privacy of electronic health records.
	09.04 Discuss the use of Electronic Health Records, including information included and necessary protections.
	09.05 Demonstrate how to scan, fax, and send by email information/documents.
	09.06 Discuss the security of Electronic Health Records and other electronic communications.
10.0	Demonstrate employability skills. The student will be able to:
	10.01 Identify local job openings in health care.
	10.02 Examine levels of education, credentialing requirements including licensure and certification, employment opportunities, workplace

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CTE Standards and Benchmarks	
	environments, and career growth potential.
10.03	Complete a job application.
10.04	Participate in a job interview.
10.05	Create a cover letter and resume.
10.06	Discuss professionalism and the ethical role and responsibility of the healthcare worker.

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Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

Florida Standards for English Language Development (ELD)

English language learners communicate for social and instructional purposes within the school setting. ELD.K12.ELL.SI.1

English Language Development (ELD) Standards Special Notes:
Teachers are required to provide listening, speaking, reading and writing instruction that allows English language learners (ELL) to communicate for social and instructional purposes within the school setting. For the given level of English language proficiency and with visual, graphic, or interactive support, students will interact with grade level words, expressions, sentences and discourse to process or produce language necessary for academic success. The ELD standard should specify a relevant content area concept or topic of study chosen by curriculum developers and teachers which maximizes an ELL's need for communication and social skills. For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition at sala@fldoe.org.

Special Notes

The cooperative method of instruction is not appropriate for this course.

Career and Technical Student Organization (CTSO)

HOSA: Future Health Professionals is the co-curricular career and technical student organization for providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

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Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (students with an IEP served in Exceptional Student Education (ESE)) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular course or a modified course. If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete a Career and Technical Education (CTE) course. The student should work on different competencies and new applications of competencies each year toward completion of the CTE course. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number for eligible students with disabilities.

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C10 - K-12 Academic Services Out of State and Overnight Student Travel

Description

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

Field Trips Details

School	Date	Destination	Group	Purpose
Lake Asbury Junior High	6/17 - 6/20/25	Orlando, FL	FFA Officers	Leadership workshops
Fleming Island High	5/30 - 6/1/25	West Palm Beach, FL	Boys Basketball	Basketball Camp
Fleming Island High	10/3 - 10/4/25	Davenport, FL	Golf	State Championship for 2025
Middleburg High	6/8 - 6/14/25	Gainesville, GA	NJROTC	Cadet Leadership Academy
Middleburg High	9/12 - 9/14/25	Starke, FL	NJROTC	Cadets Orienteering competition
Middleburg High	2/6 - 2/7/26	Douglas, GA	NJROTC	Drill competition
Oakleaf High	4/9 - 4/11/26	Orlando, FL	Band	Sound design workshop
Orange Park High	7/8 - 7/10/25	Orlando, FL	Band	Select students participating with state wide wind ensemble
Orange Park High	3/29 - 4/2/26	New York, NY	Band	Students to perform at Carnegie Hall and tour various sites
Orange Park High	6/22 - 6/25/25	St. Petersburg, FL	Band	Marching band leadership to Penny's Camp
Ridgeview High	3/25 - 3/28/26	New York, NY	Performing Arts	Immersive NYC experience

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.

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

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

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

Contact
Roger Dailey, Chief Academic Officer; roger.dailey@myoneclay.net; 904-336-6904
Treasure Pickett, Chief of Secondary Ed; treasure.pickett@myoneclay.net; 904-336-6918

Financial Impact
None

Review Comments

Attachments

- June 26 2025 Student Travel.pdf

DRAFT

Summer 6/24/25

Clay County District Schools
Field Trip Request Form

School Requesting:	*JR* Lake Asbury Junior High
Staff Requesting:	Mackenzie Stone, Sponsor mackenzie.stone@myoneclay.net
Grade Level and Subject/Program:	Eighth CTE N/A
Destination:	Caribe Royale Orlando- 8101 World Center Dr, Orlando, FL 32821
Education Value	Officers from our FFA chapter will be attending student leadership workshops, general sessions with keynote speakers, and be recognized on stage for chapter/individual awards.
FLDOE Standards/Benchmarks	08.01 Identify the opportunities for leadership development available through the National FFA Organization and other agricultural groups. 08.04 Model leadership characteristics.
Field Trip Details: Start/End Date/Time	Starts: 6/17/2025 8:00:00 Ends: 6/20/2025 16:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Mackenzie Stone
Anticipated # of Students:	7
Cost Per Student and What it Covers:	$200 Hotel fees, registration, 2 dinners
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	N/A N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be	Internal Accounts, FFA 4031

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Charged:	
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Mackenzie Stone 5/20/2025 15:26:49
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here Lydia Cruz 5-22-25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here Hackett 5/23/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. Davis 6/5/25

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☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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24-25 6/26/25

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Traavis Chandler, Coach traavis.chandler@myoneclay.net
Grade Level and Subject/Program:	Eleventh Athletics Basketball, Boys
Destination:	Keiser University, 2600 N. Military Tr., West Palm Beach, FL,33409
Education Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 5/30/2025 13:00:00 Ends: 6/1/2025 17:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	All student-athletes will be transported by their parent. Required
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Traavis Chandler
Anticipated # of Students:	9
Cost Per Student and What it Covers:	$50 Registration Fee for Camp
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	0 N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	N/A
Blanket Request:	No
Schedule for Blanket Requests:	

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(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	*Traavis Chandler* 5/16/2025 9:54:56
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here

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☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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25-26 6/24/25 ✓

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Bruce Cloud, Coach bruce.cloud@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Golf
Destination:	Providence CC, Davenport, Florida
Education Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 10/3/2025 9:00:00 Ends: 10/4/2025 18:00:00 - State Championship for 2025
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Jerry Sauer, Bruce
Anticipated # of Students:	6
Cost Per Student and What it Covers:	$0 N/A
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	N/A N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	1150
Blanket Request:	No
Schedule for Blanket Requests:	

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(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Bruce A. Cloud 5/19/2025 8:00:24
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 5/19/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 5/20/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 5/22/25

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24-25 (Summer) 6/20/25

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Middleburg High
Staff Requesting:	Aaron Lee, Teacher aaron.lee@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Riverside Military Academy, 2001 Riverside Dr., Gainesville, GA 30501
Education Value	Cadets will attend NJROTC Leadership Academy to learn the traits and values of being a leader.
FLDOE Standards/Benchmarks	Leadership Academy to learn leadership.
Field Trip Details: Start/End Date/Time	Starts: 6/8/2025 7:00:00 Ends: 6/14/2025 16:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Charter Bus, Cadets will ride charter to Leadership Academy and parent will attend Leadership Academy graduation and being their student home.
Charter Bus Company (if applicable):	Annett Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	7
Cost Per Student and What it Covers:	N/A N/A
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	N/A N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	NJROTC 3167

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Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Aaron Lee 5/15/2025 9:59:57
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here

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☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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25-26 6/26/25

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Middleburg High
Staff Requesting:	Aaron Lee, Teacher aaron.lee@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Camp Blanding 5629 FL-16, Starke, FL 32091
Education Value	Cadets will learn the Orienterring basics for future competitions.
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 9/12/2025 12:00:00 Ends: 9/14/2025 16:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	N/A Not Needed, Cadets will be dropped off by their parents.
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	10
Cost Per Student and What it Covers:	$125 Barracks and food
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	No fee Barracks and food
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	NJROTC 3167
Blanket Request:	No
Schedule for Blanket Requests:	

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(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	*Aaron Lee* 5/15/2025 8:45:26
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 4/16/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 5/20/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 5/22/25

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☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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25-26 6/26/25

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Middleburg High
Staff Requesting:	Aaron Lee, Teacher aaron.lee@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Coffee County High School, 159 Trojan Way, Douglas, GA 31533
Education Value	N/A DRILL COMPETITION
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 2/6/2026 8:00:00 Ends: 2/7/2026 22:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Annett Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	30
Cost Per Student and What it Covers:	N/A N/A
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	N/A N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	NJROTC 3167
Blanket Request:	No
Schedule for Blanket Requests:	

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(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Aaron Lee 5/15/2025 8:57:31
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 5/16/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here Allison 5/20/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. Hui 5/22/25

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☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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25-26 4/24/25

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Chad Robbins, Teacher chad.robbins@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Fine Arts NA
Destination:	Universal Studios Orlando Florida
Education Value	This end-of-year trip celebrates the accomplishments of the Oakleaf Band while continuing to engage students through meaningful, music-related learning experiences. By participating in Universal's Foley Sound Design Workshop, students will explore how sound and music shape storytelling in film — applying their musicianship in a creative, real-world setting. The day also promotes community, reflection, and team bonding through shared experiences at one of Florida's most iconic entertainment destinations. A public performance opportunity may be included as part of the trip.
FLDOE Standards/Benchmarks	MU.912.F.1.1 – Analyze and evaluate the impact of technologies on music composition, performance, and acquisition. MU.912.F.3.1 – Analyze the impact of music media, including the Internet, on the music industry. MU.912.C.1.3 – Evaluate one's own or other's performance based on criteria related to tone quality, intonation, expression, and technique. MU.912.H.1.5 – Examine the relationships among music, art, culture, and history across time and cultures. ELA.K12.EE.4.1 – Use appropriate collaborative techniques and active listening skills when engaging in discussions in a variety of situations. PE.912.C.2.2 – Evaluate the effectiveness of specific strategies used to enhance team performance. TH.912.C.1.3 – Justify personal responses to a performance, relating to artistic intent. PE.912.L.3.4 – Identify the opportunities for participation in physical activity during non-school hours.
Field Trip Details: Start/End Date/Time	Starts: 4/9/2026 6:00:00 Ends: 4/11/2026 22:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus

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Charter Bus Company (if applicable):	Academy or MCA
Legal Name of Approved Drivers (if applicable)	NA
Anticipated # of Students:	120
Cost Per Student and What it Covers:	$900.00 travel, lodging, tickets, workshop, meal ticket (3)
Anticipated # of Chaperones:	12
Cost Per Chaperone and What it Covers:	$900.00 travel, lodging, tickets
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	band 2100
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	CHAD ROBBINS 5/19/2025 15:07:08
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 5/20/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 5/30/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 5/27/25

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☐ CTE EVENT
Event was Pre-Approved at the School Board meeting on (Date) _____.

DRAFT

PACE
EDUCATIONAL TRAVEL

Oakleaf High School Band

Orlando – Universal Trip 2026

Inclusion List: Pricing, Payments & Coverages (Submitted 5/12/2025)

As travel broker, P.A.C.E. Travel hereby agrees to provide the following goods and services to and for **Oak Leaf High School's Orlando Universal Tour on April 9-11, 2025.**

- One (1) **deluxe motorcoach with MCA Transportation**.
- Two (2) night accommodation at **Springhill Suites**.
- **Two (2) breakfast buffets** at the hotel.
- **Three (3) dinners** including three (3) $20 cash meal/voucher in park.
- One (1) **3-Day/3-Park pass** into **Universal Theme Parks.** (Includes Epic Universe)**
- One (1) STARS Performance Sound Design Workshop.
- Public performance City Walk (TBD)
- P.A.C.E. Travel Trip Director to welcome and orient the group on day of arrival in the Orlando area.
- Two (2) director's packages in single occupancy.
- All taxes and gratuities included.
- Does NOT include tip for P.A.C.E. Travel tour director.

****Can I get a discount if I use my Universal Orlando Parks – Annual Pass?**
It is the responsibility of the PASSHODER to:

- ❑ Verify there are no blackout dates for the dates of travel (April 9-10).
- ❑ Passenger's park pass MUST include ALL dry parks. Otherwise, the passenger must stick with the group booking.
- ❑ if pass qualifies, finish your registration, then email office@pacetravel.net requesting the discount be applied for supplying your own park entry for ALL dry parks.

On-Trip Usage: It is HIGHLY important that passengers research their pass before opting out of PACE Travel purchasing their entry passes. If the passenger opts out of having P.A.C.E. Travel purchase their 3-day/3-park pass, and they show up at any of the parks on day of and find out their pass does not qualify for entry:

- ❑ the passenger will have to pay at-the-gate rates (if available).
- ❑ if entry tickets are unavailable for purchase at the gate, it will be the sole responsibility of the passenger (and their chaperone) to have an alternate activity. The motorcoach will not be available for transport or access once the group is dropped off at the park.

THE PASSENGER agrees to pay P.A.C.E. Travel for the aforementioned goods and services according to the following pricing, formula, and schedule.

Per Person Pricing

Includes transportation costs and has been **based on fifty (50) paying passengers**. If the number of paying passengers decreases, the price for the trip per person will be adjusted accordingly. All rooms are suites equipped with a pullout sofa.

$867.00 per Quad Occupancy (4 per room)
$901.00 per Triple Occupancy (3 per room)
$906.00 per Double Occupancy (2 per room)
$1109.00 per Adult Single Occupancy

DRAFT

25-26 - Summer 6/24/25

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Brett Pikuritz, Teacher brett.pikuritz@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Fine Arts N/A
Destination:	DoubleTree by Hilton Orlando at SeaWorld
Education Value	Students were nominated and selected to be a part of the 9 Star Honor Band. This is an opportunity to learn from a master teacher and play in a state-wide wind ensemble comprised of the best 9th graders in Florida.
FLDOE Standards/Benchmarks	MU.912.S.2 - Development of skills, techniques, and processes in the arts strengthens our ability to remember, focus on, process, and sequence information; MU.912.S.3 - Through purposeful practice, artists learn to manage, master, and refine simple, then complex, skills and techniques.
Field Trip Details: Start/End Date/Time	Starts: 7/8/2025 16:00:00 Ends: 7/10/2025 20:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Dovie Kypreos, Dexter Fisher, Lynca Fisher
Anticipated # of Students:	2
Cost Per Student and What it Covers:	$165 Conference registration, hotel stay, music education instruction
Anticipated # of Chaperones:	1:2
Cost Per Chaperone and What it Covers:	$160 Conference registration, hotel stay
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.

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Budget Code/Course to Be Charged:	Band - 2100
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Brett Pikuritz 5/20/2025 10:17:20
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 5/27/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 5/29/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 6/5/25

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☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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25-26 6/26/25 ✓

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Brett Pikuritz, Teacher brett.pikuritz@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Fine Arts N/A
Destination:	New York City, NY
Education Value	Students will travel to NYC to perform at Carnegie Hall. They will also attend the following: Metropolitan Museum of Art (The Met), New York Philharmonic Concert, Hadestown (musical), Empire State Building, 9/11 Memorial & Museum, Cina Town, & SoHo.
FLDOE Standards/Benchmarks	MU.912.S.2 - Development of skills, techniques, and processes in the arts strengthens our ability to remember, focus on, process, and sequence information; MU.912.S.3 - Through purposeful practice, artists learn to manage, master, and refine simple, then complex, skills and techniques
Field Trip Details: Start/End Date/Time	Starts: 3/29/2026 7:00:00 Ends: 4/2/2026 22:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Commercial Airline
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	60
Cost Per Student and What it Covers:	$2,850 Flight, charter bus transportation within NYC, hotel stay, Carnegie Hall festival, most/all meals, tickets to museums, concerts, & musical.
Anticipated # of Chaperones:	20
Cost Per Chaperone and What it Covers:	$2,550 Flight, charter bus transportation within NYC, hotel stay, most/all meals, tickets to museums, concerts, & musical.

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Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	N/A; using Green Light Tours (external payments); might use Band - 2100 to help subsidize as needed.
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Brett Pikuritz 5/21/2025 10:11:05
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 5/27/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here Wyatt 5/27/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. Blue 6/5/25

***District Use Only**
☑ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 6/26/25
☐ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date)_____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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Summer 6/20/25

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Brett Pikuritz, Teacher brett.pikuritz@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Fine Arts N/A
Destination:	Penny's Camp, Eckerd College, 4200 54th Ave. S, St. Petersburg, FL 33711
Education Value	Marching band leadership students will attend Penny's Camp in order to gain valuable leadership skills. They will be instructed by a panel of highly-qualified music educators.
FLDOE Standards/Benchmarks	MU.912.S.2 - Development of skills, techniques, and processes in the arts strengthens our ability to remember, focus on, process, and sequence information; MU.912.S.3 - Through purposeful practice, artists learn to manage, master, and refine simple, then complex, skills and techniques.
Field Trip Details: Start/End Date/Time	Starts: 6/22/2025 9:00:00 Ends: 6/25/2025 20:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Lawris Lealie, Kimberly Long, Desiree Pichardo
Anticipated # of Students:	7
Cost Per Student and What it Covers:	$450 Housing, instruction, & food
Anticipated # of Chaperones:	1:7
Cost Per Chaperone and What it Covers:	$0 N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.

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Budget Code/Course to Be Charged:	**Band - 2100**
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Brett Pikuritz 5/20/2025 10:02:25
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 5/27/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 5/28/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 6/5/25

***District Use Only**
☑ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) _____
☑ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) 6/5/25. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) 6/24/25.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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25-26 0/24/25 5/30

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Heather Bice, Teacher heather.bice@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Fine Arts NA
Destination:	New York City- Various Locations
Education Value	This trip is an opportunity for the Performing Arts students at Ridgeview High School to have an immersive NYC experience. They will see three Broadway musicals, various cultural landmarks, visit museums, eat local food and have an in person tutorial from current Broadway musicians.
FLDOE Standards/Benchmarks	MU.912.C.2.2- Evaluate performance quality in live performances. MU.912.O.3.1- Analyze expressive elements in a musical work and describe how the choices and manipulators of the elements support, for the listener, the implied meaning of the composer/performer. MU.912.F.2.2- Analyze the effect of the arts and entertainment industry on the economic and social health of communities and regions.
Field Trip Details: Start/End Date/Time	Starts: 3/25/2026 7:00:00 Ends: 3/28/2026 19:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	airplane
Charter Bus Company (if applicable):	NA
Legal Name of Approved Drivers (if applicable)	NA
Anticipated # of Students:	80
Cost Per Student and What it Covers:	$1,900 All travel expenses, food, entrance to all activities.
Anticipated # of Chaperones:	20
Cost Per Chaperone and What it Covers:	$2,000 All travel expenses, food, entrance to all activities.

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Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	N/A Students and parents pay Greenlight Group Tours
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Heather M. Bice 5/13/2025 10:19:25
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 5/30/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 6/2/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 6/5/25

***District Use Only**
☑ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 6/26/25
☐ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date)_____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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June 26, 2025 - Regular School Board Meeting

Title

C11 - Agreement between the School Board of Clay County and AMI Kids DBA AMIKids Clay County

Description

A collaborative agreement between the School Board of Clay County and the AMI Kids Clay County, Inc., to address the needs of male students in Clay County. This program works in conjunction with the Department of Juvenile Justice, to provide an educational program and related services for eligible male students (up to 44 students). This program focuses on student needs dealing with specialized counseling, credit recovery services, life skills, positive gender identification, community service learning projects, and career exploration. Students attend the program for approximately 1 year. The collaboration between the two organizations has allowed students to seek an alternative setting to a previously unsuccessful environment.

Gap Analysis

The district monitors the program and their intervention strategies in order to yield positive results in the areas of academics, social behavior, and the number of students who successfully return to their home school.

Previous Outcomes

Clay County has had a positive working partnership AMI Kids for years. AMI Kids earned a school accountability rating of "Commendable" in the 2021-22 DJJ Accountability Report.

Expected Outcomes

By continuing the collaboration with AMI Kids, it is expected that students will be identified by the secondary schools, Bannerman Learning Center, recommended by parents, and/or the student volunteers for the program. AMI Kids is notified by any of these sources and students are oriented to the program. Once the students are enrolled, they begin the counseling program offered and then the credit/course recovery program begins. Periodic meetings take place to review outcomes and to communicate with the District on proposed return dates of the students. Through the District plan, students are able to recoup credits and, therefore, remain on track to either be promoted or to earn the necessary credits towards graduation. Curriculum deficiencies are addressed, counseling and behavior therapy takes place, increasing the likelihood of success for the students.

Strategic Plan Goal

Goal 3: Engage families and the community in the educational process to create robust learning opportunities and partnerships that support and prepare students to be successful throughout the K-12 educational experiences, leading to graduation and beyond.
Strategy 3.1: Expand community partnerships to increase student learning and extracurricular opportunities.

Recommendation

That the Clay County School Board approve the agreement between the School Board of Clay County and AMI Kids DBA AMIKids Clay County

Contact

Roger Dailey, Chief Academic Officer; roger.dailey@myoneclay.net, 904-336-6905

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

Financial Impact

Clay County allocates 95% of an FTE to AMI Kids; 5% of an FTE is allocated to the School Board of Clay County.

Review Comments

Attachments

AMI Kids 250201 2025-2026.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250201
Number Assigned by Purchasing Dept

CONTRACT REVIEW

BOARD MEETING DATE:
6/28/2025
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
☐ Must Have Board Approval over $100,000.00

Date Submitted: May 29, 2025

Name of Contract Initiator: Treasure Pickett — Telephone #: 904-336-6918

School/Dept Submitting Contract: K12 Academic Services — Cost Center # 9007

Vendor Name: AMI Kids

Contract Title: Agreement between the School Board of Clay County and AMI Kids ODA AMIKIDS Clay County, Inc.

Contract Type: New ☐ Renewal ☐ Amendment ☐ Extension ☐ Previous Year Contract # 240186

Contract Term: 1 Year-7/1/25 - 6/30/26 — Renewal Option(s):

Contract Cost: 340,000.00 AMI receives 95% FTE - SBCC received 5% FTE

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

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

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

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE *(when applicable)*:

RECEIVED
By Elaine at 8:20 am, Jun 04, 2025

_____ Completed Contract Review Form
_____ SBAO Template Contract or other Contract (NOT SIGNED by District / School)
_____ SIGNED Addendum A (if not an SBAO Template Contract) - **When using the Addendum A, *this Statement MUST BE included in the body of the Contract:***
"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."
_____ Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.
General Liability = $1,000,000 Each Occurrence & $2,000,000 General Aggregate.
Auto Liability = $1,000,000 Combined Single Limit ($5,000,000 for Charter Buses).
Workers' Compensation = $100,000 Minimum
[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].
_____ State of Florida Workers Comp Exemption (https://apps.fldfs.com/bocexempt/) (If Applicable)
_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department **REVIEWED** *By Bertha Staefe at 9:31 am, Jun 06, 2025*	Need correct COI per section 21. Submitted.
School Board Attorney JPS Review Date 6/6/25	CCSB needs to be listed as additional insured in COI.
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	**TENTATIVELY APPROVED** Pending COI & Signatures

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AGREEMENT BETWEEN THE SCHOOL BOARD OF CLAY COUNTY AND AMI KIDS
ODA AMIKIDS CLAY COUNTY, INC.

This Agreement made and entered into this July 1, 2025, by and between THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, hereinafter referred to as the "BOARD," and AMIKIDS CLAY COUNTY, INC., to provide community-based, gender specific prevention and intervention services for boys in Clay County, Florida to be provided by AMIKIDS, Inc. at 501 Lemon Street, Green Cove Springs, FL 32043.

WITNESS ETH:

WHEREAS AMIKIDS is a non-profit agency contracted by the Department of Juvenile Justice (DJJ) to provide an educational program and related services for students eligible for this program by the State Board of Education Rule 6A-6.05281 and Florida Statute 1003.52; and,

WHEREAS the BOARD is committed to providing appropriate educational programs for school age children in the Department of Juvenile Justice dropout prevention programs when school enrollment in their regular school program is not desired, available, recommended, or allowed; and,

WHEREAS AMIKIDS is committed to providing an educational and therapeutic gender specific program for male students, who would benefit from an alternative educational setting, specialized counseling, credit recovery services, life skills, foster positive gender identification development, community service-learning projects, and career exploration at AMIKIDS, Inc.

WHEREAS the parties to this agreement desire a maximum degree of cooperation and administrative planning in order to provide high quality educational services for **students** placed in this program by eligibility under Florida Statute 1003.52.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. AMIKIDS will provide services including instructional personnel, materials, and transportation for a maximum of 44 male students identified by the Department of Juvenile Justice, referred by school principals or Clay County District officials, and parents of students. Enrollment in the program shall be voluntary.
2. The BOARD will retain 5% of all applicable funds generated through the Florida Education Finance Program (FEFP) by eligible students enrolled at AMIKIDS to offset the cost of providing support and administrative services to include the following itinerant Services: ESE Specialist, Administrative Support; and Testing Coordinator.

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3. The BOARD will pay AMIKIDS 95% of applicable funds generated through the Florida Education Finance Program (FEFP) by eligible students enrolled at AMIKIDS for the period beginning July 1, 2025, and ending June 30, 2026. Initial BOARD payments will be based on AMIKIDS' share of an estimated number of students (44) in attendance, for the 2025-2026 school year, divided into 12 monthly payments. If the number of students is below the maximum of "44" referred to in "Section 1", payments will be adjusted accordingly based on the actual number of enrolled students. AMIKIDS agrees that a student is in membership when he is officially assigned to a course or program by AMIKIDS. To be reported for funding each student must be enrolled and scheduled appropriately in the Synergy system. Payments will be made monthly by the 10th of each month upon receipt of invoices from AMIKIDS. The balance of the remaining AMIKIDS share and ongoing monthly payments will be adjusted based on actual FTE at the time of each respective FTE survey. Should an audit indicate that a funding adjustment is necessary and an over-payment of FEFP has been made to the AMIKIDS program for whatever reason, AMIKIDS shall be liable for and shall indemnify the district for any repayment of funds it has received.
4. AMIKIDS will provide transportation for students, in which case, AMIKIDS shall be entitled to state and federal reimbursement for travel costs for such transportation. AMIKIDS will submit in a timely manner the required transportation documentation to the District's Transportation department for each survey to include Survey 1 (July), Survey 2 (October), Survey 3 (February) and Survey 4 (June). The BOARD will submit to the state the transportation FTE for AMIKIDS students and issue payment to AMIKIDS as part of the monthly FEFP payment in paragraph 3 above. Keystone Heights students will be transported to and from AMIKIDS campus through the Clay County School District with a specific assignment vehicle. The driver will be provided through the Clay County School District. AMIKIDS Clay County will not be eligible to collect FTE transportation funds for these specific Keystone Heights students or any students transported by the BOARD services.
5. AMIKIDS shall provide a program of education, training, and related gender-specific services to the referred students based on an experiential education model designed to increase hands-on educational opportunities, encourage appropriate masculine identify development and effect positive behavior change that may include regular physical activities and Clay County Schools approved field trips and other extracurricular activities. AMIKIDS will be responsible for the supervision and control of the students while in their educational program and any other school sites. The program will provide the district with a copy of the rules and procedures they utilize for classroom management.

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6. AMIKIDS shall be staffed by qualified personnel as defined in FAC 6A-1.0503, 6A-4.003, 6A-1.050 and 6A-4.004. AMIKIDS shall employ three Florida certified teachers. AMIKIDS will provide the district certification documentation for each member of its instructional staff. AMIKIDS certified teachers shall be responsible for the supervision of instructional activities and must certify mastery of student performance objectives of courses for credit towards a standard high school diploma. The teachers will be responsible for District reports and procedures typically required of the BOARD's teachers at dropout prevention programs. AMIKIDS teachers will be eligible to attend and receive credit for professional development and training conducted by the BOARD at no additional cost to AMIKIDS.
7. If AMIKIDS certified teachers are absent, substitutes will be assigned using Clay County School Board's automated substitute system. The cost of substitutes provided by the BOARD will be paid by AMIKIDS. The BOARD will deduct the cost of the substitutes utilized from the monthly FEFP payment. The BOARD will provide AMIKIDS with the substitutes' names, dates utilized, and daily cost at the time of each deduction.
8. AMIKIDS shall have final authority regarding the placement of any male in the program based on AMIKIDS' intake assessment and screening.
9. AMIKIDS will accurately report student enrollment to the BOARD as required ins. 1011.62, F.S., and in accordance with the definitions ins. 1011.61, F.S., at the agreed upon intervals and using the method used by the BOARD when recording and reporting cost data by program. The BOARD agrees to include AMIKIDS enrollment in the BOARD's district report on student enrollment. AMIKIDS shall provide all required information within the same schedule required for all other of the BOARD's schools.
10. The BOARD will utilize its existing automated reporting system to collect data required for various reports required by the Department of Education. The data elements shall include but not be limited to, the following:
    a. Demographic information
    b. ESE data
    c. Grade level assignment
    d. Required health information
    e. Required discipline codes/incident data
    f. Daily attendance
    g. Transportation
    h. Student schedule
    i. Teacher demographics
    j. Master schedule
    k. ESOL migrant codes
    l. Grades/grading period/grading scale
    m. ERW (entry, withdrawal information)

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n. Test scores - Common Assessments
o. Academic history and transcripts, and
p. Student lunch information as required

11. AMIKIDS shall maintain student records in accordance with State requirements for Dropout Prevention/Department of Juvenile Justice Programs, as well as the information for data reporting requirements requested by the BOARD and State and Federal agencies and shall communicate and exchange appropriate student information in a manner consistent with Florida Statutes, rules and professional ethics. AMIKIDS will notify any students who file intent to terminate school enrollment of the option of enrolling in a program to attain the GED. In addition, upon a student's withdrawal from the program or upon completion of the program, AMIKIDS will award credits and grades earned and issue a final cumulative transcript.
12. The Board (Clay County Food and Nutrition Services Department) will provide all students with breakfast and lunch. For the 2025-2026 school year, AMIKIDS will provide the district with daily meal counts and the district will prepare and deliver breakfast to Bannerman for AMI to pick up, while the district will deliver lunch directly to AMIKIDS. The district also provides meals on days when Clay County schools are out, but AMI is in session. For summer months, meals will be delivered to AMIKIDS at 501 Lemon Street, Green Cove Springs. Breakfast and lunch will be packaged in approved containers and rosters provided to account for the USDA Federal Reimbursement regulations.
13. No student under the age of sixteen (16) may be terminated from the program until an alternative educational placement has been determined. Alternative educational placement shall be determined by the BOARD within ten (10) business days following notification by AMIKIDS that a student is to be removed from placement. Students sixteen (16) years of age or older who desire to withdraw without a next school placement or diploma must 1) meet in person with BOARD's Dropout Prevention Office staff regarding the proposed withdrawal; and 2) have a Student Declaration of Intent to Terminate School Enrollment form signed by a parent or guardian prior to their withdrawal. If the Student Declaration of Intent to Terminate School Enrollment is not signed, the student will be assigned to an alternative educational placement by the BOARD in accordance with the procedure. AMIKIDS will follow procedures in Board policy.
14. The BOARD will provide access to online instructional programming, including Clay Virtual School, Edgenuity, and computer hardware or other online curriculum programs adopted by the district for the purpose of student instruction at no cost to AMIKIDS. Students assigned to AMIKIDS may utilize online courses in a significant capacity. AMIKIDS shall utilize academic and vocational assessments approved by the FDOE that are age appropriate and administered according to publisher's guidelines and will notify the district of which assessment is being used.

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15. AMIKIDS agrees to comply with Florida Statutes, applicable State Board of Education Rules, and federal legislation including but not limited to the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitative Act of 1973, amended; Title IX of the Education Amendment Act of 1974; and the Individual with Disabilities Act. In the event AMIKIDS violates any State Law, FDOE rule, District policy, and/or other covenants set forth herein, and said violation results in a loss of funding to the District, AMIKIDS shall reimburse the district for the full amount of the loss. This provision shall remain in force, even if the contract is terminated, for a period of three (3) years or until all state audits are conducted, whichever occurs first.
16. The staff of the BOARD will be permitted to review the program provided by AMIKIDS and procedures and guidelines developed and mutually agreed upon by both parties regarding the implementation of this contract. In addition, AMIKIDS agrees to develop a Transition Plan for each student upon entry. The Transition Plan must include academic reentry goals, career and employment goals, and the recommended next educational placement. AMIKIDS will have an "Exit Portfolio" for all students which will contain, at a minimum, all the academic records of credits earned, entry/withdrawal information, grades in progress, schedule, IEP, assessments, examples of student's work, and any other agreed upon documents.
17. AMIKIDS is responsible for meeting applicable safety, health, and sanitation standards of authorized state and local agencies.
18. The BOARD and AMIKIDS will collaboratively develop a School Safety Plan. The plan will include provisions for ensuring the safety of educational personnel, students and BOARD equipment.
19. AMIKIDS, its officer, agents, employees and subcontractors, shall always comply during the term of the Agreement at AMIKIDS' own cost with the background screening requirements of Sections 1012.32(2), 1012.465, and 1012.56, F.S. (2014), as applicable, and to follow applicable District procedures for compliance with such laws. The procedures are available for viewing at the BOARD's website, by clicking on "Business," then "Vendors," and then "Jessica Lunsford Act." A printed version may be obtained from the district contact listed in this Agreement.
20. AMIKIDS shall draft a calendar, containing a minimum of 250 days of instruction, for submission to the administrator of dropout prevention services by July 1 for the contract year beginning July 1, 2025. AMIKIDS must notify the administrator of dropout prevention services. Any deviation from this calendar must be made in coordination with the administrator of dropout prevention services or designee.
21. If the BOARD and AMIKIDS are unable to agree upon a function not specified in this agreement, the Executive Director and the District Dropout Prevention Administrator will attempt to resolve any differences which may arise under this agreement. In the event such differences cannot be resolved between the personnel described herein, any such disagreement shall be submitted to the Assistant Superintendent of Curriculum and Instruction and the Regional Director of AMIKIDS for resolution.

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22. Neither party shall assign this agreement, however, it may be modified in writing by the parties/ mutual consent.
23. This agreement shall be effective July 1, 2025, for the school year 2025-2026, and shall terminate June 30, 2026. Either party may terminate this agreement by giving sixty (60) days' notice, in writing, to the other party. It is further agreed that a substantial breach of any section of the agreement shall be the basis for immediate termination upon no less than twenty-four (24) hours' written notice. Such notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
24. The parties agree to be fully responsible for their own acts of negligence, or their respective agents' acts of negligence when acting within the scope of their employment and agree to be liable for any damage proximately caused thereby; provided, however, the parties agree that BOARD's liability is subject to the monetary limitations and defenses imposed by Section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by BOARD, nor shall anything herein be construed as consent by BOARD or AMIKIDS to be sued by any third party for any cause or matter arising out of or related to this Agreement.
25. AMIKIDS is an authorized provider of services through the Department of Juvenile Justice to provide educational programs and related services for students eligible for the program under State Board of Education Rule 6A-6.05281 and Florida Statute 1003.52.
26. Required Insurance. Without limiting any of the other obligations or liabilities of AMIKIDS, the program will (and shall also require any of its subcontractors), at their sole expense, procure, maintain and keep in force the amounts and types of insurance conforming to the minimum requirements set forth herein. Except as may be otherwise expressly specified in documents provided to AMIKIDS, the insurance shall commence.

At or prior to the execution of this contract by the district and shall be maintained in force throughout the term of this Contract. AMIKIDS will provide the Board a "Certification of Insurance" each year showing the minimum levels of insurance provided by insurers that meet or exceed an "A" rating by the District. In addition, AMIKIDs will list SBCC as certificate holders and "additionally insured." 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.

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In WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.
Witnesses Agreement

AMIKIDS Clay County and the School Board of Clay County, Florida:

_____ By: _____
SBCC Chair

_____ Attest: _____

Approved as to for:

_____ By: _____

Executive Director, AMIKIDS Clay County

5/23/25

Vice President, AMIKIDS

Senior Vice President, AMIKIDS

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/3/2025

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

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

PRODUCER Bouchard Insurance 101 N Starcrest DR Clearwater FL 33765	CONTACT NAME: PHONE (A/C, No, Ext): 727-447-6481 FAX (A/C, No): 727-449-1267 E-MAIL ADDRESS:
INSURED AMIKIDS AMIkids Clay County, Inc 501 Lemon Street Green Cove Springs, FL 32043	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Century Surety Company — 36951 INSURER B : Florida Insurance Trust — 99999 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 1052357976 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY			FITGL373632024	12/1/2024	12/1/2025	EACH OCCURRENCE	$ 2,000,000
	X CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	X 250,000						MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	X POLICY ☐ PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY			FITAU373632025	6/1/2025	6/1/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	☐ UMBRELLA LIAB ☐ OCCUR			FITXS373632024	12/1/2024	12/1/2025	EACH OCCURRENCE	$ 1,000,000
	X EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$ 1,000,000
	DED X RETENTION $ 0							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE ☐ OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
B	Sexual Misconduct			FITGL373632024	12/1/2024	12/1/2025	Occurence/Aggregate	2000000/2000000
B	Professional Liability			FITGL373632024	12/1/2024	12/1/2025	Occurence/Aggregate	2000000/4000000

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

CERTIFICATE HOLDER

Clay County School Board
900 Walnut Street
Green Cove Springs FL 32403

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Todd George

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"ADDENDUM A"
TO CONTRACT WITH
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

Nonvithstanding any contractual language to the contrary, the tenns and conditions of this "Addendum A" shall govern and prevail over any conflicting or inconsistent terms and conditions in the underlying contract to which this "Addendum A" is attached and/or otherwise incorporated. All references herein made to the School Board of Clay County, Florida ("SBCC") shall be interpreted to include the School Board of Clay County, Florida, Clay County District Schools ("District"), and all Board officers and employees.

I. The Company, Vendor, Agency, or Consultant, of Contract with the School Board of Clay County, hereafter collectively and individually referred to as the "CONTRACTOR".

2. CONTRACTOR represents that it is an independent contractor and that it requires that the SBCC treat it as such. CONTRACTOR agrees:
   a. That it has no rights to any benefits extended by the SBCC to its employees [including without limitation, sick leave, vacation time, insurance coverage, etc.];
   b. That it will not take a position contrary to their status as an independent contractor, and agrees to accept the responsibilities placed on independent contractors by federal and state law accordingly, the SBCC will not make the deductions or contributions that an employer may be required to make with respect to its employees, and the undersigned will be responsible for all federal and state tax and fund obligations, including without limitation, income tax, Social Security, unemployment compensation, etc.];
   c. CONTRACTOR agrees, as an independent contractor and not an employee of the SBCC, it is responsible for providing their own Worker's Compensation Jnsurance and social security/self-employment contributions.

3. CONTRACTOR acknowledges and accepts responsibility for all risks of injury and loss associated with the perfonnance of this Agreement. 1n addition to any other statutory or common law obligation to indemnify and defend the SBCC, CONTRACTOR shall indemnify, defend, and hold harmless the SBCC, its officers, and employees from any claim, loss, damage, penalty, or liability arising from the negligent acts, omissions, misfeasance, malfeasance, or intentionally wrongful conduct of CONTRACTOR, its employees, or agents relating to the perfonnance of duties imposed upon CONTRACTOR by this Agreement. Such indemnity shall not be limited by benefits payable by or for CONTRACTOR under worker's compensation, disability, or any other employee benefits or insurance programs or policies. Contractor shall timely provide to the SBCC written notice of any claim, complaint, or demand asserted against CONTRACTOR related to the perfonnance of this Agreement. CONTRACTOR's obligations under this section shall survive the tennination of this Agreement.

4. CONTRACTOR agrees to be bound by, and at its own expense comply with, all federal, state, and local laws, ordinances, and regulations applicable to the services. CONTRACTOR shall review and comply with the confidentiality requirements of federal and state law and the SBCC policy regarding access to and use ofrecords.

5. Reservation of Sovereign Immunity: No provision or language in the underlying contract shall be construed or interpreted to increase the scope or dollar limit of the SBCC's liability beyond that which is set forth in Section 768.28 of the Florida Statutes. Nor shall any such language be construed or interpreted to waive the SBCC's sovereign immunity from suit, or to require the SBCC to indemnify CONTRACTOR or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts or omissions other than those which arise from the actionable negligence of the SBCC. The SBCC expressly reserves all other protections and privileges related to its sovereign immunity.

6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perfonn the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.

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7. Method of Payment (if applicable): Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
   a. Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. CONTRACTOR shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
   b. Services and/or Products, as authorized and approved by SBCC, shall be compensated by Hour Rate (cost per hour)/ Fixed Fee *(includes direct and indirect costs)* /Flat Rate *(cost for scope of work) I* etc.
   c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable the SBCC policies.
   d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
   e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and re ults in its termination, such conditions/events shall not constitute a default by the SBCC.

8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.

9. Force Majeure: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.

11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.

13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.

14. n the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be dle?al ?r unenforceab e, the validity of the remaining portions and provisions will not be affected, and the rights and obhgat1ons of the parties shall be construed and enforced as if this Agreement did not contain the particular part term or provision held to be so invalid.

15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.

16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.

17. CONTRAC OR shall retain records associated with the services and/or products provided herein for a period of three years followmg final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.

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18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to Clay County District Schools website for fingerprinting procedures). CONTRACTOR represents and wan ants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. th.at the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. lf the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(I) or 448.095(2), f.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.

20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

General Liability Policy:	Auto Liability Policy:	Worker's Compensation Policy:
$1,000,000.00 per occurrence	$1,000,000.00 combined single limit	$100,000
$2,000,000.00 aggregate	$5,000,000.00 (if charter or common carrier)	*Exempt, need signed WCAF

**If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation acknowledgment Form (WCrl.F) attached hereto as Exhibit# 1.*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *'Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC."* CONTRACTOR is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

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22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.

23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to detelmine whether or not Confidential information has been destroyed, and such confirmation may include inspecting the CONTRACTOR 's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor fu11her agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally identifiable student records or infom1ation to any third pa1ty without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.

24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
    a. Keep, maintain, and produce upon request and within a reasonable period all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
    b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
    c. Ensure that all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
    d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
    e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the district's duties and responsibilities as prescribed by law (Sections 119.071(5)(a)2 and 3, Florida Statutes):
        a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat.§ 119.071(5)(a)6]
        b) Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9 [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.6 I091, and Fla. Stat.§ l 19.071(5)(a)2 and 6]

    CONTRACTOR's failure to comply with the provisions set forth in this section shall constitute a default and material breach of this Agreement, which may result in te1mination by the SBCC without penalty.

    IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTRACTOR SHALL CONTACT THE SBCC'S CUSTODIAN OF PUBLIC RECORDS AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, OR AT 904-336-6500, OR AT: PRR@myoneclay.net

25. Government Funding (if Applicable): Funding for this Agreement may be provided in whole or in part by one or more Government funding agencies (Federal, State, Local). As a result, CONTRACTOR shall comply with applicable Laws, Regulations, Executive Orders, and Governmental Agency Rules and Policies included but not

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limited to Titles: 2 - Grants and Agreements (2 C.F.R. §200), Title 7-Agriculture (NSLP), Title 34—Education (EDGAR, FERPA), Title 44-Emergency Management and Assistance (FEMA); U.S. Code Titles: 20,31,40,41.

To the extent that the SBCC is using Government Funds as a source of payment for this Agreement, CONTRACTOR shall execute and deliver to the SBCC the following forms, attached hereto as Exhibit# 2: (a) EDGAR Certification; (b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; (c) Drug-Free Workplace Certification; (d) Non-Collusion Affidavit; and (e) Disclosure of Potential Conflict of Interest.

SBCC'S Representative with CONTRACTOR is: _____

School/Department Name: _____

Mailing Address: _____

Phone #: _____ **Email** Address: _____

Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY	CONTRACTOR
By: _____	By: _____
Print Name: _____	Print Name: Maria Przybylski
Title: _____	Title: Executive Director
Date: _____	Date: 6/2/2025

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Exhibit# 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM {WCAF)

The undersigned ContractorNendor ("Contractor) represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "District"), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contactor had an opportunity to review and consult with legal counsel regarding this document.
10. Contactor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

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Name of ContractorNendor: AMIkids Clay County

Signature of Authorized Representative: .....

Printed Name of Authorized Representative: **Maria Ptzybylski**

Title of Authorized Representative: **Executive Director**

Date: 6/2/25

Exhibit# 2 (a)

EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations ("EDGAR"). The following certifications and provisions are required and apply when the School Board of Clay County, Florida ("SBCC" "School Board") expends federal funds for any purchase resulting fro t is procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, incl ding small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS
APPENDIX II to C.F.R. PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) All contracts In excess of $10,000 must address termination for cause and for convenience by the non-Federal entity Including the manner by which It will be affected and the basis for settlement.

Pursuant to Federal Rule (8) above, for all contracts involving Federal funds in excess of $10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non--Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29

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EDGAR CERTIFICATIONS (continued)

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer based on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week· The requirements of 40 _U.S.C. 370 are applicable to construction work and provide that no laborer or mechanic must be required to work in the surrounding or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C.1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained In the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)-A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the 0MB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, ort voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)-Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

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EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It **is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

Vendor's Name: **AMIkids Clay County**

Signature of Authorized Representative:

Print Name of Authorized Representative: **Maria Przybylski**

Exhibit # 2 (b)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and SiLfipension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction, •• "debarred/' "suspended," "ineligible," "lower tier covered transaction," "participant, •• "person,•• "primary covered transaction," "principal." "Proposal," and "voluntarily excluded." as used in this clause. have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered. it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible. or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:

a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or

d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor: **AMIkids Clay County**

Maria Przbylski
Printed Name

Executive Director
Title of Authorized Representative

Signature: Maria Przbylski

Date: 6/2/25

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Exhibit# 2 (c)

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Florida Stat. as follows:

Preference to businesses with drug-free workplace programs - Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tied bids, proposal, or replies shall be followed if none of the tied vendor has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendero to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

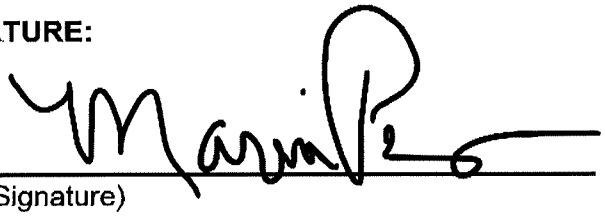
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

CONTRACTOR NAME: AMkids Clay County

AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE:



Maria Przybylski
(Printed Name)

(Signature)

Executive Director
(Title)

6/2/25
(Date)

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Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

State of FLORIDA)
County of CLAY)

My name is **Maria Przybylski,** I hereby attest that I am authorized to execute this affidavit on behalf of my firm, its owners, directors, and officers. I have personal knowledge of the price(s), guarantees and the total financial commitment represented in the firm's offer and/or contract.

(1) The firm's prices and amounts offered have been arrived at independently and without consultation, communication or agreement with any other contractor or respondent.

(2) Neither the final nor approximate prices or amounts offered have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.

(3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.

(4) **AMIkids Clay County,** Inc and its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

I attest that AMIkids Clay County, understands and acknowledges that the above representations are material and important, and will be relied on by The School Board of Clay County, Florida, in awarding the contract for which this offer is submitted. I understand and my firm understands that any misstatement of material representations herein shall be treated as fraudulent or otherwise intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: **AMIkids Clay County**

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Maria Przybylski

(Printed Name)

(Signature)

Executive Director

(Title)

6/2/25

(Date)

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Exhibit# 2 (e)

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBCC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBCC. It also places restrictions on SBCC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBCC.

Contractor must disclose the names of any employees who are employed by Contractor who are also an employee of SBCC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Contractor's Employee	SBCC Title or Position of Contractor's Employee	SBCC Department/School of Contractor's Employee

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Check one of the following and sign:

☒ I hereby affirm that there are no known persons employed by Contractor who are also an employee **of SBCC.**

☐ I hereby affirm that all known persons who are employed by Contractor who are also an employee of SBCC have been identified above.

Signature

AMIkids Clay County

Company Name

June 26, 2025 - Regular School Board Meeting

Title

C12 - 2025-2027 Dual Enrollment Articulation Agreement Between School Board of Clay County and Florida State College of Jacksonville

Description

A collaborative agreement between the Florida State College at Jacksonville and SBCC for Dual Enrollment purposes. The 2025-27 agreement allows for the continuation of a longstanding relationship between the two organizations. This agreement allows Clay County students to enroll in college courses on the campuses of FSCJ. Currently, there are no courses taught on a Clay County campus site. The agreement outlines policies pertaining to Dual Enrollment and the roles and responsibilities of each entity.

Gap Analysis

This agreement allows students to continue college-level courses while enrolled in high school.

Previous Outcomes

Clay County has had a positive working relationship with FSCJ and the agreement benefits the students of the District by allowing them to earn both college credits and high school credits. Although the number of students who attend FSCJ during the year is extremely low, with the growth of certain areas of the District, this may increase in the coming years. This allows the continuation of students to accelerate their postsecondary work and to save parents/families money.

Expected Outcomes

Clay County students continue to take advantage of the Dual Enrollment program and earn college level credits. As certain areas grow, the number associated with this organization may increase.

Strategic Plan Goal

Goal 1: Engage all students to attain the necessary skills and knowledge to be future-ready graduates.
Strategy 1.3: Graduate students who are ready to enroll, enlist, or be employed in the workforce.

Recommendation

That the Clay County School Board approve the 2025-2027 Dual Enrollment Articulation Agreement Between SBCC and FSCJ

Contact

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

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

Financial Impact

$2000.00 (100.5100730.9007.1385.0000.000)

Review Comments

Attachments

FSCJ Dual Enrollment 2025-2027 250197.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250197 ~~255X797~~
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: 5/23/25

Name of Contract Initiator: Treasure Pickett Telephone #: 904-336-6918

School/Dept Submitting Contract: K12 Academic Services Cost Center # 9007

Vendor Name: Florida State College at Jacksonville

Contract Title: 2025-2027 Dual Enrollment Articulation Agreement between CCSD and FSCJ

Contract Type: New ☐ Renewal ☑ Amendment ☐ Extension ☐ Previous Year Contract # 240244

Contract Term: Continual Renewal Option(s):

Contract Cost: 2000.00 (depending on enrollment numbers)

☑ **BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**
Funding Source: Budget Line # 100-5100730-9007-1385-0000-000-0
Funding Source: Budget Line #

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

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

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (*when applicable*):

RECEIVED
By Elaine at 12:43 pm, May 27, 2025

_____ Completed Contract Review Form
_____ SBAO Template Contract or other Contract (NOT SIGNED by District / School)
_____ SIGNED Addendum A (If not an SBAO Template Contract) - **When using the Addendum A, *this Statement MUST BE included in the body of the Contract:***
"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."
_____ Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.
General Liability = $1,000,000 Each Occurrence & $2,000,000 General Aggregate.
Auto Liability = $1,000,000 Combined Single Limit ($5,000,000 for Charter Buses).
Workers' Compensation = $100,000 Minimum
[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].
_____ State of Florida Workers Comp Exemption (https://apps.fldfs.com/bocexempt/) (If Applicable)
_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department **REVIEWED** **By Bertha Staefe at 1:52 pm, May 28, 2025**	FLDOE 6A-1.012 (11)(b) Educational Services FLDOE 6A-1.012 (11)(a) Professional Services
School Board Attorney JPS Review Date 6/6/25	Approved.
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	**TENTATIVELY APPROVED** Pending Signatures

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2025-2027 Dual Enrollment Articulation Agreement
Between Clay County Schools and Florida State College at Jacksonville

THIS AGREEMENT, hereinafter referred to as ("the Agreement"), is entered into by and between The School Board of Clay County, Florida, a body politic and corporate, hereinafter referred to as ("SBCC") and The District Board of Trustees of Florida State College at Jacksonville, a public body corporate of the State of Florida, hereinafter referred to as ("the College or FSCJ"); and

WHEREAS, the Commissioner of Education has encouraged enhanced articulation agreements among public schools, community colleges, and universities and has provided comprehensive guidelines for such agreements; and

WHEREAS, the College and SBCC have a long history of cooperation;

WHEREAS, Section 1007.271, Florida Statutes, specifies that articulation agreements pertaining to acceleration programs (dual enrollment) shall be executed between Florida College System institution presidents and District school superintendents in their respective school districts and Florida College System Institutions and defines specific eligibility requirements for participating students, defines the types of courses which can be taken by dual enrollment students, defines curriculum standards for dual enrollment courses taught on the high school campus, defines credentialing standards for secondary school faculty teaching dual enrollment courses on the secondary school campus, defines criteria for the participation of home and private school students in dual enrollment, defines the mandatory components of dual enrollment articulation agreements to include funding provisions for partners in dual enrollment articulation agreements, and provisions to provide support for students with disabilities who wish to participate in dual enrollment;

WHEREAS the State Board of Education must establish by rule the minimum test scores a student must achieve to demonstrate readiness; and

WHEREAS, Florida Statute 1007.23 (4) requires each student who is seeking an associate in arts degree to indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours and that the institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest; and

WHEREAS, the 2014 Legislature enacted HB 5101 amending 1007.271 F.S. requiring school districts to pay public postsecondary institutions tuition for courses offered on the college campus (including virtual campus) in the fall and spring terms, requiring school districts to pay only the costs of salary and benefits when instruction on the high school site is offered by a postsecondary instructor, but not requiring school districts to reimburse costs to the postsecondary institution for instruction on the high school sites delivered by high school instructors; and

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WHEREAS, the 2014 Legislature enacted SB 850 creating 1007.273 F.S. requiring a Florida College System institution to work with each district school board in it designated service area to establish collegiate high school programs; providing options for participation in a collegiate high school program; requiring a local Florida College System institution to execute a contract with a district school board to establish the program; requiring the contract to be executed by a specified date for the purpose of implementation and components of the contract; requiring student performance contracts and specifications for participating students; requiring the State Board of Education to enforce compliance; and

WHEREAS, the 2012 Legislature enacted HB 7135 amending 1007.25 FS, mandating that all students entering state colleges and universities in the Fall semester of 2015 must have 15 credits identified as "core" general education as part of their Associate of Arts or Bachelor degree to be universally accepted by said institutions; and

WHEREAS, the 2016 Legislature enacted CS/HB 837 mandating that all postsecondary institutions participating in dual enrollment shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at an eligible institution and provide information regarding such services and resources to the Florida Center for Students with Unique Abilities and that the Center will disseminate that information to students with disabilities and their parents or guardians; and

WHEREAS, the College and SBCC desire to continue to enjoy a harmonious working relationship and voluntarily continue to enhance articulation between the two entities to improve college and career readiness and facilitate educational opportunities for students who are served by the two entities; and

WHEREAS, the College and SBCC acknowledge the changes in federal and state law that demand secondary to postsecondary career training pathways linked to requirements in postsecondary Workforce Development.

NOW, THEREFORE, BE IT RESOLVED that SBCC and the College agree to the following:

A. The Agreement is a modification of all existing articulation agreements.

B. The Agreement may be further amended or modified only on written consent of SBCC or FSCJ consistent with all State and Federal statutes, rules and regulations.

C. The College and SBCC agree to continue to be committed to the activities established by this Agreement, to recommend enhancements and other changes, and to generally promote collaboration between the public schools and the college in furtherance of this Agreement.

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D. **Assignment of Responsibilities for Acceleration Programs:** The College and SBCC agree to provide acceleration opportunities for Clay County students through the Dual Enrollment (Traditional Dual Enrollment, Career Dual Enrollment, Early Admission), Advanced Placement, and International Baccalaureate and articulation of industry certifications or other jointly approved curricula. The College and SBCC agree to abide by the terms and assignments of responsibilities as detailed in Exhibit A. The College and SBCC shall create systems and policies that align with the terms and assignments of responsibilities. These systems and policies may be adjusted when agreed to by both parties. Information about available programs, advising, and counseling services will be provided to students and their parents in order for them to take advantage of acceleration opportunities for which they are qualified.

E. **Career Academies:** Where applicable, SBCC and the College agree to cooperate in the advancement of Career Academies to promote better preparation of all Clay County students for postsecondary education. Agreements of this type will be developed under separate cover but are to be considered ratified under this Agreement.

F. **Charter Schools and Home Schools:** The College and SBCC agree that students of Charter Schools in Clay County and Clay County private schools registered with SBCC are not covered by the provisions of this Agreement, and must seek individual articulation with the college. Clay County home education program students who are officially registered with SBCC Superintendent of Schools and the State of Florida, per Florida Statute 1002.41, may participate in dual enrollment under and according to the terms of separate individual articulation agreements and after formal release from Clay River State College Dual Enrollment Office.

G. **Technical Program Articulation:** SBCC and the College agree to develop program by program agreements that provide opportunities to receive college credit or advanced standing for appropriate work completed in courses and programs completed at the high schools and technical education centers. These agreements will be developed under separate cover but are to be considered ratified under this Agreement.

H. **Faculty Certification:** The College will authorize qualified instructors who are employed by SBCC to teach the College's approved curriculum to dual enrollment students pursuant to the guidelines set forth in Exhibit A and which are agreed to by the parties.

I. **Independent Contractor:** The relationship of the parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture or partnership relationship. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party.

J. **Insurance of College:** SBCC acknowledges that the College is self-insured for worker's compensation, general liability, and other coverage, with said protection being

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applicable to officers, employees, servants, and agents while acting within the scope of their employment by the College. Its self-insured fund and various policies are authorized pursuant to Florida Statutes and the District Board of Trustees. Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of the College to be sued; or (iii) a waiver of sovereign immunity of the College beyond the waiver provided in Section 768.28, Florida Statutes. Subject to the limits of Section 768.28, Florida Statutes, the College agrees to indemnify, hold harmless and defend SBCC from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of College and/or sub-contractors arising out of or in connection with the provisions of this Agreement.

Insurance of SBCC: The College acknowledges that SBCC is self-insured for worker's compensation, general liability, and other coverage, with said protection being applicable to officers, employees, servants, and agents while acting within the scope of their employment by SBCC. Its self-insured fund is authorized pursuant to Florida Statutes and the School Board of Clay County, Florida. Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of SBCC to be sued; or (iii) a waiver of sovereign immunity of SBCC beyond the waiver provided in Section 768.28, Florida Statutes. SBCC maintains the responsibility to ensure that its employees comply with all state and federal laws, including but not limited to mandatory reporting requirements set forth in Chapter 39 of Florida Statutes pertaining to child abuse, abandonment, or neglect. Subject to the limits of Section 768.28, Florida Statutes, SBCC agrees to indemnify, hold harmless and defend the College from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of SBCC and/or sub-contractors arising out of or in connection with the provisions of this Agreement. Under no circumstances does SBCC agree to pay attorney's fees.

K. Joint Use Agreements: Any joint use agreements for facilities used by both entities and those agreements are not included in or affected by this Agreement.

L. Strategies for Ensuring College Readiness of Dual Enrollment Students: The College and SBCC will initiate the following strategies to assist in ensuring dual enrollment students are prepared for college-level coursework, thereby promoting postsecondary enrollment:

1. Faculty Collaboration: The College offers on-going professional development for SBCC teachers involved in the Dual Enrollment program and other purposes by mutual agreement. This professional development includes:

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a. access to the courses and programs offered by the College's Academy for Professional Development (AFPD) at no charge to SBCC,
b. training in pedagogy associated with the Canvas course shell,
c. ongoing faculty mentoring,
d. inclusion of dual enrollment faculty in professional development activities of academic departments.

2. School Counseling Collaboration: The College offers annual workshops for School Counselors for updates on College policies and procedures.

M. Delineation of Programs and Courses Not Part of Agreement: The College and SBCC agree that either institution may offer new programs authorized under current legislation or administrative rule. However, both parties agree to notify the other prior to implementation of any new programs. Grants and any program that references/uses dual enrollment as a mechanism must be reviewed and approved by SBCC and the College's Office of Articulation.

N. General Collaboration Efforts: The College and SBCC agree to work toward initiatives that will reduce duplication, share resources, and otherwise enhance the activities and opportunities for each entity in areas such as Staff and Professional Development, Faculty to Faculty Articulation, Student Assessment, Counselor to Counselor Articulation, Research and Management Information, and Testing.

