School Board of Clay County

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

June 4, 2026 - Regular School Board Meeting

Date: Jun 04 2026 (6:00 p.m.)

Student Showcase

Invocation (Pastor Jeff Percival, River Christian Church)

Pledge of Allegiance

Call to Order

Recognitions and Awards

1. Special Olympics Recognition

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

3. Recognize Florida's Volunteer Service Award Recipients

Presenters

School Showcase

Student Speaker

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

4. Public Comment on Specific Agenda Items

Discussion Agenda

School Board Member

5. D1 - Appoint One Board Member and One Citizen Member to Serve on the 2026 Value Adjustment Board

Human Resources

6. D2 - Human Resources Special Action A

7. D3 - Human Resources Special Action B

Consent Agenda

Superintendent

8. C1 - Minutes of School Board Workshop on April 28, 2026; Student Hearings and Regular Meeting on May 7, 2026

April 28, 2026 School Board Workshop.pdf

DRAFT

- May 7 - Student Hearings Minutes - Google Docs.pdf (Confidential)
- May 7, 2026 - Regular School Board Meeting.pdf

Information Technology Services

9. C2 - Synergy Transition / Specialized Data Retrieval License
   - 230155A Edupoint Amandment 6.pdf

Human Resources

10. C3 - Personnel Consent Agenda
    - June 4, 2026 Personnel Consent Agenda.pdf

Instruction-Academic Services

11. C4 - K-12 Academic Services Out of State and Overnight Student Travel
    - June 2026 Student Travel.pdf
12. C5 - 2026-2027 Dual Enrollment Articulation Agreement Between School Board of Clay County and St. Johns River State College (SJRSC)
    - 260079 SJRSC 26-27 Dual Enrollment Articulation Agm.pdf
13. C6 - Approval to Advertise and Notice of Public Hearing to Approve Modifications to the 2025-2026 Student Progression Plan
    - 2026-27 CCDS Student Progression Plan with Markup.pdf
    - 2026-27 SPP Summary of Changes.pdf
    - 2026-27 CCDS Student Progression Plan DRAFT Pending Board Approval.pdf

Instruction-Professional Development

14. C7 - Affiliation Agreement between Clay County District Schools and Florida Gateway College
    - 260080 Florida Gateway College.pdf

Instruction-Climate and Culture

15. C8 - Affiliation Agreement- St. Bonaventure University
    - Clay County District Schools MOU 8-15-26 to 8-15-29 (1).pdf

Business Affairs

16. C9 - Proposed Allocation Changes for 2026-2027
    - 06.04.26 - 26-27 Allocation Summary.pdf
17. C10 - PowerSchool Contract Renewals
    - Q-195590 Clay PEA Renewal.pdf
    - Q-166331 Clay TalentEd Renewal.pdf
    - Q-226246 Clay B+ Renewal.pdf

Business Affairs-Accounting

18. C11 - Monthly Financial Reports April 2026

DRAFT

- April-26 Financials.pdf
- 6-4-2026 Board Item $50,000 - $100,000 Contracts Signed by Superintendent _ BAD Financial Report -Agenda.pdf

19. C12 - BUDGET AMENDMENT REPORT FOR April 30, 2026

- April 2026 Budget Impact.pdf

Business Affairs-Insurance

20. C13 - Approve the 2026-27 District's Property and Casualty insurance renewal submitted by Arthur J. Gallagher & Co. (broker)

- Clay County Schools Renewal Presentation 2026-27.pdf

Business Affairs-Property

21. C14 - Deletion of Certain Items Report - May, 2026

- Monthly Deletion Report May 2026.pdf
- DELETION ANALYSIS May 2025- 2026 - Sheet1.pdf

Business Affairs-Purchasing

22. C15 - BID Award

Operations

23. C16 - Transportation Bus Purchase Agreement with Sun State International Trucks, LLC

- Sunshine State Bus Purchas International - Large 77 Conventional Quote.pdf

24. C17 - Transportation Bus Purchase Agreement with Matthews Bus Alliance, Inc.

- Matthews - Large 77 Conventional Quote.pdf
- Matthews - Small 47 ESE Quote.pdf

25. C18 - Interlocal Agreement between the School Board of Clay County, Florida; City of Green Cove Springs Florida; and the Green Cove Springs Police Department for School Resource Officer Program.

- 2060083 Contract Review GCPD SRO ILA 26-27 (3).pdf

26. C19 - Interlocal Agreement between the School Board of Clay County, Florida; the Town of Orange Park and the Orange Park Police Department for School Resource Officer Program

- 260082 Contract Review OPPD SRO ILA 26-27.pdf

Operations-Facilities

27. C20 - 2025-2026 S.R.E.F. Casualty, Safety, Sanitation, Fire Safety and Relocatable Inspections

- 2025 2026 SREF Inspections.pdf
- 2026 Fire Safety Inspections (Schools A-K).pdf
- 2026 Fire Safety Inspections (Schools L-S).pdf
- 2026 Fire Safety Inspections (Schools T-Z).pdf
- 2025-2026 Relocatable Inspections.pdf

28. C21 - Prequalification of Contractors

- June 4th, 2026 Contractor Prequal List.xlsx - (1).pdf

DRAFT

29. C22 - Change Order #1 (Direct Purchasing) for Oakleaf High School Fire Alarm Repair/Replacement.

RB C-50-25_26 CHO#1 DP OHS Fire Alarm R_R .pdf

30. C23 - Change Order #1 (Direct Purchasing) for Fleming Island High School Fire Alarm Repair/Replacement

RB CHO#1 DP FIH Fire Alarm R-R form & spreadsheet.pdf

31. C24 - Change Order #2 for Fleming Island High School Fire Alarm Repair/Replacement

RB CHO#2 FIH Fire Alarm RR C-49-2526 form & justification.pdf

32. C25 - Change Order #3 for Lakeside Junior High School Restroom/Locker Room Renovations

Rev GG CHO#3 C-25-2021 LJH RR-LR Reno.pdf

33. C26 - Final Completion of Lakeside Junior High School Restroom/Locker Room Renovations

GG FInal Completion Form C-25-2021 LJH RR-LR Reno.pdf

34. C27 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Fleming Island High School Track Improvements

35. C28 - Resolution for the Purchase of 0.91 Acres of Land Located Adjacent to the Transportation Yard in Green Cove Springs, Florida

RESOLUTION 25- XX Land Purchase-06042026.pdf

Adoption of Consent Agenda

36. Adoption of Consent Agenda

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

CCEA Update

37. CCEA Update

CESPA Update

Superintendent's Update and Presentations

38. Superintendent's Update and Presentations

School Board Attorney Remarks

39. School Board Attorney Remarks

School Board Member Remarks

40. School Board Member Remarks

Adjournment

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

Special Olympics Recognition

Description

Dr. Sanders would like to recognize students, staff, and community members, who were involved in Special Olympics for Clay County Destrict Schools

Gap Analysis

Previous Outcomes

Expected Outcomes

For recognition only.

Strategic Plan Goal

Recommendation

Recognition with no action required.

Contact

Dr. Melanie Sanders, Director of ESE, melanie.sanders@myoneclay.net

Financial Impact

Review Comments

Attachments

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

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

Description

Christina Thompson, Coordinator of District Athletics, recognized the following athletes and coaches:
State Champions:
Student Athletes of the Month:
Coaches of the Month:

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Christina Thompson, Coordinator of District Athletics, christina.thompson@myoneclay.net

Financial Impact

Review Comments

Attachments

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

Recognize Florida's Volunteer Service Award Recipients

Description

The Florida's Volunteer Service Award is a prestigious honor that highlights commitment to unpaid acts of volunteer service benefitting others in the community. This award requires a minimum of 75 service hours for students ages 5-10, a minimum of 100 service hours for students ages 11-15, and a minimum of 250 service hours for young adults ages 16-25.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Recognition only.

Contact

Misty M. Massey, Board Assistant, misty.massey@myoneclay.net

Financial Impact

None

Review Comments

Attachments

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

Public Comment on Specific Agenda Items

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Misty M. Massey, Board Assistant, Misty.Massey@myoneclay.net

Financial Impact

Review Comments

Attachments

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

D1 - Appoint One Board Member and One Citizen Member to Serve on the 2026 Value Adjustment Board

Description

Florida Statute 194.015 requires that the School Board of each county annually elect one person from its membership to serve on the Value Adjustment Board (VAB). Additionally, the School Board must appoint a citizen member to the VAB. The citizen must own a business occupying commercial space located within the school district, may not be a member or employee of the school district, and may not be a person who represents property owners in any administrative or judicial review of property taxes. The VAB will meet in September to choose special magistrates, reappoint counsel and certify the tax roll so that the tax bills may be sent out by November 1, 2026. It is anticipated that the VAB would then meet again in the first quarter of 2027 to review the special magistrate findings on the petitions. It is possible that the VAB will also be called upon to adjudicate disputes arising from the valuation of the portability of assessments.

Gap Analysis

Section 194.015, Florida Statutes, mandates compliance

Previous Outcomes

Year	School Board Representative	Citizen Member
2025	Michele Hanson	Joseph Wiggins
2024	Michele Hanson	Joseph Wiggins
2023	Michele Hanson	Joseph Wiggins
2022	Mary Bolla	Joseph Wiggins
2021	Ashley Gilhousen	Joseph Wiggins
2020	Ashley Gilhousen	Joseph Wiggins
2019	Tina Bullock	Leslie Dougher
2018	Ashley Gilhousen	Leslie Dougher

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Expected Outcomes

At the Board's discretion

Strategic Plan Goal

N/A

Recommendation

Elect one Board member to serve on the Value Adjustment Board and appoint one citizen who meets the statutory qualifications to serve on the Value Adjustment Board.

Contact

Erin Skipper, Board Chair, School Board of Clay County

Financial Impact

None

Review Comments

Attachments

June 4, 2026 - Regular School Board Meeting

Title

D2 - Human Resources Special Action A

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

D3 - Human Resources Special Action B

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

C1 - Minutes of School Board Workshop on April 28, 2026; Student Hearings and Regular Meeting on May 7, 2026

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

- April 28, 2026 School Board Workshop.pdf
- May 7 - Student Hearings Minutes - Google Docs.pdf (Confidential)
- May 7, 2026 - Regular School Board Meeting.pdf

DRAFT

School Board of Clay County

District Multi-purpose Center, Corner of Walnut Street & Gratio Place, Green Cove Springs, Florida 32043

April 28, 2026 School Board Workshop

Date: Apr 28 2026 (9:00 a.m.)

Invocation (Ashley Gilhousen)

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; and Superintendent David S. Broskie)

Workshop Items

1. Presentation on Focus Implementation for 2026-2027

UPDATE Synergy to Focus Board Presentation.pdf

Minutes:

Mr. Duane Weeks, Information Technology Director, provided an update on the district's transition from Synergy to the Focus Student Information System, which will support student data management, scheduling, and state reporting requirements.

Implementation is progressing as scheduled, with key areas including scheduling, training, and system setup on track. The transition will occur over the summer, with Focus launching in July 2026 and full implementation for the 2026–2027 school year.

Staff also outlined anticipated challenges and mitigation strategies, including training, communication, and system support. The full presentation has been attached to the agenda.

2. Review Draft Agenda for Regular School Board Meeting on May 7, 2026

may-7-2026-regular-school-board-meeting_agenda_packet.pdf

Minutes:

Mr. Broskie opened the Review of the Agenda items with the consent agenda item regarding advertisement of the changes in the Code of Conduct. Staff presented revisions to the Student Code of Conduct, including development of separate elementary and secondary versions to improve clarity and usability. Updates include simplified language, visual graphics, and a condensed two page summary of changes.

The Superintendent reviewed statutory timelines, noting the required 28 day public advertisement period following board approval at the May meeting, with final public hearing scheduled for June 25, 2026. It was emphasized that adherence to the timeline is critical to ensure required staff training can occur over the summer.

The committee process was highlighted, noting collaboration between district staff, administrators, and parents in the revision process. Staff were recognized for their extensive work and attention to board feedback.

Mrs. Skipper recommended highlighting state requirements for weapons violations in a clearer, more concise format. The goal is to reduce confusion by using simplified graphics and direct language that better communicates mandatory consequences and zero tolerance expectations.

Mrs. Hanson highlighted the inclusion of classroom behavior support strategies for teachers, particularly for new educators, including links to instructional resources and classroom management techniques.

Mr. Alvero participated in discussion regarding encouraging students and families to check backpacks and personal belongings prior to arriving at school to help prevent incidents involving prohibited items. It was noted that current graphics already include a reminder for parents to check backpacks.

DRAFT

CCEA representative, Mrs. Kidwell raised a question regarding the listing of non prescription medication on the secondary code of conduct graphic. She referenced recent state legislation allowing students to carry certain over the counter medications and suggested the language be reviewed for accuracy.

Superintendent Broskie advised that he is available to provide any additional information or respond to questions board members may have about any additional agenda items.

3. RSM Meeting (closed to the public)*

Minutes:

This item was addressed following the conclusion of the review of the May agenda and after a recess was taken. **This portion of the meeting was closed to the public (10:45 a.m. - 11:10 a.m.)**

4. Safety and Security Quarterly Update (closed to public)

Minutes:

This item was addressed following the conclusion of the RSM Meeting. **This portion of the meeting was closed to the public (11:12 a.m. - 1:32 p.m.)** for Matthew Boyack, Director of Safety and Security, to present a safety and security quarterly update to the Board.

5. Executive Session on Bargaining (closed to public)

Minutes:

This item was addressed following the conclusion of the Safety and Security Update. **This portion of the meeting was closed to the public.**

Questions from the Audience

Superintendent Comments

6. Superintendent Comments

workshop-update_04282026.pdf

Minutes:

This portion of the meeting took place prior to adjournment of the regular workshop.

Superintendent Broskie provided an update on Bus Driver Appreciation Week, highlighting strong community support and donations exceeding $5,000. Recognition activities included meals, refreshments, and signage honoring transportation staff across the district.

Mr. Broskie also presented the budget update and the Three Pillars of Fiscal Strength. The first pillar, decreasing expenses, included reduced allocations, a 20 percent overall budget reduction, reduced contracts, increased monitoring of Kelly substitutes, a White Fleet overhaul, monitoring of payroll encumbrances, and ongoing district and department budget meetings. The second pillar, increasing revenue, included growth in FTE and enhanced business practices. The third pillar focused on increasing enrollment through marketing initiatives. Presentation has been attached to formal minutes.

School Board Attorney Comments

7. School Board Attorney Comments

Minutes:

None

School Board Comments

8. School Board Comments

Minutes:

This portion of the meeting took place after the update from Superintendent Broskie and prior to adjournment of the regular workshop.

DRAFT

Board Member Clark requested consideration of adjusting future workshop timing to ensure participation in the Celebrate Clay Awards, noting prior scheduling conflicts and suggested we delay the workshop an hour in upcoming years expressing the importance of attendance to the event.

She also requested an update from NEOLA on artificial intelligence policies across other counties, noting that many Florida districts have already adopted guidance. Board Member Hanson responded that during prior policy review, the district adopted the complete AI policy version to ensure future coverage, and indicated the current policy could be verified for accuracy. Mr. Alvero agreed with the AI policies being reviewed as well.

Board Chair Mrs. Skipper concluded the meeting by recognizing community partners for their continued support of district initiatives, including transportation staff and teachers. She expressed appreciation for their ongoing contributions and noted upcoming Teacher Appreciation Week, thanking all community partners for their continued support. ***This workshop was adjourned at 10:32 a.m.***

Adjournment (10:32 a.m.)

Superintendent of Schools

School Board Chair

DRAFT

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

May 7, 2026 - Regular School Board Meeting

Date: May 07 2026 (6:00 p.m.)

Student Showcase (None)

Invocation (Pastor Jeromy Larson, First Baptist Middleburg)

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. Recognize Winners of the 2026 Math Field Day

Math Field Day 2026 Winners Board Meeting 5_7_2026.pdf

Minutes:

Mrs. April Shipley, Math Curriculum Coach, recognized the winners of Math Field Day.

Elementary students in grades 4 through 6 competed in team events during Math Field Day, held on April 18, 2026, at Fleming Island High School. The first place teams from the event were recognized:

- Fourth Grade - R. M. Paterson Elementary
- Fifth Grade - Orange Park Elementary
- Sixth Grade - Fleming Island Elementary

Individual student being recognized:

- Overall Muggins Winner, Michale McBride.

2. Recognition of Graduating Seniors on the Superintendent's Student Advisory Council

SSAC School Board Slideshow.pdf

Minutes:

Kelly Watt, Chief of Staff, introduced the graduating seniors serving on the Superintendent's Student Advisory Council and spoke about the council's role in providing student input and strengthening communication between district leadership and students. Mrs. Watt recognized the students for their leadership, professionalism, and commitment to their schools and thanked Superintendent Broskie for supporting student leadership opportunities throughout the district. Superintendent Broskie joined Mrs. Watt in presenting honor cords to the graduating senior council members.

- Evan Davies - OPH
- Haley Patel - OHS
- Brenna Finnegan - RHS
- Riya Patel - RHS
- Gloria Gilmore - KHH
- Leah Seibert - RIH
- Savannah Holsey - FIH
- Chloe Toney - MHS
- Lauren Monts - MHS
- Kristal Jane Torres - OPH

DRAFT

- Hannah Owen - RHS
- Dacey Fagan - FIH
- Diya Patel - OHS
- Kesl Cumpstone - FIH

Taylor White, Chairman of the Superintendent's Student Advisory Council, addressed the board regarding the council's work during the school year, including student feedback related to communication, mental health, and district initiatives. White also announced plans for student representation and perspectives to be shared regularly at future board meetings.

Presentation has been attached to official minutes.

3. Recognize Recipients of Superintendent's Florida Pre-Paid Scholarships

Superintendent Broskie's Prepaid Scholarship Recipients 2026.pdf

Minutes:

In collaboration with Florida PrePaid, Superintendent Broskie recognized recipients of the Superintendent's Florida Prepaid Scholarship for the fourth consecutive year. Recipients of a 2-year college scholarship are:

- Mark Sumpter, Orange Park High School
- Chloe Toney, Middleburg High School

4. Recognize Tammy Miller as FDOE's Finalist for Volunteer of the Year

2026_VolunteerFinalistSlide.pdf

Minutes:

Superintendent Broskie recognized Tammy Miller of Fleming Island Elementary School as a Florida Department of Education (FDOE) Volunteer of the Year finalist, noting her more than 700 volunteer hours over the past year. He highlighted her leadership as PFA President, support of school programs and events, and efforts to strengthen family engagement and school culture.

Presenters

5. Quarterly Presentation of Office of Safe School Data

Minutes:

The Director of Safety and Security, Matthew Boyack, presented the quarterly Office of Safe Schools report in accordance with Section 1001.212(13)(c), Florida Statutes. The report identified that during the third quarter of the 2025–26 school year, three campuses, approximately 7 percent of district schools, were inspected or reinspected, with one school found to have no safety requirement deficiencies.

Year to date data reflected 12 total inspections, with 10 schools passing initial inspections without deficiencies, resulting in an 83 percent first visit compliance rate. The two schools that initially received findings have since passed reinspections, bringing the district to 100 percent compliance for all schools inspected this year.

The report noted that this performance reflects the ongoing commitment of school leaders, teachers, and support staff to maintaining safe and secure learning environments across the district.

School Showcase (None)

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

6. Public Comment on Specific Agenda Items

Minutes:

Public speakers addressing items specific to agenda:

- Jackie Cetnar

Discussion Agenda

Human Resources

7. D1 - Human Resources Special Action A

DRAFT

Minutes:

There was no Human Resources Special Action A.

8. D2 - Human Resources Special Action B

Minutes:

There was no Human Resources Special Action B.

Consent Agenda

Superintendent

9. C1 - Minutes of School Board Workshop on March 24, 2026; Student Hearings and Regular Meeting on April 2, 2026

March 24, 2026 School Board Workshop.pdf

2026 April 2 - Student Hearings Minutes.pdf (Confidential)

Agenda Plus - April 2, 2026 - Regular School Board Meeting.pdf

School Board Member

10. C2 - School Board Member Out-of-County Travel Expenses Estimated to Attend FSBA/FADSS Annual Summer Conference

11. C3 - Appoint One Board Member to Serve as Florida School Boards Association Advocacy Committee Representative (Mrs. Hanson) and One Board Member to Serve as Advocacy Committee Alternate (Mrs. Gilhousen)

Human Resources

12. C4 - Personnel Consent Agenda

May 7 2026 - Personnel Consent Agenda.pdf

13. C5 - Renewal of List of Physicians and Medical Facilities authorized to conduct physical examinations required for certain groups of employees.

2026-2027 Approved Physicians, Facilities, Fees.pdf

Instruction-Academic Services

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

Student Travel - May 2026.pdf

15. C7 - Clay Charter Academy Amendment to Contract Renewal

CSUSA 2026 Amendment-signed (1) (1).pdf

Executed CSUSA 2026 amendment.pdf

Instruction-Exceptional Student Education

16. C8 - Proclamation #26-18 to Recognize May as National Speech-Language-Hearing Month in Clay County

May - Speech-Language-Hearing Month (1).pdf

Instruction-Professional Development

17. C9 - Add-On Certification Program ESOL Endorsement

ESOL Add-on Renewal 2026.docx

Executed ESOL Add-on Renewal 2026.pdf

18. C10 - Affiliation Agreement between Clay County District Schools and University of North Florida

260071 UNF - Clay Affiliation Agreement 2026-2031.pdf

Instruction-Climate and Culture

19. C11 - Approval to Advertise/Notice of Public Hearing to Approve Revisions to the Student Code of Conduct

20. C12 - Affiliation Agreement-Teacher's College

DRAFT

Clay County District Schools- TC Affiliation Agreement_Final_revised 03.17.26.pdf

260066 Proposed Affiliation Agreement - Teachers College Columbia University - School Counseling.pdf

21. C13 - Proclamation #26-19 Mental Health Awareness Month

mental-health-proclamation-2026.pdf

Business Affairs

22. C14 - Proposed Allocation Changes for 2025-2026

05.07.26 - 25-26 Allocation Summary.pdf

23. C15 - Proposed Allocation Changes for 2026-2027

05.07.26 - 26-27 Allocation Summary.pdf

Business Affairs-Accounting

24. C16 - Monthly Financial Reports March 2026

March-26 Financials.pdf

25. C17 - BUDGET AMENDMENT REPORT FOR March 31, 2026

March 2026 Budget Amendment Stmt.pdf

Business Affairs-Property

26. C18 - Deletion of Certain Items Report - April, 2026

DELETION ANALYSIS April 2025- 2026 - Sheet1.pdf

MONTHLY DELETION REPORT APRIL 2026.pdf

Business Affairs-Purchasing

27. C19 - BID Renewal

Operations

28. C20 - Approve the 5-year District Facilities Work Program (2025/2026 - 2029/2030)

Work Plan District Report

29. C21 - 2026-2027 Food and Nutrition Services Proposed Meal Price Increase

Meal Prices Increase Comparison 2026-2027

Operations-Facilities

30. C22 - Parking Lot Renovation/Redesign Middleburg High School Guaranteed Maximum Price (GMP) Amendment

MHS Contract Amendment & Proposal Parking Lot Renovation-Redesign.pdf

31. C23 - Final Completion of Lakeside Elementary School Kitchen/Cafeteria Renovation

Final Completion .pdf

32. C24 - Wilkinson Junior High School Window Replacement Contact Award

WJH c-11-2526 Window Replacement Contract Award.pdf

33. C25 - Prequalification of Contractors

May 2026 Contractor Prequal List.pdf

34. C26 - Substantial and Final Completion of Keystone Heights High School Security Lighting Repair/Replacement

Substantial & Final Completion KHS Security Lighting R-R.pdf

35. C27 - Change Order #1 (Direct Purchasing) for Lakeside Junior High School HVAC and Roof Repair/Replacement

CHO#1 Direct Purchasing LJH Hvac & Roof R-R.pdf

DRAFT

36. C28 - Resolution Authorizing the Disposal of Four (4) Relocatable Buildings (Two (2) at Rideout Elementary School and Two (2) at Oakleaf Junior High School)

Resolution to Dispose of Portable-4 Units (2@ROE & 2@OJH) Board Meeting 05072026.pdf

37. C29 - Purchase Agreement for the Sale of Four (4) Relocatable Buildings

Pinewood Christian Academy Portable Salese Agreement.pdf

38. C30 - Continuing Contract Award for Professional Architectural Services

39. C31 - Resolution to Dispose of One Relocatable Building at Middleburg High School

Resolution to Dispose of Portable at MHS.pdf

Adoption of Consent Agenda

40. Adoption of Consent Agenda

Minutes:

Adoption of Consent Agenda - motion carried

Motion

Motion to Approve 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)

41. Public Comment on Non-Specific Agenda Items

Minutes:

Public speakers addressing items non-specific to agenda:

- Bruce Friedman
- Aaryn Frick
- Dr. Sharon Walsh

CCEA Update (Victoria Kidwell)

42. CCEA Update

Minutes:

V. Kidwell provided an update on behalf of the Clay County Education Association and spoke about the importance of supporting educators and public schools. She discussed concerns regarding the state's voucher system, public school funding, teacher pay, and accountability standards, while emphasizing the constitutional responsibility to provide a high quality public education system. Ms. Kidwell encouraged the board to publicly advocate for increased public school funding and presented a proposed resolution for the board's consideration related to support for public education and educators in Florida.

CESPA Update (None)

Superintendent's Update and Presentations

43. Superintendent's Update and Presentations

Superintendent's Update 5-07-2026.pdf

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Minutes:

Superintendent Broskie shared the attached visual presentation highlighting the following:

- Super Students of the Month
- Staff Appreciation
- OneClay Cares
- District Hiring Fair
- State Science Fair
- Band Recognition
- Reminder: Kindergarten Registration
- Upcoming Events

School Board Attorney Remarks

44. School Board Attorney Remarks

Minutes:

None

School Board Member Remarks

45. School Board Member Remarks

Minutes:

Board Member Ashley Gilhousen recognized Teacher Appreciation Week and expressed appreciation for the impact teachers and staff have on students throughout Clay County District Schools. Board Member Robert Alvero shared that he partnered with the Clay Education Foundation to award scholarships to two District 2 students and expressed appreciation for the foundation's assistance with the scholarship process.

Board Member Beth Clark thanked community members and businesses that supported Bus Driver Appreciation Week activities and requested consideration of a future proclamation related to human trafficking awareness. Mrs. Clark also discussed literacy initiatives, public education funding concerns, and advocacy related to voucher programs and teacher support.

Board Member Michele Hanson recognized the National Day of Prayer and thanked Morning Star Church for hosting a community event. Mrs. Hanson also highlighted career and technical education student recognitions and shared comments regarding teacher support, district initiatives benefiting educators, and advocacy for public education funding.

Board Chair Erin Skipper discussed the board's efforts to support teachers and students within state funding limitations and highlighted district initiatives intended to benefit educators. Mrs. Skipper also expressed appreciation for teachers, support staff, and transportation employees during Teacher Appreciation Week and congratulated graduating seniors and their families. The meeting was adjourned following board member remarks.

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Adjournment (7:16 p.m.)

Superintendent of Schools **School Board Chair**

June 4, 2026 - Regular School Board Meeting

Title

C2 - Synergy Transition / Specialized Data Retrieval License

Description

For the past seven years, Clay County District Schools has utilized the Synergy Student Information System. For the upcoming 2026-2027 school year, the Focus Student Information System will be implemented to replace Synergy. Due to auditing requirements for FTE audits and finalizing document offboarding, the Synergy Student Information System will need to be made available to the district in order to ensure compliance.
Additionally, as Clay County District Schools moves to the Statewide IEP/504 system provided by the Florida Department of Education (PEER), continued access to the Synergy Student Information System will provide critical access to historical data that will be utilized throughout that transition.

Gap Analysis

As the Focus Student Information System launches for the 2026-2027 School Year, the Synergy Student Information System will no longer be the primary production database. However, historical records must remain accessible. Purchasing a specialized transition license will bridge this gap, ensuring seamless data retrieval necessary for IEPs, 504 Plans, state reporting compliance, and other student-specific historical data records.

Previous Outcomes

The Synergy Student Information System has successfully served Clay County District Schools for seven years as the core application covering major student-related operations and state reporting functions.

Expected Outcomes

The purchase of this specialized license will provide the district with a critical overlap of access to historical student records. It guarantees full compliance and operational coverage in the event of a scheduled FTE audit for the 2025-2026 school year and supports the data migration needs of the exceptional student education (ESE) teams.

Strategic Plan Goal

Goal 5: Fiscal and Operational Efficiency
Strategy 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.

Recommendation

To approve the attached amendment to the Edupoint Synergy Contract to secure the transitional license.

Contact

Duane Weeks, Director of Information & Technology Services (duane.weeks@myoneclay.net)

Financial Impact

The cost for the transitional Synergy license will be $250,440.

Review Comments

Attachments

230155A Edupoint Amandment 6.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract #230155A
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:

WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
☐ Must Have Board Approval over $100,000.00

Date Submitted:	
Name of Contract Initiator:	Telephone #:
School/Dept Submitting Contract:	Cost Center #
Vendor Name:	
Contract Title:	
Contract Type: New ☐ Renewal ☐ Amendment ☐ Extension ☐	Previous Year Contract #
Contract Term:	Renewal Option(s):
Contract Cost:	

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

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

_____ Completed Contract Review Form
_____ SBAO Template Contract or other Contract (NOT SIGNED by District / School)
_____ SIGNED Addendum A (if not an SBAO Template Contract) - **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	Amendment 6 to Original Contract 190128 + Amendments 1-5
School Board Attorney Review Date	
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	DATE:_____

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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

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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Amendment 6
To
EDUPOINT SOFTWARE LICENSE AGREEMENT

SUBSCRIPTION
Version 17.0

1. Exhibit A is amended to provide non-production access to Synergy modules for state reporting purposes, as follows;

Item	07/01/26 - 06/30/27
Synergy SIS w/State Reporting Subscription	$121,243
Synergy Special Education Subscription	$70,575
WDIS/Adult Education	$11,042
Cloud Hosting	$47,580
Sub-Total	**$250,440**

2. Cloud hosting will be limited to the basic Synergy cloud environment. The hosted environment will remain on the version and database in place as of June 30, 2026, and no further updates or new version releases will be applied.

All other terms, conditions and provisions to the Software License Agreement remain in force and unchanged.

DRAFT

Edupoint Educational Systems
1955 S. Val Vista Drive, Suite 200
Mesa, AZ 85204
(480) 633-7500, (800) EDUPOINT
Fax (480) 633-7501

Rob Wilson — President
Printed Name — Title

Signature — Date Signed

Clay County, School Board of
900 Walnut St
Green Cove Springs FL 32043
(904) 336-6724

Printed Name — Title

Signature — Date Signed

Edupoint

190128 is the Original License Agreement signed/effective date of 2/2019, Terms set in Exhibit A, 5 years thru 6/30/2024 (School Years: 19/20, 20/21, 21/22, 22/23, 23/24) auto renew for 1 year periods until terminated

7.1 Agreement Term

The term of this Agreement (the "Agreement Term") shall begin upon the latest date indicated below the signature of either party ("Effective Date.

Unless otherwise specified, at the expiration of the term set forth in Exhibit A, the contract will automatically extend for a period of one (1) year, with a two and a half percent (2.5%) increase over the previous year's cost, until such time as either party terminates this Agreement pursuant to Section 7.2.

14.0 Inclusions

i. Exhibit A – Software Licenses
ii. Exhibit B – Application Hosting Services
iii. Exhibit C – Software Support Services
iv. Exhibit D – Implementation Services
v. Company's Business Expense Policy – Attachment 1
vi. Standard Billing Rates – Attachment 2
vii. Non-employee/agent Access Consent Form – Attachment 4
viii. Change Management Procedures – Attachment 5
ix. Addendum A
x. Addendum B

Exhibit A

V16G30

Synergy® Student Educational Platform The following Edupoint Products and associated documentation are licensed to Licensee pursuant to this Agreement.	Subscription License					
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Synergy® Student Information System						
PK - 12 Student Information (Included)	$41,724	$42,141	$42,563	$42,988	$43,418	$212,834
State Reporting for Florida (Included)						
ParentVUE, StudentVUE, & Streams (Included)	$10,980	$11,090	$11,201	$11,313	$11,426	$56,010
Online Student Registration (Included)	$27,450	$27,725	$28,002	$28,282	$28,564	$140,023
Master Schedule Builder (Included)						
Synergy® Learning Management System (LMS)						
TeacherVUE with Gradebook (Included)	$25,620	$25,876	$26,135	$26,396	$26,660	$130,687
LessonVUE (Included)		$25,620	$25,876	$26,135	$26,396	$104,027
Assessment (Included)		$32,025	$32,345	$32,669	$32,995	$130,034
Response to Intervention (RTI) (Included)	$45,750	$46,208	$46,670	$47,136	$47,608	$233,372
LMS Integration (Not in Bid)						
WDIS/Adult Education						
WDIS/Adult Ed (Included)	$10,000	$10,100	$10,201	$10,303	$10,406	$51,010
Synergy® Special Education						
PK - 12 Student Special Ed (Included)	$25,620	$25,876	$26,135	$26,396	$26,660	$130,687
Synergy® Technology & Appl Source Code						
ST Tool Set (Object) & Appl Src Code (Included)						
Synergy® Distance Learning						
Distance Learning (Not in Bid)						
Sub-Total Subscription Software License	**$187,144**	**$246,661**	**$249,128**	**$251,618**	**$254,133**	**$1,188,684**

3rd Party Subscription Software	Year 1	Year 2	Year 3	Year 4	Year 5	Total
- -Test Item Bank (NOT IN BID)						
- GradeCam		$27,816	$28,094	$28,375	$28,659	$112,944
Sub-Total 3rd Party Subscription License	**$0**	**$27,816**	**$28,094**	**$28,375**	**$28,659**	**$112,944**

Hosting		Hosting					
		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Dedicated Hosted by Edupoint		$35,685	$36,042	$36,402	$36,766	$37,134	$182,029
1 Addl Environments	Yes	$5,947	$6,006	$6,067	$6,127	$6,188	$30,335
3rd Party Connections (10)	Yes	$3,568	$3,604	$3,640	$3,676	$3,713	$18,201
Sub-Total Hosting Service		$45,200	$45,652	$46,109	$46,569	$47,035	$230,565

Premium Annual Services	Selected	Premium Annual Services Year 1	Year 2	Year 3	Year 4	Year 5	Total
Additional Annual Services							
- User Conference Plan (Silver) for 3 Staff	Yes	$6,389	$6,453	$6,517	$6,583	$6,648	$32,590
Total Premium Annual Services Amount		$6,389	$6,453	$6,517	$6,583	$6,648	$32,590

Professional Services by Staff	Days	Unit Cost	List Cost	Discount %	Total
- Project Managers	27	$1,750	$47,250	50.0%	$23,625
- Subject Matter Experts	43	$1,500	$64,500	50.0%	$32,250
- Data Conversion Specialists	1	$1,500	$1,500	50.0%	$750
- Product Specialists	37	$1,500	$55,500	50.0%	$27,750
- Trainers	32	$1,500	$48,000	50.0%	$24,000
Total Professional Services by Staff			$216,750	50.0%	$108,375

Total Five Year Cost (excluding estimated expenses): $1,673,158

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Payment for Edupoint Subscription License	Amount	Payable On
1st Year Edupoint Subscription License	$187,144	Due July 1, 2019
2nd Year Edupoint Subscription License	$246,661	Due July 1, 2020
3rd Year Edupoint Subscription License	$249,128	Due July 1, 2021
4th Year Edupoint Subscription License	$251,618	Due July 1, 2022
5th Year Edupoint Subscription License	$254,133	Due July 1, 2023
Total 5 Year Edupoint Subscription License	$1,188,684	

Payment for 3rd Party Subscription License	Amount	Payable On
2nd Year 3rd Party Subscription License	$27,816	Due July 1, 2020
3rd Year 3rd Party Subscription License	$28,094	Due July 1, 2021
4th Year 3rd Party Subscription License	$28,375	Due July 1, 2022
5th Year 3rd Party Subscription License	$28,659	Due July 1, 2023
Total 5 Year 3rd Party Subscription License	$112,944	

Hosting	Amount	Payable On
1st Year	$45,200	Due July 1, 2019
2nd Year Hosting	$45,652	Due July 1, 2020
3rd Year Hosting	$46,109	Due July 1, 2021
4th Year Hosting	$46,569	Due July 1, 2022
5th Year Hosting	$47,035	Due July 1, 2023
Total 5 Year Hosting Dedicated Hosted by Edupoint 1 Add'l Environments 3rd Party Connections (10)	$230,565	

Payment for On-Going Premium Annual Services	Amount	Payable On
1st Year Maintenance for Premium Annual Services	$6,389	Due July 1, 2019
2nd Year Maintenance for Premium Annual Services	$6,453	Due July 1, 2020
3rd Year Maintenance for Premium Annual Services	$6,517	Due July 1, 2021
4th Year Maintenance for Premium Annual Services	$6,583	Due July 1, 2022
5th Year Maintenance for Premium Annual Services	$6,648	Due July 1, 2023
Total 5 Year On-Going Premium Annual Services	$32,590	

Payment Schedule for Professional Services	Percent	Amount	Payable On
Planning / Installation and Configuration - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	40%	$36,600	Upon Phase Completion
Application Setup and Data Conversion required for Go-Live - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	20%	$18,300	Upon Phase Completion
Core Team Training - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	20%	$18,300	Upon Phase Completion
Interfaces and Production Deployment - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	15%	$13,725	Upon Phase Completion
Post-Deployment - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	5%	$4,575	Upon Phase Completion
Professional Services Cost - OLR, LessonVUE, Asssessment, GradeCam & RTI		$16,875	Due July 1, 2020
Total Payment for Professional Services		$108,375	

Note: Expenses are billed as incurred according to the guidelines provided in the Standard Billing Rates.

Total Five Year Cost (excluding estimated expenses): $1,673,158

Detailed Payment Schedule		Amount	Total
Due July 1, 2019			
1st Year Edupoint Subscription License		$187,144	
1st Year Dedicated Hosted by Edupoint		$45,200	
1st Year Maintenance for Premium Annual Services		$6,389	
Planning / Installation and Configuration - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	40%	$36,600	
Application Setup and Data Conversion required for Go-Live - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	20%	$18,300	
Core Team Training - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	20%	$18,300	
Interfaces and Production Deployment - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	15%	$13,725	
Post-Deployment - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	5%	$4,575	
Payment Due			$330,233
Due July 1, 2020			
2nd Year Edupoint Subscription License		$246,661	
2nd Year 3rd Party Subscription License		$27,816	
2nd Year Dedicated Hosted by Edupoint		$45,652	
2nd Year Maintenance for Premium Annual Services		$6,453	
Professional Services Cost - OLR, LessonVUE, Asssessment, GradeCam & RTI		$16,875	
Payment Due			$343,457
Due July 1, 2021			
3rd Year Edupoint Subscription License		$249,128	
3rd Year 3rd Party Subscription License		$28,094	
3rd Year Dedicated Hosted by Edupoint		$46,109	
3rd Year Maintenance for Premium Annual Services		$6,517	
Payment Due			$329,848
Due July 1, 2022			
4th Year Edupoint Subscription License		$251,618	
4th Year 3rd Party Subscription License		$28,375	
4th Year Dedicated Hosted by Edupoint		$46,569	
4th Year Maintenance for Premium Annual Services		$6,583	
Payment Due			$333,145
Due July 1, 2023			
5th Year Edupoint Subscription License		$254,133	
5th Year 3rd Party Subscription License		$28,659	
5th Year Dedicated Hosted by Edupoint		$47,035	
5th Year Maintenance for Premium Annual Services		$6,648	
Payment Due			$336,475
Total Five Year Cost (excluding estimated expenses)			$1,673,158

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Pricing Notes:
- This pricing is valid until 07/14/19. Sales tax is not included.
- This proposal was based on Schools with 36,600 students.
- An expense estimate of $32,670 has been provided. Professional Services will only be billed based on actual expenses incurred.
- The Standard Billing Rates convey the daily billing rates, which were used to derive all of the services cost information in this proposal, prior to any applicable discounts.
- Subscription license has a 17.5% discount applied to license fees.
- Professional Services has a 50.0% discount applied to all your professional services fees.
- Escalation of 1.0% has been applied.

Amendment 1: First-in-state pricing for us w/special discount (see 230155 Amendment 4 for %), listed per student pricing for other FL entities, Addendum A & B clarifications, original Agreement had 2 hosting environments so we purchased 1 more making a total of 3 hosting environments.

Amendment 2: trial license for ELL module thru 3/30/2021. Option to purchase at the per student cost listed in Amendment for year 1, 2, 3, 4, 5. Licensee may be canceled 30 day written notice.

Should Licensee wish to purchase the ELL module upon the completion of the evaluation period, pricing will be as follows:

License period	Cost per student
Year 1	$0.31
Year 2	$0.63
Year 3	$0.96
Year 4	$1.29
Year 5	$1.30

Costs include annual escalation of 1%.

220135 is Amendment 3: added Second Exhibit A thus adds “Analytics” to coincide with original 5-year Term, plus it replaced original Addendum A with new Addendum A Exhibit A

2. Exhibit A is amended to include Analytics as follows:

EXHIBIT A - Software Subscription License Agreement
Clay County Schools: Analytics
Total Cost by Product and Service

Florida V21g15

Synergy® Student Educational Platform The following Edupoint Products and associated documentation are licensed to Licensee pursuant to this Agreement:	Charge for 0 days Year 1	Subscription License Year 2	Year 3	Year 4	Year 5	Total
Synergy® Student Information System						
Student Information (Not in Bid)						
State Reporting for Florida (Not in Bid)						
ParentVUE, StudentVUE, & Streams (Not in Bid)						
Online Student Registration (Not in Bid)						
Wait-List / Lottery (Not in Bid)						
Master Schedule Builder (Not in Bid)						
Synergy® Learning Management System (LMS)						
TeacherVUE with Gradebook (Not in Bid)						
LMS (Not in Bid)						
Assessment (Not in Bid)						
MTSS (Not in Bid)						
One Roster Integration (Not in Bid)						
Synergy® Analytics						
Analytics (Included)		$119,579	$122,569			$242,148
Synergy® Special Education						
Student Special Ed (Not in Bid)						
Synergy® Tools						
Video Conference Integration (Not in Bid)						
ST Tool Set (Object) & Appl Src Code (Not in Bid)						
Distance Learning for Synergy						
Distance Learning / Training Portal (Not in Bid)						
Sub-Total Subscription Software License	$0	$119,579	$122,569	$0	$0	$242,148

3rd Party Subscription Software	Year 1	Year 2	Year 3	Year 4	Year 5	Total
- Test Item Bank (Not in Bid)						
- GradeCam (Not in Bid)						
Sub-Total 3rd Party Subscription License	$0	$0	$0	$0	$0	$0

Hosting		Prorated 47 Days	Hosting Year 2	Year 3	Year 4	Year 5	Total
Add'l Modules Hosted by Edupoint		$471	$3,752	$3,845			$8,068
3rd Party Connections	Yes	$283	$2,255	$2,311			$4,849
Sub-Total Hosting Service	Yes	$754	$6,007	$6,156	$0	$0	$12,917

Professional Services	Days	Unit Cost	List Cost	Discount %	Total
Project Management (0 days)					
Train-The-Trainer (1 days)					$1,200
Data Conversion (0 days)					
External Interface/Integrations (0 days)					
All other Professional Services (6 days)					$7,200
Sub-Total Professional Services includes 7 days:					$8,400

Total Five Year Cost (excluding estimated expenses): $263,465

Payment for Edupoint Subscription License	Amount	Payable On
2nd Year Edupoint Subscription License	$119,579	Due July 1, 2022
3rd Year Edupoint Subscription License	$122,569	Due July 1, 2023
Total 5 Year Edupoint Subscription License	$242,148	

Hosting		Amount	Payable On
1st Year Hosting	(Prorated 47 days)	$754	Due July 1, 2022
2nd Year Hosting		$6,007	Due July 1, 2022
3rd Year Hosting		$6,156	Due July 1, 2023
Total 5 Year Hosting	Add'l Modules Hosted by Edupoint	$12,917	

Payment Schedule for Professional Services	Percent	Amount	Payable On
Professional Services Cost		$8,400	Due July 1, 2022
Total Payment for Professional Services		$8,400	

Note: Expenses are billed as incurred according to the guidelines provided in the Standard Billing Rates.

Total Five Year Cost (excluding estimated expenses): $263,465

EXHIBIT A - Continued
Payment Schedule by Year

Detailed Payment Schedule		Amount	Total
Due July 1, 2022			
Prorate Period of -318 Days and 1st Year	Add'l Modules Hosted by Edupoint	$754	
1st Year Professional Services		$8,400	
	Payment Due		$9,154
Due July 1, 2022			
2nd Year Edupoint Subscription License		$119,579	
2nd Year	Add'l Modules Hosted by Edupoint	$6,007	
	Payment Due		$125,586
Due July 1, 2023			
3rd Year Edupoint Subscription License		$122,569	
3rd Year	Add'l Modules Hosted by Edupoint	$6,156	
	Payment Due		$128,725
Due July 1, 2024			
Due July 1, 2025			

Total Five Year Cost (excluding estimated expenses) $263,465

Pricing Notes:
- This pricing is considered an estimate, and is not a final quote until executed as part of a contract.
- This pricing is valid until 08/12/22. Sales tax is not included.
- Year 1 is the (0 day) period beginning on the date of Contract Signing.
- This proposal was based on 38 Schools with 36,600 students.
- An expense estimate of $2,470 has been provided. Professional Services will only be billed based on actual expenses incurred.
- The Standard Billing Rates convey the daily billing rates, which were used to derive all of the services cost information in this proposal, prior to any applicable discounts.
- Subscription License has a 15.0% discount applied to license fees.
- Professional Services has a 20.0% discount applied to all your professional services fees.
- Escalation of 2.5% has been applied.

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230077 is Amendment 4: added Third Exhibit A thus adds “Distance Learning Portal”

Exhibit A

1. Exhibit A is amended to include Distance Learning Portal as follows:

EXHIBIT A - Software Subscription License Agreement
CLAY COUNTY - DLP

Total Cost by Product and Service

Florida V2209

Synergy® Student Educational Platform The following Edupoint Products and associated documentation are licensed to Licensee pursuant to this Agreement:	Charge for 212 days Year 1	Subscription License Year 2	Year 3	Year 4	Year 5	Total
Synergy® Student Information System						
Student Information (Not in Bid)						
State Reporting for Florida (Not in Bid)						
ParentVUE, StudentVUE, & Streams (Not in Bid)						
Online Student Registration (Not in Bid)						
Wait-List / Lottery (Not in Bid)						
Athletics (Not in Bid)						
Master Schedule Builder (Not in Bid)						
Synergy® Learning Management System (LMS)						
TeacherVUE with Gradebook (Not in Bid)						
LMS (Not in Bid)						
Assessment (Not in Bid)						
MTSS (Not in Bid)						
One Roster Integration (Not in Bid)						
Synergy® Analytics						
Analytics (Not in Bid)						
Synergy® Special Education						
Student Special Ed (Not in Bid)						
Synergy® Tools						
Video Conference Integration (Not in Bid)						
ST Tool Set (Object) & Appl Src Code (Not in Bid)						
Distance Learning for Synergy						
Distance Learning / Training Portal (Included)	$6,668	$11,824				$18,492
Sub-Total Subscription Software License	$6,668	$11,824	$0	$0	$0	$18,492

3rd Party Subscription Software	Year 1	Year 2	Year 3	Year 4	Year 5	Total
- Test Item Bank (Not in Bid)						
- GradeCam (Not in Bid)						
Sub-Total 3rd Party Subscription License	$0	$0	$0	$0	$0	$0

Professional Services	Days	Unit Cost	List Cost	Discount %	Total
Sub-Total Professional Services includes days:					

Total Five Year Cost (excluding estimated expenses): $18,492

Payment Schedule by Product and Service

Payment for Edupoint Subscription License	Amount	Payable On
1st Year Edupoint Subscription License (Prorated 212 Days)	[illegible]	Due upon Contract Signing
2nd Year Edupoint Subscription License	[illegible]	1 year after Contract Signing
Total 5 Year Edupoint Subscription License	[illegible]	

Note: Expenses are billed as incurred according to the guidelines provided in the Standard Billing Rates.

Total Five Year Cost (excluding estimated expenses): [illegible]

EXHIBIT A - Continued
Payment Schedule by Year

Detailed Payment Schedule		Amount	Total
Due Upon Contract Signing			
1st Year Edupoint Subscription License (Prorated 212 Days)		$6,668	
1st Year Professional Services			
	Payment Due		$6,668
Due 1st Year after Contract Signing			
2nd Year Edupoint Subscription License		$11,824	
	Payment Due		$11,824
Due 2nd Year after Contract Signing			
Due 3rd Year after Contract Signing			
Due 4th Year after Contract Signing			
	Total Five Year Cost (excluding estimated expenses)		$18,492

Pricing Notes
- This pricing is considered an estimate, and is not a final quote until executed as part of a contract.
- This pricing is valid until 03/01/23. Sales tax is not included.
- Year 1 is the (212 day) period beginning on the date of Contract Signing.
- This proposal was based on Schools with 38,288 students.
- Expenses included for Professional Services on implementation
- The Standard Billing Rates convey the daily billing rates, which were used to derive all of the services cost information in this proposal, prior to any applicable discounts.
- Escalation of 5.0% has been applied.

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230155 is Amendment 5: clarify first-in-state discount listed in Amendment 1, Item 1

1. Amendment 1, Item 1 is amended to clarify the first-in-state discounts available to the Licensee.

First-In-state pricing includes additional discounts based on total Florida students served as detailed below:

- Student counts used to determine discount tier will be based on the student count enumerated in new SIS agreements in Florida as well as Licensee's student count.
- "Total Florida Students Served" is determined by the date the Synergy SIS becomes the system of record and tier discounts are applied annually at time of renewal.
- First-In-state discounts are applicable only to the base SIS modules (includes Synergy SIS, ParentVUE/Student VUE, and Gradebook) and not any optional modules.

Total Florida Students Served	Discount on Subscription License
35,000 – 100,000	30%
100,001 – 250,000	35%
250,001 – 500,000	40%
500,001 – 1,000,000	45%
1,000,001 +	50%

In acknowledgement of Gradebook being the system of record for more than 250,001 students beginning in the 2022-2023 school year, Company will issue a credit to Licensee for the additional discount. Additional discount will be given in future invoices according to the table above.

230155A is Amendment 6: Synergy ending thus pricing for non-production access for state reporting

1. Exhibit A is amended to provide non-production access to Synergy modules for state reporting purposes, as follows;

Item	07/01/26 - 06/30/27
Synergy SIS w/State Reporting Subscription	$121,243
Synergy Special Education Subscription	$70,575
WDIS/Adult Education	$11,042
Cloud Hosting	$47,580
Sub-Total	**$250,440**

2. Cloud hosting will be limited to the basic Synergy cloud environment. The hosted environment will remain on the version and database in place as of June 30, 2026, and no further updates or new version releases will be applied.

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☑ APPROVED

190128 C2

CONTRACT REVIEW FORM ("CRF")

BOARD MEETING DATE: 2/7/2019
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED

Original Packet lost.

Date Submitted: **01/17/19**

Contract Initiator (Name of Person Overseeing the Contract): **JEREMY BUNKLEY** Telephone Number: **904-336-9603**

School/Department Submitting Contract: **Information & Technology Services**

Vendor/Contractor Name: **EDUPOINT**

Contract Title: **SIS SOFTWARE IMPLEMENTATION SERVICES**

Contract Type: New ☑ Renewal ☐ Amendment ☐ Extension ☐ Date Original Contract Approved:

Contract Term: **AUTO-RENEW** Renewal Option(s): Increase allowed up to 2.50%

Contract Cost: **$1,673,158.** Payment Schedule (Monthly? Upon delivery? When finished?): **ANNUALLY**

Funding Source: **392.7408691.9040.3150.000.0** Purchase Requisition No.:

Strategic Plan Tie-In Explanation:

Pre-Approved by Superintendent or Designee? Yes ✓ No ____

Additional Information: **Edupoint is a student information system that allows the district to replace our current SIS (Focus) with a fully integrated system that allows the district to merge multiple systems into one complete system. Edupoint will allow us to bring together local assessment, ESE systems (IEP and 504), state reporting, grade book, ELL, and Health and Nursing, etc.**

CONTRACT REQUIRED DOCUMENTS ("CRD") PACKAGE ATTACHED?

✓ Completed Contract Review Form

✓ SBAO Template Contract or other Contract (with all basic and mandatory terms)

Yes SIGNED Addendum A (if not an SBAO Template Contract)*

**This Statement MUST BE written in Contract: "The terms and conditions of the attached Addendum A Form are incorporated into this Agreement. The terms and conditions of Addendum A shall govern and prevail over any conflicting terms and conditions in this Agreement.)*

Yes 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/contactor must sign a Release and Hold Harmless Form. If not exempt, vendor/contactor must provide Workers' Compensation coverage].

Approvals / Comments

Purchasing Department	Approved	Denied	
Review Date: 1-18-19	BS/SS		DOE - 6A-1.012
Risk Management Department	Approved	Denied	
Review Date: 1/18/19	ARM		Defer to attorney w/ noted concerns (in pencil $ on notes)
School Board Attorney	Approved	Denied	
Review Date: 1/18/19	AB		AB
Information & Technology Dept.	Approved	Denied	
Review Date: 1/17/19 / 1/18/19	BS/AB		This is good to go (B) 3:25 PM
Other:	Approved	Denied	
Review Date:			

1/26/2019 Follow Up Meeting w/ Bruce & Jeremy

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AgendaPlus®

School Board of Clay County

February 7, 2019 - Regular School Board Meeting

Title
C2 - Student Information Systems Software

Description

The Synergy Education Platform is an all-in-one solution that coordinates needs related to student information, learning and assessment outcomes, and special education goals and objectives. The SIS provides all of the data points necessary for process management functionality, and provides a solution that helps districts manage student data, improve accuracy, simplify and automate processes and increase productivity. In short, the Synergy solution maximizes connectedness.

Gap Analysis

A student information system that replaces our current SIS (Focus) with a fully integrated system that allows the district to merge multiple data systems into one comprehensive solution. Edupoint will allow us to bring together local assessment, specialized instruction systems (IEP and 504), state reporting, grade book, ELL, health records, etc., for a more a more robust data analysis and extensive reporting/sharing solution.

Previous Outcomes

The District fully launched Focus as its primary SIS in the 2012-13 academic year. The Focus system currently falls short in bringing together the various software the district uses and requires us to train across multiple platforms instead of targeted professional development on a single system.

Expected Outcomes

One system that provides a single place for teachers, staff, and administration to input student data, removing the need to train on multiple platforms that will streamline the way employees interact with the system and reduce time out of the classroom for training.

Strategic Plan Goal

Goal 4 - Create effective data systems and train individuals to leverage information.

Recommendation

Recommend the Board approve the Edupoint contract.

Contact
Michael McAuley, Assistant Superintendent for Climate and Culture, michael.mcauley@myoneclay.net - Jeremy Bunkley, Director of Information Services, jeremy.bunkley@myoneclay.net

Financial Impact
$1,673,158 over split over 5 years ($334,631.60 per year) This cost does not account for the reduction of other program costs and associated training until they are removed.

Review Comments

Attachments
Student Information Systems Software Contract.pdf

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EDUPOINT SOFTWARE LICENSE AGREEMENT

SUBSCRIPTION

Version 17.1

This Edupoint Software License Agreement ("**Agreement**") is made between Edupoint Educational Systems, LLC located at 101 Pacifica, Suite 240, Irvine CA ("**Company**") and School Board of Clay County, FL, with offices located at 900 Walnut Street, Green Cove Springs, FL 32043 ("**Licensee**").

RECITALS

A. Company has developed certain proprietary educational information software systems and documentation thereof which are updated and extended by Company at Company's sole discretion (the "**Edupoint Product**"), and Company has licenses from third parties or developed other products and services which are offered by Company and updated and extended by Company at Company's sole discretion (the "**Edupoint Value Add Products**"). The Edupoint Product and the Edupoint Value Add Products are collectively referred to as the "**Edupoint Products**".

B. Company or a Company authorized licensor makes the Edupoint Products available to Licensees through the payment of an annual fee (the "**Subscription License**").

C. Company or a Company authorized licensor / service provider provides Licensees with the use of the Edupoint Products via one of the following operating models:

- Self-Hosting, wherein the Licensee, with Company's assistance and support, installs the Edupoint Products in the Licensee's data center and assumes total responsibility for providing all data center infrastructure and computing resources and administering the Edupoint Products.
- Company or authorized service provider provides application hosting services via one of the following models;
  - Local Application Hosting, wherein the computing resources necessary to run the Edupoint Products are provided and administered by Company, but located within Licensee's local data center.
  - Remote Application Hosting, wherein all computing resources necessary to make the Edupoint Products' enabled services available to the Licensee's end users are located at a Remote Data Center of the Company's choosing.

D. Company or a Company authorized service provider provides certain software support services for the Edupoint Products, including software maintenance, and electronic and telephonic responses to Licensee's technical and product questions, (the "**Software Support Services**").

E. Company or a Company authorized service provider provides certain implementation services for the Edupoint Products, including project management, installation and configuration, application and security setup, data conversion, external interfaces, training, establishing an internal testing and quality assurance program, setting up the support and maintenance program for the Licensee, process consulting, and custom development, (the "**Implementation Services**").

F. Company and Licensee desire to enter into this Agreement so that Licensee may acquire the rights to use Edupoint Products and receive the enabled services via one of the three (3) operating models defined in Recital C above, as well as the Software Support Services, and Edupoint Implementation Services, (collectively the "**Edupoint Services**"), subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the terms and conditions hereinafter stated, it is agreed as follows:

1.0 Grant of License

1.1 Type of License

Subject to the terms and conditions hereof, Company agrees to grant Licensee a non-exclusive, non-transferable, non-sub-licensable, right and license to the Edupoint Products identified on Exhibit A. Licensee shall use the Edupoint Products solely for its own internal use and for the purposes for which such Edupoint Products were designed.

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1.2 Additional Terms and Conditions

In addition to the terms of this Agreement, the license granted under Section 1.1 above shall be subject to the terms and conditions of all Exhibits and Attachments listed as applicable under Section 14.0 and attached hereto and incorporated herein.

2.0 Ownership and Protection of Edupoint Products

2.1 Title: Ownership

Licensee acknowledges that the Edupoint Products; all source code, object code, user interface, algorithms, development frameworks, system designs, system logic flow, and processing techniques and procedures related thereto; the documentation, any system user documentation, or other documentation related thereto; any copies and derivatives of any of the foregoing, in whole or in part; as well as all copyright, patent, trademark, trade secret and other proprietary rights in any of the foregoing; are and shall remain the sole and exclusive confidential property of Company or Company authorized licensor.

2.2 Confidential and Valuable Substance

Licensee recognizes that the Edupoint Products and documentation have substantial monetary value and are considered TRADE SECRET, PROPRIETARY, and/or CONFIDENTIAL, (the **"Confidential Information"**). Company is desirous of maintaining rigorous control over the Edupoint Products and documentation. Licensee, therefore, agrees that it will exercise due care to prevent disclosure of the Edupoint Products and documentation to any third party.

2.2.a Licensee shall ensure that any identification labels or legal notices contained in or on any of the Edupoint Products and documentation are not altered, modified, suppressed, or in any other way made inconspicuous.

2.2.b Licensee shall restrict access to the Edupoint Products and documentation to only those employees of the Licensee who must have such access in order to perform their specific duties or obligations pursuant to the Licensee's business. Licensee agrees to take all necessary and proper precautions to ensure that unnecessary and unauthorized access to the Edupoint Products and documentation by its employees does not occur.

2.2.c Licensee agrees that it will take all reasonable precautions to ensure that non-Licensee personnel, including non-employee agents of Licensee, do not obtain access to or knowledge of the Confidential Information without first obtaining the express written consent of Company. See Attachment 4. Company agrees that it will not unreasonably withhold such consent.

2.2.d Licensee shall treat the ideas and expressions contained in the Edupoint Products and documentation as Confidential Information and belonging solely to Company and shall not, without the prior written permission of Company, copy or duplicate any physical embodiments of the Edupoint Products and documentation (except as required for security and archival or escrow purposes). This includes, but is not limited to, videos or other materials containing images of Company products on video sharing websites, social media platforms or on unrestricted district websites.

2.2.e Licensee agrees to notify Company immediately, in writing, of any unauthorized possession, use, or disclosure of any of the Edupoint Products or documentation. Licensee shall promptly furnish Company with full details of such possession, use, or disclosure; assist in preventing any recurrence thereof; and cooperate with Company in any litigation or other proceedings deemed necessary by Company to protect Company's rights. Licensee further acknowledges that any reports or other data generated by the Edupoint Products regarding traffic flow, system loads and/or product installation are the exclusive property of Company and may be used, and Licensee hereby specifically authorizes the use of such reports and/or other data, by Company in any manner that it deems to be appropriate.

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2.3 Protection of Edupoint Products

Licensee shall not allow, and shall not allow any third party to:

2.3.a Adapt, modify, change, maintain, translate, decompile, disassemble, reconstruct, or reverse engineer the Edupoint Products, or any portion thereof;

2.3.b Identify or discover any source code of the Edupoint Products;

2.3.c Distribute, sell or sublicense copies of the Edupoint Products or any portion thereof;

2.3.d Create copies of the Edupoint Products except to make a copy which is required as an essential step in its utilization for the purposes granted the Licensee or to make an archival or back-up copy of the Edupoint Products and documentation; or

2.3.e Incorporate any portion of Edupoint Products into or with any other Edupoint Products or other products, or create any derivative works of the Edupoint Products.

3.0 Payment

3.1 Payment Terms

Licensee will pay Company or Company's authorized licensor the License Fees as provided in Exhibit A. All payments are due within 30 days of the invoice date.

3.2 Taxes

All amounts set forth for payment are exclusive of applicable sales and similar taxes. Licensee agrees to pay any and all amounts equal to any taxes resulting from the licensing of the Edupoint Products or the services to be performed pursuant to this Agreement, exclusive of taxes based on the net income of Company.

4.0 Indemnification and Warranty

4.1 Indemnification

4.1.a If Licensee notifies Company in writing and gives Company sole control over the defense and all related settlement negotiations, Company will defend, hold harmless and indemnify Licensee against any damages finally awarded or amounts paid in settlement as a result of any claim or threat of claim brought by a third party against Licensee to the extent the claim or threat of claim is based on an allegation that: (i) Edupoint Products which Licensee has licensed from Company infringes any U.S. patent, copyright, trademark, trade secret or other proprietary right of a third party, or (ii) defective Edupoint Products directly caused death or personal injury; provided that Licensee did not alter, modify, or otherwise change the Edupoint that gave rise to such claim or (iii) any Company breach of Section 9.7; or (iv) any claim or threat of claim brought by a third party against Licensee arising out of the acts or omissions of Company or its employees.

4.1.b To the extent permitted by law, Licensee will defend, hold harmless and indemnify Company against any claim or threat of claim brought by a third party against Company arising out of the acts or omissions of Licensee or its employees, excluding acts or omissions expressly required or prescribed by this Agreement.

4.1.c If either party seeks indemnification provided for in this Section 4.0, each party seeking indemnification will cooperate with and provide reasonable assistance in the defense or settlement of any claim or legal proceeding. Licensee and Company will not make public any terms, or the mere existence, of any settlements.

4.1.d The foregoing states the entire liability and obligation of Company with respect to any infringement or claims of infringement by the Edupoint Products or any part thereof, of any patent, copyright, trade secret or other proprietary right.

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4.2 Warranty

4.2.a Operational Warranty

Company warrants that, during the one hundred eighty (180) day period (the "Warranty Period") commencing on the date the Licensee places the Edupoint Products into production for either pilot or general deployment, whichever first occurs, the Edupoint Products will operate in substantial conformity with the documentation when used in strict compliance therewith, and if properly installed on computing resources within a datacenter infrastructure that is consistent with Company's published Hardware and Software Requirements and Data Center Infrastructure Requirements. This warranty is contingent upon installation of all corrections, enhancements, updates and new releases provided by Company to Licensee and the absence of damage or abuse to the Edupoint Products by Licensee.

4.2.b Breach of Operational Warranty

Notwithstanding the foregoing, Licensee acknowledges that it is solely responsible for having the appropriate compatible data center infrastructure, including but not limited to telecommunications network(s), environmental control systems, security systems, electrical services, cabinets and racks, competent network administrative staff available for Licensee Self Hosting or Local Application Hosting Services. Licensee acknowledges that if it elects Self Hosting as its operating model, it is also solely responsible for having the appropriate computing resources fully installed and operational within its data center and that these computing resources and the data center in which they are installed are consistent with Company's published Hardware and Software Requirements, and that any exceptions that are not approved in advance in writing by the Company will invalidate the operational warranty.

As Licensee's sole and exclusive remedy for any breach of this warranty, Company shall, at its sole option, within a reasonable period of time, provide all reasonable software development services to correct software errors in the Edupoint Products, replace the Edupoint Products or terminate this Agreement and refund to the Licensee the license fees paid to Company under this Agreement for the defective Edupoint Products, as set forth in section 7.2(c) of this agreement, refunding the unamortized portion (assuming straight line amortization) of the license fees paid. Any Software Support or Implementation Services provided under this Agreement are provided "as is" without representation or warranty of any kind or nature.

4.2.c Replacements or corrections of Edupoint Products shall be subject to the warranties, warranty remedies and warranty limitations or disclaimers set forth in the License Agreement pursuant to which Licensee acquired the original Edupoint Products for the period designated therein.

4.2.d Limitations

Except as expressly set forth in this Section 4.0, Company makes no warranty or representation, either express or implied, including, but not limited to, any implied warranties of merchantability or fitness for a particular purpose, and any warranties of quality or performance, or as a result of a course of dealing or usage of trade, with respect to the Edupoint Products and any Edupoint Services.

5.0 Assignment

So long as the license warranty period under this Agreement is in effect, the services to be performed by Company are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by Company unless first approved by Licensee by written instrument executed and approved in the same manner as this Agreement. Notwithstanding the foregoing, Company may assign this Agreement or its rights, interest or obligations under this Agreement to a successor in interest to Company, whether by way of asset sale, merger or other transfer of Company or its business, without Licensee's consent. Subject to the foregoing, all covenants, representations, warranties and agreements of the parties contained in this Agreement shall be binding on and inure to the benefit of the parties' respective heirs, executors, administrators, personal representatives, successors and permitted assigns.

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6.0 Choice of Law

This Agreement shall be governed by, interpreted under and construed in accordance with the internal laws of the State of California, without reference to the rules of conflicts of law thereof.

7.0 Agreement Term and Termination

7.1 Agreement Term

The term of this Agreement (the "Agreement Term") shall begin upon the latest date indicated below the signature of either party ("Effective Date.

Unless otherwise specified, at the expiration of the term set forth in Exhibit A, the contract will automatically extend for a period of one (1) year, with a two and a half percent (2.5%) increase over the previous year's cost, until such time as either party terminates this Agreement pursuant to Section 7.2.

7.2 Agreement Termination

This Agreement may be terminated as follows:

7.2.a Either party may terminate this Agreement if one party's actions expose the other party to any violation of law and fails to cure such actions within 15 days of notice thereof;

7.2.b Either party may terminate this Agreement with the other party if the other party fails to fully perform any material obligation under this Agreement with ninety (90) days to cure;

7.2.c Notwithstanding the foregoing, if the Licensee violates the provisions of Sections 2.0 of this Agreement the Company may terminate this Agreement immediately without notice.

In the event of termination of this Agreement by the Company pursuant to Section 7.2(a) prior to an anniversary date the Company shall refund the unamortized portion (assuming straight line amortization) of the Subscription License paid in the year the termination occurs. In the event of termination of this Agreement by the Company pursuant to Sections 7.2(b) or 7.2(c) prior to an anniversary date, the Company shall be entitled to prepaid Subscription License for the balance of the year of termination.

In the event of termination of this Agreement by the Licensee pursuant to Section 7.2(a) or 7.2(b) Company shall refund the unamortized portion (assuming straight line amortization) of the Subscription License paid.

7.3 Responsibilities in the Event of Termination

Upon any termination of this Agreement and/or the license to use any Edupoint Products, Licensee shall cease to use the Edupoint Products and shall return to Company the Edupoint Products and all copies thereof and all proprietary and confidential property of Company. Licensee shall expunge all copies of the Edupoint Products from its computer(s) and server(s) and shall provide a certificate of an officer of Licensee stating compliance with the preceding sentence. If the Licensee is receiving hosting services from the Company under the Local Hosting operating model, Licensee will cooperate with Company in removal and return to Company all Company provided computing resources installed by Company in Licensee Data Center.

7.4 No Liability for Termination

Except as provided for in this Agreement, neither party shall be liable to the other for damages of any kind, including incidental or consequential damages, damages for loss of prospective business or loss of continuing business, or otherwise which arise due to the expiration or termination of this Agreement. This does not relieve either party from responsibility for damages caused by its actions or breaches of the Agreement, but only for damages related to or resulting from the expiration or termination of the contractual relationship.

7.5 Survivorship

Those sections that by their nature survive expiration or termination of this Agreement will survive such expiration or termination.

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8.0 Binding

This Agreement shall be binding upon and inure to the benefit of the administrators, successors, and assigns of the parties.

9.0 General Terms and Conditions

9.1 Entire Agreement

This Agreement supersedes all previous agreements and representations of, between or on behalf of the parties in regard to the subject matter herein. Any document, instrument, or agreement issued or executed contemporaneous or subsequent to this Agreement shall not alter the terms and conditions of this Agreement. This Agreement contains all of Company's and Licensee's agreements, warranties, understandings, conditions, covenants and representations in regard to the subject matter herein. Neither Company nor Licensee will be liable for any warranties, understandings, conditions, covenants or representations not expressly set forth or referenced in this Agreement. Licensee acknowledges that Company reserves the right to refuse any different or additional provisions in purchase orders, invoices or similar documents, and such refused provisions will be unenforceable.

9.2 Headings and Construction

Paragraph headings are for reference only and will not be considered as parts of this Agreement. Wherever the singular is used, it includes the plural, and, wherever the plural is used, the singular is included.

9.3 Amendments, Waiver, and Change Management

This Agreement shall not be amended or modified except in writing that refers specifically to this Agreement by duly authorized representatives of the parties. The failure of either party to enforce at any time or for any period of time the provisions hereof shall not be construed to be a waiver of such provisions or of the right to enforce each and every such provision.

The scope of work described within the Agreement, Exhibits, and Attachments thereto shall not be changed except as provided by the change management procedures which are described in Attachment 5.

9.4 Force Majeure

Except for the obligation to make payments, neither party will be liable for any failure or delay in its performance under this Agreement due to any cause beyond its reasonable control, including acts of war, acts of God, acts of terrorism, earthquake, flood, embargo, riot, sabotage, labor shortage or dispute, governmental act or failure of the Internet (not resulting from the actions or inactions of Company), 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.

9.5 Severability

If a court of competent jurisdiction holds that any provision of this Agreement is invalid or unenforceable, the remaining portions of this Agreement will remain in full force and effect, and the parties will replace the invalid or unenforceable provision with a valid and enforceable provision that achieves the original intent of the parties and economic effect of the Agreement.

9.6 Notices

Any notice under this Agreement must be in writing and will be deemed given upon the earlier of actual receipt or ten (10) days after being sent by first class mail, return receipt requested, to the address set forth below for Company and Licensee, or as may be provided by the parties.

Edupoint Educational Systems Contract Administration 1955 S. Val Vista Drive #200 Mesa, Arizona 85204	School Board of Clay County, Florida 900 Walnut Street Green Cove Springs, FL 32043

Either party may give notice of its change of address for receipt of notices by giving notice in accordance with this section.

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9.7 Applicable Law

Company complies with applicable laws governing online privacy, including the Child Privacy Protection and Parental Empowerment Act, the Family Educational Right to Privacy Act and the Children's Online Privacy Protection Act.

10.0 Application Hosting Services

If Licensee will receive application hosting services through either Local Application Hosting or Remote Application Hosting, Company and Licensee agree to the terms and conditions of Exhibit B, the Application Hosting Services, which is attached hereto and fully incorporated herein. Licensee shall be billed for the Application Hosting (either Local or Remote Services), as per Exhibit A, in accordance with the payment terms set forth in Section 3.0 of this Agreement.

11.0 Software Support Services

Company and Licensee agree to the terms and conditions of Exhibit C, the Software Support Services, which is attached hereto and fully incorporated herein. Licensee shall be billed for the maintenance and support of the Edupoint Products, as per Exhibit A, in accordance with the payment terms set forth in Section 3.0 of this Agreement. Software Support Services beyond those specified in Exhibit C that are requested by Licensee during the Initial Term or following the Initial Term shall be provided for an additional charge.

12.0 Implementation Services

Company and Licensee agree to the terms and conditions of Exhibit D, the Implementation Services, which is attached hereto and fully incorporated herein. Licensee shall be billed for the Implementation Services, as described in Exhibit A, in accordance with the payment terms set forth in Section 3.0 of this Agreement. Implementation Services beyond those specified in Exhibit D that are requested by Licensee during the Initial Term or following the Initial Term shall be provided for an additional charge.

13.0 Source Code Escrow

For Licensees that elect to include Software Escrow Services as part of this Agreement, Company will store with a third party Escrow Agent the Edupoint Products computer source code and documentation licensed as part of this Agreement, including all Company-owned source code necessary to continue operations of Edupoint Products, and other information regarding any additional third party components used in conjunction with the products. Company will designate the Licensee as a User in the Company's Software Source Code Escrow Agreement (see Exhibit E). So long as the Licensee is not in breach of its obligations under this Agreement, the Licensee will have the right to receive materials placed into escrow as per the Release of Deposit Material conditions and procedures specified within Company's contract with the Software Source Code Escrow Agent.

Unless a release event occurs, in no event shall the Licensee have the right to use the Edupoint Products source code for any purpose to reverse engineer, develop derivative works or to sublicense the right to use the source code and documentation to any other person or entity for any purpose. The Licensee will also be obligated to treat the source code and documentation as Confidential Information of Company under this Agreement.

14.0 Inclusions

i. Exhibit A – Software Licenses
ii. Exhibit B – Application Hosting Services
iii. Exhibit C – Software Support Services
iv. Exhibit D – Implementation Services
v. Company's Business Expense Policy – Attachment 1
vi. Standard Billing Rates – Attachment 2
vii. Non-employee/agent Access Consent Form – Attachment 4
viii. Change Management Procedures – Attachment 5
ix. Addendum A
x. Addendum B

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15.0 Limitations of Liability

Any other provisions of this Agreement notwithstanding, except to the extent included in an award subject to Company's indemnity obligation, in no event will Company be liable for incidental, consequential, indirect, punitive or special damages of any nature, such as lost business profits. Company's total liability for any claim whatsoever related to this Agreement, including any cause of action arising in contract, tort, or strict liability, shall not exceed the total amount of all payments made under this Agreement by Licensee to Company during the 365 days preceding the cause of action.

16.0 Statute of Limitations

Any action arising out of or related to this Agreement must be brought within one (1) year from the first date such action could have been brought, despite any longer period provided by statute. If a longer period is provided by statute, the parties hereby expressly waive it.

Company and Licensee have caused this Agreement to be executed on the dates set forth below:

Edupoint Educational Systems
1955 S. Val Vista Drive, Suite 200
Mesa, AZ 85204
(480) 633-7500, (800) EDUPOINT
Fax (480) 633-7501

Rob Wilson	President
Printed Name	Title
Signature	2/8/2019 Date Signed

School Board of Clay County, Florida
900 Walnut Street
Green Cove Springs, FL 32043
(904) 336-6500

Printed name	Title
Signature	Date Signed

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Exhibit A

SOFTWARE LICENSE

1.0 Reference to Agreement

This Software License Exhibit is subject to and incorporates all of the provisions stated in the Edupoint Software License Agreement between **Company** and **Licensee** as of the Effective Date.

LICENSING AND SERVICES FEES

EXHIBIT A - Software Subscription License Agreement
School Board of Clay County -SIS First-in-State Quote
Total Cost by Product and Service

V16G30

Synergy® Student Educational Platform The following Edupoint Products and associated documentation are licensed to Licensee pursuant to this Agreement	Subscription License					
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Synergy® Student Information System						
PK - 12 Student Information (Included)	$41,724	$42,141	$42,563	$42,988	$43,418	$212,834
State Reporting for Florida (Included)						
ParentVUE, StudentVUE, & Streams (Included)	$10,980	$11,090	$11,201	$11,313	$11,426	$56,010
Online Student Registration (Included)	$27,450	$27,725	$28,002	$28,282	$28,564	$140,023
Master Schedule Builder (Included)						
Synergy® Learning Management System (LMS)						
TeacherVUE with Gradebook (Included)	$25,620	$25,876	$26,135	$26,396	$26,660	$130,687
LessonVUE (Included)		$25,620	$25,876	$26,135	$26,396	$104,027
Assessment (Included)		$32,025	$32,345	$32,669	$32,995	$130,034
Response to Intervention (RTI) (Included)	$45,750	$46,208	$46,670	$47,136	$47,608	$233,372
LMS Integration (Not In Bid)						
WDIS/Adult Education						
WDIS/Adult Ed (Included)	$10,000	$10,100	$10,201	$10,303	$10,406	$51,010
Synergy® Special Education						
PK - 12 Student Special Ed (Included)	$25,620	$25,876	$26,135	$26,396	$26,660	$130,687
Synergy® Technology & Appl Source Code						
ST Tool Set (Object) & Appl Src Code (Included)						
Synergy® Distance Learning						
Distance Learning (Not In Bid)						
Sub-Total Subscription Software License	**$187,144**	**$246,661**	**$249,128**	**$251,618**	**$254,133**	**$1,188,684**

3rd Party Subscription Software	Year 1	Year 2	Year 3	Year 4	Year 5	Total
- -Test Item Bank (NOT IN BID)						
- GradeCam		$27,816	$28,094	$28,375	$28,659	$112,944
Sub-Total 3rd Party Subscription License	**$0**	**$27,816**	**$28,094**	**$28,375**	**$28,659**	**$112,944**

Hosting		Hosting					
		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Dedicated Hosted by Edupoint		$35,685	$36,042	$36,402	$36,766	$37,134	$182,029
1 Addl Environments	Yes	$5,947	$6,006	$6,067	$6,127	$6,188	$30,335
3rd Party Connections (10)	Yes	$3,568	$3,604	$3,640	$3,676	$3,713	$18,201
Sub-Total Hosting Service		$45,200	$45,652	$46,109	$46,569	$47,035	$230,565

Premium Annual Services	Selected	Premium Annual Services Year 1	Year 2	Year 3	Year 4	Year 5	Total
Additional Annual Services							
- User Conference Plan (Silver) for 3 Staff	Yes	$6,389	$6,453	$6,517	$6,583	$6,648	$32,590
Total Premium Annual Services Amount		$6,389	$6,453	$6,517	$6,583	$6,648	$32,590

Professional Services by Staff	Days	Unit Cost	List Cost	Discount %	Total
- Project Managers	27	$1,750	$47,250	50.0%	$23,625
- Subject Matter Experts	43	$1,500	$64,500	50.0%	$32,250
- Data Conversion Specialists	1	$1,500	$1,500	50.0%	$750
- Product Specialists	37	$1,500	$55,500	50.0%	$27,750
- Trainers	32	$1,500	$48,000	50.0%	$24,000
Total Professional Services by Staff			$216,750	50.0%	$108,375

Total Five Year Cost (excluding estimated expenses): $1,673,158

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EXHIBIT A - Continued
Payment Schedule by Product and Service

Payment for Edupoint Subscription License	Amount	Payable On
1st Year Edupoint Subscription License	$187,144	Due July 1, 2019
2nd Year Edupoint Subscription License	$246,661	Due July 1, 2020
3rd Year Edupoint Subscription License	$249,128	Due July 1, 2021
4th Year Edupoint Subscription License	$251,618	Due July 1, 2022
5th Year Edupoint Subscription License	$254,133	Due July 1, 2023
Total 5 Year Edupoint Subscription License	$1,188,684	

Payment for 3rd Party Subscription License	Amount	Payable On
2nd Year 3rd Party Subscription License	$27,816	Due July 1, 2020
3rd Year 3rd Party Subscription License	$28,094	Due July 1, 2021
4th Year 3rd Party Subscription License	$28,375	Due July 1, 2022
5th Year 3rd Party Subscription License	$28,659	Due July 1, 2023
Total 5 Year 3rd Party Subscription License	$112,944	

Hosting	Amount	Payable On
1st Year	$45,200	Due July 1, 2019
2nd Year Hosting	$45,652	Due July 1, 2020
3rd Year Hosting	$46,109	Due July 1, 2021
4th Year Hosting	$46,569	Due July 1, 2022
5th Year Hosting	$47,035	Due July 1, 2023
Total 5 Year Hosting Dedicated Hosted by Edupoint 1 Addl Environments 3rd Party Connections (10)	$230,565	

Payment for On-Going Premium Annual Services	Amount	Payable On
1st Year Maintenance for Premium Annual Services	$6,389	Due July 1, 2019
2nd Year Maintenance for Premium Annual Services	$6,453	Due July 1, 2020
3rd Year Maintenance for Premium Annual Services	$6,517	Due July 1, 2021
4th Year Maintenance for Premium Annual Services	$6,583	Due July 1, 2022
5th Year Maintenance for Premium Annual Services	$6,648	Due July 1, 2023
Total 5 Year On-Going Premium Annual Services	$32,590	

Payment Schedule for Professional Services	Percent	Amount	Payable On
Planning / Installation and Configuration - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	40%	$36,600	Upon Phase Completion
Application Setup and Data Conversion required for Go-Live - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	20%	$18,300	Upon Phase Completion
Core Team Training - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	20%	$18,300	Upon Phase Completion
Interfaces and Production Deployment - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	15%	$13,725	Upon Phase Completion
Post-Deployment - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	5%	$4,575	Upon Phase Completion
Professional Services Cost - OLR, LessonVUE, Asssessment, GradeCam & RTI		$16,875	Due July 1, 2020
Total Payment for Professional Services		$108,375	

Note: Expenses are billed as incurred according to the guidelines provided in the Standard Billing Rates.

Total Five Year Cost (excluding estimated expenses): $1,673,158

EXHIBIT A - Continued
Payment Schedule by Year

Detailed Payment Schedule		Amount	Total
Due July 1, 2019			
1st Year Edupoint Subscription License		$187,144	
1st Year Dedicated Hosted by Edupoint		$45,200	
1st Year Maintenance for Premium Annual Services		$6,389	
Planning / Installation and Configuration - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	40%	$36,600	
Application Setup and Data Conversion required for Go-Live - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	20%	$18,300	
Core Team Training - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	20%	$18,300	
Interfaces and Production Deployment - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	15%	$13,725	
Post-Deployment - SIS, State Reporting, SE, WDIS, ParentVUE, StudentVUE, TeacherVUE	5%	$4,575	
Payment Due			$330,233
Due July 1, 2020			
2nd Year Edupoint Subscription License		$246,661	
2nd Year 3rd Party Subscription License		$27,816	
2nd Year Dedicated Hosted by Edupoint		$45,652	
2nd Year Maintenance for Premium Annual Services		$6,453	
Professional Services Cost - OLR, LessonVUE, Asssessment, GradeCam & RTI		$16,875	
Payment Due			$343,457
Due July 1, 2021			
3rd Year Edupoint Subscription License		$249,128	
3rd Year 3rd Party Subscription License		$28,094	
3rd Year Dedicated Hosted by Edupoint		$46,109	
3rd Year Maintenance for Premium Annual Services		$6,517	
Payment Due			$329,848
Due July 1, 2022			
4th Year Edupoint Subscription License		$251,618	
4th Year 3rd Party Subscription License		$28,375	
4th Year Dedicated Hosted by Edupoint		$46,569	
4th Year Maintenance for Premium Annual Services		$6,583	
Payment Due			$333,145
Due July 1, 2023			
5th Year Edupoint Subscription License		$254,133	
5th Year 3rd Party Subscription License		$28,659	
5th Year Dedicated Hosted by Edupoint		$47,035	
5th Year Maintenance for Premium Annual Services		$6,648	
Payment Due			$336,475
Total Five Year Cost (excluding estimated expenses)			**$1,673,158**

Pricing Notes:
- This pricing is valid until 07/14/19. Sales tax is not included.
- This proposal was based on Schools with 36,600 students.
- An expense estimate of $32,670 has been provided. Professional Services will only be billed based on actual expenses incurred.
- The Standard Billing Rates convey the daily billing rates, which were used to derive all of the services cost information in this proposal, prior to any applicable discounts.
- Subscription License has a 17.5% discount applied to license fees.
- Professional Services has a 50.0% discount applied to all your professional services fees.
- Escalation of 1.0% has been applied.

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EXHIBIT B

APPLICATION HOSTING SERVICES

1.0 Reference to Agreement

This Exhibit is only applicable for Licensees who are hosted by the Company. This Application Hosting Services Exhibit is subject to and incorporates all of the provisions stated in the Edupoint Software License Agreement between **Company** and **Licensee** as of the Effective Date.

2.0 Fees

During the Initial Term Licensee shall pay annual fees as shown on Exhibit A, and for each Subsequent Term, Licensee shall pay annual fees according to the Company's then current fees for the Application Hosting Services. Company shall provide fixed pricing for initial agreement term, and provide Licensee six months' notice of any proposed increase in the then applicable Application Hosting Services fees for subsequent terms. Company and Licensee shall each have the right to review the number of students enrolled and increase or decrease the license count and adjust application hosting services fees accordingly.

3.0 Services

During the term of the License, and subject to payment of the fees for the Edupoint Products and the fees for the Edupoint Services, Company shall provide the following services (the "Application Hosting Services") to Licensee:

3.1 Included Services

3.1.a Configuration Planning
Company will determine the specifications for and configuration of the computing resources (number and type of web server(s), process server(s), application database server(s), and load balancer(s) based on the processing and storage needs of the Licensee, using commercially reasonable methods and historical data from other similarly sized licensees. This configuration planning is the basis for the System Hardware and Additional Software and Middleware required, and may change from time to time as system requirements change. Company will constantly monitor system performance and modify the configuration plan to maintain an acceptable level of system performance.

3.1.b Edupoint will perform an annual review of the hosted environment including, penetration test and antivirus scan.

3.1.c System Hardware
Company shall provide access to a digital information processing, transmission and storage system (the "System Hardware") enabling Licensee to perform operations using the functionality of the Edupoint Products as described in the Documentation, and to make the information generated by and stored in the database(s) supported by the Edupoint Products available on demand by users. System hardware, system software, load balancer, database software and database storage shall be located at the Company's Remote Data Center.

3.1.d The following activities are included in the application hosting cost:

Deploying hardware and infrastructure required, software hosting and systems administration:

3.1.d.1 Systems Administration provides day-to-day management and administration of the operating system and database platform for all servers in the Synergy environment. Specific components of this service include:

i. Maintenance of the database
ii. Maintenance and updating of the server operating system
iii. Performance monitoring of SIS hardware and system software and recommendations for required updates
iv. Ongoing maintenance of hosted environment

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3.1.e Additional Software and Middleware

Company will provide all Additional Software and Middleware software necessary for the Edupoint Products, including installation and licensing of Window OS, Microsoft SQL or Oracle server, and SSL certificate(s).

3.1.f Configuration and Setup

Upon approval of the Implementation Project Charter and Work Plan, Company will provide initial configuration including operating system installation, database installation, patching the operating system and database, and installing and configuring all the Edupoint Products and Additional Software and Middleware; creation and configuration of Production and Training environments and Production and Training databases. The Training environment will be used for the purpose of training end users in a non-production environment and other non-production uses upon the request of the Licensee. Prior to the Edupoint Products being placed into production, the Company will provide final hardware configuration and application setup for setting proper Licensee specific application parameters and Licensee's organization specific information. Company will be responsible for ongoing re-configuration of hardware and adjustments to application setup for additional module add-ons or changes to Licensee infrastructure that require changes to the system configuration and application setup.

3.1.f.1 Restrictions

Licensee will have a limit as to the following configuration options in a hosted environment:

- Audit Trail: Audit detail will be kept for one year and purged after year end backup. Audit detail will impact storage requirements and may be retained longer at the Licensee discretion. Exceptions for Attendance and Grade Reporting Mark data will be retained for the current school year and purged prior to the start of the following school year.
- Process Queue: Company recommends a maximum of 5 days but may be retained longer at the Licensee discretion. Process Queue results storage will impact space requirements.

3.1.g Edupoint will provide the following environment(s) to Licensee:

3.1.g.1 A production environment that includes access to all licensed modules;

3.1.g.2 A training environment includes access to all licensed modules for demonstration purposes;

3.1.g.3 Any additional environments (test, development, or demonstration) will have an additional cost of $.25/student.

3.1.h Edupoint Product Updates

Company will provide support for the Edupoint Products through installation of Company provided modifications including remedial "Patches" or "CEs" ("Continuous Enhancements") addressing reported performance or functionality problems and "Upgrades" consisting of new releases or versions of the Edupoint Products and Additional and Middleware software issued by the vendor of that Additional and Middleware software as part of its software maintenance offering, typically indicated by a change in the numeric identifier in the version number of the software. Company will install CEs and Updates in accordance with the Release Management Section set forth in Section 6.0 below in a commercially reasonable timeframe following its release of CEs, new releases or versions of the Edupoint Products or Company's receipt of the CE or Update from the Additional and Middleware software vendor. In addition to administering all updates to the Edupoint Products, Company is responsible for procuring and administering vendor-provided maintenance for any Additional and Middleware software supplied by the Company under this Agreement.

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3.1.i Backup

Company shall create and maintain a backup plan whereby Licensee Production Content is backed up to a Company managed Remote Data Center (the "Remote Data Center"), the location of which is subject to change from time to time at Company's sole discretion. Company shall retrieve each business day an electronic backup of the Licensee Content, as defined below in Section 7.1, for the purpose of off-site archival in the case of disaster recovery.

Backup data sets will be provided to the Licensee via direct access to the secure backup data host. Company will work with the Licensee to configure, at a minimum of weekly, downloading of the backup data sets initiated from Licensee's local environment.

3.1.i.1 Backup frequency

- 3.1.i.1.i Full Back up once per week
- 3.1.i.1.ii Differential backup once per day
- 3.1.i.1.iii Transactional backup – every 15 minutes
- 3.1.i.1.iv Weekly backups retained for 4 weeks. Monthly backups retained for 12 months. Yearly backups retained for 7 years.
- 3.1.i.1.v Backups are retained only if Licensee has a current hosting agreement.

3.1.i.2 Backups are replicated at multiple data centers co-located across the U.S.

3.1.i.3 Recovery Point Objective is to recover the environment from backup so that mission-critical operations can continue.

- 3.1.i.3.i. Mission-critical includes administrative and teacher usage, not parents or students.

3.1.i.4 Recovery Time Objective is 24 hours

3.1.j Disaster Recovery

Company shall maintain backup servers at the Remote Data Center with data communications connections between such servers and the Licensee's Data Center and maintain backups of Licensee Content at Company's Remote Data Center such that Company shall be capable of providing Remote Application Hosting Services on and from such backup servers within seventy-two (72) hours of any disruption of the Licensee's Data Center.

3.2 Additional Hosting Models:

All services indicated in section 3.1 are included in the base hosting model – *Shared Cloud Hosting*. The base model *Shared Cloud Hosting* minimizes cost by optimizing resource utilization within the Company's Remote Data Center. Additional levels of hosting service are available for additional costs and provide added features and options. The following are the additional hosting models offered:

3.2.a Hybrid Cloud Hosting

(a) Disk storage will be priced based on an initial storage allotment of one (1) terabyte (TB). Additional (1) TB increments will be available with additional charge.
(b) Basic user interactions (excluding process server jobs) occur within an average of 7 seconds.
(c) Dedicated SQL Server is optional and available for an additional charge. This option provides a point to point VPN connection to allow direct data manipulation and extraction including selects/Inserts/Updates/Deletes.
(d) SQL Server High Availability options are available for an additional charge.
(e) Establish their own Release Management Schedule coordinated with the Company's Technical Services Team.

NOTE: Other infrastructure resources can be deployed on shared resources at the Company's discretion.

3.2.b Dedicated Cloud Hosting

(a) Perform direct SQL against hosted database including selects/Inserts/Updates/Deletes provided through a point to point VPN connection.

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(b) Deploy custom software additions based on ST framework.
(c) Disk storage will be priced based on an initial storage allotment of one (1) terabyte (TB). Additional (1) TB increments will be available with additional charge.
(d) Basic user interactions (excluding process server jobs) occur within an average of 7 seconds.
(e) SQL Server High Availability options are available for an additional charge.
(f) Establish their own Release Management Schedule coordinated with the Company's Technical Services Team.

3.3 Excluded Services

(a) Support of Licensee's Client Desktops
(b) Support or diagnosis of Licensee's Local Area Network connectivity
(c) Licensee's Local Area Network device configuration such as proxy servers

4.0 Availability of Services
(Not applicable if Licensee selected Self Hosting.)

Subject to the terms and conditions of this Agreement, Company shall use its best commercial efforts to provide the Application Hosting Services for twenty-four (24) hours a day, seven (7) days a week throughout the term of this Agreement.

4.1 Downtime

Licensee agrees that from time to time the Application Hosting Services may be inaccessible or inoperable for various reasons, including (i) equipment malfunctions; (ii) periodic maintenance procedures or repairs which Company may undertake from time to time; or (iii) causes beyond the control of Company or which are not reasonably foreseeable by Company, including interruption or failure of telecommunications or digital transmission links, hostile network attacks, network congestion or other failures (collectively "Downtime").

4.2 Advance Notice

Company shall provide twenty-four (24) hour advance notice to Licensee in the event of any scheduled Downtime.

5.0 Security

For Company Application Hosting Services, Company shall operate and maintain the Edupoint Products, System Hardware, Additional and Middleware in good working order with access restricted to authorized employees of Company and persons specifically designated by Licensee. Company shall maintain systems consistent with security controls as described in the National Institute of Standards and Technology (NIST) Standards Publication (SP) 800-26, Security Self-Assessment Guide for Information Technology Systems. Company shall undertake to perform reasonable measures to ensure the security, confidentiality and integrity of all Licensee Content and other proprietary information transmitted through or stored on the Application Hosting Site, including:

(a) Firewall protection of the Application Hosting Site;
(b) Maintenance of independent archival and backup copies of the Edupoint Products and Documentation and all Licensee Content; and
(c) Protection from network attack or other malicious harmful or disabling data, work, code or program.

6.0 Release Management
For all Production and Training Environments, Company will follow "Release Management Procedures" in completing changes in the products or product release levels in current use and in implementing Application Patches and Upgrades (collectively "Change Events"). These Release Management Procedures will in all cases provide for the following:

(a) Advance notification to the Licensee of the Change Event, its nature and expected timetable;
(b) Written notice of application changes and modifications to screens or code;

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(c) Pre-testing of changes, including any modifications to screen or code in Company or Licensee non-Production environments; and
(d) Coordination of the implementation of the Change Event with the Licensee.

7.0 Proprietary Rights

7.1 Licensee Content

Licensee shall be solely responsible for providing, updating, uploading and maintaining the data stored on the Application Hosting Site and any and all files, pages, data, works, information and/or materials on, within, displayed, linked or transmitted to, from or through the Application Hosting Site, including without limitation, trade or service marks, images, photographs, illustrations, graphics, audio clips, video clips, e-mail or other messages, metatags, domain names, software and text (the "Licensee Content"). The Licensee Content shall also include any registered domain names provided by Licensee or registered on behalf of Licensee in connection with the Application Hosting Services.

7.2 Alterations

Except as provided herein or by law, Company may not alter, modify, change, remove or disable access to all or any portion of the Application Hosting Site or Licensee Content stored on the System Hardware at the Application Hosting Site.

7.3 Ownership of Licensee Content

Company acknowledges that the Licensee Content is owned solely by the Licensee. Following termination of this Agreement, Licensee shall remove or request that the Company remove on a fee for service basis, all Licensee Content from Company Products and thereafter expunge all copies of the Company Products from its computing infrastructure and provide a certificate of an officer of Licensee confirming compliance with the same. Company further warrants that it shall not lease, sell, rent or otherwise disclose Licensee Content to any third party without prior consent of the Licensee.

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EXHIBIT C

SOFTWARE SUPPORT SERVICES

1.0 Reference to Agreement

This Exhibit is subject to and incorporates all of the provisions stated in the Edupoint Software License Agreement, between Company and Licensee as of the Effective Date.

2.0 Fees

During the Initial Term, Company shall provide Licensee with Software Support Services according to the fees described in Exhibit A. Following the Initial Term, for each Subsequent Term Licensee shall pay annual fees according to the then current fees for the Software Support Services. Company shall provide Licensee six months' notice of any proposed increase in the then applicable fee. Company and Licensee shall each have the right to review the number of students enrolled and increase or decrease the license count and adjust services fees according to the then current services fees for the licensed Edupoint Products.

3.0 Software Support Services

Company provides software updates and support services for the current version and the immediately prior version only.

Licensee shall select one of the maintenance and support plans; Basic Plan or Premium Plan. Both the Basic Plan and the Premium Plan are based upon the Licensee providing its own first level support of the Edupoint Products, such that support requests from the Licensee's school operations and district office staff are first routed to the Licensee's internal adequately staffed and competently trained student information system support group or helpdesk. Support requests that cannot be resolved by the Licensee's internal support group will be routed to Company for resolution.

3.1 BASIC MAINTENANCE AND SUPPORT PLAN

a) Software Updates Include:

- Minor extensions to existing software modules, as these are defined and released by Company.
- Enhancements which improve the usability of existing software modules, as these are defined and released by Company.
- New software modules representing new functionality, unless Company establishes separate pricing for the licensing and maintenance of such modules.
- Changes necessary to meet state reporting requirements as per specifications published by the respective State's authorized educational agency.
- Changes necessary to meet federal reporting requirements as per specifications published by the authorized federal agency.
- Changes necessary to maintain or improve interfaces between the Edupoint Products and other Licensee software application systems so long as Company provided such interfaces to the Licensee and the Licensee has not altered such interfaces.
- For Licensee purchasing Synergy Technology maintenance, the application source code will be refreshed at the time of publication of a Continuous Enhancement (CE) or annual release.

b) Support Services Includes:

- Company Staff will be available to answer questions and resolve issues between the hours of 6 a.m. and 6 p.m. (MST) via telephone, e-mail, or web support. This support includes telephone and research time performed by hotline staff, incoming 800 line, and outgoing long distance charges. Company will also provide e-mail support, which includes a response within 4 hours for non-outage issues received during regular business hours, and a response by the end of the next business day for issues received outside regular business hours.

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- The following days are recognized as Company holidays. The Company's support function will not be staffed on these days:

New Year's Day	Independence Day	Day after Thanksgiving
Presidents' Day	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	Christmas Week

3.2 PREMIUM USER CONFERENCE PLANS

These plans include everything included in the Basic Maintenance and Support Plan plus additional services as defined in the designations below: Copper, Bronze, Silver, Gold and Platinum.

- Copper: Licensee may send one (1) representative to attend Company's Users' Conference with travel (airfare) and lodging (hotel) expenses paid and scheduled by Company.
- Bronze: Licensee may send two (2) representatives to attend Company's Users' Conference with travel (airfare) and lodging (hotel) expenses paid and scheduled by Company.
- Silver: Licensee may send three (3) representatives to attend Company's User's Conference with travel (airfare) and lodging (hotel) expenses paid and scheduled by Company.
- Gold: Licensee may send four (4) representatives to attend Company's Users' Conference with travel (airfare) and lodging (hotel) expenses paid and scheduled by Company
- Platinum: Licensee may send five (5) representatives to attend Company's Users' Conference with travel (airfare) and lodging (hotel) expenses paid and scheduled by Company.
- Platinum Plus: Licensee may send ten (10) representatives to attend Company's Users' Conference with travel (airfare) and lodging (hotel) expenses paid and scheduled by Company.

Registration and scheduling of participation in Company's Users Conference must be made at least 30 days prior to the event. Travel expenses that will be paid by Company do not include parking, transportation to/from hotel or airport, incidentals at hotel, evening meals, or fees associated with travel changes made after booking. Licensee may send additional staff at Licensee's own expense.

4.0 Payment

4.1 Adjustment of Software Support Services Fees

Company may change the Support Services fees provided under this Agreement at any time by providing thirty (30) days prior written notice to Licensee.

4.2 Costs Related to Modified Software

If Company corrects defects or problems attributable to errors made by Licensee or corrections or modifications made by Licensee, Licensee agrees to pay Company for such services at the Company's then current standard rates.

4.3 Diagnostic Expenses

In the event Company performs services to diagnose a defect that Licensee claims exists in the Edupoint Products and Company subsequently demonstrates the Edupoint Products conforms to specifications as described in Section 4.2 of the Agreement or Licensee is not operating the Edupoint Products within a computing infrastructure that is consistent with Company's published Hardware and Software Requirements or the Data Center Infrastructure-Analysis and Documentation, Licensee will reimburse Company for such services in accordance with this Agreement, or otherwise at then-current rates.

5.0 Major Outage

5.1 Definition of a Major Outage

A "Major Outage" is defined as one of the following: (i) a complete failure of the Edupoint Products that results in the inability by Licensee to use the Edupoint Products, (ii) the loss, corruption or unintended migration of Licensee Content related to Edupoint Products, (iii) the loss of an Edupoint Products function that supports an urgent business process (i.e. report card issuance), or (iv) an Edupoint Products interface failure that results in the inability by the Licensee to use the Edupoint Products.

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5.2 Definition of Response

"Response" is defined as contacting the Licensee in response to receipt of a trouble ticket and working with Licensee to solve the problem. Once a trouble ticket has been documented, updates will be provided to the Licensee a minimum of twice a day until a Major Outage has been resolved or the urgency level associated with the trouble ticket has been downgraded by the Licensee. Company will work diligently to solve all Licensee problems; however, Company cannot provide any guarantee as to when a Major Outage will be resolved.

5.3 Response Time for a Major Outage

5.3.a E-support response time – within two (2) hours.

5.3.b Phone support – within one (1) hour.

6.0 Non-Major Outage

6.1 Definition of Response

"Response" is defined as contacting the Licensee in response to receipt of a trouble ticket and working with the Licensee to solve the problem. Once a trouble ticket has been documented, updates will be provided to the Licensee on a reasonable ongoing basis until a Non-Major Outage is resolved. Company will work diligently to solve all Licensee problems; however, Company cannot provide any guarantee as to when a Non-Major Outage will be resolved.

6.2 Response Time for a Non-Major Outage

6.2.a E-support response time – within two (2) business days.

6.2.b Phone support – within one (1) business day.

7.0 Modifications Excluded

Company shall not be obligated to provide support or maintenance services pursuant to this Agreement with respect to any modifications to the Edupoint Products made by Licensee or to any Licensee sponsored computer program incorporating all or any part of the Edupoint Products.

8.0 Access to Data and Computer

On request, Licensee agrees to provide Company with printouts of the Edupoint Products or of data in storage that shows evidence of a programming error. Licensee further agrees to provide Company with access to the Application Hosting Site and further agrees to provide sufficient computer time to enable Company to duplicate the problem, determine that it results from the Edupoint Products and, after corrective action or replacement has taken place, and determine that the problem has been alleviated.

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EXHIBIT D

IMPLEMENTATION SERVICES

This Implementation Services Exhibit is subject to and incorporates all of the provisions stated in the Edupoint Software License Agreement, between **Company** and **Licensee**.

1.0 Fees

During the Term of the Agreement, Company shall provide Licensee with Implementation Services in the amount of and costs shown in Exhibit A.

2.0 Additional Implementation services

Licensee may, by agreeing to changes to the scope of work through the change management process or simply as a matter of choice, purchase additional implementation services. The daily rates shown on Attachment 2 do not include travel expenses, which will be billed monthly as actually incurred not to exceed the GSA Guidelines.

3.0 Flexible Resource Allocation

Company provides a System Implementation Methodology (SIM) which, based on Company's experience, represents the best practice approach to implementation, but Company also recognizes that one size doesn't fit all. The Licensee may have varying degrees of technical, support, and training resources of their own as well as varying abilities to make these resources available to contribute to the implementation project. The Licensee may have significant capacity to handle technical or training tasks itself, thereby freeing Company resources for more effort on another task such as converting additional years of historical data. Therefore, in order to allow the Licensee to make the best use of both its and Company's resources available for implementation, Company is providing this flexible resource allocation plan. The number of days shown in Exhibit A represents days of Company provided professional services reserved for the Licensee for each task of the implementation of the Edupoint Products, and the Licensee can influence how these days will be used over the course of the implementation project.

Upon the start of the implementation project the Company project team and the Licensee's core team will collaborate on the development of the Project Charter and Work Plan. This effort will result in agreement on the roles and responsibilities of both parties, which will in turn result in the most prudent allocation of both Company's and Licensee's resources. Once completed, the Project Charter and Work Plan become the baseline for the implementation project, which begins when this baseline has been established and approved by both Licensee and Company.

4.0 Standard Data Conversion

Standard data conversion is defined as the conversion of the Licensee's legacy system's complete current year plus enrollment and transcript history for the prior three years. Historical special education data may be converted to PDF documents, stored and retrievable with the student's record in the Edupoint Products. Company's data conversion service includes the conversion of all data necessary to allow schools to start using the Edupoint Products, and allow complete and accurate outputs; e.g., school and district level reports for each functional category, and state and federal reports. Conversion of additional historical or other data is available at additional cost based on Company's daily rates.

5.0 Third Party Integration/Interfaces

Company's system implementation methodology includes required third-party integration between the Edupoint Products and other application systems through re-use of interface/integration techniques that have already been developed by Company or which can be met by implementation project staff using available extract, transform, and load utilities/queries. Custom interfaces/integrations (between Edupoint Products and other software applications from either 3rd parties or developed by the Licensee) and custom reports are defined as any interface/integration or report which requires Company developers to write software code. Custom interfaces can be provided at additional cost based on Company's daily rates.

6.0 Custom Development

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Company's System Implementation Methodology is based upon Licensee implementing the Edupoint Products as a true COTS solution limiting customizations to those that can be realized through the powerful application setup flexibility built into the Edupoint Products. Licensee uses the Edupoint Products as a true COTS solution requiring no vendor customization, either before or after implementation. As such, no custom development has been included in Exhibit A. Once the COTS solution has been implemented, the Company (if initiated by Licensee) will provide its process consulting experts to work with the Licensee (using the change management process) to price and schedule any required customizations. The Licensee also has the option of licensing the Company's Synergy Technology Application Development Platform and application source code within the solution, giving the Licensee the ability to develop its own extensions and customizations to the Edupoint Products.

7.0 Payment Terms

7.1 Payment Terms

Licensee will pay Company the Fees and Expenses monthly as incurred, net 30 days from date of invoice.

7.2 Travel Expenses

Licensee agrees to pay Company for the following actual and reasonable travel expenses incurred for Company personnel to travel to Licensee's facilities: (a) unless otherwise agreed to by Licensee in writing and in advance, non-refundable, 14 days' advance purchase and coach class air fare; (b) a standard room at a moderate expense motel room within ten miles of Licensee's facilities; (c) a single, compact class, rental car for all Company employees traveling to Licensee's facilities that day; (d) meals in accordance with the Business Expense Policy attached hereto as Attachment 1; and (e) parking expense at an off-site parking vendor at the airport from which Company personnel fly to Licensee's facilities. No other travel expenses shall be paid by Licensee without Licensee's advance approval. Licensee shall not be responsible for any telephone charges.

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Attachment 1

BUSINESS EXPENSE POLICY

Occasionally, during the course of business employees will incur expenses on behalf of the Company. It shall be the policy of Company to reimburse employees for the cost of these expenses if they are properly authorized and documented in accordance with the following procedures:

Auto Expenses

The Company will assume or reimburse the employee for all reasonable personal automobile expenses incurred in carrying out work assignments.

Guidelines

Reimbursement for the use of the employee's own car will only be made if prior approval for the car's use has been given by the appropriate supervisor and documentation that the employee has appropriate auto insurance coverage is on file.

To receive reimbursement for miles driven on Company business, the employee must complete the mileage portion of the expense form. All mileage for the calendar month must be reported on a single expense report.

Mileage expense shall be reimbursed monthly at current IRS mileage rates.

In the event that multiple vehicles are traveling to the same destination, employees will use all reasonable effort to carpool. If an employee chooses not to carpool, based on personal discretion, Company reserves the right to not reimburse for miles driven.

Travel Expenses:

The Company will assume or reimburse the employee for reasonable business expenses incurred in carrying out work assignments away from their primary location.

Airfare

When reasonable to do so, employees should use the Company provided travel agent for booking airfare. Only coach-class tickets are reasonable, and the Company will not reimburse business- or first-class tickets or upgrades.

Ground Transportation

When reasonable to do so, employees should use the Company provided travel agent or direct contracts for reserving auto rentals. When appropriate, employees shall use public transportations (taxi, train, or shuttle).

Meals and Incidentals

The employee will be reimbursed up to a "not to exceed" amount for meal and incidental expenses at a rate set forth by the US General Services Administration's Domestic Per Diem Rates. Meals and Incidentals not to exceed amounts are calculated on a "per trip" basis. As an example, an employee traveling for four days to a location with a $59 rate would have a trip not to exceed amount of $236 for the trip ($59*4). A full day of travel will be reimbursed if the travel day begins prior to 7:00 a.m. local time, and is completed after 7:00 p.m. local time. Partial days will be reimbursed using the GSA Meals and Incidental Expense Breakdown for partial days.

When an employee is on a trip that lasts seven or more days, reasonable laundry and valet costs will be reimbursed if documented by the proper receipts.

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Attachment 2

STANDARD BILLING RATES

Version 18, Effective January 1, 2017

Standard Billing Rates are subject to revision by Edupoint on January 1st of each year. This list includes daily rates for services performed by an Edupoint representative. Edupoint invoices its clients as services are performed and expenses are incurred. Except as noted below, all services are billed at a minimum of one-half (1/2) day's rate.

	Job Functions	Rates
1)	EXECUTIVES	$2,000/Day
2)	SENIOR TECHNICAL EXPERTS	$2,000/Day
3)	PROJECT MANAGERS	$1,750/Day
4)	TECHNICAL EXPERTS	$1,500/Day
5)	SUBJECT MATTER EXPERTS	$1,500/Day
6)	DEVELOPERS	$1,500/Day
7)	DATA CONVERSION SPECIALISTS	$1,500/Day
8)	PRODUCT SPECIALISTS	$1,500/Day
9)	TRAINERS	$1,500/Day
10)	ADMINISTRATIVE SUPPORT	$750/Day

NOTE:

Travel Day

If a travel day is required the day before or the day after services are performed, the travel day will be charged at $400/day.

Expenses

All expenses will follow the guidelines set forth in Attachment 1.

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The signatures needed on pages 23 and 24 are only required in the event that the district brings in a third party who will be accessing Synergy. It is a form that the district would initiate and then send to Edupoint for a final signature. If you never have a third party come in, this form is N/A.

Attachment 4

NON-EMPLOYEE/AGENT ACCESS CONSENT FORM

THIS AGREEMENT is made as of _____, between <COMPANY NAME/CONTRACTOR>, <DISTRICT>, and Edupoint Educational Systems, LLC.

WHEREAS, <COMPANY NAME/CONTRACTOR> ("Contractor") is providing services for <DISTRICT>, ("District") in connection with Edupoint Educational Systems, LLC ("Edupoint") Licensed Software Products specifically set forth in Exhibit A of the Software License Agreement dated _____.

NOW, THEREFORE, in consideration of the mutual promises set forth in this Agreement, the Parties agree:

CONFIDENTIAL AND VALUABLE SUBSTANCE – Contractor recognizes that the Licensed Software Products have substantial monetary value and are considered TRADE SECRET, PROPRIETARY, and/or CONFIDENTIAL. Edupoint is desirous of maintaining rigorous control over the Licensed Software Products. Contractor, therefore, agrees that it will exercise due care to prevent disclosure of the Licensed Software Product to any third party.

1. Contractor shall ensure that any identification labels or legal notices contained in or on any of the Licensed Software Products are not altered, modified, suppressed, or in any other way made inconspicuous.
2. Contractor shall restrict access to the Licensed Software Product to only those employees of the Contractor who must have such access in order to perform their specific duties or obligations pursuant to the Contractor's business. Contractor agrees to take all necessary and proper precautions to ensure that unnecessary and unauthorized access to the Licensed Software Products by its employees does not occur.
3. Contractor agrees that it will take all reasonable precautions to ensure that non-Contractor personnel, including non-employee agents of Contractor, do not obtain access to or knowledge of the Confidential information without first obtaining the express written consent of Edupoint. Edupoint agrees that it will not unreasonably withhold such consent.
4. Contractor shall treat the ideas and expressions contained in the Licensed Software Products as TRADE SECRET, PROPRIETARY, and/or CONFIDENTIAL and belonging solely to Edupoint and shall not, without the prior written permission of Edupoint, copy or duplicate any physical embodiments of the Licensed Software Products (except as required for security and archival or escrow purposes).
5. Contractor agrees to notify Edupoint immediately, in writing, of any unauthorized possession, use, or disclosure of any of the Licensed Software Products. Contractor shall promptly furnish Edupoint with full details of such possession, use, or disclosure; assist in preventing any recurrence thereof; and cooperate with Edupoint in any litigation or other proceedings deemed necessary by Edupoint to protect Proprietor's rights.

NO LICENSE - Nothing in this Agreement is intended to grant any rights to Contractor under any patent, mask work right or copyright of Edupoint, nor shall this Agreement grant Contractor any rights in or to Confidential Information except as expressly set forth herein.

TERM - This Agreement shall survive until the termination of the License Agreement.

REMEDIES - The Contractor acknowledge that in the event of any breach or threatened or reasonably anticipated breach of this Agreement, the resulting damage to Edupoint would be difficult or impossible to quantify and remedy at law, and therefore, in addition to any other rights or remedies available hereunder, Edupoint shall be entitled to injunctive and other equitable relief and to recover from Contractor its reasonable attorneys' fees and costs incurred in connection with enforcement of this Agreement.

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MISCELLANEOUS - This Agreement shall bind and inure to the benefit of the parties hereto and their successors and assigns. This Agreement shall be governed by the laws of the State of California, without reference to conflict of laws principles. This document contains the entire agreement between the parties with respect to the subject matter hereof. Any failure to enforce any provision of this Agreement shall not constitute a waiver thereof or of any other provision hereof. This Agreement may not be amended, nor any obligation waived, except by a writing signed by the parties hereto.

Edupoint Educational Systems, LLC

_____

<Company Name/Contractor>

_____

<District>

_____

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Attachment 5

CHANGE MANAGEMENT PROCEDURE

Version 1.2

Whichever party to this Agreement identifies a potential change to the Edupoint Products or the Project Charter and Work Plan, that party will document the potential change, thereby initiating a change request under this process. The change request will be presented to the Licensee's project management for approval to proceed with an initial analysis by Company.

Once the Licensee has authorized the change request, Company will proceed with an initial analysis and complete the initial change request by specifying the change type, feasibility analysis, initial estimate of the cost to first develop detailed specifications and then implement the change, and potential impact an effort to execute the change would have on already adopted project timelines. Company will complete this initial analysis at no cost to the Licensee.

Company will present the results of the initial analysis to the Licensee's team and that team will, if it decides to move the change request forward in this process, authorize Company to proceed with the development of detailed specifications and finalization of cost and timeline impacts.

Company will, if the change request is authorized by the Licensee, proceed with the development of functional and other detailed specifications with the full aid and assistance of appropriate Licensee staff. Company will also finalize the initial cost estimate into a cost commitment, and determine the timeline required to implement the change. All of this information will be presented to the Licensee, as a final change request. Costs incurred by Company in preparation of the final change request will be applied as a credit to the actual costs of implementing the change should the Licensee move forward with the change, except in the case of custom development work. For custom development, the following guidelines apply:

1. If the Licensee authorizes completion of the customization work, the cost to create the Functional Specifications Document (FSD) will be discounted by 50 percent and will be payable upon delivery of the customization.
2. If the quote provided following receipt of the FSD approval exceeds the customization estimate by 50 percent or more, and the Licensee therefore elects not to authorize the customization, the cost of the FSD will be discounted by 50 percent.

Otherwise the Licensee will be responsible for these costs, and will pay Company as per the payment terms provided in this Agreement.

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Amendment 1
To
EDUPOINT SOFTWARE LICENSE AGREEMENT

SUBSCRIPTION
Version 17.0

1. This Agreement represents first-in-state pricing for Licensee and, as such, represents special discounts available only to Licensee.

2. This Agreement may be used by other Florida entities (school districts or consortiums) to license Synergy through Florida Intergovernmental or piggyback provisions. Subscription license pricing for future Licensees will be based on the following price structure:

Core SIS	
PK-12 Student Information TeacherVUE with Gradebook ParentVUE/StudentVUE portals and mobile applications	$5.50/student
Optional Modules	
PK-12 Student Special Education	$1.75/student
Online Student Registration	$1.50/student
Assessment	$1.75/student
LessonVUE Learning Management System	$1.75/student
RTI	$2.50/student
Analytics	$3.75/student

For Districts with greater than 20,000 students, volume discounts ranging from 5-15% may be applied based on modules licensed in original contract.

3. Item 3.1, Payment Terms, is amended as follows:
Licensee will pay Company or Company's authorized licensor the License Fees as provided in Exhibit A. All payments are due within 45 days of the invoice date.

4. Item 3.2, Taxes, is amended as follows:
All amounts set forth for payment are exclusive of applicable sales and similar taxes. Licensee is currently a tax-exempt organization, but should that change in the future, Licensee agrees to pay any and all amounts equal to taxes resulting from the licensing of the Edupoint Products or the services to be performed pursuant to this Agreement, exclusive of taxes based on the net income of Company.

5. Item 4.0, Indemnification and Warranty, is amended to include Addendum A.

6. Item 6.0, Choice of Law, is amended as follows:
This Agreement shall be governed by, interpreted under and construed in accordance with the internal laws of the State of Florida, without reference to the rules of conflicts of law thereof.

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7. Item 7.3, Responsibilities in the Event of Termination, is amended to include the following:
   All data transferred to Licensee shall remain the property of Company and shall be destroyed or returned to Company within sixty (60) days upon termination of Agreement. Licensee shall send written notice to Company confirming this requirement has been fulfilled/achieved. This covenant shall survive the expiration or termination of Agreement.

   All data transferred from Licensee shall remain the property of Licensee and shall be destroyed or returned to Licensee within sixty (60) days upon termination of Agreement. Licensee shall send written notice to Company confirming this requirement has been fulfilled/achieved. This covenant shall survive the expiration or termination of Agreement.

8. Item 16.0, Limitations of Liability, is amended to include Florida State Statute 95.11, included as Addendum B.

9. Item 3.1b in Exhibit C, Support Services, is amended to include the following:
   Company Staff will be available to answer questions and resolve issues between the hours of 8:00 a.m. and 8:00 p.m. (EST) via telephone, e-mail, or web support.

10. Exhibit E (Software Source Code Escrow Services), Attachment 3 (Company's A La Carte Service Descriptions), and Attachment 6 (Data Center Infra. – Analysis and Doc.) have been removed in their entirety.

11. In addition to the two (2) hosting environments included with the purchased Dedicated hosting option, Licensee has purchased one additional environment for a total of three (3) hosting environments.

All other terms, conditions and provisions to the Software License Agreement remain in force and unchanged.

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Edupoint Educational Systems
1955 S. Val Vista Drive, Suite 200
Mesa, AZ 85204
(480) 633-7500, (800) EDUPOINT
Fax (480) 633-7501

Rob Wilson	President
Printed Name	Title
[signature]	2/8/2019
Signature	Date Signed

School Board of Clay County, Florida
900 Walnut Street
Green Cove Springs, FL 32043
(904) 336-6500

Printed name	Title
Carol Y. Studdard	
Signature	Date Signed

"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

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: Rob Wilson

Title: President

Date: 5/9/19

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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: Carol Y. Haddad

Printed Name: _____

Title: _____

Date: _____

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

Notwithstanding any contractual language to the contrary, the terms and conditions of this "Addendum B" shall govern and prevail over any conflicting or inconsistent terms and conditions in the underlying contract to which this "Addendum B" 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.

95.11 Limitations other than for the recovery of real property.—Actions other than for recovery of real property shall be commenced as follows:

(1) WITHIN TWENTY YEARS.—An action on a judgment or decree of a court of record in this state.

(2) WITHIN FIVE YEARS.—

(a) An action on a judgment or decree of any court, not of record, of this state or any court of the United States, any other state or territory in the United States, or a foreign country.

(b) A legal or equitable action on a contract, obligation, or liability founded on a written instrument, except for an action to enforce a claim against a payment bond, which shall be governed by the applicable provisions of paragraph (5)(e), s. 255.05(10), s. 337.18(1), or s. 713.23(1)(e), and except for an action for a deficiency judgment governed by paragraph (5)(h).

(c) An action to foreclose a mortgage.

(d) An action alleging a willful violation of s. 448.110.

(e) Notwithstanding paragraph (b), an action for breach of a property insurance contract, with the period running from the date of loss.

(3) WITHIN FOUR YEARS.—

(a) An action founded on negligence.

(b) An action relating to the determination of paternity, with the time running from the date the child reaches the age of majority.

(c) An action founded on the design, planning, or construction of an improvement to real property, with the time running from the date of actual possession by the owner, the date of the issuance of a certificate of occupancy, the date of abandonment of construction if not completed, or the date of completion of the contract or termination of the contract between the professional engineer, registered architect, or licensed contractor and his or her employer, whichever date is latest; except that, when the action involves a latent defect, the time runs from the time the defect is discovered or should have been discovered with the exercise of due diligence. In any event, the action must be commenced within 10 years after the date of actual possession by the owner, the date of the issuance of a certificate of occupancy, the date of abandonment of construction if not completed, or the date of completion of the contract or termination of the contract between the professional engineer, registered architect, or licensed contractor and his or her employer, whichever date is latest. However, counterclaims, cross-claims, and third-party claims that arise out of the conduct, transaction, or occurrence set out or attempted to be set out in a pleading may be commenced up to 1 year after the pleading to which such claims relate is served, even if such claims would otherwise be time barred. With respect to actions founded on the design, planning, or construction of an improvement to real property, if such construction is performed pursuant to a duly issued

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building permit and if a local enforcement agency, state enforcement agency, or special inspector, as those terms are defined in s. 553.71, has issued a final certificate of occupancy or certificate of completion, then as to the construction which is within the scope of such building permit and certificate, the correction of defects to completed work or repair of completed work, whether performed under warranty or otherwise, does not extend the period of time within which an action must be commenced. Completion of the contract means the later of the date of final performance of all the contracted services or the date that final payment for such services becomes due without regard to the date final payment is made.

(d) An action to recover public money or property held by a public officer or employee, or former public officer or employee, and obtained during, or as a result of, his or her public office or employment.

(e) An action for injury to a person founded on the design, manufacture, distribution, or sale of personal property that is not permanently incorporated in an improvement to real property, including fixtures.

(f) An action founded on a statutory liability.

(g) An action for trespass on real property.

(h) An action for taking, detaining, or injuring personal property.

(i) An action to recover specific personal property.

(j) A legal or equitable action founded on fraud.

(k) A legal or equitable action on a contract, obligation, or liability not founded on a written instrument, including an action for the sale and delivery of goods, wares, and merchandise, and on store accounts.

(l) An action to rescind a contract.

(m) An action for money paid to any governmental authority by mistake or inadvertence.

(n) An action for a statutory penalty or forfeiture.

(o) An action for assault, battery, false arrest, malicious prosecution, malicious interference, false imprisonment, or any other intentional tort, except as provided in subsections (4), (5), and (7).

(p) Any action not specifically provided for in these statutes.

(q) An action alleging a violation, other than a willful violation, of s. 448.110.

(4) WITHIN TWO YEARS.—

(a) An action for professional malpractice, other than medical malpractice, whether founded on contract or tort; provided that the period of limitations shall run from the time the cause of action is discovered or should have been discovered with the exercise of due diligence. However, the limitation of actions herein for professional malpractice shall be limited to persons in privity with the professional.

(b) An action for medical malpractice shall be commenced within 2 years from the time the incident giving rise to the action occurred or within 2 years from the time the incident is discovered, or should have been discovered with the exercise of due diligence; however, in no event shall the action be commenced later than 4 years from the date of the incident or occurrence out of which the cause of action accrued, except that this 4-year period shall not bar an action brought on behalf of a minor on or before the child's eighth birthday. An "action for medical malpractice" is defined as a claim in tort or in contract for damages because of the death, injury, or monetary loss to any person arising out of any medical, dental, or surgical diagnosis, treatment, or care by any provider of health care. The limitation of actions within this subsection shall be limited to the health care provider and persons in privity

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with the provider of health care. In those actions covered by this paragraph in which it can be shown that fraud, concealment, or intentional misrepresentation of fact prevented the discovery of the injury the period of limitations is extended forward 2 years from the time that the injury is discovered or should have been discovered with the exercise of due diligence, but in no event to exceed 7 years from the date the incident giving rise to the injury occurred, except that this 7-year period shall not bar an action brought on behalf of a minor on or before the child's eighth birthday. This paragraph shall not apply to actions for which ss. 766.301-766.316 provide the exclusive remedy.

(c) An action to recover wages or overtime or damages or penalties concerning payment of wages and overtime.

(d) An action for wrongful death.

(e) An action founded upon a violation of any provision of chapter 517, with the period running from the time the facts giving rise to the cause of action were discovered or should have been discovered with the exercise of due diligence, but not more than 5 years from the date such violation occurred.

(f) An action for personal injury caused by contact with or exposure to phenoxy herbicides while serving either as a civilian or as a member of the Armed Forces of the United States during the period January 1, 1962, through May 7, 1975; the period of limitations shall run from the time the cause of action is discovered or should have been discovered with the exercise of due diligence.

(g) An action for libel or slander.

(5) WITHIN ONE YEAR.—

(a) An action for specific performance of a contract.

(b) An action to enforce an equitable lien arising from the furnishing of labor, services, or material for the improvement of real property.

(c) An action to enforce rights under the Uniform Commercial Code—Letters of Credit, chapter 675.

(d) An action against any guaranty association and its insured, with the period running from the date of the deadline for filing claims in the order of liquidation.

(e) Except for actions governed by s. 255.05(10), s. 337.18(1), or s. 713.23(1)(e), an action to enforce any claim against a payment bond on which the principal is a contractor, subcontractor, or sub-subcontractor as defined in s. 713.01, for private work as well as public work, from the last furnishing of labor, services, or materials or from the last furnishing of labor, services, or materials by the contractor if the contractor is the principal on a bond on the same construction project, whichever is later.

(f) Except for actions described in subsection (8), a petition for extraordinary writ, other than a petition challenging a criminal conviction, filed by or on behalf of a prisoner as defined in s. 57.085.

(g) Except for actions described in subsection (8), an action brought by or on behalf of a prisoner, as defined in s. 57.085, relating to the conditions of the prisoner's confinement.

(h) An action to enforce a claim of a deficiency related to a note secured by a mortgage against a residential property that is a one-family to four-family dwelling unit. The limitations period shall commence on the day after the certificate is issued by the clerk of court or the day after the mortgagee accepts a deed in lieu of foreclosure.

(6) LACHES.—Laches shall bar any action unless it is commenced within the time provided for legal actions concerning the same subject matter regardless of lack of

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knowledge by the person sought to be held liable that the person alleging liability would assert his or her rights and whether the person sought to be held liable is injured or prejudiced by the delay. This subsection shall not affect application of laches at an earlier time in accordance with law.

(7) FOR INTENTIONAL TORTS BASED ON ABUSE.—An action founded on alleged abuse, as defined in s. 39.01, s. 415.102, or s. 984.03, or incest, as defined in s. 826.04, may be commenced at any time within 7 years after the age of majority, or within 4 years after the injured person leaves the dependency of the abuser, or within 4 years from the time of discovery by the injured party of both the injury and the causal relationship between the injury and the abuse, whichever occurs later.

(8) WITHIN 30 DAYS FOR ACTIONS CHALLENGING CORRECTIONAL DISCIPLINARY PROCEEDINGS.—Any court action challenging prisoner disciplinary proceedings conducted by the Department of Corrections pursuant to s. 944.28(2) must be commenced within 30 days after final disposition of the prisoner disciplinary proceedings through the administrative grievance process under chapter 33, Florida Administrative Code. Any action challenging prisoner disciplinary proceedings shall be barred by the court unless it is commenced within the time period provided by this section.

(9) SEXUAL BATTERY OFFENSES ON VICTIMS UNDER AGE 16.—An action related to an act constituting a violation of s. 794.011 involving a victim who was under the age of 16 at the time of the act may be commenced at any time. This subsection applies to any such action other than one which would have been time barred on or before July 1, 2010.

(10) FOR INTENTIONAL TORTS RESULTING IN DEATH FROM ACTS DESCRIBED IN S. 782.04 OR S. 782.07.—Notwithstanding paragraph (4)(d), an action for wrongful death seeking damages authorized under s. 768.21 brought against a natural person for an intentional tort resulting in death from acts described in s. 782.04 or s. 782.07 may be commenced at any time. This subsection shall not be construed to require an arrest, the filing of formal criminal charges, or a conviction for a violation of s. 782.04 or s. 782.07 as a condition for filing a civil action.

(11) COURT COSTS AND FINES.—Notwithstanding subsection (1), an action to collect court costs, fees, or fines owed to the state may be commenced at any time.

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Amendment 2
To
EDUPOINT SOFTWARE LICENSE AGREEMENT

SUBSCRIPTION
Version 17.0

1. Licensee shall be granted a trial license to the ELL module upon the execution of this Amendment through March 30, 2021. Licensee shall receive the trial license at no charge for the purposes of evaluation. The ELL module is a new module offered by Company and is currently in beta release.

   Should Licensee wish to purchase the ELL module upon the completion of the evaluation period, pricing will be as follows:

License period	Cost per student
Year 1	$0.31
Year 2	$0.63
Year 3	$0.96
Year 4	$1.29
Year 5	$1.30

Costs include annual escalation of 1%.

2. Licensee may cancel license with 30 days written notice.

All other terms, conditions and provisions to the Software License Agreement remain in force and unchanged.

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Edupoint Educational Systems
1955 S. Val Vista Drive, Suite 200
Mesa, AZ 85204
(480) 633-7500, (800) EDUPOINT
Fax (480) 633-7501

Rob Wilson	President
Printed Name	Title
[signature]	9/15/20
Signature	Date Signed

Clay County District Schools
900 Walnut Street
Green Cove Springs, FL 32043
(904) 336-6500

Bridget Leino	ITS, Coordinator
Printed name	Title
B. Leino	9-11-2020
Signature	Date Signed

EDUPEDU-01 DGARRISON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/17/2019

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	CONTACT NAME: Doris Garrison	
The Mahoney Group - Mesa 1835 South Extension Road Mesa, AZ 85210	PHONE (A/C, No, Ext): (480) 730-4920	FAX (A/C, No): (480) 730-4929
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE		NAIC #
Edupoint Educational Systems LLC 1955 S Val Vista Dr Ste 200 Mesa, AZ 85204	INSURER A : Federal Insurance Company	A++	20281
	INSURER B : Great Northern Ins. Company	A++	20303
	INSURER C : Chubb Indemnity Insurance Co	A++	12777
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** **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	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC OTHER:	X		35916544	01/01/2019	01/01/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG OTHER:	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			73578640	01/01/2019	01/01/2020	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 0			79871481	01/01/2019	01/01/2020	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		71707458	01/01/2019	01/01/2020	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
If required by a written contract or agreement, the School Board of Clay County, Florida is an additional insured on general liabilty including 30 day notice of cancellation per attached forms 80-02-2367 (5-07); 80-02-9779(3-11).

CERTIFICATE HOLDER

School Board of Clay County
900 Walnut Street
Green Cove Springs, FL 32043

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

Nancy Dupre Cleek

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Liability Endorsement
(continued)

Conditions

Under Conditions, the following provision is added to the condition titled Other Insurance.

Other Insurance – Primary, Noncontributory Insurance – Scheduled Person Or Organization

If you are obligated, pursuant to a contract or agreement, to provide the person or organization shown in the Schedule with primary insurance such as is afforded by this policy, then in such case this insurance is primary and we will not seek contribution from insurance available to such person or organization.

Schedule

Persons or organizations that you are obligated, pursuant to a contract or agreement, to provide with such insurance as is afforded by this policy.

PERSONS OR ORGANIZATIONS THAT YOU ARE OBLIGATED, PURSUANT TO A CONTRACT OR AGREEMENT, TO PROVIDE WITH SUCH INSURANCE AS IS AFFORDED BY THIS POLICY.

All other terms and conditions remain unchanged.

Authorized Representative

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Conditions
(continued)

Person(s) or Organization(s):

Address:

Person(s) or Organization(s):

Address:

Person(s) or Organization(s):

Address:

Person(s) or Organization(s):

Address:

Person(s) or Organization(s):

Address:

DRAFT

All other terms and conditions remain unchanged.

Authorized Representative

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

RE: Message from "ISCopier"

1 message

Annie Burns <aburns@edupoint.com> Thu, May 9, 2019 at 12:43 PM
To: "Staefe, Bertha" <bertha.staefe@myoneclay.net>
Cc: Christine Moss <cmoss@edupoint.com>, Jeremy Bunkley <jeremy.bunkley@myoneclay.net>, Sally DiFolco <sally.difolco@myoneclay.net>

Good morning,

Attached is a signed Addendum A.

Please let me know if you need anything else.

-Annie

Annie Burns

Sales Operations Manager

x 7543

From: Staefe, Bertha [mailto:bertha.staefe@myoneclay.net]
Sent: Thursday, May 09, 2019 4:45 AM
To: Annie Burns <aburns@edupoint.com>
Cc: Christine Moss <cmoss@edupoint.com>; Jeremy Bunkley <jeremy.bunkley@myoneclay.net>; Sally DiFolco <sally.difolco@myoneclay.net>
Subject: Re: Message from "ISCopier"

The Addendum A has to be signed by the Contractor/vendor. I've attached a clean signature page to this email.

***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: Carl Y. Hubbard

Printed Name: _____

DRAFT

Image removed by sender.

Bertie Staefe

Supervisor of Purchasing and Material Management

Business Affairs Division

Clay County District Schools

extension 6 6736 | dept number 904-336-6736 | email bertha.staefe@myoneclay.net

Image removed by sender.

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This Email Is Not An Acceptable Offer And Doesn't Evidence Any Intention By The Sender To Enter Into A Contract.

On Wed, May 8, 2019 at 6:17 PM Annie Burns <aburns@edupoint.com> wrote:

Good afternoon,

Chris Moss asked that I connect with you regarding the signature omissions you noted below.

The signatures needed on pages 23 and 24 are only required in the event that the district brings in a third party who will be accessing Synergy. It is a form that the district would initiate and then send to Edupoint for a final signature. If you never have a third party come in, this form is N/A.

Addendum A, page 4. During the contract execution process I overlooked this page when I saw that Ms. Studdard had signed the page. Can you confirm that her signature was in error and it should instead be signed by Edupoint? If that's the case I can get that signature for you so we can keep this moving.

Thanks!

Annie Burns

Sales Operations Manager

Edupoint

1955 South Val Vista Drive, Suite 200

Mesa, AZ 85204

Phone: (480) 633-7500 x 7543

Fax: (480) 633-7501

www.edupoint.com

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Begin forwarded message:

From: "Staefe, Bertha" <bertha.staefe@myoneclay.net>
Date: May 8, 2019 at 1:12:19 PM CDT
To: Christine Moss <cmoss@edupoint.com>, Sally DiFolco <sally.difolco@myoneclay.net>
Cc: "Bunkley, Jeremy" <jeremy.bunkley@myoneclay.net>
Subject: Re: Message from "ISCopier"

I still need the following before I can roll PO: Pages that require fill in &/or signature are pages 23, 24, Addendum A page 4 (signed by Vendor)

Bertie Staefe

Supervisor of Purchasing and Material Management

Business Affairs Division

Clay County District Schools

extension 6 6736 | dept number 904-336-6736 | email bertha.staefe@myoneclay.net

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On Wed, Apr 24, 2019 at 1:41 PM Staefe, Bertha <bertha.staefe@myoneclay.net> wrote:

> Pages that require fill in &/or signature are pages 23, 24, Addendum A page 4 (signed by Vendor)
>
> Thanks,
> *Bertie Staefe, CPPB*
>
> Supervisor of Purchasing and Material Management
>
> 925 Center Street
>
> Green Cove Springs, FL 32043
>
> Phone (904)336-6736 x66736
>
> Email Bertha.Staefe@myoneclay.net

On Wed, Apr 24, 2019 at 12:56 PM Christine Moss <cmoss@edupoint.com> wrote:

> Oh my gosh! I'm so sorry! Here's the attachment.
>
> **Christine Moss**
>
> *Chief Sales and Marketing Officer*
>
> Edupoint
>
> 1955 South Val Vista Drive, Suite 200
>
> Mesa, AZ 85204
>
> Phone: (480) 633-7500, Ext. 7550
>
> Fax: (480) 633-7501
>
> www.edupoint.com
>
> This e-mail is intended solely for the person(s) or entity to which it is addressed and contains confidential and/or privileged information. Any review, dissemination, copying, printing or other use of this e-mail by persons or entities other than the addressee is prohibited. If you have received this transmission in error, please contact me at the phone number above or cmoss@edupoint.com and promptly destroy the original transmission.
>
> **From:** Christine Moss
> **Sent:** Wednesday, April 24, 2019 8:40 AM
> **To:** 'Bunkley, Jeremy'; Bertha Staefe
> **Subject:** RE: Message from "ISCopier"
>
> Hi Jeremy,
>
> Here you go. I can't remember if I sent this to you earlier or not, so it might be an oversight on my part.
>
> Thanks!
>
> Chris
>
> **Christine Moss**
>
> *Chief Sales and Marketing Officer*
>
> Edupoint
>
> 1955 South Val Vista Drive, Suite 200
>
> Mesa, AZ 85204

DRAFT

Phone: (480) 633-7500, Ext. 7550

Fax: (480) 633-7501

www.edupoint.com

This e-mail is intended solely for the person(s) or entity to which it is addressed and contains confidential and/or privileged information. Any review, dissemination, copying, printing or other use of this e-mail by persons or entities other than the addressee is prohibited. If you have received this transmission in error, please contact me at the phone number above or cmoss@edupoint.com and promptly destroy the original transmission.

From: Bunkley, Jeremy [mailto:jeremy.bunkley@myoneclay.net]
Sent: Wednesday, April 24, 2019 5:50 AM
To: Bertha Staefe; Christine Moss
Subject: Fwd: Message from "ISCopier"

Chris,

Do you have a signed copy of the contract from Rob? We can't seem to locate one.

---------- Forwarded message ---------
From: **Bunkley, Jeremy** <jeremy.bunkley@myoneclay.net>
Date: Fri, Feb 8, 2019 at 2:07 PM
Subject: Fwd: Message from "ISCopier"
To: Christine Moss <cmoss@edupoint.com>

---------- Forwarded message ---------
From: <ricoh@myoneclay.net>
Date: Fri, Feb 8, 2019 at 10:05 AM
Subject: Message from "ISCopier"
To: jeremy bunkley <jeremy.bunkley@myoneclay.net>

This E-mail was sent from "ISCopier" (Aficio MP 5002).

Scan Date: 02.08.2019 10:10:01 (-0500)
Queries to: ricoh@myoneclay.net

--

Jeremy Bunkley

ITS DIRECTOR, IT | ITS

School District of Clay County

| o. 6 9603 | d. 904-336-9600 | e. jeremy.bunkley@myoneclay.net |

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Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. This communication may contain privileged and confidential information intended only for the addressee(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is strictly prohibited. If you are not the intended recipient, please notify the sender by reply email and destroy all copies of the original message.