O. Student Records: The College and SBCC agree to share student data consistent with the restrictions imposed by state and federal laws and statutes. The purpose of this sharing will be to inform students of educational opportunities, monitor academic achievement and college readiness, measure program effectiveness and facilitate on-going research. Each organization agrees to treat such shared student information as confidential, and agrees not to release personally identifiable information to third parties, except as permitted by law. Technical details of data sharing will be determined by mutual agreement of the data processing departments of both the College and SBCC. The parties may provide personally identifiable student records to each other in the performance of this Agreement, including, but not limited to, academic transcripts and disciplinary records. Such records are provided pursuant to Section 1002.221 and 1002.225 Florida Statutes, Family Education Rights Act, FERPA, 20 U.S.C.A.1232g, and all other applicable laws and regulations governing student privacy as it relates to the services provided pursuant to this Agreement. Each party further agrees to comply with Section 1002.221 and 1002.225 Florida Statutes, Family Education Rights Act, FERPA, 20 U.S.C.A.1232g, and all other applicable laws and regulations governing student privacy as it relates to the services provided pursuant to this Agreement including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records. A Committee, composed of representatives of both organizations will monitor, control and review all data sharing. All related enrollment projections, FTE reports, cost analyses and other elements required for the

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allocation of funds shall be the sole responsibility of the assigned party unless indicated otherwise herein.

P. **Faculty Records:** For initial screening and review of high school instructors who apply to teach college dual enrollment courses, SBCC agrees to allow the College access, copying, and review of faculty transcripts already on file with SBCC. It is understood that after initial screening, faculty who meet Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) credentialing standards must provide FSCJ with an official copy of their undergraduate and graduate transcripts prior to encoding of their dual enrollment classes.

Q. **Non-exclusivity:** The provision contained in this agreement shall not prevent whichever party is assigned responsibility for one or more of these programs from developing joint programs or contracting for specific instructional services with another entity or agency.

R. **Amendments and Modifications:** This agreement may be amended at any time through a Memorandum of Understanding signed, dated, and consented to by both parties and consistent with state and federal statutes, rules, and regulations. Amendments to any Exhibit included in this Agreement may be executed at any time with the signed consent of both parties and shall reflect the date of the amendment.

S. **Term:** The Agreement shall commence on the effective date and shall continue in full force until it is terminated, modified, or renewed by the parties. Pursuant to Section 1007.235(2), Florida Statutes, this dual enrollment articulation Agreement shall be reviewed each year for required modifications prior to high school registration for the fall term of the following year. The parties shall cooperate to renew this Agreement annually. The renewal of this Agreement shall be executed before the fall term of the following school year. If any part(s) of the Agreement is in conflict with any law, statute, or rule of a higher governing body, then such part(s) shall be deemed inoperative to the extent it conflicts therewith and shall be modified to conform to such law, statute, or rule.

T. **Compliance:** The Parties agree to comply with all State and Federal laws applicable to this Agreement, including those set forth by the U.S. Department of Education, Program Integrity Rules. Further, SBCC will comply with the College's requirements to ensure its continued Accreditation by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC). The College agrees to establish specific training and minimum standards to ensure compliance in these areas, as outlined in Exhibit A, and to monitor ongoing compliance. SBCC agrees to comply with all compliance mandates set forth in Exhibit A and to require compliance of all SBCC staff and employees.

U. **Notice:** All notices under this Agreement shall be shall be in writing and sent via hand delivery or overnight delivery (with a receipt) or United States mail, certified return receipt requested, directed to the other party at its address provided below or such

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other address as either party may designate by notice from time to time in accordance herewith:

If to College:

Dr. Heather Kenney
Florida State College at Jacksonville
501 West State Street
Jacksonville, FL 32202

With copy to:

Office of General Counsel
Florida State College at Jacksonville
501 West State Street, Suite 403
Jacksonville, FL 32202

If to District:
Clay County Public Schools
900 Walnut St.
Green Cove Spring, FL 32043
Attn: Mr. Wyatt Milton, Superintendent

V. **Background Screening:** College and SBCC agree that all of their respective employees providing instructional services on the high school sites under this Agreement will meet the Level 2 background screening requirements described in Florida Statute §1012.32. If it is found that a person who is providing instructional services under this Agreement does not meet the Level 2 requirements, that person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.

W. **Facsimile and Counterpart Signatures:** The parties agree that this Agreement may be executed via counterpart and facsimile signature, the counterparts and facsimiles of which, when taken together, shall be deemed to constitute an entire and original Agreement.

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[Signature Page Immediately Follows]

[Signature Page to 2025-2027 Dual Enrollment Articulation Agreement
Between The School Board of Clay County, Florida and
Florida State College at Jacksonville]

IN WITNESS THEREOF, the Parties hereto have adopted this Agreement, together with the incorporated Exhibit A (Dual Enrollment Acceleration Programs: Overview and Requirements) effective _____2025.

Florida State College at Jacksonville

By _____
Dr. John Avendano, President

The School Board of Clay County, Florida

By_____
Mr. Wyatt Milton, Superintendent

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Exhibit A. Dual Enrollment Acceleration Programs: Overview and Requirements

I. Dual Enrollment: Traditional, Career, Early Admission, Early College, Collegiate Career High School

A. Program Definitions

The dual enrollment program is the enrollment of an eligible secondary student or home education student pursuant to s.1007.271(2) in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. (s.1007.271 F.S.)

Traditional dual enrollment refers to coursework offered for dual enrollment that meets both high school graduation requirements and requirements for the Associate of Arts taken by eligible students enrolled on a part-time basis.

Career dual enrollment refers to coursework in college credit career programs and non-credit workforce certificates based upon state-approved frameworks that lead to industry certifications.

Early Admission is a form of dual enrollment in which eligible senior level high school students are permitted to enroll on the college campus on a full-time basis in fall and spring terms of the senior year, earning both college and high school graduation credit.

B. Process for Informing Students and Parents about Opportunities for Student Participation in Dual Enrollment

SBCC will inform students and parents about opportunities for participation in Traditional Dual Enrollment, Career Dual Enrollment, and Early Admission through presentations at middle and high school sites, on SBCC website, and SBCC-wide events for high school choice and acceleration mechanisms.

FSCJ will inform students about opportunities for participation in Traditional Dual Enrollment, Career Dual Enrollment, and Early Admission through presentations at high school sites, on the FSCJ Dual Enrollment website, and College Open House events.

C. Location and Scheduling

With the approval of the College and SBCC, eligible dual enrollment students may take the courses described herein during regular class periods at SBCC school sites in fall or spring terms, in approved times in fall or spring terms outside of the regular class periods at SBCC school sites, or during any scheduled fall or spring term on the College campus.

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Research by the College has demonstrated that students are most successful in full term face-to-face classes. Consequently, student will be preferentially scheduled in those classes rather than a short term or hybrid classes when at all possible.

SBCC may not require students to register for only those dual enrollment classes offered at SBCC school sites, but may limit students from taking a course at an FSCJ campus if that same course is also offered at their home SBCC school.

If the College is physically closed or limiting on-campus class sizes through unexpected circumstances, courses which were originally scheduled as face-to-face or hybrid may be converted to online. In such circumstances, students and faculty members affected will be given all possible support to ensure students have the greatest chance of success.

D. Course Selection

College courses selected for this program shall meet and satisfy the requirements of s.1007.271 F.S. for awarding both high school credit and college credit. SBCC shall advise interested students and their parents or guardians of the application of the college credits earned to the credit required for a high school diploma, the ramifications, and responsibilities of initiating a permanent college transcript.

In accordance with s.1007.271 F.S., students may not earn dual enrollment credit for pre-collegiate instruction (including career/technical-preparatory instruction and college-preparatory courses), recreation or leisure, or physical education courses focusing on the physical execution of a skill.

Dual enrollment students may only enroll in those courses approved by SBCC and FSCJ. Courses offered at SBCC sites will be those exclusively available through FSCJ and will not duplicate courses offered through SBCC and their dual enrollment agreement with Gateway College.

Students entering dual enrollment must complete the State-mandated 15 credit hours of "Core" General Education courses prior to earning 24 total hours of college credit. "Core" General Education courses are indicated in the advising guide listed in Exhibit B.

In accordance with HB1735 amending 1007.25 FL students entering a Florida College system institution or state university must demonstrate competency in civic literacy by achieving a passing score on an assessment and by successfully completing a civic literacy course.

The guide for courses to be offered through Dual Enrollment is the Dual Enrollment Course-High School Subject Area Equivalency List approved by the State Articulation Coordinating Committee which can be found on the State Articulation website at https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf

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The request for new courses and programs to be offered for dual enrollment will be made by SBCC, to the Executive Director of Articulations, FSCJ. Faculty certification, sufficient student enrollments, instructional materials, and appropriate classroom facilities must be available for the courses to be offered.

Dual enrollment courses offered at the high school site may not be stacked with any non-dual enrollment high school course. SBCC may not assign any non-dual enrollment students to class periods designated for dual enrollment students.

E. Course Equivalency

In general, three (3) college credit hours are equivalent to a 0.5 high school credit, with six (6) college credit hours equating to one (1) full high school credit. There are exceptions, however:

1. Florida Department of Education's articulation committee maintains a list of dual enrollment courses identified to meet high school graduation requirements. This list contains certain semester-length postsecondary courses deemed of sufficient rigor to earn a full high school credit. The current list can be found on the Florida Department of education website at https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf

2. High school credits shall be awarded per the status of the list at the time of student enrollment.

3. One (1) credit hour college music courses are equivalent to 0.5 high school credit.

4. Most two (2) hour college credit courses are equivalent to 0.5 high school credit.

5. College certificate program workforce credit courses are equivalent to a 0.5 high school career education credit.

F. Eligibility for Traditional Dual Enrollment

1. Dual Enrollment programs are designed for secondary students who demonstrate the ability to conduct themselves as mature, responsible students in a collegiate environment, and who understand the consequences of establishing a permanent college transcript. Students taking individual Traditional Dual Enrollment courses who are not part of an Early Admission program must establish a qualifying cumulative unweighted GPA of 3.0 calculated based upon at least four (4) full high school credits.

2. For enrollment in Dual Enrollment courses, students who enroll in Traditional Dual Enrollment courses must demonstrate readiness for college-level work with scores on a

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common placement test adopted by the State Board of Education under s.1007.27(5) F.S. such as the ACT, SAT, Classical Learning Test (CLT) or Postsecondary Education Readiness Test (PERT),that exempts them from remedial work in reading and writing. If the PERT is used for this purpose, students must present for review scores in all three areas of reading, writing, and mathematics. This includes students wishing to take dual enrollment courses in Humanities or the Social and Behavioral Sciences. Students wishing to take dual enrollment courses in mathematics or science must also present test scores that exempt them from remedial work in mathematics. Qualifying PERT test scores in the areas of Writing and Math must be dated within two (2) calendar years prior to the first day of the dual enrollment class. Students may also use Alternative Assessment options as outlined in Assessment Services on pg. 21.

3. Exception: Placement for SLS1103or an acceptable SLS alternative course only may be achieved through the following:
    a. senior and junior level students who have no posted college-ready reading scores may qualify with a cumulative unweighted 3.0 high school GPA calculated based upon at least four (4) full high school credits.

4. Students must meet all prerequisite requirements for any dual enrollment course prior to registration. Students using courses from another accredited postsecondary institution or test scores (such as AICE, AP, IB, or CLEP scores) must submit official documentation to FSCJ at least three (3) weeks prior to registration for courses on the college campus on at least three (3) weeks prior to the first day of class for courses offered on the high school campus.

5. Schools may schedule high school Level 3 world language classes as dual enrollment for qualified secondary students (including minimum GPA requirements based upon at least four full high school credits and college ready test scores) who have previously completed the competencies of the Level I and II classes in the same language, with a grade of "C" or better. The courses in which these students enroll must consist of only dual enrollment students.

6. Dual enrollment students may only enroll in 12 credit hours before achieving assessment scores that place them into college level courses in all three areas of reading, writing, and mathematics. This requirement pertains to all established assessment placement instruments: PERT, ACT, SAT, CLT, and any subsequent functional equivalents. A special exception to the 12 credit hour rule may be available to students who have met placement requirements in reading and writing, and are enrolled in an academic course in mathematics at their high school or have completed a college level math course at another accredited postsecondary institution. Exceptions must be approved by SBCC and FSCJ's Office of Articulations and are valid for one semester only, after which appropriate test scores must be presented.

7. General Education Requirement: Students must complete the State-mandated 15 credit hours of "Core" General Education courses prior to earning 24 total hours of college credit. Students must complete the 36 hours of General Education for the

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Associate of Arts degree prior to earning 50 total hours of college credit. General Education courses including those designated as "State Core" are indicated in the advising guide listed in Exhibit B.

8. Maximum course enrollments will be as follows:
   Fall and spring terms: Traditional Dual Enrollment students (those who are not participating in an Early Admission program) may enroll in no more than three (3) courses (11 credit hours) per 15-week semester.

9. Students must maintain a minimum 2.0 grade point average on their FSCJ transcript of college courses as well as a cumulative unweighted 3.0 high school GPA.

10. A grade of W, D, or F in a single term, regardless of cumulative unweighted high school or college GPA, will remove student eligibility to participate in dual enrollment.

11. Students who have lost eligibility by earning a single grade of W, D, F may apply for probationary status. Application for probationary status does not guarantee acceptance. Probationary status limits the number and location of courses the student is eligible to take. Successful completion of courses while on probation will return the student to full status as a traditional dual enrollment student. Students who do not successfully complete their probation courses will not be able to take any further coursework while a high school student but may apply to FSCJ after high school graduation.

12. Students who did not participate in probation may re-apply to take dual enrollment courses after the completion of two (2) consecutive semesters (including fall or spring) taking only high school coursework, if meeting all other eligibility requirements.

13. If a student posts a grade of W, D, or F in the same course on two attempts, the student will not be permitted to attempt the course a third time while a dual enrollment student.

14. Students and their parent or guardian must sign a contract delineating an understanding of both academic and behavioral expectations of the Dual Enrollment Program and adhere to the College Expectations for Student Conduct and SBCC Student Code of Conduct. Students who disrupt the educational process or in other ways violate the Expectations for Student Conduct and SBCC Code (including issues of Academic Dishonesty) shall be referred to the appropriate Administrator for discipline in accordance with the Code and the College's policies and procedures. Discipline may include, but is not limited to, ineligibility for further dual enrollment participation as determined by a disciplinary committee including SBCC and FSCJ personnel. A copy of the Student/Parent Dual Enrollment Contract is included as Exhibit C.

15. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.

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16. Dual enrollment students may not perform any online change of registration status—dropping, adding, and withdrawal from courses. As stated in the Student/Parent Dual Enrollment Contract, performance of such activities will result in the student not being permitted to take dual enrollment classes. Students are expected to attend all classes in which they are registered. Students who are dropped for nonattendance will be subject to the requirement to apply for probationary status described in # 13.

G. Eligibility for Career Dual Enrollment—College Credit Courses

1. Dual Enrollment programs are designed for secondary students who demonstrate the ability to conduct themselves as mature, responsible students in a collegiate environment and who understand the consequences of establishing a permanent college transcript. Students taking individual Career Dual Enrollment courses who are not part of an Early College or Collegiate Career High School program must establish a qualifying cumulative unweighted GPA of 3.0 calculated based upon at least four (4) full high school credits.

2. Students who enroll in Career Dual Enrollment courses must demonstrate readiness for college-level work with scores on a common placement test adopted by the State Board of Education under s.1007.27(5) F.S. such as the ACT, SAT, CLT, or Postsecondary Education Readiness Test (PERT) that exempts them from remedial work in reading and writing. If the PERT is used for this purpose, students must present for review scores in all three areas of reading, writing, and mathematics. This includes students wishing to take dual enrollment courses in Humanities or the Social and Behavioral Sciences. Students wishing to take dual enrollment courses in mathematics or science must also present test scores that exempt them from remedial work in mathematics. Qualifying PERT test scores in the areas of Writing and Math must be dated within two (2) calendar years prior to the first day of the dual enrollment class. Students may also use Alternative Assessment options as outlined in Assessment Services on pg. 21.

3. Exception: Placement for SLS1103 or an acceptable SLS alternative course only may be achieved through the following:
   senior and junior level students who have no posted college-ready reading scores may qualify with a cumulative unweighted 3.0 high school GPA calculated based upon at least four (4) full high school credits.

4. Students must meet all prerequisite requirements for any Career Dual Enrollment courses prior to registration.

5. Career Academy students who meet eligibility requirements based upon a qualifying cumulative unweighted GPA calculated on the successful completion of 1-3 full high

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school credits may enroll in dual enrollment courses identified as part of their career academy pathway approved by District and FSCJ.

6. Dual enrollment students may only enroll in 12 credit hours before achieving assessment scores that place them into college level courses in all three areas of reading, writing, and mathematics. This requirement pertains to all established assessment placement instruments: PERT, ACT, SAT, CLT, and any subsequent functional equivalents. A special exception to the 12-credit hour rule may be available to students who have met placement requirements in reading and writing, and are enrolled in an academic course in mathematics at their high school. Exceptions must be approved by the Office of High School Acceleration and FSCJ's Office of Articulations three (3) weeks prior to May 1 for fall registration and three (3) weeks prior to December 1 for spring registration.

7. General Education Requirement: Students entering dual enrollment must complete the State-mandated 15 credit hours of "Core" General Education courses prior to earning 24 total hours of college credit. Students must complete the 36 hours of General Education for the Associate of Arts degree prior to earning 50 total hours of college credit. General Education courses including those designated as "State Core" are indicated in the advising guide listed in Exhibit B.

8. Maximum course enrollments will be as follows:
    a. Fall and spring terms: Traditional Dual Enrollment students (those who are not participating in an Early Admission program) may enroll in no more than three courses (11 credit hours) per 15-week semester.

9. Students must maintain a minimum 2.0 grade point average on their FSCJ transcript of college courses as well as a cumulative unweighted 3.0 high school GPA.

10. A grade of W, D, or F or assignment of NA in a single term, regardless of cumulative unweighted high school or college GPA, will remove student eligibility to participate in dual enrollment.

11. Students who have lost eligibility by earning a single grade of W, D, F or having been assigned NA, may apply for probationary status. Application for probationary status does not guarantee acceptance. Probationary status limits the number and location of courses the student is eligible to take. Successful completion of courses while on probation will return the student to full status as a traditional dual enrollment student. Students who do not successfully complete their probation courses will not be able to take any further coursework while a high school student but may apply to FSCJ after high school graduation.

12. Students who did not participate in probation may re-apply to take dual enrollment courses after the completion of two (2) consecutive semesters (including fall or spring) taking only high school coursework, if meeting all other eligibility requirements.

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13. If a student posts a grade of W, D, or F in the same course on two attempts, the student will not be permitted to attempt the course a third time while a dual enrollment student.

14. Students and their parent or guardian must sign a contract delineating an understanding of both academic and behavioral expectations of the Dual Enrollment Program and adhere to the College Expectations for Student Conduct and SBCC Student Code of Conduct. Students who disrupt the educational process or in other ways violate the Expectations for Student Conduct and SBCC Code (including issues of Academic Dishonesty) shall be referred to the appropriate Administrator for discipline in accordance with the Code and the College's policies and procedures. Discipline may include, but is not limited to, ineligibility for further dual enrollment participation as determined by a disciplinary committee including SBCC and FSCJ personnel. A copy of the Student/Parent Dual Enrollment Contract is included as Exhibit C.

15. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.

16. Dual enrollment students may not perform any online change of registration status—dropping, adding, and withdrawal from courses. As stated in the Student/Parent Dual Enrollment Contract, performance of such activities will result in the student not being permitted to take dual enrollment classes. Students are expected to attend all classes in which they are registered. Students who are dropped for nonattendance will be subject to the requirement to apply for probationary status described in #12.

H. Eligibility for Career Dual Enrollment: Non-Credit Certificate Programs

1. Dual Enrollment programs are designed for secondary students who demonstrate the ability to conduct themselves as mature, responsible students in a collegiate environment and who understand the consequences of establishing a permanent college transcript. Students taking individual Non-Credit Career Dual Enrollment courses must establish a qualifying cumulative unweighted GPA of 2.0 calculated based upon at least 4 full high school credits. The deadline to apply is May 1 for fall and December 1 for spring.

2. Students enrolling in non-credit career/technical courses must take the Test of Adult Basic Education (TABE) within the first six (6) weeks of the first term of enrollment. Students must also meet other requirements established by the career program in which they wish to enroll.

3. Students must meet all prerequisite requirements for any non-credit Career Dual Enrollment courses prior to registration.

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4. Career Academy students taking non-credit Career Dual Enrollment courses who meet eligibility requirements based upon a qualifying cumulative unweighted GPA calculated on the successful completion of 1-3 full high school credits may enroll in dual enrollment courses identified as part of their career academy pathway approved by District and FSCJ.

5. Non-Career Academy students eligible to take non-credit Career Dual Enrollment courses who meet eligibility requirements based upon a qualifying cumulative unweighted GPA calculated on the successful completion of 1-3 full high school credits may enroll in one (1) or two (2) dual enrollment courses at the college but may not participate in non-credit Career Dual Enrollment programs that require students to complete a certain number of contact (clock) hours.

6. Maximum course enrollments will be as follows:
    a. College campus locations courses: Students enrolled in non-credit certificate programs are limited to no more than two dual enrollment courses offered on the College campus per semester.
    a. Combination of college and high school site enrollments:
        i. Fall and spring terms: Traditional Dual Enrollment students taking non-credit certificate program courses may enroll in no more than the clock equivalent of 11 credit hours per 15-week semester. This maximum includes all courses taken as dual enrollment for any postsecondary institution, including the college site or at a District school location.

7. Students must maintain a minimum 2.0 grade point average on their FSCJ transcript of college courses as well as a cumulative unweighted 2.0 high school GPA.

8. A grade of W, D, or F in a single term, regardless of cumulative unweighted high school or college GPA, will remove student eligibility to participate in dual enrollment.

9. Students who have lost eligibility by earning a single grade of W, D, F, may apply for probationary status. Application for probationary status does not guarantee acceptance. Probationary status limits the number and location of courses the student is eligible to take. Successful completion of courses while on probation will return the student to full status as a traditional dual enrollment student. Students who do not successfully complete their probation courses will not be able to take any further coursework while a high school student but may apply to FSCJ after high school graduation.

10. Students who did not participate in probation may re-apply to take dual enrollment courses after the completion of two (2) consecutive semesters (including fall or spring) taking only high school coursework, if meeting all other eligibility requirements.

11. If a student posts a grade of W, D, or F in the same course on two attempts, the student will not be permitted to attempt the course a third time while a dual enrollment student.

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12. Students and their parent or guardian must sign a contract delineating an understanding of both academic and behavioral expectations of the Dual Enrollment Program and adhere to the College Expectations for Student Conduct and SBCC Student Code of Conduct. Students who disrupt the educational process or in other ways violate the Expectations for Student Conduct and SBCC Code (including issues of Academic Dishonesty) shall be referred to the appropriate Administrator for discipline in accordance with the Code and the College's policies and procedures. Discipline may include, but is not limited to, ineligibility for further dual enrollment participation as determined by a disciplinary committee including SBCC and FSCJ personnel. A copy of the Student/Parent Dual Enrollment Contract is included as Exhibit C.

13. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.

14. Dual enrollment students may not perform any online change of registration status—dropping, adding, and withdrawal from courses. As stated in the Student/Parent Dual Enrollment Contract, performance of such activities will result in the student not being permitted to take dual enrollment classes. Students are expected to attend all classes in which they are registered. Students who are dropped for nonattendance will be subject to the requirement to apply for probationary status described in #9.

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I. Eligibility for Early Admission

1. Early Admission is a senior year program, allowing full time enrollment in fall and spring terms of a student's senior year. Students will be considered eligible to participate in Early Admission with a 3.5 unweighted cumulative high school grade point average at time of registration and scores on a common placement test adopted by the State Board of Education under s.1007.271 such as the ACT, SAT, or Postsecondary Education Readiness Test (PERT) that exempts them from remedial work in reading, writing, and mathematics. Students may also use Alternative Assessment options as outlined in Assessment Services on pg. 21.

2. Student eligibility must be approved by both the high school counselor and college campus dual enrollment coordinator during the spring semester of their junior year for full-time dual enrollment registration during their senior year. Students must be enrolled and maintain continuous enrollment in SBCC by November 1 of the junior year. The deadline to apply for Early Admission status is May 1 of the student's junior year.

3. Students whose cumulative unweighted high school grade point average falls below the required cumulative unweighted 3.5 GPA between application and start of Early Admission in the fall semester will not be permitted to participate in the program.

4. Students in Early Admission must take four courses per term (fall and spring) enrolling in a minimum of 12 credit hours and a maximum of 14 credit hours per 15-week semester. Any courses required for high school graduation must be taken in the fall semester.

5. Students must be advised in writing by SBCC that failure in or withdrawal from dual enrollment courses may jeopardize their high school graduation and their acceptance to a selective admission postsecondary institution.

6. Students must meet all prerequisite requirements for dual enrollment courses prior to registration.

   General Education Requirement: Students entering dual enrollment must complete the State-mandated 15 credit hours of "Core" General Education courses prior to earning 24 total hours of college credit. Students must complete the 36 hours of General Education for the Associate of Arts degree prior to earning 50 total hours of college credit. General Education courses including those designated as "State Core" are indicated in the advising guide listed in Exhibit B.

7. Students must successfully complete all college courses attempted (as defined by a final course grade of A, B, or C) and maintain an FSCJ transcript reflecting a minimum 2.0 GPA and a cumulative unweighted high school GPA of 3.0 for continuing eligibility for the second semester of the senior year. If a student posts any grades of W, D, F or has an assignment of NA in a single term, regardless of cumulative high school or college GPA, that student will not be permitted to continue as an early admission student, but may apply for probationary status to continue as a traditional dual enrollment student.

8. Students and their parent or guardian must sign a contract delineating an understanding of both academic and behavioral expectations of the Dual Enrollment Program and adhere to the College Expectations for Student Conduct and SBCC Student Code of Conduct. Students who disrupt the educational process or in other ways violate the Expectations for Student Conduct and SBCC Code (including issues of Academic Dishonesty) shall be referred to the appropriate Administrator for discipline in accordance with the Code and the College's policies and procedures. Discipline may include, but is not limited to, ineligibility for further dual enrollment participation as determined by a disciplinary committee including SBCC and FSCJ personnel. A copy of the Student/Parent Dual Enrollment Contract is included as Exhibit C.

9. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.

10. Dual enrollment students may not perform any online change of registration status—dropping, adding, and withdrawal from courses. As stated in the Student/Parent Dual Enrollment Contract, performance of such activities will result in the student not being permitted to take dual enrollment classes. Students are expected to attend all classes

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in which they are registered. Students who are dropped for nonattendance will be subject to the requirement to apply for probationary status.

II. RESPONSIBILITIES OF EACH INSTITUTION

A. Marketing of Dual Enrollment Acceleration Mechanisms and Expectations:
Students of SBCC and their parents or guardians will be informed about opportunities for Dual Enrollment including credit Dual Enrollment courses leading to an Associate of Arts degree, Career Credit and Non-credit Dual Enrollment courses leading to degrees and certificates, as well as the option of Early Admission. Included will be information on academic rigor of Dual Enrollment programs, benefits of acceleration mechanisms, academic and behavioral expectations of Dual Enrollment students, and application processes and deadlines. In addition, students of SBCC and their parents or guardians who have documented disabilities will be sent information on services available for those students who choose to participate in Dual Enrollment.

SBCC Shall:
1. Inform students and parents about opportunities for participation in Traditional Dual Enrollment, Career Dual Enrollment, and Early Admission and services available for students with disabilities through presentations at middle and high school sites, on SBCC website, and District-wide events for high school choice and acceleration mechanisms.

The College Shall:
1. Inform students about opportunities for participation in Traditional Dual Enrollment, Career Dual Enrollment, and Early Admission and services available for students with disabilities through presentations at middle and high school sites, on the FSCJ Dual Enrollment website, College Open House events, and through other collaborative mechanisms with SBCC.

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B. Assessment Services

In all assessment activities, SBCC and Florida State College at Jacksonville agree to adhere to the State policy regarding PERT administration.

Alternative methods to common placement tests. Pursuant to Section 1008.30, F.S., Florida College System institutions may use alternative methods in lieu of the common placement tests to assess student readiness for college-level work in communication and computation. Institutions shall recognize scores and grades on alternative methods specified and are valid for placement purposes for a minimum of two years. Alternative Assessments that can be used include: PSAT/NMSQT (PSAT10), PreACT, General Educational Development (GED) Test, Test Assessing Secondary Completion (TASC), High School Equivalency Test (HiSET), End of Course Assessment Algebra 1 and Geometry, Aleks PPL Mathematics.

SBCC and the College Shall

1. Collaborate to ensure all appropriate prospective dual enrollment and Early Admission students including registered home school students have access to PERT testing either through their home high school sites or through a referral to one of the College's Assessment and Certification Centers.

C. Program Planning

SBCC Shall:

1. Present the Office of Dual Enrollment, FSCJ, with the list of proposed dual enrollment courses and instructors for the entire academic year by May 1 of the previous academic year to ensure appropriate credentialing and training of faculty before the beginning of the academic term. The list must specify courses offered for the first time at any high school site, since it is necessary to ensure college compliance with the notification/permission policies of its accrediting body.

2. Submit credentialing paperwork that includes official college transcripts for all dual enrollment teachers and syllabi for proposed dual enrollment courses no later than two (2) months prior to the start of each academic term to the Dual Enrollment Program Coordinator/Executive Director, Articulations.

3. Restrict high school instructors from teaching more than 50% of their course load (four courses) in dual enrollment courses.

4. Ensure that dual enrollment courses offered at the high school site are not combined with any non-college credit high school course.

5. Ensure that all scheduled dual enrollment courses adhere to a minimum number of 10 students and a maximum number that coincides with that on the College's Master Outline for each course, housed in Curriculum Services.

6. Support the College's efforts to ensure compliance with the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC"), standards regarding the quality of courses offered by SBCC teachers

7. Collaborate with the College on the development of new Dual Enrollment sites and programs, to include the development of any Collegiate Career High School programs.

The College Shall:

1. Send preliminary determination of the proposed course list back to SBCC within three (3) weeks of receipt in the office of Dual Enrollment. Courses offered for the first time at any high school site may require notifications or permissions from the college's

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accrediting body, and therefore may not receive approval from the college for the immediate term requested.

2. Review faculty credentials and course syllabi in a timely manner to facilitate final approval of proposed course list.

3. Send notification of final approval of courses to SBCC within two (2) weeks of credential verification of faculty. The newly credentialed teacher will be provided information on when he/she will be provided access to myFSCJ, when Canvas training is available, textbook information, a list of contact for curriculum support, provided a sample syllabus, and advised to submit his/her course syllabus for review and approval.

4. Encode only those courses which appeared on the proposed course list and received final approval of faculty.

5. Offer appropriate training and mentoring for dual enrollment faculty to be completed prior to the beginning of the academic term.

6. Collaborate with SBCC on the development of new Dual Enrollment sites and programs.

7. Prepare and submit prospectus documents for high school sites that wish to expand on-site Dual Enrollment offerings, pending verification of appropriately credentialed faculty.

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D. Student Registration

SBCC Shall:

1. Provide dual enrollment and early admission applications to students which will include the annual contract of understanding of expectations and requirements.

2. Provide guidance and approval for specific course requests, documented on the application forms in collaboration with the college.

3. Check applications for completion, including signatures from parents or guardians and high school counselors, as well as ensuring eligibility criteria are met each term.

4. Provide original applications to the FSCJ designated campus by the established deadline and the designated method each term. Student registration deadlines will be strictly enforced.

5. Inform students of the relevant requirements and conditions for enrollment outlined in Exhibit A-C, including but not limited to their adherence to the FSCJ "Expectations for

Student Conduct," SBCC "Code," and provide information to students about access to the online Student Handbook.

The College Shall:

1. Provide a list aligning each college campus with specified area high schools for the purposes of coordination of all dual enrollment processes.

2. Provide the eligibility criteria for SBCC use to ensure students meet eligibility requirements. This information shall be updated to align with changes as needed.

3. Designate campus dual enrollment coordinators to handle all dual enrollment and early admission applications. These coordinators will provide advisement, review applications, and eligibility criteria prior to registering students in classes each term, with SBCC and high school being notified of any ineligible students within two (2) weeks.

4. Provide verification of student registration for all courses taken at the high school sites with student ID numbers and College course numbers to SBCC, the high school instructor, and the high school dual enrollment coordinator.

5. Develop processes to ensure dual enrollment students will not be permitted to independently perform any registration activity with college enrollment services offices or on-line.

6. Ensure that once the dual enrollment application has been submitted, any changes in enrollment including dropping and adding classes, must be done at the approval of the high school counselor through the campus dual enrollment coordinator.

7. Provide copies of student schedules with any schedule changes to SBCC and high school dual enrollment coordinator at the time of registration.

8. Give students information on their full collegiate web access, including FSCJ e-mail accounts on completion of registration.

E. Faculty

SBCC Shall:

1. Submit dual enrollment certification applications to the College for only those high school faculty members who meet the following SACSCOC accreditation standards.
    a. Faculty members selected to teach general education core courses or courses in a transferable Associate degree program must have, at a minimum, a Master's degree from a regionally accredited institution in addition to 18 graduate semester hours in the discipline they propose to teach.
    b. Faculty teaching SLS1103 or an alternative must have a Master's degree from a regionally accredited institution; however, it may be in any discipline and they

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must complete all three (3) components of the SLS Professional development training provided by the College.

c. The minimum academic degree required for faculty teaching in professional, occupational, and technical areas (non-transfer) will correspond to the standard set for each instructional program offered by the College. While the standard for associate degree level is a Master's degree, in areas for which this degree is not offered, certification may include work experience, professional certification or licensure, and education in a discipline-specific field.

2. Submit official transcripts for each proposed instructor.

3. Provide SBCC principals and prospective SBCC faculty with the requirements which must be satisfied in order for high school instructors to teach dual enrollment courses, including but not limited to:
   a. participation in yearly orientation sessions and course specific training provided by FSCJ.
   b. submission of credentialing documentation including official transcripts.
   c. use of the standard electronic syllabus template for all proposed dual enrollment courses offered on the high school sites to be submitted electronically to the appropriate Campus Academic Dean and the Office of Dual Enrollment prior to the start of classes each term, typically August 1 for fall term classes and December 1 for spring term classes.
   d. verification of class rosters to the College dual enrollment coordinators:
      i. prior to the date of drop without penalty,
      ii. prior to the date of Withdrawal from the course, and
      iii. prior to the date of submission of final grades.
   e. submission of required assignments and assessments (including final exams) pertinent to the course being taught to FSCJ.
   f. submission of all course grades including assignments and tests in the gradebook component of the Canvas course shell for each section being taught.
   g. participation in the electronic submission of grades through the myFSCJ portal according to the schedule set for the academic term. Instructors who fail to submit their grades to FSCJ during the established online grading window will receive a written warning for the first offense. For any subsequent offenses, they will not be permitted to teach dual enrollment.
   h. submission to periodic classroom observation by College representatives who will provide feedback to instructors for self-improvement.
   i. familiarity and compliance with all policies and procedures set forth in the College's Adjunct Faculty Handbook, and all Faculty related College Policies and Procedures including FERPA.

4. Provide SBCC dual enrollment faculty with access to training provided by FSCJ in the appropriate technology to perform expected classroom management activities including:
   a. myFSCJ system to check classroom rosters for accuracy;
   b. electronic submission of grades; and

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c. FSCJ e-mail for updates, information, and communication.

5. Provide SBCC dual enrollment faculty with appropriate instructional materials to teach each dual enrollment course offered at the high school site in collaboration with the College.

6. Provide a high school dual enrollment code only to those courses whose faculty have met all appropriate credentialing requirements.

7. Provide the College with the name and credentials of any instructor who will be substituting for an approved dual enrollment faculty member who takes a planned leave of absence during the term with an understanding that the course will not be encoded as a dual enrollment course if the substitute fails to meet credentialing standards.

8. Inform the College within a week if a faculty member teaching dual enrollment courses on the high school site has an extended absence (more than one week) requiring another instructor to teach the course.

9. Remove the high school dual enrollment code from classes whose credentialed faculty member is unable to complete instruction if another appropriately credentialed faculty member is not approved by the College.

The College Shall:

1. Review the educational credentials of each proposed first-time dual enrollment instructor and inform SBCC within two (2) weeks of document submission if the proposed candidate meets credential standards.

2. Provide a yearly orientation for all dual enrollment faculty, high school dual enrollment contacts, appropriate high school counseling and advising staff, appropriate SBCC administrators, campus dual enrollment and appropriate College administrators including College academic deans.

3. Provide faculty, particularly newly credentialed faculty or those teaching a course for the first time with sample syllabi and additional support.

4. Provide appropriate course specific training for dual enrollment faculty to include requirements for assessments.

5. Conduct evaluations of performance for dual enrollment faculty and provide feedback of observations within 3-4 weeks.

6. Encode for dual enrollment college credit only those courses whose faculty have met all appropriate credentialing, course documentation, and orientation requirements.

7. Provide discipline-specific contacts to serve as resources and mentors for each SBCC dual enrollment faculty member.

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8. Provide access to the online current College faculty handbook and student handbook to each SBCC dual enrollment faculty member.

9. Perform an immediate credential review of any SBCC faculty member proposed to teach a high school dual enrollment course as a substitute for a teacher on extended absence.

10. Assist SBCC in finding an appropriately credentialed instructor in the event of an extended absence of a high school dual enrollment faculty member.

11. Remove the dual enrollment college credit status for any course whose initial credentialed instructor has an extended absence and for which another appropriately credentialed instructor cannot be found.

12. Provide appropriate training to faculty in myFSCJ and Canvas to facilitate instruction.

F. Curriculum

SBCC Shall:

1. Ensure the use of only College established and approved curriculum by all dual enrollment faculty.

2. Ensure that in accordance with State Board Rule 6A-14.064, dual enrollment courses taught on the high school campus meet all postsecondary standards.

3. Ensure that all syllabi for dual enrollment courses meet all competencies and student learning outcomes specified in the Course Master Outlines in the College's Curriculum services website.

4. Ensure that textbooks and instructional materials used in dual enrollment courses on the high school site have been selected from the list of materials on the College's Course Master Outline unless approved by an appropriate college dean through review.

5. Submit for review any proposed instructional materials not on the College's Course Master outline to the College at least one (1) month prior to the beginning of the academic term.

6. Ensure that faculty teaching General Education dual enrollment classes taught at the high school site participate fully in any College-wide assessment activities including assignments that will generate student artifacts. Student and faculty identifiers will be redacted from these artifacts prior to assessment and results will be reported at a programmatic level. Instructors who fail to submit their artifacts to FSCJ by the established deadline will receive a written warning for the first offense. If there is any

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additional offense, they will not be permitted to teach dual enrollment in the subsequent term.

7. Ensure that faculty teaching dual enrollment courses administer the standard final exams or other mutually agreed upon assessments or activities and use them toward the calculation of the final course grade in accordance with current standards of end of course examinations.

8. Return completed final exams or end of course assessments to the executive director to be held for a period of one year. Instructors who fail to submit their final exams or end of course assessments to FSCJ during the established window will receive a written warning for the first offense. Any subsequent offenses, they will not be permitted to teach dual enrollment

The College Shall:

1. Provide access to the Course Master Outlines on the College's Curriculum Services website to all SBCC dual enrollment faculty.

2. Provide all SBCC dual enrollment faculty with the College's list of required elements for all syllabi including expected student learning outcomes through an electronic syllabus template.

3. Review submitted syllabi and report approval status back to SBCC within two (2) weeks of submission.

4. Provide assistance to SBCC faculty teaching dual enrollment courses in syllabus revision if initial submission does not meet current standards.

5. Review, within two (2) weeks of submission by SBCC, any proposed textbooks or instructional materials not on the College's Course Master Outline submitted by SBCC for equivalency to current standards.

6. Facilitate the development and implementation of common final exams for each dual enrollment college course taught on high school sites. For any exams for which a standard does not yet exist, high school teachers will have the opportunity to collaborate on the development of the exams with FSCJ faculty.

7. Provide the exams and answer keys to the instructors prior to the start of the semester, as well as contact information for the faculty leader of the test development team.

8. Review and approve any alternate final assignments for those courses in which a cumulative final exam is not administered.

G. Supervision

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SBCC Shall:

1. Ensure all SBCC faculty teaching dual enrollment courses adhere to required standards designated in State Board Rule 6A-14.064, including, but not exclusive to, syllabus submission, submission of final exams and other required assignments, and adherence to College grading policies.

2. Offer access to the high school site for appropriate College personnel, including, but not exclusive to, campus dual enrollment coordinators, Executive Director of Articulations, College-wide and academic deans conducting classroom visitations.

3. Ensure dual enrollment students on the high school campus have instructions for, and access to technology to enable them to submit online instructional evaluations.

4. Conduct formal performance appraisal of the dual enrollment instructor according to the current District contract and Florida state law.

5. Coordinate with the College for formal program assessment and evaluation to include a yearly evaluative report describing student performance, student progression, and operational benchmarks of process.

The College Shall:

1. Monitor adherence to dual enrollment faculty submission of required syllabi, final exams, and other required assignments.

2. Evaluate submitted documents and provide feedback/approval within two (2) weeks for syllabus submissions and four (4) weeks for other submitted documents.

3. Perform classroom visitations and conduct dual enrollment evaluations which conform to standards for adjunct faculty on the College campus. Newly credentialed dual enrollment faculty will be observed in the fall.

4. Provide feedback to the instructor on classroom visitations/evaluations within four (4) weeks following the date of visitation.

5. Provide information on classroom visitation to the Office of Dual Enrollment for purposes of program level evaluation and improvement.

6. Provide mentoring to dual enrollment faculty.

7. Provide SBCC with information on the process for student submission of online instructional evaluation.

H. Student Performance, Grades, and Appeals

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SBCC Shall:

1. Ensure that student performance is monitored and evaluated in accordance with FSCJ college credit and non-credit grading and academic standards:
    a. for classes offered at the high school site, the grading may include a mid-term grade consistent with the Clay County Schools nine (9) weeks reporting schedule for the participating high schools and
    b. there is to be no grade recovery strategy for any dual enrollment course offered on the high school or College site.

2. Ensure grading in courses is consistent with the grading system approved on the course syllabus.

3. Ensure any changes to grading standards for dual enrollment courses are submitted to the appropriate College academic dean for approval before institution.

4. Ensure dual enrollment faculty electronically post course gradebook items in the Canvas course shell provided for each course section and post final course grades in the College's student information management system by the designated dates for each academic term. Instructors who fail to post course gradebook items or submit final course grades to FSCJ during the established online grading window will receive a written warning for the first offense. Should there be a subsequent offense, they will not be permitted to continue to teach in the dual enrollment program.

5. Ensure the grades entered into the FSCJ and SBCC permanent record systems are the same. If a grading discrepancy is noted, it will be corrected within a period of two (2) weeks.

6. Ensure that students who have earned a grade of D, F, or W in a dual enrollment course, and their parents, are provided with full information regarding the consequences of withdrawals, multiple retakes, including the possibility of paying out-of-state tuition rate, GPA implications for transcripts and potential impacts on financial aid eligibility, and acceptance to selective admission postsecondary institutions.

7. Ensure that students who have earned a grade of D, F, or W in dual enrollment courses in a single semester and their parents are provided with full information regarding the student's ineligibility to take further dual enrollment courses.

8. Provide the College with information on any student who must be withdrawn from a dual enrollment course for reasons beyond their control (transfer to another school, move out of the area) within one (1) week of the withdrawal.

9. Ensure no students submit an application to retake a dual enrollment course more than once. Students who wish to retake MAT1033, MGF1130, MGF1131, and MAC1105 must retake the PERT to ensure proper advising and placement.

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10. Provide students on the high school site with information on how to appeal a grade through a written request to SBCC, who will then review the appeal with the FSCJ Executive Director of Articulations for joint determination of further action. Students may need to submit an appeal in accordance with the college's student appeal process as outlined in the catalog.

The College Shall:

1. Evaluate grading processes to ensure compliance with College procedures and stated guidelines on course syllabi.

2. Review submitted gradebooks in the Canvas course shells from SBCC faculty to ensure alignment with submitted grades.

3. Ensure the Campus Dual Enrollment Coordinators securely deliver grades for courses taken on the College Campus to SBCC.

4. Develop a secure electronic file transfer protocol to send grades from the College system to SBCC.

5. Provide students enrolled in dual enrollment courses information on the student appeals procedure outlined in the college catalog if they wish to appeal a grade.

6. Process dual enrollment student grade appeals in a timeframe pursuant to College policy and procedure.

I. Student Advising

SBCC Shall:

1. Inform all secondary students and their parents of dual enrollment as an educational option and mechanism for acceleration. Students and their parents shall be informed of:
    a. student eligibility requirements criteria;
    b. the option for taking dual enrollment courses beyond the regular school year;
    c. the minimum academic credits required for graduation;
    d. the fact that dual enrollment grades are posted to a permanent college transcript;
    e. the consequences of grades of D, F, and W on a college transcript regarding future eligibility for selective access programs at colleges and universities, financial aid, and continuation in dual enrollment courses; and
    f. the availability of services for students with disabilities who wish to participate in Dual Enrollment.

2. Provide academic advising to dual enrollment students regarding program and course selection:

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a. encourage each dual enrollment student to identify a postsecondary educational objective that includes course selection leading to a technical certificate, associate degree or baccalaureate degree, rather than a random selection of courses.
b. assist students and parents who wish to select courses which meet degree requirements for a specific course of study at another postsecondary institution, which may have different numbers of elective credit.
c. advise students who are undecided about their postsecondary major to take courses which meet General Education requirements.
d. advise students taking college credit courses including those in Early Admission programs of the requirement to complete the 15-hour State mandated General Education "Core" courses prior to earning 24 total college credit hours and the 36 hours of AA General Education prior to the completion of 50 total college credit hours

The College Shall:

1. Provide all dual enrollment students with access to the College Catalog and Student Handbook.

2. Provide academic advising to dual enrollment students regarding program and course selection:
    a. assist students in identifying and declaring a postsecondary educational objective that includes course selection leading to a technical certificate, associate degree, or baccalaureate degree.
    b. assist students pursuing an Associate of Arts degree in declaring their intended transfer degree program and institution prior to attaining 30 credit hours toward the AA degree.
    c. advise students who are undecided about their postsecondary major to take courses which meet General Education requirements.
    d. advise students taking college credit courses including those in Early Admission and Early College programs of the requirement to complete the 15-hour State mandated General Education "Core" courses prior to earning 24 total college credit hours and the 36 hours of AA General Education prior to the completion of 50 total college credit hours.

3. Provide access to advisement throughout the year with campus dual enrollment coordinators and Student Success advisement staff.

4. Provide information to students regarding the requirement for self-identification of disabilities to the College's Disabilities Office in order to obtain services and accommodations.

J. Student Costs and Fees

Consistent with provisions of Florida Statute s.1007.271 F.S., properly enrolled high school students receiving dual enrollment or early admission instruction under the provisions of

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this plan shall not be charged registration, tuition, technology, or laboratory fees for the college courses in which they enroll.

Students will be responsible for payment of other special course or program fees, including, but not exclusive to:

1. art supplies;
2. aviation flight fees;
3. automotive tools;
4. culinary equipment;
5. health care uniforms;
6. fees for dissection or other science consumables required for science courses; and
7. other consumables which will be identified by the college in collaboration with District prior to student enrollment.

Students will be responsible for paying the transcript request fee standard for all students of the College (charged per transcript) if they wish to have a copy of their College transcript or wish to have a transcript sent from the College to other postsecondary institutions.

K. Instructional Materials

In accordance with s.1007.271 F.S., instructional materials, including digital integrated course materials, for dual enrollment courses shall be made available to public high school students free of charge. Payment for course textbooks shall be made in accordance with the following guidelines set forth below. Tangible instructional materials shall be the property of the governing board of the purchaser.

To reduce cost of instructional materials, use of open resource materials will be encouraged, followed by textbook rental options where available.

SBCC Shall:

1. Pay for textbooks and other instructional materials required for dual enrollment students. All tangible textbooks purchased by SBCC are the property of SBCC.

2. Encourage courses taught on the high school sites to use open resource course shells when available.

3. Ensure student access to the technology required to fully use open resource course shells provided by the College.

4. Charter schools: SBCC is not responsible for costs for textbooks or other instructional materials for Charter schools.

5. Home school students will be provided textbooks and other instructional materials through a College process.

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The College Shall:

1. Make available to SBCC any open resource course shells developed by FSCJ free of cost provided students are guaranteed access to the appropriate technology required to fully use them.

2. Provide course shell orientation to any SBCC faculty using FSCJ open resource shells to maximize effectiveness of resources.

L. Transportation

Unless specifically provided for a designated program by SBCC, students attending dual enrollment classes at a location other than their public high school shall provide their own transportation.

M. Cost Sharing

In accordance with HB 5101 amending 1007.271 F.S. school districts are required to pay public postsecondary institutions tuition for courses offered on the college campus (including virtual campus) for the fall and spring terms, to pay only the costs of salary and benefits when instruction at the high school site is offered by a postsecondary instructor, but are not required to reimburse costs to the postsecondary institution for instruction on the high school sites delivered by high school instructors.

SBCC Shall:

1. Compensate SBCC personnel acting as dual enrollment adjunct faculty for FSCJ as part of their regular teaching load at the high school campus.

2. Compensate FSCJ per the current cost of adjunct faculty instruction, for the costs of College instructional personnel, who teach at the high school campus at SBCC request.

3. Compensate FSCJ at the current rate of instruction, for any college campus class specifically requested by SBCC for targeted groups of dual enrollment students.

4. Remit payment for college campus tuition.

The College Shall:

1. Compensate FSCJ faculty teaching a combination of regular FSCJ students and dual enrollment students on a college campus course if there are more than 16 SBCC dual enrollment students and the course was not specifically requested by SBCC.

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2. Provide SBCC with rates of instruction on an annual basis.

3. Invoice SBCC for any class taught on the high school site by an FSCJ faculty member (full-time or adjunct) at the request of SBCC.

4. Submit to SBCC an invoice for tuition at the rate of $71.98 per credit hour for all college credit courses Dual Enrollment and Early Admission students take through an FSCJ Campus/Center during the fall or spring term.

5. Submit to SBCC an invoice for tuition at the rate of $2.33 per contact hour for all non-credit courses in programs leading to a career certificate or an applied technology diploma (Career Certificate) taken by Dual Enrollment students on the college campus during the fall or spring semesters.

N. Teacher Preparation and In-Service Training

FSCJ and SBCC will partner to provide teacher preparation and in-service training to District teachers and counselors to assist them in increasing the success of students in postsecondary education.

SBCC Shall:

1. Designate a day during the fall term professional development period for a comprehensive dual enrollment orientation/training for all prospective dual enrollment teachers.

2. Support SBCC teachers participating in required professional development training offered by FSCJ.

3. Support school counselors and other dual enrollment support personnel attendance at professional development activities offered by the College.

The College Shall:

1. Offer collaborative workshops between college and high school faculty to develop curriculum and instructional methodologies and cumulative final exams.

2. Offer SBCC teachers and guidance staff access to workshops on the use of technology in instruction as well as other courses offered by the Academy for Professional Development.

3. Offer recertification courses for SBCC teachers.

4. Offer in-service for SBCC school counselors that delineates the diverse career education options available to students and the basic skill levels necessary for success.

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O. Data Sharing and Program Evaluation

The FSCJ Executive Director of Articulations and SBCC shall provide overall leadership for the implementation of this articulation agreement and shall be responsible for sharing data for the purpose of state reporting and program improvement. Each party agrees to protect the rights of students with respects to records created, maintained and used by each Party in accordance with state and federal law.

Shared data will be used to produce an annual evaluation report on implementation. The report shall include:

1. number and percentage of high school student participants by school, program type, and course;
2. agreed-upon demographic data;
3. student course performance; and
4. program improvement actions.

In alignment with the 2007 Council of Presidents' Statement of Standards, the following assessment and accountability measures will be established:

1. FSCJ will share statewide and specific research on dual enrollment student progression and
2. FSCJ will conduct follow-up research on dual enrollment courses to ensure grading standards and outcomes are comparable to non-dual enrollment sections. Results are to be shared with the principals, local district, and the division.

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FSCJ
Florida State College at Jacksonville

Dual Enrollment Academic Advising Associate in Arts Degree
(Spring 2023 and later)

Name: _____EMPL ID: _____High School: _____

High School Graduation Date: _____High School GPA: _____College GPA: _____

Credits: _____as of _____World Language Requirement met: FCLE Score: _____

Anticipated Major: _____

Potential Transfer Colleges/Universities: _____

Note: **1.** Students must earn qualifying scores in Reading and Writing on a College Readiness Assessment to participate in the DE program. Students must earn qualifying scores in Math on a College Readiness Assessment to take Math courses and to continue beyond 12 credit hours in the DE program.

2. Students in an AA program must complete the General Education requirements and any prerequisite course(s) needed to transfer into their intended bachelor's degree program before taking elective courses. One course from each of the five discipline areas must be successfully completed in the student's first 24 credit hours.

3. At least one course from each of the five discipline areas must come from the **State Core** (**bold type** and denoted with *).

4. A grade of C or better is required in all General Education courses. Courses where a C or better has been earned, **may not** be retaken. Students who earn a D, F, W, or NA in a course in a single semester, but still meet the GPA requirement for both high school and college, may apply for probation to continue in the program. Students who earn more than one D, F, W, or NA in a course in a single semester or a combination of semesters, are ineligible to continue in the DE program.

5. AA degree-seeking students must demonstrate competency in a foreign language. Competency is demonstrated by the completion of a minimum of eight semester hours at the college level **OR** by the completion of two high school credits in the same foreign language.

6. Students are required to demonstrate competency in civic literacy by completing AMH 2020 **OR** POS 2041
AND by achievement of a passing score on the FLCE Assessment.

7. Students must take **SLS1103** in the first semester of their DE program.

8. Students must complete 60 credits (36 General Education + 24 Elective) to earn an AA Degree.

9. Students may **not** register themselves or make any changes to their schedules. All scheduling actions must go through the student's Dual Enrollment Coordinator.

10. Students must adhere to all deadlines, rules, and policies of FSCJ as well as those outlined in the articulation agreement with the student's school.

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Term	Year	Grade	I. COMMUNICATIONS (9 credit hours - 3 credit hours from each category)		Credits	Prerequisites
Category A						
			***ENC 1101**	**English Composition I**	3	
			ENC 1101C*	**English Composition I Enhanced**	4	D or F in ENC1101
Category B						
			ENC 1102	Writing About Texts	3	ENC 1101
Category C						
			SPC 2017	Introduction to Speech Communications	3	ENC 1101
			SPC 2065	Speech Communication for Business	3	ENC 1101
			SPC 2608	Fundamentals of Public Speaking	3	ENC 1101
**This course includes one credit hour of supplemental lab instruction that will count toward the 24 hours of AA electives.						