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 220135
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE: June Board
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: 5/17/2022

Name of Contract Initiator: Ethan Caren Telephone #: 336-9603

School/Dept Submitting Contract: Information Technology Cost Center # 9040

Vendor Name: Edupoint

Contract Title: Edupoint - Amendment 3 (adding Analytics & replacing old Addendum A with New Addendum A))

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

Contract Term: coincide w/ Original 5 year Contract thru /30/2024 Renewal Option(s): Auto Renew

Contract Cost: $263,465

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

Funding Source: Budget Line # 100-6500691-9040-0000-0000-000-0

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*):

__X__ Completed Contract Review Form

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

__X__ SIGNED Addendum A (if not an SBAO Template Contract)*

This Statement MUST BE included in the body of the Contract:
"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."

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

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

_____ COVID-19 Waiver (If Applicable)

_____ Release and Hold Harmless (If Applicable)

RECEIVED 5/18/22 SBAO

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department BTB Review Date 5/17/22	Amendment 3 to Original Agreement 190128 (5yr Term/School Yrs 19/20, 20/21, 21/22, 22/23, 23/24 Ends 6/30/2024: • It incorporates a Second Exhibit A that adds "Analytics" to coincide with original 5yr Term end 6/30/2024 • It needs to incorporate the replacement of the Original SBCC Addendum A with the New SBCC Addendum A* *Edupoint addition on page 9 of New SBCC Addendum A (I believe Original Agreement section 2.1 page 2 backs it up)
School Board Attorney Review Date DB 5/18/22	Good with that addition Done See #1 on Amendment 3 Good to go
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	☑ APPROVED DATE: 5/26/22

AgendaPlus®

School Board of Clay County

June 2, 2022 - Regular School Board Meeting

Title
C2 - Synergy Analytics

Description

Synergy Analytics is a component of Edupoint's Synergy platform that allows the District to create reports and dashboards from both in-system and external data for use by CCDS stakeholders. District and school personnel will be able to utilize the dashboards to inform decisions. This product helps CCDS achieve Goal 4 of the 5 year Strategic Plan to create school and district dashboards in order to facilitate data driven decisions.

Gap Analysis

The cost of Synergy Analytics comes in at less than one third of the cost of the previous Data Dashboard solution for a savings of approximately $280,000 per year. As a component of the current Student Information System (SIS), the access to data will be closer to real-time.

Previous Outcomes

The previous product, Innive, was expensive and didn't allow for in-house changes to dashboards necessitating a re-evaluation of products to help meet the Strategic Goals.

Expected Outcomes

Upon approval, the District team will implement the Analytics module, collaborate with stakeholders to determine the reports and dashboards needed, and provide access and train users on how to use the reports and dashboards. The District will be able to create and tailor the analytics module and data dashboards to meet the needs of CCDS stakeholders for progress monitoring and school improvement. By utilizing a common analytics platform, CCDS stakeholders will be able to more efficiently analyze student, school, and District data.

Strategic Plan Goal

GOAL 4: Create effective data systems and train individuals to leverage information.

Strategy 4.1: Identify and construct data structures for use in dashboards for school improvement.

Strategy 4.2: Facilitate and provide professional development to key staff on use of data.

Recommendation

Approve the proposal in its entirety.

Contact
Ethan Caren, Director of Information and Technology Services

Financial Impact
$263,465 over 3 years, renewable with the existing Edupoint contract.

Review Comments

Attachments
220135 Edupoint Amendment 3.pdf

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Amendment 3

To

EDUPOINT SOFTWARE LICENSE AGREEMENT

SUBSCRIPTION

Version 17.0

1. Original Addendum A (SBAO May 2018) signed and dated May 9, 2019 is replaced in its entirety with Addendum A (SBAO 8/18/21), therefore it is now incorporated per section 14.0, ix. Addendum A of the Edupoint Software License Agreement between Edupoint Education Systems, LLC and School Board of Clay County, FL signed and dated February 8, 2019.

2. Exhibit A is amended to include Analytics as follows:

EXHIBIT A - Software Subscription License Agreement
Clay County Schools: Analytics
Total Cost by Product and Service

Florida V21g15

Synergy® Student Educational Platform The following Edupoint Products and associated documentation are licensed to Licensee pursuant to this Agreement:	Charge for 0 days	Subscription License				
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Synergy® Student Information System						
Student Information (Not in Bid)						
State Reporting for Florida (Not in Bid)						
ParentVUE, StudentVUE, & Streams (Not in Bid)						
Online Student Registration (Not in Bid)						
Wait-List / Lottery (Not in Bid)						
Master Schedule Builder (Not in Bid)						
Synergy® Learning Management System (LMS)						
TeacherVUE with Gradebook (Not in Bid)						
LMS (Not in Bid)						
Assessment (Not in Bid)						
MTSS (Not in Bid)						
One Roster Integration (Not in Bid)						
Synergy® Analytics						
Analytics (Included)		$119,579	$122,569			$242,148
Synergy® Special Education						
Student Special Ed (Not in Bid)						
Synergy® Tools						
Video Conference Integration (Not in Bid)						
ST Tool Set (Object) & Appl Src Code (Not in Bid)						
Distance Learning for Synergy						
Distance Learning / Training Portal (Not in Bid)						
Sub-Total Subscription Software License	**$0**	**$119,579**	**$122,569**	**$0**	**$0**	**$242,148**

3rd Party Subscription Software	Year 1	Year 2	Year 3	Year 4	Year 5	Total
- Test Item Bank (Not in Bid)						
- GradeCam (Not in Bid)						
Sub-Total 3rd Party Subscription License	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Hosting		Hosting					
		Prorated 47 Days	Year 2	Year 3	Year 4	Year 5	Total
Add'l Modules Hosted by Edupoint	Yes	$471	$3,752	$3,845			$8,068
3rd Party Connections	Yes	$283	$2,255	$2,311			$4,849
Sub-Total Hosting Service		$754	$6,007	$6,156	$0	$0	$12,917

Professional Services	Days	Unit Cost	List Cost	Discount %	Total
Project Management (0 days) Train-The-Trainer (1 days) Data Conversion (0 days) External Interface/Integrations (0 days)					$1,200
All other Professional Services (6 days)					$7,200
Sub-Total Professional Services includes 7 days:					$8,400

Total Five Year Cost (excluding estimated expenses): $263,465

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EXHIBIT A - Continued
Payment Schedule by Product and Service

Payment for Edupoint Subscription License		Amount	Payable On
2nd Year Edupoint Subscription License		$119,579	Due July 1, 2022
3rd Year Edupoint Subscription License		$122,569	Due July 1, 2023
Total 5 Year Edupoint Subscription License		$242,148	

Hosting		Amount	Payable On
1st Year Hosting	(Prorated 47 days)	$754	Due July 1, 2022
2nd Year Hosting		$6,007	Due July 1, 2022
3rd Year Hosting		$6,156	Due July 1, 2023
Total 5 Year Hosting	Add'l Modules Hosted by Edupoint	$12,917	

Payment Schedule for Professional Services	Percent	Amount	Payable On
Professional Services Cost		$8,400	Due July 1, 2022
Total Payment for Professional Services		$8,400	

Note: Expenses are billed as incurred according to the guidelines provided in the Standard Billing Rates.

Total Five Year Cost (excluding estimated expenses): $263,465

EXHIBIT A - Continued
Payment Schedule by Year

Detailed Payment Schedule		Amount	Total
Due July 1, 2022			
Prorate Period of -318 Days and 1st Year	Add'l Modules Hosted by Edupoint	$754	
1st Year Professional Services		$8,400	
	Payment Due		$9,154
Due July 1, 2022			
2nd Year Edupoint Subscription License		$119,579	
2nd Year	Add'l Modules Hosted by Edupoint	$6,007	
	Payment Due		$125,586
Due July 1, 2023			
3rd Year Edupoint Subscription License		$122,569	
3rd Year	Add'l Modules Hosted by Edupoint	$6,156	
	Payment Due		$128,725
Due July 1, 2024			
Due July 1, 2025			

Total Five Year Cost (excluding estimated expenses) $263,465

Pricing Notes:

- This pricing is considered an estimate, and is not a final quote until executed as part of a contract.
- This pricing is valid until 08/12/22. Sales tax is not included.
- Year 1 is the (0 day) period beginning on the date of Contract Signing.
- This proposal was based on 38 Schools with 36,600 students.
- An expense estimate of $2,470 has been provided. Professional Services will only be billed based on actual expenses incurred.
- The Standard Billing Rates convey the daily billing rates, which were used to derive all of the services cost information in this proposal, prior to any applicable discounts.
- Subscription License has a 15.0% discount applied to license fees.
- Professional Services has a 20.0% discount applied to all your professional services fees.
- Escalation of 2.5% has been applied.

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All other terms, conditions and provisions to the Software License Agreement remain in force and unchanged.

Edupoint Educational Systems
1955 S. Val Vista Drive, Suite 200
Mesa, AZ 85204
(480) 633-7500, (800) EDUPOINT
Fax (480) 633-7501

Rob Wilson	President
Printed Name	Title
[signature]	5/23/2022
Signature	Date Signed

Clay County District Schools
900 Walnut Street
Green Cove Springs, FL 32043
(904) 336-6500

Mary S. Della	Board Chair
Printed name	Title
[signature]	6/2/22
Signature	Date Signed

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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 ("SBCC") shall be interpreted to include the School Board of Clay County, Florida, Clay County District Schools ("District"), and all Board officers and employees.

1. 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 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, as per paragraph 15 of the Edupoint Software License 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.

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.

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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)* / 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 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.

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.

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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 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*

**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.

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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 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 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 119.07(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. § 119.07(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. § 301.61091, and Fla. Stat. § 119.07(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 (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: Ethan Caren

School/Department Name: Information & Technology Services

Mailing Address: 900 Walnut Street, Green Cove Springs

Phone #: 904-336-9603 Email Address: ethan.caren@myoneclay.net

Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY

By: Mary S. Bella

Print Name: Mary S. Bella

Title: Board Chair

Date: 6/2/22

CONTRACTOR

By:

Print Name: Rob Wilson

Title: President

Date: 5/24/2022

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NOTIFICATION DOCUMENT

Waiver Requires Signature At Time Of Entrance On SBCC Property

Masks are Highly Encouraged and a signed COVID-19 Waiver will be required by all Vendors, Visitors, Volunteers, Non-Employees, Employees not drawing District pay at the time they are on campus, or others conducting business on our property.

COVID-19 WAIVER

SCHOOL BOARD OF CLAY COUNTY, FLORIDA
RELEASE OF LIABILITY AND ASSUMPTION OF RISK RE: COVID 19 INFECTION

In consideration of being allowed to participate in any way in any activity which takes place on Clay County School District ("CCSD") property (facilities or grounds) I, the undersigned vendor, volunteer, parent, or legal guardian, acknowledge, understand, and agree that by participating in events and activities at Clay County School District facilities/property: (1) there are certain risks to me and my child(ren) arising from or related to possible exposure to communicable diseases including, but not limited to, COVID-19, the virus "severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)", which is responsible for the Coronavirus Disease (also known as COVID-19) and/or any mutation or variation thereof (collectively referred to as "Communicable Diseases"); (2) I am fully aware of the hazards associated with such Communicable Diseases and; (3) I knowingly and voluntarily assume full responsibility for any and all risk of personal injury or other loss that I may sustain in connection with such Communicable Diseases, and: (4) I, for myself or for my minor child(ren) or ward(s), and on behalf of my/our heirs, assigns, beneficiaries, executors, administrators, personal representatives, and next of kin, HEREBY EXPRESSLY RELEASE, HOLD HARMLESS, AND FOREVER DISCHARGE CLAY COUNTY SCHOOL BOARD ("The District") and its officers, officials, agents, representatives, employees, other participants, sponsors, advertisers, and, if applicable, owners and lessors of premises upon which CCSD related events and activities take place (the "Released Parties"), from any and all claims, demands, suits, causes of action, losses, and liability of any kind whatsoever, whether in law or equity, arising out of or related to any ILLNESS, INJURY, DISABILITY, DEATH, OR OTHER DAMAGES incurred due to or in connection with any Communicable Diseases, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASED PARTIES OR OTHERWISE, to the fullest extent permitted by law.

I agree that this Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Florida, and if any portion hereof is held invalid, it is agreed that the remainder shall continue in full legal force and effect.

I certify that I am the legal parent/guardian of the MINOR CHILDREN listed below, and that I HAVE READ AND UNDERSTAND THE FOREGOING RELEASE and affirm that I, on behalf of myself and my minor child(ren), do consent and agree to the complete, total and unequivocal release of all the Released Parties as provided above.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Participant/Vendor/Volunteer/Parent Signature — Date: 5/24/2022

Rob Wilson
Printed Name

Name of each minor child for whom this Release applies, **if applicable**:

_____ _____

_____ _____

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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.

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Name of Contractor/Vendor: Edupoint Educational Systems LLC

Signature of Authorized Representative: [signature]

Printed Name of Authorized Representative: Rob Wilson

Title of Authorized Representative: President

Date: 5/24/2022

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. Any and all current or future Synergy products, modifications and reports created by Edupoint remain the confidential and exclusive property of Edupoint for the duration of any agreement with School Board of Clay County and in perpetuity thereafter.

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.

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EDGAR CERTIFICATIONS (continued)

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

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.

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: Edupoint Educational Systems LLC

Signature of Authorized Representative:

Print Name of Authorized Representative: Rob Wilson

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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: Edupoint Educational Systems LLC

Rob Wilson
Printed Name

President
Title of Authorized Representative

Signature: _____

Date: 5/24/2022

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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, Fla. Stat., as follows:

IDENTICAL TIE BIDS – A bid or contract received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids shall be followed if none of the tied vendors has a drug-free workplace program. To obtain such preference, 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 or plea of guilty or no contest to any violation of Chapter 893 or of any controlled substance laws of the United States or the State of Florida, 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.

I certify that this firm complies fully with the above requirements.

CONTRACTOR NAME: _____

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

_____ _____
(Printed Name) (Signature)

_____ _____
(Title) (Date)

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Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF CLAY)

My name is (*INSERT NAME* Rob Wilson). 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* Edupoint Educational Systems) 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* Edupoint Educational Systems) 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 stated shall be treated as intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Edupoint Educational Systems LLC

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Rob Wilson
(Printed Name)

(Signature)

President
(Title)

5/24/2022
(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.

Signature

Edupoint Educational Systems LLC
Company Name

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # ~~904-336-9603~~ 230077
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:
1/5/2023
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
☐ Must Have Board Approval over $100,000.00

Date Submitted: 12/8/2022

Name of Contract Initiator: Ethan Caren — Telephone #: 904-336-9603

School/Dept Submitting Contract: Information & Technology — Cost Center # 9040

Vendor Name: Edupoint

Contract Title: Distance Learning for Synergy

Contract Type: New ☐ Renewal ☐ Amendment ☒ Extension ☐ — Previous Year Contract # 904-336-9603

Contract Term: 2 years — Renewal Option(s): Annually

Contract Cost: $18,492.00

☐ **BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**
Funding Source: Budget Line # 100-6500692-9040-0000-0000-000-0
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*):

X Completed Contract Review Form
_____ SBAO Template Contract or other Contract (NOT SIGNED by District / School)
X SIGNED Addendum A (if not an SBAO Template Contract) - **When using the Addendum A, *this Statement MUST BE included in the body of the Contract:***
"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."
X Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.
General Liability = $1,000,000 Each Occurrence & $2,000,000 General Aggregate.
Auto Liability = $1,000,000 Combined Single Limit ($5,000,000 for Charter Buses).
Workers' Compensation = $100,000 Minimum
[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].
_____ State of Florida Workers Comp Exemption (https://apps.fldfs.com/bocexempt/) (If Applicable)
_____ Release and Hold Harmless (If Applicable)

RECEIVED DEC 08 2022 PURCHASING

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date 12.13.22 BFS	
School Board Attorney Review Date 12/13/22	
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	☑ APPROVED DATE: 12.13.22

School Board of Clay County

January 5, 2023 - Regular School Board Meeting

Title
C5 - Synergy Distance Learning/Training Portal

Description

The Synergy Distance Learning/Training Portal is an Edupoint component that gives access within Synergy to training videos that are created and updated by Edupoint staff as the Synergy system is updated. The access to training is role based which ensures that users get training specific to their individual needs.

Gap Analysis

Current Professional Development for Synergy includes OneClay Portal Backpacks (online training for teachers), face to face training, Instructional Application Facilitator help, and recorded Google Meets. The Synergy DLP adds to the existing training and fills in the gaps of Support and Administrator training to address feedback received from users and stakeholders. The Synergy DLP is asynchronous training that would be available 24/7 which would ensure Support and Administrative staff would have the same training access as Instructional staff.

Previous Outcomes

Evaluations of survey results and proportionality of tickets show a need for more access to Synergy training for non-instructional and administrative employees.

Expected Outcomes

The Synergy DLP would address current gaps in training for Administrative and Support personnel using Synergy and will lead to cleaner data within the Synergy system and less issues for staff, students, and parents. Having clearly defined processes and training on those processes will result in less frustration from staff new to using the Synergy system and make onboarding easier for new (or new to their role) employees.

Strategic Plan Goal

GOAL 5 - Develop and support great educators, support personnel, and leaders

Strategy 5.2: Provide on-going training and support for teachers, support staff, and leaders

Initiative 5.2.3: Develop and provide training on technology competencies for teachers and leaders

Recommendation

The recommendation is to approve Amendment 4 to the Edupoint Synergy Contract.

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

Financial Impact
$6,668 prorated for the remainder of 2022-23 and $11,824 for the 2023-24 school year. Total through 2024: $18,492.

Review Comments

Attachments
230077 Learning for Synergy.pdf

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Amendment 4
To
EDUPOINT SOFTWARE LICENSE AGREEMENT

SUBSCRIPTION
Version 17.0

1. Exhibit A is amended to include Distance Learning Portal as follows:

EXHIBIT A - Software Subscription License Agreement
CLAY COUNTY - DLP
Total Cost by Product and Service

Florida V22R09

Synergy® Student Educational Platform The following Edupoint Products and associated documentation are licensed to Licensee pursuant to this Agreement:	Charge for 212 days Year 1	Subscription License Year 2	Year 3	Year 4	Year 5	Total
Synergy® Student Information System						
Student Information (Not in Bid)						
State Reporting for Florida (Not in Bid)						
ParentVUE, StudentVUE, & Streams (Not in Bid)						
Online Student Registration (Not in Bid)						
Wait-List / Lottery (Not in Bid)						
Athletics (Not in Bid)						
Master Schedule Builder (Not in Bid)						
Synergy® Learning Management System (LMS)						
TeacherVUE with Gradebook (Not in Bid)						
LMS (Not in Bid)						
Assessment (Not in Bid)						
MTSS (Not in Bid)						
One Roster Integration (Not in Bid)						
Synergy® Analytics						
Analytics (Not in Bid)						
Synergy® Special Education						
Student Special Ed (Not in Bid)						
Synergy® Tools						
Video Conference Integration (Not in Bid)						
ST Tool Set (Object) & Appl Src Code (Not in Bid)						
Distance Learning for Synergy						
Distance Learning / Training Portal (Included)	$6,668	$11,824				$18,492
Sub-Total Subscription Software License	**$6,668**	**$11,824**	**$0**	**$0**	**$0**	**$18,492**

3rd Party Subscription Software	Year 1	Year 2	Year 3	Year 4	Year 5	Total
- Test Item Bank (Not in Bid)						
- GradeCam (Not in Bid)						
Sub-Total 3rd Party Subscription License	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Professional Services	Days	Unit Cost	List Cost	Discount %	Total
Sub-Total Professional Services includes days:					

Total Five Year Cost (excluding estimated expenses): $18,492

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EXHIBIT A - Continued
Payment Schedule by Product and Service

Payment for Edupoint Subscription License	Amount	Payable On
1st [illegible] (Prorated 212 Days)	[illegible]	Due upon Contract Signing
[illegible]	[illegible]	1 year after Contract Signing
Total 5 Year Edupoint Subscription License	[illegible]	

Note: Expenses are billed as incurred according to the guidelines provided in the Standard Billing Rates.

Total Five Year Cost (excluding estimated expenses): [illegible]

EXHIBIT A - Continued
Payment Schedule by Year

Detailed Payment Schedule		Amount	Total
Due Upon Contract Signing			
1st Year Edupoint Subscription License (Prorated 212 Days)		$6,668	
1st Year Professional Services			
	Payment Due		$6,668
Due 1st Year after Contract Signing			
2nd Year Edupoint Subscription License		$11,824	
	Payment Due		$11,824
Due 2nd Year after Contract Signing			
Due 3rd Year after Contract Signing			
Due 4th Year after Contract Signing			
	Total Five Year Cost (excluding estimated expenses)		**$18,492**

Pricing Notes:
- This pricing is considered an estimate, and is not a final quote until executed as part of a contract.
- This pricing is valid until 03/01/23. Sales tax is not included.
- Year 1 is the (212 day) period beginning on the date of Contract Signing.
- This proposal was based on Schools with 33,288 students.
- Expenses included for Professional Services on Implementation
- The Standard Billing Rates convey the daily billing rates, which were used to derive all of the services cost information in this proposal, prior to any applicable discounts.
- Escalation of 3.0% has been applied.

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All other terms, conditions and provisions to the Software License Agreement remain in force and unchanged.

Edupoint Educational Systems
1955 S. Val Vista Drive, Suite 200
Mesa, AZ 85204
(480) 633-7500, (800) EDUPOINT
Fax (480) 633-7501

Rob Wilson	President
Printed Name	Title
[signature]	1/05/2023
Signature	Date Signed

Clay County District Schools
900 Walnut Street
Green Cove Springs, FL 32043
(904) 336-6500

Ashley Gilhousen	Board Chair
Printed name	Title
Ashley Gilhousen	1/5/23
Signature	Date Signed

EDUPEDU-01 DGARRISON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/12/2022

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	CONTACT NAME: Doris Garrison
The Mahoney Group - Mesa 1835 South Extension Road Mesa, AZ 85210	PHONE (A/C, No, Ext): (480) 214-2752 FAX (A/C, No): (480) 730-4929 E-MAIL ADDRESS: dgarrison@mahoneygroup.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Federal Insurance Company	20281
INSURER B : Great Northern Ins. Company	20303
INSURER C : Chubb Indemnity Insurance Co	12777
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Edupoint Educational Systems LLC
1955 S Val Vista Drive, Ste 200
Mesa, AZ 85204

COVERAGES **CERTIFICATE NUMBER:** **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	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT X LOC OTHER:			35916544	3/31/2022	3/31/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			73578640	3/31/2022	3/31/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			79871481	3/31/2022	3/31/2023	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		71707458	3/31/2022	3/31/2023	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

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

CERTIFICATE HOLDER

Clay County
900 Walnut Street
Green Cove Springs, FL 32043

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

Nancy Dugan Clark

DRAFT

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 230155
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:
6/29/2023
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
☐ Must Have Board Approval over $100,000.00

Date Submitted: 4/18/2023

Name of Contract Initiator: Ethan Caren — Telephone #: 904-336-9603

School/Dept Submitting Contract: Information & Technology — Cost Center # 9040

Vendor Name: Edupoint

Contract Title: Edupoint 1st in State pricing discount, Amendment 5 for Amendment 1

Contract Type: New ☐ Renewal ☐ Amendment ☒ Extension ☐ — Previous Year Contract # 190128 and 220135

Contract Term: 5 years — Renewal Option(s): Auto Renew Annually

Contract Cost: Discounted percentages vary from original cost as first in state.

** 8/6/2024 Hang out BFS with Ethan: Yes, the original Board agenda dollar amount & all the other agendas adding cost but nothing adding the annually renewal increase. I say we let it go this year but look at doing a new contract before 25/26. In talking with the State Auditor this year it's not good practice to have contracts exceed 5+ years. Plus Auto-Renew give me the chills. I also think this Board would want to be in the loop.

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

Funding Source: Budget Line # 370-7408-0691-9010-3706-0000-000-3

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
- ____ SBAO Template Contract or other Contract (NOT SIGNED by District / School)
- x SIGNED Addendum A (if not an SBAO Template Contract) - **When using the Addendum A, this Statement MUST BE included in the body of the Contract:** ***"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."***
- x Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
  COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.
  General Liability = $1,000,000 Each Occurrence & $2,000,000 General Aggregate.
  Auto Liability = $1,000,000 Combined Single Limit ($5,000,000 for Charter Buses).
  Workers' Compensation = $100,000 Minimum
  [If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].
- ____ State of Florida Workers Comp Exemption (https://apps.fldfs.com/bocexempt/) (If Applicable)
- ____ Release and Hold Harmless (If Applicable)

RECEIVED MAY 17 2023 PURCHASING

SBAO RECEIVED 5/24/2023

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department BTB Review Date 5/23/23	Amendment 5 to Original Agreement (190128 Amend # 1-4)
School Board Attorney CNB Review Date 6/5/23	
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	☑ APPROVED DATE: 6-6-23

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AgendaPlus®

School Board of Clay County

June 29, 2023 - Regular School Board Meeting

Title
C4 - Amendment to Edupoint Contract to Reflect First In State Discounts

Description

Clay County District Schools was the first district in the state of Florida to implement Edupoint's Synergy Student Information System. CCDS has been utilizing the Synergy platform for two years. CCDS received the first-in-state-discount, as well as the agreement of additional discounts as more Florida districts implement Synergy. Hillsborough County has now gone live with the Synergy platform which entitled Clay County to a discount of $10,558.40 which will be reflected as a refund. The $10,558.40 discount was calculated based on 40% of the cost of TeacherVUE ($26,396 x .40 = $10,558.40). The cost to the district for TeacherVue will perpetually be discounted by 40%.

Total Florida Students Served	Discount on Subscription License
35,000 – 100,000	30%
100,001 – 250,000	35%
250,001 – 500,000	40%
500,001 – 1,000,000	45%
1,000,001 +	50%

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Gap Analysis

The fee schedule for the current contract does not reflect Clay County's First in State status. This amendment will revise the fee schedule to reflect the discounts.

Previous Outcomes

This is the fifth amendment to the original contract.

Expected Outcomes

As more districts utilize Edupoint Synergy, the cost to Clay County will decrease up to a 50% discount for each component.

Strategic Plan Goal

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

Strategy 2.1: Improve technology in all classrooms and district buildings.

Strategy 2.4: Ensure effective and efficient use of resources for fiscal stability.

Initiative 2.4.1: Design and implement fiscal practices and policies that enable the district to maximize efficiency.

Recommendation

To approve the Amendment to the Edupoint contract.

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

Financial Impact
The district will receive a $10,558.40 refund for the 22-23 school year since Hillsborough went live with the Synergy Gradebook

component, TeacherVue. TeacherVue will continue to be discounted by %40. Additional discounts will be applied as more districts go live with additional components.

Review Comments

Attachments

230155 Edupoint Amendment 5.pdf

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Amendment 5
To
EDUPOINT SOFTWARE LICENSE AGREEMENT

SUBSCRIPTION
Version 22.0

1. Amendment 1, Item 1 is amended to clarify the first-in-state discounts available to the Licensee.

First-in-state pricing includes additional discounts based on total Florida students served as detailed below:

- Student counts used to determine discount tier will be based on the student count enumerated in new SIS agreements in Florida as well as Licensee's student count.
- "Total Florida Students Served" is determined by the date the Synergy SIS becomes the system of record and tier discounts are applied annually at time of renewal.
- First-in-state discounts are applicable only to the base SIS modules (Includes Synergy SIS, ParentVUE/Student VUE, and Gradebook) and not any optional modules.

Total Florida Students Served	Discount on Subscription License
35,000 – 100,000	30%
100,001 – 250,000	35%
250,001 – 500,000	40%
500,001 – 1,000,000	45%
1,000,001 +	50%

In acknowledgement of Gradebook being the system of record for more than 250,001 students beginning in the 2022-2023 school year, Company will issue a credit to Licensee for the additional discount. Additional discount will be given in future invoices according to the table above.

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All other terms, conditions and provisions to the Software License Agreement remain in force and unchanged.

Edupoint Educational Systems
1955 S. Val Vista Drive, Suite 200
Mesa, AZ 85204
(480) 633-7500, (800) EDUPOINT
Fax (480) 633-7501

Rob Wilson	President	Ashley G. Thuesen Board Chair	
Printed Name	Title	Printed name	Title
[signature]	2/16/2023	Ashley Gilbertson 6/29/2023	
Signature	Date Signed	Signature	Date Signed

EDUPEDU-01 DGARRISON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/16/2023

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PRODUCER	CONTACT NAME: Doris Garrison	
The Mahoney Group - Mesa 1835 South Extension Road Mesa, AZ 85210	PHONE (A/C, No, Ext): (480) 214-2752	FAX (A/C, No): (480) 730-4929
	E-MAIL ADDRESS: dgarrison@mahoneygroup.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Federal Insurance Company	20281
INSURED	INSURER B : Great Northern Ins. Company	20303
Edupoint Educational Systems LLC 1955 S Val Vista Drive, Ste 200 Mesa, AZ 85204	INSURER C : Chubb Indemnity Insurance Co	12777
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **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	
A	X COMMERCIAL GENERAL LIABILITY							
	CLAIMS-MADE X OCCUR	X		35916544	3/31/2023	3/31/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY							
	ANY AUTO			73578640	3/31/2023	3/31/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per person)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR							
	EXCESS LIAB CLAIMS-MADE			79871481	3/31/2023	3/31/2024	EACH OCCURRENCE	$ 10,000,000
	DED X RETENTION $ 0						AGGREGATE	$ 10,000,000
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A		71707458	3/31/2023	3/31/2024	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
If required by a written contract or agreement, Clay County is an additional insured on general liability per attached form 80-02-2000

CERTIFICATE HOLDER

Clay County District Schools
900 Walnut Street
Green Cove Springs, FL 32043

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

Nancy Dugan Cheek

DRAFT

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June 4, 2026 - Regular School Board Meeting

Title

C3 - Personnel Consent Agenda

Description

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

Gap Analysis

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

Previous Outcomes

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

Expected Outcomes

Approval of the Personnel Consent Agenda.

Strategic Plan Goal

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

Recommendation

To approve the Personnel Consent Agenda.

Contact

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

Financial Impact

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

Review Comments

Attachments

- June 4, 2026 Personnel Consent Agenda.pdf

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DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
June 4, 2026
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I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
FLANAGAN, KENDRA LEIGH ACCOUNTANT - COORDINATOR 4 12 MONTH	BAF ACCOUNTS PAYABLE	Effective 2026-04-16 12 MONTH / Annual

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I. Administrative Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignments

DRAFT

I. Administrative Actions

D. TRANSFER

Name/Assignment	Site	Contract
MICHAEL, BRENDA FNS COORDINATOR, FOOD NUT SER 12 MONTH	Clay High	Effective 2026-05-17 /transfer from / CHS MGR SATELLITE BASE I

DRAFT

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
COLTER, LINDA ANNE PES CAFE ASSISTANT 3.5 HOURS 9 MON SU	Food & Nutrition Srvc	Effective 2026-05-01 RESIGNATION
DRURY, ZOIE C SLE MGR SELF CONTAINED I CAFETERI	Shadowlawn Elementary	Effective 2026-05-29 RESIGNATION
FLANAGAN, KENDRA LEIGH ACCOUNTANT - COORDINATOR 4 12 MONTH	BAF ACCOUNTS PAYABLE	Effective 2026-05-01 RESIGNATION

DRAFT

I. Administrative Actions

F. SUPPLEMENT

	Name/Assignment	Site	

DRAFT

I. Administrative Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous Assignments

DRAFT

I. Administrative Actions

D. TRANSFER

	Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action

DRAFT

I. Administrative Actions

F. SUPPLEMENT

	Name/Assignment	Site	

DRAFT

III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
SAVAGE, KELSIE SYDNEY GPE VE SELF-CONTAINED-ASD 10 MONTH	Grove Park Elementary	Effective 2026-05-14 10 MONTH / interim

DRAFT

III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract

DRAFT

III. Instructional Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Effective/Action

DRAFT

III. Instructional Actions

D. TRANSFER

	Name/Assignment	Site	Previous Assignment

DRAFT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
ANDREWS, CHELSEA DANIELLE TES TEACHER, SC, THIRD GR 10 MONTH	Tynes Elementary	Effective 2026-06-01 RESIGNATION
BARNHART, KRISTIAN D MBE VE SELF-CONTAINED-ASD 10 MONTH	Middleburg Elementary	Effective 2026-06-01 RESIGNATION
BEAVER, JIMMIE C MCE TEACHER, SC, FOURTH GR 10 MONTH	Montclair Elementary	Effective 2026-06-01 RETIREMENT
BONHAM, MEGHAN PATRICIA ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Lake Asbury Elementary	Effective 2026-06-01 RESIGNATION
BOWLER, ELLIS WILLIAM OHS TEACHER, TECHNOLOGY ED 10 MONTH	Oakleaf High School	Effective 2026-06-01 RETIREMENT
BROWN, CYNTHIA ANN RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2026-05-15 RESIGNATION
CAMDEN, LAURA ELISE CHS TEACHER, MATHEMATICS, SR LNG TRM	Clay High	Effective 2026-06-01 RESIGNATION
COX, TAMARA J CHS TEACHER ESE APP TECH 10 MONTH	Clay High	Effective 2026-06-01 RETIREMENT
DOMINEY, ASHLYN NICOLE DOE TEACHER, SC, FIRST GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-06-01 RESIGNATION
DUKES, RACHE CHANCES OHS TEACHER, MATHEMATICS, SR 10 MONTH	Oakleaf High School	Effective 2026-06-01 RESIGNATION
FRYER, DISHANTE EBONY GPE TEACHER, SC, THIRD GR 10 MONTH	Grove Park Elementary	Effective 2026-06-01 RESIGNATION
GERON, MADISON ELISE LAE TEACHER,PRE-K/ BEHAVIOR ESE 10 MONTH	Lake Asbury Elementary	Effective 2026-06-01 RESIGNATION
GREEN, DONALD CHRISTON CHS TEACHER, ROTC/MILITARY SH 11 MONTH	Clay High	Effective 2026-06-09 RETIREMENT
HARRINGTON, HEDI KHH TEACHER, VE/INCLUSION 10 MONTH	Keystone Heights High School	Effective 2026-06-01 RETIREMENT
HOLDINESS, REBEKAH LINDSEY CEB TEACHER, TITLE I, ELEM 10 MONTH	Charles E. Bennett Elementary	Effective 2026-06-01 RESIGNATION
KING JR, LOCKE CRAIG RHS TEACHER ESE APP TECH 10 MONTH	Ridgeview High School	Effective 2026-06-01 RESIGNATION

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
KOBELIN, JORDAN ADLER LJH TEACHER, MATHEMATICS, JH 10 MONTH	Lakeside Junior High	Effective 2026-06-01 RESIGNATION
LANG, CLARAANN JEAN MCE TEACHER, SC, SIXTH GR LNG TRM	Montclair Elementary	Effective 2026-06-01 RESIGNATION
MATTS, AMBER NICHOLE KHE TEACHER, SC, KINDERGARTEN 10 MONTH	Keystone Heights Elementary	Effective 2026-05-04 CONCLUDE EMPLOYMENT
ÖLSON, DLEVHA POE TEACHER, SC, KINDERGARTEN 10 MONTH	Plantation Oaks Elementary	Effective 2026-06-01 RESIGNATION
PAZ, ELIZABETH MARIA POE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-06-01 RESIGNATION
RAMSEY, MACKENZIE STONE LAJ TEACHER, AGRICULTURE 11 MONTH	Lake Asbury Junior High School	Effective 2026-06-09 RESIGNATION
SAPP, JOY LYNN KHE TEACHER, SC, FIRST GR 10 MONTH	Keystone Heights Elementary	Effective 2026-06-01 RESIGNATION
SENTERS, TYLER ALEXANDER CHS TEACHER, DROPOUT PREV SH 10 MONTH	Clay High	Effective 2026-06-01 RESIGNATION
SHAHEEN, CLAIRE EILEEN POE TEACHER, SC, THIRD GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-06-01 RESIGNATION
STRICKLAND, JENNIFER J WJH COUNSELOR, JH 10 MONTH 10 MONTH	Wilkinson Jr High	Effective 2026-06-01 RESIGNATION
THOMPSON, NICOLE RHOME DOE TEACHER, SC, FIFTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-06-01 RESIGNATION
TOOLEY, JENNIFER LIND SPC TEACHER, SC, FIFTH GR 10 MONTH	Swimming Pen Creek Elem	Effective 2026-06-01 RESIGNATION
TORODE, CHRISTIE J FYA TEACHER, AGRICULTURE 10 MONTH	FL Youth Challenge Academy	Effective 2026-06-09 RETIREMENT
VEGA, TERESITA VILBAR LAE VE SELF-CONTAINED-ASD 10 MONTH	Lake Asbury Elementary	Effective 2026-06-01 RESIGNATION
WALKER, ELIZABETH CARTER SPC TEACHER ENGLISH LANG DEV. 10 MONTH	Swimming Pen Creek Elem	Effective 2026-06-01 RESIGNATION
ZURLO, VINCENT J LJH VE SELF-CONTAINED-EBD 10 MONTH	Lakeside Junior High	Effective 2026-06-01 RESIGNATION

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	ADAMS, TERESA ANN SUPPORT PEER TEACHER SUPPLEME	S. Bryan Jennings Elementary	Appointment
	ANDERSON, ANTON MHS FOOTBALL ASST HS 25% SUPPLEME	Bannerman Learning Center	Appointment
	BOWLES, CATHARINE REBECCA SUPPORT PEER TEACHER SUPPLEME	Orange Park High	Appointment
	BURGHART, LINDSAY ANN SUPPORT PEER TEACHER SUPPLEME	Middleburg High	Appointment
	DEANGELO, LIDIA ELENA SUPPORT PEER TEACHER SUPPLEME	Lakeside Elementary	Appointment
	DIAMOND, KELLY FRANCES SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
	DUFFY, LINDSAY RAE SUPPORT PEER TEACHER SUPPLEME	Middleburg High	Appointment
	ELGIN, LESLIE C SUPPORT PEER TEACHER SUPPLEME	Tynes Elementary	Appointment
	GOOLSBY, GRAYSON LANE SUPPORT PEER TEACHER SUPPLEME	Keystone Heights High School	Appointment
	MILLER, VICTORIA LIEN SUPPORT PEER TEACHER SUPPLEME	Clay High	Appointment
	PETRUCCI, YASMIN ORTIZ SUPPORT PEER TEACHER SUPPLEME	Fleming Island High School	Appointment
	PORTOBANCO, GIORGIO MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
2.0	SALEM, JAMISON REBECCA SUPPORT PEER TEACHER SUPPLEME	Lakeside Junior High	Appointment
0.5	SEERAM, JOSHUA OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
	SMITH, KEVIN THOMAS SUPPORT PEER TEACHER SUPPLEME	Ridgeview High School	Appointment
	STONE, DESIREE ANN SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
	TEAL, MARLA VIRGINIA SUPPORT PEER TEACHER SUPPLEME	Oakleaf Village Elementary	Appointment

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III. INSTRUCTIONAL ACTIONS 2025-2026

G. PENDING APPOINTMENTS

Last Name	First Name	Site	Subject	OOF Subject

NONE

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III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject

NONE

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III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract

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III. Instructional Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
	BEBOUT, JULIANA SUSANNE LAE COUNSELOR, ELEM 10 MONTH	Lake Asbury Elementary	10 MONTH / Annual
	BELL, SHANA KAY CEB TEACHER, TITLE I, ELEM 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
	BRUNS, MELISSA COLETTE OHS TEACHER, SUPP FACIL 10 MONTH	Oakleaf High School	10 MONTH / Annual
	BYRD, PRINCE D CHS TEACHER, MUSIC, SH 10 MONTH	Clay High	10 MONTH / Professional Services
0.5	COULTIS, KIMBERLY ANN WEC TEACHER, ART, ELEM SPECIAL	W.E. Cherry Elementary	SPECIAL / Annual
	DALLMANN, ROSE MARIE LAE TEACHER, SC, SECOND GR 10 MONTH	Lake Asbury Elementary	10 MONTH / Annual
	DUNN, KAITLYN RUTH OPE TEACHER, SC, THIRD GR 10 MONTH	Orange Park Elementary	10 MONTH / Annual
	ESPOSITO, JORDAN THOMAS OLJ TEACHER, MATHEMATICS, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
	FLESHER, ANDREA CAROL OLJ TEACHER, ART, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Professional Services
	GREER, JERRY L WES TEACHER, SC, SIXTH GR 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
	GUZMAN, VICTOR JOSE OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	10 MONTH / Annual
	HALL, RACHAEL MARIE DOE VE SELF-CONTAINED-ASD 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
	HARRISON, KIMBERLY SUZAN SLE TEACHER, VE/INCLUSION 10 MONTH	Shadowlawn Elementary	10 MONTH / Professional Services
	HODGDEN, JESSICA ANNE MARIE LAE TEACHER, PRE-KDG/ASD ESE 10 MONTH	Lake Asbury Elementary	10 MONTH / Annual
	HOLMES, TESSA PAIGE OPH TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
	JACKSON, NICOLE LEEANN DOE TEACHER, SC, SECOND GR 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
	KINSEY, ALEXA JENNIFER WEC TEACHER, VE/INCLUSION 10 MONTH	W.E. Cherry Elementary	10 MONTH / Professional Services

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III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
KUCHTA-DONOHUE, BREANNA MARIE OVE TEACHER, SC, THIRD GR 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
LARSEN, ELYSSA AULL FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	10 MONTH / Annual
LEE, JILLIAN LEIGH CEB TEACHER, SC, FIFTH GR 10 MONTH	PROFESSIONAL DEVELOPMENT	10 MONTH / Annual
LOPER, JOHN VINCENT KHH TEACHER, SUPP FACIL 10 MONTH	Keystone Heights High School	10 MONTH / Annual
MORANO, JESSICA LYNN WJH COUNSELOR, JH 10 MONTH 10 MONTH	Ridgeview High School	10 MONTH / Professional Services
MORGAN, JEANIE MARIE OPH TEACHER, FAMILY/CONSUMER 10 MONTH	Fleming Island High School	10 MONTH / Annual
PICKETT, VIRGINIA WEBB CVA TEACHER, SCIENCE, SH 10 MONTH	Clay Virtual Academy	10 MONTH / Annual
REED, MARJA LYNN TES TEACHER, SC, FOURTH GR 10 MONTH	Tynes Elementary	10 MONTH / Annual
ROBINSON, SAMANTHA ALICIA DOE TEACHER, SC, FIRST GR 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
RUSH, MICHELLE ALMASY TES TEACHER, SC, FIRST GR 10 MONTH	Tynes Elementary	10 MONTH / Annual
SHANNON, STEVEN M FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	10 MONTH / Professional Services
SMITH, BAILEY ELIZABETH CEB TEACHER, SC, SECOND GR 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
SONNENTHAL, ANGELA DIANNE SBJ TEACHER, SC, SECOND GR 10 MONTH	S. Bryan Jennings Elementary	10 MONTH / Annual
WALKER, KAREN SUE OPE MEDIA SPECIALIST, ELEM 10 MONTH	Orange Park Elementary	10 MONTH / Professional Services
WILLIAMS, TARICO DEVONNE OLJ TEACHER, BUSINESS ED 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual

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III. Instructional Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous Assignment
0.5	ABRAHAM, VALI MELISSA ESE SCHOOL SITE SPEC LVL 2 10M 10 MONTH	Exceptional Student Education	EFFECTIVE 08/03/2026 / REDESIGNATE FROM ESE SCHOOL SITE SPEC LVL 2 / 10 MONTH
	BRYAN, JANICE C FIE TEACHER, SC, FOURTH GR 10 MONTH	Fleming Island Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM FIE TEACHER, SC, SIXTH GR / 10 MONTH
	CAUDILL, MAKAYLA DEANN RHS TEACHER ESE APP TECH 10 MONTH	Lake Asbury Junior High School	EFFECTIVE 08/03/2026 / REDESIGNATE FROM RHS VE SELF-CONTAINED-ASD/ 10 MONTH
	EDWARDS, KIMBERLEE ANN ESE SCHOOL SITE SPECIALIST 10M 10 MONTH	Exceptional Student Education	EFFECTIVE 08/03/2026 / REDESIGNATE FROM ESE SCHOOL SITE SPEC LVL 2 / 10 MONTH
	FRANCZAK, BRITTANY MARIE CGE TEACHER, TITLE I, ELEM 10 MONTH	Coppergate Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM CGE TEACHER, SC, FIFTH GR / 10 MONTH
	GERRA, RENESSA L WEC TEACHER, SC, SECOND GR 10 MONTH	W.E. Cherry Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM WEC TEACHER, SC, THIRD GR / 10 MONTH
	HALE, PHYLLIS GENE FIE TEACHER, SC, THIRD GR 10 MONTH	Fleming Island Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM FIE TEACHER, SC, FIFTH GR / 10 MONTH
	HUDNALL, PARTHENIA MONIQUE ESE TEACHER, SUPP FACIL 10 MONTH	W.E. Cherry Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM WEC TEACHER, VE/INCLUSION/ 10 MONTH
0.5	JANSSON, DAWN SILCOX ESE SCHOOL SITE SPEC LVL 2 10M 10 MONTH	Exceptional Student Education	EFFECTIVE 08/03/2026 / REDESIGNATE FROM ESE SCHOOL SITE SPEC LVL 2 10M/ 10 MONTH
	KING, DONNIELLE S TES VE SELF-CONTAINED-ASD 10 MONTH	Tynes Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM TES TEACHER, PRE-KG/KG ASD ESE / 10 MONTH
	NEWELL, CARRIE LESTER ESE OCCUPATIONAL THERAPIST 10 MONTH	Lake Asbury Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM ESE OCCUPATIONAL THERAPIST / 10 MONTH
	SARRA, MICHELLE RENEE FIE TEACHER, SC, SECOND GR 10 MONTH	Fleming Island Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM FIE TEACHER, SC, FIRST GR/ 10 MONTH
	SCHAFER, ASHLEY MARIE DOE TEACHER, SC, FIRST GR 10 MONTH	Discovery Oaks Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM DOE TEACHER, SC, SECOND GR / 10 MONTH
	SELPH, NANCY SUE KHE TEACHER, SC, FIFTH GR 10 MONTH	Keystone Heights Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM KHE TEACHER, SC, FOURTH GR / 10 MONTH

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III. Instructional Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous Assignment
	SHERMAN, JENNIFER SUE FIE TEACHER, SC, FIFTH GR 10 MONTH	Fleming Island Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM FIE TEACHER, SC, THIRD GR / 10 MONTH
	SMALENSKI, HOLLISAN L ESE SCHOOL SITE SPEC LVL 2 10M 10 MONTH	Exceptional Student Education	EFFECTIVE 08/03/2026 / REDESIGNATE FROM ESE SCHOOL SITE SPECIALIST 10M / 10 MONTH
	SYKES, AURELIA LINDSEY OPJ TEACHER, TITLE I, JH 10 MONTH	Orange Park Jr High	EFFECTIVE 08/03/2026 / REDESIGNATE FROM OPJ TEACHER, VE/INCLUSION / 10 MONTH
0.5	TRUJILLO, ISABELLA ESE SCHOOL SITE SPEC LVL 2 10M 10 MONTH	Exceptional Student Education	EFFECTIVE 08/03/2026 / REDESIGNATE FROM ESE SCHOOL SITE SPECIALIST 10M/ 10 MONTH
0.6	TUCKMAN, TANYA K ESE OCCUPATIONAL THERAPIST SPECIAL	W.E. Cherry Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM ESE OCCUPATIONAL THERAPIST / 10 MONTH
	VINER-BOOTS, CIARA NATASHA CHS TEACHER, DROPOUT PREV SH 10 MONTH	Clay High	EFFECTIVE 08/03/2026 / REDESIGNATE FROM CHS TEACHER, LANGUAGE ARTS, SH / 10 MONTH
0.5	WOOD, KIMBERLY PAIGE ESE SCHOOL SITE SPEC LVL 2 10M 10 MONTH	Exceptional Student Education	EFFECTIVE 08/03/2026 / REDESIGNATE FROM ESE SCHOOL SITE SPECIALIST 10M / 10 MONTH

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
CARTER, AMBER L TES TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM POE TEACHER, SC, SECOND GR/ 10 MONTH
CLARK-ALEXANDER, VERNESTER ROE COUNSELOR, ELEM 10 MONTH	Wilkinson Jr High	EFFECTIVE 08/03/2026 / TRANSFER FROM WJH TEACHER, LANGUAGE ARTS, JH / 10 MONTH
CONLEY, ANGELA RUTH ESE SCHOOL SITE SPECIALIST 10M 10 MONTH	W.E. Cherry Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM WEC TEACHER, SUPP FACIL / 10 MONTH
CUMBUS, JENNIFER ALICIA ESE SCHOOL SITE SPEC LVL 2 10M 10 MONTH	Keystone Heights Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM KHE TEACHER, VE/INCLUSION / 10 MONTH
DAVIS, LORI ANN CVA TEACHER, SH CLASSROOM 10 MONTH	Clay High	EFFECTIVE 08/03/2026 / TRANSFER FROM CHS TEACHER, BUSINESS ED / 10 MONTH
DUVALL, CHERYL ANNE WJH TEACHER, MATHEMATICS, JH 10 MONTH	Wilkinson Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM WES TEACHER, SC, FOURTH GR/ 10 MONTH
ETCHER, KATELYN MICHELE EDUCATIONAL EVALUATOR 11MO 11 MONTH	Middleburg Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM MBE TEACHER, TITLE I, ELEM / 10 MONTH
FARWELL, ERIN MICHELLE DOE TEACHER,PRE-K/ BEHAVIOR ESE 10 MONTH	Grove Park Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM GPE TEACHER,PRE-K/BEHAVIOR ESE / 10 MONTH
FRIER, AMY DARLENE OLJ TEACHER, SC, SIXTH GR 10 MONTH	Discovery Oaks Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM DOE TEACHER, SC, FIFTH GR / 10 MONTH
GRIMM, AMY GREENE CTE COLLEGE/CAREER CH 11 MONTH	Fleming Island High School	EFFECTIVE 07/20/2026 / TRANSFER FROM FIH TCH, FAM CONS/CHILD CC DIR / 10 MONTH
HAGER, LAUREN DENISE SLE TEACHER, SC, SECOND GR 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	EFFECTIVE 08/03/2026 / TRANSFER FROM SPS TEACHER SC KINDERGARTEN / 10 MONTH
IVEY, KATIE SUE WJH COUNSELOR, JH 11 MONTH 11 MONTH	Exceptional Student Education	EFFECTIVE 08/03/2026 / TRANSFER FROM ESE SCHOOL SITE SPECIALIST 10M / 10 MONTH
KINNETT, TARYN KELLIE SPS TEACHER SC SECOND GR 10 MONTH	Keystone Heights Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM KHE TEACHER, COMBINATION, EL /

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
		10 MONTH
LEWIS, MAGGIE MARIE OLJ VE SELF-CONTAINED-IND 10 MONTH	Lake Asbury Junior High School	EFFECTIVE 08/03/2026 / TRANSFER FROM LAJ VE SELF-CONTAINED-ASD / 10 MONTH
MABRY, SUSAN MCDERMENT GPE TEACHER, SC, KINDERGARTEN 10 MONTH	Middleburg Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM MBE TEACHER, SC, KINDERGARTEN / 10 MONTH
SAVOIE, DANA MILLARD SPC TEACHER, SC, SECOND GR 10 MONTH	READING AND EARLY LITERACY	EFFECTIVE 08/03/2026 / TRANSFER FROM RLA CURRICULUM SPEC. 12 MO / 10 MONTH RLA CURRICULUM SPEC. 12 MO
SHEARIN, MICHELLE NICOLE CGE TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM CEB TEACHER, SC, FOURTH GR / 10 MONTH
STRAYER II, WILLIAM DALE WJH TEACHER, TECHNOLOGY ED 10 MONTH	Wilkinson Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM WES TEACHER, SC, SIXTH GR / 10 MONTH
STRICKLAND, KIMBERLY ANNE OPH TEACHER, SUPP FACIL 10 MONTH	Orange Park High	EFFECTIVE 08/03/2026 / TRANSFER FROM OPH TEACHER, MATHEMATICS, SR / 10 MONTH
UNDERWOOD, JENNIFER ELIZABETH LAJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lake Asbury Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM LAE TEACHER, SC, FOURTH GR / 10 MONTH
VALERO, GARY B OPH TEACHER, MATHEMATICS, SR 10 MONTH	S. Bryan Jennings Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM SBJ TEACHER, SC, FIFTH GR/ 10 MONTH

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action

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III. INSTRUCTIONAL ACTIONS 2026-2027

G. PENDING APPOINTMENTS

Last Name	First Name	Site	Subject	OOF Subject

NONE

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III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject

NONE

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A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates
NONE		

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

B. COMMUNITY EDUCATION

Appointments

NONE

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

C. ADULT EDUCATION

Appointments

NONE

DRAFT

A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates
NONE		

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2026-2027

B. COMMUNITY EDUCATION

Appointments

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2026-2027

C. ADULT EDUCATION

Appointments

NONE

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V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2025-2026

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

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V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2026-2027

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

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VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	BAUTISTA ACUNA, JUAN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-04-20 TRANSPOR / Annual
	MADDOX, KATELYN PEARL OPH CAFE ASSISTANT 4.75 HOURS 9 MON SU	Orange Park High	Effective 2026-05-12 9 MON SU / Annual
	MEDINA, AIXA DEL CARMEN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-04-20 TRANSPOR / Annual
	ORVIN, CAROLYN EARNESTINE OLJ SECRETARY 11 MO 11 MONTH	Oakleaf Junior High School	Effective 2026-05-04 11 MONTH / Annual
0.9	ROBLES RODRIGUEZ, LILIANA TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-04-29 9 MON SU / Annual
0.9	SANCHEZ, KEALYN TRINITY TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-04-28 9 MON SU / Annual
	WILSON, ERIN AMANDA SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2026-05-05 9 MON SU / Annual
	ZAVALA, CHRISTINA FIE CAFE ASSISTANT 3.75 HOURS 9 MON SU	Fleming Island Elementary	Effective 2026-05-11 9 MON SU / Annual

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VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
0.8	BOREE, WENDY MICHELLE OPH COMPUTER LAB ASSISTANT 9 MON SU	COUNTY-WIDE LEAVE	9 MON SU / Multi-Year Conditional

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VI. Support Actions

C. RE-DESIGNATION

	Name/Assignment	Site	

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VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	ADAMS, ANDREA CHRISTINE SPC PRINCIPAL SECRETARY 12 MO SU	Swimming Pen Creek Elem	Effective 2026-05-11 /transfer from / SPC BEHAVIORAL HEALTH ASST
	AVILES, DORY L WEC CAFE ASSISTANT 6 HOURS 9 MON SU	W.E. Cherry Elementary	Effective 2026-05-06 /transfer from / WEC CAFE ASSISTANT 4.5 HOURS
	BAILEY, SHEILA WHITE OPH CAFE ASSISTANT 4.25 HOURS 9 MON SU	Orange Park High	Effective 2026-05-04 /transfer from / OPH CAFE ASSISTANT 7 HOURS
	CHAPMAN, MICHELLE DENISE OPE HEAD CUSTODIAN 12 MO SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-06-01 /transfer from / SPS CUSTODIAN
0.8	DURAND, DAWN L ACE ADMINSTRATIVE SUPPORT ASST 11 MONTH	Grove Park Elementary	Effective 2026-06-02 /transfer from /
	LONG, JENNY MHS CAFE ASSISTANT 5 HOURS 9 MON SU	Middleburg High	Effective 2026-05-04 /transfer from / MHS CAFE ASSISTANT 4.5 HOURS
	MARTINEZ GUEVARA, WALDESTRUDIS RHS ST RECORD SEC 12 MO 12 MO SU	Lakeside Elementary	Effective 2026-05-18 /transfer from / LES TITLE I ASSISTANT
	POWELL, WILLIAM DREW MNT LEAD PAINTER 12 MO SU	Division of Support Srvcs	Effective 2026-05-18 /transfer from / MNT PAINTER
	ZUROWSKI, SARAH CHRISTIAN HMR CERTIFICATION SPECIALIST CONFIDEN	Human Resources	Effective 2026-05-08 /transfer from / HMR PERSONNEL SPEC

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VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	ADAMS, DEBORAH MICHELE CHS CAFE ASSISTANT 6.25 HOURS 9 MON SU	Clay High	Effective 2026-05-28 RETIREMENT
	ALISME, VENITE RHS CUSTODIAN 12 MO SU	Ridgeview High School	Effective 2026-06-30 CONCLUDE EMPLOYMENT
	BARJON-LANE, LUNAE LEESA OPJTESTING/ADMIN SUPPORT ASST 10 MONTH	Orange Park Jr High	Effective 2026-06-01 RESIGNATION
	BOLAND, SCOTLAND MICHAEL MNT ELECTRONICS TECH 12 MO SU	Division of Support Srvcs	Effective 2026-06-30 CONCLUDE EMPLOYMENT
0.9	BRADY, BRITTANY MARIE RVE BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview Elementary	Effective 2026-05-29 RESIGNATION
0.9	BURTON, KARRIE JO KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	Effective 2026-05-05 RESIGNATION
	BUTLER, CATHY L OHS CAFE ASSISTANT 6 HOURS 9 MON SU	Oakleaf High School	Effective 2026-05-28 RESIGNATION
	CASTERLINE, ROBERT P MNT CUSTODIAN 12 MO SU	Division of Support Srvcs	Effective 2026-04-23 CONCLUDE EMPLOYMENT
	CHAMPNEY, MICHAEL JOSEPH MCE CAFE ASSISTANT 5.25 HOURS 9 MON SU	Montclair Elementary	Effective 2026-05-29 RESIGNATION
0.8	CLYBURN, JEROME ANTONIO OPH COMPUTER LAB ASSISTANT 9 MON SU	Orange Park High	Effective 2026-05-29 CONCLUDE EMPLOYMENT
0.9	CRAIN, AMY LAURIE LAE GENERAL ASSISTANT 9 MON SU	Lake Asbury Elementary	Effective 2026-05-29 RESIGNATION
0.9	DAWKINS, JADA MONA GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-05-29 RESIGNATION
0.9	DE LOS SANTOS ORTIZ, JANAURY ORGANIA GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-05-29 RESIGNATION
	DELL, MERISA LYN GCJ CUSTODIAN 12 MO SU	Green Cove Springs Junior High	Effective 2026-06-30 CONCLUDE EMPLOYMENT
	DORAINVIL, JULIANA DOE CUSTODIAN 12 MO SU	Discovery Oaks Elementary	Effective 2026-06-30 CONCLUDE EMPLOYMENT
	E0206765 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-05-29 CONCLUDE EMPLOYMENT

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VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	FERRELL, BARBARA THERESA SPC PRINCIPAL SECRETARY 12 MO SU	Swimming Pen Creek Elem	Effective 2026-05-08 RESIGNATION
0.9	FRAZIER, NADINE GORDON CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-05-29 RESIGNATION
	GALLAHER, PETER MCE CUSTODIAN 12 MO SU	Montclair Elementary	Effective 2026-06-12 RESIGNATION
0.9	HAVEY, FRANCES CAROLYN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-05-01 RESIGNATION
	HOUSEHOLDER, KRISTINA R ESE ADMINSTRATIVE SUPPORT ASST 12 MO SU	Exceptional Student Education	Effective 2026-06-30 RETIREMENT
0.9	JENKINS, FARIAN CHANEL KHE TITLE I ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2026-05-29 RESIGNATION
	LOFTUS, ASHELY LYNN WEC CAFE ASSISTANT 6 HOURS 9 MON SU	W.E. Cherry Elementary	Effective 2026-05-01 RESIGNATION
	MALONEY, DANIEL JAMES TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-05-13 RETIREMENT
	MARTIN, DEBRA LYNN WES CAFE ASSISTANT 3.5 HOURS 9 MON SU	Wilkinson Elementary	Effective 2026-05-29 RESIGNATION
	MAY, HAILEY BREANNE DOE SCHOOL SECRETARY 10 MONTH 10 MONTH	Discovery Oaks Elementary	Effective 2026-06-01 RESIGNATION
0.9	MEYERS, DALLAS CHEYENNE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-05-01 RESIGNATION
0.9	MILLER, AYEDRIA BRIEANN GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-05-29 RESIGNATION
0.9	MILLER, TIFFANY DAWN LES BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Elementary	Effective 2026-05-29 RESIGNATION
	MITCHELL, ALAN WESLEY WEC CUSTODIAN 12 MO SU	W.E. Cherry Elementary	Effective 2026-05-11 CONCLUDE EMPLOYMENT
0.9	MOXLEY, JENNIFER RENAE AES BEHAVIORAL HEALTH ASST 9 MON SU	Argyle Elementary	Effective 2026-04-21 CONCLUDE EMPLOYMENT
	MUMPOWER, CHRISTINA LEE SPS MEDIA TECHNICAL ASST 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-06-01 RESIGNATION

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VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
0.9	MYERS, BARBARA ANN OPJ GENERAL ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-05-29 RESIGNATION
	PADGETT, TAMMY LYNN SLE SCHOOL SECRETARY 10 MONTH 10 MONTH	Shadowlawn Elementary	Effective 2026-06-01 RESIGNATION
	POTTS, SHARON MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-04-17 RESIGNATION
	REMY, MARIE CAROLLE TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2026-05-12 CONCLUDE EMPLOYMENT
0.9	SAUCIER, EMILY LAURA LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	Effective 2026-05-29 RESIGNATION
	SHELTON, RANDALL DALE GCJ CUSTODIAN 12 MO SU	Green Cove Springs Junior High	Effective 2026-05-08 RESIGNATION
0.9	SHEPPARD, VIRGINIA EARLE GCJ IN SCHOOL SUSPENSION 9 MON SU	Green Cove Springs Junior High	Effective 2026-05-01 RESIGNATION
	SINGLETON-BOWERS, SONDRA R CEB SECRETARY 11 MO 11 MONTH	Charles E. Bennett Elementary	Effective 2026-06-09 RESIGNATION
0.9	SMITH, JERRY OWEN OLJ BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Junior High School	Effective 2026-05-29 RESIGNATION
	TERRY, MALLORY DANESE CGE ST RECORD SEC 12 MO 12 MO SU	Coppergate Elementary	Effective 2026-06-30 CONCLUDE EMPLOYMENT
0.9	VANG, SAI YANG WES GENERAL ASSISTANT 9 MON SU	Wilkinson Elementary	Effective 2026-05-29 RESIGNATION
	WARBER, DAVID CURTIS MCE CUSTODIAN 12 MO SU	Montclair Elementary	Effective 2026-05-01 RESIGNATION
0.9	WEBB SUTTON, KIANA AALIYAH OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	Effective 2026-05-29 CONCLUDE EMPLOYMENT
0.9	WELBORN, BOBBI LYN TAYLOR KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2026-05-29 RESIGNATION
	WOOLWINE, LAURIE C K12 ADMINISTRATIVE SECRETARY 12 MO SU	K-12 Academic Services	Effective 2026-06-30 RESIGNATION
0.9	WYATT, NOAH DAWTON MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2026-05-28 RESIGNATION

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VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	

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VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	

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VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
0.9	ADAMS, GRAYLENE B MBE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	9 MON SU / Multi-Year Conditional
	BAILEY, SHEILA WHITE OPH CAFE ASSISTANT 4.25 HOURS 9 MON SU	Orange Park High	9 MON SU /
	BLAND, CHRISTENE A MNT LEAD CAFE KIT EQUIP TECH 12 MO SU	Division of Support Srvcs	12 MO SU / Multi-Year Conditional
0.9	BRANTLEY, KAYELEE DANIELLE CHE GENERAL HEALTH ASSISTA 9 MON SU	Clay Hill Elementary	9 MON SU / Annual
0.9	BURKE, NATALIE A CGE GENERAL ASSISTANT 9 MON SU	Lake Asbury Junior High School	9 MON SU / Annual
0.9	COMPTON, TIFFANY M MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	9 MON SU / Multi-Year Conditional
	CONE, CRYSTAL GAIL LAE CAFE ASSISTANT 5.25 HOURS 9 MON SU	Lake Asbury Elementary	9 MON SU / Multi-Year Conditional
0.9	DEEN, KAREN JOANNE GCJ BEHAVIORAL HEALTH ASST 9 MON SU	Green Cove Springs Junior High	9 MON SU / 3rd year annual, support
	DELANO, SHALAUNDA M MBE LICENSED PRAC NURSE 10 MONTH	Mcrae Elementary	10 MONTH / Multi-Year Conditional
0.9	EARLS, DAYRON LASHOWN POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	9 MON SU / Annual
0.9	FARRELL, ELLEN LYNN KHE TITLE I ASSISTANT 9 MON SU	Keystone Heights Elementary	9 MON SU / Multi-Year Conditional
0.8	FONSECA, INGRID COLLYER LAJ ESOL CLASSROOM ASSISTANT 9 MON SU	Lake Asbury Junior High School	9 MON SU / Annual
	GANCI, DEBRA RAE OLJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Oakleaf Junior High School	10 MONTH / Multi-Year Conditional
0.9	HALL, LESLIE R CHS BEHAVIORAL HEALTH ASST 9 MON SU	Charles E. Bennett Elementary	9 MON SU / Annual
	HILL, CRYSTEL ANN LAJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Lake Asbury Junior High School	10 MONTH / Multi-Year Conditional

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VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
0.9	HINER, PAIGE ELIZABETH GPE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	9 MON SU / Annual
	HURTADO MIARI, ANA LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	12 MO SU / Annual
	ISOM, SHANNON DIONNE TRN TRAN TECHNOLOGY SPEC 12 MO SU	Transportation	12 MO SU / Multi-Year Conditional
0.9	JOHNSON, THU TRAM LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	9 MON SU / Multi-Year Conditional
0.8	LANDIN, VALARIE NICOLE SBJ GENERIC CLASSROOM ASSISTAN 9 MON SU	S. Bryan Jennings Elementary	9 MON SU / 3rd year annual, support
	MCGEE, TIFFANY NICOLE BROOKE MRE CAFE ASSISTANT 6.5 HOURS 9 MON SU	Mcrae Elementary	9 MON SU / Annual
	ORVIN, CAROLYN EARNESTINE OLJ SECRETARY 11 MO 11 MONTH	Oakleaf Junior High School	11 MONTH / Annual
	PALOMBO, SARA ELENA POE IN SCHOOL SUSPENSION 9 MON SU	Plantation Oaks Elementary	9 MON SU / Annual
0.9	RATHERAM-GREEN, HELEN ANN LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	9 MON SU / Annual
0.9	REPPER, ROBIN P LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	9 MON SU / Multi-Year Conditional
	RIVERA JR, REINALDO LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	12 MO SU / Annual
0.9	ROBLES RODRIGUEZ, LILIANA TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	9 MON SU / Annual
0.9	RUBEL, KATHLEEN A KHE TITLE I ASSISTANT 9 MON SU	Keystone Heights Elementary	9 MON SU / Multi-Year Conditional
0.9	SAMUELS, KENDALL MICHAEL FIH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park Jr High	9 MON SU / Annual
0.9	SCHUCHART, TIFFANY LYNN SPC BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg Elementary	9 MON SU / Multi-Year Conditional
0.8	SCHUMANN, RUT RVE ESOL CLASSROOM ASSISTANT	Ridgeview Elementary	9 MON SU / Annual

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VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
	9 MON SU		
0.1	SCHUMANN, RUT RVE TITLE I ASSISTANT 9 MON SU	Ridgeview Elementary	9 MON SU / Annual
0.9	SMITH, BETHANY MARIE SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	9 MON SU / Annual
0.2	SMITH, SHIRIN ELIZABETH MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	9 MON SU / 3rd year annual, support
0.8	STRICKLAND, PRISCILLA LEA MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	9 MON SU / Multi-Year Conditional
	TELLEZ HURTADO, ENRIQUE LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	12 MO SU / Annual
	THEODORE, JONEZE MRE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Mcrae Elementary	9 MON SU / Annual
0.8	TORRES ITHIER, MARIA VICTORIA CGE TITLE I ASSISTANT 9 MON SU	Coppergate Elementary	9 MON SU / Multi-Year Conditional
0.8	VELEZ, ALEIXA ROE ESOL CLASSROOM ASSISTANT 9 MON SU	Fleming Island High School	9 MON SU / Multi-Year Conditional
	WINTERS, MARY KATHLEEN RVE REGISTERED NURSE 10 MONTH	Ridgeview Elementary	10 MONTH / Annual
	ZUROWSKI, SARAH CHRISTIAN HMR CERTIFICATION SPECIALIST CONFIDEN	Human Resources	CONFIDEN / Multi-Year Conditional

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VI. Support Actions

C. RE-DESIGNATION

	Name/Assignment	Site	

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VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	ADAMS, ANDREA CHRISTINE SPC PRINCIPAL SECRETARY 12 MO SU	Swimming Pen Creek Elem	Effective 2026-07-01 /transfer from /
	ALMAS, KIMBERLEY B OPJTESTING/ADMIN SUPPORT ASST 10 MONTH	Orange Park Jr High	Effective 2026-08-03 /transfer from /
	AVILES, DORY L WEC CAFE ASSISTANT 6 HOURS 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-10 /transfer from /
0.9	BLANFORD, MARIA T SPS GENERAL ASSISTANT 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-07 /transfer from /
	BRADLEY, ANNALEIGH SONIA WES ST RECORD SEC 12 MO 12 MO SU	Wilkinson Elementary	EFFECTIVE 2024-08-05 TRANSFER FROM RVE .9 BEHAVIORAL HEALTH ASST
	CHAPMAN MILLS, MARY JACQUELINE CVA PRINCIPAL SECRETARY 12 MO SU	Instructional Resources	EFFECTIVE 2024-05-31 TRANSFER FROM RVE .9 GENERAL HEALTH ASSISTANT
	CHAPMAN, MICHELLE DENISE OPE HEAD CUSTODIAN 12 MO SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-07-01 /transfer from /
	COLSON, HEATHER D TBE MEDIA TECHNICAL ASST 10 MONTH	COUNTY-WIDE LEAVE	Effective 2026-08-03 /transfer from /
0.8	CRUZ, MILAGROS PES GENERIC CLASSROOM ASSISTAN 9 MON SU	Middleburg Elementary	Effective 2026-08-07 /transfer from /
0.8	DURAND, DAWN L ACE ADMINSTRATIVE SUPPORT ASST 11 MONTH	Grove Park Elementary	EFFECTIVE 2025-8-4 TRANSFER FROM TRN BUS MONITOR
	HENDRY, SHAVON M CHE ST RECORD SEC 12 MO 12 MO SU	Clay Hill Elementary	Effective 2026-07-01 /transfer from /
	HENLEY, SOPHIA LYNN CGE CAFE ASSISTANT 6 HOURS 9 MON SU	Coppergate Elementary	Effective 2026-08-10 /transfer from /
	HILLPOT, KELLEN LYNNAE CGE ST RECORD SEC 12 MO 12 MO SU	Coppergate Elementary	Effective 2026-07-01 /transfer from /
	JIMENEZ FINOCCHIARO, BRIANA DEL CARMEN LES MEDIA TECHNICAL ASST 10 MONTH	Lakeside Elementary	Effective 2026-08-03 /transfer from /
0.9	LANGFORD, JENNA MCINARNAY KHE GENERAL ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2026-08-07 /transfer from /
	LEE, KRISTEN M LES SCHOOL SECRETARY 10 MONTH 10 MONTH	Middleburg High	EFFECTIVE 2025-8-7 TRANSFER FROM MHS SCHOOL SECRETARY 10 MON.

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VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	LONG, JENNY MHS CAFE ASSISTANT 5 HOURS 9 MON SU	Middleburg High	Effective 2026-08-10 /transfer from /
	MARTINEZ GUEVARA, WALDESTRUDIS RHS ST RECORD SEC 12 MO 12 MO SU	Lakeside Elementary	Effective 2026-07-01 /transfer from /
	MERCADO RAMOS, SYLVIA SPC ST RECORD SEC 12 MO 12 MO SU	Swimming Pen Creek Elem	Effective 2026-07-01 /transfer from /
	MONTESDEOCA, LIZA DEL CARMEN OVE SECRETARY 11 MO 11 MONTH	Oakleaf Village Elementary	EFFECTIVE 2022-08-08 TRANSFER FROM POE BEHAVIORAL HEALTH ASST
0.9	NELSON, AMBER NICOLE GPE BEHAVIORAL HEALTH ASST 9 MON SU	COUNTY-WIDE LEAVE	Effective 2026-08-10 /transfer from /
0.8	PEREZ, ANA M PES ESOL CLASSROOM ASSISTANT 9 MON SU	S. Bryan Jennings Elementary	Effective 2026-08-07 /transfer from /
0.9	PETERS, HEATHER NICOLE WES BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Elementary	EFFECTIVE 2023-08-08 TRANSFER LAE .9 BEHAVIORAL HEALTH ASST
	PHILLIPS, KATHLEEN RILEY FIE SECRETARY 11 MO 11 MONTH	Fleming Island Elementary	EFFECTIVE 2024-08-09 TRANSFER FROM POE .9 BEHAVIORAL HEALTH ASSISTANT
	POWELL, WILLIAM DREW MNT LEAD PAINTER 12 MO SU	Division of Support Srvcs	Effective 2026-07-01 /transfer from /
0.8	REYES DE ARAUJO, OSMARY A MCE GENERIC CLASSROOM ASSISTAN 9 MON SU	Montclair Elementary	EFFECTIVE 2022-08-08 TRANSFER FROM MCE CAFE ASSISTANT 6.25 HOURS
0.8	ROSS, SARA E FIE ESOL CLASSROOM ASSISTANT 9 MON SU	Discovery Oaks Elementary	Effective 2026-08-07 /transfer from /
0.8	SANCHEZ, JESSICA J LES DROP OUT PREV. CR ASST 9 MON SU	Lakeside Elementary	Effective 2026-08-07 /transfer from /
	SHOOK, TONYA LYNN CVA DATA SERVICES ASSISTANT 12 MO SU	Oakleaf Village Elementary	Effective 2026-07-01 /transfer from /
0.8	VARELA, LISBETH NAYELI OPE ESOL CLASSROOM ASSISTANT 9 MON SU	Orange Park High	Effective 2026-08-07 /transfer from /
	ZATEEYA, WEERASAK GPE CUSTODIAN 12 MO SU	SPRING PARK ELEMENTARY SCHOOL	EFFECTIVE 2023-7-01 TRANSFER CGE CUSTODIAN

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VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	

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VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	

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June 4, 2026 - Regular School Board Meeting

Title

C4 - 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	5/27/26	Valdosta, GA	7th Grade STEAM	Wild Adventure trip to study roller coaster design and habitat conservation.
Clay High	4/14 - 4/15/26	Fort Myers, FL	NJROTC	Visit Navy Seal Museum and Kennedy Space Center
Middleburg High	7/11 - 7/14/26	Gainesville, FL	Comp. Cheer	Cheer Camp
Oakleaf High	5/31 - 6/2/26	Macon, GA	Football	Tackle football camp
Oakleaf High	5/1 - 5/2/26	Atlanta, GA	NJROTC	NJROTC Competition
Oakleaf High	6/23 - 6/27/26	Chicago, IL	FFA	NextGen Conf
Orange Park High	6/26 - 6/28/26	Gainesville, FL	Boys Basketball	Basketball tournament
Orange Park High	7/7 - 7/9/26	Orlando, FL	Band	Florida Bandmasters Summer Conference
Orange Park High	6/21 - 6/24/26	St. Petersburg, FL	Band	Leadership Camp
Ridgeview High	5/1 - 5/2/26	Pensacola, FL	Track and Field	Track and Field Regional Meet
Ridgeview High	6/16 - 6/20/26	Camp Blanding, FL	NJROTC	Basic leadership training camp
Ridgeview High	7/5 - 7/11/26	Washington, DC	CTE	Convention
Ridgeview High	4/24 - 4/26/26	Lutz, FL	FBLA	FBLA State Executive training
Fleming Island High	7/22 - 7/25/26	St. Augustine, FL	Dance Team	Dance Camp
Orange Park High	6/20/26	Valdosta, GA	Boys Basketball	Basketball tournament

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

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

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

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

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

Contact
Roger Dailey, Chief Academic Officer; roger.dailey@myoneclay.net; 904-336-6904
Treasure Pickett, Chief of Secondary Ed; treasure.pickett@myoneclay.net; 904-336-6918

Financial Impact
None

Review Comments

Attachments

- June 2026 Student Travel.pdf

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6/4/26

Clay County District Schools
Field Trip Request Form

School Requesting:	*JR* Lake Asbury Junior High
Staff Requesting:	amanda connelly , Department Head amanda.connelly@myoneclay.net
Grade Level and Subject/Program:	Seventh STEAM n/a
Destination:	3766 Old Clyattville Road Valdosta, GA 31601
Educational Value	The students will benefit from a field trip to Wild Adventures by seeing real-world applications of science, technology, engineering, art, and math in action, from roller coaster design to habitat conservation. Hands-on experiences and interactive exhibits will enhance their critical thinking, problem-solving, and creativity while making learning engaging and memorable
FLDOE Standards/Benchmarks	MA.7.SP.1.1 – Statistics and probability Benchmark: Collect, display, and interpret data to understand patterns and trends. . SS.7.C.2.1 – Civic Responsibilities and Rights Benchmark: Compare and contrast the responsibilities, rights, and duties of citizens in the local, state, and national government.
Field Trip Details: Start/End Date/Time	Starts: ~~5/15/2026~~ 9:30:00 5/27/26 Ends: ~~5/15/2026~~ 15:00:00 5/27/26
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	School Wheels Direct
Legal Name of Approved Drivers (if applicable)	n/a
Anticipated # of Students:	80
Cost Per Student and What it Covers:	60 transportation, admission, lunch
Anticipated # of Chaperones:	20

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Cost Per Chaperone and What it Covers:	60 admission
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:	3003
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	amanda connelly 4/2/2026 14:39:15
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 5-12-26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 5/14/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 5/19/26

***District Use Only**
☑ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 6/4/26
☐ 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 6/4/26

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Clay High
Staff Requesting:	Donald Green, NJROTC donald.green@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Navy UDT/SEAL Museum in Fort Myers and follow on destination is Kennedy Space Center
Educational Value	Expose cadets to various branches of the military / engineering and other fields associated with the space program
FLDOE Standards/Benchmarks	Preparing cadets for careers after high school
Field Trip Details: Start/End Date/Time	Starts: 4/14/2026 8:00:00 Ends: 4/15/2026 17:00:00
Overnight:	Yes
Out-Of-State:	No
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:	50
Cost Per Student and What it Covers:	0 N/A
Anticipated # of Chaperones:	4
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:	3167
Blanket Request:	No

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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	Donald Green 3/26/2026 8:45:16
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 4/6/24
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 4/9/26

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

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26/27

6/4/26

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Middleburg High
Staff Requesting:	Jaydynn Garza, Coach jaydynn.garza@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Competitive Cheerleading, Girls
Destination:	Alachua County Sports and Event Center; 33 N Main St, Gainesville, FL 32601
Educational Value	Camp is a fundamental first step to a successful season. It's a time for athletes to establish trust, comradery and commitment to one another. Foundations are built, goals are set, skills are mastered, and memories are made – all alongside the UCA Staff
FLDOE Standards/Benchmarks	Big Idea DA.912.S: Skills, Techniques, and Processes Strand PE.912.R: Responsible Behaviors and Values
Field Trip Details: Start/End Date/Time	Starts: 7/11/2026 7:00:00 Ends: 7/14/2026 16:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	N/A Not Needed
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	30
Cost Per Student and What it Covers:	0 0
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	0 0
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	Cheer Varsity 12000

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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	Jaydynn M Garza 4/1/2026 8:32:14
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 4/6/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 4/27/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 4/27/26

***District Use Only**
☑ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 6/4/26
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☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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6/4/26

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Christopher Foy, Coach christopher.foy@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Tackle Football
Destination:	Mercer University, 1400 Coleman Ave. Macon GA. 31207 and Wild Adventures Theme Park 3766 Old Clyattville Rd. Valdosta GA 31601
Educational Value	This Football Camp will expose our student-athletes to athletic competition from all over the country. As well as expose them to college life.
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 5/31/2026 10:00:00 Ends: 6/2/0006 19:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Academy Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	40
Cost Per Student and What it Covers:	$250.00 Bus, Hotel and Park Ticket
Anticipated # of Chaperones:	5
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:	Internal Accounts, Football 1101

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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	*Christopher Foy* 5/1/2026 8:17:33
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 5/1/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 5/8/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 5/19/26

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Jamielee Willis, Teacher jamie.willis@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC NA
Destination:	Georgia Institute Of Technology 225 North Ave NW Atlanta GA. 30322
Educational Value	This is a STEM program event , Team work, team building
FLDOE Standards/Benchmarks	Apply computational thinking to real-world problem
Field Trip Details: Start/End Date/Time	Starts: 5/1/2026 4:00:00 Ends: 5/2/2026 17:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Rental
Charter Bus Company (if applicable):	NA
Legal Name of Approved Drivers (if applicable)	NA
Anticipated # of Students:	4
Cost Per Student and What it Covers:	$45.00 Meals and hotel stay
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	$0.00 NA
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:	NA
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	Jamielee Willis 4/7/2026 7:56:20
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 4/8/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 4/27/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 4/27/26

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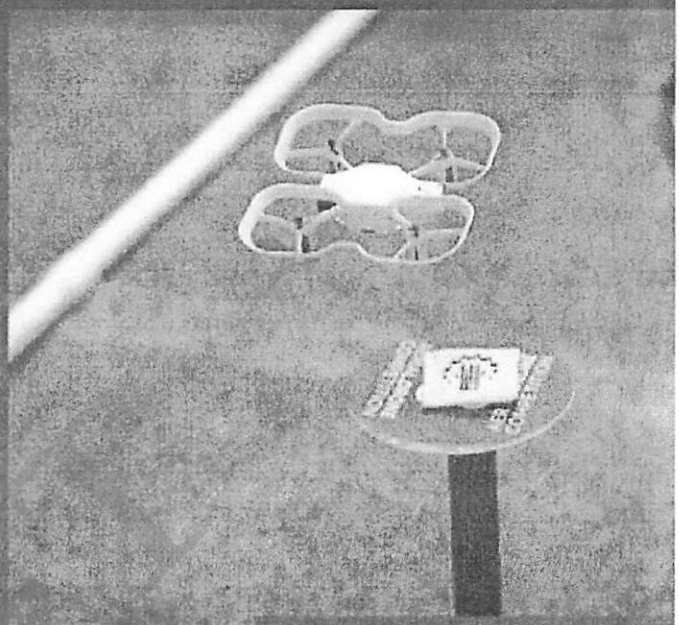
REC FOUNDATION

AERIAL DRONE COMPETITION

2026 NJROTC BLUE & GOLD AERIAL CLASSIC

MAY 1-2, 2026



The second annual NJROTC Blue & Gold Classic will take place at Georgia Tech. Students from across the country will compete in this two-day event for the opportunity to be recognized as one of the top drone programs in the Navy Junior Reserve Officer Training Corps.

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TOUR OPPORTUNITIES

HISTORICAL

- THE KING CENTER
- NATIONAL CENTER FOR CIVIL AND HUMAN RIGHTS
- CENTENNICAL OLYMPIC PARK

EDUCATION

- GEORGIA TECH UNIVERSITY
- MOREHOUSE COLLEGE
- SPELLMAN COLLEGE
- CLARK ATLANTA UNIVERSITY
- GEORGIA STATE UNIVERSITY
- MORRIS BROWN COLLEGE

ENTERTAINMENT

- ATLANTA AQUARIUM
- COCA COLA MANUFACTURING
- COLLEGE FOOTBALL HALL OF FAME
- BOWLING TOURNAMENT

For additional information please contact event planners:

LCDR (Ret.) Claude Moore
moore.claude.snsi@navyjrotc.org

OS1 (RET.) James Gardner

6/4/26

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Aaron Samples, Teacher aaron.samples@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	NextGen Conference. Chicago, Illinois.
Educational Value	Students will attend a week long AGribusiness Conference hosted through National FFA. Through this conference, students will have the ability to learn in-depth and first hand knowledge to the agribusiness sector, while having the opportunity to network with leading professionals in the industry.
FLDOE Standards/Benchmarks	23.0 Explain the components of the American business system. 24.0 Analyze the basic concepts of agribusiness. 25.0 Evaluate the importance of the food and fiber system to understand the impact on global economy. 26.0 Examine the scope of career opportunities in and the importance of agriculture to the economy. 40.0 Describe the various organization that serve agricultural cooperatives. 47.0 Perform communication activities.
Field Trip Details: Start/End Date/Time	Starts: 6/23/2026 5:00:00 Ends: 6/27/2026 23:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Commercial Airline, Rental Car
Charter Bus Company (if applicable):	N/a
Legal Name of Approved Drivers (if applicable)	Aaron Lane Samples
Anticipated # of Students:	3
Cost Per Student and What it Covers:	400 Conference Registration fees/Airline tickets/Food/Rooms
Anticipated # of Chaperones:	1

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Cost Per Chaperone and What it Covers:	700 Conference Registration fees/Airline tickets/Food/Rooms
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	Internal accounts,FFA, 4031
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 Lane Samples* 4/13/2026 10:03:00
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 4/24/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 4/26/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 4/28/26

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I just wanted to send a quick reminder that you have a week left to register for the Next Gen: Agribusiness Systems conference. A copy of the email that was sent out last week is below. Please refer to it to find the link to register and other important information about the conference. I would highly suggest that you do not wait until the deadline to register, in case you have issues accessing the registration form through the link. If you do have issues, you will need to contact membership to resolve that issue. I do not have access to the membership information which is where most issues with registration are resolved.

Hello!

Congratulations! You have been selected to participate in the **Next Gen: Agribusiness Systems - Ag Sales & Finance Conference** scheduled for **June 23-27, 2026, in Chicago, IL.** During a competitive selection process, you were chosen as one of the top applicants. The Next Gen Conference is a unique learning and networking experience. We have an exciting program lined up for you, including:

- New and emerging ideas, trends in agriculture sales & finance
- Advocacy and engagement
- Sustainable agriculture
- Career/college plan development

We have planned a power-packed four days and hope that you leave this conference with valuable tools that will help you be successful in your future, as well as lasting friendships. Please note the conference will begin the afternoon of Tuesday, June 23rd and will run through the morning of Saturday, June 27th; you will need to **fly/drive in prior to 2 p.m. on Tuesday, June 23rd and then depart for home anytime on Saturday, June 27th.** A draft schedule will be coming soon!

Conference Hotel Address:
DoubleTree by Hilton O'Hare - Rosemont
5460 North River Road
Rosemont, IL 60018

The registration fees will cover all meals, hotel costs and transportation during the conference. The fee for the Next Gen: Agribusiness Systems - Ag Sales & Finance Conference is **$200/student.** The cost for chaperones/advisors attending is **$350/chaperone for a double occupancy** hotel room and **$700/chaperone for a single occupancy** hotel room.

Please book your travel as soon as possible. If you plan to fly, please fly into **Chicago O'Hare International Airport (ORD)**, as the hotel shuttle will not pick you up from any of the other Chicago area airports. Once you have made your travel plans, please fill out the **form linked here**. If you need to make arrangements to arrive early or leave later requiring you to add another hotel night, please note that in the travel form and we can make those reservations for you with the hotel. You will be responsible for paying for those extra nights directly to the hotel. **Extra room nights are $179.00+tax per room.**

Below is the link to register for the 2026 Next Gen: Agribusiness Systems - Ag Sales & Finance Conference:

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https://events.ffa.org/Registration/Event/2026NexGen-AS

Once you click on the link you will be asked to login with your FFA Account. Everyone should already have an established account.

- All Registrations are individual registrations. There is no group registration option.
- FFA Members should register themselves. FFA Advisors should not try to register them.
- FFA Advisors will register themselves and Chaperones or Room Only will need to be registered **by the FFA Advisor** as a separate registration.

If someone is having issues logging in, they should contact membership via email at membership@ffa.org or via phone at 1-888-332-2668.

All registrations (student, advisor and chaperone) should be completed **by 11:59 p.m. on Wednesday, April, 15th**. *Please reach out asap if you feel you will need more time to register.* Have the following information handy when filling out the registration:

- FFA member ID#
- Chapter ID#
- Parental contact information
- Emergency contact information
- Supervised Agricultural Experience Title
- Student head and shoulders picture (.jpg or .png file)
- Dietary restrictions and allergies
- Form of payment (credit card information or P.O. number for a chapter invoice)

If you decline participation, please email nextgen@ffa.org as soon as possible. Another applicant will be offered the opportunity to engage in the conference. Once all participants are confirmed and have completed the registration information, more details will follow.

If you have any questions, please email nextgen@ffa.org at anytime. Once again, congratulations on your selection!

Sincerely,

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6/4/26

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Derek Kurnitsky, Teacher derek.kurnitsky@myoneclay.net
Grade Level and Subject/Program:	Eleventh Athletics Boys Basektball
Destination:	Gainesville,FL
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 6/26/2026 9:00:00 Ends: 6/28/2026 13:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Private Vehicle(s), Van
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Derek Kurnitsky, John Conley
Anticipated # of Students:	15
Cost Per Student and What it Covers:	0 0
Anticipated # of Chaperones:	4
Cost Per Chaperone and What it Covers:	0 0
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:	Boys Basketball
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	*Derek Kurnitsky* 5/8/2026 9:00:57
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 5/12/24
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 5/14/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 5/19/26

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6/4/26

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:	Ninth Fine Arts N/A
Destination:	Double Tree by Hilton Orlando Theme Park Resort, 10100 International Dr., Orlando, FL 32821
Educational Value	Selected students will participate in the 2026 Nine Star Honor Band: a highly-selective, statewide honor band for 9th graders. They will be instructed by a master music educator, and perform at the Florida Bandmasters Summer Conference. This is pivotal to their growth as young musicians.
FLDOE Standards/Benchmarks	MU.912.C.1 - Cognition and reflection are required in order to appreciate, interpret, and create with artistic intent; MU.912.F.3 - The 21st century skills necessary for success as citizens, workers, and leaders in a global economy are embedded in the study of the arts.
Field Trip Details: Start/End Date/Time	Starts: 7/7/2026 16:00:00 Ends: 7/9/2026 22:00:00
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)	Heather Goode, Euodias Draper
Anticipated # of Students:	2
Cost Per Student and What it Covers:	$350 Hotel, conference registration, food
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	$150 Hotel, conference registration, food
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all

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	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	Brett Pikuritz 4/24/2026 12:32:02
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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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:	Eckerd College, 4200 54th Ave. S., St. Petersburg, FL 33711
Educational Value	Selected leadership students will participate in a leadership camp that will help them to develop their leadership skills for the coming school year. They will also learn the importance of building positive relationships and how that can affect the morale and achievement of being in a fine arts program.
FLDOE Standards/Benchmarks	MU.912.C.1 - Cognition and reflection are required in order to appreciate, interpret, and create with artistic intent; MU.912.F.3 - The 21st century skills necessary for success as citizens, workers, and leaders in a global economy are embedded in the study of the arts
Field Trip Details: Start/End Date/Time	Starts: 6/21/2026 7:00:00 Ends: 6/24/2026 22:00:00
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, Alex Jaramillo, Elizabeth Cole, Lisa Mulder, Erica Simmons, Yumi Ledet
Anticipated # of Students:	8
Cost Per Student and What it Covers:	$300 Lodging, food, & instruction
Anticipated # of Chaperones:	1
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 4/24/2026 10:57:39
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 4/29/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 4/29/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Carl Jackson, Coach aimee.stutz@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Track and Field Regional Meet
Destination:	Pine Forest High School
Educational Value	n/a
FLDOE Standards/Benchmarks	n/a
Field Trip Details: Start/End Date/Time	Starts: 5/1/2026 12:00:00 Ends: 5/2/2026 23:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus, or rental vans depending on the prices
Charter Bus Company (if applicable):	Academy
Legal Name of Approved Drivers (if applicable)	Carl Jackson, Meagan Jackson, Paul Tomaro, Moseline louis charles
Anticipated # of Students:	25
Cost Per Student and What it Covers:	0 n/a
Anticipated # of Chaperones:	4
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:	Track Internal Account
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	Aimee Stutz 4/23/2026 7:36:59
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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6/4/26

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Sean Heery LtCol USMC Ret, JROTC Instructor sean.heery@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Camp Blanding
Educational Value	Basic Leadership Training Camp will provide training for rising 9th and 10th graders from all six NJROTC Programs in the county. 11th & 12th graders will serve as unit leaders.
FLDOE Standards/Benchmarks	HE.912.PHC.1-3, HE.912.R.1-3
Field Trip Details: Start/End Date/Time	Starts: 6/16/2026 10:00:00 Ends: 6/20/2026 10:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District School Bus(es) - Must Utilize the Transportation Request Form
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	40
Cost Per Student and What it Covers:	200 Food, Lodging, instruction, training facilities
Anticipated # of Chaperones:	4
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:	3167
Blanket Request:	No

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Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	*Sean Heery, LtCol USMC Ret* 4/8/2026 9:55:53
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 4/8/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 4/22/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 4/27/26

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Andrea Stevens, Sponsor andrea.stevens@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE n/a
Destination:	Washington DC Convention Center 801 Allen Y. Lew Place NW, Washington, DC 20001
Educational Value	N/a
FLDOE Standards/Benchmarks	N/a
Field Trip Details: Start/End Date/Time	Starts: 7/5/2026 5:00:00 Ends: 7/11/2026 5:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	n/a
Legal Name of Approved Drivers (if applicable)	Andrea Stevens
Anticipated # of Students:	3
Cost Per Student and What it Covers:	$1,800 Conference registration, baseball game, after party, hotel
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	$1,800 Conference registration, baseball game, after party, hotel
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	Internal
Blanket Request:	No

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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	*Andrea Stevens* 4/8/2026 11:44:38
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 4/8/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 4/27/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. Bhui 4/27/26

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Elizabeth Johnston, Teacher elizabeth.johnston@myoneclay.net
Grade Level and Subject/Program:	Tenth CTE, FBLA- Shawn St. Vilus won a state position as Reporter and this is his training. N/A
Destination:	Hilton Garden Inn 2155 Northpointe Pkwy, Lutz, FL 33358
Educational Value	This training will equip Shawn with the essential governance and strategic planning skills required to serve on the FBLA State Executive Board. He will benefit by learning to collaborate with state officials and industry partners to drive the organization's mission and represent the student body of Florida. Co-Curricular Alignment: As FBLA is the Florida Department of Education's official Career and Technical Student Organization (CTSO) for the Digital Design program, this leadership training is a co-curricular requirement designed to reinforce classroom instruction through real-world application.
FLDOE Standards/Benchmarks	DD 48.0: Collaborative project planning and organization. DD 10.0: Leadership, supervision, and professional ethics. DD 16.0: Advanced professional communication and representation.
Field Trip Details: Start/End Date/Time	Starts: 4/24/2026 8:00:00 Ends: 4/26/2026 16:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Van CTE
Charter Bus Company (if applicable):	NA
Legal Name of Approved Drivers (if applicable)	Elizabeth Johnston
Anticipated # of Students:	1
Cost Per Student and What it Covers:	0 Hotel and meals

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Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	0 Hotel and meals
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	402800
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	Elizabeth Johnston 3/30/2026 11:59:48
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 3/30/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 4/2/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 4/27/26

***District Use Only**
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☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

DRAFT

Welcome to the Florida FBLA State Officer Team

Jody Jones <flfblapbl@gmail.com> Thu, Mar 26, 2026 at 6:49 AM
To: gaby reyes <gbeatrizreyes5@gmail.com>, Peyton Chester <peytonechester@gmail.com>, Anwita Iyengar <anwitaiyengar01@gmail.com>, arzooali144@gmail.com, anderson.philip.dell@gmail.com, isabellaquiceno2009@gmail.com, "shawnsaint2020@gmail.com" <shawnsaint2020@gmail.com>, ishaanpatel715@gmail.com, Mourya P <mouryap.2009@gmail.com>
Cc: Sharelies Rodriguez <rodriguezs@manateeschools.net>, Jacob Hill <jhill5@ecsdfl.us>, Amanda Russo <Amanda.Russo@stjohns.k12.fl.us>, "Solis, Omar" <Omar.Solis@orlandoscience.org>, Stroud Eric <STROUDER@pcsb.org>, Lynca Diaz Rodriguez <l.diazrodriguez@palmbeachschools.org>, "Johnston, Elizabeth" <elizabeth.johnston@myoneclay.net>, Malik Eric Griffith <mgriffit@pasco.k12.fl.us>, Stefanie Gaboriault <stefanie.gaboriault@hcps.net>

Congratulations! You have been elected/appointed to serve as a 2026-27 Florida FBLA State Officer. We are looking forward to working with you.

The state officer training (mandatory meeting) will be held in conjunction with one of our Pre-NLCs. Your training will begin promptly at 1 pm on Friday, April 24, 2026. Please plan to arrive at the hotel by 12:45 pm. There is a good chance that your room will not be ready until we take a break.

We will be staying at the Embassy Suites, 2155 Northpointe Pkwy, Lutz, FL 33558. I will make and pay for your room reservations as well as your adviser's. Meal costs will be covered for you and your adviser.

FBLA officers must be chaperoned for the entire trip. Remember your chaperone must be your chapter adviser--if the adviser has an emergency, the principal must provide another school or school district employee to be your chaperone. Please send me the name of your chaperone by April 8.

Here is a tentative agenda for the weekend:

April 24
1 p.m. Florida FBLA-PBL Organization/Structure: (advisers please attend)
Duties/Responsibilities
Expectations
Reimbursements
Monthly Reports
Communication
Professionalism Training
Dining Etiquette
Hosting with Charm, Class, and Charisma

Dress and Image
Strategic Plan
Goals
Accountability Charts

6 p.m. Dinner (advisers please attend)

8 p.m. Development of State Theme, State Project, Program of Work

April 25
7:45 am Breakfast
10 a.m. Setup for Pre-NLC
11 a.m. Pre-NLC
3:30 pm Return to hotel
4:00 pm Team Building and Dinner
9 pm Completion of state project/state theme/program of work

April 26
8:30 am Getting to know and trust activities

DRAFT

11:45 am Wrap up and go home

For Friday, you may dress casually. For Saturday you need to wear khaki pants (not shorts) with a nice blouse or shirt or your polo if I get them in time. For Sunday morning you may dress casually.

--
Jody A. Jones, State Adviser
Florida FBLA
813-279-1942
www.floridafbla-pbl.com
Facebook: floridafblapbl
Instagram: fblapblflorida

DRAFT

Johnston, Elizabeth <elizabeth.johnston@myoneclay.net>

Welcome to the Florida FBLA State Officer Team

Jody Jones <flfblapbl@gmail.com> Thu, Mar 26, 2026 at 12:12 PM
To: gaby reyes <gbeatrizreyes5@gmail.com>, Peyton Chester <peytonechester@gmail.com>, Anwita Iyengar <anwitaiyengar01@gmail.com>, arzooali144@gmail.com, anderson.philip.dell@gmail.com, isabellaquiceno2009@gmail.com, "shawnsaint2020@gmail.com" <shawnsaint2020@gmail.com>, ishaanpatel715@gmail.com, Mourya P <mouryap.2009@gmail.com>, "Cc: Sharelies Rodriguez" <rodriguezs@manateeschools.net>, Jacob Hill <jhill5@ecsdfl.us>, Amanda Russo <Amanda.Russo@stjohns.k12.fl.us>, Omar <Omar.Solis@orlandoscience.org>, Stroud Eric <STROUDER@pcsb.org>, Lynca Diaz Rodriguez <l.diazrodriguez@palmbeachschools.org>, Elizabeth <elizabeth.johnston@myoneclay.net>, Malik Eric Griffith <mgriffit@pasco.k12.fl.us>, Stefanie Gaboriault <stefanie.gaboriault@hcps.net>

My apologies, we were originally staying at an Embassy Suites but we had to move. The correct hotel is Hilton Garden Inn, Suncoast Parkway....the address is correct. I have corrected it below.

---------- Forwarded message ---------
From: **Jody Jones** <flfblapbl@gmail.com>
Date: Thu, Mar 26, 2026 at 6:49 AM
Subject: Welcome to the Florida FBLA State Officer Team
To: gaby reyes <gbeatrizreyes5@gmail.com>, Peyton Chester <peytonechester@gmail.com>, Anwita Iyengar <anwitaiyengar01@gmail.com>, <arzooali144@gmail.com>, <anderson.philip.dell@gmail.com>, <isabellaquiceno2009@gmail.com>, shawnsaint2020@gmail.com <shawnsaint2020@gmail.com>, <ishaanpatel715@gmail.com>, Mourya P <mouryap.2009@gmail.com>
Cc: Sharelies Rodriguez <rodriguezs@manateeschools.net>, Jacob Hill <jhill5@ecsdfl.us>, Amanda Russo <Amanda.Russo@stjohns.k12.fl.us>, <Omar.Solis@orlandoscience.org>, Stroud Eric <STROUDER@pcsb.org>, Lynca Diaz Rodriguez <l.diazrodriguez@palmbeachschools.org>, Johnston, Elizabeth <elizabeth.johnston@myoneclay.net>, Malik Eric Griffith <mgriffit@pasco.k12.fl.us>, Stefanie Gaboriault <stefanie.gaboriault@hcps.net>

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We will be staying at the Hilton Garden Inn Suncoast Parkway, 2155 Northpointe Pkwy, Lutz, FL 33558. I will make and pay for your room reservations as well as your adviser's. Meal costs will be covered for you and your adviser.
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[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]

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24-27 6/4/26

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Samantha MacPherson, Coach samantha.macpherson@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Dance Team NA
Destination:	NDA Dance Camp 500 S Legacy Trail, St. Augustine, FL 32092
Educational Value	Dancers will represent Fleming Island High School as they join other teams during summer camp to work on skills, leadership, and team bonding in preparation for the season.
FLDOE Standards/Benchmarks	NA
Field Trip Details: Start/End Date/Time	Starts: 7/22/2026 10:00:00 Ends: 7/25/2026 10:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	NA
Legal Name of Approved Drivers (if applicable)	Transporting own children
Anticipated # of Students:	19
Cost Per Student and What it Covers:	$580 Dance Instruction, leadership instruction, hotel, food
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	0 NA
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:	Dance 4036
Blanket Request:	No

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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	*Samantha MacPherson* 5/18/2026 7:58:00
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here mc Murray 5/18/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 5/19/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 5/19/26

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6/4/26

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Derek Kurnitsky, Coach derek.kurnitsky@myoneclay.net
Grade Level and Subject/Program:	Tenth Athletics Boys Basketball
Destination:	Valdosta State
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 6/20/2026 8:00:00 Ends: 6/20/2026 17:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Derek Kurnitsky and John Conley
Anticipated # of Students:	12
Cost Per Student and What it Covers:	0 0
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	0 0
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	*Derek Kurnitsky* 5/12/2026 7:57:10
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 5/13/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 5/15/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 5/19/26

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June 4, 2026 - Regular School Board Meeting

Title

C5 - 2026-2027 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 2026-27 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 2026-2027 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

$650,000.00 based on 25-26 enrollment

Review Comments

Attachments

260079 SJRSC 26-27 Dual Enrollment Articulation Agm.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 260079
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE: 6/4/26
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
☐ Must Have Board Approval over $100,000.00

Date Submitted: April 28, 2026

Name of Contract Initiator: Treasure Pickett — Telephone #: 904-336-6919

School/Dept Submitting Contract: Secondary Ed — Cost Center # 9007

Vendor Name: St. Johns River State College

Contract Title: 2026-2027 Dual Enrollment Articulation Agreement between CCSD and the District Board of Trustees of SJRSC

Contract Type: New ☐ Renewal ☑ Amendment ☐ Extension ☐ — Previous Year Contract # 250195

Contract Term: 8/1/26 - 7/31/27 — Renewal Option(s):

Contract Cost: 650,000.00 based on 2025-2026 enrollment

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

Funding Source: Budget Line # 100-5100730-9007-1386-0000-000-0

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*):

_____ 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].

RECEIVED
By Megan Robiou at 9:32 am, Apr 28, 2026

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

NOTE: Pages 1 - 11 have highlighted changes to be reviewed
Page numbers require edits

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department **REVIEWED** **By Bertha Staefe at 3:30 pm, May 12, 2026**	FLDOE 6A-1.012 (11)(b) Educational Services FLDOE 6A-1.012 (11)(a) Professional Services Need page numbers corrected & copies of Appendices (Forms 1-6) ✓
School Board Attorney Review Date JPS 5/14	Need copies of appendices for review, see Ms. Staefe's comment about formatting. Proposed changes legally sufficient if feasible for counselors. ✓
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	Tentatively Approved Pending Required Signatures

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ST. JOHNS RIVER STATE COLLEGE
DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

2026-2027 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, 2026, and end July 31, 2027. 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 an annual webinar 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:* To participate in Dual Enrollment at SJR State, eligible high school students must first meet with their high school counselor to receive instructions for completing the online Dual Enrollment Admission Application. Both the student and parent must review and submit the required electronic Consent Page by the posted Dual Enrollment deadline. Prior to the high school's posted deadline, the student must email a Request for Consent to their high school counselor. The high school counselor will verify that the student meets the required unweighted high school GPA and will upload a complete set of placement test scores to finalize electronic approval

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of the Dual Enrollment application. Students who do not have a Social Security number must provide their documented visa information in order to complete the application.

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 and submitting the electronically signed online consent form, 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* (also available online on the SJR State's Dual Enrollment webpage at https://sjrstate.edu/dual-participation).

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. **Student disability status DOES NOT transfer from high school to college**.

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 3). All schedule changes must be completed by the dual enrollment published add or 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 high school counselor. The school counselor will then submit the necessary paperwork on the student's behalf to the Dual Enrollment Office for processing (Appendix 4). 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. If a student withdraws from either a lecture or lab taken as co-requisites, the student will be withdrawn from both the lecture and the lab. 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 a SJR State College academic advisor and their high school counselor to work out a course load that can be successfully completed each Fall and Spring term. *It is recommended that Dual Enrollment 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 2:00 pm on December 14, 2026, and Spring semester grades must be submitted into MySJRstate portal by 2:00 pm on April 26, 2027.

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, 2026, and February 1, 2027. 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 10:00 pm on December 15, 2026, and Spring semester SLOs must be submitted into the MySJRState portal by 10:00 pm on April 27, 2027.

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 . Students are responsible for being aware of and adhering to additional dates and deadlines that apply specifically to Dual Enrollment students. Refer to **Dual Enrollment – Important Dates** at https://sjrstate.edu/dual-calendar.

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 and/or SLS 1301 Life and Career Development 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

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take college level credit or vocational credit classes at SJR State under any circumstances or proviso.

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.

Dual Enrollment students may repeat a course one time if requested by the high school counselor and approved by SJR State.

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. **Delineation of the high school credit earned for the passage of each Dual Enrollment**

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course:

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 Online Consent Form. 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. Dual Enrollment Orientation is provided in Canvas, SJR State College's learning management system, for all new Dual Enrollment students. The orientation offers guidance on how to be successful in college coursework and explains key differences between high school and college expectations. Upon request from the high school, Dual Enrollment staff are available to provide additional informational sessions throughout the academic year.

8. Policies and procedures for determining exceptions to the required grade point averages on an individual student basis: **Section 1007.271(3), Florida Statutes**, permits exceptions to the required GPA on an individual student basis when approved by both the high school and the College. Students seeking an exception must submit a petition for review and approval by appropriate high school and College personnel. The review will consider the student's coursework, college readiness, and other relevant factors to determine the likelihood of success in the Dual Enrollment program. Students approved for a GPA exception will be placed on probationary status and may be restricted in course selection and the number of credit hours attempted.

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 *schedule*. 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

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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.

D. *SLS 1122 – Academic Pathways for College Success:* Dual Enrollment students who have earned twelve (12) or more college credit hours may not be required to enroll in SLS 1122, Academic Pathways for College Success. SLS 1122 is designed to assist students in developing academic planning skills, understanding college expectations, and identifying strategies for academic success and persistence. While enrollment in SLS 1122 is strongly recommended for first-time college students, the course may be required for students enrolled in certain academic pathways as determined by the College. SLS 1122 is applied as an elective toward 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 are required to hold at least a master's degree and a minimum of 18 graduate semester hours in the teaching discipline, instructors teaching Career and Technical Certificate (CTC) Dual Enrollment courses must meet the credentialing requirements established by the College's institutional accreditor for each applicable CTC 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: Dual Enrollment faculty must meet the credentialing requirements established by the College's institutional accreditor for each applicable program area. 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 must 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 faculty 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.

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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:

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 effective articulation and coordination, school counselors must meet with SJR State college advisors at least once per year – for review and training of college best practices.

B. *College Guidance Services:* The Dual Enrollment Orientation introduces students to the College campus; highlights available guidance, career, library, and college planning services; and explains applicable College policies and procedures. A key advising point communicated to both students and parents is that Dual Enrollment grades are calculated into the student's college GPA, are the beginning of the official college transcript, and area a permanent academic record that may impact future university admission decisions. All Dual Enrollment students will be assigned a MySJRstate account, which serves as the College's primary communication portal for educational and career development information. In addition, Dual Enrollment students will work regularly with staff from SJR State's Dual Enrollment Office throughout the course planning and registration process. Dual Enrollment and Early Admission students are encouraged to meet regularly with College advisors and to develop a postsecondary academic plan and intended major during advising sessions. Students in these programs are required to meet with a College advisor upon completion of 20 college credit hours. Students are responsible for reviewing this material prior to beginning participation in the Dual Enrollment program. Program eligibility is located on our website at https://sjrstate.edu/dual-eligibility .

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 online application approval 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.

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G. Alternative Placement Methods: Placement into college-level English and mathematics for Dual Enrollment students is determined by institutional placement standards consistent with Florida law (Florida Statute 1007.271). High school coursework does not serve as automatic placement into college-level courses. Students must meet approved readiness criteria prior to enrollment.

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/cataloghandbook2026.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. For 2026-2027, 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

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- 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.

H. *Disability Services:* As required by law, students with disabilities must receive appropriate accommodations. Students with disabilities must self identify. Students with disabilities will be responsible for providing appropriate documentation so that accommodations can be provided. 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

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providing the necessary accommodations for courses taken at the high school sites and for the cost of adaptive textbooks and other materials. Contact information will be found on our website at https://sjrstate.edu/disabledstudents .

l. 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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ST. JOHNS RIVER STATE COLLEGE
DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

2026-2027 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.

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Signed on this _____ day of _____ 2026

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 _____ 2026.

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

2026-2027 Dual Enrollment Articulation Agreement Execution Between
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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 _____ 2026

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 _____ 2026.

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

2026-2027 Dual Enrollment Articulation Agreement Execution Between
Clay County School District and
St. Johns River State College

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DRAFT

Signed on this _____ day of _____ 2026

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 _____ 2026.

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

2026-2027 Dual Enrollment Articulation Agreement Execution Between
Clay County School District and
St. Johns River State College

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DRAFT

Signed on this _____ day of _____ 2026

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 _____ 2026.

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 Principles of Participation/Student Responsibilities
2 Registration/Approval Form
3 Registration Adjustment/Drop Add Form
4 Student Initiated Course Withdrawal Form
5 Instructor Initiated Absence Warning/Withdrawal Form
6 State College Waiver Request

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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 | Early Admissions - Registration / Approval Form

Student Information:

NEW STUDENT ☐ Y OR ☐ N **PLEASE COMPLETE YOUR ONLINE ORIENTATION FOUND IN CANVAS!**

NAME: _____ DATE OF BIRTH: ____/____/____

EMAIL: _____ **SJR STATE ID NUMBER (REQUIRED) X00** _____

PHONE NUMBER: _____ **HIGH SCHOOL:** _____

I understand that I must have an unweighted 3.0 GPA to participate in the Dual Enrollment Program. In addition, I understand that should I make below a "C" (including a W for withdrawing) in any dual enrollment course, I may be dropped from the program.

STUDENT SIGNATURE: _____ DATE: ____/____/____

Students must have an overall 3.0 unweighted GPA 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: _____ HIGH SCHOOL GRAD YEAR: _____

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. Check your concise student schedule.

Course Registration:

Terms: Full Term - Full semester, Mini A - 1st half semester, Mini B - 2nd half semester.

5 Digit CRN	Cr Hrs	DE Code	Course Pre-No	SJR State Course Title	Times/Online	M	T	W	R	F
Total Cr Hrs										

Alternative Section

List an alternate CRN/Section number in the event the first section is full. Correspond alternates to the course row numbers above.

5 Digit CRN	Cr Hrs	DE Code	Course Pre-No	SJR State Course Title	Times/Online	M	T	W	R	F

Counselor Certification:

I hereby certify that this student has demonstrated maturity, motivation, dependability, and academic ability to perform satisfactorily at the College Level.

Signature of High School Counselor: _____ **Date:** _____

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ST. JOHNS RIVER STATE COLLEGE

Dual Enrollment and Early College Program

Registration Adjustment Form

Updated 02-2026

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.

☐ **KEEP CURRENT SCHEDULE IF NEW REQUEST CAN'T BE PROCESSED.**

Print Name: _____ SJR State Student ID #: _____

Student's SJR State Email (Required): _____

ADD:

CRN/ Section #	Credit Hrs	D.E. Code	Course Prefix & #	SJR State Course Title	Times / Online	M	T	W	R	F
						☐	☐	☐	☐	☐
						☐	☐	☐	☐	☐
						☐	☐	☐	☐	☐
						☐	☐	☐	☐	☐

DROP:

CRN	CRED	COURSE	TITLE

Student Signature: _____ High School: _____

Dual Enrollment Contact Signature: _____ Date: _____

Reason for adjustment:

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ST. JOHNS RIVER STATE COLLEGE

STUDENT INITIATED COURSE WITHDRAWAL FORM

Student Information

___ Traditional Dual Enrollment ___ Early College Program ___ Early Admissions DE

SJR State Student ID (Required) X00 _____

Date _____ Term_____

Student's Name _____

Last First Middle

Student's SJR State Email Address (Required)_____

Course Withdrawal Information

Please list all courses below that you would like to be withdrawn from.

Course Prefix and Number	Course CRN	Course Title
Total Credit Hours		

***You will need to withdraw from both the science lecture and lab, please be sure to include both sections above. ***

Counselor / Student Approval

_____ _____ _____

HS DE Contact Signature Student's Signature High School

Revised 03/2026

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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 State Student ID #X00_____ Student Name: _____

Date Student Warned: _____ Last Date Attended: _____
(Required for Item 3 only)

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Updated 03/2026

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

Principal/Contact:_____
Date: _____

Recommend:
- ☐ Approval
- ☐ Disapproval

School District Designee:_____
Date :_____

ST. JOHNS RIVER STATE COLLEGE APPROVAL

Director of Dual Enrollment & Vice President for Academic Affairs/CAO

Recommend:
- ☐ Approval
- ☐ Disapproval

Director of DE:_____
Date: _____

Recommend:
- ☐ Approval
- ☐ Disapproval

VP for Academic Affairs:_____
Date :_____

Updated 3/2026

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June 4, 2026 - Regular School Board Meeting

Title

C6 - Approval to Advertise and Notice of Public Hearing to Approve Modifications to the 2025-2026 Student Progression Plan

Description

Florida Statute 1008.25 requires each school board to establish a comprehensive program for student progression. The review and adoption of this Student Progression Plan (SPP) will allow the district to incorporate required legislative changes and recommendations to ensure this document best supports the district's work with students.

Gap Analysis

The district's Student Progression Plan ensures that the required program of study, placement, promotion, reporting, retention, and assessment procedures used within the district are comprehensive in meeting the needs of individual students. The 2025-2026 SPP was reviewed and amended. The newly added language follows state law. Without approval of the proposed 2025-2026 SPP changes, the district will not comply with the Florida Statutes.

Previous Outcomes

The district is currently following the 2025-2026 Student Progression Plan. This plan does not include the most recent changes to legislation. The revised plan will ensure the implementation of statutory requirements related to student progression.

Expected Outcomes

Under state statute, an advertisement for the proposed revisions to the 2025-2026 Student Progression Plan will be made public. After 30 days, a public hearing and a vote will be held to consider the proposed modifications. The consideration of these changes will allow the district to comply with legislation.

Strategic Plan Goal

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

Recommendation

The Clay County School Board approves the advertisement of revisions and notice of public hearing for the Student Progression Plan 2025-2026.

Contact

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

Heather Teto, Chief of Elementary Education, 904.336.6906, heather.teto@myoneclay.net

Financial Impact

None

Review Comments

Attachments

- 2026-27 CCDS Student Progression Plan with Markup.pdf
- 2026-27 SPP Summary of Changes.pdf
- 2026-27 CCDS Student Progression Plan DRAFT Pending Board Approval.pdf

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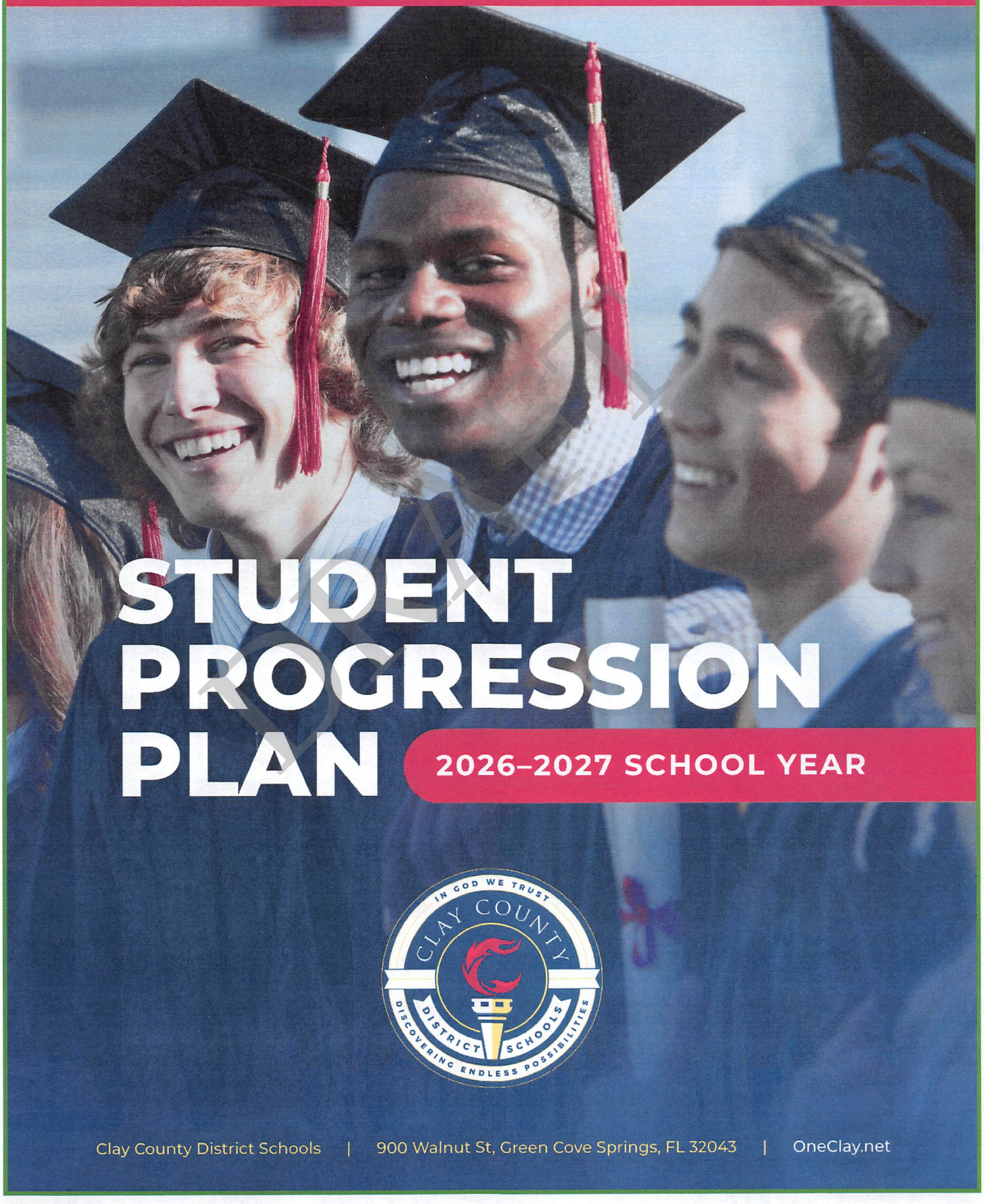
CLAY COUNTY DISTRICT SCHOOLS



STUDENT PROGRESSION PLAN

2026–2027 SCHOOL YEAR

Clay County District Schools | 900 Walnut St, Green Cove Springs, FL 32043 | OneClay.net

CLAY COUNTY DISTRICT SCHOOLS

STUDENT PROGRESSION PLAN

DRAFT

David S. Broskie
Superintendent of Schools

CLAY COUNTY SCHOOL BOARD

Erin Skipper	District 1
Robert Alvero	District 2
Beth Clark	District 3
Michele Hanson	District 4
Ashley Gilhousen	District 5

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INTRODUCTION

Clay County District Schools (CCDS) is pleased to present the 2026-2027~~2025-2026~~ Student Progression Plan (SPP), which outlines our commitment to providing our students with the highest-quality education. This Student Progression Plan is intended to guide school personnel, parents, students, and other stakeholders on the administrative procedures required by state legislation and district school board policies.

At CCDS, we understand that academic proficiency in English Language Arts, Mathematics, Science, and Social Studies is essential for students to succeed in school and beyond. Therefore, our Student Progression Plan is designed to ensure that each student's progress from one grade to another is based on their mastery of the standards outlined in state legislation.

We are proud to offer a multi-tiered system of support for all learners that embeds instructional opportunities, including high-leverage practices and evidence-based resources and tools. Our educators and leaders are provided professional learning opportunities that are intentionally designed to meet the unique needs of each student and promote positive educational outcomes. We are dedicated to creating a learning environment that supports and empowers our students to reach their full potential.

The Student Progression Plan is governed by Florida Statute § 1008.25 and district policy. All procedures listed in the Student Progression Plan are subject to change due to School Board or legislative action. The Student Progression Plan is updated yearly and posted on the district website.

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GENERAL INFORMATION (K-12)

Enrollment, Transfer, & Promotion Procedures

First Time Enrollment to Clay County District Schools

Enrollment means permitting the student to attend classes and participate fully in school activities. Before admitting a student to Florida schools for the first time, the school must have the documentation required by Florida Statutes and the Clay County School Board policy/procedures:

- Proof of date of birth (Florida Statute § 1003.21). If an official birth certificate for the student cannot be obtained by the parent/guardian, the following may be accepted in the order outlined in Florida Statute § 1003.21:
  - A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;
  - An insurance policy on the child's life that had been in force for at least two years;
  - A bona fide contemporary religious record of the child's birth, accompanied by an affidavit sworn to by the parent;
  - A passport or certificate of arrival in the United States showing the age of the child;
  - A transcript of record of age shown in the child's school record of at least four years prior to application, stating date of birth; or
  - If none of this evidence can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician.

- A certificate showing a school entry health examination performed within one year before enrollment. Exemptions will be granted on religious grounds upon receiving a written request from parents/guardians stating objections to the examination (Florida Statute § 1003.22). Clay County District Schools allows a 30-day grace period for the school entry health examination. Proof of exam must be turned in within 30 days of enrollment.

- A Florida Certificate of Immunization, DH680 form, and DH681 (Religious Exemption) are the only acceptable immunization certificates for admission to grades PreK-12. Required immunizations include (Florida Statute § 1003.22):
  - Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine
  - Two or three doses of hepatitis B (HepB) vaccine
  - Three, four, or five doses of polio vaccine*
  - Two doses of measles-mumps-rubella (MMR) vaccine
  - Two doses of varicella vaccine for K - 8**
  - Two doses of varicella vaccine for grades 10 - 12

  * If a fourth dose of vaccine is administered before the fourth birthday, a fifth dose of polio vaccine is required for kindergarten entry only.

  ** Varicella vaccine is not required if varicella disease is documented by a healthcare provider.

- An official letter or transcript from the proper school authority that shows a record of attendance, academic information, and grade placement of the student is requested from

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the parent at registration. The school will request official records from the receiving school once the parent has completed the registration request documents.

- Social Security Number (District request)
- Proof of Residency
  - Current mortgage statement, lease, or deed
  - Current utility bill or letter of service connection
  - Parent's government-issued photo ID

Students Experiencing Homelessness

As defined by Florida Statute § 1003.01, homeless children may lack a fixed, regular, and/or adequate nighttime residence and include children who are:

1. Sharing the housing of others due to loss of housing, economic hardship, or a similar reason;

2. Living in motels, hotels, travel trailer parks, or camping grounds due to the lack of alternative accommodations;

3. Living in emergency or transitional shelters or abandoned in hospitals;

4. Sleeping in a place that is not ordinarily used as a sleeping place for human beings;

5. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

6. Migrant and living in one of the above.

Children and youth who are experiencing homelessness will be immediately enrolled, even when documents typically required for enrollment are unable to be provided. Families claiming to be homeless and needing enrollment assistance should be referred to the Project REACH Homeless Education Program at projectREACH@myoneclay.net. If needed, Project REACH must provide due diligence attempts to obtain necessary documentation.

Military Families Guidelines

The Interstate Compact on Educational Opportunity for Military Children was implemented to accommodate children from military families who have been transferred from one state to another. The purpose of the Compact is to make this transition as seamless as possible. The Compact applies to active members of the Uniformed Services, members or veterans of the Uniformed Services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement, and members of the Uniformed Services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death. The district will implement the requirements listed in Florida Statute § 1000.36.

Transfer of Educational Records and Enrollment

- In the event that the parent cannot obtain official educational records, the sending school will furnish a complete set of "unofficial educational records." When the receiving school obtains these records, the student will be enrolled and appropriately placed pending validation by the official records. To be admitted into the receiving school, the transferring student must provide the following:
  - Official military orders showing that the military member was assigned to the

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state in which the child was previously enrolled and attended school. If the child was residing with a legal guardian and not the military member, a copy of the family care plan or proof of guardianship will be provided;
    - An official letter or transcript from the school authorities of the sending school showing attendance, academic, and grade placement information;
    - Evidence of date of birth.
    - FL680 and Physical must be provided within 30 days of enrollment when a copy of the military transfer orders is presented.
    - Two proofs of residency for the registering school (current mortgage statement, lease or deed, and current utility bill).
- Advance Enrollment allows the military family to register for school without a physical address based on transfer orders; however, the family must provide proof of residency showing zoning within 10 days of arrival.
- Continuing the student's academic program from the previous school should be paramount when considering placement. The receiving school may conduct further evaluations to ensure appropriate placement.
- School districts will have flexibility in waiving course/program prerequisites for placement in courses/programs.

Absence as Related to Deployment

A student whose parent/legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, will be granted additional excused absences at the discretion of the superintendent or principal to visit with his or her parent/legal guardian.

Graduation of Children From Military Families

To facilitate the on-time graduation of children of military families, schools will incorporate the following procedures:

- Waive specific course requirements for graduation if similar coursework has been satisfactorily completed in the sending school, or will provide reasonable justification for denial. If a waiver is not provided to a student who would qualify to graduate from the sending school, the receiving school will provide an alternative means of acquiring coursework for that graduation to occur on time.
- Exit exams: Receiving schools will accept any of the following testing information:
    - Exit or End-of-Course exams required for graduation from the sending state.
    - National norm-referenced achievement tests;
    - Alternative testing in lieu of testing requirements for graduation in the receiving state.
- If a student transfers during their senior year who is ineligible to graduate from the receiving school after all alternatives have been considered, the two schools will communicate to ensure the receipt of a diploma from the sending school if the student meets the graduation requirements from that school.
- Clay Virtual Academy students from military families who move from Clay County but maintain residency in Florida and a mailing address in Clay County that is checked regularly may remain enrolled in Clay Virtual Academy. Military families should consider onsite state testing requirements when making enrollment decisions. A military student may enroll as a homeschool student, utilizing CVA as the curriculum of choice.

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Eligibility

- Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law, will be sufficient for enrollment and all other actions requiring parental participation and consent;
- A transitioning military child who is placed in the care of a non-custodial parent or other person standing in loco parentis may continue to attend the school in which the child is~~they are~~ enrolled while residing with the custodial parent;
- The school will make every effort to obtain eligibility privileges for extracurricular activities, regardless of application deadlines, working in conjunction with the state high school athletic association, to the extent they are otherwise qualified.

Oversight, Enforcement, and Dispute Resolution

Please refer to the Interstate Compact on Educational Opportunity for Military Children for information related to disputes or controversies. In addition, contact Clay County District Schools with questions pertaining to this subject.

Students Enrolling from Out of Country

Students who transfer from out of the country to a Clay County District School with student records where grade placements differ, a school based committee (including the parent) will convene to discuss and determine the appropriate grade placement.

Students who transfer from out of the country to a Clay County District School without student records should be placed at the age appropriate level. The student's age on September 1 of the school year in which enrollment occurs should be used to determine "age" at entry. (Age Placement Chart)

Transfer Grades & Report Card Grades

When students transfer from one school to another, the sending school is required to send all grades, including those earned during the current grading period, regardless of days enrolled.

Any report card grades that have been earned before enrolling in a CCDS school will be entered for the corresponding quarter/marking period and averaged with subsequent quarter/marking period grades to determine the student's semester grade or full year grade for the course.

Any grades that have been earned prior to a student enrolling in a teacher's class are at the discretion of the teacher on whether or not they will be added to the teacher's grade book and included in the student's overall grade for the class. Teachers can refer to the ~~Focus Documentation HUBGradeBook User Guide~~ Student Information System documentation for how to add transfer grades for students new to CCDS.

Students enrolling during the school year who have not been enrolled in school for a quarter grading period (or equivalent) will be given a zero for the missing quarterly numeric grade. For example, if a student enrolls at the beginning of the second quarter but did not attend school during the first quarter grading period, an overall grade of zero would be assigned for first quarter classes. The student will then be given grade recovery opportunities to demonstrate progress towards mastery of standards.

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The school receiving the student will assign progress report/report card grades when the student has been enrolled in the receiving school for fifteen (15) or more days. If the student has been at the receiving school for less than fifteen (15) days, the grades received from the sending school will be assigned as the progress report/report card grades for the student. Teachers can refer to the Student Information System ~~GradeBook User Guide~~ for how to post grades for transfer students. Receiving schools will assign progress report grades when the student has been enrolled in the school for fifteen (15) or more days. The primary responsibility for assigning grades rests with the teacher, subject to the review and final approval by the principal.

If a transfer student does not have numeric grades available, the following conversion chart can be used for averaging purposes:

A+ = 100	A = 95	E = 95
B+ = 89	B = 85	S = 80
C+ = 79	C = 75	N = 75
D+ = 69	D = 65	U = 59
	F = 55	

Promotion

Student promotion in Clay County District Schools is based upon an evaluation of each student's progress toward meeting the appropriate grade level standards and expectations in the areas of English Language Arts, Mathematics, Science, and Social Studies using multiple data sources. Decisions regarding promotion should be based on consideration of the following:

Formative assessments, classroom assignments, daily observations, standardized tests, state assessments, mastery of Course Performance Standards/Grade Level Expectations, district competencies and objectives, and other data, as appropriate or required. Florida Statute § 1012.28(5).

Responsibility for determining each student's level of performance is that of the classroom teacher, subject to the review and final approval of the principal.

Students not meeting desired levels of proficiency, as determined by the district and/or as evidenced by the results of state-mandated tests, are to be provided remedial instruction designed to foster their progress toward mastery of essential concepts and required standards. Remediation may be provided through, but not limited to, one or more of the following: 3rd grade summer reading program, summer school coursework (grades 6-12), extended day or school year services/academic tutoring, parent tutorial programs, mentoring, previously approved contracted academic services, modified curriculum, and exceptional education services. Additionally, students may be assigned to the same grade or course for the next school year. It is the intent of the school district that students should be retained as little as possible. Retention of students must be considered if the student has been provided remedial instruction and, upon reassessment, falls below determined cutoff points on the district criteria for retention or on assessments as prescribed by the state. Students must not be retained without documentation

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that remediation was provided in a timely and comprehensive manner and was communicated to~~with~~ parents.

Specific promotion criteria have been established for certain grade levels. Please see those sections for details:

- Elementary Grades Promotion (K-5)
- Middle Grades Promotion (6-8)
- High School Grades Promotion (9-12)
- English Language Learners Promotion

Attendance

~~Regular school attendance is a necessary part of a student's education. Students who attend school regularly become better readers, develop a strong work ethic, build connections with adults and peers, and achieve higher levels of learning and increase post-secondary opportunities. Florida Law Florida Statute § 1003.21 states that all children who are either (1) six years of age, (2) who will be six years old by February 1 of any school year, or (3) who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term. It is the responsibility of the parent/guardian and students to attend school daily and on time.¶~~

Our schools are committed to partnering with families to promote consistent attendance, address barriers, and ensure all students remain engaged in their education. When attendance concerns arise, schools will use a supportive, problem-solving approach while also following state law and School Board policy. CCDS School Board Policy 5200

Absences (Excused/Unexcused)

Students are expected to attend school each day and arrive on time. When a student is absent, the parent/guardian or adult student must notify the school as soon as possible by providing a written note within three (3) school days. Until an absence is reported and verified as excused, it will be recorded as unexcused.

The principal or designee has final authority for determining whether an absence is excused or unexcused and may request documentation when a pattern of excessive absences is identified. In the case of excessive or extended absences, which are claimed to be due to illness, upon request of the principal or designee, a parent must provide documentation (doctor's statement) of a student's illness.

Excused Absences

Reasons for acceptable (excused) absences include but are not limited to:

1. Scheduled doctor or dentist appointments.
2. Approved therapy or treatment services provided by a licensed professional.
3. Illness of the student.

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4. Death in the immediate family of the student.
5. Financial inability to provide necessary clothes for the student when reported by the parent in writing to the Superintendent and validated by the Superintendent FS 1003.24(3).
6. Religious holiday of the student's faith.
7. Religious instruction, institutes, conferences, or workshops, provided that the principal or designee approves the absence in advance.
8. Absences due to head lice will be excused. Unusual circumstances may be addressed by the principal to go beyond 10 days for excused absences for head lice.
9. Subpoena or forced absence by any law enforcement agency, a copy of the subpoena or court summons must be submitted to the school.
10. For purposes of attendance, school related activities would not be counted as absences from school.
11. Issues and occasions specific to military families.

Unexcused Absences

An absence from school under the following circumstances may be considered unexcused.

1. The absence was without the parent/guardian's knowledge or consent.
2. Permission for the absence was requested but denied by the principal of the student's school.
    a. This could include the following:
        i. Shopping trips
        ii. Pleasure trips
        iii. Appointments without prior approval
        iv. Other avoidable absences

The principal has administrative discretion in cases of excessive absences to reject a written note and consider the absence as unexcused when absences are seriously impacting academic progress, with the exception of sickness, injury or insurmountable conditions.

Excused Absences ¶

It is the responsibility of the parent/guardian to provide a written statement to the school explaining the absence within three (3) school days following the return of the student to school. The Board considers the following factors to be reasonable excuses for time missed at school:¶

¶

A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days). ¶
    a. If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician, or if the absence is related to the student having autism spectrum disorder, receiving services from a licensed health care practitioner or behavior analyst certified pursuant to s. 393.17, in order to receive an excuse from attendance. Such an excuse provides that a student's condition justifies absence for more than the number of days permitted by the district school board. Florida Statute 1003.24 (4).¶

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B. Court appearance of the student.

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C. Medical appointment forof the student.

D. Pregnancy related issues.

E. Approved school activity.

F. Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the School District, which, after taking into account the material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)

G. Other absences with prior approval of the principal or designee.

H. Attendance at a center under Children and Families Services supervision.

I. Significant community events with prior permission of the Principal.

J. Religious instruction or religious holiday.

K. Death in the immediate family.

L. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder, including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

Absences not included in the excused absences listed above shall be unexcused.

Students may not be given excused absences to remain out of school for the purpose of working unless the job is an integral part of the student's instructional program.

Unexcused Absences

An absence from school under the following circumstances may be considered unexcused:

- The absence was without the parent/guardian's knowledge or consent.
- Permission for the absence was requested but denied by the principal of the student's school.
- No written statement of the absence from the parent/guardian has been received by the school explaining the reason for the absence within three (3) school days following the return of the student to school.

The principal has administrative discretion in cases of excessive absences to reject a written note and consider the absence as unexcused when absences are seriously impacting academic progress, with the exception of sickness, injury, or insurmountable conditions.

Make-Up Work

Students who have excused absences must be allowed to make up missed work. If a student has excessive absences, he/she must demonstrate mastery of the student performance standards. Students who are absent with an excused absence on the day a paper, project, test, or other major assignment is due will be allowed to turn in the assignment or take the test/examination without academic penalty. Work assigned before the absence is due the day the student returns. Work assigned during an excused absence will be due in the amount of time equal to the number of

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days absent unless an intervention plan is established, which indicates otherwise. A student with the written consent of his or her parent/guardian will be excused from attendance in school on a particular day(s) ~~-~~or at a particular time of day and will be excused from any examination, study or work assignment at such time to participate in religious instruction, for observance of a religious holiday or because tenets of his or her religion forbid secular activity at such time.

For unexcused absences and out-of-school suspension, work assigned or tests that cover instruction before the unexcused absence must be taken and graded. Work assigned and due during an unexcused absence may be accepted for credit at the teacher's discretion.

All work must be completed for a grade within two weeks after the last day of the grading period. This may not extend past the last day of school. Extensions to submit completed work after the end of the quarter must be approved by the principal.

Compulsory School Attendance & Truancy

Florida Statute requires all children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term. FS 1003.21

Absenteeism, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism, and a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery. One of the greatest indicators of success is simply showing up on a daily basis.

The parent/guardian has the responsibility to ensure the student is rested and prepared for the rigor of a learning environment.

A student with fifteen (15) or more unexcused absences within a ninety (90) calendar day period may be considered habitually truant.

When a student does not respond to school-based interventions, the District may involve additional support or agencies, including referral to appropriate services or legal intervention as outlined in state law.

Attendance Support & Child Study Team

Showing up each day builds strong habits, supports learning, and helps students stay connected to their school community. Our goal is to work together with families to support every student's success. When a student begins to demonstrate a pattern of nonattendance (e.g., five (5) unexcused absences within thirty (30) school days or ten (10) within ninety (90) calendar days), the school will take steps to support improved attendance.

These supports may include:

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- Communication between school staff and the family
- Problem-solving meetings with the school's attendance or child study team
- Identification of barriers to attendance and connection to resources or services
- Development of an attendance plan or contract
- Consideration of alternative educational options when appropriate

Clay County District Schools utilizes the Child Study Team, Florida Statute § 1003.26(1)(e) to develop preventive and supportive interventions designed to improve regular attendance. School based Child Study Teams may consist of the identified student, the parent or guardian, the teacher, an administrator, the school social worker, and any other relevant staff. Child Study Teams meet regularly and provide prevention and data-driven intervention. The goal of the team is to develop a plan to help the student become more successful by utilizing strategies specific to each student, including, but not limited to:

- Changes in the learning environment
- Implementation of an incentive plan
- Mentoring
- Student/family counseling
- Tutoring
- Evaluation of credits and alternative educational options
- Attendance contracts
- Agency referrals
- Remediation plan to help the student with make-up work

If concerns persist, additional interventions may be implemented in accordance with state law and School Board policy.

Habitual Truant

Florida Statute § 1003.01 defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance under Florida Statute § 1003.21(1) and (2)(a). The parent/guardian of a student who is deemed a habitual truant is subject to criminal prosecution for non-compliance with compulsory school attendance under Florida Statute § 1003.26(1)(e). ~~Florida Statute § 1003.26(1)(e).~~ Additionally, students ages 14-18 must comply with compulsory school attendance in order to maintain eligibility for driving privileges. Those students identified as non-compliant with compulsory school attendance will be reported to the Department of Highway Safety and Motor Vehicles -per Florida Statute 322.091 for removal of or suspension of driving privileges. Please refer to the district website for review of Attendance Requirements to Maintain Eligibility for Driving Privileges.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act of 2000 (Subtitle VII-B) per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act, ensures the following:

- Students who lack a fixed, regular, or adequate nighttime residence are considered eligible for Project REACH services.

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- Project REACH can assist with enrollment needs to their Zoned School orSchool-of-Origin~~School of Origin~~.
    - Zoned School is defined as the school the student is assigned to based on their current address.
    - School-of-origin~~School of Origin~~ is defined as the last school the student was enrolled in when they were permanently housed.
- Schools are required to register students experiencing homelessness even if they lack normally required documents, such as immunization records or proof of residence.
- Students who are experiencing homelessness have the ability to request transportation to the school-of-origin~~school of origin~~ if it is feasible and in the best interest of the student.
- Local school districts must appoint Local Education Liaisons to ensure that school staff know these rights, provide public notice to families experiencing homelessness (at shelters and school), and facilitate access to school and transportation services.

For more information please visit the district website and go to Project REACH~~project reach~~ or contact the Clay County Homeless Liaison at 904-336-0491.

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General Curriculum

Florida State Academic Standards
Student Performance Standards in Florida are defined as the K - 12 Academic Standards for the State of Florida. This represents the core content of the curricula to be taught and specifies the core content knowledge and skills that K - 12 public school students are expected to acquire to be college and career-ready. The standards and benchmarks describe what students should know and be able to do.

Statewide & Local Progress Monitoring Assessment Program
All students must participate in statewide assessment tests at designated grade levels as required by Florida Statute § 1008.22. The primary purposes of the student assessment program are to provide information needed to improve public schools by enhancing the learning gains of all students and to inform parents of the educational progress of their public school students. The program must be designed to:

- Align to the core curricular content established in the state academic standards.

- Provide data for making decisions regarding school accountability and recognition.
- Identify the educational strengths and needs of students and the readiness of students to be promoted to the next grade level or to graduate from high school with a standard diploma.
- Assess how well educational goals and curricular standards are met at the school, district, and state levels.
- Provide information to aid in the evaluation and development of educational programs and policies.
- Provide information on the performance of Florida students compared with that of other students across the United States.

For participation guidelines for the Florida Alternate Assessment for Students with significant cognitive disabilities, please click here.

Clay County District Schools will use the board approved progress monitoring tools to assess student mastery of Florida Standards. Required district progress monitoring and statewide assessments do not impact a student's report card grade.

Required Instruction

Clay County District Schools utilizes a district adopted curriculum to address Florida State Statute § 1003.42, which requires districts to provide comprehensive, age-appropriate, and developmentally appropriate K-12 health education that addresses concepts of community health, consumer health, environmental health, and family life, including:

a. Mental and emotional health;
b. Injury prevention and safety;
c. Internet safety;
d. Nutrition;
e. Personal health;
f. Prevention and control of disease;
g. Substance use and abuse; and
h. Prevention of child sexual abuse, exploitation, and human trafficking.

The health education curriculum for students in grades 7 through 12 shall include a teen dating violence and abuse component that includes, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.

Parental Rights

Clay County District Schools views parents as vital partners in supporting their student's academic success and overall well-being. There are holistic benefits to a student's educational experience when parents are actively involved and invested in their child's growth and development. The district aims to foster a collaborative environment where families feel empowered and engaged in their child's learning. In accordance with Florida Statute § 1014.04, CCDS employees reinforce the fundamental right of parents to make decisions regarding the upbringing and control of their children. By establishing open lines of communication, providing resources, and encouraging parental involvement in school activities and decision-making processes, CCDS hopes to create a supportive environment where students can thrive both academically and personally.

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Multi-Tiered Systems of Support (MTSS)

A Multi-Tiered System of Supports (MTSS) is an evidence-based framework designed to ensure that students receive the academic and behavioral instruction they need in order to be successful. The work of the CCDS District MTSS Team and School-Based MTSS Teams includes:

- engaging in data-based problem solving
- identifying areas of opportunity for student growth
- developing plans for instruction and intervention support matched to students' needs
- ensuring that instruction and intervention support matched to students' needs are implemented, and progress is monitored

The tiers, or levels of student support, represent a way to organize resources to provide instruction/intervention based on student need. These are not locations for students, but rather specific instructional/intervention supports provided based on student need. Additional resources or supplemental supports (i.e., Tier 2 and Tier 3) are in addition to what all students receive (Core Instruction/Tier 1).

Three Levels of Multi-Tiered Systems of Support

- Core Instruction (Tier 1): is standards-aligned and; includes accommodations for students with a disability, students with an Individual Education Plan (IEP), and students who are English Language Learners.~~ELL~~; ~~provides print-rich, explicit, and systematic, scaffolded, differentiated instruction, and corrective feedback; builds background and content knowledge; incorporates writing in response to reading; and incorporates the principles of Universal Design of Learning.¶~~
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- Supplemental Instruction/Intervention (Tier 2): is standards-aligned and; includes accommodations for students with a disability, students with an IEP, and students who are English learners~~LL~~; provides explicit, systematic, small group teacher-led instruction matched to student need, targeting gaps in learning to reduce barriers to student's ability to meet Tier 1 expectations; ~~-~~provides multiple opportunities to practice the targeted skill(s) and receive corrective feedback; and occurs in addition to core instruction (Tier 1).
- Intensive, Individualized Instruction/Intervention (Tier 3): is standards-aligned and; includes accommodations for students with a disability, students with an IEP, and students who are English Language Learners~~ELL~~; 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; and occurs in addition to core instruction (Tier 1) and Tier 2 interventions.

~~The basic elements of MTSS are required by the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA); therefore, it is the basis for all broad-based initiatives for schools striving to increase student outcomes. Response to Intervention (RtI) has been described in Florida as MTSS for providing high quality instruction, and intervention matched to student needs using learning rate over time and level of performance to inform instructional decisions. This system is depicted as a three-tiered framework that uses increasingly more intense instruction and interventions matched to need.~~

Student outcomes are improved when schools and families collaborate to support student learning. The collaboration includes regular communication regarding a student's progress,

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information about how the family can support their student at home, and notification if a student requires additional support (including why those supports are needed and what supports are provided). If a student requires additional support documented in the CCDS Student Information System in a Tier 1, Tier 2, or Tier 3 Progress Monitoring Plan (PMP)~~Progress Monitoring Plan (PMP), Tier 2 Intervention Plan, or Tier 3 Intervention Plan~~, communication with the family about the student's progress will occur monthly~~happen at least one time per month~~.

Home Education

Home Education Program is defined in Florida Statute § 1002.41.

Enrollment as a home education student requires

- Intent to homeschool filed with the school district home education office within 30 days of starting the program.
- Student portfolio - a log of educational activities made contemporaneously with instruction that includes: the title of any reading materials used and samples of student work. The portfolio must be maintained for at least two (2) years and be available for review within 15 days if requested by the home education office.
- Submit an annual program evaluation. Failure to complete the evaluation places the program out of compliance and at risk of termination. If terminated, the parent would have to enroll the student in another school choice option within three (3) business days and would not be able to open a new home education program for 180 calendar days from the date of termination.

Clay County secondary schools, including Clay Virtual Academy (CVA), are accredited by Cognia. A student seeking to enter or re-enter a Clay County public school from a home-educating program or a non-accredited school must meet all entrance requirements (state and district) that any other student must meet. The student will be enrolled at the appropriate grade level based on validated academic performance. Homeschooled students may request to take a partial or full load of courses through the Clay Virtual Academy Flex Program. All transfer work from a home education program other than Clay Virtual Academy, Florida Virtual School (FLVS), or an accredited program will be posted on a "pass/fail" basis and will not be utilized in GPA calculation unless the grade is validated by the student taking an approved exam.

Florida Statute § 1006 allows homeschooled students to participate in interscholastic extracurricular activities of their attendance-zoned school. The home education student must meet the same requirements of grades, residency, and behavior as required of other students. They must be permitted to enroll in curricular classes that are required of the extra-curricular activity (e.g.~~Ex.:~~ ROTC, Band, etc.). The home education student must register his/her intent to participate in extracurricular activities with the school before the beginning of the activity in which he or she wishes to participate. The student standards for participation in interscholastic extracurricular activities begin with the student's first semester of the 9th grade. If a student's cumulative GPA falls below 2.0 in the specified courses, the student must execute an academic performance contract with the district school board, the FHSAA, and the student's parents. At a minimum, the contract must require the student to attend summer school to improve his/her GPA. A student must also maintain good conduct to remain eligible to participate in interscholastic extracurricular activities.

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Homeschool students enrolled with Clay Virtual Academy have opportunities to participate in CVA social activities. Homeschool students may also participate in social activities at their zoned school. Participation eligibility for homeschool students is the same for public school students (grades, attendance, behavior, and any other rules/policies in place for non-home education students). These social activities include, but are not limited~~exclusive~~ to, homecoming, Prom, and Grad Bash.

Homeschool students do not receive a Florida Public High School Diploma, even if they choose to take courses with CVA or at their zoned school. Homeschool students who wish to graduate from a high school and receive that school's diploma must re-enroll for their entire senior year and meet all graduation requirements.

Homeschool students are not required to participate in state assessments but have the option. Parents need to coordinate state assessments with their zoned public school in early **March** to ensure the student is scheduled for any appropriate assessments for Spring testing.

Homeschool parents may request a psycho-educational evaluation of a student suspected of having a disability by contacting the district ESE office. Homeschool students who participate in the Family Empowerment Scholarship Program are not eligible to receive ESE therapy/related services, as parents are required to enroll their child in public school for the amount of time the therapies are provided. Attendance at a public school while receiving Family Empowerment Scholarship funds forfeits the student's eligibility for the program. Contact the school's ESE department for more details about service plans.

Academic Standing and Credit Validation for Transferring Homeschool Students

Students transitioning from a home education program into a Clay County public school are subject to specific academic standing and credit validation requirements in accordance with state statute and district policy.

Pursuant to State Board Rule 6A-1.09941, a home education student transferring into a public school shall be placed at the appropriate sequential course level. To receive credit for coursework completed during the first grading period, the student must earn a minimum grade point average of 2.0. Students who do not meet this requirement must have their credits validated through an Alternative Validation Procedure. Under this procedure, a portfolio review is used to validate the first semester's earnings of half the credit.

In cases where a home education student has been identified as deficient, Florida Statute § 1002.41 provides that the parent shall have one year from the date of receipt of written notification to provide remedial instruction. At the end of the one-year probationary period, the student shall be reevaluated in accordance with paragraph (1)(f) of the statute. Continuation in the home education program is contingent upon the student demonstrating educational progress commensurate with his or her ability at the close of the probationary period. This provision is recognized by Clay County in supporting a one-year enrollment window for students with active probationary status.

Home education students who wish to earn a Clay County public high school diploma must re-enroll for their entire senior year and satisfy all applicable graduation requirements. Students and families are encouraged to contact the District Home Education Coordinator or their zoned

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high school's guidance office to confirm specific deadlines for re-enrollment and participation in graduation ceremonies.

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Enrollment & School Transfer

Enrollment to Kindergarten & First Grade

Please note that no provisions exist for early admission to Kindergarten, nor to First Grade. All enrollment and grade placements will follow the provisions set forth below:

Kindergarten Enrollment (Florida Statute § 1003.21)

Any child who has attained the age of five years on or before September 1 will be admitted to kindergarten at any time during that school year.

Students transferring from a nonpublic Florida Kindergarten class to CCDS must provide the following:

- Evidence of date of birth (five years of age on or before September 1)
- Evidence of medical examination performed within the last twelve months must be submitted within 30 days of enrollment
- Proof of immunization evidenced on the FL 680 or 681
- Social Security Number (District request)
- Proof of Residency

First Grade Enrollment (Florida Statute § 1003.21)

Any child who has attained the age of six years on or before September 1 will be admitted to first grade if kindergarten has been successfully completed. Successful completion of kindergarten will be defined as:

- Enrollment in a public school; or
- Satisfactory completion in a nonpublic kindergarten program as evidenced by a report card or letter from the previous school's principal or the Verification of Entrance to First Grade form verifying completion under Florida Statute § 1003.21.

Students transferring from a nonpublic Florida first grade class to CCDS must provide the following:

- Evidence of successful completion of kindergarten in a nonpublic Florida school
- Evidence of date of birth (six years of age on or before September 1)
- Evidence of medical examination performed within the last twelve months must be submitted within 30 days of enrollment
- Proof of immunization evidenced on the FL 680 or 681
- Social Security Number (District request)
- Proof of Residency

Underage Out-of-State Transfers from Public and Nonpublic Schools

Entry into kindergarten and first grade, by out-of-state transfer students, who do not meet regular age requirements for admission to Florida Public Schools, will be based on their previous state's age requirements for entrance into public schools and will be in accordance with Florida Administrative Rule 6A 1.0985.

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Any student who transfers from an out-of-state public or nonpublic school will be admitted upon presentation of the following data:

- An official letter or transcript from the proper school authority that shows records of attendance, academic information, and grade placement of the student
- Evidence of immunization against communicable diseases as required by Florida Statute § 1003.22 on a Florida 680 or 681
- Evidence of date of birth in accordance with Florida Statute § 1003.21
- Evidence of medical examination performed within the last twelve months and
- Social Security Number (District request)
- Proof of Residency

Enrollment from Home Education Program (Florida Statute § 1003.21 and Florida Statute § 1002.41)

When a student is transferring into a Clay County District elementary school from a home education program, the child must meet all district and state entrance qualifications. Temporary grade placement will be based on the following variables:

- Age and maturity;
- Standardized achievement test results;
- Previous records in public and private schools, which include state assessments and;
- Evidence of work and achievement while in home education (usually via a portfolio review)

Final grade placement will be determined by the principal at the end of four weeks.

Transferring In-Progress Grades

Students transferring from one school to another who will be enrolled at the receiving school ~~for more than 15 school days of the grading period~~ will have their transfer grade incorporated into that grading period, as determined by the receiving teacher. ~~Any student transferring within the last 1015 days of the grading period will have their grade from the sending school posted as their course grade by the receiving school for that grading period.~~ If a student is transferring to a school in another district near the end of the school year and the school they are transferring to has already completed the school year, it will be the responsibility of the CCDS "sending school" to use good judgment for the benefit of the student involved. Usually, no more than 20 school days should apply in these instances.

Class Change Requests

A parent may request a transfer of their child(ren) to another classroom teacher within the same grade or course at any time during the year based on (1) the teacher's out-of-field certification status or (2) personal preference. The parent may not, however, choose a specific classroom teacher. At the time of the request, the school must approve or deny the request within two weeks. If the request is denied, the school will notify the parent and specify the reasons for the denial. Florida Statute § 1003.3101.

Student Class Change Request Procedures

- Parent makes a written request to the school principal to transfer their child(ren) to another teacher (must be in the same grade level and/or course). Before principal consideration, a parent-teacher conference must occur.

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- The principal considers the request and notifies the parent within two weeks. The principal must consider:
    - class size
    - grade and course
    - any variable that would impact the student or class that is being considered (ex. discipline issues, teacher input)
- If approved, the parent and teacher are notified.
- If not approved, the parent is notified with an explanation given.
- Consistent with School Board rules and in accordance with Florida Statute § 1012.28(5), the superintendent has designated the school's principal as the final authority in the placement of students in a program(s) or classes.

Multiple Birth Siblings Classroom Placement (Florida Statute § 1003.06)
The parents of multiple birth siblings who are assigned to the same grade level and school may request that the school place the siblings in the same classroom or in separate classrooms. The request must be made no later than five (5) days before the first day of each school year or five (5) days after the first day of attendance of students during the school year if the students are enrolled in the school after the school year commences.

The school may recommend the appropriate classroom placement for the siblings and may provide professional educational advice to assist the parent with the decision regarding appropriate classroom placement. A school is not required to place multiple birth siblings in the same classroom if factual evidence of performance shows proof that the siblings should be separated or if the request would require the school district to add an additional class to the grade level of the siblings.

Further, at the end of the first grading period following the multiple birth siblings' enrollment in the school, if the principal of the school, in consultation with the teacher of each classroom in which the siblings are placed, determines that the requested classroom placement is disruptive to the school, the principal may determine the appropriate classroom placement for the siblings. A parent may appeal the principal's decision in the manner provided by school district policy. During an appeal, the multiple-birth siblings must remain in the classroom chosen by the parent. This does not affect the right or obligation involving placement decisions pertaining to students with disabilities under state law or the Individuals with Disabilities Education Act. It also does not affect the right of a school district, principal, or teacher to remove a student from a classroom pursuant to school district discipline policies.

Curriculum, Assessment, & Instruction

General Curriculum
Each student in grades K - 5 will receive regularly scheduled instruction based on the district-adopted curriculum. Curriculum content for all subjects must integrate critical-thinking, problem-solving, and workforce-literacy skills; communication, reading, and writing skills; math skills; collaboration skills; contextual and applied-learning skills; technology-literacy skills; information and media-literacy skills; and civic-engagement skills, Florida Statute § 1003.41. Flexibility in the designing of school schedules is permissible and may reflect the integration of content determined necessary to provide an appropriate instructional program.

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Physical Education & Recess

In accordance with Florida Statute § 1003.455, Clay County District Schools encourages physical fitness, healthy, and active lifestyles. K - 5 students and 6th-grade students enrolled in an elementary school are required to have 150 minutes each week with at least 30 consecutive minutes on any day during which physical education instruction is conducted. The physical education requirement will be waived for a student in grades kindergarten through grade eight who meets one of the following criteria:

- The student is required to enroll in a remedial course
- Parent indicates in writing to the school that:
    - the parent requests that the student enroll in one of the courses provided by the school as an alternative option to physical education
    - the student is participating in physical activities outside the school equal to or in excess of mandated requirements.

Free-play recess will be included in the elementary day for grades K - 5 for 100 minutes weekly in accordance with Florida Statute § 1003.45(6).

Homework Policy

Homework is defined as assignments that support specific concepts taught during the school day. Incomplete classwork is not considered to be homework but rather a continuation of the student's daily classwork responsibility.

Homework should not exceed 20 - 30 minutes for students in grades K - 3 or 30 - 45 minutes for students in grades 4 - 5. No homework is to be assigned over school holidays nor on the student's statewide assessment days.

State Assessments

Students are evaluated with a coordinated screening and progress monitoring system provided by the Florida Department of Education. The FAST progress monitoring and coordinated screening program includes VPK through grade 5 English Language Arts (ELA) Reading and VPK through grade 5 Mathematics assessments that are aligned to the B.E.S.T. standards and are administered three times per year pursuant to Florida Statute § 1008.25(8)(b). The statewide grade 5 Science assessment and the B.E.S.T. Writing assessment will be administered annually.

All students, unless specifically exempted, must take all statewide and local achievement tests at their appropriate grade level.

A student who does not meet specific levels of performance in English Language Arts, Mathematics, Science, and Social Studies will be provided intensive, explicit, systematic, and multisensory interventions to meet their academic needs. Test accommodations and modification of procedures may occur, as necessary, for students in Exceptional Student Education, students with a 504 plan, and for students who have Limited English Proficiency, as provided through the Individual Education Plan (IEP), Education Plan (EP), 504 Plan, or the ELL Plan.

~~Parents can access their student's state-wide assessment score information on the FLDOE Family Portal. Information on how to log in to the Family Portal can be found below.¶~~

~~¶~~

~~FLDOE Family Portal Access One Pager (Web Browser)¶~~

~~FLDOE Family Portal Access One Pager (Mobile App) ¶~~

Parents can access their student's state-wide assessment score information through the CCDS Student Information System. For additional information and assistance, please reach out to your student's school.

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Reporting Student Progress & Grading

Report Cards - Florida Statute § 1003.33

Parents will be notified at regular intervals of the academic progress of their child, in accordance with the provisions of Florida Statute § 1003.02(1)(h)2. The Student Information System ~~Parent and Student applications~~ allows parents/guardians and students access to monitor up-to-date grades, attendance, schedule, and assignments at any time. Parents are encouraged to use the Interim Report dates on the Student Calendar to review and discuss grades and concerns with their student(s). If parents are unable to view their student's progress electronically on a mobile device or computer, a printed copy may be requested from the teacher.

Student report cards will be available in the Student Information System ~~Parent and Student applications~~ at the end of each quarter.

Report cards will contain:

- The student's academic performance in each class or course for grades K - 5 based upon examinations, as well as written papers, class participation, and other academic performance criteria (performance will be considered at grade level unless otherwise stated).
- ~~The student's instructional level in each class or course grades K - 5.~~
- The student's conduct and behavior in each class or course for grades K - 5.
- The student's attendance, including absences and tardies.

The final report card for a school year will contain a statement indicating end-of-the-year status or performance or non-performance at grade level, acceptable or unacceptable behavior, ~~and~~ attendance, and promotion or non-promotion.

Students may also participate in courses such as physical education, music, art, and technology. Performance or nonperformance in these classes may be communicated by the teacher via the CCDS board approved communications platform.

~~Every grading period, the teacher will indicate whether the student is working ON (On Grade Level) or BL (Below Grade Level) for all core academic subjects. BL may only be marked for a student who was instructed and assessed using below-level curriculum materials for the majority of their Tier 1 instruction and with the approval of the school administrator.~~

~~For English Language Learners, the teacher will inform parents in the comment section that the English Language Proficiency Level was taken into consideration when planning instruction, assessments, and grading for the student.¶~~

Report Cards K - 1

The Report Cards for K - 1 students will include grades earned in English Language Arts, Mathematics, Science, and Social Studies, and conduct and behavior ratings. These are evaluated through the use of the following scale:

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Grades			Conduct & Behavior	
E	90 - 100	Student consistently exceeds grade level expectations.	O	Outstanding
S	70 - 89	Student consistently meets grade level expectations.	S	Satisfactory
N	60 - 69	Student does not consistently meet grade level expectations.	N	Needs Improvement
U	0 - 59	Student does not meet grade level expectations.	U	Unsatisfactory

Report Cards 2 - 5

The Report Cards for 2 - 5 students will include grades earned in English Language Arts, Mathematics, Science, and Social Studies, and conduct and behavior ratings. These are evaluated through the use of the following scale:

Grades		Conduct & Behavior	
A	90 - 100	O	Outstanding
B	80 - 89	S	Satisfactory
C	70 - 79	N	Needs Improvement
D	60 - 69	U	Unsatisfactory
F	0 - 59		

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Honor Roll (Grades 2 - 5)

To be eligible for the Honor Roll in grades 2 - 5, students must be working on grade level. Principals are encouraged to institute alternative methods to recognize the achievement of students who earn all "As" and/or "As and Bs" but are not working on grade level.

For "A" Honor Roll:

All "A's" are required in English Language Arts, Mathematics, Science, and Social Studies. Conduct grades do not count toward Honor Roll. To attain a year-long "A" honor roll, the student must attain "A" honor roll each grading period during the year.

For "A/B" Honor Roll:

Grades of "A" or "B" are required in English Language Arts, Mathematics, Science, and Social Studies. Conduct grades do not count toward the Honor Roll. To attain a year-long honor roll for "A/B," the student must achieve the honor roll each grading period during the year.

Reporting Student Progress
Per Florida Statute § 1002.20, parents/guardians of public school students must receive accurate and timely information in their primary language regarding their child's academic progress and must be informed of ways they can help their child to succeed in school. Therefore, if at any time during a grading period, it is apparent that a student may fail or is routinely doing unsatisfactory work in any course or grade assignment, teachers must notify the student's parent/guardian and document the contact according to District guidelines. This contact allows for an opportunity to use intervention strategies to correct deficiencies in academic areas.

Intervention & Remediation

Reading and Math Deficiencies & Parental Notification (Florida Statute § 1008.25)
To ensure the academic success of all students,, schools are required to provide immediate support to any student in Kindergarten through 4th grade who has a potential substantial deficiency in reading or math. This includes students who exhibit characteristics of dyslexia or dyscalculia in the classroom setting or through a parent-provided evaluation from a licensed professional. Rather than waiting for a failing grade at the end of a grading period, schools are required to provide intensive, systematic, and multi-sensory instruction as soon as a need is identified. Once these supports begin, the student's progress will be closely monitored and intensive interventions will continue until the student demonstrates that they are performing at grade level, which often includes achieving a Level 3 on the statewide English Language Arts (ELA) or Mathematics assessments. After the initial notification, the school will communicate with the parent monthly regarding the student's response to reading and/or math intervention support. ~~Any student in grades kindergarten - 3 who exhibits a substantial deficiency in reading and/or math, or the characteristics of dyslexia or dyscalculia, will be provided intensive, explicit, systematic, and multisensory reading interventions and/or systematic and explicit mathematics interventions immediately following the school's identification of the reading and/or math deficiency.~~ ¶
¶
~~A school will not wait for a student to receive a failing grade at the end of a grading period to identify the student as having a substantial reading and/or math deficiency. In addition, a school will not wait until an evaluation pursuant to Florida Statute § 1003.57 is completed to provide appropriate, evidence-based interventions for a student whose parent submits documentation from a professional, licensed under Chapter 490, which demonstrates that the student has been diagnosed with dyslexia and/or dyscalculia. Such interventions will be initiated upon receipt of the documentation and based on the student's specific areas of difficulty as identified by the licensed professional.¶~~
¶
~~The student's reading and/or math proficiency will be monitored, and the intensive interventions will continue until the student demonstrates grade level proficiency in a manner determined by the district, which may include achieving a Level 3 on the statewide, standardized English Language Arts (ELA) and/or Mathematics assessment.¶~~
¶
~~After the initial notification, the school will communicate with the parent monthly regarding the student's response to intensive reading and/or math interventions and supports.~~

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Reading or Math Scholarships¶

Florida Statute § 1002.411 provides scholarship accounts for students for reading or math based on eligibility. Contingent upon available funds, and on a first-come, first-served basis, each student in grades VPK through 5th who is enrolled in a Voluntary Prekindergarten Education Program or a Florida public school is eligible for a reading scholarship account if the student:¶

- scored below a Level 3 on recent statewide standardized assessments for English Language Arts (ELA) or Mathematics assessment;¶
- has a substantial deficiency in either reading or mathematics;¶
- exhibits characteristics of dyslexia or dyscalculia; or¶
- is enrolled as a VPK student in public school or in a private school program, and exhibits a substantial deficiency in early literacy skills based on the most recent progress monitoring results.¶

An eligible student who is classified as an ELL and is enrolled in a program or receiving services that are specifically designed to meet the instructional needs of ELL students will receive priority.¶

¶

For an eligible student to receive a reading scholarship account, the student's parent must submit an application to an eligible nonprofit scholarship-funding organization by the deadline established by such organization; StepUpForStudents.org.¶

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Extended Day Programs

The definition for extended day programs includes academic tutoring programs during the regular school term. Elementary schools, within the district, may provide academic tutoring before or after school, Saturdays, or other days that are not regular school days, in addition to Summer Reading Camp. The purpose of the extended day program is to provide support for the students at risk of academic failure during the school term, instead of waiting until the summer to provide remedial instruction.

The principal's approval to recommend a student for academic tutoring should be made based on the student's need to meet the district and state academic achievement levels.

Promotion

Elementary school personnel should utilize available resources to achieve parental understanding and cooperation regarding grade placement. The final decision is the responsibility of the principal. A student may be considered for promotion to the next higher grade, with the exception of mandatory retention for third grade. For third-grade students, additional requirements apply. See the section on Promotion to Grade 4.

Considerations for Promotion to Next Grade

The following should be considered when making a decision for promotion:

- An English Language Learner who has had less than two years of instruction in the English for Speakers of Other Languages (ESOL) program (not including PreK).
- Students with disabilities whose Individual Education Plan (IEP) indicates that participation in State/District standardized testing is not appropriate.

- Students receiving intensive reading instruction for two or more years and at least one additional year of retention, but still have a deficiency in reading.
    - Intensive reading instruction must be provided the next year and documented on a Progress Monitoring Plan (PMP), a Tiered Intervention Plan, or an Individual Education Plan for students with disabilities that includes specialized diagnostic information and specific reading strategies.
- The principal must review and discuss the recommendation with the parent(s), teacher(s), and relevant school staff to determine promotion.

Any student may be assigned at any time during the school year to a lower grade if the principal determines standards have not been met and the student will benefit from the placement. Parents will be notified of the special assignment, and it will be documented in the student's record.

The school district must consider an appropriate alternative placement for a student who has been retained for two (2) or more years. Students in grades K - 5 being considered for retention may be recommended for academic tutoring or summer school, if available. Student participation in these support services does not automatically result in promotion or retention. The principal of the student's assigned school makes the final decision regarding promotion or retention.

Considerations for K-2 Retention

Students' academic success in kindergarten through second grade is critical to their future learning, particularly in literacy and mathematics. In alignment with Florida Statute § 1008.25, CCDS will ensure that promotion decisions are based on reading and math performance, focusing on early intervention and parental input. The following should be considered when making a decision for retention:

Student Considerations

Student progress will be monitored throughout the year to include multiple assessments, including: state & local assessments, universal screeners, classroom data, and teacher observations. If retention is considered, the School Based Problem Solving (MTSS) Team will review the data and make recommendations to the principal.

Note: No single data point will be the sole determiner of retention.

Teacher Responsibilities

Teachers will initiate a progress monitoring plan (PMP) and contact parents when data indicates that a student exhibits deficits in reading and/or math, as soon as concerns arise. Monthly documentation will be provided to parents and families, including PMP progress monitoring, phone logs, and conference summaries.

School Based Problem Solving Team (MTSS Team) Review

The School Based Problem Solving team will assess whether retention is necessary based on a student's overall academic performance and make a recommendation to the principal. Intentional support for students who are retained will be determined through a review by the School Based Problem Solving Team (MTSS Team) and will include targeted (Tier 2), or targeted (Tier 2) and intensive (Tier 3) interventions.

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Parental Input

Parents will be involved in the decision-making process with opportunities to provide input. Parents will be notified monthly if their child is at risk for retention. These notifications will include information on deficiencies in reading or math and will be followed by regular progress updates. Parents will have the opportunity to provide input before the final retention decision is made by the principal.

Final Decision

The principal will make the final decision regarding retention or promotion. By following these procedures, CCDS aims to support early literacy and math proficiency, ensuring that all students are prepared to succeed in higher grades.

Promotion to Grade 4 & Good Cause

Per Florida Statute § 1008.22, to be promoted to grade 4, a student must score a Level 2 or higher on the grade 3 statewide, standardized English Language Arts (ELA) assessment. If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the grade 3 statewide, standardized English Language Arts (ELA) assessment required under Florida Statute § 1008.22, the student must be retained. Florida Statute § 1008.25(3). Students who score Level 1 on the grade 3 statewide, standardized ELA assessment during Progress Monitoring (PM) 3 will be provided an additional opportunity to test in the summer during the summer testing window. A score of Level 2 or above on the summer administration of the grade 3 statewide, standardized ELA assessment can also be used for promotion purposes.

Students may only be exempt from mandatory retention for good cause. Good cause exemptions are limited to the following:

1. English Language Learners who have had less than 2 years of instruction in an English for Speakers of Other Languages program, based on the initial date of entry into a school in the United States.

2. Students with disabilities whose individual education plan indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of Florida Statute § 1008.212.

3. Students who demonstrate an acceptable level of performance on an alternative standardized reading or English Language Arts (ELA) assessment approved by the Florida State Board of Education. Clay County District Schools utilizes Star Reading and SAT-10 assessments as alternative options.

4. A student who demonstrates through a student portfolio that he or she is performing at least at Level 2 on the statewide, standardized English Language Arts (ELA) assessment. Portfolio requirements are detailed below.

5. Students with disabilities who take the statewide, standardized English Language Arts (ELA) assessment and who have an individual education plan or a Section 504 plan that 2 reflects that the student has received intensive instruction in reading or English Language Arts (ELA) for more than two years but still demonstrates a deficiency and was previously retained in kindergarten, grade 1, grade 2 or grade 3.

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6. Students who have received intensive reading intervention for two or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten, kindergarten, grade 1, grade 2, or grade 3 for a total of two (2) years. A student may not be retained more than once in grade 3.

A student who is promoted to grade 4 with a good cause exemption will be provided with intensive reading instruction and intervention that includes specialized diagnostic information and specific reading strategies to meet the needs of the student. Students will be given a specialized diagnostic screener to identify the instructional needs to ameliorate gaps. Florida Statute § 1008.25

The school principal will review and discuss such recommendations with the teacher and make the determination as to whether the student should be promoted or retained. If the school principal determines that the student should be promoted, the school principal will make such a recommendation in writing to the school district superintendent. The school district superintendent will accept or reject the school principal's recommendation in writing. Florida Statute § 1008.25(7) and Rule 6A-1.094221, F.A.C.)

Student Portfolios for Promotion to Grade 4

To promote a student using a student portfolio as a good cause exemption, there must be evidence that demonstrates the student's mastery of the English Language Arts (ELA) Florida Standards in reading is equal to at least a Level 2 performance on the grade 3 statewide, standardized English Language Arts (ELA) assessment. Such evidence will be an organized collection of the student's mastery of the English Language Arts (ELA) Florida Standards, assessed by the grade 3 statewide, standardized English Language Arts (ELA) assessment. Schools must immediately begin collecting evidence for a portfolio when a student in grade 3 is identified as being at risk of retention or upon the request of the parent, whichever occurs first. The portfolio must meet the following criteria:

1. Be selected by the student's teacher;
2. Be an accurate picture of the student's ability and only include student work that has been independently produced in the classroom;
3. Include evidence that the standards assessed by the grade 3 statewide, standardized English Language Arts (ELA) assessment have been met. Evidence is to include multiple choice items and passages that are approximately fifty percent literary text and fifty percent informational text, and that are between 100-700 words, with an average of 500 words. Such evidence could include chapter or unit tests from the district's/school's adopted core reading curriculum aligned with the Language Arts Florida Standards or teacher-prepared assessments;
4. Be an organized collection of evidence of the student's mastery of the Language Arts Florida Standards assessed by the grade 3 statewide, standardized English Language Arts (ELA) assessment. For each standard, there must be at least eight (8) examples of mastery as demonstrated by a grade of seventy (70) percent or above on each example; and
5. Be signed by the teacher and the principal as an accurate assessment of the required reading skills.

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Students Not Meeting Good Cause Promotion Requirements

Clay County District Schools will provide written notification to the parent of a student who will be retained in grade 3 that his or her child has not met the proficiency level required for promotion and the reasons the child is not eligible for good cause exemption. This notification must comply with the aforementioned notification for the parent of a student with a substantial deficiency (see information above) in reading and must include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency. Florida Statute § 1008.25(5) and (7)

Summer Reading Camps

Students retained in 3rd grade must be provided with intensive interventions in reading to ameliorate the student's specific reading deficiency and prepare the student for promotion to the next grade. These interventions must include participation in the school district's summer reading camp, which must incorporate evidence-based, explicit, systematic, and multisensory reading instruction in phonemic awareness, phonics, fluency, vocabulary, comprehension, and other strategies prescribed by the school district. Third-grade students participating in the school district's summer reading camp must be provided with a highly effective teacher as determined by the teacher's performance evaluation under Florida Statute § 1012.34, and the teacher must also be certified or endorsed in reading. Florida Statute § 1008.25(7)

The district policy for Summer Reading Camp attendance requires that students not miss more than two days of camp. In the event a student is absent more than two days, he/she will be dropped from Summer Reading Camp. In addition, repeated tardiness or late pick-up (three or more) may also result in the student being dropped from the Summer Reading Camp program. This attendance policy is in place to ensure that students are provided with maximum time for intensive instruction.

At the conclusion of Summer Reading Camp, students will have the opportunity to be assessed for good cause exemption through the Grade 3 FAST Retake~~., Star Reading, and/or SAT10~~. Assessments will be administered in the last week of Summer Reading Camp. Parents may make prior arrangements for their student to take the good cause assessments at their district school on the last day of Summer Reading Camp if they are taking remedial instruction through a private program.

Supports for Students Retained in Grade 3

Students retained in grade 3 will be provided with a highly effective teacher as determined by the teacher's performance evaluation under Florida Statute § 1012.34, and the teacher must also be certified or endorsed in reading. These students must also be provided with intensive interventions in reading to address the student's specific reading deficiency and prepare the student for promotion to the next grade. These interventions must include:

1. Evidence-based, explicit, systematic, and multisensory reading instruction in phonemic awareness, phonics, fluency, vocabulary, comprehension, and other strategies prescribed by the school district;

2. Participation in the school district's summer reading camp, which must incorporate the instructional and intervention strategies above; and

3. A minimum of 90 minutes of daily, uninterrupted reading instruction incorporating the instructional and intervention strategies above. This instruction may include:
    a. Coordinated integration of content-rich texts in science and civic literacy

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b. Small group instruction
c. Reduced teacher-student ratios
d. More frequent progress monitoring
e. Tutoring or mentoring
f. Transition classes containing 3rd and 4th-grade students
g. Extended school day, week, or year, Florida Statute § 1008.25(7)

Mid-Year Promotion of Retained Grade 3 Students

Students retained in 3rd Grade have additional Mid-Year Promotion opportunities (Florida Statute § 1008.25(7), F.S., and Rule 6A-1.094222, F.A.C.). Such mid-year promotions of retained grade 3 students should occur during the first semester of the academic year. Criteria for mid-year promotion (prior to November 1st) are as follows:

1. Score Level 2 or above on PM1 of the Grade 3 FAST ELA Reading, and there is evidence that ~~t~~the student is progressing sufficiently to master appropriate fourth-grade reading skills. Successful completion of portfolio elements that meet all of the following requirements:
   a. Meets portfolio guidelines
   b. Can be a continuation of the previous year's portfolio.
   c. Be signed by the teacher and the principal as an accurate assessment of the required reading skills.

Note: After November 1st, any student considered for mid-year promotion must demonstrate proficiency levels in reading equivalent to the beginning of grade 4.

The Progress Monitoring Plan for any retained third-grade student who has been promoted mid-year to grade 4 must continue to be implemented for the entire academic year and, if necessary, for additional school years. Florida Statute § 1008.25(7) and Rule 6A-1.094222, F.A.C.

Acceleration Options

Academically Challenging Curriculum to Enhance Learning (ACCEL) options are educational options that provide academically challenging curriculum or accelerated instruction, Florida Statute § 1002.3105. ACCEL options include whole-grade and mid-year promotion; subject-matter acceleration; virtual instruction in higher grade level subjects; and the Credit Acceleration Program under Florida Statute § 1003.4295. Additional ACCEL options include enriched science, technology, engineering, and mathematics (STEM) coursework; enrichment programs; flexible grouping; and differentiated instruction.

Each principal/school must establish student eligibility requirements for virtual instruction in higher grade level subjects. Each principal must also establish student eligibility requirements for whole grade promotion, mid-year promotion, and subject matter acceleration when the promotion or acceleration occurs within the principal's school.

The school must carefully consider the effect of ACCEL options, especially mid-year and full-year promotions, on the student's future social, emotional, and academic performance.

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Whole Grade Promotion

Promotion of a student occurring at the end of the school year from one grade to a grade higher than normal matriculation allows. The student will be monitored for the first four (4) weeks of the change of placement to assess progress. If acceleration is not appropriate for the student as determined by the principal, the student will be returned to the former placement.

Mid-year Promotion

A student remains coded in the grade level they are currently enrolled in and is placed in the next grade level for instruction. The student will be monitored every four (4) weeks of the change of placement to assess progress. If acceleration is not appropriate for the student as determined by the school principal, the student will be returned to the former placement. If appropriately placed, the student will be formally promoted to the next grade level mid-year.

Subject Matter Acceleration

A student who~~that~~ is placed with students at a more advanced grade level on campus for one or more subjects for a part of a day without being assigned to a higher grade. The student will be monitored every four (4) weeks of the change of placement to assess progress. If acceleration is not appropriate for the student as determined by the school principal, the student will be returned to the former placement.

Parents should contact the school principal for information related to student eligibility requirements for participation in ACCEL options.

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Enrollment & School Transfer

Transferring Student Placement

Students transferring into a CCDS school with prior records indicating no gaps in school enrollment will be placed into the corresponding grade level. This placement may be made using unofficial records at the time of registration. Once official records are received, the student's placement will be reevaluated for accuracy.

Students who transfer to a CCDS school without prior records or with a significant gap in school enrollment will be placed age appropriately based on the student's age as of September 1 of the school year in which they enroll. The student will be placed in courses appropriate for that grade level, and prior coursework will be validated using the validation guidelines set forth in the Uniform Transfer of Credit Guidelines 6A-1.09941. District staff should refer to the CCDS Grade Placement & Evaluating Records for detailed processes.

Transferring In-Progress Grades

Students transferring from one school to another who will be enrolled at the receiving school for more than 10~~15~~ school days of the grading period will have their transfer grade incorporated into that grading period, as determined by the receiving teacher. Any student transferring within the last 10~~15~~ days of the grading period will have their grade from the sending school posted as their course grade by the receiving school for that grading period. If a student is transferring to a school in another district near the end of the school year and the school they are transferring to has already completed the school year, it will be the responsibility of the CCDS "sending school" to use good judgment for the benefit of the student involved. ~~Usually, no more than 20 school days should apply in these instances. The student's grades should be closed out and credit posted.~~

Virtual students taking Florida Virtual School (FLVS) content courses, either with FLVS directly or through Clay Virtual Academy(CVA) receive grades of "WF" or "WP" when transferring before course completion per FLVS policy. ~~The principal has the authority to waive class exams (this does not include End-of-Course exams) to close out a student's grades.~~ If a student transfers from full-time FLVS or CVA to a CCDS school during a semester period without earning the semester grade on their virtual coursework (incomplete course completion), the student must either complete the semester of virtual coursework or they will be subject to grade validation processes.

Student's enrolling during the school year who have not been enrolled in school for a quarter grading period (or equivalent) will be given a zero for the missing quarterly numeric grade. For example, if a student enrolls at the beginning of the second 2nd quarter but did not attend school during the first quarter grading period, a zero grade would be assigned for all first quarter grades. The student would then be subject to any grade recovery options available for that class to recover that quarterly grade.

Students moving into Clay County will have letter grades converted to numeric grades for averaging purposes. If a student cannot produce documentation, or if numeric grades cannot be obtained, the following conversions will be made:

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Letter to Numeric Grade Conversions

A+ = 100	A = 95	E = 95
B+ = 89	B = 85	S = 80
C+ = 79	C = 75	N = 65
D+ = 69	D = 65	U = 59
	F = 55	

Acceptance of Transferring Credits

The Uniform Transfer of Credit Guidelines and Verification Process 6A-1.09941 will be followed to accept and award the credit and transfer of coursework for students entering grades 6-8 from out of state or country to a Clay County District School as follows:

- Grades earned and offered for acceptance on official transcripts will be accepted at face value.
- Students enrolling without an official transcript will receive course validation through their successful performance during the first grading period (defined as one semester).
- Validation of courses will be based on performance in classes at the receiving school. A student transferring into a school will be placed at the appropriate sequential/age appropriate course level and should be passing each required course at the end of the first grading period. District staff should refer to the CCDS Grade Placement & Evaluating Records for detailed processes.
    - Course Validation includes any one of the following:
        - satisfactory completion of appropriate subject or grade level examinations ("D" or higher);
        - successful completion of class work ("D" or higher);
        - minimum grade equivalent score on a district approved subject area assessment;
        - Demonstrated proficiency on nationally-normed standardized subject area assessment; or
        - Demonstrated proficiency on the required state assessment.
- Courses earned through an accredited Home Education option and provided on an official transcript will be accepted at face value. Any home education courses completed through a non-accredited option will be awarded credit, but will be transcribed as a pass/fail grade.

Concurrent Enrollment at High School Campus

Students with exceptional ability may be enrolled in credit-earning courses at the high school with the approval of the school principals and the parent. The parent will assume the responsibility for transporting the student between schools, where appropriate. Such enrollment

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must be limited to courses that are congruent with the beginning or end of the school day, but not both. SThe student's grades and credits will be awarded as received by the school where the student is regularly enrolled.

Class Transfers & Placement

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Schedule Changes

Students may request a schedule change within the first ten days of each semester based on the following guidelines:

- Student was placed in an incorrect or inappropriate academic class based on their grade level or program requirements;
- Student was placed in a class that they have previously taken and passed (except M/J elective courses that can be repeated with teacher permission); or
- Student wants to change an elective class, and there is room in the desired class without going over class size guidelines.

Changing a student's schedule after the first ten days of school may only be done for leveling purposes. An example of this is if a student is enrolled in Grade 7 Accelerated Math and wants to level down to Grade 7 Math. See the next section, Leveling Out or Transferring from Honors or Advanced Courses, for details on leveling out of classes.

In the case where a student has been improperly placed in a class, and this has been verified by the teacher, then movement to another more appropriate subject area class is in order, with the approval of the principal. This should occur before the end of the first grading period, so the student may be placed in an appropriate course. Current grades should be transferred to average with grades earned in the new course, but the teachers have the flexibility to adjust the transfer grade based on demonstrated mastery of standards in the new course.

Students taking courses through Clay Virtual Academy (CVA) or Florida Virtual School (FLVS) should review the "Student Contact and Drop" policy.

Leveling Out from Honors or Advanced Courses

If a student is enrolled in an advanced academic full-year course, the student (at parent request) may drop the course if the following conditions exist:

- Grade of D or F,
- Completion of a parent conference,
- Demonstration of the student seeking consistent academic assistance, and
- Space available in a comparable course.

When a student drops an advanced course before final semester or year credits are posted, the grade earned to that point in the school year follows the student to the next course, but the

teachers have the flexibility to adjust the transfer grade based on demonstrated mastery of standards in the new course.

Students enrolled in a junior high acceleration program will need to contact their assigned school counselor or administrator for information about program-specific guidelines.

Requesting a Class or Teacher Change

A parent may request a transfer of their child(ren) to another classroom teacher within the same grade or course at any time during the year. The parent may not, however, choose a specific classroom teacher. At the time of the request, the school must approve or deny the request within two weeks. If the request is denied, the school will notify the parent and specify the reasons for the denial. Florida Statute § 1003.3101

Procedures Concerning Request for Transferring of Students to a New Class or Teacher:

- Parent makes a written request to the school principal to transfer their child(ren) to another teacher (must be in the same grade level and/or course);
- Before principal consideration, a parent-teacher conference must take place;
- The principal considers the request and notifies the parent within two weeks. The principal must consider:
    - Class size
    - Grade and course
    - Any variable that would impact the student or class that is being considered (ex., discipline issues, teacher input)
- If approved, the parent and teacher are notified;
- If not approved, the parent is notified with an explanation given.

Curriculum, Assessment, & Instruction

Middle Grades School Course Sequencing

Students must enroll in a full year of mathematics, English Language Arts, science, social studies, and at least one semester of physical education (Florida Statute § 1003.455) courses in grades 7 and 8. (Please see the section entitled Physical Education to obtain more information on the P.E. waiver.) The core courses mentioned above are offered at various levels with the school making recommendations on the student's placement. Unless students receive the P.E. waiver, they will have P.E. and an elective during the school day. Students may choose from a Career and Technical Education course and/or a visual and performing arts course for their elective.

Students in 7th and 8th grade may enroll in high school credit-earning courses approved by the District. This enables the student to earn high school credits as well as meet the junior high school promotional requirements. Clay Virtual Academy offers accelerated courses for qualified students that may allow junior high students to accelerate into high school math, science, computers, and business skills and/or world language credits. Students and parents should check with their assigned school about other credit-earning courses.

Progressing through the middle grades to meet promotion requirements can take many forms depending on the specific programs and courses available at the student's school of enrollment. To assist students in developing an academic plan or those transferring into the district, here is an

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example of a basic middle grades progression. See the Promotion Requirements section for specifics about what is required to be promoted to high school.

	6th Grade	7th Grade	8th Grade
English Language Arts (3 credits)	M/J Lang. Arts 1 (1 cr)	M/J Lang. Arts 2 (1 cr)	M/J Lang. Arts 3 (1 cr)
Mathematics (3 credits)	M/J Math 1 (1 cr)	M/J Math 2 (1 cr)	M/J Math 3 (1 cr)
Science (3 credits)	M/J Science 1 (1 cr)	M/J Science 2 (1 cr)	M/J Science 3 (1 cr)
Social Studies (3 credits)	M/J World Hist. (1 cr)	M/J US Hist. (1 cr)	M/J Civics (1 cr)
Physical Education (required each year)	Phys Ed (½ year)	Phys Ed (½ year)	Phys Ed (½ year)
Electives	Elective (½ year) Elective (½ year) Elective (½ year)	Elective (½ year) Elective (½ year) Elective (½ year)	Elective (½ year) Elective (½ year) Elective (½ year)

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State Assessment

Students are evaluated with a coordinated screening and progress monitoring system provided by the Florida Department of Education. The FAST progress monitoring and coordinated screening program includes grades 6 - 8 English Language Arts (ELA) Reading and grades 6 - 8 Mathematics assessments that are aligned to the B.E.S.T. standards and are administered three times per year pursuant to Florida Statute § 1008.25(8)(b).

All students, unless specifically exempted, must take all statewide and local achievement tests at their appropriate grade level.

A student who does not meet specific levels of performance in English Language Arts, Mathematics, Science, and Social Studies will be provided with intensive, explicit, systematic, and multisensory interventions to meet their academic needs. Test accommodations and modification of procedures may occur, as necessary, for students in Exceptional Student Education, students with a 504 plan, and for students who have Limited English Proficiency, as provided through the Individual Education Plan (IEP), Education Plan (EP), 504 Plan, or the ELL Plan.

~~Parents can access their student's state-wide assessment score information on the FLDOE Family Portal, where they can see and print their student's scale score and achievement level, as well as a chart indicating the student's scale score and where it falls in the achievement level. Results from~~

~~the Fall 2020 Florida Statewide Assessments onwards are also provided. Information on how to log in to the Family Portal can be found below.~~¶

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~~FLDOE Family Portal Access One Pager (Web Browser)~~¶

~~FLDOE Family Portal Access One Pager (Mobile App)~~ ¶

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Parents can access their student's state-wide assessment score information through the CCDS Student Information System. For additional information and assistance, please reach out to your student's school.

End of Course Assessments

Some courses require End-of-Course (EOC) exams as determined by state legislation. The Algebra 1 EOC is 30% of the student's overall grade and MUST PASS to meet the diploma requirements. Students who score a Level 1 or 2 on the Algebra 1 EOC, may be enrolled in and complete an intensive remedial course the following year or be placed in a content area course that includes remediation of skills not acquired by the student. EOCs are also required in junior high Civics, high school Geometry, and high school Biology 1. EOC scores count as 30% of the final grade. The District and school distribute information about EOC requirements, testing information, and resources each year. Students in junior high taking a course requiring an EOC will not participate in the statewide standardized assessment for that subject.

Students may take an EOC during the regular administration of the test in order to receive credit for the course once the state establishes the passing score(s). This can occur even without being enrolled in or completing the entire course(see information above on Credit Assessment Program). Students in grades K - 12 are eligible under the CAP. Home education students will not take the EOC unless the student's parent chooses to use the EOC for the annual evaluation required by the school district, as specified in Florida Statute § 1002.41. Homeschool parents should consult with Clay Virtual Academy about EOCs. Students enrolled in Florida Virtual School and Clay Virtual Academy must take all required EOCs.

Florida private school students do not participate in the statewide assessments because these assessments exist to meet federal and state assessment accountability requirements for Florida public schools. Private school students who transfer into a Florida public school, however, must achieve a passing score on the Algebra 1 EOC at some point. Students will have several opportunities to take these assessments. The School District will distribute information about the EOCs and graduation requirements to the private schools on a yearly basis. Public school students attending private schools through the use of a Florida Department of Education K - 12 Scholarship Program, such as Family Empowerment or Hope Scholarship, may take the EOC assessments.

Performance Standards

Clay County will use the Florida Department of Education (FLDOE) prepared student performance as the approved curriculum for Secondary Education, including updates and changes as received from FLDOE. No courses will be offered that~~which~~ are not state-approved unless a special course is piloted under state guidelines and with School Board approval.

Physical Education

The 2008 Legislature passed Senate Bill 610, requiring each district to include the availability of one-on-one counseling to students regarding the benefits of physical education. Beginning in 2009 - 10, the equivalent of one class period per day of physical education for one semester

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(minimum standard) of each year for students enrolled in grades 6 - 8 will occur (Florida Statute § 1003.455). The physical education requirement will be waived (grades 6 - 8) for a student who meets one of the following criteria (unless the child meets one of the waiver criteria listed below, he/she will be enrolled in physical education while in grades 6 - 8):

- The student is enrolled or required to enroll in a remedial course
- The student's parent indicates in writing to the school one of the following:
    - The parent requests that the student enroll in another course from among those designated by the school district, or
    - The student is participating in physical activities outside the school day that are equal to or in excess of the mandated requirement.

State Required Instruction

Pursuant to Florida Statute § 1003.42, students receive required instruction on topics that include but are not limited to the following:

- The History of the United States, Civil Government, the History of the Holocaust, the History of African Americans, and the contributions of Hispanics and Women to the United States
- Character education on self-control, resilience, leadership skills, kindness, empathy, cooperation, and conflict resolution
- Comprehensive Health education per Florida Statute § 1003.42(2)(n), will cover various topics that include healthy relationships, teen dating violence (grades 7 - 12), personal health, internet safety, disease control, community health, consumer health, environmental health, family life, injury prevention and safety, nutrition, and personal health. The instruction in acquired immune deficiency syndrome, per Florida Statute § 1003.46, will be grade and age-appropriate for the student and will reflect current theory, knowledge, and practice regarding acquired immunodeficiency syndrome and its prevention. Section (3) of this statute allows any student whose parent makes a written request to the school principal to be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment.

Comprehensive health education requires a minimum of five hours of instruction related to mental and emotional health for students in grades 6 - 12, per Florida Statute § 1003.42(2)(n). Additionally, school districts are required to annually provide instruction to students in grades K - 12 related to child trafficking prevention and awareness of youth substance use and abuse health education. The content will be grade and age-appropriate. The school districts are required, under the rulings, to document the planning and delivery of all instruction.

The superintendent, or designee, will review curriculum frameworks that are prepared and distributed by the Florida Department of Education and related to Acquired Immune Deficiency Syndrome (AIDS) education. If the curriculum frameworks are inconsistent with the locally determined curriculum for AIDS education or are not reflective of local values and concerns, the superintendent will advise the School Board and provide recommendations for instructional activities.

Reporting Student Progress & Grading

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Report Cards - Florida Statute § 1003.33

Parents will be notified at regular intervals of the academic progress of their child, in accordance with the provisions of Florida Statute § 1003.02(1)(h)2. The Student Information System Parent and Student applications allow parents/guardians and students access to monitor up-to-date grades, attendance, schedule, and assignments at any time. Therefore, printed Interim Reports will no longer be sent home with students. Parents are encouraged to use the Interim Report dates on the Student Calendar to review and discuss grades and concerns with their student(s). If parents are unable to view their student's progress electronically on a mobile device or computer, a printed copy may be requested from the teacher.

Student report cards will be available in the Student Information System Parent and Student applications at the end of each quarter.
Report cards will contain:

- The student's academic performance in each class or course grades K - 6, based upon examinations as well as written papers, class participation, and other academic performance criteria (performance will be considered at grade level unless otherwise stated).
- The student's attendance, including absences and tardies.

The final report card for a school year will contain a statement indicating end-of-the-year status or performance or non-performance at grade level, ~~and~~ attendance, and promotion or non-promotion.

Reporting Student Progress

~~Parents/guardians of public school students will be apprised in their primary language at regular intervals of the academic progress of their child, in accordance with the provisions of Florida Statute § 1003.02(1)(h)2. The Student Information System Parent and Student applications allow parents/guardians and students access to monitor up-to-date grades, attendance, schedule, and assignments at any time. Therefore, printed Interim Reports will no longer be sent home with students. Families are encouraged to use the Interim Report dates on the Student Calendar to review and discuss grades and concerns with their student(s). If families cannot view their student's progress electronically on a mobile device or computer, a printed copy may be requested from the teacher.¶~~

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~~Per Florida Statute § 1002.20, parents/guardians of public school students must receive accurate and timely information regarding their child's academic progress and must be informed of ways they can help their child to succeed in school. Therefore, if at any time during a grading period, it is apparent that a student may fail or is routinely doing unsatisfactory work in any course or grade assignment, teachers must notify the student's parent/guardian and document the contact according to District guidelines. This contact allows for an opportunity to use intervention strategies to correct deficiencies in academic areas.¶~~

Per Florida Statute § 1002.20, parents/guardians of public school students must receive accurate and timely information in their primary language regarding their child's academic progress and must be informed of ways they can help their child to succeed in school. Therefore, if at any time during a grading period, it is apparent that a student may fail or is routinely doing unsatisfactory work in any course or grade assignment, teachers must notify the student's parent/guardian and document the contact according to District guidelines. This contact allows for an opportunity to use intervention strategies to correct deficiencies in academic areas.

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Calculating Grades

The District will maintain a one-half credit earned system, including full-year courses with credits posted after each semester. For year-long courses, if a student fails one semester, but passes the other semester with a high enough grade to achieve a passing average for the year, the student will receive a full credit (1) for the course. For courses that require a state End-of-Course (EOC) assessment, which is 30% of the final grade, the District will determine the calculations and disseminate them to the schools, and the final credit will be posted at the end of the school year.

Semester grades will be calculated by averaging the two quarterly grades together to determine the final semester grade. Quarters 1 and 2 will average for the Semester 1 final grade, and Quarters 3 and 4 will average for the Semester 2 final grade. Courses that have a state End-of-Course (EOC) exam will be calculated by multiplying each quarter's numerical grade by .175 (17.5%), multiplying the EOC grade by .30 (30%), and adding the products together. For all courses, a final average of 60 and above earns credit (0.5 credit for semester courses and 1.0 credit for EOC courses).

Grade Point Average (GPA) is calculated by adding up the quality points earned for each final semester or year long grade and then dividing by the number of credits attempted. Quality points for unweighted GPA are assigned for each full-credit course on a scale of A = 4, B = 3, C = 2, D = 1, F = 0. Quality points are assigned for one-half credit courses on a scale of A = 2, B = 1.5, C = 1, D = 0.5, F = 0. Grade Point Average is not used to determine promotion for junior high students; however, athletic eligibility is determined using a junior high student's GPA and any high school credit course taken in junior high will be included in a student's unweighted and weighted GPA in high school.

Grading Scale

Florida Grading Scale for Grades 6 - 12 is used for determining final course averages for the purpose of calculating GPA, not for specific course work, Florida Statute § 1003.437, F.S.

Letter Grade	Progress	Numerical Equivalent	Unweighted GPA Value (1.0 credit courses only)
A	Outstanding	90 - 100	4 point
B	Above Average	80 - 89	3 point
C	Average Progress	70 - 79	2 point
D	Below Average	60 - 69	1 point
F	Failure	0 - 59	0 point

Honor Roll

The Honor Roll status of students will be based on the following criteria:

- The "A" Honor Roll will consist of all "As" on or above grade level;
- The "A/B" Honor Roll will consist of all "As" or "Bs" on or above grade level;
- Unweighted grades (Grades 67 - 12) are utilized for Honor Roll selection.

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Interscholastic Participation

To be eligible for interscholastic competition, a student must meet the following criteria:

- Have a cumulative 2.0 GPA on a 4.0 scale. Students who fall below the 2.0 requirement will remain ineligible for the next entire semester;
- The student must be in good standing with the school based on school and District policies.
- The student's eligibility is also contingent upon meeting the policies established in the district's Code of Student Conduct.
- See School Board Policy for complete eligibility information

Summer school subjects will be included in the calculation of the student's GPA of the previous semester for participation in extracurricular activities during the first semester of each school year. Students in grade 7 will be eligible to participate during the first semester, provided they were regularly promoted from grade 6.

Florida High School Athletic Association Academic Requirements

- 9.4.1 - 2.0 GPA Required for Academic Eligibility - A junior high student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester.
- 9.4.1.2 - Academic Eligibility/Ineligibility is for a Semester - A student who is academically eligible at the beginning of a semester will continue to be academically eligible for that entire semester. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for that entire semester, except as provided in Bylaw 9.4.5.1.2. The student's academic eligibility for each successive semester will depend upon his/her cumulative GPA at the conclusion of the previous semester.

A first-year 7th-grade student attending a junior high school is academically eligible during his/her first semester of junior high school, provided they were regularly promoted from the 6th grade. The student, however, must meet the provisions of Bylaw 9.4.1 at the conclusion of his/her first semester of attendance to be academically eligible to participate during his/her next semester of attendance.

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Intervention & Remediation

Reading Remediation

The Intensive Reading course is designed for students in grades 6 - 8 who are reading below grade level. The course includes foundational skill benchmarks to be used until a student has mastered said benchmarks. The Intensive Reading course has been designed for the teacher to select and teach only the appropriate benchmarks corresponding to the student's grade and instructional level. Interventions must be evidence-based and correspond to the district K - 12 Evidence-based Comprehensive Reading Plan. Effective implementation requires the support to be matched to student needs and must be provided by a reading-endorsed/certified teacher.

All students in grades 6 - 8 who~~that~~ score a Level 1 or Level 2 on the FAST for English Language Arts (ELA) will undergo a review of prior historical academic performance and assessment data, as well as current stakeholder input. If the initial cumulative records review determines placement in

intensive reading, the student scoring a Level 1 or Level 2 will be given a diagnostic screener to determine the specific skill gap(s).

Instruction will be individualized to the skills that pose the greatest barrier to the student's learning in order to close gaps using a curriculum that is evidence-based, explicit, and systematic. The instructional time will be in addition to core instruction, as this course should not be used in place of grade-level English Language Arts (ELA) courses and is intended to provide intervention for students who have reading deficiencies. Formative assessments will occur more frequently and focus on the learning barriers to success based on the intensity of needs. ~~The larger the gap, the more frequent the progress monitoring.~~ ¶

The course includes the B.E.S.T. Standards for Applying Foundational Reading Skills for students in grades 6 - 8 needing Reading Interventions. Interventions will be implemented until a student has mastered the Foundational Skills Standard. The expected outcome is for the student to achieve grade-level proficiency as determined by an achievement score of 3 or higher on the FAST for ELA.

Math Remediation

Students in grades ~~6~~7 - 8 who score an achievement Level 1 on the state assessment will be placed in standard math classes and will not qualify for advanced math programs. Eighth grade students scoring an achievement Level 1 on the eighth grade math assessment will be given priority for Algebra 1A upon entering high school. Secondary schools will also utilize the Edgenuity online program to remediate coursework, as a virtual tutor, and for credit recovery. Additional remedial options are available in all Clay County secondary schools through the School Counseling Department.

Grade Recovery and Credit Recovery Options

Assignment Recovery

Teachers may allow students who have been unsuccessful in mastering particular content or skills the opportunity to recover an assignment, assessment, and/or task, or if the work was not turned in on time due to a student's absence or failure to turn in the work. This work should be completed within two weeks of the last day of the current grading period and may not extend past the last day of school.

Grade Recovery

Grade recovery opportunities exist in order to help maintain students' progress towards graduation and occur following the student failing a nine week marking period. This work needs to be completed before the following marking period ends, e.g., a student failing a class for Quarter 1 needs to have completed the recovery coursework prior to the start of Quarter 3. Grade recovery is determined by each teacher and can be work assigned through Edgenuity or teacher-created material.

Credit Recovery

Secondary schools will be utilizing Edgenuity for credit recovery. Credit recovery opportunities exist in order to help maintain students' progress toward promotion and/or graduation. Credit recovery can only be utilized if a student earned a D or F for the semester or full-year credit and must be approved by the student's assigned school counselor to ensure that it is needed to meet graduation requirements.

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Summer School for Credit Recovery

Summer school is an extension of the school year for students who attend Clay County District Schools. Students who did not attend Clay County District Schools are not eligible for the summer program unless they enrolled before the beginning of the 4th nine-week period or were approved for the HOPE Scholarship Program (see the Student Code of Conduct for more information about this program).

Students in grades 6 - 8 can retake academic courses for credit recovery during CCDS Summer Schoolschool. Students may only take up to one full credit (or two ½ credit segments) through the CCDS Summer school program. All CCDS summer school coursework must be completed fully by the published deadline in order for students to receive credit.

Students may also work on approved coursework during the summer through Clay Virtual Academy. Students and parents should speak with their school counselor to determine if this is an appropriate option. Any supplemental summer coursework that may impact a student's course placement for the following school year must be completed before the start of the new school year.

Summer programs by other districts that assign credit may be reviewed by Clay County staff to determine the appropriateness of assigning local credit. Prior approval should be received before attempting summer courses at other schools/district.

Promotion

Conditional Promotion

A 6th or 7th grader who has failed up to four required academic, ½ credit course segments or ESE students with IEP recommendations may be granted conditional promotion; however, they must successfully pass two, ½ credit course segments during the CCDS Summer School program immediately following the school year. The other failed course segments must be completed either through an additional summer virtual program, during the next school year in a recovery lab class, if available at your school, or during a subsequent summer school session. Placement in a recovery lab class will replace one of the student's elective classes during the following school year.

An 8th grader failing multiple required academic course segments must successfully pass two ½ credit course segments during the CCDS Summer School program. Additional required course segments must be completed utilizing an additional summer virtual program. All credit recovery successfully completed before enrolling in the 9th grade. Conditional promotion to 9th grade may be approved at the district level and will take into consideration the following factors in addition to the completion of the failed courses:

- Whether or not the student has been previously retained;
- The student is older than the average age of the other students;
- It will be in the best interest of the student to receive a "Conditional Promotion";
- There is evidence that the student has the ability to be successful at the next grade level.

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If it is the determination of the principal not to approve a "Conditional Promotion" for a student, the student will be recommended for retention. Students failing more than four required academic, ½ credit course segments are automatically retained and will be required to repeat all coursework for that grade level.

Promotion to High School Requirements

In order to be promoted to the next higher grade within the middle grades, a student must successfully complete English Language Arts, Mathematics, Science, and Social Studies. Existing state student performance standards will be the basis for each course. Appropriate procedures will be followed by the classroom teacher to continuously and carefully observe student performance throughout the school year to determine if expected achievement levels and/or course performance standards are being met. Under no circumstances should student performance be judged solely on the basis of a single test.

The areas of reading, writing, mathematics, social studies, and science must be assessed using District performance measures, testing, teacher observation, classroom assignments, and state assessment measures. Remediation measures must be taken and documented in the student's Progress Monitoring Plan (PMP). No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

In order to be promoted to grade 9, middle grades students must successfully complete the following during their 6th, 7th, and 8th grade years. Florida Statute § 1003.41

- **3 courses in English Language Arts**
- **3 courses in mathematics** (Successful completion of a high school level Algebra 1 or Geometry course may fulfill this requirement. However, to earn credit, the junior high student must take the EOC, which constitutes 30% of the final course grade.)
- **3 courses in social studies** (One of which must be Civics, which includes a statewide, standardized EOC that constitutes 30% of the student's final grade. State-required career and education planning standards are integrated into the Civics course. A middle grades/junior high student who transfers into the state's public school system from out of the country, out of state, a private school, or a home education program after the beginning of the second term/semester of grade "8" is not required to meet the civics education requirement for promotion if the student's transcript documents passage of three courses in social studies or two-year-long courses in social studies that include coverage of civics education. Successful completion of a high school social studies course may fulfill this requirement.)
- **3 courses in science** (Successful completion of a high school level science course may fulfill this requirement. However, if the course has a state EOC, the student must take the state EOC to earn the course credit, which constitutes 30% of the student's final course grade.)
- Florida Statute § 1003.455 requires one semester of physical education each year for students enrolled in grades 6 - 8.

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Enrollment and School Transfer

Transferring Student Placement

Students transferring into a CCDS high school will be placed into the grade level that corresponds to their cohort year as defined by the school year they started 9th grade or equivalent coursework. This placement may be made using unofficial records at the time of registration. Once official records are received, the student's placement will be reevaluated for accuracy.

Students who transfer to a Clay County District School without transcripts will be placed age appropriately based on the student's age as of September 1 of the school year in which enrollment occurs for grades 9 and 10. The student will be placed in courses appropriate for that grade level, and prior coursework will be validated using the validation guidelines set forth in the Uniform Transfer of Credit Guidelines 6A-1.09941. District staff should refer to the CCDS Grade Placement & Evaluating Records for detailed processes.

Students (age 17 or older) who transfer without transcripts and whose age appropriate placement places them in grades 11 or 12 will have an enrollment meeting with a designated school staff member (administrator or school counselor) to determine the best placement options based on students'~~students~~ educational needs and goals. Any student transferring from another country who has completed the equivalent of a high school/secondary diploma from their country of origin is not eligible to enroll in a CCDS high school, but can explore learning opportunities through the Adult and Community Education office. District staff should refer to the High School Placement Advisement Letter.

Transferring Student and Graduation

Students who enter a Clay County school at the 11th or 12th-grade level from out-of-state or out-of-country will not be required to spend additional time in the high school in order to meet the high school course/credits requirements if the student has met all course/credit requirements of the school district, state, or country from which he or she is transferring. In addition to credit requirements to receive a standard high school diploma, a transfer student must earn a 2.0 GPA, pass the Algebra 1 EOC, OR have passed an equivalent Algebra 1 EOC from the transferring state or county, pass the 10th Grade ELA state assessment, OR receive the concordant scores on the SAT or ACT identified by the Florida Department of Education. Florida Statute § 1003.433

Transferring In-Progress Grades

Students transferring from one school to another who will be enrolled at the receiving school for more than 150 school days of the grading period will have their transfer grade incorporated into that grading period as determined by the receiving teacher. Any student transferring within the last 105 days of the grading period will have their grade from the sending school posted as their course grade by the receiving school for that grading period. If a student is transferring to a school in another district near the end of the school year and the school they are transferring to has already completed the school year, it will be the responsibility of the CCDS "sending school" to use good judgment for the benefit of the student involved. ~~Usually, no more than 20 school days should apply in these instances. The student's grades should be closed out and credit posted.~~

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Virtual students taking Florida Virtual School (FLVS) content courses, either with FLVS directly or through Clay Virtual Academy(CVA), receive grades of "WF" or "WP" when transferring before course completion per FLVS policy. ~~The principal has the authority to waive class exams (this does not include End-of-Course exams) to close out a student's grades.~~ If a student transfers from full-time FLVS or CVA to a CCDS school during a semester period without earning the semester grade on their virtual coursework (incomplete course completion), the student must either complete the semester of virtual coursework or they will be subject to grade validation processes.

Students enrolling during the school year who have not been enrolled in school for a quarter grading period (or equivalent) will be given a zero for the missing quarterly numeric grade. For example, if a student enrolls at the beginning of the second 2nd quarter but did not attend school during the first quarter grading period, a zero grade would be assigned for all first quarter grades. The student would then be subject to any grade recovery options available for that class to recover that quarterly grade.

Students moving into Clay County will have letter grades converted to numeric grades for averaging purposes. If a student cannot produce documentation, or if numeric grades cannot be obtained, the following conversions will be made:

Letter to Numeric Grade Conversions

A+ = 100	A = 95	S = 80
B+ = 89	B = 85	N = 75
C+ = 79	C = 75	U = 59
D+ = 69	D = 65	
	F = 55	

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Acceptance of Transferring Credits

The Uniform Transfer of Credit Guidelines and Verification Process 6A-1.09941 will be followed to accept and award the credit and transfer of coursework for students entering grades 9-12 from out of state or country to a Clay County District School as follows:

- Grades earned and offered for acceptance on official transcripts will be accepted at face value.
- Students enrolling without an official transcript will receive course validation through their successful performance during the first grading period (defined as one semester).
- Validation of courses will be based on performance in classes at the receiving school. A student transferring into a school will be placed at the appropriate sequential/age appropriate course level and should be passing each required course at the end of the first grading period. District staff should refer to the CCDS Grade Placement & Evaluating Records for detailed processes.
    - Course Validation includes any one of the following:
        - satisfactory completion of appropriate subject or grade level examinations ("D" or higher);
        - successful completion of class work ("D" or higher);
        - minimum grade equivalent score on a district approved subject area assessment;

    - Demonstrated proficiency on nationally-normed standardized subject area assessment; or
    - Demonstrated proficiency on the required state assessment.
- Courses earned through an accredited Home Education option and provided on an official transcript will be accepted at face value. Any home education courses completed through a non-accredited option will be awarded credit but will be transcribed as a pass/fail grade, which will not impact the student's high school GPA.

EOC Assessments for Transfer Students

Concerning students who transfer into Clay County from out of the country, out-of-state, a private school, or a home school, with a transcript that shows credit received in Algebra 1 or an EOC required course under the Scholar diploma status:

The transfer student is required to take:

- The Algebra 1 EOC assessment, if the student is entering grade 9 and the transcript does not indicate a passing/proficient score on a statewide, standardized EOC assessment in Algebra 1 or on the high school statewide assessment in mathematics required by the state from which the student transferred, for purposes of satisfying the requirements of the Elementary and Secondary Education Act. After taking the Algebra 1 EOC at least one time, the student can satisfy the Algebra 1 EOC graduation requirement by achieving a comparable concordant score (see Florida Graduation Assessment Requirements).
- The Biology 1, Geometry, and U.S. History EOCs – for Scholar diploma students only – if the student entered grade 9 in 2013-14 or thereafter, and the transcript does not indicate a passing/proficient score on a statewide, standardized EOC assessment in that course.

Foreign Exchange Student Guidelines

Only those organizations operating international exchange programs at the high school level that are members in good standing of the Council on Standards for International Educational Travel (CSIET) will be allowed to place students in Clay County District Schools. At no time will the number of exchange students allowed in a high school exceed one-fourth (1/4) of one percent of the total school population or more than five (5) from one organization. This provision may be waived with the approval of the Superintendent of Clay County District Schools or their designee upon the written request of the school principal. It is up to the school principal to determine the number of students allowed from each sponsoring organization, but unless requested, current federal regulations limit the number per organization to five (5). All organizations or host families must have foreign exchange students registered with their respective schools no later than five (5) calendar weeks prior to the start of school for students each year.

Under the standards prescribed by the Council on Standards for International Educational Travel (CSIET), the following policies must be met by the host family and the exchange program before enrolling:

- Written acceptance by the school principal or their designee before a host family is designated;
- Specific information must be provided to the school. This includes academic records translated into English, the number of years completed before arrival, and the years required in the home country to complete secondary school;
- The level of the student's English language proficiency, based on test scores from the English Language Test for International Students (ELTiS), must be provided to the

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district/school. If the student does not meet the minimum score requirement (218), the student will not be placed in a Clay County school. It is the goal of the District to make sure foreign exchange students have sufficient command of the English language to enable the student to function well in an English-speaking academic and community environment,; appropriate background information, and expectations regarding school experience;

- The student must not have completed more than 11 years of primary and secondary education, exclusive of kindergarten;
- Foreign exchange students who have received a high school diploma, or its equivalent, in their home country are not eligible to be foreign exchange students in the District.
- Exchange students will be registered as 11th graders and will be required to take U.S. History, English III (American Literature), U.S. Government, Economics, and a minimum of three (3) electives. The only exception to the required courses will be if the home country requires a specific curriculum for a student in a specific grade, and the local school can reasonably meet the student's course needs. Written documentation of this requirement must be included as part of the student's records.
- Foreign exchange students are subject to all school and district rules and regulations per the Clay County Code of Conduct.
- Foreign exchange students at no time will receive a Clay County diploma of any type nor participate in graduation ceremonies. They will be awarded a special certificate certifying that they successfully completed the course of study for exchange students as prescribed by the Clay County District Schools. These students will not take the state assessments or other assessments that may be prescribed by the Florida Department of Education since they will not be awarded a standard diploma.
- Exchange students will be limited to a one-year program or, if the principal approves, a semester.
- Exchange students entering Clay County high schools through immigration status require a J-1 Visa. To get a J-1 Visa, the student must be in an accepted foreign exchange program.
- A foreign exchange student may only register at the appropriate high school that will be designated as the school within the regular school attendance zone of the host family's residence.
- A foreign exchange student may be eligible to participate in sports and activities, provided they meet Florida High School Athletic Association (FHSAA) rules and policies.
- Foreign exchange students must provide all required registration documents, including the following:
    - Proof of birth
    - FL680 or FL681 Immunization forms
    - School Entry Health Exam
    - Proof of residency documents

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Military Student Placement

CCDS participates in the Interstate Compact on Educational Opportunity for Military Children, the purpose of which is to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents. The district will implement the requirements listed in Florida Statute § 1000.36.

In order to facilitate on-time graduation for transferring military children enrolled at any time in high school, as specified in Florida Statute § 1000.36, Article VII, the following provisions apply:

- A school district must waive specific courses required for graduation if similar coursework has been satisfactorily completed in another school district or will provide reasonable justification for denial. If a waiver is not granted to a student who would qualify to graduate

from a school of the sending state, the school of the receiving state must provide an alternative means of acquiring the required coursework so that graduation may occur on time.
- States must accept exit or End-of-Course (EOC) exams required for graduation from a school in the sending state.
- If a transitioning student who transfers in his or her senior year is ineligible to graduate from a school in the receiving state after all alternatives have been considered, both the sending and receiving state schools must ensure the receipt of the diploma from the sending state school if the student meets the graduation requirements of the sending state school. The student may participate in all local graduation activities.

Dependent children of active duty military personnel who otherwise meet the eligibility criteria for special academic programs offered through public schools will be given first preference for admission to such programs, even if the program is being offered through a public school other than the school to which the student would generally be assigned. If such a program is offered through a public school other than the school to which the student would generally be assigned, the parent of the student must assume responsibility for transporting the student to that school. For purposes of this subsection, special academic programs include advanced studies programs, dual enrollment, Advanced Placement (AP), Advanced International Certificate of Education (AICE), and International Baccalaureate (IB).

HOPE Scholarship Program students follow these same policies (see the Student Code of Conduct for more information about this program).

Termination of School Placement at Age 16
A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the District. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent(s).

The following steps must also be taken:
- The school will notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment.
- The student's school counselor or other school personnel will conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school.
- The student will be informed of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and GED test preparation.
- The student will complete a survey to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.

Class Transfers & Placement

Schedule Changes
Students may request a schedule change within the first ten days of each semester based on the following guidelines:

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- Student was placed in an incorrect or inappropriate academic class based on their grade level or program requirements;
- Student was placed in a class that they have previously taken and passed (except M/J elective courses that can be repeated with teacher permission); or
- Student wants to change an elective class, and there is room in the desired class without going over class size guidelines.

Changing a student's schedule after the first ten days of school may only be done for leveling purposes. An example of this is if a student is enrolled in Algebra 1 Honors and wants to level down to Algebra 1. See the next section, Leveling Out or Transferring from Honors or Advanced Courses, for details on leveling out of classes.

In the case where a student has been improperly placed in a class, and this has been verified by the teacher, then movement to another more appropriate subject area class is in order, with the approval of the principal. This should occur before the end of the first grading period, so the student may be placed in an appropriate course. Current grades should be transferred to average with grades earned in the new course, but the teachers have the flexibility to adjust the transfer grade based on demonstrated mastery of standards in the new course.

Students taking courses through Clay Virtual Academy (CVA) or Florida Virtual School (FLVS) should review the "Student Contact and Drop" policy.

Leveling Out or Transferring from Honors or Advanced Courses

If a student is enrolled in a high school honors or AP full-year course, the student may only drop the course within the first ten class meetings, or he/she may NOT drop the course until the end of the semester and only if the following conditions exist:

- Grade of D or F,
- Completion of a parent conference during each grading period,
- Demonstration of the student seeking consistent academic assistance, and
- Space available in a comparable course.

If a student is enrolled in a high school honors or AP half-year course, the student may only drop the course after the end of the first nine weeks grading period and only if the following conditions exist:

- Grade of D or F,
- Completion of a parent conference during each grading period,
- Demonstration of the student seeking consistent academic assistance, and
- Space available in a comparable course.

Withdrawing from a high school honors or AP course is denoted with the WP or WF designation, but cannot be done until after the midpoint of the course. In the case of extenuating circumstances, a petition may be made on a case-by-case basis to the principal or designee for a review of the criteria to ensure proper course placement.

If a student is moved to a new class before the final semester or year credits are posted, the grade earned in the original class follows the student to the next course, but teachers have the flexibility to adjust the transfer grade based on demonstrated mastery of standards in the new course. Note: withdrawing from dual enrollment courses is governed by the college deadlines, not school policy.

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Change of Class or Teacher

A parent may request a transfer of their child(ren) to another classroom teacher within the same grade or course at any time during the year. The parent may not, however, choose a specific classroom teacher. At the time of the request, the school must approve or deny the request within two weeks. If the request is denied, the school will notify the parent and specify the reasons for the denial. Florida Statute § 1003.3101

Procedures Concerning Request for Transferring of Students to a New Class or Teacher:

- Parent makes a written request to the school principal to transfer their child(ren) to another teacher (must be in the same grade level and/or course).
- Before consideration by the principal, a parent-teacher conference must take place.
- The principal considers the request and notifies the parent within two weeks. The principal must consider:
    - Class size
    - Grade and course
    - Any variable that would impact the student or class that is being considered (ex., discipline issues, teacher input)
- If approved, the parent and teacher are notified;
- If not approved, the parent is notified with an explanation given.

Curriculum, Assessment, & Instruction

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Acceleration Programs

Articulated acceleration will serve either to shorten the length of time necessary for a student to complete the requirements associated with a postsecondary degree or to increase the depth of study available for a particular subject. This will include, but will not be limited to, the following:

- Dual Enrollment (DE) courses
- Advanced Placement (AP) courses
- International Baccalaureate (IB) courses
- Advanced International Certificate of Education (AICE)
- Virtual Education Options, including Clay Virtual Academy (CVA) and Florida Virtual School (FLVS)
- Industry Certifications that articulate to postsecondary credit as identified by the Florida Department of Education, Gold Articulation Agreements.

Schools will notify parents of students currently in/or entering high school of the opportunity and benefits of accelerated coursework.

It is the policy of Clay County District Schools to purchase tests for students who meet the following criteria involving AP, IB, and AICE tests:

- A student must be enrolled in the course in order to be eligible to take the exam, except in the case of the Credit Acceleration Program (CAP) for AP tests;
- CAP students and home-schooled students who are not enrolled through Clay Virtual Academy but wish to take an exam may do so at a non-refundable fee (the cost of the test at that time). Students who withdraw from or drop an AP course after the designated deadline established by CollegeBoard (typically Nov. 15th) will be responsible for the exam cancellation fee payable to their school of enrollment. Fee amounts are determined by CollegeBoard each school year.

- It is the responsibility of the student enrolled in an AP course to correctly and completely electronically register for all AP exams prior to the deadline established by CollegeBoard (typically Nov. 15th). Any student who fails to electronically register for the correct AP exams through their CollegeBoard account is responsible for paying any late registration or change fees charged by CollegeBoard. Fee amounts are determined by CollegeBoard each school year and must be paid to the student's school of enrollment.

Advanced International Certificate of Education (AICE)

AICE is a program that is a rigorous pre-university course of study, leading to internationally standardized examinations under the Cambridge International Examination program. AICE diploma candidates must demonstrate their knowledge of the coursework by passing a battery of comprehensive written and, in the case of world language, oral examinations. AICE students are required to select seven tests, one test from each of four major subject groups: Math and Science, Languages, Arts and Humanities, Global Perspectives, and the remaining three examinations from any of the subject areas the student chooses, with a maximum of two credits coming from the optional category.

The AICE program is offered at all CCDS high schools. The AICE program is considered an Academy, and students must be either zoned for those schools in order to participate or be among the 10% of the total candidates selected whothat are zoned at other schools. For more information, parents and students should contact the school directly.

For an AICE diploma, a candidate must earn the equivalent of seven credits by passing a combination of exams at either the full (one-credit) Advanced Subsidiary Level (AS) or double (two credits) International Advanced Level (A), with at least one course coming from Global Perspectives and one course from each of the other three curriculum areas. Students in schools enrolled in the AICE courses do not have to pay to take the exams.

Advanced Placement (AP)

Advanced Placement (AP) courses are college-level courses offered for the highly motivated, self-disciplined student. The courses are designed by the College Board and are the equivalent of college-level work. In May, the student takes an exam for each AP course taken. AP Capstone™ Diplomas are awarded to students who pass both AP Seminar and AP Research with a score of 3 or higher and pass four additional AP Exams of the student's choice with a 3 or higher. If the student scores a 3, 4, or 5 on the AP exam, they may receive college credit for the course. AP courses are open to all students who have completed the required prerequisites for the course they wish to take. Each Clay County District High School may offer different AP courses. Check with your zoned high school for details.

Dual Enrollment

Students who qualify for Dual Enrollment may take certain college classes from specified institutions within the Florida Postsecondary Articulation Agreement and receive high school and college credit. These classes have no tuition fees, and books are provided free of charge. This includes home school students who enroll through Clay Virtual Academy. Please contact your high school counseling office for eligibility requirements and specific information. These courses may be taken either on or off the high school campus for credit. Courses taken on the college campus may be taken during the day or evening. Students may be released from the high school campus for the courses since these courses would be considered part of their daily schedule. Dual Enrollment courses will not be combined with any other course. Students enrolled in any Dual Enrollment course are subject to the college's FERPA requirements, which limit the

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parents'~~parent's~~ access to the student's course information and progress. Contact your high school counselor or designated dual enrollment coordinator for more information.

Early Admissions

Early admission is a form of dual enrollment permitting high school students to enroll in college or career courses on a full-time basis. As with all dual enrollment programs, students earn both high school and college/career credits for courses completed. Career early admissions is a form of career dual enrollment through which eligible secondary students enroll full-time in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, F.S.. These students are entitled under the rule and law to all rights and privileges allowed for all seniors, including, but not limited to, participation in class activities (i.e,. Grad Bash, Prom, etc.), rank in class, and eligibility for class Valedictorian or Salutatorian.

Early College Program

This program allows admitted students to complete 60 credits of dual enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate of Arts (AA) Degree upon the completion of four years of high school. This program is available at Middleburg High School and Orange Park High School.

Components of the Early College Programs:

- Students can earn an A.A. degree while still enrolled in high school.
- Students in grades 9 - 11 in Clay County will take a defined list of college courses at the high school site in combination with high school classes and online.
- Students in grade 12 will enroll full time on SJR State's campus.

International Baccalaureate (IB)

The IB program, offered at Ridgeview High School, is a rigorous pre-university course of study leading to internationally standardized tests. The program's comprehensive two-year curriculum allows its graduates to fulfill the requirements of many different nations' educational systems. Students completing IB courses and exams from six areas: 1) Language A1; 2) Language A2; 3) Individual and Societies; 4) Experimental Sciences; 5) Mathematics; and 6) Arts and Electives. IB diploma candidates must demonstrate their mastery of coursework by passing a battery of comprehensive written and in some cases oral, examinations in the six subject groups. In addition, IB candidates are required to take the course, "Theory of Knowledge," complete a series of Community, Action, and Service (CAS) experiences, and write an extended essay. Students enrolled in IB courses do not have to pay to take the exams.

Credit Acceleration Program (CAP)

The Credit Acceleration Program (CAP), Florida Statute § 1003.4295, authorizes secondary students to earn high school credit in a course that requires an End-of-Course (EOC) exam, an Advanced Placement (AP) Examination, or a College Level Examination Program (CLEP) without having to actually be enrolled in the course(s). A student may earn high school credit in Algebra 1, Geometry, U.S. History, or Biology 1 if the student passes the statewide, standardized EOC without the requirement of enrolling in or completing the course. Students are eligible to take the EOC each time that it is offered by the state.

The requirements and eligibility process to participate in the CAP program are:

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- The EOC will be administered only at the times established by the state assessment calendar;
- The score necessary to earn the credit will be determined by the state;
- Only credit (no grade) will be earned by meeting the passing score on the EOC;
- The parent/student must notify the school counselor or principal in writing in a timely manner regarding their desire to participate in the CAP process;
- The parent/student is responsible for any cost associated with taking an AP exam where the student is not enrolled in that course at their school of enrollment. See the Acceleration Programs section for details.
- The parent/student is responsible for any cost associated with taking a CLEP exam and must provide an official score report to be granted high school credit.
- Students/parents must supply evidence that they are prepared to sit for the assessment or that there is reasonable justification for the request. This evidence includes, but is not limited to, previous state assessment scores, assessments, and grades earned in recent EOC-associated courses;
- Obtain the principal's approval to take the EOC/AP/CLEP test;
- If a student takes the EOC and does not earn credit, the student will not be eligible to apply for further CAP testing for the same course until additional preparation has been documented and approved by the school officials.

Career & Technical Education

Students may substitute up to two credits in each non-elective core subject areas of performing arts, mathematics, and science as provided in the Course Code Directory (CCD). Career and Technical Education earnings used as substitution credits in one subject area may not be used as a substitute for any other subject area. Career and Technical Education substitutions and approved Industry Certifications substituting for math and science credits will not count toward state university system admission requirements and may not count towards Bright Futures eligibility and NCAA athletic eligibility.

Award of High School Credit for Career and Technical Student Organization (CTSO) Participation (Rule 6A-1.09442, F.A.C)

- A student in grades 6 through 12 may be awarded one high school elective credit upon providing the Career and Technical Education office with verifiable documentation showing an accumulation of at least 135 hours of participation in CTSO activities that occur outside of regular class time.
- No grade will be given for the coursework~~course work~~ but instead will be recorded as a transfer credit on the transcript: with a grade assigned as P (passing).
- The 135-hour threshold may be accumulated over the course of one or more academic years.
- The Career and Technical Education office will review the hours submitted and award the credit.

Course Substitutions

For a complete list of secondary course substitutions, see the FLDOE Secondary Student Progression FAQs, Career and Technical Education (CTE) Course Substitutions, and Course Code Directory.

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Physical Education & Performing Arts Waivers

- Participation in an interscholastic sport (FHSAA sanctioned), at the varsity or junior varsity level, for two full seasons will satisfy both the ½ credit Personal Fitness and the ½ credit physical education elective requirement.
- Completion of one semester with a grade of C or better in a marching band class, physical activity class that requires participation in marching band activities as an extracurricular activity, or in a dance class will satisfy one-half credit in physical education elective or one-half credit in performing arts. *(This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP.)*
- Completion of two years in a Reserve Officer Training Corps class (including a significant component of drills) will satisfy the one-half credit requirement in physical education elective or the one-credit requirement in performing arts. *(This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP.)*

Correspondence Courses

Credit by correspondence courses will not be accepted unless transferred in as part of an official transcript from another accredited school or district. Credit used for this type of course through a state or regionally-accredited school is required to be accepted at face value from an acceptable nationally recognized accreditation organization.

CPR Training

For students entering the ninth grade in 2017 - 18 and thereafter, compression only cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) instruction will be implemented with the following requirements (Florida Statute § 1003.453):

- The twenty-four (24) credit standard diploma option will require compression only CPR and AED instruction.
    - CPR and AED will be taught in the Personal Fitness course, traditionally or virtually.
    - Additional instructional opportunities may be provided through another appropriate course or school-related activity.
- The instructional program must meet the following requirements:
    - The instruction will be in compliance with the American Heart Association, American Red Cross, or a nationally recognized program based on the most current national evidence-based emergency cardiovascular care guidelines for compression-only CPR.
    - Instruction will include the core cognitive and psychomotor skills associated with compression-only CPR.
    - Instruction will include the appropriate use of an AED, which may be taught electronically (e.g., video).
- Schools will provide compression only CPR instruction or will arrange for instruction by community-based providers.
    - Compression-only CPR/AED instructors are not required to be certified teachers.
    - Certified teachers providing compression-only CPR/AED instruction are not required to be certified trainers of compression-only CPR/AED.
    - Students are not required to earn compression only CPR/AED certification to successfully complete the instruction.
    - Students who are physically and/or cognitively unable to perform the training will be exempt from this requirement. Schools will make this determination in accordance with the student's Individualized Education Program (IEP).

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Military Training

Students may be granted up to one elective credit toward graduation for successful completion of military basic training (pass/fail) during the summer between the 11th and 12th grades, provided the student is officially enrolled in one of the approved National Guard or military reserve sponsored Split Training Option programs. Credit would be granted under the appropriate Junior ROTC course listing in the "State Course Code Directory" or other courses specifically designed to cover this program that may be added to the "Directory" by the Florida Department of Education.

Performance Standards

Clay County will use the Florida Department of Education (FLDOE) prepared student performance as the approved curriculum for Secondary Education, including updates and changes as received from FLDOE. No courses will be offered which are not state-approved unless a special course is piloted under state guidelines and with School Board approval.

High School Physical Education

A combination of physical education and health curriculum is required for all high school students and is a specifically designated diploma requirement. Clay County District Schools utilizes the ½ credit Personal Fitness course to meet the health education requirements. Students must also take a ½ credit physical education course to fulfill the remaining diploma requirement. Students may not be exempted from this requirement if it is a requirement of the diploma option they are pursuing. See the Diploma Options section for full details. Selecting high school credit courses or participation in specified athletic activities can waive some or all of the physical education diploma requirements. See the Course Substitutions section for full details.

State Required Instruction

Pursuant to Florida Statute § 1003.42, students receive required instruction on topics that include but are not limited to the following:

- The History of the United States, Civil Government, the History of the Holocaust, the History of African Americans, and the contributions of Hispanics and Women to the United States
- Character education on self-control, resilience, leadership skills, kindness, empathy, cooperation, and conflict resolution
- Comprehensive Health education per Florida Statute § 1003.42(2)(n), will cover various topics that include healthy relationships, teen dating violence (grades 7 - 12), personal health, internet safety, disease control, community health, consumer health, environmental health, family life, injury prevention and safety, nutrition, and personal health. The instruction in acquired immune deficiency syndrome, per Florida Statute § 1003.46, will be grade and age-appropriate for the student and will reflect current theory, knowledge, and practice regarding acquired immunodeficiency syndrome and its prevention. Section (3) of this statute allows any student whose parent makes a written request to the school principal to be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment.

Comprehensive health education requires a minimum of five hours of instruction related to mental and emotional health for students in grades 6 - 12, per Florida Statute § 1003.42(2)(n). Additionally, school districts are required to annually provide instruction to students in grades K - 12 related to child trafficking prevention and awareness of youth substance use and abuse health education. The content will be grade and age-appropriate. The school districts are required, under the rulings, to document the planning and delivery of all instruction.

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The superintendent, or designee, will review curriculum frameworks that are prepared and distributed by the Florida Department of Education and related to Acquired Immune Deficiency Syndrome (AIDS) education. If the curriculum frameworks are inconsistent with the locally determined curriculum for AIDS education or are not reflective of local values and concerns, the superintendent will advise the School Board and provide recommendations for instructional activities.

Typical High School Progression

Progressing through high school to meet graduation requirements can take many forms depending on the specific programs and courses available at the student's school of enrollment. To assist students in developing an academic plan or those transferring into the district, below is an example of a basic high school progression to meet standard diploma requirements.

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	9th Grade	10th Grade	11th Grade	12th Grade
English (4 credits)	English 1 (1 cr)	English 2 (1 cr)	English 3 (1 cr)	English 4 (1 cr)
Mathematics (4 credits) Algebra 1 (1 cr.) or 1A (1 cr.) & 1B (1 cr.) required	Algebra 1 (1 cr)	Geometry (1 cr)	Math course (1 cr)	Math course (1 cr)
Science (3 credits) Biology (1 cr.) required	Environmental Science (1 cr)	Biology (1 cr)	Science course (1 cr)	
Social Studies (3 credits) World History, US History, Economics (½ cr.), US Government (½ cr.) required		World History (1 cr)	US History (1 cr)	US Gov (½ cr) Economics (½ cr)
Personal Fitness (½ credit)	Personal Fitness (½ cr)			
Physical Education Elective (½ credit)	PE Elective (½ cr)			
Performing/Fine Art or CTE Course (1 credit)	PF or CT Elective (1 cr)			
Financial Literacy (½ credit) required starting with the 23-24 cohort				Financial Literacy (½ cr)
Electives (7 ½ credits- starting with the 23-24 cohort or 8 credits for the 22-23 cohort and before)	Elective (1 cr)	Elective (1 cr) Elective (1 cr)	Elective (1 cr) Elective (1 cr)	Elective (½ cr) Elective (1 cr) Elective (1 cr)

Assessments & Test Scores

College Ready Test Scores

The State of Florida launched the College and Career Readiness Initiative to improve student readiness for postsecondary education and promote success after high school graduation. Students are considered "college ready" or prepared to enter college credit coursework when they meet the state-defined cut scores on approved common placement tests, per State Board Rule, 6A-10.0315. The goals of this legislation are to 1) increase the number and percentage of students who graduate from high school ready for college credit coursework; 2) better communicate with 11th-grade students and their parents the requirements of college entry, and; 3) to provide students, whose test scores in reading, writing and/or mathematics indicate deficiencies in critical skills, an opportunity to attain the needed competencies during the 12th-grade year prior to high school graduation.

ACT Reading - 19 & English - 17 Math - 19	CLT (Classic Learning Test) Sum of Verbal Reasoning and Grammar/Writing Sections - 38 Quantitative Reasoning - 16
SAT Reading Test - 24 & Writing and Language Test - 25 Math Test - 24	PERT Reading - 106 Writing - 103 Math - 114

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End-of-Course (EOC) Exams

Some courses require End-of-Course (EOC) exams as determined by state legislation. The Algebra 1 EOC is 30% of the student's overall grade and MUST PASS to meet the diploma requirements. Students who score a Level 1 or 2 on the Algebra 1 EOC may be enrolled in and complete an intensive remedial course the following year or be placed in a content area course that includes remediation of skills not acquired by the student. EOCs are also required in junior high Civics, high school Geometry, high school Biology 1, and high school U.S. History. EOC scores count as 30% of the final grade and may be required to receive the Scholar diploma designation. Please see the Florida Graduation Requirements for the full list of requirements. The District and school distribute information about EOC requirements, testing information, and resources each year.

Students may take an EOC during the regular administration of the test in order to receive credit for the course once the state establishes the passing score(s). This can occur even without being enrolled in or completing the entire course (see information above on CAP). Students in grades K - 12 are eligible under the CAP. Home education students will not take the EOC unless the student's parent chooses to use the EOC for the annual evaluation required by the school district, as specified in Florida Statute § 1002.41. Homeschool parents should consult with Clay Virtual Academy about EOCs. Students enrolled in Florida Virtual School and Clay Virtual Academy must take all required EOCs.

Florida private school students do not participate in the statewide assessments because these assessments exist to meet federal and state assessment accountability requirements for Florida public schools. Private school students who transfer into a Florida public school, however, must achieve a passing score on the Algebra 1 EOC at some point and the Biology 1, Geometry, and U.S. History EOC if seeking a "Scholar" diploma. Students will have several opportunities to take these assessments. The School District will distribute information about the EOCs and graduation requirements to the private schools on a yearly basis. Public school students attending private schools through the use of a Florida Department of Education K - 12 Scholarship Program, such as Family Empowerment or Hope Scholarship, may take the EOC assessments.

Students enrolled in accelerated courses (AP, IB, AICE, DE) leading to college credit are not required to participate in the EOC assessment. However, to meet the Scholar Diploma requirement in Biology 1 and US History, all AP, AICE, and IB students must pass their respective tests or the EOC assessment.

Semester Exams

All students in grades 9 - 12 will take semester exams. The Clay County School Board approved exam exemption procedures for seniors only is as follows:

- Exam exemptions are limited to seniors only;
- All seniors in year-long courses with a 1st-semester average of a "B" or better and a "B" average or better for 3rd and 4th quarters averaged together will be exempt from taking those exams given at the end of the 2nd semester. Courses that are a semester in length are not exempt at any time;
- Attendance is not a consideration under the current exemption policy;
- Exam values are the same for the current school year;
- Semester exams will not be given early.

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Grading & Calculating Grade Point Averages (GPA)

The District will maintain a one-half credit earned system, including full-year courses with credits posted after each semester. For year-long courses, if a student fails one semester, but passes the other semester with a high enough grade to achieve a passing average for the year, the student will receive a full credit (1) for the course. For courses that require a state End-of-Course (EOC) assessment, which is 30% of the final grade, the District will determine the calculations and disseminate them to the schools, and the final credit will be posted at the end of the school year.

High School Course Grades

Semester grades will be calculated by multiplying each quarter's (9 weeks) numeric grade by .45 (45%), multiplying the semester exam by .10 (10%), and adding the products together. Courses that have a state End-of-Course (EOC) exam will be calculated by multiplying each quarter's (9 weeks) numerical grade by .175 (17.5%), multiplying the EOC grade by .30 (30%), and adding the products together. For all courses, a final average of 60 and above earns credit (0.5 credit for semester courses and 1.0 credit for EOC courses).

Grading Scale

Florida Grading Scale for Grades 6 - 12 is used for determining final course averages for the purpose of calculating GPA, not for specific coursework, Florida Statute § 1003.437.

Letter Grade	Progress	Numerical Equivalent	Unweighted GPA Value (1.0 credit courses only)
A	Outstanding	90 - 100	4 point
B	Above Average	80 - 89	3 point
C	Average Progress	70 - 79	2 point
D	Below Average	60 - 69	1 point
F	Failure	0 - 59	0 point

Honor Roll

The Honor Roll status of students will be based on the following criteria:

- The "A" Honor Roll will consist of all "As"~~;on or above grade level;~~
- The "A/B" Honor Roll will consist of all "As" or "Bs"~~;on or above grade level;~~
- Unweighted grades (Grades 7 - 12) are utilized for Honor Roll selection;

High School Grade Point Average (GPA)

- Cumulative Unweighted GPA - the average of all final course grades received in high school level courses based on a 4.0 scale.
- Cumulative Weighted GPA - the average of all final course grades received in high school level courses with more points or greater "weight" to grades in accelerated courses [i.e., honors courses, Advanced International Certificate of Education (AICE), Advanced Placement (AP), and International Baccalaureate courses (I.B.)] is~~are~~ calculated on the weighted 5.0 scale.
- Cumulative Weighted for Class Rank - the average of all final course grades received in high school level courses in grades 9 - 12 with more points or greater "weight" to grades in accelerated courses [i.e. honors courses, Advanced International Certificate of Education (AICE), Advanced Placement (AP), and International Baccalaureate courses (I.B.)] are calculated on the weighted 5.0 scale. (Pursuant to Florida Statute §1007.271, district school boards may exercise a weighted grading system for the purposes of class ranking.)

High school Grade Point Average (GPA) is calculated and used for a variety of purposes.

	Scale Range	Purpose/Use
Unweighted GPA (all high school courses taken)	0.0 - 4.0	• Dual enrollment eligibility • High school graduation • Athletic eligibility
Weighted GPA Each institution only uses select classes to calculate their specific weighted GPA. Check with each institution for their	0.0 - 5.0	• Bright Futures eligibility • NCAA eligibility

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guidelines. The weighted GPA listed in the CCDS Student Information System and on your transcript is for estimation purposes only.		• College Admissions
Weighted Ranking GPA (only courses taken in grades 9-12)	0.0 - 5.0	• Valedictorian/Salutatorian designation • Class Ranking

In calculating unweighted GPA for graduation and athletic eligibility purposes, all courses taken must be used in determining the final GPA. This calculation includes all virtual courses taken. WP and WF indicators in virtual courses are not counted in the GPA calculations. Quality points for unweighted GPA are assigned for each full-credit course on a scale of A = 4, B = 3, C = 2, D = 1, F = 0. Quality points are assigned for one-half credit courses on a scale of A = 2, B = 1.5, C =1, D = 0.5, F = 0. Students must have a 2.0 GPA on a 4.0 scale in order to meet graduation requirements and receive a Standard, Scholar, or Industry Scholar diploma. All high school credit-earning courses taken in grades 6 - 12 and through virtual programs will count in the cumulative GPA calculations. For the purpose of class rank, only credit-earning courses taken in grades 9 - 12 and through virtual programs during those years will be counted. Courses in which grade forgiveness policies have been applied are exempt.

In calculating weighted GPA, all courses designated as Honors, (this includes Pre-AICE and Pre-IB) will be weighted as 4.5 on the weight scale for Clay County District Schools. Level 3 Career and Technical Education (CTE) courses will be weighted on a 4.5 basis. Courses designated as Dual Enrollment, Advanced Placement, AICE, and International Baccalaureate will be weighted at 5.0.

All transfer work from a home education program other than Clay Virtual Academy, FLVS, or an accredited program will be posted on a pass/fail basis and will not be utilized in GPA calculation.

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Interscholastic Participation

To be eligible for interscholastic competition, a student must meet the following criteria:

- Have a cumulative 2.0 GPA on a 4.0 scale. Students who fall below the 2.0 requirement will remain ineligible for the next entire semester;
- The student must be in good standing with the school according to school and District policies.
- The student's eligibility is also contingent upon meeting the policies established in the district's Code of Student Conduct.
- See School Board Policy ~~4.43~~ 5610.05 for complete eligibility information

Summer school subjects will be included in the calculation of the student's GPA of the previous semester for participation in extracurricular activities during the first semester of each school year. Seventh (7th) grade students will be eligible to participate during the first semester, provided they were regularly promoted from the sixth (6th) grade.

Florida High School Athletic Association Academic Requirements

- 9.4.1 - 2.0 GPA Required for Academic Eligibility - A junior high student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester, Florida Statute § 1006.15(3)(a)1. Final grades previously earned by the student from another school will not be converted using the scale in Bylaw 9.4.2.

- 9.4.1.2 - Academic Eligibility/Ineligibility is for a Semester - A student who is academically eligible at the beginning of a semester will continue to be academically eligible for that entire semester. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for that entire semester, except as provided in Bylaw 9.4.5.1.2. The student's academic eligibility for each successive semester will depend upon his/her cumulative GPA at the conclusion of the previous semester.

Grade Recovery and Forgiveness ("D" and "F")

Assignment Recovery

Teachers may allow students who have been unsuccessful in mastering particular content or skills the opportunity to recover an assignment, assessment, and/or task, or if the work was not turned in on time due to a student's absence or failure to turn in the work. This work should be completed within two weeks of the last day of the current grading period and may not extend past the last day of school.

Grade Recovery

Grade recovery opportunities exist in order to help maintain students' progress towards graduation and occur following the student failing a nine week marking period. This work needs to be completed before the following marking period ends, e.g., a student failing a class for Quarter 1 needs to have completed the recovery coursework prior to the start of Quarter 3. Grade recovery is determined by each teacher and can be work assigned through Edgenuity or teacher-created material.

Credit Recovery

Secondary schools will be utilizing Edgenuity for credit recovery. Credit recovery opportunities exist in order to help maintain students' progress toward promotion and/or graduation. Credit recovery can only be utilized if a student earned a D or F for the semester or full-year credit and must be approved by the student's assigned school counselor to ensure that it is needed to meet graduation requirements.

Grade Forgiveness

Students in grades 9 - 12 may retake a course in which they earned a D or F. The higher grade earned will be used in computing their GPA. The grade forgiveness policy for required courses is limited to replacing the grade of D or F with a grade of C or higher earned subsequently in the same or comparable course. Elective courses may replace a grade of D or F with a grade of C or higher in any elective course. Year-long electives earned subsequently will replace year-long electives; semester electives earned subsequently will replace semester electives. Junior High students taking high school credit-earning courses may forgive grades of C, D, or F. Once a C or higher is earned through grade forgiveness, all previous attempts are forgiven and are not included in the student's GPA, but will remain listed on a student's official transcript.

Intervention & Remediation

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Reporting Student Progress

Parents/guardians of public school students will be apprised at regular intervals of the academic progress of their child, in accordance with the provisions of Florida Statute § 1003.02(1)(h)2. The Student Information System Parent and Student applications allow parents/guardians and students access to monitor up-to-date grades, attendance, schedule, and assignments at any time. Therefore, printed Interim Reports will no longer be sent home with students. Families are encouraged to use the Interim Report dates on the Student Calendar to review and discuss grades and concerns with their student(s). If families cannot view their student's progress electronically on a mobile device or computer, a printed copy may be requested from the teacher.

Per Florida Statute § 1002.20, parents/guardians of public school students must receive accurate and timely information regarding their child's academic progress and must be informed of ways they can help their child to succeed in school. Therefore, if at any time during a grading period, it is apparent that a student may fail or is routinely doing unsatisfactory work in any course or grade assignment, teachers must notify the student's parent/guardian and document the contact according to District guidelines. This contact allows for an opportunity to use intervention strategies to correct deficiencies in academic areas.

Reading Remediation

The Intensive Reading course is designed for 9 - 12 grade students reading below grade level. The course includes foundational skill benchmarks to be used until a student has mastered said benchmarks. The Intensive Reading course has been designed for the teacher to select and teach only the appropriate benchmarks corresponding to the student's grade and instructional level. Interventions must be evidence-based and correspond to the district K - 12 Evidence-based Comprehensive Reading Plan. Effective implementation requires the support to be matched to student needs and must be provided by a reading-endorsed/certified teacher.

All 9th through 12th-grade students scoring a Level 1 or Level 2 on the FAST for English Language Arts (ELA) will undergo a review of prior historical academic performance and assessment data, as well as current stakeholder input. If the initial cumulative records review determines placement in intensive reading, the student scoring a Level 1 or Level 2 will be given a diagnostic screener to determine the specific skill gap(s).

Instruction will be individualized to the skills that pose the greatest barrier to the student's learning in order to close gaps using a curriculum that is evidence-based, explicit, and systematic. The instructional time will be in addition to core instruction, as this course should not be used in place of grade-level English Language Arts (ELA) courses and is intended to provide intervention for students who have reading deficiencies. Formative assessments will occur more frequently and focus on the learning barriers to success based on the intensity of needs. ~~The larger the gap, the more frequent the progress monitoring.~~ ¶

The course includes the B.E.S.T. Standards for Applying Foundational Reading Skills for Students in grades 9 - 12 needing Reading Interventions. Interventions will be implemented until a student has mastered the Foundational Skills Standard. The expected outcome is for the student to achieve grade-level proficiency as determined by an achievement score of 3 or higher on the FAST for ELA.

Students in grades 11 and 12 who score Level 1 or Level 2 on FAST retakes and who have not earned a state approved concordant ~~ACT, SAT, and/or CLT~~ score will be placed in an intervention course. This course will focus on ACT/SAT/CLT preparation and reading remediation using an

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evidence-based, explicit, and systematic district-approved curriculum. If a student passes the FAST retake or earns a concordant score, (s)he may exit the intensive reading program at the end of the first semester.

Math Remediation

As a mandatory Florida math graduation requirement, students in Algebra 1 and Geometry are required to take an End-of-Course exam. Students not scoring an achievement Level 3 or higher will be placed in a Foundations or a Foundations/Geometry co-requisite course combination based on scale score. Secondary schools will also utilize the Edgenuity online program to remediate coursework, as a virtual tutor, and for credit recovery. Additional remedial options are available in all Clay County secondary schools through the School Counseling Department.

Summer School: Credit Recovery & Grade Forgiveness

Summer school is an extension of the school year for students who attend Clay County District Schools. Students who did not attend Clay County District Schools are not eligible for the summer program unless they enrolled before the beginning of the 4th nine-week period or were approved for the HOPE Scholarship Program (see the Student Code of Conduct for more information about this program).

Students in grades 9 - 12 can retake academic courses for credit recovery or grade forgiveness during CCDS Summer School~~school~~. Students may only take up to one full credit (or two ½ credit segments) through the CCDS Summer school program. All CCDS summer school coursework must be completed fully by the published deadline in order for students to receive credit.

Students may also work on approved coursework during the summer through Clay Virtual Academy. Students and parents should speak with their school counselor to determine if this is an appropriate option. Any supplemental summer coursework that may impact a student's course placement for the following school year must be completed before the start of the new school year.

Summer programs by other districts that assign credit may be reviewed by Clay County staff to determine the appropriateness of assigning local credit. Prior approval should be received before attempting summer courses at other schools/districts.

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Promotion, Diploma Options, & Graduation

Promotion and Placement of High School Students

Grade level designation for high school students will be determined as follows:

- Following completion of one year designated as a 9th grader, the student will be designated as a 10th grader in the student information system. This designation does not guarantee that the student has successfully completed the traditional 6 credits per school year;
- Following completion of one year designated as a 10th grader, the student will be designated as an 11th grader in the student information system. This designation does not guarantee that the student has successfully completed the traditional 12 credits for two years of high school enrollment;

- Following the completion of one year designated as an 11th grader, the student will be designated as a 12th grader in the student information system. This designation does not guarantee that the student has successfully completed the traditional 18 credits for three years of high school enrollment;

According to state statute, students are assigned to a cohort year based on the year they first entered 9th grade. This cohort year determines the graduation requirements that must be met by that student. Students will be regularly notified as to their "credits earned" status toward graduation. The student will need to acquire the appropriate number of credits based on the graduation option chosen in order to be on track to graduate in four years with their 9th-grade cohort. Credit recovery and grade forgiveness opportunities exist to help maintain students' progress toward graduation.

Students aged 18 or older wishing to return to school after withdrawing may petition the school for placement. The principal and/or designee will review the reasons for the return given by the student and family. The principal will make the final determination based on the following requirements:

- The student has accumulated at least 16 credits;
- The student has a probable chance of graduating within the academic year;
- An agreement between the student and school concerning attendance, behavior, and school performance is agreed upon.

If the principal does not agree to the conditions or the student does not meet the criteria, Adult Education will serve the student's educational needs.

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Diploma Options & Considerations

Students have several diploma options per Florida Statute § 1003.4282. They are:

- 24-credit Standard option (with "Scholar" and/or Industry Scholar Designations)
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option
- Career and Technical Education (CTE) Pathway
- International Baccalaureate (IB) Diploma
- Advanced International Certificate of Education (AICE) Diploma

All of these graduation options include opportunities to take rigorous academic courses designed to prepare students for their future academic and career choices. Students may change their selection of program options (24-credit and 18-credit ACCEL options) at any time during grades 9 - 12. Please refer to the "Graduation Requirement" charts to compare programs and the criteria for each type of diploma.

Key points to remember when choosing a graduation option:

- Students selecting the AICE and/or IB program are committed to the program. Should a student decide to exit the program prior to completion, they will be placed in the 24-credit option and must meet all requirements for that option;
- A student selecting the 18-credit ACCEL program must attend high school as a full-time student for three (3) years. These students are still eligible for Florida Bright Futures Scholarships and qualify for acceleration programs (e.g.: AP, Dual Enrollment, etc.) if all criteria are met; High school credits awarded prior to the 9th grade will be counted toward the required credits for all graduation options;

- Students who plan to apply to an out-of-state or private in-state college or university and who are interested in the 18-credit ACCEL option should contact those institutions as early as possible for specific admissions requirements;
- Students must complete an online course to meet the graduation requirement (unless otherwise specified). Students in the IB, AICE, or 18-credit ACCEL programs are exempt from this graduation requirement. If an IB, AICE, or 18-credit ACCEL student withdraws or is removed from the program, they must fulfill this requirement.
- Students in the IB and AICE programs are exempt from Physical Education and Performing/Fine Arts requirements. If an IB or AICE student withdraws or is removed from the program, they must fulfill this requirement.

24-Credit Standard Diploma

This program takes the traditional four years to complete high school and requires students to take at least 24 credits in core content areas. World Language is not required for this program, although it is recommended for Florida college preparation and is required for admission to Florida's state universities.

- **4 credits in English Language Arts** - major concentration in composition, reading for information, and literature; must pass the 10th grade State ELA assessment or have a concordant score on a standardized test (ACT, SAT);
- **4 credits in Math** - two of which must be Algebra 1 (must pass EOC and have exam count as 30% of course grade) and Geometry (must participate in EOC with results counting for 30% of the final grade in the course); two credits may be substituted with an allowable industry certification that leads to college credit.
- **3 credits in Science** - one of which must be Biology 1 (must participate in EOC with results counting for 30% of the final grade in the course); two (2) of the three (3) credits must have lab components; one (1) credit may be substituted with an allowable industry certification that leads to college credit, Biology 1 excluded; one (1) credit may be substituted with an identified rigorous computer science course with a related industry certification, Biology 1 excluded;
- **3 credits in Social Science** - one (1) credit in U.S. History (must participate in EOC with results counting for 30% of the final grade in the course); one (1) credit in World History; half (½) credit in Economics with Financial Literacy; half (½) credit in American Government;
- **1 credit in Fine and Performing Arts, speech and debate, or CTE course;**
- **1 credit in Physical Education (includes integration of health)**
- **½ credit in Financial Literacy (starting with the 23-24 cohort class);**
- **8 credits in electives (7 ½ credits starting with the 23-24 cohort class)** - elective courses are selected by the student in order to pursue a complete educational program and to meet eligibility requirements. Some students will be required to take certain electives based on assessment scores. Any academic class taken above the minimum requirements listed above will count towards a student's total elective credits;
- Select courses within the 24 credits may be earned through equivalent, applied, integrated, or career education courses, including work-related internships;
- The student must have a cumulative unweighted GPA of 2.0 or higher on a 4.0 scale.

18-Credit ACCEL Diploma

Students who choose this option are only required to earn 18 credits, Florida Statute § 1002.3105. The core credits (math, English Language Arts, social sciences, and science) are the same as the standard diploma types. These students pursuing the ACCEL diploma option do not have to earn a physical education credit. For students in cohort 22-23 and prior, only three (3) elective credits are needed instead of eight (8) elective credits. For students in cohorts 23-24 and

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beyond, only 2.5 elective credits are needed instead of 7.5 elective credits. All other requirements are still in effect.

Students who choose to complete the 18-credit ACCEL diploma option are encouraged to speak with any post-secondary institutions they may consider to ensure that they have met the necessary admissions requirements.

Career and Technical Education Graduation Pathway Option

Beginning with the 2019-2020 school year, a student may earn a standard high school diploma through the Career and Technical Education (CTE) pathway option.

To earn a standard high school diploma through this pathway option, a student must:

- Successfully complete a minimum of 18 credits.
- Have a minimum, cumulative GPA of at least 2.0 on a 4.0 scale.
- Meet the requirements of
    - 4 English credits (including the statewide grade 10 Reading assessment or the grade 10 ELA assessment, or earn a concordant score)
    - 4 Math credits (including the statewide Algebra I EOC assessment, or earn a comparative score)
    - 3 Science credits
    - 3 Social Studies credits
- Complete two credits in Career and Technical Education. The courses must result in program completion and an industry certification.
- Complete two credits in work-based learning programs. A student may substitute up to two credits of electives, including one-half credit in financial literacy, for work-based learning program courses to fulfill this requirement.

Scholar Diploma Designation

The requirements include the same requirements as the 24 Credit Standard Diploma, with the following additions:

- Math - earn one (1) credit in Algebra 2; pass the Geometry EOC; earn one (1) credit in statistics or an equally rigorous course;
- Science - must pass the Biology 1 EOC or earn minimum score for college credit on AP, AICE, or IB Biology 1 assessment; must take chemistry or physics; earn one (1) credit in a course that is equally rigorous to chemistry or physics;
- Social Studies - must pass the U.S. History EOC or earn minimum score for college credit on AP, AICE, or IB U.S. History assessment;
- Earn at least two (2) credits in a world language;
- Earn at least one (1) credit in AP, IB, AICE, or Dual Enrollment course

Industry Scholar Diploma Designation

The requirements include the same requirements as the 24-Credit Standard Diploma, with the addition of attaining one or more industry certifications.

Florida Seal of Biliteracy

Students who attain a high level of competency in listening, speaking, reading, and writing in one or more world languages, in addition to English, will be eligible for the Gold or Silver Seal of Biliteracy award. This level of attainment will then be denoted on the student's diploma and transcript.

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The purpose of recognizing students' attainment of this proficiency is to: encourage students to study world languages; provide employers with a method of identifying an individual with biliteracy skills who is seeking employment; provide a postsecondary institution with a method of recognizing an applicant with biliteracy skills who is seeking admissions to the postsecondary institution; affirm the value of diversity, honor multiple cultures and languages, and strengthen the relationships between cultures in a community. Students should consult with their school counselors in order to learn more about the standards of each level.

- Silver Seal of Biliteracy
  - earn four world language course credits in the same world language with a cumulative 3.0 GPA or higher on a 4.0 scale, and
- Gold Seal of Biliteracy
  - earn four world language course credits in the same world language with a cumulative 3.0 GPA or higher on a 4.0 scale, and
  - earn a 4 or higher on the 10th-grade English Language Arts State assessment

In the event that the student was not able to complete four (4) years of a world language for high school credit, other assessment and portfolio options may be used to fulfill the award requirements. Where a portfolio is relied upon to determine whether to award a Seal of Biliteracy, school district-appointed personnel with language performance at the distinguished level on the ACTFL Proficiency Guidelines 2012 in the same language as the student portfolio will assess the portfolio. Students should consult with their school counselors to learn more about the standards, additional exam options, and performance of each level.

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Graduation Requirements Chart

Graduation Requirements/Diploma Options			
Subject Area	Graduation Requirements of 24-Credit "STANDARD" Diploma	Graduation Requirements of 24-Credit "SCHOLAR" Designation	Graduation Requirements of 24-Credit "INDUSTRY Scholar" Designation
English	4 credits in Language Arts *MUST PASS* 10th-grade FAST ELA assessment	4 credits in Language Arts *MUST PASS* 10th-grade FAST ELA assessment	4 credits in Language Arts *MUST PASS* 10th-grade FAST ELA assessment
Mathematics	4 credits: 1 credit must be Algebra 1 (*MUST PASS* EOC; EOC 30% of grade) 1 credit in Geometry (EOC 30% of grade) 2 additional courses - 2 credits may be substituted with allowable industry certification courses that lead to college credit.	4 credits: 1 credit must be Algebra 1 (*MUST PASS* EOC; EOC 30% of grade) 1 credit in Geometry (EOC 30% of grade; *MUST PASS* EOC 1 credit in Algebra 2 1 credit in Statistics or an equally rigorous course.	4 credits: 1 credit must be Algebra 1 (*MUST PASS* EOC; EOC 30% of grade) 1 credit in Geometry (EOC 30% of grade) 2 additional courses - 2 credits may be substituted with allowable industry certification courses that lead to college credit.

Science	3 credits: 1 credit in Biology 1 (EOC 30% of grade) 2 credits in an equally rigorous course, 2 of 3 credits must have a lab. One credit may be substituted with an allowable industry certification leading to college credit.	3 credits: 1 credit in Biology 1 (*MUST PASS* EOC) 1 credit in Chemistry or Physics 1 credit in an equally rigorous course	3 credits: 1 credit in Biology 1 (EOC 30% of grade) 2 credits in an equally rigorous course, 2 of 3 credits must have a lab. One credit may be substituted with an allowable industry certification leading to college credit.
Social Studies	3 credits: 1 credit in World History 1 credit in US History (EOC 30% of grade) ½ credit in Government ½ credit in Economics with Financial Literacy	3 credits: 1 credit in World History 1 credit in US History (*MUST PASS* EOC) ½ credit in Government ½ credit in Economics with Financial Literacy	3 credits: 1 credit in World History 1 credit in US History (EOC 30% of grade) ½ credit in Government ½ credit in Economics with Financial Literacy
World Language	Not required for high school graduation, but required for admission into state universities.	2 credits in the same language or demonstrated proficiency in a second language.	Not required for high school graduation, but required for admission into state universities.
Performing/Fine Arts, or CTE Course	1 credit in Performing/Fine Arts or CTE Course (eligible courses specified in Course Code Directory)	1 credit in Performing/Fine Arts or CTE Course (eligible courses specified in Course Code Directory)	1 credit in Performing/Fine Arts or CTE Course (eligible courses specified in Course Code Directory)
Physical Education	1 credit in Physical Education to include the integration of health to include the CPR/AED training. (½ Personal Fitness & ½ PE Elective)	1 credit in Physical Education to include the integration of health to include the CPR/AED training. (½ Personal Fitness & ½ PE Elective)	1 credit in Physical Education to include the integration of health to include the CPR/AED training. (½ Personal Fitness & ½ PE Elective)
Financial Literacy (23-24 or later cohort)	½ credit in financial literacy	½ credit in financial literacy	½ credit in financial literacy
Electives	8 credits (22-23 cohort and earlier) 7 ½ credits (23-24 cohort or later)	8 credits (22-23 cohort and earlier) 7 ½ credits (23-24 cohort or later) Must earn 1 AP, IB, AICE, or Dual Enrollment credit	8 credits (22-23 cohort and earlier) 7 ½ credits (23-24 cohort or later)
Total	24 credits*	24 credits	24 credits*
Industry Certification Requirements	None required	None required	Must attain one or more industry certifications.
Grade Point Average (GPA) Requirement	Cumulative unweighted GPA of 2.0 on a 4.0 scale		
State Assessment Requirements	Students *MUST PASS*: • Grade 10 State ELA assessment (or state-approved concordant score) • Algebra 1 EOC (or state-approved concordant score)		
Special Note: *For the Standard Diploma and Industry Scholar Diploma select courses within the 24 credits may be earned through equivalent, applied, or integrated or career education courses including work-related internships.			
Special Note:			

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A student who earns the required 24 credits, or the required 18 credits under s. 1002.3105(5), but fails to pass the assessments required under s. 1008.22(3) or achieve a 2.0 GPA may elect to remain in high school either as a full-time student or a part-time student for up to 1 additional year and receive special instruction designed to remedy his or her identified deficiencies.

Graduation Exercises

Students who meet the requirements for a Standard, Scholar, andIndustry Scholar, will be eligible to participate in graduation exercises at their last school of enrollment, unless the District or local school rules dealing with discipline or rules relative to graduation exercise participation are violated. Any violation is subject to review by the school principal for determination of the outcome. Students who fail to meet the minimum credits or grade point average as prescribed by Clay County District Schools, even though they have passed the state assessments, will not participate in graduation exercises. It is also District and State policy that eligible students are:

- Allowed to graduate before their cohorts (the 24-credit option and 18-credit ACCEL option);
- Students who graduate before their cohorts may continue to participate in school and social events and other specifically named events as part of the student's cohort, excluding athletics;
- Authorize eligible students who graduate from high school mid-year to receive a Bright Futures Scholarship award during the spring term.

Any reference made relative to the certification of students exiting high school during graduation exercises will be limited to the certification of the entire class. An example of wording or a statement that would be acceptable for use in the exercises would be, "Seniors of the class of ____ are now certified as graduates or have completed their high school course of study as prescribed by Clay County District Schools and the State of Florida."

Valedictorian and Salutatorian Recognition

When a school awards Valedictorian and Salutatorian status, the following criteria must be met:

- Senior class rank (Valedictorian & Salutatorian inclusive) will be based on a weighted grade point average on all courses taken in grades 9 - 12, including virtual courses (Clay GPA for Class Rank). Calculations of GPAs for valedictorian and salutatorian will be made at the conclusion of the eighth semester. If virtual grades are not reported to the school prior to the last day of senior exams, that course should not be included in the determination of valedictorian(s) and salutatorian(s).
- A high school transfer student will be given quality point weighting for any course acceptable for transfer if that course is deemed comparable to a course in Clay County that receives a quality point weighting. All courses that carry weight on the grade point average should be labeled on the transfer student record as honors, dual enrollment, advanced, advanced placement, accelerated, or some other description that denotes an honors-level class. The principal or designee will make the determination as to which transfer courses qualify for quality points.
- Students graduating from a three-year 18-credit Graduation Program are eligible for valedictorian and salutatorian status. The conclusion of the eighth semester is the deadline for an 18-credit graduation program student to select to graduate and compete for valedictorian or salutatorian status or continue to complete the 24-credit diploma.
- A student who transfers to or within Clay County during the last year before graduation is not eligible to be named sole Valedictorian or Salutatorian. However, that student is eligible to be Co-Valedictorian or Co-Salutatorian based on the following criteria:
    - If ranked first in the senior class based on the cumulative weighted GPA, the transfer student would be named Co-Valedictorian along with the second-ranked student. The third-ranked student would be named Salutatorian.

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- If ranked second in the senior class, the transfer student would be named Co-Salutatorian along with the third-ranked student.

Bright Futures Scholarship

Eligibility Requirements

The Bright Futures Scholarship Program is intended to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private post-secondary educational institution within three (3) years of high school graduation. If a student enlists directly into the military after graduation, the three-year period begins upon the date of separation of active duty. If a student has a full-time religious or service obligation lasting at least 18 months, the two-year eligibility period for an initial award and the five-year period for renewal begin upon completion of the obligation. The Bright Futures Scholarship Program is the umbrella program for state-funded scholarships based on academic achievement in high school that was formerly provided through such programs as the "Florida Academic Scholars" and "Gold Seal Programs". High school counseling departments can provide specific details about meeting the program's criteria. The following information covers the basic components of the "Bright Futures Scholarship Program":

- Four Levels of Scholarship Awards - Florida Academic Scholars (FAS); Florida Medallion Scholars (FMS); Florida Gold Seal Vocational Scholars (GSV); Florida Gold Seal CAPE Scholars (GSC)
- For all four awards, the student must earn a Florida high school diploma and meet the requirements for the specific award.
- Each award has its own academic requirements, award amounts, and funding length. A student may receive funding for only one award, with the highest award earned being selected.
- Earn the 16 core credits
- Achieve the required Grade Point Average or Industry Certification, depending on the level received
- Achieve the required SAT, ACT, or PERT test scores for the level received
- Perform the required number of voluntary service hours or work hours based on the level received
    - Florida Academic Scholars (FAS) - 100 service hours OR 100 work hours
    - Florida Medallion Scholars (FMS) - 75 service hours OR 100 work hours
    - Gold Seal Vocational Award (GSV) and Gold Seal CAPE Scholars (GSC) - 30 service hours OR 100 work hours

Note: Students may use a combination of service and work hours, but if a combination is used, they must earn 100 hours for all levels of Bright Futures.

More information about the Bright Futures program, along with other Florida scholarship opportunities, can be found at http://www.FloridaStudentFinancialAid.org.

Service Hours or Work Hours for Bright Futures

Service Hours or work hours are required for all Bright Futures Scholarship Awards. Students may begin service hours or work hours the summer before the student enters ninth grade. These

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service hours or work hours are not a Florida or school district requirement for graduation with a standard high school diploma.

Service Hour Requirements

For students who are attempting to receive service hours towards Bright Futures for an activity, below are the district guidelines:

- Activities performed at school should be designed to meet greater needs in the areas of health, education, environment, or public safety identified within the school. The benefits of the activities should be extended to individuals or families in need, not to the student's own family;
- To count as service hours, activities must be unpaid. The student must not be compensated with money, goods, or services for their time. Any paid activities will need to meet the requirements for documented work hours in the following section;
- Service activities must be rendered for "not-for-profit" organizations or agencies;
- The student may engage in direct, indirect, or advocacy service activities. Definitions and examples of those activities are:
    - "Direct Service" involves face-to-face contact with service recipients. Examples include tutoring other students, serving meals at a homeless shelter, or working with the elderly in a nursing home;
    - "Indirect Service" involves performing a service without having face-to-face contact with the recipients. Usually, resources are channeled to or through an organization to help alleviate a problem. Examples include food and clothing drives, marathons, fundraisers, or environmental projects;
    - "Advocacy" involves educating others about a particular social problem with the goal of eliminating the cause of that problem. Examples include writing letters to legislators or editors, preparing and displaying posters to an identified audience, writing and performing informative plays, or creating educational materials for other target groups.
- Hours spent in service activities must be verified by a site supervisor. Documentation must be kept on or attached to the CCDS Service Hours Log and Reflection Form and turned in to the student's assigned school counselor or designee.

Activities that will NOT be accepted as service hours include, but are not limited to, the following:

- Any activity that violates federal or state laws, which prohibit discrimination on the basis of race, creed, sex, age, color, national origin, marital status, sexual orientation, or disability;
- Co-curricular activities that are course requirements;
- Hours submitted after graduation;
- Fostering of animals in a location other than the shelter associated with a government agency or non-profit organization;
- Any activity whose main purpose is to increase the amount of revenue for a private, for-profit business or to generate new revenue for that business;
- Any activity that replaced a paid staff worker of the agency or institution with which the student volunteers with;
- Any activity rendered as a prerequisite for future student employment;
- Any activity that is performed as a result of disciplinary action taken by the school or courts;
- Any activity whose main purpose is to help prepare and/or participate in the performance of a religious service or religious educational activity, UNLESS the hours

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are spent addressing a social problem (examples may include: Habitat for Humanity, a community-wide summer vacation Bible school, etc.);
- Attendance at self-improvement workshops or conferences;
- Participation as an athlete in school sponsored athletics;
- Participation as an assistant or trainer at a school-based sports training camp;
- Participation in regularly scheduled school drama, band, or chorus performances, festivals, or competitions.

Work Hour Requirements

For students who are attempting to receive work hours towards Bright Futures for an activity, below are the district guidelines:

- Work hours must be for an established business or organization with a business license, non-profit status, or IRS business designation.
- Documentation of work hours must be submitted by providing a copy of the student's paycheck stub or other official documentation from the company showing the dates and hours the student worked and the pay that they received for their work.
- Documentation is to be provided to the student's assigned school counselor or other designee prior to the student's graduation.

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VPK

The Voluntary Pre-Kindergarten Education Program is a free pre-kindergarten program for 4-year-olds who reside in Florida and were born on or before September 1 of the year they would enter the program. Parents of 4-year-olds with birthdays from February 2 through September 1 may postpone enrolling their child until the following year, when they are 5. A Certificate of Eligibility (COE) is required to attend a VPK program. The parent/guardian must obtain the COE from the Early Learning Coalition. The VPK program is offered during the school year (540 instructional hours) and during the summer (300 instructional hours) at selected elementary school sites. No fees are charged for VPK's required instructional hours. Each VPK program has the flexibility to structure daily hours per week to meet the required number of instructional hours. There is no requirement for school districts to transport children to VPK. It is the responsibility of the parent/guardian to provide transportation to VPK. The VPK program is not special education and does not provide specially designed instruction or related services. The VPK Program has policies related to attendance and discipline.

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School-Year VPK Program at CCDS Elementary Schools

School-year seating for each VPK program is determined by a lottery. Seating is very limited. School-year VPK lottery dates and the online application are located on the District website. Students may submit an application for only one school within the lottery and will not be considered for placement in multiple district elementary school lotteries. Students who do not receive a seat through the selected elementary VPK lottery will be placed on a waitlist. The following documents are required once the lottery is confirmed:

- Birth Certificate
- FL680 Immunization Record
- School Entry Health Exam submitted within 30 days of enrollment
- Parent's Government-Issued Photo ID
- Signed and Dated Certificate of Eligibility (COE)

Before and After Extended Stay occurring outside of the VPK provider contractual instructional hours, but within the regular school day is available for a nominal fee through CCDS deduction or a Scheduled Payment Agreement Form.

Montessori VPK Program at Swimming Pen Creek Elementary

Seating for the Montessori VPK program is determined at the school level.

Summer VPK Program at CCDS Elementary Schools

Seating for the Summer VPK program is limited to 12 seats. Seating is assigned in the order of received applications containing the required information and documents.

VPK Summer Bridge Program

Students enrolled in a Clay County VPK program may be eligible for summer school through the VPK Summer Bridge. Eligibility is determined through the VPK Early Literacy Assessment completed in May-June and criteria is set through Florida Administrative Code. ~~Students scoring below the 10th percentile, non-participation status of "assessment inappropriate", "failed practice," or "non-English speaker.~~ Rule 6A.-6.05030 F.A.C.

School-Year VPK Program at CCDS High Schools

The school-year VPK program is offered at five of the District's High School Child Care Learning Labs as part of the Early Childhood Education program: Fleming Island High School, Middleburg High School, Oakleaf High School, Orange Park High School, and Ridgeview High School. Please contact the center director if you are interested in a seat at the school.

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CLAY VIRTUAL ACADEMY

Clay Virtual Academy (CVA) is a school of choice option for ~~Kindergarten~~2nd - 12th grade students who reside in and outside of Clay County. CVA is part of the Clay County school system as a franchise of Florida Virtual School (FLVS) with an accreditation status of Cognia and offers approved NCAA courses with both full-time and part-time enrollment opportunities for public, private, or homeschool students when room is available, and the student meets the Profile for Success Criteria.

Enrollment & Attendance

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~~Kindergarten and First Grade CVA Enrollment~~

- ~~Students enrolling in Kindergarten must be five (5) years old on or before September 1 in the school year in which he or she is enrolling.~~
- ~~Students enrolling in first grade must be six (6) years old on or before September 1 in the school year for which he or she is enrolling.~~
- ~~Age requirements for students with disabilities who have an active Individual Educational Plan (IEP) may differ from the general school age requirements.~~

FLDOE Memorandum.pdfPart-Time Enrollment and Academic Requirements

Students must meet the recommended academic progress outlined below, including the following enrollment requirements:

- 4th - 5th grade students, if they have qualifying state assessment scores
- 6th - 12th grade student meeting the Profile for Success Criteria.
- Any Student may opt to take 7th or 8th-period courses through Clay Virtual Academy or FLVS for acceleration, original credit, or grade forgiveness.

Part time students may only have two (2) active courses at a time, on any virtual platform. Additional courses will need approval from a school counselor to override. For more information, please see your school counselor or the CVA website: cva.myoneclay.net.

Full-Time Enrollment and Academic Requirements

Students must meet the recommended academic progress outlined below, including the following enrollment requirements:

- ~~6~~10th - 12th-grade students must currently be on track for a 24-credit diploma to include a minimum 2.0 GPA, an acceleration pathway, and the appropriate credits earned for each school year completed:
  - Students should have six credits at the end of the 9th grade school year.
  - Students should have 12 credits at the end of the 10th-grade school year.
  - Students should have 18 credits at the end of the 11th-grade school year.
  - Students are required to complete six (6) courses during the semester of graduation.
  - Students should pick an acceleration option and be on track to achieve it prior to senior year.

Requirements for Students with Disabilities

- Students with disabilities are required to meet the state and CVA/FLVS Franchise Profile for Success Criteria in order to be accepted into CVA full time, just as their non-disabled peers.
- Current Individual Educational Plans (IEPs~~IEP~~) of student applicants who meet the school's entrance criteria will be reviewed on an individual basis in order to determine the appropriateness of the full-time virtual education option.

FLVS Full-Time and FLVS Flex Through the Home Education Office

Students who enroll directly with FLVS full-time or FLVS Flex as a school choice option through the Home Education Office are no longer considered Clay County enrollees but may still participate in state tests and extracurricular activities at their zoned schools. Please see the Home Education section for more information.

Application and Enrollment Process for Full-Time Students

Applications for CVA are accepted during open enrollment periods, which open 90 days before the first day of school and close 30 days before the first day of school. These enrollment dates are listed on the CVA website, cva.myoneclay.net. Applications are considered without regard to disability, race, national origin, religion, or gender. The application process is to ensure, as fair as possible, that students will be successful in their academic work.

The application process for CVA is multi-step, and the student is not enrolled in CVA until all of the following steps are completed:

- Parent and Student Responsibilities Agreement is completed and submitted by the parent/guardian;
- An application is submitted during the enrollment period;
- A VSA/FLVS account for both the parent and the student is created;
- The parent/guardian and student attend a meeting with a CVA School Counselor to determine whether applicants meet the Profile for Success Criteria. School counselors determine academic decisions only and are unaware of holds that may prohibit CVA enrollment.
- The parent/guardian completes the online registration and submits all required documentation for their student.
- The student's most recent school gives clearance from any holds, including disciplinary holds, and releases registration of the student to CVA.

CVA reserves the right to suspend the application and registration process after two follow-up attempts to request the completion of any requirement without resolution. Acceptance to CVA at any other time than an open enrollment period is only under extenuating circumstances and requires administrative and school counselor approval.

Full-time enrollment for CVA is a year-long commitment. Full-time students can be released from CVA upon an academic review of the Profile for Success Criteria and/or not adhering to the Parent and Student Responsibilities Agreement.

Course Offerings

CVA offers numerous courses during the school year, including Honors, Advanced Placement (AP), Cambridge, and Dual Enrollment courses. CVA course grades are accepted for credit and are only transferable upon completion of the course. Partial grades cannot be transferred. Access the current list of CVA course offerings here.

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Attendance Requirements

Attendance for CVA is documented as follows:

- All students must submit the weekly work required (as listed on the pacing chart for each course) by 4:59 p.m. on Friday of each week to be counted for attendance purposes.
- Students must attend weekly scheduled live lessons with their teacher.
- Students must complete weekly supplemental program minutes/lessons.
- ESE students must attend their scheduled support sessions with their contact teacher.
- Daily VSA login data can be used to determine attendance for any student whose coursework is not up to date.