Term	Year	Grade	II. HUMANITIES (6 credit hours – 3 credit hours from Category A AND 3 credit hours from Category A OR B) At least one course must have an HUM prefix		Credits	Prerequisites
Category A						
			***HUM 2020**	**Topics in the Humanities**	3	
			***ARH 2000**	**Arts in the Humanities**	3	
			***PHI 2010**	**Philosophy in the Humanities**	3	
			***MUL 2010**	**Music in the Humanities**	3	
			***LIT 2000**	**Literature in the Humanities**	3	ENC 1101
			***THE 2000**	**Theatre in the Humanities**	3	
Category B						
			HUM 2210	Humanities: Prehistory to the 15th Century	3	
			HUM 2230	Humanities: Mainstream of Cultures, 15th to 20th Century	3	
			HUM 2250	Humanities: 20th and 21st Century Cultural Perspectives	3	
			HUM 2410	Humanities of Asia	3	
			HUM 2450	Humanities in the Americas	3	
			DAN 2100	Dance in the Humanities	3	
			AML 2010	American Literature: Colonial Times to 1900	3	ENC 1101
			AML 2020	American Literature: 1865 to Present	3	ENC 1101
			ARH 2050	Art History from Prehistory to 15th Century	3	
			ARH 2051	Art History from 15th to 21st Century	3	
			ENG 2100	Film Studies	3	
			ENL 2012	English Literature to 1750	3	ENC 1101
			ENL 2022	English Literature since 1750	3	ENC 1101
			LIT 2100	Great Ideas in World Literature	3	
			PHI 2603	Introduction to Applied Ethics	3	
			PHI 2600	Moral and Political Philosophy	3	
			REL 2000	Religion in the Humanities	3	
			REL 2300	World Religions	3	

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Term	Year	Grade	III. MATHEMATICS (6 credit hours - choose any two from the following courses) (see Math Pathways for guidance)		Credits	Prerequisites
			*MAC 1105	College Algebra	3	MAT 1033 or Eligible Scores
			*MAC 1105C	College Algebra Enhanced	5	D in MAT 1033 or D or F in MAC 1105
			MAC 1114	College Trigonometry	3	MAC 1105
			MAC 1140	Precalculus Algebra	4	MAC 1105
			MAC 1147	Precalculus Algebra and Trigonometry	5	B in MAC 1105
			MAC 2233	Calculus for Business and Social Studies	3	MAC 1105
			*MAC 2311	Calculus with Analytic Geometry I	4	MAC 1114 & MAC 1140 or MAC 1147
			MAC 2312	Calculus with Analytic Geometry II	4	MAC 2311
			MAC 2313	Calculus with Analytic Geometry III	4	MAC 2312
			MAP 2302	Differential Equations	3	MAC 2312
			*MGF 1106	Topics in College Mathematics	3	Eligible Scores
			*MGF 1107	Explorations in Mathematics	3	Eligible Scores
			*STA 2023	Elementary Statistics	3	MAC 1105 or MAC 1105C or MGF 1106 or MGF 1107

MATH PATHWAYS

NON-STEM

MGF1106 ↔ MGF1107
OR
MGF1106 → STA2023
OR
MGF1107 → STA2023
OR

STEM A

MAC1105
↓
MAC1114 & MAC1140 (any order)
↓
MAC2311
↓
MAC2312
↓
MAC2313 or MAP2301

STEM B

MAC1105
↓
MAC1147
↓
MAC2311
↓
MAC2312
↓
MAC2313 or MAP2301

BUSINESS

MAC1105
↓
MAC2233
↓
STA2023

NURSING

MAC1105
↓
STA2023

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Term	Year	Grade	IV. NATURAL SCIENCES (6 - 8 credit hours - choose one course from Category A AND one course from Category B OR one pair of courses from Category C) Students must take at least 1 lab course (designated with a C or L) (see Science Pathways for guidance)		Credits	Prerequisites
Category A (Biological Sciences)						
			BOT 1010C	Botany	4	
			*BSC 1005	Life in its Biological Environment	3	
			BSC 1005L	Biology Laboratory	1	
			*BSC 2010C	Principles of Biology I	4	
			BSC 2011C	Principles of Biology II	4	BSC 2010C
			BSC 2020C	Human Biology	4	
			BSC 2050	Biology of Environmental Systems	3	
			*BSC 2085C	Human Anatomy and Physiology I	4	
			BSC 2086C	Human Anatomy and Physiology II	4	BSC 2085C
			**ISC 1075	Principles of Science and Investigation	3	
			MCB 2010C	Microbiology	4	CHM 1020 or CHM 1025C or CHM 1032 or CHM 2045C
			OCB 2000C	Fundamentals of Marine Biology	4	

			ZOO 1010C	General Zoology	4	

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Category B (Physical Sciences)						
			***AST 1002**	**Introduction to Astronomy**	3	
			AST 1002L	Astronomy Laboratory	1	
			***CHM 1020**	**Chemistry for Liberal Arts**	3	
			CHM 1025C	Introduction to General Chemistry	4	CO: MAC 1105 or MAP 2302
			CHM 1032C	Principles of General Chemistry	4	CO: MAT 1033 or higher
			***CHM 2045C**	**General Chemistry and Qualitative Analysis I**	4	MAC 1105 and CHM 1025C
			CHM 2046C	General Chemistry and Qualitative Analysis II	4	CHM 2045C
			***ESC 1000**	**Earth and Space Science**	3	
			ESC 1000L	Earth and Space Science Laboratory	1	
			***EVR 1001**	**Introduction to Environmental Science**	3	
			GLY 1010C	Physical Geology and Laboratory	4	
			**ISC 1075	Principles of Science and Investigation	3	
			OCE 2001	Survey of Oceanography	3	
			OCE 2001L	Oceanography Laboratory	1	
			***PHY 1020C**	**Physics for Liberal Arts with Laboratory**	3	PRE or CO: MAT 1033
			***PHY 2048C**	**Physics I with Calculus**	4	MAC 2311 CO: MAC 2312
			PHY 2049C	Physics II with Calculus	4	PHY 2048C CO: MAC 2313
			***PHY 2053C**	**General Physics I**	4	MAC 1140 and MAC 1114 or MAC 1147 or MAC 2311
			PHY 2054C	General Physics II	4	PHY 2053C
			PSC 1341	Physical Science	3	
Category C (Biological Sciences and Physical Sciences PAIRS)						
			***BSC 2085C**	**Human Anatomy and Physiology I**	4	
			BSC 2086C	Human Anatomy and Physiology II	4	BSC 2085C
			***BSC 2010C**	**Principles of Biology I**	4	
			BSC 2011C	Principles of Biology II	4	BSC 2010C
			***BSC 2010C**	**Principles of Biology I**	4	
			BSC 2020C	Human Biology	4	
			***CHM 2045C**	**General Chemistry and Qualitative Analysis I**	4	MAC 1105 and CHM 1025C
			CHM 2046C	General Chemistry and Qualitative Analysis II	4	CHM 2045C
			***PHY 2048C**	**Physics I with Calculus**	4	MAC 2311 CO: MAC 2312
			PHY 2049C	Physics II with Calculus	4	PHY 2048C CO: MAC 2313
			***PHY 2053C**	**General Physics I**	4	MAC 1140 and MAC 1114 or MAC 1147 or MAC 2311
			PHY 2054C	General Physics II	4	PHY 2053C
****This course may fulfill the requirement for Biological Sciences OR Physical Sciences, but not both.**						

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SCIENCE PATHWAYS

NON-STEM

BSC1005 &
BSC1005L
↓
AST1002 &
AST1002L OR
ESC1000 &
ESC1000L OR
EVR100
1 OR
PSC134
1 OR
ISC107
5

STEM – ENGINEERING

CHM1025C
↓
CHM2045C
↓
CHM2046C
↓
PHY2048C
↓
PHY2049C

STEM – BIOLOGY

BSC2010C
↓
BSC2011C
↓
CHM1025C
↓
CHM2045C
↓
CHM2046C

NURSING

BSC2085C
↓
BSC2086C
↓
CHM1020 or
CHM1025C
↓
MCB2010C

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Term	Year	Grade	V. SOCIAL AND BEHAVIORAL SCIENCES (9 credit hours - complete 3 credit hours from Category A AND 6 credit hours from the other categories: see course notes) Students must take either AMH 2020 or POS 2041 and earn the standard score on the FCLE to demonstrate competency in civic literacy.		Credits	Notes/Prerequisites
Category A						
			***AMH 2020**	**US History from 1877 to the Present**	3	
				Students who choose this course must take a course from Category C and Category D		
			***ANT 2000**	**General Anthropology**	3	
				Students who choose this course must take a course from Category B and Category D		
			***ECO 2013**	**Principles of Economics I**	3	
				Students who choose this course must take a course from Category B and Category D		
			***POS2041**	**American Federal Government**	3	
				Students who choose this course must take a course from Category C and Category D		
			***PSY 1012**	**General Psychology**	3	
				Students who choose this course must take a course from Category B and Category C		
			***SYG 2000**	**Introductory Sociology**	3	
				Students who choose this course must take a course from Category B and Category C		
Category B						
			AMH 2010	US History to 1877	3	
			***AMH 2020**	**US History from 1877 to the Present**	3	
			***POS 2041**	**American Federal Government**	3	
			WHO 1012	World History to 1500	3	
			WHO 1022	World History since 1500	3	
Category C						
			AMH 2070	History of Florida	3	
			AMH 2092	African American History and Culture to 1877	3	
			AMH 2093	African American History and Culture from 1877	3	
			***ANT 2000**	**General Anthropology**	3	
			ANT 2410	Cultural Anthropology	3	
			ANT 2511	Physical Anthropology	3	
			***ECO 2013**	**Principles of Economics I**	3	
			INR 2002	International Relations	3	
			LAH 2000	History of Latin America	3	
			POS 2112	State and Local Government	3	
			WST 2010	Introduction to Women's Studies	3	ENC 1101
Category D						
			DEP 2004	Human Growth and Development	3	
			INP 1390	Human Relations in Business and Industry	3	
			***PSY 1012**	**General Psychology**	3	
			***SYG 2000**	**Introductory Sociology**	3	
			SYG 2010	Social Problems	3	
			SYG 2430	Marriage and Family	3	

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Term	Year	Grade	Electives 24 credit hours		Credits	Notes
			SLS 1103	Strategies for Learning Success	3	

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June 26, 2025 - Regular School Board Meeting

Title

C13 - Preferred Physical Therapy Contract

Description

Consistent with Florida High School Athletic Association Policy 40.3, this contract is for trainers to be present at sporting events and practices for those sports where athletes are at risk for concussion. Trainers also provide assessment and care for school athletic injuries, in addition to providing students a direct link to medical care for new injuries and athletic emergencies.

Gap Analysis

Florida High School Athletic Association (FHSAA) strongly recommends having an appropriate health-care professional (AHCP) present at all sporting events where athletes are at risk for concussion. Preferred Physical Therapy works with the SBCC athletic department to ensure student athletes receive the necessary attention for their injuries with the proper health care providers.

Previous Outcomes

SBCC has successfully used Preferred Physical Therapy's services since 2015 (via a contract between St. Vincent's Health System d/b/a St. Vincent's Healthcare and SBCC). They have provided student-athletes with all the necessary services to ensure their well-being and the safety of student-athletes.

Expected Outcomes

The continued use of trainers being present at athletic events will ensure that student-athletes will continue to receive the necessary care for their injuries for the 2025-2026 school year.

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.

Recommendation

That Clay County School Board approve Preferred Physical Therapy contract through July 31, 2026

Contact

John Stilianou, Coordinator of District Athletics and Development, K12, john.stilianou@myoneclay.net, 904-336-6919

Financial Impact

The total projected cost of this contract is $322,560.00($26,880.00 per month) Funding Source 0100.6130390.9007.0000.0000.000.0.

Review Comments

Attachments

Preferred Physical Therapy 250200.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250200
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: May 30, 2025

Name of Contract Initiator: Jay Stilianou Telephone #: 904-336-6946

School/Dept Submitting Contract: k-12 Academic Services - Athletics Cost Center # 9001

Vendor Name: Preferred Physical Therapy

Contract Title: On Site Athletic Trainers

Contract Type: New ☐ Renewal ☒ Amendment ☐ Extension ☐ Previous Year Contract # 240226

Contract Term: ~~8/1/2024~~ - 8/1/2025 - 7/31/26 Renewal Option(s):

Contract Cost: $322,560 ($26,880 per/month)

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

Funding Source: Budget Line # 0100.6130390.9007.0000.0000.000.0

Funding Source: Budget Line #

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

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

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (*when applicable*):

RECEIVED
By Elaine at 1:26 pm, May 30, 2025

_____ Completed Contract Review Form
_____ SBAO Template Contract or other Contract (NOT SIGNED by District / School)
_____ SIGNED Addendum A (If not an SBAO Template Contract) - **When using the Addendum A, *this Statement MUST BE included in the body of the Contract:***
"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."
_____ Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.
General Liability = $1,000,000 Each Occurrence & $2,000,000 General Aggregate.
Auto Liability = $1,000,000 Combined Single Limit ($5,000,000 for Charter Buses).
Workers' Compensation = $100,000 Minimum
[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage).
_____ State of Florida Workers Comp Exemption (https://apps.fldfs.com/bocexempt/) (If Applicable)
_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department **REVIEWED** **By Bertha Staefe at 12:03 pm, Jun 02, 2025**	FDOE Rule 6A-1.012 (11)(a) *Please have vendor initial the revisions in red on page 6. Dept is getting required documents as stated herein.*
School Board Attorney JPS Review Date 6/6/25	Approved with Vendor initial of changes in red on Page 6.
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	**TENTATIVELY APPROVED** Pending Signatures

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INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This CONTRACTOR Services Agreement ("Agreement") is made as of the effective date set forth below, by and between the SCHOOL BOARD OF CLAY COUNTY, Florida (hereinafter referred to as "SBCC"), a body corporate pursuant to s. 1001.40, Florida Statute, whose principal place of business is 900 Walnut Street, Green Cove Springs, Florida 32043 and Preferred Physical Therapy (hereinafter referred to as "CONTRACTOR"), whose principal place of business is 1835 Eastwest Pkway, Fleming Island, Fl 32003 suite 16.

WHEREAS, the SBCC is engaged in the activity of providing educational opportunities to children; and

WHEREAS, CONTRACTOR has experience, skill, and expertise in delivering the services and/or products described in this Agreement; and

WHEREAS, the SBCC is interested in procuring the services and/or products of CONTRACTOR, as best fits the needs of the school district as determined by the SBCC; and

WHEREAS, CONTRACTOR desires to provide their services and/or products to the SBCC/Athletic teams School/Department,

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. The Company, Vendor, Agency, or Consultant, of Contract for Goods and Services, hereafter collectively and individually referred to as the "CONTRACTOR".
2. CONTRACTOR represents that it is an independent contractor and that it requires that the SBCC treat it as such. CONTRACTOR agrees:
   a. That it has no rights to any benefits extended by the SBCC to its employees [including without limitation, sick leave, vacation time, insurance coverage, etc.];
   b. That it will not take a position contrary to their status as an independent contractor, and agrees to accept the responsibilities placed on independent contractors by federal and state law [accordingly, the SBCC will not make the deductions or contributions that an employer may be required to make with respect to its employees, and the undersigned will be responsible for all federal and state tax and fund obligations, including without limitation, income tax, Social Security, unemployment compensation, etc.];
   c. CONTRACTOR agrees, as an independent contractor and not an employee of the SBCC, it is responsible for providing their own Worker's Compensation Insurance and social security/self-employment contributions.
3. CONTRACTOR acknowledges and accepts responsibility for all risks of injury and loss associated with the performance of this Agreement. In addition to any other statutory or common law obligation to indemnify and defend the SBCC, CONTRACTOR shall indemnify, defend, and hold harmless the SBCC, its officers, and employees from any claim, loss, damage, penalty, or liability arising from the negligent acts, omissions, misfeasance, malfeasance, or intentionally wrongful conduct of CONTRACTOR, its employees, or agents relating to the performance of duties imposed upon CONTRACTOR by this Agreement. Such indemnity shall not be limited by benefits payable by or for CONTRACTOR under worker's compensation, disability, or any other employee benefits or insurance programs or policies. Contractor shall timely provide to the SBCC written notice of any claim, complaint, or demand asserted against CONTRACTOR related to the performance of this Agreement. CONTRACTOR's obligations under this section shall survive the termination of this Agreement.
4. CONTRACTOR agrees to be bound by, and at its own expense comply with, all federal, state, and local laws, ordinances, and regulations applicable to the services. CONTRACTOR shall review and comply with the confidentiality requirements of federal and state law and the SBCC policy regarding access to and use of records.

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5. Reservation of Sovereign Immunity: No provision or language in the underlying contract shall be construed or interpreted to increase the scope or dollar limit of the SBCC's liability beyond that which is set forth in Section 768.28 of the Florida Statutes. Nor shall any such language be construed or interpreted to waive the SBCC's sovereign immunity from suit, or to require the SBCC to indemnify CONTRACTOR or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts or omissions other than those which arise from the actionable negligence of the SBCC. The SBCC expressly reserves all other protections and privileges related to its sovereign immunity.

6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.

7. Method of Payment: Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
   a. Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. CONTRACTOR shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
   b. Services and/or Products, as authorized by and listed in Attachment A, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs)* / Flat Rate (*cost for scope of work)* / etc.
   c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable SBCC policies.
   d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
   e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.

8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.

9. Force Majeure: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.

11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.

13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.

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14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.

15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.

16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.

17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.

18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to Clay County District Schools website for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

    Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.

20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

General Liability Policy:	Auto Liability Policy:	Worker's Compensation Policy:
$1,000,000.00 per occurrence	$1,000,000.00 combined single limit	$100,000
$2,000,000.00 aggregate	$5,000,000.00 (if charter or common carrier)	*Exempt, need signed WCAF*

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**If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1.*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC."* CONTRACTOR is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.
Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.

23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.

24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
    a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
    b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
    c. Ensure all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
    d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
    e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.071(5)(a)2 and 3, Florida Statutes):
        a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.071(5)(a)6]

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b) Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9 [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.61091, and Fla. Stat. § 119.071(5)(a)2 and 6]

CONTRACTOR's failure to comply with the provisions set forth in this section shall constitute a default and material breach of this Agreement, which may result in termination by the SBCC without penalty.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTRACTOR SHALL CONTACT THE SBCC'S CUSTODIAN OF PUBLIC RECORDS AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, OR AT 904-336-6500, OR AT: PRR@myoneclay.net

25. Government Funding: Funding for this Agreement may be provided in whole or in part by one or more Government funding agencies (Federal, State, Local). As a result, CONTRACTOR shall comply with applicable Laws, Regulations, Executive Orders, and Governmental Agency Rules and Policies included but not limited to Florida Department of Education (DMS, SREF); Florida Statutes Chapter 287, 489; Code of Federal Regulations Titles: 2 – Grants and Agreements (2 C.F.R. §200), Title 7 – Agriculture (NSLP), Title 34 – Education (EDGAR, FERPA), Title 44 – Emergency Management and Assistance (FEMA); U.S. Code Titles: 20, 31, 40, 4.

To the extent that the SBCC is using Government Funds as a source of payment for this Agreement, CONTRACTOR shall execute and deliver to the SBCC the following forms, attached hereto as Exhibit # 2 : (a) EDGAR Certification; (b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; (c) Drug-Free Workplace Certification; (d) Non-Collusion Affidavit; and (e) Disclosure of Potential Conflict of Interest.

****

In the event of any conflict or inconsistency between the terms and conditions of this Agreement and any terms or conditions set forth in any other document relating to the transactions contemplated by this Agreement, the terms and conditions set forth in this Independent Contractor Services Agreement shall prevail.

SBCC'S Representative with CONTRACTOR is: John Stillanou

School/Department Name: County Athletic Director

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

Phone #: (904) 336-6946 Email Address: john.stillanou@myoneclay.net

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Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY	CONTRACTOR
By: _____	By: Allen Weiss
Print Name: _____	Print Name: Allen Weiss
Title: _____	Title: Owner/Director
Date: _____	Date: 5/29/25

Attachment A

SCOPE OF SERVICES AND/OR PRODUCTS

1. **Description of Services and/or Products** (If sufficient space is not available on Attachment A, CONTRACTOR may provide information and append it to the Agreement as Attachment A-1, Attachment A-2, etc)

1. Provider shall:
   a) Provide an Athletic trainer certified by the National Athletic Trainer's Association with a Florida State License for on-site visits 2-4 times per week on selected school days and selected home contest coverage for the prevention, assessment and care for School athletic injuries for Mid/High risk varsity sports during the period August 1, 2024 through July 31, 2025. *Trainer(s) certification/license attach*
   b) Provide all Junior High Schools and Senior High Schools with an immediate contact in case of an athletic emergence or a new injury occurrence.
   c) Provide a direct link between the School athletic program and the medical community (i.e., assist with doctor referrals and rehabilitative needs).
   d) Inventory and maintain the medical supplies provided by School in accordance with Section 2c below.
   e) Act as a resource consultant to School administrators, coaches, students and parents.
   f) Assist coaches as needed in the conditioning-fitness programs for their student-athletes.
   g) Assist student-athletes with post-rehab programs to aid in the prevention of re-injury.

The Vendor will submit a monthly invoice with a verified/signed off copy of the Trainer's monthly calendar per School. Each School Calendar will be verified/signed off by the School Athletic Director & Vendor Office Manager. Invoice & backup will be approved in B= by School Board employee.

2. The Clay County School Board shall:
   a) Provide an on-site athletic training room/site.
   b) Provide the necessary medical supplies required for athletic training and sports medicine coverage contemplated by the agreement.
   c) Designate a contact person to act as liaison between School and Provider.
   d) Allow Provider to display "Preferred Physical Therapy" signage on one athletic field and in gymnasium during indoor athletic events.
   e) Provide public service announcements on-site during home athletic events when appropriate.
   f) Provide rehabilitation referrals to Provider when indicated.

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2. **Term:**

The term of this Agreement shall commence on 8/1/25 and continue until 7/31/26, unless earlier terminated as set forth in Agreement.

3. **Fee:**

The CONTRACTOR shall provide services and/or products described in Attachment A, at the rate of $ 26 880.00 / month (Hour Rate (cost per hour) / Fixed Fee (includes direct and indirect costs) / Flat Rate (cost for scope of work) / etc). The total compensation under this agreement shall not exceed $ 322560.00.

Exhibit # 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor ("Contractor") represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "District"), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contactor had an opportunity to review and consult with legal counsel regarding this document.
10. Contactor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

Name of Contractor/Vendor: Preferred Physical Therapy

Signature of Authorized Representative: [signature]

Printed Name of Authorized Representative: Allen Weiss

Title of Authorized Representative: Owner / Director

Date: 5/29/25

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Exhibit # 2 (a)

EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations ("EDGAR"). The following certifications and provisions are required and apply when the School Board of Clay County, Florida ("SBCC" "School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS
APPENDIX II to C.F.R. PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of $10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29

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EDGAR CERTIFICATIONS (continued)

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, ort voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

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EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Preferred Physical Therapy

Signature of Authorized Representative: [signature]

Print Name of Authorized Representative: Allen Weiss

Exhibit # 2 (b)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:

a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or

d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor: Preferred Physical Therapy

Allen Weiss
Printed Name

owner / director
Title of Authorized Representative

Signature: [signature]

Date: 5/29/25

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Exhibit # 2 (c)

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Florida Stat. as follows:

Preference to businesses with drug-free workplace programs - Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tied bids, proposal, or replies shall be followed if none of the tied vendor has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendero to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

CONTRACTOR NAME: Preferred Physical Therapy

AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE:

Allen Wuss
(Printed Name)

(Signature)

Owner/Director
(Title)

5/29/25
(Date)

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Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

State of FLORIDA)
County of CLAY)

My name is (INSERT NAME Allen Weiss). I hereby attest that I am authorized to execute this affidavit on behalf of my firm, its owners, directors, and officers. I have personal knowledge of the price(s), guarantees and the total financial commitment represented in the firm's offer and/or contract.

(1) The firm's prices and amounts offered have been arrived at independently and without consultation, communication or agreement with any other contractor or respondent.

(2) Neither the final nor approximate prices or amounts offered have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.

(3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.

(4) (INSERT NAME OF COMPANY Preferred Physical Therapy) its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

I attest that (INSERT NAME OF COMPANY Preferred Physical Therapy) understands and acknowledges that the above representations are material and important, and will be relied on by The School Board of Clay County, Florida, in awarding the contract for which this offer is submitted. I understand and my firm understands that any misstatement of material representations herein shall be treated as fraudulent or otherwise intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Preferred Physical Therapy

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Allen Weiss
(Printed Name)

(Signature)

Owner / Director
(Title)

5/29/25
(Date)

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Exhibit # 2 (e)

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBCC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBCC. It also places restrictions on SBCC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBCC.

Contractor must disclose the names of any employees who are employed by Contractor who are also an employees of SBCC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Contractor's Employee	SBCC Title or Position of Contractor's Employee	SBCC Department/School of Contractor's Employee

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Check one of the following and sign:

☑ I hereby affirm that there are no known persons employed by Contractor who are also an employee of SBCC.

☐ I hereby affirm that all known persons who are employed by Contractor who are also an employee of SBCC have been identified above.

Ade Ni
Signature

Preferred Physical Therapy
Company Name

June 26, 2025 - Regular School Board Meeting

Title

C14 - Request for Review or Reconsideration of Library Materials Appeals

Description

As outlined in the Board approved Clay County District Schools Challenged Mateirals Policy-Reconsideration or Review of Library Materials policy, the Petitioner may appeal any Final Decisions of the Superintendent's Designee, which are based on the Statutory Compliance Team or his/her own review, and which Final Decisions are or will be forwarded to the School Board for final approval.

1. Within ten (10) calendar days of the Superintendent's Designee's decision, the Petitioner shall file with the Superintendent's office a request for appeal. This appeal can be accessed on the district's website and is submitted using the Google form document.
2. Upon receipt of the Request for Appeal, the office of the Superintendent will mail a Notice of Board action to the Petitioner which states the date of the School Board meeting at which the Final Decision will be considered by the School Board.
3. It is understood that this vote is not a School Board endorsement of the content or subject matter, but a vote to state that the law and policy have been followed.
4. In considering these matters, the School Board shall be sitting as a quasi judicial body, accordingly, and pursuant to F. S. 286.0114(3)(d), speakers shall be allowed to address the Board on this matter.
5. All decisions of the School Board are final.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

It is understood that this vote is not a School Board endorsement of the content or subject matter, but a vote to state that the law and policy have been followed. In considering these matters, the School Board shall be sitting as a quasi judicial body, accordingly, and pursuant to F. S. 286.0114(3)(d), speakers shall be allowed to address the Board on this matter. All decisions of the School Board are final.

Strategic Plan Goal

N/A

Recommendation

That the School Board approve the attached list of appeals.

Contact

Dr. Cynthia Johnson cynthia.johnson@myoneclay.net

Financial Impact

0

Review Comments

Attachments

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June 2025_Request for Review or Reconsideration of Library Materials Appeals List.pdf

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Request for Review or Reconsideration of Library Materials Appeals

Appealed Title	Author	ISBN	Pre Challenge Grade Level/Band	Original Committee Review Results	Pre Appeal Grade Level/Band PAS: Parental Advisory Status	Review of Appeal Results
Painting the Black	Carl Deuker	9780380731046	9-12	No violation of Florida Statute, Remain in Collection	9-12	Remove from All Libraries
Shiny Broken Pieces	Sona Charaipotra & Dhonielle Clayton	9780062342423	7-12	No violation of Florida Statute, Remain in Collection Keep:HS Only	7-12	No violation of Florida Statute, Remain in Collection Keep:HS Only
Swagger	Carl Deuker	9780547974590	7-12	No violation of Florida Statute, Remain in Collection Keep:HS Only	9-12	No violation of Florida Statute, Remain in Collection Keep:HS Only
Zia Erases the World	Bree Barton	9780593350997	K-6	No violation of Florida Statute, Remain in Collection	K-6	No violation of Florida Statute, Remain in Collection
Slob	Ellen Potter	9780399247057	K-12	No violation of Florida Statute, Remain in Collection Keep:JH & HS Only	7-12	No violation of Florida Statute, Remain in Collection Keep:JH & HS Only
Gym Candy	Carl Deuker	547076312	7-12	No violation of Florida Statute, Remain in Collection	7-12	No violation of Florida Statute, Remain in Collection

*06/26/2025 School Board Meeting

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C15 - PowerSchool Contract Renewals

Description

These Contracts will allow continued use of PowerSchool products required for the 2025-26 Fiscal Year. These products and services include:

- -Job posting portal and hiring/onboarding system
- -Professional development management system and evaluation system (used in state reporting for FTE survey data)
- -Enterprise Resource Planning (ERP) System, which is critical to our district's financial management and security.

Gap Analysis

Maintaining these contracts will ensure a continued annual renewal discount of 1.5% per year.

Previous Outcomes

PowerSchool supplies Clay County Schools with ERP software (Business Plus), Evaluation, and Professional Development Documentation and Record keeping (Elevate), HR Hiring and Onboarding software (TalentEd Hire and Records and School Spring Job Board access.) These products have been in use in Clay County since 2017, but over the years, all products have been purchased by PowerSchool.

Expected Outcomes

Upon approval, Clay County District Schools will continue with all services provided by PowerSchool, resulting in cost savings, time savings for individuals involved with hiring, professional development, invoices and purchase orders, and improved financial transparency.

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Strategic Plan Goal

GOAL 2 - Talent Recruitment, Development, and Retention

Strategy 1.4 Continue to streamline the application and onboarding process to successfully engage and hire quality applicants.

GOAL 5 - Fiscal and Operational Efficiency

Strategy 2.1 Maintain transparent reporting and marketing for the continuation of the additional one millage to remain in compliance with state law for safety and security.

Recommendation

Approve the proposal in its entirety.

Contact

Dawn Posey, Assistant Superintendent of Business Affairs

Financial Impact

The total cost of this contract is $721,384.22 including the Predictive Analytics application used by Facilities, Planning, and Construction. Without this multi year contract the cost would be at least $$9,749.35 higher as other districts are encountering at least a 5% uplift. Last year's cost was $701,534.69 which included implementation fees for the Predictive Analytics software.

Review Comments

Attachments

- PowerSchool BusinessPlus.pdf
- PowerSchool Records Elevate Hire.pdf

Powerschool Predictive Enrollment Analytics.pdf

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PowerSchool

Sales Quote - This Is Not An Invoice

PowerSchool Group LLC
150 Parkshore Dr.
Folsom CA 95630

Quote #: Q-65051-1

Prepared By:	Kate Dougherty	Customer Contact:	John Mescall
Customer Name:	Clay County School District - FL	Title:	Technology Services Coordinator
Address:	900 Walnut Street		
Contract Term:	12 Months	City:	Green Cove Springs
Start Date:	August 1, 2025	State/Province:	Florida
End Date:	July 31, 2026	Zip Code:	32043
Payment Terms:	Net 30	Phone #	(904) 336-9581
Pricing Vehicle:		Pricing Vehicle Contract #:	

Contract Term : August 1, 2025 to July 31, 2026

Quote Summary

License and Subscription Period(s)	Software	Total
Subscription Period 1: August 1, 2025 to July 31, 2026	USD 376,060.9	USD 376,060.9
Total Contract : August 1, 2025 to July 31, 2026	USD 376,060.9	USD 376,060.9

License and Subscription Fees

Subscription Period 1 License and Subscription Fees

Product Description	Quantity	Unit	Disc (%or $)	Price
BusinessPlus Custom Development M/S	1.00	Hour		USD 2,396.27
BusinessPlus Custom Development M/S	1.00	Hour		USD 813.21
BusinessPlus Budgeting M/S	1.00	Students		USD 5,395.74
BusinessPlus General Ledger Hosting	1.00	Students		USD 140,608.52
BusinessPlus Module Software M/S	1.00	Year		USD 0.00
Analytics BusinessPlus M/S	1.00	Students		USD 16,104.65
BusinessPlus General Ledger M/S	1.00	Students		USD 9,636.47
BusinessPlus Form Printing M/S	1.00	Students		USD 1,481.80
BusinessPlus Form Printing M/S	1.00	Students		USD 3,854.33
BusinessPlus Click, Drag and Drill M/S	1.00	Students		USD 6,270.23
BusinessPlus Job/Project Ledger M/S	1.00	Students		USD 3,854.33
BusinessPlus Purchasing M/S	1.00	Students		USD 5,395.74
BusinessPlus Work Order Management M/S	1.00	Students		USD 0.00

DRAFT

Product Description	Quantity	Unit	Disc (%or $)	Price
BusinessPlus PunchOut M/S	1.00	Students		USD 3,854.33
BusinessPlus Documents Online M/S	1.00	Students		USD 3,854.33
BusinessPlus Payroll M/S	1.00	Students		USD 6,729.80
BusinessPlus Accounts Recvble/Cash Recpt M/S	1.00	Students		USD 3,854.33
BusinessPlus Regulatory Reporting M/S	1.00	Students		USD 15,346.77
BusinessPlus Work Order Management M/S	1.00	Students		USD 3,854.33
BusinessPlus Contract Management M/S	1.00	Students		USD 3,854.33
BusinessPlus Fixed Assets M/S	1.00	Students		USD 3,854.33
BusinessPlus Human Resources M/S	1.00	Students		USD 6,729.80
BusinessPlus Accounts Payable/Bank Recon M/S	1.00	Students		USD 5,395.74
ERP Application Managed Services - BusinessPlus	1.00	Year		USD 91,589.74
BusinessPlus Hosted Test Environment SaaS	40,363.00	Students		USD 31,331.78
			Subscription Period 1 License and Subscription Fees TOTAL:	USD 376,060.90

Total License and Subscription Fees : **USD 376,060.90**

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Fees charged In subsequent periods after the duration of this quote will be subject to an annual uplift 3.5%. Customer understands the above Annual Ongoing Fees for the next subscription period do not Include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are Invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote Includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All Invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth In the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be Invoiced when such services are Incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable Invoice. All Invoices shall be paid In accordance with the Local Government Prompt Payment Act (218.70, st seq., Florida Statutes). Notwithstanding anything to the contrary in the Main Services Agreement, If Customer pays In advance for any professional services, all professional services must be scheduled and delivered within twelve (12) months of the applicable quote start date, unless otherwise agreed In writing by PowerSchool; any portion of any prepaid amount for professional services that has not been used by Customer toward professional services rendered within such twelve (12) month period will be forfeited. Payment shall be due to PowerSchool before or on the due date set forth on the applicable Invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and Its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided In the Main Services Agreement. By execution of this quote, or Its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and Incorporate the terms and conditions of the Addendum to the MSA and the PowerSchool Main Services (MSA) (January 1, 2021 version), known as the Master Agreement between PowerSchool Group LLC ("PowerSchool") and Clay County School District - FL ("Customer") entered Into July 21, 2022.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC	Clay County School District - FL
Signature:	Signature:
Printed Name: Jon Scrimshaw	Printed Name:
Title: Chief Accounting Officer	Title:
Date: 7-MAR-2025	Date:

PO Number: _____

DRAFT

PowerSchool

Sales Quote - This Is Not An Invoice

PowerSchool Group LLC
150 Parkshore Dr.
Folsom CA 95630

Quote #: Q-120366-1

Prepared By:	Kate Dougherty	Customer Contact:	John Mescall
Customer Name:	Clay County School District - FL	Title:	Technology Services Coordinator
Address:	900 Walnut Street		
Contract Term:	12 Months	City:	Green Cove Springs
Start Date:	August 1, 2025	State/Province:	Florida
End Date:	July 31, 2026	Zip Code:	32043
Payment Terms:	Net 30	Phone #	(904) 336-9581
Pricing Vehicle:		Pricing Vehicle Contract #:	

Contract Term : August 1, 2025 to July 31, 2026

Quote Summary

License and Subscription Period(s)	Software	Total
Subscription Period 1: August 1, 2025 to July 31, 2026	USD 293,884.11	USD 293,884.11
Total Contract : August 1, 2025 to July 31, 2026	USD 293,884.11	USD 293,884.11

License and Subscription Fees

Subscription Period 1 License and Subscription Fees

Product Description	Quantity	Unit	Disc (%or $)	Price
Records	36,000.00	Students		USD 61,106.40
Evaluation Choice - Certificated	3,100.00	Each		USD 95,228.28
PD Choice - Certificated License	3,100.00	User		USD 73,089.63
Records Data Export Custom	1.00	Each		USD 0.00
Records Data Import Custom	1.00	Each		USD 0.00
Records Integration	1.00	Each		USD 0.00
Applicant Tracking	36,000.00	Students		USD 15,276.60
SchoolSpring Job Board Unlimited	36,000.00	Students		USD 6,706.80
Perform Enterprise Classified	36,000.00	Students		USD 42,476.40
		Subscription Period 1 License and Subscription Fees TOTAL:		USD 293,884.11

Total License and Subscription Fees : **USD 293,884.11**

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THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC	Clay County School District - FL
Signature:	Signature:
Printed Name: Jon Scrimshaw	Printed Name:
Title: Chief Accounting Officer	Title:
Date: 7-MAR-2025	Date:

PO Number: _____

PowerSchool

Sales Quote - This Is Not An Invoice

PowerSchool Group LLC
150 Parkshore Dr.
Folsom CA 95630

Quote #: Q-46278-1

Prepared By:	Kate Dougherty	Customer Contact:	Lance Addison
Customer Name:	Clay County School District - FL	Title:	Coordinator of Planning & Intergovernmental Relations
Address:	900 Walnut Street		
Contract Term:	12 Months	City:	Green Cove Springs
Start Date:	August 1, 2025	State/Province:	Florida
End Date:	July 31, 2026	Zip Code:	32043
Payment Terms:	Net 30	Phone #	9043366987
Pricing Vehicle:		Pricing Vehicle Contract #:	

Contract Term : August 1, 2025 to July 31, 2026

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Quote Summary

License and Subscription Period(s)	Software	Total
Subscription Period 1: August 1, 2025 to July 31, 2026	USD 51,479.21	USD 51,479.21
Total Contract : August 1, 2025 to July 31, 2026	USD 51,479.21	USD 51,479.21

License and Subscription Fees

Subscription Period 1 License and Subscription Fees

Product Description	Quantity	Unit	Disc (%or $)	Price
PowerSchool Predictive Enrollment Analytics	35,783.00	Students		USD 51,479.21
Subscription Period 1 License and Subscription Fees TOTAL:				USD 51,479.21

Total License and Subscription Fees : **USD 51,479.21**

Fees charged In subsequent periods after the duration of this quote will be subject to an annual uplift 3.5%. Customer understands the above Annual Ongoing Fees for the next subscription period do not Include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are Invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote Includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All Invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth In the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be Invoiced when such services are Incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable Invoice. All Invoices shall be paid In accordance with the Local Government Prompt Payment Act (218.70, st seq., Florida Statutes). Notwithstanding anything to the contrary in the Main Services Agreement, If Customer pays In advance for any professional services, all professional services must be scheduled and delivered within twelve (12) months of the applicable quote start date, unless otherwise agreed In writing by PowerSchool; any portion of any prepaid amount for professional services that has not been used by Customer toward professional services rendered within such twelve (12) month period will be forfeited. Payment shall be due to PowerSchool before or on the due date set forth on the applicable Invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and Its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided In the Main Services Agreement. By execution of this quote, or Its incorporation, this and future purchases of subscriptions or

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THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Signature:

Printed Name: Jon Scrimshaw

Title: Chief Accounting Officer

Date: 7-MAR-2025

PO Number: _____

Clay County School District - FL

Signature:

Printed Name:

Title:

Date:

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C16 - Proposed Allocation Changes for 2025-2026

Description

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

Gap Analysis

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

Previous Outcomes

The district and schools are adequately staffed.

Expected Outcomes

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

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Approve staff allocation plan as submitted.

Contact

Ms. Dawn Posey, CPA, Assistant Superintendent for Business Affairs, (904) 336-6722, dawn.posey@myoneclay.net

Financial Impact

Reflected in attachment.

Review Comments

Attachments

06.26.25 - 25-26 Allocation Summary.pdf

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School	Add	Delete	Allocation	Comment	Salary	Benefits	Total Cost
			2025-2026 ACTIONS				
			General Funds				
LAJ - 0481	3.6		ESE Assistant, General Health	Postions inadvertendly left off the 25/26 allocation package. Positions deleted from LAE but weren't added to LAJ.	$80,960	$28,425	$109,385
					$0	$0	$0
					$80,960	**$28,425**	**$109,385**
			Federal Funds 410				
RHS - 0431		(1.0)	3.5 Cafeteria Assistant	Implementation of new Smart Mouth Pizza Program.	($10,495)	($3,685)	($14,180)
RHS - 0431		(1.0)	4.0 Cafeteria Assistant	Implementation of new Smart Mouth Pizza Program.	($11,994)	($4,211)	($16,206)
RHS - 0431	1.0		4.75 Cafeteria Assistant	Implementation of new Smart Mouth Pizza Program.	$14,243	$5,001	$19,244
RHS - 0431	1.0		5.25 Cafeteria Assistant	Implementation of new Smart Mouth Pizza Program.	$15,743	$5,527	$21,270
RHS - 0431	1.0		7.0 Cafeteria Assistant	Implementation of new Smart Mouth Pizza Program.	$20,990	$7,370	$28,360
				TOTAL:	**$7,497**	**$2,632**	**$38,488**

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C17 - Monthly Financial Reports May 2025

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 May 31, 2025.

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 May, 2025.

Contact

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

Financial Impact

The Monthly Financial Reports reflect the year-to-date results of operations.

Review Comments

Attachments

- May Financials 6-5-25.pdf
- Property Report May 2025.pdf

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS
STATEMENT OF REVENUE
07/01/2024 thru 05/31/2025

		Acct#	District Summary Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Federal Impact Aid	3121	525,000.00	562,440.00	562,440.00	100.00%
	R O T C	3191	375,000.00	619,515.13	541,326.09	87.38%
Federal Direct - Total			**900,000.00**	**1,181,955.13**	**1,103,766.09**	
Fed through Local and State	Federal Through Local Revenue	3280	350,000.00	369,416.75	279,577.24	75.68%
	Medicaid	3202	2,175,000.00	2,275,392.12	2,365,431.49	103.96%
	Other Federal Thru State	3290	0.00	13,500.00	1,850.00	13.70%
Fed through Local and State - Total			**2,525,000.00**	**2,658,308.87**	**2,646,858.73**	99.57%
Rev from State Sources	Class Size Reduction	3355	37,433,038.00	36,845,279.00	33,872,800.00	91.93%
	CO&DS Withheld/Admin Expense	3323	22,000.00	22,000.00	0.00	0.00%
	Florida Educ Finance Program	3310	251,157,323.00	228,209,115.00	209,951,063.00	92.00%
	Miscellaneous State Revenue	3380	0.00	0.00	0.00	0.00%
		3390	6,165,946.86	6,899,220.43	1,571,261.29	22.77%
	Other Misc State Revenue	3399	0.00	240,000.00	120,000.00	50.00%
	School Recognition	3361	0.00	3,150,262.00	3,150,262.00	100.00%
	State License Tax	3343	40,000.00	38,404.85	39,569.61	103.03%
	Voluntary Pre-K	3370	100,000.00	100,000.00	102,492.91	102.49%
		3371	600,000.00	600,000.00	543,904.88	90.65%
	Workforce Development	3315	1,136,452.00	1,136,452.00	1,041,744.00	91.67%
	Workforce Performance Incentiv	3317	0.00	14,418.00	14,418.00	100.00%
Rev from State Sources - Total			**296,654,759.86**	**277,255,151.28**	**250,407,515.69**	90.32%
Rev from Local Sources	Charges For Services	3481	0.00	0.00	0.00	0.00%
	District School Taxes	3411	73,434,756.26	73,434,756.26	71,757,720.39	97.72%
	Receipt Of Food Serv Ind Cost	3499	400,000.00	400,000.00	219,529.09	54.88%
	Adult Gen Educ Course Fee-GED	3461	46,160.00	50,195.41	45,065.41	89.78%
	Gifts Grants & Bequests	3440	225,000.00	152,789.29	156,489.29	102.42%
	Interest Incl Profit On Inves	3430	3,000,000.00	3,000,000.00	2,481,664.56	82.72%
	School Dist Local Sales Tax	3419	30,000.00	0.00	0.00	0.00%
	Lost Damaged &Sale Of Textbook	3498	100.00	100.00	44.99	44.99%
	Miscellaneous Local Sources	3490	9,439,792.52	2,514,281.71	2,654,294.73	105.57%
	Other Schl Class Fees	3479	709,763.00	98,153.76	36,843.26	37.54%
	Other Student Fees	3469	20,587.50	21,206.63	21,206.63	100.00%
	Other Misc Local Sources	3495	325,449.94	535,148.23	579,122.44	108.22%
	Preschool Program Fees	3471	500,000.00	500,000.00	476,244.78	95.25%
	Receipt Of Fed Indirect Cost	3494	500,000.00	761,145.01	761,145.01	100.00%
	Refund Of Prior Year's Expense	3497	100,000.00	101,562.51	254,321.44	250.41%
	Rent	3425	600,000.00	600,000.00	586,262.39	97.71%
	Tax Redemptions	3421	1,300,000.00	1,300,000.00	-2,088.86	-0.16%
Rev from Local Sources - Total			**90,631,609.22**	**83,469,338.81**	**80,027,865.55**	95.88%
Transfers	Transfer From Capital Projects	3630	6,000,000.00	7,011,557.00	3,794,186.00	54.11%
Transfers - Total			**6,000,000.00**	**7,011,557.00**	**3,794,186.00**	54.11%
Other Financing Sources	Insurance Loss Recoveries	3740	5,000.00	1,423.35	1,423.35	100.00%
	Sale Of Equipment	3733	85,000.00	75,867.28	40,695.89	53.64%
Other Financing Sources - Total			**90,000.00**	**77,290.63**	**42,119.24**	54.49%
Revenue			**396,801,369.08**	**371,653,601.72**	**338,022,311.30**	

		Acct#	District Summary Budget	Amended Budget	Cash Received	% OF COLL
Fund Balance July 1, 2024	Fund Balance	2750	33,554,390.35	33,554,390.35	33,554,390.28	
Grand Total			**430,355,759.43**	**405,207,992.07**	**371,576,701.58**	91.70%

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2024 thru 05/31/2025

	Acct#	District Summary Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other Transfers	Totals	% OF Budget
Basic FEFP K-12	5100	186,829,575.96	#ERROR!	95,096,464.72	32,651,981.10	25,232,553.51	1,349.45	7,705,623.48	1,082,867.79	1,293,346.94	163,064,186.99	104.97%
Exceptional	5200	58,053,062.44	#ERROR!	38,264,287.43	13,323,764.53	3,208,329.60	4,339.67	460,880.85	381,195.17	4,395.04	55,647,192.29	95.33%
Applied Technology	5300	14,670,741.67	#ERROR!	5,856,890.77	2,043,103.55	796,119.77	7,427.70	413,066.32	977,688.81	104,928.52	10,199,225.44	62.47%
Adult General	5400	770,896.94	#ERROR!	214,357.55	60,475.69	75,111.45	0.00	19,457.26	32,350.97	51,615.31	453,368.23	33.20%
Pre K	5500	1,587,037.94	#ERROR!	1,086,727.52	394,164.42	48,084.77	0.00	18,480.71	157.98	0.00	1,547,615.40	94.04%
Other Instruction	5900	114,531.8	#ERROR!	1,234,765.86	185,793.95	10,367.32	111.96	54,905.75	18,729.64	(2,273.05)	1,502,401.43	520.65%
Total Expenses - 5000 - 5999		**262,025,846.75**	**#ERROR!**	**141,753,493.85**	**48,659,283.24**	**29,370,566.42**	**13,228.78**	**8,672,414.37**	**2,492,990.36**	**1,452,012.76**	**232,413,989.78**	

	Acct#	District Summary Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other Transfers	Totals	% OF Budget
Pupil Personnel Services	6100	21,902,590.75	22,548,278.17	13,900,047.01	4,591,775.51	892,028.86	4,362.87	149,152.72	93,403.73	42,079.86	19,672,850.56	87.14%
Instructional Media	6200	4,889,820.75	4,951,337.54	3,221,478.29	1,170,040.01	206,040.14	0.00	66,541.53	203,700.45	375.00	4,868,175.42	98.32%
Inst & Curric Dev Services	6300	5,671,675.73	5,778,871.67	3,936,822.53	1,296,695.37	31,223.73	296.98	22,674.38	38,676.39	265.00	5,326,654.38	92.17%
Inst Staff Training Services	6400	4,831,846.35	5,232,121.85	2,375,203.99	752,864.48	507,415.12	0.00	101,018.08	17,504.34	60,176.16	3,814,182.17	72.90%
Instruction Related Technology	6500	6,988,789.7	6,874,588.15	2,574,780.60	887,946.15	2,796,481.14	0.00	21,782.39	114,848.08	540.00	6,396,378.36	91.95%
Board	7100	1,512,086.12	1,741,360.12	258,844.00	164,552.74	2,366,843.70	0.00	957.28	178.02	25,369.00	2,816,744.74	161.76%
General Administration	7200	556,422.7	551,688.36	327,669.45	179,118.08	14,629.53	606.29	2,787.04	1,661.44	23,824.42	550,296.25	99.75%
School Administration	7300	17,890,057.48	18,279,619.17	13,579,547.85	4,424,294.15	54,878.60	0.00	24,728.94	127,461.99	16,460.85	18,227,372.38	99.71%
Facilities Aquisition & Const	7400	7,809,596.59	#ERROR!	1,110,972.03	372,834.98	379,189.71	5,171.54	11,804.06	1,883,177.32	882,954.27	4,646,103.91	53.21%
Fiscal Services	7500	2,152,368.35	2,045,455.75	1,416,469.21	455,523.50	26,931.74	0.00	10,522.10	111,884.81	24,270.91	2,045,602.27	100.01%
Food Services	7600	136,554.08	307,806.79	254,259.71	42,927.75	0.00	0.00	0.00	0.00	0.00	297,187.46	96.55%
Central Services	7700	4,246,249.32	4,307,560.96	2,301,516.32	754,861.09	236,572.03	4,969.48	72,630.39	282,735.17	17,013.35	3,670,297.83	85.21%
Pupil Transportation Services	7800	16,609,444.43	16,992,908.21	10,139,149.46	3,232,696.45	601,166.27	1,031,750.99	964,774.14	732,364.31	11,253.62	16,713,155.24	98.35%
Operation Of Plant	7900	26,108,229.03	26,612,846.56	7,261,813.53	2,834,662.20	6,076,368.60	6,269,228.54	817,088.64	237,241.04	272.85	23,496,675.4	88.56%
Maintenance Of Plant	8100	9,533,330.86	9,560,150.51	3,635,479.83	1,325,730.95	1,900,643.90	138,067.47	1,064,736.47	144,326.26	1,417.00	8,210,401.88	85.88%
Administrative Technology Svcs	8200	1,588,197.12	1,594,856.13	1,183,517.64	394,178.34	5,879.14	13,785.47	5,728.24	2,825.85	198.53	1,606,113.21	100.71%
Community Services	9100	373,102.11	429,008.56	179,207.13	87,286.30	85,025.71	0.00	51,792.55	5,185.49	9,100.00	417,597.18	97.34%
Debt Service	9200	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Total Expenses - 6000-9999		**132,800,361.47**	**#ERROR!**	**67,656,778.58**	**22,967,988.05**	**16,181,317.92**	**7,468,239.63**	**3,388,718.95**	**3,997,174.69**	**1,115,570.82**	**122,775,788.64**	
Total Expenses		**394,826,208.22**	**369,911,273.23**	**209,410,272.43**	**71,627,271.29**	**45,551,884.34**	**7,481,468.41**	**12,061,133.32**	**6,490,165.05**	**2,567,583.58**	**355,189,778.42**	

Nonspendable Fund Balance	6/30/2025	500,000.00	500,000.00								500,000.00	
Restricted Fund Balance	6/30/2025	5,409,178.00	5,409,178.00								5,409,178.00	
Assigned Fund Balance	6/30/2025	7,186,743.11	7,186,743.11								7,186,743.11	
Unassigned Fund Balance	6/30/2025	16,852,899.24	21,932,194.65								3,291,002.05	
Total Fund Balance	6/30/2025	**29,948,820.35**	**35,028,115.76**								**16,386,923.16**	

Grand Total		**424,775,028.57**	**404,939,388.99**								**371,576,701.58**	91.76%

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF REVENUE
07/01/2024 thru 05/31/2025

		Acct#	District Summary Budget	Amended Budget	Cash Received	% OF COLL
Local Sources	District School Taxes	3411	19,683,750.00	19,683,749.75	18,833,558.72	95.68%
	Tax Redemptions	3421	0.00	0.00	-923.77	0.00%
	Refund Of Prior Year's Expense	3497	0.00	0.00	121,487.49	0.00%
Local Sources - Total			**19,683,750.00**	**19,683,749.75**	**18,954,122.44**	96.29%
Fund Balance	Fund Balance July 1, 2024	2750	8,492,795.00	8,492,795.30	8,492,795.37	100.00%
Fund Balance - Total			**8,492,795.00**	**8,492,795.30**	**8,492,795.37**	100.00%
Grand Total			**28,176,545.00**	**28,176,545.05**	**27,446,917.81**	**97.41%**

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2024 thru 05/31/2025

Expense

	Acct#	District Summary Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other Trns	Totals	% OF Budget
Basic FEFP K-12	5100	2,000,000.00	2,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Facilities Aquisition & Const	7400	11,997,683.08	11,997,683.08	0.00	0.00	125,180.12	0.00	0.00	5,669,821.55	0.00	5,795,001.67	48.30%
Central Services	7700	11,000.00	11,000.00	0.00	0.00	3,967.20	0.00	0.00	0.00	0.00	3,967.20	36.07%
Pupil Transportation Services	7800	157,185.60	157,185.60	0.00	0.00	0.00	0.00	0.00	42,081.35	0.00	42,081.35	26.77%
Operation Of Plant	7900	10,443,435.58	10,443,435.58	1,223,917.20	392,078.36	7,981,297.44	6,810.00	33,492.21	45,108.99	11,380.50	9,694,084.70	92.82%
Maintenance Of Plant	8100	214,107.20	214,107.20	146,786.32	59,766.38	0.00	0.00	0.00	0.00	0.00	206,552.70	96.47%
Total Expenses		**24,823,411.46**	**24,823,411.46**	**1,370,703.52**	**451,844.74**	**8,110,444.76**	**6,810.00**	**33,492.21**	**5,757,011.89**	**11,380.50**	**15,741,687.62**	

Restricted Fund Balance	6/30/2025	3,335,895.66	3,353,133.59	15,107,220.86
Unassigned Fund Balance	6/30/2025	0.00	0.00	0.00
Total Fund Balance	6/30/2025	**3,335,895.66**	**3,353,133.59**	**15,107,220.86**

Grand Total		**28,159,307.12**	**28,176,545.05**								**30,848,908.48**	109.48%

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CLAY COUNTY SCHOOL BOARD
DEBT SERVICE FUND
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2024 thru 05/31/2025

Revenues and Transfers

Local Sources

	Acct#	District Summary Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Inves	3430	1,000.00	1,000.00	21,614.78	2,161.48%
Total Interest Incl Profit On Inves		**1,000.00**	**1,000.00**	**21,614.78**	

State Sources

Racing Commission Funds	3341	218,325.00	218,325.00	223,250.00	102.26%
Total Racing Commission Funds		**218,325.00**	**218,325.00**	**223,250.00**	

Transfers

Transfer From Capital Projects	3630	6,222,072.42	6,222,072.42	3,063,216.22	49.23%
Total Transfer From Capital Projects		**6,222,072.42**	**6,222,072.42**	**3,063,216.22**	
Total REVENUE AND TRANSFERS		**6,441,397.42**	**6,441,397.42**	**3,308,081.00**	**51.36%**
Total Fund Balance July 1, 2024		**553,767.84**	**553,767.84**	**553,767.84**	
Total REVENUE AND TRANSFERS		**6,995,165.26**	**6,995,165.26**	**3,861,848.84**	**55.21%**

EXPENDITURES

Debt Service

	Acct#	District Summary Budget	Amended Budget	Expended	% OF EXP
Redempt Of Prnc	710	3,686,560.83	3,686,572.83	1,711,570.04	46.43%
Interest	720	2,748,837.20	2,748,842.20	1,560,962.99	56.79%
Dues And Fees	730	10,581.12	17,581.12	11,500.00	65.41%
Total Debt Service		**6,445,979.15**	**6,452,996.15**	**3,284,033.03**	
Total EXPENDITURES		**6,445,979.15**	**6,452,996.15**	**3,284,033.03**	

Fund Balance

Fund Balance

	Acct#	District Summary Budget	Amended Budget	Cash Received	% OF COLL
Fund Balance	2750	0.00	0.00	473,858.33	0.00%
Total FUND BALANCE		**0.00**	**0.00**	**473,858.33**	

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CLAY COUNTY SCHOOL BOARD
CAPITAL IMPROVEMENTS FUNDS
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2024 thru 05/31/2025

REVENUE AND TRANSFERS

State Sources

	Acct #	District Summary Budget	Amended Budget	Cash Received	% OF COLL
CO & DS Distributd To District	3321	1,591,601.00	1,591,601.00	0.00	0.00%
Interest On Undistrib CO & DS	3325	43,700.00	43,700.00	0.00	0.00%
Miscellaneous State Revenue	3390	615,216.00	1,332,148.66	1,920,499.69	144.17%
Charter Sch Capital Ou Revenue	3397	796,000.00	1,011,557.00	0.00	0.00%
Total State Sources		**3,046,517.00**	**3,979,006.66**	**1,920,499.69**	

Local Sources

	Acct #	District Summary Budget	Amended Budget	Cash Received	% OF COLL
District Local Cap Improv Taxs	3413	29,499,768.18	29,499,768.18	28,826,793.06	97.72%
Local Sales Taxes	3418	19,059,000.00	19,059,000.00	16,409,260.37	86.10%
Tax Redemptions	3421	0.00	0.00	-950.05	0.00%
Interest Incl Profit On Inves	3430	1,514,706.00	1,523,209.82	2,215,820.88	145.47%
Impact Fees	3496	10,927,445.00	10,927,445.00	12,137,413.23	111.07%
Total Local Sources		**61,000,919.18**	**61,009,423.00**	**59,588,337.49**	

Other Financing

	Acct #	District Summary Budget	Amended Budget	Cash Received	% OF COLL
Sale Of Equipment	3733	0.00	0.00	230,526.01	0.00%
Total Other Financing		**0.00**	**0.00**	**230,526.01**	
Total REVENUE AND TRANSFERS		**64,047,436.18**	**64,988,429.66**	**61,739,363.19**	95.00%
Total Fund Balance July 1, 2024		**83,080,008.32**	**83,080,008.32**	**83,080,008.32**	
Total REVENUE AND TRANSFERS		**147,127,444.50**	**148,068,437.98**	**144,819,371.51**	**97.81%**

EXPENDITURES

Debt Service

	Acct #	District Summary Budget	Amended Budget	Expended	% OF EXP
Redemption Of Principal	710	112,320.00	112,320.00	112,320.00	100.00%
Interest	720	0.00	0.00	0.00	0.00%
Dues And Fees	730	0.00	0.00	0.00	0.00%
Total Debt Service		**112,320.00**	**112,320.00**	**112,320.00**	

General Support Srvc

	Acct #	District Summary Budget	Amended Budget	Expended	% OF EXP
Tech Rentals	369	0.00	0.00	0.00	0.00%
Tech Other Purchased Services	399	0.00	0.00	0.00	0.00%
Library Books-New Libraries	611	0.00	0.00	0.00	0.00%
Library Books-Existing Library	612	17,603.26	17,603.26	17,603.26	100.00%
AV Materials $1000/Over	621	0.00	0.00	0.00	0.00%
AV Material Less Than $1000	622	0.00	0.00	0.00	0.00%
Buildings & Fixed Equipment	630	57,833,802.39	54,547,408.35	21,216,628.25	38.90%
Direct Purchases, Buildings	631	9,073,765.27	9,762,971.30	4,133,009.61	42.33%
Equipment $1000 & Over	641	253,225.83	906,736.20	338,168.84	37.30%
Equipment Less Than $1000	642	489,844.55	1,487,779.67	493,308.64	33.16%
Comp Hdw $1000 & Over	643	206,253.40	1,171,379.44	916,586.64	78.25%
Comp Hdw < $1000	644	2,339,448.75	2,907,579.40	2,616,144.37	89.98%
Tech Rel Fix/Equip > $1000	648	0.00	76,200.36	76,196.00	99.99%
Tech Rel FFE < $1000	649	0.00	12,087.19	11,271.92	93.26%
School Buses	651	3,904,020.00	3,904,020.00	454,020.00	11.63%
Vehicles	652	0.00	0.00	0.00	0.00%
Land	660	200,000.00	200,000.00	0.00	0.00%
Improvements Othr Than Blding	670	0.00	0.00	0.00	0.00%
Cap Imp Other than Bldgs	671	5,844,441.56	4,843,789.06	3,677,219.73	75.92%
Non-Capitalized Improvement	672	3,789,345.50	3,755,589.14	1,462,443.10	38.94%
Direct Purchase Capitalized	673	1,874,294.87	1,085,458.36	359,381.52	33.11%
Capitalized Remodeling	680	0.00	0.00	0.00	0.00%
Capitalized Remodeling	681	20,881,435.90	20,922,627.96	7,358,567.63	35.17%
Non-Cap Remodeling/Renovations	682	12,169,971.82	14,460,045.90	7,147,599.92	49.43%
Direct Purch-Capitlizd Remodel	683	5,997,223.75	6,023,328.22	1,108,914.05	18.41%
Dir Purch-Non-Cap Remodel	684	1,054,000.00	822,377.44	4,332.00	0.53%
Software $1000 & Over	691	158,143.20	98,496.00	26,090.58	26.49%
Software Less Than $1000	692	0.00	13,513.64	13,513.64	100.00%
CHARTER LCIF	793	1,145,079.44	1,145,079.44	140,803.33	12.30%
CHARTER Capital SALES TAX	795	1,084,961.30	1,084,929.12	361,517.31	33.32%
Total General Support Srvc		**128,316,860.79**	**129,248,999.45**	**51,933,320.34**	

Transfer Of Funds

	Acct #	District Summary Budget	Amended Budget	Expended	% OF EXP
Transfer To General Fund	910	6,000,000.00	7,011,557.00	3,794,186.00	54.11%
Transfers To Debt Service Fund	920	6,222,083.03	6,222,083.03	3,059,208.03	49.17%
Total Transfer Of Funds		**12,222,083.03**	**13,233,640.03**	**6,853,394.03**	
Total EXPENDITURES		**140,651,263.82**	**142,594,959.48**	**58,899,034.37**	

: Fund Balance

	Acct #	District Summary Budget	Amended Budget	Cash Received	% OF COLL
Fund Balance	2750	82,918,355.6	82,918,355.6	85,920,337.14	100.32%
Total Fund Balance		**82,795,989**	**82,795,989**	**85,920,337.14**	

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CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - FOOD SERVICES
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2024 thru 05/31/2025

REVENUE AND TRANSFERS

Fed through Local and State

	ACCT#	District Budget	Amended Budget	Cash Received	% OF COLL
School Lunch Reimbursement	3261	12,536,932.00	12,536,931.75	11,578,310.50	92.35%
School Breakfast Reimbursement	3262	3,000,660.00	3,000,660.00	2,349,045.52	78.28%
After School Snack Reimb	3263	6,500.00	6,500.00	6,987.75	107.50%
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	37,127.97	37.13%
Food Service Misc	3269	0.00	0.00	0.00	0.00%
Total Fed through Local and State		**17,249,092.00**	**17,249,091.75**	**13,971,471.74**	

Rev from Local Sources

	ACCT#	District Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Inves	3430	250,000.00	250,000.00	201,913.79	80.77%
Gifts Grants & Bequests	3440	0.00	0.00	4,510.00	0.00%
Student Lunches	3451	2,772,228.00	2,772,227.75	2,586,849.15	93.31%
Student Breakfasts	3452	337,850.00	337,850.00	297,802.55	88.15%
Adult Breakfasts/Lunches	3453	132,639.00	132,639.00	1,208.25	0.91%
Student A La Carte	3454	1,713,701.00	1,713,701.00	2,032,905.68	118.63%
Miscellaneous Local Sources	3490	5,000.00	5,000.00	100,516.74	2,010.33%
Total Rev from Local Sources		**5,211,418.00**	**5,211,417.75**	**5,225,706.16**	

Rev from State Sources

	ACCT#	District Budget	Amended Budget	Cash Received	% OF COLL
School Breakfast Supplement	3337	60,000.00	60,000.00	32,958.00	54.93%
School Lunch Supplement	3338	85,000.00	85,000.00	49,232.00	57.92%
Total Rev from State Sources		**145,000.00**	**145,000.00**	**82,190.00**	
		22,605,510.00	**22,605,509.50**	**19,279,367.90**	
Fund Balance July 1, 2024		**9,097,593.78**	**9,097,593.78**	**9,097,593.78**	
Grand Total		**31,703,103.78**	**31,703,103.28**	**28,376,961.68**	**89.51%**

EXPENDITURES

	ACCT#	District Budget	Amended Budget	Expended	% OF EXP
Administrator	110	2,123,863.00	2,153,592.15	2,001,910.44	92.96%
Other Support	160	5,205,957.00	5,220,387.61	5,297,989.30	101.49%
COVID LEAVE OTHR	169	0.00	0.00	0.00	0.00%
Retirement	210	1,035,818.00	1,040,732.73	1,015,916.58	97.62%
Social Security	220	556,770.00	560,149.10	532,781.71	95.11%
Group Insurance	230	1,595,956.00	1,595,957.52	1,237,845.93	77.56%
Workmans Comp	240	61,081.00	61,719.67	99,495.16	161.20%
Pro & Tech Serv	310	5,000.00	5,000.00	0.00	0.00%
Prof Srvcs - Su	313	183,294.00	183,293.75	122,205.58	66.67%
Travel-FT	330	0.00	0.00	0.00	0.00%
Travel-In cnty	331	6,500.00	6,500.00	1,740.97	26.78%
Travel-Out Cnty	332	2,500.00	2,500.00	820.00	32.80%
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 Mai	350	25,267.00	25,267.25	5,386.53	21.32%
Rentals	360	5,000.00	5,000.00	0.00	0.00%
Leases	367	3,084.00	3,083.76	2,430.20	78.81%
Tech Rentals	369	44,000.00	47,000.00	40,311.00	85.77%
Communications	370	0.00	0.00	0.00	0.00%
Stamps	371	15,000.00	15,000.00	9,257.50	61.72%
Wireless Plan	372	100.00	100.00	0.00	0.00%
Cell Phones	378	1,000.00	1,300.00	1,011.08	77.78%
Tech Communictn	379	0.00	0.00	0.00	0.00%
Refuse	381	0.00	0.00	0.00	0.00%
Othr Purch Srvc	390	92,540.00	72,739.59	29,184.43	40.12%
Printing	391	15,000.00	14,000.00	1,453.96	10.39%
Bottled Gas	420	3,500.00	3,039.34	39.34	1.29%
Electricity	430	162,000.00	162,000.00	117,664.19	72.63%
Gasoline	450	6,000.00	7,000.00	7,976.66	113.95%
Diesel Fuel	460	4,000.00	4,000.00	2,999.26	74.98%
Supplies	510	1,070,778.00	1,024,801.73	647,192.59	63.15%
TonerType Fee	515	16,518.00	16,517.96	4,799.93	29.06%
Tech Supplies	519	800.00	1,800.00	1,375.64	76.42%
Oil & Grease	540	1,000.00	1,000.00	239.66	23.97%
Repair Parts	550	3,500.00	3,500.00	1,546.83	44.20%
Tires & Tubes	560	500.00	1,300.00	1,145.00	88.08%
Food	570	10,550,545.00	10,737,280.44	8,539,340.11	79.53%
Commodities	580	1,300,000.00	1,300,000.00	0.00	0.00%
Other Matl/Supp	590	0.00	0.00	0.00	0.00%
AV Mat $1000/Ovr	621	0.00	0.00	0.00	0.00%
AV Mat L/T $1000	622	250.00	1,250.00	262.34	20.99%
Bldg & Fixed Eq	630	0.00	0.00	0.00	0.00%
Equip $1000 Over	641	150,000.00	60,500.00	15,152.66	25.05%
Equip L/T $1000	642	10,000.00	10,000.00	3,569.48	35.69%
Comp Hdw > $1000	643	0.00	5,000.00	3,175.33	63.51%
Cptr Hdwr <$1000	644	50,000.00	50,000.00	28,674.32	57.35%
TechRel FFE<1000	649	0.00	100.00	39.96	39.96%
Vehicles	652	0.00	0.00	0.00	0.00%
Cap Remodlg	681	152,025.00	63,725.98	42,144.60	66.13%
Non-Cap Remo/Ren	682	50,000.00	43,000.00	0.00	0.00%
Software >1000	691	0.00	0.00	0.00	0.00%
Dues And Fees	730	30,000.00	30,000.00	29,339.68	97.80%
Oth Pers Srvcs	750	0.00	0.00	0.00	0.00%
Pmts Rfnd Bnd	760	0.00	0.00	0.00	0.00%
Misc Expense	790	245,000.00	15,000.00	0.00	0.00%
Misc Ex/Ind Cst	792	0.00	230,000.00	219,529.09	95.45%
Total		**24,787,146.00**	**24,787,138.58**	**20,065,947.04**	80.95%
		24,787,146.00	**24,787,138.58**	**20,065,947.04**	

Fund Balance

	ACCT#	District Budget	Amended Budget	Cash Received	% OF EXP
Fund Balance	2750	0.00	0.00	8,311,014.64	0
Total Fund Balance		**0.00**	**0.00**	**8,311,014.64**	
Total FUND BALANCE		**0.00**	**0.00**	**8,311,014.64**	

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CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF REVENUE
07/01/2024 thru 05/31/2025

		Acct#	District Summary Budget	Amended Budget	Cash Received	% OF COLL
Fed through Local and State	Career And Technical Education	3201	321,277.00	383,336.00	170,839.58	44.57%
	Adult General Education	3221	376,019.00	557,591.00	389,340.26	69.83%
	English Literacy And Civics Ed	3222	31,625.00	38,958.00	39,081.13	100.32%
	Title II	3226	4,318,999.00	1,368,169.00	827,889.81	60.51%
	I D E A	3230	12,499,330.00	15,133,174.00	9,532,660.79	62.99%
	Title I - Elem & Secondary Edu	3240	7,919,891.00	9,616,315.00	7,209,879.78	74.98%
	Title III	3241	353,442.00	376,271.00	767,420.26	203.95%
	Title IV	3242	787,092.00	789,055.00	413,212.05	52.37%
	Other Federal Thru State	3290	152,167.00	234,342.00	100,048.11	42.69%
Fed through Local and State - Total			**26,759,842.00**	**28,497,211.00**	**19,450,371.77**	
Rev from Local Sources	Interest Incl Profit On Inves	3430	0.00	0.00	0.00	0.00%
	Student A La Carte	3454	0.00	0.00	-268.77	0.00%
Rev from Local Sources - Total			**0.00**	**0.00**	**-268.77**	
Fund Balance	Fund Balance	2750	0.00	0.00	0.00	0.00%
Fund Balance - Total			**0.00**	**0.00**	**0.00**	
Total			**26,759,842.00**	**28,497,211.00**	**19,450,103.00**	

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CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2024 thru 05/31/2025

	Acct#	District Summary Budget	Amended Budget	Salaried	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other Transfers	Totals	% OF Budget
Basic FEFP K-12	5100	7,433,783.17	8,894,385.67	4,797,841.70	1,687,175.22	250,711.75	0.00	841,821.40	881,521.66	18,962.68	8,478,034.41	95.32%
Exceptional	5200	7,944,420.26	7,289,377.47	4,178,078.07	1,579,946.21	367,206.30	0.00	30,041.68	39,985.99	0.00	6,195,258.25	84.99%
Applied Technology	5300	268,277.00	342,136.00	0.00	0.00	5,999.00	0.00	14,413.97	168,686.72	20,436.10	209,535.79	61.24%
Adult General	5400	258,806.06	413,971.06	163,221.93	62,501.44	1,160.00	0.00	9,023.85	61,909.60	21,689.50	319,506.32	77.18%
Other Instruction	5900	1,541.55	1,541.55	0.00	0.00	0.00	0.00	0.00	1,541.55	0.00	1,541.55	100.00%
Total Expense for 5000		**15,906,828.04**	**16,941,411.75**	**9,139,141.70**	**3,329,622.87**	**625,077.05**	**0.00**	**895,300.90**	**1,153,645.52**	**61,088.28**	**15,203,876.32**	89.74%

	Acct#	District Summary Budget	Amended Budget	Salaried	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other Transfers	Totals	% OF Budget
Pupil Personnel Services	6100	1,848,165.72	1,919,424.82	1,103,609.89	415,703.53	51,677.30	50.00	88,182.04	19,065.65	279.39	1,678,567.80	87.45%
Instructional Media	6200	0.00	4,418.33	132.00	30.00	0.00	0.00	0.00	4,201.43	0.00	4,363.43	98.76%
Inst & Curric Dev Services	6300	2,695,499.93	2,720,186.05	2,420,700.38	859,207.70	8,189.36	0.00	858.00	7,910.00	8,012.50	3,304,877.94	121.49%
Inst Staff Training Services	6400	5,340,058.49	3,024,501.96	1,070,966.95	319,819.10	461,172.37	0.00	63,705.25	5,455.12	22,694.84	1,943,813.63	64.27%
Instruction Related Technology	6500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
General Administration	7200	877,712.77	981,166.78	0.00	0.00	0.00	0.00	0.00	0.00	724,945.75	724,945.75	73.89%
School Administration	7300	0.00	4,321.89	1,778.88	404.49	0.00	0.00	0.00	3,223.50	0.00	5,406.87	125.10%
Facilities Aquisition & Const	7400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Food Services	7600	0.00	375.94	306.31	69.63	0.00	0.00	0.00	0.00	0.00	375.94	100.00%
Central Services	7700	22,091.80	27,941.60	9,081.00	836.02	3,072.89	0.00	0.00	0.00	0.00	12,989.91	46.49%
Pupil Transportation Services	7800	67,945.74	2,871,463.51	2,903.52	0.00	33,812.49	0.00	0.00	0.00	0.00	36,716.01	1.28%
Operation Of Plant	7900	1,539.42	1,333.78	357.68	81.35	400.00	0.00	443.11	0.00	0.00	1,282.14	96.13%
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	664.46	541.35	123.11	0.00	0.00	0.00	0.00	0.00	664.46	100.00%
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 Expenses for - 6000-9999		**10,853,013.87**	**11,555,799.12**	**4,610,377.96**	**1,596,274.93**	**558,324.41**	**50.00**	**153,188.40**	**39,855.70**	**755,932.48**	**7,714,003.88**	66.75%

Grand Total		**26,759,841.91**	**28,497,210.87**	**13,749,519.66**	**4,925,897.80**	**1,183,401.46**	**50.00**	**1,048,489.30**	**1,193,501.22**	**817,020.76**	**22,917,880.20**	80.42%

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - 44X
STATEMENT OF REVENUE
07/01/2024 thru 05/31/2025

		ACCT#	District Summary Budget	Amended Budget	Cash Received	% OF COLL
Fed through Local and State	CARES ACT ESSER	3271	2,215,754.17	2,215,754.17	2,576,752.00	116.29%
Fed through Local and State			**2,215,754.17**	**2,215,754.17**	**2,576,752.00**	
Fund Balance	Fund Balance	2750	-879.88	-879.88	-879.88	100.00%
Fund Balance			**-879.88**	**-879.88**	**-879.88**	
Grand - Total			**2,214,874.29**	**2,214,874.29**	**2,575,872.12**	

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - 44X
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2024 thru 05/31/2025

	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other Transfers	Totals	%OF Budget
Bsc FEFP K-12	5100	1,559,606.73	1,417,106.47	728,164.11	117,603.22	189,683.01	0.00	448,335.49	162,510.24	898.80	1,647,194.87	116.24%
Exceptional	5200	0.00	68,484.63	70,776.44	16,626.37	0.00	0.00	0.00	0.00	0.00	87,402.81	127.62%
Applied Tech	5300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Adult Gen	5400	0.00	0.00	0.00	76.92	0.00	0.00	0.00	0.00	0.00	76.92	0.00%
Pre K	5500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Other Instructi	5900	0.00	0.00	0.00	345.90	0.00	0.00	0.00	0.00	0.00	345.90	0.00%
Total Expenses - 5000		**1,559,606.73**	**1,485,591.10**	**798,940.55**	**134,652.41**	**189,683.01**	**0.00**	**448,335.49**	**162,510.24**	**898.80**	**1,735,020.50**	

	Acct#	Original Budget	Ending Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other Transfers	Totals	%OF Budget
Pupil Per Srvcs	6100	158,543.96	138,976.86	101,334.09	48,662.72	5,473.00	320.00	9,682.54	51,669.86	974.50	218,116.71	156.94%
Inst Media	6200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Inst/Curr Dev	6300	1,203.04	31,215.15	0.00	148.74	1,109.07	0.00	0.00	0.00	5,112.50	6,370.31	20.41%
Inst Stf Trning	6400	33,353.78	13,216.34	0.00	0.00	9,887.16	0.00	1,866.34	0.00	0.00	11,753.50	88.93%
Inst Rel Tech	6500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Board	7100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
General Admin	7200	43,711.38	37,025.98	0.00	0.00	0.00	0.00	0.00	0.00	51,451.30	51,451.30	138.96%
School Admin	7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Fac Aq/Const	7400	102,932.89	102,932.88	0.00	0.00	0.00	0.00	0.00	102,932.88	0.00	102,932.88	100.00%
Fiscal Srvcs	7500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Food Srvcs	7600	0.00	0.00	-752.65	752.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Central Srvc	7700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Pup Trans Srvcs	7800	294,852.39	365,596.62	58,336.52	12,050.01	0.00	370,071.19	0.00	0.00	0.00	440,457.72	120.48%
Op Of Plant	7900	1,425.00	74.24	382.08	553.63	0.00	0.00	74.24	0.00	0.00	1,009.95	1,360.39%
Maint 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%
Admin Tech 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 Srvcs	9100	20,125.00	41,125.00	0.00	0.00	0.00	0.00	0.00	0.00	10,240.00	10,240.00	24.90%
Total Expenses - 6100-9100		**656,147.44**	**730,163.07**	**159,300.04**	**62,167.75**	**16,469.23**	**370,391.19**	**11,623.12**	**154,602.74**	**67,778.30**	**842,332.37**	
Grand Total		**2,215,754.17**	**2,215,754.17**	**958,240.59**	**196,820.16**	**206,152.24**	**370,391.19**	**459,958.61**	**317,112.98**	**68,677.10**	**2,577,352.87**	

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CLAY COUNTY SCHOOL BOARD
PROPERTY AND CASUALTY SPECIAL INSURANCE FUND 711
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2024 thru 05/31/2025

Local Sources

	ACCT#	District Budget Summary	Amended Budget	Cash Received	% OF COLL
Local Sources					
Interest Incl Profit On Inves	3430	200,000	200,000	115,224.12	57.61%
Operating Revenue	3481	3,971,437	4,971,437	2,782,485.64	70.06%
Operating Revenue	3489	0	0	3,123.5	0.00%
Local Sources - Total		**3,971,437.00**	**5,171,437.00**	**2,900,833.26**	56.09%
Total REVENUE AND TRANSFERS		**3,971,437.00**	**5,171,437.00**	**2,900,833.26**	**56.09%**
Fund Balance July 1, 2024		**411,744.18**	**411,744.18**	**411,744.18**	
Grand Total		**4,383,181.18**	**5,583,181.18**	**3,312,577.44**	**59.33%**

EXPENDITURES

General Support Srvc

	ACCT#	District Budget Summary	Amended Budget	Expended	% OF EXP
Ins & Bond Prem	320	2,071,362	2,071,362	219,779	10.61%
Liability Insur	321	561,608.15	1,561,608.15	722,996.25	46.30%
Pro & Tech Serv	310	195,000	195,000	89,320.74	45.81%
Workmans Comp	240	1,284,645.36	1,284,645.36	1,104,940.12	86.01%
Total General Support Srvc		**4,112,615.51**	**5,112,615.51**	**2,137,036.11**	

Transfer Of Funds

	ACCT#	District Budget Summary	Amended Budget	Expended	% OF EXP
Xfer To Gen Fnd	910	0	0	0	0.00%
Total Transfer Of Funds		**0.00**	**0.00**	**0.00**	

Fund Balance

	ACCT#	District Budget Summary	Amended Budget	Cash Received	% OF COLL
Fund Balance	2750	$1,470,562.67	$470,565.49	1,175,541.33	249.81%
Total Fund Balance		**1,470,562.67**	**470,565.49**	**1,175,541.33**	249.81%
Grand Total		**$1,470,562.67**	**$470,565.49**	**$1,175,541.33**	249.81%

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CLAY COUNTY SCHOOL BOARD
HEALTH SELF INSURANCE FUND 712
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2024 thru 05/31/2025

Local Sources

	ACCT#	District Budget Summary	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Inves	3430	47,250	47,250	31,877.83	67.47%
Operating Revenue	3481	40,007,651.72	40,007,651.72	32,852,313.99	82.12%
Operating Revenue	3489	0	0	3,143,340.89	0.00%
Misc Local Resources	3490	250,000	250,000	306,597.57	122.64%
Local Sources - Total		**40,304,901.72**	**40,304,901.72**	**36,334,130.28**	
Fund Balance July 1, 2024		**4,328,272.56**	**4,328,272.56**	**4,328,272.56**	**100.00%**
Grand Total		**44,633,174.28**	**44,633,174.28**	**40,662,402.84**	

EXPENDITURES

General Support Srvc

	ACCT#	District Budget Summary	Amended Budget	Expended	% OF EXP
Administrator	110	73,958.81	73,958.81	71,813.28	97.10%
Other Support	160	31,882.5	31,882.5	26,284.89	82.44%
Retirement	210	14,426.17	14,426.17	13,370.76	92.68%
Social Security	220	8,096.86	8,096.86	7,276.77	89.87%
Group Insurance	230	19,364.64	19,364.64	8,541.36	44.11%
Workmans Comp	240	0	0	1,362.76	0.00%
Pro & Tech Serv	310	2,563,500	2,562,450	2,954,350.74	115.29%
Ins & Bond Prem	320	1,950,000	1,950,000	1,609,837.99	82.56%
Medical Insur Cl	322	20,910,000	20,910,000	21,164,805.95	101.22%
Pharmacy Prescri	323	13,500,000	13,500,000	11,526,026.43	85.38%
Travel-Out Cnty	332	2,000	2,000	46	2.30%
Trvl-Out State	333	0	1,233.01	1,236.01	100.24%
Travel-Reg Fees	334	2,000	2,000	1,197	59.85%
Repairs And Mai	350	50	50	50	100.00%
Stamps	371	2,500	3,550	3,550	100.00%
Cell Phones	378	500	500	426.97	85.39%
Othr Purch Srvc	390	528,291.5	500,783.44	56,757.5	11.33%
Printing	391	100	100	0	0.00%
Gasoline	450	1,200	1,200	799.3	66.61%
Supplies	510	42,100	66,100	60,282.56	91.20%
Tech Supplies	519	0	280	58.02	20.72%
Repair Parts	550	0	31.35	31.35	100.00%
Equip $1000 Over	641	2,000	3,963.7	3,963.7	100.00%
Equip L/T $1000	642	16,128.5	16,128.5	16,128.5	100.00%
Cptr Hdwr <$1000	644	500	500	0	0.00%
TechRel FFE<1000	649	500	500	0	0.00%
Vehicles	652	2,060	2,060	0	0.00%
Dues And Fees	730	900	900	808.95	89.88%
Total General Support Srvc		**39,672,058.98**	**39,672,058.98**	**37,529,006.79**	94.60%

Fund Balance

	ACCT#	District Budget Summary	Amended Budget	Cash Received	% OF COLL
Fund Balance	2750	$4,724,163.00	$4,724,163.00	3,133,396.05	
Total Fund Balance		**$4,724,163.00**	**$4,724,163.00**	**3,133,396.05**	66.33%
Grand Total		**$44,396,221.98**	**$44,396,221.98**	**$40,662,402.84**	91.59%

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Monthly Deletion Analysis / JUNE 2024 2025			
Cost Center	Asset	Item, Reason for Deletion	Type of Deletion
GCJ - 0021	00096790	ECHARGER CADDY / BROKEN	D5
	00096931	ECHARGER CADDY / BROKEN	D5
LJH - 0351	00086966	REFRIGERATOR: REACH-IN / BROKEN	D5
MHS - 0391	18000100	TOOL:SCAN ETHOS PLUS-SNAP ON / BROKEN	D1
SAFETY & SECURITY - 9022	18100278	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
	20100042	LAPTOP: DELL LATITUDE 5420 RUG / BROKEN	D1

D1 = PARTED OUT/JUNK

D5 = SURPLUS SALES

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FURNITURE/EQUIPMENT MAY, 2025

	LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
		$ 1,498.00						1,498.00		$ -
0020	FL YOUTH CHALLENGE ACADEMY	$ 30,941.93	$ -							$ 30,941.93
0021	GREEN COVE SPRINGS JUNIOR HIGH	$ 440,034.16	$ -					$ 6,239.22	$ 5,494.00	$ 428,300.94
0071	CHARLES E BENNETT ELEMENTARY	$ 273,205.35	$ -					$ 3,765.89		$ 269,439.46
0111	BANNERMAN LEARNING CENTER	$ 234,022.98	$ -							$ 234,022.98
0112	PACE CENTER FOR GIRLS	$ 1,613.20	$ -							$ 1,613.20
0113	AMI KIDS	$ 7,461.21	$ -							$ 7,461.21
0201	ORANGE PARK ELEMENTARY	$ 237,057.91	$ -							$ 237,057.91
0232	GROVE PARK ELEMENTARY	$ 319,244.90	$ 2,895.00							$ 322,139.90
0241	W E CHERRY ELEMENTARY / 285381.43	$ 291,915.32	$ -					$ 7,991.40		$ 283,923.92
0252	ORANGE PARK HIGH / 1622549.31	$ 1,633,661.13	$ 4,779.84				$ 7,908.81	$ 9,986.15		$ 1,636,363.63
0261	DOCTORS INLET ELEMENTARY	$ 186,062.85	$ 12,844.50							$ 198,907.35
0271	MIDDLEBURG ELEMENTARY / 295637.1	$ 299,391.72	$ -							$ 299,391.72
0301	KEYSTONE HEIGHTS ELEMENTARY / 5	$ 569,420.78	$ 2,639.60							$ 572,060.38
0311	KEYSTONE HEIGHTS JR/SR HIGH	$ 831,197.27	$ 8,999.00				$ 1,423.10			$ 841,619.37
0331	S BRYAN JENNINGS ELEMENTARY	$ 171,531.65	$ 9,806.88							$ 181,338.53
0341	CLAY HIGH SCHOOL / 1062203.57	$ 1,064,360.47	$ 36,731.11							$ 1,101,091.58
0351	LAKESIDE JUNIOR HIGH / 441868.34	$ 468,541.08	$ 2,798.00				$ 11,634.34	$ 3,146.77		$ 479,826.65
0352	LAKESIDE ELEMENTARY320505.01	$ 322,003.01	$ 9,481.92							$ 331,484.93
0361	ORANGE PARK JUNIOR HIGH / 535852.0	$ 537,533.87	$ 4,627.50						$ 2,334.75	$ 539,826.62
0371	WILKINSON JUNIOR HIGH	$ 659,682.65	$ 1,083.84							$ 660,766.49
0381	MONTCLAIR ELEMENTARY	$ 225,415.20	$ -		$ 3,455.00				$ 2,750.00	$ 226,120.20
0391	MIDDLEBURG HIGH SCHOOL / 1531377	$ 1,540,432.95	$ 20,645.00							$ 1,561,077.95
0401	RIDGEVIEW ELEMENTARY	$ 363,745.91	$ 2,639.60							$ 366,385.51
0411	CLAY HILL ELEMENTARY / 279350.88	$ 288,202.68	$ 21,989.66				$ 3,765.89		$ 1,368.00	$ 312,590.23
0431	RIDGEVIEW HIGH SCHOOL / 1309443.8	$ 1,326,595.13	$ 20,744.03				$ 3,146.77	$ 3,146.77	$ 4,741.95	$ 1,342,597.21
0451	LAKE ASBURY ELEMENTARY / 208174.1	$ 208,174.17	$ -				$ 3,933.82			$ 212,107.99
0471	ROBERT M PATERSON ELEMENTARY	$ 206,637.36	$ -							$ 206,637.36
0481	LAKE ASBURY JUNIOR HIGH / 752271.7	$ 762,088.12	$ 5,765.48							$ 767,853.60
0491	WILKINSON ELEMENTARY	$ 408,865.16	$ 78,403.34					$ 7,845.06		$ 479,423.44
0501	TYNES ELEMENTARY	$ 326,535.85	$ -					$ 2,374.90		$ 324,160.95
0511	MCRAE ELEMENTARY / 296030.26	$ 296,333.93	$ -							$ 296,333.93
0521	FLEMING ISLAND ELEMENTARY	$ 188,666.04	$ -							$ 188,666.04
0531	THUNDERBOLT ELEMENTARY / 238983.	$ 240,481.43	$ 10,700.62							$ 251,182.05
0541	RIDEOUT ELEMENTARY	$ 196,911.79	$ 3,429.68							$ 200,341.47
0551	FLEMING ISLAND HIGH SCHOOL / 1517	$ 1,526,094.84	$ 6,394.61							$ 1,532,489.45
0571	SWIMMING PEN CREEK ELEMENTARY	$ 163,826.97	$ -							$ 163,826.97
0591	ARGYLE ELEMENTARY SCHOOL	$ 206,626.36	$ -							$ 206,626.36
0601	COPPERGATE ELEMENTARY	$ 275,098.03	$ 1,437.42				$ 3,002.30	$ 3,715.74	$ 4,293.48	$ 271,528.53
0611	OAKLEAF JUNIOR HIGH / 596794.09	$ 599,767.01	$ 93,527.82							$ 693,294.83
0621	OAKLEAF VILLAGE ELEMENTARY / 285	$ 282,585.80	$ -							$ 282,585.80
0631	SHADOWLAWN ELEMENTARY / 218085.	$ 202,532.96	$ 6,174.00							$ 208,706.96

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FURNITURE/EQUIPMENT MAY, 2025

	LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0641	DISCOVERY OAKS ELEMENTARY / 6772	$ 651,413.66	$ 10,568.78							$ 661,982.44
0651	PLANTATION OAKS ELEMENTARY	$ 767,285.10	$ -		$ 4,456.08		$ 5,337.00	$ 6,200.00	$ 8,224.00	$ 762,654.18
0661	OAKLEAF HIGH SCHOOL / 1587733.79	$ 1,590,593.15	$ 10,147.59							$ 1,600,740.74
0671	SPRING PARK ELEMENTARY	$ 754,925.75	$ -							$ 754,925.75
0677	ST JOHNS CLASSICAL ACADEMY OP	$ 1,613.20	$ -							$ 1,613.20
0769	ST JOHNS COUNTRY DAY	$ 11,345.00	$ -							$ 11,345.00
0824	GRACE EPISCOPAL	$ 1,098.69	$ -							$ 1,098.69
1409	ANNUNCIATION CATHOLIC SCHOOL	$ 1,059.00	$ -							$ 1,059.00
3460	BROACH OF ORANGE PARK	$ 1,081.99	$ -							$ 1,081.99
6254	KANVAS ACADEMY	$ 7,725.52	$ -							$ 7,725.52
7005	CLAY VIRTUAL ACADEMY	$ 17,534.64	$ 3,576.66							$ 21,111.30
9000	SCHOOL BOARD	$ 16,515.41	$ -							$ 16,515.41
9002	CAREER & TECHNICAL EDUCATION	$ 31,969.38	$ 13,715.28							$ 45,684.66
9003	INSTRUCTIONAL RESOURCES	$ 23,524.66	$ 1,208.86							$ 24,733.52
9004	CLIMATE & CULTURE	$ 78,103.19	$ 1,208.86							$ 79,312.05
9005	EXCEPTIONAL STUDENT EDUCATION	$ 163,957.74	$ 37,071.00							$ 201,028.74
9006	DEPT OF ELEMENTARY EDUCATION	$ 35,570.29	$ 4,460.00				$ 7,215.00			$ 47,245.29
9007	K12 ACADEMIC SERVICES	$ 5,946.87	$ -							$ 5,946.87
9008	ADULT COMMUNITY EDUCATION / 1502	$ 150,244.79	$ -							$ 150,244.79
9009	PROFESSIONAL DEVELOPMENT / 1079	$ 107,940.12	$ 7,431.30							$ 115,371.42
9010	TRANSPORTATION / 646412.79	$ 657,849.65	$ -		$ 3,250.00				$ 1,795.84	$ 659,303.81
9015	READING & EARLY LITERACY	$ 25,964.52	$ 1,192.22							$ 27,156.74
9016	SUPERINTENDENT / 38796.94	$ 38,796.94	$ -							$ 38,796.94
9017	PARENT AND COMMUNITY ENGAGE	$ -	$ -		$ 26,964.00		$ 1,498.00			$ 28,462.00
9020	OPERATIONS	$ 15,087.49	$ -							$ 15,087.49
9021	MAINTENANCE DEPARTMENT / 701135.	$ 715,601.47	$ 11,703.12				$ 29,559.99	$ 7,531.78		$ 749,332.80
9022	SAFETY & SECURITY	$ 309,973.51	$ -							$ 309,973.51
9023	FACILITY PLANNING & CONSTRUCT / 9	$ 98,952.27	$ -							$ 98,952.27
9024	CODE ENFORCEMENT	$ 7,884.99	$ -							$ 7,884.99
9030	PRINT CENTER	$ 49,928.85	$ -							$ 49,928.85
9040	INFORMATION & TECH SERVICES / 153	$ 1,779,837.74	$ 27,430.56		$ 3,047.84					$ 1,810,316.14
9050	BUSINESS AFFAIRS DIVISION	$ 152,082.97	$ -							$ 152,082.97
9060	HUMAN RESOURCES	$ 62,363.90	$ -							$ 62,363.90
9105	ESOL	$ 13,793.16	$ -							$ 13,793.16
9106	TITLE 1	$ 19,112.47	$ -							$ 19,112.47
9110	FOOD & NUTRITION SERVICES / 20718	$ 215,922.89	$ 6,364.22				$ 24,047.93	$ 31,816.27	$ 3,500.00	$ 211,018.77
9111	CURRICULUM & INSTRUCTION	$ 22,539.83	$ -					$ 7,215.00		$ 15,324.83
9113	TEACHER TRAINING CENTER FIH	$ 14,375.78	$ -							$ 14,375.78
9114	TEACHER LEARNING CENTER OPHS	$ 2,662.45	$ 7,950.00							$ 10,612.45
9252	SEDNET	$ 31,948.77	$ -							$ 31,948.77
	TOTAL	$ 27,070,126.93	$ 512,566.90	$ -	$ 41,172.92	$ -	$ 102,472.95	$ 102,472.95	$ 34,502.02	$ 27,589,364.73

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VEHICLES MAY, 2025									
LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
9010-TRANSPORTATION	$ 33,284,244.81							$ 48,158.17	$ 33,236,086.64
TOTAL	$ 33,284,244.81	$ -	$ -	$ -	$ -	$ -	$ -	$ 48,158.17	$ 33,236,086.64

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AUDIO/VISUAL MAY 2025

	LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	TRANFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0021	GREEN COVE SPRINGS JUNIOR HIGH	$ 1,824.00							$ 1,824.00
0111	BANNERMAN LEARNING CENTER	$ 2,402.11							$ 2,402.11
0252	ORANGE PARK HIGH	$ 8,448.88							$ 8,448.88
0301	KEYSTONE HEIGHTS ELEMENTARY	$ 1,350.00							$ 1,350.00
0311	KEYSTONE HEIGHTS JR/SR HIGH	$ 3,056.00							$ 3,056.00
0341	CLAY HIGH SCHOOL	$ 86,788.80	$ 2,723.04						$ 89,511.84
0351	LAKESIDE JUNIOR HIGH	$ 5,333.16							$ 5,333.16
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	$ 7,637.05							$ 7,637.05
0481	LAKE ASBURY JUNIOR HIGH	$ 11,237.85	$ 1,250.79						$ 12,488.64
0551	FLEMING ISLAND HIGH SCHOOL	$ 1,231.99							$ 1,231.99
0661	OAKLEAF HIGH SCHOOL	$ 4,855.26							$ 4,855.26
9005	EXCEPTIONAL STUDENT EDUCATION	$ 1,900.00							$ 1,900.00
9010	TRANSPORTATION	$ 5,886.00							$ 5,886.00
	TOTAL	$ 161,308.50	$ 3,973.83	$ -	$ -	$ -	$ -	$ -	$ 165,282.33

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SOFTWARE MAY, 2025										
LOCATION		BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0341	CLAY HIGH SCHOOL	$ 1,095.00								$ 1,095.00
0431	RIDGEVIEW HIGH	$ 3,450.00								$ 3,450.00
0541	RIDEOUT ELEMENTARY	$ 7,605.95								$ 7,605.95
9010	TRANSPORTATION	$ 37,550.84								$ 37,550.84
9021	MAINTENANCE	$ 13,800.00								$ 13,800.00
9040	INFORMATION & TECH SERVICES	$ 5,028,623.40		$ 4,104.00						$ 5,032,727.40
9110	FOOD & NUTRITION SERVICES	$ 39,100.00								$ 39,100.00
	TOTAL	$ 5,131,225.19	$ -	$ 4,104.00	$ -	$ -	$ -	$ -	$ -	$ 5,135,329.19

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June 26, 2025 - Regular School Board Meeting

Title

C18 - BUDGET AMENDMENT REPORT FOR May 31, 2025

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 5: 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

Approval of the Budget Amendments for May 2025 as presented.

Contact

Dawn Posey, Assistant Superintendent for Business Affairs

Financial Impact

See attached statements for a complete analysis of the financial impact.

Review Comments

Attachments

May 2025 Budget Amendment Stmt.pdf

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CLAY COUNTY DISTRICT SCHOOLS

900 WALNUT STREET, GREEN COVE SPRINGS, FL 32043
P (904) 336-6500 W oneclay.net

SUPERINTENDENT OF SCHOOLS
David S. Broskie

BOARD MEMBERS:
Erin Skipper, District 1
Robert Alvero, District 2
Beth Clark, District 3
Michele Hanson, District 4
Ashley Gilhousen, District 5

CLAY COUNTY SCHOOLS RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2024-2025
FOR MONTH ENDING May 31, 2025

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.

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May 2025 IMPACT STATEMENT

PURPOSE OF IMPACT STATEMENT

To reflect monthly adjustments to school and district budgets and related impact on fund balance due to:

a. Increases/decreases in estimated revenue.
b. Adjustments to appropriations based on changing needs and new information.

GENERAL FUND 100:

Increases to Estimated Revenue

1	Increase in Misc. State Revenue	$1,258,875
2	Increase in Student Fees	13,810
3	Increase in Misc. Local Revenue	11,563
	Total Adjustments to Estimated Revenue	**$1,274,248**

1. Increase in Misc. State Revenue for the award of Career/Technical Ed CAP Grant
2. Increase in Student Fees for Adult and Community Ed
3. Increase in Misc. Local Revenue for Internal Account funded purchase and prior-year check return

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Increases and/or Decreases to Appropriations

1	Decrease in Instructional Services	$569,698
2	Decrease in Pupil Personnel Services	(79,206)
3	Increase in Parent Involvement	3,500
4	Increase in Instructional Media	4,567
5	Increase in Instructional Training/Development Services	64,286
7	Increase in School/General Administration	450
8	Increase in Facilities Acquisition & Construction	444,124
10	Decrease in Central Services	(1,316)
11	Increase in Pupil Transportation Services	256,755
12	Increase in Operation of Plant	5,206
13	Increase in Maintenance of Plant	3,473
15	Increase to Community Service	3,000
	Total Adjustments to Appropriations:	**1,274,537**

Adjustments to appropriations are based on changing revenue, needs and new information.

The impact on the General Fund Balance for the items described above is a **decrease** to fund balance of **$289**.

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ONE MILL FUND 105:

To reflect monthly adjustments to One Mill Fund and related impact on fund balance due to:

Increases and/or Decreases to Revenues

No adjustments to revenue. No monetary effect.

Increases and/or Decreases to Appropriations

Adjustments to appropriations based on changing needs. No monetary effect.

There was no change to the fund balance for the One Mill Fund

DEBT SERVICE FUNDS (2XX):

To reflect monthly adjustments to debt service budgets and related impact on fund balance due to:

Increases and/or Decreases to Revenues

No adjustments to revenue. No monetary effect.

Increases and/or Decreases to Appropriations

No adjustments to appropriations. No monetary effect.

There was no change to the fund balance for the Debt Service funds.

CAPITAL PROJECTS FUNDS (3XX):

To reflect adjustments to major capital construction projects budgets and related impact on fund balance due to:

Increases and/or Decreases to Revenues

Increase to Misc. State Revenue for Safety and Security Grant.

Total Adjustments to Revenue:	**$725,437**

Increases and/or Decreases to Appropriations

Adjustments to appropriations based on changing needs.

Total Adjustments to Expenditures:	**$546,319**

The impact on the Capital Projects Fund for the items described above is an increase to fund balance of $179,118.

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SCHOOL FOOD SERVICES (410):

To reflect monthly adjustments to school and district Food Services program budgets and related impact on fund balance due to:

Increases and/or Decreases to Revenues

No adjustments to revenue. No monetary effect.

Increases and/or Decreases to Appropriations

Adjustments to appropriations based on changing needs. No monetary effect.

There was no change to the fund balance for School Food Services Funds.

SPECIAL REVENUE OTHER (42X)

To reflect monthly adjustments to school and district budgets and related impact on fund balance due to:

Increases and/or Decreases to Revenue

Increase in SEDNET award.

Total Adjustments to Revenue:	**$20,000**

Increases and/or Decreases to Expenditures

Adjustments to appropriations based on changing needs. No monetary effect.

Total Adjustments to Expenditures:	**$20,000**

There was no change to the fund balance for Special Revenue Other Funds.

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SPECIAL REVENUE FUND – ESSER/ARP (44X)

To reflect monthly adjustments to school and district ESSR and AARP program budgets and related impact on fund balance due to:

Increases and/or Decreases to Revenues

No adjustments to revenue. No monetary effect.

Increases and/or Decreases to Appropriations

No adjustments to appropriations. No monetary effect.

There was no change to the fund balance of the Special Revenue ESSER/ARP Funds.

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2024-2025
GENERAL FUND REVENUE
FUND 100
Month Ending May 31, 2025

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
3120	Federal Impact Funds	$525,000	$562,440	$0	$562,440
3190	Other Federal Direct	$375,000	$619,515	$0	$619,515
3202	Medicaid	$2,175,000	$2,275,392	$0	$2,275,392
3280	Federal Through Local Revenue	$350,000	$369,417	$0	$369,417
3290	Other Federal Thru State	$0	$13,500	$0	$13,500
3310	Florida Educ Finance Program	$251,157,323	$228,209,115	$0	$228,209,115
3315	Workforce Development	$1,136,452	$1,136,452	$0	$1,136,452
3317	Workforce Performance Incentiv	$0	$14,418	$0	$14,418
3320	State Auto License CO and DS	$22,000	$22,000	$0	$22,000
3340	Other State Revenues	$40,000	$38,405	$0	$38,405
3350	Other Categorical	$37,433,038	$36,845,279	$0	$36,845,279
3360	School Recognition	$0	$3,150,262	$0	$3,150,262
3370	VPK	$700,000	$700,000	$0	$700,000
3380	State Revenues Thru Local	$0	$0	$0	$0
3390	Miscellaneous State Revenues	$6,165,946	$4,180,345	$1,258,875	$5,439,220
3410	Taxes	$73,464,756	$73,434,756	$0	$73,434,756
3421	Tax Redemptions	$1,300,000	$1,300,000	$0	$1,300,000
3425	Rent	$600,000	$600,000	$0	$600,000
3430	Interest Incl Profit On Inves	$3,000,000	$3,000,000	$0	$3,000,000
3440	Gifts Grants & Bequests	$225,000	$152,789	$0	$152,789
3460	Student Fees	$66,748	$65,852	$3,810	$69,662
3470	Other Fees	$1,209,763	$598,154	$0	$598,154
3480	Operating Revenue	$0	$0	$0	$0
3490	Misc Local Resources	$10,765,343	$4,300,396	$11,563	$4,311,958
3630	Transfer From Capital Projects	$6,000,000	$7,011,557	$0	$7,011,557
3733	Sale of Capital Asset	$85,000	$75,867	$0	$75,867
3740	Insurance Loss Recoveries	$5,000	$1,423	$0	$1,423
Revenue - Totals		**$396,801,369**	**$368,677,335**	**$1,274,248**	**$369,951,582**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR - 2024-2025
GENERAL FUND EXPENSES
FUND 100
Month Ending May 31, 2025

5000 Instruction

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
100	Salaries	$155,389,872	$134,322,060		$134,322,060
200	Employee Benefits	$51,693,439	$40,437,093		$40,437,093
300	Purchased Services	$34,356,424	$35,463,497	$112,023	$35,575,522
400	Energy Services	$24,165	$19,296	($819)	$18,477
500	Material and Supplies	$16,627,445	$16,091,901	($360,637)	$15,731,264
600	Capital Outlay	$2,622,270	$3,708,783	$809,923	$4,518,707
700	Other	$1,312,261	$2,731,327	$9,208	$2,740,535
Total Expenses Function 5000		**$262,025,876**	**$232,773,958**	**$569,698**	**$233,343,659**

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
6100	**Pupil Personnel Services**				
100	Salaries	$13,822,008	$14,083,570	($36,134)	$14,047,437
200	Employee Benefits	$4,790,069	$4,839,197	($8,381)	$4,830,815
300	Purchased Services	$2,049,379	$1,860,464	($35,615)	$1,824,849
400	Energy Services	$5,500	$5,582	$20	$5,602
500	Material and Supplies	$416,359	$1,017,884	$909	$1,018,794
600	Capital Outlay	$184,908	$129,210	($5)	$129,205
700	Other	$49,155	$50,665	$0	$50,665
6110	**Social Work**				
200	Employee Benefits	$0	$0	$0	$0
300	Purchased Services	$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	$502,880	$502,880	$0	$502,880
500	Material and Supplies	$0	$0	$0	$0
600	Capital Outlay	$0	$0	$0	$0
6140	**Psychological Services**				
300	Purchased Services	$0	$0	$0	$0
6150	**Parent Involvement**				
100	Salaries	$0	$0	$0	$0
200	Employee Benefits	$0	$0	$0	$0
300	Purchased Services	$0	$11,150	$3,500	$14,650
500	Material and Supplies	$0	$0	$0	$0
600	Capital Outlay	$0	$68,050	$0	$68,050
700	Other	$0	$0	$0	$0
6190	**Guidance Administration**				
100	Salaries	$62,342	$62,342	$0	$62,342
200	Employee Benefits	$19,991	$19,991	$0	$19,991
6200	**Instructional Media**				

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	100	Salaries	$3,151,479	$3,193,514	$0	$3,193,514
	200	Employee Benefits	$1,234,715	$1,238,519	$0	$1,238,519
	300	Purchased Services	$94,756	$175,407	($2,183)	$173,224
	500	Material and Supplies	$100,475	$78,687	($126)	$78,560
	600	Capital Outlay	$306,371	$260,344	$6,876	$267,220
	700	Other	$2,025	$300	$0	$300
6300	**Inst & Curric Dev Services**					
	100	Salaries	$4,029,748	$4,085,739	$39,018	$4,124,756
	200	Employee Benefits	$1,421,093	$1,431,033	$9,054	$1,440,088
	300	Purchased Services	$86,017	$81,368	($2,796)	$78,572
	400	Energy Services	$700	$700	$0	$700
	500	Material and Supplies	$69,448	$63,116	($560)	$62,556
	600	Capital Outlay	$46,909	$71,353	($1,316)	$70,037
	700	Other	$17,759	$12,601	($10,439)	$2,162
6400	**Inst Staff Training Services**					
	100	Salaries	$2,484,656	$2,596,125	($1,902)	$2,594,223
	200	Employee Benefits	$854,131	$862,906	$993	$863,899
	300	Purchased Services	$683,889	$994,344	$42,151	$1,036,495
	500	Material and Supplies	$622,191	$515,046	($6,348)	$508,698
	600	Capital Outlay	$16,500	$24,487	($3,569)	$20,918
	700	Other	$170,480	$207,888	$0	$207,888
6500	**Instruction Related Technology**					
	100	Salaries	$2,676,657	$2,672,218	$0	$2,672,218
	200	Employee Benefits	$985,441	$986,193	$0	$986,193
	300	Purchased Services	$3,030,691	$3,056,618	$0	$3,056,618
	500	Material and Supplies	$74,841	$72,841	($11,445)	$61,396
	600	Capital Outlay	$221,160	$159,960	$11,445	$171,405
	700	Other	$0	$8,259	$0	$8,259
7100	**Board**					
	100	Salaries	$272,258	$272,258	$0	$272,258
	200	Employee Benefits	$140,520	$140,520	$0	$140,520
	300	Purchased Services	$1,064,958	$1,294,232	$0	$1,294,232
	500	Material and Supplies	$5,250	$5,050	$0	$5,050
	600	Capital Outlay	$750	$850	$0	$850
	700	Other	$28,350	$28,450	$0	$28,450
7200	**General Administration**					
	100	Salaries	$308,465	$308,465	$0	$308,465
	200	Employee Benefits	$173,493	$173,493	$0	$173,493
	300	Purchased Services	$32,175	$31,880	$0	$31,880
	400	Energy Services	$1,500	$1,500	$0	$1,500
	500	Material and Supplies	$11,290	$7,225	$0	$7,225
	600	Capital Outlay	$4,500	$4,360	($234)	$4,126
	700	Other	$25,000	$25,000	$0	$25,000
7300	**School Administration**					
	100	Salaries	$12,887,163	$13,142,797	$1,543	$13,144,339
	200	Employee Benefits	$4,667,074	$4,713,830	$0	$4,713,830
	300	Purchased Services	$106,596	$112,886	($677)	$112,210
	400	Energy Services	$0	$0	$0	$0
	500	Material and Supplies	$122,627	$76,841	($6,206)	$70,637
	600	Capital Outlay	$72,628	$200,652	$3,945	$204,598
	700	Other	$33,970	$31,927	$2,079	$34,005
7400	**Facilities Aquisition & Const**					
	100	Salaries	$952,769	$952,769	$0	$952,769

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	200	Employee Benefits	$336,665	$336,665	$0	$336,665
	300	Purchased Services	$1,861,370	$1,820,870	($1,907)	$1,818,963
	400	Energy Services	$5,100	$5,100	$0	$5,100
	500	Material and Supplies	$27,052	$36,552	$0	$36,552
	600	Capital Outlay	$4,624,342	$4,121,693	$446,031	$4,567,724
	700	Other	$2,300	$1,013,857	$0	$1,013,857
7500	**Fiscal Services**					
	100	Salaries	$1,188,312	$1,377,248	$0	$1,377,248
	200	Employee Benefits	$393,342	$438,581	$0	$438,581
	300	Purchased Services	$425,856	$63,489	$0	$63,489
	500	Material and Supplies	$22,027	$21,977	$0	$21,977
	600	Capital Outlay	$120,182	$120,732	$0	$120,732
	700	Other	$2,650	$23,429	$0	$23,429
7600	**Food Services**					
	100	Salaries	$103,175	$257,805	$0	$257,805
	200	Employee Benefits	$33,380	$50,002	$0	$50,002
	600	Capital Outlay	$0	$0	$0	$0
	700	Other	$0	$0	$0	$0
7700	**Central Services**					
	100	Salaries	$2,174,556	$2,193,420	$0	$2,193,420
	200	Employee Benefits	$779,485	$781,175	$0	$781,175
	300	Purchased Services	$748,838	$785,950	($816)	$785,135
	400	Energy Services	$7,762	$7,762	$0	$7,762
	500	Material and Supplies	$98,822	$104,535	$0	$104,535
	600	Capital Outlay	$344,488	$342,913	$0	$342,913
	700	Other	$92,298	$93,122	($500)	$92,622
7800	**Pupil Transportation Services**					
	100	Salaries	$8,672,394	$8,290,744	$1,164	$8,291,908
	200	Employee Benefits	$3,138,456	$3,025,461	$0	$3,025,461
	300	Purchased Services	$815,981	$894,510	$15,204	$909,714
	400	Energy Services	$1,865,435	$1,820,477	($9,092)	$1,811,384
	500	Material and Supplies	$1,211,583	$1,248,348	$69,460	$1,317,808
	600	Capital Outlay	$893,095	$1,439,115	$179,757	$1,618,871
	700	Other	$12,500	$17,500	$262	$17,762
7900	**Operation Of Plant**					
	100	Salaries	$7,097,541	$7,284,912	$455	$7,285,366
	200	Employee Benefits	$3,041,594	$3,078,429	$124	$3,078,553
	300	Purchased Services	$7,292,911	$7,348,000	($1,118)	$7,346,882
	400	Energy Services	$7,356,985	$7,354,887	$1,817	$7,356,705
	500	Material and Supplies	$1,113,410	$949,202	($18,494)	$930,707
	600	Capital Outlay	$205,689	$511,228	$22,422	$533,649
	700	Other	$100	$11	$0	$11
8100	**Maintenance Of Plant**					
	100	Salaries	$3,882,220	$3,886,172	$0	$3,886,172
	200	Employee Benefits	$1,495,640	$1,496,369	$0	$1,496,369
	300	Purchased Services	$2,527,671	$2,427,671	$0	$2,427,671
	400	Energy Services	$166,558	$166,558	$0	$166,558
	500	Material and Supplies	$1,164,808	$1,412,067	$3,473	$1,415,540
	600	Capital Outlay	$281,434	$152,841	$0	$152,841
	700	Other	$15,000	$15,000	$0	$15,000
8200	**Administrative Technology Svcs**					
	100	Salaries	$1,151,973	$1,153,518	$0	$1,153,518
	200	Employee Benefits	$407,323	$407,464	$0	$407,464

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	300	Purchased Services	$3,600	$7,058	$0	$7,058
	400	Energy Services	$14,000	$14,000	$0	$14,000
	500	Material and Supplies	$7,301	$9,551	$0	$9,551
	600	Capital Outlay	$3,000	$3,000	$0	$3,000
	700	Other	$1,000	$266	$0	$266
9100	**Community Services**					
	100	Salaries	$162,134	$168,939	$0	$168,939
	200	Employee Benefits	$78,293	$78,821	$0	$78,821
	300	Purchased Services	$0	$41,427	$0	$41,427
	500	Material and Supplies	$116,443	$115,610	$3,000	$118,610
	600	Capital Outlay	$232	$5,212	$0	$5,212
	700	Other	$16,000	$16,000	$0	$16,000
9200	**Debt Service**					
	700	Other	$0	$0	$0	$0
Total Expenses Function 6000 to 9900			**$132,800,361**	**$135,862,777**	**$704,839**	**$136,567,615**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2024-2025
ONE MILL
FUND 105
Month Ending May 31, 2025

Function		Description	Adopted	Beginning Budget	Budget Adj	Working Budget
3400	**Revenue from Local Sources**					
	000	Revenue	$19,683,750	$0	$0	$19,683,750
		Revenue		$19,683,750		
		Revenue		$0		
		Revenue		$0		
Total Revenue			**$19,683,750**	**$19,683,750**	**$0**	**$19,683,750**
5100	**Basic FEFP K-12**					
	200	Employee Benefits	$2,000,000	$2,000,000	$0	$2,000,000
	300	Purchased Services	$0	$0	$0	$0
7400	**Facilities Aquisition & Const**					
	200	Employee Benefits	$0	$0	$0	$0
	300	Purchased Services	$125,180	$125,180	$0	$125,180
	500	Material and Supplies	$0	$0	$0	$0
	600	Capital Outlay	$11,872,504	$11,872,503	$0	$11,872,503
7700	**Central Services**					
	100	Salaries	$0	$0	$0	$0
	200	Employee Benefits	$0	$0	$0	$0
	300	Purchased Services	$11,000	$11,000	$0	$11,000
7800	**Pupil Transportation Services**					
	600	Capital Outlay	$157,186	$157,186	$0	$157,186
7900	**Operation Of Plant**					
	100	Salaries	$585,950	$585,950	$0	$585,950
	200	Employee Benefits	$217,805	$217,801	$0	$217,801
	300	Purchased Services	$9,393,897	$9,339,665	$60,304	$9,399,969
	400	Energy Services	$10,000	$10,000	$0	$10,000
	500	Material and Supplies	$85,710	$89,146	($36,114)	$53,031
	600	Capital Outlay	$142,876	$193,674	($24,190)	$169,484
	700	Other	$7,200	$7,200	$0	$7,200
8100	**Maintenance Of Plant**					
	100	Salaries	$150,248	$150,248	$0	$150,248
	200	Employee Benefits	$63,859	$63,860	$0	$63,860
Total Expenses			**$24,823,415**	**$24,823,411**	**$0**	**$24,823,411**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2024-2025
CAPITAL PROJECTS
FUND 3XX
Month Ending May 31, 2025

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	$1,635,301	$1,635,301	$0	$1,635,301
	3430	Interest Incl Profit On Inves	000	Revenue	$0	$0	$0	$0
370	3410	Taxes	000	Revenue	$29,499,768	$29,499,768	$0	$29,499,768
	3421	Tax Redemptions	000	Revenue	$0	$0	$0	$0
	3430	Interest Incl Profit On Inves	000	Revenue	$476,475	$476,475	$0	$476,475
	3733	Sale of Capital Asset	000	Revenue	$0	$0	$0	$0
380	3430	Interest Incl Profit On Inves	000	Revenue	$737,494	$737,494	$0	$737,494
	3490	Misc Local Resources	000	Revenue	$10,927,445	$10,927,445	$0	$10,927,445
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
393	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	$1,011,557	$0	$1,011,557
	3430	Interest Incl Profit On Inves	000	Revenue	$0	$0	$0	$0
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
398	3390	Miscellaneous State Revenues	000	Revenue	$0	$0	$0	$0
	3430	Interest Incl Profit On Inves	000	Revenue	$0	$0	$0	$0
399	3390	Miscellaneous State Revenues	000	Revenue	$568,716	$568,716	$716,933	$1,285,649
	3430	Interest Incl Profit On Inves	000	Revenue	$0	$0	$8,504	$8,504
Total Revenue					**$44,687,699**	**$44,903,256**	**$725,437**	**$45,628,693**
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	$3,304,878	$3,304,878	$0	$3,304,878
			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	$4,864,470	$4,512,609	($113,737)	$4,398,872
			690	Computer Software	$150,000	$0	$0	$0
			640	Furniture Fixtures & Equipment	$2,545,494	$3,245,797	$0	$3,245,797
			670	Improvements other than Bldg	$1,683,489	$1,097,329	($23,000)	$1,074,329
			660	Land	$200,000	$200,000	$0	$200,000
			790	Miscellaneous	$1,145,079	$1,145,079	$0	$1,145,079
			650	Motor Vehicles	$0	$0	$0	$0
			390	Other Purchased Services	$0	$0	$0	$0
			680	Remodeling and Renovations	$18,290,568	$18,965,610	$136,737	$19,102,347
	7700	Central Services	640	Furniture Fixtures & Equipment	$0	$0	$0	$0
	7800	Pupil Transportation Services	650	Motor Vehicles	$3,904,020	$3,904,020	$0	$3,904,020
			680	Remodeling and Renovations	$0	$0	$0	$0
	7900	Operation Of Plant	680	Remodeling and Renovations	$0	$0	$0	$0
	9200	Debt Service	720	Interest	$0	$0	$0	$0
			710	Redemption of Principal	$112,320	$112,320	$0	$112,320
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	$6,222,083	$6,222,083	$0	$6,222,083
			910	Transfers to General Fund	$6,000,000	$6,000,000	$0	$6,000,000
380	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	$27,077,559	$24,927,504	$15,258	$24,942,762
			690	Computer Software	$0	$13,514	$0	$13,514
			640	Furniture Fixtures & Equipment	$0	$2,011,542	($15,258)	$1,996,284
			670	Improvements other than Bldg	$0	$0	$0	$0
			610	Library Books	$0	$0	$0	$0
			650	Motor Vehicles	$0	$0	$0	$0
			680	Remodeling and Renovations	$0	$125,000	$0	$125,000
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	$0	$0	$0	$0
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	$98,496	$0	$98,496
			640	Furniture Fixtures & Equipment	$0	$8,143	$0	$8,143
			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

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	9200	Debt Service	720	Interest	$0	$0	$0	$0
			710	Redemption of Principal	$0	$0	$0	$0
393	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	$31,272,049	$31,272,049	$0	$31,272,049
			680	Remodeling and Renovations	$0	$0	$0	$0
394	9700	Transfer Of Funds	910	Transfers to General Fund	$0	$1,011,557	$0	$1,011,557
395	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	$149,712	$149,712	$0	$149,712
398	7400	Facilities Aquisition & Const	620	Audiovisual Materials	$0	$0	$0	$0
			640	Furniture Fixtures & Equipment	$20,724	$20,724	$0	$20,724
			610	Library Books	$17,603	$17,603	$0	$17,603
399	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	$0	$0	$10,503	$10,503
			790	Miscellaneous	$10,819	$10,819	($32)	$10,787
			680	Remodeling and Renovations	$603,707	$603,707	$535,848	$1,139,555
Total Expenses					**$107,582,718**	**$108,980,095**	**$546,319**	**$109,526,414**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2024-2025
CAPITAL PROJECTS
FUND 396
Month Ending May 31, 2025

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
396	3410	Taxes	000	Revenue	$19,059,000	$19,059,000	$0	$19,059,000
	3430	Interest Incl Profit On Inves	000	Revenue	$300,737	$300,737	$0	$300,737
Total Revenue					**$19,359,737**	**$19,359,737**	**$0**	**$19,359,737**
396	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	$388,611	$607,466	($215,647)	$391,819
			640	Furniture Fixtures & Equipment	$722,555	$1,289,314	$1,500	$1,290,814
			670	Improvements other than Bldg	$9,674,882	$8,632,847	($182,554)	$8,450,293
			790	Miscellaneous	$1,074,142	$1,074,142	$0	$1,074,142
			680	Remodeling and Renovations	$21,208,356	$21,464,777	$396,701	$21,861,478
	9200	Debt Service	710	Redemption of Principal	$0	$0	$0	$0
Total Expenses					**$33,068,546**	**$33,068,546**	**$0**	**$33,068,546**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2024-2025
DEBT SERVICE
FUND 2XX
Month Ending May 31, 2025