Curriculum, Assessment, & Instruction

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Academic Integrity

Student academic integrity is a core value and universal expectation at CVA as a franchise of Florida Virtual School (FLVS). Detailed information regarding the criminal nature of academic brokering, the policies pertaining to reporting, and the proctored exam process can be found on the FLVS website at FLVS Academic Integrity.

Elementary Handwriting Standards and Expectations

Students in Kindergarten through grade 3 enrolled full time are required to submit handwritten work for all assignments in the enrolled student's own handwriting. Students in grades 4 and 5 may submit typed assignments with the exception of the assignments that include handwriting standards. The requirement for students to submit work in their own handwriting aligns with FLVS Academic Integrity policies. Students with an IEP, 504 Plan, or other ESE documentation on file at CVA may require accommodations for the response options for class assignments. The teacher or parent should contact the ESE Department at CVA to discuss any necessary accommodations.

Technology Requirements

To maintain contact with teachers, staff, and administration, students must have daily access to the following:

- Computer with webcam and microphone
- Internet service
- Email
- Telephone

Pacing and Weekly Work Requirements

Within each course, the instructor outlines the weekly minimum work requirements that provide students with a pacing chart that needs to be followed. Both full-time and part-time students should commit five (5) to six (6) hours per week to each virtual course. Students not staying on pace are considered absent based on this pacing and/or lack of weekly work submissions to include supplemental programs. This may impact attendance and future enrollment in CVA. Students struggling to independently succeed in the virtual setting may find it in their best interest to attend a traditional school where daily monitoring and assistance in time management and task completion can occur.

Live Lesson Requirement

Participation and attendance in Live Lessons leads to student success in their courses. Students in grades K-12 are expected to have regular attendance to their class time/live lessons. Students are also required to attend their support sessions as mandated by the student's IEP or EP. Students may be required to attend tutoring sessions and additional live lessons based on academic need.

Grace Period

Students taking courses through Clay Virtual Academy (CVA) or Florida Virtual School (FLVS) are given a grace period designed for previewing or attempting a course without penalty. Grace Period is defined as reaching 20% complete or 21 days in a virtual course. Students are expected to complete their courses after the grace period has been exhausted. If a student drops a course after the allotted grace period, they will receive a grade of Withdrawal Passing (WP) or Withdrawal Failing (WF) on their transcript and may forfeit the opportunity to take virtual courses in the future.

When students add courses, the educational suitability and availability of courses will be considered before approval is~~will be~~ granted. Changes will only be considered during the first 20% or 21 days. If a student seeks to enter back into a class at their zoned school, class size caps established by the state may disallow that change. After the 21-day grace period, the student may have to complete the course online. Administrators and school counselors will interpret this.

Resubmission

As part of the CVA/FLVS Franchise commitment to mastery learning as a process, students who choose to remediate material to gain additional understanding will have the option to re-attempt a formative assessment in their course. Formative assessments in a course may include worksheets, written compositions, lab reports, short answer paragraphs, essays, book responses, graded discussion board posts, and other assessments that require teacher evaluation of the student's work. While infrequent situational deviation may occur at an Instructional Leader's/Administrator's discretion, Florida Virtual School limits the number of total attempts to three on the formative assessments mentioned above. Summative assessment submissions will be limited to one. Exceptions may be made in certain situations if determined appropriate by the Instructional team. Resubmission of coursework must be completed before taking the segment exam (grades 6 - 12).

Final Grades

Students enrolled in Clay Virtual Academy (CVA) or Florida Virtual School (FLVS) courses will only have grades finalized or transferred upon completion of each segment. There are no partial/quarter grades for CVA/FLVS courses.

All course grades are final. Students can only resubmit assignments before the segment exam is completed. An official final grade report will be emailed to the student. If the course withdrawal date falls within the grace period, a grade of "W" will be issued. After the grace period, a grade of "WP" or "WF" will be issued to their school transcripts.

Academic Review Process

Full-time students will undergo an academic review each semester. This is to ensure student success in the virtual environment. Several things are considered when conducting these reviews, including the continued meeting of all Profile for Success Criteria, growth and achievement on all Progress Monitoring assessments, and adherence to the in-person testing, supplemental program, and live lesson requirements.

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Expectation of Communication and Drop Policy

Communication is key to a student's success in an online course. It is the student's and parent's responsibility to ensure that both the VSA/FLVS platform and the CCDS Student Information System are updated with correct student and parent contact information at all times. It is essential that the student and instructors maintain regular contact.

- If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and parent(s) will receive correspondence from the instructor. Through this correspondence, the student, parent(s), and teacher will work to resolve any issues that prevent the student from submitting an acceptable number of assignments each week. Placeholders will be entered for any missing assignments to give a more accurate overview of the student's progress.
- If the student does not submit the expected number of assignments within a period of fourteen (14) consecutive days, the student and parent(s) will receive correspondence from the instructor. Through this correspondence, the student, parent(s), and teacher will work to resolve any issues that prevent the student from submitting an acceptable number of assignments each week. Placeholders will be entered for any missing assignments to give a more accurate overview of the student's progress. All assignments must be submitted in order to receive credit for the course. No exemptions will be granted as each assignment relates to a specific course standard that must be covered.
- If the student does not respond by submitting assignments within twenty-one (21) days of the initial correspondence, CVA will assume that the student does not intend to remain in the course, and the student will be administratively dropped from the course.

Course Reinstatement

- Reinstatement into a course may only be requested for a course dropped during the current school year.
- Students who are dropped from a course the first two times may request reinstatement through their teacher by contacting the teacher directly and creating a success plan. Any student requesting reinstatement for a third time will request it by contacting the principal of CVA and submitting a success plan to include a written statement showing the student's commitment to finishing out the course. Reinstatements will not be granted after the third attempt.

State Testing Requirement

As a School of Choice and a Franchise of FLVS, CVA full-time students must take all state assessments. K - 6 graders will test at CVA. 7 - 12th graders may test at CVA or arrange to test at their zoned school. Students who do not take their state assessments can be found ineligible to return to CVA for full-time enrollment. Families who want to opt out of state testing can only do so through the Home Education enrollment option.

Graduation

CVA holds a graduation ceremony for graduating seniors. Students have the option to participate at their zoned school's graduation if they are in good standing and have spent the majority of their high school years at the zoned school. CVA students will not be considered for the class rank of their zoned school. It is the student's responsibility to stay in contact with their zoned school to ensure they are eligible and approved to attend their graduation. Any student recommended for an alternative educational setting for disciplinary reasons may not participate in the commencement exercises at their zoned school, including students who enroll at CVA in lieu of the recommended alternative educational setting.

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MONTESSORI

Clay County District Schools is proud to offer the Montessori program at Swimming Pen Creek Elementary. Swimming Pen Creek is dedicated to providing development of the whole child through Montessori education by cultivating independent thought and foundational skills as well as awareness of their environment; empathy for others, social ease, and confidence. The Montessori program seeks to establish within a child the intellectual, emotional, and physical rigor needed to become a self-directed learner, flexible thinker, creative problem solver, and support the child's ever-increasing curiosity about the world in which they live.

All general and elementary specific procedures and guidelines apply to students who enroll in the Montessori program. For Montessori specific information, please see below.

Report Cards & Grading

A student's progression on a curriculum continuum, aligned with the applicable state standards, will be determined by teacher judgment. Teacher judgment will be based on the student's academic achievement as indicated on a student performance checklist aligned with the applicable state standards for that grade level. Documentation of teacher judgment may be based on any of the following procedures:

- applicable tests or evaluation activities selected from the district textbook program or other school-selected instructional materials;
- applicable samples of students' daily work assignments;
- records of observations of student work (oral and written); and
- teacher-made assessments.

Report cards are vehicles by which students' achievements are communicated to parents. The report card will include student performance in a variety of areas with teacher comments and regularly scheduled parent conferences. Report cards are posted in the parent portal on dates established by the district.

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Montessori Grading Scale (Kindergarten- Grade 4)

Grade	Grading Scale	Definition
E	90 - 100	Outstanding Progress
S	75 - 89	Satisfactory Progress
N	65 - 74	Needs Improvement
U	0 - 64	Unsatisfactory Progress

Fourth grade will be considered a transitional year for students entering upper elementary, where they maintain the same grading scale as in previous years.

Montessori Grading Scale (Grade 5 - 6)

Grade	Grading Scale	Definition
A	90 - 100	Outstanding Progress
B	80 - 89	Satisfactory Progress
C	70 - 79	Satisfactory
D	60 - 69	Needs Improvement
F	0 - 59	Unsatisfactory Progress

Reporting Student Progress

A teacher will provide notification at any time during a grading period (in the parents' primary language) when it is apparent that a student may fail or is doing unsatisfactory work that may lead to failure in any course/subject. School staff should put their best effort into verbally communicating warnings to students and parents via phone, email, or other means to confirm receipt. Parents and guardians opting to have written communication must make the request in writing to the school principal or designee. The parents will be offered an opportunity for a conference with the teacher and/or principal/designee. A student may not receive a report card grade of "U" or "F" if this procedure has not been followed.

Assessments

Ongoing comprehensive assessments providing annual benchmark measures that are aligned with the applicable state standards will be used to determine individual student performance. The student's performance will be compared to a standardized expected level of performance for the child's chronological age to determine progression on the curriculum continuum. Appropriate standardized tests will be used to evaluate the program.

Promotion Criteria & Academic Level Assignments

A student will progress at his/her own pace on a curriculum continuum aligned with the applicable state standards. Ongoing assessments and annual reviews will be used to determine a student's level of performance.

Any waivers to these requirements that are necessary to implement this program will be approved by the superintendent or designee prior to implementation.

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ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

The English for Speakers of Other Languages (ESOL) program is designed to develop English language proficiency and academic potential for eligible English Language Learners (ELL). English Language Learners are students with limited English proficiency and are further defined as:

- students who were not born in the United States and whose native language is a language other than English, or
- students from a home environment where a language other than English is spoken, or
- American Indian or Alaskan Native students from an environment where a language other than English has had a significant impact on their level of English language proficiency, and
- who have sufficient difficulty speaking, reading, writing, or listening in the English language. (Florida Statute § 1003.56)

Identification and Eligibility for ESOL Program

Each student with a response other than English to any of the questions on the Home Language Survey listed below during enrollment will be identified as a potential ELL and will be screened using the WIDA Screener within ~~14~~ 20 school days following the student's initial enrollment.

1. What language is spoken by adults at home?
2. What language did the student first learn?
3. What language is spoken by the student at home?

Initial eligibility for ESOL services is based on the student's level of English proficiency as measured by the WIDA language screening assessment.

Initial Eligibility for ESOL Program

Grade	Sub-Test	Eligible Scores
K	WIDA Screener for K	~~Semester 1:~~ Oral Language 1.0-3.9 ~~Semester 2:~~¶ ~~Overall Composite~~ ¶ ~~1.0 to 3.9~~
1st & 2nd	WIDA Screener	Oral Language 1.0-3.9
~~1st~~ 3rd-12th	WIDA Screener Listening, Speaking, Reading & Writing	Overall Composite 1.0 to 3.9
ELL Committee	Committee Recommendation	

Parents will be notified of the English Language Learner (ELL) classification and ESOL Program eligibility including the reasons for the identification, student's level of English proficiency,

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methods of instruction to be used in the program, and how it will meet the educational strengths and needs of their student. Within two weeks of the parent notification, the student will be placed in the appropriate English Language Development (ELD) instructional course(s).

Decisions regarding ESOL eligibility and services determined by the ELL Committee will be based on a review of the following:

- academic performance,
- standardized assessments and language acquisition data,
- number of years the student has been enrolled in the ESOL program, with consideration for interrupted instruction,
- the student's English language proficiency, and
- attendance and retention data.

The ELL Committee includes the principal or designee, the parent, an ESOL/English teacher, the ESOL Facilitator, and any other personnel responsible for the instruction of English Language Learners, will meet to:

- determine eligibility,
- review and make placement recommendations,
- evaluate continuation of program services to support language acquisition, or
- provide recommendations for programs and access to additional services.6A-6.0908

Parents can request that their child be removed from the ELD instructional course(s). Removal from the instructional course will not alter the school's responsibility to continue to provide English instruction by ESOL-certified or endorsed instructors. The student will continue to receive appropriate instruction until they are reclassified as English proficient and exited from the ESOL Program.

Upon the parents' request to have their child removed from the ELD instructional course(s), the student's principal or school representative will meet with the parent to ensure they understand the refusal request, by reviewing the ESOL services, the benefits of ESOL support, and the ESOL exit requirements. (Florida Rule: 6A-6.0902)

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Equal Access for English Language Learners

English Language Learners, including refugees and other immigrants, and racial and national origin minority students, should not be restricted due to their English proficiency and are entitled to equal access to:

- appropriate programs and services other than ESOL, such as compensatory, exceptional, early childhood, career and technical education, adult education, dropout prevention, extended day, and other supportive services; and
- courses that are equivalent and comparable in scope, sequence, and quality of instruction provided to English proficient students and are understandable at the student's level of English proficiency.

Grading and Progress Reporting

Each English Language Learner receiving English for Speakers of Other Languages (ESOL) services will be graded based on his/her academic progress at his/her level of English proficiency. The teacher must document that accommodations and strategies of instruction and assessment were employed, which allowed the student to demonstrate progress in the achievement of the benchmarks and grade-level expectations. A grade of "Unsatisfactory," "D," or "F" may only be assigned to an English Language Learner receiving ESOL services if he/she received appropriate

accommodations and strategies in instruction and assessment, and the student demonstrated no progress toward achieving the standards and grade-level expectations at his/her level of English proficiency.

The teacher will inform parents in the comment section that the English Language Proficiency Level was taken into consideration when planning instruction, assessments, and grading for English Language Learners.

Retention of English Language Learners

An English Language Learner (ELL) may not be retained due to lack of language acquisition alone. The student's academic performance must be based on the student's level of English Language Proficiency (ELP). An ELL who has had less than two years of instruction in the English for Speakers of Other Languages (ESOL) program (not including PreK) should be considered for good cause promotion. Considerations should include the following:

- amount of time in the country
- academic experience(s)
- time needed to reach proficiency based on research
- oral language proficiency in English
- reading and writing proficiency in English
- cultural background.

The ELL Committee (including the parent) must meet to discuss the considerations of any ELL student recommended for retention prior to the retention of that student.

For ELLs who have received ESOL services for less than two years, a district ESOL representative must be invited to and should be present at the ELL Committee Meeting.

Evidence and documentation of the integration of Florida's English Language Development standards with the grade level standards, along with the academic performance of the student based on their ELP must be reviewed during the ELL Committee meeting. (Florida Rule: 6A-1.09432)

Parent Communication of Progress

All written and oral communication between CCDS personnel and parents of current or former ELLs will be in the parents' primary language or other mode of communication commonly used by the parents, unless clearly not feasible.

Statewide English Language Proficiency Assessment

All English Language Learners will be assessed annually on the ACCESS for ELLs, including Kindergarten ACCESS for ELLs, or the Alternative ACCESS for ELLs for students with significant cognitive disabilities.

Assessment results will be used to evaluate the progress of individual students. The ELL Committee may convene to adjust, modify, or improve the ELL student plan when indicated by annual assessment data. (Florida Rule: 6A-6.09021)

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ELL Considerations for Statewide Standards Assessments

All students classified as ELL must participate in the statewide assessment program. There is no categorical exemption from participation in the statewide assessment program for English Language Learners. (Florida Rule: 6A-1.09432)

An exemption from participation in any component of the statewide assessment may only be made through the recommendation of the School's ELL committee and only for an ELL who has been in an English Language Program for less than one (1) year prior to the assessment date.

The School's ELL committee, in making its decision, will consider the following factors:

1. Level of mastery of basic competencies or skills in English and home language according to appropriate local, state, and national criterion-referenced standards;
2. Grades from the current or previous years; or
3. Other test results

The School's ELL committee will exempt an ELL from participation in a component of the statewide assessment program if it determines that the student's participation would have an unsound instructional effect on the student.

English Language Learners in the third grade, who have been in an ESOL Program for less than two years and fail to meet expectations on the third-grade state assessments in reading, will be exempted for Good Cause from the third-grade mandatory retention.

For the purpose of exemption from mandatory retention of third-grade ELLs, under good cause, two years means no less than a total of two full calendar years as measured from the date the student entered a U.S. school (DEUSS), to the date of the grade three standardized ELA assessment.

The School's ELL committee may consider that the good cause exemption is also appropriate for ELLs traveling in and out of the country, who have NOT had two uninterrupted years of instruction in an English for Speakers of Other Languages (ESOL) program.

The School's ELL committee, in making its decision, will consider the following factors:

1. Documentation of less than two years of accumulated time in an ESOL program in the U.S.;
2. Verification of the DEUSS date (starting point);
3. Verification of re-entry dates (code E09, signifying any PK-12 student who enters a Florida school from a country other than the U.S. or U.S. commonwealth/territory);
4. Student level of English language proficiency;
5. Academic experience in both English and the heritage language; and
6. Transcripts from schools outside the United States.

ELL Accommodations for Statewide Assessments

Appropriate and allowable accommodations are provided to English Language Learners who are currently receiving services or have exited and are in the two-year monitoring period, provided these accommodations have been implemented throughout the course of the academic year.

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Accommodations are defined as adjustments to settings and/or scheduling to include the amount of time for administration, assistance in the heritage language, and the use of an approved translation dictionary or glossary, including:

- testing in a separate room with the ESOL or heritage language teacher;
- scheduling in multiple increments within one school day, when allowed;
- additional time within one school day may be provided to complete a test session;
- access to an approved heritage language dictionary or glossary; and/or
- limited assistance by an ESOL or heritage language teacher using the student's heritage language for directions, prompts, items, and answer choices.

Accommodations that negate the validity of statewide, standardized assessments are not allowable. (Florida Statute § 1008.22)

Graduation Options for English Language Learners

1. English Language Learners who have been enrolled in an ESOL program for less than 2 school years and have met all requirements for the standard high school diploma except for passage standardized grade 10 ELA or alternative assessment is eligible for a standard high school diploma by satisfactorily demonstrating grade-level expectations on a formative assessment that generates a score or metric that can be interpreted as a measure of grade 10 level achievement in ELA.

2. English Language Learners who are enrolled in an ESOL program and have met all requirements for the standard high school diploma except for passage of the required state assessment or alternate assessment may participate in the English Language Program during the summer following their senior year and/or return as a fifth-year senior to have the opportunity to meet the graduation requirements.

ELLs receiving such instruction are eligible to take the required state assessment or alternate assessment and receive a standard high school diploma upon passage of the required state assessment or the alternate assessment. (Florida Statute § 1003.433), and SB 6A-1.0942

Exiting the ESOL Program

Each student identified as an English Language Learner shall continue to receive appropriate instruction until the student is reclassified as English proficient and exited from the ESOL Program. (Florida Rule: 6A-6.0903)

Grade	Exit by Criteria	Exit by ELL Committee Criteria
K	WIDA ACCESS 1. 4.0+ Overall Composite and 2. 4.0+ Reading	N/A
1-2nd	WIDA ACCESS 1. 4.0+ Overall Composite and 2. 4.0+ Reading	WIDA Screener* 1. 4.0+ Overall Composite and 2. 4.0+ Reading *Must be administered w/in 30 Days of the ELL Committee's determination to Exit
3rd-12th	WIDA ACCESS 1. 4.0+ Overall Composite and 2. 4.0+ Reading and	WIDA Screener* 1. 4.0+ Overall Composite and 2. 4.0+ Reading and

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	FAST ELA 3. Level 3+	*Must be administered w/in 30 Days of the ELL Committee's determination to Exit 3. Academic Criteria Required for Review: • 3+ Years in ESOL Program • Evidence of mastery of basic competencies/skills on a District Approved Formative ELA Assessment • Evidence of quarterly grades demonstrating satisfactory progress towards ELA standards • Written recommendation by current and previous instructional staff

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EXCEPTIONAL STUDENT EDUCATION

Our school district is committed to ensuring that all students with disabilities (SWDs) have the opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. The mission of the Exceptional Student Education (ESE) department is to identify and meet the unique educational needs of exceptional students and to provide support and resources to enhance educational opportunities so they may reach their full potential and become independent, productive citizens. The district ESE department, ESE instructional personnel, and related services personnel center all of their work around high-leverage practices in the domains of instruction, social/emotional/behavioral, assessment, and collaboration, which are considered to be fundamental to teaching all students with disabilities.

Each student with a disability has an Individual Education Plan (IEP). The IEP is tailored to meet the individual needs of students with disabilities, and is developed by a collaborative team including appropriate school-based/district personnel, parents or legal guardians, and the student whenever possible. The IEP team will review the IEP on an annual basis, or they may meet to amend the annual IEP if the need arises.

Key components of an IEP include: the student's present level of academic achievement and functional performance, measurable annual IEP goals, accommodations, ESE services including specially designed instruction, transition services as applicable, and an explanation of how the student will participate in State and district assessments. Parents/legal guardians are informed of their child's progress towards the attainment of their annual IEP goals at the regularly scheduled times that all students receive report cards and interim reports.

As IEPs are developed, reviewed, or amended for all SWDs, the IEP team will always consider existing additional services provided to SWDs, such as Title I, English Language Learners, Migratory, Homeless, and Neglected or Delinquent Children.

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Assessment

Florida Alternate Assessment for Students with Significant Cognitive Disabilities

All Florida students participate in the state's assessment and accountability system. The Florida Alternate Assessment (FAA) is designed for students whose participation in the general statewide assessment program is not appropriate, even with accommodations. The FAA is based on Florida's B.E.S.T. Standards Access Points for English Language Arts, Mathematics, Science, and Social Studies. Access Points are academic expectations written specifically for students with significant cognitive disabilities. They reflect the essence or core intent of the standards that apply to all students in the same grade, but at reduced levels of complexity.

Participation Guidelines

Per Florida Statute § 1008.22(3)d and Rule 6A-1.0943 F.A.C., only students with significant cognitive impairment are eligible to participate in the FAA program. Therefore, students

with a primary disability category of SLD must not participate in the FAA program and subsequently should not be enrolled in access courses that align with the FAA program.

The decision for a student with a disability to participate in the statewide alternate assessment is made by the Individual Educational Plan (IEP) team and recorded on the IEP. The IEP team should consider the student's present level of educational performance in reference to the Florida Standards Assessments and Next Generation Sunshine State Standards Assessments.

In order for a student to participate in the statewide, standardized alternative assessment, all of the following criteria must be met:

- The student must have a "most significant cognitive disability," meaning a global cognitive impairment that adversely impacts multiple areas of functioning across many settings and is a result of a congenital, acquired, or traumatic brain injury or syndrome and is verified by either:
    1. A statistically significant below average global cognitive score that falls within the first percentile rank (i.e., a standard, full-scale score of sixty-seven (67) or under); or
    2. In the extraordinary circumstance when a global, full-scale intelligence quotient score is unattainable, a school district-determined procedure that has been approved by the Florida Department of Education and documented in the district's ESE Policies and Procedures, as required by Florida Statute § 1003.57.
- The assessment instrument used to measure the student's global level of cognitive functioning was selected to limit the adverse impact of already-identified limitations and impairments (e.g., language acquisition, mode of communication, culture, hearing, vision, orthopedic functioning, hypersensitivities and distractibility);
- The student must receive exceptional student education (ESE) services as identified through a current IEP and be enrolled in the appropriate and aligned courses using alternate achievement standards for two (2) consecutive full-time equivalent reporting periods prior to the assessment;
- The student must be receiving specially designed instruction, which provides unique instruction and intervention supports, that is determined, designed and delivered through a team approach, ensuring access to core instruction through the adaptation of content, methodology or delivery of instruction and is exhibiting very limited to no progress in the general education curriculum standards;
- The student must be receiving support through systematic, explicit, and interactive small-group instruction focused on foundational skills in addition to instruction in the general education curriculum standards;
- Even after documented evidence of exhausting all appropriate and allowable instructional accommodations, the student requires modifications to the general education curriculum standards;
- Even after documented evidence of accessing a variety of supplementary instructional materials, the student requires modifications to the general education curriculum standards;
- Even with documented evidence of the provision and use of assistive technology, the student requires modifications to the general education curriculum standards;
- Even with direct instruction in all core academic areas (i.e., English Language Arts, Mathematics, Social Studies, and Science), the student is exhibiting limited or no progress on the general education curriculum standards and requires modifications;

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- Unless the student is a transfer student, the student must have been available and present for grade-level general education curriculum standards instruction for at least seventy (70) percent of the school year prior to the assessment;
- Unless the student is a transfer student, the student must have been instructed by a certified teacher for at least eighty (80) percent of the school year prior to the assessment;
- Exclusionary Criteria - A student is not eligible to participate in the statewide, standardized alternate assessment if any of the following is true:
    - The student is identified as a student with a specific learning disability or as gifted;
    - The student is identified only as a student eligible for services as a student who is deaf or hard of hearing or has a visual impairment, a dual sensory impairment, an emotional or behavioral disability, a language impairment, a speech impairment, or an orthopedic impairment; or
    - The student scored a level 2 or above on a previous statewide, general education curriculum standardized assessment administered pursuant to Florida Statute § 1008.22 (3)(a) and (b), unless there is medical documentation that the student experienced a traumatic brain injury or other health-related complication subsequent to the administration of that assessment that led to the student having the most significantly below-average global cognitive impairment.
- The parent must sign consent in accordance with Rule 6A-6.0331(10), F.A.C.

If the student meets all of the criteria for alternate assessment, the student should be enrolled in access courses, and the Florida Alternate Assessment should be used to provide a meaningful evaluation of the student's current academic achievement.

If the student does not meet the criteria, the student should be instructed in general education courses and participate in the general statewide standardized assessments with or without accommodations as appropriate.

Student performance is assessed on four levels of achievement. For all grade levels and content areas, the minimum scale score in Achievement Level 3 is identified as the passing score.

The four achievement levels are:

Level 1	Students at this level do not demonstrate an adequate level of success with Florida's B.E.S.T. Access Points Standards.
Level 2	Students at this level demonstrate a limited level of success with Florida's B.E.S.T. Access Points Standards.
Level 3	Students at this level demonstrate a satisfactory level of success with Florida's B.E.S.T. Access Points Standards.
Level 4	Students at this level demonstrate an above-satisfactory level of success with Florida's B.E.S.T. Access Points Standards.

NOTE: Access courses can only be used for students with significant cognitive disabilities who are eligible for alternate assessment. Determining the specific benchmarks within

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each strand and the functional level(s) applicable to a student will be the responsibility of the IEP Committee. It is expected that only students with the most significant cognitive disabilities who are eligible under the Individuals with Disabilities Education Act (IDEA) will participate in the FAA.

Assessment Exemption

A child with a medical complexity may be exempt from participating in statewide, standardized assessments, including Florida Alternate Assessment (FAA) if based upon medical documentation from a physician that the student is medically fragile and needs intensive care due to a condition such as congenital disorder or acquired multi-system disease; has a severe neurological or cognitive disorder with marked functional impairment; or is technology dependent for activities of daily living and lacks the capacity to perform on an assessment. The student, if the IEP determines that the student qualifies, has the following options:

- One-year exemption, if approved by the superintendent, from all statewide assessments.
- One to three-year exemption, if approved by the superintendent, from all statewide assessments.
- Permanent exemption, if approved by the superintendent, from all statewide assessments.

Graduation

Graduation Requirements for Students with Disabilities and Types of Diplomas

Beginning no later than the first Individual Education Plan (IEP) to be in effect when the student enters high school, attains the age of 14, or when determined appropriate by the parent and the IEP team, whichever occurs first, the IEP team in collaboration with the student's parent(s)/guardian(s) will review the diploma option (including standard diploma designations) annually and, if appropriate, revise the diploma option accordingly. Since the selection of a diploma option will have a significant impact on the student's high school curriculum, the IEP team will collaborate with the student's parents/guardians to select the most appropriate diploma option. The IEP team will discuss specific course and credit requirements for each diploma option in order to make an informed decision. The diploma option selected at the IEP meeting is noted on the IEP. At each annual IEP meeting thereafter, the academic performance of the student in relation to the diploma option selected will be addressed, and the diploma recommendation reviewed. If, at any time, a change to the diploma option is recommended or requested, the change must be approved by the parent and is subject to verification of appropriateness by an independent reviewer. Copies of each IEP will be given to the parents.

Requirements for Standard Diploma

The standard diploma will be awarded to any student who has satisfactorily completed the high school program and has met all local and state requirements for graduation. See Diploma Options section for full detailed requirements. The standard diploma will be awarded to students who:

- Earn a passing grade on the required statewide assessment(s) or meet the waiver requirements.
- Successfully complete the required credits in grades 9 - 12. Students with disabilities must earn required credits in the district approved education courses listed in the Course Code

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Directory in order to meet the credit requirements for a standard diploma. Students with disabilities may meet the elective credit requirements by earning credits in basic, vocational, or exceptional student education courses as allowed by the standard diploma option selected.
- Attain the same cumulative grade point average required in the general education section of the Student Progression Plan.

For those who have selected a General Standard Diploma, the following additional options may be discussed at an IEP team meeting and selected if appropriate.

Standard Diploma via Access Courses

This diploma is ONLY available to students with significant cognitive disabilities who are enrolled in access courses and assessed via an alternate assessment. The following may be considered:
- Substitution of eligible Career Technical Education (CTE) courses for required access courses. Eligible CTE courses are noted in the state course code directory.
- Modified expectations or outcomes to the CTE curriculum if CTE substitutions have been selected in lieu of required access courses.
- Waiver of the Florida Standards Alternate Assessment for the purpose of receiving a course grade and a standard high school diploma. If this option is recommended by the IEP team, the parent must approve it. In addition, a Graduation Portfolio must be developed in the area (English Language Arts, Mathematics, Science, and Social Studies) in which the waiver is granted.

Standard Diploma via Academic Courses and Employment Competencies

This may be considered when the IEP team has determined that mastery of both academic and employment competencies are the most appropriate way for the student to demonstrate skills. Students who choose the academic and employment option must earn at least 0.5 credit via paid employment. If this option is selected, an appropriate and signed Employment Transition Plan must be in place and separate from the IEP. Also, in addition to meeting the requirements noted for the general standard diploma, the IEP team may discuss and opt to substitute eligible Career Technical Education (CTE) courses for required core academic courses. Eligible CTE courses are noted in the state course code directory.

Specific requirements for each of these diploma types can be found in the Secondary Education section of this manual: Standard Diploma Industry Scholar Diploma Designation, Standard Diploma Scholar Designation, Advanced International Certificate of Education, State of Florida High School Performance-Based Diploma, State of Florida High School Diploma, International Baccalaureate, Standard Diploma ACCEL 18-Credit Option.

Waiver of Statewide, Standardized Assessment Results for Students with Disabilities

Florida Statute § 1008.22(3)(c)1 requires that school districts provide instruction to prepare students with disabilities to demonstrate satisfactory performance in the core content knowledge and skills necessary for successful grade-to-grade progression and high school graduation. Assessment results may be waived under specific circumstances for students with disabilities for the purpose of receiving a course grade and a standard high school diploma.

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To be considered for a statewide, standardized assessment results waiver, the following criteria must be met:

- The student must be identified as a student with a disability, as defined in Florida Statute § 1007.02. The term "student with a disability" means a student who is documented as having an intellectual disability; a hearing impairment, including deafness; a speech or language impairment; a visual impairment, including blindness; an emotional or behavioral disability; an orthopedic or other health impairment; an autism spectrum disorder; a traumatic brain injury; or a specific learning disability, including, but not limited to, dyslexia, dyscalculia, or developmental aphasia.
- The student must have an Individual Educational Plan (IEP).
- The student must have taken the statewide, standardized assessment with appropriate allowable accommodations at least once.
- In accordance with Florida Statute § 1008.22(3)(c)2, the IEP team must make a determination of whether a statewide, standardized assessment accurately measures the student's abilities, taking into consideration all allowable accommodations for students with disabilities.

Students with disabilities who choose to pursue the 18-credit, Academically Challenging Curriculum to Enhance Learning (ACCEL) option, may be eligible for a waiver of statewide, standardized assessment results as long as they meet all of the waiver requirements and the requirements for the ACCEL option.

Students pursuing a standard diploma with a scholar diploma designation are not eligible for a waiver. In order for a student to earn a scholar diploma designation, ~~thea~~ student must meet the requirements of Florida Statute § 1003.4285.

Deferral of Graduation/Receipt of Standard High School Diploma

Beginning no later than the first IEP to be in effect when the student enters high school attains the age of 14, or when determined appropriate by the parent and IEP team, whichever occurs first, the IEP team in collaboration with the student's parents/guardian and student must discuss the process for a student with a disability who meets the requirements for a standard high school diploma to defer the receipt of such diploma pursuant to Florida Statute § 1003.4282 (10)(c). (Students who receive a special diploma do NOT need to defer receipt of the special diploma in order to continue to receive FAPE.) The IEP team must review the benefits of deferring and describe in writing the services and programs available to the student who wishes to defer. The decision is made by the parent or the student if over the age of 18 during the year the student is expected to meet all of the requirements for a standard diploma, which is the senior year. Additionally, the decision to defer must be made by May 15 of the senior year. A student with a disability may only defer receipt of the standard diploma if:

- The IEP includes special education, transition planning, transition services, or related services through age 21 AND
- The student is enrolled in one or more of the following:
    - Accelerated college credit instruction (dual enrollment and early admission, advanced placement, and credit by examination)
    - Industry certification courses that could lead to articulated college credit (check with the Career Technical Education department for courses that apply)
    - Collegiate high school program (International Baccalaureate program, or Advanced International Certificate of Education program)

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- Courses necessary to satisfy the Scholar designation requirements (the Scholar designation requires satisfactory completion of additional academic courses and assessments; see fldoe.org for additional information)
- A structured work-study program (any program that is designed to prepare the student for employment), internship, or pre-apprenticeship program (for students who are at least 16 years old).

Services

ESE Services and the Provision of FAPE

Under the Individuals with Disabilities Education Act, students with disabilities may receive public education services until their 22nd birthday. Students who have not graduated with a standard diploma or who have selected the option to defer the receipt of their standard diploma may receive services from the school district until their 22nd birthday.

Extended School Year Services

Extended School Year (ESY) services are special education and related services that are provided to ESE students beyond the normal 180-day school year. The determination of the need for ESY is a data-based decision made by the IEP team in order to ensure the student receives a free and appropriate public education (FAPE).

The criteria used to determine ESY services include, but are not limited to, regression and recoupment, critical points of instruction, emerging skills, nature or severity of the disability, interfering behaviors, rate of progress, or special circumstances. The IEP team will review all available student assessment data, IEP goal progress data, parent and teacher observations, student performance after previous breaks from school, and a variety of other student-specific data in order to help determine the student's need for ESY.

The IEP team has the flexibility to determine when an individual student needs ESY services. The district may provide ESY services to a student with a disability during the summer or at times other than the summer during the school year, such as before and after regular school hours or during any school break, if it is determined by the IEP team that the student requires ESY services during those time periods in order to receive FAPE.

ESY services may be provided as school-based instruction with related services, computer-assisted programs, take-home instructional materials with consultation support, related services, and other methods determined by the IEP team to address the student's individualized needs.

The IEP team must determine at least annually if ESY services are necessary. ESY is not intended to provide education beyond that which has been determined necessary by the IEP team to ensure FAPE. Also, the school district will not limit the provision of ESY services to particular categories of disabilities or unilaterally limit the type, amount, or duration of the services. Rule 6A-6.03028(3)(g)11.b., F.A.C. Determinations concerning the duration, frequency, and type of ESY services will be individualized and documented on the student's IEP.

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Section 504

Section 504 Eligibility Determination

Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. In order to become eligible under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

The Section 504 Team, consisting of parents, teachers, and other staff members, will meet to discuss all relevant information and acquired data about the student to consider whether the student has a disability that substantially limits a major life activity. Should the student be determined to be eligible under Section 504, the team will then consider need based supports and mitigating factors to determine the need for and, if necessary, design an accommodation plan that provides equal participation and opportunity for access for the disabled student. Section 504 accommodations are intended to provide access to educational opportunities, not to provide the student with an advantage over their non-disabled peers. The Clay County District Schools Section 504 Guide provides more detailed information and implementation guidelines.

Accommodations for ESE & Section 504

Classroom Accommodations for Section 504 and ESE

Students eligible for ESE or 504 plans should receive classroom accommodations as listed in their IEP or 504 Plan. Accommodations are implemented in all general education courses, Career and Technical Education (CTE) courses, and programs of study as needed to ensure students the opportunity to meet requirements for course completion and high school graduation requirements for a standard diploma. The appropriate accommodations will be determined based on the assessed needs of the student and will be reflected in his/her IEP or 504 plan. Accommodations to these courses will not include modifications to the student performance standards.

District and Statewide Assessment Accommodations

Allowable district and state-standardized assessment accommodations should be considered by the IEP or 504 plan team at annual reviews. Note that only allowable accommodations approved by any specified standardized assessments are permissible. Parents and students should be made aware that there may be accommodations used in the classroom that are not permissible on standardized assessments.

Teachers are to use appropriate testing accommodations, identified on the IEP or 504 plan, for eligible students in all situations.

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Gifted

A student is eligible for special instructional programs for the gifted from kindergarten through grade 12 if the student meets one of these criteria:

- The student demonstrates -
  - The need for a special program.
  - A majority of the characteristics of gifted students are according to a standard scale or checklist; and
  - Superior intellectual development as measured by an intelligence quotient of two standard deviations or more above the mean on an individually administered standardized test of intelligence.
- The student is a member of an underrepresented group and meets the criteria specified in an Approved School District Plan for increasing the participation of underrepresented groups in programs for students who are gifted. Underrepresented groups are defined in Rule 6A-6.03019, F.A.C., as students with limited English proficiency or students from low socio-economic status families.

When a student is determined eligible for this program, an Educational Plan (EP) is developed. In grades K - 6, Clay County District Schools utilizes the research based Gifted Enrichment Model as the best way to meet the depth and complex needs of elementary students who are gifted. In grades 7 - 8, junior high schools may utilize academic content courses or provide support facilitation. Students who are gifted articulating from grades 8 to 9 will have an Educational Plan articulation meeting to address appropriate services.

In order to ensure that Exceptional Student Education Services are provided for all students who are gifted, the following principles should guide decision making:

The EP drives the gifted service; students must attend the gifted class or receive the gifted services, as they do any other required instruction. Participation in gifted classes cannot be used as a reward.

- The Educational Plan identifies the amount of time a student receives instruction with the gifted teacher. If any changes are needed to the EP, individual EP meetings must be held (including the parent/guardian) to address the changes. The changes must be described in the Present Level of Educational Performance.
- Students who attend gifted enrichment classes are responsible for concepts covered in their general education class. The general education teacher should try to schedule critical lectures, presentations of new material, and tests at a time when the gifted students are present. Any critical material covered when the gifted students are receiving their required gifted service will be provided to students upon their return to class.
- Students who are gifted attending an enrichment class are NOT required to make up classwork or homework missed while participating in activities with the gifted teacher. Additionally, missed classwork must not be assigned as homework. However, the students may be held responsible for key concepts covered during their absence.
- Middle school students who attend a gifted class for content instruction receive their grade for that subject from the gifted teacher.
- In order to be considered an ESE service, all gifted classes (enrichment classes at elementary school or gifted academic content courses at the junior high school) must be

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taught by a gifted endorsed teacher, and the classes must be comprised of only students who are gifted.

Hospital Homebound

This program is available to K - 12 students and PreK Exceptional Student Education students who have a medically diagnosed physical or psychiatric condition that is acute or catastrophic in nature, a chronic illness, or a repeated intermittent illness due to a persisting medical problem, which confines the student to home or the hospital, and who demonstrate a need for specialized instruction. These students may continue their academic instruction in the home or in the hospital. Eligibility, placement, and program services are determined by members of an eligibility determination team meeting. The eligibility determination meeting is scheduled upon receipt of a Hospital/Homebound Request application, which is completed by parent/guardian(s) as well as by a licensed Florida physician or psychiatrist, unless a report of medical examination from a physician licensed in another state is permitted in accordance with Rule 6A-6.0331(3)(e), F.A.C. The licensed physician must certify:

- That the student is expected to be absent from school due to a physical or psychiatric condition for at least 15 consecutive school days or due to a chronic condition for at least 15 school days; and
- That the student is confined to home or hospital; and
- That the student will be able to participate in and benefit from an instructional program; and
- That the student is under medical care for an illness or injury that is acute, catastrophic, or chronic in nature; and
- That the student can receive instructional services without endangering the health and safety of the instructor or other students with whom the instructor may come in contact.

Grading for Hospital/Homebound students will be determined through a collaboration between the brick and mortar teacher of record and the Hospital/Homebound teacher.

The Request for the Hospital/Homebound Instruction application can be obtained by contacting the ESE department at your child's school, or by contacting the Clay County ESE District Office Hospital/Homebound department.

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Summary of Changes

2026-27 Student Progression Plan Draft

- Cover page and Introduction updated
- The committee implemented formatting, language, and content revisions to enhance readability and flow.

Section	General Information (K-12)	Page #
Students Experiencing Homelessness	• Project REACH contact information updated	**11**
Transfer Grades & Report Card Grades	• Replaced “Grade Book User Guide” with “Student Information System”	**13-14**
Attendance	• Replaced the first paragraph with general information. • Combined “Excused Absences and “Unexcused Absences” sections • Added Compulsory School Attendance & Truancy information • Revised “Child Study Team” to “Attendance Support & Child Study Team” • “McKinney-Vento Homeless Assistance Act” added	**15** **15-17** **18** **18-19** **19-20**
Multi-Tiered Systems of Support	• Revised “Three Levels of Multi-Tiered Systems of Support” verbiage	**22-23**
Home Education	• Added “Academic Standing and Credit Validation for Transferring Homeschool Students”	**24-25**
Section	**Elementary Grades (K-5)**	**Page #**
Transferring In-Progress Grades	• Verbiage revised to reflect 10 days	**27**
State Assessments	• Parent access information updated	**29**
Report Cards	• “Student Information System” replaced “Parent and Student applications” • Revised grading verbiage	**30** **30**
Intervention & Remediation	• “Reading or Math Deficiencies& Parental Notification” revised • “Reading or Math Scholarships” removed due to lack of funding	**32** **33**
Summer Reading Camps	• Star Reading, and/so SAT10 removed	**37**
Section	**Middle Grades (6-8)**	**Page #**
Transferring Student Placement	• Links to guidelines added	**40**
Transferring In-Pregress Grades	• Verbiage revised to reflect 10 days • Revised virtual school verbiage	**40**

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State Assessments	• Parent access information updated	**44-45**
Reporting Student Progress	• Revised to match the "Elementary Grades" verbiage	**47**
Reading Remediation	• Paragraph three revised	**50**
Section	**High School Grades (9-12)**	**Page #**
Transferring Student Placement	• Links to guidelines added	**53**
Transferring In-Progress Grades	• Verbiage revised to reflect 10 days • Revised virtual school verbiage	**53-54**
Accepting of Transferring Credits	• Information related to the validation of courses added	**54**
Honor Roll	• Removed "on or above grade level"	**68**
Interscholastic Participation	• School Board Policy number updated	**69**
Reading Remediation	• Paragraph three revised • Removed ACT, SAT, and/or CLT	**71** **71**
Section	**VPK**	**Page #**
Summer Bridge VPK	• New section	**82**
Section	**Clay Virtual Academy**	**Page #**
Enrollment & Attendance	• "Kindergarten and First Grade CVA Enrollment" sub-section removed	**84**
Section	**English for Speakers of Other Languages**	**Page #**
Identification and Eligibility for ESOL Program	• 14 days changed to 20 days • Initial Eligibility for ESOL Program chart updated	**91** **91**
Section	**Exceptional Student Education**	**Page #**
Hospital Homebound	• Grading process added	**106**

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CLAY COUNTY DISTRICT SCHOOLS

STUDENT PROGRESSION PLAN

2026–2027 SCHOOL YEAR

Clay County District Schools | 900 Walnut St, Green Cove Springs, FL 32043 | OneClay.net

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INTRODUCTION

Clay County District Schools (CCDS) is pleased to present the 2026-2027 Student Progression Plan (SPP), which outlines our commitment to providing our students with the highest-quality education. This Student Progression Plan is intended to guide school personnel, parents, students, and other stakeholders on the administrative procedures required by state legislation and district school board policies.

At CCDS, we understand that academic proficiency in English Language Arts, Mathematics, Science, and Social Studies is essential for students to succeed in school and beyond. Therefore, our Student Progression Plan is designed to ensure that each student's progress from one grade to another is based on their mastery of the standards outlined in state legislation.

We are proud to offer a multi-tiered system of support for all learners that embeds instructional opportunities, including high-leverage practices and evidence-based resources and tools. Our educators and leaders are provided professional learning opportunities that are intentionally designed to meet the unique needs of each student and promote positive educational outcomes. We are dedicated to creating a learning environment that supports and empowers our students to reach their full potential.

The Student Progression Plan is governed by Florida Statute § 1008.25 and district policy. All procedures listed in the Student Progression Plan are subject to change due to School Board or legislative action. The Student Progression Plan is updated yearly and posted on the district website.

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GENERAL INFORMATION (K-12)

Enrollment, Transfer, & Promotion Procedures

First Time Enrollment to Clay County District Schools
Enrollment means permitting the student to attend classes and participate fully in school activities. Before admitting a student to Florida schools for the first time, the school must have the documentation required by Florida Statutes and the Clay County School Board policy/procedures:

- Proof of date of birth (Florida Statute § 1003.21). If an official birth certificate for the student cannot be obtained by the parent/guardian, the following may be accepted in the order outlined in Florida Statute § 1003.21:
    - A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the student, accompanied by an affidavit sworn to by the parent;
    - An insurance policy on the student's life that had been in force for at least two years;
    - A bona fide contemporary religious record of the student's birth, accompanied by an affidavit sworn to by the parent;
    - A passport or certificate of arrival in the United States showing the age of the student;
    - A transcript of record of age shown in the student's school record of at least four years prior to application, stating date of birth; or
    - If none of this evidence can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician.

- A certificate showing a school entry health examination performed within one year before enrollment. Exemptions will be granted on religious grounds upon receiving a written request from parents/guardians stating objections to the examination (Florida Statute § 1003.22). Clay County District Schools allows a 30-day grace period for the school entry health examination. Proof of exam must be turned in within 30 days of enrollment.

- A Florida Certificate of Immunization, DH680 form, and DH681 (Religious Exemption) are the only acceptable immunization certificates for admission to grades PreK-12. Required immunizations include (Florida Statute § 1003.22):
    - Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine
    - Two or three doses of hepatitis B (HepB) vaccine
    - Three, four, or five doses of polio vaccine*
    - Two doses of measles-mumps-rubella (MMR) vaccine
    - Two doses of varicella vaccine for K - 8**
    - Two doses of varicella vaccine for grades 10 - 12

      * If a fourth dose of vaccine is administered before the fourth birthday, a fifth dose of polio vaccine is required for kindergarten entry only.

      ** Varicella vaccine is not required if varicella disease is documented by a healthcare provider.

- An official letter or transcript from the proper school authority that shows a record of

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attendance, academic information, and grade placement of the student is requested from the parent at registration. The school will request official records from the receiving school once the parent has completed the registration request documents.

- Social Security Number (District request)
- Proof of Residency
    - Current mortgage statement, lease, or deed
    - Current utility bill or letter of service connection
    - Parent's government-issued photo ID

Students Experiencing Homelessness
As defined by Florida Statute § 1003.01, homeless children may lack a fixed, regular, and/or adequate nighttime residence and include children who are:

1. Sharing the housing of others due to loss of housing, economic hardship, or a similar reason;

2. Living in motels, hotels, travel trailer parks, or camping grounds due to the lack of alternative accommodations;

3. Living in emergency or transitional shelters or abandoned in hospitals;

4. Sleeping in a place that is not ordinarily used as a sleeping place for human beings;

5. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

6. Migrant and living in one of the above.

Children and youth who are experiencing homelessness will be immediately enrolled, even when documents typically required for enrollment are unable to be provided. Families claiming to be homeless and needing enrollment assistance should be referred to the Project REACH Homeless Education Program at projectREACH@myoneclay.net. If needed, Project REACH must provide due diligence attempts to obtain necessary documentation.

Military Families Guidelines
The Interstate Compact on Educational Opportunity for Military Children was implemented to accommodate students from military families who have been transferred from one state to another. The purpose of the Compact is to make this transition as seamless as possible. The Compact applies to active members of the Uniformed Services, members or veterans of the Uniformed Services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement, and members of the Uniformed Services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death. The district will implement the requirements listed in Florida Statute § 1000.36,

Transfer of Educational Records and Enrollment

- In the event that the parent cannot obtain official educational records, the sending school will furnish a complete set of "unofficial educational records." When the receiving school obtains these records, the student will be enrolled and appropriately placed pending validation by the official records. To be admitted into the receiving school, the transferring student must provide the following:

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    - Official military orders showing that the military member was assigned to the state in which the student was previously enrolled and attended school. If the student was residing with a legal guardian and not the military member, a copy of the family care plan or proof of guardianship will be provided;
    - An official letter or transcript from the school authorities of the sending school showing attendance, academic, and grade placement information;
    - Evidence of date of birth.
    - FL680 and Physical must be provided within 30 days of enrollment when a copy of the military transfer orders is presented.
    - Two proofs of residency for the registering school (current mortgage statement, lease or deed, and current utility bill).
- Advance Enrollment allows the military family to register for school without a physical address based on transfer orders; however, the family must provide proof of residency showing zoning within 10 days of arrival.
- Continuing the student's academic program from the previous school should be paramount when considering placement. The receiving school may conduct further evaluations to ensure appropriate placement.
- School districts will have flexibility in waiving course/program prerequisites for placement in courses/programs.

Absence as Related to Deployment

A student whose parent/legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, will be granted additional excused absences at the discretion of the superintendent or principal to visit with his or her parent/legal guardian.

Graduation of Children From Military Families

To facilitate the on-time graduation of students of military families, schools will incorporate the following procedures:

- Waive specific course requirements for graduation if similar coursework has been satisfactorily completed in the sending school, or will provide reasonable justification for denial. If a waiver is not provided to a student who would qualify to graduate from the sending school, the receiving school will provide an alternative means of acquiring coursework for that graduation to occur on time.
- Exit exams: Receiving schools will accept any of the following testing information:
    - Exit or End-of-Course exams required for graduation from the sending state.
    - National norm-referenced achievement tests;
    - Alternative testing in lieu of testing requirements for graduation in the receiving state.
- If a student transfers during their senior year who is ineligible to graduate from the receiving school after all alternatives have been considered, the two schools will communicate to ensure the receipt of a diploma from the sending school if the student meets the graduation requirements from that school.
- Clay Virtual Academy students from military families who move from Clay County but maintain residency in Florida and a mailing address in Clay County that is checked regularly may remain enrolled in Clay Virtual Academy. Military families should consider onsite state testing requirements when making enrollment decisions. A military student may enroll as a homeschool student, utilizing CVA as the curriculum

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of choice.

Eligibility

- Special power of attorney, relative to the guardianship of a student of a military family and executed under applicable law, will be sufficient for enrollment and all other actions requiring parental participation and consent;
- A transitioning military student who is placed in the care of a non-custodial parent or other person standing in loco parentis may continue to attend the school in which the student is enrolled while residing with the custodial parent;
- The school will make every effort to obtain eligibility privileges for extracurricular activities, regardless of application deadlines, working in conjunction with the state high school athletic association, to the extent they are otherwise qualified.

Oversight, Enforcement, and Dispute Resolution

Please refer to the Interstate Compact on Educational Opportunity for Military Children for information related to disputes or controversies. In addition, contact Clay County District Schools with questions pertaining to this subject.

Students Enrolling from Out of Country

Students who transfer from out of the country to a Clay County District School with student records where grade placements differ, a school based committee (including the parent) will convene to discuss and determine the appropriate grade placement.

Students who transfer from out of the country to a Clay County District School without student records should be placed at the age appropriate level. The student's age on September 1 of the school year in which enrollment occurs should be used to determine "age" at entry. (Age Placement Chart)

Transfer Grades & Report Card Grades

When students transfer from one school to another, the sending school is required to send all grades, including those earned during the current grading period, regardless of days enrolled.

Any report card grades that have been earned before enrolling in a CCDS school will be entered for the corresponding quarter/marking period and averaged with subsequent quarter/marking period grades to determine the student's semester grade or full year grade for the course.

Any grades that have been earned prior to a student enrolling in a teacher's class are at the discretion of the teacher on whether or not they will be added to the teacher's grade book and included in the student's overall grade for the class. Teachers can refer to the Student Information System documentation for how to add transfer grades for students new to CCDS.

Students enrolling during the school year who have not been enrolled in school for a quarter grading period (or equivalent) will be given a zero for the missing quarterly numeric grade. For example, if a student enrolls at the beginning of the second quarter but did not attend school during the first quarter grading period, an overall grade of zero would be assigned for first quarter classes. The student will then be given grade recovery opportunities to demonstrate progress towards mastery of standards.

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The school receiving the student will assign progress report/report card grades when the student has been enrolled in the receiving school for ten (10) or more days. If the student has been at the receiving school for less than ten (10) days, the grades received from the sending school will be assigned as the progress report/report card grades for the student. Teachers can refer to the Student Information System documentation for how to post grades for transfer students. Receiving schools will assign progress report grades when the student has been enrolled in the school for ten (10) or more days. The primary responsibility for assigning grades rests with the teacher, subject to the review and final approval by the principal.

If a transfer student does not have numeric grades available, the following conversion chart can be used for averaging purposes:

A+ = 100	A = 95	E = 95
B+ = 89	B = 85	S = 80
C+ = 79	C = 75	N = 75
D+ = 69	D = 65	U = 59
	F = 55	

Promotion
Student promotion in Clay County District Schools is based upon an evaluation of each student's progress toward meeting the appropriate grade level standards and expectations in the areas of English Language Arts, Mathematics, Science, and Social Studies using multiple data sources. Decisions regarding promotion should be based on consideration of the following:

Formative assessments, classroom assignments, daily observations, standardized tests, state assessments, mastery of Course Performance Standards/Grade Level Expectations, district competencies and objectives, and other data, as appropriate or required. Florida Statute § 1012.28(5).

Responsibility for determining each student's level of performance is that of the classroom teacher, subject to the review and final approval of the principal.

Students not meeting desired levels of proficiency, as determined by the district and/or as evidenced by the results of state-mandated tests, are to be provided remedial instruction designed to foster their progress toward mastery of essential concepts and required standards. Remediation may be provided through, but not limited to, one or more of the following: 3rd grade summer reading program, summer school coursework (grades 6-12), extended day or school year services/academic tutoring, parent tutorial programs, mentoring, previously approved contracted academic services, modified curriculum, and exceptional education services. Additionally, students may be assigned to the same grade or course for the next school year. It is the intent of the school district that students should be retained as little as possible. Retention of students must be considered if the student has been provided remedial instruction and, upon reassessment, falls below determined cutoff points on the district criteria for retention or on assessments as prescribed by the state. Students must not be retained without documentation

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that remediation was provided in a timely and comprehensive manner and was communicated to parents.

Specific promotion criteria have been established for certain grade levels. Please see those sections for details:

- Elementary Grades Promotion (K-5)
- Middle Grades Promotion (6-8)
- High School Grades Promotion (9-12)
- English Language Learners Promotion

Attendance

Our schools are committed to partnering with families to promote consistent attendance, address barriers, and ensure all students remain engaged in their education. When attendance concerns arise, schools will use a supportive, problem-solving approach while also following state law and School Board policy. CCDS School Board Policy 5200

Absences (Excused/Unexcused)

Students are expected to attend school each day and arrive on time. When a student is absent, the parent/guardian or adult student must notify the school as soon as possible by providing a written note within three (3) school days. Until an absence is reported and verified as excused, it will be recorded as unexcused.

The principal or designee has final authority for determining whether an absence is excused or unexcused and may request documentation when a pattern of excessive absences is identified. In the case of excessive or extended absences, which are claimed to be due to illness, upon request of the principal or designee, a parent must provide documentation (doctor's statement) of a student's illness.

Excused Absences

Reasons for acceptable (excused) absences include, but are not limited to:

1. Scheduled doctor or dentist appointments.
2. Approved therapy or treatment services provided by a licensed professional.
3. Illness of the student.
4. Death in the immediate family of the student.
5. Financial inability to provide necessary clothes for the student when reported by the parent in writing to the Superintendent and validated by the Superintendent FS 1003.24(3).
6. Religious holiday of the student's faith.
7. Religious instruction, institutes, conferences, or workshops, provided that the principal or designee approves the absence in advance.

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8. Absences due to head lice will be excused. Unusual circumstances may be addressed by the principal to go beyond 10 days for excused absences for head lice.
9. Subpoena or forced absence by any law enforcement agency, a copy of the subpoena or court summons must be submitted to the school.
10. For purposes of attendance, school related activities would not be counted as absences from school.
11. Issues and occasions specific to military families.

Unexcused Absences

An absence from school under the following circumstances may be considered unexcused.

1. The absence was without the parent/guardian's knowledge or consent.
2. Permission for the absence was requested but denied by the principal of the student's school.
    a. This could include the following:
        i. Shopping trips
        ii. Pleasure trips
        iii. Appointments without prior approval
        iv. Other avoidable absences

The principal has administrative discretion in cases of excessive absences to reject a written note and consider the absence as unexcused when absences are seriously impacting academic progress, with the exception of sickness, injury or insurmountable conditions.

Make-Up Work

Students who have excused absences must be allowed to make up missed work. If a student has excessive absences, he/she must demonstrate mastery of the student performance standards. Students who are absent with an excused absence on the day a paper, project, test, or other major assignment is due will be allowed to turn in the assignment or take the test/examination without academic penalty. Work assigned before the absence is due the day the student returns. Work assigned during an excused absence will be due in the amount of time equal to the number of days absent unless an intervention plan is established, which indicates otherwise. A student with the written consent of his or her parent/guardian will be excused from attendance in school on a particular day(s) or at a particular time of day and will be excused from any examination, study or work assignment at such time to participate in religious instruction, for observance of a religious holiday or because tenets of his or her religion forbid secular activity at such time.

For unexcused absences and out-of-school suspension, work assigned or tests that cover instruction before the unexcused absence must be taken and graded. Work assigned and due during an unexcused absence may be accepted for credit at the teacher's discretion.

All work must be completed for a grade within two weeks after the last day of the grading period. This may not extend past the last day of school. Extensions to submit completed work after the end of the quarter must be approved by the principal.

Compulsory School Attendance & Truancy

Florida Statute requires all children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who

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have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term. FS 1003.21

Absenteeism, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism, and a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery. One of the greatest indicators of success is simply showing up on a daily basis.

The parent/guardian has the responsibility to ensure the student is rested and prepared for the rigor of a learning environment.

A student with fifteen (15) or more unexcused absences within a ninety (90) calendar day period may be considered habitually truant.

When a student does not respond to school-based interventions, the District may involve additional support or agencies, including referral to appropriate services or legal intervention as outlined in state law.

Attendance Support & Child Study Team

Showing up each day builds strong habits, supports learning, and helps students stay connected to their school community. Our goal is to work together with families to support every student's success. When a student begins to demonstrate a pattern of nonattendance (e.g., five (5) unexcused absences within thirty (30) school days or ten (10) within ninety (90) calendar days), the school will take steps to support improved attendance.

These supports may include:

- Communication between school staff and the family
- Problem-solving meetings with the school's attendance or child study team
- Identification of barriers to attendance and connection to resources or services
- Development of an attendance plan or contract
- Consideration of alternative educational options when appropriate

Clay County District Schools utilizes the Child Study Team, Florida Statute § 1003.26(1)(e) to develop preventive and supportive interventions designed to improve regular attendance. School based Child Study Teams may consist of the identified student, the parent or guardian, the teacher, an administrator, the school social worker, and any other relevant staff. Child Study Teams meet regularly and provide prevention and data-driven intervention. The goal of the team is to develop a plan to help the student become more successful by utilizing strategies specific to each student, including, but not limited to:

- Changes in the learning environment
- Implementation of an incentive plan
- Mentoring
- Student/family counseling
- Tutoring

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- Evaluation of credits and alternative educational options
- Attendance contracts
- Agency referrals
- Remediation plan to help the student with make-up work

If concerns persist, additional interventions may be implemented in accordance with state law and School Board policy.

Habitual Truant

Florida Statute § 1003.01 defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance under Florida Statute § 1003.21(1) and (2)(a). The parent/guardian of a student who is deemed a habitual truant is subject to criminal prosecution for non-compliance with compulsory school attendance under Florida Statute § 1003.26(1)(e). Additionally, students ages 14-18 must comply with compulsory school attendance in order to maintain eligibility for driving privileges. Those students identified as non-compliant with compulsory school attendance will be reported to the Department of Highway Safety and Motor Vehicles per Florida Statute 322.091 for removal of or suspension of driving privileges. Please refer to the district website for review of Attendance Requirements to Maintain Eligibility for Driving Privileges.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act of 2000 (Subtitle VII-B) per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act, ensures the following:

- Students who lack a fixed, regular, or adequate nighttime residence are considered eligible for Project REACH services.
- Project REACH can assist with enrollment needs to their Zoned School or School-of-Origin.
    - Zoned School is defined as the school the student is assigned to based on their current address.
    - School-of-Origin is defined as the last school the student was enrolled in when they were permanently housed.
- Schools are required to register students experiencing homelessness even if they lack normally required documents, such as immunization records or proof of residence.
- Students who are experiencing homelessness have the ability to request transportation to the school-of-origin if it is feasible and in the best interest of the student.
- Local school districts must appoint Local Education Liaisons to ensure that school staff know these rights, provide public notice to families experiencing homelessness (at shelters and school), and facilitate access to school and transportation services.

For more information please visit the district website and go to Project REACH or contact the Clay County Homeless Liaison at 904-336-0491.

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General Curriculum

Florida State Academic Standards
Student Performance Standards in Florida are defined as the K - 12 Academic Standards for the State of Florida. This represents the core content of the curricula to be taught and specifies the core content knowledge and skills that K - 12 public school students are expected to acquire to be college and career-ready. The standards and benchmarks describe what students should know and be able to do.

Statewide & Local Progress Monitoring Assessment Program
All students must participate in statewide assessment tests at designated grade levels as required by Florida Statute § 1008.22. The primary purposes of the student assessment program are to provide information needed to improve public schools by enhancing the learning gains of all students and to inform parents of the educational progress of their public school students. The program must be designed to:

- Align to the core curricular content established in the state academic standards.
- Provide data for making decisions regarding school accountability and recognition.
- Identify the educational strengths and needs of students and the readiness of students to be promoted to the next grade level or to graduate from high school with a standard diploma.
- Assess how well educational goals and curricular standards are met at the school, district, and state levels.
- Provide information to aid in the evaluation and development of educational programs and policies.
- Provide information on the performance of Florida students compared with that of other students across the United States.

For participation guidelines for the Florida Alternate Assessment for Students with significant cognitive disabilities, please click here.

Clay County District Schools will use the board approved progress monitoring tools to assess student mastery of Florida Standards. Required district progress monitoring and statewide assessments do not impact a student's report card grade.

Required Instruction
Clay County District Schools utilizes a district adopted curriculum to address Florida State Statute § 1003.42, which requires districts to provide comprehensive, age-appropriate, and developmentally appropriate K-12 health education that addresses concepts of community health, consumer health, environmental health, and family life, including:

a. Mental and emotional health;
b. Injury prevention and safety;
c. Internet safety;
d. Nutrition;
e. Personal health;
f. Prevention and control of disease;
g. Substance use and abuse; and
h. Prevention of child sexual abuse, exploitation, and human trafficking.

The health education curriculum for students in grades 7 through 12 shall include a teen dating violence and abuse component that includes, but is not limited to, the definition of dating

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violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.

Parental Rights
Clay County District Schools views parents as vital partners in supporting their student's academic success and overall well-being. There are holistic benefits to a student's educational experience when parents are actively involved and invested in their growth and development. The district aims to foster a collaborative environment where families feel empowered and engaged in their student's learning. In accordance with Florida Statute § 1014.04, CCDS employees reinforce the fundamental right of parents to make decisions regarding the upbringing and control of their students. By establishing open lines of communication, providing resources, and encouraging parental involvement in school activities and decision-making processes, CCDS hopes to create a supportive environment where students can thrive both academically and personally.

Multi-Tiered Systems of Support (MTSS)

A Multi-Tiered System of Supports (MTSS) is an evidence-based framework designed to ensure that students receive the academic and behavioral instruction they need in order to be successful. The work of the CCDS District MTSS Team and School-Based MTSS Teams includes:

- engaging in data-based problem solving
- identifying areas of opportunity for student growth
- developing plans for instruction and intervention support matched to students' needs
- ensuring that instruction and intervention support matched to students' needs are implemented, and progress is monitored

The tiers, or levels of student support, represent a way to organize resources to provide instruction/intervention based on student need. These are not locations for students, but rather specific instructional/intervention supports provided based on student need. Additional resources or supplemental support (i.e., Tier 2 and Tier 3) are in addition to what all students receive (Core Instruction/Tier 1).

Three Levels of Multi-Tiered Systems of Support

- Core Instruction (Tier 1): is standards-aligned and includes accommodations for students with a disability, students with an Individual Education Plan (IEP), and students who are English Language Learners.;
- Supplemental Instruction/Intervention (Tier 2): is standards-aligned and includes accommodations for students with a disability, students with an IEP, and students who are English learners; provides explicit, systematic, small group teacher-led instruction matched to student need, targeting gaps in learning to reduce barriers to student's ability to meet Tier 1 expectations; provides multiple opportunities to practice the targeted skill(s) and receive corrective feedback; and occurs in addition to core instruction (Tier 1).
- Intensive, Individualized Instruction/Intervention (Tier 3): is standards-aligned and includes accommodations for students with a disability, students with an IEP, and students who are English Language Learners; provides explicit, systematic, individualized instruction based on student need, one-on-one or very small group instruction with more guided practice,

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immediate corrective feedback, and frequent progress monitoring; and occurs in addition to core instruction (Tier 1) and Tier 2 interventions.

Student outcomes are improved when schools and families collaborate to support student learning. The collaboration includes regular communication regarding a student's progress, information about how the family can support their student at home, and notification if a student requires additional support (including why those supports are needed and what supports are provided). If a student requires additional support documented in the CCDS Student Information System in a Tier 1, Tier 2, or Tier 3 Progress Monitoring Plan (PMP), communication with the family about the student's progress will occur monthly.

Home Education

Home Education Program is defined in Florida Statute § 1002.41.

Enrollment as a home education student requires

- Intent to homeschool filed with the school district home education office within 30 days of starting the program.
- Student portfolio - a log of educational activities made contemporaneously with instruction that includes: the title of any reading materials used, and samples of student work. The portfolio must be maintained for at least two (2) years and be available for review within 15 days if requested by the home education office.
- Submit an annual program evaluation. Failure to complete the evaluation places the program out of compliance and at risk of termination. If terminated, the parent would have to enroll the student in another school choice option within three (3) business days and would not be able to open a new home education program for 180 calendar days from the date of termination.

Clay County secondary schools, including Clay Virtual Academy (CVA), are accredited by Cognia. A student seeking to enter or re-enter a Clay County public school from a home-educating program or a non-accredited school must meet all entrance requirements (state and district) that any other student must meet. The student will be enrolled at the appropriate grade level based on validated academic performance. Homeschooled students may request to take a partial or full load of courses through the Clay Virtual Academy Flex Program. All transfer work from a home education program other than Clay Virtual Academy, Florida Virtual School (FLVS), or an accredited program will be posted on a "pass/fail" basis and will not be utilized in GPA calculation unless the grade is validated by the student taking an approved exam.

Florida Statute § 1006 allows homeschooled students to participate in interscholastic extracurricular activities of their attendance-zoned school. The home education student must meet the same requirements of grades, residency, and behavior as required of other students. They must be permitted to enroll in curricular classes that are required of the extra-curricular activity (e.g., ROTC, Band, etc.). The home education student must register his/her intent to participate in extracurricular activities with the school before the beginning of the activity in which he or she wishes to participate. The student standards for participation in interscholastic extracurricular activities begin with the student's first semester of the 9th grade. If a student's cumulative GPA falls below 2.0 in the specified courses, the student must execute an academic

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performance contract with the district school board, the FHSAA, and the student's parents. At a minimum, the contract must require the student to attend summer school to improve his/her GPA. A student must also maintain good conduct to remain eligible to participate in interscholastic extracurricular activities.

Homeschool students enrolled with Clay Virtual Academy have opportunities to participate in CVA social activities. Homeschool students may also participate in social activities at their zoned school. Participation eligibility for homeschool students is the same for public school students (grades, attendance, behavior, and any other rules/policies in place for non-home education students). These social activities include, but are not limited to, homecoming, Prom, and Grad Bash.

Homeschool students do not receive a Florida Public High School Diploma, even if they choose to take courses with CVA or at their zoned school. Homeschool students who wish to graduate from a high school and receive that school's diploma must re-enroll for their entire senior year and meet all graduation requirements.

Homeschool students are not required to participate in state assessments but have the option. Parents need to coordinate state assessments with their zoned public school in early **March** to ensure the student is scheduled for any appropriate assessments for Spring testing.

Homeschool parents may request an evaluation of a student suspected of having a disability by contacting the district ESE office. Homeschool students who participate in the Family Empowerment Scholarship Program are not eligible to receive ESE therapy/related services, as parents are required to enroll their student in public school for the amount of time the therapies are provided. Attendance at a public school while receiving Family Empowerment Scholarship funds forfeits the student's eligibility for the program. Contact the school's ESE department for more details about service plans.

Academic Standing and Credit Validation for Transferring Homeschool Students

Students transitioning from a home education program into a Clay County public school are subject to specific academic standing and credit validation requirements in accordance with state statute and district policy.

Pursuant to State Board Rule 6A-1.09941, a home education student transferring into a public school shall be placed at the appropriate sequential course level. To receive credit for coursework completed during the first grading period, the student must earn a minimum grade point average of 2.0. Students who do not meet this requirement must have their credits validated through an Alternative Validation Procedure. Under this procedure, a portfolio review is used to validate the first semester's earnings of half the credit.

In cases where a home education student has been identified as deficient, Florida Statute § 1002.41 provides that the parent shall have one year from the date of receipt of written notification to provide remedial instruction. At the end of the one-year probationary period, the student shall be reevaluated in accordance with paragraph (1)(f) of the statute. Continuation in the home education program is contingent upon the student demonstrating educational progress commensurate with his or her ability at the close of the probationary period. This provision is

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recognized by Clay County in supporting a one-year enrollment window for students with active probationary status.

Home education students who wish to earn a Clay County public high school diploma must re-enroll for their entire senior year and satisfy all applicable graduation requirements. Students and families are encouraged to contact the District Home Education Coordinator or their zoned high school's guidance office to confirm specific deadlines for re-enrollment and participation in graduation ceremonies.

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ELEMENTARY GRADES (K-5)

Enrollment & School Transfer

Enrollment to Kindergarten & First Grade
Please note that no provisions exist for early admission to Kindergarten, nor to First Grade. All enrollment and grade placements will follow the provisions set forth below:

Kindergarten Enrollment (Florida Statute § 1003.21)

Any student who has attained the age of five years on or before September 1 will be admitted to kindergarten at any time during that school year.

Students transferring from a nonpublic Florida Kindergarten class to CCDS must provide the following:

- Evidence of date of birth (five years of age on or before September 1)
- Evidence of medical examination performed within the last twelve months must be submitted within 30 days of enrollment
- Proof of immunization evidenced on the FL 680 or 681
- Social Security Number (District request)
- Proof of Residency

First Grade Enrollment (Florida Statute § 1003.21)

Any student who has attained the age of six years on or before September 1 will be admitted to first grade if kindergarten has been successfully completed. Successful completion of kindergarten will be defined as:

- Enrollment in a public school; or
- Satisfactory completion in a nonpublic kindergarten program as evidenced by a report card or letter from the previous school's principal or the Verification of Entrance to First Grade form verifying completion under Florida Statute § 1003.21.

Students transferring from a nonpublic Florida first grade class to CCDS must provide the following:

- Evidence of successful completion of kindergarten in a nonpublic Florida school
- Evidence of date of birth (six years of age on or before September 1)
- Evidence of medical examination performed within the last twelve months must be submitted within 30 days of enrollment
- Proof of immunization evidenced on the FL 680 or 681
- Social Security Number (District request)
- Proof of Residency

Underage Out-of-State Transfers from Public and Nonpublic Schools

Entry into kindergarten and first grade, by out-of-state transfer students who do not meet regular age requirements for admission to Florida Public Schools, will be based on their previous state's age requirements for entrance into public schools and will be in accordance with Florida Administrative Rule 6A 1.0985.

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Any student who transfers from an out-of-state public or nonpublic school will be admitted upon presentation of the following data:

- An official letter or transcript from the proper school authority that shows records of attendance, academic information, and grade placement of the student
- Evidence of immunization against communicable diseases as required by Florida Statute § 1003.22 on a Florida 680 or 681
- Evidence of date of birth in accordance with Florida Statute § 1003.21
- Evidence of medical examination performed within the last twelve months and
- Social Security Number (District request)
- Proof of Residency

Enrollment from Home Education Program (Florida Statute § 1003.21 and Florida Statute § 1002.41)

When a student is transferring into a Clay County District elementary school from a home education program, the student must meet all district and state entrance qualifications. Temporary grade placement will be based on the following variables:

- Age and maturity;
- Standardized achievement test results;
- Previous records in public and private schools, which include state assessments and;
- Evidence of work and achievement while in home education (usually via a portfolio review)

Final grade placement will be determined by the principal at the end of four weeks.

Transferring In-Progress Grades

Students transferring from one school to another who will be enrolled at the receiving school will have their transfer grade incorporated into that grading period, as determined by the receiving teacher. Any student transferring within the last 10 days of the grading period will have their grade from the sending school posted as their course grade by the receiving school for that grading period. If a student is transferring to a school in another district near the end of the school year and the school they are transferring to has already completed the school year, it will be the responsibility of the CCDS "sending school" to use good judgment for the benefit of the student involved.

Class Change Requests

A parent may request a transfer of their student(s) to another classroom teacher within the same grade or course at any time during the year based on (1) the teacher's out-of-field certification status or (2) personal preference. The parent may not, however, choose a specific classroom teacher. At the time of the request, the school must approve or deny the request within two weeks. If the request is denied, the school will notify the parent and specify the reasons for the denial. Florida Statute § 1003.3101.

Student Class Change Request Procedures

- The parent makes a written request to the school principal to transfer their student(s) to another teacher (must be in the same grade level and/or course). Before principal consideration, a parent-teacher conference must occur.
- The principal considers the request and notifies the parent within two weeks. The principal must consider:

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    - class size
    - grade and course
    - any variable that would impact the student or class that is being considered (ex. discipline issues, teacher input)
- If approved, the parent and teacher are notified.
- If not approved, the parent is notified with an explanation given.
- Consistent with School Board rules and in accordance with Florida Statute § 1012.28(5), the superintendent has designated the school's principal as the final authority in the placement of students in a program(s) or classes.

Multiple Birth Siblings Classroom Placement (Florida Statute § 1003.06)
The parents of multiple birth siblings who are assigned to the same grade level and school may request that the school place the siblings in the same classroom or in separate classrooms. The request must be made no later than five (5) days before the first day of each school year or five (5) days after the first day of attendance of students during the school year if the students are enrolled in the school after the school year commences.

The school may recommend the appropriate classroom placement for the siblings and may provide professional educational advice to assist the parent with the decision regarding appropriate classroom placement. A school is not required to place multiple birth siblings in the same classroom if factual evidence of performance shows proof that the siblings should be separated or if the request would require the school district to add an additional class to the grade level of the siblings.

Further, at the end of the first grading period following the multiple birth siblings' enrollment in the school, if the principal of the school, in consultation with the teacher of each classroom in which the siblings are placed, determines that the requested classroom placement is disruptive to the school, the principal may determine the appropriate classroom placement for the siblings. A parent may appeal the principal's decision in the manner provided by school district policy. During an appeal, the multiple-birth siblings must remain in the classroom chosen by the parent. This does not affect the right or obligation involving placement decisions pertaining to students with disabilities under state law or the Individuals with Disabilities Education Act. It also does not affect the right of a school district, principal, or teacher to remove a student from a classroom pursuant to school district discipline policies.

Curriculum, Assessment, & Instruction

General Curriculum
Each student in grades K - 5 will receive regularly scheduled instruction based on the district-adopted curriculum. Curriculum content for all subjects must integrate critical-thinking, problem-solving, and workforce-literacy skills; communication, reading, and writing skills; math skills; collaboration skills; contextual and applied-learning skills; technology-literacy skills; information and media-literacy skills; and civic-engagement skills, Florida Statute § 1003.41. Flexibility in the designing of school schedules is permissible and may reflect the integration of content determined necessary to provide an appropriate instructional program.

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Physical Education & Recess
In accordance with Florida Statute § 1003.455, Clay County District Schools encourages physical fitness, healthy, and active lifestyles. K - 5 students and 6th-grade students enrolled in an elementary school are required to have 150 minutes each week with at least 30 consecutive minutes on any day during which physical education instruction is conducted. The physical education requirement will be waived for a student in grades kindergarten through grade eight who meets one of the following criteria:

- The student is required to enroll in a remedial course
- Parent indicates in writing to the school that:
    - the parent requests that the student enroll in one of the courses provided by the school as an alternative option to physical education
    - the student is participating in physical activities outside the school equal to or in excess of mandated requirements.

Free-play recess will be included in the elementary day for grades K - 5 for 100 minutes weekly in accordance with Florida Statute § 1003.45(6).

Homework Policy
Homework is defined as assignments that support specific concepts taught during the school day. Incomplete classwork is not considered to be homework but rather a continuation of the student's daily classwork responsibility.

Homework should not exceed 20 - 30 minutes for students in grades K - 3 or 30 - 45 minutes for students in grades 4 - 5. No homework is to be assigned over school holidays nor on the student's statewide assessment days.

State Assessments
Students are evaluated with a coordinated screening and progress monitoring system provided by the Florida Department of Education. The FAST progress monitoring and coordinated screening program includes VPK through grade 5 English Language Arts (ELA) Reading and VPK through grade 5 Mathematics assessments that are aligned to the B.E.S.T. standards and are administered three times per year pursuant to Florida Statute § 1008.25(8)(b). The statewide grade 5 Science assessment and the B.E.S.T. Writing assessment will be administered annually.

All students, unless specifically exempted, must take all statewide and local achievement tests at their appropriate grade level.

A student who does not meet specific levels of performance in English Language Arts, Mathematics, Science, and Social Studies will be provided intensive, explicit, systematic, and multisensory interventions to meet their academic needs. Test accommodations and modification of procedures may occur, as necessary, for students in Exceptional Student Education, students with a 504 plan, and for students who have Limited English Proficiency, as provided through the Individual Education Plan (IEP), Education Plan (EP), 504 Plan, or the ELL Plan.

Parents can access their student's state-wide assessment score information through the CCDS Student Information System. For additional information and assistance, please reach out to your student's school.

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Reporting Student Progress & Grading

Report Cards - Florida Statute § 1003.33
Parents will be notified at regular intervals of the academic progress of their student, in accordance with the provisions of Florida Statute § 1003.02(1)(h)2. The Student Information System allows parents/guardians and students access to monitor up-to-date grades, attendance, schedule, and assignments at any time. Parents are encouraged to use the Interim Report dates on the Student Calendar to review and discuss grades and concerns with their student(s). If parents are unable to view their student's progress electronically on a mobile device or computer, a printed copy may be requested from the teacher.

Student report cards will be available in the Student Information System at the end of each quarter.

Report cards will contain:

- The student's academic performance in each class or course for grades K - 5, based upon examinations, as well as written papers, class participation, and other academic performance criteria (performance will be considered at grade level unless otherwise stated).
- The student's conduct and behavior in each class or course for grades K - 5.
- The student's attendance, including absences and tardies.

The final report card for a school year will contain a statement indicating end-of-the-year status or performance or non-performance at grade level, acceptable or unacceptable behavior, attendance, and promotion or non-promotion.

Students may also participate in courses such as physical education, music, art, and technology. Performance or nonperformance in these classes may be communicated by the teacher via the CCDS board approved communications platform.

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Report Cards K - 1

The Report Cards for K - 1 students will include grades earned in English Language Arts, Mathematics, Science, and Social Studies, and conduct and behavior ratings. These are evaluated through the use of the following scale:

Grades			Conduct & Behavior	
E	90 - 100	Student consistently exceeds grade level expectations.	O	Outstanding
S	70 - 89	Student consistently meets grade level expectations.	S	Satisfactory
N	60 - 69	Student does not consistently meet grade level expectations.	N	Needs Improvement
U	0 - 59	Student does not meet grade level expectations.	U	Unsatisfactory

Report Cards 2 - 5

The Report Cards for 2 - 5 students will include grades earned in English Language Arts, Mathematics, Science, and Social Studies, and conduct and behavior ratings. These are evaluated through the use of the following scale:

Grades		Conduct & Behavior	
A	90 - 100	O	Outstanding
B	80 - 89	S	Satisfactory
C	70 - 79	N	Needs Improvement
D	60 - 69	U	Unsatisfactory
F	0 - 59		

Honor Roll (Grades 2 - 5)

To be eligible for the Honor Roll in grades 2 - 5, students must be working on grade level. Principals are encouraged to institute alternative methods to recognize the achievement of students who earn all “As” and/or “As and Bs” but are not working on grade level.

For “A” Honor Roll:

All “A’s” are required in English Language Arts, Mathematics, Science, and Social Studies. Conduct grades do not count toward Honor Roll. To attain a year-long “A” honor roll, the student must attain “A” honor roll each grading period during the year.

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For "A/B" Honor Roll:

Grades of "A" or "B" are required in English Language Arts, Mathematics, Science, and Social Studies. Conduct grades do not count toward the Honor Roll. To attain a year-long honor roll for "A/B," the student must achieve the honor roll each grading period during the year.

Reporting Student Progress
Per Florida Statute § 1002.20, parents/guardians of public school students must receive accurate and timely information in their primary language regarding their student's academic progress and must be informed of ways they can help their student to succeed in school. Therefore, if at any time during a grading period, it is apparent that a student may fail or is routinely doing unsatisfactory work in any course or grade assignment, teachers must notify the student's parent/guardian and document the contact according to District guidelines. This contact allows for an opportunity to use intervention strategies to correct deficiencies in academic areas.

Intervention & Remediation

Reading and Math Deficiencies & Parental Notification (Florida Statute § 1008.25)
Any student in grades kindergarten - 3 who exhibits a substantial deficiency in reading and/or math, or the characteristics of dyslexia or dyscalculia, will be provided intensive, explicit, systematic, and multisensory reading interventions and/or systematic and explicit mathematics interventions immediately following the school's identification of the reading and/or math deficiency.

A school will not wait for a student to receive a failing grade at the end of a grading period to identify the student as having a substantial reading and/or math deficiency. In addition, a school will not wait until an evaluation pursuant to Florida Statute § 1003.57 is completed to provide appropriate, evidence-based interventions for a student whose parent submits documentation from a professional, licensed under Chapter 490, which demonstrates that the student has been diagnosed with dyslexia and/or dyscalculia. Such interventions will be initiated upon receipt of the documentation and based on the student's specific areas of difficulty as identified by the licensed professional.

The student's reading and/or math proficiency will be monitored, and the intensive interventions will continue until the student demonstrates grade level proficiency in a manner determined by the district, which may include achieving a Level 3 on the statewide, standardized English Language Arts (ELA) and/or Mathematics assessment.

After the initial notification, the school will communicate with the parent monthly regarding the student's response to intensive reading and/or math interventions and supports.

Extended Day Programs
The definition for extended day programs includes academic tutoring programs during the regular school term. Elementary schools, within the district, may provide academic tutoring before or after school, Saturdays, or other days that are not regular school days, in addition to Summer Reading Camp. The purpose of the extended day program is to provide support for the students at risk of academic failure during the school term, instead of waiting until the summer to provide remedial instruction.

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The principal's approval to recommend a student for academic tutoring should be made based on the student's need to meet the district and state academic achievement levels.

Promotion

Elementary school personnel should utilize available resources to achieve parental understanding and cooperation regarding grade placement. The final decision is the responsibility of the principal. A student may be considered for promotion to the next higher grade, with the exception of mandatory retention for third grade. For third-grade students, additional requirements apply. See the section on Promotion to Grade 4.

Considerations for Promotion to Next Grade
The following should be considered when making a decision for promotion:

- An English Language Learner who has had less than two years of instruction in the English for Speakers of Other Languages (ESOL) program (not including PreK).
- Students with disabilities whose Individual Education Plan (IEP) indicates that participation in State/District standardized testing is not appropriate.
- Students receiving intensive reading instruction for two or more years and at least one additional year of retention, but still have a deficiency in reading.
    - Intensive reading instruction must be provided the next year and documented on a Progress Monitoring Plan (PMP), a Tiered Intervention Plan, or an Individual Education Plan for students with disabilities that includes specialized diagnostic information and specific reading strategies.
- The principal must review and discuss the recommendation with the parent(s), teacher(s), and relevant school staff to determine promotion.

Any student may be assigned at any time during the school year to a lower grade if the principal determines standards have not been met and the student will benefit from the placement. Parents will be notified of the special assignment, and it will be documented in the student's record.

The school district must consider an appropriate alternative placement for a student who has been retained for two (2) or more years. Students in grades K - 5 being considered for retention may be recommended for academic tutoring or summer school, if available. Student participation in these support services does not automatically result in promotion or retention. The principal of the student's assigned school makes the final decision regarding promotion or retention.

Considerations for K-2 Retention
Students' academic success in kindergarten through second grade is critical to their future learning, particularly in literacy and mathematics. In alignment with Florida Statute § 1008.25, CCDS will ensure that promotion decisions are based on reading and math performance, focusing on early intervention and parental input. The following should be considered when making a decision for retention:

Student Considerations

Student progress will be monitored throughout the year to include multiple assessments, including state & local assessments, universal screeners, classroom data, and teacher

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observations. If retention is considered, the School Based Problem Solving (MTSS) Team will review the data and make recommendations to the principal.

Note: No single data point will be the sole determiner of retention.

Teacher Responsibilities

Teachers will initiate a progress monitoring plan (PMP) and contact parents when data indicates that a student exhibits deficits in reading and/or math, as soon as concerns arise. Monthly documentation will be provided to parents and families, including PMP progress monitoring, phone logs, and conference summaries.

School Based Problem Solving Team (MTSS Team) Review

The School Based Problem Solving team will assess whether retention is necessary based on a student's overall academic performance and make a recommendation to the principal. Intentional support for students who are retained will be determined through a review by the School Based Problem Solving Team (MTSS Team) and will include targeted (Tier 2), or targeted (Tier 2) and intensive (Tier 3) interventions.

Parental Input

Parents will be involved in the decision-making process with opportunities to provide input. Parents will be notified monthly if their student is at risk for retention. These notifications will include information on deficiencies in reading or math and will be followed by regular progress updates. Parents will have the opportunity to provide input before the final retention decision is made by the principal.

Final Decision

The principal will make the final decision regarding retention or promotion. By following these procedures, CCDS aims to support early literacy and math proficiency, ensuring that all students are prepared to succeed in higher grades.

Promotion to Grade 4 & Good Cause

Per Florida Statute § 1008.22, to be promoted to grade 4, a student must score a Level 2 or higher on the grade 3 statewide, standardized English Language Arts (ELA) assessment. If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the grade 3 statewide, standardized English Language Arts (ELA) assessment required under Florida Statute § 1008.22, the student must be retained. Florida Statute § 1008.25(3). Students who score Level 1 on the grade 3 statewide, standardized ELA assessment during Progress Monitoring (PM) 3 will be provided an additional opportunity to test in the summer during the summer testing window. A score of Level 2 or above on the summer administration of the grade 3 statewide, standardized ELA assessment can also be used for promotion purposes.

Students may only be exempt from mandatory retention for good cause. Good cause exemptions are limited to the following:

1. English Language Learners who have had less than 2 years of instruction in an English for Speakers of Other Languages program, based on the initial date of entry into a school in the United States.

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2. Students with disabilities whose individual education plan indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of Florida Statute § 1008.212.

3. Students who demonstrate an acceptable level of performance on an alternative standardized reading or English Language Arts (ELA) assessment approved by the Florida State Board of Education. Clay County District Schools utilizes Star Reading and SAT-10 assessments as alternative options.

4. A student who demonstrates through a student portfolio that he or she is performing at least at Level 2 on the statewide, standardized English Language Arts (ELA) assessment. Portfolio requirements are detailed below.

5. Students with disabilities who take the statewide, standardized English Language Arts (ELA) assessment and who have an individual education plan or a Section 504 plan that 2 reflects that the student has received intensive instruction in reading or English Language Arts (ELA) for more than two years but still demonstrates a deficiency and was previously retained in kindergarten, grade 1, grade 2 or grade 3.

6. Students who have received intensive reading intervention for two or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten, kindergarten, grade 1, grade 2, or grade 3 for a total of two (2) years. A student may not be retained more than once in grade 3.

A student who is promoted to grade 4 with a good cause exemption will be provided with intensive reading instruction and intervention that includes specialized diagnostic information and specific reading strategies to meet the needs of the student. Students will be given a specialized diagnostic screener to identify the instructional needs to ameliorate gaps. Florida Statute § 1008.25

The school principal will review and discuss such recommendations with the teacher and make the determination as to whether the student should be promoted or retained. If the school principal determines that the student should be promoted, the school principal will make such a recommendation in writing to the school district superintendent. The school district superintendent will accept or reject the school principal's recommendation in writing. Florida Statute § 1008.25(7) and Rule 6A-1.094221, F.A.C.)

Student Portfolios for Promotion to Grade 4
To promote a student using a student portfolio as a good cause exemption, there must be evidence that demonstrates the student's mastery of the English Language Arts (ELA) Florida Standards in reading is equal to at least a Level 2 performance on the grade 3 statewide, standardized English Language Arts (ELA) assessment. Such evidence will be an organized collection of the student's mastery of the English Language Arts (ELA) Florida Standards, assessed by the grade 3 statewide, standardized English Language Arts (ELA) assessment. Schools must immediately begin collecting evidence for a portfolio when a student in grade 3 is identified as being at risk of retention or upon the request of the parent, whichever occurs first. The portfolio must meet the following criteria:

1. Be selected by the student's teacher;

2. Be an accurate picture of the student's ability and only include student work that has been

independently produced in the classroom;

3. Include evidence that the standards assessed by the grade 3 statewide, standardized English Language Arts (ELA) assessment have been met. Evidence is to include multiple choice items and passages that are approximately fifty percent literary text and fifty percent informational text, and that are between 100-700 words, with an average of 500 words. Such evidence could include chapter or unit tests from the district's/school's adopted core reading curriculum aligned with the Language Arts Florida Standards or teacher-prepared assessments;

4. Be an organized collection of evidence of the student's mastery of the Language Arts Florida Standards assessed by the grade 3 statewide, standardized English Language Arts (ELA) assessment. For each standard, there must be at least eight (8) examples of mastery as demonstrated by a grade of seventy (70) percent or above on each example; and

5. Be signed by the teacher and the principal as an accurate assessment of the required reading skills.

Students Not Meeting Good Cause Promotion Requirements
Clay County District Schools will provide written notification to the parent of a student who will be retained in grade 3 that his or her student has not met the proficiency level required for promotion and the reasons the student is not eligible for good cause exemption. This notification must comply with the aforementioned notification for the parent of a student with a substantial deficiency (see information above) in reading and must include a description of proposed interventions and supports that will be provided to the student to remediate the identified areas of reading deficiency. Florida Statute § 1008.25(5) and (7)

Summer Reading Camps
Students retained in 3rd grade must be provided with intensive interventions in reading to ameliorate the student's specific reading deficiency and prepare the student for promotion to the next grade. These interventions must include participation in the school district's summer reading camp, which must incorporate evidence-based, explicit, systematic, and multisensory reading instruction in phonemic awareness, phonics, fluency, vocabulary, comprehension, and other strategies prescribed by the school district. Third-grade students participating in the school district's summer reading camp must be provided with a highly effective teacher as determined by the teacher's performance evaluation under Florida Statute § 1012.34, and the teacher must also be certified or endorsed in reading. Florida Statute § 1008.25(7)

The district policy for Summer Reading Camp attendance requires that students not miss more than two days of camp. In the event a student is absent more than two days, he/she will be dropped from Summer Reading Camp. In addition, repeated tardiness or late pick-up (three or more) may also result in the student being dropped from the Summer Reading Camp program. This attendance policy is in place to ensure that students are provided with maximum time for intensive instruction.

At the conclusion of Summer Reading Camp, students will have the opportunity to be assessed for good cause exemption through the Grade 3 FAST Retake. Assessments will be administered in the last week of Summer Reading Camp. Parents may make prior arrangements for their student to take the good cause assessments at their district school on the last day of Summer Reading Camp if they are taking remedial instruction through a private program.

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Supports for Students Retained in Grade 3
Students retained in grade 3 will be provided with a highly effective teacher as determined by the teacher's performance evaluation under Florida Statute § 1012.34, and the teacher must also be certified or endorsed in reading. These students must also be provided with intensive interventions in reading to address the student's specific reading deficiency and prepare the student for promotion to the next grade. These interventions must include:

1. Evidence-based, explicit, systematic, and multisensory reading instruction in phonemic awareness, phonics, fluency, vocabulary, comprehension, and other strategies prescribed by the school district;

2. Participation in the school district's summer reading camp, which must incorporate the instructional and intervention strategies above; and

3. A minimum of 90 minutes of daily, uninterrupted reading instruction incorporating the instructional and intervention strategies above. This instruction may include:
    a. Coordinated integration of content-rich texts in science and civic literacy
    b. Small group instruction
    c. Reduced teacher-student ratios
    d. More frequent progress monitoring
    e. Tutoring or mentoring
    f. Transition classes containing 3rd and 4th-grade students
    g. Extended school day, week, or year, Florida Statute § 1008.25(7)

Mid-Year Promotion of Retained Grade 3 Students
Students retained in 3rd Grade have additional Mid-Year Promotion opportunities (Florida Statute § 1008.25(7), F.S., and Rule 6A-1.094222, F.A.C.). Such mid-year promotions of retained grade 3 students should occur during the first semester of the academic year. Criteria for mid-year promotion (prior to November 1st) are as follows:

1. Score Level 2 or above on PM1 of the Grade 3 FAST ELA Reading, and there is evidence that the student is progressing sufficiently to master appropriate fourth-grade reading skills. Successful completion of portfolio elements that meet all of the following requirements:
    a. Meets portfolio guidelines
    b. Can be a continuation of the previous year's portfolio.
    c. Be signed by the teacher and the principal as an accurate assessment of the required reading skills.

Note: After November 1st, any student considered for mid-year promotion must demonstrate proficiency levels in reading equivalent to the beginning of grade 4.

The Progress Monitoring Plan for any retained third-grade student who has been promoted mid-year to grade 4 must continue to be implemented for the entire academic year and, if necessary, for additional school years. Florida Statute § 1008.25(7) and Rule 6A-1.094222, F.A.C.

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Acceleration Options

Academically Challenging Curriculum to Enhance Learning (ACCEL) options are educational options that provide academically challenging curriculum or accelerated instruction, Florida Statute § 1002.3105. ACCEL options include whole-grade and mid-year promotion; subject-matter acceleration; virtual instruction in higher grade level subjects; and the Credit Acceleration Program under Florida Statute § 1003.4295. Additional ACCEL options include enriched science, technology, engineering, and mathematics (STEM) coursework; enrichment programs; flexible grouping; and differentiated instruction.

Each principal/school must establish student eligibility requirements for virtual instruction in higher grade level subjects. Each principal must also establish student eligibility requirements for whole grade promotion, mid-year promotion, and subject matter acceleration when the promotion or acceleration occurs within the principal's school.

The school must carefully consider the effect of ACCEL options, especially mid-year and full-year promotions, on the student's future social, emotional, and academic performance.

Whole Grade Promotion

Promotion of a student occurring at the end of the school year from one grade to a grade higher than normal matriculation allows. The student will be monitored for the first four (4) weeks of the change of placement to assess progress. If acceleration is not appropriate for the student as determined by the principal, the student will be returned to the former placement.

Mid-year Promotion

A student remains coded in the grade level they are currently enrolled in and is placed in the next grade level for instruction. The student will be monitored every four (4) weeks of the change of placement to assess progress. If acceleration is not appropriate for the student as determined by the school principal, the student will be returned to the former placement. If appropriately placed, the student will be formally promoted to the next grade level mid-year.

Subject Matter Acceleration

A student who is placed with students at a more advanced grade level on campus for one or more subjects for a part of a day without being assigned to a higher grade. The student will be monitored every four (4) weeks of the change of placement to assess progress. If acceleration is not appropriate for the student as determined by the school principal, the student will be returned to the former placement.

Parents should contact the school principal for information related to student eligibility requirements for participation in ACCEL options.

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MIDDLE GRADES (6-8)

Enrollment & School Transfer

Transferring Student Placement
Students transferring into a CCDS school with prior records indicating no gaps in school enrollment will be placed into the corresponding grade level. This placement may be made using unofficial records at the time of registration. Once official records are received, the student's placement will be reevaluated for accuracy.

Students who transfer to a CCDS school without prior records or with a significant gap in school enrollment will be placed age appropriately based on the student's age as of September 1 of the school year in which they enroll. The student will be placed in courses appropriate for that grade level, and prior coursework will be validated using the validation guidelines set forth in the Uniform Transfer of Credit Guidelines 6A-1.09941. District staff should refer to the CCDS Grade Placement & Evaluating Records for detailed processes.

Transferring In-Progress Grades
Students transferring from one school to another who will be enrolled at the receiving school for more than 10 school days of the grading period will have their transfer grade incorporated into that grading period, as determined by the receiving teacher. Any student transferring within the last 10 days of the grading period will have their grade from the sending school posted as their course grade by the receiving school for that grading period. If a student is transferring to a school in another district near the end of the school year and the school they are transferring to has already completed the school year, it will be the responsibility of the CCDS "sending school" to use good judgment for the benefit of the student involved.

Virtual students taking Florida Virtual School (FLVS) content courses, either with FLVS directly or through Clay Virtual Academy(CVA), receive grades of "WF" or "WP" when transferring before course completion per FLVS policy. If a student transfers from full-time FLVS or CVA to a CCDS school during a semester period without earning the semester grade on their virtual coursework (incomplete course completion), the student must either complete the semester of virtual coursework or they will be subject to grade validation processes.

Students enrolling during the school year who have not been enrolled in school for a quarter grading period (or equivalent) will be given a zero for the missing quarterly numeric grade. For example, if a student enrolls at the beginning of the second 2nd quarter but did not attend school during the first quarter grading period, a zero grade would be assigned for all first quarter grades. The student would then be subject to any grade recovery options available for that class to recover that quarterly grade.

Students moving into Clay County will have letter grades converted to numeric grades for averaging purposes. If a student cannot produce documentation or if numeric grades cannot be obtained, the following conversions will be made:

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Letter to Numeric Grade Conversions

A+ = 100	A = 95	E = 95
B+ = 89	B = 85	S = 80
C+ = 79	C = 75	N = 65
D+ = 69	D = 65	U = 59
	F = 55	

Acceptance of Transferring Credits
The Uniform Transfer of Credit Guidelines and Verification Process 6A-1.09941 will be followed to accept and award the credit and transfer of coursework for students entering grades 6-8 from out of state or country to a Clay County District School as follows:

- Grades earned and offered for acceptance on official transcripts will be accepted at face value.
- Students enrolling without an official transcript will receive course validation through their successful performance during the first grading period (defined as one semester).
- Validation of courses will be based on performance in classes at the receiving school. A student transferring into a school will be placed at the appropriate sequential/age appropriate course level and should be passing each required course at the end of the first grading period. District staff should refer to the CCDS Grade Placement & Evaluating Records for detailed processes.
    - Course Validation includes any one of the following:
        - satisfactory completion of appropriate subject or grade level examinations (“D” or higher);
        - successful completion of class work (“D” or higher);
        - minimum grade equivalent score on a district approved subject area assessment;
        - Demonstrated proficiency on nationally-normed standardized subject area assessment; or
        - Demonstrated proficiency on the required state assessment.
- Courses earned through an accredited Home Education option and provided on an official transcript will be accepted at face value. Any home education courses completed through a non-accredited option will be awarded credit, but will be transcribed as a pass/fail grade.

Concurrent Enrollment at High School Campus
Students with exceptional ability may be enrolled in credit-earning courses at the high school with the approval of the school principals and the parent. The parent will assume the responsibility for transporting the student between schools, where appropriate. Such enrollment must be limited to courses that are congruent with the beginning or end of the school day, but not both. The student’s grades and credits will be awarded as received by the school where the student is regularly enrolled.

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Class Transfers & Placement

Schedule Changes
Students may request a schedule change within the first ten days of each semester based on the following guidelines:

- Student was placed in an incorrect or inappropriate academic class based on their grade level or program requirements;
- Student was placed in a class that they have previously taken and passed (except M/J elective courses that can be repeated with teacher permission); or
- Student wants to change an elective class, and there is room in the desired class without going over class size guidelines.

Changing a student's schedule after the first ten days of school may only be done for leveling purposes. An example of this is if a student is enrolled in Grade 7 Accelerated Math and wants to level down to Grade 7 Math. See the next section, Leveling Out or Transferring from Honors or Advanced Courses, for details on leveling out of classes.

In the case where a student has been improperly placed in a class, and this has been verified by the teacher, then movement to another more appropriate subject area class is in order, with the approval of the principal. This should occur before the end of the first grading period, so the student may be placed in an appropriate course. Current grades should be transferred to average with grades earned in the new course, but the teachers have the flexibility to adjust the transfer grade based on demonstrated mastery of standards in the new course.

Students taking courses through Clay Virtual Academy (CVA) or Florida Virtual School (FLVS) should review the "Student Contact and Drop" policy.

Leveling Out from Honors or Advanced Courses
If a student is enrolled in an advanced academic full-year course, the student (at parent request) may drop the course if the following conditions exist:

- Grade of D or F,
- Completion of a parent conference,
- Demonstration of the student seeking consistent academic assistance, and
- Space available in a comparable course.

When a student drops an advanced course before final semester or year credits are posted, the grade earned to that point in the school year follows the student to the next course, but the teachers have the flexibility to adjust the transfer grade based on demonstrated mastery of standards in the new course.

Students enrolled in a junior high acceleration program will need to contact their assigned school counselor or administrator for information about program-specific guidelines.

Requesting a Class or Teacher Change
A parent may request a transfer of their student(s) to another classroom teacher within the same grade or course at any time during the year. The parent may not, however, choose a specific classroom teacher. At the time of the request, the school must approve or deny the request within

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two weeks. If the request is denied, the school will notify the parent and specify the reasons for the denial. Florida Statute § 1003.3101

Procedures Concerning Request for Transferring of Students to a New Class or Teacher:

- Parent makes a written request to the school principal to transfer their student(s) to another teacher (must be in the same grade level and/or course);
- Before principal consideration, a parent-teacher conference must take place;
- The principal considers the request and notifies the parent within two weeks. The principal must consider:
    - Class size
    - Grade and course
    - Any variable that would impact the student or class that is being considered (ex., discipline issues, teacher input)
- If approved, the parent and teacher are notified;
- If not approved, the parent is notified with an explanation given.

Curriculum, Assessment, & Instruction

Middle Grades School Course Sequencing

Students must enroll in a full year of mathematics, English Language Arts, science, social studies, and at least one semester of physical education (Florida Statute § 1003.455) courses in grades 7 and 8. (Please see the section entitled Physical Education to obtain more information on the P.E. waiver.) The core courses mentioned above are offered at various levels with the school making recommendations on the student's placement. Unless students receive the P.E. waiver, they will have P.E. and an elective during the school day. Students may choose from a Career and Technical Education course and/or a visual and performing arts course for their elective.

Students in 7th and 8th grade may enroll in high school credit-earning courses approved by the District. This enables the student to earn high school credits as well as meet the junior high school promotional requirements. Clay Virtual Academy offers accelerated courses for qualified students that may allow junior high students to accelerate into high school math, science, computers, business skills, and/or world language credits. Students and parents should check with their assigned school about other credit-earning courses.

Progressing through the middle grades to meet promotion requirements can take many forms, depending on the specific programs and courses available at the student's school of enrollment. To assist students in developing an academic plan or those transferring into the district, here is an example of a basic middle grades progression. See the Promotion Requirements section for specifics about what is required to be promoted to high school.

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	6th Grade	7th Grade	8th Grade
English Language Arts (3 credits)	M/J Lang. Arts 1 (1 cr)	M/J Lang. Arts 2 (1 cr)	M/J Lang. Arts 3 (1 cr)
Mathematics (3 credits)	M/J Math 1 (1 cr)	M/J Math 2 (1 cr)	M/J Math 3 (1 cr)
Science (3 credits)	M/J Science 1 (1 cr)	M/J Science 2 (1 cr)	M/J Science 3 (1 cr)
Social Studies (3 credits)	M/J World Hist. (1 cr)	M/J US Hist. (1 cr)	M/J Civics (1 cr)
Physical Education (required each year)	Phys Ed (½ year)	Phys Ed (½ year)	Phys Ed (½ year)
Electives	Elective (½ year) Elective (½ year) Elective (½ year)	Elective (½ year) Elective (½ year) Elective (½ year)	Elective (½ year) Elective (½ year) Elective (½ year)

State Assessment
Students are evaluated with a coordinated screening and progress monitoring system provided by the Florida Department of Education. The FAST progress monitoring and coordinated screening program includes grades 6 - 8 English Language Arts (ELA) Reading and grades 6 - 8 Mathematics assessments that are aligned to the B.E.S.T. standards and are administered three times per year pursuant to Florida Statute § 1008.25(8)(b).

All students, unless specifically exempted, must take all statewide and local achievement tests at their appropriate grade level.

A student who does not meet specific levels of performance in English Language Arts, Mathematics, Science, and Social Studies will be provided with intensive, explicit, systematic, and multisensory interventions to meet their academic needs. Test accommodations and modification of procedures may occur, as necessary, for students in Exceptional Student Education, students with a 504 plan, and for students who have Limited English Proficiency, as provided through the Individual Education Plan (IEP), Education Plan (EP), 504 Plan, or the ELL Plan.

Parents can access their student's state-wide assessment score information through the CCDS Student Information System. For additional information and assistance, please reach out to your student's school.

End of Course Assessments
Some courses require End-of-Course (EOC) exams as determined by state legislation. The Algebra 1 EOC is 30% of the student's overall grade and MUST PASS to meet the diploma requirements. Students who score a Level 1 or 2 on the Algebra 1 EOC may be enrolled in and complete an intensive remedial course the following year or be placed in a content area course that includes remediation of skills not acquired by the student. EOCs are also required in junior high Civics, high school Geometry, and high school Biology 1. EOC scores count as 30% of the final grade. The District and school distribute information about EOC requirements, testing information, and resources each year. Students in junior high taking a course requiring an EOC will not participate in the statewide standardized assessment for that subject.

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Students may take an EOC during the regular administration of the test to receive credit for the course once the state establishes the passing score(s). This can occur even without being enrolled in or completing the entire course(see information above on Credit Assessment Program). Students in grades K - 12 are eligible under the CAP. Home education students will not take the EOC unless the student's parent chooses to use the EOC for the annual evaluation required by the school district, as specified in Florida Statute § 1002.41. Homeschool parents should consult with Clay Virtual Academy about EOCs. Students enrolled in Florida Virtual School and Clay Virtual Academy must take all required EOCs.

Florida private school students do not participate in the statewide assessments because these assessments exist to meet federal and state assessment accountability requirements for Florida public schools. Private school students who transfer into a Florida public school, however, must achieve a passing score on the Algebra 1 EOC at some point. Students will have several opportunities to take these assessments. The School District will distribute information about the EOCs and graduation requirements to the private schools annually. Public school students attending private schools through the use of a Florida Department of Education K - 12 Scholarship Program, such as Family Empowerment or Hope Scholarship, may take the EOC assessments.

Performance Standards
Clay County will use the Florida Department of Education (FLDOE) prepared student performance as the approved curriculum for Secondary Education, including updates and changes as received from FLDOE. No courses will be offered that are not state-approved unless a special course is piloted under state guidelines and with School Board approval.

Physical Education
The 2008 Legislature passed Senate Bill 610, requiring each district to include the availability of one-on-one counseling to students regarding the benefits of physical education. Beginning in 2009 - 10, the equivalent of one class period per day of physical education for one semester (minimum standard) of each year for students enrolled in grades 6 - 8 will occur (Florida Statute § 1003.455). The physical education requirement will be waived (grades 6 - 8) for a student who meets one of the following criteria (unless the student meets one of the waiver criteria listed below, he/she will be enrolled in physical education while in grades 6 - 8):

- The student is enrolled or required to enroll in a remedial course
- The student's parent indicates in writing to the school one of the following:
    - The parent requests that the student enroll in another course from among those designated by the school district, or
    - The student is participating in physical activities outside the school day that are equal to or in excess of the mandated requirement.

State Required Instruction
Pursuant to Florida Statute § 1003.42, students receive required instruction on topics that include but are not limited to the following:

- The History of the United States, Civil Government, the History of the Holocaust, the History of African Americans, and the contributions of Hispanics and Women to the United States
- Character education on self-control, resilience, leadership skills, kindness, empathy, cooperation, and conflict resolution
- Comprehensive Health education per Florida Statute § 1003.42(2)(n) will cover various topics that include healthy relationships, teen dating violence (grades 7 - 12), personal health, internet safety, disease control, community health, consumer health, environmental health,

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family life, injury prevention and safety, nutrition, and personal health. The instruction in acquired immune deficiency syndrome, per Florida Statute § 1003.46, will be grade and age-appropriate for the student and will reflect current theory, knowledge, and practice regarding acquired immunodeficiency syndrome and its prevention. Section (3) of this statute allows any student whose parent makes a written request to the school principal to be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment.

Comprehensive health education requires a minimum of five hours of instruction related to mental and emotional health for students in grades 6 - 12, per Florida Statute § 1003.42(2)(n). Additionally, school districts are required to annually provide instruction to students in grades K - 12 related to child trafficking prevention and awareness of youth substance use and abuse health education. The content will be grade and age-appropriate. The school districts are required, under the rulings, to document the planning and delivery of all instruction.

The superintendent, or designee, will review curriculum frameworks that are prepared and distributed by the Florida Department of Education and related to Acquired Immune Deficiency Syndrome (AIDS) education. If the curriculum frameworks are inconsistent with the locally determined curriculum for AIDS education or are not reflective of local values and concerns, the superintendent will advise the School Board and provide recommendations for instructional activities.

Reporting Student Progress & Grading

Report Cards - Florida Statute § 1003.33
Parents will be notified at regular intervals of the academic progress of their student, in accordance with the provisions of Florida Statute § 1003.02(1)(h)2. The Student Information System Parent and Student applications allow parents/guardians and students access to monitor up-to-date grades, attendance, schedule, and assignments at any time. Therefore, printed Interim Reports will no longer be sent home with students. Parents are encouraged to use the Interim Report dates on the Student Calendar to review and discuss grades and concerns with their student(s). If parents are unable to view their student's progress electronically on a mobile device or computer, a printed copy may be requested from the teacher.

Student report cards will be available in the Student Information System Parent and Student applications at the end of each quarter.
Report cards will contain:

- The student's academic performance in each class or course grades K - 6, based upon examinations as well as written papers, class participation, and other academic performance criteria (performance will be considered at grade level unless otherwise stated).
- The student's attendance, including absences and tardies.

The final report card for a school year will contain a statement indicating end-of-the-year status or performance or non-performance at grade level, attendance, and promotion or non-promotion.

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Reporting Student Progress

Per Florida Statute § 1002.20, parents/guardians of public school students must receive accurate and timely information regarding their student's academic progress and must be informed of ways they can help their student to succeed in school. Therefore, if at any time during a grading period, it is apparent that a student may fail or is routinely doing unsatisfactory work in any course or grade assignment, teachers must notify the student's parent/guardian and document the contact according to District guidelines. This contact allows for an opportunity to use intervention strategies to correct deficiencies in academic areas.

Calculating Grades

The District will maintain a one-half credit earned system, including full-year courses with credits posted after each semester. For year-long courses, if a student fails one semester but passes the other semester with a high enough grade to achieve a passing average for the year, the student will receive a full credit (1) for the course. For courses that require a state End-of-Course (EOC) assessment, which is 30% of the final grade, the District will determine the calculations and disseminate them to the schools, and the final credit will be posted at the end of the school year.

Semester grades will be calculated by averaging the two quarterly grades together to determine the final semester grade. Quarters 1 and 2 will average for the Semester 1 final grade, and Quarters 3 and 4 will average for the Semester 2 final grade. Courses that have a state End-of-Course (EOC) exam will be calculated by multiplying each quarter's numerical grade by .175 (17.5%), multiplying the EOC grade by .30 (30%), and adding the products together. For all courses, a final average of 60 and above earns credit (0.5 credit for semester courses and 1.0 credit for EOC courses).

Grade Point Average (GPA) is calculated by adding up the quality points earned for each final semester or year long grade and then dividing by the number of credits attempted. Quality points for unweighted GPA are assigned for each full-credit course on a scale of A = 4, B = 3, C = 2, D = 1, F = 0. Quality points are assigned for one-half credit courses on a scale of A = 2, B = 1.5, C = 1, D = 0.5, F = 0. Grade Point Average is not used to determine promotion for junior high students; however, athletic eligibility is determined using a junior high student's GPA, and any high school credit course taken in junior high will be included in a student's unweighted and weighted GPA in high school.

Grading Scale

Florida Grading Scale for Grades 6 - 12 is used for determining final course averages for the purpose of calculating GPA, not for specific course work, Florida Statute § 1003.437, F.S.

Letter Grade	Progress	Numerical Equivalent	Unweighted GPA Value (1.0 credit courses only)
A	Outstanding	90 - 100	4 point
B	Above Average	80 - 89	3 point
C	Average Progress	70 - 79	2 point
D	Below Average	60 - 69	1 point
F	Failure	0 - 59	0 point

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Honor Roll
The Honor Roll status of students will be based on the following criteria:

- The “A” Honor Roll will consist of all “As” on or above grade level;
- The “A/B” Honor Roll will consist of all “As” or “Bs” on or above grade level;
- Unweighted grades (Grades 6 - 12) are utilized for Honor Roll selection.

Interscholastic Participation
To be eligible for interscholastic competition, a student must meet the following criteria:

- Have a cumulative 2.0 GPA on a 4.0 scale. Students who fall below the 2.0 requirement will remain ineligible for the next entire semester;
- The student must be in good standing with the school based on school and District policies.
- The student’s eligibility is also contingent upon meeting the policies established in the district’s Code of Student Conduct.
- See School Board Policy for complete eligibility information

Summer school subjects will be included in the calculation of the student’s GPA of the previous semester for participation in extracurricular activities during the first semester of each school year. Students in grade 7 will be eligible to participate during the first semester, provided they were regularly promoted from grade 6.

Florida High School Athletic Association Academic Requirements

- 9.4.1 - 2.0 GPA Required for Academic Eligibility - A junior high student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester.
- 9.4.1.2 - Academic Eligibility/Ineligibility is for a Semester - A student who is academically eligible at the beginning of a semester will continue to be academically eligible for that entire semester. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for that entire semester, except as provided in Bylaw 9.4.5.1.2. The student’s academic eligibility for each successive semester will depend upon his/her cumulative GPA at the conclusion of the previous semester.

A first-year 7th-grade student attending a junior high school is academically eligible during his/her first semester of junior high school, provided they were regularly promoted from the 6th grade. The student, however, must meet the provisions of Bylaw 9.4.1 at the conclusion of his/her first semester of attendance to be academically eligible to participate during his/her next semester of attendance.

Intervention & Remediation

Reading Remediation
The Intensive Reading course is designed for students in grades 6 - 8 who are reading below grade level. The course includes foundational skill benchmarks to be used until a student has mastered said benchmarks. The Intensive Reading course has been designed for the teacher to select and teach only the appropriate benchmarks corresponding to the student's grade and instructional level. Interventions must be evidence-based and correspond to the district K - 12

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Evidence-based Comprehensive Reading Plan. Effective implementation requires the support to be matched to student needs and must be provided by a reading-endorsed/certified teacher.

All students in grades 6 - 8 who score a Level 1 or Level 2 on the FAST for English Language Arts (ELA) will undergo a review of prior historical academic performance and assessment data, as well as current stakeholder input. If the initial cumulative records review determines placement in intensive reading, the student scoring a Level 1 or Level 2 will be given a diagnostic screener to determine the specific skill gap(s).

Instruction will be individualized to the skills that pose the greatest barrier to the student's learning in order to close gaps using a curriculum that is evidence-based, explicit, and systematic. The instructional time will be in addition to core instruction, as this course should not be used in place of grade-level English Language Arts (ELA) courses and is intended to provide intervention for students who have reading deficiencies. Formative assessments will occur more frequently and focus on the learning barriers to success based on the intensity of needs.

The course includes the B.E.S.T. Standards for Applying Foundational Reading Skills for students in grades 6 - 8 needing Reading Interventions. Interventions will be implemented until a student has mastered the Foundational Skills Standard. The expected outcome is for the student to achieve grade-level proficiency as determined by an achievement score of 3 or higher on the FAST for ELA.

Math Remediation

Students in grades 6 - 8 who score an achievement Level 1 on the state assessment will be placed in standard math classes and will not qualify for advanced math programs. Eighth grade students scoring an achievement Level 1 on the eighth grade math assessment will be given priority for Algebra 1A upon entering high school. Secondary schools will also utilize the Edgenuity online program to remediate coursework, as a virtual tutor, and for credit recovery. Additional remedial options are available in all Clay County secondary schools through the School Counseling Department.

Grade Recovery and Credit Recovery Options

Assignment Recovery

Teachers may allow students who have been unsuccessful in mastering particular content or skills the opportunity to recover an assignment, assessment, and/or task, or if the work was not turned in on time due to a student's absence or failure to turn in the work. This work should be completed within two weeks of the last day of the current grading period and may not extend past the last day of school.

Grade Recovery

Grade recovery opportunities exist in order to help maintain students' progress towards graduation and occur following the student failing a nine week marking period. This work needs to be completed before the following marking period ends, e.g., a student failing a class for Quarter 1 needs to have completed the recovery coursework prior to the start of Quarter 3. Grade recovery is determined by each teacher and can be work assigned through Edgenuity or teacher-created material.

Credit Recovery

Secondary schools will be utilizing Edgenuity for credit recovery. Credit recovery opportunities exist in order to help maintain students' progress toward promotion and/or graduation. Credit recovery can only be utilized if a student earned a D or F for the semester

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or full-year credit and must be approved by the student's assigned school counselor to ensure that it is needed to meet graduation requirements.

Summer School for Credit Recovery
Summer school is an extension of the school year for students who attend Clay County District Schools. Students who did not attend Clay County District Schools are not eligible for the summer program unless they enrolled before the beginning of the 4th nine-week period or were approved for the HOPE Scholarship Program (see the Student Code of Conduct for more information about this program).

Students in grades 6 - 8 can retake academic courses for credit recovery during CCDS Summer School. Students may only take up to one full credit (or two ½ credit segments) through the CCDS Summer school program. All CCDS summer school coursework must be completed fully by the published deadline in order for students to receive credit.

Students may also work on approved coursework during the summer through Clay Virtual Academy. Students and parents should speak with their school counselor to determine if this is an appropriate option. Any supplemental summer coursework that may impact a student's course placement for the following school year must be completed before the start of the new school year.

Summer programs by other districts that assign credit may be reviewed by Clay County staff to determine the appropriateness of assigning local credit. Prior approval should be received before attempting summer courses at other schools/district.

Promotion

Conditional Promotion
A 6th or 7th grader who has failed up to four required academic, ½ credit course segments or ESE students with IEP recommendations may be granted conditional promotion; however, they must successfully pass two, ½ credit course segments during the CCDS Summer School program immediately following the school year. The other failed course segments must be completed either through an additional summer virtual program, during the next school year in a recovery lab class, if available at your school, or during a subsequent summer school session. Placement in a recovery lab class will replace one of the student's elective classes during the following school year.

An 8th grader failing multiple required academic course segments must successfully pass two ½ credit course segments during the CCDS Summer School program. Additional required course segments must be completed utilizing an additional summer virtual program. All credit recovery successfully completed before enrolling in the 9th grade. Conditional promotion to 9th grade may be approved at the district level and will take into consideration the following factors in addition to the completion of the failed courses:

- Whether or not the student has been previously retained;
- The student is older than the average age of the other students;
- It will be in the best interest of the student to receive a "Conditional Promotion";
- There is evidence that the student has the ability to be successful at the next grade level.

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If it is the determination of the principal not to approve a "Conditional Promotion" for a student, the student will be recommended for retention. Students failing more than four required academic, ½ credit course segments are automatically retained and will be required to repeat all coursework for that grade level.

Promotion to High School Requirements
In order to be promoted to the next higher grade within the middle grades, a student must successfully complete English Language Arts, Mathematics, Science, and Social Studies. Existing state student performance standards will be the basis for each course. Appropriate procedures will be followed by the classroom teacher to continuously and carefully observe student performance throughout the school year to determine if expected achievement levels and/or course performance standards are being met. Under no circumstances should student performance be judged solely on the basis of a single test.

The areas of reading, writing, mathematics, social studies, and science must be assessed using District performance measures, testing, teacher observation, classroom assignments, and state assessment measures. Remediation measures must be taken and documented in the student's Progress Monitoring Plan (PMP). No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

In order to be promoted to grade 9, middle grades students must successfully complete the following during their 6th, 7th, and 8th grade years. Florida Statute § 1003.41

- **3 courses in English Language Arts**
- **3 courses in mathematics** (Successful completion of a high school level Algebra 1 or Geometry course may fulfill this requirement. However, to earn credit, the junior high student must take the EOC, which constitutes 30% of the final course grade.)
- **3 courses in social studies** (One of which must be Civics, which includes a statewide, standardized EOC that constitutes 30% of the student's final grade. State-required career and education planning standards are integrated into the Civics course. A middle grades/junior high student who transfers into the state's public school system from out of the country, out of state, a private school, or a home education program after the beginning of the second term/semester of grade "8" is not required to meet the civics education requirement for promotion if the student's transcript documents passage of three courses in social studies or two-year-long courses in social studies that include coverage of civics education. Successful completion of a high school social studies course may fulfill this requirement.)
- **3 courses in science** (Successful completion of a high school level science course may fulfill this requirement. However, if the course has a state EOC, the student must take the state EOC to earn the course credit, which constitutes 30% of the student's final course grade.)
- Florida Statute § 1003.455 requires one semester of physical education each year for students enrolled in grades 6 - 8.

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HIGH SCHOOL GRADES (9-12)

Enrollment and School Transfer

Transferring Student Placement
Students transferring into a CCDS high school will be placed into the grade level that corresponds to their cohort year as defined by the school year they started 9th grade or equivalent coursework. This placement may be made using unofficial records at the time of registration. Once official records are received, the student's placement will be reevaluated for accuracy.

Students who transfer to a Clay County District School without transcripts will be placed age appropriately based on the student's age as of September 1 of the school year in which enrollment occurs for grades 9 and 10. The student will be placed in courses appropriate for that grade level, and prior coursework will be validated using the validation guidelines set forth in the Uniform Transfer of Credit Guidelines 6A-1.09941. District staff should refer to the CCDS Grade Placement & Evaluating Records for detailed processes.

Students (age 17 or older) who transfer without transcripts and whose age appropriate placement places them in grades 11 or 12 will have an enrollment meeting with a designated school staff member (administrator or school counselor) to determine the best placement options based on students' educational needs and goals. Any student transferring from another country who has completed the equivalent of a high school/secondary diploma from their country of origin is not eligible to enroll in a CCDS high school, but can explore learning opportunities through the Adult and Community Education office. District staff should refer to the High School Placement Advisement Letter.

Transferring Student and Graduation
Students who enter a Clay County school at the 11th or 12th-grade level from out-of-state or out-of-country will not be required to spend additional time in the high school to meet the high school course/credits requirements if the student has met all course/credit requirements of the school district, state, or country from which he or she is transferring. In addition to credit requirements to receive a standard high school diploma, a transfer student must earn a 2.0 GPA, pass the Algebra 1 EOC, OR have passed an equivalent Algebra 1 EOC from the transferring state or county, pass the 10th Grade ELA state assessment, OR receive the concordant scores on the SAT or ACT identified by the Florida Department of Education. Florida Statute § 1003.433

Transferring In-Progress Grades
Students transferring from one school to another who will be enrolled at the receiving school for more than 10 school days of the grading period will have their transfer grade incorporated into that grading period, as determined by the receiving teacher. Any student transferring within the last 10 days of the grading period will have their grade from the sending school posted as their course grade by the receiving school for that grading period. If a student is transferring to a school in another district near the end of the school year and the school they are transferring to has already completed the school year, it will be the responsibility of the CCDS "sending school" to use good judgment for the benefit of the student involved.

Virtual students taking Florida Virtual School (FLVS) content courses, either with FLVS directly or through Clay Virtual Academy(CVA), receive grades of "WF" or "WP" when transferring before

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course completion per FLVS policy. If a student transfers from full-time FLVS or CVA to a CCDS school during a semester period without earning the semester grade on their virtual coursework (incomplete course completion), the student must either complete the semester of virtual coursework or they will be subject to grade validation processes.

Students enrolling during the school year who have not been enrolled in school for a quarter grading period (or equivalent) will be given a zero for the missing quarterly numeric grade. For example, if a student enrolls at the beginning of the second 2nd quarter but did not attend school during the first quarter grading period, a zero grade would be assigned for all first quarter grades. The student would then be subject to any grade recovery options available for that class to recover that quarterly grade.

Students moving into Clay County will have letter grades converted to numeric grades for averaging purposes. If a student cannot produce documentation or if numeric grades cannot be obtained, the following conversions will be made:

Letter to Numeric Grade Conversions

A+ = 100	A = 95	S = 80
B+ = 89	B = 85	N = 75
C+ = 79	C = 75	U = 59
D+ = 69	D = 65	
	F = 55	

Acceptance of Transferring Credits
The Uniform Transfer of Credit Guidelines and Verification Process 6A-1.09941 will be followed to accept and award the credit and transfer of coursework for students entering grades 9-12 from out of state or country to a Clay County District School as follows:

- Grades earned and offered for acceptance on official transcripts will be accepted at face value.
- Students enrolling without an official transcript will receive course validation through their successful performance during the first grading period (defined as one semester).
- Validation of courses will be based on performance in classes at the receiving school. A student transferring into a school will be placed at the appropriate sequential/age appropriate course level and should be passing each required course at the end of the first grading period. District staff should refer to the CCDS Grade Placement & Evaluating Records for detailed processes.
    - Course Validation includes any one of the following:
        - satisfactory completion of appropriate subject or grade level examinations (“D” or higher);
        - successful completion of class work (“D” or higher);
        - minimum grade equivalent score on a district approved subject area assessment;
        - Demonstrated proficiency on nationally-normed standardized subject area assessment; or
        - Demonstrated proficiency on the required state assessment.

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- Courses earned through an accredited Home Education option and provided on an official transcript will be accepted at face value. Any home education courses completed through a non-accredited option will be awarded credit but will be transcribed as a pass/fail grade, which will not impact the student's high school GPA.

EOC Assessments for Transfer Students
Concerning students who transfer into Clay County from out of the country, out-of-state, a private school, or a home school, with a transcript that shows credit received in Algebra 1 or an EOC required course under the Scholar diploma status:

The transfer student is required to take:

- The Algebra 1 EOC assessment, if the student is entering grade 9 and the transcript does not indicate a passing/proficient score on a statewide, standardized EOC assessment in Algebra 1 or on the high school statewide assessment in mathematics required by the state from which the student transferred, for purposes of satisfying the requirements of the Elementary and Secondary Education Act. After taking the Algebra 1 EOC at least one time, the student can satisfy the Algebra 1 EOC graduation requirement by achieving a comparable concordant score (see Florida Graduation Assessment Requirements).
- The Biology 1, Geometry, and U.S. History EOCs – for Scholar diploma students only – if the student entered grade 9 in 2013-14 or thereafter, and the transcript does not indicate a passing/proficient score on a statewide, standardized EOC assessment in that course.

Foreign Exchange Student Guidelines
Only those organizations operating international exchange programs at the high school level that are members in good standing of the Council on Standards for International Educational Travel (CSIET) will be allowed to place students in Clay County District Schools. At no time will the number of exchange students allowed in a high school exceed one-fourth (1/4) of one percent of the total school population or more than five (5) from one organization. This provision may be waived with the approval of the Superintendent of Clay County District Schools or their designee upon the written request of the school principal. It is up to the school principal to determine the number of students allowed from each sponsoring organization, but unless requested, current federal regulations limit the number per organization to five (5). All organizations or host families must have foreign exchange students registered with their respective schools no later than five (5) calendar weeks prior to the start of school for students each year.

Under the standards prescribed by the Council on Standards for International Educational Travel (CSIET), the following policies must be met by the host family and the exchange program before enrolling:

- Written acceptance by the school principal or their designee before a host family is designated;
- Specific information must be provided to the school. This includes academic records translated into English, the number of years completed before arrival, and the years required in the home country to complete secondary school;
- The level of the student's English language proficiency, based on test scores from the English Language Test for International Students (ELTiS), must be provided to the district/school. If the student does not meet the minimum score requirement (218), the student will not be placed in a Clay County school. It is the goal of the District to make sure foreign exchange students have sufficient command of the English language to enable the

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student to function well in an English-speaking academic and community environment, appropriate background information, and expectations regarding school experience;
- The student must not have completed more than 11 years of primary and secondary education, exclusive of kindergarten;
- Foreign exchange students who have received a high school diploma, or its equivalent, in their home country are not eligible to be foreign exchange students in the District.
- Exchange students will be registered as 11th graders and will be required to take U.S. History, English III (American Literature), U.S. Government, Economics, and a minimum of three (3) electives. The only exception to the required courses will be if the home country requires a specific curriculum for a student in a specific grade, and the local school can reasonably meet the student's course needs. Written documentation of this requirement must be included as part of the student's records.
- Foreign exchange students are subject to all school and district rules and regulations per the Clay County Code of Conduct.
- Foreign exchange students at no time will receive a Clay County diploma of any type nor participate in graduation ceremonies. They will be awarded a special certificate certifying that they successfully completed the course of study for exchange students as prescribed by the Clay County District Schools. These students will not take the state assessments or other assessments that may be prescribed by the Florida Department of Education since they will not be awarded a standard diploma.
- Exchange students will be limited to a one-year program or, if the principal approves, a semester.
- Exchange students entering Clay County high schools through immigration status require a J-1 Visa. To get a J-1 Visa, the student must be in an accepted foreign exchange program.
- A foreign exchange student may only register at the appropriate high school that will be designated as the school within the regular school attendance zone of the host family's residence.
- A foreign exchange student may be eligible to participate in sports and activities, provided they meet Florida High School Athletic Association (FHSAA) rules and policies.
- Foreign exchange students must provide all required registration documents, including the following:
    - Proof of birth
    - FL680 or FL681 Immunization forms
    - School Entry Health Exam
    - Proof of residency documents

Military Student Placement

CCDS participates in the Interstate Compact on Educational Opportunity for Military Children, the purpose of which is to remove barriers to educational success imposed on students of military families because of frequent moves and deployment of their parents. The district will implement the requirements listed in Florida Statute § 1000.36.

In order to facilitate on-time graduation for transferring military students enrolled at any time in high school, as specified in Florida Statute § 1000.36, Article VII, the following provisions apply:

- A school district must waive specific courses required for graduation if similar coursework has been satisfactorily completed in another school district or will provide reasonable justification for denial. If a waiver is not granted to a student who would qualify to graduate from a school of the sending state, the school of the receiving state must provide an alternative means of acquiring the required coursework so that graduation may occur on time.

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- States must accept exit or End-of-Course (EOC) exams required for graduation from a school in the sending state.
- If a transitioning student who transfers in his or her senior year is ineligible to graduate from a school in the receiving state after all alternatives have been considered, both the sending and receiving state schools must ensure the receipt of the diploma from the sending state school if the student meets the graduation requirements of the sending state school. The student may participate in all local graduation activities.

Dependent students of active duty military personnel who otherwise meet the eligibility criteria for special academic programs offered through public schools will be given first preference for admission to such programs, even if the program is being offered through a public school other than the school to which the student would generally be assigned. If such a program is offered through a public school other than the school to which the student would generally be assigned, the parent of the student must assume responsibility for transporting the student to that school. For purposes of this subsection, special academic programs include advanced studies programs, dual enrollment, Advanced Placement (AP), Advanced International Certificate of Education (AICE), and International Baccalaureate (IB).

HOPE Scholarship Program students follow these same policies (see the Student Code of Conduct for more information about this program).

Termination of School Placement at Age 16
A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the District. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent(s).

The following steps must also be taken:
- The school will notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment.
- The student's school counselor or other school personnel will conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school.
- The student will be informed of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and GED test preparation.
- The student will complete a survey to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.

Class Transfers & Placement

Schedule Changes
Students may request a schedule change within the first ten days of each semester based on the following guidelines:
- Student was placed in an incorrect or inappropriate academic class based on their grade level or program requirements;
- Student was placed in a class that they have previously taken and passed (except M/J elective courses that can be repeated with teacher permission); or

- Student wants to change an elective class, and there is room in the desired class without going over class size guidelines.

Changing a student's schedule after the first ten days of school may only be done for leveling purposes. An example of this is if a student is enrolled in Algebra 1 Honors and wants to level down to Algebra 1. See the next section, Leveling Out or Transferring from Honors or Advanced Courses, for details on leveling out of classes.

In the case where a student has been improperly placed in a class, and this has been verified by the teacher, then movement to another more appropriate subject area class is in order, with the approval of the principal. This should occur before the end of the first grading period, so the student may be placed in an appropriate course. Current grades should be transferred to average with grades earned in the new course, but the teachers have the flexibility to adjust the transfer grade based on demonstrated mastery of standards in the new course.

Students taking courses through Clay Virtual Academy (CVA) or Florida Virtual School (FLVS) should review the "Student Contact and Drop" policy.

Leveling Out or Transferring from Honors or Advanced Courses
If a student is enrolled in a high school honors or AP full-year course, the student may only drop the course within the first ten class meetings, or he/she may NOT drop the course until the end of the semester and only if the following conditions exist:

- Grade of D or F,
- Completion of a parent conference during each grading period,
- Demonstration of the student seeking consistent academic assistance, and
- Space available in a comparable course.

If a student is enrolled in a high school honors or AP half-year course, the student may only drop the course after the end of the first nine weeks grading period and only if the following conditions exist:

- Grade of D or F,
- Completion of a parent conference during each grading period,
- Demonstration of the student seeking consistent academic assistance, and
- Space available in a comparable course.

Withdrawing from a high school honors or AP course is denoted with the WP or WF designation, but cannot be done until after the midpoint of the course. In the case of extenuating circumstances, a petition may be made on a case-by-case basis to the principal or designee for a review of the criteria to ensure proper course placement.

If a student is moved to a new class before the final semester or year credits are posted, the grade earned in the original class follows the student to the next course, but teachers have the flexibility to adjust the transfer grade based on demonstrated mastery of standards in the new course. Note: withdrawing from dual enrollment courses is governed by the college deadlines, not school policy.

Change of Class or Teacher
A parent may request a transfer of their student(s) to another classroom teacher within the same grade or course at any time during the year. The parent may not, however, choose a specific classroom teacher. At the time of the request, the school must approve or deny the request within two weeks. If the request is denied, the school will notify the parent and specify the reasons for the denial. Florida Statute § 1003.3101

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Procedures Concerning Request for Transferring of Students to a New Class or Teacher:

- Parent makes a written request to the school principal to transfer their student(s) to another teacher (must be in the same grade level and/or course).
- Before consideration by the principal, a parent-teacher conference must take place.
- The principal considers the request and notifies the parent within two weeks. The principal must consider:
    - Class size
    - Grade and course
    - Any variable that would impact the student or class that is being considered (ex., discipline issues, teacher input)
- If approved, the parent and teacher are notified;
- If not approved, the parent is notified with an explanation given.

Curriculum, Assessment, & Instruction

Acceleration Programs

Articulated acceleration will serve either to shorten the length of time necessary for a student to complete the requirements associated with a postsecondary degree or to increase the depth of study available for a particular subject. This will include, but will not be limited to, the following:

- Dual Enrollment (DE) courses
- Advanced Placement (AP) courses
- International Baccalaureate (IB) courses
- Advanced International Certificate of Education (AICE)
- Virtual Education Options, including Clay Virtual Academy (CVA) and Florida Virtual School (FLVS)
- Industry Certifications that articulate to postsecondary credit as identified by the Florida Department of Education, Gold Articulation Agreements.

Schools will notify parents of students currently in/or entering high school of the opportunity and benefits of accelerated coursework.

It is the policy of Clay County District Schools to purchase tests for students who meet the following criteria involving AP, IB, and AICE tests:

- A student must be enrolled in the course to be eligible to take the exam, except in the case of the Credit Acceleration Program (CAP) for AP tests;
- CAP students and home-schooled students who are not enrolled through Clay Virtual Academy but wish to take an exam may do so at a non-refundable fee (the cost of the test at that time). Students who withdraw from or drop an AP course after the designated deadline established by CollegeBoard (typically Nov. 15th) will be responsible for the exam cancellation fee payable to their school of enrollment. Fee amounts are determined by CollegeBoard each school year.
- It is the responsibility of the student enrolled in an AP course to correctly and completely electronically register for all AP exams prior to the deadline established by CollegeBoard (typically Nov. 15th). Any student who fails to electronically register for the correct AP exams through their CollegeBoard account is responsible for paying any late registration or change fees charged by CollegeBoard. Fee amounts are determined by CollegeBoard each school year and must be paid to the student's school of enrollment.

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Advanced International Certificate of Education (AICE)
AICE is a program that is a rigorous pre-university course of study, leading to internationally standardized examinations under the Cambridge International Examination program. AICE diploma candidates must demonstrate their knowledge of the coursework by passing a battery of comprehensive written and, in the case of world language, oral examinations. AICE students are required to select seven tests, one test from each of four major subject groups: Math and Science, Languages, Arts and Humanities, Global Perspectives, and the remaining three examinations from any of the subject areas the student chooses, with a maximum of two credits coming from the optional category.

The AICE program is offered at all CCDS high schools. The AICE program is considered an Academy, and students must be either zoned for those schools in order to participate or be among the 10% of the total candidates selected who are zoned at other schools. For more information, parents and students should contact the school directly.

For an AICE diploma, a candidate must earn the equivalent of seven credits by passing a combination of exams at either the full (one-credit) Advanced Subsidiary Level (AS) or double (two credits) International Advanced Level (A), with at least one course coming from Global Perspectives and one course from each of the other three curriculum areas. Students in schools enrolled in the AICE courses do not have to pay to take the exams.

Advanced Placement (AP)
Advanced Placement (AP) courses are college-level courses offered for the highly motivated, self-disciplined student. The courses are designed by the College Board and are the equivalent of college-level work. In May, the student takes an exam for each AP course taken. AP Capstone™ Diplomas are awarded to students who pass both AP Seminar and AP Research with a score of 3 or higher and pass four additional AP Exams of the student's choice with a 3 or higher. If the student scores a 3, 4, or 5 on the AP exam, they may receive college credit for the course. AP courses are open to all students who have completed the required prerequisites for the course they wish to take. Each Clay County District High School may offer different AP courses. Check with your zoned high school for details.

Dual Enrollment
Students who qualify for Dual Enrollment may take certain college classes from specified institutions within the Florida Postsecondary Articulation Agreement and receive high school and college credit. These classes have no tuition fees, and books are provided free of charge. This includes home school students who enroll through Clay Virtual Academy. Please contact your high school counseling office for eligibility requirements and specific information. These courses may be taken either on or off the high school campus for credit. Courses taken on the college campus may be taken during the day or evening. Students may be released from the high school campus for the courses since these courses would be considered part of their daily schedule. Dual Enrollment courses will not be combined with any other course. Students enrolled in any Dual Enrollment course are subject to the college's FERPA requirements, which limit the parents' access to the student's course information and progress. Contact your high school counselor or designated dual enrollment coordinator for more information.

Early Admissions

Early admission is a form of dual enrollment permitting high school students to enroll in college or career courses on a full-time basis. As with all dual enrollment programs,

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students earn both high school and college/career credits for courses completed. Career early admissions is a form of career dual enrollment through which eligible secondary students enroll full-time in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, F.S.. These students are entitled under the rule and law to all rights and privileges allowed for all seniors, including, but not limited to, participation in class activities (i.e,. Grad Bash, Prom, etc.), rank in class, and eligibility for class Valedictorian or Salutatorian.

Early College Program

This program allows admitted students to complete 60 credits of dual enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate of Arts (AA) Degree upon the completion of four years of high school. This program is available at Middleburg High School and Orange Park High School.

Components of the Early College Programs:

- Students can earn an A.A. degree while still enrolled in high school.
- Students in grades 9 - 11 in Clay County will take a defined list of college courses at the high school site in combination with high school classes and online.
- Students in grade 12 will enroll full time on SJR State's campus.

International Baccalaureate (IB)

The IB program, offered at Ridgeview High School, is a rigorous pre-university course of study leading to internationally standardized tests. The program's comprehensive two-year curriculum allows its graduates to fulfill the requirements of many different nations' educational systems. Students completing IB courses and exams from six areas: 1) Language A1; 2) Language A2; 3) Individual and Societies; 4) Experimental Sciences; 5) Mathematics; and 6) Arts and Electives. IB diploma candidates must demonstrate their mastery of coursework by passing a battery of comprehensive written and in some cases oral, examinations in the six subject groups. In addition, IB candidates are required to take the course, "Theory of Knowledge," complete a series of Community, Action, and Service (CAS) experiences, and write an extended essay. Students enrolled in IB courses do not have to pay to take the exams.

Credit Acceleration Program (CAP)

The Credit Acceleration Program (CAP), Florida Statute § 1003.4295, authorizes secondary students to earn high school credit in a course that requires an End-of-Course (EOC) exam, an Advanced Placement (AP) Examination, or a College Level Examination Program (CLEP) without having to actually be enrolled in the course(s). A student may earn high school credit in Algebra 1, Geometry, U.S. History, or Biology 1 if the student passes the statewide, standardized EOC without the requirement of enrolling in or completing the course. Students are eligible to take the EOC each time that it is offered by the state.

The requirements and eligibility process to participate in the CAP program are:

- The EOC will be administered only at the times established by the state assessment calendar;
- The score necessary to earn the credit will be determined by the state;
- Only credit (no grade) will be earned by meeting the passing score on the EOC;
- The parent/student must notify the school counselor or principal in writing in a timely manner regarding their desire to participate in the CAP process;
- The parent/student is responsible for any cost associated with taking an AP exam where the student is not enrolled in that course at their school of enrollment. See the Acceleration Programs section for details.

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- The parent/student is responsible for any cost associated with taking a CLEP exam and must provide an official score report to be granted high school credit.
- Students/parents must supply evidence that they are prepared to sit for the assessment or that there is reasonable justification for the request. This evidence includes, but is not limited to, previous state assessment scores, assessments, and grades earned in recent EOC-associated courses;
- Obtain the principal's approval to take the EOC/AP/CLEP test;
- If a student takes the EOC and does not earn credit, the student will not be eligible to apply for further CAP testing for the same course until additional preparation has been documented and approved by the school officials.

Career & Technical Education
Students may substitute up to two credits in each non-elective core subject areas of performing arts, mathematics, and science as provided in the Course Code Directory (CCD). Career and Technical Education earnings used as substitution credits in one subject area may not be used as a substitute for any other subject area. Career and Technical Education substitutions and approved Industry Certifications substituting for math and science credits will not count toward state university system admission requirements and may not count towards Bright Futures eligibility and NCAA athletic eligibility.

Award of High School Credit for Career and Technical Student Organization (CTSO) Participation (Rule 6A-1.09442, F.A.C)

- A student in grades 6 through 12 may be awarded one high school elective credit upon providing the Career and Technical Education office with verifiable documentation showing an accumulation of at least 135 hours of participation in CTSO activities that occur outside of regular class time.
- No grade will be given for the coursework, but instead will be recorded as a transfer credit on the transcript with a grade assigned as P (passing).
- The 135-hour threshold may be accumulated over the course of one or more academic years.
- The Career and Technical Education office will review the hours submitted and award the credit.

Course Substitutions
For a complete list of secondary course substitutions, see the FLDOE Secondary Student Progression FAQs, Career and Technical Education (CTE) Course Substitutions, and Course Code Directory.

Physical Education & Performing Arts Waivers

- Participation in an interscholastic sport (FHSAA sanctioned), at the varsity or junior varsity level, for two full seasons will satisfy both the ½ credit Personal Fitness and the ½ credit physical education elective requirement.
- Completion of one semester with a grade of C or better in a marching band class, physical activity class that requires participation in marching band activities as an extracurricular activity, or in a dance class will satisfy one-half credit in physical education elective or one-half credit in performing arts. *(This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP.)*
- Completion of two years in a Reserve Officer Training Corps class (including a significant component of drills) will satisfy the one-half credit requirement in physical education

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elective or the one-credit requirement in performing arts. *(This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP.)*

Correspondence Courses
Credit by correspondence courses will not be accepted unless transferred in as part of an official transcript from another accredited school or district. Credit used for this type of course through a state or regionally-accredited school is required to be accepted at face value from an acceptable nationally recognized accreditation organization.

CPR Training
For students entering the ninth grade in 2017 - 18 and thereafter, compression only cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) instruction will be implemented with the following requirements (Florida Statute § 1003.453):

- The twenty-four (24) credit standard diploma option will require compression only CPR and AED instruction.
    - CPR and AED will be taught in the Personal Fitness course, traditionally or virtually.
    - Additional instructional opportunities may be provided through another appropriate course or school-related activity.
- The instructional program must meet the following requirements:
    - The instruction will be in compliance with the American Heart Association, American Red Cross, or a nationally recognized program based on the most current national evidence-based emergency cardiovascular care guidelines for compression-only CPR.
    - Instruction will include the core cognitive and psychomotor skills associated with compression-only CPR.
    - Instruction will include the appropriate use of an AED, which may be taught electronically (e.g., video).
- Schools will provide compression only CPR instruction or will arrange for instruction by community-based providers.
    - Compression-only CPR/AED instructors are not required to be certified teachers.
    - Certified teachers providing compression-only CPR/AED instruction are not required to be certified trainers of compression-only CPR/AED.
    - Students are not required to earn compression only CPR/AED certification to successfully complete the instruction.
    - Students who are physically and/or cognitively unable to perform the training will be exempt from this requirement. Schools will make this determination in accordance with the student's Individualized Education Program (IEP).

Military Training
Students may be granted up to one elective credit toward graduation for successful completion of military basic training (pass/fail) during the summer between the 11th and 12th grades, provided the student is officially enrolled in one of the approved National Guard or military reserve sponsored Split Training Option programs. Credit would be granted under the appropriate Junior ROTC course listing in the “State Course Code Directory” or other courses specifically designed to cover this program that may be added to the “Directory” by the Florida Department of Education.

Performance Standards
Clay County will use the Florida Department of Education (FLDOE) prepared student performance as the approved curriculum for Secondary Education, including updates and changes as received

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from FLDOE. No courses will be offered which are not state-approved unless a special course is piloted under state guidelines and with School Board approval.

High School Physical Education
A combination of physical education and health curriculum is required for all high school students and is a specifically designated diploma requirement. Clay County District Schools utilizes the ½ credit Personal Fitness course to meet the health education requirements. Students must also take a ½ credit physical education course to fulfill the remaining diploma requirement. Students may not be exempted from this requirement if it is a requirement of the diploma option they are pursuing. See the Diploma Options section for full details. Selecting high school credit courses or participation in specified athletic activities can waive some or all of the physical education diploma requirements. See the Course Substitutions section for full details.

State Required Instruction
Pursuant to Florida Statute § 1003.42, students receive required instruction on topics that include but are not limited to the following:

- The History of the United States, Civil Government, the History of the Holocaust, the History of African Americans, and the contributions of Hispanics and Women to the United States
- Character education on self-control, resilience, leadership skills, kindness, empathy, cooperation, and conflict resolution
- Comprehensive Health education per Florida Statute § 1003.42(2)(n) will cover various topics that include healthy relationships, teen dating violence (grades 7 - 12), personal health, internet safety, disease control, community health, consumer health, environmental health, family life, injury prevention and safety, nutrition, and personal health. The instruction in acquired immune deficiency syndrome, per Florida Statute § 1003.46, will be grade and age-appropriate for the student and will reflect current theory, knowledge, and practice regarding acquired immunodeficiency syndrome and its prevention. Section (3) of this statute allows any student whose parent makes a written request to the school principal to be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment.

Comprehensive health education requires a minimum of five hours of instruction related to mental and emotional health for students in grades 6 - 12, per Florida Statute § 1003.42(2)(n). Additionally, school districts are required to annually provide instruction to students in grades K - 12 related to child trafficking prevention and awareness of youth substance use and abuse health education. The content will be grade and age-appropriate. The school districts are required, under the rulings, to document the planning and delivery of all instruction.

The superintendent, or designee, will review curriculum frameworks that are prepared and distributed by the Florida Department of Education and related to Acquired Immune Deficiency Syndrome (AIDS) education. If the curriculum frameworks are inconsistent with the locally determined curriculum for AIDS education or are not reflective of local values and concerns, the superintendent will advise the School Board and provide recommendations for instructional activities.

Typical High School Progression
Progressing through high school to meet graduation requirements can take many forms depending on the specific programs and courses available at the student's school of enrollment. To assist students in developing an academic plan or those transferring into the district, below is an example of a basic high school progression to meet standard diploma requirements.

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	9th Grade	10th Grade	11th Grade	12th Grade
English (4 credits)	English 1 (1 cr)	English 2 (1 cr)	English 3 (1 cr)	English 4 (1 cr)
Mathematics (4 credits) Algebra 1 (1 cr.) or 1A (1 cr.) & 1B (1 cr.) required	Algebra 1 (1 cr)	Geometry (1 cr)	Math course (1 cr)	Math course (1 cr)
Science (3 credits) Biology (1 cr.) required	Environmental Science (1 cr)	Biology (1 cr)	Science course (1 cr)	
Social Studies (3 credits) World History, US History, Economics (½ cr.), US Government (½ cr.) required		World History (1 cr)	US History (1 cr)	US Gov (½ cr) Economics (½ cr)
Personal Fitness (½ credit)	Personal Fitness (½ cr)			
Physical Education Elective (½ credit)	PE Elective (½ cr)			
Performing/Fine Art or CTE Course (1 credit)	PF or CT Elective (1 cr)			
Financial Literacy (½ credit) required starting with the 23-24 cohort				Financial Literacy (½ cr)
Electives (7 ½ credits- starting with the 23-24 cohort or 8 credits for the 22-23 cohort and before)	Elective (1 cr)	Elective (1 cr) Elective (1 cr)	Elective (1 cr) Elective (1 cr)	Elective (½ cr) Elective (1 cr) Elective (1 cr)

Assessments & Test Scores

College Ready Test Scores

The State of Florida launched the College and Career Readiness Initiative to improve student readiness for postsecondary education and promote success after high school graduation. Students are considered “college ready” or prepared to enter college credit coursework when they meet the state-defined cut scores on approved common placement tests, per State Board Rule, 6A-10.0315. The goals of this legislation are to 1) increase the number and percentage of students who graduate from high school ready for college credit coursework; 2) better communicate with 11th-grade students and their parents the requirements of college entry, and; 3) to provide students, whose test scores in reading, writing and/or mathematics indicate deficiencies in critical skills, an opportunity to attain the needed competencies during the 12th-grade year prior to high school graduation.

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ACT Reading - 19 & English - 17 Math - 19	CLT (Classic Learning Test) Sum of Verbal Reasoning and Grammar/Writing Sections - 38 Quantitative Reasoning - 16
SAT Reading Test - 24 & Writing and Language Test - 25 Math Test - 24	PERT Reading - 106 Writing - 103 Math - 114

End-of-Course (EOC) Exams

Some courses require End-of-Course (EOC) exams as determined by state legislation. The Algebra 1 EOC is 30% of the student's overall grade and MUST PASS to meet the diploma requirements. Students who score a Level 1 or 2 on the Algebra 1 EOC may be enrolled in and complete an intensive remedial course the following year or be placed in a content area course that includes remediation of skills not acquired by the student. EOCs are also required in junior high Civics, high school Geometry, high school Biology 1, and high school U.S. History. EOC scores count as 30% of the final grade and may be required to receive the Scholar diploma designation. Please see the Florida Graduation Requirements for the full list of requirements. The District and school distribute information about EOC requirements, testing information, and resources each year.

Students may take an EOC during the regular administration of the test to receive credit for the course once the state establishes the passing score(s). This can occur even without being enrolled in or completing the entire course (see information above on CAP). Students in grades K - 12 are eligible under the CAP. Home education students will not take the EOC unless the student's parent chooses to use the EOC for the annual evaluation required by the school district, as specified in Florida Statute § 1002.41. Homeschool parents should consult with Clay Virtual Academy about EOCs. Students enrolled in Florida Virtual School and Clay Virtual Academy must take all required EOCs.

Florida private school students do not participate in the statewide assessments because these assessments exist to meet federal and state assessment accountability requirements for Florida public schools. Private school students who transfer into a Florida public school, however, must achieve a passing score on the Algebra 1 EOC at some point and the Biology 1, Geometry, and U.S. History EOC if seeking a "Scholar" diploma. Students will have several opportunities to take these assessments. The School District will distribute information about the EOCs and graduation requirements to the private schools annually. Public school students attending private schools through the use of a Florida Department of Education K - 12 Scholarship Program, such as Family Empowerment or Hope Scholarship, may take the EOC assessments.

Students enrolled in accelerated courses (AP, IB, AICE, DE) leading to college credit are not required to participate in the EOC assessment. However, to meet the Scholar Diploma requirement in Biology 1 and US History, all AP, AICE, and IB students must pass their respective tests or the EOC assessment.

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Semester Exams

All students in grades 9 - 12 will take semester exams. The Clay County School Board approved exam exemption procedures for seniors only is as follows:

- Exam exemptions are limited to seniors only;
- All seniors in year-long courses with a 1st-semester average of a "B" or better and a "B" average or better for 3rd and 4th quarters averaged together will be exempt from taking those exams given at the end of the 2nd semester. Courses that are a semester in length are not exempt at any time;
- Attendance is not a consideration under the current exemption policy;
- Exam values are the same for the current school year;
- Semester exams will not be given early.

Grading & Calculating Grade Point Averages (GPA)

The District will maintain a one-half credit earned system, including full-year courses with credits posted after each semester. For year-long courses, if a student fails one semester but passes the other semester with a high enough grade to achieve a passing average for the year, the student will receive a full credit (1) for the course. For courses that require a state End-of-Course (EOC) assessment, which is 30% of the final grade, the District will determine the calculations and disseminate them to the schools, and the final credit will be posted at the end of the school year.

High School Course Grades

Semester grades will be calculated by multiplying each quarter's (9 weeks) numeric grade by .45 (45%), multiplying the semester exam by .10 (10%), and adding the products together. Courses that have a state End-of-Course (EOC) exam will be calculated by multiplying each quarter's (9 weeks) numerical grade by .175 (17.5%), multiplying the EOC grade by .30 (30%), and adding the products together. For all courses, a final average of 60 and above earns credit (0.5 credit for semester courses and 1.0 credit for EOC courses).

Grading Scale

Florida Grading Scale for Grades 6 - 12 is used for determining final course averages for the purpose of calculating GPA, not for specific coursework, Florida Statute § 1003.437.

Letter Grade	Progress	Numerical Equivalent	Unweighted GPA Value (1.0 credit courses only)
A	Outstanding	90 - 100	4 point
B	Above Average	80 - 89	3 point
C	Average Progress	70 - 79	2 point
D	Below Average	60 - 69	1 point
F	Failure	0 - 59	0 point

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Honor Roll
The Honor Roll status of students will be based on the following criteria:

- The “A” Honor Roll will consist of all “As”
- The “A/B” Honor Roll will consist of all “As” or “Bs”
- Unweighted grades (Grades 7 - 12) are utilized for Honor Roll selection

High School Grade Point Average (GPA)

- Cumulative Unweighted GPA - the average of all final course grades received in high school level courses based on a 4.0 scale.
- Cumulative Weighted GPA - the average of all final course grades received in high school level courses with more points or greater "weight" to grades in accelerated courses [i.e., honors courses, Advanced International Certificate of Education (AICE), Advanced Placement (AP), and International Baccalaureate courses (I.B.)] is calculated on the weighted 5.0 scale.
- Cumulative Weighted for Class Rank - the average of all final course grades received in high school level courses in grades 9 - 12 with more points or greater "weight" to grades in accelerated courses [i.e. honors courses, Advanced International Certificate of Education (AICE), Advanced Placement (AP), and International Baccalaureate courses (I.B.)] are calculated on the weighted 5.0 scale. (Pursuant to Florida Statute §1007.271, district school boards may exercise a weighted grading system for the purpose of class ranking.)

High school Grade Point Average (GPA) is calculated and used for a variety of purposes.

	Scale Range	Purpose/Use
Unweighted GPA (all high school courses taken)	0.0 - 4.0	• Dual enrollment eligibility • High school graduation • Athletic eligibility
Weighted GPA Each institution only uses select classes to calculate their specific weighted GPA. Check with each institution for their guidelines. The weighted GPA listed in the CCDS Student Information System and on your transcript is for estimation purposes only.	0.0 - 5.0	• Bright Futures eligibility • NCAA eligibility • College Admissions
Weighted Ranking GPA (only courses taken in grades 9-12)	0.0 - 5.0	• Valedictorian/Salutatorian designation • Class Ranking

In calculating unweighted GPA for graduation and athletic eligibility purposes, all courses taken must be used in determining the final GPA. This calculation includes all virtual courses taken. WP and WF indicators in virtual courses are not counted in the GPA calculations. Quality points for unweighted GPA are assigned for each full-credit course on a scale of A = 4, B = 3, C = 2, D = 1, F = 0. Quality points are assigned for one-half credit courses on a scale of A = 2, B = 1.5, C =1, D = 0.5, F = 0. Students must have a 2.0 GPA on a 4.0 scale in order to meet graduation requirements and receive a Standard, Scholar, or Industry Scholar diploma. All high school credit-earning courses taken in grades 6 - 12 and through virtual programs will count in the cumulative GPA calculations. For the purpose of class rank, only credit-earning courses taken in grades 9 - 12 and through virtual programs during those years will be counted. Courses in which grade forgiveness policies have been applied are exempt.

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In calculating weighted GPA, all courses designated as Honors (this includes Pre-AICE and Pre-IB) will be weighted as 4.5 on the weight scale for Clay County District Schools. Level 3 Career and Technical Education (CTE) courses will be weighted on a 4.5 basis. Courses designated as Dual Enrollment, Advanced Placement, AICE, and International Baccalaureate will be weighted at 5.0.

All transfer work from a home education program other than Clay Virtual Academy, FLVS, or an accredited program will be posted on a pass/fail basis and will not be utilized in GPA calculation.

Interscholastic Participation

To be eligible for interscholastic competition, a student must meet the following criteria:

- Have a cumulative 2.0 GPA on a 4.0 scale. Students who fall below the 2.0 requirement will remain ineligible for the next entire semester;
- The student must be in good standing with the school according to school and District policies.
- The student's eligibility is also contingent upon meeting the policies established in the district's Code of Student Conduct.
- See School Board Policy 5610.05 for complete eligibility information

Summer school subjects will be included in the calculation of the student's GPA of the previous semester for participation in extracurricular activities during the first semester of each school year. Seventh (7th) grade students will be eligible to participate during the first semester, provided they were regularly promoted from the sixth (6th) grade.

Florida High School Athletic Association Academic Requirements

- 9.4.1 - 2.0 GPA Required for Academic Eligibility - A junior high student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester, Florida Statute § 1006.15(3)(a)1. Final grades previously earned by the student from another school will not be converted using the scale in Bylaw 9.4.2.
- 9.4.1.2 - Academic Eligibility/Ineligibility is for a Semester - A student who is academically eligible at the beginning of a semester will continue to be academically eligible for that entire semester. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for that entire semester, except as provided in Bylaw 9.4.5.1.2. The student's academic eligibility for each successive semester will depend upon his/her cumulative GPA at the conclusion of the previous semester.

Grade Recovery and Forgiveness ("D" and "F")

Assignment Recovery

Teachers may allow students who have been unsuccessful in mastering particular content or skills the opportunity to recover an assignment, assessment, and/or task, or if the work was not turned in on time due to a student's absence or failure to turn in the work. This work should be completed within two weeks of the last day of the current grading period and may not extend past the last day of school.

Grade Recovery

Grade recovery opportunities exist in order to help maintain students' progress towards graduation and occur following the student failing a nine week marking period. This work needs to be completed before the following marking period ends, e.g., a student failing a class for Quarter 1 needs to have completed the recovery coursework prior to the start of

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Quarter 3. Grade recovery is determined by each teacher and can be work assigned through Edgenuity or teacher-created material.

Credit Recovery

Secondary schools will be utilizing Edgenuity for credit recovery. Credit recovery opportunities exist in order to help maintain students' progress toward promotion and/or graduation. Credit recovery can only be utilized if a student earned a D or F for the semester or full-year credit and must be approved by the student's assigned school counselor to ensure that it is needed to meet graduation requirements.

Grade Forgiveness

Students in grades 9 - 12 may retake a course in which they earned a D or F. The higher grade earned will be used in computing their GPA. The grade forgiveness policy for required courses is limited to replacing the grade of D or F with a grade of C or higher earned subsequently in the same or comparable course. Elective courses may replace a grade of D or F with a grade of C or higher in any elective course. Year-long electives earned subsequently will replace year-long electives; semester electives earned subsequently will replace semester electives. Junior High students taking high school credit-earning courses may forgive grades of C, D, or F. Once a C or higher is earned through grade forgiveness, all previous attempts are forgiven and are not included in the student's GPA, but will remain listed on a student's official transcript.

Intervention & Remediation

Reporting Student Progress

Parents/guardians of public school students will be apprised at regular intervals of the academic progress of their student, in accordance with the provisions of Florida Statute § 1003.02(1)(h)2. The Student Information System Parent and Student applications allow parents/guardians and students access to monitor up-to-date grades, attendance, schedule, and assignments at any time. Therefore, printed Interim Reports will no longer be sent home with students. Families are encouraged to use the Interim Report dates on the Student Calendar to review and discuss grades and concerns with their student(s). If families cannot view their student's progress electronically on a mobile device or computer, a printed copy may be requested from the teacher.

Per Florida Statute § 1002.20, parents/guardians of public school students must receive accurate and timely information regarding their student's academic progress and must be informed of ways they can help their student to succeed in school. Therefore, if at any time during a grading period, it is apparent that a student may fail or is routinely doing unsatisfactory work in any course or grade assignment, teachers must notify the student's parent/guardian and document the contact according to District guidelines. This contact allows for an opportunity to use intervention strategies to correct deficiencies in academic areas.

Reading Remediation

The Intensive Reading course is designed for 9th through 12th grade students reading below grade level. The course includes foundational skill benchmarks to be used until a student has mastered said benchmarks. The Intensive Reading course has been designed for the teacher to select and teach only the appropriate benchmarks corresponding to the student's grade and

instructional level. Interventions must be evidence-based and correspond to the district K - 12 Evidence-based Comprehensive Reading Plan. Effective implementation requires the support to be matched to student needs and must be provided by a reading-endorsed/certified teacher.

All 9th through 12th grade students scoring a Level 1 or Level 2 on the FAST for English Language Arts (ELA) will undergo a review of prior historical academic performance and assessment data, as well as current stakeholder input. If the initial cumulative records review determines placement in intensive reading, the student scoring a Level 1 or Level 2 will be given a diagnostic screener to determine the specific skill gap(s).

Instruction will be individualized to the skills that pose the greatest barrier to the student's learning in order to close gaps using a curriculum that is evidence-based, explicit, and systematic. The instructional time will be in addition to core instruction, as this course should not be used in place of grade-level English Language Arts (ELA) courses and is intended to provide intervention for students who have reading deficiencies. Formative assessments will occur more frequently and focus on the learning barriers to success based on the intensity of needs.

The course includes the B.E.S.T. Standards for Applying Foundational Reading Skills for Students in grades 9 - 12 needing Reading Interventions. Interventions will be implemented until a student has mastered the Foundational Skills Standard. The expected outcome is for the student to achieve grade-level proficiency as determined by an achievement score of 3 or higher on the FAST for ELA.

Students in grades 11 and 12 who score Level 1 or Level 2 on FAST retakes and who have not earned a state approved concordant score will be placed in an intervention course. This course will focus on ACT/SAT/CLT preparation and reading remediation using an evidence-based, explicit, and systematic district-approved curriculum. If a student passes the FAST retake or earns a concordant score, (s)he may exit the intensive reading program at the end of the first semester.

Math Remediation
As a mandatory Florida math graduation requirement, students in Algebra 1 and Geometry are required to take an End-of-Course exam. Students not scoring an achievement Level 3 or higher will be placed in a Foundations or a Foundations/Geometry co-requisite course combination based on scale score. Secondary schools will also utilize the Edgenuity online program to remediate coursework, as a virtual tutor, and for credit recovery. Additional remedial options are available in all Clay County secondary schools through the School Counseling Department.

Summer School: Credit Recovery & Grade Forgiveness
Summer school is an extension of the school year for students who attend Clay County District Schools. Students who did not attend Clay County District Schools are not eligible for the summer program unless they enrolled before the beginning of the 4th nine-week period or were approved for the HOPE Scholarship Program (see the Student Code of Conduct for more information about this program).

Students in grades 9 - 12 can retake academic courses for credit recovery or grade forgiveness during CCDS Summer School. Students may only take up to one full credit (or two ½ credit segments) through the CCDS Summer school program. All CCDS summer school coursework must be completed fully by the published deadline in order for students to receive credit.

Students may also work on approved coursework during the summer through Clay Virtual Academy. Students and parents should speak with their school counselor to determine if this is an

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appropriate option. Any supplemental summer coursework that may impact a student's course placement for the following school year must be completed before the start of the new school year.

Summer programs by other districts that assign credit may be reviewed by Clay County staff to determine the appropriateness of assigning local credit. Prior approval should be received before attempting summer courses at other schools/districts.

Promotion, Diploma Options, & Graduation

Promotion and Placement of High School Students
Grade level designation for high school students will be determined as follows:

- Following completion of one year designated as a 9th grader, the student will be designated as a 10th grader in the student information system. This designation does not guarantee that the student has successfully completed the traditional 6 credits per school year;
- Following completion of one year designated as a 10th grader, the student will be designated as an 11th grader in the student information system. This designation does not guarantee that the student has successfully completed the traditional 12 credits for two years of high school enrollment;
- Following the completion of one year designated as an 11th grader, the student will be designated as a 12th grader in the student information system. This designation does not guarantee that the student has successfully completed the traditional 18 credits for three years of high school enrollment;

According to state statute, students are assigned to a cohort year based on the year they first entered 9th grade. This cohort year determines the graduation requirements that must be met by that student. Students will be regularly notified as to their "credits earned" status toward graduation. The student will need to acquire the appropriate number of credits based on the graduation option chosen in order to be on track to graduate in four years with their 9th-grade cohort. Credit recovery and grade forgiveness opportunities exist to help maintain students' progress toward graduation.

Students aged 18 or older wishing to return to school after withdrawing may petition the school for placement. The principal and/or designee will review the reasons for the return given by the student and family. The principal will make the final determination based on the following requirements:

- The student has accumulated at least 16 credits;
- The student has a probable chance of graduating within the academic year;
- An agreement between the student and school concerning attendance, behavior, and school performance is agreed upon.

If the principal does not agree to the conditions or the student does not meet the criteria, Adult Education will serve the student's educational needs.

Diploma Options & Considerations
Students have several diploma options per Florida Statute § 1003.4282. They are:

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- 24-credit Standard option (with “Scholar” and/or Industry Scholar Designations)
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option
- Career and Technical Education (CTE) Pathway
- International Baccalaureate (IB) Diploma
- Advanced International Certificate of Education (AICE) Diploma

All of these graduation options include opportunities to take rigorous academic courses designed to prepare students for their future academic and career choices. Students may change their selection of program options (24-credit and 18-credit ACCEL options) at any time during grades 9 - 12. Please refer to the “Graduation Requirement” charts to compare programs and the criteria for each type of diploma.

Key points to remember when choosing a graduation option:

- Students selecting the AICE and/or IB program are committed to the program. Should a student decide to exit the program prior to completion, they will be placed in the 24-credit option and must meet all requirements for that option;
- A student selecting the 18-credit ACCEL program must attend high school as a full-time student for three (3) years. These students are still eligible for Florida Bright Futures Scholarships and qualify for acceleration programs (e.g.: AP, Dual Enrollment, etc.) if all criteria are met; High school credits awarded prior to the 9th grade will be counted toward the required credits for all graduation options;
- Students who plan to apply to an out-of-state or private in-state college or university and who are interested in the 18-credit ACCEL option should contact those institutions as early as possible for specific admissions requirements;
- Students must complete an online course to meet the graduation requirement (unless otherwise specified). Students in the IB, AICE, or 18-credit ACCEL programs are exempt from this graduation requirement. If an IB, AICE, or 18-credit ACCEL student withdraws or is removed from the program, they must fulfill this requirement.
- Students in the IB and AICE programs are exempt from Physical Education and Performing/Fine Arts requirements. If an IB or AICE student withdraws or is removed from the program, they must fulfill this requirement.

24-Credit Standard Diploma

This program takes the traditional four years to complete high school and requires students to take at least 24 credits in core content areas. World Language is not required for this program, although it is recommended for Florida college preparation and is required for admission to Florida’s state universities.

- **4 credits in English Language Arts** - major concentration in composition, reading for information, and literature; must pass the 10th grade State ELA assessment or have a concordant score on a standardized test (ACT, SAT);
- **4 credits in Math** - two of which must be Algebra 1 (must pass EOC and have exam count as 30% of course grade) and Geometry (must participate in EOC with results counting for 30% of the final grade in the course); two credits may be substituted with an allowable industry certification that leads to college credit.
- **3 credits in Science** - one of which must be Biology 1 (must participate in EOC with results counting for 30% of the final grade in the course); two (2) of the three (3) credits must have lab components; one (1) credit may be substituted with an allowable industry certification that leads to college credit, Biology 1 excluded; one (1) credit may be substituted with an identified rigorous computer science course with a related industry certification, Biology 1 excluded;

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- **3 credits in Social Science** - one (1) credit in U.S. History (must participate in EOC with results counting for 30% of the final grade in the course); one (1) credit in World History; half (½) credit in Economics with Financial Literacy; half (½) credit in American Government;
- **1 credit in Fine and Performing Arts, speech and debate, or CTE course;**
- **1 credit in Physical Education (includes integration of health)**
- **½ credit in Financial Literacy (starting with the 23-24 cohort class)**;
- **8 credits in electives (7 ½ credits starting with the 23-24 cohort class)** - elective courses are selected by the student to pursue a complete educational program and to meet eligibility requirements. Some students will be required to take certain electives based on assessment scores. Any academic class taken above the minimum requirements listed above will count towards a student's total elective credits;
- Select courses within the 24 credits may be earned through equivalent, applied, integrated, or career education courses, including work-related internships;
- The student must have a cumulative unweighted GPA of 2.0 or higher on a 4.0 scale.

18-Credit ACCEL Diploma
Students who choose this option are only required to earn 18 credits, Florida Statute § 1002.3105. The core credits (math, English Language Arts, social sciences, and science) are the same as the standard diploma types. These students pursuing the ACCEL diploma option do not have to earn a physical education credit. For students in cohort 22-23 and prior, only three (3) elective credits are needed instead of eight (8) elective credits. For students in cohorts 23-24 and beyond, only 2.5 elective credits are needed instead of 7.5 elective credits. All other requirements are still in effect.

Students who choose to complete the 18-credit ACCEL diploma option are encouraged to speak with any post-secondary institutions they may consider to ensure that they have met the necessary admissions requirements.

Career and Technical Education Graduation Pathway Option
Beginning with the 2019-2020 school year, a student may earn a standard high school diploma through the Career and Technical Education (CTE) pathway option.

To earn a standard high school diploma through this pathway option, a student must:
- Successfully complete a minimum of 18 credits.
- Have a minimum, cumulative GPA of at least 2.0 on a 4.0 scale.
- Meet the requirements of
    - 4 English credits (including the statewide grade 10 Reading assessment or the grade 10 ELA assessment, or earn a concordant score)
    - 4 Math credits (including the statewide Algebra I EOC assessment, or earn a comparative score)
    - 3 Science credits
    - 3 Social Studies credits
- Complete two credits in Career and Technical Education. The courses must result in program completion and an industry certification.
- Complete two credits in work-based learning programs. A student may substitute up to two credits of electives, including one-half credit in financial literacy, for work-based learning program courses to fulfill this requirement.

Scholar Diploma Designation
The requirements include the same requirements as the 24 Credit Standard Diploma, with the following additions:

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- Math - earn one (1) credit in Algebra 2; pass the Geometry EOC; earn one (1) credit in statistics or an equally rigorous course;
- Science - must pass the Biology 1 EOC or earn minimum score for college credit on AP, AICE, or IB Biology 1 assessment; must take chemistry or physics; earn one (1) credit in a course that is equally rigorous to chemistry or physics;
- Social Studies - must pass the U.S. History EOC or earn minimum score for college credit on AP, AICE, or IB U.S. History assessment;
- Earn at least two (2) credits in a world language;
- Earn at least one (1) credit in AP, IB, AICE, or Dual Enrollment course

Industry Scholar Diploma Designation
The requirements include the same requirements as the 24-Credit Standard Diploma, with the addition of attaining one or more industry certifications.

Florida Seal of Biliteracy
Students who attain a high level of competency in listening, speaking, reading, and writing in one or more world languages, in addition to English, will be eligible for the Gold or Silver Seal of Biliteracy award. This level of attainment will then be denoted on the student's diploma and transcript.

The purpose of recognizing students' attainment of this proficiency is to: encourage students to study world languages; provide employers with a method of identifying an individual with biliteracy skills who is seeking employment; provide a postsecondary institution with a method of recognizing an applicant with biliteracy skills who is seeking admissions to the postsecondary institution; affirm the value of diversity, honor multiple cultures and languages, and strengthen the relationships between cultures in a community. Students should consult with their school counselors in order to learn more about the standards of each level.

- Silver Seal of Biliteracy
    - earn four world language course credits in the same world language with a cumulative 3.0 GPA or higher on a 4.0 scale, and
- Gold Seal of Biliteracy
    - earn four world language course credits in the same world language with a cumulative 3.0 GPA or higher on a 4.0 scale, and
    - earn a 4 or higher on the 10th-grade English Language Arts State assessment

In the event that the student was not able to complete four (4) years of a world language for high school credit, other assessment and portfolio options may be used to fulfill the award requirements. Where a portfolio is relied upon to determine whether to award a Seal of Biliteracy, school district-appointed personnel with language performance at the distinguished level on the ACTFL Proficiency Guidelines 2012 in the same language as the student portfolio will assess the portfolio. Students should consult with their school counselors to learn more about the standards, additional exam options, and performance of each level.

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Graduation Requirements Chart

Graduation Requirements/Diploma Options			
Subject Area	Graduation Requirements of 24-Credit "STANDARD" Diploma	Graduation Requirements of 24-Credit "SCHOLAR" Designation	Graduation Requirements of 24-Credit "INDUSTRY Scholar" Designation
English	4 credits in Language Arts *MUST PASS* 10th-grade FAST ELA assessment	4 credits in Language Arts *MUST PASS* 10th-grade FAST ELA assessment	4 credits in Language Arts *MUST PASS* 10th-grade FAST ELA assessment
Mathematics	4 credits: 1 credit must be Algebra 1 (*MUST PASS* EOC; EOC 30% of grade) 1 credit in Geometry (EOC 30% of grade) 2 additional courses - 2 credits may be substituted with allowable industry certification courses that lead to college credit.	4 credits: 1 credit must be Algebra 1 (*MUST PASS* EOC; EOC 30% of grade) 1 credit in Geometry (EOC 30% of grade; *MUST PASS* EOC 1 credit in Algebra 2 1 credit in Statistics or an equally rigorous course.	4 credits: 1 credit must be Algebra 1 (*MUST PASS* EOC; EOC 30% of grade) 1 credit in Geometry (EOC 30% of grade) 2 additional courses - 2 credits may be substituted with allowable industry certification courses that lead to college credit.
Science	3 credits: 1 credit in Biology 1 (EOC 30% of grade) 2 credits in an equally rigorous course, 2 of 3 credits must have a lab. One credit may be substituted with an allowable industry certification leading to college credit.	3 credits: 1 credit in Biology 1 (*MUST PASS* EOC) 1 credit in Chemistry or Physics 1 credit in an equally rigorous course	3 credits: 1 credit in Biology 1 (EOC 30% of grade) 2 credits in an equally rigorous course, 2 of 3 credits must have a lab. One credit may be substituted with an allowable industry certification leading to college credit.
Social Studies	3 credits: 1 credit in World History 1 credit in US History (EOC 30% of grade) ½ credit in Government ½ credit in Economics with Financial Literacy	3 credits: 1 credit in World History 1 credit in US History (*MUST PASS* EOC) ½ credit in Government ½ credit in Economics with Financial Literacy	3 credits: 1 credit in World History 1 credit in US History (EOC 30% of grade) ½ credit in Government ½ credit in Economics with Financial Literacy
World Language	Not required for high school graduation, but required for admission into state universities.	2 credits in the same language or demonstrated proficiency in a second language.	Not required for high school graduation, but required for admission into state universities.
Performing/Fine Arts, or CTE Course	1 credit in Performing/Fine Arts or CTE Course (eligible courses specified in Course Code Directory)	1 credit in Performing/Fine Arts or CTE Course (eligible courses specified in Course Code Directory)	1 credit in Performing/Fine Arts or CTE Course (eligible courses specified in Course Code Directory)
Physical Education	1 credit in Physical Education to include the integration of health to include the CPR/AED training. (½ Personal Fitness & ½ PE Elective)	1 credit in Physical Education to include the integration of health to include the CPR/AED training. (½ Personal Fitness & ½ PE Elective)	1 credit in Physical Education to include the integration of health to include the CPR/AED training. (½ Personal Fitness & ½ PE Elective)
Financial Literacy (23-24 or later cohort)	½ credit in financial literacy	½ credit in financial literacy	½ credit in financial literacy

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Electives	8 credits (22-23 cohort and earlier) 7 ½ credits (23-24 cohort or later)	8 credits (22-23 cohort and earlier) 7 ½ credits (23-24 cohort or later) Must earn 1 AP, IB, AICE, or Dual Enrollment credit	8 credits (22-23 cohort and earlier) 7 ½ credits (23-24 cohort or later)
Total	24 credits*	24 credits	24 credits*
Industry Certification Requirements	None required	None required	Must attain one or more industry certifications.
Grade Point Average (GPA) Requirement	Cumulative unweighted GPA of 2.0 on a 4.0 scale		
State Assessment Requirements	Students *MUST PASS*: • Grade 10 State ELA assessment (or state-approved concordant score) • Algebra 1 EOC (or state-approved concordant score)		
Special Note: *For the Standard Diploma and Industry Scholar Diploma select courses within the 24 credits may be earned through equivalent, applied, or integrated or career education courses including work-related internships.			
Special Note: A student who earns the required 24 credits, or the required 18 credits under s. 1002.3105(5), but fails to pass the assessments required under s. 1008.22(3) or achieve a 2.0 GPA may elect to remain in high school either as a full-time student or a part-time student for up to 1 additional year and receive special instruction designed to remedy his or her identified deficiencies.			

Graduation Exercises

Students who meet the requirements for a Standard, Scholar, and Industry Scholar, will be eligible to participate in graduation exercises at their last school of enrollment, unless the District or local school rules dealing with discipline or rules relative to graduation exercise participation are violated. Any violation is subject to review by the school principal for determination of the outcome. Students who fail to meet the minimum credits or grade point average as prescribed by Clay County District Schools, even though they have passed the state assessments, will not participate in graduation exercises. It is also District and State policy that eligible students are:

- Allowed to graduate before their cohorts (the 24-credit option and 18-credit ACCEL option);
- Students who graduate before their cohorts may continue to participate in school and social events and other specifically named events as part of the student's cohort, excluding athletics;
- Authorize eligible students who graduate from high school mid-year to receive a Bright Futures Scholarship award during the spring term.

Any reference made relative to the certification of students exiting high school during graduation exercises will be limited to the certification of the entire class. An example of wording or a statement that would be acceptable for use in the exercises would be, "Seniors of the class of ____ are now certified as graduates or have completed their high school course of study as prescribed by Clay County District Schools and the State of Florida."

Valedictorian and Salutatorian Recognition

When a school awards Valedictorian and Salutatorian status, the following criteria must be met:

- Senior class rank (Valedictorian & Salutatorian inclusive) will be based on a weighted grade point average on all courses taken in grades 9 - 12, including virtual courses (Clay GPA for Class Rank). Calculations of GPAs for valedictorian and salutatorian will be made at the conclusion of the eighth semester. If virtual grades are not reported to the school prior to

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the last day of senior exams, that course should not be included in the determination of valedictorian(s) and salutatorian(s).

- A high school transfer student will be given quality point weighting for any course acceptable for transfer if that course is deemed comparable to a course in Clay County that receives a quality point weighting. All courses that carry weight on the grade point average should be labeled on the transfer student record as honors, dual enrollment, advanced, advanced placement, accelerated, or some other description that denotes an honors level class. The principal or designee will make the determination as to which transfer courses qualify for quality points.
- Students graduating from a three-year 18-credit Graduation Program are eligible for valedictorian and salutatorian status. The conclusion of the eighth semester is the deadline for an 18-credit graduation program student to select to graduate and compete for valedictorian or salutatorian status or continue to complete the 24-credit diploma.
- A student who transfers to or within Clay County during the last year before graduation is not eligible to be named sole Valedictorian or Salutatorian. However, that student is eligible to be Co-Valedictorian or Co-Salutatorian based on the following criteria:
    - If ranked first in the senior class based on the cumulative weighted GPA, the transfer student would be named Co-Valedictorian along with the second-ranked student. The third-ranked student would be named Salutatorian.
    - If ranked second in the senior class, the transfer student would be named Co-Salutatorian along with the third-ranked student.

Bright Futures Scholarship

Eligibility Requirements

The Bright Futures Scholarship Program is intended to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private post-secondary educational institution within three (3) years of high school graduation. If a student enlists directly into the military after graduation, the three-year period begins upon the date of separation of active duty. If a student has a full-time religious or service obligation lasting at least 18 months, the two-year eligibility period for an initial award and the five-year period for renewal begin upon completion of the obligation. The Bright Futures Scholarship Program is the umbrella program for state-funded scholarships based on academic achievement in high school that was formerly provided through such programs as the "Florida Academic Scholars" and "Gold Seal Programs". High school counseling departments can provide specific details about meeting the program's criteria. The following information covers the basic components of the "Bright Futures Scholarship Program":

- Four Levels of Scholarship Awards - Florida Academic Scholars (FAS); Florida Medallion Scholars (FMS); Florida Gold Seal Vocational Scholars (GSV); Florida Gold Seal CAPE Scholars (GSC)
- For all four awards, the student must earn a Florida high school diploma and meet the requirements for the specific award.
- Each award has its own academic requirements, award amounts, and funding length. A student may receive funding for only one award, with the highest award earned being selected.
- Earn the 16 core credits

- Achieve the required Grade Point Average or Industry Certification, depending on the level received
- Achieve the required SAT, ACT, or PERT test scores for the level received
- Perform the required number of voluntary service hours or work hours based on the level received
    - Florida Academic Scholars (FAS) - 100 service hours OR 100 work hours
    - Florida Medallion Scholars (FMS) - 75 service hours OR 100 work hours
    - Gold Seal Vocational Award (GSV) and Gold Seal CAPE Scholars (GSC) - 30 service hours OR 100 work hours

Note: Students may use a combination of service and work hours, but if a combination is used, they must earn 100 hours for all levels of Bright Futures.

More information about the Bright Futures program, along with other Florida scholarship opportunities, can be found at http://www.FloridaStudentFinancialAid.org.

Service Hours or Work Hours for Bright Futures

Service Hours or work hours are required for all Bright Futures Scholarship Awards. Students may begin service hours or work hours the summer before the student enters ninth grade. These service hours or work hours are not a Florida or school district requirement for graduation with a standard high school diploma.

Service Hour Requirements

For students who are attempting to receive service hours towards Bright Futures for an activity, below are the district guidelines:

- Activities performed at school should be designed to meet greater needs in the areas of health, education, environment, or public safety identified within the school. The benefits of the activities should be extended to individuals or families in need, not to the student's own family;
- To count as service hours, activities must be unpaid. The student must not be compensated with money, goods, or services for their time. Any paid activities will need to meet the requirements for documented work hours in the following section;
- Service activities must be rendered for "not-for-profit" organizations or agencies;
- The student may engage in direct, indirect, or advocacy service activities. Definitions and examples of those activities are:
    - "Direct Service" involves face-to-face contact with service recipients. Examples include tutoring other students, serving meals at a homeless shelter, or working with the elderly in a nursing home;
    - "Indirect Service" involves performing a service without having face-to-face contact with the recipients. Usually, resources are channeled to or through an organization to help alleviate a problem. Examples include food and clothing drives, marathons, fundraisers, or environmental projects;
    - "Advocacy" involves educating others about a particular social problem with the goal of eliminating the cause of that problem. Examples include writing letters to legislators or editors, preparing and displaying posters to an identified audience, writing and performing informative plays, or creating educational materials for other target groups.
- Hours spent in service activities must be verified by a site supervisor. Documentation must be kept on or attached to the CCDS Service Hours Log and Reflection Form and turned in to the student's assigned school counselor or designee.

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Activities that will NOT be accepted as service hours include, but are not limited to, the following:

- Any activity that violates federal or state laws, which prohibit discrimination on the basis of race, creed, sex, age, color, national origin, marital status, sexual orientation, or disability;
- Co-curricular activities that are course requirements;
- Hours submitted after graduation;
- Fostering of animals in a location other than the shelter associated with a government agency or non-profit organization;
- Any activity whose main purpose is to increase the amount of revenue for a private, for-profit business or to generate new revenue for that business;
- Any activity that replaced a paid staff worker of the agency or institution with which the student volunteers with;
- Any activity rendered as a prerequisite for future student employment;
- Any activity that is performed as a result of disciplinary action taken by the school or courts;
- Any activity whose main purpose is to help prepare and/or participate in the performance of a religious service or religious educational activity, UNLESS the hours are spent addressing a social problem (examples may include: Habitat for Humanity, a community-wide summer vacation Bible school, etc.);
- Attendance at self-improvement workshops or conferences;
- Participation as an athlete in school sponsored athletics;
- Participation as an assistant or trainer at a school-based sports training camp;
- Participation in regularly scheduled school drama, band, or chorus performances, festivals, or competitions.

Work Hour Requirements

For students who are attempting to receive work hours towards Bright Futures for an activity, below are the district guidelines:

- Work hours must be for an established business or organization with a business license, non-profit status, or IRS business designation.
- Documentation of work hours must be submitted by providing a copy of the student's paycheck stub or other official documentation from the company showing the dates and hours the student worked and the pay that they received for their work.
- Documentation is to be provided to the student's assigned school counselor or other designee prior to the student's graduation.

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VPK

The Voluntary Pre-Kindergarten Education Program is a free pre-kindergarten program for 4-year-olds who reside in Florida and were born on or before September 1 of the year they would enter the program. Parents of 4-year-olds with birthdays from February 2 through September 1 may postpone enrolling their student until the following year, when they are 5. A Certificate of Eligibility (COE) is required to attend a VPK program. The parent/guardian must obtain the COE from the Early Learning Coalition. The VPK program is offered during the school year (540 instructional hours) and during the summer (300 instructional hours) at selected elementary school sites. No fees are charged for VPK's required instructional hours. Each VPK program has the flexibility to structure daily hours per week to meet the required number of instructional hours. There is no requirement for school districts to transport students to VPK. It is the responsibility of the parent/guardian to provide transportation to VPK. The VPK program is not special education and does not provide specially designed instruction or related services. The VPK Program has policies related to attendance and discipline.

School-Year VPK Program at CCDS Elementary Schools
School-year seating for each VPK program is determined by a lottery. Seating is very limited. School-year VPK lottery dates and the online application are located on the District website. Parents and/or guardians may submit an application for only one school within the lottery and will not be considered for placement in multiple district elementary school lotteries. Students who do not receive a seat through the selected elementary VPK lottery will be placed on a waitlist. The following documents are required once the lottery is confirmed:

- Birth Certificate
- FL680 Immunization Record
- School Entry Health Exam submitted within 30 days of enrollment
- Parent's Government-Issued Photo ID
- Signed and Dated Certificate of Eligibility (COE)

Before and After Extended Stay occurring outside of the VPK provider contractual instructional hours, but within the regular school day is available for a nominal fee through CCDS deduction or a Scheduled Payment Agreement Form.

Montessori VPK Program at Swimming Pen Creek Elementary
Seating for the Montessori VPK program is determined at the school level.

Summer VPK Program at CCDS Elementary Schools
Seating for the Summer VPK program is limited to 12 seats. Seating is assigned in the order of received applications containing the required information and documents.

VPK Summer Bridge Program
Students enrolled in a Clay County VPK program may be eligible for summer school through the VPK Summer Bridge. Eligibility is determined through the VPK STAR Early Literacy Assessment completed in May-June, and the criteria is set through Florida Administrative Code. Rule 6A.-6.05030 F.A.C.

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School-Year VPK Program at CCDS High Schools

The school-year VPK program is offered at five of the District's High School Child Care Learning Labs as part of the Early Childhood Education program: Fleming Island High School, Middleburg High School, Oakleaf High School, Orange Park High School, and Ridgeview High School. Please contact the center director if you are interested in a seat at the school.

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CLAY VIRTUAL ACADEMY

Clay Virtual Academy (CVA) is a school of choice option for 2nd - 12th grade students who reside in and outside of Clay County. CVA is part of the Clay County school system as a franchise of Florida Virtual School (FLVS) with an accreditation status of Cognia and offers approved NCAA courses with both full-time and part-time enrollment opportunities for public, private, or homeschool students when room is available, and the student meets the Profile for Success Criteria.

Enrollment & Attendance

Part-Time Enrollment and Academic Requirements
Students must meet the recommended academic progress outlined below, including the following enrollment requirements:

- 4th - 5th grade students, if they have qualifying state assessment scores
- 6th - 12th grade student meeting the Profile for Success Criteria.
- Any Student may opt to take 7th or 8th-period courses through Clay Virtual Academy or FLVS for acceleration, original credit, or grade forgiveness.

Part time students may only have two (2) active courses at a time, on any virtual platform. Additional courses will need approval from a school counselor to override. For more information, please see your school counselor or the CVA website: cva.myoneclay.net.

Full-Time Enrollment and Academic Requirements
Students must meet the recommended academic progress outlined below, including the following enrollment requirements:

- 6th - 12th-grade students must currently be on track for a 24-credit diploma to include a minimum 2.0 GPA, an acceleration pathway, and the appropriate credits earned for each school year completed:
    - Students should have six credits at the end of the 9th grade school year.
    - Students should have 12 credits at the end of the 10th-grade school year.
    - Students should have 18 credits at the end of the 11th-grade school year.
    - Students are required to complete six (6) courses during the semester of graduation.
    - Students should pick an acceleration option and be on track to achieve it prior to senior year.

Requirements for Students with Disabilities

- Students with disabilities are required to meet the state and CVA/FLVS Franchise Profile for Success Criteria to be accepted into CVA full time, just as their non-disabled peers.
- Current Individual Educational Plans (IEPs) of student applicants who meet the school's entrance criteria will be reviewed on an individual basis to determine the appropriateness of the full-time virtual education option.

FLVS Full-Time and FLVS Flex Through the Home Education Office
Students who enroll directly with FLVS full-time or FLVS Flex as a school choice option through the Home Education Office are no longer considered Clay County enrollees but may still

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participate in state tests and extracurricular activities at their zoned schools. Please see the Home Education section for more information.

Application and Enrollment Process for Full-Time Students
Applications for CVA are accepted during open enrollment periods, which open 90 days before the first day of school and close 30 days before the first day of school. These enrollment dates are listed on the CVA website, cva.myoneclay.net. Applications are considered without regard to disability, race, national origin, religion, or gender. The application process is to ensure, as fair as possible, that students will be successful in their academic work.

The application process for CVA is multi-step, and the student is not enrolled in CVA until all of the following steps are completed:

- Parent and Student Responsibilities Agreement is completed and submitted by the parent/guardian;
- An application is submitted during the enrollment period;
- A VSA/FLVS account for both the parent and the student is created;
- The parent/guardian and student attend a meeting with a CVA School Counselor to determine whether applicants meet the Profile for Success Criteria. School counselors determine academic decisions only and are unaware of holds that may prohibit CVA enrollment.
- The parent/guardian completes the online registration and submits all required documentation for their student.
- The student's most recent school gives clearance from any holds, including disciplinary holds, and releases registration of the student to CVA.

CVA reserves the right to suspend the application and registration process after two follow-up attempts to request the completion of any requirement without resolution. Acceptance to CVA at any other time than an open enrollment period is only under extenuating circumstances and requires administrative and school counselor approval.

Full-time enrollment for CVA is a year-long commitment. Full-time students can be released from CVA upon an academic review of the Profile for Success Criteria and/or not adhering to the Parent and Student Responsibilities Agreement.

Course Offerings
CVA offers numerous courses during the school year, including Honors, Advanced Placement (AP), Cambridge, and Dual Enrollment courses. CVA course grades are accepted for credit and are only transferable upon completion of the course. Partial grades cannot be transferred. Access the current list of CVA course offerings here.

Attendance Requirements
Attendance for CVA is documented as follows:

- All students must submit the weekly work required (as listed on the pacing chart for each course) by 4:59 p.m. on Friday of each week to be counted for attendance purposes.
- Students must attend weekly scheduled live lessons with their teacher.
- Students must complete weekly supplemental program minutes/lessons.
- ESE students must attend their scheduled support sessions with their contact teacher.
- Daily VSA login data can be used to determine attendance for any student whose coursework is not up to date.
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Curriculum, Assessment, & Instruction

Academic Integrity
Student academic integrity is a core value and universal expectation at CVA as a franchise of Florida Virtual School (FLVS). Detailed information regarding the criminal nature of academic brokering, the policies pertaining to reporting, and the proctored exam process can be found on the FLVS website at FLVS Academic Integrity.

Elementary Handwriting Standards and Expectations
Students in Kindergarten through grade 3 enrolled full time are required to submit handwritten work for all assignments in the enrolled student's own handwriting. Students in grades 4 and 5 may submit typed assignments with the exception of the assignments that include handwriting standards. The requirement for students to submit work in their own handwriting aligns with FLVS Academic Integrity policies. Students with an IEP, 504 Plan, or other ESE documentation on file at CVA may require accommodations for the response options for class assignments. The teacher or parent should contact the ESE Department at CVA to discuss any necessary accommodations.

Technology Requirements
To maintain contact with teachers, staff, and administration, students must have daily access to the following:

- Computer with webcam and microphone
- Internet service
- Email
- Telephone

Pacing and Weekly Work Requirements
Within each course, the instructor outlines the weekly minimum work requirements that provide students with a pacing chart that needs to be followed. Both full-time and part-time students should commit five (5) to six (6) hours per week to each virtual course. Students not staying on pace are considered absent based on this pacing and/or lack of weekly work submissions, to include supplemental programs. This may impact attendance and future enrollment in CVA. Students struggling to independently succeed in the virtual setting may find it in their best interest to attend a traditional school where daily monitoring and assistance in time management and task completion can occur.

Live Lesson Requirement
Participation and attendance in Live Lessons lead to student success in their courses. Students in grades K-12 are expected to have regular attendance to their class time/live lessons. Students are also required to attend their support sessions as mandated by the student's IEP or EP. Students may be required to attend tutoring sessions and additional live lessons based on academic need.

Grace Period
Students taking courses through Clay Virtual Academy (CVA) or Florida Virtual School (FLVS) are given a grace period designed for previewing or attempting a course without penalty. Grace Period is defined as reaching 20% complete or 21 days in a virtual course. Students are expected to complete their courses after the grace period has been exhausted. If a student drops a course after the allotted grace period, they will receive a grade of Withdrawal Passing (WP) or Withdrawal

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Failing (WF) on their transcript and may forfeit the opportunity to take virtual courses in the future.

When students add courses, the educational suitability and availability of courses will be considered before approval is granted. Changes will only be considered during the first 20% or 21 days. If a student seeks to enter back into a class at their zoned school, class size caps established by the state may disallow that change. After the 21-day grace period, the student may have to complete the course online. Administrators and school counselors will interpret this.

Resubmission
As part of the CVA/FLVS Franchise commitment to mastery learning as a process, students who choose to remediate material to gain additional understanding will have the option to re-attempt a formative assessment in their course. Formative assessments in a course may include worksheets, written compositions, lab reports, short answer paragraphs, essays, book responses, graded discussion board posts, and other assessments that require teacher evaluation of the student's work. While infrequent situational deviation may occur at an Instructional Leader's/Administrator's discretion, Florida Virtual School limits the number of total attempts to three on the formative assessments mentioned above. Summative assessment submissions will be limited to one. Exceptions may be made in certain situations if determined appropriate by the Instructional team. Resubmission of coursework must be completed before taking the segment exam (grades 6 - 12).

Final Grades
Students enrolled in Clay Virtual Academy (CVA) or Florida Virtual School (FLVS) courses will only have grades finalized or transferred upon completion of each segment. There are no partial/quarter grades for CVA/FLVS courses.

All course grades are final. Students can only resubmit assignments before the segment exam is completed. An official final grade report will be emailed to the student. If the course withdrawal date falls within the grace period, a grade of "W" will be issued. After the grace period, a grade of "WP" or "WF" will be issued to their school transcripts.

Academic Review Process
Full-time students will undergo an academic review each semester. This is to ensure student success in the virtual environment. Several things are considered when conducting these reviews, including the continued meeting of all Profile for Success Criteria, growth and achievement on all Progress Monitoring assessments, and adherence to the in-person testing, supplemental program, and live lesson requirements.

Expectation of Communication and Drop Policy
Communication is key to a student's success in an online course. It is the student's and parent's responsibility to ensure that both the VSA/FLVS platform and the CCDS Student Information System are updated with correct student and parent contact information at all times. It is essential that the student and instructors maintain regular contact.

- If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and parent(s) will receive correspondence from the instructor. Through this correspondence, the student, parent(s), and teacher will work to resolve any issues that prevent the student from submitting an acceptable number of assignments each week. Placeholders will be entered for any missing assignments to give a more accurate overview of the student's progress.

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- If the student does not submit the expected number of assignments within a period of fourteen (14) consecutive days, the student and parent(s) will receive correspondence from the instructor. Through this correspondence, the student, parent(s), and teacher will work to resolve any issues that prevent the student from submitting an acceptable number of assignments each week. Placeholders will be entered for any missing assignments to give a more accurate overview of the student's progress. All assignments must be submitted in order to receive credit for the course. No exemptions will be granted as each assignment relates to a specific course standard that must be covered.
- If the student does not respond by submitting assignments within twenty-one (21) days of the initial correspondence, CVA will assume that the student does not intend to remain in the course, and the student will be administratively dropped from the course.

Course Reinstatement

- Reinstatement into a course may only be requested for a course dropped during the current school year.
- Students who are dropped from a course the first two times may request reinstatement through their teacher by contacting the teacher directly and creating a success plan. Any student requesting reinstatement for a third time will request it by contacting the principal of CVA and submitting a success plan to include a written statement showing the student's commitment to finishing the course. Reinstatements will not be granted after the third attempt.

State Testing Requirement

As a School of Choice and a Franchise of FLVS, CVA full-time students must take all state assessments. K - 6 graders will test at CVA. 7 - 12th graders may test at CVA or arrange to test at their zoned school. Students who do not take their state assessments can be found ineligible to return to CVA for full-time enrollment. Families who want to opt out of state testing can only do so through the Home Education enrollment option.

Graduation

CVA holds a graduation ceremony for graduating seniors. Students have the option to participate at their zoned school's graduation if they are in good standing and have spent the majority of their high school years at the zoned school. CVA students will not be considered for the class rank of their zoned school. It is the student's responsibility to stay in contact with their zoned school to ensure they are eligible and approved to attend their graduation. Any student recommended for an alternative educational setting for disciplinary reasons may not participate in the commencement exercises at their zoned school, including students who enroll at CVA in lieu of the recommended alternative educational setting.

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MONTESSORI

Clay County District Schools is proud to offer the Montessori program at Swimming Pen Creek Elementary. Swimming Pen Creek is dedicated to providing development of the whole student through Montessori education by cultivating independent thought and foundational skills as well as awareness of their environment; empathy for others, social ease, and confidence. The Montessori program seeks to establish within a student the intellectual, emotional, and physical rigor needed to become a self-directed learner, flexible thinker, creative problem solver, and support the student's ever-increasing curiosity about the world in which they live.

All general and elementary specific procedures and guidelines apply to students who enroll in the Montessori program. For Montessori specific information, please see below.

Report Cards & Grading

A student's progression on a curriculum continuum, aligned with the applicable state standards, will be determined by teacher judgment. Teacher judgment will be based on the student's academic achievement as indicated on a student performance checklist aligned with the applicable state standards for that grade level. Documentation of teacher judgment may be based on any of the following procedures:

- applicable tests or evaluation activities selected from the district textbook program or other school-selected instructional materials;
- applicable samples of students' daily work assignments;
- records of observations of student work (oral and written); and
- teacher-made assessments.

Report cards are vehicles by which students' achievements are communicated to parents. The report card will include student performance in a variety of areas with teacher comments and regularly scheduled parent conferences. Report cards are posted in the parent portal on dates established by the district.

Montessori Grading Scale (Kindergarten- Grade 4)

Grade	Grading Scale	Definition
E	90 - 100	Outstanding Progress
S	75 - 89	Satisfactory Progress
N	65 - 74	Needs Improvement
U	0 - 64	Unsatisfactory Progress

Fourth grade will be considered a transitional year for students entering upper elementary, where they maintain the same grading scale as in previous years.

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Montessori Grading Scale (Grade 5 - 6)

Grade	Grading Scale	Definition
A	90 - 100	Outstanding Progress
B	80 - 89	Satisfactory Progress
C	70 - 79	Satisfactory
D	60 - 69	Needs Improvement
F	0 - 59	Unsatisfactory Progress

Reporting Student Progress
A teacher will provide notification at any time during a grading period (in the parents' primary language) when it is apparent that a student may fail or is doing unsatisfactory work that may lead to failure in any course/subject. School staff should put their best effort into verbally communicating warnings to students and parents via phone, email, or other means to confirm receipt. Parents and guardians opting to have written communication must make the request in writing to the school principal or designee. The parents will be offered an opportunity for a conference with the teacher and/or principal/designee. A student may not receive a report card grade of "U" or "F" if this procedure has not been followed.

Assessments
Ongoing comprehensive assessments providing annual benchmark measures that are aligned with the applicable state standards will be used to determine individual student performance. The student's performance will be compared to a standardized expected level of performance for the student's chronological age to determine progression on the curriculum continuum. Appropriate standardized tests will be used to evaluate the program.

Promotion Criteria & Academic Level Assignments
A student will progress at his/her own pace on a curriculum continuum aligned with the applicable state standards. Ongoing assessments and annual reviews will be used to determine a student's level of performance.

Any waivers to these requirements that are necessary to implement this program will be approved by the superintendent or designee prior to implementation.

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ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

The English for Speakers of Other Languages (ESOL) program is designed to develop English language proficiency and academic potential for eligible English Language Learners (ELL). English Language Learners are students with limited English proficiency and are further defined as:

- students who were not born in the United States and whose native language is a language other than English, or
- students from a home environment where a language other than English is spoken, or
- American Indian or Alaskan Native students from an environment where a language other than English has had a significant impact on their level of English language proficiency, and
- who have sufficient difficulty speaking, reading, writing, or listening in the English language. (Florida Statute § 1003.56)

Identification and Eligibility for ESOL Program

Each student with a response other than English to any of the questions on the Home Language Survey listed below during enrollment will be identified as a potential ELL and will be screened using the WIDA Screener within 20 school days following the student's initial enrollment.

1. What language is spoken by adults at home?
2. What language did the student first learn?
3. What language is spoken by the student at home?

Initial eligibility for ESOL services is based on the student's level of English proficiency as measured by the WIDA language screening assessment.

Initial Eligibility for ESOL Program

Grade	Sub-Test	Eligible Scores
K	WIDA Screener for K	Oral Language 1.0-3.9
1st & 2nd	WIDA Screener	Oral Language 1.0-3.9
3rd-12th	WIDA Screener Listening, Speaking, Reading & Writing	Overall Composite 1.0 to 3.9
ELL Committee	Committee Recommendation	

Parents will be notified of the English Language Learner (ELL) classification and ESOL Program eligibility, including the reasons for the identification, student's level of English proficiency, methods of instruction to be used in the program, and how it will meet the educational strengths and needs of their student. Within two weeks of the parent notification, the student will be placed in the appropriate English Language Development (ELD) instructional course(s).

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Decisions regarding ESOL eligibility and services determined by the ELL Committee will be based on a review of the following:

- academic performance,
- standardized assessments and language acquisition data,
- number of years the student has been enrolled in the ESOL program, with consideration for interrupted instruction,
- the student's English language proficiency, and
- attendance and retention data.

The ELL Committee includes the principal or designee, the parent, an ESOL/English teacher, the ESOL Facilitator, and any other personnel responsible for the instruction of English Language Learners, will meet to:

- determine eligibility,
- review and make placement recommendations,
- evaluate continuation of program services to support language acquisition, or
- provide recommendations for programs and access to additional services.6A-6.0908

Parents can request that their student be removed from the ELD instructional course(s). Removal from the instructional course will not alter the school's responsibility to continue to provide English instruction by ESOL-certified or endorsed instructors. The student will continue to receive appropriate instruction until they are reclassified as English proficient and exited from the ESOL Program.

Upon the parents' request to have their student removed from the ELD instructional course(s), the student's principal or school representative will meet with the parent to ensure they understand the refusal request, by reviewing the ESOL services, the benefits of ESOL support, and the ESOL exit requirements. (Florida Rule: 6A-6.0902)

Equal Access for English Language Learners

English Language Learners, including refugees and other immigrants, and racial and national origin minority students, should not be restricted due to their English proficiency and are entitled to equal access to:

- appropriate programs and services other than ESOL, such as compensatory, exceptional, early childhood, career and technical education, adult education, dropout prevention, extended day, and other supportive services; and
- courses that are equivalent and comparable in scope, sequence, and quality of instruction provided to English proficient students and are understandable at the student's level of English proficiency.

Grading and Progress Reporting

Each English Language Learner receiving English for Speakers of Other Languages (ESOL) services will be graded based on his/her academic progress at his/her level of English proficiency. The teacher must document that accommodations and strategies of instruction and assessment were employed, which allowed the student to demonstrate progress in the achievement of the benchmarks and grade-level expectations. A grade of "Unsatisfactory," "D," or "F" may only be assigned to an English Language Learner receiving ESOL services if he/she received appropriate accommodations and strategies in instruction and assessment, and the student demonstrated no progress toward achieving the standards and grade-level expectations at his/her level of English proficiency.

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Retention of English Language Learners

An English Language Learner (ELL) may not be retained due to lack of language acquisition alone. The student's academic performance must be based on the student's level of English Language Proficiency (ELP). An ELL who has had less than two years of instruction in the English for Speakers of Other Languages (ESOL) program (not including PreK) should be considered for good cause promotion. Considerations should include the following:

- amount of time in the country
- academic experience(s)
- time needed to reach proficiency based on research
- oral language proficiency in English
- reading and writing proficiency in English
- cultural background.

The ELL Committee (including the parent) must meet to discuss the considerations of any ELL student recommended for retention prior to the retention of that student.

For ELLs who have received ESOL services for less than two years, a district ESOL representative must be invited to and should be present at the ELL Committee Meeting.

Evidence and documentation of the integration of Florida's English Language Development standards with the grade level standards, along with the academic performance of the student based on their ELP must be reviewed during the ELL Committee meeting. (Florida Rule: 6A-1.09432)

Parent Communication of Progress

All written and oral communication between CCDS personnel and parents of current or former ELLs will be in the parents' primary language or other mode of communication commonly used by the parents, unless clearly not feasible.

Statewide English Language Proficiency Assessment

All English Language Learners will be assessed annually on the ACCESS for ELLs, including Kindergarten ACCESS for ELLs, or the Alternative ACCESS for ELLs for students with significant cognitive disabilities.

Assessment results will be used to evaluate the progress of individual students. The ELL Committee may convene to adjust, modify, or improve the ELL student plan when indicated by annual assessment data. (Florida Rule: 6A-6.09021)

ELL Considerations for Statewide Standards Assessments

All students classified as ELL must participate in the statewide assessment program. There is no categorical exemption from participation in the statewide assessment program for English Language Learners. (Florida Rule: 6A-1.09432)

An exemption from participation in any component of the statewide assessment may only be made through the recommendation of the School's ELL committee and only for an ELL who has been in an English Language Program for less than one (1) year prior to the assessment date.

The School's ELL committee, in making its decision, will consider the following factors:

1. Level of mastery of basic competencies or skills in English and home language according to appropriate local, state, and national criterion-referenced standards;

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2. Grades from the current or previous years; or

3. Other test results

The School's ELL committee will exempt an ELL from participation in a component of the statewide assessment program if it determines that the student's participation would have an unsound instructional effect on the student.

English Language Learners in the third grade, who have been in an ESOL Program for less than two years and fail to meet expectations on the third-grade state assessments in reading, will be exempted for Good Cause from the third-grade mandatory retention.

For the purpose of exemption from mandatory retention of third-grade ELLs, under good cause, two years means no less than a total of two full calendar years as measured from the date the student entered a U.S. school (DEUSS), to the date of the grade three standardized ELA assessment.

The School's ELL committee may consider that the good cause exemption is also appropriate for ELLs traveling in and out of the country, who have NOT had two uninterrupted years of instruction in an English for Speakers of Other Languages (ESOL) program.

The School's ELL committee, in making its decision, will consider the following factors:

1. Documentation of less than two years of accumulated time in an ESOL program in the U.S.;

2. Verification of the DEUSS date (starting point);

3. Verification of re-entry dates (code E09, signifying any PK-12 student who enters a Florida school from a country other than the U.S. or U.S. commonwealth/territory);

4. Student level of English language proficiency;

5. Academic experience in both English and the heritage language; and

6. Transcripts from schools outside the United States.

ELL Accommodations for Statewide Assessments

Appropriate and allowable accommodations are provided to English Language Learners who are currently receiving services or have exited and are in the two-year monitoring period, provided these accommodations have been implemented throughout the course of the academic year. Accommodations are defined as adjustments to settings and/or scheduling to include the amount of time for administration, assistance in the heritage language, and the use of an approved translation dictionary or glossary, including:

- testing in a separate room with the ESOL or heritage language teacher;
- scheduling in multiple increments within one school day, when allowed;
- additional time within one school day may be provided to complete a test session;
- access to an approved heritage language dictionary or glossary; and/or
- limited assistance by an ESOL or heritage language teacher using the student's heritage language for directions, prompts, items, and answer choices.

Accommodations that negate the validity of statewide, standardized assessments are not allowable. (Florida Statute § 1008.22)

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Graduation Options for English Language Learners

1. English Language Learners who have been enrolled in an ESOL program for less than 2 school years and have met all requirements for the standard high school diploma except for passage standardized grade 10 ELA or alternative assessment is eligible for a standard high school diploma by satisfactorily demonstrating grade-level expectations on a formative assessment that generates a score or metric that can be interpreted as a measure of grade 10 level achievement in ELA.

2. English Language Learners who are enrolled in an ESOL program and have met all requirements for the standard high school diploma except for passage of the required state assessment or alternate assessment may participate in the English Language Program during the summer following their senior year and/or return as a fifth-year senior to have the opportunity to meet the graduation requirements.

ELLs receiving such instruction are eligible to take the required state assessment or alternate assessment and receive a standard high school diploma upon passage of the required state assessment or the alternate assessment. (Florida Statute § 1003.433), and SB 6A-1.0942

Exiting the ESOL Program

Each student identified as an English Language Learner shall continue to receive appropriate instruction until the student is reclassified as English proficient and exited from the ESOL Program. (Florida Rule: 6A-6.0903)

Grade	Exit by Criteria	Exit by ELL Committee Criteria
K	WIDA ACCESS 1. 4.0+ Overall Composite and 2. 4.0+ Reading	N/A
1-2nd	WIDA ACCESS 1. 4.0+ Overall Composite and 2. 4.0+ Reading	WIDA Screener* 1. 4.0+ Overall Composite and 2. 4.0+ Reading *Must be administered w/in 30 Days of the ELL Committee's determination to Exit
3rd-12th	WIDA ACCESS 1. 4.0+ Overall Composite and 2. 4.0+ Reading and FAST ELA 3. Level 3+	WIDA Screener* 1. 4.0+ Overall Composite and 2. 4.0+ Reading and *Must be administered w/in 30 Days of the ELL Committee's determination to Exit 3. Academic Criteria Required for Review: ● 3+ Years in ESOL Program ● Evidence of mastery of basic competencies/skills on a District Approved Formative ELA Assessment ● Evidence of quarterly grades demonstrating satisfactory progress towards ELA standards ● Written recommendation by current and previous instructional staff

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EXCEPTIONAL STUDENT EDUCATION

Our school district is committed to ensuring that all students with disabilities (SWDs) have the opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. The mission of the Exceptional Student Education (ESE) department is to identify and meet the unique educational needs of exceptional students and to provide support and resources to enhance educational opportunities so they may reach their full potential and become independent, productive citizens. The district ESE department, ESE instructional personnel, and related services personnel center all of their work around high-leverage practices in the domains of instruction, social/emotional/behavioral, assessment, and collaboration, which are considered to be fundamental to teaching all students with disabilities.

Each student with a disability has an Individual Education Plan (IEP). The IEP is tailored to meet the individual needs of students with disabilities, and is developed by a collaborative team including appropriate school-based/district personnel, parents or legal guardians, and the student whenever possible. The IEP team will review the IEP on an annual basis, or they may meet to amend the annual IEP if the need arises.

Key components of an IEP include: the student's present level of academic achievement and functional performance, measurable annual IEP goals, accommodations, ESE services including specially designed instruction, transition services as applicable, and an explanation of how the student will participate in State and district assessments. Parents/legal guardians are informed of their student's progress towards the attainment of their annual IEP goals at the regularly scheduled times that all students receive report cards and interim reports.

As IEPs are developed, reviewed, or amended for all SWDs, the IEP team will always consider existing additional services provided to SWDs, such as Title I, English Language Learners, Migratory, Homeless, and Neglected or Delinquent Children.

Assessment

Florida Alternate Assessment for Students with Significant Cognitive Disabilities
All Florida students participate in the state's assessment and accountability system. The Florida Alternate Assessment (FAA) is designed for students whose participation in the general statewide assessment program is not appropriate, even with accommodations. The FAA is based on Florida's B.E.S.T. Standards Access Points for English Language Arts, Mathematics, Science, and Social Studies. Access Points are academic expectations written specifically for students with significant cognitive disabilities. They reflect the essence or core intent of the standards that apply to all students in the same grade, but at reduced levels of complexity.

Participation Guidelines

Per Florida Statute § 1008.22(3)d and Rule 6A-1.0943 F.A.C., only students with significant cognitive impairment are eligible to participate in the FAA program. Therefore, students

with a primary disability category of SLD must not participate in the FAA program and subsequently should not be enrolled in access courses that align with the FAA program.

The decision for a student with a disability to participate in the statewide alternate assessment is made by the Individual Educational Plan (IEP) team and recorded on the IEP. The IEP team should consider the student's present level of educational performance in reference to the Florida Standards Assessments and Next Generation Sunshine State Standards Assessments.

In order for a student to participate in the statewide, standardized alternative assessment, all of the following criteria must be met:

- The student must have a "most significant cognitive disability," meaning a global cognitive impairment that adversely impacts multiple areas of functioning across many settings and is a result of a congenital, acquired, or traumatic brain injury or syndrome and is verified by either:
    1. A statistically significant below average global cognitive score that falls within the first percentile rank (i.e., a standard, full-scale score of sixty-seven (67) or under); or
    2. In the extraordinary circumstance when a global, full-scale intelligence quotient score is unattainable, a school district-determined procedure that has been approved by the Florida Department of Education and documented in the district's ESE Policies and Procedures, as required by Florida Statute § 1003.57.
- The assessment instrument used to measure the student's global level of cognitive functioning was selected to limit the adverse impact of already-identified limitations and impairments (e.g., language acquisition, mode of communication, culture, hearing, vision, orthopedic functioning, hypersensitivities and distractibility);
- The student must receive exceptional student education (ESE) services as identified through a current IEP and be enrolled in the appropriate and aligned courses using alternate achievement standards for two (2) consecutive full-time equivalent reporting periods prior to the assessment;
- The student must be receiving specially designed instruction, which provides unique instruction and intervention supports, that is determined, designed and delivered through a team approach, ensuring access to core instruction through the adaptation of content, methodology or delivery of instruction and is exhibiting very limited to no progress in the general education curriculum standards;
- The student must be receiving support through systematic, explicit, and interactive small-group instruction focused on foundational skills in addition to instruction in the general education curriculum standards;
- Even after documented evidence of exhausting all appropriate and allowable instructional accommodations, the student requires modifications to the general education curriculum standards;
- Even after documented evidence of accessing a variety of supplementary instructional materials, the student requires modifications to the general education curriculum standards;
- Even with documented evidence of the provision and use of assistive technology, the student requires modifications to the general education curriculum standards;
- Even with direct instruction in all core academic areas (i.e., English Language Arts, Mathematics, Social Studies, and Science), the student is exhibiting limited or no progress on the general education curriculum standards and requires modifications;

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- Unless the student is a transfer student, the student must have been available and present for grade-level general education curriculum standards instruction for at least seventy (70) percent of the school year prior to the assessment;
- Unless the student is a transfer student, the student must have been instructed by a certified teacher for at least eighty (80) percent of the school year prior to the assessment;
- Exclusionary Criteria - A student is not eligible to participate in the statewide, standardized alternate assessment if any of the following is true:
    - The student is identified as a student with a specific learning disability or as gifted;
    - The student is identified only as a student eligible for services as a student who is deaf or hard of hearing or has a visual impairment, a dual sensory impairment, an emotional or behavioral disability, a language impairment, a speech impairment, or an orthopedic impairment; or
    - The student scored a level 2 or above on a previous statewide, general education curriculum standardized assessment administered pursuant to Florida Statute § 1008.22 (3)(a) and (b), unless there is medical documentation that the student experienced a traumatic brain injury or other health-related complication subsequent to the administration of that assessment that led to the student having the most significantly below-average global cognitive impairment.
- The parent must sign consent in accordance with Rule 6A-6.0331(10), F.A.C.

If the student meets all of the criteria for alternate assessment, the student should be enrolled in access courses, and the Florida Alternate Assessment should be used to provide a meaningful evaluation of the student's current academic achievement.

If the student does not meet the criteria, the student should be instructed in general education courses and participate in the general statewide standardized assessments with or without accommodations as appropriate.

Student performance is assessed on four levels of achievement. For all grade levels and content areas, the minimum scale score in Achievement Level 3 is identified as the passing score.

The four achievement levels are:

Level 1	Students at this level do not demonstrate an adequate level of success with Florida's B.E.S.T. Access Points Standards.
Level 2	Students at this level demonstrate a limited level of success with Florida's B.E.S.T. Access Points Standards.
Level 3	Students at this level demonstrate a satisfactory level of success with Florida's B.E.S.T. Access Points Standards.
Level 4	Students at this level demonstrate an above-satisfactory level of success with Florida's B.E.S.T. Access Points Standards.

NOTE: Access courses can only be used for students with significant cognitive disabilities who are eligible for alternate assessment. Determining the specific benchmarks within

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each strand and the functional level(s) applicable to a student will be the responsibility of the IEP Committee. It is expected that only students with the most significant cognitive disabilities who are eligible under the Individuals with Disabilities Education Act (IDEA) will participate in the FAA.

Assessment Exemption

A student with a medical complexity may be exempt from participating in statewide, standardized assessments, including Florida Alternate Assessment (FAA) if based upon medical documentation from a physician that the student is medically fragile and needs intensive care due to a condition such as congenital disorder or acquired multi-system disease; has a severe neurological or cognitive disorder with marked functional impairment; or is technology dependent for activities of daily living and lacks the capacity to perform on an assessment. The student, if the IEP determines that the student qualifies, has the following options:

- One-year exemption, if approved by the superintendent, from all statewide assessments.
- One to three-year exemption, if approved by the superintendent, from all statewide assessments.
- Permanent exemption, if approved by the superintendent, from all statewide assessments.

Graduation

Graduation Requirements for Students with Disabilities and Types of Diplomas
Beginning no later than the first Individual Education Plan (IEP) to be in effect when the student enters high school, attains the age of 14, or when determined appropriate by the parent and the IEP team, whichever occurs first, the IEP team in collaboration with the student's parent(s)/guardian(s) will review the diploma option (including standard diploma designations) annually and, if appropriate, revise the diploma option accordingly. Since the selection of a diploma option will have a significant impact on the student's high school curriculum, the IEP team will collaborate with the student's parents/guardians to select the most appropriate diploma option. The IEP team will discuss specific course and credit requirements for each diploma option in order to make an informed decision. The diploma option selected at the IEP meeting is noted on the IEP. At each annual IEP meeting thereafter, the academic performance of the student in relation to the diploma option selected will be addressed, and the diploma recommendation reviewed. If, at any time, a change to the diploma option is recommended or requested, the change must be approved by the parent and is subject to verification of appropriateness by an independent reviewer. Copies of each IEP will be given to the parents.

Requirements for Standard Diploma
The standard diploma will be awarded to any student who has satisfactorily completed the high school program and has met all local and state requirements for graduation. See Diploma Options section for full detailed requirements. The standard diploma will be awarded to students who:

- Earn a passing grade on the required statewide assessment(s) or meet the waiver requirements.
- Successfully complete the required credits in grades 9 - 12. Students with disabilities must earn required credits in the district approved education courses listed in the Course Code Directory in order to meet the credit requirements for a standard diploma. Students with

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disabilities may meet the elective credit requirements by earning credits in basic, vocational, or exceptional student education courses as allowed by the standard diploma option selected.
- Attain the same cumulative grade point average required in the general education section of the Student Progression Plan.

For those who have selected a General Standard Diploma, the following additional options may be discussed at an IEP team meeting and selected if appropriate.

Standard Diploma via Access Courses

This diploma is ONLY available to students with significant cognitive disabilities who are enrolled in access courses and assessed via an alternate assessment. The following may be considered:

- Substitution of eligible Career Technical Education (CTE) courses for required access courses. Eligible CTE courses are noted in the state course code directory.
- Modified expectations or outcomes to the CTE curriculum if CTE substitutions have been selected in lieu of required access courses.
- Waiver of the Florida Standards Alternate Assessment for the purpose of receiving a course grade and a standard high school diploma. If this option is recommended by the IEP team, the parent must approve it. In addition, a Graduation Portfolio must be developed in the area (English Language Arts, Mathematics, Science, and Social Studies) in which the waiver is granted.

Standard Diploma via Academic Courses and Employment Competencies

This may be considered when the IEP team has determined that mastery of both academic and employment competencies are the most appropriate way for the student to demonstrate skills. Students who choose the academic and employment option must earn at least 0.5 credit via paid employment. If this option is selected, an appropriate and signed Employment Transition Plan must be in place and separate from the IEP. Also, in addition to meeting the requirements noted for the general standard diploma, the IEP team may discuss and opt to substitute eligible Career Technical Education (CTE) courses for required core academic courses. Eligible CTE courses are noted in the state course code directory.

Specific requirements for each of these diploma types can be found in the Secondary Education section of this manual: Standard Diploma Industry Scholar Diploma Designation, Standard Diploma Scholar Designation, Advanced International Certificate of Education, State of Florida High School Performance-Based Diploma, State of Florida High School Diploma, International Baccalaureate, Standard Diploma ACCEL 18-Credit Option.

Waiver of Statewide, Standardized Assessment Results for Students with Disabilities

Florida Statute § 1008.22(3)(c)1 requires that school districts provide instruction to prepare students with disabilities to demonstrate satisfactory performance in the core content knowledge and skills necessary for successful grade-to-grade progression and high school graduation. Assessment results may be waived under specific circumstances for students with disabilities for the purpose of receiving a course grade and a standard high school diploma.

To be considered for a statewide, standardized assessment results waiver, the following criteria must be met:

- The student must be identified as a student with a disability, as defined in Florida Statute § 1007.02. The term "student with a disability" means a student who is documented as having an intellectual disability; a hearing impairment, including deafness; a speech or language impairment; a visual impairment, including blindness; an emotional or behavioral disability; an orthopedic or other health impairment; an autism spectrum disorder; a traumatic brain injury; or a specific learning disability, including, but not limited to, dyslexia, dyscalculia, or developmental aphasia.
- The student must have an Individual Educational Plan (IEP).
- The student must have taken the statewide, standardized assessment with appropriate allowable accommodations at least once.
- In accordance with Florida Statute § 1008.22(3)(c)2, the IEP team must make a determination of whether a statewide, standardized assessment accurately measures the student's abilities, taking into consideration all allowable accommodations for students with disabilities.

Students with disabilities who choose to pursue the 18-credit, Academically Challenging Curriculum to Enhance Learning (ACCEL) option may be eligible for a waiver of statewide, standardized assessment results as long as they meet all of the waiver requirements and the requirements for the ACCEL option.

Students pursuing a standard diploma with a scholar diploma designation are not eligible for a waiver. In order for a student to earn a scholar diploma designation, the student must meet the requirements of Florida Statute § 1003.4285.

Deferral of Graduation/Receipt of Standard High School Diploma
Beginning no later than the first IEP to be in effect when the student enters high school attains the age of 14, or when determined appropriate by the parent and IEP team, whichever occurs first, the IEP team in collaboration with the student's parents/guardian and student must discuss the process for a student with a disability who meets the requirements for a standard high school diploma to defer the receipt of such diploma pursuant to Florida Statute § 1003.4282 (10)(c). (Students who receive a special diploma do NOT need to defer receipt of the special diploma to continue to receive FAPE.) The IEP team must review the benefits of deferring and describe in writing the services and programs available to the student who wishes to defer. The decision is made by the parent or the student if over the age of 18 during the year the student is expected to meet all of the requirements for a standard diploma, which is the senior year. Additionally, the decision to defer must be made by May 15 of the senior year. A student with a disability may only defer receipt of the standard diploma if:

- The IEP includes special education, transition planning, transition services, or related services through age 21 AND
- The student is enrolled in one or more of the following:
    - Accelerated college credit instruction (dual enrollment and early admission, advanced placement, and credit by examination)
    - Industry certification courses that could lead to articulated college credit (check with the Career Technical Education department for courses that apply)
    - Collegiate high school program (International Baccalaureate program, or Advanced International Certificate of Education program)
    - Courses necessary to satisfy the Scholar designation requirements (the Scholar designation requires satisfactory completion of additional academic courses and assessments; see fldoe.org for additional information)

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- A structured work-study program (any program that is designed to prepare the student for employment), internship, or pre-apprenticeship program (for students who are at least 16 years old).

Services

ESE Services and the Provision of FAPE
Under the Individuals with Disabilities Education Act, students with disabilities may receive public education services until their 22nd birthday. Students who have not graduated with a standard diploma or who have selected the option to defer the receipt of their standard diploma may receive services from the school district until their 22nd birthday.

Extended School Year Services
Extended School Year (ESY) services are special education and related services that are provided to ESE students beyond the normal 180-day school year. The determination of the need for ESY is a data-based decision made by the IEP team in order to ensure the student receives a free and appropriate public education (FAPE).

The criteria used to determine ESY services include, but are not limited to, regression and recoupment, critical points of instruction, emerging skills, nature or severity of the disability, interfering behaviors, rate of progress, or special circumstances. The IEP team will review all available student assessment data, IEP goal progress data, parent and teacher observations, student performance after previous breaks from school, and a variety of other student-specific data to help determine the student's need for ESY.

The IEP team has the flexibility to determine when an individual student needs ESY services. The district may provide ESY services to a student with a disability during the summer or at times other than the summer during the school year, such as before and after regular school hours or during any school break, if it is determined by the IEP team that the student requires ESY services during those time periods to receive FAPE.

ESY services may be provided as school-based instruction with related services, computer-assisted programs, take-home instructional materials with consultation support, related services, and other methods determined by the IEP team to address the student's individualized needs.

The IEP team must determine at least annually if ESY services are necessary. ESY is not intended to provide education beyond that which has been determined necessary by the IEP team to ensure FAPE. Also, the school district will not limit the provision of ESY services to particular categories of disabilities or unilaterally limit the type, amount, or duration of the services. Rule 6A-6.03028(3)(g)11.b., F.A.C. Determinations concerning the duration, frequency, and type of ESY services will be individualized and documented on the student's IEP.

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Section 504

Section 504 Eligibility Determination
Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. To become eligible under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

The Section 504 Team, consisting of parents, teachers, and other staff members, will meet to discuss all relevant information and acquired data about the student to consider whether the student has a disability that substantially limits a major life activity. Should the student be determined to be eligible under Section 504, the team will then consider need based supports and mitigating factors to determine the need for and, if necessary, design an accommodation plan that provides equal participation and opportunity for access for the disabled student. Section 504 accommodations are intended to provide access to educational opportunities, not to provide the student with an advantage over their non-disabled peers. The Clay County District Schools Section 504 Guide provides more detailed information and implementation guidelines.

Accommodations for ESE & Section 504

Classroom Accommodations for Section 504 and ESE
Students eligible for ESE or 504 plans should receive classroom accommodations as listed in their IEP or 504 Plan. Accommodations are implemented in all general education courses, Career and Technical Education (CTE) courses, and programs of study as needed to ensure students the opportunity to meet requirements for course completion and high school graduation requirements for a standard diploma. The appropriate accommodations will be determined based on the assessed needs of the student and will be reflected in his/her IEP or 504 plan. Accommodations to these courses will not include modifications to the student performance standards.

District and Statewide Assessment Accommodations
Allowable district and state standardized assessment accommodations should be considered by the IEP or 504 plan team at annual reviews. Note that only allowable accommodations approved by any specified standardized assessments are permissible. Parents and students should be made aware that there may be accommodations used in the classroom that are not permissible on standardized assessments.

Teachers are to use appropriate testing accommodations, identified on the IEP or 504 plan, for eligible students in all situations.

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Gifted

A student is eligible for special instructional programs for the gifted from kindergarten through grade 12 if the student meets one of these criteria:

- The student demonstrates -
    - The need for a special program.
    - A majority of the characteristics of gifted students are according to a standard scale or checklist; and
    - Superior intellectual development as measured by an intelligence quotient of two standard deviations or more above the mean on an individually administered standardized test of intelligence.
- The student is a member of an underrepresented group and meets the criteria specified in an Approved School District Plan for increasing the participation of underrepresented groups in programs for students who are gifted. Underrepresented groups are defined in Rule 6A-6.03019, F.A.C., as students with limited English proficiency or students from low socio-economic status families.

When a student is determined eligible for this program, an Educational Plan (EP) is developed. In grades K - 6, Clay County District Schools utilizes the research based Gifted Enrichment Model as the best way to meet the depth and complex needs of elementary students who are gifted. In grades 7 - 8, junior high schools may utilize academic content courses or provide support facilitation. Students who are gifted articulating from grades 8 to 9 will have an Educational Plan articulation meeting to address appropriate services.

In order to ensure that Exceptional Student Education Services are provided for all students who are gifted, the following principles should guide decision making:

The EP drives the gifted service; students must attend the gifted class or receive the gifted services, as they do any other required instruction. Participation in gifted classes cannot be used as a reward.

- The Educational Plan identifies the amount of time a student receives instruction with the gifted teacher. If any changes are needed to the EP, individual EP meetings must be held (including the parent/guardian) to address the changes. The changes must be described in the Present Level of Educational Performance.
- Students who attend gifted enrichment classes are responsible for concepts covered in their general education class. The general education teacher should try to schedule critical lectures, presentations of new material, and tests at a time when the gifted students are present. Any critical material covered when the gifted students are receiving their required gifted service will be provided to students upon their return to class.
- Students who are gifted attending an enrichment class are NOT required to make up classwork or homework missed while participating in activities with the gifted teacher. Additionally, missed classwork must not be assigned as homework. However, the students may be held responsible for key concepts covered during their absence.
- Middle school students who attend a gifted class for content instruction receive their grade for that subject from the gifted teacher.
- In order to be considered an ESE service, all gifted classes (enrichment classes at elementary school or gifted academic content courses at the junior high school) must be

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taught by a gifted endorsed teacher, and the classes must be comprised of only students who are gifted.

Hospital Homebound

This program is available to K - 12 students and PreK Exceptional Student Education students who have a medically diagnosed physical or psychiatric condition that is acute or catastrophic in nature, a chronic illness, or a repeated intermittent illness due to a persisting medical problem, which confines the student to home or the hospital, and who demonstrate a need for specialized instruction. These students may continue their academic instruction in the home or in the hospital. Eligibility, placement, and program services are determined by members of an eligibility determination team meeting. The eligibility determination meeting is scheduled upon receipt of a Hospital/Homebound Request application, which is completed by parent/guardian(s) as well as by a licensed Florida physician or psychiatrist, unless a report of medical examination from a physician licensed in another state is permitted in accordance with Rule 6A-6.0331(3)(e), F.A.C. The licensed physician must certify:

- That the student is expected to be absent from school due to a physical or psychiatric condition for at least 15 consecutive school days or due to a chronic condition for at least 15 school days; and
- That the student is confined to home or hospital; and
- That the student will be able to participate in and benefit from an instructional program; and
- That the student is under medical care for an illness or injury that is acute, catastrophic, or chronic in nature; and
- That the student can receive instructional services without endangering the health and safety of the instructor or other students with whom the instructor may come in contact.

Grading for Hospital/Homebound students will be determined through a collaboration between the brick and mortar teacher of record and the Hospital/Homebound teacher.

The Request for the Hospital/Homebound Instruction application can be obtained by contacting the ESE department at your student's school or by contacting the Clay County ESE District Office Hospital/Homebound department.

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June 4, 2026 - Regular School Board Meeting

Title

C7 - Affiliation Agreement between Clay County District Schools and Florida Gateway College

Description

This agreement is between Clay County District Schools and Florida Gateway College for FGC students to participate in internships, practicums, and observations under the direction of a certified educator in Clay County schools.

Gap Analysis

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

Previous Outcomes

Clay County District Schools currently has agreements with 31 Colleges/Universities, and the current agreement with Florida Gateway College is expiring. This agreement is a renewal of the previous contract.

Expected Outcomes

Placement of interns provides teacher candidates with real-world experiences that better prepares them for the rigors of classroom teaching. Florida Gateway College requests the placement of multiple teacher candidates each year.

Strategic Plan Goal

Goal 2: Talent Recruitment, Development, and Retention

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

Recommendation

That the Clay County School Board approve the agreement between Clay County District Schools and Florida Gateway College.

Contact

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

Financial Impact

$0.00

Review Comments

Attachments

260080 Florida Gateway College.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract #_____
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:

WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
☐ Must Have Board Approval over $100,000.00

Date Submitted: 04/28/2026

Name of Contract Initiator: Jennifer Shepard — Telephone #: 904 336 6951

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

Vendor Name: Florida Gateway College

Contract Title: Florida Gateway College Affiliation Agreement

Contract Type: New ☐ Renewal ☒ Amendment ☐ Extension ☐ Previous Year Contract # 230115

Contract Term: 07/01/2026-06/30/2029 — Renewal Option(s): 3 terms, or 9 years, whichever is longer

Contract Cost: $0

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

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

X Completed Contract Review Form

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

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

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

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

_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	No Cost
School Board Attorney JPS 5/12/26 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:_____

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AFFILIATION AGREEMENT
FOR
INTERNING TEACHING PROFESSIONALS

THIS AFFILATION AGREEMENT (hereinafter referred to as the "AGREEMENT") is entered into by and between FLORIDA GATEWAY COLLEGE (hereinafter referred to as "FGC"), a political subdivision of the State of Florida, whose address is 149 SE College Place, Lake City, Florida, 32025, and Clay County School Board (hereinafter referred to as "SCHOOL BOARD") whose address is 900 Walnut Street; Green Cove Springs, Florida 32043. FGC and SCHOOL BOARD are hereinafter collectively referred to as "PARTY" or "PARTIES."

WITNESSETH

WHEREAS, FGC offers to enrolled students a degree program in the field(s) of Early Childhood AS, Early Childhood BS, Elementary Education BS, and Educator Preparation Institute; and

WHEREAS, SCHOOL BOARD and FGC recognize the value and importance to the teaching profession, college teacher education programs and other professional programs, and desire that the public interest be served by ensuring a continuing source of competent and well-trained teaching professionals; and

WHEREAS, FGC desires its students pursuing teacher education programs and other similar professional programs to obtain teaching experience at a public school of SCHOOL BOARD; and

WHEREAS, SCHOOL BOARD desires to provide the necessary facilities for said teaching experience in recognition of the need to educate teaching personnel, under the terms and conditions set forth hereunder in this AGREEMENT.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the PARTIES hereby agree as follows:

1. PURPOSE

1.1. The purpose of this AGREEMENT is to provide educational experiences for selected FGC students (hereinafter referred to as "INTERNS"), which includes all INTERNS seeking field experiences under this AGREEMENT. INTERNS shall include and be defined and construed as hereinafter set forth:

1.1.1. *Pre-Internship*: Any field experience completed prior to the beginning of the internship semester.

1.1.2. *Internship*: The semester during which the FGC student completes FGC's professional education program in SCHOOL BOARD under the guidance of a fully certified professional, which takes place at SCHOOL BOARD and in which SCHOOL BOARD will participate.

1.2. Field experiences may include the activities listed and defined hereunder:

1.2.1. *Observation*: INTERNS observe the classroom activities and does not interact with students.

1.2.2. *Tutoring*: INTERNS provide one-on-one instruction with SCHOOL BOARD students.

1.2.3. *Classroom Assistant*: INTERNS serve as an aide to SCHOOL BOARD teacher and/or assists SCHOOL BOARD teacher with instruction.

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1.2.4. *Small Group Instruction*: INTERNS provide instruction to a subgroup of SCHOOL BOARD class.

1.2.5. *Whole Class Instruction*: INTERNS provide instruction for the entire SCHOOL BOARD class.

1.2.6. *Other*: Other field experiences acceptable to both PARTIES.

1.3. The term "SCHOOL" shall refer to SCHOOL BOARD programs, services, or individual educational facility locations headed by a Principal or other Program Administrator.

2. OBLIGATIONS OF THE FGC

2.1. FGC shall offer educational programs accredited by appropriate organizations; and will determine standards of education, hours of instruction, learning experiences, administration, matriculation, promotion, and graduation.

2.2. FGC shall keep all records and reports on INTERN experiences in accordance with FGC policy and regulatory requirements.

2.3. FGC shall plan with SCHOOL BOARD administration, in advance, its schedule of INTERN assignments to the designated areas, including dates and numbers of INTERNS.

2.4. FGC agrees to inform INTERNS that INTERNS shall be responsible for following the rules and regulations of SCHOOL BOARD, including recognition of the confidential nature of information regarding pupils and their records.

2.5. FGC agrees to assume responsibility for the overall educational experience and grades of the INTERNS with consideration given to the Cooperating Teacher's assessment and overall evaluation of the INTERN.

2.6. FGC shall verify to SCHOOL BOARD staff that each INTERN has completed the required academic preparation prior to tentative and final placement.

2.7. FGC staff will be responsible for the coordination and implementation of the Clinical Education Program.

2.8. FGC will assign a Supervisor who will collaborate with the Cooperating Teacher and will make periodic assessment of INTERNS' progress as required.

2.8.1. For purposes of this AGREEMENT, the term "Cooperating Teacher" shall be defined as the district school educator who has a valid professional certificate, three years of teaching experience in prekindergarten through grade 12, earned an effective or highly effective rating on the prior year's performance evaluation and completed clinical educator training, and has been assigned to supervise INTERNS, working daily to assist in developing the professional growth of INTERNS through demonstration of the instruction in teaching skills and attitudes, and working cooperatively with FGC Supervisor and /or Area Coordinator in continuing evaluation of the INTERNS.

2.9. INTERNS shall not be considered as employees or agents of FGC.

2.10. FGC shall arrange meetings with appropriate SCHOOL BOARD staff to review and evaluate the progress of internships, if needed, consistent with SCHOOL BOARD staff availability. These meetings can be used for coordination and conflict resolution.

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2.11. FGC and its INTERNS shall obtain individual written approval before beginning any of the activities referred to in Section I of this AGREEMENT. Such approvals shall be in writing and approved by both PARTIES, and shall contain the signatures of all required PARTIES. FGC and SCHOOL BOARD shall use a procedure for placement of INTERNS that is agreed upon by the SCHOOL BOARD Superintendent and FGC President, or their respective representatives.

3. OBLIGATIONS OF THE SCHOOL BOARD

3.1. SCHOOL BOARD shall maintain sole responsibility for the instruction, education, and welfare of its pupils. SCHOOL BOARD shall be responsible for providing adequate staffing necessary to maintain the highest level of quality education for its pupils and appropriate INTERNS and FGC staff orientations.

3.2. SCHOOL BOARD agrees INTERNS assigned to it for field experiences are under the supervision, control, and responsibility of SCHOOL BOARD.

3.3. SCHOOL BOARD shall determine the work location and assignment of INTERNS in collaboration with FGC. Every effort shall be made to develop long-term working relationships between teacher education programs and individual SCHOOLS in order to provide a variety of continuous and coordinated field experiences, consistent with Florida Statutes 1004.04. These relationships may be articulated in written plans and attached to this AGREEMENT hereunder as addenda with the approval of PARTIES.

3.4. In consideration of the FGC's responsibility for the care and safety of its pupils, SCHOOL BOARD shall retain the right, in its sole discretion, to refuse or discontinue its facilities and services to any INTERN or FGC staff and to remove an INTERN or FGC staff who does not continuously meet the FGC's professional or other requirements or the requirements of any appropriate authority controlling and directing SCHOOL BOARD facilities and services. INTERNS shall be instructed by FGC to promptly and without protest leave an area whenever they are requested to do so by an authorized SCHOOL BOARD representative. In the event of a threat to pupil safety, which shall be determined by SCHOOL BOARD in its sole discretion, SCHOOL shall have the right to terminate the INTERN placement action immediately and shall both verbally and in writing notify FGC and the INTERN as soon thereafter as is practicable.

3.5. SCHOOL BOARD shall provide qualified Cooperating Teachers for INTERNS. Cooperating Teachers shall be resource persons for INTERNS and FGC staff. Cooperating Teachers selected by SCHOOL BOARD will:

3.5.1. Assist in orienting INTERNS to the SCHOOL, the classroom, and the pupils;

3.5.2. Explain all SCHOOL BOARD district policies, rules, and regulations to INTERNS;

3.5.3. Provide prompt and substantive feedback to INTERNS regarding all performance activities and interactions with SCHOOL BOARD personnel, pupils, and parents;

3.5.4. Complete evaluations of INTERNS' progress and submit them to FGC Supervisor, after review with the applicable INTERN;

3.5.5. Immediately inform FGC Supervisor of any concerns regarding an INTERN;

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3.5.6. Shall establish a time to regularly meet and discuss with INTERNS their activities, impressions, reflections, and suggestions for goals and areas of improvement;

3.5.7. Supervise INTERNS on a daily basis – if the Cooperating Teacher is absent from the SCHOOL for any reason, a SCHOOL approved substitute shall be assigned to the classroom. Under no circumstances shall an INTERN, even if he/she is certified, serve as the substitute of record during the student teaching experience unless a separate agreement has been negotiated in writing by SCHOOL BOARD and FGC.

3.6. SCHOOL BOARD shall provide to FGC and INTERNS the policies and procedures and other relevant materials necessary to allow INTERNS and FGC personnel to function appropriately within the SCHOOL.

3.7. INTERNS assigned to SCHOOL BOARD shall follow the SCHOOL's protocols for health and safety.

3.8. INTERNS shall be under the direct supervision of the Cooperating Teacher during internship responsibilities. A co-teaching model will be implemented during the internship. Co-teaching is defined as: organizing classroom instruction to reduce the student-adult ratio and/or take advantage of two teachers' expertise, skills and knowledge while maintaining continuous student progress. The solo teaching time, of no less than twelve weeks as required by the State of Florida and the Florida Department of Education, will still be implemented but under the close supervision and direction of the Cooperating Teacher who will assure that student, progress is maintained.

3.9. SCHOOL BOARD shall permit INTERNS access to the library facilities/curriculum laboratories available to their personnel. INTERNS may not remove materials from SCHOOL BOARD without appropriate approval.

3.10. SCHOOL BOARD shall keep confidential and shall not disclose to any person or entity (a) INTERN applications; (b) INTERN health records or reports; and/or (c) any INTERN records as defined in the Family Educational Rights and Privacy Act (FERPA), concerning any INTERN participating in the educational experiences provided by SCHOOL, unless such disclosure is necessary to meet the requirements of this AGREEMENT, is authorized by the INTERN or is ordered by a court of competent jurisdiction. SCHOOL BOARD shall adopt and enforce policies and procedures necessary to protect the confidentiality of the INTERN records as defined herein or as otherwise required by law.

3.11. INTERNS shall not be considered employees or agents of SCHOOL unless such time as SCHOOL BOARD should choose to employ INTERN as an employee of SCHOOL BOARD.

3.12. INTERNS shall undergo a background screening pursuant to Florida Statutes 1012.32 and 1012.56, and applicable SCHOOL BOARD policies and procedures.

4. AGREEMENT TERM

4.1. TERM

This AGREEMENT shall begin on July 1, 2026 or upon full execution, whichever is later, and shall end at 11:59 P.M. on June 30, 2029. In the event the PARTIES sign this AGREEMENT on different dates, the latter date shall be the effective date. Unless sooner terminated as provided in Section 5 of this AGREEMENT, the term of this AGREEMENT shall be for three (3) years.

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4.2. RENEWAL

FGC may renew this AGREEMENT upon the same terms and conditions, the duration(s) of which may not exceed the term of the original AGREEMENT for up to three (3) terms, or nine (9) years, whichever is longer. Exercise of the renewal option is at FGC's sole discretion and shall be contingent, at a minimum, upon satisfactory performance, subject to all other factors deemed relevant by FGC. Any costs incurred by SCHOOL BOARD for the renewal of this AGREEMENT shall not be charged to FGC.

4.3. MODIFICATIONS

Modifications or amendments to the provisions of this AGREEMENT shall only be valid when they have been reduced to writing and duly signed by all parties observing all the formalities of the original AGREEMENT, with the exception of FGC and SCHOOL BOARD contacts identified in Section 6.1, of this AGREEMENT. Changes to the contacts will be provided to the other party in writing and a copy of the written notification shall be maintained in the official AGREEMENT file.

5. TERMINATION

5.1. NOTICE OF TERMINATION

All termination notices shall be in writing and shall be deemed given if delivered personally, emailed (read receipt requested), mailed by registered or certified mail (return receipt requested) or delivered by an express courier (with confirmation) to the parties at the addresses hereunder in Section 6.1, of this AGREEMENT (or at such other address for a party as shall be specified by like notice).

5.2. TERMINATION WITHOUT CAUSE

Either PARTY may terminate this AGREEMENT for convenience, in whole or in part, without cause, for its own convenience, and without additional cost to the other PARTY, by giving no less than sixty (60) calendar day's written notice, unless both PARTIES mutually agree in writing to a different notice period. Each PARTY shall be operating in a state of compliance with the terms and conditions of the AGREEMENT at the time the notice is issued and shall remain compliant for the duration of the performance period.

5.3. TERMINATION FOR CAUSE

Either PARTY may terminate this AGREEMENT, in whole or in part, for default, pursuant to the provisions of Rule 60A-1.006(3), Florida Administrative Code, as amended, upon written notice to the other PARTY. If applicable, the PARTIES may employ the default provisions in Rule 60A-1.006(3) and (4), Florida Administrative Code, as amended. Waiver or breach of any provisions of this AGREEMENT shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this AGREEMENT. The provisions herein do not limit FGC's right to remedies at law or to damages (including, but not limited to, re-procurement cost, and attorney fees).

6. NOTICE

All notices hereunder by either party shall be in writing and shall be deemed given if delivered personally, emailed (read receipt requested), by certified or registered mail (returned receipt requested), or by overnight courier, and shall be deemed to have been duly given when delivered personally, when deposited and postmarked by the United States mail (postage pre-paid), or the effective date of the read receipt when Emailed.

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6.1. POINTS OF CONTACT

The following are the POINTS OF CONTACT for the respective parties. All matters shall be directed to the SERVICES for action or disposition. All notices shall be delivered to the parties at the following addresses:

CLAY COUNTY SCHOOL BOARD	FLORIDA GATEWAY COLLEGE
Name: Jennifer Shepard	**Name:** Director, Procurement & Contracts
Address: 900 Walnut Street	**Address:** 149 SE College Place
City, State Zip: Green Cove Springs, FL 32043	**City, State Zip:** Lake City, FL 32025
Phone: (904) 3366951	**Phone:** (386) 754-4381
Fax: (904) 3366532	**Fax:** (386) 754-4594
Email: jennifer.shepard@myoneclay.net	**Email:** purchasing@fgc.edu

7. <u>GENERAL TERMS & CONDITIONS</u>

7.1. INSURANCE

7.1.1. FGC is a member of the Florida College System Risk Management Consortium (hereinafter referred to as "FCSCRMC"). The FCSRMC provides FGC and each of the FCSCRMC "Program Participants" with the following types of insurance listed below during the entire period of this AGREEMENT and shall submit proof of maintenance prior to program participation and annually thereafter.

7.1.2. Commercial General Liability coverage in the amount of $200,000.00 per occurrence and $300,000.00 annual policy aggregate.

7.1.3. Student Professional Liability coverage in the amount of $2,000,000.00 per occurrence and $5,000,000.00 annual policy aggregate.

7.1.4. INTERNS shall be afforded the protection of law as specified in Florida Statutes 1012.39(3). FGC will provide Workers Compensation Insurance for FGC employees who oversee the internship process.

7.1.5. For all insurance required in the aforementioned paragraph 7.1.2 & 7.1.3 FGC shall notify SCHOOL BOARD at least thirty (30) days in advance of any cancellation or modification of such insurance policy and shall provide to SCHOOL BOARD, upon request, proof of insurance evidencing the above coverage and renewals thereof.

7.1.6. FGC agrees that INTERNS shall assume personal responsibility for their own medical care and hospitalization.

7.1.7. To the extent allowed under state law, neither SCHOOL BOARD nor FGC is required to provide workers' compensation coverage for the INTERNS participating in the educational experience.

7.2. VENUE

7.2.1. The sole and exclusive venue and jurisdiction for any proceedings, legal or equitable, under this agreement, shall be in a court of competent jurisdiction in Columbia County, Florida.

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7.2.2. This AGREEMENT is governed by and shall be, construed according to the Laws of the State of Florida. Venue for any litigation arising out of or in connection with this AGREEMENT shall be in a court of law located in Columbia County, Florida.

7.3. ASSIGNMENT

SCHOOL BOARD shall not assign responsibility of this AGREEMENT to another party, subcontract for any of the work contemplated under this AGREEMENT, or transfer services to another location without the prior written approval of FGC. Approval by FGC of assignments or subcontracts shall not be deemed in any event to provide for FGC incurring any additional obligations under this AGREEMENT, nor relieve SCHOOL BOARD of the requirements of this AGREEMENT. FGC may monitor the terms and conditions of the assignment or subcontract to ensure compliance. SCHOOL BOARD shall ensure contracts with its subcontractors contain the terms and conditions of this AGREEMENT and shall be responsible for monitoring subcontractor compliance and performance in both programmatic and administrative areas. FGC'S review of subcontractor AGREEMENT(s) associated with this AGREEMENT does not relieve SCHOOL BOARD of the responsibility to manage the subcontractor; demonstrate the value added and reasonableness of subcontractor pricing; and meet all contractual obligations.

7.4. RELATIONSHIP OF PARTIES

7.4.1. PARTIES are independent and will have no right to assume or create any obligational responsibility on behalf of the other PARTY. Neither PARTY shall hold itself out as an agent of the other PARTY.

7.4.2. This AGREEMENT will not be construed to create or imply any relationship of agent, partnership, servant, employee, agency, joint venture or other formal business entity of any kind between PARTIES and their employees, INTERNS, or agents, but rather is an agreement by and between the two independent contractors. SCHOOL BOARD and its employees shall not be entitled to compensation from FGC for services or actions of benefit to FGC which are part of or related to this educational program

7.4.3. Each INTERN is placed with SCHOOL BOARD in order to receive educational experience as part of the academic curriculum; duties performed by an INTERN are not performed as an employee of SCHOOL BOARD but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision by SCHOOL BOARD personnel.

7.4.4. Neither PARTY shall have the power or authority to bind the other in any promise, agreement nor representation other than as specifically provided for in this AGREEMENT.

7.4.5. FGC acknowledges that nothing in this AGREEMENT shall be construed to confer any right upon FGC or FGC personnel to participate in, control, or direct operations at SCHOOL. PARTIES shall carry all necessary and appropriate insurance for itself, its employees and agents.

7.5. WAIVER

No delay or failure by either PARTY to exercise any right or remedy under this AGREEMENT will constitute a waiver of such right or remedy. All waivers must be in writing and signed by an authorized representative of the PARTY waiving its rights. A waiver by any PARTY of any breach or covenant shall not be construed as a waiver of any succeeding breach or any other covenant.

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7.6. PROPRIETARY MARKS

7.6.1. FGC acknowledges that the names, logos, service marks, trademarks, trade dress, trade names, and patents, whether or not registered, now or hereafter owned by or licensed to SCHOOL BOARD or its affiliated and parent companies (hereinafter referred to as the "MARKS") are proprietary MARKS of SCHOOL BOARD, and FGC will not use the MARKS for any purpose except as expressly permitted in writing by SCHOOL BOARD. Upon termination of this AGREEMENT, FGC shall:

- **i.** Immediately and permanently discontinue the use and display of any MARKS, (hereinafter referred to as the "DE-IMAGE"), and
- **ii.** Immediately remove and deliver to SCHOOL BOARD all goods bearing any MARKS. If FGC shall fail to DE-IMAGE the PREMISES within thirty (30) calendar days of the termination date of this AGREEMENT, then SCHOOL BOARD and its agents shall have the right to enter PREMISES and DE-IMAGE PREMISES, without prejudice to SCHOOL BOARD's other rights and remedies.

7.6.2 Both PARTIES shall comply with the requirements for Registration and Protection of Trademarks pursuant to Chapter 495, Florida Statute, as amended. Failure to comply with the Registration and Protection of Trademarks requirements may result in termination of this AGREEMENT by the PARTY not out of compliance.

7.7. ORDER OF PRECEDENCE

7.7.1. In the event of a conflict, ambiguity or inconsistency among this AGREEMENT and any attachments and exhibits named herein that are attached hereto and incorporated by reference, such conflict will be resolved by applying the following order of precedence:

- **i.** AGREEMENT document including any attachments, exhibits, and amendments;
- **ii.** The Request for Proposals, Invitations to Bid, Invitations to Negotiate, exhibits, and appendices, including any addenda;
- **iii.** Applicable Florida Statutes and Florida Administrative Code;
- **iv.** FGC policy and manuals; and
- **v.** SCHOOL BOARD's proposal bid or reply as incorporated by reference.

7.8. RIGHTS, POWERS, AND REMEDIES

No delay or failure to exercise any right, power or remedy accruing to either PARTY upon breach or default by either PARTY under this AGREEMENT, shall impair any such right, power or remedy of either PARTY; nor shall such delay or failure be construed as a waiver of any such breach or default, or any similar breach or default thereafter.

7.9. THIRD PARTY RIGHTS

This AGREEMENT is neither intended nor shall it be construed to grant any rights, privileges or interest in any third party without the mutual written agreement of PARTIES hereto.

7.10. LEGAL AND POLICY COMPLIANCE

7.10.1. SCHOOL BOARD shall comply with all local, state, and federal laws, rules, regulations and codes whenever work is performed under this AGREEMENT. SCHOOL BOARD shall also comply with and FGC will monitor and evaluate the services provided under this AGREEMENT in accordance with all FGC policies, and procedures that are in effect on the date that this AGREEMENT is fully executed.

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7.10.2. SCHOOL BOARD is not responsible for complying with subsequent changes to FGC policies or procedure that may affect the services provided under this AGREEMENT unless FGC and SCHOOL BOARD negotiate otherwise. Such negotiation shall be reduced to writing through an amendment that is mutually agreed upon by both PARTIES. However, FGC cannot waive SCHOOL BOARD's compliance to subsequent changes to any local, state, and federal laws, rules, regulations or codes.

7.10.3. SCHOOL BOARD shall obtain any licenses and permits required for services performed under this AGREEMENT and maintain such licenses and permits for the duration of this AGREEMENT.

7.10.4. Any and all waivers of FGC policies, procedures, or manuals shall be reduced to writing and shall be maintained in the AGREEMENT file.

7.11. FORCE MAJEURE

Neither PARTY shall be liable for loss or damage suffered as a result of any delay or failure in performance under this AGREEMENT or interruption of performance resulting directly or indirectly from acts of God, accidents, fire, explosions, earthquakes, floods, water, hurricanes, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes. However, acts of God, accidents, fire, explosions, earthquakes, floods, water, hurricanes, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes do not relieve SCHOOL BOARD from its responsibility under this AGREEMENT.

7.12. SUSPENSION OF WORK

FGC may, in its sole discretion, suspend any or all activities under this AGREEMENT, at any time, when in the interests of FGC to do so. FGC shall provide SCHOOL BOARD written notice outlining the particulars of suspension. Examples of the reason for suspension include, but are not limited to, budgetary constraints, or a declaration of emergency. After receiving a suspension notice, SCHOOL BOARD shall immediately comply with the notice. Within ninety (90) days, or any longer period agreed to by SCHOOL BOARD, FGC shall either (1) issue a notice authorizing resumption of work, at which time activity shall resume, or (2) terminate the AGREEMENT. SCHOOL BOARD will not receive compensation during the suspension period for the services that are under suspension.

7.13. DISPUTE RESOLUTION

Any dispute concerning compliance and/or performance of this AGREEMENT shall be decided by FGC's designated POINT OF CONTACT, who shall reduce the decision to writing and serve a copy to SCHOOL BOARD. Any dispute that cannot be resolved shall be reduced to writing and delivered to FGC's Vice President of Business Services or designee of the relevant program area for resolution.

7.14. SERVABILITY

If a court deems any provision of this AGREEMENT void or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

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7.15. RESOLUTION OF CONFLICT

7.15.1. PARTIES agree to periodically review and discuss the operation of this AGREEMENT to ensure that each PARTY's objectives hereunder are being satisfied. PARTIES shall confer as otherwise necessary to the administration of this AGREEMENT.

7.15.2. In cases of conflict between an INTERN and a Cooperating Teacher that cannot be resolved, an appeal shall be made to FGC Supervisor. If resolution is not achieved, an appeal shall be made to SCHOOL Principal or designee. If resolution is not achieved, an appeal shall be made to FGC and SCHOOL BOARD liaisons. Final resolution of conflicts, if necessary, shall be made by SCHOOL BOARD Superintendent in consultation with FGC's President.

7.16. CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

SCHOOL BOARD, by execution of this AGREEMENT, certifies that neither it nor its agents are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in contracting with FGC by any federal department or agency, pursuant to 34 CFR, Part 85, Section 85.510. SCHOOL BOARD shall notify FGC if, at any time during this AGREEMENT, it or its principals are debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in contracting with FGC by any federal department or agency. The list of excluded entities is available at http://www.epls.gov/.

7.17. DISCRIMINATION

PARTIES agree that neither SCHOOL BOARD nor FGC shall on the basis of gender, marital status, race, religion, national origin, age, or disability pursuant to law as set forth in the Americans with Disabilities Act (ADA), be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving Federal financial assistance, except as provided by law.

8. SCREENING AND MONITORING

8.1. BACKGROUND SCREENING

8.1.1. SCHOOL BOARD may require that each INTERN be fingerprinted in accordance with Florida law and SCHOOL BOARD policies and procedures, and that results of background screens be known to SCHOOL BOARD prior to placement of INTERN in a district SCHOOL; pursuant to Florida law, no INTERN who fails to meet district criteria for criminal background check or has been convicted of a Level II criminal offense shall be placed into a public SCHOOL. SCHOOL BOARD reserves the authority to remove from SCHOOL grounds and suspend SCHOOL access to any INTERN charged with any disqualifying offense until the completion of INTERN's case disposition.

8.1.2. Either PARTY may require that each FGC Supervisor be fingerprinted in accordance with Florida law and SCHOOL BOARD policies and procedures, and that results of background screenings be known to SCHOOL BOARD prior to supervision of an INTERN in a district SCHOOL; pursuant to Florida law, no FGC Supervisor who fails to meet district criteria for criminal background check or has been convicted of a Level II criminal offense shall be permitted entry into a public SCHOOL. SCHOOL BOARD reserves the authority to remove from SCHOOL grounds and suspend SCHOOL access to any FGC Supervisor charged with any disqualifying offense until the completion of FGC Supervisor's case disposition.

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8.1.3. SCHOOL BOARD shall timely notify FGC when any FGC employee or INTERN has been involved in a reported incident and FGC shall have the opportunity to participate in any on-going investigation and shall have access to any oral or written reports and any other documentation related to the reported incident as allowed under Florida law.

8.2. MONITORING

FGC will conduct periodic unannounced and announced monitoring to assess SCHOOL BOARD's compliance with this AGREEMENT and applicable federal and state laws, rules and FGC policies and procedures. SCHOOL BOARD shall permit persons duly authorized by FGC to inspect any records, papers, documents, electronic documents, FACILITIES, goods and services of SCHOOL BOARD are relevant to this AGREEMENT, and interview any clients and employees of SCHOOL BOARD under such conditions, as FGC deems appropriate. Following such inspection, FGC will deliver to SCHOOL BOARD a list of its findings, including deficiencies regarding the manner in which said goods or services are provided. SCHOOL BOARD shall rectify all noted deficiencies specified by FGC within the specified period of time set forth in FGC's Monitoring Report. SCHOOL BOARD's failure to correct these deficiencies within the time specified by FGC may deem SCHOOL BOARD in breach or default, and/or termination of this AGREEMENT.

8.3. CONVICTED VENDOR LIST

A vendor, person or affiliate who has been placed on the Florida Convicted Vendor List may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with FGC pursuant to Chapter 287.133, Florida Statute, as amended.

8.4. DISCRIMINATORY VENDOR LIST

8.4.1. In accordance with Chapter 287.134, Florida Statute, as amended, an entity or affiliate who has been placed on the Discriminatory Vendor List:

i. May not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity; and

ii. May not transact business with any public entity.

9. <u>LIABILITY</u>

9.1. INDEMNIFICATION

9.1.1. Pursuant to Chapter 768.28, Florida Statute, as amended, SCHOOL BOARD agrees it and any of its employees, agents or subcontractors are agents and not employees of FGC while acting within the scope of their duties and responsibilities to be performed under this AGREEMENT. SCHOOL BOARD further agrees to indemnify FGC, upon notice of any liabilities caused by SCHOOL BOARD or its employees' or agents' negligent or tortious acts or omissions within the scope of their employment under this AGREEMENT up to the limits of sovereign immunity as set forth in Florida law. SCHOOL BOARD further agrees to defend FGC and hold it harmless, upon receipt of FGC's notice of claim of indemnification to SCHOOL BOARD, against all claims, suits, judgments, damages or liabilities, including court costs and attorneys' fees incurred by FGC because of the negligent or tortious acts of SCHOOL BOARD or its employees, agents or subcontractors.

9.1.2. SCHOOL BOARD is responsible for all personal injury and property damage attributable to its negligent or intentional acts or omissions, including civil rights violations, and of its officers,

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employees, and agents thereof, including volunteers, vendor and subcontractors. Nothing herein shall be construed as an indemnity or a waiver of sovereign immunity enjoyed by any party hereto.

10. OPTIONS

10.1. OPTIONS AND AMENDMENTS

10.1.1. FGC has the option to modify this AGREEMENT in the event FGC needs for SERVICES change. Any increased units of service or changes in services shall be evidenced by an amendment executed by both PARTIES. The optioned services may not commence before execution of the amendment.

10.1.2. This AGREEMENT constitutes the entire AGREEMENT as to the rights and obligations of PARTIES hereto and supersedes all prior and contemporaneous agreements and undertaking of PARTIES, whether oral or written, pertaining to the referenced subject matter.

10.1.3. Modifications or amendments of provisions of this AGREEMENT shall only be valid when they have been reduced to writing and duly signed by all PARTIES observing all the formalities of the original AGREEMENT, with the exception of FGC and SCHOOL BOARD contacts identified in Section 6.1, of this AGREEMENT. Changes to the contacts will be provided to the other PARTY in writing and a copy of the written notification shall be maintained in the official AGREEMENT file.

10.1.4. No waiver or breach of any term or provision of this AGREEMENT shall operate, or be construed to constitute, nor shall be, a waiver of any other breach of this AGREEMENT. All remedies, either under this AGREEMENT, or by law or otherwise afforded, will be cumulative and alternative. All waivers to be effective shall be in writing and signed by a duly authorized officer of the waiving PARTY.

11. GOVERNING AUTHORITY

11.1. REFERENCES

The references listed below are included in this AGREEMENT for convenience only and do not change, modify, or limit any right or obligation of this AGREEMENT and any applicable local, state or federal laws, rules, regulations, and codes.

11.2. STATE OF FLORIDA

This AGREEMENT is executed and entered into in the State of Florida and shall be construed, performed and enforced in all respects in accordance with the Florida law, including Florida provisions for conflict of laws. Each provision of this AGREEMENT shall be interpreted to be effective and valid under applicable law. If any provision of this AGREEMENT shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity. The remainder of any such provision and the remaining provisions of this AGREEMENT shall remain fully effective and valid. Venue for any legal, administrative or other proceeding regarding this AGREEMENT shall be in Columbia County, Florida.

11.3. ENVIRONMENTAL PROTECTION

11.3.1. It is expressly understood and agreed that any products or materials which are the subject of, or are required to carry out this AGREEMENT shall be procured in accordance with the provision of Chapter 403.7065, Florida Statute, as amended.

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11.3.2. SCHOOL BOARD shall comply with Rule 62-730.160, Florida Administrative Code, as amended, regarding the production and handling of any hazardous waste generated under this AGREEMENT.

11.4. PUBLIC RECORDS ACCESS

11.4.1. SCHOOL BOARD agrees to allow access and review of all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance in connection with the transaction of official business by any agency as defined in subsection 119.011, Florida Statute, as amended. All said documents made or received by SCHOOL BOARD in conjunction with this AGREEMENT shall be made available, except those public records which are made confidential by law must be protected from disclosure. It is expressly understood that SCHOOL BOARD's failure to comply with this provision shall constitute an immediate breach of contract for which FGC may unilaterally terminate this AGREEMENT.

11.4.2. The following statement is required pursuant to Chapter 119.0701(2)(a), Florida Statute, as amended:

i. IF SCHOOL BOARD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SCHOOL BOARD'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT FLORIDA GATEWAY COLLEGE: CASSANDRA BUCKLES, 149 SE COLLEGE PLACE; LAKE CITY, FL 32025-2007; (386) 754-4313; CASSANDRA.BUCKLES@FGC.EDU

11.4.3. PARTIES shall, in accordance with sections 501 and 505(b)(2) of the Gramm-Leach-Bliley Act of 1999, as amended, including any successor statute, and any applicable U.S. Federal, State, and/or local laws, set forth standards for developing, implementing, and maintaining reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of any nonpublic information about the PARTIES, their affiliates, agents, representatives, and students.

12. EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

PARTIES shall abide by the requirements of 41 CFR §§60.1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require the parties take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

13. RECORDS

13.1. RECORDS RETENTION

SCHOOL BOARD shall maintain records, and documents (including electronic storage media) which related to the performance of SERVICES under this AGREEMENT, for a minimum of five (5) years in accordance with Chapters 119, 120, 257, 283, and 286 Florida Statutes, and the Florida Department of State Record Retention Schedule located at http://dlis.dos.state.fl.us/recordsmqmt. SCHOOL BOARD shall maintain records, in a secure location with access limited to authorized staff. SCHOOL BOARD shall ensure these records are available at all reasonable times to inspection, review, or audit by FGC personnel and other

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personnel duly authorized by FGC. In the event any work is subcontracted, SCHOOL BOARD shall require each subcontractor to maintain and allow access to such records for audit purposes in the same manner. SCHOOL BOARD shall retain sufficient records demonstrating its compliance with the terms of this AGREEMENT for a period of five (5) years from the date the audit report is issued, and shall allow FGC, or its designee access to such records upon request. SCHOOL BOARD shall ensure that all working papers are made available to FGC or its designee upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by FGC.

14. CAPTIONS

14.1. ARTICLE, CAPTIONS, AND SECTION NUMBERS

The captions, section numbers, article numbers, title and headings appearing in this AGREEMENT are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such articles or sections of this AGREEMENT, not in any way effect this AGREEMENT and shall not be construed to create a conflict with the provisions of this AGREEMENT.

[SIGNATURE PAGE FOLLOWS]

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IN WITNESS THEREOF, the PARTIES hereto have caused this AGREEMENT to be executed by their undersigned officials as duly authorized.

CLAY COUNTY SCHOOL BOARD	**FLORIDA GATEWAY COLLEGE**
_____	_____
Superintendent	**President**
	Dr. Lawrence Barrett
_____	_____
Printed Name	**Printed Name**
_____	_____
Date	**Date**

THIS CONTRACT IS NOT VALID UNTIL SIGNED AND DATED BY BOTH PARTIES

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/4/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Arthur J. Gallagher Risk Management Services, LLC 200 South Orange Avenue Orlando FL 32801	PHONE (A/C, No, Ext): 407-370-2320	FAX (A/C, No): 407-370-3057
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Qualified Self Insurer	15105
INSURED Florida Gateway College 149 SE Vocational Place Lake City, FL 32025-8703	INSURER B : Qualified Self Insurer	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1719287144 **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	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			RM20260301	3/1/2026	3/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Ea Occurrence Agg	$ 200,000 $ - $ - $ - $ - $ - $ 300,000
B	**AUTOMOBILE LIABILITY** ANY AUTO X OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			RM20260301	3/1/2026	3/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ 200,000 $ 300,000 $ Included
	UMBRELLA LIAB OCCUR **EXCESS LIAB** CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		SP4068114	3/1/2026	3/1/2027	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 5,000,000 $ 5,000,000 $ 5,000,000

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

GL & AL: Self Insured per Florida Statute 768.28. WC: Statutory, Excess of $750,000 Self Insured Retention.

CERTIFICATE HOLDER

Evidence of Insurance

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

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June 4, 2026 - Regular School Board Meeting

Title

C8 - Affiliation Agreement- St. Bonaventure University

Description

The School Board of Clay County does not currently have an affiliation agreement with St. Bonaventure University that pertains specifically for school counselor interns within our schools. This new agreement would expand the pool of school counseling interns that we can place within our schools and possibly recruit to fill positions. This includes both traditional interns and current employees who are placed as out of field school counselors.

Gap Analysis

Current and prospective school counselors rely on CCDS for placement at internship sites to ensure their completion of School Counseling Master's degree programs and state certification requirements. Agreements with various university programs is vital to our placement of qualified school counselors. The addition of multiple universities with affiliation agreements also increases the options for our out of field school counselors to have access to the coursework needed to become fully certified.

Previous Outcomes

Intern placements have successfully completed required field work to progress towards their degree programs and state certification requirements.

Expected Outcomes

Increase placement of qualified school counselors

Strategic Plan Goal

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

Recommendation

That the school board approves the affiliation agreement.

Contact

Tabbhatha Johns, School Counseling Specialist

Financial Impact

No financial Impact

Review Comments

Attachments

Clay County District Schools MOU 8-15-26 to 8-15-29 (1).pdf

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MEMORANDUM OF AGREEMENT BETWEEN
CLAY COUNTY DISTRICT SCHOOLS
AND ST. BONAVENTURE UNIVERSITY

This agreement is entered into between St. Bonaventure University, (hereinafter referred to as "University") Clay County District Schools (hereinafter referred to as "Organization") for the purpose of providing field placements for School of Education students from St. Bonaventure University.

School of Education students will be made available to the Organization by the University to function as observers, tutors, methods participants, student teachers and interns. This agreement pertains to these groups beginning August 15, 2026 and ending August 15, 2029.

Payment. There is no financial obligation to/from either the University in regard to the placement of students for field work.

Selection of Students. The University will select school students who will be placed within the Organization. All students will be required to obtain, before placement, state police and child abuse registry background checks. All placements within the Organization are directly linked to course requirements.

Termination of Placement. Education and Counseling students may be removed from an assigned placement, or from the Organization, by the University or at the request of the Organization on its own initiative, for the health and wellness of students, site supervisors, and University supervisors.

Supervision of Education Students. The University will be responsible for the selection and supervision of students in an educational and consultative capacity. They will perform regular and periodic student observations, and will assist in determining program needs. The Organization will provide opportunities for participation in classroom activities, guidance for successful outcomes, and assist with performance evaluation. The Organization will also be responsible for the day-to-day tasks of the student while performing duties at the site. The Organization shall maintain any and all student records with the same level confidentiality and privacy as it does for the records of its own employees and, in addition, to the extent that the Organization is involved in evaluating the student's performance, in accordance with the Family Educational Rights and Privacy Act (FERPA).

Data Sharing. The University and the Organization agree that the University's students shall not be given access to the Organization's student Data (as defined by 8 NYCRR section 121.1(q)) (hereinafter "confidential data"). Additionally, to the extent that the University's students do obtain knowledge in respect of said confidential data without being granted such access the University warrants that, prior to the placement of students with the Organization, the University shall advise its Students of their duty to refrain from acting or omitting to act in any manner that could be reasonably foreseen to result in the disclosure of such confidential data. Provided however, that the University shall be under no obligation to adopt any particular cyber security protocols, platforms or frameworks in respect of such potential disclosures of confidential data because access thereto is not contemplated within the scope of this MOU.

Liability. It is understood that students are not employees of the Organization, and the University will obtain and provide the Organization with professional liability insurance covering the students who are participating in this program.

Telemental Health/Online Services (specific to COVID-19 Pandemic). It is understood that students may not, under any circumstance, provide telemental health services unless under the direct supervision of a certified school counselor and

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with approval from the faculty instructor. Additionally, students are mandated to practice only within their scope of study, and within the guidelines set forth by the student's respective state licensure board.

Communicable and/or Infectious Disease Risk.

1. The Organization and University agree that while each expects the other to use reasonable and routine cleaning and sanitization procedures on and within the areas of their respective premises, and enforcement of appropriate social distancing protocols with respect to the occupancy thereof, the Organization and the University acknowledge that no cleaning and sanitization procedures or social distancing protocol can be expected to entirely eliminate the spread of communicable diseases. Organization and University further acknowledge that communicable diseases including, but not limited to, viruses and bacterial infections can be spread by and between human beings through airborne respiratory droplets or bodily fluids, incidental breaches of proscribed social distance thresholds, or surface contamination even where best practices are followed with respect to said cleaning and sanitization, and social distancing protocols.
2. Therefore, both Organization and University acknowledge and agree that despite the other's cleaning, sanitation, and social distancing procedures, Students, and those with whom said Students interact within a shared space are at risk of either spreading or contracting a communicable or infectious disease in connection with the activities contemplated herein. By choosing to enter into this Memorandum of Agreement, University and Organization hereby waive, as to one another, all claims or demands for damages, indemnification, contribution or the like stemming from the contraction, spread, or transmission of a communicable or infectious disease from such other individuals with whom the Student(s) is/are sharing Organization's space. Further, the University and Organization hereby waive any claims or demands that may accrue to their heirs or assignees, that they may now have or may in the future come to have against the other, or the officers, directors, faculty members, employees, or servants of the other for damages arising from or relating to the transmission or contraction of a communicable or infectious disease while entering, using, remaining within or residing at the Organization's premises, or arising from the transmission or spread of a communicable or infectious disease.
3. To the extent that any provision of this acknowledgement and waiver is deemed violative of any statute, rule, regulation, common law or other authority, the University and Organization agree that this clause shall be reformed to the maximum extent possible so as to give reasonable force and effect to its terms to the greatest extent permissible under such law or controlling authority.

Indemnification. The above acknowledgment and waiver notwithstanding and without waiving the same, the Organization and University agree to defend, indemnify, and hold one another, along with the other's officers, directors, employees and agents, harmless from and against any and all other claims, losses, liabilities and expense, whether or not litigation is commenced, arising out of or relating to the activities contemplated herein, except to the extent that such acts or occurrence are the result, exclusively, of the negligence or culpable conduct of the party that would otherwise be the indemnifying party.

Entered into this the _____ day of _____, 20__

_____ _____

Vice President for Finance and Administration
St. Bonaventure University

Superintendent

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June 4, 2026 - Regular School Board Meeting

Title

C9 - Proposed Allocation Changes for 2026-2027

Description

Staff allocation documents clarify how each school, district department and division is staffed for the 2026-2027 school year. The School Board is required to take action on all staff allocation changes.

Gap Analysis

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

Previous Outcomes

The district and schools are adequately staffed.

Expected Outcomes

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

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Approve staff allocation plan as submitted.

Contact

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

Financial Impact

Reflected in attachment.

Review Comments

Attachments

- 06.04.26 - 26-27 Allocation Summary.pdf

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School	Add	Delete	Allocation	Comment	Salary	Benefits	Total Cost
			2026-2027 ACTIONS				
			General Funds				
LAJ - 0481	4.0		LAJ VE Self-Contained - IND	Align with 26/27 staffing plan.	$207,760	$72,945	$280,705
LAJ - 0481		(4.0)	LAJ VE Self-Contained - ASD	Align with 26/27 staffing plan.	($207,760)	($72,945)	($280,705)
RHS - 0431	1.0		Teacher, VE Self-Contained IND	To meet school needs.	$51,940	$18,236	$70,176
RHS - 0431		(1.0)	Teacher, VE Self-Contained ASD	To meet school needs.	($51,940)	($18,236)	($70,176)
				TOTAL:	**$0**	**$0**	**$0**

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June 4, 2026 - Regular School Board Meeting

Title

C10 - PowerSchool Contract Renewals

Description

These Contracts will allow continued use of PowerSchool products required for the 2026-27 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.
($10,779.36 per year savings.)

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.

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

Financial Impact: The total cost of this contract is $746,674.07 including the Predictive Analytics application used by Facilities, Planning, and Construction. Without this multi year contract the cost would be at least $10,779.36 higher as other districts are encountering at least a 5% uplift. Last year's cost was $721,384.22 which included implementation fees for the Predictive Analytics software.