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
222	3340	Other State Revenues	000	Revenue	$218,325	$218,325	$0	$218,325
	3430	Interest Incl Profit On Inves	000	Revenue	$1,000	$1,000	$0	$1,000
292	3430	Interest Incl Profit On Inves	000	Revenue	$0	$0	$0	$0
293	3430	Interest Incl Profit On Inves	000	Revenue	$0	$0	$0	$0
294	3430	Interest Incl Profit On Inves	000	Revenue	$0	$0	$0	$0
	3630	Transfer From Capital Projects	000	Revenue	$4,606,523	$4,606,523	$0	$4,606,523
299	3630	Transfer From Capital Projects	000	Revenue	$1,615,549	$1,615,549	$0	$1,615,549
Total Revenue					**$6,441,397**	**$6,441,397**	**$0**	**$6,441,397**
210	9200	Debt Service	710	Redemption of Principal	$0	$0	$0	$0
			720	Interest	$0	$0	$0	$0
			730	Dues and Fees	$0	$0	$0	$0
222	9200	Debt Service	710	Redemption of Principal	$150,000	$150,000	$0	$150,000
			720	Interest	$68,325	$68,325	$0	$68,325
			730	Dues and Fees	$1,000	$1,000	$0	$1,000
290	9200	Debt Service	710	Redemption of Principal	$0	$0	$0	$0
			720	Interest	$0	$0	$0	$0
			730	Dues and Fees	$3,700	$3,700	$0	$3,700
292	9200	Debt Service	710	Redemption of Principal	$0	$0	$0	$0
			720	Interest	$0	$0	$0	$0
			730	Dues and Fees	$441	$7,441	$0	$7,441
293	9200	Debt Service	710	Redemption of Principal	$0	$0	$0	$0
			720	Interest	$0	$0	$0	$0
			730	Dues and Fees	$441	$441	$0	$441
294	9200	Debt Service	710	Redemption of Principal	$1,975,000	$1,975,000	$0	$1,975,000
			720	Interest	$2,626,524	$2,626,524	$0	$2,626,524
			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	$1,561,561	$1,561,573	$0	$1,561,573
			720	Interest	$53,989	$53,994	$0	$53,994
			730	Dues and Fees	$0	$0	$0	$0
Total Expenses					**$6,445,981**	**$6,452,996**	**$0**	**$6,452,996**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2024-2025
SPECIAL REVENUE FOOD SERVICE
FUND 410
Month Ending May 31, 2025

Func	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
		National School Lunch Act				
3260	000	Revenue	$17,249,092	$17,249,092	$0	$17,249,092
		Categorical State Sources				
3330	000	Revenue	$145,000	$145,000	$0	$145,000
		Interest Incl Profit On Inves				
3430	000	Revenue	$250,000	$250,000	$0	$250,000
		Gifts Grants & Bequests				
3440	000	Revenue	$0	$0	$0	$0
		Food Services				
3450	000	Revenue	$4,956,418	$4,956,418	$0	$4,956,418
		Misc Local Resources				
3490	000	Revenue	$5,000	$5,000	$0	$5,000
Total Revenue			**$22,605,510**	**$22,605,510**	**$0**	**$22,605,510**
		Basic FEFP K-12				
5100	100	Salaries	$0	$0	$0	$0
	200	Employee Benefits	$0	$0	$0	$0
		Food Services				
7600	100	Salaries	$7,329,812	$7,329,812	$31,748	$7,361,560
	200	Employee Benefits	$3,249,623	$3,249,623	$7,807	$3,257,430
	300	Purchased Services	$401,284	$384,484	($700)	$383,784
	400	Energy Services	$175,500	$175,500	$539	$176,039
	500	Material and Supplies	$12,943,644	$12,973,344	$112,856	$13,086,200
	600	Capital Outlay	$412,275	$385,826	($152,250)	$233,576
	700	Other	$275,000	$275,000	$0	$275,000
		Central Services				
7700	100	Salaries	$0	$12,420	$0	$12,420
	200	Employee Benefits	$0	$1,129	$0	$1,129
		Operation Of Plant				
7900	100	Salaries	$0	$0	$0	$0
	200	Employee Benefits	$0	$0	$0	$0
Total Expenses			**$24,787,139**	**$24,787,139**	**$0**	**$24,787,139**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2024-2025
SPECIAL REVENUE OTHER
FUND 42X
Month Ending May 31, 2025

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
3201	**Vocational Ed**				
3201	Revenue	$321,277	$383,336	$0	$383,336
3220	**Workforce Investment Act**				
3220	Revenue	$407,644	$596,549	$0	$596,549
3226	**Eisenhower Math And Science**				
3226	Revenue	$4,318,999	$1,368,169	$0	$1,368,169
3230	**I.D.E.A.**				
3230	Revenue	$12,499,330	$15,113,174	$20,000	$15,133,174
3240	**Title I - Elem & Secondary Edu**				
3240	Revenue	$7,919,891	$9,616,315	$0	$9,616,315
3241	**Title III**				
3241	Revenue	$353,442	$376,271	$0	$376,271
3242	**Title IV**				
3242	Revenue	$787,092	$789,055	$0	$789,055
3290	**Other Federal Thru State**				
3290	Revenue	$97,167	$179,342	$0	$179,342
3450	**Food Services**				
3450	Revenue	$0	$0	$0	$0
3290	**Other Federal Thru State**				
3290	Revenue	$55,000	$55,000	$0	$55,000
3430	**Interest Incl Profit On Inves**				
3430	Revenue	$0	$0	$0	$0
Total Revenue		**$26,759,842**	**$28,477,211**	**$20,000**	**$28,497,211**
5000	**Instruction**				
100	Salaries	$8,044,159	$8,678,407	($459)	$8,677,948
200	Employee Benefits	$3,016,552	$3,122,225	$5,489	$3,127,715
300	Purchased Services	$924,292	$947,697	$178,423	$1,126,120
400	Energy Services	$0	$0	$0	$0
500	Material and Supplies	$2,584,765	$1,833,568	$70,272	$1,903,840
600	Capital Outlay	$1,258,525	$1,997,389	$30,348	$2,027,737
700	Other	$78,536	$78,055	$0	$78,055
6100	**Student Personnel Services**				
100	Salaries	$1,046,118	$1,038,873	($9,605)	$1,029,268
200	Employee Benefits	$382,443	$383,776	$2,998	$386,773
300	Purchased Services	$92,977	$91,276	$0	$91,276
500	Material and Supplies	$0	$0	$5,720	$5,720
600	Capital Outlay	$17,771	$17,771	$3,000	$20,771
700	Other	$1,008	$305	$250	$555
6110	**Social Work**				
200	Employee Benefits	$22,429	$18,808	$0	$18,808
300	Purchased Services	$1,500	$1,448	$0	$1,448

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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
600	Capital Outlay	$0	$0	$0	$0
700	Other	$0	$0	$0	$0
6150	**Parent Involvement**				
100	Salaries	$89,212	$109,952	$339	$110,291
200	Employee Benefits	$20,597	$35,113	$77	$35,190
300	Purchased Services	$81,920	$89,016	$260	$89,276
400	Energy Services	$0	$150	$250	$400
500	Material and Supplies	$92,205	$127,778	$587	$128,364
600	Capital Outlay	$0	$1,298	$0	$1,298
700	Other	$0	$0	$0	$0
6200	**Instructional Media**				
100	Salaries	$0	$132	$0	$132
200	Employee Benefits	$0	$27	$3	$30
500	Material and Supplies	$0	$0	$0	$0
600	Capital Outlay	$0	$4,256	$0	$4,256
6300	**Inst & Curric Dev Services**				
100	Salaries	$1,912,077	$1,901,180	$28,141	$1,929,321
200	Employee Benefits	$717,739	$719,658	$0	$719,658
300	Purchased Services	$32,762	$31,627	$0	$31,627
500	Material and Supplies	$25,013	$25,085	$0	$25,085
600	Capital Outlay	$7,910	$7,910	$0	$7,910
700	Other	$0	$4,788	$1,800	$6,588
6400	**Inst Staff Training Services**				
100	Salaries	$924,464	$1,604,096	($27,141)	$1,576,956
200	Employee Benefits	$305,936	$458,340	$0	$458,340
300	Purchased Services	$2,501,638	$632,398	$2,070	$634,468
500	Material and Supplies	$1,589,732	$304,043	$468	$304,511
600	Capital Outlay	$1,592	$14,061	$4,000	$18,061
700	Other	$16,698	$32,172	$0	$32,172
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	$877,714	$1,015,788	($34,622)	$981,166
7300	**School Administration**				
100	Salaries	$0	$894	$0	$894
200	Employee Benefits	$0	$203	$0	$203
600	Capital Outlay	$0	$3,224	$0	$3,224
7400	**Facilities Aquisition & Const**				
600	Capital Outlay	$0	$0	$0	$0
7600	**Food Services**				
100	Salaries	$0	$306	$0	$306
200	Employee Benefits	$0	$69	$0	$69

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7700	**Central Services**				
100	Salaries	$7,000	$9,000	$0	$9,000
200	Employee Benefits	$1,593	$2,047	$0	$2,047
300	Purchased Services	$13,500	$18,945	($2,050)	$16,895
7800	**Pupil Transportation Services**				
100	Salaries	$0	$0	$0	$0
200	Employee Benefits	$0	$0	$0	$0
300	Purchased Services	$67,945	$124,049	$35,352	$159,401
400	Energy Services	$0	$2,988,033	($275,970)	$2,712,063
7900	**Operation Of Plant**				
100	Salaries	$186	$366	$0	$366
200	Employee Benefits	$0	$108	$0	$108
300	Purchased Services	$0	$400	$0	$400
500	Material and Supplies	$0	$460	$0	$460
600	Capital Outlay	$1,354	$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**				
100	Salaries	$0	$541	$0	$541
200	Employee Benefits	$0	$123	$0	$123
300	Purchased Services	$0	$0	$0	$0
9100	**Community Services**				
500	Material and Supplies	$0	$0	$0	$0
Total Expenses		**$26,759,862**	**$28,477,234**	**$20,000**	**$28,497,234**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2024-2025
SPECIAL REVENUE OTHER
FUND 44X
Month Ending May 31, 2025

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
3271	**CARES Act ESSER**				
3271	Revenue	$2,215,754	$2,215,754	$0	$2,215,754
Total Revenue		**$2,215,754**	**$2,215,754**	**$0**	**$2,215,754**
5000	**Instruction**				
100	Salaries	$443,106	$559,091	$0	$559,091
200	Employee Benefits	$23,255	$82,428	$0	$82,428
300	Purchased Services	$242,164	$194,109	$0	$194,109
500	Material and Supplies	$667,402	$488,245	$0	$488,245
600	Capital Outlay	$181,387	$160,821	$0	$160,821
700	Other	$2,319	$899	$0	$899
6100	**Student Personnel Services**				
100	Salaries	$41,525	$46,048	$0	$46,048
200	Employee Benefits	$0	$1,029	$0	$1,029
300	Purchased Services	$1,023	$6,523	$0	$6,523
500	Material and Supplies	$1,111	$1,141	$0	$1,141
600	Capital Outlay	$48,485	$48,485	$0	$48,485
700	Other	$350	$550	$0	$550
6110	**Social Work**				
200	Employee Benefits	$22,337	$22,487	$0	$22,487
6130	**Health Services**				
300	Purchased Services	$3,818	$3,818	$0	$3,818
500	Material and Supplies	$3,963	$3,963	$0	$3,963
6150	**Parent Involvement**				
100	Salaries	$338	$0	$0	$0
200	Employee Benefits	$72	$0	$0	$0
300	Purchased Services	$12,525	$50	$0	$50
400	Energy Services	$1,100	$1,100	$0	$1,100
500	Material and Supplies	$18,715	$600	$0	$600
600	Capital Outlay	$3,184	$3,184	$0	$3,184
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	$0	$0	$0	$0
200	Employee Benefits	$794	$869	$0	$869
300	Purchased Services	$409	$1,109	$0	$1,109
500	Material and Supplies	$0	$0	$0	$0
600	Capital Outlay	$0	$0	$0	$0
700	Other	$0	$29,238	$0	$29,238
6400	**Inst Staff Training Services**				

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100	Salaries	$0	$0	$0	$0
200	Employee Benefits	$0	$0	$0	$0
300	Purchased Services	$5,001	$11,350	$0	$11,350
500	Material and Supplies	$28,353	$1,867	$0	$1,867
700	Other	$0	$0	$0	$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	$43,712	$37,027	$0	$37,027
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	$102,933	$102,933	$0	$102,933
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	$0	$0	$0	$0
200	Employee Benefits	$0	$0	$0	$0
500	Material and Supplies	$0	$0	$0	$0
600	Capital Outlay	$0	$0	$0	$0
7800	**Pupil Transportation Services**				
100	Salaries	$0	$0	$0	$0
200	Employee Benefits	$5,738	$0	$0	$0
300	Purchased Services	$0	$0	$0	$0
400	Energy Services	$289,116	$365,597	$0	$365,597
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
500	Material and Supplies	$1,425	$74	$0	$74
600	Capital Outlay	$0	$0	$0	$0
8100	**Maintenance Of Plant**				
100	Salaries	$0	$0	$0	$0
200	Employee Benefits	$0	$0	$0	$0
8200	**Administrative Technology Svcs**				
100	Salaries	$0	$0	$0	$0

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200	Employee Benefits	$0	$0	$0	$0
9100	**Community Services**				
100	Salaries	$0	$0	$0	$0
200	Employee Benefits	$0	$0	$0	$0
700	Other	$20,125	$41,125	$0	$41,125
Total Expenses		**$2,215,785**	**$2,215,760**	**$0**	**$2,215,760**

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June 26, 2025 - Regular School Board Meeting

Title

C19 - Approve the 2025-2026 District's Property/Casualty/Active Assailant Insurance renewal submitted by Arthur J. Gallagher & Co. (broker)

Description

Annual renewal of the District's Property/Casualty/Active Assailant Insurance policies

Gap Analysis

Annually, the District comprehensively analyzes its current insurable property and personnel. Our broker (Arthur J. Gallagher) obtains competitive quotes based on current insurance trends and needs for the next fiscal year. The goal is to obtain the best coverage possible while maintaining a manageable budget. This year, the policy includes renewal for Property, General Liability, Auto Liability, School Leaders, Employment Practices Liability, Workers' Compensation, Crime, Cyber Risk, Boiler & Machinery, Storage Tank Liability, and Active Assailant Liability.
Based on the proposed modification to the overall program, the cost of the 25-26 renewal will increase by 4.38% with no adjustments made to any deductibles. The following chart represents the different options.

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Previous Outcomes

It is a standard operating practice to negotiate and present insurance renewals for approval based on needs, trends, and financial availability.
2016-2017 - $1,040,615
2017-2018 - $1,045,627
2018-2019 - $1,095,983
2019-2020 - $1,160,753
2020-2021 - $1,229,394
2021-2022 - $1,347,185
2022-2023 - $1,629,327
2023-2024 - $2,113,804
2024-2025 - $2,070,704

Expected Outcomes

To approve the Superintendent's recommendation to renew the 2024-2025 Property & Casualty Insurance Program.
The Superintendent recommends Option #2, $2,161,396, a 4.38% increase to the overall liability plan. This increase is primarily due to the rise in our property values and the present market condition for this type of insurance coverage.

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

To obtain approval of the Superintendent's recommendation of the District's Property, Liability, and Active Assailant insurance policies as presented.

Contact

Dawn Posey, Assistant Superintendent for Business Affairs 336-6721 dawn.posey@myoneclay.net
Chris Isais, Supervisor of Risk and Employee Benefits 336-6745 christina.deeleyisais@myonceclay.net

Financial Impact

Estimated increase of $90,692 compared to prior year premiums funded through the Self Insurance Program.

Review Comments

Attachments

- Clay County Schools Premium Summary.pdf
- Clay County Schools Renewal Presentation FINAL.pdf

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Premium Summary

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	#1	#2	#3
	Expiring	Renewal	Increasing Excess WC SIR to $600,000
Description	2024-2025	2025-2026	2025-2026
School Board Package	$489,950	$579,000	$579,000
Excess Property	$1,247,812	$1,274,245	$1,274,245
Active Assailant	$30,000	$30,000	$30,000
B&M	$21,285	$24,776	$24,776
Excess WC	$159,779	$148,115	$130,892
Storage Tank	$5,272	$5,530	$5,530
Student Accident	$12,049	$12,776	$12,776
Special Risk	$44,148	$26,500	$26,500
Total Cost before fees	**$2,010,295**	**$2,100,942**	**$2,083,719**
Florida Surcharges/ FEMA Fees	$251	$288	$288
TRIA	$158	$166	$166
AJG Risk Management Fee	$60,000	$60,000	$60,000
Total Cost after fees	**$ 2,070,704**	**$2,161,396**	**$2,144,173**
Total ▲ over expiring ($)		**$90,692**	**$73,469**
Total ▲ over expiring (%)		**4.38%**	**3.55%**

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Important Notes
Regarding Your Renewal

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1. The School Boards program has been marketed to ensure that pricing and coverage are consistent with market conditions;
   - 42 Markets approached,
   - 15 Quotes received,
   - Several markets still reviewing submission.
2. Renewal rates have improved significantly year over year and are competitive in the market; Increase in premium is a result of exposure increases.
3. Column #1 is the Expiring Program
4. Column #2 is the renewal program. All terms, conditions, limits, retentions remain the same
5. Column # 3 increases the Excess Workers Compensation SIR from $500,000 to $600,000. Every other policy remains the same

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Clay County School District
Property and Casualty Renewal Update

Arthur J Gallagher Risk Management Services, LLC

Presented by:

Jori L. Van der Voort, ARM
Area Senior Vice President
As of June 17, 2025

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Gallagher CORE360

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State of the Market

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Property

- The hard property market began to ease in the first half of 2024 and rates began declining in Q3 and Q4
- The expansion of insurance capacity, across most industry segments, and throughout shared and layered programs is resulting in increased competition
- Policy terms are generally stable with greater consistency across policies – pressure continues to increase deductibles
- Insurers' strong financial performance and reinsurance market stability is fueling both increased risk appetite and capacity deployment
- While most accounts are experiencing flat rates or rate decreases, certain industry segments are facing increased scrutiny
- Events generating above average losses could impact the current trend. We are keeping an eye on the potential impact of the L.A. wildfires which were recently estimated to be a $50-60B insured loss event
- While we are seeing small to mid double-digit reductions in property, much of that depends on the increases in the last two years.
- Continued scrutiny on buildings constructed prior to 2000. Buildings built to recent wind standards are being favored by the marketplace.

Note: These general market observations are provided as a high-level guide for overall expectations, but actual results are highly dependent on individual account performance and historical profitability with insurers.

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State of the Market

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Casualty

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- **General Liability:** A more moderate market is emerging with minimal rate increases anticipated unless driven by loss individual experience. This line should be fairly stable in 2024.
- **Auto Liability**: This line continues to see rate increases, particularly on excess limits, which insurers are looking to manage due to outsized verdicts in many jurisdictions
- **Sexual Abuse and Molestation:** Coverage continues to be difficult to place with limits being slashed and retentions increasing.
- **School Leaders Errors & Omissions and Employment Practices:** The marketplace continues to see nominal rate increases with some carriers implementing new restriction. Federal claims continue to drive many of the losses in these coverages. Influences include the uncertainty of jury awards, social inflation, third party litigation as well as changes to tort protections.
- **Excess Workers Compensation:** No new insurers entering this market segment. As rates have risen, a little more competition amongst the few players in this space. While claims frequencies continue declining, catastrophic claims continue to grow at unprecedented rates, primarily driven by increased medical costs and enhanced medical technologies.
- **Cyber:** Cyber claims activity picked up again in the second and third quarters. The MOVEit hack caused widespread ransomware losses, however this line is seeing moderate rate reductions. The CrowdStrike software glitch has also caused concern amongst insurers.

Note: These general market observations are provided as a high-level guide for overall expectations, but actual results are highly dependent on individual account performance and historical profitability with insurers.

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Renewal Exposures

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Property Exposures	2024-2025	2025-2026	Diff
Building/Walkways and Portables	$1,183,501,927	$1,489,239,982	26%
Miscellaneous	$3,058,405	$3,058,405	0%
Personal Property (Furniture & Equipment)	$34,739,358	$34,739,358	0%
Software	$3,255,705	$3,255,705	0%
Audiovisual	$1,306,635	$1,306,635	0%
Vehicles	$37,206,332	$37,206,332	0%
Seats & Scoreboards	$5,717,669	$7,107,279	24%
Total	**$1,268,786,031**	**$1,575,913,695**	24%

Casualty Exposures	2024-2025	2025-2026	Diff
GOE	$363,964,548	$381,919,548	5%
Total Payroll	$247,719,092	$229,635,598	-7%
Students	37,226	41,546	12%
Vehicles	670	646	-4%
Employees	5,394	5,000	-7%

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Marketing Highlights

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- 42 companies/programs approached on your behalf
- Leveraged relationships and market capacity to obtain best pricing and coverage available in current market conditions
- 15 provided quotes/indications for various lines and layers of coverage. Many carriers still reviewing your submission
- Considered various retention levels, limits, and sublimits to provide the District a comprehensive and cost effective risk management program

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Risk Management Control Continuum

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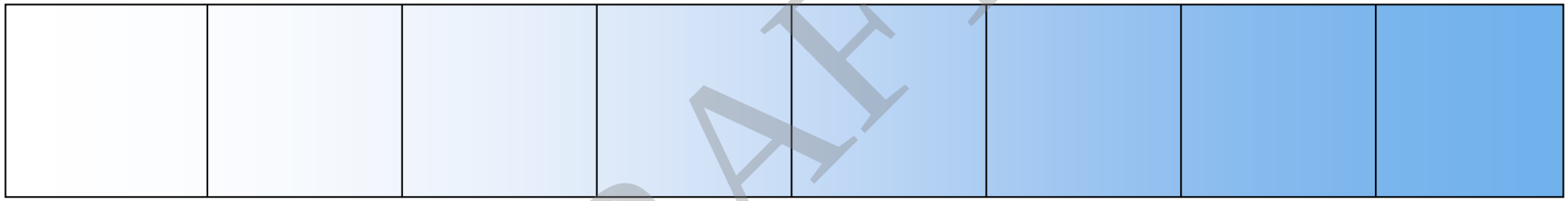
Less Control ***Greater Control***



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Conventional Insurance Program	Safety Dividend Program	Large Deductible Retro-Plan	Protected Self-insurance (Aggregate Protection)	Specific Excess Insurance (No Aggregate)	Rent-A-Captive	Captive or RRG	Pure Self-Insurance
				Clay County District Schools			

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2025-2026 Property and Casualty Program

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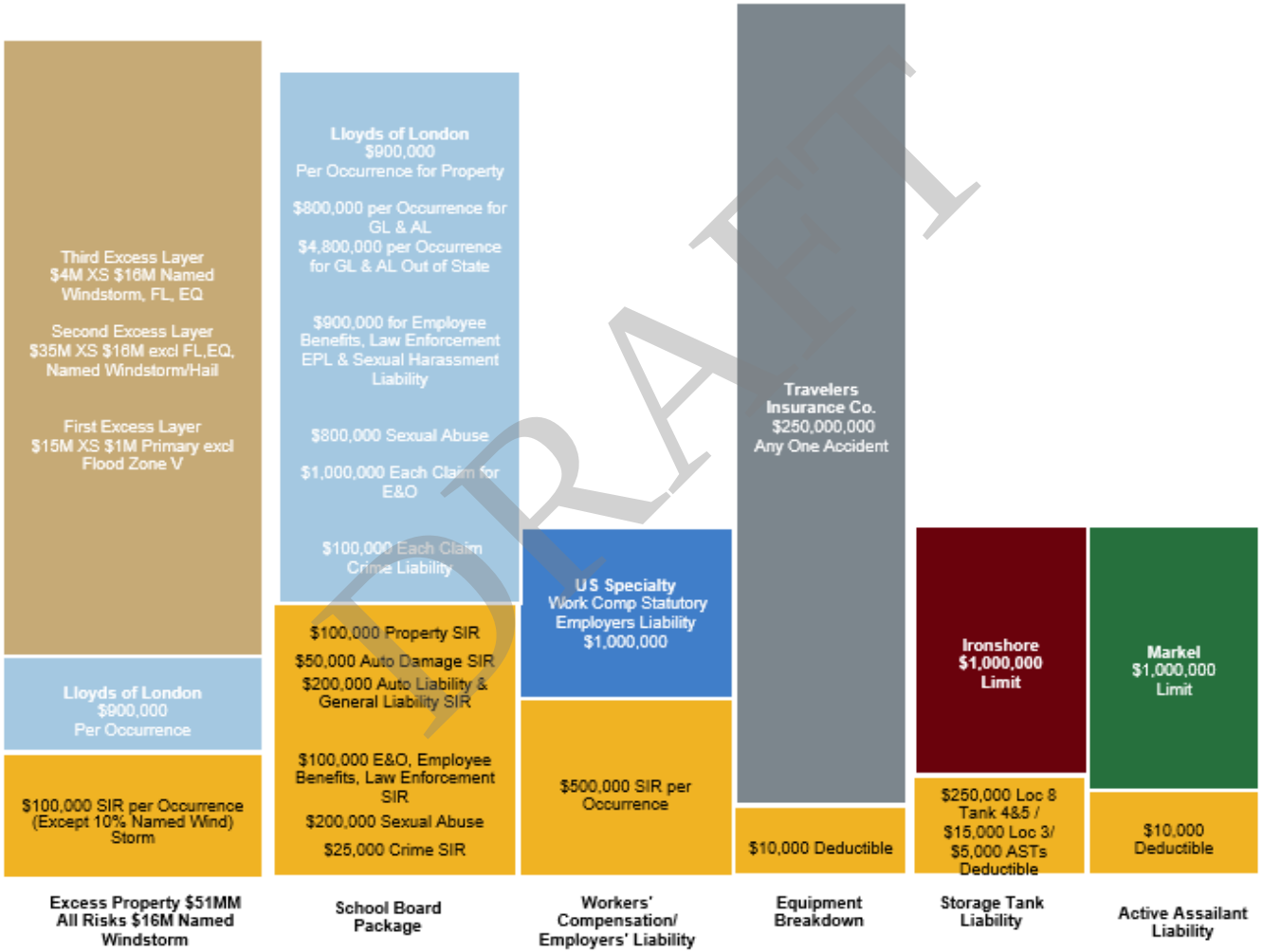

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Please note that coverages are not drawn to scale and actual policy verbiage should be consulted for coverage terms and conditions

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Premium Summary

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	#1	#2	#3
	Expiring	Renewal	Increasing Excess WC SIR to $600,000
Description	**2024-2025**	**2025-2026**	**2025-2026**
School Board Package	$489,950	$579,000	$579,000
Excess Property	$1,247,812	$1,274,245	$1,274,245
Active Assailant	$30,000	$30,000	$30,000
B&M	$21,285	$24,776	$24,776
Excess WC	$159,779	$148,115	$130,892
Storage Tank	$5,272	$5,530	$5,530
Student Accident	$12,049	$12,776	$12,776
Special Risk	$44,148	$26,500	$26,500
Total Cost before fees	**$2,010,295**	**$2,100,942**	**$2,083,719**
Florida Surcharges/ FEMA Fees	$251	$288	$288
TRIA	$158	$166	$166
AJG Risk Management Fee	$60,000	$60,000	$60,000
Total Cost after fees	**$ 2,070,704**	**$2,161,396**	**$2,144,173**
Total ▲ over expiring ($)		**$90,692**	**$73,469**
Total ▲ over expiring (%)		**4.38%**	**3.55%**

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Important Notes Regarding Your Renewal

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1. The School Boards program has been marketed to ensure that pricing and coverage are consistent with market conditions;
   - 42 Markets approached,
   - 15 Quotes received,
   - Several markets still reviewing submission.
2. Renewal rates have improved significantly year over year and are competitive in the market; Workers Compensation rate is Flat. Excess Property rate has decreased 18%, while property values increased 24%
3. Premium increases are due to the 24% TIV increases
4. Column #1 is the Expiring Program
5. Column #2 is the renewal program. All terms, conditions, limits, retentions remain the same
6. Column # 3 increases the Excess Workers Compensation SIR from $500,000 to $600,000. Every other policy remains the same

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June 26, 2025 - Regular School Board Meeting

Title

C20 - DELETION OF CERTAIN ITEMS REPORT June, 2025

Description

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

Gap Analysis

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

Previous Outcomes

N/A

Expected Outcomes

Property Records followed State mandate on trackable assets, Chapter 274.05

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 - June, 2025 as submitted

Contact

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

Financial Impact

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

Review Comments

Attachments

- DELETION ANALYSIS JUNE 2024- 2025.pdf
- Deletion Report June 2025.pdf

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Monthly Deletion Analysis / JUNE 2024 2025			
Cost Center	**Asset**	**Item, Reason for Deletion**	**Type of Deletion**
GCJ - 0021	00096790	ECHARGER CADDY / BROKEN	D5
	00096931	ECHARGER CADDY / BROKEN	D5
LJH - 0351	00086966	REFRIGERATOR: REACH-IN / BROKEN	D5
MHS - 0391	18000100	TOOL:SCAN ETHOS PLUS-SNAP ON / BROKEN	D1
SAFETY & SECURITY - 9022	18100278	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
	20100042	LAPTOP: DELL LATITUDE 5420 RUG / BROKEN	D1

D1 = PARTED OUT/JUNK

D5 = SURPLUS SALES

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 06/30/2025

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value
LCTN	**0021**	**GREEN COVE SPRINGS JUNIOR HIGH**					
Surplus Sale	00096790	ECHARGER CADDY W/16 SIDEKICK B	Furniture,Fixtures & Equipment	12/18/2008	06/09/2025	3,560.00	0.00
Surplus Sale	00096931	ECHARGER CADDY W/16 SIDEKICK B	Furniture,Fixtures & Equipment	12/18/2008	06/09/2025	3,560.00	0.00
						7,120.00	**0.00**
LCTN	**0351**	**LAKESIDE JUNIOR HIGH**					
Surplus Sale	00086966	REFRIGERATOR: TRAULSEN REACH-I	Furniture,Fixtures & Equipment	09/22/2005	06/09/2025	5,745.15	0.00
						5,745.15	**0.00**
LCTN	**0391**	**MIDDLEBURG HIGH**					
Junk/Parts	18000100	TOOL:SCAN ETHOS PLUS-SNAP ON E	Furniture,Fixtures & Equipment	10/12/2017	06/09/2025	1,256.25	179.46
						1,256.25	**179.46**
LCTN	**9022**	**SAFETY AND SECURITY**					
Junk/Parts	18100278	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	06/09/2025	1,219.97	0.00
Junk/Parts	20100042	LAPTOP: DELL LATITUDE 5420 RUG	Furniture,Fixtures & Equipment	09/19/2019	06/09/2025	2,217.40	0.00
						3,437.37	**0.00**

Total Furniture	Total Vehicles	Total Audio Visual	Total Software	Totals for Deletion Report	
17,558.77	**0.00**	**0.00**	**0.00**	**17,558.77**	**179.46**

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)

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June 26, 2025 - Regular School Board Meeting

Title

C21 - Contract Renewal – Benefitfocus Agreement for Web Based Enrollment and Eligibility Management System RFP # 18-BA-123

Description

Contract Renewal – Benefitfocus Agreement for Web Based Enrollment and Eligibility Management System RFP #18-BA-123: Contract Period is July 18, 2025 through July 17, 2030. The contract period is for five (5) years and includes a $40,000 non-refundable credit each year during the Renewal Subscription Term to be used towards Benefitfocus Benefitplace/Marketplace recurring services.

Gap Analysis

The District requires contractors to provide services to ensure our ??facilities and equipment are maintained and functional. The District requires vendors to provide products to ensure our students and staff receive the services, and or products to meet their needs.

Previous Outcomes

Original Bid was Board approved and has been used successfully during the past term to provide quality services and products to the district.

Expected Outcomes

Upon approval by the Board, we expect the contractors and vendors to provide quality services and products at the terms and conditions listed in the Bid.

Strategic Plan Goal

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

Recommendation

Contract Renewal – Benefitfocus Agreement for Web Based Enrollment and Eligibility Management System:

-Benefitfocus, 100 Beneditfocus Way, Charleston, SC 29492

Contact

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

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Financial Impact

The total estimated expenditure for the five (5) year contract is $238,410. Estimated annual spend of $47,682 from General Revenue.

BenefitFocus/VOYA Expenditure Cost Covered by The School Board of Clay County:
HSA Administration PEPM $0.25 Estimated Annual Calculation $951 5 Year Calculation $4,755
FSA / DCFSA Administration PEPM $2.75 Estimated Annual Calculation $16,731 5 Year Calculation $83,655
ACA TANGO Administration PEPM $6.00 Estimated Annual Calculation $30,000 5 Year Calculation $150,000

BenefitFocus/VOYA Expenditure Cost Covered by The Bailey Group/NFP:
FTE/Active BenefitFocus Web Based Enrollment PEPM $2.28 Estimated Annual Calculation $167,700.00 5 Year Calculation $838,500.00
Retiree BenefitFocus Web Based Enrollment PEPM $2.28 Estimated Annual Calculation $35,568.00 5 Year Calculation $177,840.00
COBRA Administration PEPM $0.50 Estimated Annual Calculation $28,800.00 5 Year Calculation $144,000.00

Review Comments

Attachments

- 250177 Benefitfocus - Order Form for Renewals & New Retiree & incorporate HSA, FSA, DCA Order Form 6.9.2025.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250177
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:
6/26/2025
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
☐ Must Have Board Approval over $100,000.00

Date Submitted: 6/5/2025 original date 4/25/2025

Name of Contract Initiator: Chris Deeley-Isais / Bertie Staefe Telephone #: 336-6747

School/Dept Submitting Contract: Insurance Cost Center # 9053 / 9050

Vendor Name: Benefitfocus

Contract Title: Renewal Addendum via Order Form + New Retiree, Include HSA, FSA, DCA Order Form

Contract Type: New ☐ Renewal ☒ Amendment ☐ Extension ☐ Previous Year Contract # 240240, 240157, 230013, 180423

Contract Term: 7/19/2025 - 7/18/2030 Renewal Option(s): Yes via Order Forms

Contract Cost: Varies based Enrollment

☐ **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)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	FLDOE 6A-1.012 (14) Information Technology / SBCC RFP 18-BA-123 Original Agreement allows for additional Order Forms thus Renewal Addendum via Order Form. Any additional Amendment would require re-write of contract per Benefitfocus Legal Dept.
School Board Attorney JPS 6/6/25 Review Date	Legally sufficient
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	DATE:_____Pending Signatures

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Benefitfocus®	**Order Form (Renewal Addendum)** CON-006127

Pursuant to the terms and conditions set forth in the Client Services Agreement ("Agreement") between Benefitfocus.com, Inc. ("Benefitfocus") and School Board of Clay County, Florida ("Client") (collectively the "Parties") and this Order Form, the Parties agree that Benefitfocus will provide to Client those Software Services identified herein. The Professional Services and/or Software functionality (as applicable) are defined in the applicable Order Form(s).

I. CLIENT INFORMATION	
1. Client Name:	School Board of Clay County, Florida
2. Address:	900 Walnut St, Green Cove Springs, FL, 32043-3129
3. Authorized User	N/A
4. Effective Date:	Upon date of second signature
5. Start of Renewal Subscription Term:	07-19-2025
6. End of Renewal Subscription Term:	07-18-2030
7. Benefitfocus Contact:	Mallory Morris
8. Client Contact (name, phone number, and email):	Christina Deeley-Isais, 9043366745, christina.deeleyisais@myoneclay.net
9. Invoice Contact (name, phone number, and email):	Christina Deeley-Isais, 9043366745, christina.deeleyisais@myoneclay.net
10. Duplicate Invoice: (Yes / N/A):	N/A
11. Duplicate Invoice Contact Information (name, phone number, and email):	N/A

II. FEES

A. **Recurring Services:**

Product Name:	**Invoice Frequency**	**Rate**	**Unit of Measure**	**Minimum Quantity**	**Minimum Annual Fee**
Benefitplace	Monthly	$2.28	Benefit Eligible Employee (Full)	4300	$117,648.00
Benefitplace – Retiree population	Monthly	$2.28	Retiree Population	1300	$35,568.00
ACA - Tango Pro	Annual	$6.00	Included Individual	5000	$30,000.00
COBRA Administration	Monthly	$0.50	Benefit Eligible Employee (Full)	4500	$27,000.00
Health Savings Accounts (10-01-2025 Target Go-Live Date)	Monthly	$0.25	Participant	N/A	N/A
Flexible Spending Accounts (10-01-2025 Target Go-Live Date)	Monthly	$2.75	Participant	N/A	N/A
Dependent Care Flexible Spending Accounts (10-01-2025 Target Go-Live Date)	Monthly	$2.75	Participant	N/A	N/A

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III. TERMS AND CONDITIONS

A. This Renewal Addendum reflects the entirety of the products and services to be renewed and provided by Benefitfocus as of the Start of Renewal Subscription Term. Except as expressly stated herein, all other terms and conditions of the applicable Order Form(s) shall remain in full force and effect. For the avoidance of doubt, the Benefitplace Retiree population is being added and is subject to the terms and conditions of the applicable Benefitplace Order Form, and the Services description is defined in the attached Appendix.

B. Notwithstanding anything contained in the Order Form to the contrary, the Rates set forth herein shall remain fixed through the End of Renewal Subscription Term. Thereafter, the fees are subject to increase as set forth in the Order Form.

C. Notwithstanding anything contained in the Agreement or Order Form to the contrary, in the event funds are not appropriated and budgeted by Client in any fiscal year for payment due under the Order Form, Client shall immediately, but in no event less than thirty (30) days prior to end of fiscal year, notify Benefitfocus of such occurrence and the Order Form shall terminate on the last day of the fiscal year for which an appropriation(s) was (were) received without penalty or expense to Client.

D. On the Start of Renewal Subscription Term, and each year thereafter during the Renewal Subscription Term, Benefitfocus will place a $40,000 non-refundable credit on Client's account to be used only towards Benefitfocus Benefitplace (formerly known as Marketplace) recurring services.

E. For the avoidance of doubt, the Health Savings Accounts, Flexible Spending Accounts and Dependent Care Flexible Spending Accounts contracted under the Order Form dated April 23, 2025 have a Target Go-Live date of October 1, 2025, which is the Start of the Initial Subscription Term thereunder.

IN WITNESS WHEREOF, the Parties have caused this Renewal Addendum to be executed by their respective authorized representatives, in multiple counterparts, each of which when executed will be deemed to be an original but all of which taken together will constitute one and the same agreement.

BENEFITFOCUS.COM, INC.		**School Board of Clay County, Florida**	
By:	_____	By:	_____
Print:	_____	Print:	Erin Skipper
Title:	_____	Title:	Board Chair
Date:	_____	Date:	_____

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This Appendix defines a high-level overview of the functionality of the Software Services selected in the Order Form between Client and Benefitfocus. To the extent applicable, detailed functionality for the Software Services, subject to warranty claims, is defined in applicable documentation.

I. BENEFITFOCUS BENEFITPLACE ("BENEFITPLACE") ONGOING SERVICES FOR RETIREE POPULATION:

A. Summary of Benefitplace Functionality:
1. Content Manager:
a. An online, Client-branded internet portal utilizing a unique URL providing the ability to create and provide content that engages employees, which includes, content libraries and tools (including Frequently Asked Questions, RSS feeds, to-do lists, and training libraries)
2. Online Benefit Enrollment:
a. Online enrollment for Client's benefits as defined in discovery or as may be amended via Change Request Order Form and consisting of:
i. Participants are able to enter or change personal and demographic information, benefit elections and life events and access information on their benefits and carriers.
ii. HR Administrator tasks (in addition to employee tasks) are able to add/terminate/rehire employees as well as add, change, or cancel COBRA elections as well as other administrative functions
b. Enablement and display of third-party service provider products from the Benefitsplace Benefit Catalog to participants.
c. Client acknowledges agrees that:
i. Benefitfocus and/or its wholly owned subsidiary, Benefitstore, Inc., may receive compensation for placement of certain Benefitsplace products
ii. Notwithstanding anything to the contrary stated within the Agreement, Benefitfocus may use Client Data, including, but not limited to contact, demographic, beneficiary and dependent information and information regarding previously enrolled benefits to market and provide other Services to Client's current and terminated participants.
3. Reporting Library:
a. A tool that enables HR Administrators to generate and view reports of employee benefit-related data.
4. Event driven notifications:
a. Benefitplace provides email and SMS text messaging capabilities through the use of event driven messaging framework, allowing HR Administrators to send scheduled messages, confirmation messages and event-based messages to their participants
5. Data and HCM Integration:
a. Infrastructure for submission of benefit elections to Client's benefit providers, utilizing Benefitfocus standard file formats or Client submission of enrollment reports to Client's benefit providers (Client Self Service), as applicable and implemented
b. Infrastructure for import (new hires, terminations and category changes) and export (deduction amounts or codes) of data to and from Client's payroll system utilizing a file format developed by Benefitfocus, as applicable and implemented

B. Summary of Benefitplace Support Services:
1. Benefitplace technical services:
a. Monitoring of technical services, including system connectivity to the Internet, server capacity and configuration, application performance, power, failover and disaster recovery systems
b. Administration and maintenance of database configurations, disk space, and required hardware components
c. Staffing for 24/7 response to critical alerts. A "critical alert" is an error or other issue which materially degrades Client's use of the Software Services or causes serious disruption of Client's business function supported by the Software Services.
d. Liaison services with Client information technology departments, as required to provide the Software Services
2. Data Exchange and HCM Integration Suite Connect, and software configuration support:
a. Manage and monitor Data Exchange and HCM Integration Suite Connect data transmission, as implemented
b. Research and resolve data conflicts and errors, as applicable
c. Implement updates to Client's business rules, benefits configurations, and data exchange files implemented within the software upon instruction by Client
d. Manage and monitor Cost Estimator, as implemented
3. Application support:

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a. Application support including navigation, access assistance and issue reporting shall be provided by a Benefitfocus Benefits Administrator from 8:00 a.m. to 8:00 p.m. EST subject to Daylight Savings Time rules, Monday through Friday (excluding Benefitfocus holidays).

4. Ongoing software maintenance:
   a. Design and development of features, enhancements, and other updates for inclusion in software releases, patches, test environments, and documentation, user guides, training materials, and online help

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Benefitfocus®

Order Form
CON-006091

Pursuant to the terms and conditions set forth in the Client Services Agreement ("Agreement") between Benefitfocus.com, Inc. ("Benefitfocus") and School Board Of Clay County ("Client") (collectively the "Parties") and this Order Form, the Parties agree that Benefitfocus will provide to Client those Software Services identified herein. The Professional Services and/or Software functionality (as applicable) are defined in the attached appendices.

I. CLIENT INFORMATION

1. Client Name:	School Board Of Clay County
2. Address:	900 Walnut St, Green Cove Springs, FL, 32043-3129
3. Authorized User	N/A
4. Effective Date:	Upon date of second signature
5. Benefitfocus Contact:	Mallory Morris
6. Target Go-Live Date:	10-01-2025
7. Start of Subscription Term:	10-01-2025
8. End of Subscription Term:	9-30-2030
9. End of Term (Implementation Services):	To the extent Implementation Services are in scope under this Order Form, the End of Term will be the sooner of: 1) the above End of Subscription Term; or 2) the actual date upon which Benefitfocus completes the Implementation Services.
10. Client Contact (name, phone number, and email):	Christina Deeley-Isais, 9043366745, christina.deeleyisais@myoneclay.net
11. Invoice Contact (name, phone number, and email):	Christina Deeley-Isais, 9043366745, christina.deeleyisais@myoneclay.net
12. Duplicate Invoice: (Yes / N/A):	N/A
13. Duplicate Invoice Contact Information (name, phone number, and email):	N/A

II. FEES

A. **Recurring Services:**

Product Name:	Invoice Frequency	Rate	Unit of Measure	Minimum Quantity	Minimum Annual Fee
Health Savings Accounts	Monthly	$0.25	Participant	N/A	N/A
Flexible Spending Accounts	Monthly	$2.75	Participant	N/A	N/A
Dependent Care Flexible Spending Accounts	Monthly	$2.75	Participant	N/A	N/A

III. ORDER FORM TERMS AND CONDITIONS:

1. **Recurring Services Fees.** Except as otherwise stated herein, the recurring services invoicing shall commence on the Start of

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Initial Subscription Term. Unless otherwise stated herein, Benefitfocus will invoice Client based upon the greater of: (i) Minimum Fee(s) stated herein; or (ii) the actual number of respective Unit(s) of Measure multiplied by the respective Rate. Except for delays solely caused by Benefitfocus, invoicing will commence upon the Start of Initial Subscription Term. For each day of delay caused solely by Benefitfocus, invoicing shall be delayed by an equal number of days.

2. At the End of the Initial Subscription Term of this Order Form, and any renewal term thereof, the recurring services hereunder shall automatically renew for additional one (1) year terms (each a "Renewal Term"), unless either party provides written notice of its intent to not renew not less than ninety (90) days prior to the end of the then current term. In the event Client wishes not to renew this Order Form, Client must give Benefitfocus written notice of intention to not renew according to the timeframes defined herein and prior to the expiration of the then-effective period. Any such notice must be sent to Benefitfocus by email to Legal1@Benefitfocus.com or as required by the Agreement. Notices sent to Benefitfocus via any other method are not effective and will not result in non-renewal of this Order Form.
3. The fees set forth in the Order Form will remain fixed for the first five years following the Start of Initial Subscription Term. Annually, thereafter, Benefitfocus will increase the Recurring Services fees on an annual basis by 3%.
4. To the extent this Order Form has recurring annual or quarterly services and Client experiences an increase in its employee population loaded within the *Benefitplace* by 5% or more, Benefitfocus will invoice Client for such increase in all PEPY/PEPQ fees at the applicable Rate. For the avoidance of doubt, calculation of an increase in employee populations will be conducted at each applicable employee category level (*e.g.,* Benefit Eligible Employees [Full], Benefit Eligible Employees [Voluntary Only] and Non-Benefit Eligible Employees) and will be pro-rated according to the number of months remaining in the then-current calendar year/quarter.
5. Client acknowledges that the recurring pricing herein is in material consideration for Client's agreement to enter into the multi-year subscription Term defined under this Order Form. To the extent Client is in material breach of the Agreement or this Order Form, Client shall be liable for the value of the fees for the remaining subscription Term.
6. Definitions (to the extent applicable to the services Client has selected):
    a. "Go-Live" is defined as the date that any benefit to be managed within the enrollment module is available for use by Client (or any Authorized Users) in a production environment.
    b. An "Additional Benefitplace Data Source for Initial Load" means a third-party data source that is used to complete the initial data load of Client's employee data within *Benefitplace* during the initial *Benefitplace* implementation.
    c. A "Vendor Data Interface" means a third party or Client-supplied data file source, which may include new, historical or replacement medical claim, prescription claim, eligibility and/or ancillary data file(s).
    d. A "Benefit Eligible Employee" term used without reference to "Full" or "Voluntary Only" means both Benefit Eligible Employee (Full) and Benefit Eligible Employee (Voluntary Only).
    e. A "Benefit Eligible Employee (Full)" means an employee that is eligible for at least one (1) medical, dental, vision, or other IRC Section 125 benefit type within the Benefitplace.
    f. A "Non-Benefit Eligible Employee" means an employee that is not eligible for enrollment in a benefit configured within the Benefitplace and is either, (i) provided access to the Employee Communication Portal component of the Benefitplace or (ii) not provided access to the Benefitplace and, if applicable, is loaded within the Benefitplace solely for the purpose of performing data transmission and/or reporting functions.
    g. An "Enrolled Employee with Dependent(s)" means a Client employee loaded within the Benefitplace that is enrolled in one or more configured benefit plans with a coverage level that includes at least one enrolled dependent.
    h. A "HCM Integration Suite Data Integration Interface" means one data transmission link that includes up to one (1) inbound employee demographic file from Client's HR indicative or payroll system for importing within the Benefitplace and one (1) outbound deduction file exported to Client's HR indicative or payroll system from the Benefitplace.
    i. A "Transmission Vendor Data Interface" means that an interface to transmit the applicable employee benefits data from Benefitfocus to the applicable vendor system is commercially available for enablement within *Benefitplace* and will be enabled, tested, and deployed within Client's production environment by Benefitfocus. This link also includes an API link made commercially available by Benefitfocus.
    j. A "Transmission Project Vendor Data Interface" means that the applicable vendor benefit type will be enabled as a Data Capture link; provided, however, that Benefitfocus will add such request to its EDI development queue in order to convert to a Transmission Vendor Data Interface.
7. Any term used in this Order Form that is not defined herein shall have the same meaning ascribed to such term in the Agreement.
8. Certain services under this Order Form may be performed by Benefitfocus or Benefitfocus' subcontractors and vendors located abroad and/or onshore. Notwithstanding any such services performed by third parties, Benefitfocus shall remain liable for all services performed hereunder.
9. Client agrees to reimburse Benefitfocus for reasonable travel expenses approved in advance by Client for Professional Services for the implementation of the selected Software Services and understands that travel is not included within the fees presented herein and is an additional charge, which shall be invoiced at cost to the Client.

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10. To the extent Client has selected for Benefitfocus to send a duplicate invoice in this Order Form, then, as a courtesy and convenience to Client, Benefitfocus agrees to provide a duplicate invoice, to make limited attempts to collect amounts due hereunder, and to accept payment under this Order Form. Such duplicate invoice shall not constitute a waiver of Client's obligation to pay for the Services and in the event of non-payment, Client shall remain liable for all amounts due hereunder.

IN WITNESS WHEREOF, the Parties have caused this Order Form to be executed by their respective authorized representatives, in multiple counterparts, each of which when executed will be deemed to be an original but all of which taken together will constitute one and the same agreement.

BENEFITFOCUS.COM, INC.

By: DocuSigned by: Suzan LoCascio 64FA4CA92CE5447...

Print: Suzan LoCascio

Title: Suzan LoCascio - AVP BU Controller

Date: April 23, 2025

School Board Of Clay County

By:

Print: DAWN POSEY

Title: Asst. Sup. of Bus. Affairs

Date: 4/23/25

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This Appendix defines a high-level overview of the functionality of the Software Services selected in the Order Form between Client and Benefitfocus. To the extent applicable, detailed functionality for the Software Services, subject to warranty claims, is defined in applicable documentation.

I. HEALTH SAVINGS ACCOUNT ADMINISTRATIVE SERVICES:

A. Health Savings Account Administration Definitions:

1. "Participant" means an employee of Client who has established an HSA with the HSA Custodian.
2. "Health Savings Account" or "HSA" shall have the same meaning as the "Health Savings Account" set forth in Code Section 223(d);
3. "HSA Custodial Services" means those services provided by Benefitfocus and the HSA Custodian to the Participant pursuant to the HSA Documents.
4. "HSA Custodian" means the bank, financial institution or other authorized non-bank custodian with whom Benefitfocus has entered into an agreement to provide HSA Custodial Services as set forth herein.
5. "HSA Documents" means the documents that govern the rights and obligations of the Participant, Benefitfocus and the HSA Custodian with regard to the HSA Custodial Services. This includes but is not limited to the Custodial Agreement entered into between the Participant, Benefitfocus and the HSA Custodian as well as any documents incorporated into and made a part of the Custodial Agreement by reference. Client acknowledges that it is not a party to the HSA Documents and that it has no rights under such documents.

B. Health Savings Account Administration Services;

1. Benefitfocus' affiliate company, Voya Benefits Company LLC, will be performing a portion, or all, of the Health Savings Account Administration Services defined hereunder. For purposes of this Appendix "Benefitfocus" means, as applicable, Voya and/or Benefitfocus.
2. Client understands and acknowledges that the HSA Services are due and payable by the Participant in accordance with the Custodial Agreement; however, Benefitfocus agrees to accept payment for the fees identified in the Order Form from Client on behalf of the Participants. Benefitfocus may amend these fees effective at the beginning of any Renewal Term in accordance with the Order Form. Client further understands that the Participants may be subject to other fees and charges charged by the HSA Custodian as set forth in the Custodial Agreement.
3. Benefitfocus will provide Participants with access to HSA Custodial Services provided by Benefitfocus and the HSA Custodian. Benefitfocus warrants and represents to Client that the HSA Custodian is a qualified HSA custodian or trustee as defined in IRS Code Section 223. The HSA Custodial Services are described in more details in the HSA Documents.
4. Client shall use commercially reasonable efforts to market the HSA Custodial Services to its eligible employees, including but not limited to distributing materials (e.g. application and other HSA Documents) provided by Benefitfocus to eligible employees in accordance with Benefitfocus' reasonable instructions. Client shall not modify or alter such materials without the prior written consent of Benefitfocus. Client shall refer eligible employees to Benefitfocus for application and enrollment in HSAs through Benefitplace. Client further agrees to provide information to Benefitfocus that is reasonably necessary for Benefitfocus to offer HSA Custodial Services to eligible employees. Client agrees to indemnify and hold Benefitfocus harmless for any inaccurate or incomplete data provided to Benefitfocus by Client. To the extent that Client provides information to Benefitfocus on behalf of the eligible employees, Client warrants and represents that it will submit the information to Benefitfocus in the manner determined by Benefitfocus and Client warrants and represents that all such information submitted by Client on behalf of eligible employees has not been substantively altered by Client.
5. Client may not communicate the following to its employees or any other third party in any form or fashion:
   a. That Benefitfocus or the HSA Custodian provides services other than those set forth in the HSA Documents;
   b. That Benefitfocus or the HSA Custodian is responsible for funding the HSAs;
   c. That Benefitfocus or the HSA Custodian has any involvement with the High Deductible Health Plan ("HDHP") sponsored and maintained by Client.
6. The HSA Custodian has sole discretion to approve an employee's application for an HSA with the HSA Custodian. Client understands that the eligible employee is required to provide certain information to Benefitfocus and/or the HSA custodian in a format established by Benefitfocus or the HSA Custodian as necessary to establish the HSA in accordance with applicable law and HSA Custodian's internal policies and procedures. Client will use commercially reasonable efforts to assist Benefitfocus with execution of any documents required to be executed by the employee to establish the HSA.

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7. Neither Benefitfocus nor the HSA Custodian is under any obligation to confirm or verify that Participants are eligible to establish HSAs in accordance with the requirements of IRS Code Section 223.
8. Client shall offer a qualifying HDHP, as defined in IRS Code Section 223, during the term of the HSA Services. Benefitfocus is under no obligation to confirm or verify that such HDHP satisfies the requirements of IRS Code Section 223. Nothing herein shall cause Benefitfocus to be responsible for benefit claims and eligibility determinations with respect to any HDHP sponsored by Client.
9. Client agrees to take all reasonable steps to avoid application of the Employee Retirement Income Security Act of 1974 ("ERISA") to the HSAs established in accordance with this Agreement. Client understands and acknowledges that neither Benefitfocus nor the HSA Custodian is responsible for any aspect of ERISA's participation, vesting, funding, reporting, disclosure, fiduciary requirements or any other obligation that might apply to the extent that such HSAs are deemed to be subject to ERISA. Benefitfocus may terminate the HSA Services without prior written notice and without penalty as of the date that it reasonably determines that such HSAs are subject to ERISA.
10. Client will transfer contributions from Client and/or salary or payroll deductions from Participants to the Custodian. Neither Benefitfocus nor the HSA Custodian has any obligation to ensure that contributions to a Participant's HSA do not exceed the maximum annual contribution limit set forth in IRS Code Section 233 that is applicable to such Participant. Client understands and acknowledges that Client shall not be entitled to a return of such contributions after such date that the contributions have been allocated to the Participant's HSA in accordance with the internal policies and procedures of Benefitfocus and the HSA Custodian except as otherwise specifically authorized by applicable rules and regulations.
11. The HSA Custodian will provide Participants with reasonable access to HSA funds. Such access will include, at a minimum, the following methods of distribution:
    a. An electronic payment card ("Card") that the Participants can use at point of sale ("POS") terminals at approved merchants as set forth in the Cardholder Agreement and other related documents provided to Participants, and
    b. Direct reimbursement to the Participant, or to the extent authorized by the Participant, to the Participant's personal checking or savings account designated by the Participant.
12. Benefitfocus will distribute funds in accordance with the instructions of the Participant and the terms of the HSA Documents. Neither Benefitfocus nor the HSA Custodian has any obligation to confirm that HSA distributions are for qualified medical expenses.
13. Benefitfocus will provide online access to Participants to the following:
    a. HSA balances,
    b. investment information,
    c. forms required to establish and maintain the HSA (as determined by the HSA Custodian and/or Benefitfocus)
    d. Forms necessary to initiate distributions.
    e. Online access will be available 24 hours, 7 days a week except during routine maintenance and reasonably unforeseeable outages.
14. Benefitfocus or the HSA Custodian may terminate or suspend any HSA in accordance with the terms of the HSA Documents.
15. Client acknowledges that Benefitfocus or the HSA Custodian may, in its sole discretion, enhance or improve the HSA Services.
16. With respect to HSA Custodial Services, Client understands and acknowledges that neither Benefitfocus nor the HSA Custodian is a "Covered Entity", "Business Associate" or "Plan Sponsor" as those terms are defined by the Health Insurance Portability and Accountability Act ("HIPAA") and the regulations issued thereunder. The fact that Benefitfocus may be a Business Associate with respect to other Services provided by Benefitfocus to Client should not be construed to mean that Benefitfocus is a Business Associate for purposes of HSA Services. Benefitfocus expressly disclaims responsibility for duties imposed on Covered Entities and Plan Sponsors under HIPAA.
17. Neither Benefitfocus nor the HSA Custodian is responsible for the funding of the HSA or funding reimbursement for any expenses attempted to be paid or reimbursed through the HSA. Moreover, Benefitfocus shall not under any circumstances be considered the insurer or underwriter of any liability to provide benefits under any employee benefit plan or the HSA.
18. To the extent permitted by applicable law, Benefitfocus and the HSA Custodian's privacy policy, and HSA Documents, Benefitfocus will provide a monthly report to Client summarizing the aggregate contributions made by Client during the preceding month. Client understands and acknowledges that Benefitfocus is not obligated to provide any contribution information specific to a Participant's HSA except to the extent authorized by the Participant.
19. Reports will be provided in a form and manner determined by Benefitfocus. Client understands and agrees that such information is considered to be "Confidential Information" and will treat such information provided by Benefitfocus with no less care than it employs for its own confidential information of a similar nature that it does not wish to disclose, publish or disseminate, but not less than a reasonable level of care. Upon termination of the HSA Services or upon reasonable request, Client shall promptly return to Benefitfocus all Confidential Information in its possession,

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subject to and in accordance with the terms and provisions of the Agreement.

20. One or more investment opportunities may be offered by the HSA Custodian to Participants in conjunction with the HSA ("HSA Investments"). The HSA Investments are made available to Participants in accordance with the HSA Documents. Client understands and acknowledges that such HSA Investments will be made available to a Participant to the extent that such Participant satisfies the eligibility criteria for making HSA Investments established by HSA Documents. Client understands and acknowledges the following with respect to the HSA Investments offered to Participants in accordance with the HSA Services:
    a. Neither Benefitfocus nor the HSA Custodian is under any obligation to substitute, replace and/or delete at Client's or a Participant's request any investments offered through the HSA as part of the HSA Investments.
    b. The HSA Investments are "self-directed" products, i.e., the Participant has sole discretion whether to invest in one or more of the HSA Investments. Neither Benefitfocus nor the HSA Custodian will provide any investment advice to the Participant and neither have any obligation to Client or the Participant to review or monitor the Participant's investment choices. Neither Benefitfocus nor HSA Custodian shall have liability or responsibility for the Participant's investment decisions.