Review Comments

Attachments

- Q-195590 Clay PEA Renewal.pdf
- Q-166331 Clay TalentEd Renewal.pdf

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Q-226246 Clay B+ Renewal.pdf

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PowerSchool

Sales Quote - This Is Not An Invoice

PowerSchool Group LLC
150 Parkshore Dr.
Folsom CA 95630

Quote #: Q-195590-1

Prepared By:	Matt Fowler	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
Billing Frequency:	Annually		
Start Date:	August 1, 2026	State/Province:	Florida
End Date:	July 31, 2027	Zip Code:	32043
Payment Terms:	Net 30	Phone #	(904) 336-9581
Pricing Vehicle:		Pricing Vehicle Contract #:	

Contract Term : August 1, 2026 to July 31, 2027

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Quote Summary

License and Subscription Period(s)	License and Subscription	Total
Subscription Period 1: August 1, 2026 to July 31, 2027	USD 53,280.99	USD 53,280.99
Total Contract : August 1, 2026 to July 31, 2027	USD 53,280.99	USD 53,280.99

License and Subscription Fees

Subscription Period 1 License and Subscription Fees

Product Description	Quantity	Unit	Price
PowerSchool Predictive Enrollment Analytics	35,783.00	Students	USD 53,280.99
Subscription Period 1 License and Subscription Fees TOTAL:			USD 53,280.99

Total License and Subscription Fees : **USD 53,280.99**

Subscription Start and End Dates shall be as set forth above. The Start Date may be delayed based upon the date that PowerSchool receives this executed quote or Customer's purchase order if one is needed. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then-current rates and enrollment per existing terms of the executed agreement between Customer and PowerSchool. Any applicable sales or other tax has not been added to this quote. 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 executed agreement between the parties (e.g., services billed on time and material basis will be invoiced when such services are incurred).

All purchase orders must include the exact quote number of this quote. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions of this quote or any agreement executed between the parties. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will expire after 12 months.

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 within such twelve (12) month period will be forfeited.

This quote incorporates any statement of work attached hereto. 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 found at: https://www.powerschool.com/MSA_2024

By either (i) executing this quote or (ii) accessing the services described on this quote, Customer agrees that after the contract term of this quote, the subscription for such services will continue for successive twelve (12) month subscription periods on the same terms and conditions as set forth herein, subject to a standard annual price uplift, unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the applicable current contract term.

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: 13-APR-2026	Date:

PO Number: _____

DRAFT

PowerSchool

Sales Quote - This Is Not An Invoice

PowerSchool Group LLC
150 Parkshore Dr.
Folsom CA 95630

Quote #: Q-166331-1

Prepared By:	Matt Fowler	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
Billing Frequency:	Annually		
Start Date:	August 1, 2026	State/Province:	Florida
End Date:	July 31, 2027	Zip Code:	32043
Payment Terms:	Net 30	Phone #	(904) 336-9581
Pricing Vehicle:		Pricing Vehicle Contract #:	

Contract Term : August 1, 2026 to July 31, 2027

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Quote Summary

License and Subscription Period(s)	License and Subscription	Total
Subscription Period 1: August 1, 2026 to July 31, 2027	USD 304,170.05	USD 304,170.05
Total Contract : August 1, 2026 to July 31, 2027	USD 304,170.05	USD 304,170.05

License and Subscription Fees

Subscription Period 1 License and Subscription Fees

Product Description	Quantity	Unit	Price
Records	36,000.00	Students	USD 63,245.12
Evaluation Choice - Certificated	3,100.00	Each	USD 98,561.27
PD Choice - Certificated License	3,100.00	User	USD 75,647.77
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 15,811.28
SchoolSpring Job Board Unlimited	36,000.00	Students	USD 6,941.54
Perform Enterprise Classified	36,000.00	Students	USD 43,963.07

Subscription Period 1 License and Subscription Fees TOTAL: USD 304,170.05

Total License and Subscription Fees : **USD 304,170.05**

Subscription Start and End Dates shall be as set forth above. The Start Date may be delayed based upon the date that PowerSchool receives this executed quote or Customer's purchase order if one is needed. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then-current rates and enrollment per existing terms of the executed agreement between Customer and PowerSchool. Any applicable sales or other tax has not been added to this quote. 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 executed agreement between the parties (e.g., services billed on time and material basis will be invoiced when such services are incurred).

All purchase orders must include the exact quote number of this quote. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions of this quote or any agreement executed between the parties. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will expire after 12 months.

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 within such twelve (12) month period will be forfeited.

This quote incorporates any statement of work attached hereto. 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 found at: https://www.powerschool.com/MSA_2024

By either (i) executing this quote or (ii) accessing the services described on this quote, Customer agrees that after the contract term of this quote, the subscription for such services will continue for successive twelve (12) month subscription periods on the same terms and conditions as set forth herein, subject to a standard annual price uplift, unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the applicable current contract term.

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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: 13-APR-2026	Date:

PO Number: _____

PowerSchool

Sales Quote - This Is Not An Invoice

PowerSchool Group LLC
150 Parkshore Dr.
Folsom CA 95630

Quote #: Q-226246-2

Prepared By:	Matt Fowler	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
Billing Frequency:	Annually		
Start Date:	August 1, 2026	State/Province:	Florida
End Date:	July 31, 2027	Zip Code:	32043
Payment Terms:	Net 30	Phone #	(904) 336-9581
Pricing Vehicle:		Pricing Vehicle Contract #:	

Contract Term : August 1, 2026 to July 31, 2027

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Quote Summary

License and Subscription Period(s)	License and Subscription	Total
Subscription Period 1: August 1, 2026 to July 31, 2027	USD 389,223.03	USD 389,223.03
Total Contract : August 1, 2026 to July 31, 2027	USD 389,223.03	USD 389,223.03

License and Subscription Fees

Subscription Period 1 License and Subscription Fees

Product Description	Quantity	Unit	Price
BusinessPlus Custom Development M/S	1.00	Hour	USD 2,480.14
BusinessPlus Custom Development M/S	1.00	Hour	USD 841.67
BusinessPlus Budgeting M/S	1.00	Students	USD 5,584.60
BusinessPlus General Ledger Hosting	1.00	Students	USD 145,529.82
BusinessPlus Module Software M/S	1.00	Year	USD 0.00
Analytics BusinessPlus M/S	1.00	Students	USD 16,668.31
BusinessPlus General Ledger M/S	1.00	Students	USD 9,973.75
BusinessPlus Form Printing M/S	1.00	Students	USD 1,533.66
BusinessPlus Form Printing M/S	1.00	Students	USD 3,989.23
BusinessPlus Click, Drag and Drill M/S	1.00	Students	USD 6,489.68
BusinessPlus Job/Project Ledger M/S	1.00	Students	USD 3,989.23
BusinessPlus Purchasing M/S	1.00	Students	USD 5,584.60
BusinessPlus Work Order Management M/S	1.00	Students	USD 0.00
BusinessPlus PunchOut M/S	1.00	Students	USD 3,989.23
BusinessPlus Documents Online M/S	1.00	Students	USD 3,989.23
BusinessPlus Payroll M/S	1.00	Students	USD 6,965.34
BusinessPlus Accounts Recvble/Cash Recpt M/S	1.00	Students	USD 3,989.23
BusinessPlus Regulatory Reporting M/S	1.00	Students	USD 15,883.91
BusinessPlus Work Order Management M/S	1.00	Students	USD 3,989.23

Product Description	Quantity	Unit	Price
BusinessPlus Contract Management M/S	1.00	Students	USD 3,989.23
BusinessPlus Fixed Assets M/S	1.00	Students	USD 3,989.23
BusinessPlus Human Resources M/S	1.00	Students	USD 6,965.34
BusinessPlus Accounts Payable/Bank Recon M/S	1.00	Students	USD 5,584.60
ERP Application Managed Services - BusinessPlus	1.00	Year	USD 94,795.38
BusinessPlus Hosted Test Environment SaaS	40,363.00	Students	USD 32,428.39
Subscription Period 1 License and Subscription Fees TOTAL:			USD 389,223.03

Total License and Subscription Fees : **USD 389,223.03**

Subscription Start and End Dates shall be as set forth above. The Start Date may be delayed based upon the date that PowerSchool receives this executed quote or Customer's purchase order if one is needed. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then-current rates and enrollment per existing terms of the executed agreement between Customer and PowerSchool. Any applicable sales or other tax has not been added to this quote. 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 executed agreement between the parties (e.g., services billed on time and material basis will be invoiced when such services are incurred).

All purchase orders must include the exact quote number of this quote. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions of this quote or any agreement executed between the parties. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will expire after 12 months.

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 within such twelve (12) month period will be forfeited.

This quote incorporates any statement of work attached hereto. This quote is subject to and incorporate the terms and conditions of the Main Services Agreement (2021 version), as revised by an Addendum between the parties effective July 21, 2022.

By either (i) executing this quote or (ii) accessing the services described on this quote, Customer agrees that after the contract term of this quote, the subscription for such services will continue for successive twelve (12) month subscription periods on the same terms and conditions as set forth herein, subject to a standard annual price uplift, unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the applicable current contract term.

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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

Clay County School District - FL

Signature:

Printed Name:

Title:

Date: 13-APR-2026 Date:

PO Number: _____

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

C11 - Monthly Financial Reports April 2026

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 April 30, 2026.

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 is normal past 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 April 30, 2026.

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

- April-26 Financials.pdf
- 6-4-2026 Board Item $50,000 - $100,000 Contracts Signed by Superintendent _ BAD Financial Report -Agenda.pdf

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS
STATEMENT OF REVENUE
07/01/2025 thru 04/30/2026

.

		Acct#	Adopted Budget	Amended Budget	Actual	% Collected
Federal Direct	Federal Impact Aid	3121	550,000.00	550,000.00	212,303.00	38.60%
	R O T C	3191	500,000.00	500,000.00	337,623.75	67.52%
Federal Direct - Total			**1,050,000.00**	**1,050,000.00**	**549,926.75**	**52.37%**
Fed through Local and State	Federal Through Local Revenue	3280	0.00	219,333.60	168,843.30	76.98%
	Medicaid	3202	2,000,000.00	2,000,000.00	2,123,010.07	106.15%
	Other Federal Thru State	3290	0.00	4,933.13	4,933.13	100.00%
Fed through Local and State - Total			**2,000,000.00**	**2,224,266.73**	**2,296,786.50**	**103.26%**
Rev from State Sources	Class Size Reduction	3355	36,766,787.00	36,766,787.00	30,389,264.00	82.65%
	CO&DS Withheld/Admin Expense	3323	24,000.00	24,000.00	0.00	0.00%
	Florida Educ Finance Program	3310	227,520,714.00	223,909,274.00	187,478,045.00	83.73%
	Miscellaneous State Revenue	3390	1,814,592.00	1,893,005.97	1,371,563.58	72.45%
	Other Misc State Revenue	3399	0.00	108,599.45	267,842.45	246.63%
	Racing Commission Funds	3341	0.00	0.00	223,250.00	0.00%
	School Recognition	3361	0.00	1,834,847.00	1,834,847.00	100.00%
	State License Tax	3343	35,000.00	35,000.00	34,518.84	98.63%
	Voluntary Pre-K	3370	85,000.00	85,000.00	96,703.50	113.77%
		3371	475,000.00	475,000.00	455,968.81	95.99%
	Workforce Dev CAP Grant	3316	3,956,156.25	4,983,041.25	3,048,158.75	61.17%
	Workforce Development	3315	1,154,458.00	1,154,458.00	962,040.00	83.33%
	Workforce Performance Incentiv	3317	10,000.00	10,000.00	3,206.00	32.06%
Rev from State Sources - Total			**271,841,707.25**	**271,279,012.67**	**226,165,407.93**	**83.37%**
Rev from Local Sources	Bus Fees Except for Schools	3491	0.00	0.00	394,110.83	0.00%
	District School Taxes	3411	79,363,106.00	79,363,106.00	76,628,347.24	96.55%
	Receipt Of Food Serv Ind Cost	3499	300,000.00	300,000.00	284,587.79	94.86%
	Adult Gen Educ Course Fee-GED	3461	30,000.00	51,720.00	29,760.00	57.54%
	Gifts Grants & Bequests	3440	100,000.00	215,821.46	157,569.26	73.01%
	Interest Incl Profit On Inves	3430	2,000,000.00	2,000,000.00	2,416,172.01	120.81%
	Lost Damaged &Sale Of Textbook	3498	1,000.00	1,000.00	-648.93	-64.89%
	Other Schl Class Fees	3479	30,000.00	30,000.00	60,341.88	201.14%
	Other Student Fees	3469	19,685.75	27,644.13	19,961.38	72.21%
	Other Misc Local Sources	3495	3,603,146.76	4,125,571.89	3,546,226.96	85.96%
	Preschool Program Fees	3471	500,000.00	500,000.00	420,301.15	84.06%
	Receipt Of Fed Indirect Cost	3494	590,000.00	590,000.00	250,716.88	42.49%
	Refund Of Prior Year's Expense	3497	100,000.00	100,000.00	134,761.07	134.76%
	Rent	3425	500,000.00	500,000.00	549,385.24	109.88%
	Tax Redemptions	3421	1,000,000.00	1,000,000.00	12,736.63	1.27%
	Transportation Services	3492	2,271.85	72,820.43	77,465.73	106.38%
Rev from Local Sources - Total			**88,139,210.36**	**88,877,683.91**	**84,981,795.12**	**95.62%**
Transfers	Interfund Transfer	3650	2,000,000.00	2,000,000.00	2,000,000.00	100.00%
	Transfer From Capital Projects	3630	10,769,980.00	12,138,753.00	8,543,228.39	70.38%
Transfers - Total			**12,769,980.00**	**14,138,753.00**	**10,543,228.39**	**74.57%**
Other Financing Sources	Insurance Loss Recoveries	3740	5,000.00	5,000.00	0.00	0.00%
	Sale Of Equipment	3733	50,000.00	50,000.00	151,397.05	302.79%
Other Financing Sources - Total			**55,000.00**	**55,000.00**	**151,397.05**	**275.27%**
Revenue			**375,855,897.61**	**377,624,716.31**	**324,688,541.74**	**85.98%**

		Acct#	Adopted Budget	Amended Budget	Actual	
Fund Balance	July 1,2025		20,069,155.42	20,069,155.42	20,069,155.42	
GRAND TOTAL			**395,925,053.03**	**397,693,871.73**	**344,757,697.16**	

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2025 thru 04/30/2026

	Acct#	Adopted Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other	Totals	% OF Budget
Basic FEFP K-12	5100	171,036,610.88	174,434,794.99	72,340,102.80	26,158,916.42	21,133,393.77	1,115.10	6,452,161.83	477,559.91	1,414,329.80	127,977,579.63	73.37%
Exceptional	5200	55,492,722.30	55,959,411.90	29,560,742.52	10,976,925.04	2,474,774.70	2,287.62	195,763.31	35,522.83	300.66	43,246,316.68	77.28%
Applied Technology	5300	13,077,420.54	14,316,801.18	4,619,240.99	1,681,853.15	1,374,054.79	5,017.51	322,356.48	460,394.46	63,946.11	8,526,863.49	59.56%
Adult General	5400	1,582,791.95	1,648,281.05	275,696.23	74,517.22	58,186.62	0.00	23,095.81	7,384.88	44,716.13	483,596.89	29.34%
Pre K	5500	1,392,064.11	1,430,800.07	844,779.85	354,621.62	48,219.08	0.00	12,062.50	0.00	0.00	1,259,683.05	88.04%
Other Instruction	5900	202,957.04	549,524.18	983,033.58	164,530.10	22,894.26	0.00	70,687.83	65,951.65	93,557.65	1,400,655.07	254.89%
Total Expenses - 5000 - 5999		**242,784,566.82**	**248,339,613.37**	**108,623,595.97**	**39,411,363.55**	**25,111,523.22**	**8,420.23**	**7,076,127.76**	**1,046,813.73**	**1,616,850.35**	**182,894,694.81**	**73.65%**

	Acct#	Adopted Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other	Totals	% OF Budget
Pupil Personnel Services	6100	24,360,847.34	24,622,475.38	11,044,427.30	3,808,462.57	607,506.67	2,850.39	80,947.31	24,135.10	58,930.66	15,627,260.00	63.47%
Instructional Media	6200	4,226,862.12	4,288,324.16	2,104,258.92	814,875.71	173,064.39	0.00	34,091.82	117,485.04	561.00	3,244,336.88	75.66%
Inst & Curric Dev Services	6300	5,777,996.55	5,928,843.06	3,568,762.80	1,239,512.22	27,222.45	794.29	14,934.48	11,771.66	320.00	4,863,317.90	82.03%
Inst Staff Training Services	6400	3,722,899.90	3,987,543.44	1,517,824.03	485,722.73	242,183.50	0.00	8,483.69	65.54	51,061.95	2,305,341.44	57.81%
Instruction Related Technology	6500	6,799,711.50	6,871,493.71	1,895,760.40	675,874.52	3,020,191.05	0.00	20,161.60	77,146.73	870.00	5,690,004.30	82.81%
Board	7100	2,592,580.80	2,592,580.80	239,604.90	150,691.16	2,499,713.28	0.00	1,028.61	0.00	23,765.00	2,914,802.95	112.43%
General Administration	7200	628,784.24	629,598.86	333,487.35	162,355.10	14,534.07	380.72	4,251.95	951.60	26,634.40	542,595.19	86.18%
School Administration	7300	18,469,998.64	18,638,759.30	11,855,497.70	3,969,758.16	44,547.75	0.00	85,142.17	46,448.62	16,719.89	16,018,114.29	85.94%
Facilities Aquisition & Const	7400	5,733,550.00	7,248,759.35	925,391.22	302,489.37	549,380.00	5,500.26	4,986.01	877,772.46	1,028,997.25	3,694,516.57	50.97%
Fiscal Services	7500	2,284,740.92	2,275,654.67	1,075,536.48	359,896.33	47,426.42	0.00	12,370.96	1,408.45	34,659.11	1,531,297.75	67.29%
Food Services	7600	107,319.00	193,442.69	111,965.11	13,810.18	0.00	0.00	0.00	0.00	0.00	125,775.29	65.02%
Central Services	7700	4,392,568.00	4,475,016.28	2,050,648.94	697,533.32	343,758.56	2,860.07	48,871.18	74,524.56	31,357.41	3,249,554.04	72.62%
Pupil Transportation Services	7800	16,425,218.00	17,178,678.60	9,143,370.49	2,972,560.79	621,787.86	1,325,484.97	946,809.48	211,512.54	36,373.76	15,257,899.89	88.82%
Operation Of Plant	7900	24,268,133.00	24,799,125.90	6,381,451.11	2,482,323.48	5,227,383.46	5,155,861.12	625,736.40	199,878.14	409.54	20,073,043.25	80.94%
Maintenance Of Plant	8100	9,851,420.00	9,849,219.83	3,249,184.86	1,178,833.38	1,941,041.82	120,583.72	990,539.33	86,067.57	11,117.34	7,577,368.02	76.93%
Administrative Technology Svcs	8200	1,635,875.73	1,643,146.48	1,032,256.42	338,978.02	8,175.26	9,033.56	6,858.64	0.00	481.08	1,395,782.98	84.95%
Community Services	9100	316,161.51	402,715.17	182,909.60	73,087.13	14,701.14	0.00	31,639.36	2,799.96	13,203.60	318,340.79	79.05%
Total Expenses - 6000-9999		**131,594,667.25**	**135,625,377.68**	**56,712,337.63**	**19,726,764.17**	**15,382,617.68**	**6,623,349.10**	**2,916,852.99**	**1,731,967.97**	**1,335,461.99**	**104,429,351.53**	**77.00%**
Total Expenses :		**374,379,234.07**	**383,964,991.05**	**165,335,933.60**	**59,138,127.72**	**40,494,140.90**	**6,631,769.33**	**9,992,980.75**	**2,778,781.70**	**2,952,312.34**	**287,324,046.34**	**74.83%**
Total Other Financing		**875,738.96**	**875,738.96**									

Beginning Fund Balance	7/1/2025	20,069,155.42	20,069,155.42	20,069,155.42
Fund Balance Contribution	6/30/2026	600,924.58	(7,216,013.70)	37,364,495.40
Projected Ending Fund Balance	6/30/2026	**20,670,080.00**	**12,853,141.72**	**57,433,650.82**

Grand Total	**395,925,053.03**	**397,693,871.73**

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF REVENUE
07/01/2025 thru 04/30/2026

		Acct#	Adopted Budget	Amended Budget	Actual	% Collected
Local Sources	District School Taxes	3411	21,040,061.00	21,040,061.00	19,908,742.95	94.62%
	Tax Redemptions	3421	0.00	0.00	710.97	0.00%
Local Sources - Total			**21,040,061.00**	**21,040,061.00**	**19,909,453.92**	**94.63%**
Fund Balance	Fund Balance	2750	13,210,799.00	13,210,798.69	13,210,798.69	100.00%
Fund Balance - Total			**13,210,799.00**	**13,210,798.69**	**13,210,798.69**	
Grand Total			**34,250,860.00**	**34,250,859.69**	**33,120,252.61**	**96.70%**

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2025 thru 04/30/2026

Expense

	Acct#	Adopted Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other	Transfers	Totals	% OF Budget
Facilities Aquisition & Const	7400	7,297,235.90	7,297,235.90	0.00	0.00	0.00	0.00	0.00	4,010,107.92	517,140.70	0.00	4,527,248.62	62.04%
Central Services	7700	12,000.00	12,000.00	0.00	0.00	787.94	0.00	0.00	0.00	0.00	0.00	787.94	6.57%
Pupil Transportation Services	7800	109,736.60	109,736.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Operation Of Plant	7900	10,441,377.88	10,441,377.57	1,718,823.96	587,040.81	7,883,000.03	10,146.33	33,249.70	15,757.96	14,248.92	0.00	10,262,267.71	98.28%
Maintenance Of Plant	8100	220,933.86	220,933.86	129,574.76	53,263.73	0.00	0.00	0.00	0.00	0.00	0.00	182,838.49	82.76%
Transfer Of Funds	9700	2,000,000.00	2,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00	2,000,000.00	100.00%
Total Expenses		**20,081,284.24**	**20,081,283.93**	**1,848,398.72**	**640,304.54**	**7,883,787.97**	**10,146.33**	**33,249.70**	**4,025,865.88**	**531,389.62**		**16,973,142.76**	**84.52%**
Beginning Fund Balance	7/1/2025	13,210,798.76	13,210,798.76									13,210,798.69	
Fund Balance Contribution	6/30/2026	958,777.00	958,777.07									2,936,311.16	
Projected Ending Fund Balan	6/30/2026	**14,169,575.76**	**14,169,575.83**									**16,147,109.85**	
Grand Total		**34,250,860.00**	**34,250,859.76**										

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CLAY COUNTY SCHOOL BOARD
DEBT SERVICE FUND
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2025 thru 04/30/2026

Revenues and Transfers

Local Sources

	Acct#	Adopted Budget	Amended Budget	Actual	% Collected
Interest Incl Profit On Inves	3430	1,000.00	1,000.00	2,635.39	263.54%
Total Interest Incl Profit On Inves		**1,000.00**	**1,000.00**	**2,635.39**	**263.54%**

State Sources

Racing Commission Funds	3341	225,575.00	225,575.00	0.00	0.00%
Total Racing Commission Funds		**225,575.00**	**225,575.00**	**0.00**	**0.00%**

Transfers

Transfer From Capital Projects	3630	6,222,559.42	6,222,559.42	2,757,059.42	44.31%
Total Transfer From Capital Projects		**6,222,559.42**	**6,222,559.42**	**2,757,059.42**	**44.31%**
Total REVENUE AND TRANSFERS		**6,449,134.42**	**6,449,134.42**	**2,759,694.81**	**42.79%**
Total FUND BALANCE July 1, 2025		**436,731.64**	**436,731.64**	**436,731.64**	
GRAND TOTAL		**6,885,866.06**	**6,885,866.06**	**3,196,426.45**	

EXPENDITURES

Debt Service

	Acct#	Adopted Budget	Amended Budget	Actual	% Expended
Redempt Of Prnc	710	4,068,330.71	4,068,330.71	1,743,330.71	42.85%
Interest	720	2,365,803.71	2,365,803.71	1,227,303.71	51.88%
Dues And Fees	730	5,000.00	5,000.00	3,000.00	60.00%
Total Debt Service		**6,439,134.42**	**6,439,134.42**	**2,973,634.42**	**46.18%**
Total EXPENDITURES		**6,439,134.42**	**6,439,134.42**	**2,973,634.42**	**46.18%**

Fund Balance

	Acct#	Adopted	Amended Budget	Actual
Fund Balance, July 1, 2025	7/1/2025	436,731.64	436,731.64	436,731.64
Fund Balance Contribution	6/30/2026	10,000.00	10,000.00	(213,939.61)
Projected Ending Fund Balance	6/30/2026	446,731.64	446,731.64	222,792.03
GRAND TOTAL		**6,885,866.06**	**6,885,866.06**	

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CLAY COUNTY SCHOOL BOARD
CAPITAL IMPROVEMENTS FUNDS
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2025 thru 04/30/2026

REVENUE AND TRANSFERS

State Sources

	Acct #	Adopted Budget	Amended Budget	Actual	% Collected
CO & DS Distributd To District	3321	1,600,000.00	1,600,000.00	0.00	0.00%
Interest On Undistrib CO & DS	3325	46,500.00	46,500.00	0.00	0.00%
Miscellaneous State Revenue	3390	0.00	557,325.72	539,456.09	96.79%
Charter Sch Capital Ou Revenue	3397	0.00	1,368,773.00	1,142,769.00	83.49%
Total State Sources		**1,646,500.00**	**3,572,598.72**	**1,682,225.09**	

Local Sources

	Acct #	Adopted Budget	Amended Budget	Actual	% Collected
District Local Cap Improv Taxs	3413	31,560,212.00	31,560,212.00	30,472,566.68	96.55%
Local Sales Taxes	3418	20,000,000.00	20,000,000.00	13,723,083.25	68.62%
Tax Redemptions	3421	0.00	0.00	3,942.89	0.00%
Interest Incl Profit On Inves	3430	675,000.00	688,000.00	995,000.75	144.62%
Impact Fees	3496	9,500,000.00	9,500,000.00	12,009,431.25	126.42%
Refund Of Prior Year's Expense	3497	0.00	0.00	70,870.49	0.00%
Total Local Sources		**61,735,212.00**	**61,748,212.00**	**57,274,895.31**	
Total REVENUE AND TRANSFERS		**63,381,712.00**	**65,320,810.72**	**58,957,120.40**	**90.26%**
Total Fund Balance July 1, 2025		**58,518,315.76**	**58,518,315.76**	**58,518,315.76**	
GRAND TOTAL		**121,900,027.76**	**123,839,126.48**	**117,475,436.16**	**94.86%**

EXPENDITURES

Debt Service

	Acct #	Adopted Budget	Amended Budget	Actual	% Expended
Redemption Of Principal	710	0.00	0.00	112,320.00	0.00%
Interest	720	766.74	766.74	0.00	0.00%
Total Debt Service		**766.74**	**766.74**	**112,320.00**	

General Support Srvc

	Acct #	Adopted Budget	Amended Budget	Actual	% Expended
AV Material Less Than $1000	622	0.00	33,819.85	33,819.84	100.00%
Buildings & Fixed Equipment	630	31,320,020.59	30,288,176.67	13,475,447.81	44.49%
Direct Purchases, Buildings	631	3,945,601.67	2,986,665.24	1,259,472.54	42.17%
Equipment $1000 & Over	641	565,274.42	1,071,944.99	432,403.70	40.34%
Equipment Less Than $1000	642	1,118,600.56	1,238,393.16	995,797.16	80.41%
Comp Hdw $1000 & Over	643	88,493.44	143,078.82	117,921.69	82.42%
Comp Hdw < $1000	644	231,057.47	932,626.40	732,978.17	78.59%
Tech Rel Fix/Equip > $1000	648	200,000.00	22,058.92	0.00	0.00%
Tech Rel FFE < $1000	649	250,781.53	781.53	781.53	100.00%
School Buses	651	6,976,612.93	7,166,510.42	7,055,612.35	98.45%
Land	660	1,000.00	201,000.00	0.00	0.00%
Cap Imp Other than Bldgs	671	4,626,190.53	4,792,747.53	1,349,456.90	28.16%
Non-Capitalized Improvement	672	3,793,001.40	3,143,992.10	2,023,641.86	64.37%
Direct Purchase Capitalized	673	1,964,056.77	1,603,121.37	46,251.00	2.89%
Capitalized Remodeling	681	24,063,601.72	21,386,592.80	7,710,887.32	36.05%
Non-Cap Remodeling/Renovations	682	13,[illegible]	13,381,645.40	7,251,490.23	54.19%

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Direct Purch-Capitlizd Remodel	683	4,707,193.65	6,260,894.19	1,666,986.01	26.63%
Dir Purch-Non-Cap Remodel	684	715,901.27	735,274.77	349,518.86	47.54%
Software $1000 & Over	691	312,520.00	314,125.84	289,391.06	92.13%
CHARTER LCIF	793	1,005,953.36	1,005,953.36	236,791.00	23.54%
CHARTER Capital SALES TAX	795	1,140,000.00	1,140,000.00	582,705.22	51.11%
Total General Support Srvc		**102,601,830.06**	**97,849,403.36**	**45,611,354.25**	

Transfer Of Funds

	Acct #	Adopted Budget	Amended Budget	Actual	% Expended
Transfer To General Fund	910	10,769,980.23	12,138,753.23	8,543,228.39	70.38%
Transfers To Debt Service Fund	920	6,222,559.42	6,222,559.42	2,757,059.42	44.31%
Total Transfer Of Funds		**16,992,539.65**	**18,361,312.65**	**11,300,287.81**	
Total EXPENDITURES		**119,595,136.45**	**116,211,482.75**	**57,023,962.06**	**49.07%**

Fund Balance

	Acct #	Adopted Budget	Amended Budget	Actual
Fund Balance, July 1, 2025	7/1/2025	58,518,315.76	58,518,315.76	58,518,315.76
Fund Balance Contribution	6/30/2026	(56,213,424.45)	(50,890,672.03)	1,933,158.34
Projected Ending Fund Balance	6/30/2026	2,304,891.31	7,627,643.73	60,451,474.10
GRAND TOTAL		**121,900,027.76**	**123,839,126.48**	

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CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - FOOD SERVICES
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2025 thru 04/30/2026

REVENUE AND TRANSFERS

Fed through Local and State

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
School Lunch Reimbursement	3261	12,431,766.00	12,431,765.50	8,798,718.79	70.78%
School Breakfast Reimbursement	3262	3,006,300.00	3,006,300.00	2,208,841.18	73.47%
After School Snack Reimb	3263	0.00	0.00	12,277.44	0.00%
U S D A Donated Commoditi	3265	1,600,000.00	0.00	0.00	0.00%
Summer Food Service Program	3267	100,000.00	100,000.00	78,624.04	78.62%
Total Fed through Local and State		**17,138,066.00**	**15,538,065.50**	**11,098,461.45**	71.43%

Other Financing Sources

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
Sale Of Equipment	3733	0.00	0.00	35,000.00	0.00%
Total Other Financing Sources		**0.00**	**0.00**	**35,000.00**	0.00%

Rev from Local Sources

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
Interest Incl Profit On Inves	3430	150,000.00	150,000.00	159,560.22	106.37%
Student Lunches	3451	2,767,750.00	2,767,750.00	2,638,222.20	95.32%
Student Breakfasts	3452	338,750.00	338,750.00	274,671.35	81.08%
Adult Breakfasts/Lunches	3453	130,000.00	130,000.00	1,356.75	1.04%
Student A La Carte	3454	2,000,000.00	2,000,000.00	1,911,601.09	95.58%
Miscellaneous Local Sources	3490	5,000.00	0.00	0.00	0.00%
Other Misc Local Sources	3495	0.00	5,000.00	67,087.22	1,341.74%
Total Rev from Local Sources		**5,391,500.00**	**5,391,500.00**	**5,052,498.83**	93.71%

Rev from State Sources

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
School Breakfast Supplement	3337	60,000.00	60,000.00	69,654.00	116.09%
School Lunch Supplement	3338	85,000.00	85,000.00	94,365.00	111.02%
Total Rev from State Sources		**145,000.00**	**145,000.00**	**164,019.00**	
TOTAL REVENUE AND TRANSFERS		**22,674,566.00**	**21,074,565.50**	**16,349,979.28**	**77.58%**
Fund Balance July 1,2025		**9,183,583.77**	**9,183,583.77**	**9,183,583.77**	
GRAND TOTAL		**31,858,149.77**	**30,258,149.27**	**25,533,563.05**	84.39%

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EXPENDITURES

	ACCT#	Adopted Budget	Amended Budget	Actual	% Expended
Administrator	110	2,145,287.00	2,145,285.03	1,836,198.06	85.59%
Other Support	160	5,212,710.00	5,225,009.15	4,741,636.53	90.75%
Retirement	210	1,071,665.00	1,071,664.41	955,216.38	89.13%
Social Security	220	560,118.00	561,059.45	482,004.72	85.91%
Group Insurance	230	1,101,493.00	1,101,493.00	1,106,288.77	100.44%
Workmans Comp	240	57,282.00	57,459.37	95,029.78	165.39%
Pro & Tech Serv	310	0.00	5,800.00	13,300.00	229.31%
Prof Srvcs - Su	313	100,500.00	100,500.00	94,068.12	93.60%
Travel-In cnty	331	6,500.00	6,500.00	774.54	11.92%
Travel-Out Cnty	332	2,500.00	2,500.00	1,061.00	42.44%
Trvl-Out State	333	2,500.00	2,500.00	0.00	0.00%
Travel-Reg Fees	334	500.00	500.00	245.00	49.00%
Repairs And Mai	350	26,010.00	26,010.00	3,745.98	14.40%
Rentals	360	5,000.00	5,000.00	0.00	0.00%
Leases	367	4,000.00	4,000.00	2,187.18	54.68%
Tech Rentals	369	44,000.00	44,000.00	42,205.51	95.92%
Stamps	371	15,000.00	15,000.00	9,250.00	61.67%
Cell Phones	378	1,500.00	1,500.00	673.98	44.93%
Othr Purch Srvc	390	85,742.00	85,741.99	27,369.55	31.92%
Printing	391	15,000.00	15,000.00	4,720.05	31.47%
Bottled Gas	420	4,000.00	4,000.00	0.00	0.00%
Electricity	430	181,400.00	181,400.00	102,103.30	56.29%
Gasoline	450	9,000.00	9,000.00	7,415.89	82.40%
Diesel Fuel	460	4,000.00	4,000.00	1,712.12	42.80%
Supplies	510	735,430.00	754,430.21	590,101.81	78.22%
TonerType Fee	515	17,292.00	12,292.05	4,700.65	38.24%
Tech Supplies	519	800.00	800.00	389.55	48.69%
Oil & Grease	540	1,000.00	1,000.00	70.63	7.06%
Repair Parts	550	3,500.00	3,500.00	3,052.02	87.20%
Tires & Tubes	560	2,000.00	2,000.00	1,308.44	65.42%
Food	570	9,212,058.00	9,235,958.33	7,521,644.38	81.44%
Commodities	580	1,600,000.00	1,600,000.00	0.00	0.00%
AV Mat L/T $1000	622	500.00	500.00	226.98	45.40%
Bldg & Fixed Eq	630	0.00	20,000.00	11,280.00	56.40%
Equip $1000 Over	641	150,000.00	150,000.00	70,000.04	46.67%
Equip L/T $1000	642	10,000.00	10,000.00	8,279.44	82.79%
Comp Hdw > $1000	643	5,000.00	5,000.00	0.00	0.00%
Cptr Hdwr <$1000	644	50,000.00	50,000.00	8,108.80	16.22%
TechRel FFE<1000	649	100.00	100.00	0.00	0.00%
Cap Remodlg	681	251,545.00	160,681.43	101,545.00	63.20%
Dues And Fees	730	30,196.00	43,941.13	47,206.35	107.43%
Misc Expense	792	500,000.00	500,000.00	284,587.79	56.92%
Total		**23,225,128.00**	**23,225,125.55**	**18,179,708.34**	78.28%

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Fund Balance

	ACCT#	Adopted Budget	Amended Budget	Actual
Fund Balance, July 1, 2025		9,183,583.77	9,183,583.77	9,183,583.77
Fund Balance Contribution	6/30/2026	(550,562.00)	(2,150,560.05)	(1,829,729.06)
Projected Ending Fund Balance	6/30/2026	8,633,021.77	7,033,023.72	7,353,854.71
GRAND TOTAL		**31,858,149.77**	**30,258,149.27**	

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF REVENUE
07/01/2025 thru 04/30/2026

		Acct#	Adopted Budget	Amended Budget	Actual	% Collected
Fed through Local and State	Career And Technical Education	3201	367,631.00	367,631.00	99,132.67	26.97%
	Adult General Education	3221	451,859.00	451,859.00	167,233.56	37.01%
	English Literacy And Civics Ed	3222	38,958.00	38,958.00	7,203.50	18.49%
	Title II	3226	5,945.00	1,059,289.00	369,510.45	34.88%
	I D E A	3230	9,739,775.00	11,537,296.00	4,368,654.32	37.87%
	Title I - Elem & Secondary Edu	3240	5,919,586.00	5,968,593.00	2,208,817.04	37.01%
	Title III	3241	7,586.00	303,567.00	263,148.69	86.69%
	Title IV	3242	309,711.00	467,912.00	177,967.03	38.03%
	Other Federal Thru State	3290	172,905.00	172,905.00	105,170.91	60.83%
Fed through Local and State - Total			**17,013,956.00**	**20,368,010.00**	**7,766,838.17**	38.13%
Transfers	Transfer From General Fund	3610	875,739.00	475,000.00	0.00	0.00%
Transfers - Total			**875,739.00**	**475,000.00**	**0.00**	0.00%
Total Revenues and Transfer			**17,889,695.00**	**20,843,010.00**	**7,766,838.17**	37.26%
GRAND Total			**17,889,695.00**	**20,843,010.00**	**7,766,838.17**	

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CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF REVENUE
07/01/2025 thru 04/30/2026

	Acct#	Adopted Budget	Amended Budget	Salaried	Emp Benefits	Pur Services	Mat Supplies	Cap Outlay	Other	Totals	% OF Budget
Basic FEFP K-12	5100	5,619,651.37	5,771,546.34	2,331,901.28	885,331.23	251,174.68	227,245.61	266,848.24	34,259.25	3,996,760.29	69.25%
Exceptional	5200	5,172,638.93	6,086,844.11	3,172,209.71	1,216,535.00	220,213.44	10,671.52	17,039.24	0.00	4,636,668.91	76.18%
Applied Technology	5300	321,682.46	321,682.46	0.00	0.00	7,000.00	11,299.34	88,847.47	19,914.85	127,061.66	39.50%
Adult General	5400	289,460.09	289,460.09	126,051.59	46,493.19	1,395.00	1,777.79	585.62	8,689.00	184,992.19	63.91%
Total Expense for 5000		**11,403,432.85**	**12,469,533.00**	**5,630,162.58**	**2,148,359.42**	**479,783.12**	**250,994.26**	**373,320.57**	**62,863.10**	**8,945,483.05**	**71.74%**

	Acct#	Adopted Budget	Amended Budget	Salaried	Emp Benefits	Pur Services	Mat Supplies	Cap Outlay	Other	Totals	% OF Budget
Pupil Personnel Services	6100	1,795,915.54	1,964,449.79	978,363.20	368,820.64	75,344.83	59,187.19	1,697.54	328.00	1,483,741.40	75.53%
Inst & Curric Dev Services	6300	3,514,658.00	3,489,566.85	1,747,239.20	622,873.41	2,583.51	335.83	0.00	6,150.00	2,379,181.95	68.18%
Inst Staff Training Services	6400	1,113,207.51	2,194,644.47	706,586.91	222,237.19	199,682.95	24,180.58	7,438.60	5,332.00	1,165,458.23	53.10%
General Administration	7200	27,610.43	718,097.77	0.00	0.00	0.00	0.00	0.00	250,716.88	250,716.88	34.91%
School Administration	7300	0.00	567.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Central Services	7700	1,374.00	48,752.83	4,597.50	416.29	1,374.00	0.00	0.00	0.00	6,387.79	13.10%
Pupil Transportation Services	7800	33,494.35	36,747.35	2,868.42	0.00	20,983.53	0.00	0.00	0.00	23,851.95	64.91%
Total Expenses for - 6000-9999		**6,486,259.83**	**8,452,826.06**	**3,439,655.23**	**1,214,347.53**	**299,968.82**	**83,703.60**	**9,136.14**	**262,526.88**	**5,309,338.20**	**62.81%**
Grand Total:		**17,889,692.68**	**20,922,359.06**	**9,069,817.81**	**3,362,706.95**	**779,751.94**	**334,697.86**	**382,456.71**	**325,389.98**	**14,254,821.25**	**68.13%**

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CLAY COUNTY SCHOOL BOARD
WORKERS' COMPENSATION FUND 711
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2025 thru 04/30/2026

REVENUES

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
Interest Incl Profit On Inves	3430	150,000.00	150,000.00	94,684.65	63.12%
Charges for Services	3481	3,200,000.00	3,200,000.00	2,653,791.02	82.93%
Operating Revenue	3489	3,200.00	3,200.00	112,551.16	3,517.22%
Refund of Prior Year's Expense	3497	0.00	0.00	0.00	0.00%
Local Sources - Total		**3,353,200.00**	**3,353,200.00**	**2,861,026.83**	
Fund Balance July 1,2025		**776,218.58**	**776,218.58**	**776,218.58**	
Total REVENUE AND TRANSFERS		**4,129,418.58**	**4,129,418.58**	**3,637,245.41**	**88.08%**

EXPENDITURES

	ACCT#	Adopted Budget	Amended Budget	Actual	% Expended
Ins & Bond Prem	320	0.00	0.00	175,405.00	0.00%
Claims Exp	770	1,600,000.00	1,600,000.00	1,254,672.85	78.42%
Liability Exp	771	750,000.00	750,000.00	720,174.61	96.02%
Excess Insurance	772	521,345.00	521,345.00	3,329.00	0.64%
Admin Fees	774	175,501.50	175,501.50	138,394.75	78.86%
Total Internal Service Proprietary		**3,046,846.50**	**3,046,846.50**	**2,291,976.21**	**75.22%**

Fund Balance

	ACCT#	Adopted Budget	Amended Budget	Actual
Fund Balance, July 1, 2025	7/1/2025	776,218.58	776,218.58	776,218.58
Fund Balance Contribution	6/30/2026	306,353.50	306,353.50	569,050.62
Projected Ending Fund Balance	6/30/2026	1,082,572.08	1,082,572.08	1,345,269.20
GRAND TOTAL		**4,129,418.58**	**4,129,418.58**	

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CLAY COUNTY SCHOOL BOARD
HEALTH SELF INSURANCE FUND 712
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2025 thru 04/30/2026

REVENUES

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
Interest Incl Profit On Inves	3430	40,000.00	40,000.00	17,152.34	42.88%
Charges for Services	3481	36,500,000.00	36,500,000.00	27,729,446.00	75.97%
Operating Revenue	3489	5,000,000.00	5,000,000.00	5,517,674.82	110.35%
Misc Local Resources	3495	200,000.00	200,000.00	367,055.21	183.53%
Refund of Prior Year's Expense	3497	0.00	0.00	162,295.32	0.00%
3400 - Total		**41,740,000.00**	**41,740,000.00**	**33,793,623.69**	**80.96%**
Total REVENUE AND TRANSFERS		**41,740,000.00**	**41,740,000.00**	**33,793,623.69**	**80.96%**
Fund Balance July 1,2025		**5,446,056.19**	**5,446,056.19**	**5,446,056.19**	
GRAND TOTAL		**47,186,056.19**	**47,186,056.19**	**39,239,679.88**	

EXPENDITURES

	ACCT#	Adopted Budget	Amended Budget	Actual	% Expended
Administrator	110	75,688.84	75,688.84	65,284.80	86.25%
Other Support	160	36,699.00	36,699.00	24,032.59	65.49%
Retirement	210	15,412.35	15,412.35	12,531.20	81.31%
Social Security	220	8,403.75	8,403.75	6,693.24	79.65%
Group Insurance	230	16,859.00	16,859.00	7,325.49	43.45%
Workmans Comp	240	0.00	0.00	1,303.80	0.00%
Pro & Tech Serv	310	2,641,911.00	99,632.57	60,327.00	60.55%
Travel-Out Cnty	332	2,000.00	2,000.00	1,653.55	82.68%
Travel-Reg Fees	334	2,000.00	2,000.00	1,225.00	61.25%
Repairs And Mai	350	500.00	500.00	0.00	0.00%
Rentals	366	0.00	6,600.00	6,600.00	100.00%
Stamps	371	3,600.00	4,985.18	4,985.18	100.00%
Cell Phones	378	500.00	500.00	492.75	98.55%
Othr Purch Srvc	390	77,000.00	47,097.99	86,806.10	184.31%
Printing	391	100.00	100.00	0.00	0.00%
Gasoline	450	1,000.00	1,000.00	581.89	58.19%
Supplies	510	9,300.00	28,500.00	23,720.37	83.23%
Tech Supplies	519	0.00	172.70	172.70	100.00%
Equip $1000 Over	641	0.00	26,335.85	10,766.30	40.88%
Equip L/T $1000	642	1,000.00	6,715.26	6,173.65	91.93%
Comp Hdw > $1000	643	0.00	4,358.80	4,238.80	97.25%
Cptr Hdwr <$1000	644	0.00	564.86	564.86	100.00%
TechRel FE >1000	648	0.00	18,992.43	18,992.43	100.00%
TechRel FFE<1000	649	0.00	329.54	0.00	0.00%
Dues And Fees	730	825.00	825.00	32,163.02	3,898.55%
Claims Exp	770	22,800,000.00	22,798,614.82	20,305,437.95	89.06%
Excess Insurance	772	1,800,000.00	1,800,000.00	1,538,052.54	85.45%
Pharmacy Claims	773	12,700,000.00	12,700,000.00	11,141,362.22	87.73%
Admin Fees	774	0.00	2,489,911.00	2,798,894.46	112.41%
Total Internal Service Proprietary		**40,192,798.94**	**40,192,798.94**	**36,160,381.89**	**89.97%**

Fund Balance

	ACCT#	Adopted Budget	Amended Budget	Actual
Fund Balance, July 1, 2025	7/1/2025	5,446,056.19	5,446,056.19	5,446,056.17
Fund Balance Contribution	6/30/2026	1,547,201.06	1,547,201.06	(2,366,758.20)
Projected Ending Fund Balance	6/30/2026	6,993,257.25	6,993,257.25	3,079,297.97
GRAND TOTAL		**47,186,056.19**	**47,186,056.19**	

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$50,000 - $100,000 Contracts "Signed" by Superintendent for BAD monthly BOARD Financial Report
All applicable Contracts prior to Contract #260087 have been added to the list.

CONTRACT #	SUBMITTED BY	DEPT	COST	PO #	VENDOR	FUNDING SOURCE	FUNDING SOURCE
260054A	K Guilfoyle	9004	$950,000.00	P2602343	PsychoEducational Consultant Group, PL - Amendment	General Fund - Mental Health Categorical	100-6100310-9004-1175-0000-000-0
260017B	K Lawrence	9252	Receiving $1,497,848.00	No PO / SEDNET Income	Lutheran Services Florida (LSF Health Systems) - Amendment 103	DCF Grant Income	100-Varies-9252-0000-1220-000-5
260017A	K Lawrence	9252	Receiving $1,189,168.00	No PO / SEDNET Income	Lutheran Services Flordia (LSF Health Systems) - Amendment 100-102	DCF Grant Income	100-Varies-9252-0000-1220-000-5

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June 4, 2026 - Regular School Board Meeting

Title

C12 - BUDGET AMENDMENT REPORT FOR April 30, 2026

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 April 2026 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

- April 2026 Budget Impact.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 2025-2026
For month ending April 30, 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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April 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.

FUND	CHANGE TO FUND BALANCE
GENERAL FUND (100)	Decrease of $339,496.04
GENERAL FUND VOTED MILLAGE (105)	No Change
DEBT SERVICE (2XX)	No Change
CAPITAL PROJECTS FUND(3XX)	No Change
SPECIAL REVENUE FOOD SERVICE (410)	Increase of $1,600,000.00
SPECIAL REVENUE OTHER (420, 44X)	No Change

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GENERAL FUND 100:

To reflect monthly adjustments to the General Fund and related impact on fund balance due to:

Increases to Estimated Revenue

1	**Increase in Gifts, Grants & Bequests** Due to Donations for Prof Development, Project Reach and other donations	**$3,348.86**
2	**Increase in Student Fees** Due to Pearson Project	**$7,317.25**
3	**Increase in Other Fees** Due to Montessori Updates	**$59,281.88**
4	**Increase in Other Fees** Due to Internally funded bus trips, purchases and payroll	**$95,261.90**
	Total Adjustments to Estimated Revenue:	**$165,209.89**

Increases and/or Decreases to Appropriations

1	**Increase in Instructional** Due to testing/compensation for accelerated options; and based on changing school needs	**$561,676.48**
2	**Increase in Pupil Personnel Services** Based on changing school/district needs	**$9,401.16**
3	**Decrease In Health Services** Based on changing school/district needs	**($1,000.00)**
4	**Decrease in Instructional Media** Based on changing school/district needs	**($3,549.59)**
5	**Decrease in Inst & Curr Dev Services** Based on changing school/district needs	**($182,832.04)**
6	**Decrease in Inst Staff Training Services** Based on changing school/district needs	**($15,665.56)**
7	**Increase in Instruction Related Technology** Based on changing district needs	**228,763.40**
8	**Decrease in School Administration** Based on changing school needs	**($1,682.75)**
9	**Increase in Facilities Acquisition & Const** Due to school projects and district needs	**$66,743.57**
10	**Decrease in Fiscal Services** Due to internal account needs	**($3,476.00)**
11	**Increase in Pupil Transportation Services** Due to school transportation needs	**$17,971.03**
12	**Decrease in Operation of Plant** Based on changing school/district needs	**($188,947.76)**
13	**Increase in Administrative Technology Svcs** Due to changing district needs	**$4,712.60**
14	**Increase in Community Services** Due to internally funded compensation, and donations	**$12,591.39**
	Total Adjustments to Appropriations:	**$504,705.93**

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 **$339,496.04**.

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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 to Estimated Revenue

1	**No changes**	**$0**
	Total Adjustments to Estimated Revenue:	**$0**

Increases and/or Decreases to Appropriations

1	**No changes**	**$0**
	Total Adjustments to Appropriations:	**$0**

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 an **no changes** to fund balance.

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DEBT SERVICE FUNDS (2XX):

To reflect monthly adjustments to debt service budgets and related impact on fund balance due to:

Increases to Estimated Revenue

1	**No Adjustments**	**$0**
	Total Adjustments to Estimated Revenue:	**$0**

Increases and/or Decreases to Appropriations

1	**No Adjustments**	**$0**
	Total Adjustments to Appropriations:	**$0**

Adjustments to appropriations are based on changing revenue, needs and new information.

The impact on the Debt Service Fund Balance for the items described above is an **no changes** to fund balance.

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CAPITAL PROJECTS FUNDS (3XX):

To reflect adjustments to major capital construction projects budgets and related impact on fund balance due to:

Increases to Estimated Revenue

1	**No Adjustments**	**$0**
	Total Adjustments to Estimated Revenue:	**$0**

Increases and/or Decreases to Appropriations

1	**No Adjustments**	**$0**
	Total Adjustments to Appropriations:	**$0**

Adjustments to appropriations are based on changing revenue, needs and new information.

The impact on the Capital Project Fund Balance for the items described above is an **no changes** to the fund balance.

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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 to Estimated Revenue

1	**No Changes**	**$0**
	Total Adjustments to Estimated Revenue:	**$0**

Increases and/or Decreases to Appropriations

1	**Decrease in Food Services** Due to adjustment to USDA commodities	**($1,600,000.00)**
	Total Adjustments to Appropriations:	**($1,600,000.00)**

Adjustments to appropriations are based on changing revenue, needs and new information.

The impact on the Food Service Fund Balance for the items described above is a **increase** to fund balance of **$1,600,000.00**.

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SPECIAL REVENUE OTHER (42X):

To reflect monthly adjustments to school and district budgets and related impact on fund balance due to:

Increases to Estimated Revenue

1	Eisenhower Math and Science	$2,621.00
2	Title I – Elem & Secondary Edu	$507,351.00
	Total Adjustments to Estimated Revenue:	$509,972.00

Increases and/or Decreases to Appropriations

1	Instruction	$547,167.00
2	Student Personnel Services	($6,965.00)
3	Social Work	($35.00)
4	Parent Involvement	$8,243.00
5	Inst & Curric Dev Services	($3,535.00)
6	Inst Staff Training Services	($40,555.00)
7	General Administration	$4,548.00
8	Central Services	$1,104.00
	Total Adjustments to Appropriations	$509,972.00

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Adjustments to appropriations are based on changing revenue, FDOE approved amendments, needs and new information.

The impact on the Special Revenue Fund Balance for the items described above is **No Changes** to fund balance.

SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2025-2026
GENERAL FUND REVENUE
FUND 100
Month Ending April 30, 2026

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
3120	Federal Impact Funds	$550,000.00	$550,000.00	$0.00	$550,000.00
3190	Other Federal Direct	$500,000.00	$500,000.00	$0.00	$500,000.00
3202	Medicaid	$2,000,000.00	$2,000,000.00	$0.00	$2,000,000.00
3280	Federal Through Local Revenue	$0.00	$219,333.60	$0.00	$219,333.60
3290	Other Federal Thru State	$0.00	$4,933.13	$0.00	$4,933.13
3310	Florida Educ Finance Program	$227,520,714.00	$223,909,274.00	$0.00	$223,909,274.00
3315	Workforce Development	$1,154,458.00	$1,154,458.00	$0.00	$1,154,458.00
3316	Workforce Dev CAP Grant	$3,956,156.25	$4,983,041.25	$0.00	$4,983,041.25
3317	Workforce Performance Incentiv	$10,000.00	$10,000.00	$0.00	$10,000.00
3320	State Auto License CO and DS	$24,000.00	$24,000.00	$0.00	$24,000.00
3340	Other State Revenues	$35,000.00	$35,000.00	$0.00	$35,000.00
3350	Other Categorical	$36,766,787.00	$36,766,787.00	$0.00	$36,766,787.00
3360	School Recognition	$0.00	$1,834,847.00	$0.00	$1,834,847.00
3370	VPK	$560,000.00	$560,000.00	$0.00	$560,000.00
3390	Miscellaneous State Revenues	$1,814,592.00	$2,001,605.42	$0.00	$2,001,605.42
3410	Taxes	$79,363,106.00	$79,363,106.00	$0.00	$79,363,106.00
3421	Tax Redemptions	$1,000,000.00	$1,000,000.00	$0.00	$1,000,000.00
3425	Rent	$500,000.00	$500,000.00	$0.00	$500,000.00
3430	Interest Incl Profit On Inves	$2,000,000.00	$2,000,000.00	$0.00	$2,000,000.00
3440	Gifts Grants & Bequests	$100,000.00	$215,821.46	$3,348.86	$219,170.32
3460	Student Fees	$49,685.75	$79,364.13	$7,317.25	$86,681.38
3470	Other Fees	$530,000.00	$530,000.00	$59,281.88	$589,281.88
3480	Operating Revenue	$0.00	$0.00	$0.00	$0.00
3490	Misc Local Resources	$4,596,418.61	$5,189,392.32	$95,261.90	$5,284,654.22
3630	Transfer From Capital Projects	$10,769,980.00	$12,138,753.00	$0.00	$12,138,753.00
3650	Interfund Transfer	$2,000,000.00	$2,000,000.00	$0.00	$2,000,000.00
3732	Addtnl Mill Contribution	$0.00	$0.00	$0.00	$0.00
3733	Sale of Capital Asset	$50,000.00	$50,000.00	$0.00	$50,000.00
3740	Insurance Loss Recoveries	$5,000.00	$5,000.00	$0.00	$5,000.00
Revenue - Totals		**$375,855,897.61**	**$377,624,716.31**	**$165,209.89**	**$377,789,926.20**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR - 2025-2026
GENERAL FUND EXPENSES
FUND 100
Month Ending April 30, 2026

5000 Instruction

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
100	Salaries	$148,148,139.38	$149,685,236.87	$18,997.55	$149,704,234.42
200	Employee Benefits	$47,531,396.77	$47,677,801.24	$1,301.46	$47,679,102.70
300	Purchased Services	$30,758,446.32	$31,742,100.11	$528,041.76	$32,270,141.87
400	Energy Services	$20,136.35	$21,524.57	($4,816.25)	$16,708.32
500	Material and Supplies	$12,480,373.74	$12,978,743.22	($87,071.66)	$12,891,671.56
600	Capital Outlay	$2,542,695.98	$3,511,621.78	$94,001.87	$3,605,623.65
700	Other	$1,303,193.61	$2,722,585.58	$11,221.75	$2,733,807.33
Total Expenses Function 5000		**$242,784,382.15**	**$248,339,613.37**	**$561,676.48**	**$248,901,289.85**

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
6100	**Pupil Personnel Services**				
100	Salaries	$13,763,371.82	$15,122,270.59	$0.00	$15,122,270.59
200	Employee Benefits	$5,173,608.87	$5,523,007.09	$0.00	$5,523,007.09
300	Purchased Services	$605,992.02	$830,351.79	($5,698.54)	$824,653.25
400	Energy Services	$4,400.00	$4,400.00	$0.00	$4,400.00
500	Material and Supplies	$4,220,132.65	$2,502,171.69	($946.79)	$2,501,224.90
600	Capital Outlay	$9,866.37	$27,931.29	$6,176.81	$34,108.10
700	Other	$1,720.00	$29,411.23	$9,869.68	$39,280.91
6110	**Social Work**				
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
6120	**Guidance Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
6130	**Health Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$381,320.00	$376,253.20	($1,000.00)	$375,253.20
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
6140	**Psychological Services**				
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
6150	**Parent Involvement**				
100	Salaries	$61,535.14	$61,535.14	$0.00	$61,535.14
200	Employee Benefits	$22,998.39	$22,998.39	$0.00	$22,998.39
300	Purchased Services	$18,424.89	$24,539.89	$0.00	$24,539.89
500	Material and Supplies	$4,240.00	$4,125.00	$0.00	$4,125.00
600	Capital Outlay	$0.00	$242.89	$0.00	$242.89
700	Other	$0.00	$0.00	$0.00	$0.00
6190	**Guidance Administration**				
100	Salaries	$63,804.00	$63,804.00	$0.00	$63,804.00
200	Employee Benefits	$29,433.19	$29,433.19	$0.00	$29,433.19
6200	**Instructional Media**				
100	Salaries	$2,772,783.55	$2,796,117.03	$0.00	$2,796,117.03
200	Employee Benefits	$1,078,294.67	$1,080,402.39	$0.00	$1,080,402.39

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	300	Purchased Services	$206,444.20	$157,562.46	($750.95)	$156,811.51
	500	Material and Supplies	$71,923.84	$51,688.84	$186.10	$51,874.94
	600	Capital Outlay	$96,221.86	$201,842.44	($2,984.74)	$198,857.70
	700	Other	$1,194.00	$711.00	$0.00	$711.00
6300	**Inst & Curric Dev Services**					
	100	Salaries	$4,050,060.40	$4,205,536.49	($154,802.69)	$4,050,733.80
	200	Employee Benefits	$1,590,061.82	$1,608,645.14	($31,474.67)	$1,577,170.47
	300	Purchased Services	$73,248.01	$44,208.28	$488.00	$44,696.28
	400	Energy Services	$560.00	$560.00	$500.00	$1,060.00
	500	Material and Supplies	$38,356.21	$40,856.09	$2,307.32	$43,163.41
	600	Capital Outlay	$24,552.51	$27,879.46	$150.00	$28,029.46
	700	Other	$1,157.60	$1,157.60	$0.00	$1,157.60
6400	**Inst Staff Training Services**					
	100	Salaries	$2,169,704.13	$2,213,136.63	$0.00	$2,213,136.63
	200	Employee Benefits	$781,009.96	$786,813.13	$0.00	$786,813.13
	300	Purchased Services	$452,876.60	$624,207.48	$7,899.94	$632,107.42
	500	Material and Supplies	$59,587.42	$81,823.41	$1,584.50	$83,407.91
	600	Capital Outlay	$1,894.79	$1,494.79	$0.00	$1,494.79
	700	Other	$257,827.00	$280,068.00	($25,150.00)	$254,918.00
6500	**Instruction Related Technology**					
	100	Salaries	$2,241,299.34	$2,241,390.60	$0.00	$2,241,390.60
	200	Employee Benefits	$858,121.67	$858,155.29	$0.00	$858,155.29
	300	Purchased Services	$3,452,236.94	$3,457,596.94	$250,800.00	$3,708,396.94
	500	Material and Supplies	$64,053.55	$131,553.55	($2,500.00)	$129,053.55
	600	Capital Outlay	$184,000.00	$181,927.33	($19,536.60)	$162,390.73
	700	Other	$0.00	$870.00	$0.00	$870.00
7100	**Board**					
	100	Salaries	$282,456.50	$282,456.50	$0.00	$282,456.50
	200	Employee Benefits	$224,064.78	$224,064.78	$0.00	$224,064.78
	300	Purchased Services	$2,053,892.37	$2,055,139.97	$0.00	$2,055,139.97
	500	Material and Supplies	$4,037.15	$4,037.15	$0.00	$4,037.15
	600	Capital Outlay	$1,000.00	$600.00	$0.00	$600.00
	700	Other	$27,130.00	$26,282.40	$0.00	$26,282.40
7200	**General Administration**					
	100	Salaries	$344,561.05	$344,561.05	$0.00	$344,561.05
	200	Employee Benefits	$215,818.58	$215,818.58	$0.00	$215,818.58
	300	Purchased Services	$28,120.61	$28,120.61	$300.00	$28,420.61
	400	Energy Services	$1,200.00	$1,200.00	$0.00	$1,200.00
	500	Material and Supplies	$8,904.00	$9,904.00	($300.00)	$9,604.00
	600	Capital Outlay	$3,680.00	$3,494.62	$0.00	$3,494.62
	700	Other	$26,500.00	$26,500.00	$0.00	$26,500.00
7300	**School Administration**					
	100	Salaries	$13,159,834.90	$13,233,670.40	($986.51)	$13,232,683.89
	200	Employee Benefits	$5,090,429.56	$5,097,005.66	($68.86)	$5,096,936.80
	300	Purchased Services	$69,587.39	$81,795.04	($351.72)	$81,443.32
	400	Energy Services	$0.00	$0.00	$0.00	$0.00
	500	Material and Supplies	$95,022.30	$128,062.21	($944.06)	$127,118.15
	600	Capital Outlay	$37,184.09	$74,988.14	$1,709.90	$76,698.04
	700	Other	$17,940.40	$23,237.85	($1,041.50)	$22,196.35
7400	**Facilities Aquisition & Const**					
	100	Salaries	$1,199,224.24	$1,199,224.24	$0.00	$1,199,224.24
	200	Employee Benefits	$450,728.79	$450,728.79	$0.00	$450,728.79
	300	Purchased Services	$1,352,977.68	$1,365,977.68	$0.00	$1,365,977.68
	400	Energy Services	$6,400.00	$6,400.00	$0.00	$6,400.00

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	500	Material and Supplies	$21,869.90	$21,869.90	$20,000.00	$41,869.90
	600	Capital Outlay	$2,700,489.42	$2,833,925.74	$46,743.57	$2,880,669.31
	700	Other	$1,860.00	$1,370,633.00	$0.00	$1,370,633.00
7500	**Fiscal Services**					
	100	Salaries	$1,342,679.39	$1,342,679.39	$0.00	$1,342,679.39
	200	Employee Benefits	$518,567.53	$518,567.53	$0.00	$518,567.53
	300	Purchased Services	$401,521.35	$389,790.36	($3,476.00)	$386,314.36
	500	Material and Supplies	$17,272.65	$18,346.65	$0.00	$18,346.65
	600	Capital Outlay	$4,500.00	$5,723.52	($371.33)	$5,352.19
	700	Other	$200.00	$547.22	$371.33	$918.55
7600	**Food Services**					
	100	Salaries	$77,688.00	$156,636.93	$0.00	$156,636.93
	200	Employee Benefits	$29,631.00	$36,805.76	$0.00	$36,805.76
	500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
7700	**Central Services**					
	100	Salaries	$2,255,848.52	$2,273,221.02	$0.00	$2,273,221.02
	200	Employee Benefits	$876,707.80	$883,789.38	$0.00	$883,789.38
	300	Purchased Services	$704,204.56	$751,775.19	($3,501.00)	$748,274.19
	400	Energy Services	$5,298.17	$5,798.17	$0.00	$5,798.17
	500	Material and Supplies	$106,835.28	$110,011.72	$896.00	$110,907.72
	600	Capital Outlay	$398,714.13	$393,334.92	$2,450.00	$395,784.92
	700	Other	$44,960.00	$57,085.88	$155.00	$57,240.88
7800	**Pupil Transportation Services**					
	100	Salaries	$8,776,372.48	$9,351,855.78	$0.00	$9,351,855.78
	200	Employee Benefits	$3,146,739.63	$3,146,783.65	$0.00	$3,146,783.65
	300	Purchased Services	$722,729.57	$863,788.20	($928.97)	$862,859.23
	400	Energy Services	$1,859,938.40	$1,860,688.40	($17,500.00)	$1,843,188.40
	500	Material and Supplies	$1,211,054.72	$1,261,579.72	$10,200.00	$1,271,779.72
	600	Capital Outlay	$698,382.85	$633,982.85	$26,200.00	$660,182.85
	700	Other	$10,000.00	$60,000.00	$0.00	$60,000.00
7900	**Operation Of Plant**					
	100	Salaries	$7,272,836.90	$7,340,809.65	$789.45	$7,341,599.10
	200	Employee Benefits	$2,776,801.33	$2,782,519.68	$0.00	$2,782,519.68
	300	Purchased Services	$7,028,288.64	$7,359,715.57	($228,135.34)	$7,131,580.23
	400	Energy Services	$6,150,164.53	$6,150,243.15	($566.55)	$6,149,676.60
	500	Material and Supplies	$748,299.51	$834,532.10	$35,779.59	$870,311.69
	600	Capital Outlay	$291,741.97	$331,284.98	$3,185.09	$334,470.07
	700	Other	$0.00	$20.77	$0.00	$20.77
8100	**Maintenance Of Plant**					
	100	Salaries	$3,863,054.51	$3,863,054.51	$0.00	$3,863,054.51
	200	Employee Benefits	$1,409,588.58	$1,409,588.58	$0.00	$1,409,588.58
	300	Purchased Services	$2,744,865.06	$2,873,050.30	($52,511.15)	$2,820,539.15
	400	Energy Services	$165,955.61	$165,955.61	$0.00	$165,955.61
	500	Material and Supplies	$1,461,068.08	$1,413,768.08	$51,150.00	$1,464,918.08
	600	Capital Outlay	$190,787.99	$107,702.75	$1,361.15	$109,063.90
	700	Other	$16,100.00	$16,100.00	$0.00	$16,100.00
8200	**Administrative Technology Svcs**					
	100	Salaries	$1,168,123.30	$1,169,207.96	$0.00	$1,169,207.96
	200	Employee Benefits	$438,072.43	$438,171.23	$0.00	$438,171.23
	300	Purchased Services	$4,880.00	$10,210.00	$3,476.00	$13,686.00
	400	Energy Services	$12,000.00	$12,000.00	$0.00	$12,000.00
	500	Material and Supplies	$10,240.00	$12,597.29	$0.00	$12,597.29
	600	Capital Outlay	$2,400.00	$0.00	$1,236.60	$1,236.60
	700	Other	$160.00	$960.00	$0.00	$960.00

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9100	**Community Services**					
	100	Salaries	$157,636.68	$214,144.18	$10,391.39	$224,535.57
	200	Employee Benefits	$60,820.79	$61,092.73	$0.00	$61,092.73
	300	Purchased Services	$0.00	$4,977.66	$0.00	$4,977.66
	500	Material and Supplies	$96,677.57	$114,803.13	$2,200.00	$117,003.13
	600	Capital Outlay	$20.00	$6,691.00	$0.00	$6,691.00
	700	Other	$1,006.47	$1,006.47	$0.00	$1,006.47
9200	**Debt Service**					
	700	Other	$0.00	$0.00	$0.00	$0.00
9900	**Internal Service Proprietary**					
	100	Salaries	$0.00	$0.00	$0.00	$0.00
	200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
	300	Purchased Services	$0.00	$0.00	$0.00	$0.00
	400	Energy Services	$0.00	$0.00	$0.00	$0.00
	500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
	600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
	700	Other	$0.00	$0.00	$0.00	$0.00
Total Expenses Function 6000 to 9900			**$131,594,667.10**	**$135,625,377.68**	**($56,970.55)**	**$135,568,407.13**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2025-2026
ONE MILL
FUND 105
Month Ending April 30, 2026

Function		Description	Adopted	Beginning Budget	Budget Adj	Working Budget
3400	**Revenue from Local Sources**					
	000	Revenue	$21,040,061.00	$21,040,061.00	$0.00	$21,040,061.00
		Revenue		$0.00		
		Revenue		$0.00		
Total Revenue			**$21,040,061.00**	**$21,040,061.00**	**$0.00**	**$21,040,061.00**
5100	**Basic FEFP K-12**					
	100	Salaries	$0.00	$0.00	$0.00	$0.00
	200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
7400	**Facilities Aquisition & Const**					
	300	Purchased Services	$0.00	$0.00	$0.00	$0.00
	500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
	600	Capital Outlay	$6,179,509.90	$6,179,509.90	$0.00	$6,179,509.90
	700	Other	$1,117,726.00	$1,117,726.00	$0.00	$1,117,726.00
7700	**Central Services**					
	100	Salaries	$0.00	$0.00	$0.00	$0.00
	200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
	300	Purchased Services	$12,000.00	$12,000.00	$0.00	$12,000.00
7800	**Pupil Transportation Services**					
	600	Capital Outlay	$109,736.60	$109,736.60	$0.00	$109,736.60
7900	**Operation Of Plant**					
	100	Salaries	$1,424,912.75	$1,424,912.75	$0.00	$1,424,912.75
	200	Employee Benefits	$512,831.13	$512,831.13	$0.00	$512,831.13
	300	Purchased Services	$8,223,633.45	$8,223,633.45	$0.00	$8,223,633.45
	400	Energy Services	$10,000.00	$10,000.00	$0.00	$10,000.00
	500	Material and Supplies	$68,740.00	$62,247.65	$0.00	$62,247.65
	600	Capital Outlay	$182,660.28	$182,660.28	$0.00	$182,660.28
	700	Other	$18,600.00	$25,092.35	$0.00	$25,092.35
8100	**Maintenance Of Plant**					
	100	Salaries	$156,195.00	$156,195.00	$0.00	$156,195.00
	200	Employee Benefits	$64,738.86	$64,738.86	$0.00	$64,738.86
9700	**Transfer Of Funds**					
	900	Transfers	$2,000,000.00	$2,000,000.00	$0.00	$2,000,000.00
Total Expenses			**$20,081,283.97**	**$20,081,283.97**	**$0.00**	**$20,081,283.97**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2025-2026
CAPITAL PROJECTS
FUND 3XX
Month Ending April 30, 2026

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
360	3320	State Auto License CO and DS	000	Revenue	$1,646,500.00	$1,646,500.00	$0.00	$1,646,500.00
	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
370	3410	Taxes	000	Revenue	$31,560,212.00	$31,560,212.00	$0.00	$31,560,212.00
	3421	Tax Redemptions	000	Revenue	$0.00	$0.00	$0.00	$0.00
	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
380	3430	Interest Incl Profit On Inves	000	Revenue	$675,000.00	$675,000.00	$0.00	$675,000.00
	3490	Misc Local Resources	000	Revenue	$9,500,000.00	$9,500,000.00	$0.00	$9,500,000.00
392	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
393	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
394	3390	Miscellaneous State Revenues	000	Revenue	$0.00	$0.00	$0.00	$0.00
	3397	Charter School Capital Outlay	000	Revenue	$0.00	$1,368,773.00	$0.00	$1,368,773.00
	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$13,000.00	$0.00	$13,000.00
395	3390	Miscellaneous State Revenues	000	Revenue	$0.00	$0.00	$0.00	$0.00
	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
398	3390	Miscellaneous State Revenues	000	Revenue	$0.00	$0.00	$0.00	$0.00
399	3390	Miscellaneous State Revenues	000	Revenue	$0.00	$557,325.72	$0.00	$557,325.72
Total Revenue					**$43,381,712.00**	**$45,320,810.72**	**$0.00**	**$45,320,810.72**
340	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	$0.00	$0.00	$0.00	$0.00
			680	Remodeling and Renovations	$0.00	$0.00	$0.00	$0.00
360	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	$4,026,480.97	$4,026,480.97	$0.00	$4,026,480.97
			640	Furniture Fixtures & Equipment	$0.00	$0.00	$0.00	$0.00
			680	Remodeling and Renovations	$0.00	$0.00	$0.00	$0.00
	9200	Debt Service	730	Dues and Fees	$0.00	$0.00	$0.00	$0.00
370	7400	Facilities Aquisition & Const	620	Audiovisual Materials	$0.00	$33,819.85	$0.00	$33,819.85
			630	Buildings and Fixed Equip	$127,415.28	$127,415.28	$0.00	$127,415.28
			690	Computer Software	$312,520.00	$312,520.00	$0.00	$312,520.00
			640	Furniture Fixtures & Equipment	$890,773.20	$856,953.35	$0.00	$856,953.35
			670	Improvements other than Bldg	$1,558,099.35	$718,587.42	$0.00	$718,587.42
			720	Interest	$0.00	$0.00	$0.00	$0.00
			660	Land	$1,000.00	$201,000.00	$0.00	$201,000.00
			790	Miscellaneous	$1,005,953.36	$1,005,953.36	$0.00	$1,005,953.36
			650	Motor Vehicles	$6,976,612.93	$3,721,159.42	$0.00	$3,721,159.42
			390	Other Purchased Services	$0.00	$0.00	$0.00	$0.00
			710	Redemption of Principal	$0.00	$0.00	$0.00	$0.00
			680	Remodeling and Renovations	$22,197,298.57	$17,848,220.02	$0.00	$17,848,220.02
	7800	Pupil Transportation Services	650	Motor Vehicles	$0.00	$3,445,351.00	$0.00	$3,445,351.00
			680	Remodeling and Renovations	$0.00	$0.00	$0.00	$0.00
	7900	Operation Of Plant	680	Remodeling and Renovations	$0.00	$0.00	$0.00	$0.00
	9200	Debt Service	720	Interest	$766.74	$766.74	$0.00	$766.74
			710	Redemption of Principal	$0.00	$0.00	$0.00	$0.00
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	$1,615,559.42	$1,615,559.42	$0.00	$1,615,559.42
			910	Transfers to General Fund	$10,769,980.23	$10,769,980.23	$0.00	$10,769,980.23
380	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	$23,655,229.00	$23,251,472.13	($10,800.00)	$23,240,672.13
			690	Computer Software	$0.00	$0.00	$0.00	$0.00
			640	Furniture Fixtures & Equipment	$1,033,549.18	$1,437,306.05	$10,800.00	$1,448,106.05
			670	Improvements other than Bldg	$0.00	$0.00	$0.00	$0.00
			610	Library Books	$0.00	$0.00	$0.00	$0.00
			680	Remodeling and Renovations	$120,000.00	$120,000.00	$0.00	$120,000.00
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	$4,607,000.00	$4,607,000.00	$0.00	$4,607,000.00
392	7300	School Administration	640	Furniture Fixtures & Equipment	$0.00	$0.00	$0.00	$0.00
	7400	Facilities Aquisition & Const	620	Audiovisual Materials	$0.00	$0.00	$0.00	$0.00
			630	Buildings and Fixed Equip	$0.00	$0.00	$0.00	$0.00
			690	Computer Software	$0.00	$1,605.84	$0.00	$1,605.84
			640	Furniture Fixtures & Equipment	$0.00	$0.00	$0.00	$0.00
			650	Motor Vehicles	$0.00	$0.00	$0.00	$0.00
			390	Other Purchased Services	$0.00	$0.00	$0.00	$0.00
			680	Remodeling and Renovations	$0.00	$0.00	$0.00	$0.00
			360	Rentals	$0.00	$0.00	$0.00	$0.00
	7800	Pupil Transportation Services	690	Computer Software	$0.00	$0.00	$0.00	$0.00
	9200	Debt Service	720	Interest	$0.00	$0.00	$0.00	$0.00
			710	Redemption of Principal	$0.00	$0.00	$0.00	$0.00
393	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	$5,436,686.32	$5,436,686.32	$0.00	$5,436,686.32
			680	Remodeling and Renovations	$0.00	$0.00	$0.00	$0.00
394	9700	Transfer Of Funds	910	Transfers to General Fund	$0.00	$1,368,773.00	$0.00	$1,368,773.00
395	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	$255,398.00	$255,398.00	$0.00	$255,398.00

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398	7400	Facilities Aquisition & Const	620	Audiovisual Materials	$0.00	$0.00	$0.00	$0.00
			640	Furniture Fixtures & Equipment	$0.00	$3,219.73	$0.00	$3,219.73
			610	Library Books	$0.00	$0.00	$0.00	$0.00
399	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	$0.00	$10,503.00	$0.00	$10,503.00
			790	Miscellaneous	$0.00	$0.00	$0.00	$0.00
			680	Remodeling and Renovations	$515,885.00	$546,822.72	$0.00	$546,822.72
Total Expenses					**$85,106,207.55**	**$81,722,553.85**	**$0.00**	**$81,722,553.85**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2025-2026
CAPITAL PROJECTS
FUND 396
Month Ending April 30, 2026

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
396	3410	Taxes	000	Revenue	$20,000,000.00	$20,000,000.00	$0.00	$20,000,000.00
	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
	3490	Misc Local Resources	000	Revenue	$0.00	$0.00	$0.00	$0.00
Total Revenue					**$20,000,000.00**	**$20,000,000.00**	**$0.00**	**$20,000,000.00**
396	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	$2,019,810.69	$432,787.21	($172,786.52)	$260,000.69
			640	Furniture Fixtures & Equipment	$529,885.04	$1,111,404.69	($100,000.00)	$1,011,404.69
			670	Improvements other than Bldg	$8,569,751.35	$8,555,372.58	($190,228.58)	$8,365,144.00
			790	Miscellaneous	$1,140,000.00	$1,140,000.00	$0.00	$1,140,000.00
			680	Remodeling and Renovations	$22,229,481.82	$23,249,364.42	$463,015.10	$23,712,379.52
	9200	Debt Service	710	Redemption of Principal	$0.00	$0.00	$0.00	$0.00
Total Expenses					**$34,488,928.90**	**$34,488,928.90**	**$0.00**	**$34,488,928.90**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2025-2026
DEBT SERVICE
FUND 2XX
Month Ending April 30, 2026

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
222	3340	Other State Revenues	000	Revenue	$225,575.00	$225,575.00	$0.00	$225,575.00
	3430	Interest Incl Profit On Inves	000	Revenue	$1,000.00	$1,000.00	$0.00	$1,000.00
294	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
	3630	Transfer From Capital Projects	000	Revenue	$4,607,000.00	$4,607,000.00	$0.00	$4,607,000.00
299	3630	Transfer From Capital Projects	000	Revenue	$1,615,559.42	$1,615,559.42	$0.00	$1,615,559.42
Total Revenue					**$6,449,134.42**	**$6,449,134.42**	**$0.00**	**$6,449,134.42**
222	9200	Debt Service	710	Redemption of Principal	$155,000.00	$155,000.00	$0.00	$155,000.00
			720	Interest	$61,575.00	$61,575.00	$0.00	$61,575.00
290	9200	Debt Service	730	Dues and Fees	$0.00	$0.00	$0.00	$0.00
292	9200	Debt Service	730	Dues and Fees	$0.00	$0.00	$0.00	$0.00
293	9200	Debt Service	730	Dues and Fees	$0.00	$0.00	$0.00	$0.00
294	9200	Debt Service	710	Redemption of Principal	$2,325,000.00	$2,325,000.00	$0.00	$2,325,000.00
			720	Interest	$2,277,000.00	$2,277,000.00	$0.00	$2,277,000.00
			730	Dues and Fees	$5,000.00	$5,000.00	$0.00	$5,000.00
299	9200	Debt Service	710	Redemption of Principal	$1,588,330.71	$1,588,330.71	$0.00	$1,588,330.71
			720	Interest	$27,228.71	$27,228.71	$0.00	$27,228.71
Total Expenses					**$6,439,134.42**	**$6,439,134.42**	**$0.00**	**$6,439,134.42**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2025-2026
SPECIAL REVENUE FOOD SERVICE
FUND 410
Month Ending April 30, 2026

Func	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
		National School Lunch Act				
3260	000	Revenue	$15,538,065.50	$15,538,065.50	$0.00	$15,538,065.50
		Categorical State Sources				
3330	000	Revenue	$145,000.00	$145,000.00	$0.00	$145,000.00
		Interest Incl Profit On Inves				
3430	000	Revenue	$150,000.00	$150,000.00	$0.00	$150,000.00
		Gifts Grants & Bequests				
3440	000	Revenue	$0.00	$0.00	$0.00	$0.00
		Food Services				
3450	000	Revenue	$5,236,500.00	$5,236,500.00	$0.00	$5,236,500.00
		Misc Local Resources				
3490	000	Revenue	$5,000.00	$5,000.00	$0.00	$5,000.00
		Sale of Capital Asset				
3733	000	Revenue	$0.00	$0.00	$0.00	$0.00
Total Revenue			**$21,074,565.50**	**$21,074,565.50**	**$0.00**	**$21,074,565.50**
		Food Services				
7600	100	Salaries	$7,357,994.18	$7,357,994.18	$23,961.50	$7,381,955.68
	200	Employee Benefits	$2,790,557.79	$2,790,557.79	$5,987.32	$2,796,545.11
	300	Purchased Services	$308,751.99	$314,551.99	$7,500.00	$322,051.99
	400	Energy Services	$198,400.00	$198,400.00	$0.00	$198,400.00
	500	Material and Supplies	$11,572,080.59	$11,609,980.59	($1,637,448.82)	$9,972,531.77
	600	Capital Outlay	$467,145.00	$396,281.43	$0.00	$396,281.43
	700	Other	$530,196.00	$543,941.13	$0.00	$543,941.13
		Central Services				
7700	100	Salaries	$0.00	$12,300.00	$0.00	$12,300.00
	200	Employee Benefits	$0.00	$1,118.44	$0.00	$1,118.44
		Operation Of Plant				
7900	100	Salaries	$0.00	$0.00	$0.00	$0.00
	200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
Total Expenses			**$23,225,125.55**	**$23,225,125.55**	**($1,600,000.00)**	**$21,625,125.55**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2025-2026
SPECIAL REVENUE OTHER
FUND 42X
Month Ending April 30, 2026

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
3201	**Vocational Ed**				
3201	Revenue	$367,631.46	$367,631.46	$0.00	$367,631.46
3220	**Workforce Investment Act**				
3220	Revenue	$490,817.09	$490,817.09	$0.00	$490,817.09
3226	**Eisenhower Math And Science**				
3226	Revenue	$5,945.00	$1,059,289.00	$2,621.00	$1,061,910.00
3230	**I.D.E.A.**				
3230	Revenue	$9,739,772.86	$11,537,295.01	$0.00	$11,537,295.01
3240	**Title I - Elem & Secondary Edu**				
3240	Revenue	$5,919,585.58	$6,047,942.62	$507,351.00	$6,555,293.31
3241	**Title III**				
3241	Revenue	$7,585.88	$303,566.98	$0.00	$303,566.98
3242	**Title IV**				
3242	Revenue	$309,711.02	$467,912.08	$0.00	$467,912.08
3290	**Other Federal Thru State**				
3290	Revenue	$172,904.83	$172,904.83	$0.00	$172,904.83
3610	**Transfer From General Fund**				
3610	Revenue	$875,738.96	$475,000.00	$0.00	$475,000.00
Total Revenue		**$17,889,692.68**	**$20,922,359.07**	**$509,972.00**	**$21,432,331.07**
5000	**Instruction**				
100	Salaries	$7,252,795.09	$7,032,378.33	$704.00	$7,033,083.34
200	Employee Benefits	$2,705,482.41	$2,722,468.14	$35,960.00	$2,758,428.90
300	Purchased Services	$232,433.15	$1,030,493.98	$3,705.00	$1,034,198.85
400	Energy Services	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$683,806.15	$894,728.83	$327,625.00	$1,222,353.67
600	Capital Outlay	$428,008.78	$666,928.79	$187,464.00	$854,393.17
700	Other	$100,907.27	$122,534.93	($8,291.00)	$114,243.93
6100	**Student Personnel Services**				
100	Salaries	$1,132,040.62	$1,178,951.43	$0.00	$1,178,951.43
200	Employee Benefits	$397,952.70	$452,031.70	($11,400.00)	$440,631.70
300	Purchased Services	$1,462.50	$1,412.50	($532.00)	$880.66
500	Material and Supplies	$2,185.80	$2,790.00	$567.00	$3,356.84
600	Capital Outlay	$0.00	$200.00	$4,400.00	$4,600.00
700	Other	$650.00	$450.00	$0.00	$450.00
6110	**Social Work**				
200	Employee Benefits	$23,029.82	$22,190.90	$0.00	$22,190.90
300	Purchased Services	$212.50	$372.50	($35.00)	$337.50
6120	**Guidance Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
6130	**Health Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00

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200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
700	Other	$0.00	$0.00	$0.00	$0.00
6150	**Parent Involvement**				
100	Salaries	$80,999.41	$83,442.53	$250.00	$83,692.66
200	Employee Benefits	$28,619.25	$32,285.90	$244.00	$32,530.74
300	Purchased Services	$68,090.09	$105,430.22	($710.00)	$104,720.73
400	Energy Services	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$60,672.85	$83,393.11	$8,439.00	$91,832.02
600	Capital Outlay	$0.00	$1,499.00	$20.00	$1,518.99
700	Other	$0.00	$0.00	$0.00	$0.00
6200	**Instructional Media**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
6300	**Inst & Curric Dev Services**				
100	Salaries	$2,516,709.23	$2,310,575.23	($3,101.00)	$2,307,474.52
200	Employee Benefits	$971,708.64	$1,097,797.09	$16.00	$1,097,813.12
300	Purchased Services	$4,669.03	$34,623.43	($450.00)	$34,173.43
500	Material and Supplies	$11,571.10	$36,571.10	$0.00	$36,571.10
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
700	Other	$10,000.00	$10,000.00	$0.00	$10,000.00
6400	**Inst Staff Training Services**				
100	Salaries	$669,553.39	$1,215,872.16	$35,749.00	$1,251,621.05
200	Employee Benefits	$235,375.71	$421,558.08	$3,084.00	$424,641.40
300	Purchased Services	$181,782.69	$436,014.71	($71,749.00)	$364,265.96
500	Material and Supplies	$15,409.84	$102,991.84	($4,513.00)	$98,477.02
600	Capital Outlay	$7,585.88	$7,925.68	$874.00	$8,799.44
700	Other	$3,500.00	$10,282.00	($4,000.00)	$6,282.00
6500	**Instruction Related Technology**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
7200	**General Administration**				
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
700	Other	$27,610.43	$718,097.77	$4,548.00	$722,645.71
7300	**School Administration**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$567.00	$0.00	$567.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
7400	**Facilities Aquisition & Const**				
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
7600	**Food Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
7700	**Central Services**				
100	Salaries	$0.00	$37,680.00	$1,013.00	$38,692.50
200	Employee Benefits	$0.00	$9,698.83	$91.00	$9,790.01
300	Purchased Services	$1,374.00	$1,374.00	$0.00	$1,374.00

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7800	**Pupil Transportation Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$33,494.35	$36,747.35	$0.00	$36,747.35
400	Energy Services	$0.00	$0.00	$0.00	$0.00
7900	**Operation Of Plant**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
700	Other	$0.00	$0.00	$0.00	$0.00
8200	**Administrative Technology Svcs**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
9100	**Community Services**				
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
Total Expenses		**$17,889,692.68**	**$20,922,359.06**	**$509,972.00**	**$21,432,331.64**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2025-2026
SPECIAL REVENUE OTHER
FUND 44X
Month Ending April 30, 2026

No Data Available

5000	**Instruction**				
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
6100	**Student Personnel Services**				
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
700	Other	$0.00	$0.00	$0.00	$0.00
6150	**Parent Involvement**				
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
6400	**Inst Staff Training Services**				
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
7400	**Facilities Aquisition & Const**				
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
7900	**Operation Of Plant**				
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
9100	**Community Services**				
700	Other	$0.00	$0.00	$0.00	$0.00
Total Expenses		**$0.00**	**$0.00**	**$0.00**	**$0.00**

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June 4, 2026 - Regular School Board Meeting

Title

C13 - Approve the 2026-27 District's Property and Casualty insurance renewal submitted by Arthur J. Gallagher & Co. (broker)

Description

Annual renewal of the District's Property and Casualty insurance policies.

Gap Analysis

On an annual basis the District's broker, Arthur J. Gallagher & Co., comprehensively analyzes the District's current Property and Casualty insurance policies by obtaining quotes based on current insurance trends and needs for the next fiscal year. The goal is to obtain a comprehensive and cost-effective risk management program within the District's current budget constraints. As in the past, the policies include 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.

The cost of the 2026-27 renewal is $2,096,472 which is an estimated decrease of $50,538 or -2.35 percent from the 2025-26 Property and Casualty insurance policies totaling $2,147,010. As the competiitive quote process will continue through June 30 and the market conditions could provide better quotes, the District's cost savings could potentially be greater that the estimated $50,538.

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Previous Outcomes

It is a standard operating practice to negotiate and renew a comprehensive and cost-effective risk management insurnace program that is within the District's current budgetary constraints. The 2025-26 Property and Casualty insurance policies totaled $2,147,010.

Expected Outcomes

To approve the Superintendent's recommendation to renew the 2026-27 Property & Casualty insurance policies totaling $2,096,472, which represents an estimated decrease of $50,538 (or a greater cost savings as we approach June 30) or -2.35 percent in comparison to the prior year cost of $2,147,010 for the District's Property and Casualty insurance policies.

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 and Casualty 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 decrease of $50,538 compared to prior year premiums funded through the Self Insurance Program.

Review Comments

Attachments

- Clay County Schools Renewal Presentation 2026-27.pdf

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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 May 15, 2026

Gallagher

Insurance | Risk Management | Consulting

Gallagher CORE360

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State of the Market

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Property

1. The **Property Market** is currently favorable to clients, marked by abundant capacity across domestic, London, Bermuda, and global reinsurance capital markets.
2. Insurers have increased their risk appetite and capacity, resulting in lower prices.
3. Property treaty reinsurance renewals have been more favorable than expected, despite a significant wildfire loss earlier in the year.
4. The ample property catastrophe capacity and falling premium rates are driven by insurer profitability and the desire to retain existing clients and support growth.
5. Catastrophe-driven layered and shared programs, which previously faced significant rate increases, are now benefiting the most from current market conditions, with oversubscription driving competition and resulting in significant rate relief.

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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

1. **General Liability**: A more moderate market is emerging with minimal rate increases anticipated unless driven by loss individual experience. This line should remain fairly stable.
2. **Auto Liability**: We continue to see rate increases, particularly on excess limits, which insurers are looking to manage due to outsized verdicts in many jurisdictions.
3. **School Leaders Errors & Omissions and Employment Practices**: The marketplace continues to see nominal rate increases with some carriers implementing new restrictions on claims that continue to drive many of the losses in these coverages. Staffing levels concern underwriters. Escalating jury awards, social inflation, third party litigation funding as well as changes to tort protections are all impacting line adversely
4. **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. There continues to be pressure on retentions, especially for Police & Fire.
5. **Cyber:** Overall, cyber market is competitive. After years of rate and deductible increases driven by insurers creating a more sustainable environment, recent years have seen positive marketing results with improved terms and conditions.

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	2025-2026	2026-2027	Diff
Building/Walkways and Portables	$1,521,063,234	$1,601,904,919	5%
Miscellaneous	$3,058,405	$3,211,325	5%
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	$7,107,279	$7,401,743	4%
Total	**$1,607,736,947**	**$1,689,026,016**	5%

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Marketing Highlights

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Providing the School Board of Clay County a comprehensive and cost-effective risk management program is a top priority of ours. We have marketed your program to over 45 carriers to ensure that each quote represents the best terms, conditions and pricing the carrier has to offer. Below is a summary of those efforts:

- 46 companies/programs approached on your behalf.
- Leveraged relationships and market capacity to obtain best pricing and coverage available in current market conditions.
- 14 provided quotes/indications for various lines and layers of coverage. Several carriers are still reviewing your submission. We will advise if they are able to offer quotes.
- Considered various retention levels, limits, and sublimit to provide the District a comprehensive and cost effective risk management program.

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Risk Management Control Continuum

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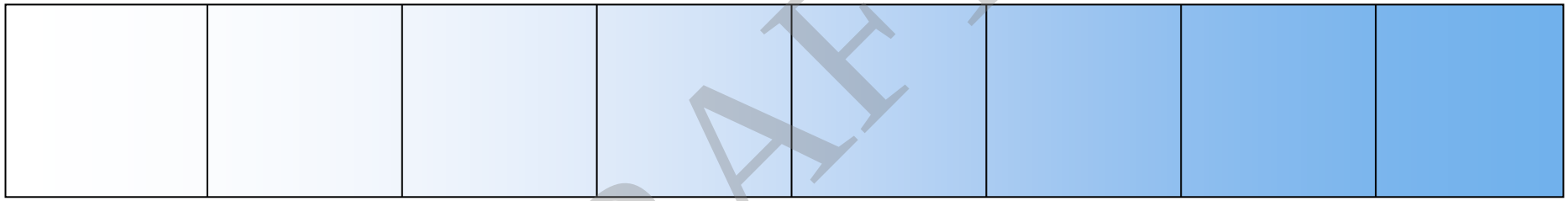
Less Control ***Greater Control***



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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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2026-27 Property and Casualty Program

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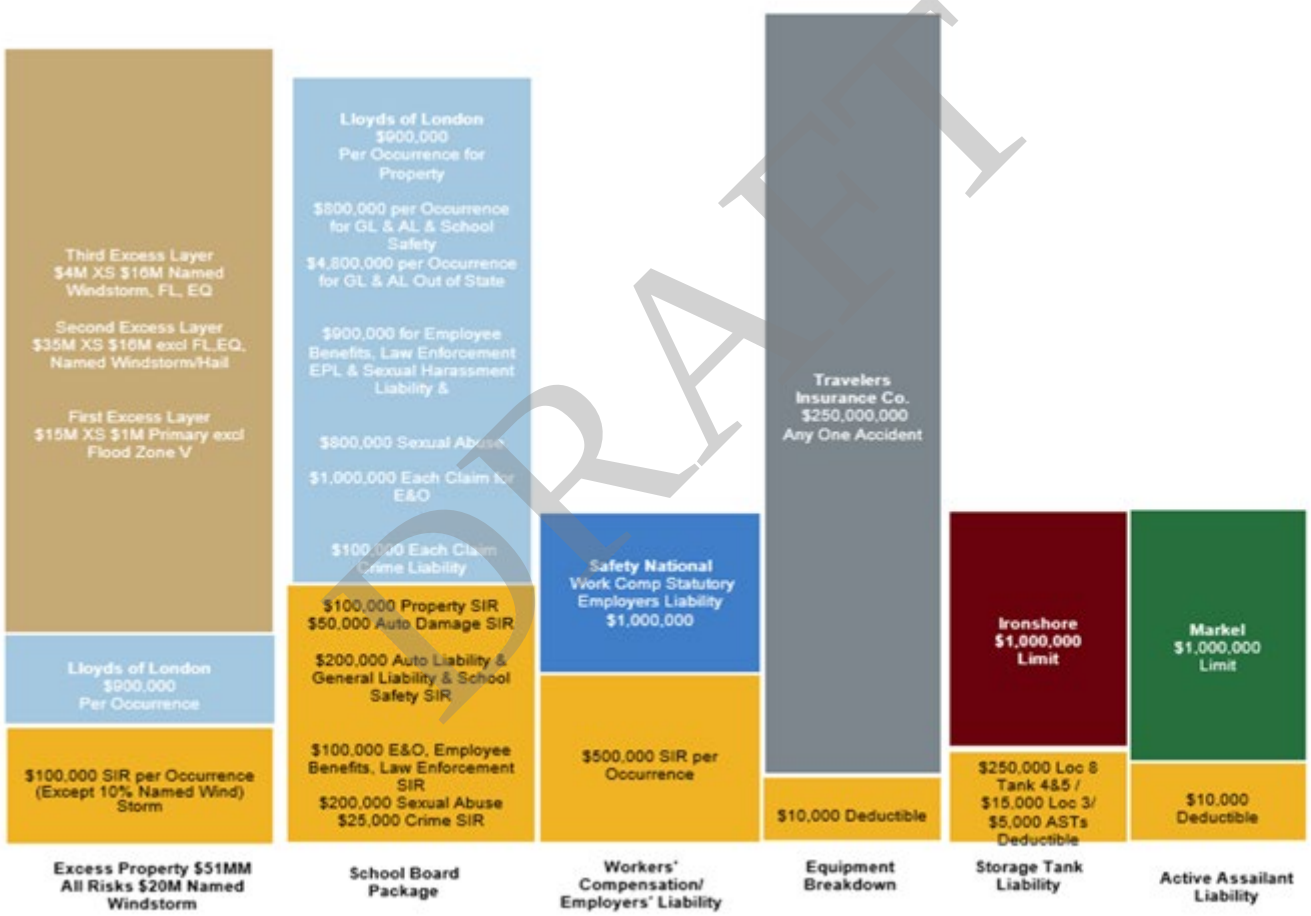

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Please note that coverages are not drawn to scale and actual policy verbiage should be consulted for coverage terms and conditions

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Premium Summary

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	#1	#2
Description	**Expiring 2025-2026**	**Renewal 2026-2027**
School Board Package	$569,000	$637,688
Excess Property	$1,274,245	$1,141,941
Active Assailant	$26,100	$26,265
Boiler and Machinery	$24,776	$25,937
Excess Workers Compensation	$148,115	$162,261
Storage Tank	$5,530	$5,560
Student Accident	$12,290	$13,394
Special Risk	$26,500	$22,500
Total Cost before fees	**$2,086,556**	**$2,035,546**
Florida Surcharges/ FEMA Fees	$288	$759
TRIA	$166	$167
AJG Risk Management Fee	$60,000	$60,000
Total Cost after fees	**$2,147,010**	**$2,096,472**
Total Cost over expiring ($)		**-$50,538**
Total Cost over expiring (%)		**-2.35%**

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Important Notes
Regarding Your Renewal

Gallagher
Insurance | Risk Management | Consulting

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1. The School Boards program has been marketed to ensure that pricing and coverage are consistent with market conditions:
   - 46 Markets approached,
   - 14 Quotes received,
   - Several markets still reviewing submission.
2. Renewal rates continue to improved and are competitive in the market.
3. Workers Compensation rate is Flat.
4. Excess Property rate has decreased 16%, while property values increased 5%, resulting in a 10% premium decrease.
5. Overall program has decreased by $50,000 or 2.35%.

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June 4, 2026 - Regular School Board Meeting

Title

C14 - Deletion of Certain Items Report - May, 2026

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 April, 2026.

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Approve Deletion of Certain Items Report - May, 2026 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

- Monthly Deletion Report May 2026.pdf
- DELETION ANALYSIS May 2025- 2026 - Sheet1.pdf

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 05/31/2026

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciatio Value
LCTN	**0071**	**CHARLES E BENNETT ELEMENTARY**					
Missing	21000268	VIEWBOARD: 86" VIEWSONIC IFP86	Furniture,Fixtures & Equipment	09/09/2021	05/01/2026	2,950.36	163.91
						2,950.36	**163.91**
LCTN	**0252**	**ORANGE PARK HIGH**					
Junk/Parts	00092511	MACHINE: PLOTTER/PRINTER - MIM	Furniture,Fixtures & Equipment	05/24/2007	05/01/2026	3,895.00	0.0(
Junk/Parts	00093827	OVEN: CONVECTION - GARUICO	Furniture,Fixtures & Equipment	05/22/2008	05/01/2026	5,700.00	0.0(
Junk/Parts	11000847	PLOTTER:CUTTER 54 "-GRAPHTEC	Furniture,Fixtures & Equipment	04/28/2011	05/01/2026	6,000.00	0.0(
Junk/Parts	16000116	IMAC: APPLE 21.5 " ME086LL/A"	Furniture,Fixtures & Equipment	10/08/2015	05/01/2026	1,368.00	0.0(
Junk/Parts	AV000340	MODEL MALE MUSCULATURE	AudioVisual	11/05/1992	05/01/2026	2,980.00	0.0(
						19,943.00	**0.0(**
LCTN	**0351**	**LAKESIDE JUNIOR HIGH**					
Junk/Parts	16000022	COPIER:DIGITAL RICOH MP6054SP	Furniture,Fixtures & Equipment	09/24/2015	05/01/2026	7,091.00	0.0(
						7,091.00	**0.0(**
LCTN	**0391**	**MIDDLEBURG HIGH**					
Junk/Parts	14000020	SCOPE: OTC LAB - OTC3840F	Furniture,Fixtures & Equipment	09/26/2013	05/01/2026	1,150.00	0.0(
						1,150.00	**0.0(**
LCTN	**0411**	**CLAY HILL ELEMENTARY**					
Junk/Parts	19000349	PRINTER: POST SCRIPT DESIGN JE	Furniture,Fixtures & Equipment	01/16/2019	05/01/2026	3,510.39	501.48
						3,510.39	**501.48**
LCTN	**0551**	**FLEMING ISLAND HIGH SCHOOL**					
Junk/Parts	13000573	PRINTER - W/CABINET - RICOH SP	Furniture,Fixtures & Equipment	04/25/2013	05/01/2026	3,415.00	0.0(
Trade-In	17000624	CART: GOLF 2003 CLUB CAR	Furniture,Fixtures & Equipment	06/22/2017	05/01/2026	2,000.00	0.0(
Junk/Parts	18000405	PRINTER: FUJI FRONTIER-S DX100	Furniture,Fixtures & Equipment	05/17/2018	05/01/2026	1,595.00	0.0(
Junk/Parts	18000406	PRINTER: FUJI FRONTIER-S DX100	Furniture,Fixtures & Equipment	05/17/2018	05/01/2026	1,595.00	0.0(
						8,605.00	**0.0(**
LCTN	**9010**	**TRANSPORTATION**					
Missing	24000155	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(
Missing	24000244	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(
Missing	24000243	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(
Missing	24000167	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 05/31/2026

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciatio Value
Missing	24000189	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(
Missing	24000524	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(
Missing	24000198	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(
Missing	24000531	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(
Missing	24000211	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(
Missing	24000557	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(
Missing	24000137	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(
Missing	24000575	RADIO: PORTABLE MOTOROLA APX15	Motor Vehicles	06/30/2022	05/01/2026	2,992.82	0.0(
						35,913.84	**0.0(**
LCTN	**9040**	**INFORMATION AND TECH SERVICES**					
Junk/Parts	25000358	VIEWBOARD:75" VIEWSONIC TOUCH	Furniture,Fixtures & Equipment	04/02/2025	05/01/2026	2,002.52	166.8{
						2,002.52	**166.8{**
LCTN	**9111**	**CURRICULUM AND INSTRUCTION**					
Missing	19100023	LAPTOP: DELL PRECISION 5530	Furniture,Fixtures & Equipment	04/18/2019	05/01/2026	1,795.84	0.0(
						1,795.84	**0.0(**

Total Furniture	Total Vehicles	Total Audio Visual	Total Software	Totals for Deletion Report	
44,068.11	**35,913.84**	**2,980.00**	**0.00**	**82,961.95**	**832.27**

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Note:

Disposal Method Descriptions:

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

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

Monthly Deletion Analysis / May 2025 2026			
Cost Center	Asset	Item, Reason for Deletion	Type of Deletion
CEB - 0071	21000268	VIEWBOARD / MISSING	D4
OPH - 0252	AV000340	MODEL-MALE/ OBSOLETe	D1
	00092511	PRINTER-PLOTTER / BROKEN	D1
	11000847	PRINTER-PLOTTER / BROKEN	D1
	16000116	IMAC / OBSOLETE	D1
	00093827	OVEN / BROKEN	D1
WEC - 0241	00075546	MOWER . BROKEN	D5
LSJ - 0351	16000022	COPIER / BROKEN	D1
MHS - 0391	14000020	SCOPE / BROKEN	D1
CHE - 0411	19000349	PRINTER / BROKEN	D1
FIH - 0551	17000624	GOLF CART / TRADED	D2
	18000405	PRINTER / BROKEN	D1
	18000406	PRINTER / BROKEN	D1
	13000573	PRINTER / BROKEN	D1
SPC - 0571	22000416	MOWER / BROKEN	D5
TRANSPORTATION - 9010	24000137	BUS RADIO / MISSING	D4
	24000198	BUS RADIO / MISSING	D4
	24000211	BUS RADIO / MISSING	D4
	24000243	BUS RADIO / MISSING	D4
	24000557	BUS RADIO / MISSING	D4
	24000575	BUS RADIO / MISSING	D4
	24000531	BUS RADIO / MISSING	D4
	24000167	BUS RADIO / MISSING	D4
	24000524	BUS RADIO / MISSING	D4
	24000189	BUS RADIO / MISSING	D4
	24000244	BUS RADIO / MISSING	D4
	24000155	BUS RADIO / MISSING	D4
IT - 9040	25000358	VIEWBOARD / WARRENTY	D1
cURRICULUM & iNSTRUCTION - 9111	19100023	LAPTOP / MISSING	D4

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D1 = PARTED OUT/JUNK

D2 = TRADED

D4 - MISSING INVENTORY

D5 = SURPLUS

June 4, 2026 - Regular School Board Meeting

Title

C15 - BID Award

Description

Award BID as required per FS 287, DOE 6A-1.012 and School Board Policy

a. Flooring Services – County Wide Bid #26-MA-335: Contract period is for a one (1) year period from June 5, 2026 through June 4, 2027 with the option to renew for three (3) additional one (1) year contract periods upon mutual agreement, in writing. Bid established to furnish, and deliver as required, all necessary labor, materials, equipment and transportation to provide the delivery and installation of flooring materials. The vendor(s) awarded is the lowest, most responsive and responsible qualified bidder meeting specifications.

b. Water and Wastewater Treatment Plant Contracted Operations – County Wide Bid #26-MA-336: Contract period is for a three (3) year period July 1, 2026 through June 30, 2029 with the option to renew for three (3) additional one (1) year contract periods upon mutual agreement, in writing. Bid established for the monitoring, reporting, record keeping and sampling services at designated water and wastewater treatment facilities owned by the School Board. The vendor awarded is 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 and/or services to ensure our students and staff receive the products and/or services to meet their needs.

Previous Outcomes

Prior Board approved Bid will expire but it 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. Flooring Services – County Wide Bid #26-MA-335

-Teal Tile & Carpet Inc – PO Box D / Starke, FL 32091

b. Water and Wastewater Treatment Plant Contracted Operations – County Wide Bid #26-MA-336:

-Two Fold Water Engineering Inc – PO Box 767, Melrose, FL 32666

Contact

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

Financial Impact

a. Flooring Services – County Wide Bid #26-MA-335: The total estimated expenditure for the one (1) year contract is $450,000.00 from General Revenue.

b. Water and Wastewater Treatment Plant Contracted Operations – County Wide Bid #26-MA-336: The total estimated expenditure for the three (3) year contract is $390,000. Estimated annual spend of $130,000 for 2026-27, $130,000 for 2027-28, and $130,000 for 2028-29 from General Revenue.

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Review Comments

Attachments

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June 4, 2026 - Regular School Board Meeting

Title

C16 - Transportation Bus Purchase Agreement with Sun State International Trucks, LLC

Description

This Agreement between the Clay County School Board and Sun State International Trucks, LLC. is to purchase 10 new school buses: two (2) 77 Capacity Type C conventional new school buses, eight (8) 77 Capacity ESE Type C new school buses equipped with AC and camera equipment per FDOE School Bus Bid # 2026-07

Gap Analysis

The Transportation department has a five-year plan for bus purchases in the capital 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 plan for the District to operate safely and efficiently.

Expected Outcomes

The purchase of School Buses will provide CCDS school bus transportation equipped with air conditioning, camera surveillance and a bumper-to-bumper 5-year warranty to replace aging buses and remain in compliance with State Statutes. The district retains the titles for the buses.

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 Purchase Agreement

Contact

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

Roxanne Chiaramonte, Director of Transportation, (904) 336-0002, roxanne.chiaramonte@myoneclay.net

Financial Impact

The funds are available and budgeted in the Capital Bus Replacement Plan for $1,863,150.00. (Breakdown of cost - 77 Capacity Type C new school buses - $180,895.00 x 2 = $361,790.00 and 77 Capacity Type C ESE Complete School Bus - $186,340.00 x 8 = $1,490,720.00)

Review Comments

Attachments

Sunshine State Bus Purchas International - Large 77 Conventional Quote.pdf

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: 1/30/2026

QUOTE

	Bus numbers FDOE School Bus Bid # 2026-07		77 Capacity Type C Conventional Bus W/Lift 276WB		
Item #	Description	Qty	Unit Price	Discount	Price
BASE	77 PASSENGER TYPE C BUS WITH LIFT	1	$ 143,941.00		$ 143,941.00
IC	Braun 100#	1	$ 202.00		$ 202.00
IC	Track Seat 3pt	3	$ 730.00		$ 2,190.00
C1A	FRONT TOW HOOKS	1	82.00		82.00
C1B	REAR TOW HOOKS	1	71.00		71.00
C4	100 GALLON TANK	1	651.00		651.00
C8	ADJUSTABLE PEDALS(INCLUDES TELESCOPING)(TILT)	1	825.00		825.00
	STRAIGHT FLOOR	1	143.00		143.00
B11	LAP/SHOULDER BELTS	1	5,364.00		5,364.00
B5B	PA W/RADIO	1	454.00		454.00
B16	BATTERY DISCONNECT SWITCH LABEL	1	23.00		23.00
B18	REAR HEATER-wall	1	566.00		566.00
B20	POWDER-COATED WINDOWS	1	331.00		331.00
IC	REAR MUD FLAPS	1	64.00		64.00
IC	FRONT MUD FLAPS	1	64.00		64.00
	HEATED MIRRORS	1	142.00		142.00
IC	6"FAN	1	73.00		73.00
IC	BTI SEATING 3-PT ICS	4	665.00		2,660.00
LUKE	Front & Rear In-wall evaps, skirt condensors, 2-TM 21 comp,	1	14,649.00		14,649.00
IC	LED HEADLIGHTS	1	684.00		684.00
					-
	y58-1HD, 1TB	1	2,474.00		2,474.00
	AHD 720	3	349.00		1,047.00
	IP 1080	1	361.00		361.00
	TW HD CAMERA	1	489.00		489.00
	TXM12 IP CAMERA	1	446.00		446.00
	SV-12 360 SYSTEM	1	3,196.00		3,196.00
	G4-UPGRADE-2TB SSD	1	316.00		316.00
	VIDEO DISPLAY MIRROR	1	1,931.00		1,931.00
	BR 1 MINI W/CELL ANTENNA	1	1,657.00		1,657.00
					-
IC	LED ABOVE ENTRANCE	1	249.00		249.00
IC	DELIVERY	1	995.00		995.00

Bendix Intellipark,Forward Hand Rail at Entrance Door'12V Power Supply
Naviflex Stepwell Coating,Heated Crossview mirrors,Integrated Dash A/C-Heat
Dimmable Dome Lights

Subtotal	$ 186,340.00
Tax Rate	
Sales Tax	-
Other	
Deposit Received	
TOTAL	$ 186,340.00

Make all checks payable to SUN STATE INTERNATIONAL TRUCKS LLC.

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

C17 - Transportation Bus Purchase Agreement with Matthews Bus Alliance, Inc.

Description

This Agreement between the Clay County School Board and Matthews Bus Alliance, Inc. is to purchase seven (7) new school buses: three (3) 77 Capacity ESE Type C new school buses, and four (4) ESE 47 Capacity Type C new school buses all equipped with air conditioning and camera equipment per FDOE School Bus Bid ITB# 2026-07.

Gap Analysis

The Transportation department has a five-year plan for bus purchases in the capital 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 plan for the District to operate safely and efficiently.

Expected Outcomes

The purchase of School Buses will provide CCDS school bus transportation equipped with air conditioning, camera surveillance and a bumper-to-bumper 5-year warranty to replace aging buses and remain in compliance with State Statutes. The district retains the titles for the buses.

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 Purchase Agreement.

Contact

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

Roxanne Chiaramonte, Director of Transportation, (904) 336-0002, roxanne.chiaramonte@myoneclay.net

Financial Impact

Pending Board approval, the funds will be budgeted in the 2026-2027 Work Plan for $1,218,133.00 (Breakdown of cost - 77 Capacity Type C Complete School Bus - $174,219.00 x 3 = $522,657.00 and 47 Capacity Type C ESE School Bus- $173,869.00 x 4 = $695,476.00).

Review Comments

Attachments

- Matthews - Large 77 Conventional Quote.pdf
- Matthews - Small 47 ESE Quote.pdf

DRAFT

Matthews Bus Alliance Inc

Clay District Schools

3/3/2026

Thomas 341TS Body
Freightliner B2 106 Chassis
PTS 6 speed transmission w/LBSS
Cummins ISB 13 250hp/600 lb-ft

PLATINUM SUPPORT

BID NO: ITB 2026-07	*77 Capacity Type C Complete School Bus*		
	NO LIFT		
Unit Base Price:	**$142,127**		
OPTIONAL CHASSIS EQUIPMENT PRICES	**COST**	**QUANTITY**	**EXTENDED COST**
[C1A] Front Tow Hooks	**STD**	1	**STD**
[C1B] Rear Tow Hooks	$155	1	$155
[C3] Auto Trans Warranty (7 yr unlimited)	**STD**	1	**STD**
[C4] 75-100 Gallon Fuel Tank* See Appendix I	$670	1	$670
[C8] Adjustable Pedals	$940	1	$940
[C10] Air Ride Rear Suspension	$895	1	$895
[C13] Auto Headlamp System	**STD**	1	**STD**
OPTIONAL BODY EQUIPMENT PRICES			
[B1] Pro Lo Hatch	**STD**	1	**STD**
[B3] Vandal Box w/Key	**STD**	1	**STD**
[B4] 76" High Headroom (minimum)	**78" STD**	1	**STD**
[B5B] PA with Radio	$714	1	$714
[B8] Exterior Body Light Monitor	**STD**	1	**STD**
[B15] Stainless Steel Mirror System (with non-corrosive brackets & fasteners)	**STD**	1	**STD**
[B16] Battery Disconnect Switch Label	$15	1	$15
[B18] Underseat Rear Heater *See Appendix I	$900	1	$900
[B20] Powder-Coated Windows	**STD**	1	**STD**
SUB TOTAL			**$146,416**
ADDITIONAL OPTIONS			
Batteries, 3 Group 31 1900 CCA in Lieu of 2	**STD**	1	**STD**
Bendix Smartire Monitor System	**STD**	1	**STD**
Black Grill	**STD**	1	**STD**
Black Trim Around Windows	**STD**	1	**STD**
Cruise Control	**STD**	1	**STD**
Cup Holders	**STD**	1	**STD**
Electronic Stability Control	**STD**	1	**STD**
Engine Electronic Diagnostics and Familiarization	**STD**	1	**STD**
Exhaust Brake	**STD**	1	**STD**
Fuel Sense	**STD**	1	**STD**
Heavy Duty Bumper	**STD**	1	**STD**
LED Headlights	**STD**	1	**STD**
Meritor HD Front Brakes Q 16x5 in Lieu of Standard	**STD ON 77p Only**	1	**STD**
Mud Flaps with Logo	**STD**	1	**STD**
Noise Suppression Switch	**STD**	1	**STD**
Rail Assist on Front Entrance Door (RS and LS)	**STD**	1	**STD**
Telescoping Steering Column Add to Tilt	**STD on Diesel Only**	1	**STD**
Customer Supplied 2 Way Radio Install (includes factory prewiring)	$550	1	$550
6" Defroster Fan	$95	1	$95
Electrical Power Outlet - USB	$38	1	$38

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Rosco Back Up Mirror and Camera	$950	1	$950
SUB TOTAL			**$148,049**
A/C OPTIONS			
RAC-BH2233, 150,000 BTU W/ DASH, 103 AMPS - SYSTEM B	$14,500	1	$14,500
SUB TOTAL			**$162,549**
VIDEO/GPS OPTIONS - Please consult with Vendor for options and equipment placement. Customer confirmation is required for order.			
Gatekeeper - Y58-1HD, 1 TB	$2,336	1	$2,336
Gatekeeper - AHD 720 Camera	$373	2	$746
Gatekeeper - IP 1080 Camera	$426	2	$852
Gatekeeper - TW HD Camera	$489	1	$489
Gatekeeper - TXM11 camera	$377	1	$377
Gatekeeper - G4-Upgrade 1 TB SSD-2TB SSD	$389	1	$389
Gatekeeper - SV-12, 360° System	$2,355	1	$2,355
Gatekeeper - Video Display Mirror	$1,609	1	$1,609
Gatekeeper - BR-1 Core with Cell Antenna	$1,236	1	$1,236
SUB TOTAL			**$172,938**
LUGGAGE BOX OPTIONS			
DELIVERY			
REGION 2	$1,281	1	$1,281
WARRANTY			
TOTAL PER BUS			**$174,219**

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Matthews Bus Alliance Inc

Thomas 221TS Body
Freightliner B2 106 Chassis
2500 PTS six speed w/LBSS
mmins ISB 13 250hp/660 lb-ft

Clay District Schools

3/6/2026

PLATINUM SUPPORT

BID NO: ITB 2026-07	*47 Capacity Type C Complete School Bus*		
	WITH BRAUN LIFT		
Unit Base Price:	**$131,147**		
OPTIONAL CHASSIS EQUIPMENT PRICES	**COST**	**QUANTITY**	**EXTENDED COST**
[C1A] Front Tow Hooks	**STD**	1	**STD**
[C1B] Rear Tow Hooks	$155	1	$155
[C3] Auto Trans Warranty (7 yr unlimited)	**STD**	1	**STD**
[C5] Low-Profile Radial Tires - Hankook Tires (STD with Flat Floor)	**N/C**	1	**N/C**
[C8] Adjustable Pedals	$940	1	$940
[C10] Air Ride Rear Suspension	$895	1	$895
[C12] Straight Floor *Requires Air Ride Suspension	$650	1	$650
[C13] Auto Headlamp System	**STD**	1	**STD**
OPTIONAL BODY EQUIPMENT PRICES			
[B1] Pro Lo Hatch	**STD**	1	**STD**
[B3] Vandal Box w/Key	**STD**	1	**STD**
[B4] 76" High Headroom (minimum)	**78" STD**	1	**STD**
[B5B] PA with Radio	$714	1	$714
[B7B] IMMI Child Safety Seat (SBR) *See Appendix I	$600	8	$4,800
[B8] Exterior Body Light Monitor	**STD**	1	**STD**
[B11] Lap/Shoulder Belts (PRICE PER UNIT - no reduction in seating capacity	$3,000	1	$3,000
[B15] Stainless Steel Mirror System (with non-corrosive brackets & fasteners	**STD**	1	**STD**
[B16] Battery Disconnect Switch Label	$15	1	$15
[B18] Underseat Rear Heater *See Appendix I	$900	1	$900
[B20] Powder-Coated Windows	**STD**	1	**STD**
SUB TOTAL			**$143,216**
ADDITIONAL OPTIONS			
Batteries, 3 Group 31 1900 CCA in Lieu of 2	**STD**	1	**STD**
Bendix Smartire Monitor System	**STD**	1	**STD**
Black Grill	**STD**	1	**STD**
Black Trim Around Windows	**STD**	1	**STD**
Cruise Control	**STD**	1	**STD**
Cup Holders	**STD**	1	**STD**
Electronic Stability Control	**STD**	1	**STD**
Engine Electronic Diagnostics and Familiarization	**STD**	1	**STD**
Evacuation Transporter Blanket (Location based on seat plan)	**STD on Lift Only**	1	**STD**
Exhaust Brake	**STD**	1	**STD**
Fuel Sense	**STD**	1	**STD**
Heavy Duty Bumper	**STD**	1	**STD**
LED Headlights	**STD**	1	**STD**
Mud Flaps with Logo	**STD**	1	**STD**
Noise Suppression Switch	**STD**	1	**STD**
Rail Assist on Front Entrance Door (RS and LS)	**STD**	1	**STD**
Telescoping Steering Column Add to Tilt	**STD on Diesel Only**	1	**STD**
Customer Supplied 2 Way Radio Install (includes factory prewiring)	$550	1	$550
6" Defroster Fan	$95	1	$95
Electrical Power Outlet - USB	$38	1	$38
Rosco Back Up Mirror and Camera	$950	1	$950
STARS Mounting - Continuous Track w/ Seats	$850	3	$2,550

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Braun - NCL1000IB3454-2	$300	1	$300
SUB TOTAL			**$147,699**
A/C OPTIONS			
RAC-BH2233, 150,000 BTU W/ DASH, 103 AMPS - SYSTEM B	$14,500	1	$14,500
SUB TOTAL			**$162,199**
VIDEO/GPS OPTIONS - Please consult with Vendor for options and equipment placement. Customer confirmation is required for order.			
Gatekeeper - Y58-1HD, 1 TB	$2,336	1	$2,336
Gatekeeper - AHD 720 Camera	$373	2	$746
Gatekeeper - IP 1080 Camera	$426	2	$852
Gatekeeper - TW HD Camera	$489	1	$489
Gatekeeper - TXM11 camera	$377	1	$377
Gatekeeper - G4-Upgrade 1 TB SSD-2TB SSD	$389	1	$389
Gatekeeper - SV-12, 360° System	$2,355	1	$2,355
Gatekeeper - Video Display Mirror	$1,609	1	$1,609
Gatekeeper - BR-1 Core with Cell Antenna	$1,236	1	$1,236
SUB TOTAL			**$172,588**
LUGGAGE BOX OPTIONS			
DELIVERY			
REGION 2	$1,281	1	$1,281
WARRANTY			
TOTAL PER BUS			**$173,869**

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

C18 - Interlocal Agreement between the School Board of Clay County, Florida; City of Green Cove Springs Florida; and the Green Cove Springs Police Department for School Resource Officer Program.

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. for the School Resource Officer (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 2026-2027 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 2025-2026 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 2025-2026 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

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

Financial Impact

$224,398.35 to be paid out in twelve (12) equal installments

Review Comments

Attachments

- 2060083 Contract Review GCPD SRO ILA 26-27 (3).pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract #_____
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:

WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
☐ Must Have Board Approval over $100,000.00

Date Submitted: April 28, 2026

Name of Contract Initiator: Bryce Ellis Telephone #: 904-336-6853

School/Dept Submitting Contract: Operations/Safety& Security Cost Center # 9022

Vendor Name: **Green Cove Springs Police Department**

Contract Title: Interlocal Agreement btwn. CCDS and GCPD for SRO Services

Contract Type: New ☐ Renewal ☑ Amendment ☐ Extension ☐ Previous Year Contract # 250205

Contract Term: July 1, 2026 through June 20, 2027 Renewal Option(s): Renew annually for 1 year term unless notice of non-renewal is given by either party, in writing, prior to April 1st, of the initial or any succeding term.

Contract Cost: $224,398.35

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

Funding Source: Budget Line # 105

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	Interlocal Agreement Please note: Since the sum cannot be divided equally, the 12 individual payments will vary. The dates need to be corrected on page 3 & 10 to 2026 & 2027.
School Board Attorney JPS 5/14 Review Date	Appendix A not attached. See Ms. Staefe's comment regarding dates.
Other Dept. as Necessary BTE 5/14/26 Review Date	No Appendix A. This verbiage has been removed. The dates on pages 3 & 10 have been corrected.
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	DATE:_____

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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 an Assistant Superintendent, or a Chief Officer.
3. All approved contracts having a value of less than $25,000 and contracts of any value described in Board Authorized Contracts above that are exempt from the requirement for Board approval, may be signed by the Superintendent, or an Assistant Superintendent for their Division, or Chief Officer, or Director, or Supervisor, or Principals.
4. The Superintendent is authorized to approve contract amendments or change orders for the purchase of commodities and services up to the amount of ten (10) percent or $50,000, whichever is less, of the original contract amount that was previously approved by the Board.

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

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

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

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

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

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

Step 4: If Funded by Internal Account (IA), submit the Contract Review Package directly to SBAO.
Email: contractreview@myoneclay.net
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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INTERLOCAL AGREEMENT
BETWEEN
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA,
THE CITY OF GREEN COVE SPRINGS, FLORIDA; AND THE GREEN COVE SPRINGS POLICE DEPARTMENT
FOR THE SCHOOL RESOURCE OFFICER PROGRAM

This agreement is made among and executed by the SCHOOL BOARD OF CLAY COUNTY, FLORIDA ("BOARD"), GREEN COVE SPRINGS ("CITY"), AND THE CITY OF GREEN COVE SPRINGS POLICE DEPARTMENT ("GCSPD"), collectively ("the Parties").

WITNESSETH:

WHEREAS, Chapter 163, Florida Statutes, permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage; and"

WHEREAS, the BOARD and the GCSPD have entered into this Agreement pursuant to section 1006.12, Florida Statutes: and

WHEREAS the BOARD and the GCSPD desire to provide law enforcement-related services to certain public schools within Clay County in compliance with 1006.12, Florida Statutes;

WHEREAS the BOARD and the GCSPD realize the potential benefits of the School Resource Officer (SRO) Program to the citizens of Clay County; and

WHEREAS, the BOARD agrees to contract with the GCSPD and the GCSPD agrees to provide the BOARD with an SRO Program in the Clay County School District "DISTRICT" for its public schools, and the BOARD agrees to reimburse the GCSPD for predetermined expenses in providing the SRO Program in accordance with the attached Appendices; and

WHEREAS, the BOARD and the GCSPD desire to set forth in this Agreement the specific terms and conditions of the services to be performed and provided by SROs and the GCSPD.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

Article I. Establishment of the SRO Program

A School Resource Officer Program is established within the public schools of Clay County.

Article II. Goals and Objectives

The BOARD and the GCSPD share the following goals and objectives with regard to the SRO Program:

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1. For GCSPD and the DISTRICT to work collaboratively to create and support educational programs and activities that will increase student's knowledge of, and respect for, the law and law enforcement agencies; and support programs that are equally beneficial to the DISTRICT, GCSPD, and the SRO Program;
2. For SROs to serve as mentors and positive role models for students;
3. GCSPD and the DISTRICT shall act swiftly and cooperatively when responding to disruptions, threats to school safety, and reports of criminal activities on school property;
4. To report **ALL** criminal and non-criminal police-related activities (Baker Act, property damage, vehicle accidents, etc.) that occur on school campuses and threats to school safety, whether on or off campus to the District Office of Safety & Security (School Safety Specialist or their Designee) in addition to any other action that GCSPD may take
5. To cooperate with the District Office of Safety & Security and other law enforcement officials in their investigation of criminal and non-criminal activities detailed in Article II, section 4;
6. To cooperate with the DISTRICT in regard to accessing school videos, facility use coverage and securing reports regarding vehicle accidents, assault claims, etc. and other law enforcement related issues.
7. In cases where school discipline is the result of alleged criminal activity, GCSPD and the DISTRICT should cooperate in the best interests of the school and the community.
8. In accordance with Florida Statute 1006.12, The DISTRICT will retain the Guardian program and all oversight, costs, and administration of the program. The Guardian program and supervision thereof falls within the area of the District Office of Safety & Security. Guardians serve at the direction of the District Office of Safety & Security.

Article III. Employment, Assignment, and Dismissal

1. The GCSPD agrees to provide deputies at the current staffing and service levels.
2. Both parties acknowledge at the signing of this agreement that SRO positions will be assigned to the following schools located within Clay County:
    1. Charles E Bennett Elementary
    2. Green Cove Springs Junior High
3. The SROs shall be employees of GCSPD and shall be subject to the administration, supervision, and control of the GCSPD and are also subject to the terms and conditions of this Agreement. GCSPD agrees to provide and to pay the SRO salary and employment benefits in accordance with the applicable salary schedule and employment practices of GCSPD, including but not limited to sick leave, personal leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life

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insurance, dental and medical insurance along with the costs of operations and equipment. The BOARD shall pay to the CITY the sum of **$224,398.35** in exchange for certain services provided to the BOARD by GCSPD from July 1, 2026, through June 30, 2027. Such payment shall be made in twelve (12) installments after execution of this Agreement and upon receipt of a monthly detailed invoice submitted by GCSPD to the BOARD. The SROs shall be subject to all personnel policies and practices of GCSPD and Clay County District Schools policy per Florida Statute 1006.12(1)(b),

4. The SROs must, at a minimum, meet all State requirements for training and certification as described within the Marjory Stoneman Douglas Public Safety Act (MSDPSA) and all revisions contained within the Act. In addition, the SROs must maintain compliance as it pertains to any future revisions with the MSDPSA.

5. In the event the Principal of a school believes the assigned SRO fails to engage in a productive working relationship with the DISTRICT employees of the school, the following progressive steps shall be followed:

    a. The principal shall meet with the SRO Unit Supervisor (GCSPD designee) to express the concerns;

    b. The SRO Unit Supervisor shall investigate and determine an appropriate resolution, and will notify both the SRO Assistant Chief and the affected Principal of the outcome;

    c. If the situation remains unresolved, it shall be reviewed by the Superintendent or designee and the Director of the GCSPD SRO Department or designee. If the Superintendent requests removal of an SRO from the assigned school or from the SRO unit entirely, the Superintendent or designee and the Director of the GCSPD SRO Department or designee, shall determine the proper course of action.

6. The assignment of an SRO to a school and/or the SRO Unit shall remain with GCSPD. The GCSPD, with sole discretion, shall have the power and authority to hire, discharge, and discipline SROs. The GCSPD shall hold the BOARD free, harmless, and indemnified from and against any and all claims, suits, or causes of action arising out of the allegations of unfair or unlawful employment practices brought by SROs.

7. The SRO's assignment/reassignment to his/her specific school and any new hire of an SRO shall be at the sole discretion of the GCSPD with input from the Superintendent or designee of the DISTRICT.

8. The DISTRICT shall include GCSPD in the planning for summer school. GCSPD shall assign an appropriate number of School Resource Officers to provide security for the duration of the summer sessions as this is part of their regular duties and responsibilities.

9. The DISTRICT shall include GCSPD in the planning for any events on campus that require

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more officers be present at a school than assigned under this Agreement, including, but not limited to, FHSAA events and other events taking place outside of the entire school day as defined by Florida Statute 1001.60(2). In the case of a FHSAA event, GCSPD agrees to provide officers to the DISTRICT to conform with guidelines set by FHSAA and the DISTRICT to ensure the safety of students and the public that are present at such events.

10. Any Deputy who accepts the assignment to the SRO Unit shall commit to remain in the assignment for the duration of the school year before seeking a transfer from the SRO Unit.
11. If an SRO is discharged, disciplined, or discharges his or her firearm in the course of his or her duties as a safe-school officer, as defined in Florida Statute 1006.12, other than for training purposes, GCSPD shall notify the District's School Safety Specialist as soon as practical, in compliance with Florida Statute 1006.12. The Safety Specialist is mandated to report such incidents to the Florida Department of Education Safe Schools within 72 hours.

Article IV: Duty Hours

1. The SRO shall be on duty for eight (8) hours including the entire school day as defined by Florida Statute 1011.60(2) and Florida Administrative Code Rule 6A-1.045111. In the event an SRO is absent from work, the SRO shall notify both the SRO Supervisor and the Principal at the assigned school.
2. Both parties understand and agree that time spent by SROs attending court and/or criminal cases arising from their assignment, as an SRO, shall be considered as hours worked under this agreement. However, the DISTRICT will not incur any additional costs associated with the SRO's coverage.
3. Any staffing deficiency (gap in coverage) shall be reported to the District's School Safety Specialist immediately by the affected SRO sergeant.

Article V: Duties

The duties of the SRO include, but are not limited to, the following:

1. Maintain a Certification of Basic Law Enforcement issued by the Criminal Justice Standard and Training Commission.
2. To enforce Federal, State, and Local laws and ordinances.
3. To investigate reported and alleged criminal activity on, or adjacent to, school property or to investigate reported acts that pose a threat to school safety, in compliance with Marjorie Stoneman Douglas Act.
4. To be available to answer questions that students, parents, faculty, and staff may have regarding police procedure.
5. To investigate and handle any motor vehicle accidents occurring on-campus, and provide associated reports to the DISTRICT upon request.

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6. To assist other Law Enforcement Agencies with official investigations involving students attending the school to which the SRO is assigned;
7. The assigned SROs may provide law enforcement services and traffic control for special school events or functions such as athletic events, dances, meetings, etc.
8. The assigned SROs may provide traffic control during the arrival and departure of students when deemed necessary for the safety and security of students;
9. To make recommendations to the school that will add to the safe and orderly arrival and departure of students, parents, and visitors.
10. To notify the principal or designee as soon as possible of an arrest or Baker Act, and if possible, prior to removing the student from campus; The DISTRICT'S procedures shall be followed for parent notification, in accordance with the requirements imposed by Florida Statutes.
11. SROs shall participate as a Behavioral Threat Assessment ("BTA") Team Member at a BTA Meeting located at respective Participating DISTRICT Schools. As a BTA Team Member, the SRO may assist the school in gathering information, evaluating facts, and helping to make institutional determinations, such as whether a health or safety emergency exists, and how the school should respond.
12. Pursuant to Florida Statute 1006.12(2)(c), SROs shall complete mental health crisis intervention training (CIT) using a curriculum developed by a national organization with expertise in mental health crisis intervention. If an SRO has not completed CIT training prior to being assigned to a school, the SRO will attend CIT training at the earliest possible opportunity. All SRO training records are maintained by GCSPD and are available to the DISTRICT upon request.
13. Receive the required training in the Florida Harm Prevention and Threat Management Model (Florida Model).
14. To coordinate Emergency Medical Services, crowd, and traffic control in the event of an emergency on-campus;
15. To follow and conform with all DISTRICT policies and regulations that do not conflict with the policies and procedures of GCSPD.
16. SROs shall not be assigned a fixed duty post.
17. SROs shall be considered a supplemental resource to the school faculty, staff, and administration.
18. SROs shall be visible to students, faculty, and staff during peak hours (i.e.: lunch, class changes, assemblies, bus lines, arrival, and dismissal, etc.).
19. SROs shall be available to attend faculty/staff meetings as well as administrative meetings with Principals or designees as requested.
20. The Sheriff or designee shall meet with the Superintendent or designee on a monthly basis

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to ensure consistency within the SRO Unit and DISTRICT.

21. As set forth in Florida Statute 1006.07, Law Enforcement Officers (Deputies) responsible for responding to the school in the event of an active assailant emergency, as determined necessary by the GCSPD in coordination with the District's School Safety Specialist, must be physically present on campus and directly involved in the execution of active assailant emergency drills. The school must notify law enforcement officers at least 24 hours before conducting an active assailant emergency drill, at which such law enforcement officers are expected to attend.
22. The SRO will utilize the DISTRICT's visitor management system "Raptor" for daily sign-in and sign-out activities. This will provide data to the DISTRICT Staff with GCSPD for required state-mandated auditing and compliance purposes. Use of other law enforcement visitor management or tracking systems may be used as necessary with the agreement and coordination with the DISTRICT.

Article VI: Training/Briefing

1. Required Law Enforcement in-service training for SROs shall be managed by GCSPD. Every effort shall be made to schedule required training in a manner that reduces the impact on the schools and associated SRO coverage. In all cases GCSPD shall provide advance notice to the DISTRICT.
2. All SROs shall attend training provided by the Superintendent or designee on topics considered germane and timely, with the approval of the Sheriff or designee.
3. When requested, Faculty, Staff, and Administration in each school shall receive training from the SRO on the following topics including but not limited to:
    a. Mandatory Child Abuse Reporting Requirements;
    b. Legal updates that affect schools;
    c. Active Assailant Standard Response Protocol;
    d. Current trends with Clay County youth (i.e.: drugs, gangs, weapons, etc.)
    e. Active shooter and family reunification (CHIRP) procedures.
4. The CIT can be facilitated on a teacher workday or a time designated by the Principal or a supervisory member of the GCSPD.

Article VII: BOARD Support

1. The District's School Safety Specialist or designee (also referred to as the liaison) will coordinate the SRO program for the school DISTRICT and will be the primary contact at the DISTRICT with the GCSPD.
    a. The liaison will provide student information, including but not limited to student disciplinary records, when requested by an SRO, in matters dealing with school safety concerns.

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2. The BOARD and Superintendent shall support the ability of the SRO to perform his/her duties by adequately supplying the following equipment:

    a. A private, secure, air-conditioned, properly lighted, and centrally located office. Only the SRO and certain DISTRICT Administrators shall have access to this office.
    b. A private desk telephone for confidential business purposes;
    c. A computer with a direct printer for report writing and other job-related duties;
    d. A desk or file cabinet with locking drawers for storage of confidential files;
    e. Basic office supplies.
    f. A secure gun locker for a GCSPD-issued rifle, which shall not be left overnight in the school.
    g. A DISTRICT-issued smart access card for ingress and egress into the school(s).
    h. DISTRICT issued keys to the appropriate assigned school(s).
    i. GCSPD shall provide all other equipment normally issued to a Deputy Sheriff and all other equipment that is required to fulfill the SRO role.

Article VIII: Dress Code

The SRO shall wear the uniform of the day issued by GCSPD. Any deviation from the above shall be at the discretion of the Sheriff or his/her designee.

Article IX: Transporting Students

1. The SROs shall only transport students in their patrol vehicles under the following conditions:

    a. The student is the victim of a crime;
    b. The student has been arrested; or
    c. There are exigent circumstances or an emergency.
    d. In accordance with GCSPD policies regarding the transportation of civilians. (GCSPD SOP 3000.17)

2. The SRO shall not transport students who have been suspended from school, barring exigent circumstances.
3. The SRO shall not transport a sick or ill student, barring exigent circumstances.
4. The SRO shall notify the Principal or designee prior to removing any student from campus and the cause of such removal, unless a clearly defined exigency exists.

Article X: Reporting Crimes and Delinquent Acts

1. The SHERIFF and the BOARD agree that a safe and crime-free school campus is required to ensure a healthy educational environment. Both parties acknowledge the BOARD's "Zero Tolerance" policies for drugs, weapons, and violence on school grounds.

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However, the SRO retains full discretion regarding enforcement of the law, making arrests, and taking appropriate law enforcement action.

2. Pursuant to Florida Statute 1006.13(4)(a), Fla. Stat., the BOARD shall ensure any acts that pose a threat to school safety, whether committed by a student or adult, shall be reported to GCSPD and the School District's School Safety Specialist. GCSPD shall handle reported acts in accordance with GCSPD policies. The outcome of the investigations will be reported to the School District's School Safety Specialist.

    1. The School Principal shall notify school personnel that criminal acts and acts which pose a threat to school safety are to be reported to the school principal or designee. The Principal or designee shall ensure that the disposition of the incident is properly documented. This notification is in addition to the requirement to report acts to GCSPD.

3. Pursuant to Florida Statute 1006.13(4)(b), school personnel will consult with SRO concerning appropriate delinquent acts and crimes.

4. It is agreed the Principal of each school is the ultimate decision-maker regarding disciplinary issues resulting from a non-criminal act. Decisions will be made by the Principal based on the DISTRICT'S Code of Student Conduct. Should the situation become a law enforcement issue, the GCSPD shall maintain discretion in pursuing criminal charges or alternative options, such as a Delinquent Citation, for incidents that occur on school grounds.

5. Pursuant to Florida Statute 985.04, the GCSPD or designee must notify the Superintendent or their designees when a student under the age of 21 is taken into custody for an offense that would have been a felony if committed by an adult, or a crime of violence.