II. REIMBURSEMENT ACCOUNT CLAIMS ADMINISTRATION SERVICES

A. Client has established one or more of the following reimbursement arrangements ("Benefit Plans") as specified in the Order Form for purposes of providing reimbursement of certain eligible expenses incurred by Participant(s). The below are a listing of all Benefit Plan Services Benefitfocus offers:
    1. Code Section 105 Health Flexible Spending Arrangement ("Health FSAs");
    2. Code Section 129 Dependent Care Flexible Spending Arrangement ("Dependent Care FSAs");
    3. Code Section 105 Health Reimbursement Arrangements ("HRA");
    4. Code Section 132 Transportation Expense Reimbursement Arrangement ("Transit and/or Parking");

B. As used herein, "Participant" means any individual who is enrolled in one or more of the Benefit Plans referenced in Section A.

C. Benefitfocus shall operate as a directed third-party administrator ("TPA") under this agreement, and not as a plan administrator, plan fiduciary, or claims fiduciary. As such, Client shall be responsible for the proper administration of the plan, the direction of Benefitfocus' s activities in accordance with the plan documents, compliance with legal requirements applicable to the plan and its administration, and ensuring that the TPA services are accurately reflected in the plan documents.

D. Benefitfocus will provide a web based user interface to participants through the Benefitfocus Benefitplace for Employers where they can, among other activities:
    1. access their account balance, distribution history, and transaction activities;
    2. review, enter and pay claims;
    3. download account servicing (e.g., distribution request) forms.

E. Benefitfocus will make available documents and forms for review to Client. Client understands and acknowledges that Benefitfocus does not provide tax or legal advice and that Client should review the Client Documents and Forms with its legal counsel. Benefitfocus shall provide updates to account for changes in applicable laws and/or Benefitfocus' s usual and customary administration.

F. Benefitfocus will make its standard Benefit Plan related reports available to Client through the online services.

G. Client is responsible for legal review and adoption of the plan in accordance with applicable law.

H. Benefitfocus will attempt to auto-substantiate card transactions using IRS approved methods. If auto-substantiation cannot be achieved, Benefitfocus will send a notice to Participant at thirty (30) and ninety (90) days after debit card use asking for documentation.

I. Benefitfocus will process requests for reimbursement from Participants that are submitted in the form and manner required by Benefitfocus. Benefitfocus will review and process all properly submitted requests in accordance with its reasonable interpretation of applicable law, the Client documents and forms, and its customary claims processing guidelines. Benefitfocus will approve reimbursement requests that Benefitfocus reasonably believes qualify as an eligible expense. If Benefitfocus denies a request for reimbursement, Benefitfocus will notify the Participant of the denial in accordance with applicable law. Client is responsible for processing the final level of appeal; however, Benefitfocus will assist Client with its obligations to make a determination on the final level appeal. Benefitfocus will review the 1st level appeal only if the Plan provides for 2 levels of appeal.

J. Benefitfocus is not responsible for sending privacy policies or notices related to reimbursement arrangements.

K. If the Client elected, Benefitfocus shall send to Participants debit cards (debit cards optional), available with health FSAs and limited set of HRA plans) to access Reimbursement Account funds at merchants offering medical-related (including pharmacy,

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dental, and vision) qualified products and services. Whether the debit card can be used at any particular merchant depends on the merchant's coding under the debit card processing system

L. Benefitfocus will make reimbursements directly to the Participant or retiree (as applicable) through its standard reimbursement options.

M. At Client's request, Benefitfocus designated card service provider will make an electronic payment card ("Card") available to Participant. Use of the Card by Participants will be subject to the requirements of the cardholder agreement provided with the card and applicable law. Client understands and acknowledges that replacement cards may be subject to an additional fee.

N. Client will make sufficient funds available to pay benefits under the Benefit Plans in accordance with the funding agreement elected by the Client. Client understands that Benefitfocus may suspend the Service or terminate the Order Form if Client fails to satisfy its funding obligations set forth herein.

O. Except as instructed otherwise in writing by the Client, Benefitfocus will make reasonable attempts to collect repayment of overpaid claims consistent with its interpretation of applicable IRS rules and its standard operating procedures. Client understands and agrees that Benefitfocus is not liable for any overpayments or underpayments of claims processed by Benefitfocus in a manner consistent with the applicable standard of care set forth in the Agreement.

P. Client acknowledges that a card replacement fee of $5.00 per package will be deducted from the participant's account at the time of replacement.

Q. Upon request by Client, Benefitfocus will provide reporting with regard to Department of Labor's Form 5500 for the Benefit Plans.

R. Upon request by Client, Benefitfocus will conduct the nondiscrimination testing otherwise required by Code Sections 105 and 129 (as applicable).

S. If Benefitfocus administers Client's Transit and Parking Plan, Client understands and acknowledges that Benefitfocus will assume that cash reimbursement of transit passes is not permitted by the applicable IRS rules and regulations and will only make transit passes or vouchers that may be used in exchange for transit passes available to employees, consistent with applicable IRS rules and regulations.

T. Benefitfocus will process uncashed reimbursement checks in accordance with its standard policies and procedures. Benefitfocus is not responsible for complying with any applicable state unclaimed property or escheat laws with respect to uncashed reimbursement checks. Nevertheless, Benefitfocus will reasonably assist Client with satisfaction of its obligations under such laws.

U. Client funds associated with the administration of HRA/FSA services (including pre-funding) are deposited in an omnibus processing account with a federally insured financial institution. The account is not treated as a plan asset and is subdivided as Benefitfocus determines appropriate to maintain separate records for each Client. Interest, if any, accrued in the account is retained by Benefitfocus as part of its compensation for services to Client.

V. If the Agreement is terminated by either Party for any reason other than Client's failure to pay claims or fund reimbursements, Benefitfocus will, at Client's request, continue to process claims incurred prior to the termination date for up to an additional three (3) months ("Run Out Period"), or as agreed upon by the Parties. The terms and conditions of this Agreement, continue to apply during the Run Out Period, except that Cards will be turned off as of the termination effective date.

W. Following termination of the Order Form (and if there is a Run Out Period, then the end of the Run Out Period), Benefitfocus will provide a reconciliation within a reasonable time period and return any funds owed to the Client as soon as reasonably possible.

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AMENDMENT 4 TO HEALTH INSURANCE BENEFITS ENROLLMENT SERVICES AGREEMENT BETWEENTHE SCHOOL BOARD OF CLAY COUNTY, FLORIDA AND BENEFITFOCUS.COM, INC.

This Amendment to the Health Insurance Benefits Enrollment Services Agreement (hereafter "original Agreement") between **BENEFITFOCUS.COM, INC.** ("Benefitfocus") and **THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA** ("Board"), collectively referred to as "the Parties," which original Agreement was entered into by the parties on June 13, 2018, and was duly executed by Alpana Wegner as the Vice President and Corporate Controller of Benefitfocus and Addison G. Davis, Superintendent of Schools, acting with the authority of the Board, shall become effective on the date last executed by either of the parties and shall serve to modify the Agreement as set forth herein.

WHEREAS, Benefitfocus, has agreed to provide COBRA Administration and the Benefit Catalog Order Form to the Board, and

WHEREAS, said Subscription Term shall end on July 18, 2025 to coincide with the original Agreement Initial Subscription Term as amended per Amendment 2 to the Order Form of original Agreement, and

WHEREAS, Benefitfocus shall provide said COBRA Administration at an annual minimum fee of $28,800.00 to the Board, and

WHEREAS, the parties wish to amend their original Agreement to include the COBRA Administration and the Benefit Catalog Order Form offered by Benefitfocus, the details of which are set forth in the Exhibit "B" which is attached hereto,

NOW THEREFORE, the Parties have mutually agreed to modify the terms of the original Agreement as follows:

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1. The Health Insurance Benefits Enrollment Services Agreement is amended to include the document attached hereto as Exhibit "B", which consists of nine (9) pages and includes two (2) separate documents which are titled sequentially, "Order Form: CON-003798 COBRA Administration"; and "Order Form: CON-003759 Benefit Catalog".

2. All terms and conditions of the documents of Exhibit "B", referenced in numbered paragraph 1 are hereby incorporated in the original Agreement. The execution by the parties, of this Amendment and the Order Forms contained in Exhibit "B" affirm this intent of the parties.

3. All other terms and conditions of the original agreement, together with the all attachments to the original agreement, and Amendment 1, Amendment 2, and Amendment 3 shall remain unmodified and in full force and effect.

3. The only effect of this Amendment is to modify the original Agreement, as set forth herein.

IN WITNESS WHEREOF, the parties, by the execution of this Amendment by their authorized representatives below, bind themselves to all terms of this Amendment to the original Agreement and to the remaining unmodified terms of the Original Agreement, Amendment 1, Amendment 2, and Amendment 3.

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AS TO CONTRACTOR:

BENEFITFOCUS.COM, INC.

DocuSigned by:
By: Suzan LoCascio
64FA4CA92CE5447...

Print Name: Suzan LoCascio
Title: Suzan LoCascio - AVP BU Controller

Date: May 19, 2025

AS TO BOARD/DISTRICT:

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: Susan Legutko

Print Name: Susan Legutko
Title: Assistant Superintendent

Date: 8/23/24

Benefitfocus®

Order Form
CON-003798

Pursuant to the terms and conditions set forth in the Client Services Agreement ("Agreement") between Benefitfocus.com, Inc. ("Benefitfocus") and School Board Of Clay County ("Client") (collectively the "Parties") and this Order Form, the Parties agree that Benefitfocus will provide to Client those Software Services identified herein. The Professional Services and/or Software functionality (as applicable) are defined in the attached appendices.

I. CLIENT INFORMATION	
1. **Client Name:**	School Board Of Clay County
2. **Address:**	900 Walnut St, Green Cove Springs, FL, 32043-3129
3. **Authorized User**	N/A
4. **Effective Date:**	Upon date of second signature
5. **Benefitfocus Contact:**	Mallory Morris
6. **Target Go-Live Date:**	10-01-2024
7. **Start of Subscription Term:**	10-01-2024
8. **End of Subscription Term:**	07-18-2025
9. **End of Term (Implementation Services):**	To the extent Implementation Services are in scope under this Order Form, the End of Term will be the sooner of: 1) the above End of Subscription Term; or 2) the actual date upon which Benefitfocus completes the Implementation Services.
10. **Client Contact (name, phone number, and email):**	Michelle Newell, (904) 461-1800, michelle.newell@myoneclay.net
11. **Invoice Contact (name, phone number, and email):**	Hannah Carter, (904) 461-1800, hcarter@mbaileygroup.com
12. **Duplicate Invoice: (Yes / N/A):**	N/A
13. **Duplicate Invoice Contact Information (name, phone number, and email):**	N/A

II. FEES

A. **Recurring Services:**

Product Name:	Invoice Frequency	Rate	Unit of Measure	Minimum Quantity	Minimum Annual Fee
COBRA Administration	Monthly	$0.50	Covered Employees	4800	$28,800.00

III. ORDER FORM TERMS AND CONDITIONS:

1. **Recurring Services Fees.** Except as otherwise stated herein, the recurring services invoicing shall commence on the Start of Initial Subscription Term. Unless otherwise stated herein, Benefitfocus will invoice Client based upon the greater of: (i) Minimum Fee(s) stated herein; or (ii) the actual number of respective Unit(s) of Measure multiplied by the respective Rate. Except for delays solely caused by Benefitfocus, invoicing will commence upon the Start of Initial Subscription Term. For each day of delay caused solely by Benefitfocus, invoicing shall be delayed by an equal number of days.
2. At the End of the Initial Subscription Term of this Order Form, and any renewal term thereof, the recurring services hereunder shall automatically renew for additional one (1) year terms (each a "Renewal Term"), unless either party provides written notice of its intent to not renew not less than ninety (90) days prior to the end of the then current term. In the event Client wishes not to renew this Order Form, Client must give Benefitfocus written notice of intention to not renew according to the timeframes defined herein and prior to the expiration of the then-effective period. Any such notice must be sent to

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Benefitfocus by email to Legal1@Benefitfocus.com or as required by the Agreement. Notices sent to Benefitfocus via any other method are not effective and will not result in non-renewal of this Order Form.

3. The fees set forth in the Order Form will remain fixed for the first twelve (12) months following the Start of Initial Subscription Term. Annually, thereafter, Benefitfocus will increase the Recurring Services fees on an annual basis by 3%.
4. To the extent this Order Form has recurring annual or quarterly services and Client experiences an increase in its employee population loaded within the *Benefitplace* by 5% or more, Benefitfocus will invoice Client for such increase in all PEPY/PEPQ fees at the applicable Rate. For the avoidance of doubt, calculation of an increase in employee populations will be conducted at each applicable employee category level (*e.g.,* Benefit Eligible Employees [Full], Benefit Eligible Employees [Voluntary Only] and Non-Benefit Eligible Employees) and will be pro-rated according to the number of months remaining in the then-current calendar year/quarter.
5. Client acknowledges that the recurring pricing herein is in material consideration for Client's agreement to enter into the multi-year subscription Term defined under this Order Form. To the extent Client is in material breach of the Agreement or this Order Form, Client shall be liable for the value of the fees for the remaining subscription Term.
6. **COBRA Administration Services:**
    a. Benefitfocus will collect and retain COBRA administrative fees from COBRA Continuants in the amount of two percent (2%) of COBRA premiums or the maximum amount permitted by law, whichever is greater.
7. Definitions:
    a. "Go-Live" is defined as the date that any benefit to be managed within the enrollment module is available for use by Client (or any Authorized Users) in a production environment.
    b. An "Additional Benefitplace Data Source for Initial Load" means a third-party data source that is used to complete the initial data load of Client's employee data within *Benefitplace* during the initial *Benefitplace* implementation.
    c. A "Vendor Data Interface" means a third party or Client-supplied data file source, which may include new, historical or replacement medical claim, prescription claim, eligibility and/or ancillary data file(s).
    d. A "Benefit Eligible Employee" term used without reference to "Full" or "Voluntary Only" means both Benefit Eligible Employee (Full) and Benefit Eligible Employee (Voluntary Only).
    e. A "Benefit Eligible Employee (Full)" means an employee that is eligible for at least one (1) medical, dental, vision, or other IRC Section 125 benefit type within the Benefitplace.
    f. A "Non-Benefit Eligible Employee" means an employee that is not eligible for enrollment in a benefit configured within the Benefitplace and is either, (i) provided access to the Employee Communication Portal component of the Benefitplace or (ii) not provided access to the Benefitplace and, if applicable, is loaded within the Benefitplace solely for the purpose of performing data transmission and/or reporting functions.
    g. An "Enrolled Employee with Dependent(s)" means a Client employee loaded within the Benefitplace that is enrolled in one or more configured benefit plans with a coverage level that includes at least one enrolled dependent.
    h. A "HCM Integration Suite Data Integration Interface" means one data transmission link that includes up to one (1) inbound employee demographic file from Client's HR indicative or payroll system for importing within the Benefitplace and one (1) outbound deduction file exported to Client's HR indicative or payroll system from the Benefitplace.
    i. A "Transmission Vendor Data Interface" means that an interface to transmit the applicable employee benefits data from Benefitfocus to the applicable vendor system is commercially available for enablement within *Benefitplace* and will be enabled, tested, and deployed within Client's production environment by Benefitfocus. This link also includes an API link made commercially available by Benefitfocus.
    j. A "Transmission Project Vendor Data Interface" means that the applicable vendor benefit type will be enabled as a Data Capture link; provided, however, that Benefitfocus will add such request to its EDI development queue in order to convert to a Transmission Vendor Data Interface.
8. Any term used in this Order Form that is not defined herein shall have the same meaning ascribed to such term in the Agreement.
9. Certain services under this Order Form may be performed by Benefitfocus or Benefitfocus' subcontractors and vendors located abroad and/or onshore. Notwithstanding any such services performed by third parties, Benefitfocus shall remain liable for all services performed hereunder.
10. Client agrees to reimburse Benefitfocus for reasonable travel expenses approved in advance by Client for Professional Services for the implementation of the selected Software Services and understands that travel is not included within the fees presented herein and is an additional charge, which shall be invoiced at cost to the Client.
11. To the extent Client has selected for Benefitfocus to send a duplicate invoice in this Order Form, then, as a courtesy and convenience to Client, Benefitfocus agrees to provide a duplicate invoice, to make limited attempts to collect amounts due hereunder, and to accept payment under this Order Form. Such duplicate invoice shall not constitute a waiver of Client's obligation to pay for the Services and in the event of non-payment, Client shall remain liable for all amounts due hereunder.

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IN WITNESS WHEREOF, the Parties have caused this Order Form to be executed by their respective authorized representatives, in multiple counterparts, each of which when executed will be deemed to be an original but all of which taken together will constitute one and the same agreement.

BENEFITFOCUS.COM, INC.

By: DocuSigned by: Suzan LoCascio 64FA4CA92CE5447...

Print: Suzan LoCascio

Title: Suzan LoCascio-AVP BU Controller

Date: June 27, 2024

School Board Of Clay County

By: Susan Legutko

Print: Susan Legutko D.

Title: Assistant Superintendent

Date: 6/21/24

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This Appendix defines a high-level overview of the functionality of the Software Services selected in the Order Form between Client and Benefitfocus. To the extent applicable, detailed functionality for the Software Services, subject to warranty claims, is defined within the User Guide, Admin Guide and Report Guide, as provided to Client.

I. COBRA IMPLEMENTATION SERVICES:

A. Benefitfocus will:

1. schedule and host a discovery call explaining required documentation, tasks, and the implementation processes;
2. coordinate with Client or Client's previous third-party administrator regarding data needed to support the transition of COBRA Administration services from Client or Client's previous third-party administrator;
3. configurate the COBRA Application;
4. enable automated eligibility notifications from the COBRA Application to Client's applicable carriers; and
5. perform quality assurance testing and production deployment.

II. COBRA ADMINISTRATION:

A. Definitions:

A. "Carrier" or "Carriers" mean an insurer or health plan or other vendor of Client.
B. "Client Funds" means funds provided to Benefitfocus by Client or by COBRA Continuants for the payment or funding of any premiums
C. "COBRA" means the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended, and the related regulation and interpretations by the Department of Labor and the Internal Revenue Service.
D. "COBRA Application" means a web-based application designed to enable Benefitfocus and the Client to perform administrative obligations associated with COBRA.
E. "COBRA Continuants" means qualified beneficiaries electing COBRA continuation coverage.
F. "COBRA-Eligible Plan" means one or more benefit plans that are subject to COBRA, including, but not limited to, medical, dental, vision, employee assistance plan, health flexible spending arrangement, and/or health reimbursement arrangement benefits a Client has established for its employees.
G. "Covered Employee" means an employee that has enrolled in the employer's COBRA Eligible Plan(s).
H. "Qualifying Event" shall have the meaning given under COBRA.
I. "Services" shall mean the COBRA Administration provided herein.

B. COBRA Administration Services

A. Benefitfocus' responsibilities for administering Covered Employee data management services will be dependent on the receipt of timely and accurate information from Client, including but not limited to plan designs, plan rates, and Qualifying Events.
B. Covered Employee enrollments that are not maintained within the Benefitfocus Benefitplace application in accordance with Benefitfocus requirements are excluded from the COBRA Administration service.
C. Benefitfocus will administer COBRA Administration services in accordance with all federal laws and regulations. Benefitfocus will not administer for state continuation laws (often referred to as mini-COBRA).
D. Benefitfocus will distribute its standard General COBRA Notice by first class mail or other permitted distribution method to the last known address of each Covered Employee and, when required by applicable law, the covered spouse or the covered dependent as soon as reasonably possible, but no later than ninety (90) days from the benefit start date.
E. Benefitfocus will distribute its standard COBRA Specific Rights Notice ("Notice") by first class mail or other permitted distribution method to the last known address of the COBRA Continuant as soon as reasonably possible but no later than fourteen (14) calendar days after receiving the information necessary to complete the election from the Client, or where applicable, from the COBRA Continuant. Benefitfocus has no obligation to resend any Notice returned undeliverable.
F. Benefitfocus will process the Notice submitted by COBRA Continuants in accordance with applicable law and the Client's instructions. Client is responsible for providing all information not otherwise required to be provided by the COBRA Continuant that Benefitfocus reasonably believes is necessary to process election forms.
G. Upon request by the Client, Benefitfocus will send an open enrollment form to last known address of the COBRA Continuant to the extent the Client has provided the information necessary to complete and distribute the open enrollment form. Benefitfocus will also process any requested mid-year changes in elections in

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accordance with the Client's plan documentation and applicable law.

H. Benefitfocus will notify the COBRA Continuant of the COBRA premium and the applicable due dates.

I. Benefitfocus will collect premiums from COBRA Continuants (or third parties on behalf of COBRA Continuants where applicable). All premiums collected by Benefitfocus in accordance with the Order Form will be deposited into an account maintained by Benefitfocus. Benefitfocus will send to Client all premiums collected in accordance with the Order Form, reduced by a 2% administration fee, by the tenth (10th) day following the end of month in which the premiums were collected. Benefitfocus will submit premiums to appropriate third parties upon written instruction from the Client.

J. Benefitfocus will send a notice by first class mail to the last known address of the COBRA Continuant indicating that COBRA coverage is terminating or has terminated. The notice of termination will be sent as soon as reasonably possible but no later than a reasonable amount of time after COBRA coverage has ended.

K. Benefitfocus will provide responses to inquiries by providers and/or insurance carriers regarding coverage status of COBRA Continuants. All responses will be based solely on the information provided by Client and maintained by Benefitfocus.

L. Benefitfocus will provide access to its standard reporting, including the listing of COBRA Continuants.

M. Benefitfocus will provide a web-based application designed to enable the Client or COBRA Continuant to manage and process daily administrative obligations associated with the COBRA Services. The applications will be updated weekly via an integration from Benefitplace.

N. A request from Client for distribution of non-standard notifications or inclusion of attachments with standard notifications will require scoping and an additional writing signed by the parties.

O. Benefitfocus will provide support of COBRA Continuant telephone calls and customer inquiries related to COBRA benefits 24/7/365.

P. Benefitfocus will charge a payment processing fee of up to $20.00 when an on-demand credit/debit card payment or ACH debit payment is initiated, to the extent permitted by law and the applicable merchant operating rules and regulations. This fee will be payable by COBRA Continuant(s).

Q. Benefitfocus will, when necessary, issue refunds to COBRA Continuants by mailed check. Because payments received from or on behalf of COBRA Continuants constitute Client Funds, in the event a COBRA Continuant fails to cash a refund check within the check's validity period, Benefitfocus will remit the refund amount to Client. For the avoidance of doubt, escheatment services for COBRA Continuant refund checks are not included in the Benefitfocus COBRA Administration Service.

R. Client is responsible to reconcile its Carrier billings to online reports provided by Benefitfocus through the COBRA Application. Benefitfocus will not be liable for any failure of Client to reconcile its Carrier billings.

S. Benefitfocus will not be liable for the payment or funding of any claims for benefits in connection with the plan, including, without limitation, where sought as damages in an action against Client or the plan, or for any activity or occurrences prior to the Effective Date of the Order Form, provided that such claims did not result from the Services performed by Benefitfocus in accordance with this Appendix.

T. Benefitfocus will not be responsible for:

1. any loss or damage suffered by any Participant, COBRA Continuant, the Client or the Client benefit plan, should Benefitfocus fail to give a required notice because Benefitfocus did not receive notice of an event for which a notice was required or the proper address to which the notice was to be sent;
2. the funding of premiums by Client or by COBRA Continuants;
3. disbursing any premiums of a COBRA Continuant other than as specified herein;
4. any failure of Client to remit the benefit plan funds that Client receives from Benefitfocus to the Carriers;
5. failure of delivery of any notice mailed by Benefitfocus using the COBRA Continuant information provided to Benefitfocus by Client; or
6. upon receipt of any request from Client for a retroactive premium rate change, Benefitfocus will not be liable for collection of additional premium due or refund of excess premiums previously collected for any period prior to the Effective Date of the Order Form. Further, Benefitfocus will not be liable for the impact to the COBRA Continuant service experience caused by any retroactive premium rate changes requested by Client.

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No written Amendment - Only this signed Order Form.

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CON-003759

Benefit Catalog Order Form

This Benefit Catalog Order Form ("Order Form") is valid only for adding Benefit Catalog products and related payroll changes for School Board of Clay County, FL (hereafter referred to as "Client"). This Order Form is subject to all the terms and conditions of the Client Service Agreement and any applicable Order Form or Agreement to Purchase by and between Client and Benefitfocus.com, Inc. ("Benefitfocus").

Date of Order Form (Effective Date)	5/16/2024	**Account Manager**	Anna Sanderlin
Is this being implemented Off-Cycle or at renewal?	At Renewal		
Target Go-Live for EDI and Payroll*	90 days from the date Benefitfocus receives this executed Order Form		
Target Go Live Date for System Configuration(s)	6/24/2024		

**Provided the change defined in this Order Form is related to Client's Open Enrollment, the target go-live date may be modified accordingly based on the closure of Client's Open Enrollment or the defined schedule guidelines regarding the acceptance of the Open Enrollment files. If the change is during Client's in-flight implementation, the Target Go-Live date may be modified accordingly based on the defined schedule of the implementation. Product selections must be finalized no later than four (4) weeks prior to the target go live date (date that HR Admin testing is to begin during a client renewal; not when Open Enrollment is scheduled to begin which is usually 2 to 4+ weeks after that date)*

Section I. Client or Authorized User Contact for Implementation

Name	Christina Deeley-Isais
Title	Supervisor of Risk Management & Employee Benefits
Email Address	christina.deeleyisais@myoneclay.net
Telephone Number	904-336-6745

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Benefit Catalog Order Form

Section II: HCM Integration Provider(s) and Data Transmission

HCM Integration Suite Details*	
Is there a change in client's existing file type? HRIS Integration File - Enrollment based payroll (outbound)	**HRIS Integration File - Enrollment based payroll (outbound):** Addition of Payroll Attributes (up to the allowable maximum of 5) to accommodate new Benefit Catalog products. Filtering of Benefit Catalog plans at the benefit type level off file.
Current HRIS system name and version for Inbound File	Banner
Current Payroll or HRIS system name and version for Outbound File	Business Plus by PowerSchool
Client Contact Name and Email for HRIS/Payroll System	Name: Christina Deeley-Isais Email: christina.deeleyisais@myoneclay.net

Requested by:

School Board of Clay County, FL

By: DocuSigned by: Christina Deeley-Isais 36F801FC5F13448...

Print: Christina Deeley-Isais

Title: Supervisor of Risk Management & Employee Benefits

Date: May 21, 2024

<<APPENDIX A FOLLOWS>>

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Appendix A

Carrier Benefits Information: System Configuration and EDI Data Transmission

	Benefit Catalog Provider	**Aflac**	
	Benefit Types	**Transmission Method**	**Billing Method**
☒	Hospital Indemnity	eLink / iMax (5x)	Payroll Deducted
	Carrier Contact Person(s)	Kevin McFadden	
	Email(s)	KMcFadden@aflac.com	
	Phone number(s)	843-494-4666	

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AMENDMENT 3 TO HEALTH INSURANCE BENEFITS ENROLLMENT SERVICES AGREEMENT BETWEENTHE SCHOOL BOARD OF CLAY COUNTY, FLORIDA AND BENEFITFOCUS.COM, INC.

This Amendment to the Health Insurance Benefits Enrollment Services Agreement (hereafter "original Agreement") between **BENEFITFOCUS.COM, INC.** ("Benefitfocus") and **THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA** ("Board"), collectively referred to as "the Parties," which original Agreement was entered into by the parties on June 13, 2018, and was duly executed by Alpana Wegner as the Vice President and Corporate Controller of Benefitfocus and Addison G. Davis, Superintendent of Schools, acting with the authority of the Board, shall become effective on the date last executed by either of the parties and shall serve to modify the Agreement as set forth herein.

WHEREAS, Benefitfocus, has agreed to provide "ACA Compliance Solutions, Powered by Tango Health" to the Board, and

WHEREAS, said Subscription Term shall end on July 18, 2025 to coincide with the original Agreement Initial Subscription Term as amended per Amendment 2 to the Order Form of original Agreement, and

WHEREAS, Benefitfocus shall provide said ACA Compliance Solutions, Powered by Tango Health at an annual minimum fee of $30,000 to the Board, and

WHEREAS, the parties wish to amend their original Agreement to include the ACA Compliance Solutions, Powered by Tango Health offered by Benefitfocus, the details of which are set forth in the Exhibit "B" which is attached hereto,

NOW THEREFORE, the Parties have mutually agreed to modify the terms of the original Agreement as follows:

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1. The Health Insurance Benefits Enrollment Services Agreement is amended to include the document attached hereto as Exhibit "B", which consists of eight (8) pages and includes two (2) separate documents which are titled sequentially, "Order Form: ACA Compliance Solutions, Powered by Tango Health"; and Appendix A: ACA Compliance Solutions".

2. All terms and conditions of the documents of Exhibit "B", referenced in numbered paragraph 1 are hereby incorporated in the original Agreement. The execution by the parties, of this Amendment and the Order Forms contained in Exhibit "B" affirm this intent of the parties.

3. All other terms and conditions of the original agreement, together with the all attachments to the original agreement, and Amendment 1, and Amendment 2, shall remain unmodified and in full force and effect.

3. The only effect of this Amendment is to modify the original Agreement, as set forth herein.

IN WITNESS WHEREOF, the parties, by the execution of this Amendment by their authorized representatives below, bind themselves to all terms of this Amendment to the original Agreement and to the remaining unmodified terms of the Original Agreement, Amendment 1 and Amendment 2.

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AS TO CONTRACTOR:

BENEFITFOCUS.COM, INC.

By: DocuSigned by: Nancy Nunn C2FCD423700D422...

Print Name: Nancy Nunn

Title: Corporate Controller

Date: December 12, 2022

AS TO BOARD/DISTRICT:

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: Susan M. Legutko

Print Name: Susan M. Legutko

Title: Assistant Superintendent

Date: December 16, 2022

Exhibit B

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Order Form:
ACA Compliance Solutions, Powered by Tango Health

Pursuant to the terms and conditions set forth in the Client Services Agreement ("Agreement") between Benefitfocus.com, Inc. ("Benefitfocus") and The School Board of Clay County, Florida ("Client") (collectively the "Parties") and this Order Form, the Parties agree that Benefitfocus will provide to Client those Software Services identified herein. The Professional Services and/or Software functionality (as applicable) are defined in the attached appendices.

I. Client Information ☐ New Client ☒ Existing Client ☐ System Integrator Implementation ☐ Reseller	
1. Client Name:	The School Board of Clay County, Florida
2. Address:	On file
3. Effective Date:	June 1, 2022
4. Target Go-Live Date:	October 1, 2022; provided this Order Form is signed by Client and return to Benefitfocus no later than 15 days after Effective Date
5. Start of Initial Subscription Term:	October 1, 2022
6. End of Initial Subscription Term:	July 18, 2025
7. Account Executive:	Brad Whalen
8. Client Contact (name, phone number and email):	On file
9. Invoice Contact (name, email, address and county):	On file
10. Duplicate Invoice: (Yes/No):	No
11. Duplicate Invoice Contact Information (name, email, address):	Not applicable

II. Recurring Software Services Fees:

A. Services Description	Invoice Frequency	Rate	Employee Type	Minimum Quantity	Minimum Fee
ACA Compliance Solution	Annual	$6.00	Included Individual	5,000	$30,000

B. Order Form Terms and Conditions

1. Professional Services shall commence upon the second signature of this Order Form, and continue until Acceptance, as defined below.
2. Acceptance procedures are as follows:
   a. The ACA Compliance Solution Services will be Accepted upon the earlier of; (i) Client uses the ACA Compliance Solution Services under essentially normal operating conditions, or (ii) Client fails to reject the ACA Compliance Solution Pro Services within ten (10) business days of Benefitfocus' notice that the ACA Compliance Solution Services have been completed. The completion of the ACA Compliance Solution Services is the date that the Client's site is created, the customer has provided data files to be imported and the first import of data has been completed into the production environment.
   a. Should Client reject the ACA Compliance Solution Services, such rejection must be accompanied by an explanation of the reasons for the rejection, including specific references to those portions of any relevant schedule, deliverable, acceptance criteria, or product Documentation, which is the basis for the rejection, including identifying those deficiencies that must be corrected in order for the ACA Compliance Solution Services to be Accepted. Client shall not offer as the basis for any rejection, and Benefitfocus shall not be required to correct, (i) any minor imperfections or defects that do not materially impair the operation or utility of any deliverable or the ACA Compliance Solution Services; or (ii) lack of data transmission to any non-integrated carriers; or (iii) any delays caused by Client or Client's carriers or vendors.
3. Client agrees to reimburse Benefitfocus for reasonable travel expenses approved in advance by Client for Professional Services for the implementation of the selected Software Services and understands that travel is not included within the fees presented herein and is an additional charge, which shall be invoiced at cost to the Client.
4. At the End of the Initial Subscription Term, and any renewal term thereof, the recurring Software Services shall automatically renew for additional one (1) year terms (each a "Renewal Term"), unless either party provides written notice of its intent to not renew not less than ninety (90) days prior to the end of the then current term. In the event Client wishes not to renew this Order Form, Client must give Benefitfocus written notice of intention to not renew according to the timeframes defined herein and prior to the expiration of the then-effective period. Any such notice must be sent to Benefitfocus by email to Legal1@Benefitfocus.com or as required by the Agreement. Notices sent to Benefitfocus via any other method are not effective and will not result in non-renewal of this Order Form.
5. **ACA Compliance Solution Services**:
   a. Benefitfocus will invoice the minimum recurring Software Services fees defined herein upon execution of the Order Form, for the applicable reporting period, which includes reporting on the applicable reporting period data to employees / Included Individuals and the IRS, based on an estimated 5,000 Included Individuals, and annually thereafter for subsequent reporting periods for as long as the Order Form is in effect. If the actual number of Included Individuals from January 1 – December 31 of the reporting year exceeds the estimate above by more than 5%, Benefitfocus will send a balance due invoice reflecting any amounts that remain due.
   b. "Included Individual" is defined as the number of W2s, and former employees that receive benefits either through self-insured retirement plans or COBRA.
   c. Included Individuals above 5,000 will be invoiced at $3.00 per Included Individual per year.

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d. Postage and Shipping Costs: On or before October 31, Client must make a refundable deposit to cover the estimated postage and shipping fees. This deposit equals Client's estimated number of Tax Forms multiplied by the estimated cost of mailing or shipping those Tax Forms. This deposit will be applied towards the postage and shipping fees incurred in performing the Tax Form Services. The postage and shipping costs will be determined each year based on the rate provided by the carrier chosen. Once the Tax Forms have been sent, Benefitfocus will send a balance due invoice or a credit memo for the difference in actual postage costs versus the estimated postage costs.

e. Reissue and corrections: Each year Benefitfocus will provide Client with an allotment of reissue and corrections equal to 5% of the number of Tax Forms issued. If Client exceeds its annual allotment of reissue and corrections, a charge of $7.50 for each reissue or correction generated in excess of the allotment will be issued.

6. Any hours or services not included in the fees noted above or not contemplated by this Order Form will require a separate Order Form, or Amendment, including but not limited to Customer Helpdesk services.
7. The fees set forth in the Order Form will remain fixed for the first twelve (12) months following Deployment. Annually, thereafter, Benefitfocus will increase the Ongoing Software Services fees on an annual basis by the greater of 3% or CPI-U.
8. Certain services under this Order Form may be performed by Benefitfocus or Benefitfocus' subcontractors and vendors located abroad and/or onshore. Notwithstanding any such services performed by third parties, Benefitfocus shall remain liable for all services performed hereunder.

This Order Form is accepted and agreed to by:

BENEFITFOCUS.COM, INC.		The School Board of Clay County, Florida	
By:	DocuSigned by: Nancy Nunn C2FCD423700D422...	By:	Susan M. Legutko
Print:	Nancy Nunn	Print:	Susan M. Legutko
Title:	Corporate Controller	Title:	Assistant Superintendent
Date:	June 8, 2022	Date:	6/16/22

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APPENDIX A

ACA Compliance Solution, Powered by Tango Health

ACA Compliance Solution Services:
The following items are included with the ACA Compliance Solution:

ACA Client Services Manager
An assigned ACA Client Services Manager with the following roles and responsibilities:

- Participates in relevant portions of the implementation process to support the ACA Implementation Project Manager throughout the project.
- Provides education on ACA core topics: Variable hour tracking, Affordability requirements, Data exception reporting, managing changes ongoing, IRS requirements through 1095-C and 1094-C regulations, and utilizing Benefitfocus' ACA Services.
- Monthly report review webinar to discuss latest reports and findings, ensure accuracy and understanding, and advise on how to address long-term challenges or policy changes required.
- On-demand support via phone or e-mail to core client IT, HR, and Payroll team through the life of the relationship.
- Delivers ad hoc news, information, blog posts, articles, regulation updates, or software enhancement notices to core client team.
- Reviews organizational profile decisions made between client and ACA Implementation Project Manager and familiarizes with the risks and long-term challenges identified during the implementation phase.

ACA Reporting Package
Comprehensive, easy-to-understand dashboard:

- Data Quality Reports:
  - Data anomaly analysis to ensure data is cleaned and monitored
- Measurement Period Reports:
  - Accessibility of benefits for eligible employees
  - Monthly tracking for offering or terminating benefits coverage
- Organizational View:
  - Forecasting for resource trends and needs
  - Maintaining 95% MEC offer
  - Health exchange verification management
  - IRS audit protection
  - IRS 6055 and 6056 reporting preparation and submittal
- Affordability Reports:
  - Calculated affordability for benefits-eligible employee

Data quality is key to accurate ACA Reporting. After the first data feed, the ACA Client Manager reviews the Data Quality Report and will alert Client of any potential issues such as inaccurate or missing data and poor processes in time and attendance systems.

After Benefitfocus determines which 'look-back' period best fits a client, monthly Measurement Period Reports are generated. These reports include a collection of New Hire, Mid-Measurement Period, and Final Measurement Period reporting. Each view shows how employees within the specific period are trending, the current threshold of influence on whether variable hour employees become ACA benefits eligible at the end of the period, and the results of concluded measurement periods. The reports will also track projected results as well.

The Affordability view shows currently calculated affordability using appropriate safe harbors. Additionally, the maximum monthly allowable premium is reported along with the lowest hourly rate allowed for benefits-eligible employees, allowing for 'what-if' analysis. Benefitfocus also alerts clients on possible future incidents of unaffordability due to benefits-ineligible employees trending eligible.

The Organizational View provides a detailed view of actionable compliance risks based on Data Quality, Affordability, and Measurement Period results. This summary type view allows for a range of visibility across the Client, including the ability to drill-down into designated subsidiaries and their employees. Clients can utilize the information in this section to respond to HHS or IRS inquiries, view their monthly MEC offer status, and validate employee 1095-Cs and 1094-Cs.

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Secure audit trail
Should the client receive a penalty notice for an issue not indicated by the ACA Compliance Solution, Benefitfocus will deliver a full audit trail to support the client in contesting the penalty notice. Information on whether benefits were affordable for each month the employee was eligible will also be provided, as well as dates of offered and waived coverage.

Preparation and transmission to IRS for 1095-C and 1094-C reporting
Generate the data to populate 1094-C and 1095-C forms for employees, retirees, or COBRA recipients over the tax year in question. Electronic and secure transmission of 1094-C and 1095-C to the IRS.

Calculation of potential penalty risk from ineligible employees receiving subsidies at public exchanges
On a monthly basis the ACA Client Services Manager provides an outlook on the potential penalty risk for offering unaffordable coverage.

Analysis and response of Employee Subsidy Appeal Requests
If the employee requests a subsidy from the exchange and the Client receives a notice, Benefitfocus will provide the eligibility and affordability data for the employee in question. The employee dossier will include:

- Full time or part time status
- Health benefits eligibility
- Enrollment status
- Affordability determination based on applicable Safe Harbors

The ACA Client Services Manager will review the Employee Subsidy Appeal Requests, and provide the research necessary for an appeal, including:

- Maintain library of up-to-date appeal forms for each Exchange
- Receipt and storage of all Exchange documents and notices, including any supplementary documents provided by the client
- Provide preliminary analysis based on the client's data
- Provide data to complete as much of the form as possible and once forms are finalized will pre-fill using our data
- If allowed (either through exchange process or if no signature or supplemental data required) will submit to exchange electronically on client's behalf

SaaS Add-ons:
The following outlines services that can be included beyond the base implementation for more complex entities.

Additional ACA system configurations
If client has more complex ACA parameters, additional system configurations may be required. While possible to determine this prior to contract execution, decisions during implementation may require additional system configurations. Some examples are: benefits plan year, fully-vs-self-insured status, standard measurement and stability period elections, initial measurement and stability period elections, administration period lengths, waiting period lengths, and Client policy for offering benefits. A single system configuration will have up to 10 User logins and operates independently of other system configurations.

Additional consulting hours
If client has ongoing changes or customizations beyond standard file specifications, they may need additional hours beyond the standard servicing package.

Each additional data feed
More complex arrangements will be considered and priced according to complexity.

Each additional SFTP set up
This work includes interpreting secure FTP submission form, communications between Benefitfocus and Client to establish credentials, lock down to Client-requested IP addresses, exchanging of encryption keys, testing, and ongoing maintenance and receipt of files. This does not include ongoing monitoring or reminders of file schedules.

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Complex measurement / stability groups
Measurement/stability groups that are unanticipated will need to be scoped and priced accordingly (3 month measuring periods, unorthodox interpretation of law).

Health Insurance Marketplace Notification
For an employee notice about the existence of public marketplaces, Benefitfocus can advise and provide formatted documentation to the Client upon request.

IRS audit assistance
If Client is audited and needs support beyond what the Benefitfocus ACA Compliance Solution provides, Benefitfocus can provide audit assistance at a consulting rate of $250/hour. This will need to be scoped and priced accordingly.

ACA Compliance Solution Implementation
The following outlines what is included in the base implementation fee for the Benefitfocus® ACA Compliance Solution, Powered by Tango Health®. The base implementation includes 12-month look-back period length with appropriate historical data gathering.

Single ACA compliance system configuration
Benefitfocus' compliance system is configurable to allow and accommodate for complex divisions or employers to operate independently based on their ACA parameters: benefits plan year, fully-vs-self-insured status, standard measurement and stability period elections, initial measurement and stability period elections, administration period lengths, waiting period lengths, and Client policy for offering benefits. A single system configuration will have up to 10 user logins and operates independently of other system configurations.

One data feed
One set of data feeds (up to 6 file types) through one "pipe". A single data feed is considered to be the Client using Benefitfocus' data specifications (format and logistics), up to 6 file types, to communicate information from the systems to Benefitfocus.

File specification
Benefitfocus requests that data be provided in a standard CSV format. (Refer to Comma Separated Values, RFC 4180 for details). The UTF-8-character encoding is used for all files. Benefitfocus can provide a Data Specification document to describe the standard file formats used by Benefitfocus for file-based integration with our client employers' HR/payroll systems with the execution of a signed NDA. (Note: If clients require that Benefitfocus work with a file format that does not match the Benefitfocus file specification, Benefitfocus will scope the requirements and provide consulting at an additional charge; $250/hour.)

Initial implementation

- Up to 30 consulting hours (for full description, refer to sample implementation timeline), to include:
  - Lead kickoff call and follow-up data specification call
  - Manage implementation timeline, document action items
  - Facilitate weekly meetings, including preparation and off-line work
  - Facilitate education session on data specifications, ACA employer and individual mandate education
  - Create organizational profile for ACA compliance strategy, including a review of measurement and stability periods
  - Review of initial prospective 1095-C codes
- One (1) SFTP secure data transfer setup
  - Set up SFTP (Secure File Transfer Protocol) between customer and Benefitfocus Health, includes IP addresses for whitelisting, encryption keys, credentials, etc.
- System configuration creation
  - Transferring data collected during on organization profile to test and production site
  - Setup of authorized users
  - Introduction to ACA Client Services Manager for user training
- Up to 15 consulting hours for End-to-end Data quality process –
  - Analysis of file format adherence
    - Client sends data to check format
    - Benefitfocus provides File Formatting Error Report
    - Client fixes all formatting errors & sends corrected files

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- Benefitfocus confirms all formatting errors are fixed

o Analysis of look-back historical data quality prior to moving to production
- Benefitfocus loads historical data into test environment, providing First Data Quality Report
- Client provides all corrected data
- Benefitfocus reloads historical data and provides Lookback Period Report
- Data loading iterations
- Migrate data to production environment

o Analysis of IRS Codes generated
- Benefitfocus provides Summary of 1095-C Code Results
- Data iterations on correcting any 1095-C data
- Benefitfocus tests 1095-C data feed to fulfillment service
- Benefitfocus provides feedback on critical and material IRS changes

Gather of look-back period data
In order to provide measurement and affordability reporting, historical data gathering is included in the initial implementation fee.

Customer responsibilities
- Customer is responsible for the source system(s), payroll, HRIS, COBRA, timekeeping, LOA, etc.
- The purpose of the initial implementation is to get the needed feeds and data formats working to the Benefitfocus specification for ACA compliance.
- All data correction changes worked for ACA compliance into the Benefitfocus system need to be correspondingly updated in the Customer source system(s).
- Post implementation - if the customer did (or does) not make changes to the source systems and continues to provide data that needs to be corrected and modified for ACA compliance then Benefitfocus reserves the right to charge custom modification fees or re-implementation fees for the re-doing of this work.

Completion of implementation ("Move to Production")
The completion of implementation is the date that the Client's site is created, the customer has provided data files to be imported and the first import of data has been completed into the production environment.

Implementation complexities – add-ons
The following outlines services that can be included beyond the base implementation for more complex entities

Additional consulting hours
If additional hours are needed beyond the basic 30-hour implementation period for items such as:
- Additional kickoff meetings for multiple sites or audiences
- Customizations to standard file specifications

Additional data feeds
More complex arrangements will be considered and priced according to complexity. Receipt of data from third parties can be accepted but may require additional scoping.

Additional ACA system configurations

If client has more complex ACA parameters, additional system configurations may be required. While possible to determine this prior to contract execution, decisions during implementation may require additional system configurations. Some examples include: benefits plan year, fully-vs-self-insured status, standard measurement and stability period elections, initial measurement and stability period elections, administration period lengths, waiting period lengths, and Client policy for offering benefits. A single system configuration will have up to 10 User logins and operate independently of other system configurations.

Additional SFTP set up
This work includes interpreting Secure FTP submission form, communications between Benefitfocus and Client to establish credentials,

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lock down to Client-requested IP addresses, exchanging of encryption keys, testing, and ongoing maintenance and receipt of files. This does not include ongoing monitoring or reminders of file schedules.

Direct data feeds (also referred to as "maximum exports of information from the customer systems")
The client can contract with Benefitfocus for Benefitfocus to receive direct data feeds from the Client's various systems so that Benefitfocus is responsible for pulling the Customers data into Benefitfocus' specifications.
Up to 280 consulting hours to map data fields from up to five ("5") Client source feeds into Benefitfocus' File Specification formats in order to load data into the Suite:

- Includes: Connor Strong, ADP, Benefits Connect, MetLife, PayFlex with a frequency of monthly updates.

The consulting hours will include discussions, both verbal and written, between Benefitfocus and Client to gather requirements, discuss Client preferences and specifics, development of functional requirements, programming, setup, testing, and installation of the data mapper. In addition, the consulting hours include interpretation of data (e.g., generating derived information, required data for compliance or adjustments from source data), or collection/holding of data to match frequency differences between multiple feeds.

1095-C Fulfillment via Electronic and Print / Mail

The following outlines 1095-C fulfillment of services

Electronic or Paper delivery of the form, online access for client administrators or employees to access original or request reissue of 1095 C tax forms ("Tax Form").

To fulfill the original printing, original electronic distribution, reissue, correcting and data warehousing ("Tax Form Services") Benefitfocus will provide, or upon request, may provide Client with:

- Web-based system that Client's employees can use to access the Tax Form Services
- Benefitfocus will utilize the same ACA Client Services Manager who is responsible for communications with Client regarding its ACA Services
- Benefitfocus will provide and maintain a single, non-customizable URL that Client can use in connection with the Tax Form Services. (By default, the URL will be in the form, www.paperlessemployee.com/Client-Name)
- Print and distribute, or electronically distribute original Tax Forms by January 31 of each year that the Order Form is in effect. Online access to Client's employees' Tax Forms during the term of the Order Form.
- Maintain Client's Tax Forms during the term of the Order Form.
- An allotment of reissue and corrections is included as follows:
  - Each year the Order Form is in effect, Benefitfocus will provide Client with an allotment of reissue and corrections. The number of reissues and corrections allotted to Client is calculated by multiplying the estimated Tax Form volume by 5%.
    - A reissue or correction can be initiated by an employee or by the Client
- All original production mail will be sent via the carrier chosen.
- To complete Tax Form Services on time, Benefitfocus will produce the Final Data File utilizing client data passed no later than December 31st of each year. The term "Final Data File" means that:
  - Client has reviewed the data file and the data it contains confirming that all data it contains is accurate and complete.
  - Client has reviewed the totals stated in the Benefitfocus' Total Reports and agrees that the totals in the Totals Reports are accurate and match Client's internal system totals.
  - The data file does not require any type of change, modification, or amendment whatsoever, and Benefitfocus may immediately begin printing or distributing the Tax Forms associated with the data file.

Client responsibilities

The following are the responsibilities of Client during the term of the Order Form.

- The Client will provide a primary contact to coordinate their responsibilities.
- All relevant Data Quality issues must be resolved on or before November 1st of each year.
- Client must provide a written confirmation validating that the data file produced by Benefitfocus is the Final Data File before Benefitfocus will print or electronically distribute any of the Tax Forms relating to that file. The Final Data File must be approved by January 20th of each year the Order Form is in effect. If Client misses the deadline for the Final Data File and still

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wants to meet the reporting deadline, a $1,000 per day late fee would apply. Client understands and agrees that Benefitfocus will use the Final Data File to generate original, reissue, and corrected Tax Forms.

- Within three business days of receiving the Final Data File from Benefitfocus, Client must approve the Final Data Files that contains the information that will be used to create the Tax Forms that will be shipped or mailed.
- For any Final Data Files approved after the deadline above, Benefitfocus will not be liable for any damages arising out of the failure to mail or electronically distribute the Tax Forms by the regulatory deadline, including any fines or penalties arising therefrom.
- Title to and risk of loss for completed Tax Forms passes to Client at the time the Tax Forms are delivered either to the USPS, a commercial mail receiving agency, or a nationally recognized courier (e.g., UPS, etc.).

Add-on 1095-C Fulfillment Services

At Client's request, Benefitfocus can provide the following additional services as described below:

- Additional URL's
- Single Sign-on
- Original PDF copies delivered to Client address(es) (vs employee addresses)
- Benefitfocus can create copies of Tax Forms in PDF format - Tax Forms will be marked, "Reissued Statement"
- Reissues and Corrections in excess of allotment

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Amendment No. 2 to the Order Form

This Amendment No. 2 ("Amendment") to the Order Form dated July 11, 2018 ("Order Form"), is between Benefitfocus.com, Inc. ("Benefitfocus") and the School Board of Clay County, Florida ("Client") and is made on August 16, 2021.

WHEREAS, the parties entered into the Order Form in order for Benefitfocus to provide Client with software services; and

WHEREAS, the parties agree to extend the term and modify the employee count; and

WHEREAS, Benefitfocus agrees to off Client an annual credit to be used for services rendered; and

WHEREAS, the parties agree to amend the Order Form under the terms and conditions of this Amendment and include said modifications.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound Benefitfocus and Client hereby agree as follows:

1. **Term**. The current term of the Order Form shall now be extended through July 18, 2025.

2. **Section I. Subsection 6. Employee Count**. Effective August 1, 2021, this section is deleted in its entirety and replaced with the following.

   Employee Count: 4,800 Enrollment Eligible (Full)
   0 Enrollment Eligible (Voluntary Only)
   0 Non-Enrollment Eligible

3. Section IV.A.4. Ongoing Services Terms & Conditions. This section is deleted in its entirety and replaced with the following.

   The fees set forth in the Order Form will remain fixed through July 18, 2025. Annually, thereafter, Benefitfocus will Increase the Ongoing Software Services fees on an annual basis by the greater of 3% or, CPI-U.

4. **Credit**. Upon second signature of this Amendment, Benefitfocus will place a $40,000 non-refundable credit on Client's account to be used only towards Benefitfocus Marketplace recurring services currently invoiced but not paid as of the Effective Date or future services ordered after the Effective Date. Annually thereafter, Benefitfocus will continue to place a $40,000 non-refundable credit on Client's account each contract year until the termination date of July 18, 2025.

5. **Prior Agreement**. Except as expressly amended herein, all other terms and conditions as set forth in the Order Form shall remain in full force and effect. The Order Form shall remain and continue in full force and effect and shall continue to be binding on the parties hereto. This Amendment is hereby incorporated into the Order Form and by reference. To the extent that there is any inconsistency between the Order Form and this Amendment, this Amendment shall prevail. Capitalized terms used herein shall have the same meanings as are set forth in the Order Form, as applicable, unless stated otherwise.

6. **Authority to Enter into an Agreement**. Each party represents and warrants that (i) it has all requisite corporate power and authority to enter and perform pursuant to this Amendment; (ii) the execution, delivery and performance of this Amendment and the consummation of the transactions contemplated hereby have been duly and properly authorized by all requisite corporate action on its part; (iii) this Amendment has been duly executed and delivered by such party; and (iv) no other person or entity other than those set forth in this Amendment has any interest in the subject matter referred to in this Amendment.

All terms and conditions of the Order Form which are not hereby amended shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereto by their duly authorized representatives executed this Amendment.

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Benefitfocus

BENEFITFOCUS.COM, INC.

By: DocuSigned by: Nancy Nunn C2FCD423700D422...

Print: Nancy Nunn

Title: Corporate Controller

Date: October 18, 2021

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: Mary S. Bella

Print: Mary S. Bella

Title: Board Chair

Date: 10/7/21

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AMENDMENT TO HEALTH INSURANCE BENEFITS ENROLLMENT SERVICES AGREEMENT BETWEENTHE SCHOOL BOARD OF CLAY COUNTY, FLORIDA AND BENEFITFOCUS.COM, INC.

This Amendment to the Health Insurance Benefits Enrollment Services Agreement (hereafter "original Agreement") between **BENEFITFOCUS.COM, INC.** ("Benefitfocus") and **THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA** ("Board"), collectively referred to as "the Parties," which original Agreement was entered into by the parties on June 13, 2018, and was duly executed by Alpana Wegner as the Vice President and Corporate Controller of Benefitfocus and Addison G. Davis, Superintendent of Schools, acting with the authority of the Board, shall become effective on the date last executed by either of the parties and shall serve to modify the Agreement as set forth herein.

WHEREAS, Benefitfocus, as a gesture of good will, has agreed to provide "Content Management Services" to the Board, and

WHEREAS, said services will be provided for a period of one year from the date of execution of this Amendment, and

WHEREAS, Benefitfocus shall provide said Content Management Services at no cost to the Board, and

WHEREAS, the parties wish to amend their original Agreement to include the Content Management Services offered by Benefitfocus, the details of which are set forth in the Exhibit "A" which is attached hereto,

NOW THEREFORE, the Parties have mutually agreed to modify the terms of the original Agreement as follows:

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1. The Health Insurance Benefits Enrollment Services Agreement is amended to include the document attached hereto as Exhibit "A", which consists of seven (7) pages and includes three (3) separate documents which are titled sequentially, "Order Form: Content Management Services"; Appendix A: Content Management Services; and Payroll Order Form". 2. All terms and conditions of the documents of Exhibit "A", referenced in numbered paragraph 1 are hereby incorporated in the original Agreement. The execution by the parties, of this Amendment and the Order Forms contained in Exhibit "A", affirm this intent of the parties.

3. All other terms and conditions of the original agreement, together with the all attachments to the original agreement, shall remain unmodified and in full force and effect.

3. The only effect of this Amendment is to modify the original Agreement, as set forth herein.

IN WITNESS WHEREOF, the parties, by the execution of this Amendment by their authorized representatives below, bind themselves to all terms of this Amendment to the original Agreement and to the remaining unmodified terms of the Original Agreement.

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AS TO CONTRACTOR:

BENEFITFOCUS.COM, INC.

By: _____
ALPANA WEGNER
Title: V.P., Corporate Controller

Date: 3/5/19

AS TO BOARD/DISTRICT:

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: _____
ADDISON G. DAVIS
Title: Superintendent of Schools

Date: 3/11/19

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Order Form: Content Management Services

Pursuant to the terms and conditions set forth in the Client Services Agreement ("Agreement") between Benefitfocus.com, Inc. ("Benefitfocus") and School Board of Clay County, Florida ("Client") (collectively the "Parties") and this Order Form, the Parties agree that Benefitfocus will provide to Client those Software Services identified and marked with an "X" in Section II for the fees indicated. The Professional Services and/or Software functionality (as applicable) are defined in the attached appendices.

I. Client Information ☐ New Client ☒ Existing Client ☐ System Integrator Implementation ☐ Reseller		
1. **Client Name:** School Board of Clay County, Florida	2. **Address:** On File	
3. **Effective Date:** March 11, 2019	4. **Target Go-Live Date:** 120 days from second signature of this Order Form	5. **End of Initial Subscription Term:** July 11, 2020
6. **Employee Count:** On File	7. **Account Executive:** Vincent Furlani	
	8. **Solutions Engineer:** Chris Clifford	
9. **Implementation Contact (name, email):** On File	10. **Invoice Contact (name, email, address, and county):** On File	
11. **Duplicate Invoice: (Yes/No)** No	12. **Duplicate Invoice Contact Information (name, email, address):** Not Applicable	

II. Services

IMPLEMENTATION & SOFTWARE SERVICES

☐ **BENEFITFOCUS® MARKETPLACE SOFTWARE SERVICES**

Benefitfocus Marketplace Product Upgrades
- ☐ Advanced Branding
- ☐ Guided Shopping
- ☐ Platform Usage Stats
- ☐ Single Sign-On (SAML 2.0)
- ☐ Additional Payroll deduction file integration
- ☐ Initial Data Load (2 or more Data Sources)
- ☐ Total Compensation App
  - ☐ Self Service
  - ☐ Full Service
    - ☐ Implementation
    - ☐ Data Refresh
    - ☐ Additional data sources
    - ☐ Employee segmentation

☐ One Time Dependent Audit (Enrolled Employees with Dependents)

☐ **Benefitfocus ACA Management & Reporting**
- ☐ Optional Data Support Services
- ☐ Paper Fulfillment Services (ACA Management & Reporting)

☐ **ACA Max (Standard Benefitfocus Data Integration)**

☐ **BENEFITFOCUS® Analytics**
- ☐ Core Analytics
- ☐ Advanced Analytics
- ☐ Additional Data Sources (In Excess of Three)

☐ **Additional Services:**
- ☐ Annual Subscription Training
- ☐ One Time Training

☐ **Benefitfocus Benefits Service Center**
- ☐ Employee Services
- ☐ Employee Services Plus Administrative Services
- ☐ Fulfillment Services
  - ☐ Standard Open Enrollment Confirmation Statements
  - ☐ Standard Ongoing New Hire Packets
  - ☐ Custom Fulfillment Services
- ☐ Extended Hours

Benefitfocus Professional Services
- ☒ Content Management Services:
  - ☒ One Time
    - ☐ Refresh
    - ☐ Migration
    - ☐ Additional hours
  - ☐ Ongoing Subscription
- ☐ Custom Report
- ☐ Transmission Project
- ☐ Business Restructuring Services
  - ☐ Annual
  - ☐ One Time

☐ **Video Production Services**
- ☐ Style A
- ☐ Style B
  - ☐ Extend to 8 Minutes
- ☐ Style C
  - ☐ Extend to 8 Minutes
- ☐ Additional On-Screen Talent
- ☐ Make-Up
- ☐ Expediting Fee

☐ **Video Hosting Services**

☐ **One Place Registration Services**

ACCOUNT ADMINISTRATION SERVICES

WageWorks, Inc.

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☐ COBRA ☐ Full Open Enrollment Services ☐ Partial Open Enrollment Services	☐ Direct Billing ☐ Full Open Enrollment Services ☐ Partial Open Enrollment Services	☐ HRA ☐Form 5500 (HRA)	☐ Commuter ☐ FSA ☐ Form 5500 (FSA)

Discovery Benefits, Inc.

☐ FSA ☐ HRA ☐ HSA ☐ Transportation ☐ COBRA (inbound and outbound transmission) ☐ Direct Billing/Retiree Billing

Benefitfocus

☐ FSA ☐ HRA ☐ HSA ☐ COBRA ☐ Direct Billing ☐ Consolidated Billing ☐ Invoice Reconciliation

III. Software Services

Services Description	Invoice Frequency	Rate	Minimum Quantity	Minimum Fee	Billing Terms
Content Management Services (One Time)	One Time	$0 (waived)	1	$0 (waived)	See Order Form, Section III.A.1

A. Ongoing Software Services Terms and Conditions

1. Content Management Services (One Time):
   a. No fee shall be invoiced upon Client's execution of this Order Form. The One-Time fee assumes up to sixty (60) hours of total work. Additional hours are out of scope for the services to be provided hereunder. Client may request additional hours in increments of ten (10) hours at the rate of $2,000 per increment, which will require an additional writing signed by the parties.
2. Certain services under this Order Form may be performed by Benefitfocus or Benefitfocus' subcontractors and vendors located abroad. Notwithstanding any such services performed by third parties, Benefitfocus shall remain liable for all services performed hereunder.
3. The availability of Services under this Order Form are conditioned upon Client also receiving the Benefitfocus Marketplace Software Services. In the event Client's contract for the *Benefitfocus* Marketplace Software Services terminates, the Services hereunder shall also terminate.

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This Order Form is accepted and agreed to by:

BENEFITFOCUS.COM, INC.

By: _____

Print: Alpana Wegner

Title: VP, Corporate Controller

Date: 3/5/19

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: _____

Print: Addison G. Davis

Title: Superintendent of Schools

Date: 3/11/19

(Signature Page of Order Form)

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Appendix A: Content Management Services

Pursuant to the Client Services Agreement (the "Agreement") and the Order Form by and between Benefitfocus and Client, Client desires to have Benefitfocus provide the following services (the "Benefitfocus Content Management Services") as further described within Appendix:

1) ***Description of the Benefitfocus Content Management Services:***

Benefitfocus will perform an initial assessment of Client's Communication Portal objectives and/or existing Communication Portal, make additions and/or changes to Client's existing Communication Portal, or configure Client's Communication Portal if Client does not have an existing Communication Portal. After the initial assessment and subsequent updates, Benefitfocus will make additions and/or changes to Client's Communication Portal on a quarterly basis, upon Client's request. The initial assessment and subsequent updates throughout the annual period will include up to sixty (60) hours of discovery, consultation, and configuration. Hours must be utilized over a minimum of a ninety (90) day period and will expire at the end of Initial Subscription Term. The following describes a high-level overview of the Benefitfocus Content Management Services to be provided:

a) *Consultation and Configuration*
Upon contract signature, Benefitfocus will provide a consultation to Client to review Client's communications objectives and challenges in order to understand Client's goals for the upcoming year, document such goals and work with Client to design, update and maintain the Communication portal throughout the year. The table below lists the high level tasks associated with the service:

Configuration Associate Task	***Description of Task***
Listen and Learn	Analyze current content strategy and portal design Discuss and understand critical business objectives and challenges Listen to Client goals for transforming benefit communication within its organization Understand current areas that are performing well and those that need improvement
Share best practices and guidance	Identify opportunities to improve the content presentation and design of the Communications Portal based on Client goals Provide recommendations for configuring a Communications Portal that helps to meet Client's objectives Highlight opportunities to make use of interactions, designs and content layouts that may help engage employees and provide valuable benefit information
Branding, theme and style	Upload Client logo, apply site color schemes and typography
Content Upload and Organization	Organize and manage documents, images, copy and videos that will be uploaded to the Communications Portal Upload content to the Communications Portal for use within the portal pages Highlight opportunities to make use of existing content, configure new content provided by client, or use base content included with the Communications Portal
Content Filtering Strategy	Analyze current Client configuration and company categories used to segment employees within the Benefitfocus Marketplace Determine a way to personalize content and filter information to which employees have access, based on their specific category within the Benefitfocus Marketplace (by location, status or other classifications that determine eligibility)
Project Management	Create a project plan or task list that tracks agreed upon activities to update content as well as the status and progress for each

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	Work with Client on a recurring basis to share project plan/task list, gather feedback and validate alignment on priority and timing of execution
Testing	Test configuration/system updates, copy changes, and content uploads of content filtering to validate material conformance with document requirements
Training	Train Client on its Communication Portal configuration as completed

b) *Content and Branding Design:*
Benefitfocus will work with Client to design page layout updates for the Client's Communication portal and perform quarterly updates based upon a mutually agreed upon schedule. This design incorporates applicable changes to the currently-configured Client logo(s), images, color specifications, and standards, as applicable, to produce a unique design tailored to the Client's brand or the development of the aforementioned features for Client's Communication portal if an existing Communications Portal does not exist. Available design options include:

Design Task	Description
Update content page verbiage for benefits	Changes will reflect new plan rules and provisions
Upload new plan documents	Upload new benefit and plan summary documentation or other important docs provided by client
Refresh Quick Links	Create links to docs or external websites
Create To Do List items	Updated To Do List to reflect open enrollment notice (such as acknowledge changes in benefits)
Add open enrollment related information to home page	Add alert to home page or a custom enrollment widget
Test new content filtering	Check to make sure that filtering is applied to the content so that only applicable info is displayed to employees
Updated company polices	Update content page or To Do List item for employee to review any important information
New content tabs and filtering due to acquisition or restructuring	Some employers may restructure or acquire new employee populations and need new content
Refresh wellness content	Employer identifies trends they need to address and communicate awareness to employee
Changes to logo	Some employers choose to update their logo, font, or background
Branding updates	Client may choose new colors or logo that needs to be deployed to Communication portal.

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Payroll Order Form

This Payroll Order Form for School Board of Clay County, Florida (the "Client") is only valid for updates to Client's Payroll Connect solution previously implemented for Client as of the Effective Date and is subject to all of the terms and conditions of the Client Services Agreement and any applicable Order Form(s) or Agreement(s) to Purchase (collectively, the "Agreement") by and between Client and Benefitfocus.com, Inc. ("Benefitfocus").

Effective Date:	March 11, 2019
Target Go Live Date*:	120 days after second signature of this Payroll Order Form *Defined as "deployment" in the applicable Project Plan

Section I. Contact Information

This person should be able to speak about benefit plan, design, transmission, and eligibility rules.

Client Contact Name:	Sheila Gann
Title:	Coordinator of Health Benefits, Clay County School District
Telephone number:	(904) 336-6747
Email:	Sheila.gann@myoneclay.net

Section II. Contact for Accounts Payable

Client Contact Name:	Sheila Gann
Title:	Coordinator of Health Benefits, Clay County School District
Telephone number:	(904) 336-6747
Email:	Sheila.gann@myoneclay.net
Physical Address:	900 Walnut Street Green Cove Springs, FL 32043
Client's County *(for tax purposes)*:	CLAY
Duplicate Invoice (Y/N):	N

Section III. Payroll Connect Professional Services:

Check the Payroll Connect Option that applies to this Payroll Order Form:		
☐ Implement New Payroll Connect Interface	☐ Update Existing Payroll Connect Interface (i.e. no change in vendor)	☒ Replace Existing Payroll Connect Interface (i.e. new vendor and/or new file format(s))

Due to the unique nature of payroll systems interfaces, Payroll Connect changes are subject to the Benefitfocus software release schedule. Anticipated dates for payroll interface implementation will be determined during the payroll technical discovery. Benefitfocus will:

A. Perform technical discovery and configuration services.
B. Subject to the Payroll Connect Option selected above, implement updates to Client's existing Payroll Connect solution provided to Client under the Agreement or implement a new Payroll Connect solution in accordance with the requirements defined in Section IV. below and in the attached Appendix A.

Section IV. Fees and Payment Schedule

Component	**Description**	**One-Time Fee**
Payroll Connect Professional Services	Style D: Benefitfocus shall provide: 1. Communication for up to ten (10) hours to discover and solution Client's request. 2. An updated version of the existing requirements document, or a new version of the requirements document, which includes the requested update to Client's existing Payroll Connect solution. 3. Updates, additions, modifications to, or removal, or building of, functionality in the extraction or load process to reflect the changes documented in the agreed upon requirements. 4. End to end testing with the Client, including loading or extracting files for up to ten (10) cycles.	**$0 (One-Time Fee of $13,200 is waived)**

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	5. Deployment of the change to production once Client has provided sign-off.	
	TOTAL ONE-TIME FEE	**$0 (One-Time Fee of $13,200 is waived)**

A. The One-Time Fee for the Payroll Connect Professional Services represents Benefitfocus' best estimate of the hours required to implement the applicable updates to the Payroll Connect solution according to the specifications provided as of the date of this Payroll Order Form. The estimate assumes twenty-five (25) hours of total work. Additional hours are out of scope for the services to be provided hereunder. Any services in addition to the services stated herein are out of scope and shall require a subsequent Order Form.

Section V. Terms and Conditions

A. Acceptance of deliverables defined within the Project Plan for the Payroll Connect Professional Services:
   1. Each deliverable defined within the Project Plan shall be deemed accepted upon the completion of any defined testing within the Project Plan or "Deployment", as defined within the Project Plan, and the earlier of one of the following: (i) Client uses the updated Payroll Connect deliverable under essentially normal operating conditions, or (ii) Client fails to reject the updated Payroll Connect solution within ten (10) business days of Benefitfocus notice that Deployment has been completed.
   2. Should Client reject a deliverable, such rejection must be accompanied by an explanation of the reasons for the rejection, including specific references to those portions of any relevant schedule, deliverable, acceptance criteria, or product Documentation, which is the basis for the rejection, including identifying those deficiencies that must be corrected in order for the deliverable to be accepted. Client shall not offer as the basis for any rejection, and Benefitfocus shall not be required to correct: (i) any minor imperfections or defects that do not materially impair the operation or utility of any deliverable; or (ii) any other delays caused by Client or Client's carriers or vendors.

B. Certain services under this Payroll Order Form may be performed by Benefitfocus or Benefitfocus' subcontractors and vendors located abroad. Notwithstanding any such services performed by third parties, Benefitfocus shall remain liable for all services performed hereunder.

This Payroll Order Form is accepted and agreed upon by the parties as of the Effective Date, and Client authorizes the performance of the Services hereunder.

BENEFITFOCUS.COM, INC.

By: _____

Print: Alpana Wagner

Title: VP, Corporate Controller

Date: 3/5/15

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: _____

Print: Addison C. Davis

Title: Superintendent of Schools

Date: 3/11/19

(Signature Page to Payroll Order Form)

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Appendix A
Payroll Connect Requirements

PAYROLL CONNECT REQUIREMENTS*	
Payroll system name and version:	Business Plus 7.10
Payroll system contact name:	George Canova
Payroll system contact email/phone number:	(904) 336-9632, george.canova@myoneclay.net
PayMax Standard (Y/N):	N
Implement/Update inbound file from Client's payroll system to Benefitfocus Marketplace (Y/N):	N
Implement/Update outbound file from Benefitfocus Marketplace to Client's payroll system (Y/N):	Y
Name of payroll system/version being replaced (*Required if Replace Existing Payroll Connect Interface is checked in Section III*):	Business Plus 7.10
Additional Requirements: (*Required if Update Existing Payroll Connect Interface is checked in Section III*):	
The request is to replace the existing standard Payroll Deduction file with new, customized Payroll Deduction file.	

**All fields are required.*

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HEALTH INSURANCE BENEFITS ENROLLMENT SERVICES AGREEMENT BETWEEN THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA AND BENEFITFOCUS.COM, INC.

This Health Insurance Benefits Enrollment Services Agreement ("Agreement") is entered into by and between the School Board of Clay County, Florida ("Board" or "Client"), and Benefitfocus.com, Inc. ("Benefitfocus"), collectively referred to hereinafter as "the Parties," which Agreement shall become effective on June 11, 2018 ("Effective Date").

WHEREAS, the Board is a political subdivision of the State of Florida which governs and contracts on behalf of Clay County District Schools ("District"), a Florida public school district engaged in the provision of K-12 public education; and

WHEREAS, the Board employs nearly 4,800 employees, many of whom participate in District-sponsored health insurance programs; and

WHEREAS, the Board requires competent and reliable assistance from external agencies and third-party sources to ensure the delivery of certain services to District stakeholders, including insurance-related services to District employees; and

WHEREAS, Benefitfocus is a South Carolina corporation authorized to do business in Florida, and has sufficient experience, skill, and expertise to provide such assistance and services to District employees; and

WHEREAS, the engagement of Benefitfocus pursuant to the terms of this Agreement is advantageous to the Board and District stakeholders.

NOW, THEREFORE, IN CONSIDERATION of mutual promises and obligations contained herein, the Parties agree as follows:

1. **Incorporation of Recitals.** The foregoing recitals are true and correct and are incorporated herein by reference.

2. **Scope of Services.** Benefitfocus shall timely perform and deliver to the District all such services described in and appended to the *Client Services Agreement* attached hereto as **Exhibit 1**, the terms and conditions of which are hereby incorporated and made part of this Agreement subject to the revisions and amendments set forth below.

3. **Payments and Taxes.** Sections 3.1 and 3.2 of the *Client Services Agreement* are hereby stricken and replaced as follows:

3.1 Payment. Client shall make payment on all undisputed invoices in accordance with the Local Government Prompt Payment Act, Part VII, Chapter 218, Florida Statutes upon submission of invoices to the District after delivery and acceptance of the goods and/or services provided. Where required, an original invoice referencing a District purchase order number shall be submitted for payment to the District's Accounts Payable Department, 814 Walnut Street, Green Cove Springs, Florida 32043. Amounts payable by Client are due no l 45 days of submission. Client's or Authorized User's failure to utilize the Services shall in no way relieve the Client of any obligation to pay applicable fees.

3.2 Taxes. All fees and other amounts payable by Client under this Agreement are exclusive of taxes and duties. Benefitfocus will be responsible for taxes based on Benefitfocus income. Client is tax exempt and will provide a tax exemption certificate to Benefitfocus.

4. **Confidentiality and Public Records.** Article IV of the *Client Services Agreement* is hereby stricken and replaced as follows:

ARTICLE IV. CONFIDENTIALITY AND PUBLIC RECORDS

4.1 Definition of Confidential Information. As used herein, "Confidential Information" means all confidential information disclosed by a Party ("Disclosing Party") to the other Party ("Receiving Party"), in any format whether oral, written, electronic, or other, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Confidential Information of Client shall include any personally identifiable information or protected health information of Client's employees, Client Data and benefit plans. Confidential Information of Benefitfocus shall include the Services and Documentation. Confidential Information shall include Benefitfocus business and marketing plans, proprietary technology and technical information, product plans and designs, trade secrets, and business processes. However, Confidential Information (other than Client Data) shall not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, (iv) was independently developed by the Receiving Party, or (v) is required to be disclosed by law or court order.

4.2 Protection of Confidential Information. To the extent permitted by applicable law, including Florida's Public Record and Open Government/"Sunshine" laws, the Receiving Party shall (i) protect and safeguard the confidentiality of all Confidential Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care, (ii) not to use any Confidential

Information of the Disclosing Party for any purpose outside the scope of this Agreement or otherwise in any manner to the Disclosing Party's detriment, and (iii) except as otherwise authorized by the Disclosing Party in writing, to limit access to Confidential Information of the Disclosing Party to those of its and its Affiliates' employees, contractors and agents who need such access for purposes consistent with this Agreement.

4.3 Compelled Disclosure. The Receiving Party may disclose Confidential Information of the Disclosing Party if it is compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure. If the Receiving Party is compelled by law to disclose the Disclosing Party's Confidential Information as part of a civil proceeding to which the Disclosing Party is a party, and the Disclosing Party is not contesting the disclosure, the Disclosing Party will reimburse the Receiving Party for its reasonable cost of compiling and providing secure access to such Confidential Information, as long as those costs have been approved in advance by the Disclosing Party.

4.4 Protection of Client Data. Benefitfocus shall maintain appropriate administrative, physical, and technical safeguards for protection of the security, confidentiality and integrity of Client Data in accordance with the *Business Associate Addendum* attached hereto. Benefitfocus shall not (a) modify Client Data, (b) disclose Client Data except as compelled by law or as expressly permitted herein or in writing by Client, or (c) access Client Data except to provide the Services and prevent or address service or technical problems, or at Client's request in connection with support matters. Upon written request by Client no more than once annually, Benefitfocus will provide to Client its most recent *AICPA Service Organizational Control Type 2 ("SOC") Reports* (or equivalent successor thereto), which may be redacted as applicable, but shall include at a minimum the controls that Benefitfocus may audit from time to time in the ordinary course of its business.

4.5 Return or Destruction of Confidential Information. Upon request, each Party agrees to promptly return the other Party's Confidential Information in its possession, custody or control, or to certify the deletion or destruction of Confidential Information; provided, however, that the Receiving Party shall comply with all public record laws and retention schedules and may retain a copy of any Confidential Information to the extent it would be unreasonably burdensome to destroy (such as archived computer records). In the event that return or destruction of Confidential Information is unduly burdensome, or not feasible, the Parties shall extend the protections of this Article to the retained Confidential Information, and which protections and provisions shall survive the termination of this Agreement.

4.6 Student Records. Notwithstanding any provision to the contrary contained in this Agreement or its exhibits and attachments, all Benefitfocus representatives,

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employees, and agents shall fully comply with the requirements of the Family Education Rights and Privacy Act ("FERPA"), sections 1002.22 and 1002.221 of the Florida Statutes, and all other laws and regulations governing or protecting the confidentiality of personally-identifiable student information and education records. Benefitfocus shall indemnify, defend, and hold harmless the Board, its officers, and employees for any violation of this covenant. This provision shall survive the termination of the underlying contract and shall be binding upon Benefitfocus until such time as any claim arising from a breach of this covenant is resolved. In the event of a breach of security as defined by section 501.171 of the Florida Statutes, Benefitfocus shall notify the Board immediately, but no later than ten (10) calendar days following such security breach. Additionally, Benefitfocus shall, at its own expense, fully cooperate with and assist the Board with all reasonable remedial efforts, notifications, and other legal obligations arising from or related to such a security breach.

4.7 Public Records. In accordance with Chapter 119 of the Florida Statutes and all other applicable public records laws and regulations, Benefitfocus shall:

1. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Contract Data") which come within the definition of a "public record" under Chapter 119.

2. Provide to the Board, upon its request and free of charge, a copy of each record which Benefitfocus seeks to produce in response to a public records request.

3. Ensure that Contract Data that are considered exempt under Chapter 119 are not disclosed except as authorized by law.

4. Upon completion of its contractual obligations, transfer to the Board, at no cost to the Board, all Contract Data possessed by Benefitfocus, or otherwise keep and maintain such data as required by law. All records transmitted to the Board must be provided in a format that is compatible with the Board's information technology systems.

IF BENEFITFOCUS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119 OF THE FLORIDA STATUTES, OR ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, BENEFITFOCUS SHALL CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, OR AT 904-336-6500, OR AT: PRR@myoneclay.net

Failure to comply with this paragraph/subsection shall constitute a default and material breach of this Agreement by Benefitfocus, which may result in immediate termination without penalty to the Board.

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4.8 Health Information Confidentiality. Benefitfocus shall comply with all applicable state and federal laws and regulations governing the confidentiality of health information, including documents and records containing or reflecting medical, mental health, or substance abuse information. Benefitfocus shall neither use nor disclose health information obtained from the Board's group health plan (currently administered by UnitedHealthcare Insurance Company, per RFP #16-BA-121) in any manner that is inconsistent with the law or any term or condition of the Board's group health plan agreement(s). The Board will provide Benefitfocus with a copy of any such group health plan agreement upon request.

Benefitfocus shall execute a *Business Associate Agreement* pursuant to the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d, *et. seq.* ("HIPAA"), and applicable regulations contained in 45 C.F.R. Parts 160 and 164.

If, over the course of this Agreement, Benefitfocus obtains from the Board or any other source(s) information and/or documents governed by 42 U.S.C. Part 2 or the regulations implemented by the Substance Abuse and Mental Health Services Administration ("SAMHSA"), Benefitfocus shall limit its use and disclosure of such information pursuant to applicable state and federal laws and regulations, including SAMHSA regulations.

5. Term and Termination. Sections 5.1 and 5.4 of the *Client Services Agreement* are hereby stricken and replaced as follows:

5.1 Term. The term of this Agreement shall begin on the Effective Date and shall continue thereafter until: (i) the expiration or termination of all Order Forms hereunder; (ii) terminated by Client without cause any time after December 31, 2019 upon at least 120 days written notice to Benefitfocus (iii) terminated by a non-breaching Party due to a material breach or default under this Agreement, which breach continues for thirty (30) days after a written notice to cure such breach, or if cure is not possible within said thirty (30) day period, the breaching Party has not commenced reasonable steps to cure such breach; (iv) terminated based upon written agreement executed by the Parties; or (v) the Client at any time if Benefitfocus fails to perform any duties or covenants of this Agreement and such failure results in a material breach that remains uncured in accordance with this Section 5.

5.4 Retrieval and Deletion of Client Data. Upon the expiration or termination of this Agreement (including any *Order Forms*), Benefitfocus shall immediately deactivate the applicable Client account(s). For a term of 30 days following the termination or expiration of this Agreement or the applicable *Order Form(s)*, and upon Client request, Benefitfocus will grant to Client, at no charge, limited access to the Services, solely to Client's Administrator, for the sole purpose of permitting Client to retrieve or download any Client Data stored within the Software Services, provided that Client has paid in full all undisputed amounts owed to Benefitfocus,

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and Client is not otherwise in breach of any other provision of this Agreement. Thereafter, subject to retention requirements for public records under this Agreement and Florida law, Benefitfocus shall have the right and be entitled to delete or securely archive any Client Data from Benefitfocus's production or test environments. After such 30-day period, unless otherwise required by applicable law, Benefitfocus shall have no obligation to maintain or provide any Client Data. Client further agrees that Benefitfocus shall not be liable to Client, nor to any Authorized User or third party, for any termination of Client access to the Service or deletion of Client Data, provided that Benefitfocus is in compliance with the terms of this Section.

6. **Indemnification.** Sections 6.1 and 6.3 of the *Client Services Agreement* are hereby stricken, and Section 6.1 is replaced as follows:

6.1 Indemnification. In addition to any other statutory or common law obligation to indemnify and defend the Board, Benefitfocus shall indemnify, defend, and hold harmless the Board, its officers, and employees from any claim, loss, damage, penalty, or liability arising from the negligent acts, omissions, misfeasance, malfeasance, or intentionally wrongful conduct of Benefitfocus, its employees, or agents relating to the performance of this Agreement. In turn, the Board shall indemnify Benefitfocus up to the limits set forth in section 768.28 of the Florida Statutes for the negligent acts or omissions of Board officers or employees relating to the performance of this Agreement and within the scope of their official duties. In no event will the Board's liability under this Agreement exceed the sum of $200,000.00 per person or $300,000.00 per occurrence. The Board expressly reserves all other protections and privileges related to its sovereign immunity. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law. Notwithstanding the foregoing, each party shall be liable for its own acts and omissions under the Agreement.

7. **Governing Law and Venue.** Section 9.6 of the *Client Services Agreement* is hereby stricken and replaced as follows:

9.6 Governing Law. Waiver of Jury Trial. The Agreement shall be governed by and construed in accordance with the laws of the State of Florida without regard to any choice of law provisions. Further, the Circuit Court for the Fourth Judicial Circuit in and for Clay County, Florida, shall have exclusive jurisdiction to enforce the terms of and adjudicate any disputes arising from the underlying Agreement. The Parties hereby waive their rights to a jury trial for causes of action arising from this Agreement.

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8. Public Entity Crimes. By executing this Agreement, Benefitfocus represents and warrants to the Board that it is, and shall remain throughout the course of this Agreement, compliant with laws and regulations prohibiting public business with persons and entities convicted of various "public entity crimes." For instance, pursuant to section 287.133 of Florida Statutes, a person or affiliate who has been placed on a "convicted vendor list" following a conviction of a public entity crime may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity in excess of the threshold amount provided in section 287.017 of the Florida Statutes for a period of thirty-six (36) months from the date of being placed on a convicted vendor list.

9. Insurance. Benefitfocus shall maintain at all times during the term of this Agreement (including any renewal periods), and without cost or expense to the Board, policies of insurance as indicated in this Section and providing for the minimum coverages and amounts:

1. General Liability Policy:
   $1,000,000.00 per occurrence
   $2,000,000.00 aggregate

2. Auto Liability Policy:
   $1,000,000.00 combined single limit
   $5,000,000.00 charter or common carrier

3. Worker's Compensation Policy:
   $100,000

Each insurance policy shall be obtained from an insurance carrier rated as "A-" or better, under a policy approved for use in the State of Florida. Each Certificate of Insurance for the General and Automobile policies shall name the School Board of Clay County, Florida as an additional insured and the policy must unconditionally entitle the Board to thirty days' notice of cancellation of such policy or any of the coverages provided by it. Benefitfocus will be responsible for subcontractors and their insurance. Failure to obtain and maintain such insurance as set out above will be considered a default of this Agreement and may (at the Board's sole discretion) result in immediate termination.

10. Entire Agreement. This Agreement constitutes and contains the entire agreement and understanding between the Parties with respect to the subject matter herein stated, and such Agreement supersedes and replaces all prior negotiations and proposed agreements. Except for those that have been stricken and/or revised as herein stated, all remaining provisions, terms, and conditions of the *Client Services Agreement* (including appendices and forms attached to or otherwise incorporated into the Client Services Agreement), the *Request For Proposal # 18-BA-123*, and *Benefitfocus RFP Submitted Proposal* which do not conflict with those herein stated shall remain in full force and effect throughout the course of this Agreement. In any event, the terms and conditions stated herein shall govern and prevail over any conflicting terms or conditions

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contained in the *Client Services Agreement* and/or its related appendices and forms, the *Request For Proposal # 18-BA-123*, and *Benefitfocus RFP Submitted Proposal*. In the event of any conflict between the Client Services Agreement and /or its related appendices and forms and *Request For Proposal # 18-BA-123 or Benefitfocus RFP Submitted Proposal*., the Client Services Agreements and its related appendices and forms will in all instances govern, then the foregoing RFP proposal documents. For the avoidance of doubt, the appendices and forms to the Client Services Agreement define the agreed upon scope of implementation and ongoing services to be provided by Benefitfocus, and the RFP proposal documents shall provide additional details and technical specifications concerning the scope of services defined within the appendices and forms to the Client Services Agreement. Except for changes resulting from the change request process, the RFP proposal documents shall in no circumstances expand, modify, or limit the scope of services to be performed under the appendices and forms to the Client Services Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date(s) hereinafter indicated.

AS TO BENEFITFOCUS.COM, INC.

Alpana Wegner
(Printed Name)

(Signature)

VP, Corporate Controller
(Title)

6/13/2018
(Date)

100 Benefitfocus Way
Charleston, SC 29492
(Address)

843-284-1052 alpana.wegner@benefitfocus.com
(Phone number and e-mail)

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AS TO BOARD/DISTRICT:

Addison G. Davis
(Printed Name)

Superintendent of Schools
(Title)

900 Walnut St.
Green Cove Springs, Fl. 32043
(Address)

(904)336-6508
(Phone number and e-mail)

(Signature)

6/11/18
(Date)

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BENEFITFOCUS®
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Exhibit 1

CLIENT SERVICES AGREEMENT

This CLIENT SERVICES AGREEMENT and the exhibits attached hereto (collectively, the "Agreement") are entered into on June 11, 2018 (the "Effective Date"), by and between Benefitfocus.com, Inc. ("Benefitfocus"), with a principal place of business at 100 Benefitfocus Way, Charleston, SC 29492, and the School Board of Clay County, Florida with a principal place of business at 900 Walnut Street, Green Cove Springs, FL 32043 (hereinafter the "Client") individually each a "Party" and collectively the "Parties".

Recitals

A. Benefitfocus provides certain services for employee benefit administration through Benefitfocus proprietary software, databases, business rules, connectivity to third parties, and data transmission, developed and hosted by Benefitfocus, accessed over the Internet (the "Software Services"), and certain professional services (the "Professional Services") related to the Software Services (collectively, the "Services"); and

B. Client desires to receive the Services, as described in the applicable Order Form and corresponding appendices A, B, C, and D (the "Order Form") and the Software Services documentation, including the current versions of the any software guides, as updated with each new release (collectively the "Documentation"), for itself, its affiliates and subsidiaries, and for individuals who are authorized by Client to use the Services, and who have been supplied user identifications and passwords by Client or by Benefitfocus at Client's request (the "Authorized Users"), under the terms and conditions of this Agreement, the Health Insurance Benefits Enrollment Services Agreement, and the RFP 18-BA-123; and

C. In consideration of the mutual covenants contained herein, the payment of the fees as required hereunder, and other good and valuable consideration, the sufficiency of which is acknowledged, and intended to be legally bound the Parties agree as follows.

ARTICLE I. SCOPE OF SERVICES

1.1 Software and Support Services. Subject to Client's and its Authorized Users' compliance with the terms and conditions of this Agreement, Benefitfocus shall make the Services available to Client for use by Authorized Users pursuant to this Agreement and the applicable Order Form during the term of the applicable Order Form(s).

1.2 Professional Services. From time to time, Benefitfocus may make certain Professional Services available to the Client. Professional Services shall be described within the applicable Order Form.

1.3 Client Responsibilities. Client shall, (i) be responsible for Authorized Users compliance with this Agreement, (ii) be responsible for the accuracy, quality and legality of Client Data and of the means by which it acquired Client Data (as Client Data is defined in Section 2.1), (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the Services, and notify Benefitfocus promptly of any such unauthorized access or use, (iv) use the Services only in accordance with the Documentation and applicable laws and government regulations; (v) cooperate with Benefitfocus, as reasonably requested in order for Benefitfocus to provide or Client to receive the Services or in resolving any issues associated with Client's vendors and service providers. Client shall not, (a) use the Services to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights, (b) use the Services to store or transmit malicious code, (c) interfere with or disrupt the integrity or performance of the Services or third-party data contained therein, or (d) attempt to gain unauthorized access to the Services or their related systems or networks. It is the sole responsibility of the Client to maintain all Client benefit plan documents and to exercise all discretionary authority with respect to such Client benefit plans.

1.4 Client Instructions. Client is responsible for the consequences of any instructions Client may give to Benefitfocus in the course of performing the Services. Benefitfocus shall have the right to rely and act upon such instructions provided by Client, and Authorized Users, and their respective data entry systems, or any other instructions provided by Client to Benefitfocus. Benefitfocus shall be under no obligation to offset fees for Client's failure to communicate accurate instructions.

1.5 Source Documents. Benefitfocus will, to the extent it deems necessary to perform the Services, keep copies of all source documents provided by Client or on behalf of Client into the Benefitfocus system. Benefitfocus shall not perform as Client's designated record keeper, or official document repository or system of record.

ARTICLE II. PROPRIETARY RIGHTS AND OWNERSHIP

2.1 Client Ownership of Client Data. Any data provided by Client or Authorized Users including personally identifiable information and benefit plan data (collectively, the "Client Data") to Benefitfocus in the use of the Software Services, in any format, is and shall remain Client's property.

2.2 Reservation of Rights in Services. Except for, and subject to the limited rights expressly granted hereunder for Client and Authorized User to utilize the Services, Benefitfocus reserves all rights, title and interest in and to the Services, including all related intellectual property rights. No other rights are granted to Client hereunder other than as may be expressly set forth in this Agreement or the applicable Order Form.

2.3 Restrictions. Client shall not, (i) create derivative works based on the Services, (ii) copy, frame or mirror any part or content of the Services, other than copying or framing on Client's own intranets or otherwise for its own internal business purposes, (iii) reverse engineer the Services, (iv) lease, rent, resell, transfer, assign, lend or sublicense, or permit the unauthorized use of the Software Services to any other third party, (v) use the Software Services to provide service bureau, time sharing, rental, application services providing, hosting, or other computer services to unauthorized third parties without Benefitfocus' prior written consent, (vi) access the Services in order to, (a) build a competitive product or service, or (b) copy any features, functions or graphics of the Services.

2.4 Suggestions. Benefitfocus shall have a royalty-free, worldwide, irrevocable, perpetual license to use and incorporate into the Services any suggestions, enhancement requests, recommendations or other feedback provided by anyone, including but not limited to Client and Authorized Users, relating to the operation of the Services.

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CLIENT SERVICES AGREEMENT

ARTICLE III. PAYMENT

3.1 Payment. Client shall pay to Benefitfocus the fees and expenses specified within an applicable Order Form. Except as otherwise set forth within an applicable Order Form, amounts payable by Client are due "net 30," and are not subject to set-off. Past due amounts shall accrue interest at 1.5% per month, or the maximum rate permitted by law, whichever is lower. Client's or Authorized User's failure to utilize the Services shall in no way relieve the Client of any obligation to pay applicable fees.

3.2 Taxes. All fees and other amounts payable by Client under this Agreement are exclusive of taxes and duties. Client shall be responsible for, and promptly pay all taxes and duties (including but not limited to sales, use, and withholding taxes) associated with the Agreement, or any Order Form, except for taxes based on Benefitfocus income. Client shall be liable for all taxes until such time as Client provides a tax exemption certificate to Benefitfocus.

3.3 Disputed Amounts. Client shall pay all amounts when due. If Client disputes in good faith any invoiced amount, Client shall provide notice to Benefitfocus setting forth the reasonable basis for such disputed amount prior to the due date of the invoice. The Parties shall meet as soon as possible in order to resolve the dispute.

3.4 Suspension for Delinquent Account. Benefitfocus reserves the right to suspend Client's and any Authorized Users' access to and/or use of the Service if any undisputed payment is due but unpaid 60 days past the due date, but only after Benefitfocus has provided Client two (2) notices, and at least ten (10) days have passed since the transmission of the second notice. Client agrees that Benefitfocus shall not be liable to Client or to any Authorized User or other third party for any suspension of the Service pursuant to this Section.

ARTICLE IV. CONFIDENTIALITY

4.1 Definition of Confidential Information. As used herein, "Confidential Information" means all confidential information disclosed by a Party ("Disclosing Party") to the other Party ("Receiving Party"), in any format whether oral, written, electronic, or other, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Confidential Information of Client shall include any personally identifiable information or protected health information of Client's employees, Client Data and benefit plans. Confidential Information of Benefitfocus shall include the Services and Documentation. Confidential Information of each Party shall include the terms and conditions of this Agreement and all Order Forms, as well as business and marketing plans, technology and technical information, product plans and designs, trade secrets, and business processes disclosed by such Party. However, Confidential Information (other than Client Data) shall not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, or (iv) was independently developed by the Receiving Party.

4.2 Protection of Confidential Information. The Receiving Party shall (i) protect and safeguard the confidentiality of all Confidential Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care, (ii) not to use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement or otherwise in any manner to the Disclosing Party's detriment, and (iii) except as otherwise authorized by the Disclosing Party in writing, to limit access to Confidential Information of the Disclosing Party to those of its and its Affiliates' employees, contractors and agents who need such access for purposes consistent with this Agreement. Neither Party shall disclose the terms of this Agreement, any Order Form or any Order Form to any third party other than its Affiliates and their legal counsel and accountants without the other Party's prior written consent.

4.3 Compelled Disclosure. The Receiving Party may disclose Confidential Information of the Disclosing Party if it is compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure. If the Receiving Party is compelled by law to disclose the Disclosing Party's Confidential Information as part of a civil proceeding to which the Disclosing Party is a party, and the Disclosing Party is not contesting the disclosure, the Disclosing Party will reimburse the Receiving Party for its reasonable cost of compiling and providing secure access to such Confidential Information

4.4 Protection of Client Data. Benefitfocus shall maintain appropriate administrative, physical, and technical safeguards for protection of the security, confidentiality and integrity of Client Data in accordance with the Business Associate Addendum attached hereto. Benefitfocus shall not (a) modify Client Data, (b) disclose Client Data except as compelled by law or as expressly permitted herein or in writing by Client, or (c) access Client Data except to provide the Services and prevent or address service or technical problems, or at Client's request in connection with support matters. Upon written request by Client no more than once annually, Benefitfocus will provide Client with Benefitfocus' most recent AICPA Service Organizational Control Type 2 (or the equivalent successor thereto) ("SOC") Reports, which may be redacted as applicable, but shall include at a minimum the controls that Benefitfocus may audit from time to time in the ordinary course of its business.

4.5 Return or Destruction of Confidential Information. Upon request, each Party agrees to promptly return the other Party's Confidential Information in its possession, custody or control, or to certify the deletion or destruction of Confidential Information; provided, however, that the Receiving Party may retain a copy of any Confidential Information to the extent (a) required by applicable law or (b) it would be unreasonably burdensome to destroy (such as archived computer records). In the event that return or destruction of Confidential Information is unduly burdensome, or not feasible, the Parties shall extend the protections of this Article to the retained Confidential Information, and which protections and provisions shall survive the termination of this Agreement.

ARTICLE V. TERM AND TERMINATION

5.1 Term. The term of this Agreement shall begin on the Effective Date and shall continue thereafter until: (i) the expiration or termination of all Order Forms hereunder; or (ii) terminated by a non-breaching Party due to a material breach or default under this Agreement, which breach continues for thirty (30) days after a written notice to cure such breach, or if cure is not possible within said thirty (30) day period, the breaching Party has not commenced reasonable steps to cure such breach.

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5.2 Termination by Insolvency. Either Party may terminate this Agreement by providing written notice to the other Party if the other Party becomes insolvent, makes an assignment for the benefit of creditors, files a petition in bankruptcy, permits a petition in bankruptcy to be filed against it, or admits in writing its inability to pay its debts as they mature, or if a receiver is appointed for a substantial part of its assets. In the event that this Agreement is terminated or rejected by a Party or its receiver or trustee under applicable bankruptcy laws due to such Party's bankruptcy, the Parties agree that this is a services agreement, and that there are no rights and licenses granted under or pursuant to this Agreement by such Party to the other Party which shall be deemed to be, for purposes of Section 365(n) of the U.S. Bankruptcy Code and any similar laws in any other country in the Territory, licenses of rights to "intellectual property" as defined under Section 101(52) of the U.S. Bankruptcy Code.

5.3 Effect of Termination Upon termination or expiration of this Agreement, except as permitted under this Article V, Client shall have no rights to continue to use or access the Services. If this Agreement is terminated by Client for any reason other than a termination expressly permitted by this Agreement, then all of the fees due under this Agreement for the remainder of the then current term shall be deemed earned and payable.

5.4 Retrieval and Deletion of Client Data. Upon the expiration or termination of this Agreement or Order Form(s), as applicable, Benefitfocus shall immediately deactivate the applicable Client account(s). For a term of 30 days following the termination or expiration of this Agreement or the applicable Order Form(s), and upon Client request, Benefitfocus will grant to Client, at no charge, limited access to the Services, solely to Client's Administrator, for the sole purpose of permitting Client to retrieve or download any Client Data stored within the Software Services, provided that Client has paid in full all undisputed amounts owed to Benefitfocus, and Client is not otherwise in breach of any other provision of this Agreement. Thereafter, Benefitfocus shall have the right and be entitled to delete or securely archive any Client Data from Benefitfocus' production or test environments. After such 30-day period, unless otherwise required by applicable law, Benefitfocus shall have no obligation to maintain or provide any Client Data. Client further agrees that Benefitfocus shall not be liable to Client, nor to any Authorized User or third party, for any termination of Client access to the Service or deletion of Client Data, provided that Benefitfocus is in compliance with the terms of this Section.

5.5 Transition Services. In the event that this Agreement or applicable Order Form expires, or is not renewed, then upon notice reasonably received prior to the date of expiration, in addition to the periodic and limited access provided pursuant to Section 5.4, Client may elect to request that Benefitfocus continue to provide the Software Services to a limited number of Authorized Users, for the period of time requested by Client (but in no event to exceed six (6) months). Such Transition Services shall be subject to Benefitfocus then current fees and will be available only if Client is current on all undisputed invoices (and to the extent there are disputed invoices pursuant to Section 3.3, Client and Benefitfocus have resolved such invoices within 30 days of termination of the applicable Order Form), Client continues to pay all fees when due, and is not otherwise in breach of this Agreement or Order Form.

ARTICLE VI. INDEMNIFICATION

6.1 Mutual Indemnification. Each Party (the "Indemnifying Party") shall, at its own expense, defend the other party (the "Indemnitee") from and against any and all allegations, threats, claims, suits, and proceedings brought by third parties (collectively "Claims") arising out of or relating to the Indemnifying Party's breach of Section IV (Confidentiality) and indemnify the Indemnitee from and against liability, damages, and costs finally awarded or entered into in settlement (including, without limitation, reasonable attorneys' fees) (collectively "Losses") to the extent based upon such a Claim.

6.2 Infringement Indemnification. If during the term of this Agreement or any Order Form, the Benefitfocus proprietary software or any aspect of the Software Services is, or in Benefitfocus' opinion is likely to be, enjoined due to infringement of a third party's intellectual property rights, Benefitfocus will notify Client and at its own expense and option do any one or more of the following: (a) procure the right for Client to continue using the infringing item; (b) replace at no charge to Client the infringing item with a non-infringing item that is reasonably equivalent in functionality; (c) modify the infringing item to be non-infringing and reasonably equivalent in functionality; or (d) terminate Client's rights to access or use the infringing item and equitably adjust the fees for any Software Services impacted by such termination. For the avoidance of doubt, Benefitfocus will indemnify, defend and hold harmless Client for any Claims that allege the Services infringe on the intellectual property rights of a third-party.

6.3 Indemnification by Client. Client shall defend Benefitfocus against any Claim by a third party that arises out of or relates to Client's or Authorized User's acts or omissions with regard to Client Data or that alleges that Client's use of the Services infringes or misappropriates the intellectual property rights of a third party or violates applicable law and shall indemnify and hold harmless Benefitfocus for any Losses.

6.4 Conditions. The obligations of indemnification are subject to the condition that the Party seeking indemnification give the other: (1) prompt written notice of any Claim or action for which indemnity is sought; (2) complete control of the defense and settlement thereof by the Indemnifying Party, provided all settlements adverse to the interests of the indemnified Party shall be approved by that Party; and (3) cooperation in the defense of the indemnified matter. This Section 6 states the Indemnifying Party's sole liability, and the Indemnitee's exclusive remedy for any type of third-party claim described in this section.

ARTICLE VII. WARRANTIES & REPRESENTATIONS

7.1 Warranties and Representations of Benefitfocus. Benefitfocus warrants that (i) it has validly entered into this Agreement and has the legal power to do so, (ii) the Software Services shall perform materially in accordance with the Documentation, (iii) the functionality of the Services will not be materially decreased during the term of the applicable Order Form, (iv) that the Professional Services hereunder shall be performed in a good and workmanlike manner consistent with generally accepted industry standards; (v) Benefitfocus has the required authority and right to provide the Services; (vi) Benefitfocus has not received notice of, and has no reasonable basis to believe that the Services infringe upon any intellectual property rights of any other party; and (vii) upon request from the Client, Benefitfocus will correct any error or omission attributable to Benefitfocus in connection with the Services at no additional charge to Client.

7.2 Remedy. For any breach of a warranty stated, above Client's exclusive remedy shall be to terminate the Agreement and applicable Order Form as provided in Section 5.1.

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7.3 Representations and Warranties of Client. Client represents and warrants that (i) it has validly entered into this Agreement and has the legal power to do so, (ii) Client will possess all necessary and required authority and permissions to permit Benefitfocus to perform all the obligations under this Agreement; and (iii) the Services provided by Benefitfocus shall not include or imply any discretionary authority by Benefitfocus over the operation of the Client benefit plan in any manner that would cause Benefitfocus to be deemed a "fiduciary", trustee, plan administrator or named fiduciary of the Client benefit plan pursuant to ERISA or any applicable law; and (iv) Client will make all necessary arrangements with its third party vendors to cause such vendors to send and receive Client Data from Benefitfocus as required for Benefitfocus to perform the Services.

ARTICLE VIII. DISCLAIMERS & LIMITATION OF LIABILITY

8.1 DISCLAIMER OF WARRANTIES. EXCEPT AS SPECIFICALLY REPRESENTED OR WARRANTED WITHIN THIS AGREEMENT, BENEFITFOCUS SPECIFICALLY DISCLAIMS, WITHOUT LIMITATION, ALL WARRANTIES OF ANY KIND, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR THOSE WARRANTIES ARISING FROM A COURSE OF PERFORMANCE, A COURSE OF DEALING OR TRADE USAGE, OR THAT THE SERVICES WILL OPERATE WITHOUT INTERRUPTION. ALL THIRD-PARTY CONTENT AND/OR SERVICES SELECTED BY CLIENT ARE PROVIDED "AS IS" AND ANY REPRESENTATION OR WARRANTY OF OR CONCERNING ANY THIRD PARTY CONTENT OR SERVICES IS STRICTLY BETWEEN CUSTOMER AND THE THIRD-PARTY OWNER OR DISTRIBUTOR OF THE THIRD-PARTY CONTENT OR THIRD PARTY SERVICE PROVIDER. CLIENT ACKNOWLEDGES THAT IT HAS NOT RELIED UPON ANY REPRESENTATIONS OR WARRANTIES MADE BY BENEFITFOCUS OTHER THAN AS SPECIFICALLY SET FORTH HEREIN.

8.2 Limitation of Liability. Except for Claims for indemnification under Article VI, or breach of a Party's obligations under Article IV, or Client's infringement of Benefitfocus intellectual property rights, in no event shall either Party's aggregate liability arising out of or related to this Agreement, whether in contract, tort or under any other theory of liability, exceed the amounts actually paid by or due from Client for the services during the term of the applicable Order Form under the which cause of action arose. NEITHER PARTY WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE, RELIANCE, COVER, OR EXEMPLARY DAMAGES (INCLUDING LOST PROFITS, REVENUES OR OTHER FINANCIAL LOSSES,) ARISING UNDER OR RELATING IN ANY WAY TO THE SERVICES OR THIS AGREEMENT. The foregoing shall apply regardless of the negligence or other fault of the Party and regardless of whether such liability arises from contract, negligence, tort, strict liability or any other theory of legal liability. THE FOREGOING LIMITATIONS REPRESENT A BARGAINED FOR ALLOCATION OF RISK, WHICH ALLOCATION IS A MATERIAL ELEMENT OF THIS AGREEMENT, TO THE MAXIMUM EXTENT POSSIBLE UNDER APPLICABLE LAW.

ARTICLE IX.GENERAL PROVISIONS

9.1 Publicity. Client agrees that Benefitfocus may: i) use Client's name solely to name Client as a new Benefitfocus customer in its quarterly earnings release; and ii) use Client's approved logo to identify Client as a Benefitfocus customer on the Benefitfocus website. The Parties further agree to jointly develop a mutually agreeable Press Release regarding the Parties' relationship prior to or within a reasonable time after Client commences use of the Software Services. Except as provided herein, or as required by law, neither Party will use the other's name, customers or trademarks in any advertisement, news release or other public communication.

9.2 Relationship of the Parties. The relationship between the Parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever

9.3 Non Solicitation. Neither Party will directly or indirectly solicit for employment any employee of the other Party, during the term of this Agreement and for a period of twelve (12) months thereafter. For the avoidance of doubt, neither Party is prohibited from employing an individual who approaches it about employment opportunities or who applies for a position in response to a posting, employment advertisement or other general solicitation of employment, or whose resume is posted by the individual to an employment web site that is searchable by a Party, whether during the Term or thereafter.

9.4 Assignment of Agreement. Except as otherwise provided for in this Section, neither Party shall assign (whether by operation of law or otherwise) this Agreement or any of its rights, duties or obligations under this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, either Party may assign this Agreement without the written consent of the other Party to a successor entity or purchaser acquiring all or substantially all of its assets, provided, (i) such successor entity or purchaser is not a competitor of the non-assigning Party; and (ii), that such successor entity or purchaser agrees to assume in writing all of the rights, duties and obligations of the assigning Party under this Agreement for the term hereof. This Agreement shall bind and inure to the benefit of the Parties and their respective successors and permitted assigns.

9.5 Entire Agreement; Precedence. This Agreement contains the entire understanding between the Parties and supersedes and replaces any prior or contemporaneous agreement or understanding between the Parties with respect to the subject matter hereof. No amendment or modification of the Agreement shall be valid, unless made in writing and signed by both Parties hereto. Each of the Recitals, Order Forms, Amendments and Addenda, which may be attached hereto are incorporated by reference into this Agreement as if fully stated herein. In the event of any inconsistency or conflict between the terms and conditions of this Agreement and any term or condition of any exhibit hereto or any transactional or other document issued in connection herewith, any such conflict will be resolved by giving precedence in the following order, most recently dated document first: (a) the Order Forms, as may be amended from time to time, and any exhibits or attachments thereto; (b) this Agreement, as may be amended; and (c) Addenda to this Agreement.

9.6 Governing Law. Waiver of Jury Trial. This Agreement is governed by and shall be construed in accordance with the laws of the State of South Carolina, excluding any conflict-of-laws rule or principle that might refer the governance or the construction of this Agreement to the law of another jurisdiction. The Parties agree to waive, to the maximum extent permitted by law, any right to a jury trial with respect to any dispute arising hereunder.

9.7 Notices. Any notices required or permitted hereunder shall be in writing and shall be delivered in person, by nationally recognized overnight courier service, or by certified U.S. mail, postage prepaid, return receipt requested, addressed to the Party to be notified to the attention

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of in the case of Benefitfocus, to General Counsel; or, in the case of Client, to President/Owner at the address for such Party first set forth above or such address as either Party may hereafter specify in accordance herewith.

9.8 Attorney's Fees. If any action is brought by either Party against the other Party, relating to or arising out of this Agreement, the transaction described herein or the enforcement hereof, the prevailing Party shall be entitled to recover from the other Party all reasonable attorneys' fees, costs and expenses incurred in connection with the prosecution or defense of such action.

9.9 Force Majeure. Neither Party hereto shall be in breach or default of any provision of this Agreement by reason of its delay or failure to meet any of its obligations hereunder due to any event, circumstance, or cause beyond its control such as, but not limited to, circumstances beyond Benefitfocus' reasonable control, including without limitation, acts of God, acts of government, floods, fires, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving Benefitfocus employees), Internet service provider failures or delays, failures of telecommunication, or denial of service attacks. The performance of this Agreement shall then be suspended for as long as any such event shall prevent the affected Party from performing its obligations under this Agreement.

9.10 No Third Party Beneficiaries. Nothing herein shall confer, upon any person other than Benefitfocus, Client and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

9.11 Invalidity; Waivers. If any provision or portion of this Agreement is held invalid, illegal, void or unenforceable as it appears in this Agreement by reason of any rule of law, then such provision shall be construed as being enforceable to the extent allowed thereunder. All other provisions of this Agreement shall nevertheless remain in full force and effect. Neither of the Parties shall be deemed to have waived any of its rights, powers or remedies hereunder except in writing by the waiving Party.

9.12 Survival of Terms. Notwithstanding the expiration or earlier termination of this Agreement for any reason, the provisions of Articles II, III, IV, VI, and IX of this Agreement shall remain in full force and effect.

9.13 Subcontractors. Benefitfocus may engage third parties to perform Services under this Agreement (each, a "Subcontractor"). Benefitfocus shall remain responsible and liable for Subcontractor's performance of the Services.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by their respective authorized representatives, in multiple counterparts, each of which when executed will be deemed to be an original but all of which taken together will constitute one and the same agreement.

BENEFITFOCUS.COM, INC.		SCHOOL BOARD OF CLAY COUNTY, FLORIDA	
By:	[signature]	By:	[signature]
Print:	Alpana Wegner	Print:	Addison G. Davis
Title:	VP, Corporate Controller	Title:	Superintendent of Schools
Date:	6/13/2018	Date:	6/11/18

(Signature Page to Client Services Agreement)

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ORDER FORM

Pursuant to the terms and conditions set forth in the Client Services Agreement ("Agreement") between Benefitfocus.com, Inc. ("Benefitfocus") and the School Board of Clay County, Florida ("Client") (collectively the "Parties") and this Order Form, the Parties agree that Benefitfocus will provide to Client those Software Services identified and marked with an "X" in Section II for the fees indicated. The Professional Services and/or Software functionality (as applicable) are defined in the attached appendices.

I. Client Information ☒ New Client ☐ Existing Client ☐ System Integrator Implementation ☐ Reseller

1. Client Name: The School Board of Clay County, Florida	**2. Address:** 900 Walnut Street – Green Cove Springs, FL 32043	
3. Effective Date: June 11, 2018	**4. Target Go-Live Date:** 7/19/18, provided that the project kickoff meeting occurs not later than 4/23/2018. For each day that the project kickoff occurs after 4/23/2018, the Target Go Live Date shall be extended an equal number of days	**5. End of Initial Subscription Term:** 5 years from the date of Benefitfocus Marketplace Deployment as defined in IV.

6. Employee Count: 4,300 Enrollment Eligible (Full) 0 Enrollment Eligible (Voluntary Only) 0 Non-Enrollment Eligible	**7. Account Executive:** Vincent Furlani **8. Solutions Engineer:** Chris Clifford
9. Implementation Contact (name, email): Sheila Gann, Sheila.gann@myoneclay.net	**10. Invoice Contact (name, email, address, and county):** Sheila Gann, Sheila.gann@myoneclay.net. Please copy in Janna Thornton, janna.thornton@myoneclay.net
11. Duplicate Invoice: (Yes/No) Yes	**12.** Duplicate Invoice Contact Information (name, email, address): Aflac, Tameka Footman, tfootman@aflac.com, 1932 Wynnton Rd, Columbus, AG 31999

II. Services

IMPLEMENTATION & SOFTWARE SERVICES

☒ **BENEFITFOCUS® MARKETPLACE SOFTWARE SERVICES**
- ☒ BenefitsPlace

Benefitfocus Marketplace Product Upgrades
- ☐ Advanced Branding
- ☐ Guided Shopping
- ☐ Platform Usage Stats
- ☐ Advanced Reporting
- ☐ Single Sign-On (SAML 2.0)
- ☐ Additional Payroll deduction file integration
- ☐ Initial Data Load (2 or more Data Sources)
- ☐ Total Compensation App
  - ☐ Self Service
  - ☐ Full Service
    - ☐ Implementation
    - ☐ Data Refresh
    - ☐ Additional data sources
    - ☐ Employee segmentation
- ☐ One Time Dependent Audit

☐ **Benefitfocus ACA Management & Reporting**
- ☐ Optional Data Support Services
- ☐ Paper Fulfillment Services (ACA Management & Reporting)

☐ **ACA Max (Standard Benefitfocus Data Integration)**

☐ **Benefitfocus Communication Portal (Stand Alone)**

Benefitfocus Communication Portal Product Upgrades
- ☐ Advanced Branding
- ☐ Platform Usage Stats

☐ **BENEFITFOCUS® Analytics**
- ☐ Core Analytics
- ☐ Advanced Analytics
- ☐ Additional Data Sources (In Excess of Three)

☐ **Benefitfocus Benefits Service Center**
- ☐ Employee Services
- ☐ Employee Services Plus Administrative Services
- ☐ Fulfillment Services
  - ☐ Standard Open Enrollment Confirmation Statements
  - ☐ Standard Ongoing New Hire Packets
  - ☐ Custom Fulfillment Services
- ☐ Extended Hours

☐ **Additional Services:**
- ☐ Annual Subscription Training
- ☐ One Time Training

Benefitfocus Professional Services
- ☐ Content Management Services:
  - ☐ 40 hours
  - ☐ 60 hours
  - ☐ 60 hours
- ☐ Custom Report
- ☒ Transmission Project

☐ **Video Production Services**
- ☐ Style A
- ☐ Style B
  - ☐ Extend to 8 Minutes
- ☐ Style C
  - ☐ Extend to 8 Minutes

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☐ Single Sign-On (SAML 2.0)	☐ Additional On-Screen Talent ☐ Make-Up ☐ Expediting Fee ☐ **Video Hosting Services** ☐ **One Place Registration Services**

ACCOUNT ADMINISTRATION SERVICES

WageWorks, Inc.

☐ COBRA ☐ Full Open Enrollment Services ☐ Partial Open Enrollment Services	☐ Direct Billing ☐ Full Open Enrollment Services ☐ Partial Open Enrollment Services	☐ HRA ☐Form 5500 (HRA)	☐ Commuter ☐ FSA ☐ Form 5500 (FSA)

Discovery Benefits, Inc.

☐ FSA ☐ HRA ☐ HSA ☐ Transportation ☐ COBRA (inbound and outbound transmission) ☐ Direct Billing/Retiree Billing

Benefitfocus

☐ FSA ☐ HRA ☐ HSA ☐ COBRA ☐ Direct Billing ☐ Consolidated Billing
☐ Invoice Reconciliation

III. Implementation Services

A. Service	**One-Time Fee**
Benefitfocus Marketplace for Enrollment Eligible Employees (Full)	$18,200
Benefitfocus Marketplace for Enrollment Eligible Employees (Voluntary Only)	Not in Scope
Benefitfocus Marketplace for Non-Enrollment Eligible Employees	Not in Scope
Transmission Project(s) defined in Appendix A	Waived
TOTAL ONE-TIME FEES	**$18,200**

B. Implementation Services Terms and Conditions

1. Implementation Services shall commence upon the Effective Date, and continue until Acceptance, as defined in Section III. B.2.
2. Acceptance procedures are as follows:
   a. Each deliverable identified by Benefitfocus during implementation as Implementation Services deliverables will be Accepted upon the earlier of; (i) Client uses the applicable Software Services or deliverable(s) under essentially normal operating conditions, or (ii) Client fails to reject the applicable Software Services within ten (10) business days of Benefitfocus' notice that the applicable Implementation Services have been completed.
   b. Should Client reject a deliverable, such rejection must be accompanied by an explanation of the reasons for the rejection, including specific references to those portions of any relevant schedule, deliverable, acceptance criteria, or product Documentation, which is the basis for the rejection, including identifying those deficiencies that must be corrected in order for the deliverable to be Accepted. Client shall not offer as the basis for any rejection, and Benefitfocus shall not be required to correct, (i) any minor imperfections or defects that do not materially impair the operation or utility of any deliverable or the Software Services; or (ii) lack of data transmission to any non-integrated carriers; or (iii) any delays caused by Client or Client's carriers or vendors.
3. Except as otherwise stated herein, the Implementation Services fees defined in Section III will be invoiced upon Client's execution of this Order Form. Benefitfocus will invoice Client for any increases in the number of units (e.g. Enrollment Eligible Employees, Non-Enrollment Eligible Employees, Transmission Projects, Vendor Data Interfaces, Single Sign-On links, etc.) that occurs during the Benefitfocus Marketplace implementation upon Client's Acceptance.
4. Client agrees that the Base Benefitfocus Marketplace Implementation Services Fees include data exchange configuration enablement and testing services for the Interfaces defined in Appendix A. A $5,000 fee will apply for each additional Vendor Data Interface that requires a Transmission Project as defined in the attached Appendix A.
5. Support of a payroll solution beyond the scope defined in Appendices A and B, including, without limitation, a change in the described solution or an increase in the number of Payroll Data Integration Interfaces to be supported, requires further scoping and fees. Except to the extent the delay is solely caused by Benefitfocus, and unless otherwise agreed upon in writing, there will be no extensions or refunds in the event Client fails to use the Payroll Implementation Services within twelve (12) months of the Effective Date.
6. Except for travel expenses for Client to travel to Benefitfocus during the initial implementation of the Benefitfocus Marketplace, Client agrees to reimburse Benefitfocus for reasonable travel expenses approved in advance by Client and understands that, except where noted herein, travel is not included within the fees presented herein and is an additional charge, which shall be invoiced at cost to the Client.