ARTICLE XI: GCSPD Safeguarding Confidentiality of Education Records

1. Notwithstanding any provision to the contrary within this Agreement, GCSPD shall:

    a. Fully comply with the requirements of Florida Statutes 1002.22, 1002.221, and 1002.222, the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

    b. Hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 years or older whose education records are to be shared provides written consent for their release;

    c. Ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations

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under this Agreement and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to the DISTRICT upon request;

d. Safeguard each education records through administrative, physical, and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

e. Utilize the education records solely for the purposes for which the disclosure was made or as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertising, display, or otherwise redisclose education records to any third party without consent unless the redisclosure fits within one of the exceptions to FERPA's consent requirements;

f. Notify the DISTRICT immediately upon discovery of a breach of confidentiality of education records by telephone at 904-336-9603 (Manager, Information Security), and 904-336-6851 (Safety and Security Department), and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Florida Statute 501.171;

g. Fully cooperate with appropriate DISTRICT staff, including its SSO and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

h. Prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida law, or reimburse the DISTRICT any direct costs incurred by the DISTRICT for doing so, including, but not limited to, those required by Florida Statute 501.171;

i. Be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

j. Provide the DISTRICT with the name and contact information of its employee who shall serve as the DISTRICT’s primary security contact and shall be available to assist the DISTRICT in resolving obligations associated with a security breach of confidentiality of education records; and

k. Purge education records from any media once the media is no longer in use or is to be disposed of.

2. Unless otherwise specified in this Agreement, all education records shall remain the property of the DISTRICT, and any Party contracting with the DISTRICT serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at the DISTRICT’s request, return to the DISTRICT or purge the education records in compliance with the

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applicable Florida Retention Schedules and provide the DISTRICT with a written acknowledgment of said disposition.

Article XII: Fiscal Transparency of GCSPD Records

1. GCSPD shall establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by CCDS under this Agreement.
2. All GCSPD's Records relating to the SRO Program, regardless of the form in which they are kept, shall be provided to the Board upon written request and given 30 days written notice. These records are kept in accordance with GAAP and the Uniform Accounting Systems Manual for Florida Local Government and are also independently audited by a qualified CPA firm annually as part of the annual financial statement audit scope of work
3. GCSPD and the Board and/or the DISTRICT will meet at a minimum on a quarterly basis to review the year to date funds received and actual expenditures summary related to this Agreement. Intermittent meetings will be held upon request.

Article XIII: Modifications

This Agreement constitutes the full understanding of the parties, and no terms, conditions, understandings, or agreement purporting to modify or vary the terms of this Agreement shall be binding unless made in writing and agreed to by both parties.

Article XIV: Terms of Agreement

1. The term of this Agreement shall remain in full force for one year, commencing on the 1st of July 2026 and ending on the 30th of June 2027. This Agreement may be renewed and extended annually for additional and successive one-year terms unless notice of non-renewal is given by either party, in writing, prior to April 1st, of the initial or any succeeding term. However, GCSPD will provide to the Board the proposed annual budget for the subsequent year before May 1st of each year.
2. This Agreement is entered into and governed by the Florida lnter-local Cooperation Act of 1969, section 163.01, Fla. Stat., and all applicable portions of the same are hereby incorporated by reference.

Article XV: Indemnification

The Parties are political subdivisions of the State of Florida. Notwithstanding any language in this contract to the contrary, nothing in this indemnification agreement shall be construed or interpreted to increase the scope or dollar limit of the Parties' liability beyond that which is set forth in Florida Statute 768.28, or to otherwise waive the Parties' sovereign immunity, or to require the Parties to indemnify each other 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

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of the Parties or its agents or employees. The Parties 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.

The parties agree, however, that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to either party under the laws of the State of Florida: or (2) a waiver of either party's right to sovereign immunity beyond the waiver provided in Florida Statute 768.28. The limits of liability on either party set forth in Florida Statute 768.28 are hereby fully incorporated herein by this reference. This Paragraph shall survive termination of this Agreement and shall remain in effect until such time as the statute of limitations has expired to bring a claim under this Agreement.

In Witness Whereof, The parties hereto have caused this Agreement to be executed as written above.

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SHAWN HINES — Date:
Chief of Police, City of Green Cove Springs

MATT JOHNSON — Date:
Mayor of Green Cove Springs, Florida

MIKE NULL — Date:
City Manager, Green Cove Springs, Florida

ERIN SKIPPER, Chair — Date:
School Board of Clay County, Florida

DAVID S. BROSKIE — Date:
Superintendent of Schools
School Board of Clay County, Florida

June 4, 2026 - Regular School Board Meeting

Title

C19 - Interlocal Agreement between the School Board of Clay County, Florida; the Town of Orange Park and the Orange Park Police Department for School Resource Officer Program

Description

Interlocal agreement for funding and contract options in order to meet the requirements of the Marjory Stoneman Douglas High School Public Safety Act, Ch. 2018-3. The agreement for the 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 2026-2027 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 previous 2025-2026 school year. This initiative reinforces the Town of Orange Park's 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 who attend one of these three schools.

Previous Outcomes

The Town of Orange Park Police Department successfully contracted with the Clay County District Schools to provide one School Resource Officer at the three schools within their municipality; at Grove Park Elementary, Orange Park Elementary, and Orange Park Junior High for the previous 2025-2026 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; and Town of Orange Park and the Town of Orange Park Police Department.

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

Financial Impact

$352,043.87 to be paid out in twelve (12) equal installments

Review Comments

Attachments

260082 Contract Review OPPD SRO ILA 26-27.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 260082
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:

WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
☐ Must Have Board Approval over $100,000.00

Date Submitted: April 28, 2026

Name of Contract Initiator: Bryce Ellis Telephone #: 904-336-6853

School/Dept Submitting Contract: Operations/Safety& Security Cost Center # 9022

Vendor Name: Orange Park Police Department

Contract Title: Interlocal Agreement btwn. CCDS and OPPD for SRO Services

Contract Type: New ☐ Renewal ☑ Amendment ☐ Extension ☐ Previous Year Contract # 250206

Contract Term: July 1, 2026 through June 20, 2027 Renewal Option(s): Renew annually for 1 year term unless notice of non-renewal is given by either party, in writing, prior to April 1st, of the initial or any succeding term.

Contract Cost: $352,043.87

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

Funding Source: Budget Line # 105

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	Interlocal Agreement Please note: Since the sum cannot be divided equally, the 12 individual payments will vary.
School Board Attorney JPS 5/14/26 Review Date	Need appendix A attached
Other Dept. as Necessary Review Date	BTE 5/14/26 - Appendix A is a typo and has been removed.
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	DATE:_____

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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 an Assistant Superintendent, or a Chief Officer.
3. All approved contracts having a value of less than $25,000 and contracts of any value described in Board Authorized Contracts above that are exempt from the requirement for Board approval, may be signed by the Superintendent, or an Assistant Superintendent for their Division, or Chief Officer, or Director, or Supervisor, or Principals.
4. The Superintendent is authorized to approve contract amendments or change orders for the purchase of commodities and services up to the amount of ten (10) percent or $50,000, whichever is less, of the original contract amount that was previously approved by the Board.

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

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

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

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

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

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

Step 4: If Funded by Internal Account (IA), submit the Contract Review Package directly to SBAO.
Email: contractreview@myoneclay.net
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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INTERLOCAL AGREEMENT
BETWEEN
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA,
THE TOWN OF ORANGE PARK, FLORIDA; AND ORANGE PARK POLICE DEPARTMENT
FOR THE SCHOOL RESOURCE OFFICER PROGRAM

This agreement is made among and executed by the SCHOOL BOARD OF CLAY COUNTY, FLORIDA ("BOARD"), THE TOWN OF ORANGE PARK ("TOWN"), AND THE TOWN OF ORANGE PARK POLICE DEPARTMENT ("OPPD"), collectively ("the Parties").

WITNESSETH:

WHEREAS, Chapter 163, Florida Statutes, permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage; and"

WHEREAS, the BOARD and the OPPD have entered into this Agreement pursuant to section 1006.12, Florida Statutes: and

WHEREAS the BOARD and the OPPD desire to provide law enforcement-related services to certain public schools within Clay County in compliance with 1006.12, Florida Statutes;

WHEREAS the BOARD and the OPPD realize the potential benefits of the School Resource Officer (SRO) Program to the citizens of Clay County; and

WHEREAS, the BOARD agrees to contract with the OPPD and the OPPD agrees to provide the BOARD with an SRO Program in the Clay County School District "DISTRICT" for its public schools, and the BOARD agrees to reimburse the OPPD for predetermined expenses in providing the SRO Program in accordance with the attached Appendices; and

WHEREAS, the BOARD and the OPPD desire to set forth in this Agreement the specific terms and conditions of the services to be performed and provided by SROs and the OPPD.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

Article I. Establishment of the SRO Program
A School Resource Officer Program is established within the public schools of Clay County.

Article II. Goals and Objectives
The BOARD and the OPPD share the following goals and objectives with regard to the SRO

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Program:

1. For OPPD and the DISTRICT to work collaboratively to create and support educational programs and activities that will increase student's knowledge of, and respect for, the law and law enforcement agencies; and support programs that are equally beneficial to the DISTRICT, OPPD, and the SRO Program;
2. For SROs to serve as mentors and positive role models for students;
3. OPPD and the DISTRICT shall act swiftly and cooperatively when responding to disruptions, threats to school safety, and reports of criminal activities on school property;
4. To report **ALL** criminal and non-criminal police-related activities (Baker Act, property damage, vehicle accidents, etc.) that occur on school campuses and threats to school safety, whether on or off campus to the District Office of Safety & Security (School Safety Specialist or their Designee) in addition to any other action that OPPD may take
5. To cooperate with the District Office of Safety & Security and other law enforcement officials in their investigation of criminal and non-criminal activities detailed in Article II, section 4;
6. To cooperate with the DISTRICT in regard to accessing school videos, facility use coverage and securing reports regarding vehicle accidents, assault claims, etc. and other law enforcement related issues.
7. In cases where school discipline is the result of alleged criminal activity, OPPD and the DISTRICT should cooperate in the best interests of the school and the community.
8. In accordance with Florida Statute 1006.12, The DISTRICT will retain the Guardian program and all oversight, costs, and administration of the program. The Guardian program and supervision thereof falls within the area of the District Office of Safety & Security. Guardians serve at the direction of the District Office of Safety & Security.

Article III. Employment, Assignment, and Dismissal

1. The OPPD agrees to provide officers at the current staffing and service levels.
2. Both parties acknowledge at the signing of this agreement that SRO positions will be assigned to the following schools located within Clay County:
    a. Grove Park Elementary
    b. Orange Park Elementary
    c. Orange Park Junior High
3. The SROs shall be employees of OPPD and shall be subject to the administration, supervision, and control of the OPPD and are also subject to the terms and conditions of

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this Agreement. OPPD agrees to provide and to pay the SRO salary and employment benefits in accordance with the applicable salary schedule and employment practices of OPPD, including but not limited to sick leave, personal leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental and medical insurance along with the costs of operations and equipment. The BOARD shall pay to the TOWN the sum of **$352,043.87** in exchange for certain services provided to the BOARD by OPPD from July 1, 2026, through June 30, 2027. Such payment shall be made in twelve (12) installments after execution of this Agreement and upon receipt of a monthly detailed invoice submitted by OPPD to the BOARD. The SROs shall be subject to all personnel policies and practices of OPPD and Clay County District Schools policy per Florida Statute 1006.12(1)(b).

4. The SROs must, at a minimum, meet all State requirements for training and certification as described within the Marjory Stoneman Douglas Public Safety Act (MSDPSA) and all revisions contained within the Act. In addition, the SROs must maintain compliance as it pertains to any future revisions with the MSDPSA.

5. In the event the Principal of a school believes the assigned SRO fails to engage in a productive working relationship with the DISTRICT employees of the school, the following progressive steps shall be followed:

    a. The principal shall meet with the SRO Unit Supervisor (OPPD designee) to express the concerns;

    b. The SRO Unit Supervisor shall investigate and determine an appropriate resolution, and will notify both the OPPD Chief and the affected Principal of the outcome;

    c. If the situation remains unresolved, it shall be reviewed by the Superintendent or designee and the OPPD Chief or designee. If the Superintendent requests removal of an SRO from the assigned school or from the SRO unit entirely, the Superintendent or designee and the OPPD Chief or designee, shall determine the proper course of action.

6. The assignment of an SRO to a school and/or the SRO Unit shall remain with OPPD. The OPPD, with sole discretion, shall have the power and authority to hire, discharge, and discipline SROs. The OPPD shall hold the BOARD free, harmless, and indemnified from and against any and all claims, suits, or causes of action arising out of the allegations of unfair or unlawful employment practices brought by SROs.

7. The SRO's assignment/reassignment to his/her specific school and any new hire of an SRO shall be at the sole discretion of the OPPD with input from the Superintendent or designee of the DISTRICT.

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8. The DISTRICT shall include OPPD in the planning for summer school. OPPD shall assign an appropriate number of School Resource Officers to provide security for the duration of the summer sessions as this is part of their regular duties and responsibilities.
9. The DISTRICT shall include OPPD in the planning for any events on campus that require more officers be present at a school than assigned under this Agreement, including, but not limited to, FHSAA events and other events taking place outside of the entire school day as defined by Florida Statute 1011.60(2). In the case of a FHSAA event, OPPD agrees to provide officers to the DISTRICT to conform with guidelines set by FHSAA and the DISTRICT to ensure the safety of students and the public that are present at such events.
10. Any officer who accepts the assignment to the SRO Unit shall commit to remain in the assignment for the duration of the school year before seeking a transfer from the SRO Unit.
11. If an SRO is discharged, disciplined, or discharges his or her firearm in the course of his or her duties as a safe-school officer, as defined in Florida Statute 1006.12, other than for training purposes, OPPD shall notify the District's School Safety Specialist as soon as practical, in compliance with Florida Statute 1006.12. The Safety Specialist is mandated to report such incidents to the Florida Department of Education Safe Schools within 72 hours.

Article IV: Duty Hours

1. The SRO shall be on duty for eight (8) hours including the entire school day as defined by Florida Statute 1011.60(2) and Florida Administrative Code Rule 6A-1.045111. In the event an SRO is absent from work, the SRO shall notify both the SRO Supervisor and the Principal at the assigned school.
2. Both parties understand and agree that time spent by SROs attending court and/or criminal cases arising from their assignment, as an SRO, shall be considered as hours worked under this agreement. However, the DISTRICT will not incur any additional costs associated with the SRO's coverage.
3. Any staffing deficiency (gap in coverage) shall be reported to the District's School Safety Specialist immediately by the affected SRO supervisor.

Article V: Duties

The duties of the SRO include, but are not limited to, the following:

1. Maintain a Certification of Basic Law Enforcement issued by the Criminal Justice Standard and Training Commission.
2. To enforce Federal, State, and Local laws and ordinances.
3. To investigate reported and alleged criminal activity on, or adjacent to, school property or to investigate reported acts that pose a threat to school safety, in compliance with the MSDPSA.
4. To be available to answer questions that students, parents, faculty, and staff may have regarding police procedure.

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5. To investigate and handle any motor vehicle accidents occurring on-campus, and provide associated reports to the DISTRICT upon request.

6. To assist other Law Enforcement Agencies with official investigations involving students attending the school to which the SRO is assigned;

7. The assigned SROs may provide law enforcement services and traffic control for special school events or functions such as athletic events, dances, meetings, etc.

8. The assigned SROs may provide traffic control during the arrival and departure of students when deemed necessary for the safety and security of students;

9. To make recommendations to the school that will add to the safe and orderly arrival and departure of students, parents, and visitors.

10. To notify the principal or designee as soon as possible of an arrest or Baker Act, and if possible, prior to removing the student from campus; The DISTRICT'S procedures shall be followed for parent notification, in accordance with the requirements imposed by Florida Statutes.

11. SROs shall participate as a Behavioral Threat Assessment ("BTA") Team Member at a BTA Meeting located at respective Participating DISTRICT Schools. As a BTA Team Member, the SRO may assist the school in gathering information, evaluating facts, and helping to make institutional determinations, such as whether a health or safety emergency exists, and how the school should respond.

12. Pursuant to Florida Statute 1006.12(2)(c), SROs shall complete mental health crisis intervention training (CIT) using a curriculum developed by a national organization with expertise in mental health crisis intervention. If an SRO has not completed CIT training prior to being assigned to a school, the SRO will attend CIT training at the earliest possible opportunity. All SRO training records are maintained by OPPD and are available to the DISTRICT upon request.

13. Receive the required training in the Florida Harm Prevention and Threat Management Model (Florida Model).

14. To coordinate Emergency Medical Services, crowd, and traffic control in the event of an emergency on-campus;

15. To follow and conform with all DISTRICT policies and regulations that do not conflict with the policies and procedures of OPPD.

16. SROs shall not be assigned a fixed duty post.

17. SROs shall be considered a supplemental resource to the school faculty, staff, and administration.

18. SROs shall be visible to students, faculty, and staff during peak hours (i.e.: lunch, class changes, assemblies, bus lines, arrival, and dismissal, etc.).

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19. SROs shall be available to attend faculty/staff meetings as well as administrative meetings with Principals or designees as requested.

20. The Chief or designee shall meet with the Superintendent or designee on a monthly basis to ensure consistency within the SRO Unit and DISTRICT.

21. As set forth in Florida Statute 1006.07, Law Enforcement Officers responsible for responding to the school, in the event of an active assailant emergency, as determined necessary by the OPPD in coordination with the District's School Safety Specialist, must be physically present on campus and directly involved in the execution of active assailant emergency drills. The school must notify law enforcement officers at least 24 hours before conducting an active assailant emergency drill, at which such law enforcement officers are expected to attend.

22. The SRO will utilize the DISTRICT's visitor management system "Raptor" for daily sign-in and sign-out activities. This will provide data to the DISTRICT Staff with OPPD for required state-mandated auditing and compliance purposes. Use of other law enforcement visitor management or tracking systems may be used as necessary with the agreement and coordination with the DISTRICT.

Article VI: Training/Briefing

1. Required Law Enforcement in-service training for SROs shall be managed by OPPD. Every effort shall be made to schedule required training in a manner that reduces the impact on the schools and associated SRO coverage. In all cases OPPD shall provide advance notice to the DISTRICT.

2. All SROs shall attend training provided by the Superintendent or designee on topics considered germane and timely, with the approval of the Chief or designee.

3. When requested, Faculty, Staff, and Administration in each school shall receive training from the SRO on the following topics including but not limited to:

    a. Mandatory Child Abuse Reporting Requirements;
    b. Legal updates that affect schools;
    c. Active Assailant Standard Response Protocol;
    d. Current trends with Clay County youth (i.e.: drugs, gangs, weapons, etc.)
    e. Active shooter and family reunification (CHIRP) procedures.

4. The CIT can be facilitated on a teacher workday or a time designated by the Principal or a supervisory member of the OPPD.

Article VII: BOARD Support

1. The District's School Safety Specialist or designee (also referred to as the liaison) will coordinate the SRO program for the school DISTRICT and will be the primary contact at

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the DISTRICT with the OPPD.

a. The liaison will provide student information, including but not limited to student disciplinary records, when requested by an SRO, in matters dealing with school safety concerns.

2. The BOARD and Superintendent shall support the ability of the SRO to perform his/her duties by adequately supplying the following equipment:
    a. A private, secure, air-conditioned, properly lighted, and centrally located office. Only the SRO and certain DISTRICT Administrators shall have access to this office.
    b. A private desk telephone for confidential business purposes;
    c. A computer with a direct printer for report writing and other job-related duties;
    d. A desk or file cabinet with locking drawers for storage of confidential files;
    e. Basic office supplies.
    f. A secure gun locker for an OPPD-issued rifle, which shall not be left overnight in the school.
    g. A DISTRICT-issued smart access card for ingress and egress into the school(s).
    h. DISTRICT issued keys to the appropriate assigned school(s).
    i. OPPD shall provide all other equipment normally issued to a Police Officer and all other equipment that is required to fulfill the SRO role.

Article VIII: Dress Code

The SRO shall wear the uniform of the day issued by OPPD. Any deviation from the above shall be at the discretion of the Chief or his/her designee.

Article IX: Transporting Students

1. The SROs shall only transport students in their patrol vehicles under the following conditions:
    a. The student is the victim of a crime;
    b. The student has been arrested; or
    c. There are exigent circumstances or an emergency.
    d. In accordance with OPPD policies regarding the transportation of civilians.
2. The SRO shall not transport students who have been suspended from school, barring exigent circumstances.
3. The SRO shall not transport a sick or ill student, barring exigent circumstances.
4. The SRO shall notify the Principal or designee prior to removing any student from campus and the cause of such removal, unless a clearly defined exigency exists.

Article X: Reporting Crimes and Delinquent Acts

1. The Chief and the BOARD agree that a safe and crime-free school campus is required to

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ensure a healthy educational environment. Both parties acknowledge the BOARD's "Zero Tolerance" policies for drugs, weapons, and violence on school grounds. However, the SRO retains full discretion regarding enforcement of the law, making arrests, and taking appropriate law enforcement action.

2. Pursuant to Florida Statute 1006.13(4)(a), Fla. Stat., the BOARD shall ensure any acts that pose a threat to school safety, whether committed by a student or adult shall be reported to OPPD and the School District's School Safety Specialist. OPPD shall handle reported acts in accordance with OPPD policies. The outcome of the investigations will be reported to the School District's School Safety Specialist.

    a. The School Principal shall notify school personnel that criminal acts and acts which pose a threat to school safety are to be reported to the school principal or designee. The Principal or designee shall ensure that the disposition of the incident is properly documented. This notification is in addition to the requirement to report acts to OPPD.

3. Pursuant to Florida Statute 1006.13(4)(b), school personnel will consult with SRO concerning appropriate delinquent acts and crimes.

4. It is agreed the Principal of each school is the ultimate decision-maker regarding disciplinary issues resulting from a non-criminal act. Decisions will be made by the Principal based on the DISTRICT'S Code of Student Conduct. Should the situation become a law enforcement issue, the OPPD shall maintain discretion in pursuing criminal charges or alternative options, such as a Delinquent Citation, for incidents that occur on school grounds.

5. Pursuant to Florida Statute 985.04, the OPPD or designee must notify the Superintendent or their designees when a student under the age of 21 is taken into custody for an offense that would have been a felony if committed by an adult, or a crime of violence.

ARTICLE XI: OPPD Safeguarding Confidentiality of Education Records

1. Notwithstanding any provision to the contrary within this Agreement, OPPD shall:
    a. Fully comply with the requirements of Florida Statutes 1002.22, 1002.221, and 1002.222, the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

    b. Hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 years or older whose education records are to be shared provides written consent for their release;

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c. Ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to the DISTRICT upon request;

d. Safeguard each education records through administrative, physical, and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

e. Utilize the education records solely for the purposes for which the disclosure was made or as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertising, display, or otherwise redisclose education records to any third party without consent unless the redisclosure fits within one of the exceptions to FERPA's consent requirements;

f. Notify the DISTRICT immediately upon discovery of a breach of confidentiality of education records by telephone at 904-336-9603 (Manager, Information Security), and 904-336-6851 (Safety and Security Department), and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Florida Statute 501.171;

g. Fully cooperate with appropriate DISTRICT staff, including its SSO and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

h. Prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida law, or reimburse the DISTRICT any direct costs incurred by the DISTRICT for doing so, including, but not limited to, those required by Florida Statute 501.171;

i. Be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

j. Provide the DISTRICT with the name and contact information of its employee who shall serve as the DISTRICT’s primary security contact and shall be available to assist the DISTRICT in resolving obligations associated with a security breach of confidentiality of education records; and

k. Purge education records from any media once the media is no longer in use or is to be disposed of.

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2. Unless otherwise specified in this Agreement, all education records shall remain the property of the DISTRICT, and any Party contracting with the DISTRICT serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at the DISTRICT's request, return to the DISTRICT or purge the education records in compliance with the applicable Florida Retention Schedules and provide the DISTRICT with a written acknowledgment of said disposition.

Article XII: Fiscal Transparency of OPPD Records

1. OPPD shall establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by CCDS under this Agreement.
2. All OPPD's Records relating to the SRO Program, regardless of the form in which they are kept, shall be provided to the Board upon written request and given 30 days written notice. These records are kept in accordance with GAAP and the Uniform Accounting Systems Manual for Florida Local Government and are also independently audited by a qualified CPA firm annually as part of the annual financial statement audit scope of work
3. OPPD and the Board and/or the DISTRICT will meet at a minimum on a quarterly basis to review the year to date funds received and actual expenditures summary related to this Agreement. Intermittent meetings will be held upon request.

Article XIII: Modifications

This Agreement constitutes the full understanding of the parties, and no terms, conditions, understandings, or agreement purporting to modify or vary the terms of this Agreement shall be binding unless made in writing and agreed to by both parties.

Article XIV: Terms of Agreement

1. The term of this Agreement shall remain in full force for one year, commencing on the 1st of July 2026, and ending on the 30th of June 2027 This Agreement may be renewed and extended annually for additional and successive one-year terms unless notice of non-renewal is given by either party, in writing, prior to April 1st, of the initial or any succeeding term. However, OPPD will provide to the Board the proposed annual budget for the subsequent year before May 1st of each year.
2. This Agreement is entered into and governed by the Florida lnter-local Cooperation Act of 1969, section 163.01, Fla. Stat., and all applicable portions of the same are hereby incorporated by reference.

Article XV: Indemnification

The Parties are political subdivisions of the State of Florida. Notwithstanding any language in this contract to the contrary, nothing in this indemnification agreement shall be construed or interpreted to increase the scope or dollar limit of the Parties' liability beyond that which is set forth in Florida Statute 768.28, or to otherwise waive the Parties' sovereign immunity, or to

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require the Parties to indemnify each other 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 Parties or its agents or employees. The Parties 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.

The parties agree, however, that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to either party under the laws of the State of Florida: or (2) a waiver of either party's right to sovereign immunity beyond the waiver provided in Florida Statute 768.28. The limits of liability on either party set forth in Florida Statute 768.28 are hereby fully incorporated herein by this reference. This Paragraph shall survive termination of this Agreement and shall remain in effect until such time as the statute of limitations has expired to bring a claim under this Agreement.

In Witness Whereof, The parties hereto have caused this Agreement to be executed as written above.

_____ _____

RANDY CASE Date:
Chief of Police, Town of Orange Park

_____ _____

RANDY ANDERSON Date:
Mayor of Orange Park, Florida

_____ _____

ERIN SKIPPER, Chair Date:
School Board of Clay County, Florida

_____ _____

DAVID S. BROSKIE Date:
Superintendent of Schools
School Board of Clay County, Florida

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June 4, 2026 - Regular School Board Meeting

Title

C20 - 2025-2026 S.R.E.F. Casualty, Safety, Sanitation, Fire Safety and Relocatable Inspections

Description

The School District of Clay County is required to conduct an Annual Casualty, Safety, Sanitation Inspection Report as well as an Annual Relocatable and Fire Safety Inspection by persons licensed and proficient with applicable Rules and Standards. These Inspection Reports were performed by licensed and qualified personnel and are available for public review.

Gap Analysis

Local fire officials and public school districts must employ or contract with an individual certified as a fire safety inspector in compliance with Section 633.081, Florida Statutes, in order to conduct a comprehensive fire safety inspector of each public school facilities annually. s.1013.12, F.S. and s.1013.38, F.S. became effective on July 1, 2011.

Previous Outcomes

The SREF/Fire Safety Inspections were accomplished with two inspectors and completed without disrupting the school for more than a couple of hours. The school custodian is usually available and walks the school with the inspector and takes notes on most deficiencies that are also part of the report. The schools then fix or place work orders for deficiencies found and return a letter stating all items completed or work order placed.

Expected Outcomes

The SREF/Fire Safety Inspections are completed annually.

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 District 2025-2026 Casualty, Safety, Sanitation, Fire Safety Inspection Report and Relocatables.

Contact

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

Stephanie Raucci, Universal Engineering Services, (904) 336-0636 stephanie.raucci@myoneclay.net

Financial Impact

All deficiencies will be corrected at the school level or by the Maintenance department

and funded by Capital Outlay funds.

Review Comments

Attachments

- 2025 2026 SREF Inspections.pdf
- 2026 Fire Safety Inspections (Schools A-K).pdf
- 2026 Fire Safety Inspections (Schools L-S).pdf
- 2026 Fire Safety Inspections (Schools T-Z).pdf
- 2025-2026 Relocatable Inspections.pdf

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Argyle Elementary/Mary Dorsch, Principal	**Inspector:**	Horace Earls
Address:	AES 2625 Spencer Plantation Boulevard Orange Park, FL 32073	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/08/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 208 (Mechanical)-Remove all storage
2. CE/Room 211-Boys Restroom-left urinal not working and bagged (Maintenance Work Order 0000168542 entered by R. Gann/Code Enforcement)
3. School/Room 222 and 203-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Room 308A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Room 605-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 405-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 421-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 113-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. School/Room 204 (Stairs)-Stair area shall remain clear of all storage
10. School/Room 300-Occupancy sign shall be posted. It is sitting on fire extinguisher
11. School Wide-Rooms shall have room sign labeled and posted

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Bannerman Learning Center/Stephanie Palmer, Principal	**Inspector:**	Horace Earls
Address:	BLC 608 Mill Street Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SERF Inspection	**Inspection Date:**	04/14/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. No infractions

Status: Pass

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Charles E. Bennett Elementary/Amanda Strickland, Principal	**Inspector:**	Stephanie Raucci
Address:	CEB 1 Oakridge Avenue Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/03/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 923-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. School/Room 925-Storage must be removed
3. CE/Room 17-(Male Restroom)-ADA stall faucet loose. Also, 2nd left sink faucet not working (Maintenance Work Order 0000168572 entered by R. Gann/Code Enforcement)
4. CE/Room 17-Water fountain has no button to turn on water (Maintenance Work Order 0000168572 entered by R. Gann/Code Enforcement)
5. CE/Room 16-Lights are not working (Maintenance Work Order 0000168575 entered by R. Gann/Code Enforcement)
6. CE/Room 21-(Girls Restroom)-ADA stall faucet loose. Also 1st left sink faucet has blocked water flow (Maintenance Work Order 0000168576 enteredc by R. Gann/Code Enforcement)
7. School/Room 23-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. CE/Room 18-Lights are flickering and some banks of lights not working (Maintenance Work Order 0000168578 entered by R.Gann/Code Enforcement)
9. CE/Cafeteria-The light covers are discolored and the lights are dim (Maintenance Work Order 0000168580 entered by R. Gann/Code Enforcement)
10. School/Media Center-Building 11-Remove Fire Alarm Pull Station signage from the following room: 117, 118, 119 and 120. There are no pull stations inside of electrical/mechanical rooms
11. CE/Room 118-Lights not working (Maintenance Work Order 0000168582 entered by R. Gann/Code Enforcement)
12. CE/Room 119-Lights not working (Maintenance Work Order 0000168582 entered by R. Gann/Code Enforcement)
13. School/Room 113-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
14. School/Room 115-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
15. School/Room 112B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
16. CE/Room 112B-Lights not working (Maintenance Work Order 0000168582 entered by R. Gann/Code Enforcement)
17. CE/Room 103-Bank of lights not working (Maintenance Work Order 0000168582 entered by R. Gann/Code Enforcement)
18. School/Room 1427-Mens Restroom light outlet is broken
19. School/Room 1446-(Mechanical)-Remove storage
20. School/Room 1448-Missing papertowel dispenser in restroom
21. School/Room 1459-Missing papertowel dispenser in restroom
22. School/Room 1463-Storage in Fire Sprinkler room is not allowed

23. CE/Room 1627-(Mens Restroom)-Light not working (Maintenance Work Order 0000168584 entered by R. Gann/Code Enforcement)
24. CE/Room 1629-Water fountain not working (Maintenance Work Order 0000168587 entered by R. Gann/Code Enforcement)
25. School/Room 1646 (Mechanical Room)-Storage in this room not allowed
26. CE/Room 1650-Lights are dim and needs to be repaired (Maintenance Work Order 0000168584 entered by R. Gann/Code Enforcement)
27. School/Room 1663-Storage in Fire Sprinkler room is not allowed

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Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Clay High School/Jen Halter, Principal	**Inspector:**	Stephanie Raucci
Address:	CHS 2025 Highway 16 Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/16/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. CE/Building 2 Culinary-address wires behind counter in cafeteria (Maintenance Work Order 0000168589 entered by R. Gann/Code Enforcement)
2. School/Room 366-Ceiling tile out in Electrical Room
3. School/Room 702-fire extinguisher case with no fire extinguisher
4. School/Room 831-outlet cover missing
5. School/Room 831-outlet cover missing
6. School/Room 917-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
7. School/Room 205-Exit light sign not working
8. School/Room 365-Closet in Clinic-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. CE/Room 353 (Records)-Lights not working (Maintenance Work Order 0000168590 entered by R. Gann/Code Enforcement)
10. CE/Room 371-No access/key not working (Maintenance Work Order 0000168591 entered by R. Gann/Code Enforcement)
11. CE/Room 344-Door lock not working (Maintenance Work Order 0000168591 entered by R. Gann/Code Enforcement)
12. School/Room 344-Emergency light needed
13. School/Room 399A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
14. School/Room 315-Storage blocking exit and Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
15. CE/Room 315-Cold water for right sink not working (Maintenance Work Order 0000168593 entered by R. Gann/Code Enforcement)
16. CE/Room 336-No access to room/key issue (Maintenance Work Order 0000168591 entered by R. Gann/Code Enforcement)
17. CE/Room 316-No access to room/key issue (Maintenance Work Order 0000168591 entered by R. Gann/Code Enforcement)
18. School/703, 704, 757, 749-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
19. CE/Room 757-Room used as classroom-Needs drop ceiling (Maintenance Work Order 0000168601 entered by R. Gann/Code Enforcement)
20. School/Room 757A-(Electrical Room)-remove storage
21. School/Room 775-Classroom has no emergency light
22. School/Room 780-expired fire extinguisher
23. CE/Room 772/773-Water fountain out of order (Maintenance Work Order 0000168595 entered by R. Gann/Code Enforcement)

24. CE/Room 810-Water fountain has low pressure (Maintenance Work Order 0000168596 entered by R. Gann/Code Enforcement)
25. School/Room 821-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
26. School/Room 814-Door stuck open
27. School/Room 836-(Mechanical Room)-Removed storage in front of electrical panel
28. CE/Room 836-Lights not working (Maintenance Work Order 0000168597 entered by R. Gann/Code Enforcement)
29. School/Room 824-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
30. School/Room 823-Emergency exit light not working
31. School/Room 838-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling and fire extingusher expired
32. Kitchen/Cafe-Outside dumpster lids not closed
33. School/Room 821-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling

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Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Clay Hill Elementary/Adele Reed, Principal	**Inspector:**	Horace Earls
Address:	CHE 6345 County Road Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/10/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Administration-front office does not have the required number of fire extinguisher in accordance with NFPA 10
2. School/Building 2/Outside boy's restroom not labeled.
3. School/Room 506-Mechanical room-storage shall be removed
4. CE/Work Order needs to be issued for Room 214 because door won't open/key not working. (W.O. #0000166887-Robin Gann)

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Coppergate Elementary/Melissa Metz, Principal	**Inspector:**	Horace Earls
Address:	CGE 3460 Copper Colts Court Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/30/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 217 Lights not working
2. School/Room 424 Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
3. School/Room 426-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Room 429-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Room 430-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 420-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 421-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 416-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. School/Room 418-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
10. School/Room 473-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
11. School/Room 475-Lights not working and Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
12. School/Room 477-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
13. School/Room 478-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
14. School/Room 503-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
15. School/Room 405-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
16. School/Room 444-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
17. School/Room 445-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
18. School/Room 465-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
19. School/Room 467-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
20. School/Room 473/311-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
21. School/Room 148-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
22. School/Room 150-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
23. School/Room 151-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
24. School/Room 138-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
25. School/Room 139-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
26. School/Room 136-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
27. School/Room 137-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
28. School/Room 133-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
29. School/Room 134-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
30. School/Room 125-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling

31. School/Room 126-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling

Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Discovery Oaks Elementary/James Herrholtz, Principal	**Inspector:**	Horace Earls
Address:	DOE 950 Oakleaf Plantation Parkway Orange Park, FL 32065	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/06/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 112-Electrical-Remove storage
2. School/Room 139-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
3. School/Room 502 and 504-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Room 495 and 497-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Room 406 and 408-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 410 and 412-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 418 and 420-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 472 and 474-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. School/Room 468 and 470-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
10. School/Room 465 and 467-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
11. School/Room 461 and 463-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
12. School/Room 451 and 453-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
13. School/Room 448 and 450-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
14. School/Room 444 and 446-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
15. School/Room 441 and 443-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
16. School/Room 437 and 439-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
17. School/Room 430 and 432-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
18. School/Room 425 and 427-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
19. School/Room 421 and 423-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
20. School/Room 422-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
21. School/Room 382 and 144-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
22. School/Room 380 and 381-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
23. School/Room 359 and 360-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
24. School/Room 346 and 346A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
25. School/Room 327 and 328-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
26. School/Room 315 and 316-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
27. School/Room 310 and 311-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
28. School/Room 306 and 308-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
29. School/Room 492-Ceiling tile missing

Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Doctor Inlet Elementary/Carolyn Ayers, Principal	**Inspector:**	Horace Earls
Address:	DIS 2634 County Road 220 Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/03/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 121-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. School/Room 116 and 112-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
3. School/Room 106-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Room 702B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Room 704B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 701B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 703B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 705B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. School/Room 707B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
10. School/Room-706B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
11. School/Room 708B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
12. Schoo/Room 701-Remove storage off top of range
13. CE/Room 703-Water fountain has low pressure (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
14. CE/Room 716-Water fountain has low pressure (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
15. School/Room 716-(Mechanical)-Remove storage
16. School/Room 716-(Mechanical)-Remove storage
17. School/Room 713-(Electrical)-Remove storage
18. CE/Room 904-Water fountain is rotten around base (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
19. School/Room 915 (Mechanical)-Remove storage
20. School/Room 908 and 703B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
21. CE/Room 907-Water fountain not working (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
22. CE/Room 905 and 901-Water fountain is loose from wall (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
23. CE/Room 601B-(Girls Restroom)-Right faucet not working (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
24. CE/Room 105 and Clinic-Water fountain has no water pressure (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Doctor Inlet Elementary/Carolyn Ayers, Principal	**Inspector:**	Horace Earls
Address:	DIS 2634 County Road 220 Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/03/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 121-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. School/Room 116 and 112-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
3. School/Room 106-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Room 702B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Room 704B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 701B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 703B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 705B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. School/Room 707B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
10. School/Room-706B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
11. School/Room 708B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
12. Schoo/Room 701-Remove storage off top of range
13. CE/Room 703-Water fountain has low pressure (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
14. CE/Room 716-Water fountain has low pressure (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
15. School/Room 716-(Mechanical)-Remove storage
16. School/Room 716-(Mechanical)-Remove storage
17. School/Room 713-(Electrical)-Remove storage
18. CE/Room 904-Water fountain is rotten around base (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
19. School/Room 915 (Mechanical)-Remove storage
20. School/Room 908 and 703B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
21. CE/Room 907-Water fountain not working (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
22. CE/Room 905 and 901-Water fountain is loose from wall (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
23. CE/Room 601B-(Girls Restroom)-Right faucet not working (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)
24. CE/Room 105 and Clinic-Water fountain has no water pressure (Maintenance Work Order 0000169040 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Fleming Island Elementary/Mallory McConnell, Principal	**Inspector:**	Stephanie Raucci
Address:	FIE 4425 Lakeshore Drive Fleming Island, Fl 32003	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/03/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 103-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. CE/Room 103-Lights not working (Maintenance Work Order 0000168615 entered by R. Gann/Code Enforcement)
3. School/Room 105-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. CE/Room 106-(Clinic)-Eye wash station not working due to lever being stripped loose (Maintenance Work Order 0000168616 entered by R. Gann/Code Enforcement)
5. CE/Room 111-Lights not working (Maintenance Work Order 0000168615 entered by R. Gann/Code Enforcement)
6. School/Room 114-Fire extinguisher must be within 15 feet of range oven. Mount on bracket
7. CE/Room 115 (Womens Restroom)-Leaking faucet and light out over ADA stall Maintenance Work Order 0000168615 entered by R. Gann/Code Enforcement) (Maintenance Work Order 0000168616 entered by R. Gann/Code Enforcement)
8. CE/Room 116 (Mens Restroom)-Leaking faucet need repair (Maintenance Work Order 0000168616 entered by R. Gann/Code Enforcement)
9. School/Room 120 (Mechanical)-Storage not allowed other than filters
10. School/Room 134-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
11. School/Room 211-Storage not allowed other that filters
12. School/Room 209-Storage in the hallway from the stage is blocking the emergency egress path. Remove immediately
13. School/Room 229-(Mechanical)-Storage not allowed other that filters. The golf cart must be stored outside of the building in an appropriate structure. Electrical panels are blocked throughout this room
14. School/Room 224-Replace the expired fire extinguisher
15. School/Room 230-Replace the expired fire extinguisher
16. CE/Room 217 and 218-No access to the Dry Storage room. Key did not work in either door. Report to Rick Rivers (Maintenance Work Order 0000168618 entered by R. Gann/Code Enforcement)
17. CE/Room 215-Light banks are not working (Maintenance Work Order 0000168620 entered by R. Gann/Code Enforcement)
18. School/Room 213-(Data/Electrical Room)-Storage not allowed. Flammable items must be removed
19. School/Room 305-Missing ceiling tiles
20. School/Room 319, 320 and 321-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
21. CE/Room 427-Lights not working (Maintenance Work Order 0000168621entered by R. Gann/Code Enforcement)
22. School/Room 437-Storage not allowed
23. CE/Near Room 509-Water fountain not working (Maintenance Work Order 0000168622 entered by R. Gann/Code Enforcement)
24. School/Room 509 and 514-Warm temperature Check A/C

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25. CE/Room 530-Water fountain not working (Maintenance Work Order 0000168622 entered by R. Gann/Code Enforcement)
26. School/Room 536-Storage not allowed
27. School/Room 538-(Mechanical)-storage not allowed other than filters
28. School/Room 712, 724 and 733-No storage allowed on cooktop range. If you are not using them consider removing the range
29. School/Room 724 and 733-Fire extinguisher must be located within 15 feet of the cooktop range
30. CE/Room 721-Water fountain at the sink has low pressure (Maintenance Work Order 0000168624 entered by R. Gann/Code Enforcement)
31. CE/Room 730 and 731-Sink faucets are loose (Maintenance Work Order 0000168624entered by R. Gann/Code Enforcement)
32. School/Room 732-Storage in Plumbing room not allowed
33. School/Room 705-Replace missing ceiling tiles and Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
34. CE/Room 700-Exit door hard to open. Adjust tensioner accordingly (Maintenance Work Order 0000168626 entered by R. Gann/Code Enforcement)
35. School/Room 738-(Electrical) Storage not allowed
36. School/Building 20 Room 1 and 2-(Electrical)-Storage not allowed

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Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Fleming Island High/Tom Pittman, Principal	**Inspector:**	Stephanie Raucci
Address:	FIH 2233 Village Square Parkway Fleming Island, FL 32003	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/23/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 012-Administration Storage-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
2. School/Room 211-exit light sign not working
3. School/Room 117-AICE-occupancy load sign missing
4. School/Room 30-Vault-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
5. School/Room 040-Student Records-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
6. CE/Room 033-Drinking fountain has low pressure and light is not working (Maintenance Work Order 0000169069 entered by R. Gann/Code Enforcement)
7. School/Room 032-Custodial-Ceiling Tiles are missing
8. CE/Room 030B-No access-door lock does not match the rest (Maintenance Work Order 0000169071 entered by R. Gann/Code Enforcement)
9. School/Room 044-Laundry-Ceiling Tiles missing and tiles show sign of water leak
10. School/Room 044-Laundry-Ceiling Tiles missing and tiles show sign of water leak
11. CE/Room 051-Resource Room-light not working (Maintenance Work Order 0000169070 entered by R. Gann/Code Enforcement)
12. School/Room 052-Bathroom-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
13. School/Room 061-No emergency map in room
14. CE/Room 1004-Storage has stand pipes and the sewer clean out has a broken collar (Maintenance Work Order 0000169069 entered by R. Gann/Code Enforcement)
15. CE/Room 1007-Meeting Room-Electrical plug loose on left side of exit to foyer (Maintenance Work Order 0000169070 entered by R. Gann/Code Enforcement)
16. School/Room 1008-Delete expired fire extinguisher-there is an extinguisher outside the door
17. School/Room 147-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
18. CE/Room 149-Men Locker Room-both sinks not working, left sink faucet loose (Maintenance Work Order 0000169069 entered by R. Gann/Code Enforcement)
19. School/Room 168-Corridor-Remove storage from hallway
20. School/Room 170-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
21. CE/Room 175-(1) set of sinks not working in Women's restroom (Maintenance Work Order 0000169069 entered by R. Gann/Code Enforcement)
22. School/Room 142-Electrical Room-Remove all [illegible] from room
23. School/Room 217-Chair Storage-Ceiling tiles missing

24. School/Room 231-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
25. School/Room 241-Instrument Room-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
26. CE/Room 255-Lights not working by exit door (Maintenance Work Order 0000169070 entered by R. Gann/Code Enforcement)
27. CE/Room 257-Lights not working (Maintenance Work Order 0000169070 entered by R. Gann/Code Enforcement)
28. School/Room 117-Ceiling tiles have water damage
29. School/Room 117-Room not labeled
30. School/Room 119-Ceiling tiles show water damage
31. School/Room 119-Fire Sprinkler head obstructed by water damage ceiling tile

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Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Green Cove Junior High/James DeMarie, Prinicpal	**Inspector:**	Stephanie Raucci
Address:	GCJ 1220 Bonadventure Avenue Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/10/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 146C-Missing ceiling tile
2. School/Room 800A-Electrical-needs signage
3. CE/Room 809-810-Water fountain has low pressure (Maintenance Work Order 0000168707 entered by R. Gann/Code Enforcement)
4. School/CCTV-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
5. School/Remove golf cart from inside building
6. School/Room 145-Broken light switch cover
7. (CE for light)(School for room number)Room 144A-Light in Restroom dim and needs room number needs to be displayed (Maintenance Work Order 0000168710 entered by R. Gann/Code Enforcement)
8. School/Room 27D-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. CE/Room 27A-Faucet dripping (Maintenance Work Order 0000168712 entered by R. Gann/Code Enforcement)
10. School/Room 27B-Broken light switch cover/Restroom sign coming off the wall
11. School/Clinic-Storage closet has leak/water damage
12. School/Room 29A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
13. CE/Room 10-A-Water Fountain office has a low flow (Maintenance Work Order 0000168712 entered by R. Gann/Code Enforcement)
14. School/Room 128-HVAC Storage needs to be removed and light switch cover gone
15. Sdhool/Room 143-HVAC Storage needs to be removed and light switch cover gone
16. CE/Room 14-Home Ec-(2) faucets dripping (Maintenance Work Order 0000168712 entered by R. Gann/Code Enforcement)
17. CE/Room 14A-Kitchen 1-Hood fan not working properly/clean all hood fan filters/clean area behind (wd) rags on wires (Maintenance Work Order 0000168724 entered by R. Gann/Code Enforcement)
18. CE/Hallway at Room 14A-Leak at air conditioning head (Maintenance Work Order 0000168725entered by R. Gann/Code Enforcement)
19. CE/Hallway at Room 15A-Water fountain not working (Maintenance Work Order 0000168712 entered by R. Gann/Code Enforcement)
20. School/Room 15C-Electrical Panels blocked
21. CE/Room 31B-No access (Maintenance Work Order 0000168727 entered by R. Gann/Code Enforcement)
22. School/Room 30B-Light switch cover missing

23. School/Room 34-Window emergency exit sign covered

24. School/Room 5-Need new emergency window exit sign
25. CE/Room 6-Broken window blind (Maintenance Work Order 0000168726 entered by R. Gann/Code Enforcement)
26. School/Room 20-Curtains need to be removed
27. School/Room 18-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
28. CE/Room 17-19-Planning area has sink dripping badly (Maintenance Work Order 0000168712 entered by R. Gann/Code Enforcement)
29. CE/Room 19-Middle sink has no water (Maintenance Work Order 0000168712 entered by R. Gann/Code Enforcement)
30. CE/Room 17-All sinks turned off (Maintenance Work Order 0000168712 entered by R. Gann/Code Enforcement)
31. School/Room 120G-not mechanical room
32. CE/Kitchen exhaust fan on exterior wall noisy (Maintenance Work Order 0000168730 entered by R. Gann/Code Enforcement)
33. School/Cafe-Has hot plate in Kitchen Ansul System-needs to be protected by Kitchen Ansul System

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Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Grove Park Elementary/Shadreka Smith, Principal	**Inspector:**	Horace Earls
Address:	GPE 1643 Miller Street Orange Park, FL 32073	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/07/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 116A-Ceiling tile is missing
2. School/Cafeteria-Fire suppression system shall be disconnected. Not required
3. CE/Between building 8 and 9-Water fountain not working (Maintenance Work Order 0000168943 entered by R. Gann/Code Enforcement)
4. CE/Building 9/next to restrooms-Water fountain not working (Maintenance Work Order 0000168943 entered by R. Gann/Code Enforcement)
5. School/Room 606-Fire extinguisher required within 5 feet of range top
6. School/Room 604-Fire extinguisher required within 5 feet of range top
7. School/Room 706A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 701A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. School/Room 705A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
10. School/Room 707A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
11. School/Room 601A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
12. School/Room 603A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Keystone Heights Elementary/Beth Turbeville, Principal	**Inspector:**	Horace Earls
Address:	KHE 335 SW Pecan St Keystone Heights, FL 32656	**Inspected By:**	Horace Earls
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/05/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. Media Center CE/Water Fountain Inoperable (Maintenance Work Order 0000169067 entered by R. Gann/Code Enforcement)
2. School/Room 2-208 Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
3. School/Room 2-209 Mechanical-No storage in this room
4. CE/Room 427 Boy Bathroom-Lighting out (Maintenance Work Order 0000169068 entered by R. Gann/Code Enforcement)
5. CE/Room 428 Girls Bathroom-Faucet not secured (Maintenance Work Order 0000169067 entered by R. Gann/Code Enforcement)
6. CE/Room 426-Lights inoperable (Maintenance Work Order 0000169068 entered by R. Gann/Code Enforcement)
7. CE/Room 7-Drinking fountain low pressure (Maintenance Work Order 0000169067 entered by R. Gann/Code Enforcement)
8. CE/Room 9, Room 14, Room 15 lights not working (Maintenance Work Order 0000169068 entered by R. Gann/Code Enforcement)
9. CE/Storage Room 21-B Smoke alarm hanging (Maintenance Work Order 0000169068 entered by R. Gann/Code Enforcement)
10. CE/Building 8 Room 7-Drinking fountain has low pressure (Maintenance Work Order 0000169067 entered by R. Gann/Code Enforcement)
11. CE/Building 6 Room 36/37-Bathroom faucet not secured (Maintenance Work Order 0000169067 entered by R. Gann/Code Enforcement)
12. CE/Building 3 Room 4-Drinking fountain low pressure (Maintenance Work Order 0000169067 entered by R. Gann/Code Enforcement)
13. CE/Room 41 Boy Bathroom left faucet not working (Maintenance Work Order 0000169067 entered by R. Gann/Code Enforcement) (Maintenance Work Order 0000169068 entered by R. Gann/Code Enforcement)
14. CE/Room 42 Girls Bathroom lights not work, faucet not secured in Handicap stall (Maintenance Work Order 0000169067 entered by R. Gann/Code Enforcement) (Maintenance Work Order 0000169068 entered by R. Gann/Code Enforcement)
15. CE/Room 15-Water faucet has low pressure (Maintenance Work Order 0000169067 entered by R. Gann/Code Enforcement)
16. CE/Room 29-Drinking fountain has low pressure (Maintenance Work Order 0000169067 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

DRAFT

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Keystone Jr/Sr High/Laurie Burke, Principal	**Inspector:**	Horace Earls
Address:	KHS 900 Orchid Avenue Keystone Heights , FL 32656	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/16/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. CE/Room 104-Female Restroom-lights are dim (Maintenance Work Order 0000168786 entered by R. Gann/Code Enforcement)
2. School/Room 406B-Storage Room-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
3. CE/Custodial 515-water fountain not working (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
4. School/Room 605A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Room 724 Electrical Room-storage in room must be removed
6. CE/Room 800-Art Lab-Water fountain has low pressure (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
7. School/Cooking outside Gym under roof overhang. This has been sited from last three years
8. School/Building 20-Exit blocked in weight room
9. CE/Room 103-Male Restroom-lights are dim (Maintenance Work Order 0000168786 entered by R. Gann/Code Enforcement)
10. CE/Room 120-Lights not working (Maintenance Work Order 0000168786 entered by R. Gann/Code Enforcement)
11. School/Room 127-Electrical Room-storage must be removed/Electrical Room needs to be labeled/Classroom not labeled in corridor
12. CE/Room 158-Faucet is loose in sink (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
13. School-Room 158-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
14. CE/Room 11-2nd faucet loose in sink (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
15. School/Room 169-Storage closet not labeled
16. School/Room 172-Storage closet not labeled
17. School/Room 167-(Electrical Room)-room not labeled
18. School/Room 164 (Copy Room)-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
19. School/Room 136 (Electrical Room)-Remove storage
20. School/Room 182-Door blocked from inside
21. CE/Corridor 130-Water fountain has low pressure (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
22. CE/Corridor 130-Water fountain has low pressure (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
23. School/Room 185-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling

24. CE/Room 184-All faucets are loose and the rear faucet is not working (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
25. School/Room 192-Second exit not labeled and outside exit is blocked. No exit signs in room
26. CE/Room 66-Interior wall right had aucet leaks and left faucet is not working (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
27. School/Room 65-Means of egress partially blocked
28. School/Room 63-Improper label from chemical storage and ceiling tiles missing in chemical storage and room number not labeled in corridor
29. CE/Room 410-Water fountain outside not working (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
30. CE/Room 412S (Staff Lounge)-Lights not working (Maintenance Work Order 0000168786 entered by R. Gann/Code Enforcement)
31. CE/Room 412L-Outside water fountain has low pressure (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
32. School/Room 537-Mechanical-exit sign shall be removed. Not an exit
33. School/Room 609E-Storage in room must be removed
34. School/Room 611-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
35. CE/Room 720-Toilet not working (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
36. School/Room 705/Band Instrument storage-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
37. School/Room 704/Band Uniform-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
38. CE/Room 700 Band Foyer-Water fountain not working (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
39. School/Room 705-Golf cart storage must be removed
40. School/Building 9-Propane tank not properly stored
41. CE/Room 901-Lobby-Water fountain not working (Maintenance Work Order 0000168790 entered by R. Gann/Code Enforcement)
42. School/Building 20-Locker Room-Exit blocked

Status: Passed with Minor Violations

DRAFT

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Lake Asbury Elementary/Heather Roche, Principal	**Inspector:**	Horace Earls
Address:	LAE 2901 Sandridge Road Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/17/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 207-Mechanical-Remove storage
2. School/Room 301-Electrical/Mechanical-Remove storage
3. School/Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 210-Electrical-Remove storage
7. School/Room 719-Restroom lights to dim

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Lake Asbury Junior/Lydia Creel, Principal	**Inspector:**	Horace Earls
Address:	LAJ 2851 Sandridge Road Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/18/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Cafe-Occupancy load not posted
2. School/Administration Storage-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
3. School/Building 7-General Storage Room 707-Fire sprinkler riser sign shall be posted on outside door.
4. School/Room 813 (Mechanical Room)-Remove storage from room
5. School/Post sign on outside door fire sprinkler riser.

Status: Passed with Minor Violations

DRAFT

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Lakeside Elementary/Dawn Wolfe, Principal	**Inspecctor:**	Horace Earls
Address:	LES 2752 Moody Avenue Orange Park, FL 32073	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/06/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 119-Emergency light not working
2. School/Room 121-Remove Electrical Golf Cart
3. School/Media Center-Rear exit blocked by sandbags
4. CE/Cafeteria-Water fountains have low pressure (both in cafeteria) (Maintenance Work Order 0000168935 entered by R. Gann/Code Enforcement)
5. CE/Building 5-No longer being used as restrooms. Fixtures removed. This is now a storage room.
6. School/Room 601B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 603B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 612-Remove paper towel boxes
9. School/Room 602B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
10. CE/Room 704-Water faucet loose (Maintenance Work Order 0000168935 entered by R. Gann/Code Enforcement)
11. CE/Room 706-Water fountain loose (Maintenance Work Order 0000168935 entered by R. Gann/Code Enforcement)
12. CE/Room 701-Water fountain has low pressure (Maintenance Work Order 0000168935 entered by R. Gann/Code Enforcement)
13. School/Room 703B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
14. School/Room 804B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
15. CE/Room 807-Water fountain loose and has low pressure (Maintenance Work Order 0000168935 entered by R. Gann/Code Enforcement)
16. CE/Room 805-Water fountain has low pressure and leaks (Maintenance Work Order 0000168935 entered by R. Gann/Code Enforcement)
17. School/Room 805-Storage room not labeled
18. School/Room 805-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
19. CE/Room 803-Water fountain has low pressure (Maintenance Work Order 0000168935 entered by R. Gann/Code Enforcement)
20. School/Room 801B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Lakeside Junior High/Dustin James, Principal	**Inspector:**	Horace Earls
Address:	LJH 2750 Moody Avenue Orange Park, FL 32073	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/30/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 38-Ceiling tile missing
2. School/Building 7 Class K fire extinguisher is not required
3. School/Room 824-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. CE/Outside Room 2-water fountain has low pressure (Maintenance Work Order 0000168778 entered by R. Gann/Code Enforcement)
5. School/Room 133-Electrical-Remove storage
6. School/Room 246-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 220-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Corridor 819-Remove storage from corridor. Blocking exit access
9. School/Room 810-Remove extension cord running refrigerator

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	McRae Elementary/Tamara Winkler, Principal	**Inspector:**	Horace Earls
Address:	MRE 6770 County Road 315 Keystone Heights, FL 32656	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/06/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 213-Storage not allowed in Electrical Room
2. CE/Corridor 113-Water fountain has low pressure (Maintenance Work Order 0000169783 enter by R. Gann/Code Enforcement)
3. CE/Room 604-lights not working (Maintenance Work Order 0000169785 enter by R. Gann/Code Enforcement)
4. CE/Room 512-lights not working (Maintenance Work Order 0000169785 enter by R. Gann/Code Enforcement)
5. CE/Room 304-lights not working (Maintenance Work Order 0000169785 enter by R. Gann/Code Enforcement)
6. CE/Building 2/HVAC-Electrical Room-Fans outside exterior doors not working
7. CE/Room 627-water faucet not working
8. CE/Room 501-Lights are dim (Maintenance Work Order 0000169785 enter by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Middleburg Elementary/Becky Wilkerson, Principal	**Inspector:**	Horace Earls
Address:	MBE 3958 Main Street Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/10/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. CE/Room 713-Lights not working (Maintenance Work Order 0000168918 entered by R. Gann/Code Enforcement)
2. School/Room 114-Electrical Room-no storage permitted
3. CE/Room 630-Toilet not working (Maintenance Work Order 0000168919 entered by R. Gann/Code Enforcement)
4. CE/Building 4-Water fountain outside not working (Maintenance Work Order 0000168919 entered by R. Gann/Code Enforcement)
5. School/Room 710-Dry Food Storage-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 107-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. CE/Room 106-Lights not working (Maintenance Work Order 0000168918 entered by R. Gann/Code Enforcement)
8. School/Room 628, 629, 620, 621, 604, and 605-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. School/Room 129-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
10. CE/Elevator Certification expired 8/1/2024 (Maintenance Work Order 0000168921 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Middleburg High School/Martin Aftuck, Principal	**Inspector:**	Horace Earls
Address:	MBH 3750 County Road 220 Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/30/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 15-Bookeeping Closet-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. CE/Room 96-Lights not working (Maintenance Work Order 0000169090 entered by R. Gann/Code Enforcement)
3. Facilities/Room 378-Electricity Class-possible fire load exceeds the fire protection of the fire sprinkler heads
4. School/Room 18-Athletic Director Closet-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Athletic Director Closet-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. CE/Room 22-Mens Restroom-lights not working (Maintenance Work Order 0000169090 entered by R. Gann/Code Enforcement)
7. School/Room 30-Ceiling tile missing
8. School/Room 30-Ceiling tile missing
9. CE/Room 37-Lights not working (Maintenance Work Order 0000169090 entered by R. Gann/Code Enforcement)
10. School/Room 159-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
11. School/Corridor 160-Storage in Hallway
12. School/Corridor 163-exit to corridor blocked
13. School/Room 361 Culinary-Hood shall be cleaned. Fire Extinguisher
14. CE/Room 145-Water fountain not operational (Maintenance Work Order 0000169091 entered by R. Gann/Code Enforcement)
15. School/Room 222-Storage.does not meet the 18 inch from fire sprinkler clearance from ceiling
16. School/Room 217-Food Lab-Fire suppression system shall be removed. This has been sited the last three years

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Montclair Elementary/Bill Miller, Principal	**Inspector:**	Horace Earls
Address:	MCE 2398 Moody Avenue Orange Park, FL 32073	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/06/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 106-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. School/Room 518-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
3. School/Room 532-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Room 501-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Room 506-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 513-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 425-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School 104-No emergency evacuations map posted
9. School 106-Celing tile is missing
10. School/Fire suppression system shall be removed/Not required
11. School/Room 531-Remove storage
12. School/Room 501-Celing tile missing
13. CE/Room 506-Lights not working (Maintenance Work Order 0000168940 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Oakleaf Village Elementary/Jason Martin, Principal	**Inspector:**	Horace Earls
Address:	OVE 410 Oakleaf Village Parkway Orange Park, FL 32065	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/06/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 703 and 708A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. School/Room 716A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
3. School/Room 725A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Room 729A and 728A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Room 726A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 519A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 524A and 506A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 509A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. School/Room 713A-Remove containers from top shelf
10. School/Room 712-Remove storage
11. School/Room 720-Remove storage
12. School/Room 515-Remove storage

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Oakleaf Junior High/Wilnitra Dixon, Principal	**Inspector:**	Stephanie Raucci
Address:	OLJ 4085 Plantation Oaks Boulevard Orange Park, FL 32065	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/19/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. Parking Lot CE/Visitor Parking Stop broken (Maintenance Work Order 0000168745 entered by R. Gann/Code Enforcement)
2. CE/Lobby-Water fountain broken (Maintenance Work Order 0000168737 entered by R. Gann/Code Enforcement)
3. CE/Room 304A-Light not working (Maintenance Work Order 0000168734 entered by R. Gann/Code Enforcement)
4. School/Room 202-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
5. CE/Room 417-Lights not working (Maintenance Work Order 0000168734 entered by R. Gann/Code Enforcement)
6. School/Room 510-Fire exit near Room 512 is blocked by cardboard
7. CE/Room 304-Lights-Only (1) working/too dim/(1) stall out of order(Maintenance Work Order 0000168734 entered by R. Gann/Code Enforcement)(Maintenance Work Order 0000168737 entered by R. Gann/Code Enforcement)
8. CE/Room 306C-Light fixture needs to be reset (Maintenance Work Order 0000168734 entered by R. Gann/Code Enforcement)
9. School/Room 308-Fire extinguisher expired (2022) Clean exhaust fan overage
10. CE/Room 307-(2) lights out (Maintenance Work Order 0000168734 entered by R. Gann/Code Enforcement)
11. School/Room 308-NO STORAGE in Kiln Room
12. School/Room 205B-Light switch taped over
13. School/Room 431-Faculty Room-foul smell/ADA sink-light over sink not working
14. School/Room 434-Leaky faucet on the first sink (Maintenance Work Order 0000168737 entered by R. Gann/Code Enforcement)
15. School/Room 434A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
16. CE/Room 436-Eye Wash pressure to high (Maintenance Work Order 0000168737 entered by R. Gann/Code Enforcement)
17. School/Room 415A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
18. CE/Room 415-Lights out (Maintenance Work Order 0000168734 entered by R. Gann/Code Enforcement)
19. School/Room 411A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
20. School/Room 512-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Oakleaf High School/Justin Fluent, Principal	**Inspector:**	Stephanie Raucci
Address:	OLH 4035 Plantation Boulevard Orange Park, FL 32065	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/20/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. CE/Room 102-Lights not working (Maintenance Work Order 0000168699 entered by R. Gann/Code Enforcement)
2. CE/Room 232-Class faucet loose in desk area (Maintenance Work Order 0000168700 entered by R. Gann/Code Enforcement)
3. CE/Room 353-Restroom/1 stall/commode not working (Maintenance Work Order 0000168700 entered by R. Gann/Code Enforcement)
4. School/Room 408-Light switches are blocked
5. School/Room 109-Celing tile has water damage
6. CE/Room 107-Lights not working (Maintenance Work Order 0000168699 entered by R. Gann/Code Enforcement)
7. School/Room 123-Celing tile missing and needs to be replaced
8. School/Room 121-Ceiling tile has water damage
9. CE/Room 147-Lights not working (Maintenance Work Order 0000168699 entered by R. Gann/Code Enforcement)
10. School/Room 147A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
11. School/Room 155 E/F-needs drain cleaned, it has a sewer smell
12. School/Room 153A-Remove T/O sign
13. School/Room 169 (Mechanical Room)-Remove storage
14. School/Room 173-Light out over Teachers desk
15. School/Room 177A-Celing tile has water damage and shut off water valves are blocked
16. School/Room 178-Eye wash station blocked
17. CE/Room 178-Eye wash station not working (Maintenance Work Order 0000168700 entered by R. Gann/Code Enforcement)
18. CE/Room 145-1st faucet not working (Maintenance Work Order 0000168700 entered by R. Gann/Code Enforcement)
19. School/Room 230-Expired fire extinguisher/eye wash station is blocked, fan in chemistry storage is noisy
20. CE/Room 253-Eye wash station not working (Maintenance Work Order 0000168700 entered by R. Gann/Code Enforcement)
21. CE/Room 341-Eye wash station not working (Maintenance Work Order 0000168700 entered by R. Gann/Code Enforcement)
22. School/Room-317-(Mechanical Room)-Remove storage
23. School/Room 408D-Restroom Supplies not ADA accessible
24. School/Room 415-Sink faucet makes a loud noise
25. School/Roon 414W-Restroom-1st toilet has a slow flush

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26. School/Room 410-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
27. CE/Room 409-Lights not working (Maintenance Work Order 0000168703 entered by R. Gann/Code Enforcement)
28. CE/Room 402 Middle toilet not working (Maintenance Work Order 0000168705 entered by R. Gann/Code Enforcement)
29. CE/Room 418F-Lights not working (Maintenance Work Order 0000168703 entered by R. Gann/Code Enforcement)
30. School/Room 418F-Missing celing tile
31. School/418B-Remove debris on floor
32. CE/Room 418-Lights not working (Maintenance Work Order 0000168703 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Orange Park Elementary/Tyler Wood, Principal	**Inspector:**	Horace Earls
Address:	OPE 1401 Plainfield Avenue Orange Park, FL 32073	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/13/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. Cafeteria-Class K extinguisher is not required

Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Orange Park Junior High/Tania Auguste, Principal	**Inspector:**	Stephanie Raucci
Address:	OPJ 1500 Gano Avenue Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/27/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. CE/Room 115-Range needs oven hood (Maintenance Work Order 0000168628 entered by R. Gann/Code Enforcement)
2. School/Room 207A-Home Ec-Fans/filters missing over ranges
3. CE/Room 357-Door will not lock (Maintenance Work Order 0000168630 entered by R. Gann/Code Enforcement)
4. CE/Room 411-Faucet to the left is leaking (Maintenance Work Order 0000168631 entered by R. Gann/Code Enforcement)
5. School/Room 506A-Hang feminine boxes/(1) faucet not working (left) (Maintenance Work Order 0000168632 entered by R. Gann/Code Enforcement)
6. CE/Cafe Drinking fountain near stage (R) missing cap (Maintenance Work Order 0000168633 entered by R. Gann/Code Enforcement)
7. School/Room 136-Storage in stairwell must be removed/exit door not closing properly
8. School/Room136 and 151-exit door not closing properly
9. School/Room 172-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
10. CE/Room 206-Entire floor is coming up in H.C. Room/Communication room not labeled (Maintenance Work Order 0000168634 entered by R. Gann/Code Enforcement)
11. CE/Room 257-Laundry faucet sink hot water not working (Maintenance Work Order 0000168635 entered by R. Gann/Code Enforcement)
12. CE/Room 403-Center sink on Corridor wall is loose/Door lock on Custodial Room hard to open (Maintenance Work Order 0000168636 entered by R. Gann/Code Enforcement)
13. School/Campus Wide-Doors need to have numbers/labels put back

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Orange Park High School/Ivin Gunder, Principal	**Inspector:**	Stephanie Raucci
Address:	OPH 2300 Kingsley Avenue Orange Park, FL 32073	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/10/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 189B-(2) Fire extinguishers have expired
2. School/Room 130-Electrical Room-Remove storage
3. School/Room 189A-Electrical Panels blocked
4. School/Room 130-Missing ceiling tile
5. School/Room 114-Ceiling Tiles have water damage
6. Facilities/Construction-Room 115-Fire load issue
7. School/Room 256-Electrical Room-Remove storage out of room
8. School/ROTC Room 4-No gas cylinders allowed in room
9. CE/ROTC Room 4-floor outlets are damaged compromised-CAP immediately (Maintenance Work Order 0000168680 entered by R. Gann/Code Enforcement)
10. CE/Restroom Building 3-Lock isn't work and was left unlocked (Maintenance Work Order 0000168681entered by R. Gann/Code Enforcement)
11. School/Room 02 Building 3-Heater/Grill/Propane must be removed
12. School/Room 2207-Building 22-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
13. School/Room 2214-Building 22-Emergency map needs to be posted in room and Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
14. School/Room 2216-Building 22-Clicking in raptor box and Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
15. CE/Room 2106-Building 21-Faucet leaking (Maintenance Work Order 0000168683 entered by R. Gann/Code Enforcement)
16. School/Room 2104 and 2102-Building 21-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
17. CE/Room 2014 and 2015-Building 20-The Fire Alarm in blinking trouble (Maintenance Work Order 0000168684 entered by R. Gann/Code Enforcement)
18. School/Room 2009-Building 20-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
19. School/Room 10-Building 25-Office restroom-light bulbs not working
20. CE/Room 17 Building 25-Sink faucet not working and toilet damaged and water fountain not working (Maintenance Work Order 0000168685 entered by R. Gann/Code Enforcement)
21. School/Room 35-Building 24-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
22. School/Room 30 and 29-Building 24-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
23. School/Room 189B/IT-Building 1-Remove storage from room
24. School/Room 127-Building 1-Fire estinguisher expired in 2022 and door shall be labeled

25. School/Room 100-Fire extinguisher outside Media center has expired
26. School/Room 117-Building 1-No fire extinguisher (Check travel distance)
27. CE/Room 166-Building 1-Unable to gain access (Maintenance Work Order 0000168686 entered by R. Gann/Code Enforcement)
28. CE/Room 225-Boy's Restroom-Entire restroom needs repair (FACILITIES)
29. CE/Room 220-Chemistry Lab-Faucet loose back wall (Maintenance Work Order 0000168687entered by R. Gann/Code Enforcement)
30. School/Room 220, 219, 219A, 218, 217, 233, 231, 131-Fire extinguishers are expired
31. School/Generator Room-Fire extinguisher expired
32. School/Gym-Room 19A-Fire extinguisher expired
33. School/V113-Building 12-Emergency evacuation is not posted
34. School/V110-Room 109-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
35. School/Room 119-Lounge-Fire extinguisher expired
36. School/Room 132 (Electrical Room)-Remove all storage
37. CE/Building 12-Fire sprinkler for building inspection tag outdated. 11/2025 last inspection date (Maintenance Work Order 0000168694 entered by R. Gann/Code Enforcement)
38. School/Auto Shop-Celing tiles missing
39. School/Auto Shop-Emergency exit sign broken
40. School/Room 127-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
41. School/Room 151-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
42. School 231-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling

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Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Plantation Oaks Elementary/Kimberly Marks, Principal	**Inspector:**	Horace Earls
Address:	POE 4150 Plantation Oaks Parkway Orange Park, FL 32065	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/03/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 115 (Storage)-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. School/Room 502A (Storage)-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
3. School/Room 504A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Room 509A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Room 507A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 503A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 517A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 524A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. School/Room 522A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
10. School/Room 520A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
11. School/Room 516A and 518A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
12. School/Room 600A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
13. School/Room 604A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
14. School/Room 608A and 609A and 605A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
15. School/Room 729A and 731A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
16. School/Room 730A and 726A and 724A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
17. School/Room 716A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
18. School/Room 703A and 702A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
19. School/Room 134-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
20. CE/Room 509-Water fountain has low pressure (Maintenance Work Order 0000169050 entered by R. Gann/Code Enforcement)
21. CE/Room 507-Water fountain has low pressure (Maintenance Work Order 0000169050 entered by R. Gann/Code Enforcement)
22. Room CCTV Studio-Being used as a classroom
23. CE/Room 218-Water fountain has low pressure (Maintenance Work Order 0000169050 entered by R. Gann/Code Enforcement)
24. School/Room 515-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
25. School/Room 516-50% of the wall is covered
26. School/Room 602-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
27. CE/Room 605-Water fountain not working (Maintenance Work Order 0000169050 entered by R. Gann/Code Enforcement)

28. CE/Room 308 (Cafe)-Water fountain has low pressure (on left of the wall) (Maintenance Work Order 0000169050 entered by R. Gann/Code Enforcement)
29. School/Room 712-Remove storage

Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Paterson Elementary/John O'Brian, Principal	**Inspector:**	Stephanie Raucci
Address:	PES 5400 Pine Avenue Orange Park, FL 32003	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/11/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Hall 115-Conflicting restroom signs on both restrooms
2. School/Room 125-Mechanical Room-Remove storage
3. School/Room 132-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. CE/Room 109-Clinic-Lights not working (Maintenance Work Order 0000169108 entered by R. Gann/Code Enforcement)
5. School/Room 130-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 136-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 139-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 146-Exit light not working (Maintenance Work Order 0000169108 entered by R. Gann/Code Enforcement)
9. CE/Room 117 Room 118-Restrooms have light out (Maintenance Work Order 0000169108 entered by R. Gann/Code Enforcement)
10. CE/Room 207-Boys Restroom-Broken urinal (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
11. School/Room 207-Broken sign
12. School/Room 212A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling and ceiling tile needs to be fixed
13. School/Room V214-Exit door has no exit sign
14. School/Room 216-Multiple ceiling tiles are missing and need to be replaced
15. School/Room 232-Expired fire extinguisher
16. CE/Room 218-Faulty light switch on lunch line side (Maintenance Work Order 0000169108 entered by R. Gann/Code Enforcement)
17. CE/Room 219-Kitchen sink has a leaking faucet (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
18. CE/Room 219-Electrical panel near Hall 225 not closing (Maintenance Work Order 0000169108 entered by R. Gann/Code Enforcement)
19. CE/Room 313-Faucet leaking (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
20. School/Room 315-Storage on cooktop must be removed
21. CE/Room 310-Faucet leaking (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
22. CE/Room 309-Loud buzzing sound at transformer (Maintenance Work Order 0000169108 entered by R. Gann/Code Enforcement)
23. CE/Room 308-Light bulbs not working (Maintenance Work Order 0000169108 entered by R. Gann/Code Enforcement)

24. CE/Room 305-Faucet leaking (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
25. School/Room 305-Fire extinguisher expired
26. School/Room 314-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
27. School/Room 306-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
28. School/Room 302-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
29. School/Room 303-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
30. School/Room 403-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
31. School/Room 406-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
32. School/Room 417-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
33. School/Room 420-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
34. School/Room-429-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
35. School/Room 427-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
36. School/Room 424-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
37. School/Room 524-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
38. School/Room 520-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
39. School/Room 517-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
40. School/Room 513-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
41. School/Room 510-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
42. School/Room 405-Exit sign broken
43. CE/Room 418-Sink rusty (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
44. CE/Room 416-IT box unhinged (Maintenance Work Order 0000169108 entered by R. Gann/Code Enforcement)
45. School/Room 419-No emergency evacuation map posted
46. CE/Room 431-Faucet leaking-hot water (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
47. School/Room 430-Storage in Electrical Room must be removed
48. CE/Room 426-Water fountain has low pressure (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
49. CE/Room 428-Restroom is out of order (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
50. CE/Room 414-Faucet in poor condition(Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
51. CE/Room 409-Door defacing at Room 408 (Maintenance Work Order 0000169115 entered by R. Gann/Code Enforcement)
52. School/Room 408-No emergency evacuation map posted
53. CE/Room 526-Water fountain has low pressure (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
54. School/Room 522-No emergency evacuation map posted
55. CE/Room 522-Water fountain is running loud (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
56. School/Room 516-Remove all storage
57. Facilities/Room 515-Wall cracking at exit door area (Steps cracked in hallway and walls)
58. School/Room 512-No emergency evacuation map posted
59. CE/Room 508-Water fountain loose from wall (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
60. School/Room 508-No emergency evacuation map posted
61. CE/Room 511-Faucet and handle loose (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
62. School/Room 501-No emergency evacuation map posted
63. Faucilities/Room 501-Step cracks in walls and broken glass in fire extinguisher box
64. Facilities/Room 505-Step cracks in wall
65. School/Room 505-No emergency evacuation map posted
66. CE/Room 506-Lights not working (Maintenance Work Order 0000169108 entered by R. Gann/Code Enforcement)
67. School/Room 601-No emergency evacuation map posted
68. CE/Room 605-Faucet leaking (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
69. School/Room 605-No emergency evacuation map posted
70. CE/Room 615-Water fountain has low pressure (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
71. School/Room 619-Exit sign not working and no emergency evacuation map posted
72. CE/Room 631-Sink loose and faucet leaking (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
73. CE/Room 629-Water fountain does not work (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
74. School/Room 626-No emergency evacuation map posted
75. CE/Room 623-Light fixture hanging from ceiling (Maintenance Work Order 0000169108 entered by R. Gann/Code Enforcement)
76. School/Room 622-No emergency evacuation map posted
77. CE/Room 611-Toilet not flushing and faucet is loose (Maintenance Work Order 0000169113 entered by R. Gann/Code Enforcement)
78. School/Room 608-No emergency evacuation map posted
79. Facilities/Front foyer-Crack in column
80. School/Room 606-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
81. School/Room 620-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
82. School/Room 627-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling

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Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Rideout Elementary School/Trisha Stewart, Principal	**Inspector:**	Stephanie Raucci
Address:	ROE 3065 Apalachicola Boulevard Middleburg, FL 32068	**Inspected By:**	Stephanie Raucci
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	02/16/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. CE/Room 328-Lighting not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
2. CE/Room 314-Lighting insufficient (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
3. School/R324-Electrical Room-Storage Not Allowed
4. School/Room 325-Mechanical Room-Need sign marking "mechanical room" at doorway
5. CE/Room 315-Lighting bay out (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
6. CE/Room 351-Womens Restroom has a leaky faucet (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
7. CE/Room 318-Lighting out in Womens Restroom (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
8. School/Room 301-Hanging sign in corridor is blocking the the view of the Exit Sign
9. CE/Room 340-Light Out (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
10. CE/Room 343-Light Out (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
11. CE/Room 344-Light Out (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
12. CE/Room 347-Door lock issue and light not working (Maintenance Work Order 0000169802 entered by R. Gann/Code Enforcement)
13. School/Room 356-Mechinical Room Stairwell-no storage allowed
14. CE/Room 341-Lights not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
15. CE/Room 336--Lights not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
16. CE/Room 226-Corridor water fountain-low pressure (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
17. CE/Room 211-Chair Storage-lights not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
18. School/Room 221-Restroom-emergency light needed
19. CE/Room 214-Restroom faucet not working, urinal not working, and sink has foul odor (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
20. School/Room 235-Girls Dressing Room-Exits blocked and exit signage broken (from stage R216). Missing ceiling tile. Broken deadbolt
21. CE/Room 236-ADA stall toilet and sink not working; 1 toilet and sink in main RR not working (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
22. School/Room 239-Kitchen hose leaking

23. CE/Room 205-lock not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
24. School/Room 419-Storage too high - Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
25. School/Room 230-Speaker noise
26. CE/Kindergarten Playground-bench broken (Maintenance Work Order 0000169803 entered by R. Gann/Code Enforcement)
27. School/Room 238-Fire extinguisher expired and no exit lights; need sign marking "mechanical room" at doorway
28. CE/Room 240-No access to room; Need sign marking "electrical room" at doorway (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
29. School/Room 402-Fire extinguisher missing from the hanger
30. CE/Room 457-Water fountain mouthpiece missing (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
31. School/Room 405-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
32. School/Room 452-Hand sanitizers-storage exceeds law for flammable products
33. School/Room 454-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
34. School/Room 406-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
35. CE/School/Room 448-Lights not working; covered exit sign (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
36. School/Room 412-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
37. CE/Room 414-Faucet leaks and sink is slow to drain (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
38. CE/Room 430-Lights not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
39. CE/Room 442-Lights not working and grids missing; ceiling tile missing or damaged (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
40. CE/Room 431-Water fountain has low pressure (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
41. CE/Room 432-Water fountain has low pressure (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
42. School/Room 434-Storage too high; unapproved carpets in classroom creating trip hazard
43. School/R 440-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings; unapproved carpets in classroom creating trip hazard
44. School/Room 472-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
45. School/Rpp, 468-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
46. CE/Room 463-Water fountain has low pressure (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
47. CE/Room 464-Lights not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
48. CE/Room 465-Lights not working and ceiling tiles have water damage (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
49. CE/Room 467-Lights not working and ceiling tiles have water damage (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
50. School/Room 416-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
51. School/Room 419-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
52. CE/Room 145-Lights not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
53. CE/Room 115-Lights not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
54. School/Room 119-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
55. School/Room 112-Mechanical Room-Storage not allowed (blocking door)
56. School/Room 109-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
57. CE/Room 110-Water fountain has low pressure (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
58. CE/Room 138-Lights not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
59. School/Room 105-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
60. School/Room 106-Storage too high; and tape on the floor covering the electrical cords not allowed-use approved floor cord covers
61. CE/Room 140-Lights not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
62. CE/Room 123-3rd faucet pressure low and 1st toilet low pressure (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
63. CE/Room 122-Missing faucet caps on sinks (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
64. School/Room 136-Missing ceiling tiles
65. School/Room 132-Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings
66. CE/Room 131-Light not working (Maintenance Work Order 0000169797 entered by R. Gann/Code Enforcement)
67. School/Room 224-Tape on doorlock is not allowed
68. CE/Room 137/138-Water fountain not working (Maintenance Work Order 0000169800 entered by R. Gann/Code Enforcement)
69. School/Electrical rooms throughout: No Storage on the electrical transformers or in the electrical rooms!
70. School/Throughout: Playground covering (wood chips) need to be redistributed and refreshed to meet FDOE requirements for depth /fall hazard protection
71. School/Outside the Kitchen area: Remove tree branches piled up and the blue pipe alongside of building

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72. School/Room 458-Cleanup door threshold of mud/dirt/sand

Status: Passed with Minor Violations

DRAFT

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Ridgeview Elementary/Courtney Schumacher, Principal	**Inspector:**	Horace Earls
Address:	RVE 421 Jefferson Avenue Orange Park, FL 32065	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspections	**Inspection Date:**	04/08/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 213-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. Cafeteria-Fire Suppression not required/Class K extinguisher not required
3. School/Room 604A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Room 605A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling

Status: Passed with Minor Violations

DRAFT

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Ridgeview High School/Becky Murphy, Principal	**Inspector:**	Horace Earls
Address:	RHS 466 Madison Avenue Orange Park, FL 32065	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/20/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 113-Mislabeled Fire Exit-Remove
2. CE/Room 650-faucets in Science Room and Teachers area are off (Maintenance Work Order 0000169096 entered by R. Gann/Code Enforcement)
3. School/Fire extinguisher in concession stand not labeled
4. School/Room 818-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Lab Building 1-No room number
6. School-All classroom and school areas must have emergency evacuation signs posted
7. School/Room 622-Water lines in shut off needs to have a sign where located
8. School/Room 677-Mechanical Closet-lights not working
9. School/Room 657-No emergency route map posted
10. School/Room 643-Storage room blocked
11. School/Room 654-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
12. School/Room 688-Fire extinguisher expired
13. Facilities/Restroom partitions have large gaps that need to be closed
14. School/Concession stand room not labeled
15. CE/Room 903-Drinking fountain has low pressure (Maintenance Work Order 0000169096 entered by R. Gann/Code Enforcement)
16. School/Room 902-Unable to gain access to room due to combination lock on door

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	S. Bryan Jennings Elementary/Jocelyn Farber, Principal	**Inspector:**	Stephanie Raucci
Address:	SBJ 215 Corona Street Orange Park, FL 32073	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection Report	**Inspection Date:**	03/16/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 47B-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. School/Room 43G-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
3. CE/Room 41-Kitchen sink faucet is old and leaking and does not shut off correctly (Maintenance Work Order 0000169776 enter by R. Gann/Code Enforcement)
4. CE/Room 43-Water fountain is out of order (Maintenance Work Order 0000169776 enter by R. Gann/Code Enforcement)
5. CE/Room 42-Female restroom sink faucet is old and leaking (Maintenance Work Order 0000169776 enter by R. Gann/Code Enforcement)
6. CE/Room 42A-Male restroom sink faucet is old and leaking (Maintenance Work Order 0000169776 enter by R. Gann/Code Enforcement)
7. School/Room 36A-Emergency light not working
8. School/Room 22K-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. School/Room 21K-Remove storage from mechanical closet
10. School/Room 24K-Remove storage from mechanical closet
11. School/Room 33A-Remove storage from mechanical closet
12. School/Room 40A-Remove storage from mechanical closet
13. CE/Room 35A-Door closer needs to be replaced (Maintenance Work Order 0000169777 enter by R. Gann/Code Enforcement)
14. School/Room 31E-Water hose leaking
15. School/Unmarked double door on Building 3/Cafetorium-Replace room number
16. SchoolRoom 30A/30B-Storage in boiler/mechanical/electrical room must be removed
17. CE/Room 30B-Wall mounted mini split unit making loud noise-needs Maintenance (Maintenance Work Order 0000169778 enter by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Shadowlawn Elementary/Whitney Johnson, Principal	**Inspector:**	Horace Earls
Address:	SLE 2945 County Road 218 Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/17/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 502A, 521A-Storage does not meet 18 inch from fire sprinkler clearance from ceiling.
2. School/Room 600A, 605A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
3. School/Room 410-Plumbing-Celing tile missing.
4. CE/Room 508-Lights are not working (Maintenance Work Order 0000169058 entered by R. Gann/Code Enforcement)
5. CE/Room 501, 519, 516-Water fountain has low pressure (Maintenance Work Order 0000169059 entered by R. Gann/Code Enforcement)
6. CE/Room 521-Water fountain has low pressure (Maintenance Work Order 0000169059 entered by R. Gann/Code Enforcement)
7. CE/Room 512A-Lights not working (Maintenance Work Order 0000169058 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Swimming Pen Creek Elementary/Cheryl Larson, Principal	**Inspector:**	Stephanie Raucci
Address:	SPC 1630 Woodpecker Lane Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/15/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/All Fire Extinguishers expired March 2026
2. School/Room 130-Ceiling tiles missing
3. School/Room 113 Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Room 208-No storage in this room
5. School/Room 308-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. Corridor 312-No storage in this area
7. School/Room 316-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 318-No storage in this room
9. School/Room 319-No storage in this room
10. CE/Room 506-Faucet loose (Maintenance WO#0000169934 enter by R. Gann Code Enforcement)
11. CE/Room 531-Faucet loose (Maintenance WO#0000169934 enter by R. Gann Code Enforcement)
12. CE/Room 530-Faucet loose (Maintenance WO#0000169934 enter by R. Gann Code Enforcement)
13. CE/Room 514-Faucet loose (Maintenance WO#0000169934 enter by R. Gann Code Enforcement)
14. CE/Building 6-Teacher planning-Water fountain not working (Maintenance WO#0000169934 enter by R. Gann Code Enforcement)
15. CE/Room 609-Water pressure is low (Maintenance WO#0000169934 enter by R. Gann Code Enforcement)
16. School/Room 412/413-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
17. CE/Room 407-Faucet loose (Maintenance WO#0000169934 enter by R. Gann Code Enforcement)

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Spring Park Elementary/Tiffany Outman, Principal	**Inspector:**	Horace Earls
Address:	SPS 3530 County Road 315 Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/13/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 502 and 504-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. School/Room 495 and 498-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
3. School/Room 479 and 481-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. School/Room 472 and 474-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
5. School/Room 461 and 463-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. School/Room 441 and 443-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 437 and 439-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. School/Room 430 and 432-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
9. School/Room 425 and 427-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
10. School/Room 414 and 416-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
11. School/Room 410 and 412-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
12. School/Room 406 and 408-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
13. School/Room 403 and 405-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
14. School/Room 362 and 363-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
15. School/Room 360 and 361-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
16. School/Room 355 and 356-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
17. School/Room 350 and 351-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
18. School/Room 348 and 349-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
19. School/Room 339 and 340-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
20. School/Room 330 and 331-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
21. School/Room 327 and 328-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
22. School/Room 322 and 323-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
23. School/Room 308 and 309-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
24. School/Room 301 and 304-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
25. CE/Room 499-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
26. CE/Room 481-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
27. CE/Room 475-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)

28. CE/Room 461-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
29. CE/Room 455-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
30. CE/Room 414-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
31. CE/Room 410-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
32. CE/Room 355-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
33. CE/Room 350-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
34. CE/Room 348-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
35. CE/Room 344-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
36. CE/Room 330-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
37. CE/Room 327-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
38. CE/Room 313-Water fountain has low pressure (Maintenance Work Order 0000169117 entered by R. Gann/Code Enforcement)
39. CE/Room 148-Wall A/C unit leaking water on floor (Maintenance Work Order 0000169118 entered by R. Gann/Code Enforcement)
40. School/Room 388-Fire extinguisher shall be located within 5 feet of range
41. School/Room 379-Fire extinguisher sall be located within 5 feet of range
42. School/Room 320-Remove extension cord

Status: Passed with Minor Violations

DRAFT

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Thunderbolt Elementary/Amy Bathurst, Principal	**Inspector:**	Stephanie Raucci
Address:	TBE 2020 Thunderbolt Road Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/27/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 213-Clean range vent
2. CE/Room 105B-Lights are dim (Maintenance Work Order 0000168696 entered by R. Gann/Code Enforcement)
3. School/Room 105A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
4. CE/Room 103-Water fountain at sink not working (Maintenance Work Order 0000168697 entered by R. Gann/Code Enforcement)
5. School/Room 103A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
6. CE/Room 102A-Restroom smells bad, with a severe smell in drainage (Maintenance Work Order 0000168697 entered by R. Gann/Code Enforcement)
7. CE/Room 102A-Lighting not working (Maintenance Work Order 0000168696 entered by R. Gann/Code Enforcement)
8. CE/Room 104-Water fountain has low pressure and gets stuck in the on position (Maintenance Work Order 0000168697 entered by R. Gann/Code Enforcement)
9. CE/Room 106B-Restroom has low lighting (Maintenance Work Order 0000168696 entered by R. Gann/Code Enforcement)
10. School/Room 305A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
11. School/Room 305A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
12. School/Room 303A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
13. CE/Room 302-Water fountain has low pressure (Maintenance Work Order 0000168697 entered by R. Gann/Code Enforcement)
14. School/Room 304A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
15. School/Room 304-Storage on range top must be removed
16. School/Room 308A-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
17. CE/Room 250-Boys restroom lighting is dim (Maintenance Work Order 0000168696 entered by R. Gann/Code Enforcement)
18. CE/Cafeteria-Water fountains have low pressure (Maintenance Work Order 0000168697 entered by R. Gann/Code Enforcement)
19. CE/Room 122-Restroom has lights are dim (Maintenance Work Order 0000168696 entered by R. Gann/Code Enforcement)
20. School/Room 250-Mechanical Room-Storage must be removed

Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Tynes Elementary/Sarah Brennan, Principal	**Inspector:**	Stephanie Raucci
Address:	TES 1550 Tynes Boulevard Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/31/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 126-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. School/Room 152-Celing tile is missing
3. School/Room 210-Mechanical Storage-all storage must be removed
4. CE/Room 211-Mens Restroom-Faucet loose and needs to be secured (Maintenance Work Order 0000169095 entered by R. Gann/Code Enforcement)
5. School/Room 209-Fire extinguisher blocked
6. CE/Room 201-Cafe-water fountain has low pressure (Maintenance Work Order 0000169095 entered by R. Gann/Code Enforcement)
7. CE/Room 419-Restroon-Faucet loose (Maintenance Work Order 0000169095 entered by R. Gann/Code Enforcement)
8. CE/Room 512-Restroon-Faucet loose (Maintenance Work Order 0000169095 entered by R. Gann/Code Enforcement)
9. CE 1.Room 718-Water faucet loose (Maintenance Work Order 0000169095 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	W.E. Cherry Elementary/Angela Whiddon, Principal	**Inspector:**	Horace Earls
Address:	WEC 420 Edson Drive Orange Park , FL 332073	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/08/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. CE/Room 4-Water fountain has low pressure (Maintenance Work Order 0000168948 entered by R. Gann/Code Enforcement)
2. School/No Room Number (Boys Restroom next to Room 8)-left faucet is loose and replace Room Number
3. CE/Corridor 54-Water fountains have low pressure (Maintenance Work Order 0000168948 entered by R. Gann/Code Enforcement)
4. CE/Room 11-Faucet is hard to turn on (Maintenance Work Order 0000168948 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Wilkinson Elementary/Carolyn Hayward, Principal	**Inspector:**	Horace Earls
Address:	WES 4965 County Road 218 Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/10/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 139-Miss labeled room (Storage Room)Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. School/Room 208-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
3. School/Rooms 405, 412, 415-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
4. CE/Building 4-Building 5-left side water fountain has low water pressure (Maintenance Work Order 00001688873 by Robin Gann/Code Enforcement)
5. CE/Room 139-Left water fountain by adult bathroom has low pressure (Maintenance Work Order 00001688873 by Robin Gann/Code Enforcement)
6. CE/WORK ORDER-ROOM 139 TO HAVE HEAT DETECTOR INSTALLED/NO STORAGE ROOM-WORK ORDER #0000166885/ASSET ESSENTIALS

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	Wilkinson Junior High/Nate Warmouth, Principal	**Inspector:**	Horace Earls
Address:	WJH 5025 County Road 218 Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/17/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. School/Room 411-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
2. CE/Room 613-Sink faucet loose (Maintenance Work Order 0000169060 entered by R. Gann/Code Enforcement)
3. CE/Boys restroom 509-1st sink faucet not operational and loose from wall (Maintenance Work Order 0000169060 entered by R. Gann/Code Enforcement)
4. School/Room 784-exit blocked and needs items removed from area.
5. School/Room 921-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling.
6. School/Room 406-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
7. School/Room 415-Storage does not meet the 18 inch from fire sprinkler clearance from ceiling
8. CE/Room 716-Water faucet not operational (Maintenance Work Order 0000169060 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/HC Long Building-Buildings 1-4	**Inspector:**	Stephanie Raucci
Address:	CO 23 Green Street Center Green Cove Springs, FL 32043	**Inspected By:**	Stephanie Raucci
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/06/2026

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Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. Maintenance/Building 1 Room 103 Drinking fountain not working (Maintenance Work Order 0000169258 entered by R. Gann/Code Enforcement)
2. Maintenance/Building 1 Room 103A-Light not working in storage closet (Maintenance Work Order 0000169259 entered by R. Gann/Code Enforcement)
3. Maintenance/Building 1 Room 112A-Mechanical closet repair cuts in duct wrap and adjust the door strike to make door able to be closed (Maintenance Work Order 0000169261 entered by R. Gann/Code Enforcement)
4. Office/Building 1 Room 119A-Storage is too high, cannot be within 2 feet of ceiling and trouching ductwork
5. Office/Building 1 Room 120A-No storage in mechanical closet
6. Maintenance/Building 1 Room 121A-No storage in mechanical closet and repair cuts in duct wrap (Maintenance Work Order 0000169261 entered by R. Gann/Code Enforcement)
7. Maintenance/Building 1 Room 127-Women's Restroom-left sink has low water flow (Maintenance Work Order 0000169258 entered by R. Gann/Code Enforcement)
8. Maintenance/Building 1-Exterior-A/C equipment area-Fence gate is broken and not able to secure equipment (Maintenance Work Order 000016926189 entered by R. Gann/Code Enforcement)
9. Active Construction work in rooms 104, 109, 111, 114 and 115. Did not inspect
10. Office/Building 2 Room 201A-Storage is too high. Cannot be within 2 feet of the ceiling
11. Maintenance/Building 2 Room 201C-Mechanical room light not working (Maintenance Work Order 0000169259 entered by R. Gann/Code Enforcement)
12. Office/Building 203-Door exit is blocked by table, chairs and boxes. Need at least a 36" clear exit to door
13. Maintenance/Building 2 Exterior-School Board sign on east side is in need of cleaning and repairs (Maintenance Work Order 0000169307 entered by R. Gann/Code Enforcement)
14. Maintenance/Building 3 Exterior-Gutter on the est side of building is bent and needs repair
15. Maintenance/Building 3 Room 301-Lights not working (Maintenance Work Order 0000169259 entered by R. Gann/Code Enforcement)
16. Maintenance/Building 3 Room 307-Women's restroom toilet seats (7) are in a state of disrepair and appear to be unsanitary. Replace as needed. Left sink faucet has low water pressure (Maintenance Work Order 0000169258 entered by R. Gann/Code Enforcement)
17. Maintenance/Building 3 Room 313-Room was very humid. Inspect the mechanical equipment (Maintenance Work Order 0000169261 entered by R. Gann/Code Enforcement)
18. Maintenance/Building 4 Room 415-Replace water damaged ceiling tile and check for roof leaks

19. Maintenance/Building 4 Room 413A-Mechanical room ceiling is open, missing ceiling tiles and electrical switch is missing a cover
20. Maintenance/Building 4 Room 409-Paint is peeling off the ceiling ans walls. Seems to be a moisture issue (Maintenance Work Order 0000169261 entered by R. Gann/Code Enforcement)
21. Maintenance/Building 4 Room 406A-Fire extinguisher at the southern door by kitchenette is expired
22. Maintenance/Building 4 Room 405B-Light out in hallway (Maintenance Work Order 0000169259 entered by R. Gann/Code Enforcement)
23. Maintenance/Building 4 Room 404A-AED in hall does not have a visible service expiration date

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Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/Superintendents Building/Building 3	**Inspector:**	Stephanie Raucci
Address:	900 Walnut Street Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/02/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. Office/Room 22-Remove storage in Mechanical Room
2. Office/Room 21-Remove storage under stairs
3. Maintenance/Room 48-Check bolts @2nd story stairs/rear on the exterior (Maintenance Work Order 0000169139 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/Maintenance/Building 5	**Inspector:**	Horace Earls
Address:	CO 905 Center Street Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/22/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. 4/22/2026-No infractions

Status: Pass

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/IT Building 9	**Inspector:**	Stephanie Raucci
Address:	Walnut Street Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/02/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. Maintenance/Room 912-MDT closet-expired fire extinguisher
2. Maintenance/Room 910-AED-needs visible expiration
3. Office/Room 909-Storage in kitchen closet to high

Status: Passed with Minor Violations

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Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/Accounts Payable Building 10	**Inspector:**	Stephanie Raucci
Address:	Walnut Street Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/02/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. Maintenance/Room 115-Emergency light at front door not testing (Maintenance Work Order 0000169138 entered by R. Gann/Code Enforcement)
2. Office/Room 116-Remove all storage in Electrical Room
3. Maintenance/Room 116-Expired fire extinguisher (Maintenance Work Order 0000169138 entered by R. Gann/Code Enforcement)
4. Maintenance/Outside-A/C unit next to 116 is noisy and needs new insulation piping (Maintenance Work Order 0000169138 entered by R. Gann/Code Enforcement)

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/Building 11	**Inspector:**	Stephanie Raucci
Address:	CO Walnut Street Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/02/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. 4/2/2026-Vacant building
2. Maintenance/Exterior stairs in disrepair
3. Maintenance/Stair anchor bolts rusted on Fire Escape (from 202)
4. Maintenance/Room 108A-Restroom faucet dripping (Maintenance Work Order 0000169122 entered by R. Gann/Code Enforcement)
5. Room 102A-Water fountain off

Status: Pass

DRAFT

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/Building 12	**Inspector:**	Stephanie Raucci
Address:	CO 23 Green Street Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/02/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. 4/2/2026-No Finding

Status: Pass

DRAFT

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/Payroll/Building 92	**Inspector:**	Stephanie Raucci
Address:	CO 23 Green Street Green Cove Springs, FL 32043	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	04/02/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. Office/Storage in closet area is to high

Status: Passed with Minor Violations

DRAFT

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/Food Services Storage Building	**Inspector:**	Stephanie Raucci
Address:	CO 8300 Green Street Green Cove Springs, FL 32043	**Inspected By:**	Stephanie Raucci
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	02/26/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. Loading deck and stair access to building needs to be cleaned of mold and mildew and minor structural repairs are needed at the steps. Check for soft wood on surface areas.
2. Reset the hanging light fixture cover.

Status: Corrections Required

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/Property Control	**Inspector:**	Stephanie Raucco
Address:	CO 800 Center Street Green Cove Springs, FL 32043	**Inspected By:**	Stephanie Raucci
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/05/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. BLDG 1 - MAIN BUILDING Rm 7 - Electrical panel blocked by desk. No access. Electrical conduit at the top right of the door is detached and has exposed wires. Repair as needed. 13A - 2nd Floor - Drinking fountain at the top of the stairs is not working. Exterior - East side of building at fire stair exit - there is a loose wire hanging down the wall, and the electrical conduit cover is missing and needs to be replaced to secure the wires inside. Stabilize the retaining wall at rear east side entrance of the parking lot and stabilize the above ground propane tank (add anchor straps) see Fire Safety inspection report for additional info. Rear east exterior door with overhang has a gutter terminated on top of the overhang. This is causing ponding at the door entry slab. Reroute the gutter away from the door slab.
2. BLDG 2 - SHED Structure is in dilapidated condition. Roof, siding, and door need to be repaired or replaced.
3. FUEL TANK STRUCTURE Fuel tank structure has loose bolts on the catwalk. Retighten throughout.
4. SHED (R-1, B-90, C-289) Storage shed - no access. Keys didn't work in the lock.

Status: Passed with Minor Violations

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/Bus Driver Lounge	**Inspector:**	Stephanie Raucci
Address:	CO 800 Center Green Cove Springs, FL 32043	**Inspected By:**	Stephanie Raucci
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	03/05/2026

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. BUS DRIVER PORTABLE (R-3, B-91, C-967) Multiple light fixtures not working. Repair ceiling leaks where visible on ceiling tiles and replace the ceiling tiles. Rear exit door is blocked by a rocking chair. Restroom lighting is insufficient and the ADA area is blocked by storage items. There is no air filter in the AC system. Clean and install filter. Exterior light is missing cover.

Status: Passed with Minor Violations

DRAFT

Clay County District Schools
Operations Division
925 Center St.
Green Cove Springs, FL 32043
(904) 336-0636

INSPECTION REPORT

Occupant Name:	County Office/Middleburg Transportation	**Inspector:**	Horace Earls
Address:	MBT 3674 County Road 220 Middleburg, FL 32068	**Inspected By:**	Robin Gann
Permit Number:		**Inspection Type:**	Annual Inspection
Job Description:	2025-2026 SREF Inspection	**Inspection Date:**	05/04/2026

DRAFT

Approval as result of an inspection shall not be construed to be an approval of a violation of the provisions of the Florida Building Code or of other ordinances of the jurisdiction.

Inspector Comments:

1. CE/Building 400-Siding needs to be replaced on the right side of the portable (Maintenance WO #0000169928 entered by R. Gann Code Enforcement)
2. Custodian/Building 400-Celing has water damage
3. Custodial/Building 400-Remove flammable liquid stored in building
4. Custodial/Building 504-Emergency light not working
5. Custodial/Building 3-Stairwell needs to be cleaned of cobwebs
6. Custodial/Transportation Bus Driver Lounge-Emergency Lights not working

Status: Passed with Minor Violations

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GENERAL FILE
FILE #: 26-000159
AES 2325 SPENCER PLANTATION BOULEVARD ORANGE PARK FLORIDA 32065 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/08/2026 by Horace Earls

Notes

DATES

Start Date
04/06/2026

Due Date

Completion Date
04/08/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Argyle Elementary #0591

School Address
AES 26235 Spencer Plantation Blvd. Orange Park Florida 32065

Media Center Occupancy Load
95

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

361

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware
N/A

Comments/Violations
Bldg. 2 Stair 204. Stairs shall remain clear of all storage.
Storage shall be to higher than 2ft from ceiling: Rm. 222,203, Bldg. 3 Rom.308A, Bldg. 6 Rm. 605, Bldg 4 Rm. 405,421, Bldg. 1 Rm. 113

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Fail

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
Pass

Comments/Violations
Bldg. 3 Rm. 300 Occupancy load sign shall be posted. Sitting on fire extinguisher cabinet.
Bldg. 3 Rm. 300 Media Center door labels shall be posted. Remove in 2025 for painting.

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Rm. 208 Mechanical: Remove all storage

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000168
BLC 608 MILL STREET GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/13/2026 by Horace Earls

Notes

DATES

Start Date
04/13/2026

Due Date

Completion Date
04/13/2026

Status
Pass

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Bannerman Learning Center #0111

School Address
BLC 608 Mill Street Green Cove Springs Florida 32043

Media Center Occupancy Load
N/A

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

N/A

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
N/A

Assembly-occupant load not posted
N/A

Assembly-chairs, aisles exit access not being maintained
N/A

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
N/A

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
N/A

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Fail

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

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GENERAL FILE
FILE #: 26-000189
CEB 1 OAKRIDGE AVENUE GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Stephanie Raucci

Created On
04/24/2026 by Horace Earls

Notes

DATES

Start Date
04/03/2026

Due Date

Completion Date

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Charles E Bennett Elementary #0071

School Address
CEB 1 Oakridge Ave. Green Cove Springs Florida 32043

Media Center Occupancy Load

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Fail

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
Fail

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
Pass

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
Fail

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations
Storage does not meet the 18" clearance from fire sprinkler heads : Room. 923,925,23,113,115,112B, 1463,1663.

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Mechanical room 1446, 1646: remove storage

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000198
CHS 2025 900 WALNUT ST HIGHWAY 16 GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Stephanie Raucci

Created On
04/29/2026 by Horace Earls

Notes

DATES

Start Date
03/17/2026

Due Date

Completion Date
03/17/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Clay High #0341

School Address
CHS 2025 State Road 16 Green Cove Springs Florida 32043

Media Center Occupancy Load

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Fail

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Fail

Comments/Violations

Rm. 702 fire extinguisher case missing fire extinguisher.
Rm. 780 fire extinguisher expired.

Electrical

Maintain wiring in good condition and/or protected from damage

Fail

Open junction boxes, electrical switches, outlets shall be repaired

Fail

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Fail

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Circuit breakers labeled

Pass

Comments/Violations

Building 2- Culinary cafe counter - remove wiring behind counter in cafeteria.
Rm.831- outlet cover missing.
Rm. 757 Electrical- Remove storage.

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware

Comments/Violations
Rm. 366 Electrical- Missing ceiling tile.
Rm. 205- exit sign not working.
Rm. 315- storage blocking exit and within 2ft of ceiling .
Rm. 399A,703,704,757,749 storage within 2ft of ceiling.
Rm. 757-room used as classroom. drop ceiling required.
Rm. 821,824,838- storage within 2ft. of ceiling.
Rm. 814 door stuck.
Rm. 917- storage within 2ft of ceiling.

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

DRAFT

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted

Pass

Quantities>120 gallons permitted in cabinet

Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Rm. 836 Mechanical- remove storage.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

DRAFT

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

DRAFT

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Fail

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

Rm. 344,755 -Emergency light missing.
Rm. 823- Emergency light not working.

INSPECTION COMMENTS

#	COMMENTS

DRAFT

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000086
CHE 6345 COUNTY ROAD 218 JACKSONVILLE FL 32234
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/11/2026 by Horace Earls

Notes

DATES

Start Date
03/10/2026

Due Date

Completion Date
03/11/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Clay Hill Elementary #0411

School Address
CHE 6345 County Road 218 Jacksonville Florida 32234

Media Center Occupancy Load
88

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
293/342

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Fail

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations
Bldg. 1. Administration: Front office does not have the required number of fire extinguishers in accordance with NFPA 10.

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Pass

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Bldg. 5 Rm. 506 Mechanical room storage shall be removed.
Bldg. 1 Rm.214 Mechanical room. Unable to make access. Door would not unlock.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Fail

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

N/A

Adequate emergency lighting not being provided or maintained

N/A

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

INSPECTION COMMENTS

#	COMMENTS
0	Does have BDA
0	Knight locks still on all exterior doors.

DRAFT

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GENERAL FILE
FILE #: 26-000123
CGE 3460 COPPER COLTS COURT MIDDLEBURG FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/27/2026 by Horace Earls

Notes
BDA Rm/ 338

DATES

Start Date
03/12/2026

Due Date

Completion Date
03/24/2026

Status
Corrections Required

DRAFT

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Coppergate Elementary #0601

School Address
CGE 3460 Copper Colts Court, Middleburg Florida 32068

Media Center Occupancy Load
80

Gym Occupancy Load
N/A

Cafe/Cafetorium Assembly Load

311/473

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Rm. 426,430,421,418: No storage within 2ft. of ceiling.
Rm. 475,478,405,445,467: No storage within 2ft. of ceiling.
Rm. 346 C.C.T.V. : No storage within 2ft. of ceiling.
Rm. 148,151,139,137,134,126: No storage within 2ft. of ceiling.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

DRAFT

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

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GENERAL FILE
FILE #: 26-000136
DOE 950 OAKLEAF PLANTATION PARKWAY ORANGE PARK FLORIDA 32065 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/01/2026 by Horace Earls

Notes

DATES

Start Date
04/04/2026

Due Date

Completion Date
04/01/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Discovery Oaks Elementary #0641

School Address
DOE 950 Oakleaf Plantation Parkway Orange Park Fl. 32065

Media Center Occupancy Load
81

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

356

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Rm. 361: Fire extinguisher shall be mounted within 5ft. of range.

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Fail

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Rm. 112 Electrical: Remove storage

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
Fail

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Rm. 492 Custodian Closet: Ceiling tiles missing

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
Pass

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
Pass

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations
Storage within 18" fo fire sprinkler head. Rm.
504,497,.408,412,420,474,470,467,463,453,450,446,443,439,432,427,423,422,
144,381,360,346,3287,316,311,308

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Fire suppression system not required and shall be disconnected.

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS
0	Remove all storage from top shelf. Within 18" of fire sprinkler heads.

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000137
DIS 2634 COUNTY ROAD 220 ORANGE PARK FLORIDA 32065 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/01/2026 by Horace Earls

Notes

DATES

Start Date
04/02/2026

Due Date

Completion Date
04/01/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Doctors Inlet Elementary #0261

School Address
DIS 2634 County Road 220 Orange Park Fl. 32065

Media Center Occupancy Load
76

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
491

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Fail

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations
Rm. 713 Electrical Remove Storage.

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Rm. 112,106,121: Storage within 2ft. of ceiling.
Bldg. 7 Rms. 702B,703B,704B,705B,706B,707B,708B: Storage within 2ft. of ceiling.
Rm. 701: Remove storage from top of range.
Bldg. 9 Rm. 903: Storage within 2ft. of ceiling.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
Pass

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
Pass

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Rm. 716, 915 Mechanical: Remove all storage

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

DRAFT

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000206
FIE 4425 LAKESHORE DRIVE FLEMING ISLAND FLORIDA 32003
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
05/01/2026 by Horace Earls

Notes

DATES

Start Date
04/23/2026

Due Date

Completion Date

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Fleming Island Elementary #0521

School Address
FIE 4425 Lakeshore Drive Fleming Island Florida 32003

Media Center Occupancy Load

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Fail

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Fail

Comments/Violations

Admin. Rm. 114: Fire Extinguisher shall be within 15ft. of range oven. Mount on bracket.
Bldg. 2 Rms. 224,230: Fire extinguisher expired.
Bldg. 7 Rms. 724,733: Fire Extinguisher expired.

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Fail

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Bldg. 2 Rm. 213 Data/Electrical: Storage and flammable storage not allowed.
Bldg. 4 Rm. 437 Electrical: Storage not allowed.
Bldg. 5 Rm. 536 Electrical: Storage not allowed.
Bldg. 7 Rm. 738 Electrical: Storage not allowed.
Bldg. 20 1&2 Electrical: Storage not allowed.

DRAFT

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected
Fail

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Admin: Miscellaneous areas have water-stained acoustical ceiling tiles. Check for leaks and replace damage tiles.
Bldg. 7 Rm. 705: Replace missing ceiling tiles.
Bldg. 3 Media Center Rm. 305: Replace missing ceiling tiles.
Admin. Rms. 103,105,134 Storage: Storage within 2ft. of ceiling.
Bldg. 2 Cafetorium 209: Storage in hallway from the stage is blocking the emergency egress path. Remove immediately.
Bldg. 3 Media Center: Rms.319,320,321: Storage within 2ft. of ceiling.
Bldg. 4: Storage closets throughout this building have storage within 2ft. of ceiling.
Bldg. 5: Storage closets throughout this building have storage within 2ft. of ceiling.
Bldg. 7: Storage closets throughout this building have storage within 2ft. of ceiling.
Bldg.7 Rms. 712,724,733- No storage allowed on cooktop ranges. If not using them consider removing them.

Assembly

Assembly-panic hardware not being maintained or provided

Assembly-occupant load not posted

Assembly-chairs, aisles exit access not being maintained

DRAFT

Assembly-crowd managers not being provided or present

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present

Fire sprinkler system not inspected/maintained

Coverage of fire sprinkler is adequate

Controls are readily accessible

Riser/pump rooms not labled

Fire pump inspection/tested/maintained at frequency required by NFPA 20

Standpipes needed/not being maintained

Adequate coverage of standpipes not being provided/maintained

Fire department connections visible/maintained/appropriate signage and maintained

Critical deficiencies/impairments

Escutcheons are present

Comments/Violations

Hazardous Materials

Tanks and Piping in good condition

Pass

Improper location/storage

Pass

Compressed gas cylinders not labled/secured

Pass

Gas meter/piping not protected or maintained against impact

Pass

Acceptable quantities exceed or not being protected

Pass

DRAFT

Rooms/areas not properly labled

Pass

No source of ignition permitted

Pass

Quantities>120 gallons permitted in cabinet

Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Bldg. 7 Rm. 732 Plumbing: Storage not allowed.
Admin. Rm. 120 Mechanical: Remove storage, except filters.
Bldg. 2 Rm. 211 Mechanical: Remove storage, except filters.
Bldg. 2 Rm. 229 Mechanical/ Electrical: Storage in Mechanical room is not allowed (other than filters). The golf carts must be stored outside of the buildings in an appropriate structure. Electrical panels are blocked throughout this room.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

DRAFT

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

DRAFT

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

INSPECTION COMMENTS

#	COMMENTS

DRAFT

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GENERAL FILE
FILE #: 26-000110
FIH 2233 VILLAGE SQUARE PARKWAY FLEMING ISLAND FLORIDA 32003
FL 32068
2026 FIRE SAFTEY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/19/2026 by Horace Earls

Notes
SEE COMMENTS BELOW!
Rm. 049 IDF BDA

DATES

Start Date
03/19/2026

Due Date

Completion Date
03/19/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Fleming Island High #0551

School Address
FIH 2233 Village Square Parkway Fleming Island Florida 32003

Media Center Occupancy Load
147

Gym Occupancy Load
Missing

DRAFT

Cafe/Cafetorium Assembly Load

881

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Fail

Comments/Violations

Room 1007: Fire extinguisher expired 2/2022
Room 1008 : Fire extinguisher expired, can be removed. fire extinguisher outside of door.
Room 297: Fire extinguisher expired 2014.

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Fail

Replace cove or voids in electric panel and approved spacers

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Remove storage from within 30" of electrical panels and 6' from meters

Fail

Label all meters with appropriate address/unit/suite number

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Fail

Circuit breakers labeled

Pass

Comments/Violations

Room. 297: not label Electrical
Room 1018: electrical plug loose , left door exit to foyer. See Photo
Room. 142: Remove storage

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Fail

Interior finish issue
Pass

Passenger elevators
Pass

Escalator
N/A

No storage under stairwell
Pass

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Room 044 Laundry: Ceiling tiles missing. Ceiling tiles showing water damage.
Room 032 Custodial: Ceiling tile missing.
Room 117 & 119 ceiling tiles showing water damage.
Bldg. 2 Room 217 Chair storage: Ceiling tiles missing.
Corridor 168: Remove all storage from hallway.

NFPA 1 and NFPA 13 require a minimum 18-inch (450 mm) clearance between the top of storage and sprinkler deflectors for standard spray sprinklers.
Rooms: 012,040,052,231,241,244,245: Storage with 18-inches of Fire Sprinkler

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Fail

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

DRAFT

Occupancy load sign not posted in GYM.
Bldg. 30. Room 100: Occupancy load sign not posted.

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Fail

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations
Storage Rm. 1004 Fire Sprinkler expired. See Photo
Rm. 119: Fire sprinkler head obstructed by water damage ceiling tile.

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Fail

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted

DRAFT

Pass

Quantities>120 gallons permitted in cabinet

Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Band room golf cart shall be removed.

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Trash/Laundry chutes not being maintained

No storage in HVAC/Mechanical spaces except for maintenance equipment

Duct detectors not being maintained or functional (Non Fire Alarm)

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Fire hydrants/water supply accessible/clearance being maintained

Combustible accumulations/storage accumulation not permitted

Key box/gate switch not provided/maintained

Fire lane obstructed or not being maintained

Suite number on front and rear exterior doors

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Fire hydrants caps/valves not accessible or maintained

Fire department access road to be maintained or provided

DRAFT

Is there a roof/floor truss sign

Siding repair needed

Window repair needed

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Detectors wrong type, not properly installed or not working

Tested/inspected at frequency required by NFPA 72 not being performed

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Fire alarm system not installed where required

Fire alarm breaker not labelled and locked

Document box next to alarm panel

Fully operational Fire or Smoke doors

Comments/Violations

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Fail

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

DRAFT

Pass

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Kitchen. Fire suppression shall be disconnect. see photo.
Class K extinguisher not required.

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS
0	The requirement to maintain a minimum 2-foot (610 mm) clearance between the top of storage and the ceiling in non-sprinklered areas is found in NFPA 1: Fire Code,
0	NFPA 1 and NFPA 13 require a minimum 18-inch (450 mm) clearance between the top of storage and sprinkler deflectors for standard spray sprinklers.
0	Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

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GENERAL FILE
FILE #: 26-000099
GCJ 1220 BONAVENTURE AVENUE GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Stephanie Raucci

Created On
03/16/2026 by Horace Earls

Notes

DATES

Start Date
03/26/2026

Due Date

Completion Date
03/26/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Green Cove Junior High #0021

School Address
GCJ 1220 Bonaventure Ave. Green Cove Springs Florida 32043

Media Center Occupancy Load

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Fail

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Fail

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Fail

Circuit breakers labeled

Pass

Comments/Violations

School/Rm. 800A Electrical needs labeled.
Rm. 145- Broken light switch.
Rm. 15C- Electrical panel blocked.
Rm. 30B- Light switch cover missing.
Rm. 27B-Broken light switch cover.
Rm. 128,143-HVAC light switch cover missing.

DRAFT

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected
Fail

Proper housekeeping
Fail

Building is locked or vacant
N/A

Fire rated/smoke related construction not present/maintained

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided

Combustible accumulations/storage accumulation not permitted

Interior finish issue

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware

Comments/Violations
Rm. 146-C Missing ceiling tiles.
Rm. 27B Restroom sign coming off wall.
Clinic- Storage closet has leak/water damage.
Rm.29A,27D,18,- Storage does not meet 2ft. clearance from ceiling.
CCTV- Storage does not meet 2ft. clearance from ceiling.
Rm. 5- Needs new emergency exit sign.
Rm. 34- Window emergency exit sign covered.
Rm. 120G- Not a Mechanical room.

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
Pass

DRAFT

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted

Pass

Quantities>120 gallons permitted in cabinet

Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Rm. 128,143 HVAC- Storage needs to be removed.

DRAFT

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Cooking equipment not being maintained/serviced

Pass

DRAFT

Hood exhaust and make up air not removing grease laden vapors

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Fail

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Manual activation device not provided/maintained/labelled/accessible

Comments/Violations

Cafe- Has hot plate in Kitchen not under kitchen Ansul system.

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000190
GPE 1643 MILLER STREET ORANGE PARK FLORIDA 32073
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/24/2026 by Horace Earls

Notes

DATES

Start Date
04/07/2026

Due Date

Completion Date

Status
Corrections Required

DRAFT

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Grove Park Elementary #0232

School Address
GPE 1643 Miller Street Orange Park Florida 32073

Media Center Occupancy Load
200

Gym Occupancy Load
N/A

Cafe/Cafetorium Assembly Load

300

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Fail

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Rm. 606,604: Fire extinguisher shall be within 15ft. of range top.

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Storage within 2ft. of ceiling . Rm. 701A,705A,706A, 707A,601A,603A.
Rm. V/A Storage: Rm. 116A Ceiling tiles missing.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Fire suppression system shall be disconnected. Not required.

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Door locks or latches shall be openable from the inside of the area

Adequate emergency lighting not being provided or maintained

Emergency relocation drill not being conducted or records kept

Furnishings and decorations do not meet code

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000069
KHE 335 SW PECAN STREET KEYSTONE HEIGHTS FLORIDA 32656 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/04/2026 by Horace Earls

Notes

DATES

Start Date
03/05/2026

Due Date

Completion Date
03/04/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Keystone Heights Elementary #0301

School Address
335 SW Pecan St. Keystone Heights Florida 32656

Media Center Occupancy Load
20

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
588/1400

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Fail

Comments/Violations
Class A fire extinguisher in Kitchen. Tags don't match. Photos

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Pass

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
Pass

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
N/A

Improper location/storage
Fail

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
N/A

Rooms/areas not properly labled
Fail

No source of ignition permitted
N/A

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
N/A

NFPA 704 placard required

N/A

Comments/Violations

Bldg. 2 Rm. 02-208 Storage within 2 ft of ceiling.
Bldg. 2 Rm. 02-209 . Door shall have BDA label on door.
Bldg. 9 Rm. 09-918 Door shall have BDA label on door.

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Bldg. 2 Rm. 02-209 Storage in Mechanical room.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

N/A

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

N/A

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

N/A

Adequate emergency lighting not being provided or maintained

N/A

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

INSPECTION COMMENTS

#	COMMENTS
0	Has BDA

DRAFT

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GENERAL FILE
FILE #: 26-000091
KHS 900 ORCHID AVENUE KEYSTONE HEIGHTS FLORIDA 32656 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/16/2026 by Horace Earls

Notes

DATES

Start Date
03/16/2026

Due Date

Completion Date
03/16/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Keystone Heights Jr/Sr High #0311

School Address
KHS 900 Orchid Av. Keystone Heights Florida 32656

Media Center Occupancy Load
94

Gym Occupancy Load
1700

DRAFT

Cafe/Cafetorium Assembly Load
364/533

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

DRAFT

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Fail

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Fail

Circuit breakers labeled
Pass

Comments/Violations
Bldg. 1RM. 127 Electrical - Storage, Rm. 127 Electrical rm. not labeled.
Rm. 167 Electrical- not labeled.
Rm. 136 Electrical- Storage
Bldg. 6 Rm. 609E- Storage . Bldg. 7 Rm. 724 Electrical Storage.

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

Fail

Proper housekeeping

Fail

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

Pass

Rated doors/dampers not operational of being maintained

Pass

Vertical openings protectives not being maintained or provided

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Pass

Passenger elevators

N/A

Escalator

N/A

No storage under stairwell

N/A

Fire door type maintenance/labelling and inspection

Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Fail

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

Bldg. 1 Rm. 127 exit blocked with furniture. Classroom not label in corridor.
Rm. 182 door blocked from inside.
Rm. 158, 164,185,- Storage within 2ft. of ceiling.
Rm. 169 Storage: room not labeled. Rm. 65 Lab. means of egress partially blocked.
Rm. 63 Chemical storage: ceiling tiles missing
Rm. 63 Room number not labeled in corridor
Rm. 172 Office not labeled
Bldg. 4 Rm. 406B Storage: Storage within 2ft. of ceiling.
Bldg. 6 Rm. 605A,611: Storage within 2ft. of ceiling.
Bldg. 7 Rm/ 705,704: Storage within 2ft. of ceiling.
Bldg 7 Rm. 705 Band: Golf storage in room
Bldg. 20. Exit blocked weight room. Exit blocked locker room.

Assembly

Assembly-panic hardware not being maintained or provided

Pass

Assembly-occupant load not posted

Pass

Assembly-chairs, aisles exit access not being maintained

Pass

DRAFT

Assembly-crowd managers not being provided or present

Pass

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present

N/A

Fire sprinkler system not inspected/maintained

N/A

Coverage of fire sprinkler is adequate

N/A

Controls are readily accessible

N/A

Riser/pump rooms not labled

N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20

N/A

Standpipes needed/not being maintained

N/A

Adequate coverage of standpipes not being provided/maintained

N/A

Fire department connections visible/maintained/appropriate signage and maintained

N/A

Critical deficiencies/impairments

N/A

Escutcheons are present

N/A

Comments/Violations

Hazardous Materials

Tanks and Piping in good condition

Pass

Improper location/storage

Fail

Compressed gas cylinders not labled/secured

Pass

Gas meter/piping not protected or maintained against impact

Pass

Acceptable quantities exceed or not being protected

Pass

DRAFT

Rooms/areas not properly labled

Pass

No source of ignition permitted

Pass

Quantities>120 gallons permitted in cabinet

Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Bldg. 1 Rm. 63: improper labeled for chemical storage.
Bldg. 9: Cooking outside of gym under roof overhang. Been sited for pass 3 years. Propane tanks not properly stored.

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Rm. 537 Mechanical rm. remove exit sign. not an exit.

DRAFT

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Fire hydrants/water supply accessible/clearance being maintained

Combustible accumulations/storage accumulation not permitted

Key box/gate switch not provided/maintained

Fire lane obstructed or not being maintained

Suite number on front and rear exterior doors

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Fire hydrants caps/valves not accessible or maintained

Fire department access road to be maintained or provided

Is there a roof/floor truss sign

Siding repair needed

Window repair needed

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained
Pass

Detectors wrong type, not properly installed or not working
Pass

Tested/inspected at frequency required by NFPA 72 not being performed
Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired
Pass

Fire alarm system not installed where required
Pass

Fire alarm breaker not labelled and locked
Pass

Document box next to alarm panel
Pass

Fully operational Fire or Smoke doors
Pass

Comments/Violations

Fire Suppression System

Hood system fuel shutoff not present
Pass

Hood system not properly maintained/serviced
Pass

Hood suppression system not serviced at least semiannually
Pass

Improper storage under hood system
Pass

DRAFT

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Door locks or latches shall be openable from the inside of the area

Adequate emergency lighting not being provided or maintained

Emergency relocation drill not being conducted or records kept

Furnishings and decorations do not meet code

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Comments/Violations

INSPECTION COMMENTS

#	COMMENTS
0	Rm 169 A/V storage BDA

DRAFT

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000121
LAE 2910 SANDRIDGE ROAD GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/27/2026 by Horace Earls

Notes

DATES

Start Date
03/23/2026

Due Date

Completion Date
03/27/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Lake Asbury Elementary #0451

School Address
LAE 2910 Sandridge Road Green Cove Springs Florida 32043

Media Center Occupancy Load
80

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
481

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations
Rm. Electrical: Remove storage

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
Fail

Escalator
N/A

No storage under stairwell
Fail

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Bldg. 515: No storage within 2ft. of ceiling.
Bldg. 615: No storage within 2ft. of ceiling.
Bldg. 715: No storage within 2ft. of ceiling.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
Pass

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
Pass

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Bldg. 2 Rm. 207: Remove storage
Bldg. 3 Rm. 301 Remove storage

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000107
LAJ 2851 SANDRIDGE ROAD GREEN COVE SPRINGS FLORIDA 32043 FL 32068
2026 FIRE SAFTEY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/17/2026 by Horace Earls

Notes

DATES

Start Date
03/17/2026

Due Date

Completion Date
03/17/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Lake Asbury Junior High #0481

School Address
LAJ 2851 Sandridge Road, Green Cove Springs Florida 32043

Media Center Occupancy Load
115

Gym Occupancy Load
766

DRAFT

Cafe/Cafetorium Assembly Load
441/691

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Pass

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
Pass

Escalator
N/A

No storage under stairwell
Pass

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Fail

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
Pass

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations
Bldg. 7 Rm. 707 General Storage: Fire sprinkler riser sign shall be post on outside of door.
Bldg. 8 Mechanical Rm. 8131: Fire sprinkler riser sign shall be post on outside of door.

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Bldg. 8 Mechanical Rm. 8131: Remove Storage.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Comments/Violations

Fire suppression system not required.
Class K fire extinguisher not required.

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

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GENERAL FILE
FILE #: 26-000164
LSE 2752 MOODY AVENUE ORANGE PARK FLORIDA 32073 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/09/2026 by Horace Earls

Notes

DATES

Start Date
04/09/2026

Due Date

Completion Date
04/09/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Lakeside Elementary #0352

School Address
LES 2752 Moody ave. Orange Park Florida 32073

Media Center Occupancy Load

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
108/313

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

DRAFT

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Fail

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations
Rm. 612 Electrical: Remove paper towels boxes.

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

Pass

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Rm. 121 Storage: Electric Golf cart stored.
Bldg. 5 No longer being used as bathrooms. fixtures removed. Now storage.
Bldg. 6 Storage: rM. 601B,602B,603B: Storage within 2ft. of ceiling.
Bldg. 7 Rm. 703B: Storage within 2ft. of ceiling.
Bldg. 8 Rm. 804B,805,801B: Storage within 2ft. of ceiling.
Rm. 805 Storage room: Storage room not labeled.

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

DRAFT

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

DRAFT

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

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GENERAL FILE
FILE #: 26-000113
LSJ 2750 MOODY AVENUE ORANGE PARK FLORIDA 32065 FL 32068
2026 FIRE SAFTEY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/19/2026 by Horace Earls

Notes

DATES

Start Date
03/18/2026

Due Date

Completion Date
03/19/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Lakeside Junior High #0351

School Address
LSJ 2750 Moody Ave. Orange Park Florida 32065

Media Center Occupancy Load

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
441

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Fail

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Fail

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations
Rm. 133 remove storage.
Rm. 810 remove 2 extensions cord running refrigerator.

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
Pass

Escalator
N/A

No storage under stairwell
Pass

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Corridor 819 remove storage.
Bldg. 2 rm 38 ceiling tiles missing. (See photo)
Rm. 246,220 storage within 2 ft of ceiling.
Bldg. 8 Rm. 824 storage within 2ft of ceiling

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

DRAFT

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

DRAFT

Siding repair needed

N/A

Window repair needed

N/A

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Class K fire extinguisher not required.

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

N/A

Adequate emergency lighting not being provided or maintained

N/A

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS
0	No BDA
0	Knightlocks installed

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GENERAL FILE
FILE #: 26-000080
MRE 6770 COUNTY ROAD 315 C KEYSTONE HEIGHTS FLORIDA 32656 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/06/2026 by Horace Earls

Notes

DATES

Start Date
03/06/2026

Due Date

Completion Date
03/06/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
McRae Elementary #0511

School Address
6770 County Road 315C

Media Center Occupancy Load
100

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
100/250

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Fail

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations
Music room 212: Fire Extinguisher missing See photos

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Fail

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations
Building Equipment room. 213 Storage
HVAC/ Electrical room. 229 Storage

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

N/A

DRAFT

Window repair needed

N/A

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

N/A

Adequate emergency lighting not being provided or maintained

N/A

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

INSPECTION COMMENTS

#	COMMENTS

DRAFT

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000083
MBE 3958 MAIN STREET MIDDLEBURG FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/09/2026 by Horace Earls

Notes

DATES

Start Date
03/09/2026

Due Date

Completion Date
03/09/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Middleburg Elementary #0271

School Address
MBE 3958 Main Street Middleburg florida 32068

Media Center Occupancy Load
92

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load
606/731

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

DRAFT

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Fail

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations
Bldg. 9 Rm. 114 storage

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

Proper housekeeping

Building is locked or vacant

Fire rated/smoke related construction not present/maintained

Rated doors/dampers not operational of being maintained

Vertical openings protectives not being maintained or provided

Combustible accumulations/storage accumulation not permitted

Fail

Interior finish issue

Passenger elevators

Fail

Escalator

N/A

No storage under stairwell

Pass

Fire door type maintenance/labelling and inspection

Remove all obstruction for exits, aisles, corridors, and stairways

Remove locks and latches from doors and panic hardware

Comments/Violations

Elevator certificate expired 8-1-2024
Bldg. 9 Rm. 107 Custodian storage within 2ft. Ceiling

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

Pass

Assembly-occupant load not posted

Pass

Assembly-chairs, aisles exit access not being maintained

Pass

Assembly-crowd managers not being provided or present

N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations
Bldg. 7 Rm. 7105 Dry food storage: With in 18" area to ceiling.

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Fail

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Bldg. 1 Rm. 129 Storage within 2ft. of ceiling

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

N/A

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Fire suppression system not required.

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

N/A

Adequate emergency lighting not being provided or maintained

N/A

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS
0	No BDA

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000097
MHS 3750 COUNTY ROAD 220 MIDDLEBURG FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/16/2026 by Horace Earls

Notes

DATES

Start Date
03/16/2026

Due Date

Completion Date
03/16/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Middleburg High #0391

School Address
MHS 3750 County Road 220 Middleburg Florida 32068

Media Center Occupancy Load

Gym Occupancy Load
1800

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Rm. 30: Ceiling tiles missing.
Corridor 160: Storage in Hallway
Exit corridor outside Rm.163 Blocked.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
Pass

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Fail

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Fail

Escutcheons are present
Pass

Comments/Violations
Rm.15 Book Keeping closet: Storage within 18" of fire sprinkler heads.
Rm. 18 Athletic Director Closet: : Storage within 18" of fire sprinkler heads.
Rm. 52 : Storage within 18" of fire sprinkler heads.
rm. 159 Storage : Storage within 18" of fire sprinkler heads.
Rm. 222 : Storage within 18" of fire sprinkler heads.
Rm. 378 Electricity Class: wooden structure inside classroom . Possible fire load exceeds the fire protection of fire sprinkler system. (Photos attached)

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet

Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

DRAFT

Pass

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Fail

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Rm. 217 Food Lab: Fire suppression system shall be removed. Hood system no longer being used. This violation has been sited for the last three years.

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

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GENERAL FILE
FILE #: 26-000163
MCE 2398 MOODY AVENUE ORANGE PARK FLORIDA 32073 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/09/2026 by Horace Earls

Notes

DATES

Start Date
04/09/2026

Due Date

Completion Date
04/09/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Montclair Elementary #0381

School Address
MCE 2398 Moody Ave. Orange Park Florida 32073

Media Center Occupancy Load

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
297/347

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Pass

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Rm. 501: Missing ceiling tiles.
Storage within 2ft. of ceiling: Rm. 106, Bldg. 5 532 outside storage, Rm. 518 material storage, Rm. 501, 506,513. Bldg 4. rm. 425

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Rm. 531 Mechanical: Remove storage

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Fail

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

Emergency Evac plan not posted

INSPECTION COMMENTS

#	COMMENTS

DRAFT

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GENERAL FILE
FILE #: 26-000138
OVE 410 OAKLEAF VILLAGE PARKWAY ORANGE PARK FLORIDA 32065 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/01/2026 by Horace Earls

Notes

DATES

Start Date
04/08/2026

Due Date

Completion Date
04/08/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Oakleaf Village Elementary #0621

School Address
OVE 410 Oakleaf village Parkway Orange Park Fl. 32065

Media Center Occupancy Load

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

362

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping

Fail

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

Pass

Rated doors/dampers not operational of being maintained

Pass

Vertical openings protectives not being maintained or provided

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Pass

Passenger elevators

N/A

Escalator

N/A

No storage under stairwell

N/A

Fire door type maintenance/labelling and inspection

N/A

Remove all obstruction for exits, aisles, corridors, and stairways

Pass

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

Pass

Assembly-occupant load not posted

Pass

Assembly-chairs, aisles exit access not being maintained

Pass

Assembly-crowd managers not being provided or present

N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations
Remove storage from top shelf. Within 18" of fire sprinkler heads:
Storage:Rm. 708A,713A,716A,725A,726A,729A.
Storage: Rm. 506A,519A,524A

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Mechanical Rm: 712,515 Remove storage.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000116
OLJ 4085 PLANTATION OAKS BOULEVARD ORANGE PARK FLORIDA 32065 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/24/2026 by Horace Earls

Notes

DATES

Start Date
03/23/2026

Due Date

Completion Date
03/24/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Oakleaf Junior High #0611

School Address
OLJ 4085 Plantation Oaks Blvd. Orange Park Florida 32065

Media Center Occupancy Load

Gym Occupancy Load
1366

DRAFT

Cafe/Cafetorium Assembly Load
600

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Fail

Comments/Violations
Rm. 429: Fire extinguisher seal broken.

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Fail

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Fail

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations
Rm. 228 Electrical room. remove storage

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping

Fail

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

Pass

Rated doors/dampers not operational of being maintained

Pass

Vertical openings protectives not being maintained or provided

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Passenger elevators

Pass

Escalator

N/A

No storage under stairwell

Pass

Fire door type maintenance/labelling and inspection

Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Pass

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

Storage
Rm. 301A, 309A : Remove storage from top shelf, within 18" of fire sprinkler heads.
Rm. 310: Ceiling fire load affecting fire protection of fire sprinkler system.
Rm. 425, 419, 418A,414A,412A: Remove storage from top shelf, within 18" of fire sprinkler heads.
Rm. 401A,402A: Remove storage from top shelf, within 18" of fire sprinkler heads.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

Pass

Assembly-occupant load not posted

Pass

Assembly-chairs, aisles exit access not being maintained

Pass

Assembly-crowd managers not being provided or present

N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
Pass

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

DRAFT

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000096
OHS 4035 PLANTATION OAKS BOULEVARD ORANGE PARK FLORIDA 32065 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/16/2026 by Horace Earls

Notes

DATES

Start Date
03/21/2026

Due Date

Completion Date
03/16/2026

Status
Corrections Required

DRAFT

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Oakleaf High #0661

School Address
OLH 4035 Plantation Oaks Blvd. Orange Park Florida 32065

Media Center Occupancy Load
11

Gym Occupancy Load
Missing

Cafe/Cafetorium Assembly Load

754

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Fail

Comments/Violations

Rm. 173 fire extinguisher expired in 2024

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Fail

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Fail

Electrical rooms need labeling

Fail

Circuit breakers labeled

Pass

Comments/Violations

Remove storage from electrical room. Room not labeled, Across from Rm. 534.
Rm 173. Extension use. Shall be removed

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
Pass

Escalator
N/A

No storage under stairwell
Pass

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Rm. 515 Exit block.
Gym. Rm. 407 PE. Storage : ceiling tiles missing.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Fail

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations
Gym.:missing occupancy load sign

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
Pass

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations
Rm. 508D -Kitchen- dry storage: Storage within 18" of fire sprinkler heads.
Band. R527A Band: Remove storage from top shelf. Storage within 18" of fire sprinkler heads.
Rm. 252A: Remove storage from top shelf. Storage within 18" of fire sprinkler heads.
Rm. 135A: Remove storage from top shelf. Storage within 18" of fire sprinkler heads.

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Fail

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Rm. 517 Male Dress: Improper paint storage
RM. 515: . paint stored in stairwell

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

DRAFT

Fail

Window repair needed

N/A

Comments/Violations

Daycare Playground: exit blocked by Play house.