IV. Ongoing Software Services

Services Description	Invoice Frequency	Rate	Minimum Quantity	Fee	Billing Terms
Benefitfocus Marketplace (Per Enrollment Eligible Employee (Full))	Monthly	$2.28	4,300	$9,804.00	See Order Form, Section IV.A.1

A. Ongoing Software Services Terms and Conditions

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1. At the End of the Initial Subscription Term, and any renewal term thereof, the Ongoing Software Services shall automatically renew for additional one (1) year terms (each a "Renewal Term"), unless either party provides written notice of its intent to not renew not less than ninety (90) days prior to the end of the then current term.
2. Base Benefitfocus Marketplace Software Services:
   a. Commencement of the Base Benefitfocus Marketplace Software Services invoicing shall begin upon: (i) the month in which the Software Services achieve Base Benefitfocus Marketplace Deployment. "Base Benefitfocus Marketplace Deployment" is defined as the date that, (a) the Communication Portal available for use by Client (or any Authorized Users), or (b) any benefit to be managed within the enrollment module is available for use by Client (or any Authorized Users) or, (ii) provided that the delay is not caused solely by Benefitfocus, the Target Go-Live Date. For each day of delay caused solely by Benefitfocus, Deployment shall be delayed by an equal number of days.
   b. Upon Base Benefitfocus Marketplace Deployment, and monthly thereafter, Benefitfocus will invoice Client based upon the greater of: (i) the minimum number of Enrollment Eligible Employees (Full or Voluntary Only) and Non-Enrollment Eligible Employees multiplied by the respective PEPM rate; or (ii) the actual number of Enrollment Eligible Employees (Full or Voluntary Only) and Non-Enrollment Eligible Employees loaded within the Benefitfocus Marketplace multiplied by the respective PEPM rate.
   c. Client agrees that the Base Benefitfocus Marketplace Implementation Services Fees include data exchange configuration enablement and testing services for the Interfaces defined in Appendix A plus two additional "Transmission" Data Interfaces that may be subsequently added to the scope of the Order Form via a subsequent Order Form. These two additional "Transmission" Data Interfaces are excluded from the attached Appendix A (which currently provides eight (8)) and can be added during the Order Form Term at no additional cost via a subsequent Order Form signed by the parties. A $1.00 PEPY fee per Vendor Data Interface will apply for each additional Vendor Data Interface in excess of those Interfaces defined in Appendix A and such two additional "Transmission" Date Interfaces to the extent the "Fees Apply" checkbox is selected for that Vendor Data Interface in the attached Appendix A or as defined in a subsequent Add-On Order Form signed by the Parties.
3. Definitions:
   a. An "Additional Benefitfocus Marketplace Data Source for Initial Load" means that term defined in Appendix A to this Order Form.
   b. A "Data Capture" means that term defined in Appendix A to this Order Form.
   c. A "Vendor Data Interface" means that term defined in Appendix A to this Order Form.
   d. An "Enrollment Eligible Employee" term used without reference to "Full" or "Voluntary Only" means both Enrollment Eligible Employee (Full) and Enrollment Eligible Employee (Voluntary Only).
   e. An "Enrollment Eligible Employee (Full)" means an employee that is eligible for at least one (1) medical, dental, vision, or other IRC Section 125 benefit type within the Benefitfocus Marketplace.
   f. An "Enrollment Eligible Employee (Voluntary Only)" means an employee that is only eligible for enrolling in one (1) or more non-IRC Section 125 benefit types configured within the Benefitfocus Marketplace.
   g. A "Non-Enrollment Eligible Employee" means an employee that is not eligible for enrollment in a benefit configured within the Benefitfocus Marketplace and is either, (i) provided access to the Employee Communication Portal component of the Benefitfocus Marketplace, or (ii) not provided access to the Benefitfocus Marketplace and, if applicable, is loaded within the Benefitfocus Marketplace solely for the purpose of performing data transmission and/or reporting functions.
   h. An "Enrolled Employee with Dependent(s)" means a Client employee loaded within the Benefitfocus Marketplace that is enrolled in one or more configured benefit plans with a coverage level that includes at least one enrolled dependent.
   i. A "Payroll Data Integration Interface" means one data transmission link that includes up to one (1) inbound employee demographic file from Client's HR Indicative or payroll system for importing within the Benefitfocus Marketplace and one (1) outbound deduction file exported to Client's HR indicative or payroll system from the Benefitfocus Marketplace.
   j. A "Transmission Vendor Data Interface" means that term defined in Appendix A to this Order Form.
   k. A "Transmission Project Vendor Data Interface" means that term defined in Appendix A to this Order Form.
4. The fees set forth in the Order Form will remain fixed for the first twelve (12) months following Deployment. Annually, thereafter, Benefitfocus will increase the Ongoing Software Services fees on an annual basis by the greater of 3% or, CPI-U.
5. As a courtesy and convenience to Client, Benefitfocus agrees to provide a duplicate invoice to, to make limited attempts to collect amounts due hereunder, and to accept payment under this Order Form in the amount of $.50 Per Enrollment Eligible Employee (full) from Aflac. Such amounts received from Aflac will be applied against the above Minimum Fees due under Section IV.A; provided, however that such duplicate invoice shall not constitute a waiver of Client's obligation to pay for the Services and in the event of non-payment by Aflac, Client shall remain liable for all amounts due hereunder.

This Order Form is accepted and agreed to by:

BENEFITFOCUS.COM, INC.		SCHOOL BOARD OF CLAY COUNTY, FLORIDA	
By:		By:	
Print:	Alpana Wegner	Print:	Addison G. Davis
Title:	VP, Corporate Controller	Title:	Superintendent of Schools
Date:	6/13/2018	Date:	6/11/18

(Signature Page of Order Form)

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Appendix A
Implementation Order Form

Section I: Payroll Provider(s):
Total Number of Payroll Integration Data Interfaces: 1 *(Insert in Section III.B of Order Form)*

PAYROLL DETAILS	
Payroll In Scope? (Y/N)	Y
File Type (Demographic vs Deduction)	1 Demographic and 1 Deduction File
Deduction Based or Enrollment Based (if Deduction File)	Enrollment Based
Payroll system administered by client or 3rd party?	Client
Payroll system name and version for Demographic/Import File	Business Plus 7.10
Payroll system name and version for Deduction/Export File	Business Plus 7.10
2-way integration required? (Y/N)	Y

Section II: Vendor Benefit Providers:
Total Number of Transmission Projects: 1 *(Insert in Section III.A of Order Form)*
Total Number of Vendors in Excess of Eight (8) (This excludes the payroll integration and BenefitsPlace integrations: 0 *(Insert in Section IV of Order Form)*

Vendor Interface	Benefit Type	Data Capture, Transmission, Transmission Project, Transmission (API)	BenefitsPlace Product?	BFST BOR?	Commission Split Agreement w/ Client Broker?	Third Party Payer?	PEPY Fee ?
United Healthcare	Medical	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Optum Bank	HSA	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
United Healthcare	Pharmacy	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Delta Dental FL	Dental	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
DeltaCare	Dental	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Humana	Vision	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
United Healthcare	Healthcare FSA	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
United Healthcare	Dependent Care FSA	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Liberty Mutual	Basic Life and AD&D	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Liberty Mutual	Supplemental Life and AD&D	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Liberty Mutual	Supplemental Spouse Life	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Liberty Mutual	Supplemental Child Life	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Liberty Mutual	Short Term Disability	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Liberty Mutual	Long Term Disability	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Liberty Mutual	EOI (Outbound)	Transmission	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Key Benefit Administrators	Medical Gap	Transmission Project	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
Liberty Mutual	EAP	Data Capture	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N	☐Y ☒N
AFLAC	Whole Life	Transmission	☒Y ☐N	☐Y ☒N	☒Y ☐N	☒Y ☐N	☐Y ☒N
AFLAC	Accident	Transmission	☒Y ☐N	☐Y ☒N	☒Y ☐N	☒Y ☐N	☐Y ☒N

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AFLAC	Critical Illness	Transmission	☒ Y ☐ N	☐ Y ☒ N	☒ Y ☐ N	☒ Y ☐ N	☐ Y ☒ N

Section III: SSO Links:
Total Number of SSO Links: -0 (*Insert in Section III.A of Order Form*)

Section IV: Vendor Benefit Providers:
Total Number of Benefitfocus Marketplace Data Sources for Initial Load in Excess of one (1): 0 (*Insert in Section III.A of Order Form*)

Section V. Definitions:

1. A "Benefitfocus Marketplace Data Source for Initial Load" means a third party data source that is used to complete the initial data load of Client's employee data within the Benefitfocus Marketplace during the initial Benefitfocus Marketplace implementation.
2. A "Data Capture" link means that the applicable benefit type will be enabled and the associated benefit elections will be stored within the Enrollment Portal; provided, however, the transmission of such benefit elections data from Benefitfocus to the applicable carrier or third party provider system is not commercially available or in scope, and shall be the responsibility of Client (or its Authorized User) utilizing Benefitfocus' standard or ad-hoc reports through self-service.
3. A "Vendor Data Interface" means a file containing Client Data for one or more Vendor benefit products or other Vendor indicative data that is transmitted from the Benefitfocus Marketplace Client's third party vendor, or received from Client's third party vendor for importing within the Benefitfocus Marketplace.
4. A "SSO Link" means a single sign-on link defined as in scope per Appendix B to the Order Form.
5. A "Payroll Integration Data Interface" means one data transmission link that includes up to one (1) inbound employee demographic file from Client's HR indicative or payroll system for importing within the Benefitfocus Marketplace and one (1) outbound deduction file exported to Client's HR indicative or payroll system from the Benefitfocus Marketplace.
6. A "Transmission" Vendor Data Interface means that, as of the Effective Date of the Order Form, an interface to transmit the applicable employee benefits data from Benefitfocus to the applicable Vendor system is commercially available for enablement within the Benefitfocus Marketplace and will be enabled, tested, and deployed within Client's production environment by Benefitfocus. This link also includes an API link made commercially available by Benefitfocus.
7. A "Transmission Project" Vendor Data Interface means that the applicable Vendor benefit type will be enabled as a "Data Capture" link (as defined above); provided, however, that Benefitfocus will add such request to its EDI development queue in order to convert to a "Transmission" eLink.

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Appendix B: Professional Services Description

This Appendix B defines: (i) a high level overview of the Professional Services to implement the Software Service specified in the Order Form between School Board of Clay County, Florida ("Client") and Benefitfocus.com, Inc. Detail regarding specific tasks, resources, and deliverables are defined within the project plan created as part of project coordination and discovery.

I. ***Benefitfocus* Marketplace Professional Services:**
   - **A.** Benefitfocus shall:
     1. Conduct pre-implementation coordination and scheduling
     2. Hold a discovery kick-off call to initiate implementation project
     3. Create, review, and finalize project plan for *Benefitfocus* Marketplace implementation
     4. Review and finalize system configuration and Documentation
     5. Provide access to on-demand online standard training videos, assessments, and product documentation designed to provide users with foundational skills.
     6. Provide quarterly content updates to ensure training information is aligned with system functionality.
     7. Conduct internal quality assurance and Client acceptance testing
     8. Complete Client Acceptance signoff and deploy to a production environment
     9. For this implementation, Benefitfocus will configure one (1) benefit plan year, with an open enrollment initial production deployment.
     10. Client shall:
         a. Provide all plan documentation, rates, employee demographic data, eligibility rules, and any additional information reasonably necessary for the completion of discovery and configuration of the *Benefitfocus* Marketplace
         b. Provide resources to attend status meetings, participate in the completion of discovery and the testing of the Benefitfocus Marketplace, including, but not limited to Human Resources, payroll and other data subject matter experts, and IT resources.
         c. Complete online trainings as required by the implementation project plan
         d. Complete testing and provide signoff at key milestones defined in the implementation project plan
   - **B.** Standard payroll integration using the standard Benefitfocus specifications will be implemented for the Target Go Live Date
   - **C.** Benefit plans and carriers must be determined at the time of signature. Each day of delay will delay the Target Go-Live Date by an equal number of days, without penalty to Benefitfocus.

II. ***Benefitfocus* Marketplace Implementation Services (Enrollment Portal):**
   - **A.** Project coordination and discovery:
     1. Hold a discovery kick-off call to initiate the implementation project, including providing Client with templates for gathering benefits, plan, and rule information
     2. Review and finalize enrollment configuration documentation, including implementation profile, change reason profile, and client-specific rules
     3. Limited to those benefits and benefit providers specified as "EDI Transmission" within the Implementation Order Form, Benefitfocus shall provide HIPAA 834 and iMax® format specifications and participate in discovery calls with Client and Client's benefit provider to plan EDI protocols, including schedules, file naming conventions, transmission details (e.g. URLs for Secure FTP), exception handling procedures, and data maps
   - **B.** Configuration of enrollment application and standard reporting functionality:
     1. Configure enrollment application with Client's plans, offerings, and designated carrier contract rules
     2. Configure open enrollment dates and enablements
     3. Enable standard Benefitfocus reporting functionality
   - **C.** Initial Data Load (Enrollment Portal):
     1. Client will provide Benefitfocus with the appropriate data sets from either its current system of record or its carriers.
     2. Once the applicable data files are received from Client and Client's benefit providers (as applicable), Benefitfocus will load the applicable employee benefits data, dependent information, and current benefit elections that include EOI in the enrollment portal (excluding all benefit elections that do not include EOI beneficiary information) and perform internal quality assurance of loaded data.
   - **D.** Conduct Client Acceptance testing:
     1. Provide Client access to test system configured with Client-specific settings
     2. Schedule and conduct a walkthrough of enrollment system with Client to review business rules and plan configurations
     3. Verify data load, review exceptions with Client, and determine strategy for resolving data exceptions
     4. Provide templates for Client signoff on acceptance of employer and rate information

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III. ***Benefitfocus* Marketplace Implementation Services (Communication Portal):**

A. Project coordination and discovery:
   1. Hold a discovery session, including definition of Client corporate style, URL, and content library configuration

B. Configuration of the Communication Portal:
   1. Activate the Communication Portal with Client-specific URL (20-character limit with no special characters or dashes)
   2. Configure user IDs and passwords for Client HR Administrators
   3. Upload Client's logo
   4. Display pre-authored *Benefitfocus* Marketplace content per Client's specifications

C. Client shall:
   1. Provide Benefitfocus with URL and logo (.png, .gif or .jpg) image
   2. Complete configuration of the Communications Portal in preparation for use by Client and its Authorized Users

IV. **Data exchange (eLinks) Implementation Services:**

A. Implement and test the facilities for EDI data transmission (Transmission eLinks) and Data Capture (Transmission Projects) of benefit elections from *Benefitfocus* Marketplace to Client's benefit providers, who are integrated with Benefitfocus and identified within the Implementation Order Form as "Transmission" or "Data Capture (Transmission Project)", and utilizing HIPAA 834 or iMax® and benefit provider transmission schedules

EDI development for a Transmission eLink or a Data Capture (Transmission Project) requires the cooperation and consent of the applicable carriers or benefit providers, which may grant or withhold such cooperation and consent in their sole discretion, and which is further subject to the Benefitfocus integration schedule and software release process. Benefitfocus shall utilize commercially reasonable efforts to make such connections available by the Target Go Live Date, but shall not be liable for any delay or failure by the carrier or benefit provider to grant such connection, and unless specifically stated herein, Benefitfocus does not warrant any date or availability for such connections. Client further acknowledges that additional scoping and pricing may be required to the extent a standard Benefitfocus file format and specifications are not utilized to convert a Data Capture (Transmission Project) into a Transmission eLink. Client shall provide Benefitfocus with the contact information for each carrier, along with authorization to contact each carrier to gather the necessary information to configure, test and deploy these connections.

B. Data exchange configuration and testing services:
   1. Configure outbound data extraction jobs for each of Client's data transmission links
   2. Create one (1) test file for each data transmission link and provide to the respective carrier/vendor via the documented transmission method
   3. Client shall require carrier/vendor to validate transmission within 2 days of receipt
   4. Participate with Client on carrier/vendor testing calls to review and validate file extract
   5. Any other transmission of Client's benefit election data shall be the responsibility of Client utilizing Benefitfocus' standard or ad-hoc reports (Client Self Service)

V. **Payroll Implementation Services:**

Due to the custom nature of payroll systems integrations, Payroll Connect implementation is scheduled according to the Benefitfocus software release schedule

A. Payroll Connect Implementation Services requires technical discovery and configuration

B. Inbound and outbound files: Implement one (1) file-based data exchange (inbound demographic file and outbound deduction file) interface to and from Client system using a Benefitfocus standard file format. Benefitfocus will:
   1. Hold a discovery call with Client's payroll system subject matter expert
   2. Provide specifications to Client on the Benefitfocus file format and required data elements
   3. Document schedule and connections specifications for regular payroll file exchange
   4. Review Benefitfocus job and exception reports and define error resolution procedures
   5. Determine and document a schedule for payroll implementation, testing, and deployment
   6. Create an inbound payroll file processor for Client's extract file
   7. Conduct payroll file processing testing
   8. Configure a payroll file processor in a test environment
   9. Conduct up to three (3) successful test cycles in which a test extract file is received from Client and processed into Benefitfocus Marketplace

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10. Conduct up to three (3) successful test cycles in which test payroll deduction file is extracted from Benefitfocus Marketplace and imported into the Client system

VI. Plan Shopping App Implementation Services:

A. Project coordination and discovery:
1. Hold a discovery kick-off call to initiate implementation project, including providing Client with templates for gathering medical plan attribute and rule information
2. Create, review, and finalize project plan for Client implementation
3. Review and finalize enrollment configuration documentation, including implementation profile and Client-specific rules
4. Configuration of Plan Shopping App within online enrollment

B. Carrier enablements
1. Plan attributes for the medical plans defined during discovery
2. Cost estimator
3. Client plan dependency rules (as applicable)
4. Healthcare utilization data:
    i. Generic: Storage and enablement of healthcare utilization data (the "Utilization Data") based upon healthcare cost, utilization, and expected values for a particular age and gender based upon national averages provided by the Medical Expenditure Panel Survey of the US Dept. of Health and Human Services for a consumer selecting private coverage in the United States (the "MEPS national averages")

C. Conduct Client acceptance testing:
1. Provide Client access to test system configured with Client-specific settings
2. Schedule and conduct walkthrough of Plan Shopping App with Client to review configurations
3. Test the facilities for data integration from Benefitfocus Marketplace to the Plan Shopping App to validate the estimated costs based upon the configured plan attributes and selected Utilization Data

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Appendix C: Software Services and Software Support Description

This Appendix C defines: (i) a high level overview of the functionality of the Software Services selected in the Order Form between Client and Benefitfocus.com, Inc. ("Benefitfocus"). Detailed functionality for the Software Services, subject to warranty claims, is defined within the current versions of the User Guide, Admin Guide and Report Guide, as provided to Client, and as updated with each new release.

I. **Summary of *Benefitfocus* Marketplace Functionality:**
- **A.** Communication Portal:
  1. An online, Client-branded internet portal utilizing a unique URL providing:
     a. A content management system, including on-line tools for Client management
     b. Content libraries and tools (including Frequently Asked Questions, RSS feeds, to-do lists, and training libraries)
- **B.** Online benefit enrollment:
  1. Online enrollment for Client's benefits (listed in Appendix A to the Order Form - Implementation Order Form), or as may be amended via an eLink Order Form and consisting of:
     a. Employee tasks:
        i. Enter or change personal and demographic information
        ii. Benefit elections and life event changes
        iii. Printing of enrollment confirmation
     b. HR Administrator tasks (in addition to employee tasks):
        i. Add/terminate/rehire employees
        ii. Add, change, or cancel COBRA elections
     c. Defined contribution functionality:
        i. Shopping cart feature within the Benefitfocus Employee Role™, including:
           1. Display of applicable defined contribution amounts based upon the configured business rules and benefit enablements
           2. Progressive allocation of the defined contribution amounts based upon the plans selected during the enrollment user workflow
     d. Plan Shopping Application to compare plan attributes and out-of-pocket expenses for selected medical plans
- **C.** Reporting Library:
  1. A tool that offers options to generate and view reports by HR Administrators access to employee benefit-related data. HR Administrators are able to:
     a. Apply various filters to capture the critical data points
     b. Download reports via Excel, CSV, and PDF
- **D.** Event driven notifications:
  1. *Benefitfocus* Marketplace provides eMail and SMS text messaging capabilities through the use of the Benefitfocus event driven messaging framework, which allows HR Administrators the option to:
     a. Send scheduled messages, confirmation messages and event based messages to their Authorized Users
     b. Create edit and manage message content and details
     c. Establish event driven rules for when a specific message can be sent (e.g., when an Authorized User reaches a specific age, based on the individual employee's start and end date of enrollment, etc.)
     d. Select messages to be delivered via eMail or SMS Text Message

  Note: eMail messages and SMS text notifications are available to the Client at no additional fee as part of the Benefitfocus Marketplace offering.
- **E.** eLinks:
  1. Infrastructure for submission of benefit elections to Client's benefit providers, utilizing HIPAA 834 and iMax® file formats with Benefitfocus integrated carriers (utilizing Benefitfocus eLinks) or Client submission of enrollment reports to Client's benefit providers (Client Self Service), as applicable
- **F.** Payroll Connect:
  1. Infrastructure for import and export of data to and from Client's payroll system utilizing a file format developed by Benefitfocus
  2. Import data into *Benefitfocus* Marketplace containing eligibility updates such as new hires, terminations and category changes
  3. Export data to Client's payroll system from *Benefitfocus* Marketplace containing payroll deduction amounts or codes

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G. Plan Shopping App:
   I. An online, interactive decision aid tool made available within *Benefitfocus* Marketplace, which provides the following functionality when launched from the Medical Plan Selection Page of Online Enrollment:
      a. Comparison of up to four (4) medical plans [up to three (3) side-by-side on screen comparisons] based upon plan attributes configured within *Benefitfocus* Marketplace, by way of example, out-of-pocket maximums, deductibles, co-insurance percentages, plan rates (the "Plan Attributes"), and typical healthcare usage (the "Utilization Data"), and cost information
      b. Cost estimator to calculate the estimated cost for each medical plan selected, based upon the selected Plan Attributes and Authorized User's Utilization Data:
         i. Generic: The standard Plan Shopping App estimates the Authorized User's costs based upon benchmark healthcare cost and utilization data provided by the Medical Expenditure Panel Survey of the US Dept. of Health and Human Services (the "MEPS national averages"). Authorized Users can apply to their own expected utilization as they compare plans. The default Utilization Data is based upon expected values for a particular age and gender based upon national averages for consumer selecting private coverage in the United States.
         ii. Authorized Users may adjust the default Utilization Data within the Plan Shopping App to personalize their Utilization Data based upon their expected future healthcare utilization, such as frequency of doctor's visits or number of prescriptions filled
      c. Display of estimated annual costs based upon the premium value for each medical plan, estimated out-of-pocket costs calculated by the cost estimator, Client contribution, and tax advantage accounts
      d. Printable version of the medical plan comparison performed by the Authorized User to include plan details and out-of-pocket cost estimates for each of medical plans being compared
      e. The Plan Shopping App will be made available within *Benefitfocus* Marketplace during Client's open enrollment and throughout the Client plan year to support new hires and qualified life event transactions
      f. Configuration changes (such as changes in variables) to Client's plan attribute groups, for Client's initial and subsequent open enrollment period(s) configured within *Benefitfocus* Marketplace are included at no additional cost for the term of the Order Form. Additional services not included within the scope of this Appendix C are subject to further discovery and scoping and may require additional fees.

II. **Summary of *Benefitfocus* Marketplace Support Services:**
   A. Benefitfocus Marketplace technical services:
      1. Monitoring of technical services, including system connectivity to the Internet, server capacity and configuration, application performance, power, failover and disaster recovery systems
      2. Administration and maintenance of database configurations, disk space, and required hardware components
      3. Staffing for 24/7 response to critical alerts. A "critical alert" is an error or other issue which materially degrades Client's use of the Software Services or causes serious disruption of Client's business function supported by the Software Services.
      4. Liaison services with Client information technology departments, as required to provide the Software Services
   B. eLinks and Payroll Connect, and software configuration support:
      1. Manage and monitor eLinks and Payroll Connect data transmission, as implemented
      2. Research and resolve data conflicts and errors, as applicable
      3. Implement updates to Client's business rules, benefits configurations, and eLinks implemented within the software upon instruction by Client
      4. Manage and monitor Plan Shopping App, as implemented
   C. Application support:
      1. Application support shall be provided by a Benefitfocus Account Manager from 8:00 a.m. to 8:00 p.m. EST, in the contiguous U.S. and subject to Daylight Savings Time rules, Monday through Friday (excluding Benefitfocus holidays)
   D. Ongoing software maintenance:
      1. Design and development of features, enhancements, and other updates for inclusion in software releases, patches, test environments, and Documentation
      2. Ongoing updates to standard product Documentation, user guides, training materials, and online help

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Appendix D

HIPAA Business Associate Addendum

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This HIPAA Business Associate Addendum ("Addendum") is made as of June 11, 2018 (the "Addendum Effective Date") by Benefitfocus.com, Inc. ("Benefitfocus"), with a principal place of business at 100 Benefitfocus Way, Charleston, SC 29492 and the School Board of Clay County, Florida ("Client"), with a principal place of business at 900 Walnut Street, Green Cove Springs, FL 32043 (each individually a "Party" and collectively the "Parties"). This Addendum, supplements, is made a part of, and is incorporated by reference into any Agreement (individually & collectively, the "Agreement") between Benefitfocus and Client.

1) Definitions. Capitalized terms used in this Addendum and not otherwise defined herein shall have the meanings set forth in the then-current Privacy and Security Rules.

   a) Access shall have the limited meaning set forth within 45 CFR § 164.304.

   b) Breach shall have the meaning set forth within 45 CFR § 164.402.

   c) Business Associate shall have the meaning set forth within 45 CFR § 160.103.

   d) Designated Record Set shall have the same meaning as the term "designated record set" in 45 CFR § 164.501.

   e) Electronic Health Record shall have the meaning set forth in Section 13400(5) of the HITECH Act.

   f) Electronic PHI shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 CFR § 160.103, as applied to the information that a Party creates, receives, maintains or transmits from or on behalf of Covered Entity.

   g) Individual shall have the same meaning as the term "individual" in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).

   h) HIPAA means the Health Insurance Portability and Accountability Act of 1996, Public Law No. 104-191.

   i) HIPAA Regulations means those regulations promulgated under HIPAA by the U.S. Department of Health and Human Services.

   j) HITECH Act means Title XIII of the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5, 42 USC 17921 et seq.) ("ARRA"), also known as the Health Information Technology for Economic and Clinical Health Act, which becomes effective as of February 18, 2010, or such other date or dates as finally specified.

   k) Law Enforcement Official shall have the meaning set forth in 45 CFR § 164.103.

   l) Privacy Rule shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 162 and Part 164, Subparts A and E.

   m) PHI shall have the same meaning as the term "protected health information" in 45 CFR § 160.103, as applied to the information created or received by a Party from or on behalf of Covered Entity.

   n) Required by Law shall have the same meaning as the term "required by law" in 45 CFR § 164.103.

   o) Secretary shall mean the Secretary of the Department of Health and Human Services or his or her designee.

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p) Security Incident shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 CFR § 164.304.

q) Security Rule shall mean the Security Standards at 45 CFR Parts 160 and 162 and Parts 164, Subparts A and C.

r) Unsecured Protected Health Information shall have the meaning set forth within 45 CFR § 164.402.

2) Permitted Uses and Disclosures of PHI.

a) Uses and Disclosures of PHI. Except as otherwise limited in this Addendum, each Party may use or disclose PHI to perform functions, activities or services for, or on behalf of, the other Party as specified in the Agreement, provided that such use or disclosure would not violate the Privacy Rule or Security Rule if done by the other Party.

b) Permitted Uses of PHI. Except as otherwise limited in this Addendum, each Party may use PHI for its proper management and administration or to carry out its legal responsibilities. A Party may also use PHI to provide Data Aggregation subject to the provisions of 2(d) herein.

c) Permitted Disclosures of PHI. Except as otherwise limited in this Addendum, each Party may disclose PHI for the proper management and administration of the Party, provided that the disclosures are required by law or the disclosing Party obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and will be used or further disclosed only as required by law or for the purpose for which it was disclosed to the person (which purpose must be consistent with the limitations imposed pursuant to this Addendum), and that the person agrees to notify the disclosing Party of any instances of which it is aware in which the confidentiality of the information has been breached. A Party may use PHI to report violations of law to appropriate federal and state authorities, consistent with 45 CFR Section 164.502(j)(1).

d) De-Identification of PHI. Except as otherwise limited in this Addendum, a Party may de-identify PHI provided that the de-identification conforms to the requirements of the Privacy Rule and further provided that a Party provides to the other Party the documentation required by the Privacy Rule. Data so de-identified does not constitute "PHI" and is not subject to the terms of this Addendum.

3) Obligations.

a) Appropriate Safeguards. Each Party shall use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by the Agreement and this Addendum. Each Party shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of Electronic PHI, as defined by the Security Rule. Each Party shall comply with the provisions of 45 CFR Sections 164.308, 164.310, 164.312 and 164.316 relating to implementation of administrative, physical and technical safeguards with respect to Electronic PHI in the same manner that such provisions apply to a HIPAA Covered Entity.

b) Reporting of Improper Use or Disclosure, Breach or Security Incident. Each Party shall report to the other Party any use or disclosure of PHI not provided for by the Agreement and this Addendum, including a Breach, within five (5) calendar days of becoming aware of such incident. Such notification shall include the identification of each individual whose Unsecured PHI has been, or is reasonably to have been, accessed, acquired or disclosed during the Breach. Each Party shall cooperate with the other Party in investigating the Breach so that each Party may meet its respective obligations under the HITECH Act., any other security breach notification law, or as required by contracts with other parties, including Covered Entities. Each Party shall report any Security Incident upon becoming aware of such incident; provided, however, that neither Party shall be required to report an immaterial incident consisting solely of trivial incidents that occur on a daily basis, such as scans, "pings," or an unsuccessful attempt to improperly access Electronic PHI that is stored in an information system under its control.

c) Mitigation. Each Party agrees to mitigate, to the extent practicable, any harmful effect that is known to it as a result of a use or disclosure of PHI in violation of this Addendum's requirements or that would otherwise cause a Breach of Unsecured PHI.

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d) Agents. Each Party shall ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by the other Party, or on behalf of Covered Entity, agrees to restrictions and conditions no less stringent than those that apply through this Addendum to the Parties with respect to such PHI. Each Party shall ensure that any agent, including a subcontractor, to whom it provides Electronic PHI, agrees to implement reasonable and appropriate safeguards to protect such information.

e) Access to PHI. Each Party shall provide access, at the request of a Covered Entity, and in the time and manner designated by a Covered Entity, to PHI in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR Section 164.524 and, if and when applicable, Section 13405(e)(1) of the HITECH Act.

f) Amendment of PHI. Each Party shall make any amendment(s) to PHI in a Designated Record Set that a Covered Entity directs or agrees to pursuant to 45 CFR Section 164.526 at the request of Covered Entity or an Individual, and in the reasonable time and manner designated by the Covered Entity. Any denial of amendment of PHI by a Party or its agents or subcontractors shall be the responsibility of Covered Entity.

g) Documentation and Accounting of Disclosures. Each Party agrees to document disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528 and, if and when applicable, Section 13405(c) of the HITECH Act. Each Party agrees to provide to Covered Entity, in the time and manner reasonably designated by Covered Entity, information collected in accordance with the first sentence of this Section, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528 and, if and when applicable, Section 13405(c) of the HITECH Act. In the event that the request for an accounting is delivered directly to a Party or its agents or subcontractors, a Party shall forward such request to Covered Entity in writing. It shall be Covered Entity's responsibility to prepare and deliver any such accounting requested.

h) Governmental Access to Records. Each Party shall make its internal practices, books and records relating to the use and disclosure of PHI received from, or created or received by a Party on behalf of a Covered Entity available to the Secretary and, at the request of Covered Entity, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule and the Security Rule.

i) Additional HITECH Act Requirements. To the extent applicable, each Party shall comply with the provisions of the HITECH Act set forth below, and any additional obligations imposed upon Business Associates by the HITECH Act, commencing on the date that compliance with each such provision is required by the HITECH Act:

   i) A Party shall take reasonable steps to cure a breach of this Addendum if it knows of a pattern of activity or practice by the other Party, or a subcontractor or agent thereof that violates this Addendum, in accordance with Section 13404(b) of the HITECH Act.

   ii) Each Party (or its agents or subcontractors) shall only request, use and disclose the minimum necessary amount of PHI necessary to accomplish the purpose of the request, use or disclosure, in accordance with Section 13405(b) of the HITECH Act.

   iii) Each Party shall comply with the prohibition on the sale of Electronic Health Records and PHI set forth in Section 13405(d) of the HITECH Act.

   iv) Each Party's notification of a Breach of Unsecured Protected Health Information shall comply in all respects with each applicable provision of Section 13402 of HITECH, 42 U.S.C. 17932.

4) Term and Termination.

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a) Term. The term of this Addendum shall commence as of the Addendum Effective Date, and shall terminate when all of the PHI provided by one Party to the other Party, or created or received by a Party on behalf of Covered Entity, is returned to Covered Entity or, if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the Effect of Termination Section.

b) Termination. Upon knowledge of a material breach by a Party of this Addendum, the non-Breaching Party shall either (i) provide an opportunity for the breaching Party to cure the breach or end the violation within the time reasonably specified by the non-breaching Party, or (ii) immediately terminate this Addendum and the Agreement if cure is not possible; or (iii) If termination is not feasible, file a report with the Secretary and the Covered Entity providing the PHI, and provide copies of such reports to the breaching Party.

c) Effect of Termination. The respective rights and obligations of the Parties under this Section shall survive the termination of the Addendum and the Agreement.

i) Except as provided in paragraph (b) of this Section, upon termination of the Agreement or this Addendum for any reason, each Party shall return or destroy all PHI received from the other Party, or created or received by a Party on behalf of Covered Entity pursuant to the Agreement, and shall retain no copies of the PHI. This provision shall apply to PHI that is in the possession of subcontractors or agents of a Party.

ii) In the event that a Party determines that returning or destroying the PHI is not feasible, that Party shall provide to the other Party notification of the conditions that make return or destruction not feasible. Upon mutual agreement of the parties that return or destruction of PHI is not feasible, a Party shall extend the protections of this Addendum to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as that Party maintains such PHI.

5) Indemnification. The parties agree and acknowledge that, the indemnification obligations contained under the Agreement shall govern each party's performance under this Addendum.

6) Amendment and Interpretation. The parties acknowledge that this Addendum is intended to reflect the requirements of the Privacy Rule and Security Rule, as amended by the HITECH Act, upon the date they become finally effective. The Parties agree to take such action to amend this Addendum from time to time as necessary for the Parties to comply with the requirements of the Privacy Rule and the Security Rule, or any contractual requirements imposed by such Privacy or Security Rule or any reasonable amendment thereof. Any ambiguity in this Addendum shall be resolved in favor of a meaning that permits the parties to comply with the Privacy Rule and the Security Rule as applicable to such party.

7) Mandatory Change Process. To the extent that a Party is required to materially alter its services, processes or procedures as specified in the Agreement in order to comply with the provisions of the Privacy Rule and/or Security Rule as they may be amended after the Addendum Effective Date, the Parties agree to mutually negotiate any required adjustment in fees or services.

8) No Third Party Beneficiaries. Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than the Parties and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

9) Prior Agreement. Except as expressly amended herein, all other terms and conditions as set forth in the Agreement shall remain in full force and effect. The Agreement, as amended by this and other Amendments, and Addenda shall remain and continue in full force and effect, and shall continue to be binding on the parties hereto. To the extent that there is any inconsistency between this Addendum and any Agreement, this Addendum shall control.

<<SIGNTURE PAGE FOLLOWS>>

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IN WITNESS THEREOF, the Parties have caused this Addendum to be executed by their respective authorized representatives, in multiple counterparts, each of which when executed will be deemed to be an original but all of which taken together will constitute one and the same agreement.

BENEFITFOCUS.COM, INC.

By: _____

Print: Alpana Wegner

Title: VP, Corporate Controller

Date: 6/13/2018

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: _____

Print: Addison G. Davis

Title: Superintendent of Schools

Date: 6/11/18

(Signature Page to the Business Associate Addendum)

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June 26, 2025 - Regular School Board Meeting

Title

C22 - BID Award

Description

Award BID as required per FS 287, DOE 6A-1.012 and School Board Policy
a. Contracted Services for Site Work – County Wide Bid #25-F-252: Contract period is for an 18-month period from June 27, 2025 through December 26, 2026 with the option to renew for three (3) additional one (1) year contract periods upon mutual agreement, in writing. Bid established for the purchase of labor, materials, equipment, transportation and supervision to perform site work that includes ground work, concrete work, asphalt work, etc. at all School Board facilities County Wide The vendors awarded are the lowest, most responsive and responsible qualified bidder meeting specifications.

Gap Analysis

The District requires contractors to provide services to ensure our ??facilities and equipment are maintained and functional. The District requires vendors to provide products to ensure our students and staff receive the services, and or products to meet their needs.

Previous Outcomes

Prior Board approved Bid has expired but was used successfully during the past terms to provide quality services and products to the district.

Expected Outcomes

Upon approval by the Board, we expect the contractors and vendors to provide quality services and products at the terms and conditions listed in the Bid.

Strategic Plan Goal

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

Recommendation

Award BID as follows:
a. Contracted Services for Site Work – County Wide Bid #25-F-252:

- Thomas May Construction Company, 310 College Drive, Orange Park, FL 32065 (Primary)
- Premier American Construction Inc., PO Box 1193, Middleburg, FL 32068 (Secondary)

Contact

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

Financial Impact

a. Contracted Services for Site Work – County Wide Bid #25-F-252: The total estimated expenditure for the 18-month contract is $1,000,000.00 from General and Capital Revenue.

Review Comments

Attachments

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C23 - BID Renewal

Description

Renew BID as required per FS 287, DOE 6A-1.012 and School Board Policy
a. Digital Surveillance Systems Bid #22-F-238: Contract Period is September 1, 2025 through August 31, 2026. The contract period is for one (1) year and is the final renewal option.

Gap Analysis

The District requires contractors to provide services to ensure our ??facilities and equipment are maintained and functional. The District requires vendors to provide products to ensure our students and staff receive the services, and or products to meet their needs.

Previous Outcomes

Original Bid was Board approved and has been used successfully during the past term to provide quality services and products to the district.

Expected Outcomes

Upon approval by the Board; we expect the contractors and vendors? to continue providing quality services and products at the same terms and conditions as when the original contracts were awarded.

Strategic Plan Goal

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

Recommendation

Extend renewal as follows:
a. Digital Surveillance Systems Bid #22-F-238:

- Security and Fire Electronics, Inc., 2590 Dobbs Rd., St. Augustine, FL 32086
- A3 Communications, Inc., 6316 Greenland Road, Jacksonville, FL 32258

Contact

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

Financial Impact

a. Digital Surveillance Systems Bid #22-F-238: The total estimated expenditure for the one (1) year contract renewal is $3,000,000.00 from Capital Revenue.

Review Comments

Attachments

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C24 - Transportation Bus Purchase Agreement

Description

This Agreement between the School Board of Clay County and Sun State International Trucks, LLC is to purchase nine (9) ESE 47 Capacity Type C new school buses and twelve (12) 77 Regular Type C new school buses equipped with AC and camera equipment per FLDOE Contract ITB 2023-02.

Gap Analysis

The transportation department has a five-year plan for bus purchases in the Capital Improvement Plan to replace buses reaching their service limits and to account for student growth. At this time, CCDS has 240 buses operating and in service. Furthermore, as the ESE student population continues to rise so does the need for ESE transportation/buses.

Previous Outcomes

The Transportation Department has a replacement plan for buses via the Capital Improvement Plan for the District to operate safely and efficiently.

Expected Outcomes

The purchase of 21 School Buses will provide CCDS:

- Nine (9) new ESE buses equipped with AC and camera surveillance and twelve (12) new regular type buses equipped with AC and camera surveillance. Bumper-to-Bumper 5-year warranty drastically reduces parts and maintenance costs associated with aging fleets (est. value $400,000.00). Sunstate International Trucks, LLC will provide a full-time on-site service representative at our Middleburg bus shop/depot to support the CCDS mechanic shop.
- The district retains the titles for the buses.

DRAFT

Strategic Plan Goal

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

Recommendation

Approve the Bus Purchase Agreement.

Contact

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

Randall Crawford, Director of Transportation, (904) 336-0002, randall.crawford@myoneclay.net

Financial Impact

The funds are available and budgeted in the Capital Bus Replacement Plan for $3,480,441.00. (Breakdown of cost - 47 Capacity Type C Complete School Bus- $159,177.00 x 9 = $1,432,593.00. 77 Capacity Type C Complete School Bus- $170,654.00 x 12 = $2,047,848.00)

Review Comments

Attachments

Bus Purchase Agreement.pdf

CONTENTS

TERM CONTRACT:
January 1, 2023 through December 31, 2025

BID ADDENDUM
Questions and Answers

Bid Submission and Pricing Pages

FLORIDA SCHOOL BUS SPECIFICATIONS, EFFECTIVE JANUARY 2023

BID AWARD LETTER

CONTRACTOR'S BID RESPONSE

COPY OF PERFORMANCE BOND

ITB #2023-02

DRAFT

Enter Bid Number 2023-02

Enter Name of Bidder Sun State International , LLC

DRAFT

SUN STATE INTERNATIONAL TRUCKS LLC

6020 Adamo Dr.
Tampa, FL, 33619
P: 813-426-4168
jamie.gray@sunstateintl.com

Bill To: Clay County
Address:
Phone:
Fax:
Email:
Date: 2/24/2025

QUOTE

Bus numbers FDOE School Bus Bid # 2023-02		47 Capacity Type C Conventional Bus w/ Lift			
Item #	Description	Qty	Unit Price	Discount	Price
BASE	47 PASSENGER TYPE C BUS with Lift	1	$ 130,864.00		$ 130,864.00
C1A	FRONT TOW HOOKS	1	83.00		83.00
C1B	REAR TOW HOOKS	1	61.00		61.00
	HEATED MIRRORS	1	STD		
C8	ADJUSTABLE PEDALS(INCLUDES TELESCOPING)(TILT)	1	825.00		825.00
	STRAIGHT FLOOR	1	155.00		155.00
B11	LAP/SHOULDER BELTS	1	2,682.00		2,682.00
B5B	PA W/RADIO	1	453.00		453.00
B16	BATTERY DISCONNECT SWITCH LABEL	1	23.00		23.00
B18	REAR HEATER	1	490.00		490.00
B20	POWDER-COATED WINDOWS	1	191.00		191.00
IC	REAR MUD FLAPS	1	54.00		54.00
IC	FRONT MUD FLAPS	1	54.00		54.00
IC	INSTALL CUSTOMER 2-WAY RADIO	1	390.00		390.00
IC	6"FAN	1	73.00		73.00
IC	ROSCO BACK UP MIRROR AND CAMERA	1	1,310.00		1,310.00
	TRANSAIR-TULSA TM-21	1	6,129.00		6,129.00
IC	LED HEADLIGHTS	1	616.00		616.00
	TRACK SEAT	3	632.00		1,896.00
	1000LBS LIFT	1	233.00		233.00
	Y58-1HD, 1TB	1	2,441.00		2,441.00
					-
	AHD 720	3	329.00		987.00
	IP 1080	1	431.00		431.00
	TW HD CAMERA	1	511.00		511.00
	TXM12 IP CAMERA	1	446.00		446.00
					-
	G4-UPGRADE-2TB SSD	1	369.00		369.00
	VIDEO DISPLAY MIRROR	1	1,938.00		1,938.00
	BR 1 MINI W/CELL ANTENNA	1	1,307.00		1,307.00
	SV-12 360 SYSTEM	1	2,945.00		2,945.00
IC	LED ABOVE ENTRANCE	1	225.00		225.00
IC	DELIVERY	1	995.00		995.00

2023-02 Standards included in the Base Bus

OCC telematics w/ 5 yr service plan ~ ESC ~ Bendix Advanced Collision Mitigation ~ Bendix intellipark

7 yr. Allison Warranty ~ 325-amp Alt ~ Auto Headlight System ~ Pro lo hatch ~ Vandal box w/key ~ 76" Headroom ~ Perf. Ceiling ~ Stainless Steal Heated Exterior Mirrors ~ Cruise Control ~ 12v Outlet ~ Left Driver Glove Box with Cup Holder ~ Navi Flex Stepwell Coating ~ Rear & Forward Handrail ~ Exhaust Brake ~ Perforated Ceiling Panels ~ IC Integrated Independent Dash A/C ~

Subtotal	$ 159,177.00
Tax Rate	
Sales Tax	-
Other	
Deposit Received	
TOTAL	$ 159,177.00

DRAFT

SUN STATE INTERNATIONAL TRUCKS LLC

6020 Adamo Dr.
Tampa, FL, 33619
P: 813-426-4168
jamie.gray@sunstateintl.com

Bill To: Clay County
Address:

Phone:
Fax:
Email:

Date: 2/24/2025

QUOTE

Bus numbers	FDOE School Bus Bid # 2023-02	77 Capacity Type C Conventional Bus			
Item #	Description	Qty	Unit Price	Discount	Price
BASE	77 PASSENGER TYPE C BUS	1	$ 131,413.00		$ 131,413.00
C1A	FRONT TOW HOOKS	1	83.00		83.00
C1B	REAR TOW HOOKS	1	61.00		61.00
C4	100 GALLON TANK	1	672.00		672.00
C8	ADJUSTABLE PEDALS(INCLUDES TELESCOPING)(TILT)	1	825.00		825.00
C10	AIR RIDE	1	519.00		519.00
B11	LAP/SHOULDER BELTS	1	7,748.00		7,748.00
B5B	PA W/RADIO	1	453.00		453.00
B16	BATTERY DISCONNECT SWITCH LABEL	1	23.00		23.00
B18	REAR HEATER	1	406.00		406.00
B20	POWDER-COATED WINDOWS	1	276.00		276.00
IC	REAR MUD FLAPS	1	54.00		54.00
IC	FRONT MUD FLAPS	1	54.00		54.00
IC	INSTALL CUSTOMER 2-WAY RADIO	1	390.00		390.00
IC	6"FAN	1	73.00		73.00
IC	ROSCO BACK UP MIRROR AND CAMERA	1	1,310.00		1,310.00
	TRANSAIR-TULSA TM-21	1	13,083.00		13,083.00
IC	LED HEADLIGHTS	1	616.00		616.00
	Y58-1HD, 1TB	1	2,441.00		2,441.00
					-
	AHD 720	3	329.00		987.00
	IP 1080	1	431.00		431.00
	TW HD CAMERA	1	511.00		511.00
	TXM12 IP CAMERA	1	446.00		446.00
					-
	G4-UPGRADE-2TB SSD	1	369.00		369.00
	VIDEO DISPLAY MIRROR	1	1,938.00		1,938.00
	BR 1 MINI W/CELL ANTENNA	1	1,307.00		1,307.00
	SV-12 360 SYSTEM	1	2,945.00		2,945.00
IC	LED ABOVE ENTRANCE	1	225.00		225.00
IC	DELIVERY	1	995.00		995.00

2023-02 Standards included in the Base Bus

OCC telematics w/ 5 yr service plan ~ ESC ~ Bendix Advanced Collision Mitigation ~ Bendix intellipark

7 yr. Allison Warranty ~ 325-amp Alt ~ Auto Headlight System ~ Pro lo hatch ~ Vandal box w/key ~ 76" Headroom ~ Perf. Ceiling ~ Stainless Steal Heated Exterior Mirrors ~ Cruise Control ~ 12v Outlet ~ Left Driver Glove Box with Cup Holder ~ Navi Flex Stepwell Coating ~ Rear & Forward Handrail ~ Exhaust Brake ~ Perforated Ceiling Panels ~ IC Integrated Independent Dash A/C ~

Subtotal	$ 170,654.00
Tax Rate	
Sales Tax	-
Other	
Deposit Received	
TOTAL	$ 170,654.00

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C25 - Interlocal Agreement between the School Board of Clay County, Florida; the Town of Orange Park and the Town of Orange Park Police Department

Description

Interlocal agreement for funding and contract options to meet the requirements of the Marjory Stoneman Douglas High School Public Safety Act, Ch. 2018-3. The agreement between the Town of Orange Park School Resource Officer (SRO) program shall include one full time police officer at each of the three schools within the city boundaries for Grove Park Elementary School, Orange Park Elementary School and Orange Park Junior High for the 2025-2026 academic year.

Gap Analysis

The Town of Orange Park has contracted with the Clay County District Schools to provide one School Resource Officer at the three schools within their municipality for the school year 2024-2025. The Town of Orange park will continue to partner with the school system to enhance the connectedness between the local Police Department and the families of students living in Orange Park attending one of the three schools.

Previous Outcomes

During the 2022-2023 school year the Town of Orange Park Police Department planned and implemented Drug Abuse Resistance Education (“DARE”) in collaboration with District personnel. The Town of Orange Park Police Department was also successful in continuing a pedestrian safety program at Grove Park Elementary, Orange Park Elementary, and Orange Park Junior High.

Expected Outcomes

CCDS will remain in compliance with school safety requirements per Florida Administrative Code 6A- 1.0018. The presence of the SROs on campuses will strengthen relationships between the local police department and students and families within the community; fostering community connectedness, and improved campus security. The presence of SROs on campus helps build trust and rapport with students, creating a safer and more supportive atmosphere.

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 agreement between the School Board of Clay County, Florida; and Town of Orange Park and the Town of Orange Park Police Department.

Contact

$317,981.96 to be paid out in twelve (12) equal installments

Financial Impact

Contact

Bryce Ellis, Assistant Superintendent for Operations, 904-336-6853, bryce.ellis@myoneclay.net,
Matthew Boyack, Director of Safety and Security,904-336-8377, matthew.boyack@myoneclay.net

Review Comments

Attachments

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C26 - Interlocal Agreement between the School Board of Clay County, Florida; City of Green Cove Springs Florida; and Green Cove Springs Police Department

Description

Interlocal agreement to provide School Resource Officers (SROs) in order to meet the requirements of the Marjory Stoneman Douglas High School Public Safety Act, Ch. 2018-3. The agreement between the City of Green Cove Springs, the Green Cove Springs Police Department (GCSPD) SRO program shall include one full time police officer at each of the two schools within the city boundaries including Charles E. Bennett Elementary School and Green Cove Springs Junior High for the 2025-2026 academic year.

Gap Analysis

The City of Green Cove Springs has contracted with the Clay County District Schools to provide one School Resource Officer at the two schools within their municipality for the previous 2024-2025 school year. This initiative reinforces the City of Green Cove Springs' commitment to partnering with the school system. The aim is to provide SRO services while also strengthening the bond between the local Police Department and the families of students residing in Green Cove Springs who attend either of these two schools.

Previous Outcomes

The City of Green Cove Springs has contracted with the Clay County District Schools to provide one School Resource Officer at the two schools within their municipality for the previous 2024-2025 school year.

Expected Outcomes

CCDS will remain in compliance with school safety requirements per Florida Administrative Code 6A- 1.0018. The presence of the SROs on campuses will strengthen relationships between the local police department and students and families within the community; fostering community connectedness, and improved campus security. The presence of SROs on campus helps build trust and rapport with students, creating a safer and more supportive atmosphere.

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 agreement between the School Board of Clay County, Florida; City of Green Cove Springs Florida; and Green Cove Springs Police Department.

Contact

$223,235.60 to be paid out in twelve (12) equal installments

Financial Impact

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

Matthew Boyack, Director of Safety and Security,904-336-8377, matthew.boyack@myoneclay.net

Review Comments

Attachments

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C27 - Amendment to Clay County Agreement/Contract No. 2024/2025 - _____ Interlocal Agreement between the School Board of Clay County (SBCC), Florida; and the Board of County Commissioners (BCC) for Funding of School Resource Officers (July 1, 2024 - June 30, 2027)

Description

Interlocal Agreement for funding of School Resource Officers in order to meet the requirements of the Marjory Stoneman Douglas High School Public Safety Act, Ch. 2018-3. This agreement between the SBCC and the BCC will allow payment for SRO services to the County for the benefit of CCSO.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Compliance with the Marjory Stoneman Douglas High School Public Safety Act, Ch. 2018-3.

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 agreement

Contact

Susan Legutko, Assistant Superintendent of Business Affairs, 904-336-6722, susan.legutko@myoneclay.net

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

Financial Impact

Approximately $6.8M to be paid out in the following manner: AWAITING BOARD DIRECTION

Review Comments

Attachments

DRAFT

June 26, 2025 - Regular School Board Meeting

Title

C28 - Resolution to Dispose of Relocatable Buildings at Oakleaf Junior High School

Description

The following relocatable buildings at Oakleaf Junior High School require disposal. These structures have reached their end-of-life, are beyond economical repair, and possess no resale value. Disposal should be executed via the most cost-effective means.

-Relocatable building type 92, room 812 designated CI 2174 (DCA MBE 5141)

-Relocatable building type 92, room 813 designated CI 2214 (DCA MBE 5146)

Gap Analysis

No action would result in an unnecessary financial burden on the district.

Previous Outcomes

The School Board has approved the disposal of relocatable buildings in the past.

Expected Outcomes

It is expected the School Board will approve the disposal of the two relocatable buildings located at Oakleaf Junior High School.

-Relocatable building type 92, room 812 designated CI 2174 (DCA MBE 5141)

-Relocatable building type 92, room 813 designated CI 2214 (DCA MBE 5146)

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 disposal of the two relocatable buildings located at Oakleaf Junior High School.

-Relocatable building type 92, room 812 designated CI 2174 (DCA MBE 5141)

-Relocatable building type 92, room 813 designated CI 2214 (DCA MBE 5146)

Contact

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

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

Paul Bement, Supervisor of Planning and Intergovernmental Relations, (904)336-6829, paul.bement@myoneclay.net

Financial Impact

None

Review Comments

Attachments

Resolution for Dispose of RelocatableBuilding at Oakleaf Junior High School.pdf

DRAFT

SCHOOL BOARD RESOLUTION #25-xx

A RESOLUTION OF THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, DETERMINING PROPERTY DESCRIBED AS BUILDING 93 ROOM 812 AND BUILDING 93 ROOM 813 AT OAKLEAF JUNIOR HIGH SCHOOL, 4085 PLANTATION OAKS BOULEVARD, FLORIDA ARE NO LONGER ELIGIBLE FOR EDUCATIONAL OR ANCILLARY PURPOSES DUE TO EXCESSIVE SAFETY CONCERNS AND IS DILAPIDATED, BEYOND ITS SERVICE LIFE AND COST EFFECTIVENESS TO REPAIR AND HAS NO COMMERCIAL VALUE AND SHOULD BE DISPOSED OF BY THE MOST ECONOMIC MEANS.

WHEREAS, the School Board of Clay County, Florida ("Board"), wishes to dispose of the structures described as relocatable building 93 room 812 and building 93 room 813 at Oakleaf Junior High School; and

WHEREAS, the structure is not repairable by cost effective means, beyond its service life, dilapidated and serves no useful function; and

WHEREAS, Florida Statute 1013.28 requires a determination that said structure is unusable for educational or ancillary purposes and has no commercial value; and

WHEREAS, it is in the best interest of the district to dispose of said property by the most economical means by Clay County District Schools Personnel;

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. The Board hereby determines the following described property is unusable for education and ancillary purposes and is without commercial value.

2. The Board concludes that the property should be disposed of by the best economic means available. Said property is more particularly described:
   Structures:
   - Building 93 room 812 is a relocatable metal and wood classroom building with restrooms constructed in 2006 and located at Oakleaf Junior High School, 4085 Plantation Oaks Boulevard, Orange Park, FL 32065
   - Building 93 room 813 is a relocatable metal and wood classroom building with restrooms constructed in 2006 and located at Oakleaf Junior High School, 4085 Plantation Oaks Boulevard, Orange Park, FL 32065.

DRAFT

3. This Resolution shall take effect upon its adoption and full execution.
DULY ADOPTED AND APPROVED this 26th day of June 2025, by the School Board of Clay County, Florida.

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By _____
ERIN SKIPPER, Board Chair, District 1

By _____
ROBERT ALVERO, District 2

By _____
BETH CLARK, District 3

By _____
MICHELE HANSON, District 4

By _____
ASHLEY GILHOUSEN, District 5

DRAFT

ATTEST:

_____
DAVID BROSKIE, Superintendent of Schools

Approved as to form by:

_____
JEREMIAH BLOCKER, School Board Attorney

June 26, 2025 - Regular School Board Meeting

Title

C29 - Prequalification of Contractors

Description

Section 1013.46 of Florida Statutes requires school boards to prequalify contractors prior to their being able to bid on construction projects for the district. The rules for prequalification are stipulated in the State Requirements for Educational Facilities (SREF). The attached list identifies the contractors to be approved this month. As this is an annual requirement, the attached list may contain both new contractors and contractors seeking to renew their prequalification status. Per Florida Statutes, only those contractors currently prequalified at the time of bidding may bid on a school board construction project.

Gap Analysis

Prequalification of Contractors is an annual requirement.

Previous Outcomes

CCDS complies with contractor prequalification as required by Florida Statutes and SREF (State Requirements for Educational Facilities).

Expected Outcomes

CCDS will remain in compliance by certifying the contractors recommended for prequalification meet the requirements of Section 1013.46 FS, the State Requirements for Educational Facilities (SREF) and School Board Policy.

Strategic Plan Goal

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

Recommendation

Approve the attached contractor prequalification list.

Contact

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

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

Financial Impact

None.

Review Comments

Attachments

Table for Board Backup Contractor Prequal, 6.26.2025

DRAFT

SBCC PRE-QUALIFIED CONTRACTORS

The following contractors are being submitted to the School Board for Contractor Pre-Qualification approval having met all requirements of Chapter 1013.46 F. S., as determined by the Pre-Qualification Committee consisting of Lance Addison, Clayton Anderson, Bertie Staefe, Chris Deely-Isais and Beth Clark. The pre-qualification certification is valid for one year from the end of the month in which Board approval is obtained.

COMPANY	TRADE CATEGORY	BOND LIMIT	EXPIRATION DATE
Advanced Roofing, Inc.	General, HVAC, Roofing, and Electrical Contractor	$40,000,000.00	July 31, 2026
Communication Solutions, Inc.	Specialty Electrical Contractor	$300,000.00	July 31, 2026
McCurdy-Walden Roofing, LLC	Roofing Contractor	$10,000,000.00	July 31, 2026
Playmore Recreational Products & Services	Building Contractor	$1,000,000.00	July 31, 2026
Precise Cabling, Inc.	Electrical Contractor	$2,000,000.00	July 31, 2026

DRAFT