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

Rm. 70 Heat detector required.

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

Daycare Playground: exit blocked by Play house.

DRAFT

INSPECTION COMMENTS

#	COMMENTS

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GENERAL FILE
FILE #: 26-000188
OPE 1401 PLAINFIELD AVENUE ORANGE PARK FLORIDA 32073
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/24/2026 by Horace Earls

Notes

DATES

Start Date
04/13/2026

Due Date

Completion Date

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Orange Park Elementary #0201

School Address
OPE 1401 Plainfield Ave. Orange Park Florida 32073

Media Center Occupancy Load
57

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

Not Posted

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping

Pass

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

Pass

Rated doors/dampers not operational of being maintained

Pass

Vertical openings protectives not being maintained or provided

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Pass

Passenger elevators

Pass

Escalator

Pass

No storage under stairwell

Pass

Fire door type maintenance/labelling and inspection

Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Pass

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

Pass

Assembly-occupant load not posted

Fail

Assembly-chairs, aisles exit access not being maintained

Pass

Assembly-crowd managers not being provided or present

N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
Pass

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Class K extinguisher can be removed. Not required.

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000115
OPJ 1500 GANO AVENUE ORANGE PARK FLORIDA 32073 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/24/2026 by Horace Earls

Notes

DATES

Start Date
03/23/2026

Due Date

Completion Date
03/24/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Orange Park Junior High #0361

School Address
OPJ 1500 Gano Av Orange Park Florida 32073

Media Center Occupancy Load
115

Gym Occupancy Load
766

DRAFT

Cafe/Cafetorium Assembly Load
441/691

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Fail

Comments/Violations
Bldg. 4 Fire extinguisher expired
Bldg. 2 Planning Rm. 212: Fire extinguisher expired.
Bldg. 2 Rm 206A: Fire extinguisher shall be installed within 5ft of range

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Pass

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
Pass

Escalator
N/A

No storage under stairwell
Pass

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Bldg. 1 storage in stairwell.
Bldg. 1 Rm. 156 Storage within 2ft. of ceiling.
bldg 2. rm 206 Storage room. storage within 2ft. of ceiling.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Fire suppression system not required.
ClaSS K extinguisher not required.

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000094
OPH 2306 KINGSLEY AVENUE ORANGE PARK FLORIDA 32073 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/16/2026 by Horace Earls

Notes

DATES

Start Date
04/10/2026

Due Date

Completion Date
04/10/2026

Status
Corrections Required

DRAFT

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Orange Park High #0252

School Address
OPH 2306 Kingsley ave Orange Park Florida 32073

Media Center Occupancy Load
435

Gym Occupancy Load
1350

Cafe/Cafetorium Assembly Load
Not Posted

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Fail

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Fail

Comments/Violations
Bldg. 1 Rm. 127 Library Office: Fire extinguisher expired in 2022.
Fire extinguisher expired in south corridor outside Media Center.
Rm. 117. No fire extinguisher? check travel distance.
Fire Extinguishers expired 2025: Rm. 220,219,219A,218,217,233,231,131.
Generator Rm. Fire extinguisher expired 2025
Gym: Rm. 19A concession stand: Fire extinguisher expired in 2015
CTE Bldg. 12
Rm. Lounge: Fire extinguisher expired in 2020

DRAFT

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Fail

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations
CTE Bldg. 12 Rm. 132 Electrical: Remove storage.

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected
Fail

Proper housekeeping
Fail

Building is locked or vacant

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection

Remove all obstruction for exits, aisles, corridors, and stairways

Remove locks and latches from doors and panic hardware

Comments/Violations
Exit sign broke at main entrance to building.
CTE Bldg 12. Corridor leading to auto shop ceiling tiles missing.
Main building: Rm. 127,151,231 storage within 2ft of ceiling.

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Fail

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

DRAFT

Occupancy load not posted in Cafetorium

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Fail

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations
CTE Bldg. 12. V110 Rm. 109 Storage: Storage within 18" of fire sprinkler heads.
Cte Bldg. Fire sprinkler for building inspection tag not punched. 11/25 last inspection date.

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted

Pass

Quantities>120 gallons permitted in cabinet

Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

DRAFT

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

N/A

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

DRAFT

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000139
POE 4150 PLANTATION OAKS BOULEVARD ORANGE PARK FLORIDA 32065 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/01/2026 by Horace Earls

Notes

DATES

Start Date
04/03/2026

Due Date

Completion Date
04/01/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Plantation Oaks Elementary #0651

School Address
POE 4150 Plantation Oaks Parkway Orange Park Fl. 32065

Media Center Occupancy Load
96

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

362

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Proper housekeeping

Building is locked or vacant

Fire rated/smoke related construction not present/maintained

Rated doors/dampers not operational of being maintained

Vertical openings protectives not being maintained or provided

Combustible accumulations/storage accumulation not permitted

Interior finish issue

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell

Fire door type maintenance/labelling and inspection

Remove all obstruction for exits, aisles, corridors, and stairways

Remove locks and latches from doors and panic hardware

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

Assembly-occupant load not posted

Assembly-chairs, aisles exit access not being maintained

Assembly-crowd managers not being provided or present

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Fail

Controls are readily accessible
Pass

Riser/pump rooms not labled

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
Fail

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations
Rm. 115 Storage: Storage within 18" of fire sprinkler heads. Remove all storage from top shelf.
Bldg. 5 Rms. 502A,503A,504A,507A,509A,517A,518A,520A,522A, 524A: Storage within 18" of fire sprinkler heads. Remove all storage from top shelf.
Bldg. 6 Rms. 600A,604A605A,608A, 609A:
Bldg. 7 Rm. 702A,703A,716A,724A,726A,727A,729A,730A,731A: Storage within 18" of fire sprinkler heads. Remove all storage from top shelf.
Rm. 134 Storage:Storage within 18" of fire sprinkler heads. Remove all storage from top shelf.

DRAFT

Hazardous Materials

Tanks and Piping in good condition

Improper location/storage

Compressed gas cylinders not labled/secured

Gas meter/piping not protected or maintained against impact

Acceptable quantities exceed or not being protected

Rooms/areas not properly labled

No source of ignition permitted

Quantities>120 gallons permitted in cabinet

Separation of incompatible materials not being maintained

NFPA 704 placard required

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Mechanical Rm. 515, 602, 712: Storage within 18" of fire sprinkler heads. Remove all storage from top shelf.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

DRAFT

Pass

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Fail

Comments/Violations

Rm. 516 Wall coverage over 50%.

DRAFT

INSPECTION COMMENTS

#	COMMENTS

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GENERAL FILE
FILE #: 26-000200
PES 5400 PINE AVENUE FLEMING ISLAND FLORIDA 32003 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Stephanie Raucci

Created On
04/29/2026 by Horace Earls

Notes

DATES

Start Date
04/11/2026

Due Date

Completion Date

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Paterson Elementary #0471

School Address
PES 5400 Pine Ave. Fleming Island Florida 32003

Media Center Occupancy Load

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Fail

Comments/Violations

Rm. 232,305 fire extinguisher expired.

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Corridor 225 Electrical panel box door will not remain closed

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Rm. 216 : Multiple ceiling tiles missing.
Rooms: 130,132,136,139,212A: Storage within 2ft. of ceiling.
Rooms: 302,303,306,314: Storage within 2ft. of ceiling.
Rooms: 403,406,417,420,606,620,627: Storage within 2ft. of ceiling.
Rm. 315 remove storage from range top.
Rm. V214 Exit door has no exit sign.
Rm. 619 exit sign not working.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted

Pass

Quantities>120 gallons permitted in cabinet

Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Rm. 125 Mechanical: Remove storage.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

DRAFT

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

DRAFT

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

Rooms: 505,601,605,619,626,622,608: Emergency evacuation maps not posted.

INSPECTION COMMENTS

#	COMMENTS

DRAFT

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GENERAL FILE
FILE #: 26-000023
ROE 3065 APALACHICOLA BOULEVARD MIDDLEBURG FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
02/16/2026 by Horace Earls

Notes

DATES

Start Date
02/16/2026

Due Date

Completion Date
02/16/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Rideout Elementary #0541

School Address
3065 Apalachicola Blvd. Middleburg Fl. 32068

Media Center Occupancy Load

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Fail

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Fail

Comments/Violations

Fire Extinguisher in main lobby expired.
Rm. 458 Storage Outside Missing fire extinguisher.
Front office no fire extinguisher in this area.
Rm. 238 Fire extinguisher expired.

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Fail

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Electrical Rm. 324 remove storage.
Rm. 139 remove storage.

DRAFT

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected
Pass

Proper housekeeping
Fail

Building is locked or vacant
N/A

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
N/A

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
N/A

Interior finish issue
N/A

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
N/A

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware
N/A

Comments/Violations
Corridor 301: Exit sign blocked by banner.
Corridor 201: Blocked by storage.
Rm.354 Control Room. Now use for storage room. has no smoke detector.
CER rm. 344 storage shall be kept away from electronics. (BDA and fire alarm panel)
CER Rm. 344 door needs label showing BDA.
Rm. 240: deadbolt broken on thumb turn side.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Fail

Assembly-chairs, aisles exit access not being maintained
Fail

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Occupancy signs not posted.
Stage: Rear exit for boys blocked.
Stage: Rear exit for girls exit sign broke.

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
N/A

Improper location/storage
N/A

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
N/A

Acceptable quantities exceed or not being protected
N/A

Rooms/areas not properly labled
N/A

No source of ignition permitted

N/A

Quantities>120 gallons permitted in cabinet

N/A

Separation of incompatible materials not being maintained

N/A

NFPA 704 placard required

N/A

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Rm. 443 mechanical Remove storage.
Rm. 356 Mechanical mezzanine
Rm. 238 and 443 lights inop

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

N/A

Suite number on front and rear exterior doors

N/A

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

N/A

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

DRAFT

N/A

Is there a roof/floor truss sign

Pass

Siding repair needed

N/A

Window repair needed

N/A

Comments/Violations

Generator and transformer area behind kitchen shall be secured by fence.

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Fail

Detectors wrong type, not properly installed or not working

Fail

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

N/A

Fire alarm system not installed where required

N/A

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

Trouble on Duct detector. Mezzane rm. 356

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

DRAFT

Pass

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

N/A

Adequate emergency lighting not being provided or maintained

N/A

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000135
RVE 421 JEFFERSON AVENUE ORANGE PARK FLORIDA 32065 FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/01/2026 by Horace Earls

Notes

DATES

Start Date
04/01/2026

Due Date

Completion Date
04/01/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Ridgeview Elementary #0401

School Address
RVE 421 Jefferson Ave. Orange Park Fl. 32065

Media Center Occupancy Load
78

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load
295/344

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Pass

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
Pass

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Bldg. 2 Rm.213 Remove storage.
Bldg. 6 604A, 605A: Storage within 2ft. of ceiling.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances
Pass

Trash/Laundry chutes not being maintained
Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment
Pass

Duct detectors not being maintained or functional (Non Fire Alarm)
Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire
Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway
Pass

Fire hydrants/water supply accessible/clearance being maintained
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Key box/gate switch not provided/maintained
Pass

Fire lane obstructed or not being maintained
Pass

Suite number on front and rear exterior doors
Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines
Pass

Fire hydrants caps/valves not accessible or maintained
Pass

Fire department access road to be maintained or provided
Pass

Is there a roof/floor truss sign
Pass

Siding repair needed
Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Fail

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Fire suppression not required.
Class K extinguisher not required.

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000109
RHS 466 MADISON AVENUE ORANGE PARK FLORIDA 32065 FL 32068
2026 FIRE SAFTEY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/18/2026 by Horace Earls

Notes

DATES

Start Date
03/18/2026

Due Date

Completion Date
03/18/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Ridgeview High #0431

School Address
RHS 466 Madison Av. Orange PaRK Florida 32065

Media Center Occupancy Load

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Fail

Comments/Violations

Bldg. 6 Rm. 688: fire extinguisher expired.
Bldg. 9 fire extinguisher in concession stand expired.

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
N/A

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
Fail

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware
Fail

Comments/Violations
Bldg. 2 Rm. 214 Girls Dressing Rm.: Exit partially block.
Bldg. 6 Rm. 654: Storage with 2ft of ceiling.
Bldg 9. concession stand building not labeled.
Bldg. 9. Rm. 902: unable to gain access to room due to combination lock on door.
Bldg. 8 Rm. 818: Storage with 2ft of ceiling.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
Pass

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

DRAFT

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

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GENERAL FILE
FILE #: 26-000204
SBJ 215 CORONA DRIVE ORANGE PARK FLORIDA 32073
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Stephanie Raucci

Created On
05/01/2026 by Horace Earls

Notes

DATES

Start Date
04/22/2026

Due Date

Completion Date

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
S Bryan Jennings Elementary #0331

School Address
SBJ 215 Corona Dr. Orange Park, Florida 32073

Media Center Occupancy Load

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping

Fail

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

Pass

Rated doors/dampers not operational of being maintained

Pass

Vertical openings protectives not being maintained or provided

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Pass

Passenger elevators

N/A

Escalator

N/A

No storage under stairwell

N/A

Fire door type maintenance/labelling and inspection

Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Pass

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

Rooms 47B,43G,22K: Storage within 2ft. of ceiling.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

Assembly-occupant load not posted

Pass

Assembly-chairs, aisles exit access not being maintained

Pass

Assembly-crowd managers not being provided or present

N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Fail

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Bldg. 3 Cafetorium: Double doors unmarked. Replace signage.

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Comments/Violations

Mechanical/Electrical Rooms- 21K,24K,33A,40A,30A,30B: No storage allowed in these rooms.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Fail

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

Rm. 36A: Emergency lighting not working.

INSPECTION COMMENTS

#	COMMENTS

DRAFT

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GENERAL FILE
FILE #: 26-000090
SLE 2945 COUNTY ROAD 218 GREEN COVE SPRINGS FL 32043
2026 FIRE SAFTEY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/12/2026 by Horace Earls

Notes

DATES

Start Date
03/12/2026

Due Date

Completion Date
03/12/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Shadowlawn Elementary #0631

School Address
2945 County Road 218. Green Cove Springs Florida 32043

Media Center Occupancy Load
96

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

362

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Rm. 502A, 521A, 600A, 605A Storage- Storage with the 18in. of fire sprinkler/ ceiling area.
Rm. 410 open ceiling tiles. tiles shall be put back in place.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
Pass

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Rm. 204 (Media Center) BDA label door

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

N/A

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000181
SPC 1630 WOODPECKER LANE MIDDLEBURG FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/15/2026 by Horace Earls

Notes

DATES

Start Date
04/15/2026

Due Date

Completion Date
04/15/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Swimming Pen Creek Elementary #0571

School Address
SPE 1630 Woodpecker Ln. Middleburg Florida 32068

Media Center Occupancy Load

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Fail

Comments/Violations

All fire extinguishers expired as of March 2026

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Fail

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Bldg. 3 Rm. 318: Remove storage

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Bldg. 1 Rm. 130: Ceiling tiles missing.
Bldg. 1 Rm. 113: Storage within 2ft. of ceiling.
Bldg. 3 Rm. 308: Storage within 2ft. of ceiling.
Corridor 312: Used for storage.
CCTV Rm. 316: Used for storage. Has smoke alarm. Storage within 2ft. of ceiling.
Bldg. 4 Rms. 412,413: Storage within 2ft. of ceiling

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Fail

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

DRAFT

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Bldg. 2. Mechanical Rm. 208: Remove storage.
Bldg. 3. Mechanical Rm. 319: Remove storage.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

DRAFT

Siding repair needed

N/A

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000169
SPS 3530 COUNTY ROAD 315 GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/13/2026 by Horace Earls

Notes

DATES

Start Date
04/13/2026

Due Date

Completion Date
04/13/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Spring Park Elementary

School Address
3530 CR 315 Green Cove Springs Florida 32043

Media Center Occupancy Load
142

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

356

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Fail

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Rm. 320 Extension cord used for permanent wiring.
Rm. 148 Maintenance/ Electrical: Wall A/c unit leaking water on floor.

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping

Pass

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

Pass

Rated doors/dampers not operational of being maintained

Pass

Vertical openings protectives not being maintained or provided

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Pass

Passenger elevators

Fail

Escalator

N/A

No storage under stairwell

N/A

Fire door type maintenance/labelling and inspection

Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Pass

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

Pass

Assembly-occupant load not posted

Pass

Assembly-chairs, aisles exit access not being maintained

Pass

Assembly-crowd managers not being provided or present

N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations
Storage: Storage shall be below 18" from fire sprinkler heads: Rms. 304,309,3232,328,331,340,349,351,356,363.
Storage: Storage shall be below 18" from fire sprinkler heads: Rms. 405,408,412,416,427,432,439,443,463,474,481,497.

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

N/A

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

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GENERAL FILE
FILE #: 26-000199
TBE 2020 THUNDERBOLT ROAD MIDDLEBURG FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Stephanie Raucci

Created On
04/29/2026 by Horace Earls

Notes

DATES

Start Date
03/27/2026

Due Date

Completion Date
03/27/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Thunderbolt Elementary #0531

School Address
TBE 2020 Thunderbolt Rd. Middleburg Florida 32068

Media Center Occupancy Load

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping

Fail

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

Pass

Rated doors/dampers not operational of being maintained

Pass

Vertical openings protectives not being maintained or provided

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Pass

Passenger elevators

N/A

Escalator

N/A

No storage under stairwell

N/A

Fire door type maintenance/labelling and inspection

Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Pass

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

Rm. 105A,103A,305A,303A,304A,308A, Storage- Storage does not meet the 18" clearance from fire sprinkler head.
Rm. 213- Clean range vent.
Rm. 304- Remove storage on top of range top.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

Pass

Assembly-occupant load not posted

Pass

Assembly-chairs, aisles exit access not being maintained

Pass

Assembly-crowd managers not being provided or present

N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
Pass

Fire sprinkler system not inspected/maintained
Pass

Coverage of fire sprinkler is adequate
Pass

Controls are readily accessible
Pass

Riser/pump rooms not labled
Pass

Fire pump inspection/tested/maintained at frequency required by NFPA 20
Pass

Standpipes needed/not being maintained
Pass

Adequate coverage of standpipes not being provided/maintained
Pass

Fire department connections visible/maintained/appropriate signage and maintained
Pass

Critical deficiencies/impairments
Pass

Escutcheons are present
Pass

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Rm.250 Mechanical- Remove storage from room.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

N/A

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Furnishings and decorations do not meet code

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000132
TES 1550 TYNES BOULEVARD MIDDLEBURG FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/31/2026 by Horace Earls

Notes

DATES

Start Date
03/31/2026

Due Date

Completion Date
03/31/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Tynes Elementary #0501

School Address
TES 1550 Tynes Blvd Middleburg Fl. 32068

Media Center Occupancy Load
120

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
509/594

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Fail

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations
Rm. 209 Storage: Fire Extinguisher blocked

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Pass

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Rm. 152 missing ceiling tiles.
Rm. 204 Girls Dressing: Stairs blocked by storage from stage

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Rm.210 Mechanical: Remove Storage
Rm. 716 Mechanical: Remove Storage

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

N/A

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

N/A

Adequate emergency lighting not being provided or maintained

N/A

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000160
WEC 420 EDSON DRIVE ORANGE PARK FLORIDA 32073 FL 32043
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/09/2026 by Horace Earls

Notes

DATES

Start Date
04/08/2026

Due Date

Completion Date
04/08/2026

Status
Pass

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
WE Cherry Elementary #0241

School Address
WEC 420 Edson Dr. Orange Park Florida 32073

Media Center Occupancy Load
68

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
325

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Pass

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
Pass

Escalator
N/A

No storage under stairwell
Pass

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS	

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000087
WES 4965 COUNTY ROAD 220 MIDDLEBURG FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/11/2026 by Horace Earls

Notes

DATES

Start Date
03/10/2026

Due Date

Completion Date
03/11/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Wilkinson Elementary #0491

School Address
WES 4965 County Road 220 Middleburg Florida 32068

Media Center Occupancy Load
125

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
512/598

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Pass

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
Pass

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Fail

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Bldg. 1 Rm. 139 Copy Room- Miss label Use for storage. Storage height is above 2ft. requirement to ceiling. Rooms 405,412,415 Storage does not meet the 2ft. clearance from ceiling.

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Bldg. 2 Rm 208 Mechanical. Storage shall be removed.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

N/A

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS
0	No BDA
0	Knights locks still on all exterior doors

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GENERAL FILE
FILE #: 26-000098
WJH 5025 COUNTY ROAD 218 MIDDLEBURG FL 32068
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/17/2026 by Horace Earls

Notes

DATES

Start Date
03/16/2026

Due Date

Completion Date
03/16/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Wilkinson Junior High #0371

School Address
WJH 5025 County Road 220 Middleburg Florida 32068

Media Center Occupancy Load
100

Gym Occupancy Load
766

DRAFT

Cafe/Cafetorium Assembly Load
168/531

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Pass

Provide appropriate number and type of fire extinguishers
Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations

DRAFT

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Pass

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Pass

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

Pass

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Bldg. 4 Rm. 411,406,415: Storage within 2ft. of ceiling.
Bldg. 7 Rm. 784 Exit blocked.
Bldg. 9 Rm. 921: Storage within 2ft. of ceiling.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
Pass

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

Pass

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

Pass

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

Pass

Hood system not properly maintained/serviced

Pass

Hood suppression system not serviced at least semiannually

Pass

Improper storage under hood system

Pass

Cooking equipment not being maintained/serviced

Pass

Hood exhaust and make up air not removing grease laden vapors

Pass

Separation or shield not provided between open flame and frying equipment

Pass

Cooking outside of the hood and fire suppression system

Pass

Penetrations in hood/duct to be sealed

Pass

Class K extinguisher and sign shall be provided

Pass

Manual activation device not provided/maintained/labelled/accessible

Pass

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

Pass

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000079
CO 23 GREEN STREET CENTER GREEN COVE SPRINGS FL 32043 2025-2026 FIRE SAFETY INSPECTION. (HC LONG/BUILDING 1/BUILDING 2/BUILDING 3/BUILDING 4 2026 FIRE SAFETY INSPECTION)

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Stephanie Raucci

Created On
03/06/2026 by Stephanie Raucci

Notes

DATES

Start Date
03/06/2026

Due Date
05/21/2026

Completion Date
03/06/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
County Office #9001

School Address
23 Green Street Green Cove springs Florida 32046

Media Center Occupancy Load

Gym Occupancy Load

DRAFT

Cafe/Cafetorium Assembly Load

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Fail

Comments/Violations

BLDG 4 - HC LONG
406A - Fire extinguisher at the southern door by kitchenette is expired.

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
Pass

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Fail

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
BLDG. 1HC LONG
Rm.119A - Storage is too high, cannot be within 2 feet of ceiling and touching ductwork.
BLDG 2 - HC LONG
201A - Storage is too high. Cannot be within 2 feet of the ceiling.
203 - Door exit is blocked by table, chairs, and boxes. Need at least a 36" clear exit to door.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Fail

Assembly-occupant load not posted
N/A

Assembly-chairs, aisles exit access not being maintained
Fail

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
N/A

Separation of incompatible materials not being maintained

Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

BLDG 1 - HC LONG
119A - Storage is too high, cannot be within 2 feet of ceiling and touching ductwork.
120A - No storage in mechanical closet.
121A - No storage in mechanical closet and repair tears in duct wrap.

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

DRAFT

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

N/A

Detectors wrong type, not properly installed or not working

N/A

Tested/inspected at frequency required by NFPA 72 not being performed

N/A

Any deficiencies noted on inspection/testing/maintenance of system not repaired

N/A

Fire alarm system not installed where required

N/A

Fire alarm breaker not labelled and locked

N/A

Document box next to alarm panel

N/A

Fully operational Fire or Smoke doors

N/A

Comments/Violations

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

DRAFT

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS
1	BLDG 1 - HC LONG 119A - Storage is too high, cannot be within 2 feet of ceiling and touching ductwork. 120A - No storage in mechanical closet.
2	BLDG 2 - HC LONG 201A - Storage is too high. Cannot be within 2 feet of the ceiling. 203 - Door exit is blocked by table, chairs, and boxes. Need at least a 36" clear exit to door.
3	BLDG 4 - HC LONG 406A - Fire extinguisher at the southern door by kitchenette is expired. 404A - AED in hall does not have a visible service expiration date.

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GENERAL FILE
FILE #: 26-000194
CO 900 WALNUT STREET GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/28/2026 by Horace Earls

Notes
Building 3/Superintendents Building

DATES

Start Date
04/28/2026

Due Date

Completion Date
04/28/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
County Office #9001

School Address
CO 900 Walnut St. Green Cove Springs,Florida 32043

Media Center Occupancy Load
N/A

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

N/A

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
Fail

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Office/Room 21-Remove storage under stairs

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
N/A

Assembly-occupant load not posted
N/A

Assembly-chairs, aisles exit access not being maintained
Fail

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Fail

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Office/Room 22-Remove storage in Mechanical Room

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

N/A

Detectors wrong type, not properly installed or not working

N/A

Tested/inspected at frequency required by NFPA 72 not being performed

N/A

Any deficiencies noted on inspection/testing/maintenance of system not repaired

N/A

Fire alarm system not installed where required

N/A

Fire alarm breaker not labelled and locked

N/A

Document box next to alarm panel

N/A

Fully operational Fire or Smoke doors

N/A

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000185
CO 905 CENTER STREET GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION (MAINTENANCE-BUILDING 5)

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/22/2026 by Horace Earls

Notes

DATES

Start Date
04/21/2026

Due Date

Completion Date
04/21/2026

Status
Pass

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Maintenance #9021

School Address
905 Center St. Green Cove Springs Fl. 32043

Media Center Occupancy Load
N/A

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

N/A

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
Fail

Escalator
N/A

No storage under stairwell
Fail

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
Pass

Assembly-occupant load not posted
Pass

Assembly-chairs, aisles exit access not being maintained
Pass

Assembly-crowd managers not being provided or present
Pass

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Fail

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

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GENERAL FILE
FILE #: 26-000195
CO 814 WALNUT STREET GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION (ACCOUNTS PAYABLE/IT)

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/28/2026 by Horace Earls

Notes
Building 10/Accounts Payable/IT

DATES

Start Date
04/28/2026

Due Date

Completion Date
04/28/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
County Office #9001

School Address
814 Walnut St. Green Cove Springs, Florida 32043

Media Center Occupancy Load
N/A

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

N/A

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Fail

Comments/Violations

Maintenance/Room 116-Expired fire extinguisher

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Fail

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Room 116-Remove all storage in Electrical Room

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping

Pass

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

Pass

Rated doors/dampers not operational of being maintained

Pass

Vertical openings protectives not being maintained or provided

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Pass

Passenger elevators

Pass

Escalator

Pass

No storage under stairwell

Pass

Fire door type maintenance/labelling and inspection

Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Pass

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

N/A

Assembly-occupant load not posted

N/A

Assembly-chairs, aisles exit access not being maintained

N/A

Assembly-crowd managers not being provided or present

N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
N/A

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
N/A

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
N/A

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

N/A

Detectors wrong type, not properly installed or not working

N/A

Tested/inspected at frequency required by NFPA 72 not being performed

N/A

Any deficiencies noted on inspection/testing/maintenance of system not repaired

N/A

Fire alarm system not installed where required

N/A

Fire alarm breaker not labelled and locked

N/A

Document box next to alarm panel

N/A

Fully operational Fire or Smoke doors

N/A

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Fail

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

Room 115-Emergency light at front door not testing

INSPECTION COMMENTS

#	COMMENTS

DRAFT

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GENERAL FILE
FILE #: 26-000201
CO 800 WALNUT STREET GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION (TWO STORY VACANT BUILDING)

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/30/2026 by Horace Earls

Notes
Building Vacant (Building 11)

DATES

Start Date
04/28/2026

Due Date

Completion Date
04/28/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
County Office #9001

School Address
CO 800 Walnut Street Green Cove Springs, Florida 32043

Media Center Occupancy Load
N/A

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

N/A

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping

Pass

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

Pass

Rated doors/dampers not operational of being maintained

Pass

Vertical openings protectives not being maintained or provided

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Pass

Passenger elevators

N/A

Escalator

N/A

No storage under stairwell

N/A

Fire door type maintenance/labelling and inspection

Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Pass

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

N/A

Assembly-occupant load not posted

N/A

Assembly-chairs, aisles exit access not being maintained

N/A

Assembly-crowd managers not being provided or present

N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
N/A

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
N/A

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
N/A

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Exterior Stairs in disrepair.
Stair anchor bolts rusted on Fire escape.

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

N/A

Detectors wrong type, not properly installed or not working

N/A

Tested/inspected at frequency required by NFPA 72 not being performed

N/A

Any deficiencies noted on inspection/testing/maintenance of system not repaired

N/A

Fire alarm system not installed where required

N/A

Fire alarm breaker not labelled and locked

N/A

Document box next to alarm panel

N/A

Fully operational Fire or Smoke doors

N/A

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000196
CO 65 GREEN STREET GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION (INSURANCE/ BUILDING 12)

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/28/2026 by Horace Earls

Notes
Building 12/Insurance

DATES

Start Date
04/28/2026

Due Date

Completion Date
04/28/2026

Status
Pass

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
County Office #9001

School Address
CO 65 Green Street. Green Cove Springs, Florida 32043

Media Center Occupancy Load
N/A

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

N/A

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping

Pass

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

Pass

Rated doors/dampers not operational of being maintained

Pass

Vertical openings protectives not being maintained or provided

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Pass

Passenger elevators

N/A

Escalator

N/A

No storage under stairwell

N/A

Fire door type maintenance/labelling and inspection

Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Pass

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

N/A

Assembly-occupant load not posted

N/A

Assembly-chairs, aisles exit access not being maintained

N/A

Assembly-crowd managers not being provided or present

N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

N/A

Detectors wrong type, not properly installed or not working

N/A

Tested/inspected at frequency required by NFPA 72 not being performed

N/A

Any deficiencies noted on inspection/testing/maintenance of system not repaired

N/A

Fire alarm system not installed where required

N/A

Fire alarm breaker not labelled and locked

N/A

Document box next to alarm panel

N/A

Fully operational Fire or Smoke doors

N/A

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

INSPECTION COMMENTS

#	COMMENTS

DRAFT

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000197
CO 11 GREEN STREET STREET GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION (PAYROLL)

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/28/2026 by Horace Earls

Notes
Building 92/Payroll

DATES

Start Date
04/28/2026

Due Date

Completion Date
04/28/2026

Status
Pass

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
County Office #9001

School Address
CO 11 Green Street. Green Cove Springs, Florida 32043

Media Center Occupancy Load
N/A

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

N/A

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping
Pass

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
N/A

Assembly-occupant load not posted
N/A

Assembly-chairs, aisles exit access not being maintained
N/A

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
N/A

Improper location/storage
N/A

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
N/A

Acceptable quantities exceed or not being protected
N/A

Rooms/areas not properly labled
N/A

No source of ignition permitted
N/A

Quantities>120 gallons permitted in cabinet
N/A

Separation of incompatible materials not being maintained
N/A

NFPA 704 placard required

N/A

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

Pass

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Pass

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

Pass

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

Pass

Furnishings and decorations do not meet code

Pass

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

INSPECTION COMMENTS

#	COMMENTS

DRAFT

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000074
CO 720 CENTER STREET GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION (FOOD SERVICE STORAGE BUILDING)

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/05/2026 by Horace Earls

Notes
Food Service Storage Building 8300

DATES

Start Date
03/05/2026

Due Date

Completion Date
04/13/2026

Status
Pass

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
County Office #9001

School Address
720 Center Street Green Cove Springs Florida 32043

Media Center Occupancy Load
N/A

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

N/A

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

N/A

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

N/A

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

N/A

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping

N/A

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

N/A

Rated doors/dampers not operational of being maintained

N/A

Vertical openings protectives not being maintained or provided

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Pass

Passenger elevators

N/A

Escalator

N/A

No storage under stairwell

N/A

Fire door type maintenance/labelling and inspection

N/A

Remove all obstruction for exits, aisles, corridors, and stairways

Pass

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

N/A

Assembly-occupant load not posted

N/A

Assembly-chairs, aisles exit access not being maintained

N/A

Assembly-crowd managers not being provided or present

N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
N/A

Improper location/storage
N/A

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
N/A

Acceptable quantities exceed or not being protected
N/A

Rooms/areas not properly labled
N/A

No source of ignition permitted
N/A

Quantities>120 gallons permitted in cabinet
N/A

Separation of incompatible materials not being maintained
N/A

NFPA 704 placard required

N/A

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

N/A

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

N/A

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

N/A

Combustible accumulations/storage accumulation not permitted

Fail

Key box/gate switch not provided/maintained

N/A

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

N/A

Fire hydrants caps/valves not accessible or maintained

N/A

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

N/A

Siding repair needed

Pass

DRAFT

Window repair needed

N/A

Comments/Violations

Storage shall be maintian to no higher than 2ft. below ceiling

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

N/A

Detectors wrong type, not properly installed or not working

N/A

Tested/inspected at frequency required by NFPA 72 not being performed

N/A

Any deficiencies noted on inspection/testing/maintenance of system not repaired

N/A

Fire alarm system not installed where required

N/A

Fire alarm breaker not labelled and locked

N/A

Document box next to alarm panel

N/A

Fully operational Fire or Smoke doors

N/A

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

N/A

Adequate emergency lighting not being provided or maintained

N/A

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

INSPECTION COMMENTS

#	COMMENTS

DRAFT

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000072
CO 800 CENTER STREET GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION (PROPERTY CONTROL/PURCHASING BUILDING)

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
03/05/2026 by Horace Earls

Notes
Property Control Building

DATES

Start Date
03/05/2026

Due Date

Completion Date
03/05/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
County Office #9001

School Address
800 Center St. Green Cove Springs Florida 32043

Media Center Occupancy Load
N/A

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load
N/A

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order
Fail

Provide appropriate number and type of fire extinguishers
Fail

Mount fire extinguisher no higher that 5 ft off the floor to top of handle
Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida
Pass

Comments/Violations
Fire Extinguishers shall be provide in the SW side of building in fence in area.

Electrical

Maintain wiring in good condition and/or protected from damage
Pass

Open junction boxes, electrical switches, outlets shall be repaired
Fail

Replace cove or voids in electric panel and approved spacers
Pass

Main switch (clearance, access and identification)
Pass

Shunt switch (clearance, access and identification)
Pass

Remove storage from within 30" of electrical panels and 6' from meters
Fail

Label all meters with appropriate address/unit/suite number
Pass

Extension cords not a substitute for fixed wiring
Pass

Electrical rooms need labeling
Pass

Circuit breakers labeled
Pass

Comments/Violations
Two emergency lights outside Room 201 not working.
Emergency light over door 13A inop.

Electrical Panel blocked in Room 7A
Conduit outside room 7A broke

DRAFT

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected
Pass

Proper housekeeping
Pass

Building is locked or vacant
N/A

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Fail

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
N/A

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Rooms 8,13,14,15, Storage to high to ceiling. Non-sprinkler buildings storage height has to be to separated from ceiling no less than 2 foot clearance.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
N/A

Assembly-occupant load not posted
N/A

Assembly-chairs, aisles exit access not being maintained
N/A

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition

Improper location/storage
N/A

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
Fail

Acceptable quantities exceed or not being protected
N/A

Rooms/areas not properly labled
N/A

No source of ignition permitted
N/A

Quantities>120 gallons permitted in cabinet
N/A

Separation of incompatible materials not being maintained

N/A

NFPA 704 placard required

N/A

Comments/Violations

Propane tank shall be protected by bollards. Tank needs to be on stable surface and strapped down.

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

N/A

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

N/A

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

N/A

Fire lane obstructed or not being maintained

N/A

Suite number on front and rear exterior doors

N/A

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

N/A

Fire hydrants caps/valves not accessible or maintained

N/A

Fire department access road to be maintained or provided

Is there a roof/floor truss sign

N/A

DRAFT

Siding repair needed

N/A

Window repair needed

N/A

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

N/A

Adequate emergency lighting not being provided or maintained

N/A

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000075
CO 800 CENTER STREET GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION (BUS DRIVE PORTABLE LOUNGE/BUILDING)

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
Relocatable Annual Inspection

Assign To
Horace Earls

Created On
03/05/2026 by Horace Earls

Notes
Transportation Bus Driver Lounge

DATES

Start Date
03/05/2026

Due Date

Completion Date
03/05/2026

Status
Pass

Schools

School Name & Number
Transportation #9010

Building/Room Number

Insignia Number
IV E

Portable Building Info

DRAFT

Type of Construction
IIB

Roof Type
Low Slope

Anchors and Blocks
Yes

Building Size
24x36=864

Electrical

Panel Labeled?
Yes

Are the outlet covers and light fixtures intact and operational?
Yes

Is the GFCI functioning properly?
Yes

Is the electrical panel assessible?
Yes

Comments

Plumbing

Is the portables bathroom in operation?
Yes

Are the supply and drain connections complete and free of leaks?
Yes

Are the fixtures in working order and free of leaks?
Yes

Exhaust fan intact and operational?
Yes

Sink handicapped?
Yes

Handicapped toilet?
Yes

Side of toilet grab bar?
Yes

Back of toilet grab bar?
Yes

Comments
no clear space for handicapped. storage in bathroom

Life Safety

Fire alarm present?
No

DRAFT

Intercom/phone present?

No

Fire extinguisher present and within 5 feet of the door?

Yes

Smoke detectors/classroom present?

Yes

Heat detectors/storage rooms present?

Yes

Emergency lights present and working?

Yes

Number of exits?

Yes

Exit sign/exit light present?

Yes

Steps/Ramps/5'x5' platform at all doors?

Yes

Emergency evacuation sheet properly placed by door?

Yes

Ramp does not protrude into existing avenues of egress?

No

Door closer in place and functioning?

Yes

Door swings out and away from the direction of travel?

Yes

Door accessible hardware?

Yes

Comments

DRAFT

General

Siding repair needed?

No

Window repair needed?

No

APPROVED

Yes

Comments

INSPECTION COMMENTS

#	COMMENTS

No image found for this file, click here to upload an image.

GENERAL FILE
FILE #: 26-000183
MBT 3674 COUNTY ROAD MIDDLEBURG FL 32068
2026 FIRE SAFETY INSPECTION (MB TRANSPORTATION)

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/20/2026 by Horace Earls

Notes
Middleburg Transportation

DATES

Start Date
04/20/2026

Due Date

Completion Date
04/20/2026

Status
Corrections Required

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Transportation #9010

School Address
3674 County Road 220 Middleburg Florida 32068

Media Center Occupancy Load
N/A

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

N/A

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Fail

Proper housekeeping
Fail

Building is locked or vacant
Pass

Fire rated/smoke related construction not present/maintained
Pass

Rated doors/dampers not operational of being maintained
Pass

Vertical openings protectives not being maintained or provided
Pass

Combustible accumulations/storage accumulation not permitted
Pass

Interior finish issue
Pass

Passenger elevators
N/A

Escalator
N/A

No storage under stairwell
N/A

Fire door type maintenance/labelling and inspection
Pass

Remove all obstruction for exits, aisles, corridors, and stairways
Pass

Remove locks and latches from doors and panic hardware
Pass

Comments/Violations
Bldg. 3: Stairwell to second floor needs cobwebs clean.

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided
N/A

Assembly-occupant load not posted
N/A

Assembly-chairs, aisles exit access not being maintained
N/A

Assembly-crowd managers not being provided or present
N/A

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
N/A

Improper location/storage
Fail

Compressed gas cylinders not labled/secured
N/A

Gas meter/piping not protected or maintained against impact
N/A

Acceptable quantities exceed or not being protected
Fail

Rooms/areas not properly labled
Fail

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Bldg. 400: Improper storage of floor glue. (Photos)
Bldg. 400: Building not labeled Flammable storage.

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Fail

DRAFT

Window repair needed

Pass

Comments/Violations

Building 400. Rotten siding on right side. Photos
Bldg. 400: Ceiling tiles missing , shows signs of water damage.

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

N/A

Adequate emergency lighting not being provided or maintained

Fail

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

Bldg. 504. Emergency light out.
Transportation Bus Drivers Lounge: Emergency light out

INSPECTION COMMENTS

#	COMMENTS

DRAFT

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GENERAL FILE
FILE #: 26-000185
CO 905 CENTER STREET GREEN COVE SPRINGS FL 32043
2026 FIRE SAFETY INSPECTION (MAINTENANCE-BUILDING 5)

INSPECTION INFORMATION

Department
Building Code Enforcement

Activity Type
2026 Fire Safety Inspection

Assign To
Horace Earls

Created On
04/22/2026 by Horace Earls

Notes

DATES

Start Date
04/21/2026

Due Date

Completion Date
04/21/2026

Status
Pass

CLAY COUNTY SCHOOLS FIRE SAFETY INSPECTION

School Name & Number
Maintenance #9021

School Address
905 Center St. Green Cove Springs Fl. 32043

Media Center Occupancy Load
N/A

Gym Occupancy Load
N/A

DRAFT

Cafe/Cafetorium Assembly Load

N/A

Fire Extinguishers

Fire extinguishers shall not be obstructed and in working order

Pass

Provide appropriate number and type of fire extinguishers

Pass

Mount fire extinguisher no higher that 5 ft off the floor to top of handle

Pass

Provide service tag for the fire extinguisher(s) by a licensed company in the State of Florida

Pass

Comments/Violations

Electrical

Maintain wiring in good condition and/or protected from damage

Pass

Open junction boxes, electrical switches, outlets shall be repaired

Pass

Replace cove or voids in electric panel and approved spacers

Pass

Main switch (clearance, access and identification)

Pass

Shunt switch (clearance, access and identification)

Pass

Remove storage from within 30" of electrical panels and 6' from meters

Pass

Label all meters with appropriate address/unit/suite number

Pass

Extension cords not a substitute for fixed wiring

Pass

Electrical rooms need labeling

Pass

Circuit breakers labeled

Pass

Comments/Violations

Misc. Inspection Items

Openings, Ceilings & Firewalls and protected

DRAFT

Pass

Proper housekeeping

Pass

Building is locked or vacant

Pass

Fire rated/smoke related construction not present/maintained

Pass

Rated doors/dampers not operational of being maintained

Pass

Vertical openings protectives not being maintained or provided

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Interior finish issue

Pass

Passenger elevators

Fail

Escalator

N/A

No storage under stairwell

Fail

Fire door type maintenance/labelling and inspection

Pass

Remove all obstruction for exits, aisles, corridors, and stairways

Pass

Remove locks and latches from doors and panic hardware

Pass

Comments/Violations

DRAFT

Assembly

Assembly-panic hardware not being maintained or provided

Pass

Assembly-occupant load not posted

Pass

Assembly-chairs, aisles exit access not being maintained

Pass

Assembly-crowd managers not being provided or present

Pass

Comments/Violations

Fire Protection System

Wrench/spare sprinklers not present
N/A

Fire sprinkler system not inspected/maintained
N/A

Coverage of fire sprinkler is adequate
N/A

Controls are readily accessible
N/A

Riser/pump rooms not labled
N/A

Fire pump inspection/tested/maintained at frequency required by NFPA 20
N/A

Standpipes needed/not being maintained
N/A

Adequate coverage of standpipes not being provided/maintained
N/A

Fire department connections visible/maintained/appropriate signage and maintained
N/A

Critical deficiencies/impairments
N/A

Escutcheons are present
N/A

Comments/Violations

DRAFT

Hazardous Materials

Tanks and Piping in good condition
Pass

Improper location/storage
Pass

Compressed gas cylinders not labled/secured
Pass

Gas meter/piping not protected or maintained against impact
Pass

Acceptable quantities exceed or not being protected
Pass

Rooms/areas not properly labled
Pass

No source of ignition permitted
Pass

Quantities>120 gallons permitted in cabinet
Pass

Separation of incompatible materials not being maintained
Pass

NFPA 704 placard required

Pass

Comments/Violations

Utility/Mechanical/HVAC

Shut off valves not provided or being maintained on gas appliances

Pass

Trash/Laundry chutes not being maintained

N/A

No storage in HVAC/Mechanical spaces except for maintenance equipment

Pass

Duct detectors not being maintained or functional (Non Fire Alarm)

N/A

Clothes dryer lint traps and mechanical equipment shall be cleaned and maintained to prevent fire

N/A

Comments/Violations

Exterior Access

Post address number 6"; suite/unit numbers 3" minimum in contrasting color and visible from roadway

Pass

Fire hydrants/water supply accessible/clearance being maintained

Pass

Combustible accumulations/storage accumulation not permitted

Pass

Key box/gate switch not provided/maintained

Pass

Fire lane obstructed or not being maintained

Pass

Suite number on front and rear exterior doors

Pass

Outside dumpsters are 10' or more from combustible walls, openings or combustible roof eaves lines

Pass

Fire hydrants caps/valves not accessible or maintained

Pass

Fire department access road to be maintained or provided

Pass

Is there a roof/floor truss sign

Pass

Siding repair needed

Fail

DRAFT

Window repair needed

Pass

Comments/Violations

Fire Alarms

Control panel/annunciator panel not in normal condition, not accessible or being maintained

Pass

Detectors wrong type, not properly installed or not working

Pass

Tested/inspected at frequency required by NFPA 72 not being performed

Pass

Any deficiencies noted on inspection/testing/maintenance of system not repaired

Pass

Fire alarm system not installed where required

Pass

Fire alarm breaker not labelled and locked

Pass

Document box next to alarm panel

Pass

Fully operational Fire or Smoke doors

Pass

Comments/Violations

DRAFT

Fire Suppression System

Hood system fuel shutoff not present

N/A

Hood system not properly maintained/serviced

N/A

Hood suppression system not serviced at least semiannually

N/A

Improper storage under hood system

N/A

Cooking equipment not being maintained/serviced

N/A

Hood exhaust and make up air not removing grease laden vapors

N/A

Separation or shield not provided between open flame and frying equipment

N/A

Cooking outside of the hood and fire suppression system

N/A

Penetrations in hood/duct to be sealed

N/A

Class K extinguisher and sign shall be provided

N/A

Manual activation device not provided/maintained/labelled/accessible

N/A

Comments/Violations

Daycare

Door latches and locks in a bathroom or closet to be openable from the outside

N/A

Door locks or latches shall be openable from the inside of the area

Pass

Adequate emergency lighting not being provided or maintained

Pass

Emergency relocation drill not being conducted or records kept

N/A

Furnishings and decorations do not meet code

N/A

Artwork/teaching materials shall not exceed 20% in non-sprinklered area or 50% in a sprinklered area

N/A

Comments/Violations

DRAFT

INSPECTION COMMENTS

#	COMMENTS

2025 - 2026 ARGYLE ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	701	II-B	010884	Emergency Lights need repair
	701A	II-B	010884	
2	702	II-B	010933	
	702A	II-B	010933	
3	703	MB E	001942	
4	704	MB E	001946	
5	705	MB E	001952	Siding needs repair
6	706	MB E	001950	
	706A	MB E	001950	
7	707	MB E	002333	
	707A	MB E	002333	
8	708	MB E	002332	Siding needs repair
9	710	MB E	002266	
	710A	MB E	002266	
	710B	MB E	002266	
10	711	MB E	001999	
	711A	MB E	001999	
11	713	MB E	002619	
	713A	MB E	002619	
	713B	MB E	002619	

EFRD

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
	713C	MB E	002619	
	713D	MB E	002619	
	713E	MB E	002619	
12	714	MB E	002022	
	714A	MB E	002022	
13	801	II-B	010918	
	801A	II-B	010918	
14	802	II-B	010960	
	802A	II-B	010960	
15	803	II-B	010926	
	803A	II-B	010926	
16	804	II-B	010867	
	804A	II-B	010867	
17	805	II-B	010905	
	805A	II-B	010905	
18	806	II-B	010925	
	806A	II-B	010925	
19	807	II-B	010924	
	807A	II-B	010924	

FILED

2025 - 2026 ARGYLE ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
20	808	II-B	010858	
	808A	II-B	010858	
21	901	II-B	010950	
	901A	II-B	010950	
22	902	II-B	010881	
	902A	II-B	010881	
23	903	IV-E	010882	
	903A	IV-E	010882	
24	904	II-B	010992	
	904A	II-B	010992	
25	905	MB E	002651	
	905A	MB E	002651	
26	906	MB E	002399	
	906A	MB E	2399	
27	907	MB E	002366	
28	908	MB E	002258	
	908A	MB E	002258	

FILED

2025-2026 BANNERMAN LEARNING RESOURCE CENTER CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	016	MB E	002406	
2	062	MB E	002406	Siding needs repair
3	001	MB E	001886	
	001A	MB E	001886	
	001B	MB E	001886	
4	002	MB E	001880	
	002A	MB E	001880	
5	003	MB E	001879	
	003A	MB E	001879	
6	004	MB E	001878	
	004A	MB E	001878	
7	005	MB E	001869	
	005A	MB E	001869	
8	006A	MB E	001877	Siding needs repair
	006B	MB E	001877	
	006C	MB E	001877	
9	007	MB E	001867	
	007A	MB E	001867	
10	008	MB E	001876	
	008A	MB E	001866	
11	009	MB E	002365	
	009A	MB E	002365	
12	010	MB E	001872	
	010A	MB E	001872	
13	012	MB E	001884	
	012A	MB E	001884	
14	013	E	001868	Siding needs repair
15	030	MB E	002559	
	030A	MB E	002559	
	030B	MB E	002559	
	030C	MB E	002559	

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16	032	MB E	001870	Siding needs repair
17	033	MB E	001881	
	033A	MB E	001881	
18	034	MB E	001873	
	034A	MB E	001873	
19	035	MB E	001882	
	035A	MB E	001882	
20	036	MB E	001889	
	036A	MB E	001889	
	036B	MB E	001889	
21	037	MB E	001874	
	037A	MB E	001874	
22	038	MB E	001875	
	038A	MB E	001875	
23	039	MB E	001883	Siding needs repair
	039A	MB E	001883	
	039B	MB E	001883	
	039C	MB E	001883	
	039D	MB E	001883	
	039E	MB E	001883	
24	040	MB E	001871	
	040A	MB E	001871	
25	042	MB E	001888	
	042A	MB E	001888	
	042B	MB E	001888	
26	043	MB E	001830	
	043A	MB E	001830	
27	044	MB E	001847	
	044A	MB E	001847	
28	056	II-B	010932	
	056A	II-B	010932	
29	58	IV-E	010932	

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	058A	IV-E	010932	
31	011	MB E	001891	
	011A	MB E	001891	
32	014	MB E	001890	
	014A	MB E	001890	
	014B	MB E	001890	
33	031	MB E	001885	
	031A	MB E	001885	
	031B	MB E	001885	
	031C	MB E	001885	
34	050	MB E	001887	
	050A	MB E	001887	
	050B	MB E	001887	
	050C	MB E	001887	
35	052	MB E	001892	
	052A	MB E	001892	
	052B	MB E	001892	
	060A	IV-E	009019	
	060B	MB E	009019	
	061A	IV-E	009023	
	061B	MB E	009019	

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2025-2026 CHARLES E BENNETT ELEMENTARY CORRECTION LIST

QUANTY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	040	II-B	004972	
	040A	II-B	004972	
2	041	II-B	004887	
	041A	II-B	004887	
3	042	II-B	004974	
	042A	II-B	004974	
4	043	MB E	001844	
5	045	II-B	004971	
	045A	II-B	004971	
6	046	MB E	001848	
7	047	MB E	001849	
	047A	MB E	001849	
8	048	MB E	001852	
	048A	MB E	001852	
9	049	MB E	001858	
	049A	MB E	001858	
10	050	MB E	001853	
	050A	MB E	001853	
11	051	MB E	001857	
	051A	MB E	001857	
12	052	MB E	001851	
	052A	MB E	001851	
13	053	MB E	001854	
	053A	MB E	001854	
14	054	MB E	001841	
15	055	MB E	001862	
	055A	MB E	001862	
	055B	MB E	001862	
16	056	MB E	001861	Siding needs repair
	056A	MB E	001861	
	056B	MB E	001861	

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17	057	MB E	001860	
	057A	MB E	001860	
	057B	MB E	001860	
18	501	MB E	001846	
19	502	MB E	001842	
20	602A	MB E	001859	
	602B	MB E	001859	
21	603A	MB E	001839	Siding needs repair
	603B	MB	001839	
22	604	MB E	001865	
	604A	MB E	001865	
	604B	MB E	001865	
23	605	II-B	007804	
	605A	II-B	007804	
24	702	MB E	001856	Siding needs repair
	702A	MB E	001856	
25	703	MB E	001864	Siding needs repair
	703A	MB E	001864	
	703B	MB E	001864	
26	57	MB E	1860	
29	803	MB E	1863	Siding needs repair

DRAFT

2025-2026 CLAY HIGH SCHOOL CORRECTION LIST

QUANTY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	007	MB E	002157	
	007A	MB E	002157	
	007B	MB E	002157	
2	017	MB E	002144	
3	018	MB E	001855	
	018A	MB E	001855	
4	019	MB E	002596	
5	020	MB E	002281	
6	032	II-B	005866	
	032A	II-B	005866	
7	033	MB E	002158	
	033A	MB E	002158	
	033B	MB E	002158	
8	040	MB E	002220	
9	041	MB E	002223	
	041A	MB E	002223	
10	042	MB E	001840	
	042A	MB E	001840	
11	043	MB E	002214	
	043A	MB E	002214	
	043B	MB E	002214	
12	044	MB E	002652	Siding needs repair
	044A	MB E	002652	
13	045	MB E	002653	

FILED

	045A	MB E	002653	
14	046	II-B	004975	
	046A	II-B	004975	
	046B	II-B	004975	
15	047	MB E	002649	
	047A	MB E	002649	
16	048	II-B	010902	
	048A	II-B	010902	
17	049	MB E	001964	
	049A	MB E	001964	
18	054	II-B	005277	
	054A	II-B	005277	
19	058	II-B	004260	
20	005A	MB E	002037	
	005B	IV	002037	
21	008	MB E	002161	
	008A	MB E	002161	
	008B	MB E	002161	
	008C	MB E	002161	
22	031	MB E	002359	Siding needs repair

LEAD

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2025-2026 CLAY HILL ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	682	MB E	002383	
	682A	MB E	002383	
	682B	MB E	002383	
2	701	MB E	002360	
3	703	MB E	002368	
4	704	MB E	002362	
5	705	MB E	002533	
	705A	MB E	002533	
6	706	MB E	002363	
7	707	MB E	002382	
	707A	MB E	002382	
	707B	MB E	002382	
8	708	MB E	002378	
	708A	MB E	002378	
9	709	MB E	002384	
	709A	MB E	002384	
	709B	MB E	002384	
10	710	MB E	002369	
	710A	MB E	002369	
11	712	MB E	002370	
	712A	MB E	002370	
12	760	MB E	002373	
	760A	MB E	002373	
13	762	MB E	002377	
	762A	MB E	002377	
14	764	MB E	002371	
	764A	MB E	002371	
15	766	MB E	002379	Siding needs repair
	766A	MB E	002379	

FILED

2025-2026 COPPERGATE ELEMENTARY CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	511	II-B	007456	Emergency/exit light not working Siding needs repair
	511A	II-B	007456	
2	512	II-B	007454	
	512A	II-B	007454	
3	514	II-B	007457	
	514A	II-B	007457	
4	520	II-B	007514	
	520A	II-B	007514	

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2025-2026 DOCTORS INLET ELEMENTARY CORRECTION LIST

Quanty	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	836	MB E	002017	Siding needs repair
	836A	MB E	002017	
2	837	MB E	002030	Emergency light not working
3	838	MB E	002019	
	838A	MB E	002019	
4	839	MB E	002003	
5	840	MB E	002001	Emergency light not working
6	842A	MB E	002036	Emergency light not working
7	843	MB E	002002	Emergency light not working
8	844	MB E	002009	
9	845	MB E	002031	
	845A	MB E	002031	
10	847	II-B	005499	
	847A	II-B	005499	
11	849	II-B	005498	
	849A	II-B	005498	
12	869	MB E	002033	
	869A	MB E	002033	
	869B	MB E	002033	
13	870	MB E	002545	
	870A	MB E	002545	
	870B	MB E	002545	
14	871	MB E	002034	
	871A	MB E	002034	
	871B	MB E	002034	
15	872	MB E	002029	Siding needs repair
	872A	MB E	002029	
16	873	MB E	002000	
17	874	MB E	002004	
18	876	MB E	002005	Siding needs repair

LEARD

19	888	II-B	005500	Emergency light not working. Ceiling tile missing
	888A	II-B	005500	
20	889	MB E	002024	Siding needs repair
	889A	MB E	002024	
21	890	MB E	002028	
	890A	MB E	002028	
	890B	MB E	002028	
22	891	MB E	002021	Siding needs repair
	891A	MB E	002021	
23	893	MB E	002027	Emergency light not working
	893A	MB E	002027	
24	894	MB E	002016	
25	895	MB E	002032	
	895A	MB E	002032	
	895B	MB E	002032	
26	896	MB E	002018	
	896A	MB E	002018	
27	897	MB E	002020	Siding needs repair
	897A	MB E	002020	
28	899	MB E	002026	
	899A	MB E	002026	
	899B	MB	002026	
29	921	MB E	002011	
	921A	MB E	002011	
30	923	II-B	005501	
	923A	II-B	005501	

LEAD

2025-2026 FLEMING ISLAND ELEMENTARY CORRECTION LIST

Quanty	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	601	MB E	002613	
	601A	MB E	002613	
	601B	MB E	002613	
2	602	MB E	002620	
	602A	MB E	002620	
	602B	MB E	002620	
3	603	MB E	002611	Emergency light needs repair (back wall)
	603C	MB E	002611	
	603D	MB E	002611	
4	604	MB E	002605	
	604A	MB E	002605	
5	605	MB E	002615	
	605A	MB E	002615	
	605B	MB E	002615	
6	606	MB E	002618	
	606A	MB E	002618	
	606B	MB E	002618	
7	607	MB E	002616	
	607A	MB E	002616	
	607B	MB E	002616	
8	608	MB E	002617	
	608A	MB E	002617	
	608B	MB E	002617	
9	801	MB E	002623	Siding needs repair
	801A	MB E	002623	
	801B	MB E	002623	
10	802	MB E	002624	
	802A	MB E	002624	
	802B	MB E	002624	
11	803	MB E	002628	
	803A	MB E	002628	

FLEMING ISLAND

	803B	MB E	002628	
12	804	MB E	002625	
	804A	MB E	002625	
	804B	MB E	002625	
13	805	MB E	002599	Siding needs repair
	805A	MB E	002599	
14	806	MB E	002602	Emergency light needs repair
	806A	MB E	002602	
15	807	MB E	002609	Siding needs repair
	807A	MB E	002609	
	807B	MB E	002609	
16	812	MB E	002622	
	812A	MB E	002622	
	812B	MB E	002622	
17	821	MB E	002398	
18	824	MB E	002608	Siding needs repair
	824A	MB E	002608	
	824B	MB E	002608	
19	826	MB E	002610	Emergency light needs repair
	826A	MB E	002610	
	826B	MB E	002610	
20	828	MB E	002598	
	828A	MB E	002634	
21	830	MB E	002634	
	830A	MB E	002634	
	830B	MB E	002634	
22	832	MB E	002635	Emergency light needs repair
	832A	MB E	002635	
	832B	MB E	002635	
23	843	MB E	002607	
	843A	MB E	002607	

FINAL

24	844	MB E	002600	
	844A	MB E	002600	
25	846	II-B	010913	
	846A	II-B	010913	
26	848	MB E	002631	
	848A	MB E	002631	
	848B	MB E	002631	
27	850	MB E	002632	
	850A	MB E	002632	
	850B	MB E	002632	
28	860	MB E	002636	
	860A	MB E	002636	
	860B	MB E	002636	
29	861	MB E	002154	
	861A	MB E	002154	
	861B	MB E	002154	
30	862	II-B	010987	
	862A	II-B	010987	
	899	IV-E	010987	
31	901	II-B	010927	
	901A	II-B	010927	
32	904	MB E	002629	
	904A	MB E	002629	
	904B	MB E	002629	
33	905	II-B	010997	
	905A	II-B	010997	
34	906	MB E	002621	
	906A	MB E	002621	
	906B	MB E	002621	
35	907	MB E	002614	
	907A	MB E	002614	

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	907B	MB E	002614	
36	908	MB E	002612	
	908A	MB E	002612	
	908B	MB E	002612	
37	909	MB E	002630	
	909A	MB E	002630	
	909B	MB E	002630	
38	910	MB E	002626	Siding needs repair
	910A	MB E	002626	
	910B	MB E	002626	
39	842	MB E	002637	
	842A	MB E	002637	
	842B	MB E	002637	
	842C	MB E	002637	
	842D	MB E	002637	
	842E	MB E	002637	

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2025-2026 FLEMING ISLAND HIGH SCHOOL CORRECTION LIST

QUANTY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	010	MB E	002151	
	010A	MB E	002151	
2	011	MB E	002149	Siding needs repair
	011A	MB E	002149	
3	012	MB E	002301	Siding needs repair
	012A	MB E	002301	
4	013	II-B	010993	
5	014	II-B	010970	
6	015	II-B	010951	
7	020	MB E	002143	
8	021	MB E	002300	Rear stairs handrail broken
9	022	MB E	2294	Siding needs repair
	022A	MB E	002294	
10	023	II-B	010896	
11	024	MB E	002299	
12	025	II-B	010936	
13	030	II-B	010898	
14	031	II-B	010912	
15	032	II-B	010897	
16	033	II-B	010972	
17	034	II-B	010887	
18	035	II-B	010971	
19	041	II-B	010952	
20	042	II-B	010860	
21	043	II-B	010943	
22	044	II-B	010911	
23	045	II-B	010979	
24	046	MB E	002155	
	046A	MB E	002155	

FILED

	046B	MB E	002155	
	046C	MB E	002155	
25	047	MB E	002159	
	047A	MB E	002159	
	047B	MB E	002159	
	047C	MB E	002159	
	047D	MB E	002159	
26	049	MB E	002156	
27	050	II-B	010885	
	050A	II-B	010885	
28	051	II-B	010935	
	051A	II-B	010935	
29	052	II-B	010868	
	052A	II-B	010868	
30	053	II-B	010859	
	053A	II-B	010859	
31	060	II-B	010910	
	060A	II-B	010910	
32	061	II-B	010975	
	061A	II-B	010975	
33	062	II-B	010909	
	062A	II-B	010909	
34	063	II-B	010969	
	063A	II-B	010969	
35	070	II-B	010942	
	070A	II-B	010942	
36	071	II-B	010986	
	071A	II-B	010986	
37	072	II-B	010934	
	072A	II-B	010934	
38	073	II-B	010866	

LEGAL

	073A	II-B	010866	
39	080	II-B	010995	
	080A	II-B	010995	
40	081	II-B	010976	
	081A	II-B	010976	
41	082	MB E	002254	
	082A	MB E	002254	
42	083	II-B	004978	Emergency light needs repair
	083A	II-B	004978	
43	084	II-B	005000	
	084A	II-B	005000	
44	085	II-B	007734	
	085A	II-B	007734	
45	086	II-B	007735	
	086A	II-B	007735	
46	087	II-B	007736	
	087A	II-B	007736	
47	090	MB E	002147	
	090A	MB E	002147	
48	091	MB E	002253	Siding needs repair
49	092	MB E	002252	Siding needs repair
50	093	II-B	004977	Siding needs repair
	093A	II-B	004977	
51	094	II-B	004980	
	094A	II-B	004980	
52	095	II-B	004976	
	095A	II-B	004976	
53	096	II-B	004981	
	096A	II-B	004981	
54	097	II-B	004979	
	097A	II-B	004979	

FILED

55	040	MB E	001837	
56	048	MB E	002160	Siding needs repair
	027A	II-B	006841	
	027B	II-B	006841	
	064A	II-B	005664	
	064B	II-B	005664	

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2025-2026 GREEN COVE SPGS JUNIOR HIGH CORRECTION LIST

Quanty	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	070	II-B	011075	
	070A	II-B	011075	
2	071	II-B	004973	Emergency light needs repair
	071A	II-B	004973	
3	074	MB E	001995	
4	075	MB E	002467	
	075A	MB E	002467	
5	076	MB E	001996	
6	104	MB E	1829	
7	105	MB E	001831	
	105A	MB E	001831	
8	106	MB E	001836	
	106A	MB E	001836	
	106B	MB E	001836	
	106C	MB E	001836	
9	107	MB E	001835	
	107A	MB E	001835	
	107B	MB E	001835	
	107C	MB E	001835	
10	112	MB E	001834	
11	113	MB E	001838	
	113A	MB E	001838	
	113B	MB E	001838	
15	114	MB E	10978	

FILED

2025-2026 GROVE PARK ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	009	MB E	001929	
	009A	MB E	001929	
2	010	MB E	001928	
	010A	MB E	001928	
	010B	MB E	001928	
3	027	MB E	001917	
4	029	MB E	001934	Siding needs repair
	029A	MB E	001934	
	029B	MB E	001934	
5	030	MB E	001933	Siding needs repair
	030A	MB E	001933	
	030B	MB E	001933	
6	031	MB E	001932	Siding needs repair
	031A	MB E	001932	
	031B	MB E	001932	
7	043	MB E	001930	Siding needs repair
	043A	MB E	001930	
	043B	MB E	001930	
8	044	MB E	001931	
	044A	MB E	001931	
	044B	MB E	001931	
9	071	MB E	001924	Siding needs repair
	071A	MB E	001924	
10	500	MB E	001925	
	500A	MB E	001925	
11	501	MB E	001935	Emergency light needs repair
	501A	MB E	001935	
	501B	MB E	001935	
12	504	MB E	002280	
13	505	MB E	002279	
14	506	MB E	002633	

FILED

	506A	MB E	002633	
	506B	MB E	002633	
15	507	MB E	002557	
	507A	MB E	002557	
16	522	MB E	001911	
17	523	MB E	001912	Fire extinguisher expired. Emergency light needs repair
18	524	MB E	001922	
19	525	II-B	010984	
	525A	II-B	010984	
20	005	MB E	001921	
	005A	MB E	001921	
	005B	MB E	001921	
	005C	MB E	001921	
21	006	MB E	001939	
	006A	MB E	001939	
	006B	MB E	001939	
	006C	MB E	0019369	
	006D	MB E	001939	
	006E	MB E	001939	
22	007	MB E	001938	
	007A	MB E	001938	
	007B	MB E	001938	
	007C	MB E	001938	
	007D	MB E	001938	
23	520A	MB E	001937	
	520B	MB E	001937	
24	521A	MB E	001936	
	521B	MB E	001936	
25	008	MB E	001940	
	008A	MB E	001940	
	008B	MB E	001940	

FILED

	008C	MB E	001940	
	008D	MB E	001940	
	008E	MB E	001940	
	008F	MB E	001940	
	008G	MB E	001940	
	008H	MB E	001940	
	008J	MB E	001940	
	008K	MB E	001940	
	008L	MB E	001940	
	008M	MB E	001940	

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2025-2026 KEYSTONE HEIGHTS ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	701	MB E	002060	
2	702	MB E	002055	
	702A	MB E	002055	
3	703	MB E	002056	
	703A	MB E	002056	
4	704	MB E	002062	
	704A	MB E	002062	
5	705A	MB E	002057	
	705B	MB E	002057	
6	706	MB E	002387	
	706A	MB E	002387	
7	707	MB E	002066	
	707A	MB E	002066	
	707B	MB E	002066	
8	708	MB E	002067	
	708A	MB E	002067	
	708B	MB E	002067	
9	709	MB E	002575	
	709A	MB E	002575	
10	710	MB E	002335	
	710A	MB E	002335	
MOVED	712	MB E	002648	
	712A	MB E	002648	
12	713	II-B	010878	
	713A	II-B	010878	
13	714	MB E	002069	
	714A	MB E	002069	
	714B	MB E	002069	
14	715	MB E	002058	
15	716A	MB E	002065	
	716B	MB E	002065	

FILED

	716C	MB E	002065	
MOVED	717	II-B	010944	
	717A	II-B	010944	
17	718	II-B	010982	
	718A	II-B	010982	
18	719	II-B	010919	
	719A	II-B	010919	
19	720	II-B	010879	
	720A	II-B	010879	
20	721	MB E	002059	
21	724	MB E	002064	
	724A	MB E	002064	
MOVED	750	MB E	002063	
	750A	MB E	002063	
23	751	MB E	002643	
	751A	MB E	002643	
	751B	MB E	002643	
	751C	MB E	002643	
MOVED	760	MB E	002061	
	760A	MB E	002061	
25	770	II-B	005954	
	770A	II-B	005954	
MOVED	771	II-B	005951	
	771A	II-B	005951	
27	772	II-B	005952	
	772A	II-B	005952	
MOVED	773	II-B	005953	
	773A	II-B	005953	
29	774	MB E	002405	
	774A	MB E	002405	
30	722	MB E	002070	

LEGAL

	722A	MB E	002070	
	722B	MB E	002070	
	722C	MB E	002070	
	722D	MB E	002070	
	001A	II-B	005773	
	001B	II-B	005773	

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2025-2026 KEYSTONE HEIGHTS JUNI0R SENIOR HIGH SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	001	MB E	002079	
2	002	MB E	002080	
3	004	MB E	002084	
4	006	MB E	002086	
	006A	MB E	002086	
	006B	MB E	002086	
5	011	MB E	002078	Siding needs repair
6	012	MB E	002087	
	012A	MB E	002087	
7	013	MB E	002085	
8	014	MB E	002081	
9	015	MB E	002077	
10	016	MB E	002082	
11	017	MB E	002101	
	017A	MB E	002101	
	017B	MB E	002101	
12	018	MB E	002097	Siding needs repair
	018A	MB E	002097	
13	019	MB E	002100	
	019A	MB E	002100	
	019B	MB E	002100	
14	020	MB E	002105	
	020A	MB E	002105	
	020B	MB E	002105	
15	021	MB E	002096	
	021A	MB E	002096	
16	022	MB E	002098	
	022A	MB E	002098	
17	023	MB E	002090	
	023A	MB E	002090	

LEAD

18	024	MB E	002093	Siding needs repair
	024A	MB E	002093	
19	025	MB E	002094	Siding needs repair
	025A	MB E	002094	
20	026	MB E	002092	Siding needs repair
	026A	MB E	002092	
21	027	MB E	002095	Siding needs repair
	027A	MB E	002095	
22	028	MB E	002106	
	028A	MB E	002106	
	028B	MB E	002106	
23	050	II-B	005547	
	050A	II-B	005547	
24	051	II-B	010941	
	051A	II-B	010941	
25	052	MB E	002071	
	052A	MB E	002071	
26	053	II-B	010895	
	053A	II-B	010895	
27	054	MB E	002089	
	054A	MB E	002089	
28	055	II-B	010877	
	055A	II-B	010877	
29	056	MB E	002099	
	056A	MB E	002099	
30	057	II-B	010948	
	057A	II-B	010948	
31	058	MB E	002103	Siding needs repair
	058A	MB E	002103	
	058B	MB E	002103	
32	059	MB E	002075	

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33	060	MB E	002108	
	060A	MB E	002108	
	060B	MB E	002108	
34	061	MB E	002074	
35	062	MB E	002104	
	062A	MB E	002104	
	062B	MB E	002104	
36	063	MB E	002076	
	063A	MB E	002076	
37	064	MB E	002088	Siding needs repair
	064A	MB E	002088	
38	065	MB E	002073	
39	072	II-B	007738	
	072A	II-B	007738	
40	074	II-B	007737	
	074A	II-B	007737	
41	078	MB E	002456	
	078A	MB E	002456	
42	080	MB E	002287	
43	082	II-B	007740	
	082A	II-B	007740	
44	084	II-B	005365	
	084A	II-B	005365	
45	090	MB E	002107	
	090A	MB E	002107	
	090B	MB E	002107	
46	091	MB E	002102	
	091A	MB E	002102	
	091B	MB E	002102	
47	029	MB E	002109	Siding needs repair

LEVIED

	029A	MB E	002109	
	029B	MB E	002109	
	029C	MB E	002109	
	056A	IV	069458	
	056B	IV	069458	
	076A	II-B	006936	
48	909	V	002630	

DRAFT

2025-2026 LAKE ASBURY ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	009	MB E	002462	
	009A	MB E	002462	
2	010	MB E	002473	
	010A	MB E	002473	
	010B	MB E	002473	
3	011	MB E	002451	Siding needs repair
	011A	MB E	002461	
4	012	MB E	002461	
	012A	MB E	002461	
5	013	MB E	002476	
	013A	MB E	002476	
	013B	MB E	002476	
6	014	MB E	002469	
	014A	MB E	002469	
7	015	MB E	002479	Siding needs repair
	015A	IV	002479	
	015B	IV	002479	
8	016	MB E	002490	
	016A	MB E	002490	
9	018	MB E	001833	
	018A	MB E	001833	
	018B	MB E	001833	
10	039A	MB E	002454	
	039B	MB E	002454	
	039C	MB E	002454	
11	040	MB E	002463	
	040A	MB E	002463	
12	041	MB E	002650	
	041A	MB E	002650	
13	042	MB E	002466	
	042A	MB E	002466	

FILED

14	043	MB E	002465	
	043A	MB E	002465	
15	044	MB E	002468	Siding needs repair
	044A	MB E	002468	
16	045	MB E	001976	
17	046	MB E	002474	
	046A	MB E	002474	
	046B	MB E	002474	
18	048	MB E	002475	
	048A	MB E	002475	
	048B	MB E	002475	
19	069	MB E	002453	
	069A	MB E	002453	
20	071	MB E	002478	
	071A	MB E	002478	
	071B	MB E	002478	
21	072	MB E	002455	
	072A	MB E	002455	
22	073	MB E	002452	
	073A	MB E	002452	
23	074	MB E	002450	Missing both exit signs
24	075	MB E	002477	Siding needs repair
	075A	MB E	002477	
	075B	MB E	002477	
25	076	IV-E	009466	
	076A	IV-E	009466	
26	077	II-B	023247	
	077A	II-B	023247	
27	079	MB E	002421	
	079A	MB E	002421	
	079B	MB E	002421	

FINAL

	079C	MB E	002421	
28	080	II-B	005482	
	080A	IV-E	005482	
29	081	II-B	002540	
	081A	II-B	002540	
30	082	II-B	002541	
	082A	II-B	002541	
31	084	II-B	005480	
	084A	II-B	005480	
32	086	IV-E	009475	
	086A	IV-E	009475	
33	087	MB E	002457	Missing both exit signs
	087A	MB E	002457	
34	088	II-B	000752	
	088A	II-B	000752	
35	089	MB E	002458	
	089A	MB E	002458	
36	090	II-B	000861	
	090A	II-B	000861	
37	091	MB E	002460	
	091A	MB E	002460	
38	093	MB E	002381	Siding needs repair
	093A	MB E	002381	
39	094	MB E	002480	
	094A	MB E	002480	
	094B	MB E	002480	
40	095	II-B	005366	
	095A	II-B	005366	
41	096	II-B	005368	
	096A	II-B	005368	
42	085	MB E	002448	

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	085A	MB E	002448	
	085B	MB E	002448	
	085C	MB E	002448	

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2025-2026 LAKE ASBURY JUNIOR HIGH SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	390	II-B	010893	
	390A	II-B	010893	
2	391	II-B	010966	Siding needs repair
	391A	II-B	010966	
3	392	II-B	005481	
	392A	II-B	005481	
5	393	II-B	010949	
	393A	II-B	010949	
6	394	MB E	002148	
	394A	MB E	002148	
7	401	II-B	010892	
	401A	II-B	010892	
8	402	II-B	010915	
	402A	II-B	010915	
9	403	II-B	010989	
	403A	II-B	010989	
10	404	II-B	010890	
	404A	II-B	010890	
11	405	II-B	010921	
	405A	II-B	010921	
12	406	II-B	005503	Power disconnected
	406A	II-B	005503	
13	407	II-B	010938	
	407A	II-B	010938	
14	408	II-B	005502	
	408A	II-B	005502	
15	409	II-B	010888	
	409A	II-B	010888	
16	410	II-B	007733	Siding needs repair
	410A	II-B	007733	
17	421	MB E	002169	

LEXID

	421A	MB E	002169	
18	422	MB E	002364	
19	423	MB E	002170	Siding needs repair
	423A	MB E	002170	
20	424	MB E	002262	Siding needs repair
21	425	II-B	010974	Power disconnected
	425A	II-B	010974	
22	426	II-B	010978	
	426A	II-B	010978	
23	427	II-B	10930	
	427A	II-B	10930	
24	428	II-B	007726	
	428A	II-B	007726	
25	430	II-B	005367	
	430	II-B	005367	
27	423	II-B	10894	

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2025-2026 LAKESIDE ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	010	MB E	002192	
2	011	MB E	002196	
3	012	MB E	002205	Siding needs repair
	012A	MB E	002205	
4	013	MB E	002195	
5	014	MB E	002193	
6	015	MB E	002194	
7	016	MB E	002199	
8	017	MB E	002200	
9	018	II-B	005484	
	018A	II-B	005484	
10	019	II-B	007525	
	019A	II-B	007525	
11	020	MB E	002203	
12	021	II-B	007526	
	021A	II-B	007526	
13	022	MB E	002188	Siding needs repair
14	023	MB E	002189	
15	024	MB E	002187	
16	025	MB E	002190	
17	026	MB E	002186	
18	027	MB E	002191	Siding needs repair
19	042A	MB E	002185	
	042B	MB E	002185	
20	044	II-B	005092	
	044A	II-B	005092	
21	045	MB E	002208	Siding needs repair
	045A	MB E	002208	
22	046	MB E	002207	
	046A	MB E	002207	
23	047	MB E	002209	

FILED

	047A	MB E	002209	
	047B	MB E	002209	
	047C	MB E	002209	
24	048	II-B	005797	
	048A	II-B	005797	
25	051A	MB E	002184	
	051B	MB E	002184	
	051C	MB E	002184	
26	052	II-B	007527	
	052A	II-B	007527	
27	053	II-B	007583	
	053A	II-B	007583	
28	054	II-B	007584	Remove emergen cy light and replace with exit sign
	054A	II-B	007584	
29	055	II-B	007585	
	055A	II-B	007585	
30	056	II-B	007717	
	056A	II-B	007717	
31	060	MB E	002481	
	060A	IV	002481	
32	061	II-B	007694	
	061A	II-B	007694	
33	062	II-B	007693	
	062A	II-B	007693	
34	063	II-B	007604	
	063A	II-B	007604	

FINAL

35	043	MB E	002278	
36	57	IV-E	7076	

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2025-2026 LAKESIDE JUNIOR HIGH CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	701	MB E	002177	
	701A	MB E	002177	
	701B	MB E	002177	
2	702	MB E	002173	Replace exit sign with emergency light only
	702A	MB E	002173	
3	703	MB E	002178	Emergency light needs repair
	703A	MB E	002178	
	703B	MB E	002178	
4	704	MB E	002172	Emergency light needs repair
	704A	MB E	002172	
5	705	MB E	002174	
	705A	MB E	002174	
	705B	MB E	002174	
	705C	MB E	002174	
6	706	MB E	002171	
	706A	MB E	002171	
7	707	II-B	010962	
	707A	II-B	010962	
8	708	MB E	002165	Siding needs repair
	708A	MB E	002165	
	708B	MB E	002165	
9	721	MB E	002388	
10	722	MB E	002164	
11	723	IV-E	002542	
	723A	IV-E	002542	
12	731	MB E	002166	
	731A	MB E	002166	
13	732	MB E	002025	
	732A	MB E	002025	
14	733	MB E	002168	

FILED

	733A	MB E	002168	
15	734	MB E	002006	Siding needs repair
16	735	MB E	002167	
17	791	MB E	002162	
	791A	MB E	002162	
	791B	MB E	002162	
	791C	MB E	002162	
18	793	MB E	002201	
	793A	MB E	002201	
19	794	MB E	002176	
	794A	MB E	002176	
	794B	MB E	002176	
	794C	MB E	002176	
20	710	MB E	002180	Siding needs repair
	710A	MB E	002180	
	710B	MB E	002180	
21	737	MB E	002179	
	737A	MB E	002179	
	737B	MB E	002179	
22	745	MB E	002181	Emergency light needs repair
	745A	MB E	002181	
	745B	MB E	002181	
	745C	II-B	002181	

FILED

2025-2026 MCRAE ELEMENTARY SCHOOL CORRECTION LIST

QUANTY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	401	MB E	002592	
	401A	MB E	002592	
	401B	MB E	002592	
2	402	MB E	002586	
	402A	MB E	002586	
3	403	MB E	002593	
	403A	MB E	002593	
	403B	MB E	002593	
4	404	MB E	002580	
5	405	MB E	002577	
6	406	MB E	002587	
	406A	MB E	002587	
7	407	MB E	002585	
	407A	MB E	002585	
8	408	MB E	002583	
	408A	MB E	002583	
9	701	MB E	002576	
10	702	MB E	002591	Siding needs repair
	702A	MB E	002591	
11	703	MB E	002584	Siding needs repair
	703A	MB E	002584	
12	704	MB E	002590	Siding needs repair
	704A	MB E	002590	
13	705	MB E	002578	
14	706	MB E	002581	
15	707	MB E	002579	
16	708	II-B	010906	
	708A	II-B	010906	
17	801	II-B	010937	
	801A	II-B	010937	
18	802	II-B	010914	

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	802A	II-B	010914	
19	803	II-B	010961	
	803A	II-B	010961	
20	804	II-B	010870	
	804A	II-B	010870	
21	806	MB E	002049	
	806A	MB E	002049	
22	821	MB E	002595	
	821A	MB E	002595	
	821B	MB E	002595	
23	823	MB E	002594	
	823A	MB E	002594	
	823B	MB E	002594	
24	824	MB E	002571	
25	825	MB E	002588	
	825A	MB E	002588	
26	826	MB E	002572	
27	827	MB E	002582	
28	828A	MB E	002573	
	828B	MB	002573	
29	842	MB E	002656	Siding needs repair
	842A	MB E	002656	

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2025-2026 MIDDLEBURG ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	023	MB E	002051	
	023A	MB E	002051	
2	024	MB E	002040	
	024A	MB E	002040	
3	025	MB E	002041	
	025A	MB E	002041	
4	035	MB E	002044	
5	037	MB E	002043	
	037A	MB E	002043	
6	038	MB E	002039	
7	039	MB E	002047	
8	040	MB E	002052	
	040A	MB E	002052	
9	041	MB E	002042	
	041A	MB E	002042	
10	043	MB E	002050	
	043A	MB E	002050	
11	055	MB E	002038	
	055A	MB E	002038	
12	057	II-B	005570	
	057A	II-B	005570	
13	059	II-B	010923	
	059A	II-B	010923	
14	064	II-B	010856	
	064A	II-B	010856	
15	065A	MB E	002114	
	065B	IV-E	002114	
16	068	II-B	010864	
	068A	II-B	010864	
17	069	MB E	002046	
	069A	MB E	002046	

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Total=19

18	026A	MB E	002054	
	026B	MB E	002054	
19	029A	MB E	002053	
	029B	MB E	002053	

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Total=19

2024-2025 MIDDLEBURG HIGH SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	001	II-B	004261	
2	007	MB E	002302	
3	009	MB E	002296	Siding needs repair
	009A	MB E	002296	
4	031	MB E	002308	
	031A	MB E	002308	
	031B	MB E	002308	
5	032	MB E	002305	
	032A	MB E	002305	
	032B	MB E	002305	
6	033	MB E	002303	
	033A	MB E	002303	
7	034	MB E	002297	Electrical box laying on ground outside
8	035	MB E	002295	
9	036	MB E	002309	Siding needs repair
	036A	MB E	002309	
	036B	MB E	002309	
10	041	MB E	002310	Siding needs repair
	041A	MB E	002310	
	041B	MB E	002310	
11	042	MB E	002311	Siding needs repair
	042A	MB E	002311	
	042B	MB E	002311	
12	043	MB E	002312	Siding needs repair
13	044	MB E	002313	Siding needs repair
	044A	MB E	002313	
	044B	MB E	002313	
14	045	MB E	002314	Siding needs repair
	045A	MB E	002314	
	045B	MB E	002314	
15	046	MB E	002315	Siding needs repair

FINAL

	046A	MB E	002315	
	046B	MB E	002315	
16	051	MB E	002317	
	051A	MB E	002317	
	051B	MB E	002317	
17	052	MB E	002318	Siding needs repair
	052A	MB E	002318	
	052B	MB E	002318	
18	053	MB E	002319	
	053A	MB E	002319	
	053B	MB E	002319	
19	055	MB E	002304	
	055A	MB E	002304	
20	060	MB E	001962	
21	061	II-B	005087	
	061A	II-B	005087	
22	062	II-B	005003	
	062A	II-B	005003	
23	063	II-B	005088	
	063A	II-B	005088	
24	064	II-B	005002	
	064A	II-B	005002	
25	065	II-B	005001	
	065A	II-B	005001	
26	066	II-B	005089	
	066A	II-B	005089	
27	067	II-B	005004	
	067A	II-B	005004	
28	070	II-B	010876	
29	071	MB E	002150	Siding needs repair
	071A	MB E	002150	

FEMA

30	072	II-B	010940	
31	073	MB E	002298	Siding needs repair
	073A	MB E	002298	
	073B	MB E	002298	
32	074	MB E	002306	Siding needs repair
	074A	MB E	002306	
	074B	MB E	002306	
33	075	II-B	010955	
	075A	II-B	010955	
34	076	MB E	002307	Siding needs repair
	076A	MB E	002307	
	076B	MB E	002307	
35	077	IV-E	001975	Siding needs repair
	077A	IV-E	001975	
	077B	IV-E	001975	
	077C	IV-E	001975	
	077D	IV-E	001975	
36	078	MB E	001973	Siding needs repair
	078A	II-B	001973	
37	079	MB E	001974	Siding needs repair
	079A	MB E	001974	
	079B	MB E	001974	
	079C	MB E	001974	
38	080	II-B	007805	
	080A	II-B	007805	
39	081	MB E	001941	Siding needs repair
40	082	MB E	002218	
41	084	MB E	002401	Siding needs repair
	084A	MB E	002401	
42	086	MB E	002367	
43	088	MB E	002404	

FLEXED

44	005	MB E	002322	
	005A	MB E	002322	
	005B	MB E	002322	
	005C	MB E	002322	
45	054A	MB E	002321	Siding needs repair
	054B	MB E	002321	
	054C	MB E	002321	
	054D	MB E	002321	

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2025-2026 MONTCLAIR ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	021	MB E	002197	Siding needs repair
2	022	MB E	002183	Siding needs repair
3	023	IV-E	009474	
	023A	IV-E	009474	
4	024	MB E	002597	Siding needs repair
	024A	MB E	002597	
5	025A	MB E	002277	
	025B	MB E	002277	
6	26	MB E	002284	
7	027	MB E	002283	
8	028	II-B	000860	
	028A	II-B	000860	
9	029	MB E	002601	Siding needs repair
	029A	MB E	002601	
10	030	II-B	005094	
	030A	II-B	005094	
11	031	MB E	002272	
12	032	MB E	002288	
	032A	MB E	002288	
13	033	MB E	002290	
	033A	MB E	002290	
14	034	MB E	002289	
15	035	MB E	002274	
16	036	MB E	002292	
	036A	MB E	002292	
	036B	MB E	002292	
17	037	MB E	002291	
	037A	MB E	002291	
18	038	MB E	002286	
19	039	MB E	002293	Siding needs repair

FILED

	039A	MB E	002293	
	039B	MB E	002293	
20	040	MB E	002276	
21	041	MB E	002275	
22	042	MB E	002268	Siding needs repair
23	043	MB E	002238	
24	044	MB E	002273	
25	045	MB E	002198	Siding needs repair
26	046A	MB E	002285	
	046B	MB E	002285	
27	047	MB E	002486	

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2025-2026 OAKLEAF VILLAGE ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	901	II-B	007448	
	901A	II-B	007448	
2	903	II-B	010894	Fire extinguisher expired
	903A	II-B	010894	
3	905	MB E	002324	
	905A	MB E	002324	
4	906	MB E	001920	Fire extinguisher expired
	906A	MB E	001920	
5	907	MB E	002120	Fire extinguisher expired
	907A	MB E	002120	
6	908	II-B	010983	Fire extinguisher expired
	908A	II-B	010983	
7	909	II-B	005483	
	909A	II-B	005483	
8	910	II-B	007741	Fire extinguisher expired
	910A	II-B	007741	
9	911	II-B	005332	
	911A	II-B	005332	
10	912	II-B	005091	
	912A	II-B	005091	
11	913	IV-E	009469	
	913A	IV-E	009469	
12	914	II-B	005093	
	914A	II-B	005093	
13	916	II-B	010956	
	916A	II-B	010956	
14	902	II-B	7446	
15	904	II-B	10862	Emergency light needs repair

LEXIS

2025-2026 OAKLEAF JUNIOR HIGH SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	601	II-B	005364	
	601A	II-B	005364	
2	602	II-B	005335	
	602A	II-B	005335	
3	603	II-B	005363	
	603A	II-B	005363	
4	604	II-B	005545	
	604A	II-B	005545	
5	605	II-B	005283	
	605A	II-B	005283	
6	606	II-B	005331	
	606A	II-B	005331	
7	607	II-B	005284	
	607A	II-B	005284	
8	608	II-B	005285	
	608A	II-B	005285	
9	609	II-B	005274	
	609A	II-B	005274	
10	610	II-B	005282	
	610A	II-B	005282	
11	611	II-B	005330	
	611A	II-B	005330	
12	612	II-B	005141	
	612A	II-B	005141	
13	613	II-B	005149	
	613A	II-B	005149	
14	614	IV-E	005145	
	614A	IV-E	005145	
15	615	II-B	005143	
	615A	II-B	005143	
16	616	II-B	005144	

FILED

	616A	II-B	005144	
17	617	II-B	005148	
	617A	II-B	005148	
18	618	II-B	005147	Siding needs repair
	618A	II-B	005147	
19	619	II-B	005152	
	619A	II-B	005152	
20	620	II-B	005146	
	620A	II-B	005146	
	702	II-B	010862	
22	704	II-B	005333	
	704A	II-B	005333	
23	708	II-B	005329	
	708A	II-B	005329	
24	709	II-B	005150	
	709A	II-B	005150	
25	710	II-B	005151	
	710A	II-B	005151	
26	711	II-B	005278	
	711A	II-B	005278	
27	712	II-B	005275	
	712A	II-B	005275	
28	713	II-B	005281	
	713A	II-B	005281	
29	714	II-B	005279	
	714A	II-B	005279	
	801	II-B	007445	
31	807	II-B	005095	
	807A	II-B	005095	
32	809	II-B	005097	
	809A	II-B	005097	

FILED

33	810	II-B	005142	
	810A	II-B	005142	
34	811	II-B	005096	
	811A	II-B	005096	
35	821	II-B	007750	
	821A	II-B	007750	
36	823	II-B	007749	
	823A	II-B	007749	
37	824	II-B	007742	
	824A	II-B	007742	
	808A	II-B	005772	
	808B	II-B	005772	

DRAFT

2024 - 2025 OAKLEAF HIGH SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	010	MB E	001990	Siding needs repair
	010A	MB E	001990	
2	011	MB E	001993	
	011A	MB E	001993	
3	15	MB E	002228	
	015A	MB E	002228	
	015B	MB E	002228	
	015C	MB E	002228	
	015D	MB E	002228	
4	016	MB E	002224	Siding needs repair
	016A	MB E	002224	
5	021	II-B	010883	
	021A	II-B	010883	
6	022	II-B	010985	
	022A	II-B	010985	
7	023	MB E	002459	
	023A	MB E	002459	
8	024	MB E	002449	
	024A	MB E	002449	
9	025	II-B	010865	
	025A	II-B	010865	
10	026	II-B	010908	
	026A	II-B	010908	
11	030	IV-E	010891	
	030A	IV-E	010891	
12	31	MB E	001945	
13	032	MB E	001970	
14	033	MB E	001843	
15	034	II-B	010991	Emergency light needs repair
	034A	II-B	010991	
16	035	MB E	001916	Siding needs repair

FILED

17	036	MB E	002323	
18	040	MB E	001987	
19	041	II-B	010869	
	041A	II-B	010869	
20	042	II-B	010857	
	042A	II-B	010857	
21	043	MB E	002141	Siding needs repair
	043A	MB E	002141	
22	044	MB E	001845	Siding needs repair
23	045	MB E	002325	
24	046	MB E	002012	
	046A	IV	002012	
25	050	MB E	002163	
26	051	MB E	002083	
	051A	MB E	002083	
27	052	MB E	002226	Siding needs repair
28	053	MB E	002264	Siding needs repair
	053A	MB E	002264	
	053B	MB E	002264	
29	054	II-B	007453	
	054A	II-B	007453	
30	055	MB E	002250	
31	056	MB E	002282	Siding needs repair
32	060	MB E	002091	
	060A	MB E	002091	
33	061	MB E	002072	
34	062	II-B	009618	
	062A	II-B	009618	
35	063	MB E	002531	Siding needs repair
	063A	MB E	002531	
36	064	MB E	002213	

LEGAL

2024 - 2025 OAKLEAF HIGH SCHOOL CORRECTION LIST

37	065	MB E	002015	
38	066	MB E	002215	Siding needs repair
	020A	IV-E	009573	
	020B	IV-E	009573	
	027			
	027A	E	1152559	
	027B	E	1152559	

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2025-2026 ORANGE PARK ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	021	MB E	001909	
	021A	MB E	001909	
2	022A	MB E	001898	
	022B	MB E	001898	
3	023	II-B	005334	
	023A	II-B	005334	
4	024	MB E	001988	
5	034	MB E	1906	
	034A	MB E	001906	
6	035	MB E	001905	
	035A	MB E	001905	
7	036	MB E	001904	
	036A	MB E	001904	
8	037	MB E	001900	Siding needs repair
9	038	MB E	001895	
	038A	MB E	001895	
10	041	MB E	001907	
	041A	MB E	001907	
11	042	MB E	001908	
	042A	MB E	001908	
12	043	MB E	001893	
13	044	MB E	001901	
	044A	MB E	001901	
14	045	MB E	001894	
15	050	MB E	001903	
	050A	MB E	001903	
16	051	MB E	001902	
	051A	MB E	001902	
17	052	MB E	001899	
	052A	MB E	001899	
18	053	MB E	001896	

FILED

19	054	MB E	002554	
20	039A	MB E	001910	Siding needs repair
	039B	MB E	001910	

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2025-2026 ORANGE PARK JUNIOR HIGH SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	501	MB E	002212	Siding needs repair
2	505	MB E	002225	Siding needs repair
	505A	MB E	002225	
	505B	MB E	002225	
3	510	MB E	002219	both bathrooms out of order
4	511	MB E	002216	
5	703	MB E	002211	
6	503	MB E	002234	Using surge protector as extension cord
	503A	MB E	002234	
	503B	MB E	002234	
7	504	MB E	002221	
	504A	MB E	002221	
8	507	MB E	002230	Siding needs repair
	507A	MB E	002230	
	507B	MB E	002230	
9	509A	MB E	002233	
	509B	MB	002233	
10	516	MB E	002229	
11	706	MB E	002235	Siding needs repair
	706A	MB E	002235	
	706B	MB E	002235	
12	708	MB E	002231	Walkway needs to be cleared
	708A	MB E	002231	
	708B	MB E	002231	
13	710	MB E	002236	
	710A	MB E	002236	
	710B	MB E	002236	
14	702	MB E	002361	
15	704	MB E	002227	
	704A	MB E	002227	
	704B	MB E	002227	

READ

	704C	MB E	002227	
16	506	MBE		Siding needs repair

DRAFT

2025-2026 ORANGE PARK SENIOR HIGH SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	035	II-B	007754	Fire extinguisher expired
	035A	II-B	007754	
2	36	II-B	007783	Fire extinguisher expired
	036A	II-B	007783	
3	037	II-B	007753	Fire extinguisher expired
	037A	II-B	007753	
4	038	II-B	007784	Fire extinguisher expired
	038A	II-B	007784	
5	039	II-B	007786	
	039A	II-B	007786	
6	040	II-B	007785	Fire extinguisher expired
	040A	II-B	007785	
7	045	II-B	010922	
	045A	II-B	010922	
8	049	II-B	005801	
	049A	II-B	005801	
9	050	II-B	005799	
	050A	II-B	005799	
10	051	II-B	005949	Fire extinguisher expired
	051A	II-B	005949	
11	052	II-B	005798	
	052A	II-B	005798	
12	053	II-B	010917	
	053A	II-B	010917	
13	054	MB E	002256	Siding needs repair
14	055	MB E	001992	Siding needs repair
	055A	MB E	001992	
15	056	MB E	002136	Siding needs repair
16	059	MB E	002210	
17	060	MB E	001989	

FILED

18	061	MB E	002175	Siding needs repair
	061A	MB E	002175	
	061B	MB E	002175	
	061C	MB E	002175	
19	062	II-B	005800	
	062A	II-B	005800	
20	063	II-B	005950	
	063A	II-B	005950	
21	064	II-B	005948	
	064A	II-B	005948	
22	065	II-B	007755	
	065A	II-B	007755	
23	066	II-B	007757	
	066A	II-B	007757	
24	067	II-B	007751	
	067A	II-B	007751	
25	013	MB E	001991	
	013A	MB E	001991	
26	048	IV-E	002560	Extension cord needs to be removed

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2025-2026 ROBERT M PATERSON CORRECTION LIST

Quanty	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	001	II-B	010875	
	001A	II-B	010875	
2	002	II-B	010953	Emergency light needs repair
	002A	II-B	010953	
3	003	MB E	002498	Siding needs repair
	003A	MB E	002498	
	003B	MB E	002498	
4	004A	MB E	002482	Emergency light needs repair
	004B	MB	002482	
5	005	MB E	002505	
6	006	II-B	010977	
	006A	II-B	010977	
7	007	II-B	007452	Emergency light needs repair
	007A	II-B	007452	
8	008	MB E	002320	
9	011	II-B	000717	
	011A	II-B	000717	
10	013	II-B	010931	
	013A	II-B	010931	
11	014	MB E	002491	
	014A	MB E	002491	
	014B	MB E	002491	
12	015	MB E	002497	Siding needs repair
	015A	MB E	002497	
	015B	MB E	002497	
13	016	MB E	002502	Siding needs repair
	016A	MB E	002502	
	016B	MB E	002502	
14	017	II-B	005863	
	017A	II-B	005863	
15	018	II-B	010947	

FENCED

	018A	II-B	010947	
16	021	MB E	002494	
	021A	MB E	002494	
17	022	MB E	002493	Siding needs repair
	022A	MB E	002493	
18	023	MB E	002495	
	023A	MB E	002495	
19	024	MB E	002492	
	024A	MB E	002492	
20	025	MB E	002483	Siding needs repair
	025A	MB E	002483	
21	026	MB E	002496	Siding needs repair
	026A	MB E	002496	
	026B	MB E	002496	
22	027	MB E	002501	
	027A	MB E	002501	
	027B	MB E	002501	
23	028	MB E	002500	Siding needs repair
	028A	MB E	002500	
	028B	MB E	002500	
24	029	MB E	001927	
	029A	MB E	001927	
25	030	MB E	001850	
	030A	MB E	001850	
26	041	MB E	002487	
	041A	MB E	002487	
27	042	II-B	010963	
	042A	II-B	010963	
28	043	MB E	002488	
	043A	MB E	002488	
29	044	MB E	002507	

FILED

	044A	MB E	002507	
	044B	MB E	002507	
30	045	MB E	002485	
	045A	MB E	002485	
	045B	MB E	002485	
31	046	MB E	002506	
	046A	MB E	002506	
	046B	MB E	002506	
32	047	MB E	002484	
	047A	MB E	002484	
33	048	MB E	002503	
	048A	MB E	002503	
	048B	MB E	002503	
34	049	MB E	002489	
	049A	MB E	002489	
35	050	MB E	002504	
	050A	MB E	002504	
	050B	MB E	002504	
36	051	MB E	002499	
	051A	MB E	002499	
	051B	MB E	002499	
37	052	MB E	002316	Siding needs repair
38	053	II-B	010889	
	053A	II-B	010889	
39	054	MB E	001926	

FILED

2025-2026 PLANTATION OAKS ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
18	803	MB E	002267	
19	802	MB E	007513	
20	801	MB E	007449	
21	915	MB E	002348	
22	913	MB E	001919	Siding needs repair
23	64	MBE	002563	
24	907	MB E	002122	Siding needs repair
25	903	MB E	002603	
26	905	MB E	002402	
27	911	MB E	002563	
28	910	MB E	002560	

DRAFT

2025-2026 RIDEOUT ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	010	MB E	002658	Siding needs repair
	010A	MB E	002658	
2	011	MB E	002654	
	011A	MB E	002654	
3	012	MB E	002347	Siding needs repair
	012A	MB E	002347	
4	013	MB E	002655	
	013A	MB E	002655	
5	014	MB E	002013	Siding needs repair
	014A	MB E	002013	
6	020	MB E	002657	
	020A	MB E	002657	
7	021	MB E	002647	
	021A	MB E	002647	
8	022	MB E	002646	
	022A	MB E	002646	
	022B	MB E	002646	
	022C	MB E	002646	
9	025	MB E	002645	
	025A	MB E	002645	
	025B	MB E	002645	
10	023A	MB E	002659	
	023B	MB E	002659	
	023C	MB E	002659	
	023D	MB E	002659	
	023E	MB E	002659	

FEMA

2025-2026 RIDGEVIEW ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	711A	MB E	002340	
	711B	MB E	002340	
	711C	MB E	002340	
2	712	MB E	002343	
	712A	MB E	002343	
3	714	MB E	002350	
	714A	MB E	002350	
4	715	MB E	002349	Siding needs to be repaired
	715A	MB E	002349	
5	717	II-B	005504	
	717A	II-B	005504	
6	718	II-B	010981	Fire extinguisher expired
	718A	II-B	010981	
7	728	MB E	002352	
	728A	MB E	002352	
8	729	MB E	002346	Siding needs to be repaired
	729A	MB E	002346	
9	730	MB E	002355	
	730A	MB E	002355	
	731	MB E	002357	
10	731A	MB E	002357	Siding needs to be repaired
11	732	MB E	002342	
	732A	MB E	002342	
12	733	MB E	002330	Siding needs to be repaired
13	734	II-B	010990	
	734A	II-B	010990	
14	735	MB E	002354	
	735A	MB E	002354	
15	737	II-B	031225	
	737A	II-B	031225	
16	741	MB E	002337	Siding needs to be repaired

HEARD

17	742	MB E	002345	
	742B	MB E	002345	
18	743	MB E	002336	Emergency light not working
19	744	MB E	002329	
20	745	MB E	002338	
21	746	MB E	002327	
22	749	MB E	002334	Siding needs to be repaired
23	751	MB E	002326	
24	754	MB E	002351	
	754A	MB E	002351	
25	755	II-B	010901	
	755A	II-B	010901	
26	756	II-B	010967	
	756A	II-B	010967	
27	758	MB E	002353	
	758A	MB E	002353	
28	759	II-B	005542	Emergency light not working at enterance door with the ramp
	759A	II-B	005542	
29	760	MB E	002358	
	760A	MB E	002358	
	760B	MB E	002358	
30	772	MB E	002356	Fire extinguish expired
	772A	MB E	002356	

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2025-2026 RIDGEVIEW HIGH SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	4	MB E	002419	
	004A	MB E	002419	
	004B	MB E	002419	
2	005	MB E	002403	
	005A	MB E	002403	
	005B	MB E	002403	
3	006	MB E	002426	Siding needs repair
	006A	MB E	002426	
4	007	MB E	002428	
	007A	MB E	002428	
	007B	MB E	002428	
5	008	MB E	002425	
	008A	MB E	002425	
6	009	MB E	002429	
	009A	MB E	002429	
	009B	MB E	002429	
7	010	MB E	002424	
	010A	MB E	002424	
8	011	MB E	002386	
9	012	MB E	002397	
	012A	MB E	002397	
10	021	MB E	002417	Emergency light needs repair
	021A	MB E	002417	
11	022	MB E	002412	Fire extinguisher expired
	022A	MB E	002412	
12	023	MB E	002418	
	023A	MB E	002418	
13	024	MB E	002411	Siding needs repair
14	025	MB E	002430	Emergency light needs repair
	025A	MB E	002430	
	025B	MB E	002430	

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15	026	MB E	002432	Siding needs repair
	026A	MB E	002432	
	026B	MB E	002432	
16	027	MB E	002422	Siding needs repair
	027A	MB E	002422	
	027B	MB E	002422	
17	028	MB E	002427	
	028A	MB E	002427	
18	029	MB E	002431	
	029A	MB E	002431	
	029B	MB E	002431	
	029C	MB E	002431	
19	031	MB E	002407	Siding needs repair
	031A	MB E	002407	
20	032	MB E	002400	Emergency light needs repair
	032A	MB E	002400	
21	033	MB E	002374	Siding needs repair
	033A	MB E	002374	
22	034	II-B	007806	
	034A	II-B	007806	
23	041	MB E	002414	
	041A	MB E	002414	
24	043	MB E	002415	
	043A	MB E	002415	
25	044	MB E	002413	
	044A	MB E	002413	
26	045	MB E	002385	
27	046	MB E	002423	
	046A	MB E	002423	
28	047	MB E	002341	
	047A	MB E	002341	

FINAL

29	048	MB E	002409	
	048A	MB E	002409	
30	049	MB E	002008	
	049A	MB E	002008	
31	050	MB E	002471	
32	051	MB E	002007	
33	052	MB E	001897	
	052A	MB E	001897	
34	061	MB E	002416	
	061A	MB E	002416	
35	062	MB E	002420	
	062A	MB E	002420	
36	064	MB E	002393	
37	065	MB E	002390	
38	066	MB E	002394	Siding needs repair
39	067	MB E	002392	
40	069	II-B	010899	
	069A	II-B	010899	
41	070	MB E	002389	
42	071	II-B	010863	
	071A	II-B	010863	
43	072	II-B	010954	Siding needs repair
	072A	II-B	010954	
44	073	II-B	005867	
	073A	II-B	005867	
45	081	MB E	002433	
	081A	MB E	002433	
	081B	MB E	002433	
46	082	MB E	002434	Siding needs repair
	082A	MB E	002434	
	082B	MB E	002434	

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47	083	MB E	002435	
	083A	MB E	002435	
	083B	MB E	002435	
48	084	MB E	002436	Siding needs repair
	084A	MB E	002436	
	084B	MB E	002436	
49	085	MB E	002437	
	085A	MB E	002437	
	085B	MB E	002437	
50	086	MB E	002438	Siding needs repair
	086A	MB E	002438	
	086B	MB E	002438	
51	087	MB E	002439	
	087A	MB E	002439	
	087B	MB E	002439	
52	088	MB E	002440	Siding needs repair
	088A	MB E	002440	
	088B	MB E	002440	
53	089	MB E	002441	
	089A	MB E	002441	
	089B	MB E	002441	
54	090	MB E	002442	
	090A	MB E	002442	
	090B	MB E	002442	
	090C	MB E	002442	
	090D	MB E	002442	
55	091	MB E	002443	
	091A	MB E	002443	
	091B	MB E	002443	
56	103	II-B	007739	Emergency light needs repair
	103A	II-B	007739	

FINAL

57	001	MB E	002446	
	001A	MB E	002446	
	001B	MB E	002446	
	001C	MB E	002446	
	001D	MB E	002446	
	001E	MB E	002446	
	001F	MB E	002446	
	001G	MB E	002446	
58	003	MB E	002445	
	003A	MB E	002445	
	003B	MB E	002445	
59	030	MB E	002444	Siding needs repair
	030A	MB E	002444	
	030B	MB E	002444	
	030C	MB E	002444	
	030D	MB E	002444	
	030F	MB E	002444	
60	068	MB E	002410	
61	092A	MB E	002447	Electrical cover is missing
	092B	MB E	002447	
62	101A	MB E	002035	
	101B	MB E	002035	

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2025-2026 S BRYAN JENNINGS ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	026	MB E	002111	
2	027	MB E	002110	
3	028A	MB E	002125	Siding needs to be repaired
	028B	MB E	002125	
	028C	MB E	002125	
4	029	MB E	002124	
5	029A	MB E	002124	
5	030	MB E	002112	
6	032	MB E	002118	
7	033	MB E	002119	
	033A	MB E	002119	
8	035	MB E	002116	
9	036	MB E	002113	
10	037	MB E	002117	
	037A	MB E	002117	
11	039	MB E	002123	Siding needs to be repaired
	039A	MB E	002123	
12	042	MB E	002132	Siding needs to be repaired
	042A	MB E	002132	
	042B	MB E	002132	
13	043	MB E	002133	
	043A	MB E	002133	
	043B	MB E	002133	
14	044	MB E	002134	
	044A	MB E	002134	
	044B	MB E	002134	
15	075	MB E	002127	Siding needs to be repaired
	075A	MB E	002127	
	075B	MB E	002127	
16	077	MB E	002128	
	077A	MB E	002128	

LEVEL

	077B	MB E	002128	
17	078	MB E	002129	Siding needs to be repaired
	078A	MB E	002129	
	078B	MB E	002129	
18	080A	MB E	002115	Siding needs to be repaired
	080B	MB E	002115	
19	076	MB E	002135	Siding needs to be repaired
	076A	MB E	002135	
	076B	MB E	002135	
	076C	MB E	002135	
	076D	MB E	002135	
	076E	MB E	002135	
	076F	MB E	002135	
	076G	MB E	002135	
	076H	MB E	002135	
	076J	MB E	002135	
	076K	MB E	002135	

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2025-2026 SWIMMING PEN ELEMENTARY CORRECTION LIST

Quanty	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	701	MB E	001985	Emergency light needs repaired
2	702	MB E	002408	Siding needs repaired
3	703	MB E	002010	Emergency light needs repaired
	703A	MB E	002010	
4	704	MB E	002045	Siding needs repaired
5	705	II-B	10959	
	705A	II-B	010959	
6	706A	MB E	002562	Siding needs repaired
	706B	MB E	002562	
	706C	MB E	002562	
	706D	MB E	002562	
	706E	MB E	002562	
	706F	MB E	002562	
7	707	II-B	000830	
	707A	II-B	000830	
8	801	II-B	005956	Emergency light needs repair (both exits)
	801A	II-B	005956	
9	803	II-B	005957	Emergency light needs repair (both exits)
	803A	II-B	005957	
10	806	MB E	002204	Siding needs repaired
11	708	MB E	002574	Siding needs repaired

FILED

2025-2026 THUNDERBOLT ELEMENATRY CORRECTION LIST 33 PORTABLES

Quantity	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
3	721A	MB E	002068	
	721B	MB E	002068	
4	701	II-B	010945	
	701A	II-B	010945	
5	702	IV-E	009473	
	702A	IV-E	009473	
6	703	IV-E	009472	
	703A	IV-E	009472	
7	704	II-B	010861	
	704A	II-B	010861	
8	705	II-B	000693	
	705A	II-B	000693	
9	706	II-B	001074	
	706A	II-B	001074	
10	707	MB E	002375	
	707A	MB E	002375	
11	710	MB E	002182	
		MB E	002182	
12	711	II-B	005864	
	711A	II-B	005864	
13	713	MB E	002560	
15	722	MB E	001832	
	722A	MB E	001832	
	722B	MB E	001832	
16	723	MB E	002644	
	723A	MB E	002644	
	723B	MB E	002644	
17	724A	MB E	002641	
	724B	MB E	002641	
	724C	MB E	002641	
18	725	MB E	002642	Siding needs repaired

FINAL

	725A	MB E	002642	
	726	MB E	002638	
19	726A	MB E	002638	
20	727	MB E	002640	
	727A	MB E	002640	
21	728	MB E	002639	
	728A	MB E	002639	
22	729	MB E	002556	
23	730	MB E	002553	Siding needs repaired
24	731	IV-E	009470	
	731A	IV-E	009470	
25	732	IV-E	009471	
	732A	IV-E	009471	
26	733	MB E	002380	
	733A	MB E	002380	
27	734	II-B	005858	
	734A	II-B	005858	
	735	II-B	005860	
	735A	II-B	005860	
28	736	MB E	002604	
29	737	II-B	005862	
	737A	II-B	005862	
30	738	II-B	005861	
	738A	II-B	005861	
31	739	II-B	005855	
	739A	II-B	005855	
32	740	II-B	005856	
	740A	II-B	005856	
33	741	II-B	5865	
	741A	II-B	005865	
34	742	II-B	005859	

FILED

	742A	II-B	005859	
35	744	II-B	005857	
	744A	II-B	005857	
37	735A	II-B	5860	
	735B	II-B	5860	
38	712A	II-B	005666	
	712B	II-B	005666	

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2025-2026 TYNES ELEMENTARY SCHOOL CORRECTION LIST

Quanity	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	001	MB E	002568	
	001A	MB E	002568	
	001B	MB E	002568	
2	002	MB E	002569	
	002A	MB E	002569	
	002B	MB E	002569	
3	003	MB E	002552	Siding needs to be repaired
4	004	MB E	002564	Siding needs to be repaired
	004A	MB E	002564	
5	005	II-B	010973	
	005A	II-B	010973	
6	006	II-B	010988	
	006A	II-B	010988	
7	007	II-B	010994	
	007A	II-B	010994	
8	008	II-B	010980	
	008A	II-B	010980	
9	009	II-B	010939	
	009A	II-B	010939	
10	010	MB E	002014	
11	022	MB E	002566	Siding needs to be repaired
	022A	MB E	002566	
	022B	MB E	002566	
12	023	MB E	002152	Siding needs to be repaired
	023A	MB E	002152	
	023B	MB E	002152	
13	024	MB E	002567	
	024A	MB E	002567	
	024B	MB E	002567	
14	025	MB E	002570	
	025A	MB E	002570	

LEGACY

2025-2026 TYNES ELEMENTARY SCHOOL CORRECTION LIST

	025B	MB E	002570	
15	026	MB E	002153	
	026A	MB E	002153	
	026B	MB E	002153	
16	027	II-B	010996	
	027A	II-B	010996	
17	028	II-B	010886	
	028A	II-B	010886	
18	029	II-B	010871	
	029A	II-B	010871	
19	030	II-B	010929	
	030A	II-B	010929	
20	041	MB E	002555	Siding needs to be repaired
21	042	II-B	010968	
	042A	II-B	010968	
22	043	MB E	002202	Siding needs to be repaired
23	044	MB E	002470	
	044A	MB E	002470	
24	045	II-B	010930	
	045A	II-B	010930	
25	046	MB E	002627	
	046A	MB E	002627	
	046B	MB E	002627	
26	047	MB E	002222	Siding needs to be repaired
27	048	II-B	010928	
	048A	II-B	010928	
28	049	II-B	010920	
	049A	II-B	010920	
29	061	MB E	002145	Siding needs to be repaired
	061A	MB E	002145	
30	063	MB E	002142	

FILED

	063A	MB E	002142	
31	065	MB E	002561	
	065A	MB E	002561	
32	066	II-B	010946	
	066A	II-B	10946	
33	067	MB E	002565	
	067A	MB E	002565	
34	068	MB E	002558	
	068A	MB E	002558	
35	062	MB E	002140	
	062A	MB E	002140	

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2025-2026 W E CHERRY ELEMENTARY SCHOOL

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	027	MB E	001948	
2	029	MB E	001967	
	029A	MB E	001967	
3	031	MB E	001968	
	031A	MB E	001968	
4	032	MB E	001965	Fire extinguisher expired
	032A	MB E	001965	
5	033	MB E	001963	Fire extinguisher expired
	033A	MB E	001963	
6	034A	MB E	001966	Fire extinguisher expired
	034B	MB E	001966	
7	036	MB E	001957	Fire extinguisher expired
	036A	MB E	001957	
8	037	MB E	001958	
	037A	MB E	001958	
9	038	MB E	001956	Siding needs repair
	038A	MB E	001956	
10	039	MB E	001959	Siding needs repair
	039A	MB E	001959	
11	040	MB E	001955	
	040A	MB E	001955	
12	041	MB E	001954	
	041A	MB E	001954	
13	042A	MB E	001953	
	042B	MB	001953	
	042C	MB E	001953	
14	043	MB E	001960	Siding needs repair
	043A	MB E	001960	
15	044	MB E	002131	
	044A	MB E	002131	
	044B	MB E	002131	

FILED

16	045	MB E	002130	Emergency light not working
	045A	MB E	002130	
	045B	MB E	002130	
17	049	MB E	001943	Fire extinguisher expired
18	050	MB E	001969	Siding needs repair
	050A	MB E	001969	
19	051	MB E	001971	Fire extinguisher expired
	051A	MB E	001971	
20	053	II-B	005090	Fire extinguisher expired
	053A	II-B	005090	
21	054	MB E	001972	Fire extinguisher expired
	054A	MB E	001972	
	054B	MB E	001972	
22	055	II-B	005568	Fire extinguisher expired
	055A	II-B	005568	
23	056	II-B	007721	Exit/emergency light not working
	056A	II-B	007721	
24	057	II-B	007718	
	057A	II-B	007718	
25	058	II-B	005567	Fire extinguisher expired
	058A	II-B	005567	
26	059	II-B	005569	Fire extinguisher expired
	059A	II-B	005569	
27	060	MB E	002126	Fire extinguisher expired
28	061	II-B	005802	
	061A	II-B	005802	
29	062	II-B	007719	
	062A	II-B	007719	
30	063	II-B	010958	Fire extinguisher expired
	063A	II-B	010958	
31	064	II-B	010903	Fire extinguisher expired

FINAL

	064A	II-B	010903	
32	065	II-B	007725	Fire extinguisher expired
	065A	II-B	007725	
33	066	II-B	007720	Fire extinguisher expired/Exit light not working
	066A	II-B	007720	
34	067	II-B	007723	Fire extinguisher expired
	067A	II-B	007723	
35	068	II-B	007724	Fire extinguisher expired/Exit and emergency light not working
	068A	II-B	007724	
36	069	II-B	007722	Fire extinguisher expired/Exit and emergency light not working
	069A	II-B	007722	
37	070	II-B	010880	Fire extinguisher expired
	070A	II-B	010880	
38	026A	MB E	001949	Siding needs repair
	026B	MB E	001949	
	026C	MB E	001949	
39	030	MB E	001961	Fire extinguisher expired
	030A	MB E	001961	
	030B	MB E	001961	
	030C	MB E	001961	
40	048	MB E	001944	Siding needs repair

DRAFT

2025-2026 WILKINSON ELEMENTARY SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	001	MB E	002508	
2	002	MB E	002509	
3	003	MB E	002519	
	003A	MB E	002519	
4	004	MB E	002523	
	004A	MB E	002523	
5	005	MB E	002522	
	005A	MB E	002522	
6	006	MB E	002514	
	006A	MB E	002514	
7	007	MB E	002527	
	007A	MB E	002527	
8	008	MB E	002526	
	008A	MB E	002526	
9	010	MB E	002528	
	010A	MB E	002528	
10	011	MB E	002511	
11	012	MB E	002512	
12	013	MB E	002536	
	013A	MB E	002536	
13	014	MB E	002534	
	014A	MB E	002534	
14	016	MB E	002520	
	016A	MB E	002520	
15	017	MB E	002548	
	017A	MB E	002548	
	017B	MB E	002548	
16	018	MB E	002328	
17	020	MB E	002395	
	020A	MB E	002395	
18	022	II-B	007447	

FILED

19	031	MB E	002525	
	031A	MB E	002525	
20	033	MB E	002515	
	033A	MB E	002515	
21	034	MB E	002518	
	034A	MB E	002518	
22	035	MB E	002529	
	035A	MB E	002529	
	035B	MB E	002529	
23	036	MB E	002517	
	036A	MB E	002517	
24	037	MB E	002521	
	037A	MB E	002521	
25	038	MB E	002513	
	038A	MB E	002513	
26	039	MB E	002524	
	039A	MB E	002524	
27	040	MB E	002516	
	040A	MB E	002516	
28	041	MB E	002532	
	041A	MB E	002532	
29	042	MB E	002537	
	042A	MB E	002537	
30	043	MB E	002510	
	043A	MB E	002510	
31	044	MB E	002535	
	044A	MB E	002535	
32	045	MB E	002546	
	045A	MB E	002546	
	045B	MB E	002546	
33	046	MB E	002540	

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	046A	MB E	002540	
34	047	MB E	002547	
	047A	MB E	002547	
	047B	MB E	002547	
35	048	MB E	002542	
	048A	MB E	002542	
	048B	MB E	002542	
36	049	MB E	002543	
	049A	MB E	002543	
	049B	MB E	002543	
37	050	MB E	002544	
	050A	MB E	002544	
	050B	MB E	002544	
38	051	II-B	010872	
	051A	II-B	010872	
39	052	MB E	002549	
	052A	MB E	002549	
	052B	MB E	002549	
40	061	MB E	001997	
	061A	MB E	001997	
41	063	MB E	001998	
	063A	MB E	001997	
42	066	MB E	002541	
	066A	MB E	002541	
	066B	MB E	002541	
43	068	II-B	010873	
	068A	II-B	010873	
44	062	MB E	002550	
	062A	MB E	002550	
	062B	MB E	002550	
	062C	MB E	002550	

FILED

45	064	MB E	002551	
	064A	MB E	002551	
	064B	MB E	002551	
	064C	MB E	002551	

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2025-2026 WILKINSON JUNIOR HJIGH SCHOOL CORRECTION LIST

QUANTITY	Room Number	DCA Prefix	DCA Number	ITEMS THAT NEED TO BE CORRECTED
1	002	MB E	002244	
2	003	MB E	002249	Siding needs repair
3	004	MB E	002245	Siding needs repair
4	005	MB E	002257	
	005A	MB E	002257	
5	006	MB E	002246	
6	007	MB E	002259	
	007A	MB E	002259	
7	008	MB E	002247	
8	009	MB E	002260	
	009A	MB E	002260	
9	010	MB E	002237	Siding needs repair
10	011	MB E	002265	
	011A	MB E	002265	
	011B	MB E	002265	
11	021	MB E	002243	
12	022	MB E	002261	
	022A	MB E	002261	
13	023	MB E	002242	
14	024	MB E	002240	
15	025	MB E	002241	
16	026	MB E	002239	Siding needs repair
17	027	MB E	002251	
18	040	MB E	002248	
19	041	MB E	002263	Siding needs repair
	041A	MB E	002263	
20	043	MB E	002255	
	043A	MB E	002255	
21	042	MB E	002269	
	042A	MB E	002269	
	042B	MB E	002269	

FILED

2025-2026 WILKINSON JUNIOR HJIGH SCHOOL CORRECTION LIST

	042C	MB E	002269	
22	048	MB E	002271	
	048A	MB E	002271	
	048B	MB E	002271	
23	096	MB E	002270	
	096A	MB E	002270	

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

C21 - 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

- June 4th, 2026 Contractor Prequal List.xlsx - (1).pdf

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
Bahl Electrical Contractors, LLC.	Electrical Contractor	$300,000.00	June 30, 2027
Besch & Smith Civil Group, Inc.	Underground Utility & Excavation Contractor	$15,000,000.00	June 30, 2027
Parks Electric Services, Inc.	Electrical Contractor	$300,000.00	June 30, 2027
Premier American Construction, Inc.	General Contractor	$8,000,000.00	June 30, 2027
Premier Communications Group, Inc.	Electrical Contractor	$3,000,000.00	June 30, 2027
Thermaserve Mechanical, Inc.	Plumbing & HVAC Contractor	$10,000,000.00	June 30, 2027

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

C22 - Change Order #1 (Direct Purchasing) for Oakleaf High School Fire Alarm Repair/Replacement.

Description

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

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Approve Change Order #1.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net,
Lance Addison, Director of Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

This deduction to the construction contract in the amount of $194,612.30 will not impact the budget. A total tax savings in the amount of $11,086.55 is realized as a result of this direct purchasing change order.

Review Comments

Attachments

RB C-50-25_26 CHO#1 DP OHS Fire Alarm R_R .pdf

DRAFT

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SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 1

SDCC PROJECT NAME: Oakleaf High School Fire Alarm Repair/Replacement

SDCC PROJECT NO: C-50-25/26

The Owner authorized the Contractor to make the following change(s) in the contract dated February 5, 2026.

ORIGINAL CONTRACT AMOUNT: $ 1,105,500.00
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): $ 0.00

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

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Substantial Completion date is July 17, 2026. Final Completion date is August 16, 2026.

For these changes: The current amount of the contract will be decreased in accordance with the conditions of the original terms agreed upon. The Contract sum is:

CURRENT CONTRACT AMOUNT	$ 1,105,500.00
ADDITION TO CONTRACT:	$ 0.00
DEDUCTION TO CONTRACT:	$ 194,612.30
REVISED CONTRACT AMOUNT:	$ 910,887.70

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

Signature: Signed by: Namir Haddad D6E806944FED4C0... Architect Date: 04/16/2026 | 6:37 AM CDT

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

ACCEPTED: Signature: Jerry Anderson Contractor Date: 4-16-2026

Signature: Bill Burgess SDCC Project Manager Date: 4/16/2026

APPROVED: Signature: _____ School Board Chairman Date: _____

MIS15010
EFF 7/10/08

DRAFT

DIRECT PURCHASING
Oakleaf High School Fire Alarm Repair/Replacement
C-50-25/26

T&M Electric of Clay County, LLC
200 College Drive
Orange Park, FL 32065

DATE	REQ. #	P.O. #	VENDOR	AMOUNT	SAVINGS (6%)	SAVINGS (1.5%)	DEDUCTION
4/21/2026	R110238	P2607696	Life Safety Designs, Inc.	$183,525.75	$11,011.55	$75.00	$194,612.30
			TOTAL DEDUCTED FROM CONTRACT:	$183,525.75	$11,011.55	$75.00	$194,612.30

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June 4, 2026 - Regular School Board Meeting

Title

C23 - Change Order #1 (Direct Purchasing) for Fleming Island High School Fire Alarm Repair/Replacement

Description

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

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Approve Change Order #1.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net,
Lance Addison, Director of Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net

Financial Impact

This deduction to the construction contract in the amount of $270,662.15 will not impact the budget. A total tax savings in the amount of $15,391.25 is realized as a result of this direct purchasing change order.

Review Comments

Attachments

RB CHO#1 DP FIH Fire Alarm R-R form & spreadsheet.pdf

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 1

SDCC PROJECT NAME: Fleming Island High School Fire Alarm Repair/Replacement

SDCC PROJECT NO: C-49-25/26

The Owner authorized the Contractor to make the following change(s) in the contract dated: March 5, 2026.

ORIGINAL CONTRACT AMOUNT:	$ 1,175,820.00
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S):	$ 0.00

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

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Substantial Completion date is July 17, 2026. Final Completion date is August 16, 2026.

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

CURRENT CONTRACT AMOUNT:	$ 1,175,820.00
ADDITION TO CONTRACT:	$ 0.00
DEDUCTION TO CONTRACT:	$ 270,662.15
REVISED CONTRACT AMOUNT:	$ 905,157.85

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

Signature: Nancy Hadded Date: 5/12/206

Architect

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

ACCEPTED: Signature: Jerry Anderson Date: 5/12/2026

Contractor

Signature: Date: 5/12/26

SDCC Project Manager

APPROVED: Signature: Date:

School Board Chairman

MIS15010
EFF 7/10/08

DRAFT

DIRECT PURCHASING
Fleming Island High School Fire Alarm Repair/Replacement
C-49-25/26

T&M Electric of Clay County, LLC
200 College Drive
Orange Park, FL 32065

DATE	REQ. #	P.O. #	VENDOR	AMOUNT	SAVINGS (6%)	SAVINGS (1.5%)	DEDUCTION
3/30/2026	R109515	P2607204	Life Safety Designs, Inc.	$255,270.90	$15,316.25	$75.00	$270,662.15
			TOTAL DEDUCTED FROM CONTRACT:	$255,270.90	$15,316.25	$75.00	$270,662.15

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

C24 - Change Order #2 for Fleming Island High School Fire Alarm Repair/Replacement

Description

Change Orders are initiated by the Contractor, Architect/Engineer or Owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change Orders are reviewed by the Architect/Engineer and staff prior to submission to the School Board for approval. This change order is for the installation of additional devices.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on-time completion.

Strategic Plan Goal

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

Recommendation

Approve Change Order #2.

Contact

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

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

Financial Impact

This change order will increase the contract amount by $12,150.24. Architect/Engineer fees, contracted at 8%, will increase by $972.02 as a result of this change order. These funds are available and budgeted in the Educational Facilities Plan.

Review Comments

Attachments

RB CHO#2 FIH Fire Alarm RR C-49-2526 form & justification.pdf

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SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 2

SDCC PROJECT NAME: Fleming Island High School Fire Alarm Repair/Replacement

SDCC PROJECT NO: C-49-25/26

The Owner authorized the Contractor to make the following change(s) in the contract dated: March 5, 2026.

ORIGINAL CONTRACT AMOUNT:	$ 1,175,820.00
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S):	$ 905,157.85

Change(s) and reason(s) for this Change Order: Installation of additional devices.

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Substantial Completion date is July 17, 2026. Final Completion date is August 16, 2026.

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

CURRENT CONTRACT AMOUNT:	$ 905,157.85
ADDITION TO CONTRACT:	$ 12,150.24
DEDUCTION TO CONTRACT:	$ 0.00
REVISED CONTRACT AMOUNT:	$ 917,308.09

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

Signature: Nawin Haddad Date: 5/12/2026
Architect

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

ACCEPTED: Signature: Jerry Anderson Date: 5/12/2026
Contractor

Signature: Date: 5/12/26
SDCC Project Manager

APPROVED: Signature: Date:
School Board Chairman

MIS15010
EFF 7/10/08

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SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER #_____2_____

SBCC PROJECT NAME: Fleming Island High School – Fire Alarm Repair/Replacement
SBCC PROJECT NUMBER: C-49-25/26

ADDITIONAL INFORMATION

1. Additive change order for the installation of additional devices	$12,150.24
TOTAL CHANGE ORDER AMOUNT:	$12,150.24

COMMENTS: Zero (0) additional calendar days will be needed for this change order. Substantial Completion date is July 17, 2026. Final Completion date is August 16, 2026.

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

C25 - Change Order #3 for Lakeside Junior High School Restroom/Locker Room Renovations

Description

Change orders are initiated by the Contractor, Architect/Engineer or Owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change orders are reviewed by the Architect/Engineer and staff prior to submission to the School Board for approval. This change order is for four hundred seventy days (470) days to be added to the contract due to delays in obtaining the correct specified doors.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to project completion.

Strategic Plan Goal

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

Recommendation

Approve Change Order #3

Contact

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

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

Financial Impact

If approved, this change order will not increase the contract amount. Final completion date is February 1, 2026. Architect fees will not increase as a result of this change order.

Review Comments

Attachments

Rev GG CHO#3 C-25-2021 LJH RR-LR Reno.pdf

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Lakeside Junior High School Restroom/Locker Room Renovations (C-25-20/21)	Contract For: General Construction Date: March 7, 2024	Change Order Number: 003 Date: June 4, 2026
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Clay County School Board 900 Walnut Street Green Cove Springs, FL 32073	Brian Boatright Architect, Inc. 914 Plainfield Avenue Orange Park, FL 32073	Gary S. Bailey, Inc. 5201 County Road 218 Middleburg, FL 32068

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Gary S. Bailey Inc is requesting additional days to the original contract due to circumstances beyond their control. Several doors and associated hardware for this job didn't meet the specifications. To correct the issue, they had their subcontractor re-order the correct doors and hardware. The lead time on these new doors caused the project to go beyond the contract deadline.

The original Contract Sum was	$	719,411.00
The net change by previously authorized Change Orders	$	-138,385.25
The Contract Sum prior to this Change Order was	$	581,025.75
The Contract Sum will be unchanged by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	581,025.75

The Contract Time will be increased by Four hundred seventy (470) days.
The new date of Final Completion will be February 1, 2026.

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

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

Brian Boatright Architect, Inc.	Gary S. Bailey, Inc.	Clay County School Board
ARCHITECT *(Firm name)*	CONTRACTOR *(Firm name)*	OWNER *(Firm name)*
SIGNATURE	SIGNATURE	SIGNATURE
Brian O. Boatright, President	Gary S. Bailey, President	Erin Skipper, Board Chair
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
6-4-26	6-4-26	6-4-26
DATE	DATE	DATE

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User Notes:

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER #_3_____

SBCC PROJECT NAME: Lakeside Junior High School – Restroom/Locker Room Renovation
SBCC PROJECT NUMBER: C-25-20/21

ADDITIONAL INFORMATION:

1. This is a no-cost change order and is for the requested days only.	$0.00
The change order is limited solely to the additional contract days resulting from delays associated with the installation of the originally specified doors. The subcontractor initially installed doors that did not meet the project specifications. Upon discovering this issue, the procurement and delivery of the specified doors were further delayed due to supply chain issues. These circumstances were beyond the control of, and not caused by, the general contractor.	

COMMENTS: Four hundred seventy (470) additional calendar days will be needed for this change order. Final completion date is February 1, 2026.

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June 4, 2026 - Regular School Board Meeting

Title

C26 - Final Completion of Lakeside Junior High School Restroom/Locker Room Renovations

Description

Establish a Final Completion date for audit purposes and as required by the State Requirements for Educational Facilities (SREF) and Florida Statutes. The project, as determined by the project manager and project architect/engineer, has reached final completion on February 1, 2026 in accordance with the project documents.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve Final Completion.

Contact

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

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

Financial Impact

None.

Review Comments

Attachments

GG FInal Completion Form C-25-2021 LJH RR-LR Reno.pdf

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School District of Clay County
Certificate of Final Completion

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

Project Title: Lakeside Junior High School - Restroom/Locker Room Renovation

School: Lakeside Junior High School

SDCC Project Number: C-25-20/21

OEFIS Project Number: 4913-1

Project Architect/Engineer: Brian Boatright, Architect

Project Contractor: Gary S. Bailey

Date of Final Completion: 2/1/2026

Gary S. Bailey
Signature: Contractor — Date: 2/1/2026

Brian Boatright
Signature: Architect/Engineer — Date: 2/1/2026

Greg Giuffre
Signature: Project Manager — Date: 2/1/2026

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SSD-1-5013
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June 4, 2026 - Regular School Board Meeting

Title

C27 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Fleming Island High School Track Improvements

Description

Each phase, or a combination of phases, is submitted to the School Board for review and approval. The plans have received staff review and are complete to schematic/preliminary/final (phase I, II, and III) stage.

Gap Analysis

N/A

Previous Outcomes

Individual departments have the opportunity to express needs during plan review in order to design a project that will meet user's expectations.

Expected Outcomes

Schematic, preliminary, and final plan review allows for participation from a variety of departments to ensure any program changes are incorporated into the design.

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 Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Fleming Island High School Track Improvements.

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

As budgeted in the Educational Facilities Plan. The architect's estimated construction cost is $850,000.00.

Review Comments

Attachments

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

C28 - Resolution for the Purchase of 0.91 Acres of Land Located Adjacent to the Transportation Yard in Green Cove Springs, Florida

Description

The current Green Cove transportation yard is facing significant spatial constraints that compromise operational efficiency. In an effort to resolve these issues, the district is requesting approval to acquire the adjacent 0.91-acre parcel (Parcel ID: 38-06-26-017175-000-00). This acquisition would enable a strategic expansion and reconfiguration of the current property, optimizing traffic flow while streamlining bus staging and staff parking. Additionally, the acquisition would accommodate future fleet expansion as the southeast Green Cove Springs area continues to develop.

Gap Analysis

No action would result in continued issues with parking near the School Bus Garage.

Previous Outcomes

No action would result in continued issues with parking near the School Bus Garage.

Expected Outcomes

It is expected the School Board will approve the resolution to proceed with the necessary steps to purchase the land.

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 resolution to proceed with necessary steps to purchase the land.

Contact

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

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

Paul Bement, Supervisor of Planning and Intergovernmental Relations, (904)336-6829, paul.bement@myoneclay.net

Financial Impact

The purchase price is $215,000.00. Pending Board approval, funds will be budgeted in the 2026-2027 Educational Facilities Work Plan.

Review Comments

Attachments

RESOLUTION 25- XX Land Purchase-06042026.pdf

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RESOLUTION # 25-XX

A RESOLUTION OF THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, FINDING THAT ACQUIRING AND PURCHASING LAND IS INSTRUMENTAL IN PROVIDING A HIGH-QUALITY EDUCATION TO ITS STUDENTS; AND, THAT THE PARCEL LOCATED AT 0 CENTER ST. IS STRATEGICALLY POSITIONED TO SERVE THE DISTRICT'S OPERATIONAL OR EDUCATIONAL NEEDS; AND, APPROXIMATELY 0.91 ACRES, MORE OR LESS, IDENTIFIED AS PARCEL ID 38-06-26-017175-000-00 IS FOR SALE AND AVAILABLE; AND, THERE IS A DIMINISHING SUPPLY OF DEVELOPABLE PARCELS WITHIN THE GREEN COVE SPRINGS CORE; AND, IT IS IN THE BEST INTEREST OF THE STUDENTS, STAFF, AND COMMUNITY TO SECURE THIS PARCEL TO ENSURE LONG-TERM FACILITY PLANNING AND GROWTH MANAGEMENT.

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WHEREAS, Clay County District Schools recognizes the need to expand and optimize its educational infrastructure to accommodate a growing student population and evolving administrative requirements; and

WHEREAS, the acquisition of well-located land parcels is essential to the successful implementation of the district's long-term master facility plan; and

WHEREAS, the Green Cove Springs area is experiencing rapid commercial and residential expansion, particularly following the development of the First Coast Expressway, which has led to a significant increase in land values; and

WHEREAS, the district has diligently assessed the location and determined that the following land parcel is highly suitable for meeting the district's long-term objectives:

1. 0 Center St., Green Cove Springs, Florida, 32043; Parcel ID 38-06-26-017175-000-00
   0.91 acres as listed by the County Property Appraiser
2. Sale price: $215,000.00

WHEREAS, the purchase of this parcel at current market rates protects the district from future price escalations, which are currently estimated at 18% to 25% annually in this specific high-growth corridor; and.

WHEREAS, the acquisition of this property will facilitate future school construction, support facilities, or expansion of existing district services; and

WHEREAS, in accordance with F.S 1013.14, one appraisal has been obtained by the district.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Clay County, Florida:

1. The Clay County School Board hereby authorizes the Superintendent or their designees to acquire the due diligence, surveys, and environmental reports necessary for the purchase of the land parcel in accordance with F.S. 1013.365 on behalf of the school district for the purpose of future school construction projects.
2. The Clay County School Board hereby authorizes the Superintendent or their designees to engage the services of legal and real estate professionals to assist in the identification, evaluation, and acquisition of the land parcel listed above.
3. The Clay County School Board hereby authorizes the Superintendent or their designees to advertise the proposed land acquisition for 30 days in accordance with F.S. 1013.14.
4. The Clay County School Board hereby authorizes the Superintendent or their designees to proceed with a purchase agreement or option contract provided the above criteria are met, subject to the approval of the Clay County School Board at a public meeting and hearing after 30 days' public notice in accordance with F.S. 1013.14.

DULY ADOPTED AND APPROVED this 4th day of June, 2026, by the School Board of Clay County, Florida.

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By_____
ERIN SKIPPER, Its Chair

SUPERINTENDENT, CLAY COUNTY DISTRICT SCHOOLS

By_____
DAVID BROSKIE

ATTEST:

By_____
WITNESS

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

Adoption of Consent Agenda

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Misty M. Massey, Board Assistant, Misty.Massey@myoneclay.net

Financial Impact

Review Comments

Attachments

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June 4, 2026 - Regular School Board Meeting

Title

CCEA Update

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Financial Impact

Review Comments

Attachments

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

Superintendent's Update and Presentations

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

School Board Attorney Remarks

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Jeremiah Blocker, School Board Attorney, jeremiah.blocker@myoneclay.net

Financial Impact

Review Comments

Attachments

DRAFT

June 4, 2026 - Regular School Board Meeting

Title

School Board Member Remarks

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Misty M. Massey, Board Assistant, Misty.Massey@myoneclay.net

Financial Impact

Review Comments

Attachments

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